

**APPLICATION PACKET**

**FOR**

**AIR QUALITY CONTROL**

**GENERAL PERMIT**

**FOR**

**DRY CLEANING FACILITIES**



**Arizona Department Of Environmental Quality**

**Air Quality Division**

July 14, 2011

**NOTE:** If your dry cleaning facility is located in one of the following counties, please contact the respective air quality programs for permitting requirements. Each of these counties will issue an air quality permit if your facility is located in the respective county.

**MARICOPA COUNTY**

**Maricopa County Air Quality Department  
1001 N. Central Avenue  
Phoenix, Arizona 85004  
(602) 506-6010**

**PIMA COUNTY**

**Pima County Department of Environmental Quality  
33 N. Stone Ave., Suite 700  
Tucson, AZ 85701-1404  
(520) 243-7400**

**PINAL COUNTY**

**Pinal County Air Quality  
P.O. Box 987  
Florence, Arizona 85232  
(520) 866-6929**

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## **I. INTRODUCTION**

This application packet is applicable only to applicants applying for coverage under the Dry Cleaner General Permit.

The applicant should read all sections of this packet and provide accurate information. The final application submitted should include the forms in Section III of this packet and necessary attachments (i.e. process description, process flow diagram, etc.). Additional copies of the forms may be made as necessary.

If you need assistance in completing this Form, please contact Arizona Department of Environmental (ADEQ), Air Quality Division Permit Section at (602) 771-2338 or (602) 771-2337 or toll free in Arizona at 800-234-5677 Ext. 771-2338 or Ext. 771-2337.

### **A. APPLICABILITY**

1. The Dry Cleaner General Permit, hereafter referred to as the General Permit, covers dry cleaning facilities that are subject to Federal and State regulations. The General Permit covers only those dry cleaning facilities which use perchloroethylene (PCE) as the cleaning solvent.
2. This General Permit covers the following dry cleaning facilities:
  - Facilities with PCE consumption of less than or equal to 2,100 gallons per year;
3. Any facility which has an annual PCE consumption greater than that specified in paragraph A.2 of this Section above, constitutes a major source and does not qualify to be covered under this General Permit..
4. Coin operated dry cleaners are likely exempt from the requirement to obtain a permit and are not covered by this general permit.

### **B. PERMIT ISSUANCE TIME FRAME**

According to A.A.C. R18-1-525, ADEQ has 21 business days to determine if the submitted general permit application is complete. Once the application is determined to be complete, the Department has 103 business days to make a licensing decision on the application. The counting of the days can be suspended by the Department upon the determination that additional information is needed. In such a case, a letter will be sent to the applicant informing them that the counting of days has been suspended, and will also specify what additional information is necessary to continue processing the application.

## II. APPLICATION INSTRUCTIONS

### **STEP 1: STANDARD APPLICATION FORM**

Arizona Administrative Code, Title 18, Chapter 2, section 304 (R18-2-304) requires applicants to submit the Standard Application Form (Form 1) and all information required by the filing instructions as shown in Section III. Instructions for completing the Form 1 are as follows:

- **Items #1 through #3:** Complete Permit to be issued to, Mailing Address, Previous Company Name (if applicable), Name of Owner/Principals and Phone, Fax and Email of Owner/Principals fields.
- **Item #4:** Enter name and contact information of Owner's Agent if another individual/company will be submitting the general permit application on the owner's behalf.
- **Item #5:** The Plant/Site Manager or Contact Person is the person that ADEQ may contact for any additional information.
- **Item #6:** Specify the name and location of the plant. The township/range/section may be substituted for latitude/longitude coordinates which are specified in degrees, minutes and seconds.
- **Item #7:** If the "other" box is checked, please be specific as to what the organization is.
- **Item #8:** asks for the Permit Application Basis which indicates what type of permit is necessary.
  1. If the equipment has never been permitted, then the boxes titled "New Source" and "General Permit" should be checked.
  2. If the equipment is already permitted under an individual permit and you are applying for coverage under the General Permit, then the boxes titled "Renewal of Existing Permit" and "General Permit" should be checked and the current permit number must be included on the line titled "For renewal or modification, include existing permit number".
  3. If you have a group of equipment covered by the General Permit and you are adding additional equipment, then the boxes titled "Revision" and "General Permit" should be checked and the current General Permit Number(s) must be included on the line titled "For renewal or modification, include existing permit number".
  4. For new sources the "Date of Commencement of Construction or Modification" is the expected date that construction will begin. For existing sources this date need not be defined.
- **Items #9:** The "Responsible Official" is the owner or a partner of the company in most cases. It may also be the president or vice-president of larger companies. This official will ensure that the information submitted in the application is correct and that the requirements of the permit are followed. If there is a question as to who the responsible official is, contact ADEQ for more information.

**STEP 2: PCE CALCULATIONS**

The PCE calculations are based on the amount of PCE purchased in the previous 12 months. Table 1 on Form 2 can be used to record the monthly purchase and to calculate the total amount of PCE purchased in the previous 12 months. An example is provided in Table 2. If this is a new facility, provide an estimate of PCE that will be purchased.

**STEP 3: EQUIPMENT LIST**

- A. The applicant must provide all pieces of equipment that will be covered under the General Permit. Use Form 3 in Section III to provide a list of all pieces of equipment including control equipment and boilers (make additional copies if necessary).

**The list should include type of equipment, make, model, maximum rated capacity, serial number, manufacture date, and equipment identification number (if available) of each piece of equipment.**

- B. If the equipment has not been purchased at the time of application, the serial number need not be listed, but an equipment identification number will be required. The equipment identification number must be clearly stenciled on each piece of equipment to be permitted after such equipment is purchased.

