

Ohio EPA

Division of Air Pollution Control

Engineering Guide #44

The purpose of this Engineering Guide (EG) is to establish a standardized approach to permitting, relocating, stack testing, and inspecting portable sources. This is a revision to the original EG No. 44, dated April 5, 1983, and incorporates Mike Hopkins' May 3, 1995 Inter-Office Communication entitled "Procedure to Permit Portable Air Pollution Emissions Units (Sources) that Request Pre-approvals from Ohio EPA." This revision to EG No. 44 replaces both documents.

DEFINITIONS

For purposes of clarity and uniformity, the following terms used throughout this EG have the following meanings:

"Facility" means the portable production unit and all of its supporting emissions units.

"Jurisdictional District Office or local air agency (DO/LAA)" means the Ohio EPA field office where the emissions unit will be operated.

"Permitting DO/LAA" means the Ohio EPA field office where the facility's Ohio corporate headquarters are located, where the emissions unit was first operated, or where the company is registered with the Secretary of State, as appropriate.

"Production unit" means all pieces of equipment that must operate together to create a specific product.

"Supporting emissions unit" means an emissions unit that by itself is not portable, but whose emissions could be construed as portable when supporting a production unit that meets the definition of a portable facility (e.g., roadways and storage piles, when those emissions units are associated with a portable source such as a crusher or asphalt plant).

"Best available technology (BAT)" means a requirement under Ohio Administrative Code (OAC) rule 3745-31-05(A)(3) for all new emissions units meeting the applicability thresholds outlined in the rule. (BAT is defined in OAC rule 3745-31-01. In Ohio, requirements established pursuant to BAT are specified in a permit to install (PTI) or permit to install and operate (PTIO) for the emissions unit and supporting units.)

QUESTIONS AND ANSWERS

1. PERMITTING

1.1 Why does DAPC have exemptions for portable sources?

The intent of the portable source exemption is to allow owners of portable sources to relocate their equipment without having the burden of applying for and obtaining a new permit to install (PTI) or permit to install and operate (PTIO) each time the equipment is relocated. For example, portable crushers, screeners, asphalt plants, and concrete plants may follow ODOT highway work projects; and portable quarrying equipment may be shared between quarries where the quarries and the portable equipment are under the same ownership. Please note the permit by rule exemptions in OAC rule 3745-31-03(A)(4). Portable plant relocation requirements do not apply to units that are exempted in the OAC from obtaining PTIs or PTIOs.

1.2 How is a portable source defined?

OAC rule 3745-31-01 defines a portable source “as an air contaminant source that, in the director’s judgment, is specifically designed to be transferred to a new site as needs warrant.” Portable sources may be classified or converted to a stationary source either through a permit modification or some sort of alteration of the portable source, such as permanent stacks for emissions controls, permanent footers, and/or other such structural changes. Such changes to the site indicate either (a) an intent by the owner/operator to leave the portable source in a certain location indefinitely or (b) the portable source is no longer portable.

A similar definition used in OAC rule 3745-31-01 for a non-road engine identifies characteristics of transportability (portability) as including, but not limited to: wheels, skids, carrying handles, dolly, trailer, or platform.

Certain rules that affect specific sources may have more stringent definitions of a portable source. For example, 40 CFR Part 60, Subpart OOO regulates the emissions from nonmetallic mineral processing plants. It defines a portable source as “any plant that is mounted on any chassis or skids and may be moved by the application of a lifting or pulling force. In addition, there shall be no cable, chain, turnbuckle, bolt or other means (except electrical connections) by which any piece of equipment is attached or clamped to any anchor, slab, or structure, including bedrock that must be removed prior to the application of a lifting or pulling force for the purpose of transporting the unit.”

When in doubt as to whether or not a source is considered to be portable, contact the Central Office DAPC permitting staff assigned to the DO/LAA.

- 1.3 Is there a time limit for how long a portable source can operate in one location and still be a portable source?

Typically, portable equipment is moved in a timely manner, and relatively often.

Equipment that has been dismantled or generally not operated for a period of two years or more will need new PTIs or PTIOs prior to operation and will have to meet appropriate BAT requirements. This time period is based upon U.S. EPA guidance. DO/LAAs should contact the DAPC permitting section to discuss and properly evaluate such situations.

- 1.4 How is it determined which DO/LAA must permit each portable emissions unit?

Typically, the permitting DO/LAA will be the field office with jurisdiction over the county where the company's corporate headquarters are located. If the company does not have permanent offices in Ohio, the DO/LAA where the company is registered with the Ohio Secretary of State is tasked with processing the appropriate permit applications. If information from the Secretary of State is not readily available, the appropriate DO/LAA is based upon where the equipment will first be located.

- 1.5 When permitting a portable source, should supporting emissions units, such as roadways, storage piles, material handling, and storage tanks be included?

Yes. While it is true that roadways are not portable, the traffic that is associated with the portable source travels with the portable source. Consider the case where a portable source relocates to a site that is currently not permitted. Without having roadways associated specifically with the portable source, the permittee must first apply for and obtain a permit for the roadways prior to relocating. If roadways are not associated with the portable source, the requirement of permitting the roadways separately defeats the intent of the portable source exemptions. See the definition of supporting units.

- 1.6 What is the proper way to identify portable sources?

It is recognized that permitting portable facilities has been handled differently over time and across DO/LAAs. As a result, it is not uncommon to find multiple independent portable production units operating under one facility ID. However, in order to be consistent, the grouping of emissions units into portable facilities should be achieved based upon the production unit paradigm. In general, production units consist of all pieces of equipment that must operate together to create a specific product. A portable facility is considered to be a production unit and all the supporting emission units needed for the production unit to successfully operate that relocate together. Because some companies need more flexibility to relocate individual pieces of equipment, they may request to have a facility that consists of a

single piece of equipment or some combination of equipment that is not capable of creating a specific product on its own. (Note: These sources may appear to be “de minimis” when permitted separately; however, when they are combined with other facilities at a site to create an operable production unit, they would not meet the “de minimis” exemption. This policy should not be used to exempt sources that would otherwise need permits.)

The key to proper identification of portable facilities is to work with the owner to determine the degree of flexibility that they require when relocating their equipment. For example, if Crusher 1 always operates with Screener A then they should be placed under one facility ID. If the company believes that they will need to use these two pieces of equipment simultaneously at separate locations, then Crusher 1 and Screener A should be split into separate facilities.

During discussions with the company, the DO/LAA should communicate to the company that increased flexibility will increase the administrative burden on the company. Each separate facility that they own will have to submit separate compliance reports, fee emission reports, and permit applications.

