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San Joaquin Valley
Air Pollution Control District

District Policy ADM1205

Authority to Construct/Permit to Operate
Application Review Process

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Approved By:	_Arnaud Marjollet_	Date: 9/2/2014
	Arnaud Marjollet, Director of Permit Services	Revised: 4/19/2019 8/26/2019

Purpose:

This policy is to outline the flow of all applications for Authority to Construct (ATC)/Permit to Operate (PTO), except for the over the counter permits, from the point of receipt to final action.

ATC/PTO Application Review Process:

Receiving-Logging-Assigning Application

As part of its Core Values, the District is committed to providing outstanding customer service to its stakeholders. This commitment is evident in the District's streamlining of the receiving, logging, and assignment of ATC applications process to eliminate all unnecessary administrative delays.

Login in PAS: Consistent with this commitment to provide excellent customer service, all applications received by the District are logged by the administrative staff into the District's Permit Administration System (PAS) database **on the same day that they are received**.

Assigning Project to Staff, Locally: **Within one business day (24 hr) from receiving the ATC application**, regardless of which region the project is located, the Permits Services Manager/Designee (Supervisor) must:

- Assign the project to staff (Lead Supervisor and Staff Engineer),
- Assign the project complexity, and
- Include a brief description of the project in the PAS project details screen.

Assigning Project to Staff from Another Regional District Office: When a project is to be sent to another regional office for preliminary review processing, the Permit Services Manager/Designee (Supervisor) sending the file must contact the Regional Permits Services Supervisor who will be receiving the file to discuss the situation. The Supervisor sending the file must then:

- Update PAS to assign the Lead Supervisor as the regional Supervisor receiving the file,
- Add a comment to the PAS Project details Comment menu tab summarizing the details of the project transfer (e.g. who, where, when), and
- Send an email to the regional Supervisor receiving the file to inform about the transfer.

Then, upon receiving the email, the Regional Supervisor receiving the file must assign the project to Staff Engineer, assign the project complexity, and include a brief description of the project in the PAS project details screen. **In this scenario, the requirement to assign the project to staff within one business day (24 hr) from receiving the ATC application is still applicable.**

In general, the application review process involves two major phases:
- Preliminary review phase and
- Final review phase.

Preliminary Review

The purpose of the preliminary review is to ensure the District has enough information to process the application during the final review, and that sufficient application filing fees have been received. Within 30 days of receiving the project application, the processing staff shall deem the project either complete or incomplete.

Complete application means the application package contains all necessary information to determine the following: California Environmental Quality Act (CEQA) Significance Determination Analysis, Health Risk Analysis (HRA)/Risk Management Review (RMR), SB 288 Major Modification, Federal Major Modification, Prevention of Significant Deterioration (PSD), Best Available Control Technology (BACT), Public and/or School notifications, and offsets. Once the application is determined to be complete, a completeness letter shall be prepared and sent to the applicant. This letter is to inform the applicant that the District has completed the preliminary assessment of the application, and provide an estimate of the project evaluation fees.

Incomplete application means the application package contains deficiencies in information needed for processing the final review. If the application is determined to be incomplete, an incompleteness letter which clearly outlines the information required and, if necessary, includes an invoice for any outstanding application filing fees shall be prepared and sent to the applicant. If the applicant cannot be reached or the requested information is not received within the specified deadline, an intent to deny letter and/or final denial letter, if appropriate, shall be prepared and sent via certified mail to the applicant.

Engineering Evaluation/Final Review

The purpose of the engineering evaluation/final review is to evaluate the application proposal to determine whether it complies with air quality rules and regulations. The final review process essentially involves the creation of a document, the final application review, in which the processing staff presents the application proposal, performs emission calculations, evaluates compliance with all applicable rules and regulations, especially District Rule 2201 *New Source Review*, ensures the proposed project complies with CEQA requirements, and creates Authority to Construct (ATC) permits with conditions that enforce the requirements of the applicable rules and regulations.

Project Requiring Public Notice and/or School Notice

When project related emissions exceed certain thresholds as identified in Rule 2201, section 5.4, public noticing of the project is required prior to the District making a final decision over the project. For public notification and publication purposes, the proposed project will be forwarded to the California Air Resource Board (CARB) for review, and will also be published in at least one newspaper of general circulation in the District for public comment, for a 30-day period.
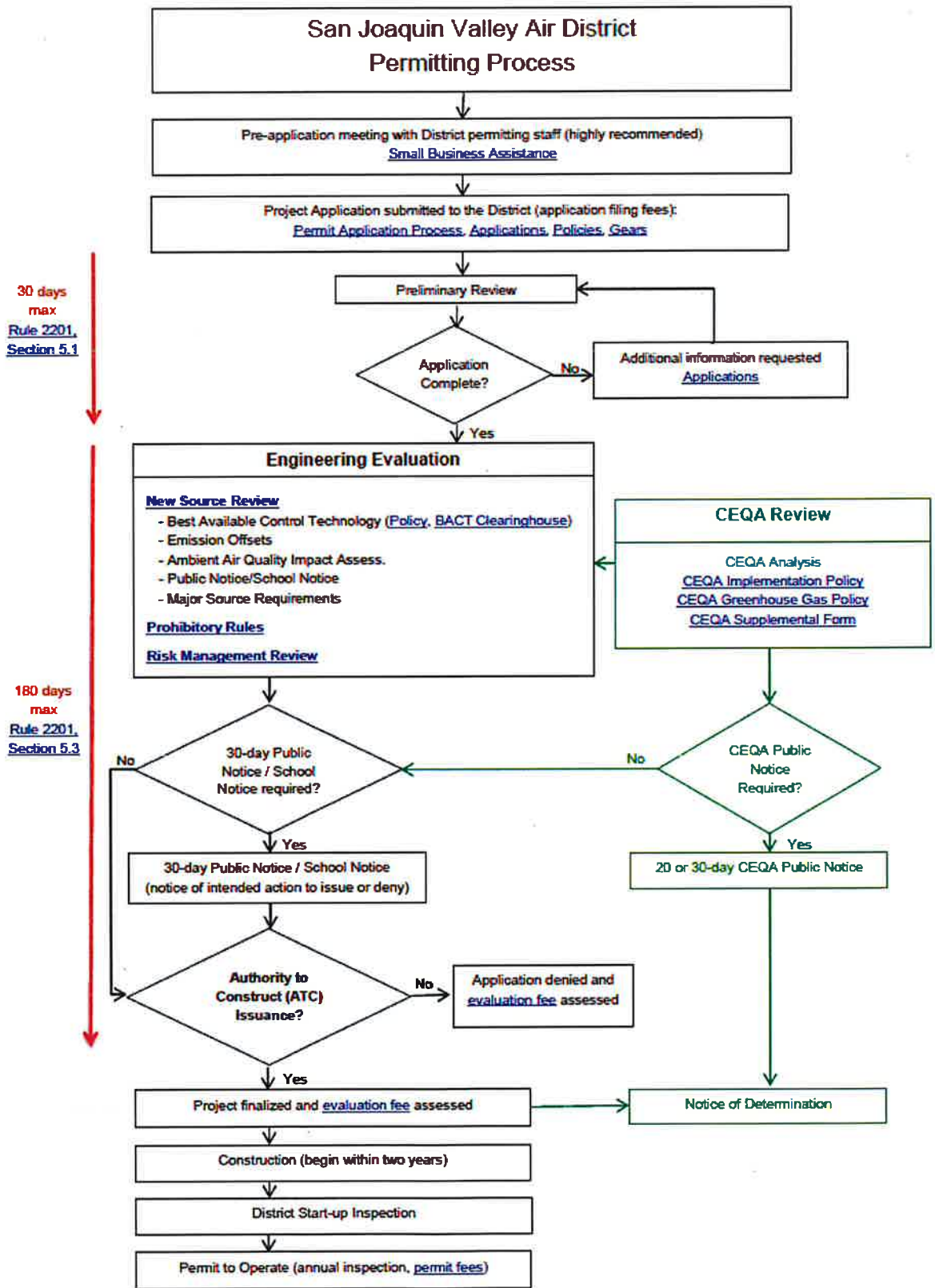
When hazardous emissions increases occur within 1,000 feet of the outer boundary of a K-12 school site, a school public notification is required prior to the District making a final decision over the project per California Health and Safety Code 42301.6. For school public notification purposes, a school notice describing the project will be forwarded to the parents or guardians of students enrolled in the school and to each address within a radius of 1,000 feet of the proposed equipment for public comment, for a 30-day period.

Upon conclusion of the 30-day public comment period, and once all written comments received are addressed, then the final ATC can be issued. Once the project is finalized, a final ATC cover letter along with an invoice for the project process fee and the final ATC permit shall be prepared and sent to the applicant.

Detail Permitting Process Information

More detailed permitting process information and an interactive permit processing guide flowchart are available on the District website: http://www.valleyair.org/busind/pto/ptoprocess.htm

Please refer to the detailed step-by-step Application Review Process procedures with PAS screenshot illustrations in the Appendix of this policy.

San Joaquin Valley Air District Permitting Process

Pre-application meeting with District permitting staff (highly recommended)
Small Business Assistance

Project Application submitted to the District (application filing fees):
Permit Application Process, Applications, Policies, Gears

30 days max
Rule 2201, Section 5.1

Preliminary Review

Application Complete? — No → Additional information requested / Applications

Yes ↓

Engineering Evaluation

New Source Review
- Best Available Control Technology (Policy, BACT Clearinghouse)
- Emission Offsets
- Ambient Air Quality Impact Assess.
- Public Notice/School Notice
- Major Source Requirements

Prohibitory Rules

Risk Management Review

CEQA Review

CEQA Analysis
CEQA Implementation Policy
CEQA Greenhouse Gas Policy
CEQA Supplemental Form

180 days max
Rule 2201, Section 5.3

No ← 30-day Public Notice / School Notice required?

No ← CEQA Public Notice Required?

Yes ↓

30-day Public Notice / School Notice
(notice of intended action to issue or deny)

Yes ↓

20 or 30-day CEQA Public Notice

Authority to Construct (ATC) Issuance? — No → Application denied and evaluation fee assessed

Yes ↓

Project finalized and evaluation fee assessed → Notice of Determination

Construction (begin within two years)

District Start-up Inspection

Permit to Operate (annual inspection, permit fees)

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Appendix

Detail Permitting Process Information

Section	Page

I.   Receipt of Applications

All applications received by the District are forwarded to the administrative/OPS staff.

1.1   Login Project Application: Same Day Application Is Received

The administrative/OPS staff shall log the application in the Permits Administration System (PAS) **on the same day the application is received, and scan the corresponding applications documents into PAS**.

Open PAS, click **File** menu at the top left corner of the screen, select the "**Select Region**" tab to choose the appropriated region from the drop down menu and then press the "**OK**" button.

Once the appropriate region is selected, click the "**Project Login**" tab under the Clerical menu, as shown below:
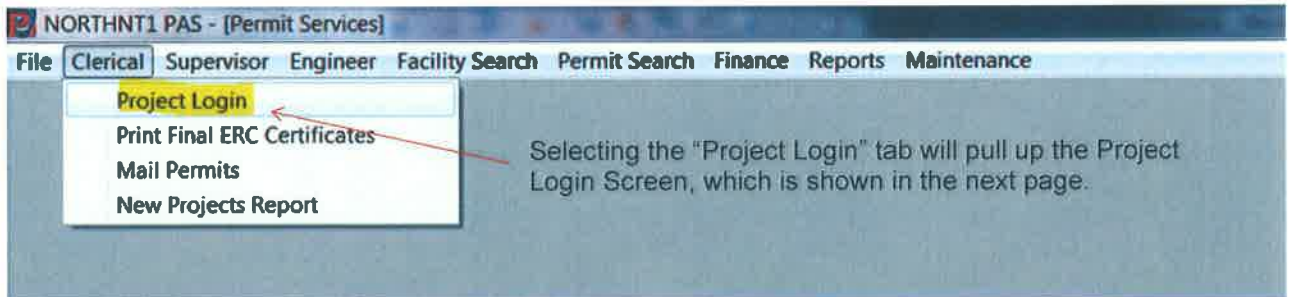
Selecting the "**Project Login**" tab in the drop down menu opens the **Project Login** screen, which is shown in the next page.

