



## Massachusetts Department of Environmental Protection

Bureau of Waste Prevention – Air Quality

**LPA FUEL & LPA PROCESS** (BWP AQ 01)

**CPA FUEL, CPA PROCESS & CPA CREMATORY** (Non-Major, BWP AQ 02)

**CPA FUEL & CPA PROCESS** (Major, BWP AQ 03)

## Instructions & Supporting Materials

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- Application Completeness Checklist

### Introduction

MassDEP *Air Quality Plan Applications* and *Instructions & Supporting Materials* are available for download from the MassDEP web site file formats: Microsoft Word™ and Adobe Acrobat PDF™. Either format allows documents to be printed.

*Instructions & Supporting Materials* files in Microsoft Word™ format provide guidance on how to prepare an Air Quality Plan Application.

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

*Air Quality Plan Application* packages in Adobe Acrobat PDF™ format combine *Plan Applications* and *Instructions & Supporting Materials* in a single document. Adobe Acrobat PDF™ files may only be viewed and printed without alteration. *Air Quality Plan Applications* in this format may not be completed electronically.

### Frequently Asked Questions

#### What is the purpose of a Plan Approval?

MassDEP issues an approval of a Limited Plan Application (LPA) or Comprehensive Plan Application (CPA) (a Plan Approval) to limit increases in air contaminant emissions and protect public health, welfare and the environment. A plan application is required if you are proposing construction, substantial reconstruction, or alteration of a facility that has the potential to cause or contribute to a condition of air pollution. You must receive a written Air Quality Plan Approval from MassDEP before starting construction or installation of the emission unit(s) proposed in your plan application.

Regulations [310 CMR 7.02\(1\)](#), [7.02\(3\)](#), [7.02\(4\)](#), [7.02\(5\)](#), [7.02\(6\)](#) and [7.02\(8\)](#) provide the regulatory authority and the provisions you need to meet in order to obtain a written Plan Approval, as applicable, from MassDEP. The Legislature authorized these regulations in M.G.L. Chapter 111, Section 142 A - J. See the Plan Approval Overview & Applicability Tables for additional information.

#### Who must apply?

For specific information on when an application must be submitted for an Air Quality Plan Approval, see the Plan Approval Overview & Applicability Tables document on the MassDEP web site for additional information or refer to the regulations at [310 CMR 7.02\(4\)](#) and [7.02\(5\)](#). Please also see exemptions at [310 CMR 7.02\(2\)](#), Permit-by-Rule categories at [310 CMR 7.03](#), and Environmental Results Program (ERP) compliance certifications in lieu of written Plan Approval at [310 CMR 7.26](#).



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**Note:** You should contact the appropriate [MassDEP Regional Office](#) early in the process of preparing to apply for a Plan Approval. A pre-application conference can save you time, spare you frustration, and often results in faster processing by the agency. If you submit an application without scheduling such a meeting, MassDEP may require one, anyway, before it can determine whether your application is administratively complete.

#### What other requirements should be considered when applying for a Plan Approval?

- Carefully examine the Massachusetts Environmental Policy Act (MEPA) Regulations (301 CMR 11.00) to determine if your proposed project exceeds MEPA review thresholds. MassDEP cannot complete technical review of the plan application until the MEPA process has been concluded. Copies of MEPA filings (with reference to any applicable Transmittal numbers) should be sent to the appropriate MassDEP program offices in Boston and the MEPA Coordinator in the appropriate [Regional Office](#). Contact the MEPA Unit of the Executive Office of Energy & Environmental Affairs at 617-727-5830 for additional information.
- Must the proposed project be approved by the Energy Facilities Siting Board (EFSB) (M.G.L. Chapter 164, 980 CMR 1.00-11.00)?
- Does the proposed project meet the criteria established in [310 CMR 7.02\(6\)](#) Aggregating Emissions?
- Is the proposed project subject to New Source Performance Standards (40 CFR 60) or National Emission Standards for Hazardous Air Pollutants (40 CFR 61 and 63)?
- If you are submitting a Major Comprehensive Plan Application, MassDEP requires that you include ambient air quality modeling with your plan application. The agency may also require modeling for other projects. If ambient air quality modeling is required for your project, you must submit a copy to:

MassDEP Air Quality Data & Planning  
Meteorology & Modeling Department  
1 Winter Street  
Boston, MA 02108

See the MassDEP Modeling Guidance for Significant Stationary Sources of Air Pollution:  
<http://www.mass.gov/dep/air/policies.htm#modeling>

- If the proposed project triggers Prevention of Significant Deterioration (PSD) review pursuant to federal regulations 40 CFR Part 52 section 52.21 implemented by MassDEP, we will work with you to identify and satisfy additional application and notification requirements.
- If the proposed project is required to be approved under [310 CMR 7.00](#): Appendix A, the facility will need to obtain offset emissions and demonstrate compliance with the Lowest Achievable Emission Rate (LAER) requirement.
- If your project requires a site assignment under M.G.L. Chapter 111, Section 150A, M.G.L. Chapter 111 Section 150B or M.G.L. Chapter 21D, MassDEP cannot issue a Plan Approval until you have obtained it.

