San Joaquin Valley
Air Pollution Control District

District Policy ADM1205

Authority to Construct/Permit to Operate
Application Review Process

Approved By: Arnaud Marjollet, Director of Permit Services  Date: 9/2/2014
Revised: 4/19/2019  8/26/2019

Purpose:

This policy is to outline the flow of all applications for Authority to Construct (ATC)/Permit to Operate (PTO), except for the over the counter permits, from the point of receipt to final action.

ATC/PTO Application Review Process:

Receiving-Logging-Assigning Application

As part of its Core Values, the District is committed to providing outstanding customer service to its stakeholders. This commitment is evident in the District’s streamlining of the receiving, logging, and assignment of ATC applications process to eliminate all unnecessary administrative delays.

Login in PAS: Consistent with this commitment to provide excellent customer service, all applications received by the District are logged by the administrative staff into the District’s Permit Administration System (PAS) database on the same day that they are received.

Assigning Project to Staff, Locally: Within one business day (24 hr) from receiving the ATC application, regardless of which region the project is located, the Permits Services Manager/Designee (Supervisor) must:

- Assign the project to staff (Lead Supervisor and Staff Engineer),
- Assign the project complexity, and
- Include a brief description of the project in the PAS project details screen.
Assigning Project to Staff from Another Regional District Office: When a project is to be sent to another regional office for preliminary review processing, the Permit Services Manager/Designee (Supervisor) sending the file must contact the Regional Permits Services Supervisor who will be receiving the file to discuss the situation. The Supervisor sending the file must then:

- Update PAS to assign the Lead Supervisor as the regional Supervisor receiving the file,
- Add a comment to the PAS Project details Comment menu tab summarizing the details of the project transfer (e.g. who, where, when), and
- Send an email to the regional Supervisor receiving the file to inform about the transfer.

Then, upon receiving the email, the Regional Supervisor receiving the file must assign the project to Staff Engineer, assign the project complexity, and include a brief description of the project in the PAS project details screen. In this scenario, the requirement to assign the project to staff within one business day (24 hr) from receiving the ATC application is still applicable.

In general, the application review process involves two major phases:
- Preliminary review phase and
- Final review phase.

Preliminary Review

The purpose of the preliminary review is to ensure the District has enough information to process the application during the final review, and that sufficient application filing fees have been received. Within 30 days of receiving the project application, the processing staff shall deem the project either complete or incomplete.

Complete application means the application package contains all necessary information to determine the following: California Environmental Quality Act (CEQA) Significance Determination Analysis, Health Risk Analysis (HRA)/Risk Management Review (RMR), SB 288 Major Modification, Federal Major Modification, Prevention of Significant Deterioration (PSD), Best Available Control Technology (BACT), Public and/or School notifications, and offsets. Once the application is determined to be complete, a completeness letter shall be prepared and sent to the applicant. This letter is to inform the applicant that the District has completed the preliminary assessment of the application, and provide an estimate of the project evaluation fees.

Incomplete application means the application package contains deficiencies in information needed for processing the final review. If the application is determined to be incomplete, an incompleteness letter which clearly outlines the information required and, if necessary, includes an invoice for any outstanding application filing fees shall be prepared and sent to the applicant. If the applicant cannot be reached or the requested information is not received within the specified deadline, an intent to deny letter and/or final denial letter, if appropriate, shall be prepared and sent via certified mail to the applicant.
Engineering Evaluation/Final Review

The purpose of the engineering evaluation/final review is to evaluate the application proposal to determine whether it complies with air quality rules and regulations. The final review process essentially involves the creation of a document, the final application review, in which the processing staff presents the application proposal, performs emission calculations, evaluates compliance with all applicable rules and regulations, especially District Rule 2201 New Source Review, ensures the proposed project complies with CEQA requirements, and creates Authority to Construct (ATC) permits with conditions that enforce the requirements of the applicable rules and regulations.

Project Requiring Public Notice and/or School Notice

When project related emissions exceed certain thresholds as identified in Rule 2201, section 5.4, public noticing of the project is required prior to the District making a final decision over the project. For public notification and publication purposes, the proposed project will be forwarded to the California Air Resource Board (CARB) for review, and will also be published in at least one newspaper of general circulation in the District for public comment, for a 30-day period.

When hazardous emissions increases occur within 1,000 feet of the outer boundary of a K-12 school site, a school public notification is required prior to the District making a final decision over the project per California Health and Safety Code 42301.6. For school public notification purposes, a school notice describing the project will be forwarded to the parents or guardians of students enrolled in the school and to each address within a radius of 1,000 feet of the proposed equipment for public comment, for a 30-day period.

Upon conclusion of the 30-day public comment period, and once all written comments received are addressed, then the final ATC can be issued. Once the project is finalized, a final ATC cover letter along with an invoice for the project process fee and the final ATC permit shall be prepared and sent to the applicant.

