

Guidance Document

for the

Class II General Air Quality Operating Permit For Temporary Construction Sources Change Of Location Approval Request Form



Nevada Division of Environmental Protection
Bureau of Air Pollution Control, Class II Permitting Branch
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The goal of the Bureau of Air Pollution Control is to achieve and maintain levels of air quality that will protect human health, prevent injury to plant and animal life, prevent damage to property, and preserve the scenic, historical, and aesthetic treasures of the State.

NDEP



Table of Contents

Acronyms and Abbreviations	5
1.0 INTRODUCTION	6
1.1 Request Submittal and Processing Timeline	6
2.0 COVER PAGE	6
2.1 Company Name	6
2.2 Facility ID No.	6
3.0 IMPORTANT INFORMATION	7
4.0 GENERAL COMPANY INFORMATION FORM	7
4.1 Company Name and Address	7
4.2 Responsible Official Name and Address	7
4.3 Location and Driving Directions for the requested Change of Location Approval	8
5.0 EMISSION UNIT FORMS	8
5.1 Form 1A – Change of Location Emission Unit List: Particulate Emissions (PM) Calculation Form	8
5.2 Form 1B – Change of Location Emission Unit List: Gaseous Emissions Calculation Form	9
5.3 Form 1C – Special Use Area Additional Information	9
5.4 Form 1D – Special Use Area Additional Information	10
6.0 PROCESS NARRATIVE	11
7.0 PROCESS FLOW DIAGRAM(S)	11
8.0 LOCATION MAP(S)	11
9.0 SURFACE AREA DISTURBANCE	11
10.0 REQUEST CERTIFICATION DOCUMENT	11
Appendix 1: Example of Form 1A – Change of Location Emission Unit List: Particulate Emissions (PM) Calculation Form	12
Appendix 2: Example of Form 1B – Change of Location Emission Unit List: Gaseous Emissions Calculation Form	13



Table of Contents (continued)

<u>Appendix 3: Example of Form 1C – Special Use Area Additional Information</u>	14
<u>Appendix 4: Example of Form 1D – Special Use Area Additional Information</u>	15



Acronyms and Abbreviations

The acronyms and abbreviations identified below are used throughout this document. This list is intended for reference use.

Administrator	Administrator of EPA as defined in NAC 445B.004
ACFM	Actual Cubic Feet per Minute
AQOP	Air Quality Operating Permit
BAPC	Bureau of Air Pollution Control
COLA	Change of Location Approval
CFR	Code of Federal Regulations
CO	Carbon Monoxide
Director	Director of Nevada State Department of Conservation and Natural Resources as defined in NAC 445B.053
EF	Emission Factor
EPA	Environmental Protection Agency
FIN	Facility Identification Number
HA	Hydrographic Area (Basin)
hr	Hour
L x W x H	Length x Width x Height
lb	Pound
N/A	Not Applicable
NAC	Nevada Administrative Code
NAD 83	North American Datum of 1983
NDEP	Nevada Division of Environmental Protection
NO _x	Oxides of Nitrogen
NRS	Nevada Revised Statutes
ODS	Official Date of Submittal
PF 1.XXX	Emission Unit Number where 'PF' designates emissions are 'Process Fugitive'
PM	Particulate Matter
PM ₁₀	Particulate Matter with an Aerodynamic Diameter Less Than or Equal to 10 Micrometers
PM _{2.5}	Particulate Matter with an Aerodynamic Diameter Less Than or Equal to 2.5 Micrometers
PTE	Potential to Emit
RO	Responsible Official
S 2.XXX	Emission Unit Number where 'S' designates emissions are coming from a 'Stack'
SO ₂	Sulfur Dioxide
USC	United States Code
UTM	Universal Transverse Mercator
VOC	Volatile Organic Compounds



1.0 INTRODUCTION

The purpose of this document is to provide guidance for filling out the Class II General Air Quality Operating Permit For Temporary Construction Sources Change of Location Approval Request Form (COLA Request Form).

When completing the COLA Request Form, complete each item or explain in the space provided why no information is supplied. Specify "N/A" (Not Applicable) if necessary. Fields that are left blank may cause a delay in the processing time.