1.7 How should portable emissions units be labeled and grouped into facilities?

A portable facility is considered to be a production unit and all the supporting emission units needed for the production unit to successfully operate and relocate. The production unit will be defined by the owner. Each DO/LAA will be expected to work closely with the owner to designate exactly what equipment will move together and, therefore, be considered a facility. Supporting emission units (e.g., roadways, storage piles, etc.) will also need to be identified and permitted as needed.

The following is an example of two different ways aggregate operations could be split into portable facilities:

Option 1:

Aggregate Plant A

P901- aggregate plant (consisting of 1 crusher, 1 screener, 1 conveyor, and 2 attached generators)

P001- detached generator

F001- roadways

F002- storage piles (including load-in and load-out)

Option 2:

Aggregate Plant A

P901- aggregate plant (consisting of 1 crusher with attached generator)

F001- roadways

F002- storage piles (including load-in and load-out)

Aggregate Plant B

P901- aggregate plant (consisting of 1 screener with attached generator)

F001- roadways

F002- storage piles (including load-in and load-out)

Aggregate Plant C

P901- aggregate plant (consisting of 1 conveyor)

F001- roadways

F002- storage piles (including load-in and load-out)

Portable Generator A

P001- detached generator

- 1.8 What administrative and/or permitting actions should be completed when a facility or emissions unit that has already been permitted needs to be regrouped or split apart to meet the policy as described in Questions 1.6 and 1.7 above?

There are specific procedures that must be completed by DO/LAA staff to ensure that portable emissions units are correctly grouped as a facility, tracked, and permitted.

DO/LAA staff, please see Answer Place ID 2167 for specific instructions on regrouping permitted emissions units into portable facilities within the system.

- 1.9 It sometimes becomes hard to track portable sources by emissions unit IDs or the descriptions supplied by the permittees. Can we do anything about this?

DAPC considered including the equipment models and serial numbers in the PTI or PTIO. However, because PTIs or PTIOs are normally issued before the equipment is procured, this is not always possible. DAPC suggests including this information in all PTI modifications and in the PTIOs. The serial number is now included as a reportable detail on the Intent to Relocate (ITR) forms.

- 1.10 How is a transfer of ownership of portable equipment within and across DO/LAA jurisdictional boundaries handled?

OAC rule 3745-31-07(E)(1) allows air permits to be transferred to the new owners when air emissions sources change ownership. However, the transfer process can be somewhat complicated when dealing with portable operations. It is important to work closely with the new owners of the portable equipment to determine how the equipment will be grouped as a facility or facilities (see 1.6 and 1.7 above). If the portable equipment is transferred to a new owner across DO/LAA jurisdictional boundaries, it is also important to coordinate with the new permitting DO/LAA. There are specific procedures that DO/LAAs must complete to ensure that portable emissions units are correctly transferred.

DO/LAA Staff: Please see Answer Place ID 2168 for specific instructions on transferring facility ownership for portable facilities within the system.

If the purchase of a portable facility involves moving the facility to a new location, an Intent to Relocate request needs to be submitted by the new owner.

- 1.11 Who has the responsibility for the permits for portable sources that are leased or rented from a rental company?

Should a permit be necessary (i.e., the emissions unit does not qualify for any of the exemptions in OAC Chapter 3745-31), it is the responsibility of the rental or leasing company to obtain and maintain the proper permits. It is also the responsibility of the rental or leasing company to submit the ITR, although there is nothing that prevents the lessee from obtaining the appropriate permits as the operator.

Should enforcement be warranted, Ohio EPA would most likely consider enforcement against both entities.

2. **PORTABLE RELOCATION PROCEDURES**

- 2.1 What is the mechanism that allows portable sources to relocate without first obtaining new PTIs or PTIOs each time they relocate?

Portable sources exempted from permits under the permit-by-rule exemptions (OAC rule 3745-31-03(A)(4)) are not required to apply for and obtain PTIs or PTIOs. These sources also are not required to provide notice to Ohio EPA when relocating.

Portable sources subject to PTI or PTIO requirements are specifically exempted from obtaining new PTIs or PTIOs with each relocation, as provided in OAC rules 3745-31-03(A)(1)(p) and 3745-31-05(H), as appropriate. These two rules have different intended uses, and both must be understood and applied appropriately.

OAC rule 3745-31-05(H)

OAC rule 3745-31-05(H) is provided for the instances when the potential locations for a portable source are known ahead of time. A typical example in which the potential locations are known ahead of time would be a mining company that has some piece of portable equipment that will repeatedly relocate to multiple sites under their control. Relocation approval under this rule is a two-step process.

Relocation Site(s) Preapproval

First, the facility must request to have one or more sites preapproved as a site they will be able to relocate to in the future. Site preapproval will be granted provided the owner/operator meets the following requirements:

- a. the portable source continues to comply with the currently effective PTI, PTIO or registration status;
- b. the portable source was issued a PTI or PTIO, and where BAT requirements were defined in that PTI or PTIO, the portable source continues to comply with any applicable BAT requirements;
- c. the portable source owner has identified the proposed site to Ohio EPA;
- d. Ohio EPA has determined, through a Director's letter, that the portable source, at the proposed site, will have an acceptable environmental impact;
- e. a public notice, consistent with OAC Chapter 3745-47, has been published in the county where the proposed site is located;
- f. the owner of the proposed site has provided the portable source owner with approval or equivalent declaration that it is acceptable to the site owner to move the portable source to this proposed site; and
- g. the site preapprovals are renewed every three years.

15-Day Notification to Relocate to a Preapproved Site

Before the facility relocates to one of these preapproved sites, the portable source owner must provide Ohio EPA (DO/LAA) with fifteen days advance written notice of the relocation.

If a company chooses to relocate the equipment to a facility not on their list of predisclosed locations, alternatively, the facility may use the 30-day relocation exemption provided in OAC rule 3745-31-03(A)(1)(p).

OAC rule 3745-31-03(A)(1)(p)

OAC rule 3745-31-03(A)(1)(p) was written to allow flexibility in relocating portable sources where the potential locations are unknown, such as portable sources that are available for lease, or those sources that move with the work to minimize travel time of delivery trucks (like concrete plants and asphalt plants that relocate to accommodate ODOT contracts). Relocation approval under this rule is a single-step process.

Intent to Relocate to a Site NOT Preapproved

Relocation approval will be granted provided the owner/operator meets the following requirements:

- a. the portable source was installed after January 1, 1974 and continues to comply with any applicable BAT and State or federal air pollution rule or law;
- b. the portable source continues to comply with the currently effective PTI or PTIO and/or any applicable permit-to-operate;
- c. the applicant has provided proper notice of intent to relocate the portable source to the Director within a minimum of thirty days prior to the scheduled relocation;
- d. the Director has issued a public notice stating that in the Director's judgment, the proposed site is acceptable under rule 3745-15-07 of the Administrative

- Code; and
- e. the Director has issued a notice stating that in the Director's judgment, relocating the portable source will not result in the installation of a major stationary source or the modification of a major stationary source.