Under the **Project Login** screen, the staff could select the **Project Type** from the following project categories:

ATC/Inhouse PTO, Agricultural Source, ERC, Title V, PEER, and Special Project, etc.

To login in a new ATC application project, select the "**ATC/Inhouse PTO**" option under the **Project Type** category, and click the "**OK**" button.
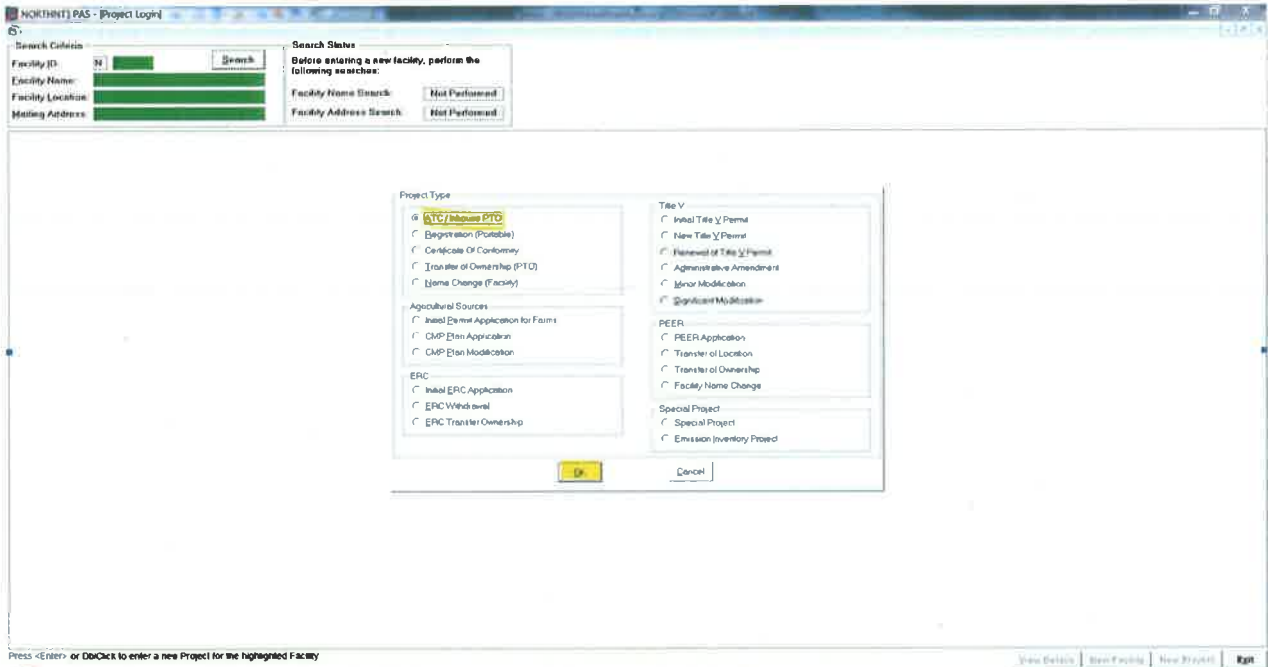
Selecting the OK button opens the following screen:

For this example
The applicant provides facility ID number, N-4874 in the application package, staff enters it into the PAS.

PAS identified it is an existing facility and automatically pull up the following information: Facility Name, Facility Address, and Facility City of County of Merced, 3550 challenger Way, and Atwater respectively, and

PAS also highlighted "View Details" and "New Project" buttons for selection.

Search Status
Before entering a new facility, staff should perform the following two searches: Facility Name Search & Facility Address Search

For this example
PAS identifies the facility by the Facility ID: N-4874; therefore, additional two searches are not necessary and will not be performed.

Staff verified the information is correct, then click the "**New Project**" button to log in the new project

Project could be logged in under two scenarios: a) log project into an existing facility, and b) create new facility and log the project into the new facility.

a) Log project into an existing facility

Three different searches could be used to identify an existing facility in PAS, if anyone of the following is known, enter it to the appropriate field under the **Search Criteria** section:

1)   Facility ID,
2)   Facility Name,
3)   Facility Location,

Once PAS identified the facility, click "**New Project**" button on the bottom right of the screen to login a new project. PAS will automatically assign an unique project number for the project.

b) Create new facility and log the project into the new facility

If none of the above exists in PAS, the "**New Facility**" button on the bottom right of the screen listed below will be highlighted for selection.

After both the "Facility Name Search" & the "Facility Address Search" have been conducted, the search fields will change from "**Not Performed**" to "**Performed**".

Once the "Facility Name Search" and "Facility Address Search" fields changed to **Performed**, the "**New Facility**" button will be changed from gray to dark color, which allows the processing staff to log in a new facility in PAS.

By selecting the "New Facility" button, PAS will automatically generate the new facility number and a new project number.

Once the application is logged in PAS, the project will be automatically populated into the **Permit Services Manager/assignee's Preliminary Review Assignment List**, (in this case, **Supervising Air Quality Engineer's Preliminary Review Assignment List**), which is shown in the first screen on the next page.

The administrative staff shall prepare a project folder with all project related information and forward to the Permit Services Manager/Supervisor for Preliminary Review assignments.

II.   Assignments for Preliminary Review

Within one business day (24 hr) from receiving the ATC application, regardless of which region the project is located, the Permits Services Manager/Designee (Supervisor) must:

- Assign the project to staff (Lead Supervisor and Staff Engineer),
- Assign the project complexity, and
- Include a brief description of the project in the PAS project details screen.

When a project is to be sent to another regional office for preliminary review processing, the Permit Services Manager/Designee (Supervisor) sending the file must contact the Regional Permits Services Supervisor who will be receiving the file to discuss the situation. The Supervisor sending the file must then:

- Update PAS to assign the Lead Supervisor as the regional Supervisor receiving the file,
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- Send an email to the regional Supervisor receiving the file to inform about the transfer.

Then, upon receiving the email, the Regional Supervisor receiving the file must assign the project to Staff Engineer, assign the project complexity, and include a brief description of the project in the PAS project details screen. *In this scenario, the requirement to assign the project to staff within one business day (24 hr) from receiving the ATC application is still applicable.*

In order to meet the 30 day statutory deadline for assessing the completeness of an application, the Preliminary Review assignments will have priority over other assignments.

S	T	ID	Facility Name	Project	Project Type	RO	Notice	Prelim. Engr.	Flags	CMPP Bill	Received
A		N1391	COUNTRY CLUB FOOD & FUEL (ANA EL	N1141996	ATC						03/17/2014
A		N1389	SWANSON FARMS	N1142290	ATC						06/04/2014
A		N3142	DEPARTMENT OF TRANSPORTATION	N1142307	ATC						06/05/2014
V		N7523	CHEMICAL WASTE MANAGEMENT, INC	N1142351	ERC WITHDRAW						06/06/2014
A		N7814	WILKEY SHEET METAL, INC.	N1142357	ATC						06/06/2014

NORTHNT1 PAS - [Preliminary Review Assignment]
File   View   Edit   Window

For this example
Total five new projects showed in the **Supervisor Air Quality Engineer's Preliminary Review Assignment List**, waiting for assignment.

Double-click the highlighted project in the above screen opens below **Specific Project: Preliminary Review Assignment** screen. Under the **Staff Assignments** and **Project Information** Sections, the Permit Services Manager/Supervisor selects appropriate information from the drop down menu and press the "**Save**" button to finish the Preliminary Review Assignment process.
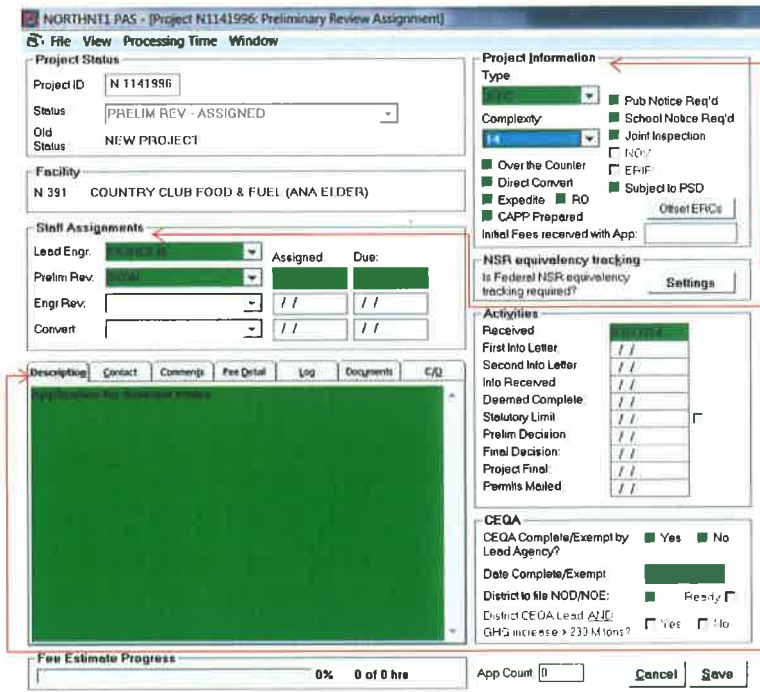
Project: Preliminary Review Assignment
Permit Services Manager/Assignee selects and makes changes on each of the following field under the associated drop down menu:

Project Information Section:
- Type: ATC, InHouse PTO, Special, C/O, Amend TV, Minor Mod, Major Mod, etc.
- Complexity: 7 days, 14 days, 30 days, etc.

Staff Assignments Section:
- Lead Engr: name of the lead
- Prelim Rev: name of the process staff

Project Related Information:
- Description of the project (***must be entered by next business day after project receipt***), Contact Info, Comments, etc.

By pressing the "**Save**" button, the project will be dropped off from the **Permit Services Manager/assignee's Preliminary Review Assignment List**, and will be automatically populated into the **Assigned Staff's Preliminary Review List** in PAS.

III.   Logging in ATC Applications

The following information was referenced to the *Permit Service Division Training Manual.*

The Permit Services staff assigned to work on the project will need to determine whether the proposed equipment in needs permits and if so, how many permits are required. The processing staff will also need to determine if the application proposal involves new permits or modifications to existing permits. Once the purpose of the application is determined, the staff can then log the appropriate number and type of ATCs into PAS. See login Authority to Construct (ATC) permits procedures as follows:

3.1   Viewing Preliminary Review project Assignments:

Open PAS then select the "**Prelim Review**" menu, as shown below:
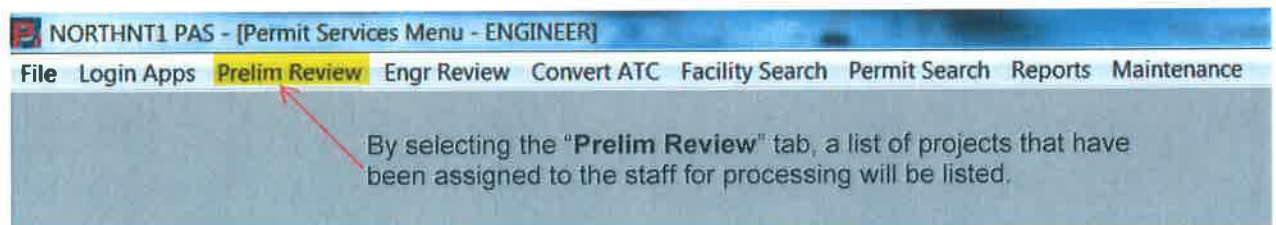
Selecting the "**Prelim Review**" menu opens the following **Preliminary Review List** screen.

