

**NON-TITLE V PERMIT APPLICATION INSTRUCTIONS  
PROCESS OR FUEL BURNING SOURCE DESCRIPTION FORM (APC 102)**

This form should be completed for all new process emission sources or fuel burning equipment and all renewals where source conditions have changed since the previous application. This form need not be completed for permit renewals if source conditions have not changed. Whenever this form is submitted, it should be accompanied by an Emission Point Description form (APC 101) for each stack or emission point within the source.

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: <http://tn.gov/environment/article/permit-air-other-information> .

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 boiler may be subject to 40 CFR Part 60 Subpart Dc and sections §60.42c, §60.42c, §60.46c, §60.47c, and §60.48c.
4. The Unique Source ID should be a simple name/number/letter designated by the applicant which uniquely identifies the equipment covered by the application. Examples of a Unique Source ID are Boiler #1, Boiler A, Engine #1, Engine A, Paint Line #1, or Paint Line A. It will be used to identify the equipment under consideration and to distinguish it from other possibly similar equipment. If a facility diagram or process flow chart is required for any additional forms, the Unique Source ID should match the designations on the diagram or chart. It should be referenced on all future correspondence concerning the equipment in question. Once assigned, the Unique Source ID should not be changed. If a change is required, the reason for the change as well as the previous Unique Source ID and the new Unique Source ID should be well explained in item 14.
5. The Unique Emission Point ID should be a simple name/number/letter designated by the applicant which uniquely identifies the emission point covered by the application. Examples of a Unique Emission Point ID are Stack #1, Stack #2, Stack A, Stack B, Emission Point #1, or Emission Point A. It will be used to identify the emission point and to distinguish it from other possibly similar emission points. On the facility diagram or process flow chart, the Unique Emission Point ID should match the designations on the diagram or chart. It should be referenced on all future correspondence concerning the equipment in question. Once assigned, the

Unique Emission Point ID should not be changed. If a change is required, the reason for the change as well as the previous Unique Emission Point ID and the new Unique Emission Point ID should be well explained in item 14.

6. Brief description of air contaminant source should very briefly describe the type of equipment covered by the application such as, oil fired boilers, mixing operation, emergency engine, etc.
7. Indicate type of source: process with no in-process fuel, process with in-process fuel, or a fuel burning source. Complete remainder of form accordingly. An Emission Point Description form (APC 101) should also be completed for each stack or non-stack pollutant emission point included in this source.
8. Indicate if the source operates in a continuous or batch type mode. If operation is batch type, indicate the normal time required to process a batch and the number of batches, or fraction thereof, processed in a normal 24 hour period.
9. This is the list of materials that will be used to determine the process weight rate for this air contaminant source. Input rates are established as follows:
  - a. For continuous or long-run, steady-state operations, it is the material input weight for the entire period of continuous operation or for a typical portion thereof divided by the number of hours of such period or portion thereof.
  - b. For cyclical or batch type operation, it is the material input weight for a period which covers a complete or an integral number of cycles divided by the hours of actual process operation during such period.
  - c. All inputs should be listed separately. However, it is not expected or desired that an ultimate chemical analysis be given for process inputs. Names such as wood chips, limestone, or clay are adequate identifications.
  - d. The process flow diagram should clearly represent the process emission source covered by the application. All emission points within the air contaminant source should be shown and identified. If a site has more than one process emission source, a flow diagram showing all of the process emission sources at the site should also be attached. The overall flow diagram needs to be included only once and does not need to be included with subsequent applications unless substantial changes have been made.
10. Describe the boiler, burner, engine or other fuel burning source. A separate form should be completed for each fuel burning source. Not all blanks in Item #10 need to be filled out if they are not applicable.

Describe type of firing: hand, underfeed stoker, spreader stoker, chain grate stoker, pulverized fuel-dry bottom, pulverized fuel-wet bottom, oil burner, gas burner, combination oil-gas burner, etc. Use comment space, item number 14, if additional space is needed.

Show fuel burning source capacity in rated output horsepower, and/or rated burner input capacity in millions of BTU/hr. If these values cannot be determined, capacity can be expressed in other units such as pounds per hour steam produced, or the square feet of heating surface, etc., as long as the units used are clearly specified.

List the fuel burning source serial number (or model number), approximate date of construction (installation), date of manufacture, and date of last modification. Explain any modification in item number 14.

- 11.** Complete this table for all fuels used by the fuel burning source described in item number 10, or process described in item 6. Include primary and all standby fuels so air contaminant source will have permitted authority to use such fuels. If a source is designed to use a standby fuel but very little or none is normally used, enter the design rate for such fuels under hourly usage and indicate negligible annual usage.
- 12.** If Wood is used as a fuel, specify types and estimate percent by weight of bark. For example, the type of wood could be pine, oak, etc.
- 13.** If Wood is used with other fuels, specify percent by weight of wood charged to the burner. For example, wood is 80% by weight and fuel oil is 20% by weight.
- 14.** Use the comments space for further descriptions or other needed information that was not included previously or information on modifications.
- 15.** 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.