

**NON-TITLE V PERMIT APPLICATION INSTRUCTIONS
FACILITY IDENTIFICATION FORM (APC 100)**

This form should be completed for the process emission sources, fuel burning installations, or incinerators that are contained in this application. This form may be used for a single source or multiple sources. The following are examples:

- Process equipment which operates, or could operate, as an independent unit.
- Process equipment sharing common air pollution control equipment.
- Boilers located close together and whose plumes tend to merge will generally constitute.
- Wood-fired boilers normally are considered separate sources
- Incinerators
- Surface coating operations
- Printing presses
- Asphalt plants
- Concrete plants
- Rock crushing operations
- Engines
- Dry cleaning operations
- Gasoline dispensing facilities
- Wood working operations
- Cotton gins
- Tile manufacturing
- Brick manufacturing
- Boat manufacturing

Please refer to Rule 1200-03-09-.01 of the Tennessee Air Pollution Control Regulations for information concerning construction permit application requirements. Please refer to Rule 1200-03-09-.02 of the Tennessee Air Pollution Control Regulations for information concerning operating permit application requirements. The purpose of this form is to supply general and contact information for a facility.

For initial applications, or whenever an air contaminant source(s) is going to be modified, the APC 100 form should be accompanied by the appropriate source and emission point description forms. If the air contaminant source(s) has not been modified since the last time complete application information was submitted, then an APC 100 form is sufficient for permit renewals. If you have any questions about filling out the forms, please contact the Tennessee Air Pollution Control Division via phone (615-532-0554) or email (Air.Pollution.Control@TN.gov).

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. 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 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: <http://tn.gov/environment/section/sbeap-small-business-environmental-assistance>

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 site name should be indicated if different from the organization's legal name.
3. A construction permit application filing/processing fee must be submitted for each construction permit application submittal. The fee should be payable to the "Treasurer, State of Tennessee" and sent to the address on the form. If the application forms are being submitted via email, then the fee should be submitted with a cover letter that includes the organizations legal name, site name, site address, and emission source reference number (if one has been assigned by the Division). This helps the Division match the application with the fee. New sources will be assigned an emission source reference number after the application has been received. The construction permit application filing/processing fee is based on the anticipated maximum emission rate of all regulated pollutants emitted by the air contaminant source(s) combined (see the table below). Emissions are not double-counted if they fall into more than one category, such as a hazardous air pollutant that is also a volatile organic compound. The construction permit application filing/processing fee for modification of an existing air contaminant source is determined by the anticipated maximum increase in emissions from the anticipated maximum emission rate of the previous construction permit for the air contaminant source. If an applicant submits construction permit applications for multiple air contaminant sources on the same date, then emissions from all air contaminant sources shall be combined and one fee submitted. A complete explanation of the appropriate construction permit application filing/processing fee to submit can be found in Chapter 1200-03-26 of the Tennessee Air Pollution Control Regulations (<http://share.tn.gov/sos/rules/1200/1200-03/1200-03.htm>). There is no application filing/processing fee for an operating permit application.

Anticipated maximum emission rate (in tons per year)	Fee for New Source(s)	Fee for Modified/Existing Source(s)
Less than 10	\$100	\$50
10 to less than 100	\$500	\$250
100 to less than 250	\$1,000	\$500
250 to less than 500	\$2,000	\$500
500 to less than 1,000	\$3,000	\$500
1,000 to less than 5,000	\$4,000	\$500
5,000 or greater	\$5,000	\$500

4. Site address should indicate as clearly as possible the actual air contaminant source location including the county in which it is located. This need not be a mailing address. If it is a rural location, indicate the direction and approximate distance from a well-established reference point such as a town or major road intersection.
5. Standard Industrial Classification (SIC) code and/or North American Industrial Classification System (NAICS) of facility. The 4-digit SIC code is required. If you do not know your code, these websites can help: <http://www.census.gov/eos/www/naics/> for NAICS or <http://www.osha.gov/pls/imis/sicsearch.html> for SIC. Common SIC/NAICS codes can be found at the end of the instructions
6. Location of the emission point should be entered in latitude and longitude to the nearest second or in decimal form. Examples: 36°9'48" N, 86°46'44"W or 36.1632, -86.7788. Internet sites, such as Google Maps (www.google.com/maps) can be used to find your exact latitude and longitude. In Google Maps, after you

enter your address, you can Right-click on your location and select "What's here?" and a box will pop-up with the address and coordinates in latitude and longitude. Also, many phones have a built-in app that can give latitude and longitude.

