



DEPARTMENT OF ENVIRONMENT AND CONSERVATION
DIVISION OF AIR POLLUTION CONTROL
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**NON-TITLE V PERMIT APPLICATION INSTRUCTIONS
PROCESS OR FUEL BURNING SOURCE DESCRIPTION (APC 102B SUPPLEMENT)**

This form should be completed for each process emission source or fuel burning equipment that operates on a batch cycle. A batch cycle process is defined as one where production occurs in discrete batches, rather than as a continuous process in which raw materials are continuously being fed, and products are continuously being removed. Whenever this form is submitted, it should be accompanied by a Process or Fuel Burning Source Description form (APC 102).

The Tennessee Air Pollution Control Division prefers that application forms be submitted via email to the email address Air.Pollution.Control@TN.gov. All application forms should be scanned/combined into one PDF document and sent as an attachment to the email. If email is not available, then application forms can be mailed to the address on the form.

The items below give a brief explanation of the information being requested on the form. The following numbers refer to the specific box on the form:

1. The description of the air contaminant source as listed in the associated APC 102 form.
2. The unique source identifier of the air contaminant source as listed in the associated APC 102 form.
3. The Active Process Time for a batch process is the time required for the active reaction or processing of a batch. This may include, but is not limited to, time in a kiln, oven, reaction vessel, autoclave, mixer, or grinder.
4. The Full-Cycle Process Time for a batch process is the minimum time from the beginning of one batch process to the beginning of the next batch process on the same equipment. This is the minimum time possible between batches under optimal conditions, not the average time between batches. This includes the Active Process Time, as well as any interim steps, including, but not limited to, cooling, cleaning, refilling, equipment movement, product handling,
5. The maximum annual batches is the maximum number of batches that could be processed in a 12-month, 8760-hour period under optimal conditions, not the average number of batches processed. If there are any required scheduled interruptions (excluding maintenance) this should be accounted for in the maximum. Note that this should not include general scheduled maintenance, administrative downtime such as holidays, or any unscheduled interruptions, such as equipment breakdown. If accounting for required scheduled interruptions, please include details and calculations as an attachment.

Examples:

- a. If the full-cycle process time is 24 hours, with no required scheduled interruptions, the maximum annual batches would be 365.

- b. If the full-cycle process time is 24 hours, and the process equipment needs to be shut down for 12 hours to clean out material residue after every five batches, the maximum annual batches would be 332.
 - c. If the full-cycle process time is 24 hours, and there are usually two weeks a year that production is shut down due to boiler maintenance, the maximum annual batches would still be 365.
6. The batch material inputs list the material name and input rate on a per-batch basis. A simple process flow diagram should be attached to the APC 102 form. For processes with variable batch contents, the worst-case potential material inputs should be utilized. For processes with variable batch contents that alter the emitted pollutants (e.g. Mixture #1 emits a HAP, Mixture #2 emits VOCs), attach additional copies of the APC 102B to account for the worst-case potential material inputs for each emitted pollutant.
7. Include any comments in the space provided. If additional copies of the APC 102B will be attached pursuant to Item 7, note it here.
8. If this form is being submitted at the same time as an APC 100 form, then a signature is not required on this form. Date this form regardless of whether a signature is provided. If this form is NOT being submitted at the same time as an APC 100 form, then a signature and date are required. Applications should be signed by the responsible person listed in Item 7 of the APC 100 form.