



**Connecticut Department of
Energy & Environmental Protection**
Bureau of Air Management
Engineering & Enforcement Division

Air Permit Amnesty Program

Equipment Survey Instructions

Use these instructions to complete the Air Permit Amnesty Program Equipment Survey.

Introduction

The Department of Energy and Environmental Protection (DEEP) is offering a unique opportunity for Connecticut's public and private K-12 schools that have failed to obtain necessary air permits for their equipment and/or premises. Over the next year DEEP will provide a period of amnesty from enforcement for schools that agree to participate in the program. Participation includes: DEEP assistance with this survey, air permit applicability determinations, permit application assistance and workshops, educational information on applicable federal regulations and involvement in Connecticut's Green LEAF Schools program. The program is being offered to provide a more efficient, effective and less expensive process of obtaining required permit(s). Completing this survey and returning it to DEEP will ascertain your participation in this program. Although participation is voluntary we encourage all sources to take advantage of this opportunity. Please be aware that any non-compliance issues discovered after the conclusion of the Air Permit Amnesty Program will be subject to normal enforcement procedures and penalties.

Who Can Participate?

Town and regional school districts and private K-12 schools in the State of Connecticut that may need to apply for an air permit or are interested in energy

efficiency programs can participate in this air permit amnesty program.

How to Apply

To apply, complete the survey that goes along with these instructions. Be sure to fill out all the information for each unit at your school(s).

The information provided will be used by DEEP to determine if any equipment requires an individual permit or if the premises needs an operating permit. Return completed surveys within 60 days of receipt to:

DEEP
79 Elm Street
5th Floor, CACU
Air Permit Amnesty Program
Hartford, CT 06106

If you have any questions about the Air Permit Amnesty Program, need more time to complete the survey or need help completing the survey contact DEEP at (860) 424-3702.

Definitions

Stationary Source: Any building, structure, facility or installation which emits or may emit a regulated pollutant (RCSA §22a-174-1(111)).

Premises: Means the grouping of all stationary sources at any one location and

owned or under control of the same person or persons (RCSA §22a-174-1(93)).

Title V Source: Any premises, at which any one or more stationary sources, located on one or more contiguous or adjacent properties under the control of the same person or persons that has potential emissions greater than the Title V thresholds set by RCSA §22a-174-33(a) (10).

Survey Instructions

PART 1: BUILDING OR PREMISES INFORMATION

If there are multiple premises complete one package for EACH premises. Please make copies of the forms as you need a set of forms for EACH premises.

1. PREMISES INFORMATION

Premises Name: Indicate your school's name.

Address, City/Town, State and Zip: Indicate the premises physical address, city/town, state and zip code.

2. Main Contact Official Responsible for Completing Survey: Indicate the responsible official's name, title, phone number, fax and email address. Include the address, city/town, state and zip code of the responsible official if different from the premises information.

3. Onsite Contact Information: Indicate the contact person that is onsite to answer technical questions regarding the equipment that is present at your school indicate the name, title, phone number, fax and email address of the contact.

4. Multiple Premises: Indicate if the premises is adjacent to one or more properties owned or under the control of the same person or persons. For

example if a high school and middle school are located on adjacent properties and under control of the Superintendent or Board of Education the "Yes" box would be checked.

5. Check "Yes" if you are voluntarily participating in the Air Permit Amnesty Program.

***DEEP strongly recommends a main contact person responsible for ALL schools AND a contact person who works at each school.**

PART 2: EMERGENCY ENGINE INFORMATION

Complete Part 2 if your school building or premises has an emergency engine(s). Please complete a separate form for each engine. You may reproduce this form as necessary. Complete each item as appropriate. If a particular item does not apply to your situation mark it N/A (not applicable).

Unit ID Number: Indicate the unit's ID (or asset) number (if you have one) that distinguishes the unit from all other units at your school.

DEP/DEEP Permit Number: If you have an air permit (most are not permitted), indicate the air permit number given by DEP/DEEP. **Do not include permits issued by Department of Public Safety or other Agencies.**

1. Type of Unit: Indicate the type of unit by checking the appropriate box. If "Other" is checked provide a brief description.

2. Unit Manufacturer: Indicate the name of the manufacturer of the unit.

Model Number: Indicate the model number of the unit.

3. **Date of Installation:** Indicate the date the unit was installed.

4. **Engine kW Rating and Engine Brake Horsepower:** Indicate the kilowatt (kW) rating of the generator and/or the maximum design brake horsepower of the internal combustion engine. This information can be obtained from the equipment manufacturer or nameplate.

Maximum Hourly Firing Rate: Indicate the maximum hourly firing rate of the unit. Specify the units used either gallons per hour or cubic feet per hour. This information can be obtained from the equipment manufacturer or nameplate.