Flowcharts outlining the protocol for each type of relocation can be found in Attachment 1: Intent to Relocate Flowcharts. See Attachment 2 (ITR and Owner Preapproval Forms) for the required notification forms.

2.2 Which Ohio EPA field office is responsible for determining if a site is acceptable?

The permitting DO/LAA should notify the jurisdictional DO/LAA within five days of receiving an ITR. The jurisdictional DO/LAA should review the site to determine if it is acceptable and notify the permitting DO/LAA within two weeks of receiving the notification from the permitting DO/LAA concerning the acceptability of the site. Upon receiving notification of site approval from the jurisdictional DO/LAA, the permitting DO/LAA will process an approval or denial of the relocation.

DO/LAA staff, please see Answer Place ID 1523 for detailed instructions on processing ITRs in the system.

2.3 What are some of the criteria field offices should consider when determining whether a proposed relocation is approvable?

There are many factors to take into consideration when evaluating whether or not a proposed relocation is approvable. Pursuant to both OAC rules 3745-31-05(H) and 3745-31-03(A)(1)(p), any source proposing to relocate must be in compliance with applicable BAT and other PTI or PTIO requirements. Jurisdictional field offices should also evaluate the facility potential to emit at the proposed location to determine if major source thresholds would be triggered by the relocation. When evaluating a site for a proposed 15-day relocation pre-approval, OAC rule 3745-31-05(H) requires the field office to make a determination as to whether the relocation will have an acceptable environmental impact. Possible factors for consideration include, but are not limited to, proximity to neighboring residences and schools and site-specific modeling concerns. When evaluating a site for a proposed 30-day relocation preapproval, OAC rule 3745-31-03(A)(1)(p) requires the field office to make a determination as to whether the facility is likely to cause a nuisance pursuant to OAC rule 3745-15-07.

2.4 Does DAPC consider zoning issues in its determinations?

DAPC does not consider zoning issues when determining whether or not a site is an acceptable location for relocation. If, for example, a site is acceptable and in accordance with the portable source relocation rules, but violates local zoning rules, DAPC must approve the location in accordance with the OAC Chapter 3745-31.

2.5 What if there is a large community outcry concerning a proposed site?

Nothing in DAPC's rules prevents the Agency from holding a public meeting with the affected community to discuss the relocation. Large community outcry by itself is not grounds for denying a relocation. There must be good reason for a denial. If a public meeting is to be considered, it should be discussed and coordinated with Ohio EPA's Public Information Center (PIC). If a public hearing will be held, that information must be included in the public notice sent out when the approval is issued, or in a separate action. Contact DAPC's Central Office, Permit Issuance and Emissions Reporting (PIER) Unit for more information.

2.6 What kind of relocation requires a public notice?

Relocation approvals under both OAC rules 3745-31-05(H) and 3745-31-03(A)(1)(p) are actions of the Director; therefore, public notification must be made for all such approvals. It is an appealable action, and interested parties must be allowed the thirty (30)-day window to appeal the Director's action.

DAPC's PIER Unit will generate the public notice at the time the Director's letters are issued. The public notice must appear in the county to which the facility would be relocating.

2.7 What is the protocol for relocating a portable source pursuant to OAC rules 3745-31-03(A)(1)(p) and 3745-31-05(H)?

The protocol for each rule is summarized in Attachment 1: Intent to Relocate Flowcharts.

2.8 Can a facility relocate its source once it has submitted the ITR?

If the facility has received site preapproval in accordance with OAC rule 3745-31-05(H), then the facility can relocate following submittal of the required 15-day ITR.

If the facility submits an ITR thirty (30) days prior to a proposed relocation pursuant to OAC rule 3745-31-03(A)(1)(p), the facility may not relocate until the public notice for the new location appears in the newspaper.

2.9 What is DAPC's internal process for routing a site approval or denial letter to the Director for approval?

Site approval and denial requests are initiated by the permitting DO/LAA. DAPC's PIER Unit generates the letters and handles all issuance and public notice matters. See Attachment 3: ITR Templates for the form letters and public notice issued by Central Office.

DO/LAA staff, please see Answer Place ID 1523 for instructions on processing Intent to Relocate approvals in the system.

2.10 How will DAPC verify whether or not proposed relocations actually occur?

A Portable Plant Relocation Confirmation form will be sent to portable facilities with each relocation approval letter. This form should be completed by the facility and returned to the permitting DO/LAA. The permitting DO/LAA will then update the facility address in the system.

2.11 What if the new site has more stringent rule requirements for fugitive dust and/or visible emissions from supporting units than what are required by the permits issued to the supporting units for the portable source?

In both relocation options, the supporting emissions units for the portable source must meet the applicable rule requirements at the new site. Typically, this will be an issue if the new site already has permits for supporting emissions units, such as roadways, or if a portable source is being relocated to an Appendix A area from a non-Appendix A area and was not originally permitted to accommodate both. If the rule requirements at the new site are more stringent than the BAT requirements in the permits for the portable unit's supporting emissions units, the supporting emissions units must meet the more stringent requirements. The BAT requirements for the portable source itself remain the same anywhere in the State.

2.12 What is the criterion for a conditional approval?

A conditional approval would be required if the portable source and the supporting emissions units would have to meet more stringent requirements at the new location. The new restrictions would be part of the approval to relocate the portable source.

2.13 What if a portable plant is relocated without notification or locates prior to approval?

The jurisdictional and permitting DO/LAAs should coordinate to determine if a portable plant is relocated without notification or locates prior to approval. An NOV is to be sent by the permitting DO/LAA and the jurisdictional DO/LAA should be copied. Repeated occurrences of this activity should be followed up with an EAR by the permitting DO/LAA.

2.14 The 30-day schedule (for getting approval for relocation per OAC rule 3745-31-03(A)(1)(p)) is tight. Can this time frame be met consistently?

The statute requires the permittee to submit the request 30 days prior to the proposed scheduled relocation date. Ohio EPA is not required to complete the

review within the 30-day window. However, field offices more often than not, meet the 30-day performance standard.

3. INSPECTION/ENFORCEMENT

3.1 What responsibilities does each field office have with regard to emissions testing, inspecting a portable source, and site evaluation?

In situations where a portable source is relocated within the same DO/LAA, the responsibilities are obvious. However, when a portable source is relocated to a different DO/LAA, responsibilities become more complex.

