

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**

Department of Energy and Environment

**Title V Permit Application Completeness Checklist**

Facility name: \_\_\_\_\_

Permit writer: \_\_\_\_\_

Date of review: \_\_\_\_\_

Date of application receipt: \_\_\_\_\_

Index Form/Initial Review	Yes
Has the Index form been included and completed?	<input type="checkbox"/>
Does the number of forms identified on the Index form match up with the number of forms provided within the permit application for each form type?	<input type="checkbox"/>
Is the responsible official's title provided and is this title consistent with the definition of "Responsible official" in 20 DCMR § 399?	<input type="checkbox"/>
Is the "Statement of Completeness and Certification of Compliance" signed and dated by the responsible official?	<input type="checkbox"/>
Comments (address any items not checked above):	

V.1 - Facility Identification	Yes
Are all fields completed on all forms?	<input type="checkbox"/>
1. Facility name, owner name, and mailing address	<input type="checkbox"/>
2. Facility physical location and phone number	<input type="checkbox"/>
3. Facility primary activity and SIC code(s)	<input type="checkbox"/>
4. Contact person's name, title, and phone number	<input type="checkbox"/>
5. Pollutant(s) for "nonattainment" designated, if applicable	<input type="checkbox"/>
6. All valid air pollution permits issued to the sources contained in this application listed (including permit numbers and emission source reference numbers)	<input type="checkbox"/>
7. Requested permit type identified	<input type="checkbox"/>
8. Responsible official's name, title, and phone number	<input type="checkbox"/>
9. Facility is subject to provisions governing prevention of accidental releases of hazardous air contaminants and facility in compliance with regulation, if applicable	<input type="checkbox"/>
Discuss each missing item:	

**Title V Permit Application Completeness Checklist (continued)**

V.2 - Stack Identification		Yes
Is a Form V.2 included for each known stack?		<input type="checkbox"/>
Are all fields completed on all forms?		<input type="checkbox"/>
1. Facility name		<input type="checkbox"/>
2. Stack ID or flow diagram point identification(s)		<input type="checkbox"/>
3. Emission source (identify)		<input type="checkbox"/>
4. Stack height above grade (feet)		<input type="checkbox"/>
5. Velocity (data at exit conditions) in actual feet per second		<input type="checkbox"/>
6. Inside dimensions at outlet (feet)		<input type="checkbox"/>
7. Exhaust flow rate at exit conditions (ACFM)		<input type="checkbox"/>
8. Flow rate at standard conditions (DSCFM)		<input type="checkbox"/>
9. Exhaust temperature (°F)		<input type="checkbox"/>
10. Moisture content data at exit conditions (% and gr/dscf)		<input type="checkbox"/>
11. Exhaust temperature (°F) that is equaled or exceeded during ninety (90) percent or more of the operating time		<input type="checkbox"/>
12. If stack is equipped with continuous pollutant monitor (CEM), monitored pollutants identified		<input type="checkbox"/>
13. Bypass stack and use conditions		<input type="checkbox"/>
Discuss each missing item:		

V.3 - Fuel Burning Non-Process Equipment		Yes
Is a Form V.3 included for each known fuel burning equipment?		<input type="checkbox"/>
Are all fields completed on all forms?		<input type="checkbox"/>
1. Facility name		<input type="checkbox"/>
2. Fuel burning equipment identified		<input type="checkbox"/>
3. Fuel burning equipment ID number		<input type="checkbox"/>
4. Stack ID or flow diagram point identification(s)		<input type="checkbox"/>
5. Fuel burning equipment description		<input type="checkbox"/>
6. Year of installation or last modification		<input type="checkbox"/>
7. Furnace type		<input type="checkbox"/>
8. Manufacturer and model number		<input type="checkbox"/>
9. Maximum rated heat input capacity (MMBTU/hour)		<input type="checkbox"/>
11. Primary and backup fuel identified and actual yearly consumption included		<input type="checkbox"/>
12. Type of emissions control, if applicable		<input type="checkbox"/>
13. Type of emissions monitoring, if applicable		<input type="checkbox"/>
14. Location of equipment in UTM coordinates		<input type="checkbox"/>
15. Normal operating schedule		<input type="checkbox"/>
16. Description of fugitive emissions associated with equipment		<input type="checkbox"/>
Discuss each missing item:		

