

COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF AIR POLLUTION CONTROL

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AIR QUALITY PROGRAM POLICIES AND PROCEDURES

TITLE: PROCEDURES FOR PREPARING AND SUBMITTING EMISSION STATEMENTS FOR  
STATIONARY SOURCES

NUMBER: AQP-8

EFFECTIVE DATE: January 1, 1993

APPROVED: Wallace N. Davis

Wallace N. Davis  
Executive Director

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PURPOSE

The purpose of this document is to prescribe the procedures for preparing and submitting emission statements for stationary sources of volatile organic compounds and nitrogen oxides in emissions control areas as required by § 120-02-31 of the regulations.

BACKGROUND

A. The procedures outlined in this guidance document are supplemented by the procedures specified in the U.S. Environmental Protection Agency (EPA) guideline document, entitled "Guidance on the Implementation of an Emission Statement Program," Contract Number 68-D9-0168, Work Assignment Number 2/037, U.S. EPA, Office of Air Quality Planning and Standards, August 27, 1992 (preliminary draft). In cases where the definitions, standards and other provisions of the EPA guideline document differ from this document or the Regulations for the Control and Abatement of Air Pollution (VR 120-01) [hereinafter the regulations], this document and the regulations shall take precedence. Use of procedures not specified in this document is acceptable if approved by the department within the context of the provisions of subsection C below.

B. In order for the Commonwealth to fulfill its obligations under the federal Clean Air Act, some provisions of state regulations are required to be approved by the U.S. Environmental Protection Agency (EPA) and when approved those provisions become federally enforceable.

C. In cases where state regulations specify that procedures or methods shall be approved by, acceptable to or determined by the board or other similar phrasing or specifically provide for decisions to be made by the board or department, it may be necessary to have such actions (approvals, determinations, exemptions, exclusions, or decisions) reviewed and confirmed as acceptable or approved by EPA in order to make them federally enforceable.

D. It has been determined, in accordance with EPA regulations and

policy, that this document is to be submitted to EPA and upon approval become part of the State Implementation Plan. Accordingly, any amendments to this document shall be approved through the same administrative process.

#### GENERAL REFERENCES

- A. Regulations for the Control and Abatement of Air Pollution (VR 120-01), § 120-02-31.
- B. "Guidance on the Implementation of an Emission Statement Program," Contract Number 68-D9-0168, Work Assignment Number 2/037, U.S. EPA, Office of Air Quality Planning and Standards, August 27, 1992 (preliminary draft).

#### LOCATION OF REFERENCED DOCUMENTS

The documents referenced above and any others that may be referenced throughout this document are available for viewing at the central office of the department and are otherwise available as indicated below:

- A. Regulations for the Control and Abatement of Air Pollution.

The regulations are available for viewing at any regional office of the department and copies are available upon request from the central office of the department. A nominal fee may be required.

- B. EPA documents.

Copies of the documents may be obtained, for a nominal fee, from the National Technical Information Service, 5285 Port Royal Road, Springfield, Virginia 22161; (703) 487-4650.

#### RECISION

This document supersedes any previously issued documents relative to this matter except for regulations.

#### CONTACT

Ellen Snyder, Policy Analyst, Division of Program Development, (804) 786-0177 may be contacted about any questions or decisions regarding this document.

#### DEFINITIONS

As used in this document, all terms not defined herein shall have the meaning given them in the regulations, unless otherwise required by context.

"Actual emissions" means the actual rate of emissions of a pollutant from an emissions unit for the calendar year or seasonal period. Actual emissions estimates shall be adjusted to reflect the effects of process upsets and control equipment downtime and shall follow an "emission estimation method" acceptable to the Department.

"Annual fuel process rate" means the actual or estimated annual fuel, process or solid waste operating rate, expressed in the units of measure

appropriate for the particular type of equipment or process involved.

"Certifying individual" means the individual responsible for the completion and certification of the emission statement (e.g. officer of the company) and who will take legal responsibility for the accuracy of the emission statement.

"Control efficiency" means the actual control efficiency achieved by the control device. The actual efficiency should reflect control equipment downtime and maintenance degradation. If the actual control efficiency is unknown, the design efficiency may be used. However, it should be clearly indicated that the design and not the actual efficiency is being reported.

"Control equipment identification code" means the code which defines the equipment (such as an incinerator or carbon adsorber) used to reduce, by destruction or removal, the amount of air pollutant in an air stream prior to discharge to the ambient air.

"Estimated emissions method code" means a one-position code which identifies the estimation technique used in the calculation of estimated emissions.

"Estimated emissions unit code" means a two-position code which identifies the unit associated with an estimated emissions value.

"Measured emissions method code" means a one-position code which identifies the test method used to ascertain measured emissions.

"Measured emissions unit code" means a two-position code which identifies the unit associated with a measured emissions value.

"Ozone season" means that period between June 1 and August 31 of each year during which conditions for photochemical ozone formation are most favorable. Generally, sustained periods of direct sunlight (i.e., long days, small cloud cover) and warm temperatures.

"Percentage annual throughout" means the weighted percent of yearly activity for the following periods:

1. December-February
2. March-May
3. June-August
4. September-November

"Point" mean a physical emission point or process within a plant that results in pollutant emissions.

"Segment" means components of a point process, such as fuel type that are used in the computation of emissions.

"Typical ozone season day" means a day typical of the ozone season.

## INSTRUCTIONS

### I. Applicability and designation of affected facility.

These procedures are to be used for preparing and submitting emissions statements for existing, modified, or new stationary sources emitting 25 tons per year or more of volatile organic compounds or nitrogen oxides located in any emissions control area, as designated in Appendix P of the regulations.