**Note:** This list is intended to serve as a guide and may not necessarily include all additional requirements.



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#### What is the application fee?

Permit Code BWP AQ 01	\$525
<b>Limited Plan Application</b>	
LPA FUEL	
LPA PROCESS	
Permit Code BWP AQ 02	\$1,930
<b>Non-Major Comprehensive Plan Application</b>	
CPA FUEL	
CPA PROCESS	
CPA CREMATORY	
Permit Code BWP AQ 03	\$19,780
<b>Major Comprehensive Plan Application</b>	
CPA FUEL	
CPA PROCESS	

#### Where do I send my completed plan application?

Your completed plan application, along with any supplemental or pollution control device forms that may be required, must be submitted **in duplicate** to the appropriate [MassDEP Regional Office](#) for review and, if merited, approval.

Upon approval, MassDEP will stamp the second copy of the plan application and return it to you so both you and the agency will have identical copies of the Plan Approval. If the application is subject to a federally mandated public comment period, pursuant to 40 CFR Part 52 section 52.21 (PSD) or [310 CMR 7.00](#) Appendix A (Non-Attainment Review), you will be required to submit a copy of the entire application (with any revisions) to EPA.

#### Where can I get a copy of the review timelines?

The timelines are available at: <http://www.mass.gov/dep/service/online/fees.htm>

#### What is the annual compliance fee?

The annual compliance assurance fee is dependent on the facility-wide potential emissions. Please consult 310 CMR 4.03 (Table 4.03) for more information. If you fail to pay the annual compliance fee, your Plan Approval could be suspended or revoked.

#### How long does a Plan Approval remain in effect?

A Plan Approval is in effect for the useful life of the approved emission unit(s) even if there is a change in ownership, or until the project approved by this action is substantially reconstructed or altered or if MassDEP determines that air contaminant emission reductions beyond those contained in the issued Plan Approval are necessary, at which time a new approval will be required.



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#### How can I avoid the most common mistakes made in applying for this Plan Approval?

- Answer all questions on each required form or indicate "N/A" (not applicable) where appropriate.
- Submit additional pages of technical information and additional tables, as needed with each required Form you submit.
- Submit two copies of the application to the regional office for review.
- Make sure a Professional Engineer registered in Massachusetts signs and stamps the application (Comprehensive Plan Application, [310 CMR 7.02\(5\)\(c\)](#)), providing his/her registration number and field of concentration.
- Submit a "sign off" from any other agency necessary prior to the submittal of an application. For example, MEPA, the Massachusetts Historical Commission, MDPU, EFSB, etc.
- Submit the proper fee and one copy of the MassDEP Transmittal Form (including the correct Permit Code) to:

Department of Environmental Protection  
P. O. Box 4062  
Boston, MA 02211

#### What are the regulations that apply to these Plan Approvals? Where can I get copies?

These regulations include, but are not limited to:

- Air Pollution Control Regulations, 310 CMR 6.00 to 8.00.
- Timely Action & Fee Provisions, 310 CMR 4.00.
- Administrative Penalty Regulations, 310 CMR 5.00.

Copies of these regulations may be purchased from:

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

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



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#### Application Completeness Checklist

- Complete the Transmittal Form: <http://mass.gov/dep/service/online/trasmfrm.shtml>
- Complete each applicable Form.
- Answer all questions (or insert N/A where appropriate).
- Attach additional pages of technical information, as needed, to each applicable Form.
- The appropriate responsible official has signed the application, even if you hired an agent/consultant to complete the application. See definitions at [310 CMR 7.00](#).
- A copy of the Massachusetts Environmental Policy Act (MEPA) "sign off" is attached if you were required to submit an Environmental Notification Form (ENF) and/or an Environmental Impact Review (EIR). See the MEPA regulations at 301 CMR 11.00. MassDEP cannot issue the Plan Approval until MEPA certification is obtained.

#### Additional Checklist for CPA FUEL, CPA PROCESS & CPA CREMATORY Forms:

- A Professional Engineer registered in Massachusetts has attested to the accuracy of the submitted information, signed the application, and imprinted his/her seal on it.
- If required, a copy of the Energy Facility Siting Board (EFSB) letter approving the project is attached. MassDEP cannot issue a Plan Approval without this, if required.