Detail Permitting Process Information

More detailed permitting process information and an interactive permit processing guide flowchart are available on the District website: [http://www.valleyair.org/busind/pto/ptoprocess.htm](http://www.valleyair.org/busind/pto/ptoprocess.htm)

Please refer to the detailed step-by-step Application Review Process procedures with PAS screenshot illustrations in the Appendix of this policy.
Appendix

Detail Permitting Process Information
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Receipt of Application</td>
<td>2</td>
</tr>
<tr>
<td>1.1 Login Project Application</td>
<td>2</td>
</tr>
<tr>
<td>II. Assignments for Preliminary Review</td>
<td>5</td>
</tr>
<tr>
<td>III. Log Applications</td>
<td>6</td>
</tr>
<tr>
<td>3.1 Viewing Preliminary Review Project Assignments</td>
<td>6</td>
</tr>
<tr>
<td>3.2 Login – New Equipment</td>
<td>7</td>
</tr>
<tr>
<td>3.3 Login – Modification of Existing Equipment</td>
<td>9</td>
</tr>
<tr>
<td>IV. Preliminary Review</td>
<td>12</td>
</tr>
<tr>
<td>4.1 Preliminary Review Checklist</td>
<td>12</td>
</tr>
<tr>
<td>4.2 Generating Incompleteness Letters</td>
<td>13</td>
</tr>
<tr>
<td>4.3 Generating Invoices for Outstanding Application Filing Fees</td>
<td>14</td>
</tr>
<tr>
<td>4.4 Intent to Deny and Final Denial Letters</td>
<td>16</td>
</tr>
<tr>
<td>4.5 Generating Completeness Letters</td>
<td>17</td>
</tr>
<tr>
<td>V. Assignments for Engineering Evaluation</td>
<td>21</td>
</tr>
<tr>
<td>VI. Engineering Evaluations</td>
<td>22</td>
</tr>
<tr>
<td>6.1 Application Review Document</td>
<td>22</td>
</tr>
<tr>
<td>6.2 Viewing Engineering Review Project Assignments</td>
<td>23</td>
</tr>
<tr>
<td>6.3 Preparing ATC</td>
<td>24</td>
</tr>
<tr>
<td>6.4 Entering Emissions Profile</td>
<td>28</td>
</tr>
<tr>
<td>6.5 Finalizing ATC Project</td>
<td>29</td>
</tr>
<tr>
<td>VII. Project Requiring Public Notice and/or School Notice</td>
<td>35</td>
</tr>
<tr>
<td>7.1 Public Notice</td>
<td>35</td>
</tr>
<tr>
<td>7.2 School Notice</td>
<td>36</td>
</tr>
</tbody>
</table>
I. Receipt of Applications

All applications received by the District are forwarded to the administrative/OPS staff.

1.1 Login Project Application: Same Day Application Is Received

The administrative/OPS staff shall log the application in the Permits Administration System (PAS) on the same day the application is received, and scan the corresponding applications documents into PAS.

Open PAS, click File menu at the top left corner of the screen, select the "Select Region" tab to choose the appropriated region from the drop down menu and then press the "OK" button.

Once the appropriate region is selected, click the “Project Login” tab under the Clerical menu, as shown below:

![Image of Project Login tab]

Selecting the “Project Login” tab in the drop down menu opens the Project Login screen, which is shown in the next page.

Under the Project Login screen, the staff could select the Project Type from the following project categories:

*ATC/Inhouse PTO, Agricultural Source, ERC, Title V, PEER, and Special Project, etc.*

To login in a new ATC application project, select the “ATC/Inhouse PTO” option under the Project Type category, and click the “OK” button.
Selecting the OK button opens the following screen:

For this example
The applicant provides facility ID number, N-4874 in the application package, staff enters it into the PAS.

PAS identified it is an existing facility and automatically pull up the following information: Facility Name, Facility Address, and Facility City of County of Merced, 3550 challenger Way, and Atwater respectively, and

PAS also highlighted “View Details” and “New Project” buttons for selection.

Search Status
Before entering a new facility, staff should perform the following two searches: Facility Name Search & Facility Address Search

For this example
PAS identifies the facility by the Facility ID: N-4874; therefore, additional two searches are not necessary and will not be performed.

Staff verified the information is correct, then click the “New Project” button to log in the new project

ADM 1205
Appendix - Page 4
Project could be logged in under two scenarios: a) log project into an existing facility, and b) create new facility and log the project into the new facility.

a) Log project into an existing facility

Three different searches could be used to identify an existing facility in PAS, if anyone of the following is known, enter it to the appropriate field under the Search Criteria section:

1) Facility ID,
2) Facility Name,
3) Facility Location,

Once PAS identified the facility, click “New Project” button on the bottom right of the screen to login a new project. PAS will automatically assign an unique project number for the project.

b) Create new facility and log the project into the new facility

If none of the above exists in PAS, the “New Facility” button on the bottom right of the screen listed below will be highlighted for selection.

Once the “Facility Name Search” and “Facility Address Search” fields changed to Performed, the “New Facility” button will be changed from gray to dark color, which allows the processing staff to log in a new facility in PAS.

By selecting the “New Facility” button, PAS will automatically generate the new facility number and a new project number.