In all instances, the permitting DO/LAA is responsible for coordinating all aspects of the relocation. The jurisdictional DO/LAA is primarily responsible for providing the appropriate technical support for the permitting DO/LAA to ensure that the portable source is operated in compliance with all applicable rules, regulations, and permit requirements.

Following are some scenarios that demonstrate each DO/LAA's responsibility and list which items should be handled by the appropriate DO/LAA:

EVALUATING A POTENTIAL SITE – Within 5 days of receipt of an ITR, the permitting DO/LAA shall provide the jurisdictional DO/LAA with the following information via email:

- a. a copy of the ITR;
- b. a list of all relevant permit numbers so the jurisdictional DO/LAA can view the permits (copies of any permits that aren't available electronically should be provided);
- c. the potential to emit (PTE) of all portable emissions units proposed to relocate; and
- d. any other relevant information that will assist the jurisdictional DO/LAA in the site review.

Within two (2) weeks, the jurisdictional DO/LAA will provide the permitting DO/LAA with a recommendation regarding the proposed site. The recommendation will be one of the following three (3) options:

- a. approve the site and emissions as specified in the most recent PTI, PTIO, or rule (registration status);
- b. approve the site with conditions; or
- c. deny the site.

Please note that denying a site is a Director's action and may be appealed. Further, any denial will have to be signed by the Director. Only approvals have been

delegated to DAPC's PIER Unit.

STACK TESTING - The intent to test should be sent to both the permitting and jurisdictional DO/LAA. The jurisdictional DO/LAA is primarily responsible for witnessing the stack test. The jurisdictional DO/LAA will be primarily responsible for collecting the appropriate test data and VE readings. All data will be provided to the permitting DO/LAA. The permitting and jurisdictional DO/LAA should coordinate the efforts of reviewing the test data. Normally, the permitting DO/LAA will enter the data into Ohio EPA's stack testing database (currently CETA), and issue the appropriate paperwork to the facility, unless by mutual agreement, the jurisdictional DO/LAA handles this task.

Since the portable source must meet the rule requirements for each site, either office may request additional testing, if necessary.

INSPECTIONS - Although the physical inspection is the responsibility of the jurisdictional DO/LAA, either DO/LAA may request or perform additional inspections, as appropriate. If an inspection is conducted by the permitting DO/LAA, the jurisdictional agency should be informed and a copy of the inspection report sent to that agency. Whenever an inspection is performed by the jurisdictional DO/LAA, the jurisdictional DO/LAA will issue any follow-up paperwork, be it a notice of violation (NOV), warning letter, or compliance letter, and coordinate efforts with the permitting agency. In most instances, escalated enforcement shall be the responsibility of the permitting DO/LAA. A copy of any written report will be provided to the permitting DO/LAA by the jurisdictional DO/LAA and vice versa.

Any logging of inspections and enforcement into a tracking system (i.e., CETA) will be completed by the permitting DO/LAA. The jurisdictional agency can enter inspection data, but should coordinate this with the permitting DO/LAA.

3.2 Which DO/LAA is responsible for taking an enforcement action for violations?

The permitting DO/LAA is responsible for violations associated with fees, permitting, and failed stack tests. The jurisdictional DO/LAA is responsible for NOV's that are based upon inspections, and any follow-up corrective actions that are required. Further enforcement of any violations, up to and including preparation of the EAR, is the responsibility of the permitting DO/LAA.

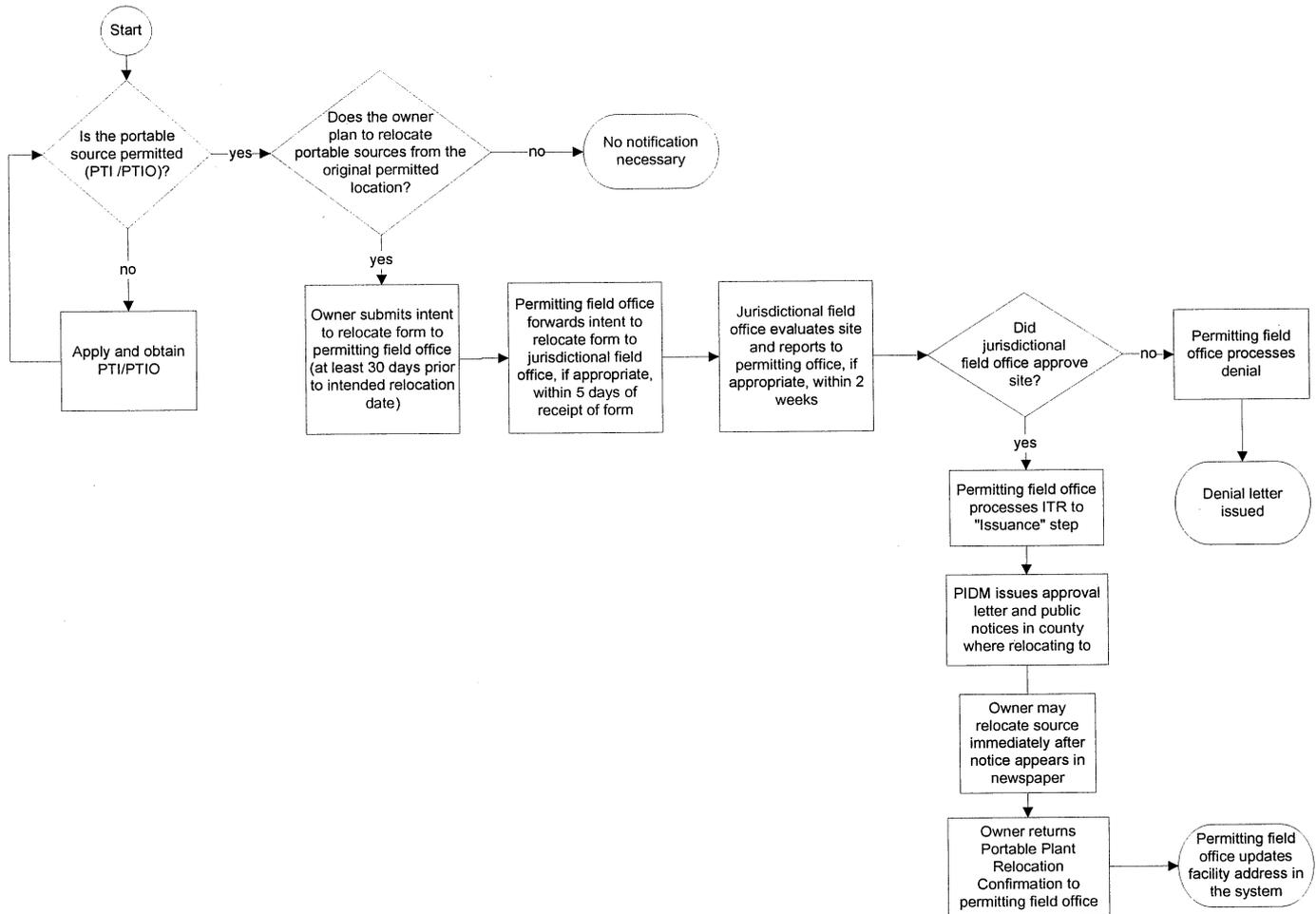
As a courtesy, the jurisdictional DO/LAA should notify the permitting DO/LAA prior to sending the facility an NOV.