#### To submit the application package:

- Be sure that all applicable checklist items have been completed.
- Send two copies of the fully completed application package along with two copies of the MassDEP Transmittal form to:

Department of Environmental Protection

\_\_\_\_\_ \* Regional Office

Air Quality Control

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

- Submit the appropriate fee (ensuring that the correct Permit Code is included on the Transmittal Form):

\$525 - LPA FUEL or LPA PROCESS (Permit Code BWP AQ 01)

\$1,930 - CPA FUEL or CPA PROCESS or CPA CREMATORY (Non-Major, BWP AQ 02)

\$19,780 - CPA FUEL or CPA PROCESS (Major, BWP AQ 03)

Mail payment in the form of a check or money order made payable to Commonwealth of Massachusetts, along with one copy of the MassDEP Transmittal Form, to:

Department of Environmental Protection

P.O. Box 4062

Boston, MA 02211



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Bureau of Waste Prevention – Air Quality

Transmittal Number \_\_\_\_\_

**CPA-PROCESS** (BWP AQ 02 Non-Major, BWP AQ 03 Major)

**Comprehensive Plan Application for Process Emission Unit(s)**  
For Process Equipment Emitting 10 Tons or More of an Air Contaminant per  
Consecutive 12-Month Time Period.

Facility ID (if known) \_\_\_\_\_

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



**Type of Application:**  BWP AQ 02 Non-Major CPA  BWP AQ 03 Major CPA

**A. Facility Information**

- 1. Facility Name \_\_\_\_\_
- 2. Street Address \_\_\_\_\_
- 3. City \_\_\_\_\_
- 4. State MA
- 5. ZIP Code \_\_\_\_\_
- 6. MassDEP Account # / FMF Facility # (if Known) \_\_\_\_\_
- 7. Facility AQ # / SEIS ID # (if Known) \_\_\_\_\_
- 8. Standard Industrial Classification (SIC) Code \_\_\_\_\_
- 9. North American Industry Classification System (NAICS) Code \_\_\_\_\_
- 10. Are you proposing a new facility?  Yes  No - If Yes, skip to Section B.

11. List ALL existing Air Quality Plan Approvals, Emission Cap Notifications, and 310 CMR 7.26 Compliance Certifications and associated facility-wide emission caps, if any, for this facility in the table below. If you hold a Final Operating Permit for this facility, you may leave this table blank.

Table 1			
Approval Number(s)/ 25% or 50% Rule/ 310 CMR 7.26 Certification	Transmittal Number(s) (if Applicable)	Air Contaminant (e.g. CO, CO <sub>2</sub> , NO <sub>x</sub> , SO <sub>2</sub> , VOC, HAP, PM or Other [Specify])*	Existing Facility-Wide Emission Cap(s) Per Consecutive 12-Month Time Period (Tons)

\*CO = carbon monoxide, CO<sub>2</sub> = carbon dioxide, NO<sub>x</sub> = nitrogen oxides, SO<sub>2</sub> = sulfur dioxide, VOC = volatile organic compounds, HAP = hazardous air pollutant, PM = particulate matter, specify if "Other"

12. Will this proposed process result in an increase in any facility-wide emission cap(s)?  Yes\*  No

\*If Yes, describe: \_\_\_\_\_



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Consecutive 12-Month Time Period.

Transmittal Number \_\_\_\_\_

Facility ID (if known) \_\_\_\_\_

**B. Equipment Description**

Note that per 310 CMR 7.02, MassDEP can issue a Plan Approval only for proposed Emission Unit(s) with air contaminant emissions that are representative of Best Available Control Technology (BACT). See Section D: Best Available Control Technology (BACT) Emissions and the MassDEP BACT Guidance. See the instructions for a link.

1. Is this proposed project modifying previously approved equipment?  Yes  No

If Yes, list pertinent Plan Approval(s):

2. Is this proposed project replacing previously approved equipment?  Yes  No

If Yes, list pertinent Plan Approval(s):

3. Provide a description of the proposed project, including relevant parameters (including but not limited to operating temperature and pressure) and associated air pollution controls, if any:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Netting & Offsets**

4. Is netting being used to avoid 310 CMR 7.00: Appendix A?  Yes\*  No – Skip to 5

\*If Yes, attach a description of contemporaneous increases and decreases in applicable potential (or allowable) nonattainment pollutant emissions over a period of the most recent five (5) calendar years, including the year that the proposed project will commence operating. For each emission unit, this description must include: a description of the emission unit, the year it commenced operation or was removed from service, any associated MassDEP-issued Plan Approval(s), and its potential (or allowable) nonattainment pollutant emissions. In any case, a proposed project cannot “net out” of the requirement to submit a plan application and comply with Best Available Control Technology (BACT) pursuant to 310 CMR 7.02.

