

Nebraska Air Quality Significant Operating Permit Revision Application Instructions

IMPORTANT: Please type responses or print clearly using black or blue ink-Do NOT use pencil. If you have any questions, contact the Air Quality Permitting Program of the Nebraska Department of Water, Energy, and Environment (DWEE) at DWEE.AirQuality@nebraska.gov or (402) 471-2186.

Use this form ONLY for an Air Quality Significant Operating Permit Revision Application (SOPRA) request **for an DWEE issued operating permit that is not less than 18 months from its expiration date** at the time the significant operating permit revision (SOPR) request is submitted. For a minor permit revision, use the appropriate forms from Air Quality Operating Permit Application Forms. For a significant permit revision application for a construction permit, review the construction permit application forms found on NDWEE's website. Please review the permit revision requirements found in Chapter 9 of Nebraska Administrative Code Title 129-Nebraska Air Quality Regulations.

Who Needs to Submit a SOPRA?

- 1) Significant revision of an existing operating permit means that you have an operating permit for your source, and you need changes made to the permit. A significant permit revision of an existing operating permit must meet the requirements of Title 129, Chapter 9 for the changes that are requested in the current operating permit. If a source has a change and it includes an increase in potential to emit emissions, a significant operating permit revision application (SOPRA) is required to the existing air operating permit. Any relaxation in existing monitoring, reporting, or recordkeeping are considered significant and a SOPRA is needed. The SOPRA will be completed in conjunction with the renewal of your current operating permit if your current operating permit is within 18 months of expiration.

What Must Be Submitted

- 2) The source must submit the enclosed SOPRA, potential to emit calculations, description of the source changes, and other attachments as described in the application form, if applicable. Potentially applicable attachments include: Source Layout Diagram; Process Flow Diagram; **Form 9.0, Section 1.2 Significant Operating Permit Revision Application for a Permit Shield**; **Form 9.0, Section 1.3 Source/Process Changes**; and **Form 9.0, Section 1.4 New or Revised Regulations/Requirements**.

Documents and Information to Assemble Before Completing the SOPRA

- 3) The owner or operator should assemble the following information/documents before completing the renewal application:
 - a. Current Class I/Class II permit.
 - b. Construction permits and approvals issued during the current permit term that cover the proposed changes requested in this SOPRA.
 - c. Information on regulations and/or standards that may require changes to the current permit.

Records Requests/Searches

- 4) DWEE contact information to request electronic records, such as air quality operating permits, is listed in this section of the application. The DWEE web address to search and download .pdf source documents is also found here.

Source Information

- 5) Source name – This is the legal entity name of the applicant. If the applicant is a company, it must be registered to do business in the state of Nebraska. If the applicant is an individual or sole proprietor, then a completed United State Citizenship Attestation Form must also be filed with the DWEE. This name should match the name on the current permit. The source name should be identical on all forms included in the SOPRA.
- 6) Provide the source description. This is a general description of the primary activities conducted at the source.
- 7)-10) Provide the physical address of the source (not a P.O. Box number).

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- 11) Provide the county and legal description of the property (e.g., SE 1/4, Sec 2, T 9N, R 14W).
- 12)-17) Indicate whether or not this source is located on leased property. If “Yes”, complete steps 13 through 17.
- 18) Indicate whether your source is located within fifty (50) miles of one of the states that borders Nebraska or fifty (50) miles of Tribal Land, Omaha Air Quality Control (OAQC), Lincoln-Lancaster County Health Department (LLCHD) and/or National Parks. If you select “Yes”, then select each state and/or Tribal Land, OAQC, LLCHD or National Parks that are within fifty (50) miles of your source.

Source Contact Information

- 19) Source contact – An individual employed by the company and familiar with all aspects of the source whom the Department may contact with questions about the facility or the SOPRA.
- 20) Source contact’s job title or responsibility within the company.
- 21)-24) Contact information for the source’s contact – Provide the primary phone number, an alternative phone number (if available), and email address for the person identified as the source contact.
- 25)-31) If the DWEE should contact someone other than the source contact, provide the additional contact’s name, company name, and contact information.

Contact Information

- 32) Designate to the DWEE who should receive the draft SOPR documents.
- 33)-41) If the draft SOPR document receiver is a person other than the source, contact or additional contact, complete this information. Provide the primary phone number, an alternative phone number (if available), and email address for the person identified as the source contact and other contact information.

