

Air Permit Compliance Calendar

**Provided by Wisconsin's Small Business
Clean Air Assistance Program**



A special "Thank You" to the Kentucky Business Environmental Assistance Program for sharing their template for their Air Quality Compliance Calendar.

WISCONSIN SMALL BUSINESS CLEAN AIR ASSISTANCE PROGRAM

ABOUT SBCAAP

Wisconsin's Small Business Clean Air Assistance Program (SBCAAP) helps small businesses understand and comply, in a cost-effective way, with the regulations of the Clean Air Act. The Department of Commerce operates this program in collaboration with the Department of Natural Resources to meet the provisions of section 507 of the Clean Air Act Amendments of 1990.

OUR SERVICES

The SBCAAP serves as a **free, non-regulatory** resource to small business owners around the state. Through the program, Clean Air Specialists work as a liaison between small businesses and state (Wisconsin Department of Natural Resources) and federal (Environmental Protection Agency) regulators. The staff creates "plain language" publications, answers compliance questions, conducts on-site consultations, responds to written and verbal regulatory inquiries, coordinates environmental compliance workshops and directs businesses to other pertinent technical assistance providers.



OUR STAFF

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Tom Coogan, Clean Air Specialist	608-267-9214

CONTACT US

SBCAAP
Wisconsin Department of Commerce
PO Box 7970
201 W. Washington Avenue
Madison WI 53707-7970
<http://commerce.wi.gov/sbcaap>
Email: COMCleanAir@commerce.wi.gov
Fax: 608-264-6151

ADDITIONAL COPIES

You may want to have one calendar for each emissions unit, because record keeping and monitoring requirements can vary quite a bit from one unit to another. Refer to the last page of this calendar for an order form you can send us to get additional copies.

THERE ARE NO DAYS OF THE WEEK ON THIS CALENDAR! USE IT FOR ANY YEAR. FILE AND KEEP USED ONES FOR 5 YEARS.

ORDER A NEW ONE BEFORE YOU FILL UP ALL 12 MONTHS. ALL FUTURE MAILINGS WILL BE BASED ONLY ON WHAT YOU ORDER.



Welcome to the Air Permit Compliance Calendar.

This calendar - The Air Pollution Compliance Calendar - can be used by any business in Wisconsin that either reports to the Wisconsin Department of Natural Resources (DNR) on the Annual Emissions Inventory through the Consolidated Reporting System (CRS) or has been issued an Air Pollution Operation Permit. DNR's Bureau of Air Management (Air Program) has been issuing Air Pollution Operation Permits since 1994. There are a wide range of permits that may be issued to a facility, depending on their circumstances. Even if you are exempt from needing an Air Pollution Permit, you may still be required to keep records and report your annual emissions through the Air Emissions Inventory each year on March 1st.

Many types of businesses may have air pollution that, based on their emissions rates, requires them to have an air pollution operation permit. Evaporation from paints, printing inks, other coatings or cleaning solvents, and dust, smoke or fumes created by activities like sanding, grinding or combustion of fuels are all examples of activities that will have emissions that are regulated. For those that are exempt from needing a permit, this calendar can provide a format to help you meet the record keeping and annual reporting requirements.

In each operation permit there are conditions specific to each process or assembly line - usually called emissions units. Each emissions unit may also have conditions specific to each of the pollutants emitted. Regulated pollutants may include: volatile organic compounds (VOCs) from coatings and solvents; particulate matter (dust, smoke or fumes); and gases like nitrogen oxides, sulfur dioxides and carbon monoxide. There are also specific rules that regulate what are called hazardous air pollutants.

Conditions in your permit may be applied to individual pollutants or to specific groups of pollutants, such as: the state or federal hazardous air pollutants may be limited as one group with a cap on their total emissions. Each pollutant will have a specific requirement (e.g., emissions limit or cap on material usage) that must be met. Different monitoring, record keeping and reporting conditions are included in the permit to demonstrate to DNR, and anyone else concerned, that you are meeting the requirements. If you have a limit of 3 pounds VOC per gallon for each coating and a 2500 gallons per month cap on coating use, then you will also have a daily, weekly or monthly record keeping requirement to show you can always meet that limit. If you need to operate a baghouse to meet a limit of 5 pounds per hour of particulate matter, you will likely also have a pressure drop monitoring requirement each shift or each day and some periodic inspection requirements for the baghouse to show that it's always operating properly.