5. Is the proposed project subject to 310 CMR 7.00: Appendix A Nonattainment Review?  Yes\*  No – Skip to 6

\*If Yes, pursuant to 310 CMR 7.00: Appendix A(6), federally enforceable emission offsets, such as Emission Reduction Credits (ERCs), must be used for this part of the application. Complete Table 2 on the next page to summarize either the facility providing the federally enforceable emission offsets, or what is being shut down, curtailed or further controlled at this facility to obtain the required emission offsets. Emission offsets must be part of a federally enforceable Plan Approval to be used for offsetting emission increases in applicable nonattainment pollutants or their precursors.

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Transmittal Number \_\_\_\_\_

**CPA-PROCESS** (BWP AQ 02 Non-Major, BWP AQ 03 Major)

**Comprehensive Plan Application for Process Emission Unit(s)**

Facility ID (if known) \_\_\_\_\_

For Process Equipment Emitting 10 Tons or More of an Air Contaminant per Consecutive 12-Month Time Period.

**B. Equipment Description** (continued)

**Note:** Complete this table if you answered Yes to Question 5. Otherwise, skip to Question 6.

Table 2					
Source of Emission Reduction Credits (ERCs) or Emissions Offsets	Transmittal No. of Plan Approval Verifying Generation of ERCs, if Any	Air Contaminant	Actual Baseline Emissions (Tons per Consecutive 12-Month Time Period) <sup>1</sup>	New Potential Emissions <sup>2</sup> (Tons per Consecutive 12-Month Time Period After Control)	ERC <sup>3</sup> or Emission Offsets, Including Offset Ratio & Required ERC Set Aside (Tons per Consecutive 12-Month Time Period)

<sup>1</sup> Actual Baseline Emissions means the average actual emissions for the source of emission credits or offsets in the previous two years (310 CMR 7.00: Appendix A: Emission Offsets and Nonattainment Review).

<sup>2</sup> New Potential Emissions means the potential emissions for the source of emission credits or offsets after project completion (310 CMR 7.00: Appendix A: Emission Offsets and Nonattainment Review).

<sup>3</sup> Emission Reduction Credit (ERC) means the difference between Actual Baseline and New Potential Emissions, including an offset ratio of 1.26:1 (310 CMR 7.00: Appendix B(3)).

6. Complete the table(s) below to summarize the details of each Emission Unit being proposed.

Table 3A			
Facility-Assigned Identifying Number for Equipment (Emission Unit No.)	Description of Equipment Including Manufacturer & Model Number or Equivalent (e.g. Acme Coating Line, Model No. AB12)	Air Contaminant(s) Emitted	Potential Emissions, <sup>1</sup> Uncontrolled (Tons per Consecutive 12-Month Time Period)
<input type="checkbox"/> New <input type="checkbox"/> Modified		PM <sup>2</sup>	
		VOC	
		CO <sub>2</sub>	
		Total HAPs	
		Worst Case Individual HAP <sup>3</sup>	
		Other:	

<sup>1</sup> Potential emissions based on worst case raw material (e.g. coating) using maximum application rate and no air pollution control equipment. (See Section F. Record-Keeping Procedures.)

<sup>2</sup> PM includes particulate matter having a diameter of 10 microns or less (PM<sub>10</sub>) and particulate matter having a diameter of 2.5 microns or less (PM<sub>2.5</sub>).

<sup>3</sup> Calculate Worst Case Individual Hazardous Air Pollutant (HAP) potential emissions based on use of the raw material with the highest individual HAP content.



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For Process Equipment Emitting 10 Tons or More of an Air Contaminant per  
 Consecutive 12-Month Time Period.

Facility ID (if known) \_\_\_\_\_

**B. Equipment Description** (continued)

Table 3B			
Facility-Assigned Identifying Number for Equipment (Emission Unit No.)	Description of Equipment Including Manufacturer & Model Number or Equivalent (e.g. Acme Coating Line, Model No. AB12)	Air Contaminant(s) Emitted	Potential Emissions, Uncontrolled (Tons per Consecutive 12-Month Time Period)
<input type="checkbox"/> New <input type="checkbox"/> Modified		PM	
		VOC	
		CO <sub>2</sub>	
		Total HAPs	
		Worst Case Individual HAP	
		Other:	

**Note:** If you are proposing more than three Emission Units, complete additional copies of these tables.

Table 3C			
Facility-Assigned Identifying Number for Equipment (Emission Unit No.)	Description of Equipment Including Manufacturer & Model Number or Equivalent (e.g. Acme Coating Line, Model No. AB12)	Air Contaminant(s) Emitted	Potential Emissions, Uncontrolled (Tons per Consecutive 12-Month Time Period)
<input type="checkbox"/> New <input type="checkbox"/> Modified		PM	
		VOC	
		CO <sub>2</sub>	
		Total HAPs	
		Worst Case Individual HAP	
		Other:	

7. Does your proposed project involve coating and/or printing operation(s)?  Yes\*  No

\*If Yes, complete and attach to this application Form BWP AQ Coatings & Inks.