7. The Responsible Person may be the owner, president, vice-president, general partner, plant manager, environmental/health/safety coordinator, or other person that is able to represent and bind the facility in environmental permitting affairs.
8. If different from Responsible Person, the Technical contact is someone who can be contacted concerning possible questions regarding the application. This should preferably be someone at the plant location if possible. Mailing address is the address to which permits or other correspondence concerning the application will normally be mailed. An in-state address is preferred and should be used whenever possible.
9. If different from Responsible Person, the Billing contact is someone who can be contacted concerning possible questions regarding fees (application, annual emissions, etc.). Mailing address is the address to which fee notices or other correspondence concerning fees will normally be mailed.
10. Description of air contaminant source(s) and Unique Source ID. List, identify, and briefly describe process emission sources, fuel burning installations, and incinerators that are contained in this application. Air contaminant sources include surface coating operations, printing presses, asphalt plants, concrete plants, rock crushing operations, boilers, heaters, engines, dry cleaning operations, gasoline dispensing facilities, wood working operations, cotton gins, etc. If more space is needed, then list sources in the comments in Item 16 of the form. 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 and the new codes should be well explained in item 10.
11. Identify whether the air contaminant source is in a nonattainment area, which is defined as a geographical area designated by the US Environmental Protection Agency (USEPA) or the Air Pollution Control Board as nonattainment for an air contaminant (pollutant) for which there is a national ambient air quality standard. In layman's terms, a nonattainment area is an area (like a county) where air pollution levels persistently exceed a certain air quality standard for a particular pollutant (like 75 parts per billion ozone). Current and former nonattainment areas in Tennessee are identified on the USEPA website (https://www3.epa.gov/airquality/greenbook/anayo_tn.html). If the air contaminant source is in a nonattainment area, then the applicant must address minor source Best Available Control Technology (BACT).
12. Normal operation should reflect the schedule when any or all of the equipment covered by this application is in operation. Days/year needs to be completed only if operation is so limited that it cannot be adequately described by days/week or weeks/year.
13. Percent annual throughput should reflect the approximate seasonal nature of the process. If the operation is not seasonal, enter 25% for each.
14. Check either Operating Permit or Construction Permit. If you check Construction Permit, then check either New Construction, Modification, or Location Transfer.

If the air contaminant source has been previously permitted, enter the most recent permit number and the Emission Source Reference Number(s) listed on the permit.

For an Operating Permit, indicate approximate construction starting and completion dates for the air contaminant source covered by the application. If the facility was bought from another company, then this information does not need to be provided.

For new Construction Permit, indicate estimated construction starting and completion dates. 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.

If the air contaminant source was modified (not counting modifications made exclusively to control equipment) after original construction, enter the construction starting and completion dates for the most recent modification. For purposes of the application, a modification is any physical change in or change in the method of operation of an air contaminant source, which increases the amount of any air contaminant (to which an emission standard applies) emitted by such air contaminant source or which results in the emission of any air contaminant (to which an emission standard applies) not previously emitted. (See TAPCR 1200-03-02-.01(1)(aa) for further information).

Location transfer is applicable only to portable air contaminant sources such as portable asphalt plants, etc. Indicate the estimated date on which the air contaminant source will be moved to the new location. If the air contaminant source has been previously permitted, enter the most recent permit number and the permit emission source reference number(s). Also clearly indicate the location at which the air contaminant source is currently, or has most recently, operated

15. If the equipment or operation(s) has not changed since the last construction or operating permit application, indicate none. Otherwise briefly describe the changes which have been made since the last application. If it is the first application for the equipment, please so indicate.
16. Use the comments space for further descriptions or other needed information that was not included previously or information on modifications.
17. Applications should be signed by the responsible person listed in Item 7. Unsigned and/or undated applications will not be processed.

