**Introduction**

The Flaring of Materials Other than Natural GasRegulatory Permit authorizes the flaring of gaseous materials other than natural gas (e.g., propane, ethylene, propylene, ammonia) resulting from metering, purging, and maintenance operations. The material to be flared may be supplemented with natural gas. Approval to proceed is contingent upon notification by LDEQ that the application (i.e., Notification Form) has been determined complete.

This Regulatory Permit is codified under LAC 33:III.319. 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 flaring 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 Flaring Event Has Been Completed, What Do I Need to Do?**

Once the flaring event is complete, there is no need to rescind the Regulatory Permit. The authorization conveyed by the Flaring of Materials Other than 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 flaring event will occur.

*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.

*Agency Interest (AI) Number* – If the flaring 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 flaring 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.”

1. **Physical Location**

*Nearest Town and Parish* – Enter the nearest town and the parish in which the flaring event will occur. 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 location of the flaring event.

*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 location at which the flaring event will occur. The map should show the names of the surrounding highways and be detailed enough such that LDEQ staff can pinpoint the location of the flaring 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 11, 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. Note that all written correspondence concerning the Notification Form will be directed to the Responsible Official.

1. **Fee Information**

Enter the fee information requested. Per LAC 33:III.319.I and in accordance with LAC 33:III.Chapter 2, the fee for the Flaring of Materials Other than Natural Gas Regulatory Permit shall be $500.00 (fee number 1710). 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 Flaring Event**

Enter the date on which the flaring event is scheduled to commence. The authorization conveyed by the Flaring of Materials Other than 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 flaring event does not commence on the date specified, there is no need to modify the Notification Form.

Enter the expected duration of the flaring event. Duration of the flaring event must be no more than 10 calendar days, else the event does not qualify for coverage under this Regulatory Permit per LAC 33:III.319.E.

1. **Identification of the Material to Be Flared**

Identify the gaseous material to be flared and its approximate higher heating value (in Btu per standard cubic foot). Enter the volume of gaseous material to be flared (in standard cubic feet). Volumes of gas should be calculated at standard conditions (21°C or 70°F and 29.92 inches (760 millimeters) of mercury). Indicate if the material to be flared will be supplemented with natural gas.

1. **Reason for the Flaring Event**

Describe the circumstances resulting in the need to flare the gaseous material.

1. **Equipment Involved**

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

1. **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 emissions of criteria pollutants, greenhouse gases (GHGs) (i.e., carbon dioxide equivalents), and LAC 33:III.Chapter 51-regulated toxic air pollutants (TAP) that will result from the flaring event (in tons to two decimal places). GHGs may be reported to the nearest ton. 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.la.gov/Home/Commercial/Corporations/SearchDatabase/tabid/819/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.

A 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.