8. Are you proposing an Air Pollution Control Device (PCD)?  Yes\*  No

\*If Yes, complete Table 4 on the next page to summarize the details of each PCD being proposed.



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 Consecutive 12-Month Time Period.

Facility ID (if known) \_\_\_\_\_

**B. Equipment Description** (continued)

**Note:** If you are proposing one or more Air Pollution Control Devices (PCDs), you must also submit the applicable Supplemental Form(s). See Page 6 for additional information.

Table 4A					
Facility-Assigned Identifying Number & Description of Air Pollution Control Device (PCD)	Emission Unit No. Served by PCD	Air Contaminant(s) Controlled	Capture Efficiency (CE), Percent by Weight (CE is Presumed to be 100% Based on Permanent Total Enclosure (PTE), 40 CFR 51 Appendix B Method 204)	Destruction Efficiency (DE) or Removal Efficiency (Percent by Weight)	Overall Control (Percent by Weight (CE*DE)/100)
Facility I.D. No.		PM <sup>1</sup>			
Description  <input type="checkbox"/> New <input type="checkbox"/> Existing		VOC			
		Total HAPs			
		Individual HAP			
		Other:			

<sup>1</sup> PM includes particulate matter having a diameter of 10 microns or less (PM<sub>10</sub>) and particulate matter having a diameter of 2.5 microns or less (PM<sub>2.5</sub>).

**Note:** If you are proposing more than two Air Pollution Control Devices (PCDs), complete additional copies of these tables.

Table 4B					
Facility-Assigned Identifying Number & Description of Air Pollution Control Device (PCD)	Emission Unit No. Served by PCD	Air Contaminant(s) Controlled	Capture Efficiency (CE) (Percent by Weight; CE is Presumed to be 100% Based on Permanent Total Enclosure (PTE), 40 CFR 51 Appendix B Method 204)	Destruction Efficiency (DE) or Removal Efficiency (Percent by Weight)	Overall Control (Percent by Weight (CE*DE)/100)
Facility I.D. No.		PM			
Description  <input type="checkbox"/> New <input type="checkbox"/> Existing		VOC			
		Total HAPs			
		Individual HAP			
		Other:			



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Transmittal Number \_\_\_\_\_

Facility ID (if known) \_\_\_\_\_

**B. Equipment Description** (continued)

**Supplemental Forms Required**

If you are proposing one or more PCDs, you will also need to submit the applicable form(s) below.

<b>If Your Project Includes:</b>	<b>You Must File Form(s):</b>
Wet or Dry Scrubbers	BWP AQ Scrubber
Cyclone or Inertial Separators	BWP AQ Cyclone
Fabric Filter	BWP AQ Baghouse/Filter
Adsorbers	BWP AQ Adsorption Equipment
Afterburners or Oxidizers	BWP AQ Afterburner/Oxidizer
Electrostatic Precipitators	BWP AQ Electrostatic Precipitator
Selective Catalytic Reduction	BWP AQ Selective Catalytic Reduction
Sorbent/Reactant Injection	BWP AQ Sorbent/Reactant Injection

**Note:** The installation of some process equipment can cause off-site noise if proper precautions are not taken. For additional guidance, see the MassDEP Noise Pollution Policy Interpretation.

- Complete the table below to summarize all associated noise suppression equipment, if any is being proposed, and attach a completed Form BWP AQ Sound to this application (unless MassDEP waives this requirement).

<b>Table 5</b>			
<b>Emission Unit No(s). Served by Noise Suppression Equipment</b>	<b>Type of Noise Suppression Equipment</b> (e.g. Mufflers, Acoustical Enclosures)	<b>Equipment Manufacturer</b>	<b>Equipment Model No.</b>

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Facility ID (if known) \_\_\_\_\_

**B. Equipment Description** (continued)

10. Is there any external noise generating equipment associated with the proposed project?  Yes  No – Skip to 12

11. Have you attached a completed Form BWP AQ Sound to this application?  Yes  No\*

\*If No, explain:

\_\_\_\_\_

12. Describe the potential for visible emissions from the proposed project and how they will be controlled:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

13. Describe the potential for odor impacts from the proposed project and how they will be controlled:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**C. Stack Description**

Complete the table below to summarize the details of the proposed project's stack configuration.