Once the application is logged in PAS, the project will be automatically populated into the Permit Services Manager/assignee’s Preliminary Review Assignment List, (in this case, Supervising Air Quality Engineer’s Preliminary Review Assignment List), which is shown in the first screen on the next page.
The administrative staff shall prepare a project folder with all project related information and forward to the Permit Services Manager/Supervisor for Preliminary Review assignments.

II. Assignments for Preliminary Review

*Within one business day (24 hr) from receiving the ATC application,* regardless of which region the project is located, the Permits Services Manager/Designee (Supervisor) must:

- Assign the project to staff (Lead Supervisor and Staff Engineer),
- Assign the project complexity, and
- Include a brief description of the project in the PAS project details screen.

When a project is to be sent to another regional office for preliminary review processing, the Permit Services Manager/Designee (Supervisor) sending the file must contact the Regional Permits Services Supervisor who will be receiving the file to discuss the situation. The Supervisor sending the file must then:

- Update PAS to assign the Lead Supervisor as the regional Supervisor receiving the file,
- Add a comment to the PAS Project details Comment menu tab summarizing the details of the project transfer (e.g. who, where, when), and
- Send an email to the regional Supervisor receiving the file to inform about the transfer.

Then, upon receiving the email, the Regional Supervisor receiving the file must assign the project to Staff Engineer, assign the project complexity, and include a brief description of the project in the PAS project details screen. *In this scenario, the requirement to assign the project to staff within one business day (24 hr) from receiving the ATC application is still applicable.*

In order to meet the 30 day statutory deadline for assessing the completeness of an application, the Preliminary Review assignments will have priority over other assignments.

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ADM 1205
Appendix - Page 6
Double-click the highlighted project in the above screen opens below Specific Project: Preliminary Review Assignment screen. Under the Staff Assignments and Project Information Sections, the Permit Services Manager/Supervisor selects appropriate information from the drop down menu and press the "Save" button to finish the Preliminary Review Assignment process.

Project: Preliminary Review Assignment
Permit Services Manager/Assignee selects and makes changes on each of the following field under the associated drop down menu:

Project Information Section:
- Type: ATC, InHouse PTO, Special, C/O, Amend TV, Minor Mod, Major Mod, etc.
- Complexity: 7 days, 14 days, 30 days, etc.

Staff Assignments Section:
- Lead Engr. name of the lead
- Prelim Rev: name of the process staff

Project Related Information:
- Description of the project (must be entered by next business day after project receipt), Contact Info, Comments, etc.

By pressing the "Save" button, the project will be dropped off from the Permit Services Manager/assignee's Preliminary Review Assignment List, and will be automatically populated into the Assigned Staff's Preliminary Review List in PAS.
III. Logging in ATC Applications

The following information was referenced to the Permit Service Division Training Manual.

The Permit Services staff assigned to work on the project will need to determine whether the proposed equipment in needs permits and if so, how many permits are required. The processing staff will also need to determine if the application proposal involves new permits or modifications to existing permits. Once the purpose of the application is determined, the staff can then log the appropriate number and type of ATCs into PAS. See login Authority to Construct (ATC) permits procedures as follows:

3.1 Viewing Preliminary Review project Assignments:

Open PAS then select the “Prelim Review” menu, as shown below:

Selecting the “Prelim Review” menu opens the following Preliminary Review List screen.

The left column of the Preliminary Review List screen contains all of the projects that have been assigned to the staff for preliminary review processing, together with the facility identification number, project number, facility name, and current project status.

Pressing the “New App” button shown in the screen above will pull up the Login Application Selection screen, which is shown on next page. Under this screen, the processing staff can login ATCs for new equipment, or login ATCs to modify existing equipment that with valid ATCs or PTOs.
3.2 Login – New Equipment:

To login ATCs for new equipment, press the "Login New Application" button.

Pressing the "Login New Application" button opens the following Login Application: New Equipment screen. Under this screen, the processing staff shall enter at least the following information:

ATC equipment description under the "Equipment" tab, and PTO Fee Rule Schedule and Description under the "Proposed Fee" section.

Enter equipment description for the proposed operation. In this example, this is a metal parts and products coating operation.

Select PTO Fee

Click on a Fee Schedule to see its Details

Double Click to select a Fee

ADM 1205
Appendix - Page 9
In the above Example:

The total equipment motor horsepower rating for the proposed Metal Parts and Products Coating Operation is equal to 10 hp. The correct Fee Schedule and Tier rating are 3020-01 and A respectively. Below screen illustrates the entries.

Once all necessary information is entered, press “Save” button to complete the New Equipment Login Application process.

Proposed Fee

Once the Rule 3020 fee schedule and tier rating are selected, the permit annual fee will be automatically calculated and populated.

In this example: The permit annual fee for this unit is $87.
3.3 Login Modification of Existing Equipment:

To login ATCs to modify existing equipment that with valid ATCs or PTOs, press either the "Login Modification" or "List Existing Permits" buttons.

**New Equipment**

- **Project:** N1142107
- **Facility:** 9023

Press the "Login New Application" button to log in an ATC for new equipment.