Common SIC/NAICS Codes

SIC code and description		Corresponding NAICS code and description	
SIC	SIC Description	NAICS	NAICS Description
0724	Cotton Ginning	115111	Cotton Ginning
1221	Bituminous Coal and Lignite Surface Mining	212111	Bituminous Coal and Lignite Surface Mining
1222	Bituminous Coal Underground Mining	212112	Bituminous Coal Underground Mining
1422	Crushed and Broken Limestone	212312	Crushed and Broken Limestone Mining and Quarrying
2421	Sawmills and Planing Mills, General	321999	All Other Miscellaneous Wood Product Manufacturing
		321113	Sawmills
2426	Hardwood Dimension and Flooring Mills	321912	Cut Stock, Resawing Lumber, and Planing
2448	Wood Pallets and Skids	321920	Wood Container and Pallet Manufacturing
2653	Corrugated and Solid Fiber Boxes	322211	Corrugated and Solid Fiber Box Manufacturing

SIC code and description		Corresponding NAICS code and description	
SIC	SIC Description	NAICS	NAICS Description
2752	Commercial Printing, Lithographic	323111	Commercial Printing (except Screen and Books)
2754	Commercial Printing, Gravure		
2819	Industrial Inorganic Chemicals, Not Elsewhere Classified	325130	Synthetic Dye and Pigment Manufacturing
		325180	Other Basic Inorganic Chemical Manufacturing
		325998	All Other Miscellaneous Chemical Product and Preparation Manufacturing
		331313	Alumina Refining and Primary Aluminum Production
2821	Plastics Materials, Synthetic Resins, and Nonvulcanizable Elastomers	325211	Plastics Material and Resin Manufacturing
2869	Industrial Organic Chemicals, Not Elsewhere Classified	325199	All Other Basic Organic Chemical Manufacturing
		325998	All Other Miscellaneous Chemical Product and Preparation Manufacturing
2899	Chemicals and Chemical Preparations, Not Elsewhere Classified	311942	Spice and Extract Manufacturing
		325199	All Other Basic Organic Chemical Manufacturing
		325510	Paint and Coating Manufacturing
		325998	All Other Miscellaneous Chemical Product and Preparation Manufacturing
2951	Asphalt Paving Mixtures and Blocks	324121	Asphalt Paving Mixture and Block Manufacturing
3069	Fabricated Rubber Products, Not Elsewhere Classified	313320	Fabric Coating Mills
		326199	All Other Plastics Product Manufacturing
		326299	All Other Rubber Product Manufacturing
		336612	Boat Building
		339920	Sporting and Athletic Goods Manufacturing
3089	Plastics Products, Not Elsewhere Classified	326199	All Other Plastics Product Manufacturing
3251	Brick and Structural Clay Tile	327120	Clay Building Material and Refractories Manufacturing
		327331	Concrete Block and Brick Manufacturing
3253	Ceramic Wall and Floor Tile	327120	Clay Building Material and Refractories Manufacturing
3271	Concrete Block and Brick	327331	Concrete Block and Brick Manufacturing
3273	Ready-Mixed Concrete	327320	Ready-Mix Concrete Manufacturing
3341	Secondary Smelting and Refining of Nonferrous Metals	331314	Secondary Smelting and Alloying of Aluminum
		331420	Copper Rolling, Drawing, Extruding, and Alloying
		331492	Secondary Smelting, Refining, and Alloying of Nonferrous Metal (except Copper and Aluminum)
3471	Electroplating, Plating, Anodizing, and Coloring	332813	Electroplating, Plating, Polishing, Anodizing, and Coloring