**STEP 4: COMPLIANCE CERTIFICATION/ CERTIFICAITON OF TRUTH & ACCURACY**

A compliance certification and truth & accuracy statement must be submitted by all applicants. Form 4 can be used to submit a complete compliance plan/certification.

**STEP 5: PROCESS DESCRIPTION**

Include a process description and a process flow diagram. A process description is a brief description of the material flow process. This includes a description of how the fabrics are dry cleaned, how the PCE solvent is received, stored, handled and recovered.

**STEP 6: FILING INSTRUCTIONS**

- 1. **An Application Fee of \$500** must be submitted by all applicants in the form of a check or money order payable to ADEQ. The Application Fee must accompany each application.
- 2. Mail Forms 1 through 4 of the application packet, the process description and the \$500 Application Fee to the following address:

**Arizona Department of Environmental Quality  
Air Quality Division  
1110 West Washington Street  
Phoenix, Arizona 85007**

- 3. Remember to make photo copies of Forms 1 through 4 of the application packet and the process description before mailing.
- 4. Pages 1 through 6 of the application packet should be kept by the applicant for reference purposes.

**III. Dry Cleaner General Permit  
Application Forms**







**TABLE 2  
EXAMPLE**

<b>MONTH</b>	<b>PCE QUANTITY PURCHASED (gallons)</b>	<b>12 MONTH PERIOD FROM / TO</b>	<b>12 MONTH TOTAL (gallons)</b>
December 2008	50	-	-
January 2008	20	-	-
February 2009	0	-	-
March 2009	25	-	-
April 2009	50	-	-
May 2009	40	-	-
June 2009	0	-	-
July 2009	0	-	-
August 2009	20	-	-
September 2009	30	-	-
October 2009	40	-	-
November 2009	0	-	-
December 2009	40	12/2009 - 11/2010	275
January 2010	0	1/2009 - 12/2010	265
February 2010	50	02/2009 - 1/2010	245
March 2010	50	03/2009 - 02/2010	295
April 2010	50	04/2009 - 03/2010	320
May 2010	60	05/2009 - 04/2010	320
June 2010	30	06/2009 - 05/2010	340
July 2010	0	07/2009 - 06/2010	370
August 2010	20	08/2009 - 07/2010	370
September 2010	20	09/2009 - 08/2010	370
October 2010	25	10/2009 - 09/2010	360
November 2010	25	11/2009 - 10/2010	345

In December 2009, the total PCE purchased over the previous twelve month period (12/2008 to 11/2009) will be as follows: 50+20+0+25+50+40+0+0+20+30+40+0 = 275 gallons per year.

**FORM 3: EQUIPMENT LIST**

List all dry cleaning machines and associated equipment at your facility.

Type	Make	Model	Serial Number	Date of Manufacture

List all control equipment installed at your dry cleaning facility:

Type of Control Equipment	Date of Installation or Purchase	Make	Model	Serial Number

**FORM 4: COMPLIANCE CERTIFICATION  
AND  
CERTIFICATION OF TRUTH, ACCURACY, AND COMPLETENESS**

**Certification of Compliance with all Applicable Requirements**

This certification must be signed by a Responsible Official. Applications without a signed certification will be deemed incomplete.

*The responsible official is defined as a person who is in charge of principal business functions or who performs policy or decision making functions for the business. This may also include an authorized representative for such persons. For a complete definition see the Arizona Administrative Code, Title 18, Chapter 2, Section R18-2-301.*

I certify that I have knowledge of the facts herein set forth, that the same are true, accurate and complete to the best of my knowledge and belief, and that all information not identified by me as confidential in nature shall be treated by the Arizona Department of Environmental Quality as public record. I also attest that I am in compliance with the applicable requirements listed in Section 1 of the Compliance Plan and will continue to comply with such requirements and any future requirements that become effective during the life of my permit. I will present a certification of compliance to ADEQ no less than annually and more frequently if specified by ADEQ. I further state that I will assume responsibility for the construction, modification, or operation of the source in accordance with Arizona Administrative Code, Title 18, Chapter 2 and any permit issued thereof.

Name (Print/Type):

\_\_\_\_\_

(Signature):

\_\_\_\_\_

Date:

\_\_\_\_\_

**Certification of Truth, Accuracy, and Completeness**

*Arizona Administrative Code R18-2-304.H.*

*R18-2-304.H. Certification of Truth, Accuracy, and Completeness. Any application form, report, or compliance certification submitted pursuant to this Chapter shall contain certification by a responsible official of truth, accuracy, and completeness.*

*This certification and any other certification required under this Article shall state that, based on information and belief formed after reasonable inquiry, the statements and information in the document are true, accurate, and complete.*

By my signature I, \_\_\_\_\_, hereby certify that based on information and belief formed after reasonable inquiry, the statements and information in this document are true, accurate, and complete.

Name (Print/Type):

\_\_\_\_\_

(Signature):

\_\_\_\_\_

Date:

\_\_\_\_\_

# Fee Rule Summary for Facilities Covered Under the Dry Cleaning General Permit

<b>SOURCE</b>	
<b>GENERAL PERMIT</b>	
<b>CLASS II</b>	
<b>TITLE V</b>	
<b><u>APPLICATION FEE</u></b>	<b><u>ANNUAL ADMINISTRATIVE FEE</u></b>
\$500	Dry Cleaning Facilities: \$750
<ul style="list-style-type: none"><li>• There is a \$500 fee for facility changes that require the issuance of new Authorizations to Operate.</li><li>• There is no fee for transfers, administrative amendments, or facility change notices that do not require a permit revision.</li><li>• Administrative and Inspection fees are due no later than February 1st of each year.</li></ul>	