**Modification of Existing Equipment**

- **Project:** N1142107
- **Facility:** 9023

**Specify Permit**

- **Equipment#:** N9023-1-0

"Equipment#:" field prior to pressing the "Login Modification" button.

If you do not know the permit number that you need to modify, pressing the "List Existing Permits" button will pull up a list of the facility's permits. From this list, you can select the appropriate permit for which to login an ATC.

**Modify Existing Equipment**

Enter the permit number (e.g. "1" if you want to log in an ATC to modify permit N9023-1-0) in the "Equipment#:" field prior to pressing the "Login Modification" button.

If the permit number that needs to be modified is known, enter the permit number in the "Equipment:" field prior to pressing the "Login Modification" button.
Once the permit number in the **Equipment field** is entered and the "Login Modification" button is selected, PAS will open the following Login Application: Modification screen.

**Equipment Description**

Provide precise description on the proposed changes to the permit unit. This will be the equipment description listed on the ATC.

**Proposed Fee**

Based on the proposal, make changes to the following: fee schedule, tier rating, and description accordingly.

Once all necessary information is entered, press "Save" button to complete the *Modify Equipment Login Application* process.
If the permit number that needs to be modified is not known, press the "List Existing Permits" button to open the following Login Application Selection screen.

Select the permit unit that need to be modified, then press the "Login Application" button, it will open the Login Application: Modification screen, which is shown in the previous page.

Once all necessary information is entered, press "Save" button to complete the Modify Equipment Login Application process.
IV. Preliminary Review

During the Preliminary Review phase of application processing, the Permit Services staff’s responsibility is to review the application package to determine if the applicant has submitted sufficient information in order to proceed to the Final Review application processing phase, and to ensure the sufficient application filing fees have been received. Within 30 days of receiving the project application, the processing staff shall deem the project either complete or incomplete.

4.1 Preliminary Review Checklist:

The processing staff shall complete the Preliminary Review Checklist prior to deem the preliminary review process complete. The purposes of completing this checklist are to determine if any of the following will be required for the project:

- California Environmental Quality Act (CEQA) Significance Determination Analysis,
- Health Risk Analysis (HRA)/Risk Management Review (RMR),
- Project triggers any of the following:
  - SB 288 Major Modification,
  - Federal Major Modification,
  - Prevention of Significant Deterioration (PSD),
  - Best Available Control Technology (BACT),
  - Public, School, & EPA notifications, and
  - Offset

a) If CEQA Significance Determination Analysis is required, the processing staff shall complete the Permit’s Section listed on the second page of the CEQA Supplemental Application Form, which is shown in the screen below, and forward the CEQA Analysis Request along with the required information to the CEQA group according to the procedure outlined in FYI - 237, CEQA Implementation Process: Checkbox for CEQA in PAS to ID Project Specific CEQA Analysis.
b) If HRA/RMR analysis is required, the processing staff shall complete the General HRA/RMR Request Form, and forward the request to the Technical Services group according to the procedure outlined in FYI – 287, Guideline When Submitting an HRA/RMR Request to Technical Services.

The Preliminary Review Checklist and HRA/RMR Request are available in the District's intranet page, AirNet, under Permit Services, Resources, Processing Tools, Permits, and Internal Forms, a screen shot is shown below.

![AirNet Screenshot](image)

4.2 Generating Incompleteness Letters:

After going through the procedures outlined above, if the processing staff determines that the application package contains any deficiencies, an Incompleteness Letter should be drafted. The Incompleteness Letter should clearly and concisely outline the information required, and if necessary, it should also include an invoice for any outstanding application filing fees. The Incompleteness Letter can be drafted from within PAS. See detail procedures as follows:

ADM 1205
Appendix - Page 15
Open PAS, then select “Prelim Review” menu will pull up the following Preliminary Review List screen.

Double click the highlighted project or select the “Project Details” button will pull up the Project Preliminary Review Screen

Double-click the highlighted project or select the “Project Details” button opens the Project: Preliminary Review screen. Pressing the “Letters” menu will pull up a drop down menu, which is shown below.

Select either “Incomplete Letter -- Fees Only” or “Incomplete Letter -- Info [and Fees]” tabs from the drop down menu depending on the deficiencies. PAS will automatically populate an incompleteness letter with the Contact and Project Description information that already entered in the PAS for the project.

For this example

The application does not contain sufficient application fees. Therefore, the Incompleteness Letter -- Info [and Fees] option is selected.

By selecting this option, PAS will automatically populate an appropriate incompleteness letter with the Contact and Project Description information that has entered in the PAS.

ADM 1205
Appendix - Page 16
4.3 Generating Invoices for Outstanding Application Filing Fees:

In case the application does not contain sufficient application filing fees, the processing staff shall collect the outstanding fees prior to deem the project complete. Outstanding fees are usually collected by first generating an invoice with an incompleteness letter.

In order to ensure the invoice amount is correct, the processing staff should first log the correct number of ATCs into the project. The invoice amount PAS generates is based on the number of ATCs logged into the preliminary review project.