5. **Type of Fuel Burned:** Indicate the type of fuel that is burned in the unit by checking the appropriate box. If "other" is checked specify the type of fuel. (ULSD is ultra-low sulfur diesel.)

Percent Sulfur: Indicate the percent sulfur **ONLY** if oil is the fuel used. Enter the fuel's maximum sulfur content by percent weight on a dry basis. This information can be obtained from the fuel dealer and is typically on your fuel receipt.

Fuel Meter: Indicate if the unit is equipped with its own fuel meter by checking the appropriate box.

Annual Fuel Usage during the Last 3 Years: Indicate the annual fuel usage for each of the last 3 years (2012, 2011 & 2010) for the unit. Specify the units used either gallons, cubic feet or enter the units. If the unit does not have its own fuel meter then provide the total amount of fuel used at the site.

Hour Meter: Indicate if the unit is equipped with its own hour meter by checking the appropriate box.

Hours of Operation: Indicate the annual hours of operation for each of the last 3 years (2012, 2011, & 2010) for the unit.

6. **Operating Schedule:** Indicate how often and for how long the engine is exercised for non-emergency purposes (i.e. routine testing or maintenance). Indicate the number of minutes and check the appropriate box next to the frequency.

7. **Air Pollution Control Equipment for the Unit:** Check "Yes" if the unit has air pollution control equipment. Check "No" if the unit does not have air pollution control equipment. If you check "Yes" indicate the type of air pollution control equipment the unit has. An example of air pollution control equipment includes, but is not limited to selective catalyst reduction (SCR).

PART 3: BOILER, FURNACE OR OTHER FUEL BURNING DEVICE INFORMATION

Complete Part 3 if your school or premises has a boiler(s), furnace or other fuel burning device. Do not include kitchen or cafeteria appliances. Please complete a separate form for each boiler or furnace. You may reproduce this form as necessary. Complete each item as appropriate. If a particular item does not apply to your situation mark it N/A (not applicable).

Unit ID Number: Indicate the unit's ID (or asset) number (if you have one) that distinguishes the unit from all other units at your school.

DEP/DEEP Permit Number: If you have an air permit (most are not permitted), indicate the air permit number given by DEP/DEEP. **Do not include permits issued by Department of Public Safety or other Agencies.**

1. **Type of Unit:** Indicate the type of unit by checking the appropriate box. If "Other" is checked provide a brief description.

2. **Unit Manufacturer:** Indicate the name of the manufacturer of the unit.

Model Number: Indicate the model number of the unit.

3. **Installation Date:** Indicate the date the unit was installed.

4. **Maximum Rated Heat Input of the Unit and Boiler Horse Power:** Indicate the maximum rated heat input of the unit in BTU's per hour. If it is a boiler also indicate the boiler horse power rating. This information can be obtained from the equipment manufacturer or nameplate.

5. **Maximum Firing Rate of the Burner(s):** Indicate the maximum firing rate of the actual burner(s). In many cases this is different than the heat input rating of actual boiler/device. Specify the units used either gallons per hour or cubic feet per hour. This information can be obtained from the equipment manufacturer or nameplate.

6. **Types of Fuel Burned:** Indicate the type of fuel that is burned in the unit by checking the appropriate box. Check all types of fuel burned that apply to the unit. If "other" is checked specify the type of fuel.

Percent Sulfur: Indicate the percent sulfur **ONLY** if oil is the fuel used. Enter the fuel's maximum sulfur content by percent weight on a dry basis. This information can be obtained from the fuel dealer and is typically on your fuel receipt.

Fuel Meter: Indicate if the unit is equipped with its own fuel meter by checking the appropriate box.

Annual Fuel Usage during the Last 3 Years:

Indicate the annual fuel usage for each of the last 3 years (2012, 2011 & 2010) for the unit. Specify the units used either gallons or cubic feet. If the unit does not have its own fuel meter then provide the total amount of fuel used at the site.

7. **Operating Schedule:** Indicate if the unit is used during the heating season only or used more often by checking the appropriate box.

8. **Does the Unit have a Stack?** Check "Yes" if the unit has a stack and "No" if it does not. If "Yes" is checked then indicate the stack height in feet above grade. In addition please indicate the height of the building and the maximum building width.

9. **Air Pollution Control Equipment for the Unit:** Check "Yes" if the unit has air pollution control equipment. Check "No" if the unit does not have air pollution control equipment. If you check "Yes" indicate the type of air pollution control equipment the unit has. Examples of air pollution control equipment include, but are not limited to Low NOx burners, flue gas recirculation, and selective catalytic reduction.