**Title V Permit Application Completeness Checklist (continued)**

V.4 - Stationary Gas Turbine or Internal Combustion Engine		Yes
Is a Form V.4 included for each known stationary gas turbine or internal combustion engine?		<input type="checkbox"/>
Are all fields completed on all forms?		<input type="checkbox"/>
1. Facility name		<input type="checkbox"/>
2. Gas turbines and internal combustion engines identified		<input type="checkbox"/>
3. Manufacturer and model number		<input type="checkbox"/>
4. Stack ID or flow diagram point identification(s)		<input type="checkbox"/>
5. Equipment description		<input type="checkbox"/>
6. Date of installation or last modification		<input type="checkbox"/>
7. Rated heat input capacity (MMBTU/hour), horse power, and heating value		<input type="checkbox"/>
8. Gas turbine type, if applicable		<input type="checkbox"/>
9. Primary and backup fuel(s) identified and actual yearly consumption included		<input type="checkbox"/>
10. If NSPS turbine, manufacturer's rated heat rate at manufacturer's rated peak load (kilojoules per watt hour) or actual measured heat rate based on lower heating value of fuel as measured at actual peak load		<input type="checkbox"/>
11. Location of equipment in UTM coordinates		<input type="checkbox"/>
12. Normal operating schedule		<input type="checkbox"/>
Discuss each missing item:		

V.6 - Printing Operations		Yes
Is a Form V.6 included for each known printing operation?		<input type="checkbox"/>
Are all fields completed on all forms?		<input type="checkbox"/>
1. Facility name		<input type="checkbox"/>
2. Process description		<input type="checkbox"/>
3. Year of construction or last modification		<input type="checkbox"/>
4. Stack ID or flow diagram point identification(s)		<input type="checkbox"/>
5. Normal operating schedule		<input type="checkbox"/>
6. Operation type		<input type="checkbox"/>
7. Ink usage table populated and solvents identified		<input type="checkbox"/>
8. Location of operation in UTM coordinates		<input type="checkbox"/>
Discuss each missing item:		

### Title V Permit Application Completeness Checklist (continued)

V.7 - Painting and Coating Operations	Yes
Is a Form V.7 included for each known painting and coating operation?	<input type="checkbox"/>
Are all fields completed on all forms?	<input type="checkbox"/>
1. Facility name	<input type="checkbox"/>
2. Process description	<input type="checkbox"/>
3. Year of construction or last modification	<input type="checkbox"/>
4. Stack ID or flow diagram point identification(s)	<input type="checkbox"/>
5. Normal operating schedule	<input type="checkbox"/>
6. Oven curing information included, if applicable	<input type="checkbox"/>
7. Application technique and transfer efficiency (%)	<input type="checkbox"/>
8. Ink usage table populated and solvents identified	<input type="checkbox"/>
9. Location of operation in UTM coordinates	<input type="checkbox"/>
Discuss each missing item:	

V.8 - Miscellaneous Processes	Yes
Is a Form V.8 included for each known miscellaneous process?	<input type="checkbox"/>
Are all fields completed on all forms?	<input type="checkbox"/>
1. Facility name	<input type="checkbox"/>
2. Process identification number	<input type="checkbox"/>
3. Stack ID or flow diagram point identification(s)	<input type="checkbox"/>
4. Normal operating schedule	<input type="checkbox"/>
5. Year of construction or last modification	<input type="checkbox"/>
6. Process description	<input type="checkbox"/>
7. Raw materials input table populated	<input type="checkbox"/>
8. Primary products produced table populated	<input type="checkbox"/>
9. Process fuel usage table populated	<input type="checkbox"/>
10. Solvents and cleaners	<input type="checkbox"/>
11. Fugitive emissions described	<input type="checkbox"/>
12. Location of equipment in UTM coordinates	<input type="checkbox"/>
Discuss each missing item:	

