**Introduction**

The Release of Natural Gas Regulatory Permit authorizes releases of natural gas resulting from metering, purging, and maintenance operations. Approval to proceed is contingent upon notification by LDEQ that the application (i.e., Notification Form) has been determined complete.

This Regulatory Permit covers releases of natural gas greater than or equal to 1.0 million (MM) cubic feet (at *standard conditions*, as defined in LAC 33:III.111) associated with a *single* metering, purging, and/or maintenance event, which may involve a single release or multiple releases over the duration reported in Section 5. Releases of natural gas less than 1.0 MM cubic feet require no controls or notification to LDEQ.

This Regulatory Permit is codified under LAC 33:III.309. 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 such that LDEQ receives the form at least three (3) working days prior to the metering, purging, and/or maintenance event. In emergency situations, LDEQ will waive the 3-working day requirement. 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.

**Once the Metering, Purging, and/or Maintenance Event Has Been Completed, What Do I Need to Do?**

Once the metering, purging, and/or maintenance event is complete, there is no need to rescind the Regulatory Permit. The authorization conveyed by the Release of Natural Gas Regulatory Permit will remain effective for sixty (60) days following the date on which LDEQ determines that the Notification Form is complete. At that time, LDEQ records will show that the Regulatory Permit has expired.

**Line-by-Line Instructions**

1. **Facility Information**

*Facility or Pipeline* – Enter the name of the facility or pipeline at which the metering, purging, and/or maintenance event will occur.

*Agency Interest (AI) Number* – If the metering, purging, and/or maintenance event will occur at an existing facility for which an air permit has been obtained, enter the AI number for that facility. Otherwise, enter “TBD.”

*Permit Number (If Applicable)* – If the metering, purging, and/or maintenance event will occur 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 owns the affected facility or pipeline.

*Operator* – Enter the name of the company that operates the affected facility or pipeline 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 nearest town and the parish in which the affected facility or pipeline release point 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 affected facility or pipeline release point.

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

*Map Attached* – Attach a map of the affected facility’s or pipeline release point’s location. The map should show the names of the surrounding highways and be detailed enough such that LDEQ staff can pinpoint the location of the metering, purging, and/or maintenance event.

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 9, 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.309.I and in accordance with LAC 33:III.Chapter 2, the fee for the Release of Natural Gas Regulatory Permit shall be $500.00 (fee number 1710). This amount was selected because activities covered under this Regulatory Permit were formerly authorized via variances. 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. Note that there is no annual maintenance fee associated with this Regulatory Permit.

1. **Date(s) and Expected Duration of Testing**

Enter the projected dates of the metering, purging, and/or maintenance event. The authorization conveyed by Release of Natural Gas Regulatory Permit shall remain effective for sixty (60) days following the date on which LDEQ determines that the Notification Form is complete, so if the metering, purging, and/or maintenance event does not commence on the date specified, there is no need to modify the Notification Form.

Enter the expected duration of the metering, purging, and/or maintenance event. Duration of metering, purging, and/or maintenance must be no more than 10 operating days, else the event does not qualify for coverage under this Regulatory Permit per LAC 33:III.309.F.

1. **Description of Process**

Enter of short description of the metering, purging, and/or maintenance event.

1. **Equipment Involved**

List the emissions sources associated with the testing event. Emissions sources may include, but are not limited to, a flare and fugitive emissions. Enter the maximum operating rate for each source.

1. **Estimated Production Rates and Emissions**

Enter the total volume of natural gas to be flared and/or the total volume of gas to be released in million standard cubic feet (MM scf). Volumes of gas should be calculated at standard conditions (21°C or 70°F and 29.92 inches (760 millimeters) of mercury).

Enter the approximate hydrogen sulfide (H2S) content of the natural gas (grains per 100 standard cubic feet). Note the H2S content of the natural gas must be less than or equal to 0.25 grains per 100 standard cubic feet.

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 emissions of criteria pollutants and LAC 33:III.Chapter 51-regulated toxic air pollutants (TAP) (in tons per metering, purging, and/or maintenance event to two decimal places). Add additional rows as necessary for TAPs.

Gas analyses of samples collected on or after July 1, 2000, must be analyzed by an LDEQ accredited laboratory. A list of all LDEQ accredited laboratories can be found at <http://www.deq.louisiana.gov/portal/Portals/0/laboratory/web%20list%2002-22-06.doc>.

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 necessary. These certificates can be obtained from the Secretary of State. See http://www.sos.louisiana.gov/app1/ paygate/crpinq.jsp.

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.