**Note:** Discharge must meet Good Air Pollution Control Engineering Practice. When designing stacks, special consideration must be given to nearby structures and terrain to prevent emissions downwash and adverse impacts upon sensitive receptors. Stack must be vertical, must not impede vertical exhaust gas flow, and must be a minimum of 10 feet above rooftop or fresh air intake, whichever is higher. For additional guidance, refer to the MassDEP "Stack Design General Guidelines." See the instructions for a link.

Table 6						
Emission Unit No.	Stack Height Above Ground (Feet)	Stack Height Above Roof (Feet)	Stack Exit Diameter or Dimensions (Feet)	Exhaust Gas Exit Temperature Range (Degrees Fahrenheit)	Exhaust Gas Exit Velocity Range (Feet per Second)	Stack Liner Material



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For Process Equipment Emitting 10 Tons or More of an Air Contaminant per Consecutive 12-Month Time Period.

Facility ID (if known) \_\_\_\_\_

**D. Best Available Control Technology (BACT) Emissions**

1. Complete the table(s) below to summarize the proposed project's BACT emissions.

Table 7A						
Emission Unit No.	Air Contaminant	Uncontrolled Emissions (Pounds per Hour [lbs/hr], Grains per Actual Cubic Foot [gr/acf], Grains per Dry Standard Cubic Foot [gr/dscf], or Parts per Million on a Dry Volume Corrected Basis [ppmvd@%O <sub>2</sub> or CO <sub>2</sub> ])	Proposed BACT Emissions (lbs/hr, gr/acf, gr/dscf, or ppmvd@%O <sub>2</sub> or CO <sub>2</sub> )	Proposed Consecutive 12-Month Time Period Emissions, if Any (Tons)  (Enter "N/A" if not requesting a long-term emissions cap)	Proposed Monthly Time Period Emissions Restrictions <sup>1</sup> (Tons)  (Enter "N/A" if not requesting a monthly emissions cap)	Proposed Production or Operational Limits <sup>2</sup>  (Enter "N/A" if not requesting a production or operational limit)
	PM <sup>3</sup>					
	VOC					
	Total HAPs					
	Individual HAP					
	CO <sub>2</sub>					
	Other:					

<sup>1</sup> Provide a monthly emission restriction if proposing a 12-month time period restriction.

<sup>2</sup> Provide a definitive method to monitor and document compliance with any emission(s) limit(s) to be contained in a written MassDEP Approval. Production or operational limits are but one method that may be used. To foster pollution prevention, you may propose other methods, subject to approval by MassDEP.

<sup>3</sup> PM includes particulate matter having a diameter of 10 microns or less (PM<sub>10</sub>) and particulate matter having a diameter of 2.5 microns or less (PM<sub>2.5</sub>).

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 Bureau of Waste Prevention – Air Quality

Transmittal Number \_\_\_\_\_

**CPA-PROCESS** (BWP AQ 02 Non-Major, BWP AQ 03 Major)

**Comprehensive Plan Application for Process Emission Unit(s)**

For Process Equipment Emitting 10 Tons or More of an Air Contaminant per  
 Consecutive 12-Month Time Period.

Facility ID (if known) \_\_\_\_\_

**D. Best Available Control Technology (BACT) Emissions** (continued)

Table 7B						
Emission Unit No.	Air Contaminant	Uncontrolled Emissions (lbs/hr, gr/acf, gr/dscf, or ppmvd@ %O <sub>2</sub> or CO <sub>2</sub> )	Proposed BACT Emissions (lbs/hr, gr/acf, gr/dscf, or ppmvd@ %O <sub>2</sub> or CO <sub>2</sub> )	Proposed Consecutive 12-Month Time Period Emissions, if Any (Tons)	Proposed Monthly Time Period Emissions Restrictions (Tons)	Proposed Production or Operational Limits
	PM					
	VOC					
	Total HAPs					
	Individual HAP					
	CO <sub>2</sub>					
	Other:					

**Note:** If you are proposing more than three Emission Units, complete additional copies of these tables.

Table 7C						
Emission Unit No.	Air Contaminant	Uncontrolled Emissions (lbs/hr, gr/acf, gr/dscf, or ppmvd@ %O <sub>2</sub> or CO <sub>2</sub> )	Proposed BACT Emissions (lbs/hr, gr/acf, gr/dscf, or ppmvd@ %O <sub>2</sub> or CO <sub>2</sub> )	Proposed Consecutive 12-Month Time Period Emissions, if Any (Tons)	Proposed Monthly Time Period Emissions Restrictions (Tons)	Proposed Production or Operational Limits
	PM					
	VOC					
	Total HAPs					
	Individual HAP					
	CO <sub>2</sub>					
	Other:					



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**D. Best Available Control Technology (BACT) Emissions** (continued)

**Note:** Top-Case BACT is the emission rate identified via the MassDEP BACT Guidance or a pre-application meeting with MassDEP.