**Title V Permit Application Completeness Checklist (continued)**

V.9 - Stage I and Stage II Vapor Recovery		Yes
Are all fields completed on all forms?		<input type="checkbox"/>
1. Facility name		<input type="checkbox"/>
2. Tank gas type, capacity, type, and installation date		<input type="checkbox"/>
3. Total number of gasoline nozzles and nozzle model numbers		<input type="checkbox"/>
4. Gasoline dispensers manufacturer and model number		<input type="checkbox"/>
5. Types of Stage I and II systems		<input type="checkbox"/>
6. Maximum monthly and average yearly throughput (gallons)		<input type="checkbox"/>
7. Gasoline supplier contact information		<input type="checkbox"/>
Discuss each missing item:		

V.10 - Asphalt Plant		Yes
Is a Form V.10 included for each known asphalt plant?		<input type="checkbox"/>
Are all fields completed on all forms?		<input type="checkbox"/>
1. Organization name		<input type="checkbox"/>
2. Emission source number		<input type="checkbox"/>
3. Plant classification		<input type="checkbox"/>
4. Previous owner and location and date of move, if applicable		<input type="checkbox"/>
5. Source location in latitude/longitude and UTM coordinates		<input type="checkbox"/>
6. Normal operating schedule		<input type="checkbox"/>
7. Percent annual throughput		<input type="checkbox"/>
8. Plant type		<input type="checkbox"/>
9. Plant capacity		<input type="checkbox"/>
10. Plant yard and access roads paving information		<input type="checkbox"/>
11. Stockpile materials		<input type="checkbox"/>
12. Exhausts from secondary sources of dust manifolded to same point as dryer exhaust gases?		<input type="checkbox"/>
Discuss each missing item:		

**Title V Permit Application Completeness Checklist (continued)**

V.11 - Control Equipment - Miscellaneous		Yes
Is a Form V.11 included for each known miscellaneous control equipment?		<input type="checkbox"/>
Are all fields completed on all forms?		<input type="checkbox"/>
1. Facility name		<input type="checkbox"/>
2. Emission source		<input type="checkbox"/>
3. Stack ID or flow diagram point identification(s)		<input type="checkbox"/>
4. Device description		<input type="checkbox"/>
5. Manufacturer and model number		<input type="checkbox"/>
6. Year of installation		<input type="checkbox"/>
7. Pollutant(s) controlled, control efficiency, and data source		<input type="checkbox"/>
8. Description of how collected material is handled for reuse or disposal		<input type="checkbox"/>
9. Overall efficiency of control equipment in series, if applicable		<input type="checkbox"/>
Discuss each missing item:		

V.12 - Control Equipment - Catalytic or Thermal Oxidation		Yes
Is a Form V.12 included for each known catalytic or thermal oxidation control equipment?		<input type="checkbox"/>
Are all fields completed on all forms?		<input type="checkbox"/>
1. Facility name		<input type="checkbox"/>
2. Emission source		<input type="checkbox"/>
3. Stack ID or flow diagram point identification(s)		<input type="checkbox"/>
4. Oxidation system description		<input type="checkbox"/>
5. Manufacturer and model number		<input type="checkbox"/>
6. Year of installation		<input type="checkbox"/>
7. Type of oxidation system		<input type="checkbox"/>
8. Pollutant(s) controlled, control efficiency, and data source		<input type="checkbox"/>
9. Description of how spent catalyst is handled for reuse or disposal, if applicable		<input type="checkbox"/>
10. Equipment specifications, including minimum operating temperature		<input type="checkbox"/>
11. Fuel type(s)		<input type="checkbox"/>
12. Type and volume of catalyst used (ft <sup>3</sup> )		<input type="checkbox"/>
13. Maximum fuel use		<input type="checkbox"/>
14. Residence time (seconds)		<input type="checkbox"/>
15. Overall efficiency of control equipment in series, if applicable		<input type="checkbox"/>
Discuss each missing item:		