### II. Procedures.

#### A. General.

1. Emissions information shall be maintained in accordance with the EPA guidance publication cited as document B under the General References section above and the procedures in subsection B of this section.

2. All information required by subsection B of this section shall be maintained on site, kept current, and submitted to the appropriate regional office of the department by April 15th of each year, beginning April 15, 1993.

3. Submittal of emission statements for the previous calendar year shall be accomplished as follows:

a. For owners that have previously reported their emissions data to the department, an update of the emissions data report will be provided to the owner. The owner shall make corrections directly on the emissions report and submit it to the department with the document certification form. The appropriate records shall be maintained on an annual basis by the owner to update the information specified in II B 1 through 6.

b. For owners that have never previously reported their emissions data to the department, emissions reporting forms will be provided to the owner. The owner shall complete the forms and submit them to the department with the document certification form. The appropriate records shall be maintained on an annual basis by the owner for development of the information specified in II B 1 through 6.

c. Detailed instructions for updating or completing the emission statement as described in subsection A 3 a and b of this section shall be provided to each owner.

d. Emissions information shall be submitted to the Department in hard copy format. Emissions information shall also be submitted in electronic format, when requested by the Department, to allow direct uploading of the data to the Department's computer system. Instructions for submitting emissions information, and the format in which both hard copy and electronic submittals is acceptable to the Department shall be provided to each owner.

#### B. Requirements.

The emission statements shall contain the following information:

1. Certification of information.

a. Certification that the information contained in the statement is accurate to the best knowledge of the individual certifying the statement. The certification should include the full name, title, signature, date of signature, and telephone number of the certifying individual. The individual certifying the emission statement shall be a responsible official as follows:

(1) For a business entity, such as a corporation, association or cooperative, a responsible official is either:

(a) the president, secretary, treasurer, or a vice-president of the business entity in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation; or

(b) a duly authorized representative of such business entity if the representative is responsible for the overall operation of one or more manufacturing, production, or operating facilities applying for or subject to a permit and either (i) the facilities employ more than 250 persons or have gross annual sales or expenditures exceeding \$25 million (in second quarter 1980 dollars), or (ii) the authority to sign documents has been assigned or delegated to such representative in accordance with procedures of the business entity.

(2) For a partnership or sole proprietorship, a responsible official is a general partner or the proprietor, respectively.

(3) For a municipality, state, federal, or other public agency, a responsible official is either a principal executive officer or ranking elected official. A principal executive officer of a federal agency includes the chief executive officer having responsibility for the overall operations of a principal geographic unit of the agency.

b. The individual certifying the statement shall make the following certification:

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering and evaluating the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

2. Source identification information:

- a. Full name and location of the facility
- b. Parent company name, if applicable
- c. Mailing address of the facility

3. Operating data:

- a. Percentage annual throughput
  - b. Days per week on both the normal operating schedule and on a typical ozone season day (if different from the normal operating schedule)
  - c. Hours per day on both the normal operating schedule and on a typical ozone season day (if different from the normal operating schedule)
  - d. Hours per year on both the normal operating schedule and on a typical ozone season day (if different from the normal operating schedule)
4. Emissions information:
- a. Actual volatile organic compound and nitrogen oxides emissions at the process segment level, in tons per year and pounds per day for a typical ozone season day (estimated or measured). Documentation of the calculations used to estimate emissions shall be maintained and made available to the Department upon request.
  - b. Emissions method code (estimated or measured)
  - c. Units code to identify the emissions units (tons per year or pounds per day)
  - d. Calendar year for emissions
5. Control equipment information:
- a. Current primary and secondary control equipment identification codes
  - b. Current control equipment efficiencies (percent)
6. Process rate data:
- a. Annual fuel process rate (annual throughput if not a fuel process)
  - b. Peak ozone season daily process rate

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**COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF AIR POLLUTION CONTROL**

**DOCUMENT CERTIFICATION FORM**

**(see other side for instructions)**

**I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering and evaluating the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.**

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**COMPANY:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_



**COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF AIR POLLUTION CONTROL**

**DOCUMENT CERTIFICATION FORM**

**INSTRUCTIONS FOR USE**

Various provisions of the Regulations for the Control and Abatement of Air Pollution require that certain documents submitted to the Board or the Department be signed by a responsible official with certification that the information contained in the statement is accurate to the best knowledge of the individual certifying the statement. Documents covered by this requirement include, but are not limited to, permit applications, registrations, emission statements, emission testing and monitoring reports, or compliance certifications. The certification should include the full name, title, signature, date of signature, and telephone number of the responsible official. A responsible official is defined as follows:

1. For a business entity, such as a corporation, association or cooperative, a responsible official is either:

(a) the president, secretary, treasurer, or a vice-president of the business entity in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the business entity; or

(b) a duly authorized representative of such business entity if the representative is responsible for the overall operation of one or more manufacturing, production, or operating facilities applying for or subject to a permit and either (i) the facilities employ more than 250 persons or have gross annual sales or expenditures exceeding \$25 million (in second quarter 1980 dollars), or (ii) the authority to sign documents has been assigned or delegated to such representative in accordance with procedures of the business entity.

2. For a partnership or sole proprietorship, a responsible official is a general partner or the proprietor, respectively.

3. For a municipality, state, federal, or other public agency, a responsible official is either a principal executive officer or ranking elected official. A principal executive officer of a federal agency includes the chief executive officer having responsibility for the overall operations of a principal geographic unit of the agency.