The left column of the **Preliminary Review List** screen contains all of the projects that have been assigned to the staff for preliminary review processing, together with the facility identification number, project number, facility name, and current project status.
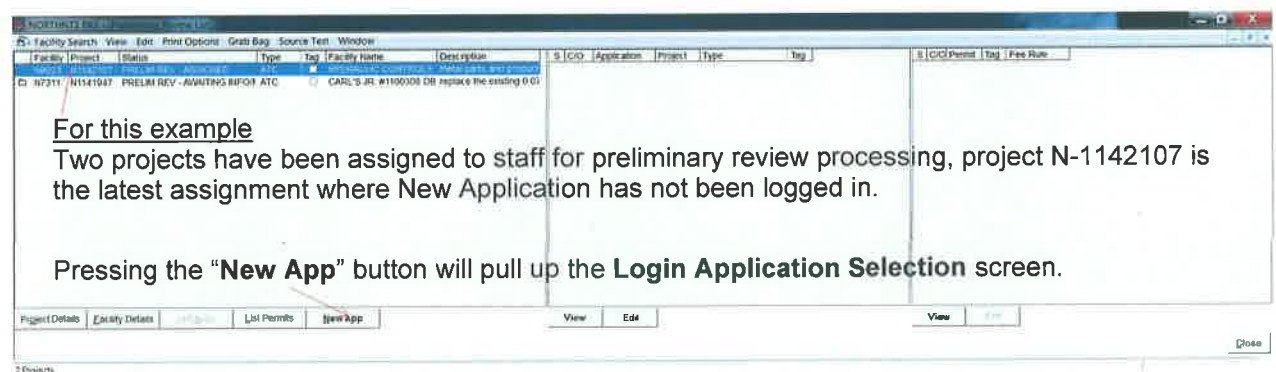
Pressing the "**New App**" button shown in the screen above will pull up the **Login Application Selection** screen, which is shown on next page. Under this screen, the processing staff can login ATCs for new equipment, or login ATCs to modify existing equipment that with valid ATCs or PTOs.

3.2 Login – New Equipment:

To login ATCs for new equipment, press the "**Login New Application**" button.

Pressing the "**Login New Application**" button opens the following **Login Application: New Equipment** screen. Under this screen, the processing staff shall enter at least the following information:

ATC equipment description under the "**Equipment**" tab, and *PTO Fee Rule Schedule* and *Description* under the "**Proposed Fee**" section

Proposed Fee

Click '**Rule: field**' and press "**Enter**" key will pull up the "**Select PTO Fee**" screen, which is shown in the screen below.

In this example:
The PTO Fee schedule for the proposed operation is determined based on the Electrical Motor Horsepower (hp).

District Rule 3020, Schedule 1 should be used. Click "**3020-01**" then select the Tier rating from A – H.

The total motor horsepower rating for the proposed equipment is 10 hp. Select "**A : Up to and Including 25**" then press "**Ok**" button.

Click '**Desc: field**' to enter the description, e.g. Total 10 hp.

Enter equipment description for the proposed operation
In this example, this is a metal parts and products coating operation.

In the above Example:

The total equipment motor horsepower rating for the proposed Metal Parts and Products Coating Operation is equal to 10 hp. The correct Fee Schedule and Tier rating are 3020-01 and A respectively. Below screen illustrates the entries.

Once all necessary information is entered, press "**Save**" button to complete the *New Equipment Login Application* process.

Proposed Fee

Once the Rule 3020 fee schedule and tier rating are selected, the permit annual fee will be automatically calculated and populated.

In this example: The permit annual fee for this unit is $87.

3.3 Login Modification of Existing Equipment:

To login ATCs to modify existing equipment that with valid ATCs or PTOs, press either the "**Login Modification**" or "**List Existing Permits**" buttons.

Modify Existing Equipment

Enter the permit number (e.g. "1" if you want to log in an ATC to modify permit N-9023-1-0) in the "**Equipment#:**" field prior to pressing the "**Login Modification**" button.

If you do not know the permit number that you need to modify, pressing the "**List Existing Permits**" button will pull up a list of the facility's permits. From this list, you can select the appropriate permit for which to login an ATC.

New Equipment

Press the "**Login New Application**" button to log in an ATC for new equipment.

If the permit number that needs to be modified is known, enter the permit number in the "**Equipment:**" field prior to pressing the "**Login Modification**" button.

Once the permit number in the **Equipment field** is entered and the "**Login Modification**" button is selected, PAS will open the following **Login Application: Modification** screen.

Once all necessary information is entered, press "**Save**" button to complete the *Modify Equipment Login Application* process.

If the permit number that needs to be modified is not known, press the "**List Existing Permits**" button to open the following **Login Application Selection** screen.

Select the permit unit that need to be modified, then press the "**Login Application**" button, it will open the **Login Application: Modification** screen, which is shown in the previous page.

Once all necessary information is entered, press "**Save**" button to complete the *Modify Equipment Login Application* process.

IV.   Preliminary Review

During the Preliminary Review phase of application processing, the Permit Services staff's responsibility is to review the application package to determine if the applicant has submitted sufficient information in order to proceed to the Final Review application processing phase, and to ensure the sufficient application filing fees have been received. Within 30 days of receiving the project application, the processing staff shall deem the project either complete or incomplete.

4.1   Preliminary Review Checklist:

The processing staff shall complete the *Preliminary Review Checklist* prior to deem the preliminary review process complete. The purposes of completing this checklist are to determine if any of the following will be required for the project:

- California Environmental Quality Act (CEQA) Significance Determination Analysis,
- Health Risk Analysis (HRA)/Risk Management Review (RMR),
- Project triggers any of the following:
    - SB 288 Major Modification,
    - Federal Major Modification,
    - Prevention of Significant Deterioration (PSD),
    - Best Available Control Technology (BACT),
    - Public, School, & EPA notifications, and
    - Offset

a) If CEQA Significance Determination Analysis is required, the processing staff shall complete the **Permit's Section** listed on the second page of the **CEQA Supplemental Application From**, which is shown in the screen below, and forward the CEQA Analysis Request along with the required information to the CEQA group according to the procedure outlined in FYI – 237, *CEQA Implementation Process: Checkbox for CEQA in PAS to ID Project Specific CEQA Analysis*.

FOR DISTRICT USE ONLY – CEQA ANALYSIS REQUEST

PERMIT		TECHNICAL SERVICES		
AQE Name:		AQS Name:		
Facility Name:		PAS #:		CEQA #:
Facility #:	Project #:	Project with potential public concern?	☐ Yes ☐ No	
Is this an RO project? ☐ Yes ☐ No		Detailed CEQA analysis required?	☐ Yes ☐ No	
Project subject to Public Notice? ☐ Yes ☐ No		Indemnification Agreement (IA) required? ☐ Yes ☐ No ☐ N/A Letter of Credit (LOC) required? ☐ Yes ☐ No ☐ N/A		
Please summarize or attach the following: - ☐ Copy of application form - ☐ Project Location - ☐ SSIPE calculation - ☐ Project Description - ☐ GHG Determination (>230MT-CO$_2$e/yr? BPS?) - ☐ Expected date of ATC(s) issuance:		- ☐ IA/LOC received - ☐ CEQA paragraph sent to permit engineer - ☐ NOD prepared - ☐ County filing fees District check prepared - ☐ Game and Fish fees District check or proof of payment *(District check prepared after receiving applicant check)* - ☐ CEQA Ready and ok to issue ATC		
Date form is forwarded to Tech. Services SVr:		Date form is forwarded back to permit engineer:		

b) If HRA/RMR analysis is required, the processing staff shall complete the General HRA/RMR Request Form, and forward the request to the Technical Services group according to the procedure outlined in FYI – 287, *Guideline When Submitting an HRA/RMR Request to Technical Services.*
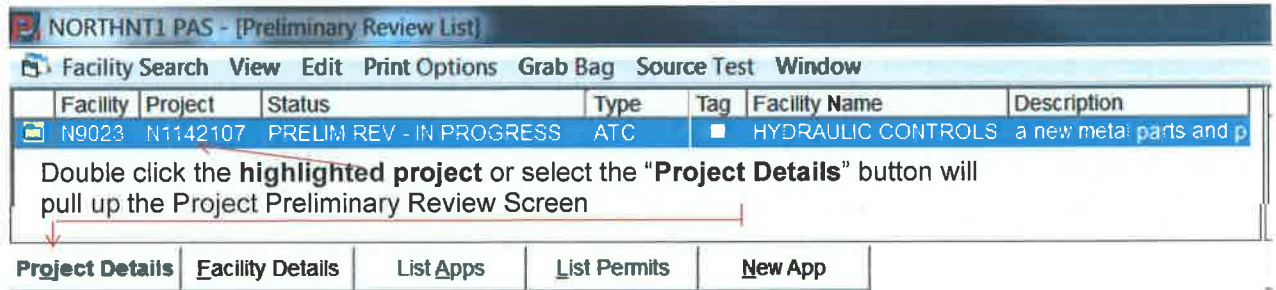
The Preliminary Review Checklist and HRA/RMR Request are available in the District's intranet page, AirNet, under *Permit Services, Resources, Processing Tools, Permits, and Internal Forms*, a screen shot is shown below.
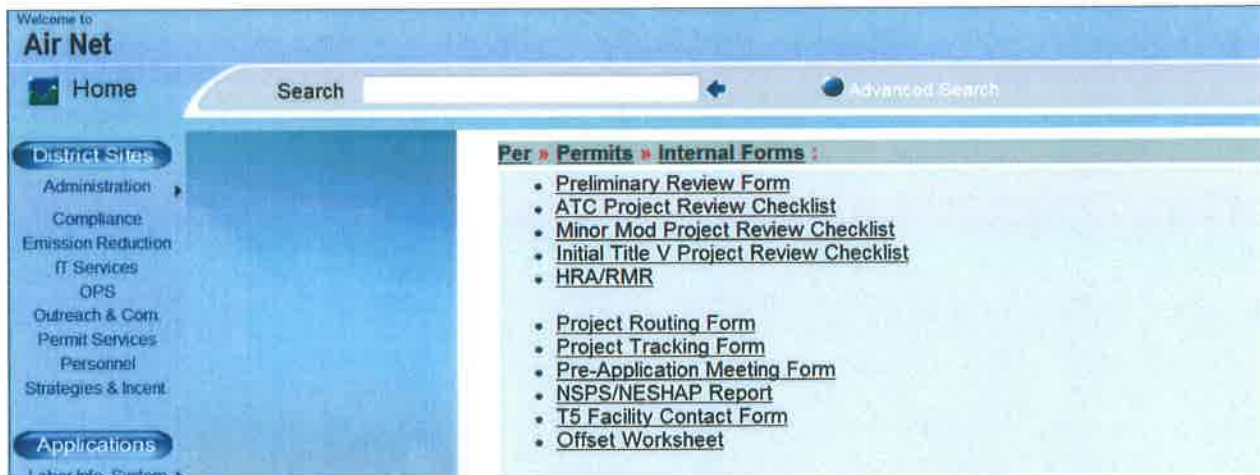
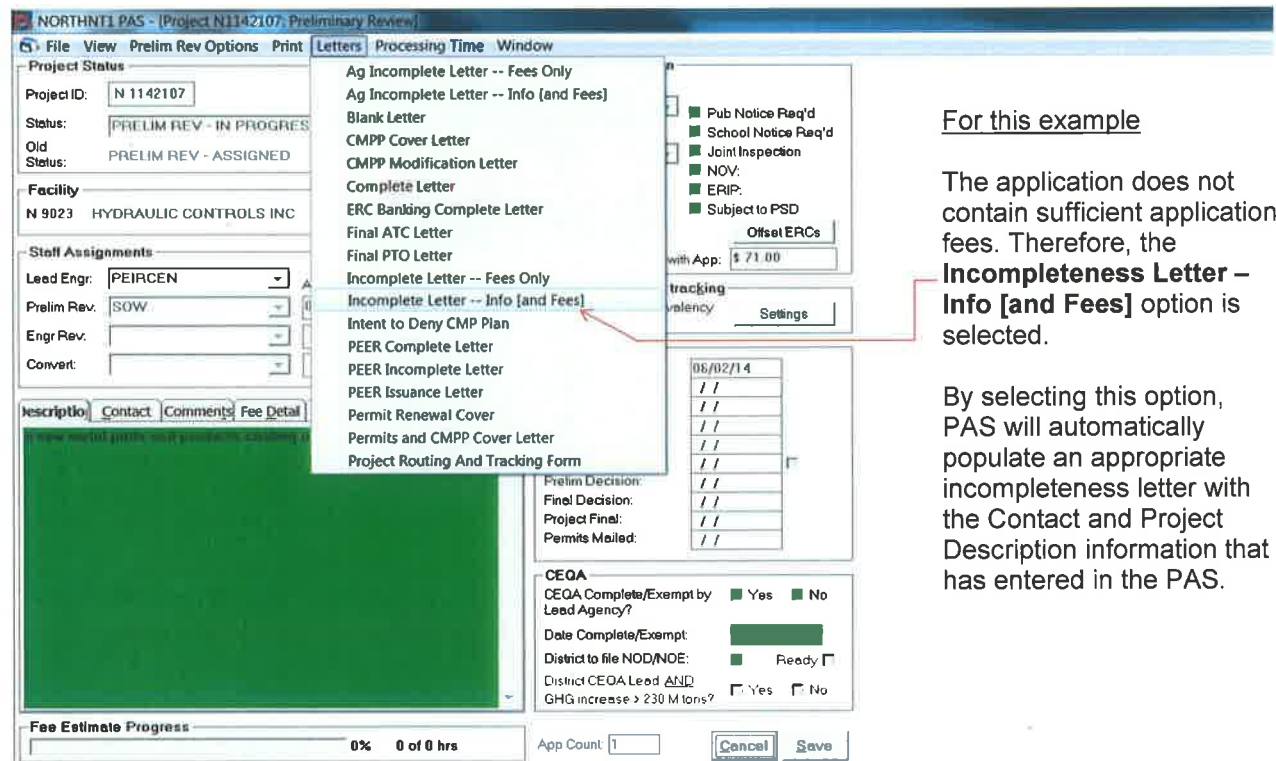### 4.2 Generating Incompleteness Letters:

After going through the procedures outlined above, if the processing staff determines that the application package contains any deficiencies, an Incompleteness Letter should be drafted. The Incompleteness Letter should clearly and concisely outline the information required, and if necessary, it should also include an invoice for any outstanding application filing fees. The Incompleteness Letter can be drafted from within PAS. See detail procedures as follows:

Open PAS, then select "**Prelim Review**" menu will pull up the following **Preliminary Review List** screen.

NORTHNT1 PAS - [Preliminary Review List]

Facility Search   View   Edit   Print Options   Grab Bag   Source Test   Window

	Facility	Project	Status	Type	Tag	Facility Name	Description
	N9023	N1142107	PRELIM REV - IN PROGRESS	ATC	■	HYDRAULIC CONTROLS	a new metal parts and p

Double click the **highlighted project** or select the "**Project Details**" button will pull up the Project Preliminary Review Screen

Project Details   **Facility Details**   List **A**pps   **L**ist Permits   **N**ew App

Double-click the highlighted project or select the "**Project Details**" button opens the **Project: Preliminary Review** screen. Pressing the "**Letters**" menu will pull up a drop down menu, which is shown below.

Select either "**Incomplete Letter -- Fees Only**" or "**Incomplete Letter -- Info [and Fees]**" tabs from the drop down menu depending on the deficiencies. PAS will automatically populate an incompleteness letter with the Contact and Project Description information that already entered in the PAS for the project.

For this example

The application does not contain sufficient application fees. Therefore, the **Incompleteness Letter – Info [and Fees]** option is selected.

By selecting this option, PAS will automatically populate an appropriate incompleteness letter with the Contact and Project Description information that has entered in the PAS.

4.3   Generating Invoices for Outstanding Application Filing Fees:

In case the application does not contain sufficient application filing fees, the processing staff shall collect the outstanding fees prior to deem the project complete. Outstanding fees are usually collected by first generating an invoice with an incompleteness letter.

In order to ensure the invoice amount is correct, the processing staff should first log the correct number of ATCs into the project. The invoice amount PAS generates is based on the number of ATCs logged into the preliminary review project.

Once the correct number of ATCs is logged into the project, an invoice for the outstanding application filing fees can be generated by selecting the "**New Project Invoice**" option from the "**Print**" drop down menu under the **Project Specific: Preliminary Review** screen, which is shown in the next page.

Selecting the "**New Project Invoice**" option opens the following "**Project Charges To Be Invoiced**" screen, this allows the processing staff to create an invoice for the outstanding project fees.

Include Charge	Charge Type	Amount	Description
☑	Application Fee	$71.00	N-9023-1-0: METAL PARTS AND PRODUCTS COATING OPERATIO...
☐	Standard Hourly Time	$159.00	1.5 hours @ $106.00/hour

Project Charges To Be Invoiced

Select the project charges you wish to invoice from the list above.

Create Invoice   Cancel

In this example, only the application filing fee is required in order to deem the project complete, so *check* only the "**Include Charge**" box for **Application Fee** under the **Charge Type** option, and click "**Create Invoice**" button to create the invoice.

The processing staff shall attach the project invoice with the incompleteness letter and forward to the Permit Services Manager/designee for signature. The Permit Services Manager/designee will sign the letter and forward to the Administrative staff for mailing. The Administrative staff will prepare copy of the signed letter and forward to the processing staff for record. Upon received the copy of the signed incompleteness letter, the processing staff shall deem the project incomplete in PAS.

In PAS, select the "**Prelim Rev Options**" menu under the **Project: Preliminary Review** screen will pull up a drop down menu, which is shown below:

Select the "**Deem Project Incomplete**" from the drop down menu, PAS will automatically populate today's date into the "**First Info Letter**" field under the **Activities** section.

For this example
The project was deemed incomplete on June 11, 2014.

Click "**Save**" button to deem the project *Incomplete*, in PAS.

Selects the "Save" button to deem the project *Incomplete* in PAS.

4.4   Intent to Deny and Final Denial Letters:

The processing staff shall attempt to contact the applicant by phone or electronic mail (e-mail) to verify the receipt of the correspondences and/or invoices (for application filing fee) issued by the District. All telephone conversations or attempted calls shall be recorded on the telephone conversation log sheet, all facsimile and e-mail communications, shall also be filed.

If the applicant cannot be reached or the information is not received within the specified deadline, the processing staff shall prepare the intent to deny letter and forward to the Permit Services Manager/assignee for signature. The Administrative staff will mail the signed letter through Certified Mail to the applicant. Should the intent to deny letter go unanswered, the processing staff shall prepare the final denial letter and forward to the Permit Services Manager/assignee for signature, similar to the intent to deny letter, the final denial letter should be mailed via Certified Mail to the applicant.

The intent to deny and final denial letters templates are available in the District's intranet page, AirNet, under *Permit Services, Resources, Processing Tools, Permits, and Letter*, a screenshot is shown in the next page.

4.5 Generating Completeness Letters:

Once the application is determined to be completed, the processing staff shall prepare a completeness letter and send to the applicant. The purpose of the complete letter is to inform the applicant that the District has completed the preliminary assessment of the application, and provide an advance evaluation fee estimate (by major processing step). This estimate also serves as a cap on the evaluation fee. In addition, the completeness letter is also to inform the application that it is ready for the next processing phase, final application review.

Prior to deem the preliminary review process complete and generate the completeness letter, the processing staff shall determine and select the appropriate estimated evaluation fee hours in PAS, according to *FYI – 312, Estimation of Evaluation Fee Hours for ATC/PTO Projects*.

Select the "**Processing Time**" menu under the **Preliminary Review Detail** screen opens the **Project: Processing Time** screen as shown in the next page.

Select the appropriate Tier estimate for the project per FYI – 312, and then click "**Save Estimate**" to confirm the Tier Estimate selection in PAS.

File   Actions   Reports   Window

Project #: N1142107

Facility: N 9023 - HYDRAULIC CONTROLS INC

Estimated Billable Hours: 30.0

Project Processing Time	Miscellaneous Billable Items

Fee Rule Estimate Categories

Tier	EE	BACT	HRA	CEQA	Prep Permit	Selected
1 - 10 hrs + prelim	8	0	1	0	1	☐
2 - 25 hrs + prelim	10	5	3	3	4	☑
3 - 50 hrs + prelim	20	10	8	5	7	☐
4 - 100 hrs + prelim	45	25	10	10	10	☐
5 - Non Standard + prelim	0	0	0	0	0	☐

For this example
Tier 2 with "25 hrs + prelim" estimate is selected for this project

Clicks "Save Estimate" to confirm the Tier estimate selection in PAS

Save Estimate

Once the Tier estimate selection is saved, PAS will automatically populate the estimate hours in different major processing steps

Estimate and Actual Hours By Category

Activity Type	Estimate	Actual Billable Hours	Actual Non-Billable Hours	Actual Total Hours
Determining Completeness	5.0	5.0	1.5	6.5
Engineering Evaluation	10.0	0.0	0.0	0.0
Best Available Control Technology Evaluation	5.0	0.0	0.0	0.0
Health Risk Assessment	3.0	0.0	0.0	0.0
CEQA Review	3.0	0.0	0.0	0.0
Preparing Permit	4.0	0.0	0.0	0.0
Miscellaneous	0.0	0.0	0.0	0.0
Total	30.0	5.0	1.5	6.5

Estimate Progress

0%   0 of 0 hrs

Once the Tier estimate is saved, the processing staff shall complete the CEQA section information in PAS according to the procedure outlined in FYI – 237, *CEQA Implementation Process: Checkbox for CEQA in PAS to ID Project Specific CEQA Analysis*.

After the CEQA section information is completed, the processing staff shall prepare a completeness letter and forward to the Permit Services Manager/assignee for signature. The completeness letter could be generated   as follows: under the **"Project: Detail Preliminary Review"** screen, press the **"Letters"** menu will pull up a drop down menu, then select **"Complete Letter"**, which is shown in next page.