Use this calendar as a reminder to follow the requirements in your permit. Refer to the next page for more items to look out for in your permit. Read your permit and fill in the blank lines on the calendar pages with any site specific conditions you need reminders for in that month. Feel free to contact us or your local DNR Air Program if you have questions on how to comply with your permit or how to use this calendar to help you comply.

AIR PERMIT COMPLIANCE GUIDE

STEP 1: READ

One of the simplest forms of compliance is to read your facility's air permit in its entirety. When reading your air pollution control permit, make note of the following:

- ✓ Emission Units/Points
- ✓ Emission Limitations
- ✓ Applicable Regulations
- ✓ Test Methods
- ✓ Monitoring Requirements
- ✓ Compliance Demonstration
- ✓ General Permit Conditions
- ✓ Permit Expiration Date
- ✓ Any Discrepancies

STEP 2: RECORD KEEPING

All air permits require some type of record keeping. The following are general requirements that may be present in your facility's air pollution permit. It should be noted that any record required by your facility's air permit must be maintained for a period of 5 years.

- ✓ Monthly material usage or throughput records, or purchase records
- ✓ Material Safety Data Sheets
- ✓ Equipment specification sheets
- ✓ Maintenance logs
- ✓ Inspection logs
- ✓ Emission Calculations
- ✓ Start-up/Shutdown/Malfunction logs
- ✓ Stack Test Results
- ✓ Monitoring Records

STEP 3: REPORTING

Along with record keeping, the general reporting requirements are relatively easy to complete. For most facilities, the following reports are required.

- ✓ Biennial Record Keeping and Monitoring Summary Reports
- ✓ Annual Compliance Certification
- ✓ Unplanned Startups, Shutdowns, and Malfunctions
- ✓ Air Emissions Inventory Annual Report (**Consolidated Reporting System - CRS**) and Certification

STEP 4: NOTIFICATIONS

Often facilities are required to submit various notifications to the DNR Air Program. These notifications may include:

- ✓ Construction commencement
- ✓ "Start-up" date
- ✓ Attainment of maximum production rate
- ✓ Applicability for Federal Standards (MACT, etc.)
- ✓ Compliance Status (Federal Standards - MACT, etc.)
- ✓ Stack Tests
- ✓ Malfunctions
- ✓ Permit Deviations
- ✓ Any Emergency Releases
- ✓ Unplanned Shutdowns or Malfunctions

STEP 5: PLAN AHEAD

Construction and operation of new sources and modification of existing sources is not authorized without an air pollution control permit. Many new permits or modifications take several months to issue. **Avoid non-compliance by planning ahead.**

ADDITIONAL ASSISTANCE

WISCONSIN BUREAU OF AIR MANAGEMENT

Additional assistance concerning air permits is also available by contacting the Bureau of Air Management directly. They can be reached by phone at (608) 266-7718 or by fax at (608) 267-0560. For more information about the Bureau of Air Management, please visit <http://dnr.wi.gov/air/>. You can also contact your nearest regional service center at the locations below.

