**Introduction**

The Stationary Internal Combustion Engines Regulatory Permit authorizes the permanent or temporary installation and use of stationary internal combustion engines, including, but not limited to, electrical power generators, firewater pumps, and air compressors. Approval to proceed is contingent upon notification by LDEQ that the application (i.e., Notification Form) has been determined complete.

This regulatory permit covers a single stationary internal combustion engine. If multiple engines are to be installed, separate Notification Forms are required.

This regulatory permit is codified under LAC 33:III.311. Copies of this regulation are available at: <http://www.deq.louisiana.gov/portal/Default.aspx?tabid=1674>.

Do not alter the formatting of the Regulatory Permit Notification Form in any way, except as specified in these Instructions.

**Where Should I Submit the Notification Form?**

The Notification Form should be mailed to the Assistant Secretary of the Office of Environmental Services at the address provided on page 3 of the Notification Form. If an applicant chooses to use a service provider other than the U.S. Post Office, LDEQ’s physical address is:

602 North Fifth Street

Baton Rouge, Louisiana 70802

**What Should Be Submitted and What Should be Kept**

Transmit the certified Notification Form and attachments and one photocopy to LDEQ as described above. Keep a copy of the form and attachments for your records.

**Rescission of Coverage under the Regulatory Permit**

*Permanent engines:*

Per LAC 33:III.311.I, permanent engines authorized by this regulatory permit shall be included in the next renewal or modification of the facility’s existing permit (if a permit is required pursuant to LAC 33:III.501). Once the renewal or modified permit has been issued, the permittee should request that coverage under this regulatory permit be terminated using LDEQ’s Application for Approval of Miscellaneous Permitting Actions, available at <http://www.deq.louisiana.gov/portal/tabid/2758/Default.aspx>. There is no fee associated with a rescission request.

*Temporary engines:*

There is no need to rescind this regulatory permit. The authorization for any engine identified as a being temporary shall remain effective for twelve (12) months following the date on which the department determines that the application is complete. At that time, LDEQ records will show that the regulatory permit has expired. However, if the engine is only needed for an abbreviated period of time, the permittee may request that coverage under this regulatory permit be terminated using LDEQ’s Application for Approval of Miscellaneous Permitting Actions, available at <http://www.deq.louisiana.gov/portal/tabid/2758/Default.aspx>.

**Line-by-Line Instructions**

1. **Facility Information**

*Facility Name* – Enter the name of the facility at which the engine will be installed.

*Agency Interest (AI) Number* – If the engine will be installed at an existing facility for which an AI number has been established, enter that number here. Otherwise, enter “TBD.”

*Permit Number (If Applicable)* – If the engine will be installed at an existing facility for which an air permit has been obtained, enter the permit number for that facility. Otherwise, enter “None.”

*Owner* – Enter the name of the company that will own the engine (or lease the engine from a supplier).

*Operator* – Enter the name of the company that will operate the engine if this company is a different entity than Owner *and* will be responsible for environmental compliance.

1. **Physical Location**

*Nearest Town and Parish* – Enter the town and the parish in which the facility is located. The town must be in the parish identified, even if another town in a neighboring parish is physically closer.

*Latitude and Longitude* – Enter the latitude and longitude of the engine.

*Physical Address or Driving Directions* – If a physical “911” address of the facility has been established, enter that address here. If not, provide driving directions.

*Map Attached* – Attach a map of the engine’s location. The map should show the names of the local roads and highways and be detailed enough such that LDEQ staff can pinpoint the location of the engine.

1. **Contact Information**

Enter the contact information requested. The person listed here will be the primary contact of LDEQ should questions arise. This contact need not be the Responsible Official identified in Section 10, but should be an employee of the Owner/Operator, not the Owner/Operator’s consultant. Note that the contact’s cell phone number and e-mail address are optional. All written correspondence concerning the Notification Form, however, will be directed to the Responsible Official.

