



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Business Compliance Division

BWP AQ 10

Operating Permit Minor Modification Instructions and Supporting Materials

Table of Contents

- Introduction
- Operating Permit Minor Modification Instructions and Supporting Materials
- Completeness checklist

Introduction

MassDEP *Permit Applications*, as well as *Instructions & Support Materials*, are available for download from the MassDEP Web site at mass.gov/dep in two file formats: Microsoft Word™ and Adobe Acrobat PDF™. Either format allows documents to be printed.

Instructions & Support Materials files in Microsoft Word™ format contain a series of documents that provide guidance on how to prepare a permit application. Although we recommend that you print out the entire package, you may choose to print specific documents by selecting the appropriate page numbers for printing.

Permit Applications in Microsoft Word™ format must be downloaded separately. Users with Microsoft Word™ 97 or later may complete these forms electronically.

Permitting packages in Adobe Acrobat PDF™ format combine *Permit Applications* and *Instructions & Support Materials* in a single document. Adobe Acrobat PDF™ files may only be viewed and printed without alteration. *Permit Applications* in this format may not be completed electronically.



BWP AQ 10

Operating Permit Minor Modification Instructions and Supporting Materials

(1) What is the Purpose of a Minor Modification?

The purpose of an Operating Permit Minor Modification (OPM) is to revise information in the Operating Permit to reflect changes in emissions and/or applicable requirements. A revision to an Operating Permit is not required for increases in emissions that are authorized by allowances acquired pursuant to the Acid Rain program under Title IV, provided that such increases do not require an Operating Permit revision under any other applicable requirement.

(2) Who Must Apply for a Minor Modification?

Pursuant to 310 CMR 7.00: *Appendix C(8)(a)2*, a minor modification application is used by an owner or operator of a facility holding an Operating Permit if the proposed change:

- Does not violate any applicable requirements;
- Does not involve significant change(s) of existing monitoring, reporting, or record keeping requirements in the OP;
- Does not require or change a case-by-case determination of an emission limitation or other standard, or a source-specific determination for temporary sources of ambient impacts, or a visibility or increment analysis;
- Does not seek to establish or change a permit term or condition for which there is no corresponding underlying applicable requirement and that the facility has assumed to avoid an applicable requirement to which the facility would otherwise be subject; and
- Is not a modification under any provision of 42 U.S.C. 7401, Title I.

(3) How is a Minor Modification Processed and What are the Timelines?

For an owner or operator of a facility to apply for a minor modification to their Operating Permit, a complete application must be filed, in duplicate. The application must be submitted on form BWP AQ10 and in accordance with the timelines established at 310 CMR 7.00: *Appendix C(4)*.

A timely application is one that is submitted concurrent with the planned modification.

- The Department will use the completed permit modification application to notify the EPA and affected states within five business days of receipt by the Department.
- The Department shall take final action within 90 days of receipt of the Minor Modification application or 15 days after the end of the EPA's 45 day review period under 310 CMR 7.00: *Appendix C(6)*, whichever is later.
- For group processing of minor modifications the final action shall be completed within 120 days of receipt of the minor modification application or 15 days after the end of EPA's 45-day review period under 310 CMR 7.00: *Appendix C(6)*, whichever is later.
- The facility may make the change upon receipt by the Department of the complete proposed OPM application.
- A minor modification, for the purposes of the acid rain portion of the Operating Permit, shall be governed by 40 CFR Part 72.
- The permit shield provisions of 310 CMR 7.00: *Appendix C(12)* shall not apply to changes made under 310 CMR 7.00: *Appendix C(8)(a)2*.



BWP AQ 10

Operating Permit Minor Modification Instructions and Supporting Materials

(4) What is the Application Fee?

There is no fee for this application.

(5) What is the Primary Permit Location? What is the Reserve Copy Location?

Primary Permit Location:

Dept. of Environmental Protection
_____ *Regional Office
Bureau of Waste Prevention

Reserve Copy Location:

Dept. of Environmental Protection
_____ *Regional Office
Bureau of Waste Prevention

*Find your region: <http://mass.gov/dep/about/region/findyour.htm>

All completed application packages should be submitted in duplicate (one primary copy, one reserve copy) to the appropriate regional office for review and approval.