SIC code and description		Corresponding NAICS code and description	
SIC	SIC Description	NAICS	NAICS Description
3479	Coating, Engraving, and Allied Services, Not Elsewhere Classified	332812	Metal Coating, Engraving (except Jewelry and Silverware), and Allied Services to Manufacturers
3499	Fabricated Metal Products, Not Elsewhere Classified	332117	Powder Metallurgy Part Manufacturing
		332999	All Other Miscellaneous Fabricated Metal Product Manufacturing
		336360	Motor Vehicle Seating and Interior Trim Manufacturing
3621	Motors and Generators	335312	Motor and Generator Manufacturing
3714	Motor Vehicle Parts and Accessories	336390	Other Motor Vehicle Parts Manufacturing
4812	Radiotelephone Communications	517312	Wireless Telecommunications Carrier (except Satellite)
4911	Electric Services	221112	Fossil Fuel Electric Power Generation
		221113	Nuclear Electric Power Generation
		221118	Other Electric Power Generation
		221121	Electric Bulk Power Transmission and Control
		221122	Electric Power Distribution
4922	Natural Gas Transmission	486210	Pipeline Transportation of Natural Gas
4923	Natural Gas Transmission and Distribution		
4941	Water Supply	221310	Water Supply and Irrigation Systems
4952	Sewerage Systems	221320	Sewage Treatment Facilities
4953	Refuse Systems	562212	Solid Waste Landfill
5093	Scrap and Waste Materials	425110	Business to Business Electronic Markets
		425120	Wholesale Trade Agents and Brokers
5411	Grocery Stores	445110	Supermarkets and Other Grocery (except Convenience) Stores
		452311	Warehouse Clubs and Supercenters
5541	Gasoline Service Stations	447110	Gasoline Stations with Convenience Store
		447190	Other Gasoline Stations without Convenience stores
7532	Top, Body, and Upholstery Repair Shops and Paint Shops	811121	Automotive Body, Paint, and Interior Repair and Maintenance
7216	Dry cleaning Plants, Except Rug Cleaning	812320	Dry cleaning and Laundry Services (except Coin-Operated)
7261	Funeral Services and Crematories	812220	Cemeteries and Crematories
8062	General Medical and Surgical Hospitals	622110	General Medical and Surgical Hospitals
8221	Colleges, Universities, and Professional Schools	611310	Colleges, Universities, and Professional Schools



**NON-TITLE V PERMIT APPLICATION
 FACILITY IDENTIFICATION**

Type or print and submit. Attach appropriate source description forms.

SITE INFORMATION

1. Organization's legal name and SOS control number [as registered with the TN Secretary of State (SOS)]

2. Site name (if different from legal name)

3. Is a construction permit application fee being submitted? Yes No
 (see instructions for appropriate fee to submit)

4. Site address (St./Rd./Hwy.) County name

City	Zip code	5. NAICS or SIC code
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6. Site location (in lat. /long.)	Latitude	Longitude
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CONTACT INFORMATION (RESPONSIBLE PERSON)

7. Responsible person/Authorized contact	Phone number with area code
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Mailing address (St./Rd./Hwy.)	Fax number with area code
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City	State	Zip code	Email address
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CONTACT INFORMATION (TECHNICAL)

8. Principal technical contact	Phone number with area code
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Mailing address (St./Rd./Hwy.)	Fax number with area code
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City	State	Zip code	Email address
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CONTACT INFORMATION (BILLING)

9. Billing contact	Phone number with area code
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Mailing address (St./Rd./Hwy.)	Fax number with area code
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City	State	Zip code	Email address
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AIR CONTAMINANT SOURCE(S) INFORMATION

10. Description of air contaminant source(s) and Unique Source ID(s). List, identify, and briefly describe process emission sources, fuel burning installations, and incinerators that are contained in this application and include a Unique Source ID for each source. The Unique Source ID is a name/number/letter, which uniquely identifies the air contaminant source(s), like Boiler #1, Paint Line #1, Engine #1, etc. (see instructions for more details)

11. Is the air contaminant source(s) in a nonattainment area? If "Yes", then minor source BACT must be addressed. Yes No

12. Normal operation:	Hours/Day	Days/Week	Weeks/Year	Days/Year
13. Percent annual throughput	Dec. – Feb.	March – May	June – August	Sept. – Nov.

