

PIMA COUNTY DEPARTMENT OF ENVIRONMENTAL QUALITY

Air Program

33 N. Stone Avenue, Suite 730, Tucson, AZ 85701 ▪ Phone: (520) 724-7400

**GENERAL AIR QUALITY
OPERATING PERMIT**

FOR

**HUMAN AND ANIMAL
CREMATORIES**

APPLICATION PACKAGE

May 13, 2015

****BEGINNING INSTRUCTIONS****

Please read the introduction and disclaimer below. To begin the application process, complete the eligibility determination and application form. The applicability determination begins on page 2 of this application package. Once the determination has been completed, go to page 4 of the application packet and follow all instructions completely, starting with Number 1. Each step in the packet is accompanied by specific instructions. If the instructions are followed completely, and in the correct order, your application should be administratively complete. Technical completeness will be evaluated by the Control Officer. Supplying all required information requested in the application packet provides the greatest likelihood that the application processing time will be reduced. Submittal of an incomplete application can result in substantial delays in processing time. Thank you for helping Pima County Department of Environmental Quality (PDEQ) provide the most expeditious service possible.

INTRODUCTION

PDEQ has drafted this General Permit to streamline the permitting process for the large number of human and animal crematory facilities that are similar in nature, have substantially similar emissions, and would be subject to the same or substantially similar requirements governing operations, emissions, monitoring, reporting, or recordkeeping. “Similar in nature” refers to facility size, processes, and operating conditions. This action shall reduce PDEQ’s workload and afford decreased permitting timeframes while enhancing the capabilities of the Air Quality Program. With the issuance of this General Permit, the Human and Animal Crematories General Permit issued by the Arizona Department of Environmental Quality is no longer valid in Pima County.

PDEQ expects that most, but not all, human and animal crematory facilities will qualify under the general permit. Page 2 of this application packet has been developed to determine which facilities qualify for coverage. Those facilities that do not qualify must obtain an individual (source specific) air quality operating permit.

DISCLAIMER

Completion of this application package does not void the right of the Control Officer under 17.12.165 of the Pima County Code to require the Applicant to provide supplemental information before processing the application and issuing or denying an Authorization to Operate (ATO) under this General Permit.

FACILITY ELIGIBILITY DETERMINATION

This form has been developed to determine if your facility meets the criteria for coverage under the general permit or is required to obtain an individual permit.

(START HERE!) Step 1: Determine what type of facility you operate, and whether or not you are eligible for this general permit.

The first step in the application process is to determine if your facility is eligible for coverage under this general permit. Not all human and animal crematory *facilities* can be covered by this general permit, but the permit has been structured to cover the most common types found within Pima County.

To begin, you will answer a series of questions (all are yes or no responses,) and determine if your *facility* can be covered by this general permit. Then, you will continue on to Step 2 and determine if *each cremator* you operate at your facility can be covered under the permit, as well.

Answer the following questions, in order, following all instructions exactly. Begin with question number 1), and circle Yes or No to answer. Proceed as instructed after answering each question.

Questions about your facility:

- 1) Is each cremator a dual-chamber design, consisting of a primary charging chamber and a secondary chamber (or afterburner), with burners located in each chamber?

Yes No

If **YES**, continue to question 2. If **NO**, your facility is **NOT** eligible for coverage under this general permit. Please contact PDEQ for further permitting information.

- 2) Does any cremator stack have any obstructions to stack flow, such as rain caps; unless such devices are designed to automatically open when the incinerator is operated (properly installed and maintained spark arrestors are not considered obstructions)?

Yes No

If **NO**, continue to question 3. If **YES**, your facility **MAY NOT** be eligible for coverage under this General Permit. To be eligible, the stack may have to be modified. Please contact PDEQ for further permitting information.

- 3) Does any cremator use any fuel other than natural gas or liquefied petroleum gas (i.e. propane)?

Yes No

If **NO**, continue to question 4. If **YES**, your facility is **NOT** eligible for coverage under this General Permit. Please contact PDEQ for further permitting information.

- 4) Is any cremator used to dispose of any hospital, medical infectious, radioactive or hazardous waste?

Yes No

If **NO**, continue to question 5. If **YES**, your facility is **NOT** eligible for coverage under this General Permit. Please contact PDEQ for further permitting information.

- 5) Will the facility be able to limit its cremator operation between the official hours of sunrise and sunset?

Yes No

If **YES**, continue to Step 2 (below). If **NO**, your facility is **NOT** eligible for coverage under this General Permit. Please contact PDEQ for further permitting information.

Step 2: Complete and sign the General Permit Application Form

(Page 4 of this package).

Step 3: Complete Equipment List

(Page 5 of this package).

Step 4: Complete and sign the Statement of Compliance with all Applicable Requirements and the Certification of Truth, Accuracy, and Completeness

(Page 6 of this package)

Step 5: An application fee of \$540.00 must be submitted with each application.