EF/SH

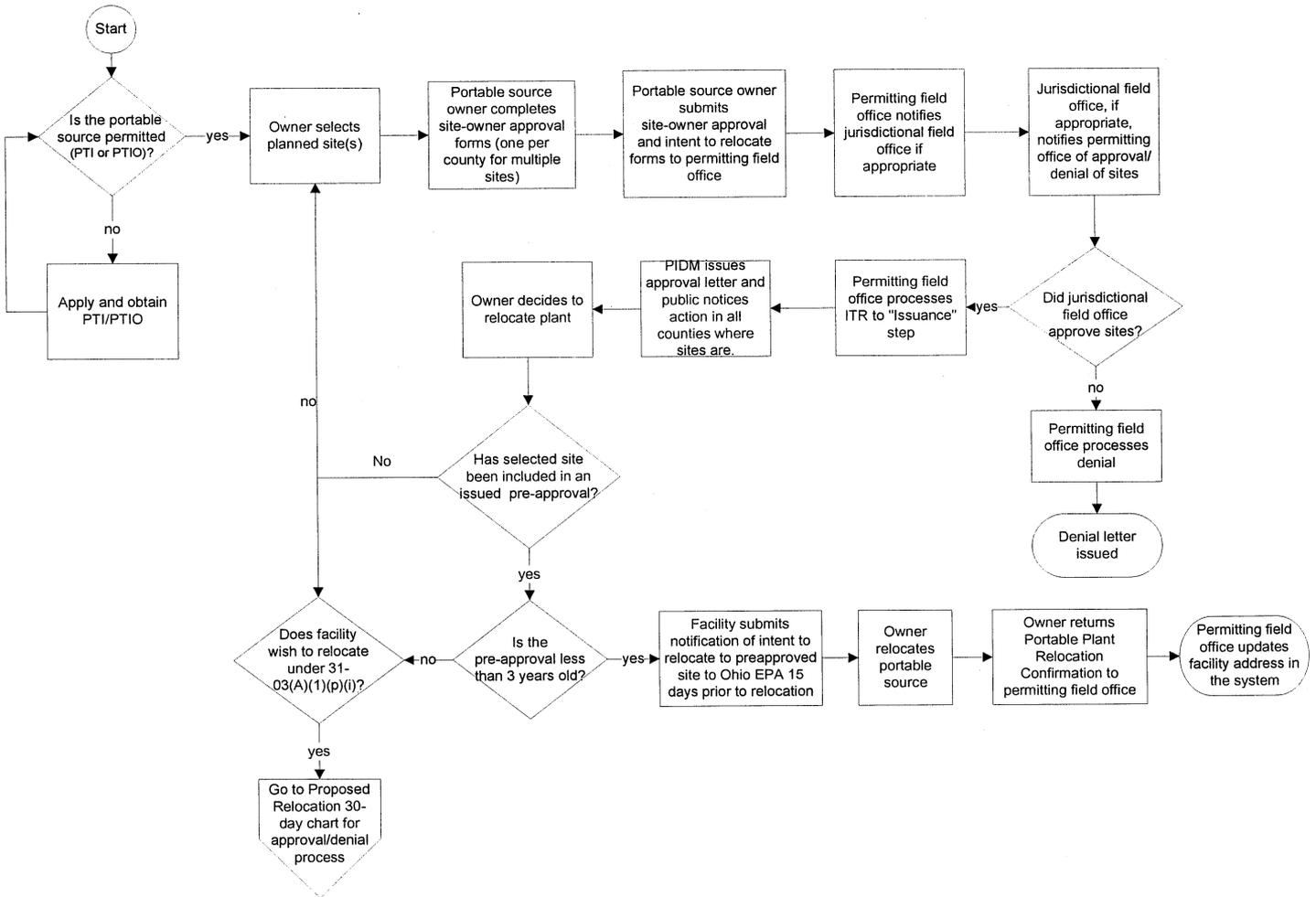
(Issued April 5, 1983; revised and updated April 14, 2006 and April 14, 2010)

Attachment 1- Intent to Relocate Flowcharts

Notification of Proposed Relocation of a Portable Source
 30-day notification - OAC rule 3745-31-03(A)(1)(p)(i)



Notification of Proposed Relocation of a Portable Source
 15-day notification - OAC rule 3745-31-03(A)(1)(p)(ii) and 3745-31-05(E)



**Attachment 2 - ITR and
owner preapproval forms**

NOTICE OF INTENT TO RELOCATE A PORTABLE SOURCE

This notice must be completed and submitted (mailed or faxed) to the Ohio EPA field office with whom you have filed your permit applications within a minimum of thirty(30) days prior to the scheduled relocation of a portable source, if relocating pursuant to OAC rule 3745-31-03(A)(1)(p). Submit within a minimum of fifteen (15) days prior to the scheduled relocation of a portable source, if relocating pursuant to OAC rule 3745-31-05(H).

A. Plant Information

Facility Name:	10-digit DAPC Facility ID:
Plant Capacity (in tons/hr):	

B. Primary Contact Information

Primary Contact Name:	
Contact Mailing Address:	
Contact Phone Number:	Contact Email Address:

C. Present Location

Site Name:	Site Address (include address, city, county and state):
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D. Proposed Location

Site Name:	Site Address (include address city or township, and county):
Estimated distance to nearest dwelling:	
Expected Start-up Date:	Expected Completion Date:

E. Equipment Description (List all permitted units to be relocated. Additional space may be needed, attach another page if necessary.)

Type: Make/Model: Serial or ID#: Design Capacity: Control Equipment: Permit Number/EU ID:	Type: Make/Model: Serial or ID#: Design Capacity: Control Equipment: Permit Number/EU ID:
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F. Signature

The undersigned hereby notifies the agency of a change of location, certifies that he/she will operate the equipment consistent with the installation and/or operating permit, and certifies that the statements contained herein are true and correct. The undersigned also agrees that the equipment will not be relocated until approval is obtained in writing from the Director of the Ohio EPA, and a public notice of the intended relocation is published in the appropriate newspaper.