TYPE OF PERMIT REQUESTED (check appropriate box)

14. Operating permit	Date construction started	Date completed	Date of ownership change (if applicable)
	Last permit number(s)		Emission Source Reference Number(s)
Construction permit	Last permit number(s)		Emission Source Reference Number(s)

If you chose Construction permit above, then choose either New Construction, Modification, or Location Transfer

New Construction	Starting date	Completion date
Modification	Date modification started or will start	Date completed or will complete
Location Transfer	Transfer date	Address of last location

15. Describe changes that have been made to this equipment or operation(s) since the last construction or operating permit application:

16. Comments

SIGNATURE

Based upon information and belief formed after a reasonable inquiry, I, as the responsible person of the above mentioned facility, certify that the information contained in this application is accurate and true to the best of my knowledge. As specified in TCA Section 39-16-702(a)(4), this declaration is made under penalty of perjury.

17. Signature (application must be signed before it will be processed)

Date

Signer's name (type or print)

Title

Phone number with area code

NON-TITLE V PERMIT APPLICATION INSTRUCTIONS EMISSION POINT DESCRIPTION FORM (APC 101)

This form should be completed for each stack or other clearly defined point of pollutant emissions within the air contaminant 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 . 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 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 9.
- 3.** 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, or Stack B. 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 9.
- 4.** Brief description of air contaminant source should very briefly describe the type of equipment covered by the application such as, incinerator, oil fired boilers, printing press, rock crusher, etc.
- 5.** Location of the emission point should be entered in latitude and longitude to the nearest second or in decimal form. Examples: 36°9'48" N, 86°46'44"W or 36.1632, -86.7788
- 6.** Distance from stack or emission point to nearest property line (in feet).

7. Enter operating parameters relating to stack emissions or exhaust points (hoods, exhaust fans, etc.). Data for flow, velocity and moisture should be entered for both actual and standard conditions. Standard temperature is defined as 68°F for sources subject to New Source Performance Standards (NSPS), 60 °F for sources subject to diffusion equation based emission standards, and 70 °F for the rest of sources. Standard pressure is defined as 14.696 psia (1 atm). Dry conditions are defined as zero percent moisture.
8. If there is a monitoring device and/or recording instrument associated with the emission source, indicate what type or include a description in the comment box.
9. Include a description and the operating parameters of any control devices. Examples include baghouse pressure drop, scrubber flow rate and pH of flow, temperature of thermal oxidizer, how often fabric filters are changed, etc. Typically this information can be found in the operating manual for the control device. If the control device is covered by a federal regulation, it is acceptable to cite the applicable section(s) of the federal regulation.
10. Emission estimates for each pollutant emitted from this source should be based on stack sampling results or engineering calculations. In certain cases, other estimates may be accepted. Calculations should be attached on a separate sheet. Full details regarding the calculation method and emission factors used should be included. For example:
 - (1) If U.S. EPA's Compilation of Air Emission Factors (AP-42) is used, submit the version, chapter, table, equation, etc. This information can be provided in the Comments section, Box 11 or on a separate calculation sheet. AP-42 can be found on the U.S. EPA's website: <https://www.epa.gov/air-emissions-factors-and-quantification/ap-42-compilation-air-emission-factors> .
 - (2) Attach sample calculations and fully explain any assumptions, bottlenecks, etc.
 - (3) Submit any supporting information such as manufacturer's data or safety data sheets (SDS).
 - (4) If the emissions are from a source test, provide details on the source test such as the date of the test, was the test approved by the Department, etc. If the source test was not approved by the Department, submit the test details and results.
 - (5) If multiple fuels are used, use the worst case fuel to calculate emissions for each pollutant, and list the fuel in the calculation method details. Include the percent sulfur in the fuel and the BTU content of fuel, when appropriate.

Average emissions (lbs./hr.) should be representative of the following: (1) For continuous or long-run, steady-state, operations it is the total weight of pollutant emitted to the atmosphere 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; (2) for cyclical or batch type operation, it is the total weight of the pollutant emitted to the atmosphere for a period which covers a complete or an integral number of cycles divided by the hours of actual process operation during such periods.