1.1 Request Submittal and Processing Timeline

The COLA Request Form and appropriate fee may be mailed or hand delivered to the Nevada Division of Environmental Protection – Bureau of Air Pollution Control (BAPC). In addition, fees can be submitted either by check or online using ePayment, <https://epayments.ndep.nv.gov/>. In order for the BAPC to start processing the COLA Request Form, both a signed COLA Request Form and fee must be received in accordance with [NAC 445B.327](#).

Make sure the application contains the original signature of the Responsible Official (RO) on the Certification Document page in the application packet. When submitting an electronic payment, please make sure to include facility name and if applicable, existing permit number and/or Facility Identification Number (FIN). If you have any questions, you may contact the BAPC at (775) 687-9349.

The BAPC mailing address is:

Nevada Division of Environmental Protection
Bureau of Air Pollution Control, Class II Permitting Branch
901 South Stewart Street, Suite 4001
Carson City, Nevada 89701-5249

The COLA Request Form and fee are date stamped when they are received by the BAPC. This is deemed the Official Date of Submittal (ODS). After the ODS, the regulatory timeline for the BAPC to approve the COLA Request is 10 calendar days in accordance with [NAC 445B.331](#).

2.0 COVER PAGE

The Cover Page is the first page of the COLA Request Form.

2.1 Company Name

Please put the name of the company that is requesting the COLA here. Specific company information will be requested on page 3 of the COLA Request Form.

2.2 Class II General Permit No.

The Class II General Permit No. refers to the permit number located in the header section of the Class II General Air Quality Operating Permit For Temporary Construction Sources. For example: Permit No. AP1499-3576.



3.0 IMPORTANT INFORMATION

The application contains a section entitled Important Information. The applicant should be familiar with this information provided in this section prior to completing the application.

4.0 GENERAL COMPANY INFORMATION

The General Company Information Form requests the contact and mailing information of the company, RO, plant manager or other appropriate contact, as well as the location of and accurate driving directions to the facility.

4.1 Company Name and Address

Provide the company name and address as you want it to appear on the COLA.

4.2 Responsible Official Name and Address

Provide the name, title, and mailing address for the RO. This person should be the same as what the BAPC already has on file. If a change needs to be made, please attach a letter stating who the new RO will be, signed by the appropriate individual. In accordance with [NAC 445B.156](#) the RO can be:

1. For a corporation:
 - (a) A president;
 - (b) A vice president in charge of a principal business function;
 - (c) A secretary;
 - (d) A treasurer; or
 - (e) An authorized representative of such a person who is responsible for the overall operation of the facility and who is designated in writing by an officer of the corporation and approved in advance by the Director.
2. For a partnership or sole proprietorship, a general partner or the proprietor, respectively.
3. For a municipality or a state, federal or other public agency, a ranking elected official or a principal executive officer, including, for a federal agency, a chief executive officer who has responsibility for the overall operations of a principal geographic unit of the agency.
4. For an affected source, the designated representative or his or her alternate, as defined in [42 U.S.C. § 7651a\(26\)](#).



4.0 GENERAL COMPANY INFORMATION FORM (continued)

4.3 Location and Driving Directions for the requested Change of Location Approval

Provide the Township(s), Range(s) and Section(s) of the facility, as well as the Universal Transverse Mercator (UTM) coordinates of the front gate of the facility. The UTM coordinates must be in metric units using the North American Datum of 1983 (NAD 83), Zone 11. Describe the location of the facility with respect to the nearest road and city (such as 8th Street, Wells, Nevada), the County the facility is located in, and accurate driving directions from the nearest city to the facility.

5.0 EMISSION UNIT FORMS

5.1 Form 1A – Change of Location Emission Unit List: Particulate Emissions (PM) Units Calculation Form

This is used to calculate PM/PM₁₀/PM_{2.5} emissions for all emission units. Please see Appendix 1 for a completed example.

1. List all emission units and corresponding emission unit identifier. Use additional pages if necessary.
2. Specify the control device.
3. Provide requested hourly throughput (tons/hour) for each emission unit.
4. Provide the total estimated tons of material processed for each respective unit for the entire job/project.
5. Specify maximum daily hours you intend to operate. See the Class II General Air Quality Operating Permit For Temporary Construction Sources for maximum allowable.
6. Specify the appropriate emission factor for PM, PM₁₀, and PM_{2.5} from Section IV of the Class II General Air Quality Operating Permit For Temporary Construction Sources.
7. Calculate and enter the projected PM, PM₁₀, and PM_{2.5} emissions in lbs/day and tons/job for each emission unit.



