**Introduction**

The Air Curtain Incinerators Regulatory Permit authorizes the use of portable air curtain incinerators to burn untreated wood, wood refuse, untreated wood products (i.e., crates, pallets, etc.), trees, branches, leaves, grass, and/or other vegetable matter. 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 air curtain incinerator.

Requests to use an air curtain incinerator authorized under this Regulatory Permit at a location other than the one disclosed on the original Notification Form should be made using a separate form (Form 7250) entitled “Request to Relocate an Air Curtain Incinerator.” Instructions for Form 7250 are also included in this document.

This Regulatory Permit is codified under LAC 33:III.313. 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**

If an air curtain incinerator authorized under this Regulatory Permit is no longer needed (e.g., the incinerator is decommissioned, relocated to another state, etc.), 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.

The permittee should not request to terminate coverage if the air curtain incinerator is sold. Instead, LDEQ’s Notification of Change of Ownership/Operator or Name Change (NOC-1) Form should be completed (<http://www.deq.louisiana.gov/portal/Portals/0/assistance/NOC-1%20FORM%20Jan%2025,%202006.pdf>).

**Line-by-Line Instructions**

1. **Facility Information**

*Agency Interest Name* – This is how the air curtain incinerator is to be identified. Typically, this is a combination of the manufacturer’s name and model number.

*Agency Interest (AI) Number* – If an AI number has been established, enter that number here. Otherwise, enter “TBD.”

*Owner* – Enter the name of the company that will own the air curtain incinerator.

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

*Serial Number* – Enter the serial number of the air curtain incinerator.

1. **Initial Operating Location**

*Nearest Town and Parish* – Enter the town and the parish in which the air curtain incinerator initially will be operated. 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 air curtain incinerator’s initial operating location.

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

*Map Attached* – Attach a map of the air curtain incinerator’s initial operating 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 air curtain incinerator.

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.313.F and in accordance with LAC 33:III.Chapter 2, the fee for the Air Curtain Incinerators Regulatory Permit shall be $2634.00 (fee number 1520). If emissions from the ACI are such that it qualifies for a small source permit as described in LAC 33:III.503.B.2, the fee shall be $785.00 (fee number 1722) in accordance with LAC 33:III.211.B.13.e. 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 $526.00 if fee number 1520 is applicable, or $250.00, if fee number 1722 is applicable.

1. **Local Zoning**

*Local Zoning Code* – Enter the local zoning code of the initial operating location (e.g., heavy industrial, commercial, residential, etc.). If local zoning codes have not been established, enter “None.”

*Local Zoning Authority* – Enter the local zoning authority (e.g., parish police jury).

*Local Zoning Authority Contact* – Enter the contact information requested.

*Documentation Provided* – If the initial operating location has been zoned, provide documentation from the local zoning authority that the air curtain incinerator can be operated at that location.

1. **Air Curtain Incinerator Specifications**

Identify the manufacturer and model number of the air curtain incinerator and its maximum rated capacity (in tons per hour).

Enter the maximum rated horsepower of the engine that drives the fan mechanism; its fuel type (i.e., gasoline or diesel); its fuel consumption rate (in gallons per hour); and the capacity of the storage tank associated with engine (in gallons). Indicate if the storage tank will be equipped with a submerged fill pipe. See LAC 33:III.2103.

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 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.

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.

**Request to Relocate an Air Curtain Incinerator**

**Line-by-Line Instructions**

1. **Facility Information**

*Agency Interest Name* – Enter the name of the agency interest (i.e., the air curtain incinerator). Typically, this is a combination of the manufacturer’s name and model number.

*Agency Interest (AI) Number* – Enter the AI number of the air curtain incinerator.

*Permit Number* – Enter the permit number of the air curtain incinerator.

The Agency Interest Name, AI Number, and Permit Number can be found on the LDEQ-generated document informing the permittee that the original Regulatory Permit Notification Form had been determined complete.

*Serial Number* – Enter the serial number of the air curtain incinerator.

*Owner* – Enter the name of the company that owns the air curtain incinerator.

*Operator* – Enter the name of the company that will operate the air curtain incinerator if this company is a different entity than Owner *and* will be responsible for environmental compliance at the proposed location.

1. **Proposed Operating Location**

*Nearest Town and Parish* – Enter the town and the parish in which the owner or operator proposes to relocate the air curtain incinerator. 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 air curtain incinerator’s proposed operating location.

*Local Zoning Code* – Enter the local zoning code of the proposed operating location as established by the Parish (e.g., heavy industrial, commercial, residential, etc.). If local zoning codes have not been established, enter “None.”

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

*Map Attached* – Attach a map of the air curtain incinerator’s proposed operating 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 air curtain incinerator.

1. **Proposed Date of Relocation**

Enter the date on which relocation of the Air Curtain Incinerator is scheduled to occur.

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 4, 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.

**5 Local Zoning**

*Local Zoning Code* – Enter the local zoning code of the proposed operating location (e.g., heavy industrial, commercial, residential, etc.). If local zoning codes have not been established, enter “None.”

*Local Zoning Authority* – Enter the local zoning authority (e.g., parish police jury).

*Local Zoning Authority Contact* – Enter the contact information requested.

*Documentation Provided* – If the proposed operating location has been zoned, provide documentation from the local zoning authority that the air curtain incinerator can be operated at that location.

**6 Certification by Responsible Official**

Enter the contact information requested. All written correspondence concerning the “Request to Relocate an Air Curtain Incinerator” will be directed to the Responsible Official.

The Responsible Official must sign and date the “Request to Relocate an Air Curtain Incinerator” form. This form cannot be processed if the certification statement is not signed or is signed by someone other than a Responsible Official.