V.13 - Control Equipment - Baghouses/Fabric Filters		Yes
Is a Form V.13 included for each known baghouses/fabric filters control equipment?		<input type="checkbox"/>
Are all fields completed on all forms?		<input type="checkbox"/>
1. Facility name		<input type="checkbox"/>
2. Emission source		<input type="checkbox"/>
3. Stack ID or flow diagram point identification(s)		<input type="checkbox"/>

**Title V Permit Application Completeness Checklist (continued)**

V.13 - Control Equipment - Baghouses/Fabric Filters (continued)		Yes
4. Device description		<input type="checkbox"/>
5. Manufacturer and model number		<input type="checkbox"/>
6. Year of installation		<input type="checkbox"/>
7. Pollutant(s) controlled, control efficiency, and data source		<input type="checkbox"/>
8. Description of how collected material is handled for reuse or disposal		<input type="checkbox"/>
9. Material used for coating and frequency of coating, if applicable		<input type="checkbox"/>
10. Baghouse collects asbestos containing material and additional data, if applicable		<input type="checkbox"/>
11. Overall efficiency of control equipment in series, if applicable		<input type="checkbox"/>
Discuss each missing item:		

V.14 - Compliance Demonstration by Continuous Emissions Monitoring		Yes
Is a Form V.14 included for each known continuous emissions monitoring equipment?		<input type="checkbox"/>
Are all fields completed on all forms?		<input type="checkbox"/>
1. Facility name		<input type="checkbox"/>
2. Stack ID or flow diagram point identification(s)		<input type="checkbox"/>
3. Process emission source or fuel burning installation		<input type="checkbox"/>
4. Description of equipment monitoring pollutant and pollutant being monitored		<input type="checkbox"/>
a. Manufacturer		<input type="checkbox"/>
b. Model number		<input type="checkbox"/>
c. Installation year		<input type="checkbox"/>
d. Type		<input type="checkbox"/>
e. How monitor works		<input type="checkbox"/>
5. Description of equipment monitoring diluent and diluent being monitored		<input type="checkbox"/>
a. Manufacturer		<input type="checkbox"/>
b. Model number		<input type="checkbox"/>
c. Installation year		<input type="checkbox"/>
d. Type		<input type="checkbox"/>
e. How monitor works		<input type="checkbox"/>
6. Equipment monitoring flow description and amount		<input type="checkbox"/>
a. Manufacturer		<input type="checkbox"/>
b. Model number		<input type="checkbox"/>
c. Installation year		<input type="checkbox"/>
d. Type		<input type="checkbox"/>
7. Opacity monitoring used and equipment description, if applicable		<input type="checkbox"/>
Discuss each missing item:		

**Title V Permit Application Completeness Checklist (continued)**

<b>V.15 - Compliance Demonstration by Stack Testing</b>		<b>Yes</b>
Are all fields completed on all forms?		<input type="checkbox"/>
1. Facility name		<input type="checkbox"/>
2. Stack ID or flow diagram point identification(s)		<input type="checkbox"/>
3. Emission source		<input type="checkbox"/>
4. Pollutant(s) monitored		<input type="checkbox"/>
5. Test method		<input type="checkbox"/>
6. Compliance demonstration frequency		<input type="checkbox"/>
Discuss each missing item:		

<b>V.16 - Compliance Demonstration by Fuel Sampling and Analysis</b>		<b>Yes</b>
Are all fields completed on all forms?		<input type="checkbox"/>
1. Facility name		<input type="checkbox"/>
2. Stack ID or flow diagram point identification(s)		<input type="checkbox"/>
3. Emission source		<input type="checkbox"/>
4. Pollutant(s) monitored		<input type="checkbox"/>
5. Fuel		<input type="checkbox"/>
6. Sample collection and analysis methods		<input type="checkbox"/>
7. Compliance demonstration frequency		<input type="checkbox"/>
Discuss each missing item:		