5.0 EMISSION UNIT FORMS (continued)

5.2 Form 1B – Change of Location Emission Unit List: Gaseous Emissions Units Calculation Form

This is used to calculate NO_x, SO₂, CO, and VOC emissions for all applicable emission units. Please see Appendix 2 for a completed example.

1. List all emission units and corresponding emission unit identifier. Use additional pages if necessary.
2. Specify the control device.
3. Provide requested hourly throughput (tons/hour) for each emission unit.
4. Provide the total estimated tons of material processed for each respective unit for the entire job/project.
5. Specify maximum daily hours you intend to operate. See the Class II General Air Quality Operating Permit For Temporary Construction Sources for maximum allowable.
6. Specify the appropriate emission factor for NO_x, SO₂, CO, and VOC from Section IV of the Class II General Air Quality Operating Permit For Temporary Construction Sources.
7. Calculate and enter the projected NO_x, SO₂, CO, and VOC emissions in lb/day and tons/job for each emission unit.

5.3 Form 1C – Special Use Area Additional Information

This form is to only be used if a request for a COLA is being made in Hydrographic Basin (HA) 83 – Tracy Segment. This form provides the additional information that the BAPC will need to conduct an environmental evaluation. Please see Appendix 3 for a completed example. Definitions of the required additional parameters are below.

Emission Unit Description

The description of the emission unit (i.e. ‘Loader to Feed Hopper’ or ‘Conveyor 1 transfer to Conveyor 2’).

Emission Unit Identifier

The name associated with the emission unit (i.e. ‘Conveyor 1’).

UTM Coordinates

The specific UTM coordinates for each emission unit. The UTM coordinates must be in metric units using North American Datum of 1983 (NAD 83), Zone 11.

Release Height

The release height is the distance from the top of the emission unit to ground level.

Drop Length

The drop length is how far material falls from one emission unit to the next emission unit (i.e. such as from a conveyor to crusher or stockpile, or a screen to a conveyor).



5.0 EMISSION UNIT FORMS (continued)

5.3 Form 1C – Special Use Area Additional Information (continued)

Emission Unit Dimensions

The physical dimensions of an emission unit. For example, a feed hopper would be 8 feet long x 6 feet wide x 7 feet high (8x7x6) and a conveyor would be 3 feet wide x 4 feet high (3x4). The height dimension should match the Release Height (Letter E in Form 1C).

Stack Height

Provide the height of the stack in feet (i.e. the height of the stack on the baghouse controlling the HMA Plant).

Stack Inside Diameter

Provide the inside diameter of the stack in feet. If the diameter is non-cylindrical, provide the actual dimensions (LxW).

Stack Flow Rate (acfm)

Provide the gas volume flow rate through the stack measured in actual cubic feet per minute (acfm).

Stack Exit Velocity

Provide the exit velocity of the of the exhaust gas from the stack measured in feet per second (ft/sec).

Stack Temperature

Provide the temperature of the stack exhaust in degrees Fahrenheit.

Start Time

You may request to operate certain hours of the day. If you choose to do so, provide your start time in this section. Conditions will be written into the COLA accordingly.

End Time

You may request to operate certain hours of the day. If you choose to do so, provide your end time in this section. Conditions will be written into the COLA accordingly.

5.4 Form 1D – Special Use Area Additional Information

This form is to only be used if a request for a COLA is being made in Hydrographic Basin (HA) 83 – Tracy Segment. This form provides the additional information that the BAPC will need to conduct an environmental evaluation. Please see Appendix 4 for a completed example.



6.0 PROCESS NARRATIVE

Provide a detailed description of all processes and flow of material in the COLA Request Form (i.e. Conveyor C-5 (PF1.006) transfers aggregate to Crusher CR-2 (PF1.007)).

7.0 PROCESS FLOW DIAGRAM(S)

The Process Flow Diagram is the schematic showing how all processes are interconnected. In the detailed process flow diagram indicate emission control application points, throughput rates, and emission unit identifiers and system notations for clarification purposes.

