

NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION

Division of Air Resources, Bureau of Air Quality Planning
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2020 EMISSION STATEMENT INSTRUCTIONS

This 2020 Emission Statement package was sent to you because the New York State Department of Environmental Conservation (Department) has identified that your facility is required to obtain a Title V permit pursuant to Title 6 of the New York Codes, Rules and Regulations (6 NYCRR) Subpart 201-6 "Title V Facility Permits."

The federal Clean Air Act (Section 182(a)(3)(B), Section 502(b)(3)), State Environmental Conservation Law (Section 72-0303) and 6 NYCRR Subpart 202-2, "Emission Statements," requires your facility to report emissions annually and pay a permit fee based on the actual total tonnage of emissions. The information on this form allows the Department to calculate the emissions from your facility and report these emissions in the required format to the United States Environmental Protection Agency.

Your 2021 permit fee will be based on your reported 2020 actual emissions as confirmed by the Department. This statutory fee schedule is re-determined annually and published as a rule by the Department. Pursuant to Environmental Conservation Law, Section 72-0303, the permit fee includes a base fee in addition to the per-ton fee.

If you do not respond to this survey, you will be in violation of the Environmental Conservation Law, an **enforcement action will be initiated** and **your fee will be based on your maximum permitted emissions**. Fees based on your maximum permitted emissions may be much higher than fees based on your actual emissions. The Department will send an invoice for fees at a later date.

The 2020 emission statement was built from information about your facility contained in the Department's Air Facility System (AFS) database and previously submitted emission statements. AFS contains your facility's permit data from information provided to the Regional NYSDEC Offices through permitting applications and modifications.

If there are any questions regarding this form, please call Michael Sheehan or members of his staff at 518-402-8396.

You may request that information submitted in emission statements be designated as a trade secret in accordance with Public Officers Law Section 87(2)(d) and 6 NYCRR Part 616. Data elements not considered trade secrets include: facility emissions, estimated emissions method, and Source Classification Code (SCC). The Department will evaluate claims of confidentiality in accordance with Part 616.



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COMPLETED EMISSION STATEMENTS MUST BE SUBMITTED TO THE DEPARTMENT AND POSTMARKED ON OR BEFORE APRIL 15, 2021 TO THE ATTENTION OF:

Michael P. Sheehan, P.E.
New York State Department of Environmental Conservation
Division of Air Resources
625 Broadway
Albany, NY 12233-3251

Section 1 - Certification

Emission statements must include certification by a representative of your facility. The certification must include the full name, original signature, date of signature and telephone number of the representative.

Emission statements must also include facility level information consisting of:

- verification of facility owner
- verification of full name of facility
- verification of street address (physical location) of facility
- verification of the four digit SIC for the facility
- verification of DEC ID

Contact the Department to make any changes to the emission statement information. Please fill out the emission statement completely and include all of the above information. If either the facility fuel use (combustion and incineration) or the industrial process section is not applicable to your facility, please indicate so on the forms.

You are required to report all emissions at your facility except emissions from the following activities:

- a. On-road internal combustion engines (cars, buses, trucks).
- b. Non-road internal combustion engines (lawn and garden equipment, light mobile commercial welders, forklifts).
- c. Surface cleaning/degreasing for janitorial purposes other than of industrial machines.
- d. Architectural surfacing coatings (building/house paint).
- e. Asphalt paving.



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- f. Commercial/consumer solvent use (household products, toiletries, aerosol products, polishes, pesticides, nonindustrial adhesives and space deodorants).

Section 2 - 2020 Facility Fuel Use Reporting Form

Section 2.1 - Facility Fuel Use (Combustion and Incineration)

Report all of your facility's fuel consumption by fuel type. This includes fuel consumed from exempt and non-exempt sources. Report the corresponding sulfur content and heat value of each fuel burned in 2020 (Note: the amount of fuel consumed and heat value will be used by the Department to calculate the total heat input at your facility, as necessary). If necessary, contact your fuel supplier to obtain heat value and sulfur content information. Be certain to report the correct quantity of fuel with the appropriate units. Reported fuel in Section 2.1 should equal or exceed the sum total of all fuel reported in Section 2.3 and Section 4.