Upon approval of the application, MassDEP stamps the reserve copy and returns it to you for your records. In this manner, MassDEP and the applicant have identical copies of the approved submittal.

(6) How Can I Avoid the Most Common Mistakes Made in Applying for a Minor Modification?

- Answer all questions on the form and indicate “N/A” (not applicable) where appropriate.
- Submit all supplementary information requested in the application.
- Submit two copies of the application to the regional office for review. One copy must have original signatures. The reserve, or duplicate copy may be a photocopy.
- Submit fee and *one copy* of the MassDEP Transmittal Form to: Department of Environmental Protection, PO Box 4062, Boston MA 02211.

(7) What are the Regulations that Apply to These Permits? Where Can I Get Copies?

These regulations include, but are not limited to:

- Air Pollution Control Regulations, 310 CMR 6.00-8.00
- Timely Action and Fee Provisions, 310 CMR 4.00.

These may be purchased at:

State Bookstore (in State House)
Room 116
Boston, MA 02133
617-727-2834

State Bookstore
436 Dwight Street
Springfield, MA 01103
413-784-1376



BWP AQ 10

Operating Permit Minor Modification Instructions and Supporting Materials

(1) Instructions for Completing the Minor Modification Form:

(A) Facility Information: Complete using information directly from the Operating Permit

- If you are submitting a minor modification application for a change(s) to fuel utilization emissions and/or equipment only, complete all sections EXCEPT section C.
- If you are submitting a minor modification application for a change(s) to non-fuel utilization emissions and/or equipment, complete all sections EXCEPT section B.
- If you are submitting a minor modification application for changes to fuel and non-fuel utilization emissions and/or equipment, complete ALL sections

(B-E) Follow directions, completing as instructed.

(F) Suggested Draft Permit. Any changes to the Standard Operating and Maintenance Procedures (SOMP) should be attached. Use additional pages as necessary. The following information mirrors the tables in your Operating Permit and shall be formatted as such. Complete the following information as applicable for proposed minor modification(s) only. For all tables 'Del.' Refers to Removed/Deleted and 'Mod.' Refers to Modified.

- Proposed: Emission Unit Identification: Table 1
- Proposed: Emission Limits and Restrictions: Table 3.
 - EU #: Emission Unit Number, modified or new
 - Emission Limit/Standard: Limit or Standard for pollutant, including units and temporal scale.
 - Justification: Applicable regulation, requirement, and/or MassDEP Approval Number
- Proposed: Monitoring and Testing Requirements: Table 4.
 - EU #: Emission Unit Number, modified or new
 - Monitoring/Testing Requirements
- Proposed: Record Keeping Requirements: Table 5.
 - EU #: Emission Unit Number, modified or new
 - Record Keeping Requirements
- Proposed: Reporting Requirements: Table 6.
 - EU #: Emission Unit Number, modified or new
 - Reporting Requirements:
- Proposed: Requirements Currently Not Applicable: Table 7.
 - Regulation and Description: Specify Regulation and description with justification.
- Proposed: Special Terms and Conditions:
 - Regulation and Description: Specify Regulation and description with justification.
- Proposed: Alternative Operating Scenarios:
 - Regulation and Description: Specify Regulation, description, and justification. Include predictable/routine start-up and shut-down periods.
- Proposed: Emissions Trading:
 - Regulation and Description: Specify Regulation, description, and justification.

(G) Certification: Any application form, report, or compliance certification submitted pursuant to 310 CMR 7.00: *Appendix C* shall contain certification by a responsible official of truth, accuracy, and completeness in accordance with 310 CMR 7.01(2).



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Business Compliance Division

BWP AQ 10

Operating Permit Minor Modification Application Completeness Checklist

- The MassDEP Transmittal Form is completed: <http://mass.gov/dep/service/online/trasmfrm.shtml>
- Form BWP AQ 10 is completed.
- A cover letter is attached explaining the request.