8.0 LOCATION MAP(S)

Provide all required maps as visible and readable printouts. The maps may be in color. Submit the following maps:

1. A vicinity map that shows the facility location with respect to the nearest known city, town, and major road, all labeled. Outline the facility.
2. Topographic Map (or similar satellite-image map) indicating the exact location of equipment.

9.0 SURFACE AREA DISTURBANCE

A separate Surface Area Disturbance (SAD) Permit is required if 5 or more acres of land will be disturbed.

10.0 REQUEST CERTIFICATION DOCUMENT

The last page of the COLA Request Form is the Request Certification Document, which is a summary of the required documents for the COLA Request. Check the boxes next to the items that are applicable. It must be signed with an original “wet” signature by the RO of the company or facility.



Appendix 1: Example of Form 1A – Change of Location Emission Unit List: Particulate Emissions (PM) Units Calculation Form³

Emission Unit Description	Emission Unit Identifier	Control Device	Operating Parameters				Emission Factors ¹			PM Emissions		PM ₁₀ Emissions		PM _{2.5} Emissions	
			tons/hour	tons/job	hours/day	setback (meters)	PM lb/ton	PM ₁₀ lb/ton	PM _{2.5} lb/ton	lb/day	tons/job	lb/day	tons/job	lb/day	tons/job
			D	E	F	G	H	I	J	K (=D*F*H)	L (=E*H/2000)	M (=D*F*I)	N (=E*I/2000)	O (=D*F*J)	P (=E*J/2000)
Loader transfer to Feeder	PF1.001	No add-on controls	500	500,000	16	100	0.003	0.0011	0.00017	24	0.75	8.8	0.275	1.36	.0425
Feeder transfer to Conveyor 2	PF1.002	WDS	500	500,000	16	100	0.00014	0.000046	0.000013	1.12	0.035	0.368	0.012	0.104	.003
Screen 1 and Associated Transfers (in from Conveyor 2, out to Conveyor 3 and Conveyor 5)	PF1.003	WDS	500	500,000	16	100	0.0022	0.00074	0.00005	17.600	0.550	5.920	0.185	0.400	0.013
Conveyor 3 transfer to Stacker 4	PF1.004	WDS	500	500,000	16	100	0.00014	0.000046	0.000013	1.120	0.035	0.368	0.012	0.104	0.003
Stacker 4 transfer to Natural Product Stockpile	PF1.005	WDS	500	500,000	16	100	0.00014	0.000046	0.000013	1.120	0.035	0.368	0.012	0.104	0.003
Crusher 1 and Associated Transfers (in from Conveyor 5, out to Conveyor 6)	PF1.006	WDS	500	500,000	16	100	0.0012	0.00054	0.0001	9.600	0.300	4.320	0.135	0.800	0.025
Screen 2 and Associated Transfers (in from Conveyor 6, out to Conveyor 7, Conveyor 9)	PF1.007	WDS	500	500,000	16	100	0.0022	0.00074	0.00005	17.600	0.550	5.920	0.185	0.400	0.013
Conveyor 7 transfer to Stacker 8	PF1.008	WDS	500	500,000	16	100	0.00014	0.000046	0.000013	1.120	0.035	0.368	0.012	0.104	0.003
Stacker 8 transfer to Shoulder Product Stockpile	PF1.009	WDS	500	500,000	16	100	0.00014	0.000046	0.000013	1.120	0.035	0.368	0.012	0.104	0.003
Conveyor 9 transfer to Stacker 10	PF1.010	WDS	500	500,000	16	100	0.00014	0.000046	0.000013	1.120	0.035	0.368	0.012	0.104	0.003
Stacker 10 transfer to 1/2" Rock Stockpile	PF1.011	WDS	500	500,000	16	100	0.00014	0.000046	0.000013	1.120	0.035	0.368	0.012	0.104	0.003
Total ²										76.64	2.40	27.54	0.86	3.69	0.12
Footnotes: (1) The Emission Factors established in Section IV of the Class II General Air Quality Operating Permit For Temporary Construction Sources must be used. (2) The total of PM, PM ₁₀ , and PM _{2.5} emissions for all units must not exceed limits in Section V of the Class II General Air Quality Operating Permit For Temporary Construction Sources. (3) Use additional forms as necessary.															