Section 2.2 - Combustion and Incineration Process Emissions Summary (OPTIONAL)

Section 2.2 is OPTIONAL. Report the 2020 emissions total of each contaminant from your facility for combustion and incineration processes. The emissions total for each contaminant reported here should equal the sum of actual emissions reported in Section 2.3. Blank spaces are provided for corrections or additions to the list of contaminants.

Use Table 2 (Chemical Family Code) to determine the criteria group to which each contaminant belongs. This will enable you to determine how each contaminant contributes to your facility's emissions totals. To calculate your facility's total emissions for 2020 subject to emission fees, add actual totals for all the contaminants except those with chemical family codes of 5 and 6.

Please note: Chemical families 1, 7, 8, and 11 will be billed as Particulates and chemical families 4 and 9 will be billed as Volatile Organic Compounds.

Section 2.3. - Combustion and Incineration Process Emissions

Report all emissions (stack and fugitive) from combustion and incineration activities for all emission units and processes. Information from permits for most or all emission processes has been provided with descriptions of the process, including Source Classification Codes (SCCs).

In order to streamline the emission statement, the Department has included a number of exempt sources in the section of the statement that pertains to that source. Only



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those processes that have been entered into AFS as exempt will have an exempt identifier. Other exempt processes may not contain the exempt identifier and will appear in the statement with all remaining sources at the facility. The emissions from all other exempt sources not identified in the statement must be reported in Section 4 (Periodic Inventory Blank Reporting Forms).

Please note, reporting of emissions data for exempt processes is required this year. If you believe that a process listed in your emission statement, which is not marked as exempt, is now exempt pursuant to 6 NYCRR 201-3.2, report the emissions from that activity where it is listed in the emission statement. Clearly indicate in both the total emissions section and at the emission unit that it may be exempt. The Department will review the information provided, determine whether the process is exempt and notify your facility.

If your facility has other fuel combustion and incineration emission processes that are not listed in Section 2.3, use the Blank Form provided at the end of this section for submitting emissions. The Blank Form may also be used to report emissions in cases where you would need to correct or rewrite information.

Report and/or verify the following information for each combustion process:

- Emission unit identifier or emission unit ID code, or emission unit code. The emission unit identifier assigned by the Department corresponds to either the emission point number on your current state facility permit or to the emission unit number assigned under your Draft or Issued Title V permit. Total heat input is the sum of the maximum heat input (million Btu per hour (mmBtu/hr)) for all processes at the emission unit.
- The ID number, size and a description of the unit. This is your ID, maximum rated capacity (e.g., mmBtu/hr, brake horsepower-hour), and usually the manufacturer's name.
- Control equipment description and overall control efficiency of the equipment for that process. The description refers to the type of equipment (e.g., baghouse, scrubber, flue gas desulfurization). Efficiency for each criteria pollutant considers the equipment's actual control **including downtime and maintenance degradation**.
- Fuel burned. This information corresponds to a Source Classification Code (SCC) that describes the process and the fuel. The Department will assign an SCC based on information provided. An emission unit may have several SCCs (usually one for each type of fuel).
- Operational data for each SCC.



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Annual Average

- On **average**, the hours per day and days per week, in whole numbers, the equipment at this emission process operated on this fuel.
- The number of weeks in 2020 the equipment at this emission process operated on this fuel.

Percent fuel use by season

- The percentage, in whole numbers, of total fuel burned in 2020 for this SCC for the three month periods (**the sum of the percentages must equal 100% exactly**):
 - December 2019, January and February 2020
 - March - May 2020
 - June - August 2020
 - September - November 2020

Jun. - Aug. and Jan, Feb. 2020 & Dec. of 2019

- On **average**, the hours per day and days per week, in whole numbers, the equipment at this emission process operated on this fuel.
 - The number of days, in whole numbers, during this period the sources at this emission process operated on this fuel.
- Reporting the emissions corresponding to the fuel burned at each SCC is OPTIONAL. If this section is not completed, the Department will use federal emission factors to calculate emissions. If you choose to report emissions for a specific SCC, report emissions by criteria pollutant in pounds per year and list under HD (How Determined) the method code from Table 1 below. If published emission factors were used, state the emission factor and its source (i.e., AP-42, FIRE, TANKS, etc.).