Signature of Authorized Official/Date	Printed Name and Title
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PORTABLE SOURCE NEW SITE OWNER APPROVAL FORM

Under OAC rule 3745-31-05(H), facilities that operate portable air pollution emissions units (sources) can get new sites pre-approved. This pre-approval allows companies to move the source to the new site in as little as 15 days. This process eliminates the sometimes lengthy approval time normally needed to get sites approved.

One of the requirements for site pre-approval is for the proposed site owner to give his/her permission to move the portable emissions unit to the site. This form is an approved method to document the site owner's granting of this permission.

This form can be filled out by the portable emissions unit owner but must be signed and dated by the proposed site owner.

Site Owner Information

Site Owner Name:
Site Address (include address, city, zip)

Portable Source Owner/Information

Portable Source Owner Name:	10-digit DAPC Facility ID:
Equipment Description:	

As owner of the site located at the address given above, I hereby give the Portable Source Owner permission to locate the following equipment on the property as indicated.

Signature of Site Owner	Date
-------------------------	------



Facility Name: _____

Intent to Relocate Request Number: _____

Date Issued: _____

Facility ID: _____

Facility Location at Issuance: _____

Approved Proposed Location: _____

The equipment has moved to this approved site as proposed.

Date of relocation: _____

OR

The equipment will not be relocating to this site as proposed.

Signature of Environmental Manager

Name of Environmental Manager (Please Print)

Date

Environmental Manager Phone Number

Attachment 3 - ITR Templates

[Target County] County

PUBLIC NOTICE
ISSUANCE OF APPROVAL TO RELOCATE A PORTABLE AIR CONTAMINANT SOURCE
[Facility Name]

Issue Date: [Issue Date]

Relocation Number: [Relocation Number]

Facility ID: [Facility ID]

Facility Location: [Facility Name]

[Facility Address Line 1], Facility Address Line 2

[Facility City, State Zip]

Facility Description: [NAICS Description]

Ohio EPA has received a request to relocate a portable air contaminant source for the company identified above. Upon review of the request, the Director has approved the relocation and the facility is authorized to move to [Future Address] upon the publication of this notice.

You are hereby notified that this action of the Director is final and may be appealed to the Environmental Review Appeals Commission pursuant to Section 3745.04 of the Ohio Revised Code. The appeal must be in writing and set forth the action complained of and the grounds upon which the appeal is based. The appeal must be filed with the Commission within thirty (30) days after notice of the Director's action. The appeal must be accompanied by a filing fee of \$70.00, made payable to "Ohio Treasurer Kevin Boyce," which the Commission, in its discretion, may reduce if by affidavit you demonstrate that payment of the full amount of the fee would cause extreme hardship. Notice of the filing of the appeal shall be filed with the Director within three (3) days of filing with the Commission. Ohio EPA requests that a copy of the appeal be served upon the Ohio Attorney General's Office, Environmental Enforcement Section. An appeal may be filed with the Environmental Review Appeals Commission at the following address:

Environmental Review Appeals Commission
309 South Fourth Street, Room 222
Columbus, OH 43215

All inquiries concerning this action may be directed to [DO/LAA Long Name] at [DO/LAA Phone].



Environmental Protection Agency

Ted Studdard, Governor
Lee Fisher, Lt. Governor
Chris Korleski, Director

[Date Issued (Not Permit)]

Certified Mail

[Primary Contact First Name, Last Name]
[Facility Name]
[Primary Contact Address Line 1]
[Primary Contact Address Line 2]
[Primary Contact City, State Zip]

RE: APPROVED RELOCATION OF PORTABLE FACILITY
Intent to Relocate Request Number: [Application #'s]
Effective: [Date Issued (Not Permit)]
Facility ID: [Facility ID]
Current Facility Location: [Facility Address Line 1]
[Facility Address Line 2]
[Facility City, State Zip]

Dear Permit Holder:

This letter is being sent in response to an Intent to Relocate request form which was received on [Application Received Date] regarding the facility identified above. The Ohio EPA, Division of Air Pollution Control (DAPC) currently has on record that the following emissions unit(s) is a part of this facility.

Emissions Unit ID: Company Equipment ID:
[EU ID] [Company Equipment ID]

DAPC believes that this type of operation will not cause appreciable degradation of the air quality in the area surrounding the proposed site below and therefore approves the relocation to this site, pursuant to Ohio Administrative Code rule 3745-31-03(A)(1)(p).

Proposed Site: [Future Address]

This office will provide public notice of the impending move in the newspaper, [Newspaper Name], in [Target County] county where the portable source will be located. Once public notice of the intended relocation is published in the appropriate newspaper, relocation can occur.

Once the equipment has been relocated, the [DO/LAA Long Name] must be notified of the move by completing and mailing the Portable Plant Relocation Confirmation form attached.

Please be advised that [Facility Name] must ensure that the identified emissions unit(s) and any supporting units operate in compliance with all applicable rules and regulations, as well as all applicable permit terms and conditions.

You are hereby notified that this action of the Director is final and may be appealed to the Environmental Review Appeals Commission pursuant to Section 3745.04 of the Ohio Revised Code. The appeal must be in writing and set forth the action complained of and the grounds upon which the appeal is based. The appeal must be filed with

[Primary Contact Name]

[Facility Name]

[Correspondence Date]

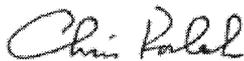
Page 2

the Commission within thirty (30) days after notice of the Director's action. The appeal must be accompanied by a filing fee of \$70.00, made payable to "Ohio Treasurer Kevin Boyce," which the Commission, in its discretion, may reduce if by affidavit you demonstrate that payment of the full amount of the fee would cause extreme hardship. Notice of the filing of the appeal shall be filed with the Director within three (3) days of filing with the Commission. Ohio EPA requests that a copy of the appeal be served upon the Ohio Attorney General's Office, Environmental Enforcement Section. An appeal may be filed with the Environmental Review Appeals Commission at the following address:

Environmental Review Appeals Commission
309 South Fourth Street, Room 222
Columbus, OH 43215

The Ohio EPA is encouraging companies to investigate pollution prevention and energy conservation. Not only will this reduce pollution and energy consumption, but it can also save you money. If you would like to learn ways you can save money while protecting the environment, please contact our Office of Compliance Assistance and Pollution Prevention at (614) 644-3469. If you have any questions regarding this matter, please contact the [DO/LAA Long Name] at [DO/LAA Phone].

