

EMISSIONS ACTIVITY CATEGORY FORM GENERAL PROCESS OPERATION

This form is to be completed for each process operation when there is no specific emissions activity category (EAC) form applicable. If there is more than one end product for this process, copy and complete this form for each additional product (see instructions). Several State/Federal regulations which may apply to process operations are listed in the instructions. Note that there may be other regulations which apply to this emissions unit which are not included in this list.

1. Reason this form is being submitted (Check one)

- New Permit
 Renewal or Modification of Air Permit Number(s) (e.g.

P001) _____

2. Maximum Operating Schedule: _____ hours per day; _____ days per year

If the schedule is less than 24 hours/day or 365 days/year, what limits the schedule to less than maximum? See instructions for examples. _____

3. End product of this process: _____

4. Hourly production rates (indicate appropriate units). Please see the instructions for clarification of "Maximum" and "Average" for new versus existing operations:

Hourly	Rate	Units (e.g., widgets)
Average production		
Maximum production		

5. Annual production rates (indicate appropriate units) Please see the instructions for clarification of "Maximum" and "Actual" for new versus existing operations:

Annual	Rate	Units (e.g., widgets)
Actual production		
Maximum production		

6. Type of operation (please check one):

- Continuous
- Batch (please complete items below)

Minimum cycle* time (minutes): _____
Minimum time between cycles (minutes): _____
Maximum number of cycles per daily 24 hour period: _____
(Note: include cycle time and set up/clean up time.)

*"Cycle" refers to the time the equipment is in operation.

7. Materials used in process at maximum hourly production rate (add rows/pages as needed):

Material	Physical State at Standard Conditions	Principle Use	Amount**

** Please indicate the amount **and** rate (e.g., lbs/hr, gallons/hr, lbs/cycle, etc.).

8. Please provide a narrative description of the process below (e.g., coating of metal parts using high VOC content coatings for the manufacture of widgets; emissions controlled by thermal oxidizer...):

INSTRUCTIONS FOR COMPLETION OF THE EMISSIONS ACTIVITY CATEGORY FORM FOR A PROCESS OPERATION

GENERAL INSTRUCTIONS:

This form should be completed for any operation when there is no specific emissions activity category (EAC) form. Refer to the list of EAC forms attached to the PTI application instructions to determine if another form is more appropriate. If multiple products can be manufactured in/by the process, copy and complete this form for each product. If multiple products have only minor variations in composition and raw materials used, they may be grouped onto one form (contact your district office or local air agency representative for assistance). In such cases, the information for the product with the highest hourly raw material usage rate should be entered in Item 4.

Provide complete responses to all applicable questions. If an item does not apply to the emissions unit, write in "Not Applicable" or "NA." If the answer is not known, write in "Not Known" or "NK." If you need assistance in understanding a question after reading the instructions below, contact your Ohio EPA District Office or Local Air Agency for assistance. Submittal of an incomplete application will delay application review and processing. In addition, the application may be returned as incomplete if all applicable questions are not answered appropriately.

APPLICABLE REGULATIONS:

The following State and Federal Regulations may be applicable to process operations. Note that there may be other regulations which apply to this emissions unit which are not included in this list. Due to the general nature of this form, specific regulations are not listed.

Federal: 40 CFR 60, (NSPS)
40 CFR 61, (NESHAP)
40 CFR 63, (MACT)

State: OAC rule 3745-31-02 (Permit to Install)
OAC rule 3745-35-02 (Permit to Operate)
OAC rule 3745-17 (Particulate Matter Standards)

If you would like a copy of these regulations, contact your Ohio EPA District Office or Local Air Agency. State regulations may also be viewed and downloaded from the Ohio EPA website at <http://www.epa.state.oh.us/dapc/regs/regs.html>. Federal regulations may be viewed and downloaded at <http://www.epa.gov/docs/epacfr40/chapt-I.info/subch-C.htm>.

CALCULATING EMISSIONS:

Manufacturers of some types of emissions units and most types of control equipment develop emissions estimates or have stack test data which you can request. Stack testing of the emissions may be done. Emissions unit sampling test data may be either for this emissions unit or a similar one located at the facility or elsewhere. You may develop your own emission factors by mass balance or other knowledge of your process, if you can quantify inputs and outputs accurately. You may be able to do this on a small scale or over a short period of time, if it is not practical during regular production. If you have control equipment, you may be able to quantify the amount of pollutants collected over a known time period or production amount. Any emission factor calculation should include a reference to the origin of the emission factor or control efficiency.

The emissions from many processes may be estimated using the information from AP-42, Compilation of Air Pollutant Emission Factors, Fifth Edition, Volume I, available from the following website: <http://www.epa.gov/ttn/chief/ap42/index.html>.

SPECIFIC INSTRUCTIONS:

1. Indicate whether this is an application for a new permit or an application for permit renewal. If applying for a permit renewal, provide the 4-character OEPA emissions unit identification number.
2. Provide the maximum number of hours per day and days per year the process is expected to operate. The following are examples of why the maximum number of hours per day may be less than 24 or the maximum number of days per year may be less than 365 (this list is not all-inclusive):
 - The facility can only operate during daylight hours.
 - The process can only operate within a certain range of ambient temperatures.
 - The process is limited by another operation (i.e., a bottleneck).
3. Specify the end product(s) of this process (e.g., glassware, benzene, chrome plated bumpers, soaps, etc.).
4. State the average and maximum hourly production rates (indicate units) of the process operation. The average hourly production rate is the actual (for existing) annual production for the last full calendar year or projected actual annual production (for new operations) divided by the total hours of operation for that process during the same calendar year or projected hours of production (for new operations) .

Formula for average hourly production rate: actual or projected actual annual rate divided by the actual or projected actual annual hours of operation.

“Maximum” is defined as the operation’s highest attainable production rate. This often is identified by the manufacturer as the “maximum design capacity” for equipment.

For batch processes, “hours of operation” are identified by the “cycle” time. A “cycle” refers to the time the equipment is in operation. Note that this does not include, if applicable, set up or clean up time associated with batch processing.

5. State the projected annual production and indicate the appropriate units (e. g., 10,000 tons of steel, 150,000 barrels of benzene, etc.). “Maximum” is defined as the operations highest attainable production rate. This often is identified by the manufacturer as the “maximum design capacity” for equipment.
6. State whether the process is continuous or batch. A batch process normally has significant down time between production cycles. If batch, indicate the minimum production cycle time and the minimum down time between production cycles. A “cycle” refers to the time the equipment is in operation. Note that this does not include set up or clean up time associated with down time between batches.
7. List all general types of raw materials employed in the process. Indicate the physical state (solid, liquid, gas) under standard conditions (i.e., 70 degrees Fahrenheit and 14.7 pounds per square inch absolute pressure), the principal use (filler, solvent, reactant, binder, catalyst, fuel, etc.) and specify the amount used, in pounds per hour at maximum production rate.

8. Please provide a narrative description of the process in sufficient detail for someone unfamiliar with the process to be able to understand the nature and purpose of the process and how it is integrated into any other processes at the facility, if applicable.