File   View   Prelim Rev Options   Print   Letters   Processing Time   Window

Project Status

Project ID: N 1142107

Status: PRELIM REV - IN PROGRES

Old Status: PRELIM REV - AWAITING INI

Letters menu (drop down):
- Ag Incomplete Letter -- Fees Only
- Ag Incomplete Letter -- Info (and Fees)
- Blank Letter
- CMPP Cover Letter
- CMPP Modification Letter
- Complete Letter
- ERC Banking Complete Letter
- Final ATC Letter
- Final PTO Letter
- Incomplete Letter -- Fees Only
- Incomplete Letter -- Info (and Fees)
- Intent to Deny CMP Plan
- PEER Complete Letter
- PEER Incomplete Letter
- PEER Issuance Letter
- Permit Renewal Cover
- Permits and CMPP Cover Letter
- Project Routing And Tracking Form

- Pub Notice Req'd
- School Notice Req'd
- Joint Inspection
- NOV:
- ERIP:
- Subject to PSD

Offset ERCs

with App: $ 71.00

Facility

N 9023   HYDRAULIC CONTROLS INC

Staff Assignments

Lead Engr.   PEIRCEN

Prelim Rev: SOW

Engr Rev:

Convert

tracking
valency   Settings

06/02/14
06/11/14
/ /
07/11/14
/ /
/ /

Prelim Decision: / /
Final Decision: / /
Project Final: / /
Permits Mailed: / /

Descriptio   Contact   Comments   Fee Detail

a new metal parts and products coating o

Select "Complete Letter" from the drop down menu to generate the completeness letter.

For this example
CEQA is completed and exempted by lead agency. Once the "Yes" box is checked, PAS will automatically populate the date in PAS, then click "Save" button to deem the CEQA complete in PAS.

District is CEQA lead for this project, and determined that the increase of GHG emissions from this project is not greater than 230 metric tons; and therefore, the "No" is checked.

CEQA

CEQA Complete/Exempt by Lead Agency?   ■ Yes   ■ No

Date Complete/Exempt   07/15/14

District to file NOD/NOE: ■   Ready ☐

District CEQA Lead AND GHG increase > 230 M tons?   ■ Yes   ■ No

Fee Estimate Progress
17%   5 of 30 hrs

App Count: 1   Cancel   Save

The Permit Services Manager/assignee will forward the singed letter to the Administrative staff for mailing. The Administrative staff will prepare copy of the signed letter and forward to the processing staff for record. Upon received the copy of the signed letter, the processing staff shall deem the project complete in PAS.

In PAS, select the "**Prelim Rev Options**" menu in the **Project: Preliminary Review** screen will pull up a drop down menu, select "**Complete Project**" option, and PAS will automatically populate the date the project is deemed complete and the date of 180 days plus the project complete date in the "**Deemed Complete:**" and "**Statutory Limit:**" fields in the **Activities** section, respectively.

Click the "**Save**" button to deem the project **Complete** in PAS. Screenshots are shown in the next page:

Screen 1

NORTHNT1 PAS - [Project N1142107: Preliminary Review]

File | View | Prelim Rev Options | Print | Letters | Processing Time | Window

Prelim Rev Options menu:
- Complete Project
- Deem Project Incomplete
- Intent To Deny
- Deny Project
- Cancel Project
- Info Received

Project Status

Project ID:
Status:
Old Status:

Facility

N 9023   HYD...

Staff Assignments

Lead Engr:	PEIRCEN		Assigned:	Due:
Prelim Rev:	SOW		06/03/14	06/17/14
Engr Rev:			/ /	/ /
Convert:			/ /	/ /

Description | Contact | Comments | Fee Detail | Log | Documents | C/O

a new metal parts and products coating operation

Select the "Complete Project" option from the drop down menu. PAS will automatically populate today's date and the Statutory Limit date into the "Deemed Compliance:" and "Statutory Limit" fields in the Activities section.

Project Information

Type:
ATC
- Pub Notice Req'd
Complexity:
30
- School Notice Req'd
- Joint Inspection
- NOV
☐ Over the Counter
- ERIP
☐ Direct Convert
- Subject to PSD
■ Expedite ☐ RO
■ CAPP Prepared   Offset ERCs
Initial Fees received with App: $ 71.00

NSR equivalency tracking

Is Federal NSR equivalency tracking required?   Settings

Activities

Received:	06/02/14
First Info Letter:	06/11/14
Second Info Letter:	/ /
Info Received:	07/11/14
Deemed Complete:	/ /
Statutory Limit:	/ /
Prelim Decision:	/ /
Final Decision:	/ /
Project Final:	/ /
Permits Mailed:	/ /

CEQA

CEQA Complete/Exempt by Lead Agency?   ■ Yes ■ No
Date Complete/Exempt: 07/15/14
District to file NOD/NOE: ■   Ready ☐
District CEQA Lead AND GHG increase > 230 M tons?   ■ Yes ■ No

Fee Estimate Progress   17%   5 of 30 hrs

App Count: 1   Cancel   Save

Screen 2

NORTHNT1 PAS - [Project N1142107: Preliminary Review]

File | View | Letters | Processing Time | Window

Project Status

Project ID: N 1142107
Status:
Old Status: PRELIM REV - IN PROGRESS

Facility

N 9023   HYDRAULIC CONTROLS INC

Staff Assignments

Lead Engr:	PEIRCEN		Assigned:	Due:
Prelim Rev:	SOW		06/03/14	06/17/14
Engr Rev:			/ /	/ /
Convert:			/ /	/ /

Description | Contact | Comments | Fee Detail | Log | Documents | C/O

a new metal parts and products coating operation

For this example:
The project is deemed complete on July 15, 2014.

The Statutory Limit date is equal to 180 days after July 15, 2014, which is January 11, 2015.

Click "Save" button to deem the project Complete in PAS.

Project Information

Type:
ATC
- Pub Notice Req'd
Complexity:
30
- School Notice Req'd
- Joint Inspection
- NOV
☐ Over the Counter
- ERIP
☐ Direct Convert
- Subject to PSD
■ Expedite ☐ RO
■ CAPP Prepared   Offset ERCs
Initial Fees received with App: $ 71.00

NSR equivalency tracking

Is Federal NSR equivalency tracking required?   Settings

Activities

Received:	06/02/14
First Info Letter:	06/11/14
Second Info Letter:	/ /
Info Received:	07/11/14
Deemed Complete:	07/15/14
Statutory Limit:	01/11/15
Prelim Decision:	/ /
Final Decision:	/ /
Project Final:	/ /
Permits Mailed:	/ /

CEQA

CEQA Complete/Exempt by Lead Agency?   ■ Yes ■ No
Date Complete/Exempt: 07/15/14
District to file NOD/NOE: ■   Ready ☐
District CEQA Lead AND GHG increase > 230 M tons?   ■ Yes ■ No

Fee Estimate Progress   17%   5 of 30 hrs

App Count: 1   Cancel   Save

V.   Assignments for Engineering Evaluation

Once the project is deemed complete in PAS, the project will be automatically populated in the **Permit Services Manager/assignee's Engineering Evaluation Assignment List**, (in this case, **Supervising Air Quality Engineer's Engineering Evaluation Assignment List**), which is shown in the screen below.

			NORTHNT1 PAS - [Engineering Review Assignment]								
		File	View Edit Window								
S	T	ID	Facility Name	Project	Project Type	RO	Notice	Prelim. Engr.	Review Engr.	Flags	CMPP Bill Gr	Completed
A	V	N1237	E & J GALLO WINERY	N1142670	AMEND TV						
A	V	N829	NUSTAR TERMINALS OPS PARTNERSHIP LP	N1142680	AMEND TV						
V		N8997	ZYMEX INDUSTRIES, INC	N1142438	ATC				EDGEHILR			06/23/2014
A		N3704	CALIFORNIA CONCENTRATE COMPANY	N1142603	ATC				KAHLONJ			07/15/2014
V		N9023	HYDRAULIC CONTROLS INC	N1142107	ATC				SOW			07/15/2014
A		N4316	AMERICAN HIGHWAY TECHNOLOGY	N1142643	ATC				SCHONHOM			07/16/2014

For this example
Total four ATC projects showed in the **Supervisor Air Quality Engineer's Engineering Review Assignment List** waiting for assignment.

Double-click the highlighted project in the screen above will open the **Specific Project: Engineering Evaluation Assignment** screen.

Under the **Staff Assignments** section, the Permit Services Manager/assignee selects appropriate information from the drop down menu and press the "**Save**" button to finish the Engineering Evaluation Assignment process. This process is similar to that described in the **Assignment for Preliminary Review** section of this policy.

Engineering Evaluation assignments are made by the Permit Services Manager/assignee, on a first-come, first-serve basis, which based on the date the application was deemed complete. In general, projects will be assigned to the individual who performed the Preliminary Review of the application if possible. However, other considerations including equal distribution of the workload, fast tracking of the review process, or deadlines may necessitate assignment to other staff members.

VI.   Engineering Evaluations

The purpose of the Engineering Evaluation (hereinafter referred to as Final Review) is to evaluate the application proposal to determine whether it complies with air quality rules and regulations. The final review process essentially involves the creation of a document, *final application review*, in which the processing staff presents the application proposal, performs emission calculations, evaluates compliance with all applicable rules and regulations, ensures the proposed project complies with CEQA requirements, and creates Authority to Construct (ATC) permits with conditions that enforce the requirements of the applicable rules and regulations.

6.1   Application Review Document:

The final application review document typically consists of the following major sections:

Proposal, Applicable Rules, Project Location, Process Description, Equipment Listing, Emission Control Technology Evaluation, General Calculations, Compliance, Recommendation, and Billing Information

The application review document format is outlined in detail in District Policy APR – 1010, *Application Review Format.* This Application Review Template is available in the District's intranet webpage, AirNet: under *Permit Services, Resources, Processing Tools, and Permits*, a screenshot is shown below:

6.2 Viewing Engineering Review Project Assignment:

Open PAS then select the "**Engr Review**" menu, as shown below:
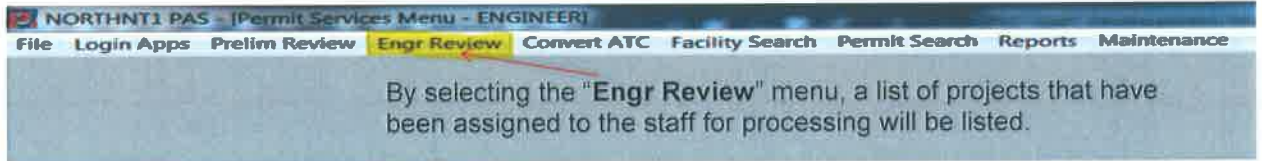
Selecting the "**Engr Review**" menu opens the following **Engineering Review List** screen. The left column of the **Engineering Review List** screen contains all of the project that have been assigned to the staff for final review processing, together with the facility identification number, project number, type of project, facility name, and current project status.