Sincerely,



Chris Korleski
Director

Cc: [DO/LAA Short Name]



**Environmental
Protection Agency**

Ted Studdard, Governor
Lee Fisher, Lt. Governor
Chris Korleski, Director

Relocation Approval (30-day) Letter with Conditions

[Date Issued (Not Permit)]

Certified Mail

[Primary Contact First Name, Last Name]
[Facility Name]
[Primary Contact Address Line 1]
[Primary Contact Address Line 2]
[Primary Contact City, State Zip]

RE: APPROVED RELOCATION OF PORTABLE FACILITY
Intent to Relocate Request Number: [Application #'s]
Effective: [Date Issued (Not Permit)]
Facility ID: [Facility ID]
Current Facility Location: [Facility Address Line 1]
[Facility Address Line 2]
[Facility City, State Zip]

Dear Permit Holder:

This letter is being sent in response to an Intent to Relocate request form which was received on [Application Received Date] regarding the facility identified above. The Ohio EPA, Division of Air Pollution Control (DAPC) currently has on record that the following emissions unit(s) is a part of this facility.

Emissions Unit ID: Company Equipment ID:

[EU ID] [Company Equipment ID]

DAPC believes that this type of operation will not cause appreciable degradation of the air quality in the area surrounding the proposed site below and therefore approves the relocation to this site, pursuant to Ohio Administrative Code rule 3745-31-03(A)(1)(p), provided the additional conditions given below are met while located at the site.

Proposed Site: [Future Address]

Additional Conditions: [ITR Special Text]

If, at any time, the above conditions are not met while operating at this site, DAPC will consider the approval as void and further operation of the unit without additional approval will be considered a violation of OAC rule 3745-31-03(A)(1)(p).

This office will provide public notice of the impending move in the newspaper, [Newspaper Name], in [Target County] county where the portable source will be located. Once public notice of the intended relocation is published in the appropriate newspaper, relocation can occur.

Once the equipment has been relocated, the [DO/LAA Long Name] must be notified of the move by completing and mailing the Portable Plant Relocation Confirmation form attached.

[Primary Contact Name]
[Facility Name]
[Correspondence Date]
Page 2

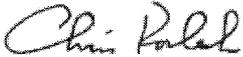
Please be advised that [Facility Name] must ensure that the identified emissions unit(s) and any supporting units operate in compliance with all applicable rules and regulations, as well as all applicable permit terms and conditions.

You are hereby notified that this action of the Director is final and may be appealed to the Environmental Review Appeals Commission pursuant to Section 3745.04 of the Ohio Revised Code. The appeal must be in writing and set forth the action complained of and the grounds upon which the appeal is based. The appeal must be filed with the Commission within thirty (30) days after notice of the Director's action. The appeal must be accompanied by a filing fee of \$70.00, made payable to "Ohio Treasurer Kevin Boyce," which the Commission, in its discretion, may reduce if by affidavit you demonstrate that payment of the full amount of the fee would cause extreme hardship. Notice of the filing of the appeal shall be filed with the Director within three (3) days of filing with the Commission. Ohio EPA requests that a copy of the appeal be served upon the Ohio Attorney General's Office, Environmental Enforcement Section. An appeal may be filed with the Environmental Review Appeals Commission at the following address:

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Columbus, OH 43215

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Sincerely,



Chris Korleski
Director

Cc: [DO/LAA Short Name]



Environmental Protection Agency

Ted Strickland, Governor
Lee Fisher, Lt. Governor
Chris Korleski, Director

Relocation Denial (30-day) Letter

[Date Issued (Not Permit)]

Certified Mail

[Primary Contact First Name, Last Name]
[Facility Name]
[Primary Contact Address Line 1]
[Primary Contact Address Line 2]
[Primary Contact City, State Zip]

RE: DENIAL OF RELOCATION OF PORTABLE FACILITY
Intent to Relocate Request Number: [Application #'s]
Effective: [Date Issued (Not Permit)]
Facility ID: [Facility ID]
Current Facility Location: [Facility Address Line 1]
[Facility Address Line 2]
[Facility City, State Zip]

Dear Permit Holder:

This letter is being sent in response to an Intent to Relocate request form which was received on [Application Received Date] regarding the facility identified above. The Ohio EPA, Division of Air Pollution Control (DAPC) currently has on record that the following emissions unit(s) is a part of this facility.

Emissions Unit ID: Company Equipment ID:

[EU ID] [Company Equipment ID]

The request for Ohio EPA to approve relocation to the following site per Ohio Administrative Code (OAC) rule 3745-31-03(A)(1)(p) is hereby denied for the reason(s) identified below.

Proposed Site: [Future Address]

Basis for Denial: [ITR Special Text]

Please be advised that [Facility Name] must continue to operate the identified emissions unit(s) and any supporting units in compliance with all applicable rules and regulations, as well as all applicable permit terms and conditions.

This denial is issued as a proposed action, pursuant to Ohio Revised Code Section 3745.07. This Order will become final on the date indicated unless you or a citizen objector files an appeal requesting an adjudication hearing within thirty (30) days of the date of issuance, as provided by Section 3745.07 of the Ohio Revised Code. Requests for hearings shall be in writing and shall specify the issues of fact and law to be contested. Requests for hearings shall be sent to the Hearing Clerk, Ohio EPA, Box 1049, 50 West Town Street, Columbus, Ohio, 43216-1049. If this action is not appealed, the denial will become final automatically as of the effective date shown above.

[Primary Contact Name]

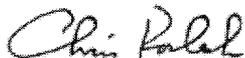
[Facility Name]

[Correspondence Date]

Page 2

The Ohio EPA is encouraging companies to investigate pollution prevention and energy conservation. Not only will this reduce pollution and energy consumption, but it can also save you money. If you would like to learn ways you can save money while protecting the environment, please contact our Office of Compliance Assistance and Pollution Prevention at (614) 644-3469. If you have any questions regarding this matter, please contact the [DO/LAA Long Name] at [DO/LAA Phone].

Sincerely,



Chris Korleski

Director

Cc: [DO/LAA Short Name]



**Environmental
Protection Agency**

Ted Stuckland, Governor
Lee Fisher, Lt. Governor
Chris Korleski, Director

Relocation Site Preapproval (15-day) Letter

[Date Issued (Not Permit)]

Certified Mail

[Primary Contact First Name, Last Name]
[Facility Name]
[Primary Contact Address Line 1]
[Primary Contact Address Line 2]
[Primary Contact City, State Zip]

RE: SITE PREAPPROVAL FOR RELOCATION OF PORTABLE FACILITY
Intent to Relocate Request Number: [Application #'s]
Effective: [Date Issued (Not Permit)]
Facility ID: [Facility ID]
Current Facility Location: [Facility Address Line 1]
[Facility Address Line 2]
[Facility City, State Zip]

Dear Permit Holder:

This letter is being sent in response to an Intent to Relocate request form which was received on [Application Received Date] regarding the facility identified above. The Ohio EPA, Division of Air Pollution Control (DAPC) currently has on record that the following emissions unit(s) is a part of this facility.