REGIONAL OFFICES

NORTHEAST REGION

Green Bay Service Center

1125 N. Military Ave
Green Bay, WI 54307
Phone: 920/492-5881
Fax: 920/492-5913

Oshkosh Service Center

625 E. County Road Y
Suite 700
Oshkosh, WI 54901
Phone: 920/424-7884
Fax: 920/424-4404

NORTHERN REGION

Rhineland Service Center

107 Sutliff Ave.
Rhineland, WI 54501
Phone: 715/365-8911
Fax: 715/365-8932

SOUTH CENTRAL REGION

Madison Service Center

3911 Fish Hatchery Road
Fitchburg, WI 53711
Phone: 608/273-5603
Fax: 608/273-5610

SOUTHEAST REGION

Milwaukee Service Center

2300 North Drive (PO Box 12436)
Milwaukee, WI 53212
Phone: 414/263-8620
Fax: 414/263-8716

Waukesha/Plymouth Service Center

407 Pilot Court, Suite 100
Waukesha, WI 53188
Phone: 262/574-2123
Fax: 262/574-2117

WEST CENTRAL REGION

Wisconsin Rapids Service Center

473 Griffith Avenue
Wisconsin Rapids, WI 54494
Phone: 715/421-7816
Fax: 715/421-7830

Air Permit Compliance Calendar

Monthly Permit Requirements to Remember:

- Complete any monitoring and/or record keeping (hourly, daily, weekly, monthly).
- Record material usage rates and calculate monthly rolling averages and/or emissions.

Periodic Permit Requirements to Remember:

- Summarize emissions for previous year. **The Air Emissions Inventory annual reporting email instructions should be out.**
- Complete and submit any notifications or reports - check permit for dates.
- Check new raw materials for hazardous air pollutant rule applicability.

Site Specific Requirements (inspections, maintenance, calibration, testing, fuel sampling, etc.):

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January

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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	TIP OF THE MONTH: You'll receive an email regarding the annual Air Emissions Inventory and Hazardous Waste reporting. You may or may not have both reporting requirements. Start on it now! It's due March 1st.			

Air Permit Compliance Calendar

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Don't forget to work on the annual Air Emission Inventory reporting, it's due March 1st!

February

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
(29)						

Air Permit Compliance Calendar

Emissions Inventory Reporting Month!
Don't Forget to Complete by the 1st.

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March

Inventory Due! ¹	2	3	4	5	6	7
8	9	10	11	12	13	14
Inventory Extensions Due ¹⁵	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Air Permit Compliance Calendar

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April

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29	30					

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May

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22	23	24	25	26	27	28
29	30	31				

Air Permit Compliance Calendar

Emissions Inventory Fees and Certification Month!

Monthly Permit Requirements to Remember:

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Site Specific Requirements (inspections, maintenance, calibration, testing, fuel sampling, etc.):

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June

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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30 Emission Inv. Certification Due	<p>TIP OF THE MONTH: Emission Inventory Fee statement is sent out prior to certification and any fees not in dispute are due within 30 days of the billing date.</p>				

Air Permit Compliance Calendar

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Site Specific Requirements (inspections, maintenance, calibration, testing, fuel sampling, etc.):

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July

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August

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29	30	31				

Air Permit Compliance Calendar

**National Pollution Prevention (P2) Week in
September! Check out
<http://www.p2.org/p2-week/> for more
information.**

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September

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29	30	<small>TIP OF THE MONTH: If you implement sufficient P2 measures at your facility, you could avoid permit requirements and maybe even the annual Air Emissions Inventory reporting requirements.</small>				

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October

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November

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December

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29	30	31				

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AIR PERMIT COMPLIANCE CALENDAR ORDER FORM - ADDITIONAL COPIES

(You may want one copy for each emissions unit.)

REMINDER: THERE ARE NO DAYS OF THE WEEK ON THIS CALENDAR! USE IT FOR ANY YEAR. ORDER A NEW ONE BEFORE YOU FILL UP ALL 12 MONTHS. FILE AND KEEP USED ONES FOR 5 YEARS. FUTURE MAILINGS BASED ON ORDERS ONLY.



Organization or Business

Contact Name

Address

City

State

Zip

Phone

Fax

E-mail

of copies requested _____

Thanks for your interest.
To place this order, mail or fax this form to:
SBCAAP
Wisconsin Department of Commerce
PO Box 7970
Madison WI 53707-7970
Fax: 608-264-6151
Orders can also be placed through email:
COMCleanAir@commerce.wi.gov



You can also find an electronic copy (in Microsoft Word) on
<http://commerce.wi.gov/> under Compliance, to make the calendar more
site-specific if you wish.