To submit the application package:

- Checklist items have been completed.
- Send two copies of the application along with two copies of the MassDEP Transmittal Form to:

Department of Environmental Protection

_____ * Regional Office

Bureau of Waste Prevention

*Find your region: <http://mass.gov/dep/about/region/findyour.htm>

Department of Environmental Protection

P.O. Box 4062

Boston, MA 02211



BWP AQ 10

Operating Permit Minor Modification

Transmittal Number _____

SSEIS Number _____

FMF Number _____

SIC Code(s) _____

A. Facility Information

Important:

When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



1. Facility - the site or works at which the regulated activity occurs:

Name _____

Street Address _____

City _____ State _____ Zip Code _____

2. Mailing address:

Street/PO Box: _____ e-mail address (optional) _____

City _____ State _____

Zip _____ Telephone Number _____

Facility Contact Person: _____ Contact person's title _____

3. Answer the following questions to complete this application:

Is this a change to Fuel Utilization Emissions and/or Equipment?

- No. Proceed to next question. Yes. Proceed to Section B "Fuel Utilization Emissions and/or Equipment Changes."

Is this a change to Non-Fuel Utilization Emissions and/or Equipment only?

- No. Proceed to next question. Yes. Proceed to Section C "Non-Fuel Emissions and/or Equipment"

Is this a change to Record Keeping, Reporting, and/or Monitoring only?

- No. Proceed to Section B or Section C, as determined previously. Yes. Proceed to Section D "Recordkeeping, Monitoring, Reporting Changes."

B. Fuel Utilization Emissions and/or Equipment Changes

1. Is the proposed project modifying previously approved equipment?

- No. Proceed to B2
 Complete the following. Use additional pages as necessary:



BWP AQ 10

Operating Permit Minor Modification

Transmittal Number

SSEIS Number

FMF Number

SIC Code(s)

B. Fuel Utilization Emissions and/or Equipment Changes (Cont.)

Emission Unit #	Application Number	Approval Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. Give a brief description of what is being done:

3. Description of New or Modified Fuel Utilization Facility:

Make & Model Number of Boiler or Furnace †	Is boiler or Furnace New (N) or Modified (M)	Make & Model Number of Burners(s) ††	Max Burner Firing Rate [Give Units]
_____	<input type="checkbox"/> N <input type="checkbox"/> M	_____	_____
_____	<input type="checkbox"/> N <input type="checkbox"/> M	_____	_____
_____	<input type="checkbox"/> N <input type="checkbox"/> M	_____	_____

† If undetermined at time of application submittal, indicate probable unit "or equivalent". Specific make and model must be provided prior to final approval.

†† Rotary cup burners using natural draft are not allowable.

Max Energy Input Rating* (btu per hour)	Primary Fuel of Use	Max % Sulfur Primary Fuel**	Back-up Fuel of Use	Max % of Sulfur Back-up Fuel	Stack/Vent Name / Number	Stack Height (feet)	Stack Hgt. Above Roof (ft.)
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

* To be calculated by multiplying maximum burner firing rate by the following higher heating values: 1000 Btu/ft³ of natural gas; 140,000 Btu/gal of distillate oil; 142,000 Btu/gal of 0.5% sulfur oil; 147,000 Btu/gal of 1.0% sulfur oil; and 120,000 Btu/gal of used oil fuel.

** See Regulation 310 CMR 7.05 for Department restrictions on the sulfur contents of various oil fuels.



BWP AQ 10

Operating Permit Minor Modification

Transmittal Number

SSEIS Number

FMF Number

SIC Code(s)

D. Record Keeping, Monitoring, Reporting Changes

1. Is the proposed project modifying previously approved equipment?

No. Proceed to D2

Yes. Complete the following. Use additional pages as necessary:

Emission Unit #	Application Number	Approval Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. General description of record keeping, monitoring, and/or reporting changes:

E. Potential Annual Emissions

POTENTIAL EMISSIONS are calculated from the maximum capacity of the equipment to emit a pollutant under its physical and operational design. Any physical or operational limitation on the capacity of the equipment to emit a pollutant, including air pollution control equipment, restriction on hours of operation, or on the type or amount of material combusted, stored or processed, shall be treated as part of its design only if the limitation is specifically stated in a plan approval(s) or if the facility proposes to incorporate such a restriction into this modification. Fugitive emissions, to the extent quantifiable, are included in determining the potential emissions. Unless otherwise documented, potential emissions shall be based on 8,760 hours per year of source operation.