Appendix 2: Example of Form 1B – Change of Location Emission Unit List: Gaseous Emissions Units Calculation Form³

A	Emission Unit Description				B	Emission Unit Identifier				C	Control Device		D	tons/hour	E	tons/job	F	hours/day	G	setback (meters)
Diesel Fired Drum Dryer				S2.001				Baghouse		400		100,000		16		100				
Emission Factors (lb/ton) ¹				H	PM	I	PM ₁₀	J	PM _{2.5}	K	NO _x	L	SO ₂	M	CO	N	VOC			
				0.02		0.02		0.02		0.055		0.011		0.13		0.032				
PM Emissions				PM ₁₀ Emissions		PM _{2.5} Emissions		NO _x Emissions		SO ₂ Emissions		CO Emissions		VOC Emissions						
lb/day	tons/job	lb/day	tons/job	lb/day	tons/job	lb/day	tons/job	lb/day	tons/job	lb/day	tons/job	lb/day	tons/job	lb/day	tons/job	lb/day	tons/job	lb/day	tons/job	
=(D*F*H)	=(E*H/2000)	=(D*F*I)	=(E*I/2000)	=(D*F*J)	=(E*J/2000)	=(D*F*K)	=(E*K/2000)	=(D*F*L)	=(E*L/2000)	=(D*F*M)	=(E*M/2000)	=(D*F*N)	=(E*N/2000)							
128	1	128	1	128	1	352	2.75	70.4	0.55	832	6.5	204.8	1.6							

A	Emission Unit Description				B	Emission Unit Identifier				C	Control Device		D	tons/hour	E	tons/job	F	hours/day	G	setback (meters)
Drum Dryer discharge to Conveyor				PF 1.020				No add-on controls		400		100,000		16		100				
Emission Factors (lb/ton) ¹				H	PM	I	PM ₁₀	J	PM _{2.5}	K	NO _x	L	SO ₂	M	CO	N	VOC			
				0.00052		0.00052		0.00052		N/A		N/A		0.0013		0.0042				
PM Emissions				PM ₁₀ Emissions		PM _{2.5} Emissions		NO _x Emissions		SO ₂ Emissions		CO Emissions		VOC Emissions						
lb/day	tons/job	lb/day	tons/job	lb/day	tons/job	lb/day	tons/job	lb/day	tons/job	lb/day	tons/job	lb/day	tons/job	lb/day	tons/job	lb/day	tons/job	lb/day	tons/job	
=(D*F*H)	=(E*H/2000)	=(D*F*I)	=(E*I/2000)	=(D*F*J)	=(E*J/2000)	=(D*F*K)	=(E*K/2000)	=(D*F*L)	=(E*L/2000)	=(D*F*M)	=(E*M/2000)	=(D*F*N)	=(E*N/2000)							
3.328	0.026	3.328	0.026	3.328	0.026	N/A	N/A	N/A	N/A	8.32	0.065	26.88	0.21							

A	Emission Unit Description				B	Emission Unit Identifier				C	Control Device		D	tons/hour	E	tons/job	F	hours/day	G	setback (meters)
Hot Mix Asphalt Silo - Loading				PF1.021				No add-on controls		400		100,000		16		100				
Emission Factors (lb/ton) ¹				H	PM	I	PM ₁₀	J	PM _{2.5}	K	NO _x	L	SO ₂	M	CO	N	VOC			
				0.00059		0.00059		0.00059		N/A		N/A		0.0012		0.0122				
PM Emissions				PM ₁₀ Emissions		PM _{2.5} Emissions		NO _x Emissions		SO ₂ Emissions		CO Emissions		VOC Emissions						
lb/day	tons/job	lb/day	tons/job	lb/day	tons/job	lb/day	tons/job	lb/day	tons/job	lb/day	tons/job	lb/day	tons/job	lb/day	tons/job	lb/day	tons/job	lb/day	tons/job	
=(D*F*H)	=(E*H/2000)	=(D*F*I)	=(E*I/2000)	=(D*F*J)	=(E*J/2000)	=(D*F*K)	=(E*K/2000)	=(D*F*L)	=(E*L/2000)	=(D*F*M)	=(E*M/2000)	=(D*F*N)	=(E*N/2000)							
3.776	0.0295	3.776	0.0295	3.776	0.0295	N/A	N/A	N/A	N/A	7.68	0.06	78.08	0.61							

