

**NON-TITLE V PERMIT APPLICATION INSTRUCTIONS  
DRY CLEANER SOURCE DESCRIPTION FORM (APC 110)**

Owners of dry cleaning facilities are encouraged to apply for a General Permit instead of a Standard Permit. More information about General Permits can be found on the last page of these instructions. Please call the Tennessee Division of Air Pollution Control (at 615-532-0554) or the Small Business Environmental Assistance Program (at 800-734-3619) if you are unsure whether to apply for a General Permit or a Standard Permit.

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**Standard Permit**

This form should be completed for all new dry cleaning process permit applications and all permit renewals, in addition to a Facility Identification form (APC 100). If your dry cleaning system has a boiler that is gas fired or #2 oil fired with a heat input rate over 10 million BTU/hour, then you need to complete a separate Facility Identification form (APC 100), accompanied with a Process or Fuel Burning Source Description form (APC-102), and an Emission Point Description form (APC 101) for the boiler.

COMPLETE ONE FORM FOR EACH DRY CLEANING MACHINE LOCATED AT YOUR FACILITY.

If any of the information requested is considered confidential, two application forms should be submitted, along with the Confidential Information Request form. One application form must be clearly marked to indicate that it contains confidential information, which is not to be made public and another application form, which does not contain the confidential information and can be placed in our general files. Emission data normally cannot be treated as confidential by the Division. Please contact the APC Division if there are any questions concerning confidentiality of information. The Confidential Information Request form can be found on the Division's website at: [Confidential Information Request form link](#).

The Tennessee Air Pollution Control Division prefers that application forms be submitted via email to the email address [Air.Pollution.Control@TN.gov](mailto: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 organization's legal name is the name under which the company is registered with the Tennessee Secretary of State (SOS). The organization's legal name and SOS control number can be found on the SOS website at <https://tnbear.tn.gov/Ecommerce/FilingSearch.aspx>. If the organization is not registered with the SOS, then the owner's name must be listed.
2. The Emission Source Reference Number(s) will be assigned by the Tennessee Air Pollution Control Division. It is an eight digit number in the following format NN-NNNN-NN.
3. Check "Yes" or "No" depending on whether the air contaminant source is subject to an NSPS rule (New Source Performance Standards) or NESHAP rule (National Emission Standard for Hazardous Air Pollutants). List the rule citation, including Part, Subpart, and applicable Sections. For example, a perchloroethylene dry cleaner may be subject to 40 CFR Part 63 Subpart M and sections §63.320, §63.321, §63.322, §63.323, §63.324, §63.325, and §63.326. For example, a petroleum dry cleaner may be subject to 40 CFR Part 60 Subpart JJJ and sections §60.620, §60.621, §60.622, §60.623, §60.624, and §60.625.

4. Please list the Dry Cleaner Environmental Response Program (DCERP) facility identification number for the facility. This number may be found on your Certificate of Registration issued annually by DCERP. Also indicate whether or not this machine is located in a building with a residence.
  5. Machine Specifications: Enter the date the machine was installed at the current location, a machine identification number (for example, Machine #1) if there is more than one machine installed at the location, the manufacturers' rated dryer capacity (in pounds), the type of machine, the type of cleaning agent used, and the type of control device.
  6. Refrigeration Condenser Specifications: Check which method is used to monitor the Refrigeration Condenser. List the proper operating range of pressures or temperatures, as specified by the manufacturer. If possible, please include a copy of the page(s) from the operating manual which specify the proper operating ranges. Enter what refrigerant is used in the system.
  7. The total volume of cleaning agent purchased in the last 12 months should be completed for existing machines only. The total volume of cleaning agent purchased in the past 12 months should be based on actual purchase receipts. These receipts are not to be submitted with this form. If the machine has not been installed at the time of application, an estimated amount should be entered.
  8. Use the comments space for further descriptions or other needed information that was not included previously or information on modifications.
  9. 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 is required. Applications should be signed by the responsible person listed in Item 7 of the APC 100 form.
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### **General Permits**

General permits are an option for dry cleaners. Dry cleaners may choose to be covered under a general permit or apply for a standard, individualized permit. General permits have the advantages of no application fee, only needing a single application rather than two separate ones for construction and then operating permits, and allowing for uniform requirements for a dry cleaners operating in a similar manner. This also should decrease the time necessary for issuing the Notification of Coverage which will provide the details of when coverage under the general permit begins and when it expires. Facilities will be notified of the need to reapply for coverage prior to the expiration date, similar to how facilities are notified of the impending expiration of their standard permits. General permits for dry cleaners incorporate all the requirements of the Federal and State air rules relating to dry cleaners.

The Tennessee Division of Air Pollution Control has issued general permits for the Dry Cleaner source category. General permits apply to non-major sources within specific source categories, in this case dry cleaners. General permits act as both construction and operating permits for sources that apply for coverage under a general permit. This is expected to help small businesses as the permits should be issued more quickly and in a simplified process. More information about general permits, the Notice of Intent form, and the general permits for perchloroethylene (perc) and petroleum solvent dry cleaners can be found at the following websites:

[Small Business Environmental Assistance - Dry Cleaning](#)

[General Permits](#)

The Small Business Environmental Assistance Program (SBEAP) provides assistance to help Tennessee small businesses understand and comply with environmental regulations. More information about the SBEAP can be found at the following website: [Small Business Environmental Assistance Program](#)