Once the correct number of ATCs is logged into the project, an invoice for the outstanding application filing fees can be generated by selecting the "New Project Invoice" option from the "Print" drop down menu under the Project Specific: Preliminary Review screen, which is shown in the next page.
Selecting the "New Project Invoice" option opens the following "Project Charges To Be Invoiced" screen, this allows the processing staff to create an invoice for the outstanding project fees.

In this example, only the application filing fee is required in order to deem the project complete, so check only the "Include Charge" box for Application Fee under the Charge Type option, and click "Create Invoice" button to create the invoice.

The processing staff shall attach the project invoice with the incompleteness letter and forward to the Permit Services Manager/designee for signature. The Permit Services Manager/designee will sign the letter and forward to the Administrative staff for mailing. The Administrative staff will prepare copy of the signed letter and forward to the processing staff for record. Upon received the copy of the signed incompleteness letter, the processing staff shall deem the project incomplete in PAS.
In PAS, select the "Prelim Rev Options" menu under the Project: Preliminary Review screen will pull up a drop down menu, which is shown below:

Select the "Deem Project Incomplete" from the drop down menu. PAS will automatically populate today's date into the "First Info Letter" field under the Activities section.

For this example, the project was deemed incomplete on June 11, 2014.

Click "Save" button to deem the project Incomplete in PAS.

Selects the "Save" button to deem the project Incomplete in PAS.

4.4 Intent to Deny and Final Denial Letters:

The processing staff shall attempt to contact the applicant by phone or electronic mail (e-mail) to verify the receipt of the correspondences and/or invoices (for application filing fee) issued by the District. All telephone conversations or attempted calls shall be recorded on the telephone conversation log sheet, all facsimile and e-mail communications, shall also be filed.

If the applicant cannot be reached or the information is not received within the specified deadline, the processing staff shall prepare the intent to deny letter and forward to the Permit Services Manager/assignee for signature. The Administrative staff will mail the signed letter through Certified Mail to the applicant. Should the intent to deny letter go unanswered, the processing staff shall prepare the final denial letter and forward to the Permit Services Manager/assignee for signature, similar to the intent to deny letter, the final denial letter should be mailed via Certified Mail to the applicant.
The intent to deny and final denial letters templates are available in the District's intranet page, AirNet, under Permit Services, Resources, Processing Tools, Permits, and Letter, a screenshot is shown in the next page.

4.5 Generating Completeness Letters:

Once the application is determined to be completed, the processing staff shall prepare a completeness letter and send to the applicant. The purpose of the complete letter is to inform the applicant that the District has completed the preliminary assessment of the application, and provide an advance evaluation fee estimate (by major processing step). This estimate also serves as a cap on the evaluation fee. In addition, the completeness letter is also to inform the application that it is ready for the next processing phase, final application review.

Prior to deem the preliminary review process complete and generate the completeness letter, the processing staff shall determine and select the appropriate estimated evaluation fee hours in PAS, according to FYI – 312, Estimation of Evaluation Fee Hours for ATC/PTO Projects.

Select the “Processing Time” menu under the Preliminary Review Detail screen opens the Project: Processing Time screen as shown in the next page.

Select the appropriate Tier estimate for the project per FYI – 312, and then click “Save Estimate” to confirm the Tier Estimate selection in PAS.
Once the Tier estimate is saved, the processing staff shall complete the CEQA section information in PAS according to the procedure outlined in FYI – 237, CEQA Implementation Process: Checkbox for CEQA in PAS to ID Project Specific CEQA Analysis.

After the CEQA section information is completed, the processing staff shall prepare a completeness letter and forward to the Permit Services Manager/assignee for signature. The completeness letter could be generated as follows: under the “Project: Detail Preliminary Review” screen, press the “Letters” menu will pull up a drop down menu, then select “Complete Letter”, which is shown in next page.
The Permit Services Manager/assignee will forward the signed letter to the Administrative staff for mailing. The Administrative staff will prepare copy of the signed letter and forward to the processing staff for record. Upon receiving the copy of the signed letter, the processing staff shall deem the project complete in PAS.

In PAS, select the "Prelim Rev Options" menu in the Project: Preliminary Review screen will pull up a drop down menu, select "Complete Project" option, and PAS will automatically populate the date the project is deemed complete and the date of 180 days plus the project complete date in the "Deemed Complete:" and "Statutory Limit:" fields in the Activities section, respectively.

Click the "Save" button to deem the project Complete in PAS. Screenshots are shown in the next page:
V. Assignments for Engineering Evaluation

Once the project is deemed complete in PAS, the project will be automatically populated in the Permit Services Manager/assignee's Engineering Evaluation Assignment List, (in this case, Supervising Air Quality Engineer's Engineering Evaluation Assignment List), which is shown in the screen below.