Please make your check or money order payable to PDEQ. *Payment can also be made by phone using a credit card (Visa or MasterCard only) by calling (520) 724-7400.*

Mail the completed application package and the \$540 application fee to:

Pima County Department of Environmental Quality

Air Program

33 N. Stone Avenue, Suite 700

Tucson, AZ 85701

GENERAL PERMIT APPLICATION FORM

(As required by A.R.S. § 49-480, and Title 17 of the Pima County Code)

1. Permit to be issued to (Arizona Corporate Commission Registered Name): _____

2. Mailing Address: _____

City: _____ State: _____ ZIP: _____

3. Name (or names) of Owner or Operator: _____

FAX #: _____ Phone: _____

Email: _____

4. Name of Owner's Agent: _____

FAX #: _____ Phone: _____

Email: _____

5. Plant Name (if different than item #1): _____

6. Proposed Equipment/Plant Location Address: _____

City: _____ State: _____ ZIP: _____

7. Plant/Site Manager/Contact Person: _____

FAX #: _____ Phone: _____

Email: _____

8. General Nature of Business: _____

Standard Industrial Classification Code(s): _____ Permit Class: _____

9. Type of Organization: Corporation Individual Owner Partnership Government Entity Other

10. General Permit Application Basis (Check all that apply):

New Source General Permit *Revision:*
 Renewal of Existing Permit # _____ Portable Source Administrative Minor Significant

Date of Commencement of Construction or Modification: _____

Is any of the equipment to be leased to another individual or entity? Yes No

11. Typed or Printed Name of Responsible Official (RO): _____

Official Title of RO: _____

RO Fax #: _____ RO Phone #: _____

RO Email: _____ Date: _____

12. Signature of Responsible Official of Organization: _____

HUMAN AND ANIMAL CREMATORIES

Step 3) Record required information for each human and animal incinerator.

The next step in the application process is to record required information for each human and animal cremator operated at your facility. It is necessary for you to provide permanent and unique identifying information for each cremator, so that the identity of each incinerator can be confirmed by PDEQ inspectors during inspection of your facility. Fill in all the information in the following table for each human and animal cremator you operate at your facility. **DO NOT** omit any information, or your application processing time may significantly be increased.

Cremator Make	Model	Serial Number	Manufacture Date	Max Burner Capacity Primary & Secondary Chamber (Btu/hr)	Secondary Chamber Minimum Operating Temperature (°F)	Secondary Chamber Burner Operating Residence Time (Secs)	Firing/Charge Rate (lbs/hr)	Fuel

After the table above has been completed, and all information for each of your human and animal cremators is recorded, proceed to Step 4 on page 6. If you have problems obtaining any piece of information in the table above, please contact PDEQ for permitting assistance. **DO NOT** submit an incomplete application.

CERTIFICATION BY RESPONSIBLE OFFICIAL

Step 4): Responsible Official Signatures

Every application submitted to PDEQ must be accompanied by this certification page signed by the Responsible Official.

The responsible official is defined as a person who is in charge of principal business functions or who performs policy or decision making functions for the business. This may also include an authorized representative for such persons. For a complete definition, see Pima County Air Quality Control, Title 17, Section 17.04.340(A)(199).

ONLY the **Responsible Official** for the organization reads and understands the following two statements, and provides his/her signature for **BOTH**. Applications without these signed statements will be deemed incomplete.

1) Statement of Compliance with all Applicable Requirements

Permit Number (If existing source) _____

Any applicant who fails to submit any relevant facts or who has submitted incorrect information in a permit application shall, upon becoming aware of such failure or incorrect submittal, promptly submit such supplementary facts or corrected information. In addition, an applicant shall provide additional information as necessary to address any requirements that become applicable to the source after the date it files a complete application, but prior to release of a proposed permit. Should there be any discrepancies between this application package and Title 17 of the Pima County Code (PCC), the PCC shall be preferred.

I certify that I have knowledge of the facts herein set forth, that the same are true, accurate and complete to the best of my knowledge and belief, and that all information not identified by me as confidential in nature shall be treated by the Pima County Department of Environmental Quality (PDEQ) as public record. I also attest that I am in compliance with the applicable requirements and will continue to comply with such requirements and any future requirements that become effective during the life of my permit. I further state that I will assume responsibility for the construction, modification, or operation of the source in accordance with the requirements of Title 17 of the Pima County Code and any permit issued thereof.

Name (Print/Type): _____ Title: _____

Signature: _____ Date: _____

2) Certification of Truth, Accuracy, and Completeness

17.12.165(H) - Certification of Truth, Accuracy, and Completeness. Any application form, report, or compliance certification submitted pursuant to this Chapter shall contain certification by a responsible official of truth, accuracy, and completeness. This certification shall state that, based on information and belief formed after reasonable inquiry, the statements and information in the documents are true, accurate, and complete.

By my signature I,(Name) _____, hereby certify that based on information and belief formed after reasonable inquiry, the statements and information in this document are true, accurate, and complete.

(Signature): _____

Title: _____ Date: _____