Provide the potential emissions for each pollutant in this section and show calculations, assumptions and restrictions used in section E.



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention - Business Compliance Division

BWP AQ 10

Operating Permit Minor Modification

Transmittal Number _____
SSEIS Number _____
FMF Number _____
SIC Code(s) _____

Description of air contamination source	Description of control equipment	Control Efficiency (percent by weight)	Tons per year (after control) Particulate	Tons per year (after control) SO _x	Tons per year (after control) NO _x
1. _____	_____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____	_____
Total potential annual emissions after control					
	Tons per year (after control) VOC	Tons per year (after control) HOC	Tons per year (after control) Lead	Tons per year (after control) other pollutants (give chemical name)	Stack or Vent Number New (N) or Modified (M)
1. (continued)	_____	_____	_____	_____	<input type="checkbox"/> N <input type="checkbox"/> M
2. (continued)	_____	_____	_____	_____	<input type="checkbox"/> N <input type="checkbox"/> M
3. (continued)	_____	_____	_____	_____	<input type="checkbox"/> N <input type="checkbox"/> M
4. (continued)	_____	_____	_____	_____	<input type="checkbox"/> N <input type="checkbox"/> M
Total potential annual emissions after control					

5. Detailed Emission Calculations

Use the space provided below to show the assumptions and the arithmetic used to calculate the Potential Annual Emissions you have estimated for this facility, and how the increase of less than five tons/year was calculated. (Attach separate sheets if necessary.)

6. New Applicable Requirements Upon Approval of Modification(s):

Regulation	Reason
_____	_____



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention - Business Compliance Division

BWP AQ 10

Operating Permit Minor Modification

Transmittal Number _____

SSEIS Number _____

FMF Number _____

SIC Code(s) _____

Proposed Emission Limits and Restrictions: Table 3

EU	Del.	Mod	Fuel	Pollutant	Restriction	Emission Limit / Standard	Regulation and/or Approval No.
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

Proposed Monitoring and Testing Requirements: Table 4.

EU	Del.	Mod	Monitoring/Testing Requirement
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention - Business Compliance Division

BWP AQ 10

Operating Permit Minor Modification

Transmittal Number

SSEIS Number

FMF Number

SIC Code(s)

Proposed Record Keeping Requirements: Table 5

EU	Del.	Mod	Record Keeping Requirement
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Proposed Reporting Requirements: Table 6.

EU	Del.	Mod	Reporting Requirement
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention - Business Compliance Division

BWP AQ 10

Operating Permit Minor Modification

Transmittal Number

SSEIS Number

FMF Number

SIC Code(s)

Proposed Requirements Currently Not Applicable: Table 7.

Regulation	Description
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Proposed Special Terms and Conditions

EU	Del.	Mod	Term or Condition
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Proposed Alternative Operating Scenarios

EU	Del.	Mod	Scenario
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention - Business Compliance Division

BWP AQ 10

Operating Permit Minor Modification

Transmittal Number

SSEIS Number

FMF Number

SIC Code(s)

Proposed Emissions Trading

EU	Del.	Mod	Emission Trading

G. Certification

The following statements must be signed by a responsible official:

Pursuant to 310 CMR 7.00: Appendix C(5)(b)(9)(e), "I hereby accept the Department's authority to enter the premises of the permitted facility and perform reasonable inspections and sampling, as described in 310 CMR 7.00: Appendix C(3)(g)."

Name of Official

Signature

Date

Pursuant to 310 CMR 7.00: Appendix C(5)(b)8.c, I state that "Except for those units identified as not in compliance and for which a schedule is attached, I certify that the facility will continue to comply with all current applicable requirements and will meet the requirements for applicable requirements that will become effective during the term of this permit on a timely basis."

Name of Official

Signature

Date

Pursuant to 310 CMR 7.01(2)(c) "I certify that I have personally examined the foregoing and am familiar with the information contained in this document and all attachments and that, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including possible fines and imprisonment."

Name of Official

Signature

Date