<table>
<thead>
<tr>
<th>STID</th>
<th>Facility Name</th>
<th>Project</th>
<th>Project Type</th>
<th>HO Notice</th>
<th>Prelim Engr</th>
<th>Review Engr</th>
<th>Flags</th>
<th>CMPP Bil Gr</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>A V</td>
<td>N1237 E &amp; J GALLO WINERY</td>
<td>N1142670</td>
<td>AMEND TV</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A V</td>
<td>N829 NUSTAR TERMINALS OPS PARTNERSHIP LP</td>
<td>N1142680</td>
<td>AMEND TV</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>V</td>
<td>N8997 ZYMEX INDUSTRIES, INC.</td>
<td>N1142436</td>
<td>ATC</td>
<td>EDGEHLR</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>06/23/2014</td>
</tr>
<tr>
<td>A</td>
<td>N3704 CALIFORNIA CONCENTRATE COMPANY</td>
<td>N1142693</td>
<td>ATC</td>
<td>KAHLONJ</td>
<td></td>
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<tr>
<td>V</td>
<td>N9023 HYDRAULIC CONTROLS INC</td>
<td>N1142107</td>
<td>ATC</td>
<td>SOO</td>
<td></td>
<td></td>
<td></td>
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<td>07/15/2014</td>
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<tr>
<td>A</td>
<td>N4316 AMERICAN HIGHWAY TECHNOLOGY</td>
<td>N1142543</td>
<td>ATC</td>
<td>SCHONHOM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>07/16/2014</td>
</tr>
</tbody>
</table>

For this example
Total four ATC projects showed in the Supervisor Air Quality Engineer's Engineering Review Assignment List waiting for assignment.

Double-click the highlighted project in the screen above will open the Specific Project: Engineering Evaluation Assignment screen.

Under the Staff Assignments section, the Permit Services Manager/assignee selects appropriate information from the drop down menu and press the "Save" button to finish the Engineering Evaluation Assignment process. This process is similar to that described in the Assignment for Preliminary Review section of this policy.

Engineering Evaluation assignments are made by the Permit Services Manager/assignee, on a first-come, first-serve basis, which based on the date the application was deemed complete. In general, projects will be assigned to the individual who performed the Preliminary Review of the application if possible. However, other considerations including equal distribution of the workload, fast tracking of the review process, or deadlines may necessitate assignment to other staff members.
VI. Engineering Evaluations

The purpose of the Engineering Evaluation (hereinafter referred to as Final Review) is to evaluate the application proposal to determine whether it complies with air quality rules and regulations. The final review process essentially involves the creation of a document, **final application review**, in which the processing staff presents the application proposal, performs emission calculations, evaluates compliance with all applicable rules and regulations, ensures the proposed project complies with CEQA requirements, and creates Authority to Construct (ATC) permits with conditions that enforce the requirements of the applicable rules and regulations.

6.1 Application Review Document:

The final application review document typically consists of the following major sections:


The application review document format is outlined in detail in District Policy APR – 1010, *Application Review Format*. This Application Review Template is available in the District's intranet webpage, AirNet: under *Permit Services, Resources, Processing Tools, and Permits*, a screenshot is shown below:

![Application Review Form Screenshot](image-url)
6.2 Viewing Engineering Review Project Assignment:

Open PAS then select the “Engr Review” menu, as shown below:

Selecting the “Engr Review” menu opens the following Engineering Review List screen. The left column of the Engineering Review List screen contains all of the project that have been assigned to the staff for final review processing, together with the facility identification number, project number, type of project, facility name, and current project status.

For this example:
Eight projects have been assigned to staff for final review processing, project N-1141802 is an ATC project, and the status of this project is in Public Noticing.

Highlighting a project in the left column and pressing the “Project Details” button on the Engineering Review List screen listed in the previous page pulls up the following “Project Specific: Engineering Review” screen. This screen is similar to the Project Specific: Preliminary Review screen. The main difference is the “Engr Review Options” menu, which contains various options for final application processing such as specifying when a Preliminary Decision was made (for public notice projects), setting the project’s status to “Public Notice”, finalizing a project, etc.
6.3 Preparing ATC:

The middle column of the Engineering Review List screen contains all ATCs that have been logged in for the facility together with the ATC status and the project number that the ATC was logged in.

<table>
<thead>
<tr>
<th>C/O</th>
<th>Application</th>
<th>Project</th>
<th>Type</th>
<th>Tag</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>F</td>
<td>N-8700-PEER-1-0</td>
<td>1141440</td>
<td>PEER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>X</td>
<td>N-8700-1-0</td>
<td>1120088</td>
<td>ATC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>X</td>
<td>N-8700-2-0</td>
<td>1120088</td>
<td>ATC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>X</td>
<td>N-8700-3-0</td>
<td>1120088</td>
<td>ATC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>X</td>
<td>N-8700-4-0</td>
<td>1120088</td>
<td>ATC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>X</td>
<td>N-8700-5-0</td>
<td>1120088</td>
<td>ATC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>N-8700-6-0</td>
<td>1141490</td>
<td>ATC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>N-8700-7-0</td>
<td>1141490</td>
<td>ATC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>N-8700-8-0</td>
<td>1141490</td>
<td>ATC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>V</td>
<td>N-8700-9-0</td>
<td>1141602</td>
<td>ATC</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

"S" is the status of the ATC, where
- "X" means the ATC was expired,
- "F" means the ATC was finalized, and
- "V" means the ATC is under processing and has not been finalized.