<b>V.17 - Compliance Demonstration by Recordkeeping</b>		<b>Yes</b>
Are all fields completed on all forms?		<input type="checkbox"/>
1. Facility name		<input type="checkbox"/>
2. Stack ID or flow diagram point identification(s)		<input type="checkbox"/>
3. Emission source		<input type="checkbox"/>
4. Pollutant(s) or parameter monitored		<input type="checkbox"/>
5. Material or parameter being monitored and recorded		<input type="checkbox"/>
6. Method of monitoring and recording		<input type="checkbox"/>
7. Compliance demonstration frequency		<input type="checkbox"/>
Discuss each missing item:		



**Title V Permit Application Completeness Checklist (continued)**

V.18 - Compliance Demonstration by Other Method(s)		Yes
Are all fields completed on all forms?		<input type="checkbox"/>
1. Facility name		<input type="checkbox"/>
2. Stack ID or flow diagram point identification(s)		<input type="checkbox"/>
3. Emission source		<input type="checkbox"/>
4. Pollutant(s) or parameter monitored		<input type="checkbox"/>
5. Description of monitoring method		<input type="checkbox"/>
6. Compliance demonstration frequency		<input type="checkbox"/>
Discuss each missing item:		

V.19 - Emission Summary for the Facility or for the Sources Contained in this Application		Yes
Are all fields completed on all forms?		<input type="checkbox"/>
Are potential to emit values and calculations included for each emissions unit?		<input type="checkbox"/>
1. Facility name		<input type="checkbox"/>
2. Emission summary for regulated air pollutants populated (maximum allowable and actual)		<input type="checkbox"/>
3. Emission summary for regulated air pollutants that are hazardous air pollutants populated		<input type="checkbox"/>
Discuss each missing item:		

V.20 - Compliance Plan and Compliance Certification		Yes
Are all fields completed on all forms?		<input type="checkbox"/>
1. Facility name		<input type="checkbox"/>
2. Process emission sources included		<input type="checkbox"/>
3. Source(s) in compliance		<input type="checkbox"/>
4. If source(s) not in compliance, description of problem, proposed solution, schedule for achieving compliance, and progress reports submission		<input type="checkbox"/>
5. Compliance status with applicable enhanced monitoring and compliance certification requirements		<input type="checkbox"/>
Discuss each missing item:		

V.21 - Storage Tanks		Yes
Is a Form V.21 included for each known storage tank?		<input type="checkbox"/>
Are all fields completed on all forms?		<input type="checkbox"/>
1. Facility name		<input type="checkbox"/>
2. Storage tank ID		<input type="checkbox"/>

**Title V Permit Application Completeness Checklist (continued)**

V.21 - Storage Tanks (continued)		Yes
3. Process emission source		<input type="checkbox"/>
4. Location of equipment in UTM coordinates		<input type="checkbox"/>
5. Storage tank capacity (gallons)		<input type="checkbox"/>
6. Year of installation		<input type="checkbox"/>
7. Tank height (feet)		<input type="checkbox"/>
8. Tank diameter (feet)		<input type="checkbox"/>
9. Color of tank		<input type="checkbox"/>
10. Tank equipped with submerged fill pipe		<input type="checkbox"/>
11. Type of storage tank		<input type="checkbox"/>
12. Tank configuration and roof type (for fixed roof tanks)		<input type="checkbox"/>
13. For floating roof tanks, shell condition		<input type="checkbox"/>
14. For external floating roof tanks, tank construction, rim seal system description, roof type, and roof fitting types		<input type="checkbox"/>
15. For internal floating roof tanks, rim seal system description, number of columns, effective column diameter, deck type, total deck seam length, deck area, and deck fitting types		<input type="checkbox"/>
16. For variable vapor space tanks, volume expansion capacity (gallons)		<input type="checkbox"/>
17. Materials stored in tank table populated and multipurpose tank indicated		<input type="checkbox"/>
18. Description of tank operation		<input type="checkbox"/>
Discuss each missing item:		

Summary		Yes
Are any synthetic minor or PTE restrictions identified?		<input type="checkbox"/>
Is any synthetic minor PTE less than all of the Title V thresholds?		<input type="checkbox"/>
Are regulatory requirements identified in the application?		<input type="checkbox"/>
Comments:		