PART 4: SPRAY COATING INFORMATION

Complete Part 4 if your school or premises uses a paint spray gun or spray application system to apply paint or solvent at the premises.

1. **Do you have a paint spray booth(s) at this premises?** Check "Yes" if a paint spray booth(s) is present. Check "No" if there is not a paint spray booth(s).

2. Do you use a paint spray gun or spray application system at this premises?

Check "Yes" if a paint spray gun or system is used at your school or premises. Check "No" if there is no paint spray gun or system used at your school or premises. If "No" is checked then you do not have to complete the rest of the form, however if "Yes" is checked then complete the rest of the form.

2. Are all spray guns high volume low pressure (HVLP)? Check the appropriate box indicating if all the spray guns are HVLP or not.

3. Maximum application rate for the spray gun: Indicate the maximum application rate for the spray gun. Specify the units used either ounces per minute or gallons per hour. This information can be obtained from the equipment manufacturer.

4. Total gallons of paint purchased for the premises in 2012 and 2011: Indicate the total amount of paint that was purchased by the premises in gallons for the years 2012 and 2011.

5. Total gallons of solvent purchased for the premises in 2012 and 2011: Indicate the total amount of solvent that was purchased by the premises in gallons for the year 2012 and 2011.

***Please provide a copy of the Material Safety Data Sheet (MSDS) for the paint and the thinner/solvent that is used most often in the paint spray gun or application system at your school.**

PART 5: COLD CLEANERS OR PARTS WASHERS

Complete Part 5 if your school or premises has cold cleaners or parts washers.

1. Do you have any cold cleaners or parts washers? Check "Yes" if you have cold

cleaners or parts washers. Check "No" if you do not have any cold cleaners or parts washers. If "Yes" is checked, please indicate how many.

***Please provide a copy of the Material Safety Data Sheet (MSDS) for the solvent that is used in the cold cleaners or parts washers at your school.**

PART 6: ENERGY EFFICIENCY

1. HAVE YOU PARTICIPATED IN THE CONNECTICUT GREEN LEAF SCHOOLS PROGRAM? Check "Yes" if you have signed up and are participating in the Connecticut Green LEAF Schools program. Check "No" if you have not signed up or are not participating in the program. If "Yes" is checked give the date you participated, if "No" is checked then you **MUST** go to http://www.ctgreenschools.org/How_Green_LEAF_works.htm and register to participate in the program.

2. HAS AN ENERGY AUDIT BEEN CONDUCTED AT THE PREMISES? Check "Yes" if an energy audit has been done in the past at the premises. Check "No" if no energy audit has been done. If "Yes" is checked give the date the energy audit was conducted.

3. DO YOU PLAN ON CONDUCTING AN ENERGY AUDIT? Check "Yes" if you are planning an energy audit for the premises, check "No" if you do not have any plans to perform an energy audit. If "Yes" is checked give the proposed date of the planned energy audit.

4. DO YOU HAVE AN ENERGY TEAM? Check "Yes" if you have energy team at your premises, check "No" if there is no energy team. If "Yes" is checked provide the names and titles of the energy team members.

5. HAVE YOU PERFORMED ANY ENERGY UPGRADES? Check “Yes” if energy upgrades were done at the premises, check “No” if no energy upgrades were done. If “Yes” provide a brief description of the energy upgrades and the dates that they were completed. Examples of energy upgrades include, but are not limited to occupancy sensors, light bulb replacements, programmable thermostats and low flow faucets.

sensors, light bulb replacements, programmable thermostats, low flow faucets and energy star products.

6. DO YOU PLAN ON PERFORMING ANY ENERGY UPGRADES? Check “Yes” if you plan on doing energy upgrades, check “No” if there are no plans to do any energy upgrades. If “Yes” is checked provide a brief description of the energy upgrades planned and the dates they are to be completed. Examples of energy upgrades include, but are not limited to occupancy sensors, light bulb replacements, programmable thermostats and low flow faucets.

7. HAVE ANY ENERGY EFFICIENCY PROJECTS BEEN INITIATED AT THIS PREMISE? Check “Yes” if any energy efficiency projects have been initiated; check “No” if there are no energy efficiency projects initiated at this premise. If “Yes” is checked please list the projects that have been initiated. Examples of energy efficiency projects include, but are not limited to occupancy sensors installation, light bulb replacements, programmable thermostats installation and heating, ventilating, and air conditioning (HVAC) upgrades.

8. WOULD YOU LIKE MORE INFORMATION ABOUT ENERGY EFFICIENCY MEASURES? Check “Yes” if you would like more information about energy efficiency measures, check “No” if you do not want any more information about energy efficiency measures. Examples of energy efficiency measures include, but are not limited to occupancy