1. **Fee Information**

Enter the fee information requested. Per LAC 33:III.311.M and in accordance with LAC 33:III.Chapter 2, the fee for the Stationary Internal Combustion Engines Regulatory Permit shall be $785.00. Checks or money orders should be payable to the “Louisiana Department of Environmental Quality.” Do not send cash. LDEQ cannot process the Notification Form until this fee is paid in full. Per LAC 33:III.209 and 211, the annual maintenance fee associated with this regulatory permit shall be $250.00. Applicable surcharges as described in LAC 33:III.211.A shall also be assessed.

1. **Emissions Inventory**

Indicate if the facility identified in Section 1 is subject to LAC 33:III.919. As described in LAC 33:III.919, actual emissions shall be reported for all sources of emissions at a facility, including engines authorized by this regulatory permit.

1. **Engine Specifications**

Enter the identification (ID) number of the engine; this number is selected by the applicant. For permanent engines, this ID should match the Source ID number used on the Emissions Inventory Questionnaire (EIQ) form completed when preparing the application to renew or modify the facility’s existing permit (if a permit is required). Identify the manufacturer, model number, and serial number of the engine; its maximum rated horsepower; and fuel type (e.g., gasoline, diesel, natural gas, etc.).

Enter the capacity of the storage tank associated with the engine (in gallons), if present, and indicate if it will be equipped with a submerged fill pipe. See LAC 33:III.2103. The capacity of the storage tank must be less than 10,000 gallons.

Note if the engine will be permanent or temporary and if it will be for emergency or nonemergency use.

*Permanent engines:*

Permanent engines authorized by this regulatory permit shall be included in the next renewal or modification of the facility’s existing permit.

*Temporary engines:*

If the permittee determines that an engine originally identified as temporary will remain on site longer than 12 months, a new Notification Form must be submitted prior to expiration of the regulatory permit.

1. **Applicable Requirements**

Note if the engine will be subject to 40 CFR 60 Subpart IIII or 40 CFR 60 Subpart JJJJ. Indicate whether the engine is classified as a new, reconstructed, or existing source with respect to 40 CFR 63 Subpart ZZZZ. Finally, note if the engine will be subject to LAC 33:III.Chapter 22 and whether it is subject to the performance testing and monitoring requirements of LAC 33:III.311.G.

1. **Estimated Annual Emissions**

Indicate if emissions calculations are attached. This box serves as a reminder that calculations are required in all instances. LDEQ will not process any Notification Form that fails to include calculations.

Enter annual emissions of criteria pollutants, greenhouse gases, and LAC 33:III.Chapter 51-regulated toxic air pollutants (TAP) (in tons per year to two decimal places). Add additional rows as necessary for TAPs.

Emissions estimates should be based on manufacturer’s data if available. If such information is not available, use of AP-42 factors is acceptable. Provide relevant documents from the manufacturer or cite the applicable AP-42 chapter/section/table with the calculations.

1. **LAC 33:I.1701 Requirements**

In accordance with LAC 33:III.501.C.10, before issuing any (initial) permit for a new or existing source, LDEQ may conduct an evaluation of the applicant as described in LAC 33:I.1701. Answer the questions as appropriate, and attach the owner or operator’s Certificate of Registration and/or Certificate of Good Standing if required. These certificates can be obtained from the Secretary of State. See http://www.sos.la.gov/BusinessServices/ SearchForLouisianaBusinessFilings/OrderDocumentsAndCertificates/Pages/default.aspx.

1. **Certification by Responsible Official**

Enter the contact information requested. All written correspondence concerning the Notification Form will be directed to the Responsible Official.

The Responsible Official must sign and date the Notification Form. The Notification Form cannot be processed if the certification statement is not signed or is signed by someone other than a Responsible Official. The definition of “Responsible Official” as set forth in LAC 33:III.502 is as follows:

*Responsible Official—*one of the following:

1. 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 of 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 exceeding $25 million (in second quarter 1980 dollars); or
   2. the delegation of authority to such representatives is approved by the permitting authority prior to submittal of any certification by such person;
2. for a partnership or sole proprietorship: a general partner or the proprietor, respectively. If a general partner is a corporation, the provisions of Subparagraph a of this definition apply;
3. for a municipality, state, federal, or other public agency: either a principal executive officer or ranking elected official. For the purposes of this definition, a principal executive officer of a federal agency includes the chief executive officer having a responsibility for the overall operations of a principal geographic unit of the agency.