For this example:
ATC N-8700-9-0 is logged under project number N-1141802, and this ATC has not been finalized.

Pressing "View" button opens a View Application screen that allows the staff to view information about the ATC such as permit conditions, emissions profile data, and various information.

Pressing "Edit" button opens the Edit Application screen that allows the staff to create/modify permit conditions, enter/change emissions profile data, and prints copies of permits.

Highlighting an ATC in the middle column and pressing the "Edit" button opens the following Edit Application screen. Under this screen, the processing staff can create/modify permit conditions and enter/change emissions profile data.

Pressing the "Edit Condition" button opens a screen that allows the creation of permit condition language to enforce all applicable rules, regulations, and requirements the permit unit is subject to.

Pressing the "Edit Emissions" button opens a screen which contains fields for entering the potential emission data for the ATC permit.
ATC permit conditions can be created by one of the following methods: 1) Manually typing the condition language; 2) Entering a pre-written "general condition"; 3) Choosing a pre-written "general condition" from a list of categories in PAS; or 4) "Copy and paste" condition language from other permits.

![Screenshot of a software interface showing options to create new conditions, insert general conditions, or select conditions by category.]

a) Manually Typing Permit Condition Language:

Choosing the **Create a new Condition** option creates an editable blank permit condition. This is the option used when it is necessary to write specific permit limitations that aren’t covered by one of the pre-written “general” conditions.

b) Entering a Pre-Written “General Condition”:

In order to save time and standardize permit requirements, the District has developed a number of pre-written permit conditions that cover common permitting scenarios. These are called “general” conditions, and they are identified by a unique number called a general condition number that shows up between “curly braces” (e.g. `{number}`) at the beginning of the permit condition.

To add a general condition for which the processing staff already knows the identification number, choose the **Insert a General Condition** option. Under this option, the processing staff can insert either a single general condition number or multiple general condition numbers separated by commas.

c) Choosing a Pre-Written “General Condition” from a list of Categories in PAS:

If the processing staff does not know whether a general condition exists for the needs, the processing staff can choose the **Select Condition(s) by Category** option, which activates the following **General Condition Selection** screen.

This screen shows a list of source categories for which general permit conditions have been created. Conditions from these categories can be copied into PAS’ “grab bag” for later pasting into permits or they can be highlighted an “dragged” into the current permit by holding down the left mouse button.
d) **"Copy and Pasting" Condition Language from other Permits:**

The final method of adding conditions to the permit is by copying conditions from another permit using PAS’ “grab bag” function. The “grab bag” functionality is similar to the Windows Clip board, in that the processing staff select and copy permit conditions from one permit and paste them into another permit. PAS automatically formats and numbers the permit conditions pasted from the grab bag.
Once in the appropriate permit conditions screen, merely highlight the conditions that need to be copy and choose the **Copy to Grab Bag** option from the "Edit" menu as shown in the following screen. Alternatively, the processing staff can highlight the appropriate permit conditions, click the right mouse button, and choose the **Copy to Grab Bag** option from the pop up menu.

Once all the desired conditions have been copied to the Grab Bag, navigate back to the new draft permit and choose the **Paste All from Grab Bag** option from the "Edit" menu. Alternately, the processing staff may click the right mouse button anywhere in the **Edit App Conditions** screen and choose the **Paste All from Grab Bag** option from the pop up menu.

### 6.4 Entering Emissions Profile:

Emission profile data consists for the potential daily and annual emissions as well as the quarter changes in potential emissions due to the current permitting action. This information is used for the District’s internal tracking and reporting purposes.

Selecting the "Edit Emissions" button under the **Edit Application** screen will open the following **Edit Application Emissions** screen:
The processing staff shall fill out the following fields for each of these five criteria pollutants NOx, SOx, PM10, CO, and VOC:

1) Potential to Emit (lb/yr)
2) Daily Emissions Limit (lb/day)
3) Quarterly Net Emissions Change

All these emissions data are available on the final application review Word document that is prepared for the project.

6.5 Finalizing ATC Project:

Once the ATC conditions languages and emissions profile are entered into PAS, the processing staff shall print a copy of the draft ATC permit(s), attach to the prepared final application review document and forward the entire document to Permit Services Manager/assignee for review. The processing staff shall also change the project status from “Final Rev – In Progress” to “Awaiting Supervisor Review” in PAS.

Select the “Engr Rev Options” menu under the Project Specific: Engineering Review screen will open a drop down menu, which is shown below. Click the “Awaiting Supervisor Review” option to change the project status in PAS.
Upon receiving the approval from the Permit Services Manager/assignee, the processing staff can finalize the ATC project and issue the final ATC permit(s).