For this example
Eight projects have been assigned to staff for final review processing, project N-1141802 is an ATC project, and the status of this project is in Public Noticing.
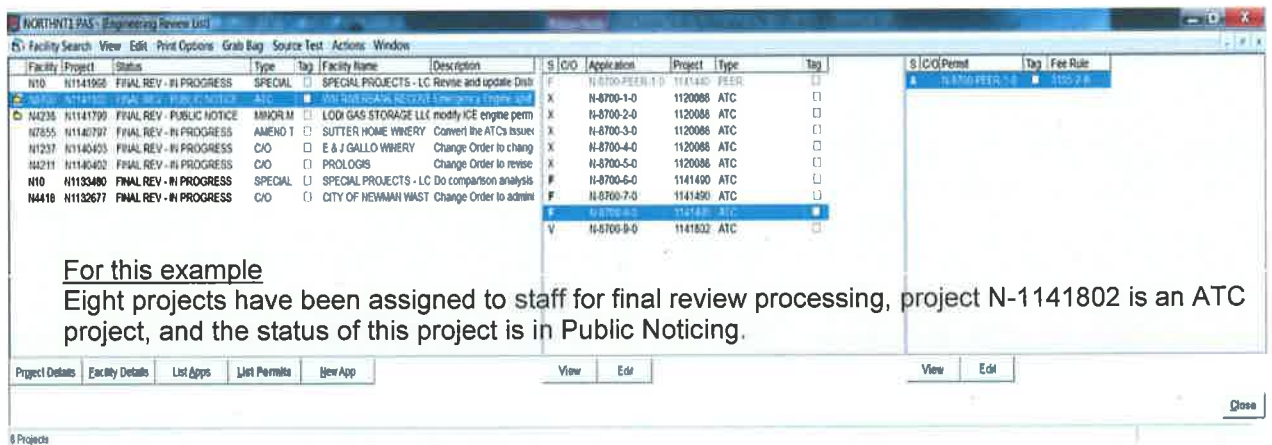
Highlighting a project in the left column and pressing the "**Project Details**" button on the **Engineering Review List** screen listed in the previous page pulls up the following "**Project Specific: Engineering Review**" screen. This screen is similar to the **Project Specific: Preliminary Review** screen. The main difference is the "**Engr Review Options**" menu, which contains various options for final application processing such as specifying when a Preliminary Decision was made (for public notice projects), setting the project's status to "Public Notice", finalizing a project, etc.

6.3 Preparing ATC:

The middle column of the **Engineering Review List** screen contains all ATCs that have been logged in for the facility together with the ATC status and the project number that the ATC was logged in.

S	C/O	Application	Project	Type	Tag
F		N-8700-PEER-1-0	1141440	PEER	☐
X		N-8700-1-0	1120088	ATC	☐
X		N-8700-2-0	1120088	ATC	☐
X		N-8700-3-0	1120088	ATC	☐
X		N-8700-4-0	1120088	ATC	☐
X		N-8700-5-0	1120088	ATC	☐
F		N-8700-6-0	1141490	ATC	☐
F		N-8700-7-0	1141490	ATC	☐
F		N-8700-8-0	1141490	ATC	☐
V		N-8700-9-0	1141802	ATC	■

"S" is the status of the ATC, where

– "X" means the ATC was expired,
– "F" means the ATC was finalized, and
– "V means the ATC is under processing and has not been finalized.

For this example:
ATC N-8700-9-0 is logged under project number N-1141802, and this ATC has not been finalized

Pressing "**View**" button opens a **View Application** screen that allows the staff to view information about the ATC such as permit conditions, emissions profile data, and various information.

Pressing "**Edit**" button opens the **Edit Application** screen that allows the staff to create/modify permit conditions, enter/change emissions profile data, and prints copies of permits.

View	Edit

Highlighting an ATC in the middle column and pressing the "**Edit**" button opens the following **Edit Application** screen. Under this screen, the processing staff can create/modify permit conditions and enter/change emissions profile data.

Pressing the "**Edit Condition**" button opens a screen that allows the creation of permit condition language to enforce all applicable rules, regulations, and requirements the permit unit is subject to
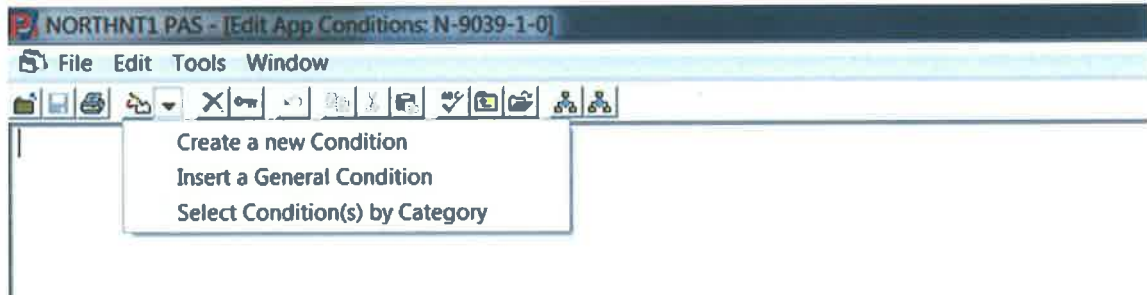
Pressing the "**Edit Emissions**" button opens a screen which contains fields for entering the potential emission data for the ATC permit.

ATC permit conditions can be created by one of the following methods: 1) Manually typing the condition language; 2) Entering a pre-written "general condition"; 3) Choosing a pre-written "general condition" from a list of categories in PAS; or 4) "Copy and paste" condition language from other permits.

NORTHNT1 PAS - [Edit App Conditions: N-9039-1-0]

File   Edit   Tools   Window

Create a new Condition
Insert a General Condition
Select Condition(s) by Category

a) Manually Typing Permit Condition Language:

Choosing the **Create a new Condition** option creates an editable blank permit condition. This is the option used when it is necessary to write specific permit limitations that aren't covered by one of the pre-written "general" conditions.

b) Entering a Pre-Written "General Condition":

In order to save time and standardize permit requirements, the District has developed a number of pre-written permit conditions that cover common permitting scenarios. These are called "general" conditions, and they are identified by a unique number called a general condition number that shows up between "curly braces" (e.g. *{number}*) at the beginning of the permit condition.

To add a general condition for which the processing staff already knows the identification number, choose the **Insert a General Condition** option. Under this option, the processing staff can insert either a single general condition number or multiple general condition numbers separated by commas.

c) Choosing a Pre-Written "General Condition" from a list of Categories in PAS:

If the processing staff does not know whether a general condition exists for the needs, the processing staff can choose the **Select Condition(s) by Category** option, which activates the following **General Condition Selection** screen.

This screen shows a list of source categories for which general permit conditions have been created. Conditions from these categories can be copied into PAS' "grab bag" for later pasting into permits or they can be highlighted an "dragged" into the current permit by holding down the left mouse button.

For this example
Portable Registration for diesel-fired IC engine category contains above general conditions.
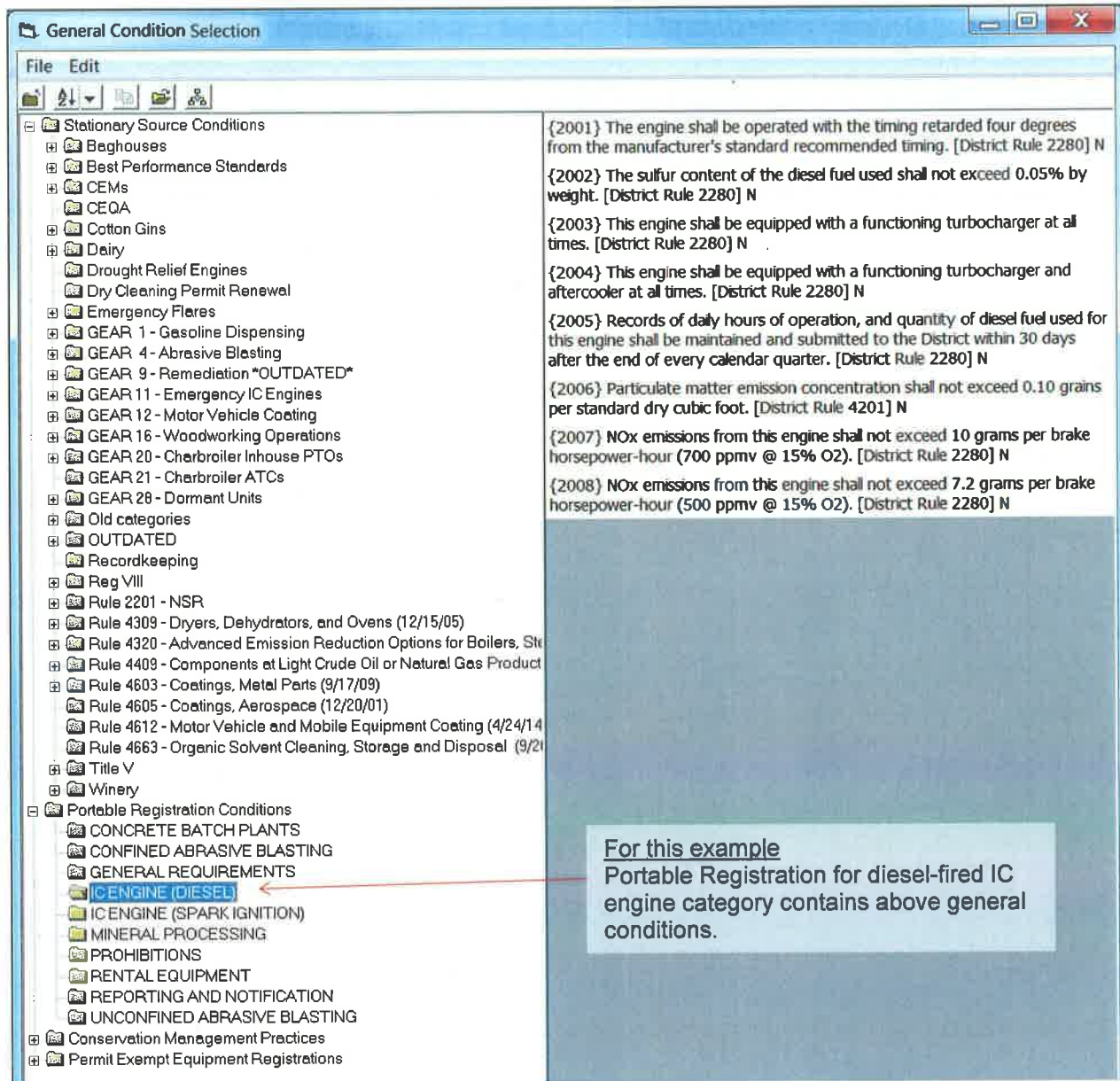
d) "Copy and Pasting" Condition Language from other Permits:

The final method of adding conditions to the permit is by copying conditions from another permit using PAS' "grab bag" function. The "grab bag" functionality is similar to the Windows Clip board, in that the processing staff select and copy permit conditions from one permit and paste them into another permit. PAS automatically formats and numbers the permit conditions pasted from the grab bag.

Once in the appropriate permit conditions screen, merely highlight the conditions that need to be copy and choose the *Copy to Grab Bag* option from the "**Edit**" menu as shown in the following screen. Alternatively, the processing staff can highlight the appropriate permit conditions, click the right mouse button, and choose the *Copy to Grab Bag* option from the pop up menu.

Once all the desired conditions have been copied to the Grab Bag, navigate back to the new draft permit and choose the *Paste All from Grab Bag* option from the "**Edit**" menu. Alternately, the processing staff may click the right mouse button anywhere in the **Edit App Conditions** screen and choose the *Paste All from Grab Bag* option from the pop up menu.

6.4   Entering Emissions Profile:

Emission profile data consists for the potential daily and annual emissions as well as the quarter changes in potential emissions due to the current permitting action. This information is used for the District's internal tracking and reporting purposes.

Selecting the "**Edit Emissions**" button under the **Edit Application** screen will open the following **Edit Application Emissions:** screen.