- 2. Are proposed BACT emission limits in the previous table(s) Top-Case BACT as referenced in 310 CMR 7.02(8)(a)2.a?  Yes  No
- 3. Are proposed BACT emission limits established using the approach defined in 310 CMR 7.02(8)(a)2.b?  Yes  No

If you answered **Yes** to Question 3, provide details below:

\_\_\_\_\_  
\_\_\_\_\_

If you answered **No** to both questions above, you must attach to this application a completed Form BWP AQ BACT to demonstrate that this project meets BACT as provided in 310 CMR 7.02(8)(a)2 or 310 CMR 7.02(8)(a)2.c.

**E. Monitoring Procedures**

Complete the table below to summarize the details of the proposed project's monitoring procedures.

Table 8			
Emission Unit No.	Type or Method of Monitoring (e.g. CEMS <sup>1</sup> , Flow Meter)	Parameter/Emission Monitored	Frequency of Monitoring

<sup>1</sup>CEMS = Continuous Emissions Monitoring System

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**F. Record Keeping Procedures**

Complete the table below to summarize the details of the proposed project’s record keeping procedures. Proposed record keeping procedures need to be able to demonstrate your compliance status with regard to all limitations/restrictions proposed herein. Record keeping may include, but is not limited to, hourly or daily logs, meter charts, time logs, purchase records, raw material records, and CEMS records.

Table 9			
Emission Unit No.	Parameter/Emission (e.g. Temperature, Material Usage, Air Contaminant)	Record Keeping Procedures (e.g. Data Logger or Manual)	Frequency of Data Record (e.g. Hourly, Daily)

Examples of emissions calculations for record keeping purposes:

- Worst case coating/ink/other contains 5.5 pounds of **VOC** per gallon of coating
- Process application rate = 3.0 gallons of coating/ink/other applied per hour
- Process operates 1,800 hours per consecutive 12-month time period

3.0 gallons per hour X 5.5 lbs of **VOC** per gallon X 1,800 hours per consecutive 12-month time period X 1 ton per 2,000 pounds = 14.8 tons of **VOC** per consecutive 12-month time period

-or-

- Worst case coating/ink/other contains 5.5 pounds of **VOC** per gallon of coating
- Process utilized 5,678 gallons of coating per consecutive 12-month time period

5,678 gallons per consecutive 12-month time period X 5.5 pounds **VOC** per gallon X 1 ton per 2,000 pounds = 15.6 tons of **VOC** per consecutive 12-month time period

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### G. Additional Information Checklist

**Note:** For guidance and specific Top-Case BACT requirements, see the instructions.

Attach a specific facility description and the following required additional information that MassDEP needs to process your application. Check the box next to each item to ensure that your application is complete.

- Plot Plan
- Equipment Manufacturer Specifications, including but not limited to Material Safety Data Sheets, Technical Data Composition Sheets, etc.
- Equipment Standard Operating Procedures
- Equipment Standard Maintenance Procedures, Including Cleaning Method & Frequency
- Calculations to Support This Plan Application
- Air pollution control device manufacturer specifications, if applicable
- Air pollution control device standard operating procedures, if applicable
- Air pollution control device standard maintenance procedures, if applicable
- Process flow diagram
- BWP AQ BACT Form, if not proposing Top-Case BACT
- Process flow diagram for the proposed equipment and any PCD, if applicable, including relevant parameters (e.g. flow rate, pressure and temperature)

**Note:** Pursuant to 310 CMR 7.02(5)(c), MassDEP may request additional information.

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### H. Other Regulatory Considerations

Indicate below whether the proposed project is subject to any additional regulatory requirements.

310 CMR 7.00: Appendix A Nonattainment Review, or is netting used to avoid review under 310 CMR 7.00 Appendix A or 40 CFR 52.21?  Yes  No

40 CFR 60: New Source Performance Standards (NSPS)?  Yes  No

If Yes:      Which subpart?                      Applicable emission limitation(s):

40 CFR 61: National Emission Standards for Hazardous Air Pollutants (NESHAPS)  Yes  No



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If Yes: Which subpart? Applicable emission limitation(s):

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**H. Other Regulatory Considerations** (continued)

40 CFR 63: NESHAPS for Source Categories – Maximum Achievable (MACT) or  
Generally Available (GACT) Control Technology  Yes  No

If Yes: Which subpart? Applicable emission limitation(s):

301 CMR 11.00: Massachusetts Environmental Policy Act (MEPA)?  Yes  No

If Yes: EOE No.:

Other Applicable Requirements?  Yes  No

If Yes: Specify:

Facility-Wide Potential-to-Emit Hazardous Air Pollutants (HAPS):  Major\*  Non-Major

\*A Major source has a facility-wide potential-to-emit of 25 tons per year or more of the sum of all hazardous air pollutants or 10 tons per year or more of any individual hazardous air pollutant.

