The purpose of this Engineering Guide is to establish a standardized approach to permitting, relocating, stack testing, and inspecting portable sources. This guide pertains to all portable sources regulated by a permit-to-install (PTI), permit-to-install and operate (PTIO) or permit-by-rule (PBR).

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

"Facility" means the portable production unit and all of its supporting emissions units (e.g., roadways and storage piles). A facility with its related production units is the smallest entity that can relocate.

"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. A production unit may not relocate independently of its facility.

"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 and modified 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 PTI or 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 PTI, PTIO or PBR 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.

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. For portable sources which have obtained a PBR, PTI, or PTIO there is no restriction on how long they may operate at an approved location.

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 consists of 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.

To ensure the accurate tracking of portable sources, each portable facility (production unit and supporting emissions units) should be assigned individual facility identification numbers. It is acceptable to have more than one portable facility identification number associated with a stationary home address.

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

Option 1:

*Aggregate Plant A (123 Home address; facility ID #00-00-0000)*

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

F001- roadways

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

P001 – detached generators

Option 2:

*Aggregate Plant A (456 Home address; facility ID #10-00-0000)*

P901- aggregate plant (consisting of 1 crusher with attached generator) F001- roadways

F002- storage piles (including load-in and load-out)
Aggregate Plant B (456 Home address; facility ID #10-00-00-0001)
P901- aggregate plant (consisting of 1 screener with attached generator)
F001- roadways
F002- storage piles (including load-in and load-out)

Aggregate Plant C (456 Home address; facility ID #10-00-00-0002)
F001- roadways
F002 – storage piles (including load-in and load-out)
F003 – aggregate plant (consisting of 1 conveyor)

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 Customer Support Center FAQ Topic “How to group portable emissions units into facilities” (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 permittee. Can we do anything about this?

The equipment models and serial numbers should be included in the PTI, PTIO, or PBR application forms when possible. However, because initial PTIs or PTIOs are normally issued before the equipment is procured, this is not always possible. The serial number is included as a reportable detail on the Portable Source Relocation Request form.

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) 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. If
The purchase of a portable facility involves moving the facility to a new location, a portable source relocation request needs to be submitted by the new owner.

*DO/LAA Staff*: Please see Customer Support Center FAQ Topic “How to transfer facility ownership of portable facilities” (ID 2168) for specific instructions on transferring facility ownership for portable facilities within the system.

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

Should a permit or PBR be necessary (i.e., the emissions unit does not qualify for any of the permitting exemptions in OAC Chapter 3745-31), it is the responsibility of the owner of the equipment, or the rental or leasing company to obtain and maintain the proper permits for the source(s). It is also the responsibility of the rental or leasing company to submit the portable relocation request. Once a PBR, PTI, or PTIO has been issued for an emission unit, the permits would then travel with the source or be dead-ended once the lease is terminated. It is recommended that the owner of the portable source include a copy of the issued permit with the rental agreement. If a lessee plans to rent a piece of equipment that does not have an active permit, 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.

**1.12. What happens if a portable source owner wants to co-locate equipment with another air contaminant source?**

When evaluating a site for portable relocation approval, the potential to emit from all air contaminant sources that meet the definition of a “facility” must be considered for Title V and major new source review.

Relocation of any portable source that results in the installation of a major stationary source or the major modification of a major stationary source must also meet all applicable requirements under OAC Chapter 3745-31, including the requirement to obtain an installation permit prior to relocation, if applicable. Relocation of any portable source that results in the creation of a major source, as defined in OAC rule 3745-77-01, shall also meet all applicable requirements under the Title V program contained in Chapter 3745-77 of the Administrative Code, which may include the requirement to apply for a Title V permit.

**2. Portable Relocation Procedures**
2.1. What is the mechanism that allows portable sources to relocate without first obtaining new PTIs, PTIOs or PBRs each time they relocate?

Portable sources subject to PTI, PTIO, and PBR requirements are specifically exempted from obtaining new permits with each relocation, as provided in OAC rules 3745-31-03(B)(1)(p), as appropriate. This rule must be understood and applied appropriately.

**OAC rule 3745-31-03(B)(1)(p)(i)**

OAC rule 3745-31-03(B)(1)(p)(i) 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).

**Intent to Relocate: One-Time Approval, Site Not Pre-approved**

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

a. The portable source including the portable permit-by-rule 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 including the portable permit-by-rule source continues to comply with the currently effective permit-to-install or PTIO or any applicable permit-to-operate or registration status or currently effective permit-by-rule.

c. The owner or operator has requested approval, in a form and manner prescribed by the director, to relocate the portable source including the portable permit-by-rule source within a minimum of twenty-one days prior to the scheduled relocation.

d. The director has issued a public notice, consistent with Chapter 3745-49 of the Administrative Code, in the county where the proposed site is located, stating that in the director's judgment the portable source including the portable permit-by-rule source at the proposed site will have an acceptable environmental impact.

**OAC rule 3745-31-03(B)(1)(p)(ii)**

OAC rule 3745-31-03(B)(1)(p)(ii) 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.