Maximum emissions (lbs./hr.) should be determined by dividing the total highest emissions possible during any 3 hour period with control equipment working properly, by 3. This will be dependent upon such things, either singly or in combination, as maximum possible operating rate, a particular input material, product, or fuel which may result in increased emissions; periods of highest emissions for cyclical or batch type operations, etc. Concentrations should be determined for stack emissions only and should reflect average exit gas concentrations reported in the units specified on the form.

Average emissions (ton/yr) should be calculated by multiplying the average emissions (lb/hr) by the normal operating hours (hr/yr) and converting the units from pounds (lb) to tons.

Potential emissions (ton/yr) or "Potential to emit" means the maximum capacity of a source to emit an air contaminant under its physical and operational design. Any physical or operational limitation on the capacity of the source to emit an air contaminant, including air contaminant control equipment and restrictions on hours of operation or on the type or amount of material combusted, stored, or processed, shall be treated as part of its design only if the limitation or the effect it would have on emissions is "legally enforceable." Secondary emissions do not count in determining the "potential to emit" of a source. If there is no restriction on the hours of operation, then emissions are calculated using 8,760 hours per year.

Emission estimation method code and control device descriptions, along with corresponding codes, can be found on the last page of these instructions. The codes which most accurately describe the estimation methods and control equipment should be used; along with the estimated control equipment efficiency for each pollutant present. Any estimation methods of control devices other than those listed in the tables should be described in the comments section.

Some hazardous air pollutants (HAPs) are considered both a HAP and an organic compound. Include these HAPs when determining organic compound totals. If necessary, additional HAPs can be listed in the Other (specify) areas or attached as an additional sheet.

- 11.** Include any comments in the space provided.
- 12.** 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.

Table of Pollution Control Device and Method Codes

Note: For cyclones, settling chambers, wet scrubbers, and electrostatic precipitators; the efficiency ranges correspond to the following percentages:

High: 95-99+%. Medium: 80-95% And Low: Less than 80%.

If the system has several pieces of connected control equipment, indicate the sequence. For example: 008, 010

If none of the below codes fit, use 999 as a code for other and specify in the comments.

No Equipment	000	Gas Adsorption Column -- Packed	050
Activated Carbon Adsorption	048	Gas Adsorption Column – Tray Type.....	051
Afterburner – Direct Flame	021	Gas Scrubber (General: Not Classified)	013
Afterburner – Direct Flame with Heat Exchanger..	022	Limestone Injection – Dry.....	041
Afterburner – Catalytic	019	Limestone Injection – Wet.....	042
Afterburner – Catalytic with Heat Exchanger	020	Liquid Filtration System	049
Alkalized Alumina.....	040	Mist Eliminator – High Velocity	014
Cartridge Filter.....	070	Mist Eliminator – Low Velocity	015
Catalytic Oxidation – Flue Gas Desulfurization	039	Process Enclosed	054
Cyclone – High Efficiency.....	007	Process Gas Recovery	060
Cyclone – Medium Efficiency.....	008	Settling Chamber – High Efficiency	004
Cyclone – Low Efficiency	009	Settling Chamber – Medium Efficiency	005
Dust Suppression by Chemical Stabilizers or		Settling Chamber – Low Efficiency	006
Wetting Agents	062	Spray Tower (Gaseous Control Only).....	052
Electrostatic Precipitator – High Efficiency	010	Sulfuric Acid Plant – Contact Process.....	043
Electrostatic Precipitator – Medium Efficiency.....	011	Sulfuric Acid Plant – Double Contact Process.....	044
Electrostatic Precipitator – Low Efficiency	012	Vapor Recovery System (Including Condensers,	
Fabric Filter – High Temperature	016	Hooding and Other Enclosures)	047
Fabric Filter – Medium Temperature.....	017	Venturi Scrubber (Gaseous Control Only).....	053
Fabric Filter – Low Temperature	018	Wet Scrubber – High Efficiency.....	001
Fabric Filter – Metal Screens (Cotton Gins).....	059	Wet Scrubber – Medium Efficiency	002
Flaring.....	023	Wet Scrubber – Low Efficiency.....	003
		Wet Suppression by Water Sprays	061

Table of Emission Estimation Method Codes

Not applicable / Emissions are known to be zero	0
Emissions based on source testing	1
Emissions based on material balance using engineering expertise and knowledge of process.....	2
Emissions calculated using emission factors from EPA publications No. AP-42 Compilation of Air Pollution	
Emissions Factors	3
Judgment.....	4
Emissions calculated using a special emission factor different from that in AP-42	5
Other (Specify in comments).....	6



**NON-TITLE V PERMIT APPLICATION
 EMISSION POINT DESCRIPTION**

Type or print and submit for each stack or air contaminant source. Submit with the APC 100.