Significant Operating Permit Revision Application Information For:

- 42) Indicate whether this SOPRA is for the revision of a Class I or Class II operating permit and the date the permit was issued.
- 43) Class I source only: If the SOPRA requires a permit shield change, select the checkbox for yes, and complete **Form 9.0, Section 1.2 Significant Operating Permit Revision Application for a Permit Shield** and submit to the DWEE with the SOPRA.

Source Description of Change

- 44) Provide a detailed narrative of proposed changes to explain why the existing operating permit needs to be revised. Detail how the source will comply with air quality permitting requirements following the requested changes. Include in the discussion any new or changed applicable requirements or applicable requirements under the Act that will apply if the change occurs. Attach additional pages as needed.

Change in Emissions as a Result of Significant Operating Permit Revision

- 45) If the change described in the SOPRA will alter (either increase or decrease) the potential to emit of any pollutants from the source, include the emissions change that will result from the proposed permit revision. Attach to the application the potential to emit calculations for all affected pollutants with emission rates in pounds per hour and tons per year.

Source Layout Diagram

- 46) Only include a source layout diagram if there are SOPR-related changes. Items to clearly indicate on the source’s layout diagram include, but not limited to, building dimensions, location of equipment, location of exhaust stacks, etc. Include a north arrow.

Process Flow Diagram

- 47) Only include a process flow diagram if there are SOPR-related changes. The diagram should depict each new or changed piece of equipment, process flow, and anticipated processing rates (tons per hour) input to each piece of equipment, include recirculation load, if applicable, and indicate with arrows locations where emissions are released to the atmosphere.

Source/Process Changes

- 48) Only Include **Form 9.0, Section 1.3 Source/Process Changes** if there is a SOPR-related change. Indicate on the form basic emission unit identification including the type of change, brief description of change, and maximum capacity or throughputs.

New or Revised Applicable Regulations/Requirements

- 49) Only Include **Form 9.0, Section 1.4 New or Changed Requirements** (NSPS, NESHAP, Title 129) if there is a SOPR-related change. Indicate on the form detailed information for each emission unit(s) that have undergone regulatory change as related to the SOPR.

Documents to Attach to SOPRA

- 50) Include any documents resulting from SOPR changes at the source. To indicate to the DWEE, check the box next to the documents that are included in the SOPRA. Potential to emit calculations are required.

Submitting SOPRA to the DWEE

- 51) The SOPRA, and applicable attachments, must include two paper copies to the postal address provided. Include one MS Word electronic copy of **Form 9.0, Section 1.2**; MS Excel electronic copy of potential to emit calculations and applicable Forms **1.2, 1.3** and/or **1.4**; **and** the Conditions(s) from the existing Class I/Class II permit and/or CAM plan that were identified as changed in step 47 to the email provided.

Significant Operating Permit Revision Requirements:

- 52) Read each statement and check each box to verify that the requirements identified will be met for the SOPRA. Contact the Department if you have any questions about whether or not the proposed revision qualifies as an SOPR. Check the YES box to certify that your SOPRA application meets all the SOPR requirements. Your SOPRA is incomplete if you fail to check all of the boxes, including the YES box.

Responsible Official Certification Statements

- 53) Each application must include a compliance certification statement that states the source is in compliance with the applicable requirements identified in the application and will continue to be in compliance with the requirements. If the source is not in compliance with one or more applicable requirements, the source must complete and follow a compliance schedule until compliance with the requirement in question is achieved. The responsible official must check the compliance certification box (53) to signify the source's compliance.
- 54) Each application must include a certification statement that states the information contained in the application is true, accurate, and complete. The responsible official must check the truth, accuracy, and completeness certification box (54) to signify the electronic copy of the application meets these requirements.
- 55) If an electronic copy of the application is submitted in addition to the hard copies, then the responsible official must certify the electronic copy is identical in content to the hard copies. The responsible official must check the electronic copy certification box (55) to signify the electronic copy of the application meets this requirement.

Responsible Official Certification Signature

- 56) The certification must be signed and dated in ink by a responsible official of the organization that operates or owns the source. The application will be considered incomplete without a proper signature.

Certification of truth, accuracy, and completeness of the application by a Responsible Official for the source is required as provided in Title 129, Chapter 6, Section 002.06, which also specifies wording required for the certification statement. The SOPRA is incomplete without a proper signature by a Responsible Official, as defined at 40 CFR §70.2.