The processing staff shall fill out the following fields for each of these five criteria pollutants NOx, SOx, PM₁₀, CO, and VOC:

1) Potential to Emit (lb/yr)
2) Daily Emissions Limit (lb/day)
3) Quarterly Net Emissions Change

All these emissions data are available on the final application review Word document that is prepared for the project.
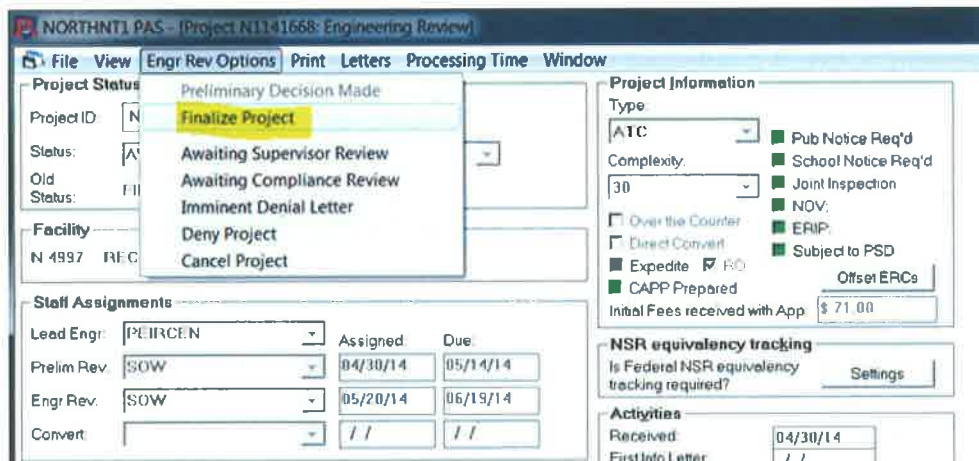
6.5   Finalizing ATC Project:

Once the ATC conditions languages and emissions profile are entered into PAS, the processing staff shall print a copy of the draft ATC permit(s), attach to the prepared final application review document and forward the entire document to Permit Services Manager/assignee for review. The processing staff shall also change the project status from "**Final Rev – In Progress**" to "**Awaiting Supervisor Review**" in PAS.

Select the "**Engr Rev Options**" menu under the **Project Specific: Engineering Review** screen will open a drop down menu, which is shown below. Click the "**Awaiting Supervisor Review**" option to change the project status in PAS.
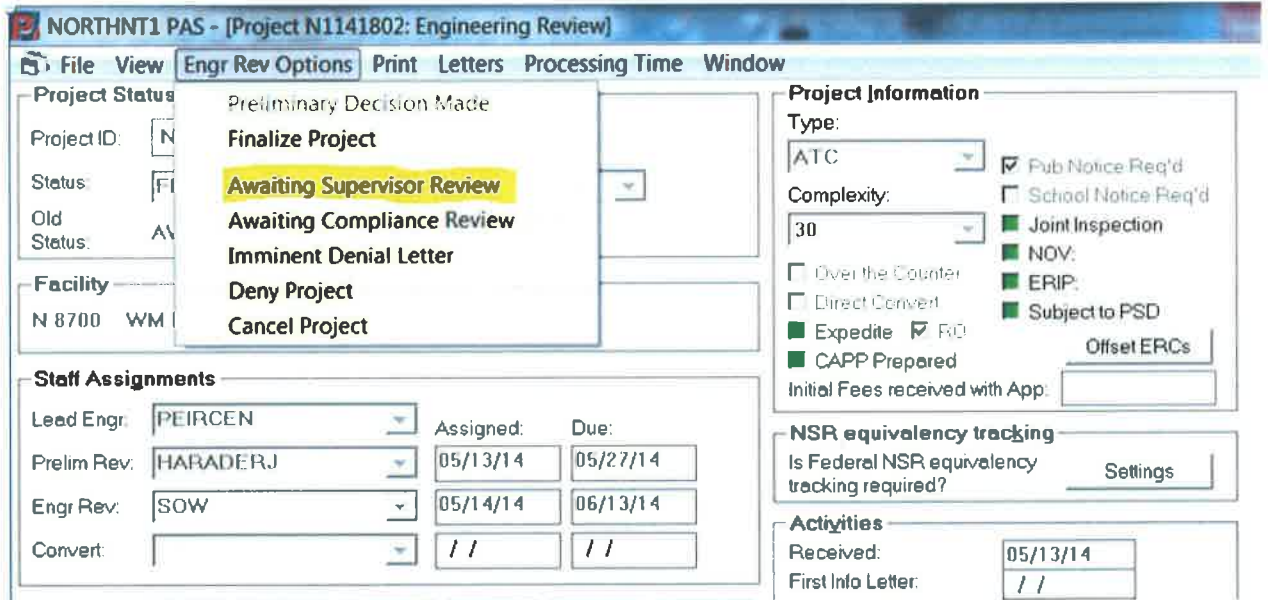
Upon receiving the approval from the Permit Services Manager/assignee, the processing staff can finalize the ATC project and issue the final ATC permit(s).

Select the "**Engr Rev Options**" menu under the **Project Specific: Engineering Review** screen will open a drop down menu, which is shown in the next page. Click the "**Finalize Project**" option to finalize the ATC project in PAS.
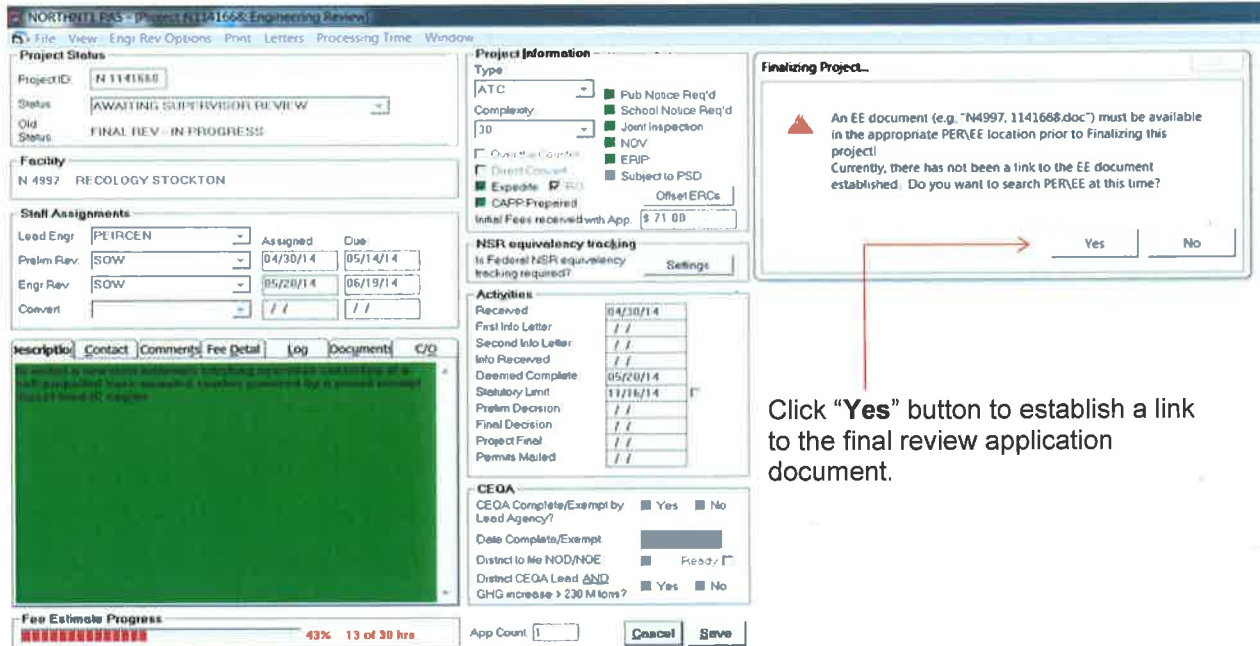

a) Establishing a link to the final application review document in PAS

Prior to finalize the ATC project, the processing staff must save a copy of the final application review document to the G:\\SHARED\PER\EE directory on one of the following network servers:

CENTRAL1   Central Region projects
NORTH1 →   Northern Region projects
SOUTH1 →   Southern Region projects

The application review document must follow a specific file naming convention in order for PAS to recognize it. Please refer to District Policy APR – 1005, *Application Review Electronic File Naming* for the appropriate file naming convention. PAS will not allow the project to be finalized if it cannot find the correctly named application review document on one of these servers.

Click "**Yes**" button to establish a link to the final review application document.

b) Creating application processing fee invoice

Before finalize the ATC project, the processing staff need to make sure the amount of billable processing time shown in the "**Processing Time**" menu under the **Project Specific: Engineering Review** screen is correct because PAS uses this information to determine the amount of the application processing fee invoice. If there are any discrepancies, discuss with the Permit Services Manager/assignee prior to finalizing the project. If the amount of billable processing time is correct, select the **Finalize Project** option to create the invoice. The following screenshots illustrate the process.

Click "Create Invoice" button to confirm the amount of billable processing time is correct, and create the application processing fee invoice.

PAS offers three Invoice Print Options for different purposes.

Select the appropriate option then click "OK" button to print the invoice.

File   View   Engr Rev Options   Print   Letters   Processing Time   Window

Project Status

Project ID: N 1141668

Status: AWAITING SUPERVISOR REVIEW

Old Status: FINAL REV - IN PROGRESS

Facility

N 4997   RECOLOGY STOCKTON

Staff Assignments

		Assigned	Due
Lead Engr:	PEIRCEN		
Prelim Rev:	SOW	04/30/14	05/14/14
Engr Rev:	SOW	05/20/14	06/19/14
Convert		/ /	/ /

Description   Contact   Comments   Fee Detail   Log   Document   C/O

Type	Name	Confidential	Modified	Size	FilePat
EE	N4997.1141668.doc		2014/06/06 08:20 AM	225 KB	\\north1

Fee Estimate Progress

43%   13 of 30 hrs

Project Information

Type: ATC

☐ Over the Counter
☐ Direct Convert
☑ Expedite ☑ RO
☑ CAPP Prepared

■ Pub Notice Req'd
■ School Notice Req'd
■ Joint Inspection
■ NOV:
■ ERIP
■ Subject to PSD

Offset ERCs

Complexity: 30

Initial Fees received with App: $ 71.00

NSR equivalency tracking

Is Federal NSR equivalency tracking required?   Settings

Activities

Received:	04/30/14
First Info Letter:	/ /
Second Info Letter:	/ /
Info Received:	/ /
Deemed Complete:	05/20/14
Statutory Limit:	11/16/14 ☐
Prelim Decision:	/ /
Final Decision:	/ /
Project Final:	/ /
Permits Mailed:	/ /

CEQA

CEQA Complete/Exempt by Lead Agency?   ■ Yes ■ No

Date Complete/Exempt

District to file NOD/NOE: ■   Ready ☐

District CEQA Lead AND GHG increase > 230 M tons?   ■ Yes ■ No

App Count 1   Cancel   Save

Print Project Invoice

ⓘ   Invoice Number: 104634 Printed

OK

For this example Invoice N-104634 is printed.

Click "OK" button will open the Engineering Review List screen.

c) **Printing the final ATC permit(s)**

There are many way to print ATC permit(s), and one of the methods to print an ATC is follow: highlights the project and the ATC that need to be print under the **Engineering Review List** screen, click the right mouse button to open a drop down menu, and select the **Print ATC** option to print the ATC permit.