GENERAL IDENTIFICATION AND DESCRIPTION

- 1. Organization's legal name and SOS control number** [as registered with the TN Secretary of State (SOS)]
- 2. Unique Source ID** (name/number/letter which uniquely identifies this air contaminant source, like Boiler #1)
- 3. Unique Emission Point ID** (name/number/letter which uniquely identifies this emission point, like Stack #1)
- 4. Brief description of air contaminant source** (Attach a diagram if appropriate):

5. Emission point location	Latitude	Longitude	6. Distance to nearest property line (Ft.)
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STACK AND EMISSION DATA

7. Stack or emission point data: →	Height above grade (Ft.)	Diameter (Ft.)	Temperature (°F)	% of time over 125°F	Direction of exit (Up, down or horizontal)
Data at exit conditions: →	Flow (actual Ft. ³ /Min.)	Velocity (Ft. /Sec.)		Moisture (Grains/Ft. ³)	Moisture (Percent)
Data at standard conditions: →	Flow (Dry std. Ft. ³ /Min.)	Velocity (Ft. /Sec.)		Moisture (Grains/Ft. ³)	Moisture (Percent)

- 8. Monitoring device and recording instrument (check all that apply):**
- | | | | | | | |
|-----------------|-------------------------|-------------------------|-------------|------------------------|-----------------------------|-------------------|
| Opacity monitor | SO ₂ monitor | NO _x monitor | Strip chart | Electronic data logger | Other (specify in comments) | No monitor (none) |
|-----------------|-------------------------|-------------------------|-------------|------------------------|-----------------------------|-------------------|

9. Control device. Description of proposed monitoring, recordkeeping, and reporting to assure compliance with emission limits. Include operating parameters of control device (flow rate, temperature, pressure drop, etc.).

10. Air contaminants. Emission estimates for each air contaminant emitted from this point should be based on stack sampling results or engineering calculations. Calculations should be attached on a separate sheet. (see instructions for more details)

Air contaminants	Average Emissions (Lbs./Hr.)	Maximum Emissions (Lbs./Hr.)	Concentration	Average Emissions (Ton/Yr.)	Potential Emissions (Ton/Yr.)	Emissions Estimation Method Code *	Control Devices *	Control Efficiency %
Particulate matter (PM)			**					
Sulfur dioxide (SO ₂)			***					
Carbon monoxide (CO)			PPM					
Volatile organic compounds (VOC)			PPM					
Nitrogen oxides (NO _x)			PPM					
Hydrogen fluoride (HF)								
Hydrogen chloride (HCl)								
Lead (Pb)								
Greenhouse gases (CO ₂ equivalents)								
Hazardous air pollutant (specify)								
Hazardous air pollutant (specify)								
Hazardous air pollutant (specify)								
Hazardous air pollutant (specify)								
Hazardous air pollutant (specify)								
Other (specify)								
Other (specify)								
Other (specify)								
Other (specify)								

11. Comments

SIGNATURE

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.

Based upon information and belief formed after a reasonable inquiry, I, as the responsible person of the above mentioned facility, certify that the information contained in this application is accurate and true to the best of my knowledge. As specified in TCA Section 39-16-702(a)(4), this declaration is made under penalty of perjury.

12. Signature

Date

Signer's name (type or print)

Title

Phone number with area code

- * Refer to the tables in the instructions for estimation method and control device codes.
- ** Exit gas particulate matter concentration units: Process – Grains/Dry Standard Ft³ (70⁰F), Wood fired boilers - Grains/Dry Standard Ft³ (70⁰F), all other boilers – Lbs. /Million BTU heat input.
- *** Exit gas sulfur dioxide concentrations units: Process – PPM by volume, dry bases, and boilers – Lbs. /Million BTU heat input

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 . 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.



