

**APPLICATION FOR  
EMISSION REDUCTION CREDIT BANKING**

**-INSTRUCTIONS-**

- A. Indicate whether the application is for an Emission Reduction Credit Certificate (ERC) or a Consolidation of ERC Certificates by marking the appropriate box.
- B. A nonrefundable fee of \$913 is required with each original ERC application for transactions requiring public notice pursuant to Rule 2301 Emission Reduction Credit Banking. The District will assess reasonable additional fees based upon expenses and the average weighted labor rate if the original application fee does not cover the time and effort required to evaluate the project. You will be notified prior to the assessment of any additional fees. A nonrefundable fee of \$87 per surrendered certificate is required with each ERC Withdrawal, ERC Transfer of Ownership, or a Consolidation of ERC Certificates application. Checks or money orders shall be made payable to the SJVAPCD.
- C. **Line 1.** Indicate the name of the owner(s) that will hold title to the Certificate exactly as it should appear on the ERC Certificate. If the owner has an existing facility number with the District, include it in the indicated space. If the application is for ERC Transfer of Ownership, provide the name and mailing address of the new owner.
- D. **Line 2.** List the mailing address where correspondence regarding the application, billing for fees, and the ERC Certificate may be sent. ERC Certificates may be picked up in person or will be delivered by registered mail.
- E. **Line 3.** List the physical location where the actual emissions reduction occurred. If a street address is not applicable, then provide the Township, Section, and Range or the Universal Transverse Meridian (UTM) Coordinates.
- F. **Line 4.** Indicate the effective date that the actual emissions reduction occurred. For shutdown of a process, list the last date of operation. For equipment retrofit or modification, list the date that the project was completed. For curtailment or some other process change, list the last date of operation prior to the curtailment or change. Further information on actual emissions reductions is contained in Rule 2301 Emission Reduction Credit Banking.

- G. **Line 5.** For new ERC Certificates, if the actual emissions reduction involves emissions unit(s) with a valid Authority to Construct or Permit to Operate, list the applicable permit number(s). For ERC Withdrawal, ERC Transfer of Ownership, or Consolidation of ERC Certificates, list the applicable ERC Certificate number(s).
- H. **Line 6.** Indicate whether the actual emissions reduction was generated by a shutdown, a retrofit, a process change, or by some other means by marking the appropriate box. Provide a brief narrative describing how emissions are being reduced.
- I. **Line 7.** Indicate the quantities of emission reduction credits requested in pounds per quarter for affected pollutants (VOC, NO<sub>x</sub>, CO, PM<sub>10</sub>, SO<sub>x</sub>) and metric tons per year for CO<sub>2e</sub> (greenhouse gas). Actual emissions reductions are calculated according to the procedures set forth in Rule 2301 Emission Reduction Credit Banking.
- J. **Line 8.** Sign the application in ink. Type or print the title of the person signing as the applicant.
- K. **Line 9.** Type or print the name of the applicant. The applicant must be an officer of the business who will be responsible for ensuring that the actual emissions reductions generated are real, enforceable, and permanent. Indicate the date and the daytime telephone number of the applicant.
- L. **Supplemental Information Required With Each Application (The following information is not required if it has already been provided in conjunction with the application for ATC(s) authorizing the reduction(s)).** The following data, specifications, plans, and drawings must be submitted with each application for ERC Certificates:
1. **Equipment Location Drawing or Plot Plan** - The drawing or sketch submitted should be to scale and must show the following:
    - a) The property involved and outlines of all buildings and structures on it. Identify all property lines plainly.
    - b) The location and identification of the applicable emissions unit(s) on the property.
    - c) Location of the property with respect to streets and all adjacent properties. Identify adjacent properties. Indicate the direction north on the drawing.
  2. **Equipment Description** - For each emissions unit, state the make, model, size, type, and serial number of the entire emissions unit or of its major components.
  3. **Description of Actual Emissions Reduction** - The application must be

accompanied by a written description of the method by which emission reduction credits are generated. The descriptions must be complete and in detail for all emission reductions. For all processes which will continue to emit pollutants at a reduced level, all obtainable data must be supplied concerning the nature, volumes, particle sizes, weights, and concentrations of all types of air contaminants that may be discharged at each stage in the process. Similarly, the operation of any applicable air pollution control equipment must be described in sufficient detail to allow the District to determine if the process can be expected to consistently operate at the proposed control efficiencies.

4. **Baseline Period**

a) Affected Pollutant: The baseline period is the two-year period prior to the date of reduction occurred. Other periods may be applicable as defined in Rule 2201 New and Modified Stationary Source Review. Data must be provided to substantiate the quantity of emissions during the baseline period. Examples of acceptable data include production records, operating records, meter readings, invoices, and receipts. The data must be presented in a format which allows emissions to be categorized by calendar quarter. For example, daily, weekly or monthly records are acceptable, but semi-annual or annual records are not.

b) CO<sub>2</sub> Equivalent (greenhouse gas): The baseline period is the consecutive 24 month period immediately prior to the date the emission reduction occurred, or another consecutive 24 month period in the 60 months prior to the date the emission reduction occurred if determined by the APCO as being more representative of normal operations. Attach appropriate documentation.

5. **Emission of Air Contaminants Before and After the Actual Emissions Reduction** - Submit calculated estimates of the Historic Actual Emissions (HAE) of the affected pollutants and greenhouse gases during the baseline period. HAE are emissions having actually occurred based on source tests or calculated using actual fuel consumption or process weight, recognized emission factors or other data approved by the Control Officer which most accurately represent the emissions during the baseline period. Submit calculated estimates of the maximum Potential to Emit (PE) of all air contaminants and greenhouse gases as a result of the actual emissions reduction. If applicable, include reference to the source of any emission factors used, and include any test data which was collected and analyzed by independent laboratories and used to support the calculations.

6. **Process and Instrumentation Flow Diagram** - For continuous processes, show the flow of materials and the location and the type of all instrumentation, including any stack gas monitors. Show all pertinent temperatures, pressures, volumetric flow rates and mass flow rates.
  
7. **Equipment Drawings** - For equipment retrofits or modifications, provide drawings, dimensioned and to scale, in plan, elevations and as many sections as are needed to clearly illustrate the design and operation of the emissions unit(s) and the means by which air contaminants are controlled. When standard commercial equipment will be utilized for part or all of an emissions unit, the manufacturer's catalogue describing the equipment may be submitted. Information not contained in the catalogue must be provided by the applicant.

M. Applications may be submitted either by mail or in person at the following locations:

1. **Northern Regional Office** (San Joaquin, Stanislaus, and Merced Counties):

4800 Enterprise Way  
Modesto, CA 95356  
(209) 557-6400  
FAX: (209) 557-6475  
**SBA Hotline: (209) 557-6446**

2. **Central Regional Office** (Madera, Fresno, and Kings Counties):

1990 East Gettysburg Avenue  
Fresno, CA 93726  
(559) 230-5900  
FAX: (559) 230-6061  
**SBA Hotline: (559) 230-5888**

3. **Southern Regional Office** (Tulare and Kern Counties):

34946 Flyover Court  
Bakersfield, CA 93308  
(661) 392-5500  
FAX: (661) 392-5585  
**SBA Hotline: (661) 392-5665**