Select the "Engr Rev Options" menu under the Project Specific: Engineering Review screen will open a drop down menu, which is shown in the next page. Click the "Finalize Project" option to finalize the ATC project in PAS.

a) Establishing a link to the final application review document in PAS

Prior to finalize the ATC project, the processing staff must save a copy of the final application review document to the G: \SHARED\PER\EE directory on one of the following network servers:

- CENTRAL1 → Central Region projects
- NORTH1 → Northern Region projects
- SOUTH1 → Southern Region projects

ADM 1205
Appendix - Page 33
The application review document must follow a specific file naming convention in order for PAS to recognize it. Please refer to District Policy APR – 1005, *Application Review Electronic File Naming* for the appropriate file naming convention. PAS will not allow the project to be finalized if it cannot find the correctly named application review document on one of these servers.

Click "Yes" button to establish a link to the final review application document.

b) Creating application processing fee invoice

Before finalize the ATC project, the processing staff need to make sure the amount of billable processing time shown in the "Processing Time" menu under the *Project Specific: Engineering Review* screen is correct because PAS uses this information to determine the amount of the application processing fee invoice. If there are any discrepancies, discuss with the Permit Services Manager/assignee prior to finalizing the project. If the amount of billable processing time is correct, select the Finalize Project option to create the invoice. The following screenshots illustrate the process.
Click "Create Invoice" button to confirm the amount of billable processing time is correct, and create the application processing fee invoice.

PAS offers three Invoice Print Options for different purposes.
Select the appropriate option then click "OK" button to print the invoice.
c) Printing the final ATC permit(s)

There are many ways to print ATC permit(s), and one of the methods to print an ATC is as follow: highlights the project and the ATC that need to be print under the Engineering Review List screen, click the right mouse button to open a drop down menu, and select the Print ATC option to print the ATC permit.
d) Preparing the final ATC cover letter

The final ATC cover letter template is available in the District’s intranet page, AirNet, under Permit Services, Resources, Processing Tools, Permits, and Letter, a screenshot is shown below.

![ATC cover letter template screenshot](image)

e) Preparing EDMS cover sheets

EMDS cover sheets could be generated and printed by the use of the PAS Barcode Sheet Generator program. This program is available in the District’s intranet page, AirNet, under Permit Services, Resources, EDMS, a screenshot is shown below.

![EDMS cover sheet generator screenshot](image)
Once the project is finalized, the application processing fee invoice and the final ATC are printed, and the final ATC cover letter is prepared. The processing staff shall assemble these documents into a packet, place this packet in the project folder with the appropriate EDMS cover sheets, and give the project folder to the Permit Service Manager/assignee for signature and mailing.

VII. Project Requiring Public Notice and/or School Notice

7.1 Public Notice:

When project related emissions exceed certain thresholds as identified in District Rule 2201, New Source Review, section 5.4, public noticing the project is required prior to the District makes a final decision over the project. For public notification and publication purpose, the proposed project, will forward to California Air Resource Board (CARB) for review, and will publish in at least one newspaper of general circulation in the District for public comment, for a 30-day period.

For project requiring public notice, the processing staff shall prepare a preliminary public notice letter for Permit Services Manager/assignee review. Upon approval by the Permit Services Manager/assignee, the processing staff shall forward the preliminary public notice letter along with the final application review document and the draft ATC permit(s) to the Permit Services Director/assignee for signature, and proceed with the preliminary public notification process.

Written response shall be made to all comments received prior to issuing the final decision over the project, and if no comment is received during the preliminary public noticing period, the processing staff shall prepare a final notice letter and forward to the Permit Services Director/assignee for signature, and process with the final public notification process.

In order to save time and standardize permit requirements for public notification and publication purposes, the District has developed a number of Preliminary and Final Public Notice letters templates to be used, and these templates are available in District’s intranet page, AirNet, under Permit Services, Resources, Processing Tools, Permits, Letters, Public Notices, screenshots are shown below.

ADM 1205
Appendix - Page 38
7.2 School Notice:

Pursuant to California Health and Safety Code 42301.6, when equipment (emission source) is constructed or modified, which emits hazardous air emissions (with emissions increase for modified unit) and the emission source is located within 1,000 feet from the outer boundary of a K-12 school site, school public notification is required prior to the District makes a final decision over the project. For school public notification purpose, a school notice describing the project will forward to the parents or guardians of students enrolled in the school and to each address within a radius of 1,000 feet of the proposed equipment for public comment, for a 30-day period.

For project requiring school notice, the processing staff shall prepare a preliminary school notice letter for Permit Services Manager/assignee review and signature. Upon approval by the Permit Services Manager/assignee, the processing staff shall proceed with the preliminary school notification process.

ADM 1205
Appendix - Page 39
Written response shall be made to all comments received prior to issuing the final decision over the project, and if no comment is received during the preliminary school noticing period, the processing staff shall prepare a final school notice letter and forward to the Permit Services Manager/assignee for signature, and process with the final school notification process.

In order to save time and standardize permit requirements for school public notification purposes, the District has developed a number of Preliminary and Final School Notice letters templates to be used, and these templates are available in District's intranet page, AirNet, under Permit Services, Resources, Processing Tools, Permits, Letters, School Notices, screenshots are shown below.