TABLE 1 HD - How Determined (Estimated Emissions Method Code)

1	Stack test of emissions
2	Material balance calculations or fuel analysis
3	Published emission factors
4	Best engineering judgment
5	Stack test of emissions from identical emission source
6	Stack test of emissions from geometrically similar emission source
7	Continuous stack monitoring
8	Modeling/Estimation Software (TANKS, LAEEM, etc.) please specify
9	Manufacturer's guarantee



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Section 3 - Industrial Process Facility Emissions Forms

If your emission statement includes general emission categories such as Unspecified VOC or Unspecified Particulates (these have replaced all generic VOC and particulate CAS Codes used in the past) instead of specific contaminants, you need only report the emissions of these general categories and not attempt to identify each specific contaminant individually by CAS Code (**Please note that this does not apply to HAPs and to HAPs that are also VOCs or particulates, HAPs must be reported individually by CAS Code**). This does not relieve you of the responsibility of reporting all non-exempt emissions at your facility and the individual contaminants shown on the emission statement.

Section 3.1 - Industrial Emissions Summary

Report all 2020 emissions (stack and fugitive) of each contaminant from your facility for industrial processes. The emissions total for each contaminant reported here should equal the sum of actual emissions reported in Section 3.2. **Do not include emissions from exempt activities.** Blank spaces are provided for corrections or additions to the list of contaminants.

Use Table 2 below (Chemical Family Code) to determine the criteria group to which each contaminant belongs. This will enable you to determine how each contaminant contributes to your facility's emissions totals. To calculate your facility's total emissions for the year subject to emission fees, add actual totals for all the contaminants except those with chemical family codes of 5 and 6. Report all of your facility's actual emissions by CAS Code. Blank spaces are provided for corrections or additions to the list of contaminants.

TABLE 2 Chemical Family Code

1	Particulates (PART)
2	Sulfur Dioxide (SO ₂)
3	Nitrogen Oxides (NO _x)
4	Volatile Organic Compounds (VOC)
5	Carbon Monoxide (CO)
6	Other
7	PM-10
8	PART and Hazardous Air Pollutant (HAP)
9	VOC and HAP
10	HAP Only
11	PM 2.5

Please note: Chemical families 1, 7, 8, and 11 will be billed as Particulates and chemical families 4 and 9 will be billed as Volatile Organic Compounds.



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Section 3.2. Industrial Process Emissions

Report all emissions (stack and fugitive) from industrial activities for all emission units and processes. Information from permits for most or all emission processes has been provided with descriptions of the process, including Source Classification Codes (SCCs).

In order to streamline the emission statement, the Department has included a number of exempt sources in the section of the statement that pertains to that source. Only those processes that have been in previous emission reports or permit applications as exempt will have an exempt identifier. Other exempt processes may not contain the exempt identifier and will appear in the statement with all remaining sources at the facility. The emissions from all other exempt sources not identified in the statement must be reported in Section 4 (Periodic Inventory Blank Reporting Forms.)

Please note, reporting of emissions data for exempt processes is required this year. If you believe that a process listed in your emission statement, which is not marked as exempt, is now exempt pursuant to 6 NYCRR 201-3.2, report the emissions from that activity where it is listed in the emission statement. Clearly indicate in both the total emissions section and at the emission unit that it may be exempt. The Department will review the information provided, determine whether the process is exempt and notify your facility.

If your facility has other industrial emission processes that are not listed on the forms, contact the Department, and use the Blank Form provided at the end of this section for submitting emissions. The Blank Form may also be used to report emissions in cases where you would need to correct or rewrite information.

Report and/or verify the following information for each emission unit:

- Emission unit identifier or emission unit ID code, or emission unit code. The emission unit identifier corresponds to either the emission point number assigned by the Department on your current state facility permit or to the emission unit number assigned under your Draft or Issued Title V permit.
- Verify the SCC Code by ensuring the SCC Description matches the process at that emission unit. Make any necessary corrections. The Department will assign an SCC based on your description.
- Annual throughput should be reported in the units shown under throughput units. If you wish to use alternative throughput units, contact the Department.
- The Unit Description identifies the equipment used in the process at that emission unit. Make any necessary corrections to this information.