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**I. Professional Engineer's Stamp**

The seal or stamp and signature of a Massachusetts Registered Professional Engineer (P.E.) must be entered below. Both the seal or stamp impression and the P.E. signature must be original. This is to certify that the information contained in this form has been checked for accuracy, and that the design represents good air pollution control engineering practice.

\_\_\_\_\_  
P.E. Name (Type or Print)

\_\_\_\_\_  
P.E. Signature

\_\_\_\_\_  
Position/Title

\_\_\_\_\_  
Company

\_\_\_\_\_  
Date (MM/DD/YYYY)

\_\_\_\_\_  
P.E. Number



**Continue to Certification by Responsible Official ►**



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**J. Certification by Responsible Official**

The signature below provides the affirmative demonstration pursuant to 310 CMR 7.02(5)(c)8 that any facility(ies) in Massachusetts, owned or operated by the proponent for this project (or by an entity controlling, controlled by or under common control with such proponent) that is subject to 310 CMR 7.00, et seq., is in compliance with, or on a MassDEP approved compliance schedule to meet, all provisions of 310 CMR 7.00, et seq., and any plan approval, order, notice of noncompliance or permit issued thereunder. This Form must be signed by a Responsible Official working at the location of the proposed new or modified facility. Even if an agent has been designated to fill out this Form, the Responsible Official must sign it. (Refer to the definition given in 310 CMR 7.00.)

**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.**

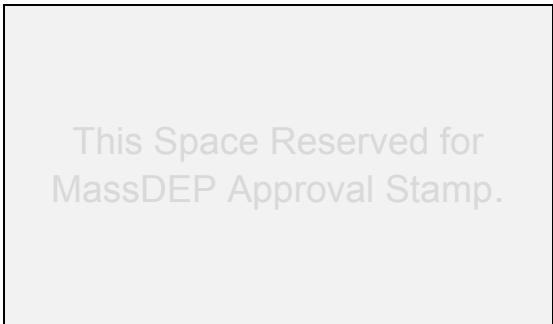
\_\_\_\_\_  
Responsible Official Name (Type or Print)

\_\_\_\_\_  
Responsible Official Signature

\_\_\_\_\_  
Responsible Official Title

\_\_\_\_\_  
Responsible Official Company/Organization Name

\_\_\_\_\_  
Date (MM/DD/YYYY)



**Continue to Energy Efficiency Evaluation Survey ►**



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**K. Energy Efficiency Evaluation Survey**

1. Do you know where your electricity and/or fuel and/or water and/or heat and/or compressed air is being used/consumed?  Yes  No
  
2. Has your facility had an energy audit performed by your utility supplier (or other) in the past two years?<sup>1</sup>
  - a. Did the audit include evaluations for heat loss, lighting load, cooling requirements and compressor usage?  Yes  No
  
  - b. Did the audit influence how this project is configured?  Yes  No
  
3. Does your facility have an energy management plan?
  - a. Have you identified and prioritized energy conservation opportunities?  Yes  No
  
  - b. Have you identified opportunities to improve operating and maintenance procedures by employing an energy management plan?  Yes  No
  
4. Has each emission unit proposed herein been evaluated for energy consumption including average and peak electrical use; efficiency of electric motors and suitability of alternative motors such as variable speed; added heat load and/or added cooling load as a result of the operation of the proposed process; added energy load due to building air exchange requirements as a result of exhausting heat or emissions to the ambient air; and/or use of compressors?  Yes  No
  
5. Has your facility considered alternative energy methods such as solar, geothermal or wind power as a means of supplementing all or some of the facility's energy demand?  Yes  No
  
6. Does your facility comply with Leadership in Energy & Environmental Design (LEED) Green Building Rating System design recommendations?<sup>2</sup>  Yes  No

<sup>1</sup>A facility wide energy audit would include an inspection of such things as lighting, air-conditioning, heating, compressors and other energy-demand equipment. It would also provide you with information on qualifying equipment rebates and incentive programs; analysis of your energy consumption patterns and written cost-savings recommendations and estimated cost savings for installing new, high-efficiency equipment.

<sup>2</sup>To understand the LEED Rating System, it is important to become familiar with its comprising facets. To be considered for LEED New Construction and Major Renovations, a building must meet specific prerequisites and additional credit areas within six categories:

- Sustainable Sites
- Indoor Environmental Quality
- Materials and Resources
- Energy and Atmosphere
- Water Efficiency
- Innovation and Design