

Oil and Gas Well-Site Production Operations (GP 12) Model General Permit (MGP) Application Instructions

When the applicant is ready to apply, the following steps should be followed:

IF YOU ARE SUBMITTING A HARDCOPY APPLICATION

1. Complete and sign the Qualifying Criteria document. The same signatory for the application should sign Qualifying Criteria document.
2. Complete the PTI/PTIO Application and the appropriate EAC form(s). Have the signatory, as defined in OAC rule 3745-31-04(B), sign the application.
 - a. PTI/PTIO Applicants: It is necessary to ONLY complete the following section of the PTI/PTIO application:

General Cover Sheet - Facility & Contact Information
Section I – 1 through 8
Section II – 1, 2, 5, 6, 7A for size engine and stack height of each, 8, and 10
 - b. EAC form instructions: It is necessary to complete the following EAC forms:
Process Operations for the dehydrator and flares (Form 3100);
Storage Tanks (Form 3104); and
Stationary Internal Combustion Engines (Form 3862);
3. Include a cover letter that states specifically which model general permit you are applying for, using the "Source Description" and "MGP Number" contained on the "Qualifying Criteria" document.

Submit all required documents to the District Office or Local Air Agency.

IF YOU ARE SUBMITTING AN ELECTRONIC APPLICATION IN AIR SERVICES

1. Complete the electronic PTI/PTIO Application in Air Services, selecting the appropriate General Permit Category and Type.
2. PTI/PTIO Applicants: It is necessary to ONLY complete the following section of the PTI/PTIO application:

General Cover Sheet - Facility & Contact Information
Section I – 1 through 8
Section II – 1, 2, 5, 6, 7A for size engine and stack height of each, 8, and 10
3. Complete the following forms and upload them as an attachment to your electronic application.
 - a. Qualifying Criteria document (signature is NOT required on the form when using Air Services).
 - b. The appropriate EAC form(s). It is necessary to complete the following EAC forms for the well site:

Process Operations for the dehydrator, flare(s), condenser (BTEX eliminator) or

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carbon adsorption system, and ancillary equipment/pipeline leaks (Form 3100)

It is necessary to **ONLY** complete the following section of form 3100:

1, 2, 3, 5, and 8 for each process

Storage Tanks (Form 3104)

It is necessary to **ONLY** complete the following section of form 3104:

1 through 7, 9, 10, 11, 13, 16 through 21 for **each** tank

Stationary Internal Combustion Engines (Form 3862)

It is necessary to **ONLY** complete the following section of form 3862:

1 through 6 and 9 through 14 for **each** engine

4. Ensure your Facility Profile is current including author/contact information, Source Classification Code (SCC) information and any relevant control equipment information.