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- Control equipment description and the overall control efficiency of the equipment for that emission process. The description refers to the type of equipment (e.g., catalytic oxidizer, flare, scrubber). Efficiency for each criteria pollutant considers the equipment's actual control **including downtime and maintenance degradation**.
- Operational Data.

Annual Average

- On **average**, the hours per day and days per week, in whole numbers, the equipment at this emission process operated.
- The number of weeks in 2020 the units at this emission process operated.

Percent operation by season

- The percentage, in whole numbers, of total process rates in 2020 for this SCC for the three-month periods (**the sum of the percentages must equal 100% exactly**):
 - December 2019, January and February 2020
 - March - May 2020
 - June - August 2020
 - September - November 2020

Jun. - Aug. and Jan, Feb. 2020 & Dec. of 2019

- On **average**, the hours per day and days per week, in whole numbers, the equipment at this emission process operated.
 - The number of days, in whole numbers, during this period the units at this emission process operated.
- Actual Emissions by CAS Code for SCC. The actual emissions for each contaminant at the process must be reported in pounds per year by the applicable CAS code.
 - **HAPs, HAPs that are also VOCs, and HAPs that are also particulates, must be reported individually by the applicable CAS Code for each contaminant.**
 - VOC emissions are the sum of "Unspeciated VOC" and any contaminant in the VOC family individually reported.
 - Particulate emissions are the sum of the "Unspeciated Particulates" and any



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contaminant in the Particulate family individually reported.

- Please include the method used to determine your emissions by using the appropriate HD code found in Table 1.

Section 4 - Periodic Inventory Blank Reporting Forms

(The information in this section is for inventory purposes only. Emissions from these categories will not be used for billing.)

Report NO_x, VOC, and CO emissions from your facility's exempt activities. Exempt activities are identified in 6 NYCRR Part 201, "Permits and Certificates," Section 201-3.2. Emissions from these sources should be estimated and provided for each process indicated as exempt in your emission statement. Emissions from all other exempt sources must be reported on the blank forms located in Section 4. Care should be taken to ensure that each activity is reported and identified by the exemption category that best describes the activity. Emissions may be aggregated for activities that fall under the same exemption category.

Please note, if you feel an Emission Unit or activity that is identified in your emission statement is now exempt pursuant to 6 NYCRR Part 201, report the emissions from that activity where it is listed in the emission statement. Clearly indicate in both the total emission section and at the emission unit that it may be exempt. The Department will review the information provided and determine whether the process is exempt and review the results with your facility.

Quantify your actual emissions in pounds per year for NO_x, VOC and CO and indicate the method in which emissions were determined by listing the appropriate HD number found in Table 1 on page 6. Because of the number of units that can be covered by one exemption description, control equipment information is not asked for. Actual emissions reported should take into account any removal efficiency provided by a control device.

The following information should be provided in Section 4 to satisfy your periodic inventory requirements:

- An estimation of the Process Rate or Fuel quantity should be provided. This should be done in the appropriate units for the activity described. This is the total annual process rate for the activity described. If you cannot provide the Process Rate in the Process Units requested, you must report the information in Process Units acceptable to you and clearly



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indicate those units.

- Estimation of Actual Emissions for NO_x, VOC, and CO. The emissions for each contaminant emitted by the process must be reported in pounds per year. Indicate the method in which emissions were determined by listing the appropriate method code found in Table 1.
- Operational Data.

Annual Average

- On **average**, the hours per day and days per week, in whole numbers, the equipment at this emission process operated.
- The number of weeks in 2020 the units at this emission process operated.
- Actual Emissions by CAS Code for SCC. The actual emissions for each contaminant at the process must be reported in pounds per year.
 - **HAPs, HAPs that are also VOCs, and HAPs that are also particulates, must be reported individually by the applicable CAS Code for each contaminant.**
 - VOC emissions are the sum of “Unspeciated VOC” and any contaminant in the VOC family individually reported.
 - Particulate emissions are the sum of the “Unspeciated Particulates” and any contaminant in the Particulate family individually reported.
 - Please include the method used to determine your emissions by using the appropriate HD code found in table 1.