**NON-TITLE V PERMIT APPLICATION
 PROCESS OR FUEL BURNING SOURCE DESCRIPTION**

Type or print. Submit with the APC 100.			
GENERAL IDENTIFICATION AND DESCRIPTION			
1. Organization's legal name and SOS control number [as registered with the TN Secretary of State (SOS)]		2. Emission Source Reference Number	
3. Is this air contaminant source subject to an NSPS or NESHAP rule? Yes No If Yes, list rule citation, including Part, Subpart, and applicable Sections:			
4. Unique Source ID (see instructions)		5. Unique Emission Point ID (see instructions)	
6. Description of air contaminant source			
7. Type of air contaminant source (Check only one option to the right)			
Process Emission Source: For each process emission source, submit a separate application. (Check at right and complete lines 8, 9, and 14)			
Process Emission Source with in process fuel: Products of combustion contact materials heated. For each process emission source, submit a separate application. (Check at right and complete lines 8 through 14)			
Non-Process fuel burning source: Products of combustion do not contact materials heated. Complete this form for each boiler or fuel burner and complete a Non-Title V Emission Point Description Form (APC 101) for each stack. (Check at right and complete lines 10 through 14)			
PROCESS EMISSION SOURCE DESCRIPTION AND DATA			
8. Type of operation:		Normal batch time	Normal batches/day
Continuous Batch			
9. Process material inputs and In-process solid fuels	Diagram reference	Input rates (pounds/hour)	
		Design	Actual
A.			
B.			
C.			
D.			
E.			
F.			
G.			
Totals			

* A simple process flow diagram must be attached.

DESCRIPTION OF BOILER, BURNER, ENGINE, OR OTHER FUEL BURNING SOURCE							
10. Boiler or burner data: (Complete lines 10 through 14 using a separate form for each boiler, burner, etc.)							
Serial Number				Type of firing***			
Rated horsepower		Rated input capacity (10 ⁶ BTU/Hr.)		Other rating (specify capacity and units)			
Date constructed		Date manufactured		Date of last modification (explain in comments below)			
** Source with a common stack will have the same stack number. *** Cyclone, spreader (with or without reinjection), pulverized (wet or dry bottom, with or without reinjection), other stoker (specify type, hand fired, automatic, or other type (describe below in comments)).							
FUEL USED IN BOILER, BURNER, ENGINE, OR OTHER FUEL BURNING SOURCE							
11. Fuel data: (Complete for a process emission source with in process fuel or a non-process fuel burning source)							
Primary fuel type (specify)				Standby fuel type(s) (specify)			
Fuels used	Annual usage	Hourly usage		% Sulfur	% Ash	BTU value of fuel	(For APC use only) SCC code
		Design	Average				
Natural gas:	10 ⁶ Cu. Ft.	Cu. Ft.	Cu. Ft.	//////// ////////	//// ////	1,000	
#2 Fuel oil:	10 ³ Gal.	Gal.	Gal.		//// ////		
#5 Fuel oil:	10 ³ Gal.	Gal.	Gal.		//// ////		
#6 Fuel oil:	10 ³ Gal.	Gal.	Gal.		//// ////		
Coal:	Tons	Lbs.	Lbs.				
Wood:	Tons	Lbs.	Lbs.	//////// ////////	//// ////		
Liquid propane:	10 ³ Gal.	Gal.	Gal.	//////// ////////	//// ////	85,000	
Other (specify type & units):							
12. If Wood is used as a fuel, specify types and estimate percent by weight of bark							
13. If Wood is used with other fuels, specify percent by weight of wood charged to the burner.							

14. Comments

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SIGNATURE

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.

Based upon information and belief formed after a reasonable inquiry, I, as the responsible person of the above mentioned facility, certify that the information contained in this application is accurate and true to the best of my knowledge. As specified in TCA Section 39-16-702(a)(4), this declaration is made under penalty of perjury.

15. Signature

Date

Signer's name (type or print)

Title

Phone number with area code