Facility Search   View   Edit   Print Options   Grab Bag   Source Test   Actions   Window

Facility	Project	Status	Type	Tag	Facility Name	Description	S	C/O	Application	Tag
N7752	N1142302	FINAL REV - IN PROGRESS	ATC		FLOWERS BAKING CO O	revise permits to reflect	F			
N10	N1141968	FINAL REV - IN PROGRESS	SPECIAL		SPECIAL PROJECTS - LC	Revise and update Distr				
N8700	N1141802	FINAL REV - IN PROGRESS	ATC		WM RIVERBANK RECOVE	Emergency Engine split				
N4238	N1141799	AWAITING SUPERVISOR REVIE	MINOR M		LODI GAS STORAGE LLC	modify ICE engine perm				
N4997	N1141668	PROJECT IS FINAL	ATC	■	RECOLOGY STOCKTON	to install a new inert mat				
N8700	N1141490	FINAL REV - IN PROGRESS	ATC		WM RIVERBANK RECOVE	Application for Plastic to				
N7855	N1140797	FINAL REV - IN PROGRESS	AMEND T		SUTTER HOME WINERY	Convert the ATCs issued				
N1237	N1140403	FINAL REV - IN PROGRESS	C/O		E & J GALLO WINERY	Change Order to chang				
N4211	N1140402	FINAL REV - IN PROGRESS	C/O		PROLOGIS	Change Order to revise				
N8956	N1140107	PROJECT IS FINAL	ATC		SIERRA AIR CENTER DEV	a new aviation fuel dispe				
N10	N1133480	FINAL REV - IN PROGRESS	SPECIAL		SPECIAL PROJECTS - LC	Do comparison analysis				
N4418	N1132677	FINAL REV - IN PROGRESS	C/O		CITY OF NEWMAN WAST	Change Order to admini				

View
Edit
New Change Order
Print Draft ATC
Print ATC
Print Condition Worksheet
Set All Tags

d) <u>Preparing the final ATC cover letter</u>

The final ATC cover letter template is available in the District's intranet page, AirNet, under *Permit Services, Resources, Processing Tools, Permits, and Letter*, a screenshot is shown below.
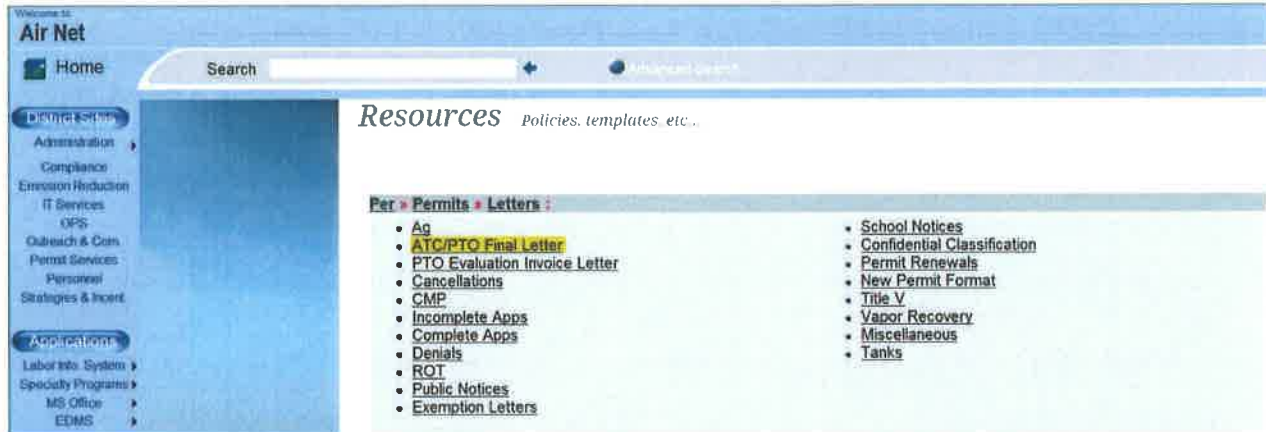
e) <u>Preparing EDMS cover sheets</u>

EMDS cover sheets could be generated and printed by the use of the **PAS Barcode Sheet Generator** program. This program is available in the District's intranet page, AirNet, under *Permit Services, Resources, EDMS,* a screenshot is shown below.
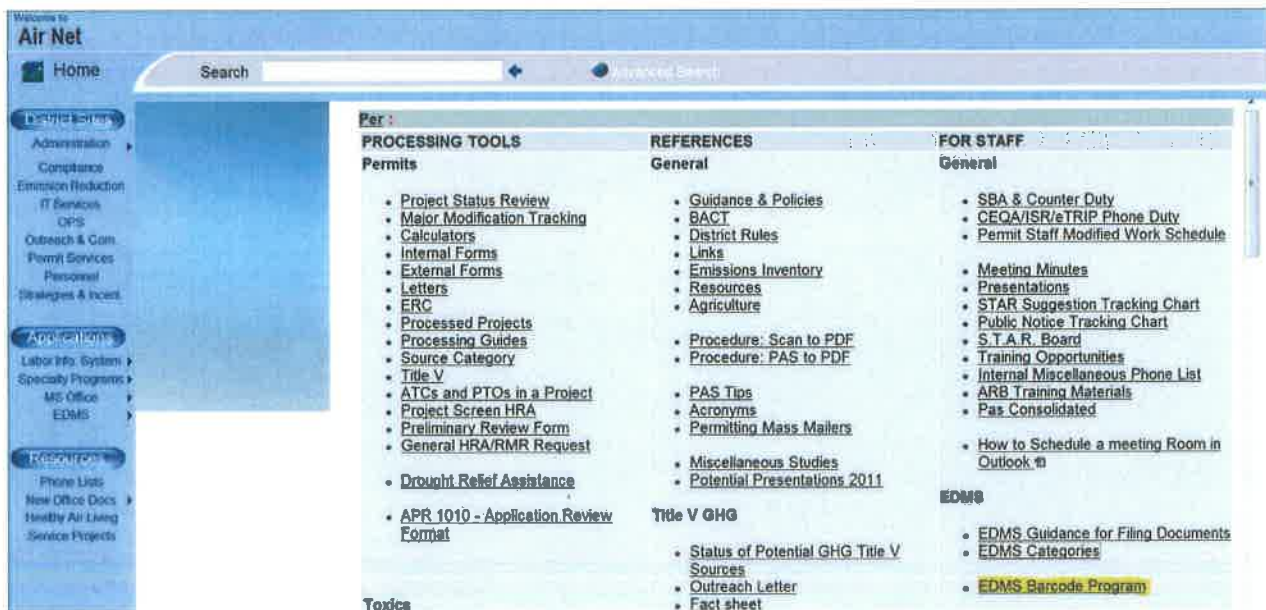
Once the project is finalized, the application processing fee invoice and the final ATC are printed, and the final ATC cover letter is prepared. The processing staff shall assemble these documents into a packet, place this packet in the project folder with the appropriate EDMS cover sheets, and give the project folder to the Permit Service Manager/assignee for signature and mailing.

## VII.   Project Requiring Public Notice and/or School Notice

7.1   Public Notice:

When project related emissions exceed certain thresholds as identified in District Rule 2201, *New Source Review*, section 5.4, public noticing the project is required prior to the District makes a final decision over the project. For public notification and publication purpose, the proposed project, will forward to California Air Resource Board (CARB) for review, and will publish in at least one newspaper of general circulation in the District for public comment, for a 30-day period.

For project requiring public notice, the processing staff shall prepare a preliminary public notice letter for Permit Services Manager/assignee review. Upon approval by the Permit Services Manager/assignee, the processing staff shall forward the preliminary public notice letter along with the final application review document and the draft ATC permit(s) to the Permit Services Director/assignee for signature, and proceed with the preliminary public notification process.

Written response shall be made to all comments received prior to issuing the final decision over the project, and if no comment is received during the preliminary public noticing period, the processing staff shall prepare a final notice letter and forward to the Permit Services Director/assignee for signature, and process with the final public notification process.

In order to save time and standardize permit requirements for public notification and publication purposes, the District has developed a number of Preliminary and Final Public Notice letters templates to be used, and these templates are available in District's intranet page, AirNet, under *Permit Services, Resources, Processing Tools, Permits, Letters, Public Notices,* screenshots are shown below.
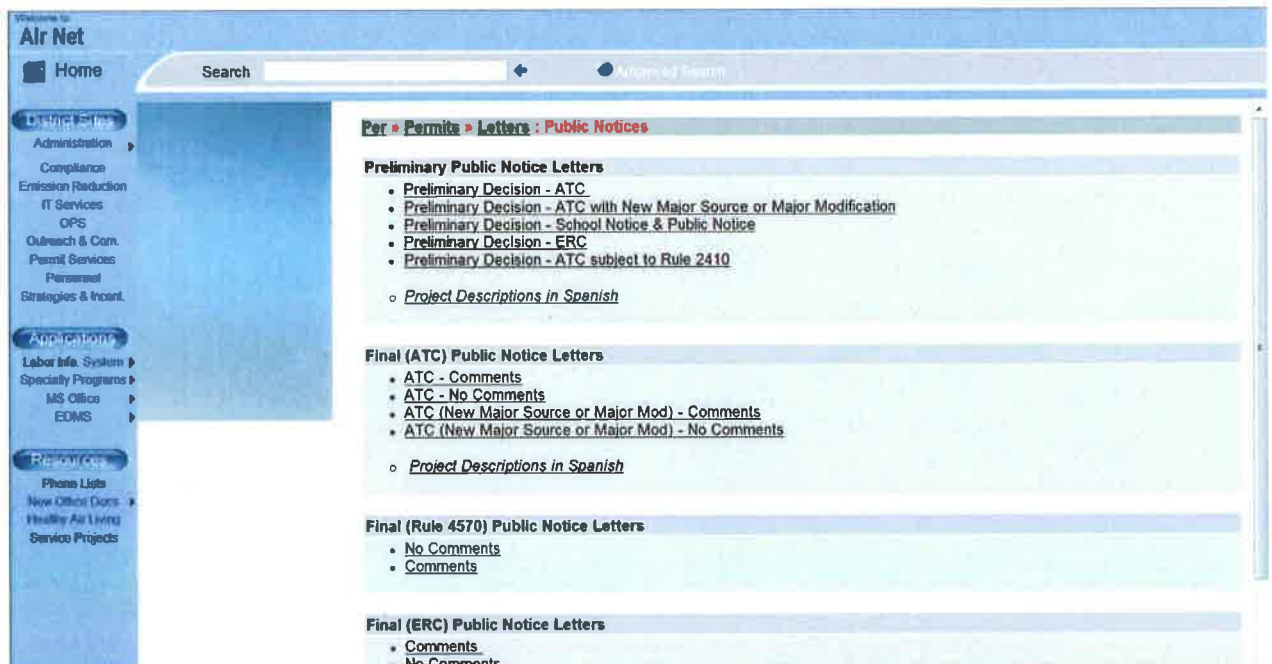
7.2   School Notice:

Pursuant to California Health and Safety Code 42301.6, when equipment (emission source) is constructed or modified, which emits hazardous air emissions (with emissions increase for modified unit) and the emission source is located within 1,000 feet from the outer boundary of a K-12 school site, school public notification is required prior to the District makes a final decision over the project. For school public notification purpose, a school notice describing the project will forward to the parents or guardians of students enrolled in the school and to each address within a radius of 1,000 feet of the proposed equipment for public comment, for a 30-day period.

For project requiring school notice, the processing staff shall prepare a preliminary school notice letter for Permit Services Manager/assignee review and signature. Upon approval by the Permit Services Manager/assignee, the processing staff shall proceed with the preliminary school notification process.

Written response shall be made to all comments received prior to issuing the final decision over the project, and if no comment is received during the preliminary school noticing period, the processing staff shall prepare a final school notice letter and forward to the Permit Services Manager/assignee for signature, and process with the final school notification process.

In order to save time and standardize permit requirements for school public notification purposes, the District has developed a number of Preliminary and Final School Notice letters templates to be used, and these templates are available in District's intranet page, AirNet, under *Permit Services, Resources, Processing Tools, Permits, Letters, School Notices,* screenshots are shown below.