Emissions Unit ID: Company Equipment ID:

[EU ID] [Company Equipment ID]

This office believes that this type of operation will not cause appreciable degradation of the air quality in the area surrounding the proposed site(s) given below and therefore approves the relocation to any of those site(s) listed, pursuant to Ohio Administrative Code (OAC) rule 3745-31-05(H).

Proposed Site(s): [Future Address]

This office will provide public notice of the impending move in the newspaper, [Newspaper Name], in [Target County] county as well as the newspapers in the other counties where the portable source could be located. Once public notice of the intended relocation is published in the appropriate newspaper(s), relocation can occur.

Prior to relocating the facility to any of the above sites, [Facility Name] must first provide the appropriate District Office or Local Air Agency with 15 days prior notice, in accordance with OAC rule 3745-31-05(E). Once the equipment has been relocated, the [DO/LAA Long Name] must be notified of the move by completing and mailing the Portable Plant Relocation Confirmation form attached.

Please be advised that [Facility Name] must ensure that the identified emissions unit(s) and any supporting units operate in compliance with all applicable rules and regulations, as well as all applicable permit terms and conditions.

[Primary Contact Name]

[Facility Name]

[Correspondence Date]

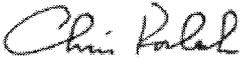
Page 2

You are hereby notified that this action of the Director is final and may be appealed to the Environmental Review Appeals Commission pursuant to Section 3745.04 of the Ohio Revised Code. The appeal must be in writing and set forth the action complained of and the grounds upon which the appeal is based. The appeal must be filed with the Commission within thirty (30) days after notice of the Director's action. The appeal must be accompanied by a filing fee of \$70.00, made payable to "Ohio Treasurer Kevin Boyce," which the Commission, in its discretion, may reduce if by affidavit you demonstrate that payment of the full amount of the fee would cause extreme hardship. Notice of the filing of the appeal shall be filed with the Director within three (3) days of filing with the Commission. Ohio EPA requests that a copy of the appeal be served upon the Ohio Attorney General's Office, Environmental Enforcement Section. An appeal may be filed with the Environmental Review Appeals Commission at the following address:

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Sincerely,



Chris Korleski
Director

Cc: [DO/LAA Short Name]

[Primary Contact Name]
[Facility Name]
[Correspondence Date]
Page 2

equipment has been relocated, the [DO/LAA Long Name] must be notified of the move by completing and mailing the Portable Plant Relocation Confirmation form attached.

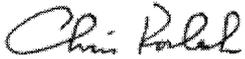
Please be advised that [Facility Name] must ensure that the identified emissions unit(s) and any supporting units operate in compliance with all applicable rules and regulations, as well as all applicable permit terms and conditions.

You are hereby notified that this action of the Director is final and may be appealed to the Environmental Review Appeals Commission pursuant to Section 3745.04 of the Ohio Revised Code. The appeal must be in writing and set forth the action complained of and the grounds upon which the appeal is based. The appeal must be filed with the Commission within thirty (30) days after notice of the Director's action. The appeal must be accompanied by a filing fee of \$70.00, made payable to "Ohio Treasurer Kevin Boyce," which the Commission, in its discretion, may reduce if by affidavit you demonstrate that payment of the full amount of the fee would cause extreme hardship. Notice of the filing of the appeal shall be filed with the Director within three (3) days of filing with the Commission. Ohio EPA requests that a copy of the appeal be served upon the Ohio Attorney General's Office, Environmental Enforcement Section. An appeal may be filed with the Environmental Review Appeals Commission at the following address:

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Sincerely,



Chris Korleski
Director

Cc: [DO/LAA Short Name]

Relocation Site Preapproval (15-day) Denial Letter



Environmental Protection Agency

Ted Stuckland, Governor
Lee Fisher, Lt. Governor
Chris Korleski, Director

[Date Issued (Not Permit)]

Certified Mail

[Primary Contact First Name, Last Name]
[Facility Name]
[Primary Contact Address Line 1]
[Primary Contact Address Line 2]
[Primary Contact City, State Zip]

RE: PROPOSED TO BE FINAL DENIAL OF PREAPPROVAL FOR PORTABLE FACILITY RELOCATION
Intent to Relocate Request Number: [Application #'s]
Effective: [Date Issued (Not Permit)]
Facility ID: [Facility ID]
Current Facility Location: [Facility Address Line 1]
[Facility Address Line 2]
[Facility City, State Zip]

Dear Permit Holder:

This letter is being sent in response to an Intent to Relocate request form which was received on [Application Received Date] regarding the facility identified above. The Ohio EPA, Division of Air Pollution Control (DAPC) currently has on record that the following emissions unit(s) is a part of this facility.

Emissions Unit ID: Company Equipment ID:
[EU ID] [Company Equipment ID]

The request for Ohio EPA to preapprove relocation to any of the following sites per Ohio Administrative Code (OAC)rule 3745-31-05(H) is hereby denied per the reason(s) given below.

Proposed Site(s): [Future Address]

Basis for Denial: [ITR Special Text]

If, at any time, the above conditions are not met while operating at this site, DAPC will consider the approval as void and further operation of the unit without additional approval will be considered a violation of OAC rule 3745-31-05(H).

Please be advised that [Facility Name] must continue to operate the identified emissions unit(s) and any supporting units in compliance with all applicable rules and regulations, as well as all applicable permit terms and conditions.

This denial is issued as a proposed action, pursuant to Ohio Revised Code Section 3745.07. This Order will become final on the date indicated unless you or a citizen objector files an appeal requesting an adjudication hearing within thirty (30) days of the date of issuance, as provided by Section 3745.07 of the Ohio Revised Code. Requests for hearings shall be in writing and shall specify the issues of fact and law to be contested. Requests for hearings shall be sent to the Hearing Clerk, Ohio EPA, Box 1049, 50 West Town Street, Columbus, Ohio, 43216-

[Primary Contact Name]

[Facility Name]

[Correspondence Date]

Page 2

1049. If this action is not appealed, the denial will become final automatically as of the effective date shown above.

The Ohio EPA is encouraging companies to investigate pollution prevention and energy conservation. Not only will this reduce pollution and energy consumption, but it can also save you money. If you would like to learn ways you can save money while protecting the environment, please contact our Office of Compliance Assistance and Pollution Prevention at (614) 644-3469. If you have any questions regarding this matter, please contact the [DO/LAA Long Name] at [DO/LAA Phone].

Sincerely,



Chris Korleski
Director

Cc: [DO/LAA Short Name]