

DNREC – Division of Air Quality
Instructions: Application to Construct Operate or Modify Stationary
Sources

Instructions for AQM-1: Administrative Information

1. Provide the Company name. This is especially important if the site or facility is a subsidiary of a larger company.
2. Provide the mailing address of the Company. This is especially important if the site or facility is a subsidiary of a larger company.
3. Provide the name of the site or facility. For example: Widget Makers, Inc., Dover Assembly Plant.
4. Provide the site or facility mailing address if it is different from the Company mailing address. If it is the same as the Company mailing address, enter “same as Company mailing address,” or “not applicable.”
5. Provide the physical location of the site or facility if it is different from the site mailing address. If it is the same as the site mailing address, enter “same as site mailing address,” or “not applicable.”
6. Provide the site billing address. This is the address where invoices should be sent. If it is the same as the Company mailing address or site mailing address, enter “same as Company mailing address,” or “same as site mailing address.”
7. Provide the Division of Air Quality Facility ID Number. If you do not know your Division of Air Quality Facility ID number, you can look it up on DNREC’s Environmental Navigator at: <https://den.dnrec.delaware.gov/>. To look up your Facility ID number, run a search on your facility name. When the results are displayed click on the “View” button next to your facility’s name. Your ID number will be displayed in the “Program ID” column next to your facility’s name with “Air Program” in the “Program” column.
8. Provide the facility’s North American Industrial Classification System (NAICS) Code. NAICS Codes can be found at www.naics.com. If there are more than three NAICS Codes that are applicable to your facility, provide the top three.
9. Provide the facility’s Standard Industrial Classification (SIC) Code. SIC Codes can be found at: <http://www.osha.gov/pls/imis/sicsearch.html>. If there are more than three SIC Codes that are applicable to your facility, provide the top three.
10. Provide the location coordinates in latitude and longitude. The latitude and longitude based on North American Datum 1983 (NAD83) can be obtained from United States Geological Survey (USGS) Quadrangle maps. You can also contact the Department at (302) 323-4542 or (302) 739-9402 for assistance.
11. Provide whether the facility is new or existing. A new facility is any facility that is not currently permitted by the Division of Air Quality or any facility that is currently permitted by the Division of Air Quality that will be modified in such a way that the fixed capital cost of the new components will exceed 50% of the fixed capital cost of a comparable entirely new facility.
 - 11.1. Provide whether the facility has any active air permits. Active air permits are air permits which cover the sources that are currently under construction or are currently operating at the facility.

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12. Indicate whether the application is for new equipment or for a modification to existing equipment. New equipment is any equipment that is new to the location or any equipment that will be modified in such a way that the fixed capital cost of the new components will exceed 50% of the fixed capital cost of comparable entirely new equipment. Existing equipment is any equipment that does not meet the definition of new equipment and that is currently under construction or operating at the location.
- 12.1. Indicate whether the equipment has an active air permit. An active air permit is an air permit which covers existing equipment that is currently under construction or operating. If you are unsure whether the equipment being applied for has an active air permit, contact the Department at (302) 323-4542 or (302) 739-9402.
- 12.2. Provide the permit number of the existing equipment. If you do not know the permit number, contact the Department at (302) 323-4542 or (302) 739-9402.
13. Indicate the status of the equipment being applied for. A major source is a source whose potential to emit air contaminants exceeds the major source threshold. See 7 **DE Admin. Code** 1125 at <https://regulations.delaware.gov/AdminCode/title7/1000/1100/index.shtml> for a complete definition of major source. A synthetic minor source is a source that takes voluntary restrictions to limit its potential to emit to below the major source threshold. A natural minor source is a source whose potential to emit air contaminants is below the major source threshold. Federally enforceable restrictions should be taken on equipment being added at a Major Source Facility. For assistance with determining your equipment or facility status, contact the Department at (302) 323-4542 or (302) 739-9402.
14. Indicate the facility status. A major facility is a facility whose potential to emit air contaminants exceeds the major source threshold. See 7 **DE Admin. Code** 1125 at <https://regulations.delaware.gov/AdminCode/title7/1000/1100/index.shtml> for a complete definition of major source. A synthetic minor facility is a facility that takes voluntary restrictions to limit its potential to emit to below the major source threshold. A natural minor facility is a facility whose potential to emit air contaminants is below the major source threshold. For assistance with determining your facility status, contact the Department at (302) 323-4542 or (302) 739-9402.
- 14.1. Provide the Responsible Official name. A Responsible Official means one of the following:
- For a corporation: a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision making functions for the corporation, or a duly authorized representative or such person 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:
1. The facilities employ more than 250 persons or have gross annual sales or expenditures exceed \$25 million (in second quarter, 1980 dollars); or
 2. The delegation of authority to such representative is approved in advance by the Department.
- For a partnership or sole proprietorship: A general partner or the proprietor, respectively, or the delegation of authority to a representative approved in advance by the Department.
- For a municipality, state, federal, or other public agency: Either a principal executive officer or ranking elected official. For purposes of Regulation No. 30, a principal executive officer of a Federal agency includes the chief executive officer having

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responsibility for the overall operations or a principal geographic unit of the agency (e.g., a Regional Administrator of EPA); or

For affected sources:

1. The designated representative insofar as actions, standards, requirements, or prohibitions under Title IV (Acid Deposition Control) of the Act, or the regulations promulgated thereunder are concerned; and
 2. The designated representative for any other purposes under Regulation No. 30.
- 14.2. Provide the Responsible Official title.
15. Provide the name of the owner or facility Manager. If the owner is a corporation, provide the name of the corporation. If the owner or facility manager is the same as the Responsible Official, enter "same as Responsible Official."
16. Provide the title of the owner or facility manager. For example: "Owner" or "Plant Manager." If the owner is a corporation, enter "not applicable." If the owner or facility manager is the same as the Responsible Official, enter "same as Responsible Official."
17. Provide the name of the permit contact. This should be the person who will manage permitting and compliance issues on a daily basis. The permit contact will be the main point of contact for the Department.
18. Provide the title of the permit contact. For example: "Environmental Manager" or "Air Quality Specialist."
19. Provide the telephone number of the permit contact.
20. Provide the fax number of the permit contact.
21. Provide the e-mail address of the permit contact.
22. Provide the name of the billing contact. This should be the person who will manage all invoices.
23. Provide the title of the billing contact.
24. Provide the telephone number of the billing contact.
25. Provide the fax number of the billing contact.
26. Provide the e-mail address of the billing contact.
27. Provide when your facility plans on beginning construction, installation, or modification of the equipment being applied for. Please note that your facility should not begin construction, installation, or modification prior to receiving an air permit from the Division of Air Quality.
28. Provide the proposed operating schedule for the facility. Note that the proposed operating schedule should represent the maximum amount of time the facility can operate.
- 28.1. Indicate whether there is any additional information regarding the operating schedule.

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- 28.2. Provide the additional information. Pertinent additional information may include that certain emission units will operate on different schedules or planned routine shutdowns.
29. Indicate whether the facility is located within the Coastal Zone. To determine whether the facility is in the Coastal Zone, see <https://dnrec.delaware.gov/coastal-zone-act/> or contact the Department at (302) 739-9909.
- 29.1. Indicate whether a Coastal Zone permit is required for the construction or operation of the source being applied for. To determine whether a Coastal Zone permit is required, see <https://dnrec.delaware.gov/coastal-zone-act/> or contact the Department at (302) 739-9909.
- 29.2. Indicate whether a Coastal Zone permit has been issued. If you do not know whether a Coastal Zone permit has been issued, contact the Department at (302) 739-9909.
30. Provide the parcel zoning for the facility location. For information on parcel zoning, contact the appropriate county office:
- New Castle County
(302) 395-9400
<https://www.newcastlede.gov/>
- Kent County
(302) 744-2471
<http://www.co.kent.de.us/>
- Sussex County
(302) 855-7878
www.sussexcountyde.gov
31. Indicate whether the appropriate fee is attached. For a list of appropriate permit fees, see <https://dnrec.delaware.gov/air/permitting/fees/>. Make checks payable to “State of Delaware.”
32. Indicate whether the advertising fee is attached. The current advertising fee is \$165. Make checks payable to “State of Delaware.”
33. Indicate whether a cover letter providing a brief description of the process is attached.
34. Indicate whether a copy of the Applicant Background Information Questionnaire is on record with the Department. An Applicant Background Information Questionnaire is required for any facility that does not have a permit with the Department or has not applied for a permit within the past five years. See: “Environmental Permit Application Background Statement” at <https://documents.dnrec.delaware.gov/services/Documents/Chapter79Form.pdf> for a copy of this form.
- 34.1. Indicate whether the Applicant Background Information Questionnaire is attached. An Applicant Background Information Questionnaire is required for any facility that does not have a permit with the Department or has not applied for a permit within the past five years. Contact the Department at (302) 323-4542 or (302) 739-9402 for a copy of this form.
35. Check the box for each application form that is included with this application. Check all that apply.

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36. Check the box for each type of additional information that is included with this application. Check all that apply.
37. Indicate whether the facility considers any of the information included with the application confidential. If a confidentiality claim is made, it must meet the requirements of the Department's Freedom of Information Act (FOIA) Regulation at the time the application is submitted. See <https://dnrec.delaware.gov/foia/> for the Department's FOIA Regulation and requirements.
38. Provide the name and title of a local community leader. Each application must include the contact information for at least one local community leader. The community leader should represent an organization with an interest in the facility's operations. Community leaders may include representatives of local organizations or homeowners' associations. Community leaders included in this application should not be elected officials.
39. Provide the name of the organization the local community leader represents.
40. Provide the e-mail address of the local community leader.
41. Provide the telephone number of the local community leader.
42. Provide the name and title of a local community leader. Each application must include the contact information for at least one local community leader. The community leader should represent an organization with an interest in the facility's operations. Community leaders may include representatives of local organizations or homeowners' associations. Community leaders included in this application should not be elected officials.
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46. Provide the name and title of a local community leader. Each application must include the contact information for at least one local community leader. The community leader should represent an organization with an interest in the facility's operations. Community leaders may include representatives of local organizations or homeowners' associations. Community leaders included in this application should not be elected officials.
47. Provide the name of the organization the local community leader represents.
48. Provide the e-mail address of the local community leader.
49. Provide the telephone number of the local community leader.

Sign and date the form. Note that the application will not be considered complete without a valid signature. The signature needs to be from the owner or operator, not the consultant.