	Total PM Emissions		Total PM ₁₀ Emissions		Total PM _{2.5} Emissions		Total NO _x Emissions		Total SO ₂ Emissions		Total CO Emissions		Total VOC Emissions	
	lb/day	tons/job	lb/day	tons/job	lb/day	tons/job	lb/day	tons/job	lb/day	tons/job	lb/day	tons/job	lb/day	tons/job
Emissions Totals ²	135.104	1.0555	135.104	1.0555	135.104	1.0555	352	2.75	70.4	0.55	848	6.625	309.76	2.42

Footnotes: (1) The Emission Factors established in Section IV of the Class II General Air Quality Operating Permit For Temporary Construction Sources must be used.
 (2) The total of PM, PM₁₀, PM_{2.5}, NO_x, SO₂, CO and VOC emissions for all units must not exceed limits in Section V of the Class II General Air Quality Operating Permit For Temporary Construction Sources.
 (3) Use additional forms as necessary.



Appendix 3: Example of Form 1C – Special Use Area Additional Information¹

Emission Unit Description	Emission Unit Identifier	UTM Coordinates (NAD 83, Zone 11)		Release Height (ft)	Drop Length (ft)	Emission Unit Dimensions L x W x H (ft)	Stack Height (ft)	Stack Inside Diameter or L x W Dimensions (ft)	Stack Flow Rate (acfm)	Stack Exit Velocity (ft/sec)	Stack Temperature (°F)	Requested Hours of Operation	
		Easting (m)	Northing (m)									Start Time (AM/PM)	End Time (AM/PM)
A	B	C	D	E	F	G	H	I	J	K	L	M	N
Loader transfer to Feeder	PF1.001	294279	4371981	8	2	8x6x8	N/A	N/A	N/A	N/A	N/A	5AM	5 PM
Feeder transfer to Conveyor 2	PF1.002	294278	4371973	4	1	3x4	N/A	N/A	N/A	N/A	N/A	5AM	5 PM
Screen 1 and Associated Transfers (in from Conveyor 2, out to Conveyor 3 and Conveyor 5)	PF1.003	294277	4371958	10	1	6x8x10	N/A	N/A	N/A	N/A	N/A	5AM	5 PM
Conveyor 3 transfer to Stacker 4	PF1.004	294262	4371962	4	1	3x4	N/A	N/A	N/A	N/A	N/A	5AM	5 PM
Stacker 4 transfer to Natural Product Stockpile	PF1.005	294228	4371972	30	10	3x30	N/A	N/A	N/A	N/A	N/A	5AM	5 PM
Crusher 1 and Associated Transfers (in from Conveyor 5, out to Conveyor 6)	PF1.006	294275	4371943	10	1	6x8x10	N/A	N/A	N/A	N/A	N/A	5AM	5 PM
Screen 2 and Associated Transfers (in from Conveyor 6, out to Conveyor 7, Conveyor 9)	PF1.007	294273	4371933	10	1	6x8x10	N/A	N/A	N/A	N/A	N/A	5AM	5 PM
Conveyor 7 transfer to Stacker 8	PF1.008	294250	4371929	4	1	3x4	N/A	N/A	N/A	N/A	N/A	5AM	5 PM
Stacker 8 transfer to Shoulder Product Stockpile	PF1.009	294210	4371923	30	10	3x30	N/A	N/A	N/A	N/A	N/A	5AM	5 PM
Conveyor 9 transfer to Stacker 10	PF1.010	294285	4371919	4	1	3x4	N/A	N/A	N/A	N/A	N/A	5AM	5 PM
Stacker 10 transfer to 1/2" Rock Stockpile	PF1.011	294298	4371888	30	10	3x30	N/A	N/A	N/A	N/A	N/A	5AM	5 PM
Diesel Fired Drum Dryer	S2.001	294181	4371858	N/A	N/A	N/A	25	2	10,000	25	350	5AM	5 PM

Footnote: (1) Use additional forms as necessary.