**Intent to Relocate: Site Pre-approval**

The facility must request to have one or more sites pre-approved as a site they will be able to relocate to in the future. Site pre-approval will be granted provided the owner/operator meets the following requirements:

a. The portable source including the portable permit-by-rule 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 including the portable permit-by-rule source continues to comply with the currently effective permit-to-install or PTIO or any applicable permit-to-operate or registration status or currently effective permit-by-rule.

c. The owner or operator has requested approval, in a form and manner prescribed by the director, to relocate the portable source including the portable permit-by-rule source to the proposed pre-approved site.

d. The director has issued a public notice, consistent with Chapter 3745-49 of the Administrative Code, in the county where the proposed pre-approved site is located, stating that in the director’s judgment the portable source including the portable permit-by-rule source and the proposed pre-approved site will have an acceptable environmental impact.

If a company chooses to relocate the equipment to a facility not on their list of pre-disclosed locations, alternatively, the facility may use the one-time approval method described above and provided in OAC rule 3745-31-03(B)(1)(p)(i).

A flowchart outlining the protocol for each type of relocation can be found in Attachment 1: Portable Source Relocation Flowchart. See Attachment 2: Request for Approval to Relocate a Portable Source to view the required form.

**2.2. Are facilities required to notify Ohio EPA once they have relocated?**

Yes, the facility will receive a Portable Plant Relocation Confirmation form along with the approval letter. This form, or an update to the eBusiness Center: Air Services facility location information, must be submitted to Ohio EPA within 21 days of relocation to an approved site. Confirmation of relocation is required in OAC 3745-31-03(B)(1)(p).

If the change is submitted using Air Services, it will appear in Ohio EPA’s software system, Stars2, as a facility profile change and an information task will appear on the To Do list of the permit writer identified for that facility. The permitting
DO/LAA must update the facility address in the system if the hardcopy form was received.

2.3. Do these relocation approvals expire?

Yes, the expiration of these approvals is dependent upon the type of approval granted as follows:

**Intent to Relocate: One-Time Approval, Site Not Pre-approved**

Following approval of the site by the director, the portable source may relocate to the site one time within 365 days of approval issuance.

Note: This provision is intended to clarify how much time is being granted to move the source, not how long it may operate at a location.

**Intent to Relocate: Site Pre-approval**

Following pre-approval of the site by the director, the portable source may relocate to the pre-approved site at any time on or before the expiration date which will be three years from the date of issuance.

Note: This provision is intended to clarify how much time is being granted to move the source, not how long it may operate at a location.

2.4. Does equipment regulated by a PBR need to follow portable relocation procedures?

Yes, with the rule changes that became effective May 1, 2016 a portable source regulated by a PBR is subject to OAC 3745-31-03(B)(1)(p).

2.5. Which Ohio EPA DO/LAA is responsible for determining if a site is acceptable?

The permitting DO/LAA should notify the jurisdictional DO/LAA within five days of receiving a relocation request. 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 Customer Support Center FAQ Topic “Stars2 portable facility creation and ITR entry - Video” (ID 1523) for detailed instructions on processing portable relocations in the system.

2.6. 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 OAC 3745-31-03(B)(1)(p),
any source proposing to relocate must be in compliance with applicable BAT and other permitting 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, the rule 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.

2.7. 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.

2.8. 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 request. 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 Business Operations Support Section (BOSS) section for more information.

2.9. What kind of relocation requires a public notice?

Relocation approvals 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 30-day window to appeal the Director’s action. DAPC’s Central Office BOSS section will generate the public notice at the time the Director’s letters are issued. The public notice must appear in a publication in the county to which the facility would be relocating.

2.10. What is the protocol for relocating a portable source pursuant to OAC 3745-31-03(B)(1)(p)?

The protocol for each rule is summarized in Attachment 1: Portable Source Relocation Flowchart.

2.11. Can a facility relocate its source once it has submitted the relocation request?
No, if the facility has received site pre-approval in accordance with OAC 3745-31-03(B)(1)(p)(ii), then the facility can relocate at any time during the three-year effective period.

If the facility submits a relocation request 21 days prior to a proposed relocation pursuant to OAC rule 3745-31-03(A)(1)(p)(i), the facility may not relocate until the public notice for the new location appears in the newspaper.

When a facility may relocate its portable source is dependent upon the type of approval granted, as follows:

**Intent to Relocate: One-Time Approval, Site Not Pre-approved**

Following approval, the portable source may relocate after the public notice for the new location appears in the newspaper.

**Intent to Relocate: Site Pre-approval**

Following pre-approval of the site by the director in accordance with OAC rule 3745-31-03(B)(1)(p)(ii), the portable source may relocate at any time during the three-year effective period.

**2.12. 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 Central Office BOSS section generates the letters and handles all issuance and public notice matters. See Attachment 3: Templates for Approval Letters and Public Notices for the form letters and public notice issued by Central Office.

DO/LAA staff, please see Customer Support Center FAQ Topic “Stars2 portable facility creation and ITR entry - Video” (ID 1523) for instructions on processing ITR approvals in the system.

**2.13. 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.

2.14. 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.

2.15. 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.

2.16. The 21-day schedule (for getting approval for relocation per OAC rule 3745-31-03(B)(1)(p)) is tight. Can this time frame be met consistently?

The statute requires the permittee to submit the request 21 days prior to the proposed scheduled relocation date. Ohio EPA is not required to complete the review within the 21-day window.

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 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 a relocation request, the permitting DO/LAA shall provide the jurisdictional DO/LAA with the following information via email:
  a. a copy of the relocation request form;
  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.

• STACK TESTING - The intent to test shall 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 software system, 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 Ohio EPA’s software system 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 NOVs 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.

Revisions

This guidance was originally issued April 5, 1983 with subsequent revisions on April 14, 2006, April 14, 2010, May 16, 2016, and December 2018.

Contact

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