

**Oil and Gas Well-Site Production Operations (GP 12)
Model General Permit (MGP) Application Instructions**

IF YOU ARE SUBMITTING A HARDCOPY APPLICATION

1. Complete and sign the Qualifying Criteria document. The same signatory for the application should sign Qualifying Criteria document.
2. Complete the PTIO Application and the appropriate EAC form(s). Have the signatory, as defined in OAC rule 3745-31-04(B), sign the application.
 - a. PTIO Applicants: It is necessary to ONLY complete the following section of the PTIO application:

General Cover Sheet - Facility & Contact Information
Section I* – 1 through 8
Section II** – 1, 2, 5, 6, 7A for size engine and stack height of each (P002 and P003), 8, and 10

* Section I must only be filled out once for overall facility.

** Section II must be filled out for **each emissions unit** at the facility.
 - b. The appropriate emissions activity category (EAC) forms. It is necessary to complete the following EAC forms for the well site:

EU	Description	Applicable EAC Form(s)	Necessary Sections
P001	Dehydration System [including dehydrator, condenser (BTEX eliminator) or carbon adsorption system]	3100	1 through 3 and 5 and 8 for <u>each</u> dehydration system
		3101	1 through 3 and 6 through 8 for a flare dedicated to the dehydrator(s)
P002	Spark Ignition Internal Combustion Engines	3862	1 through 6 and 9 through 14 for <u>each</u> engine
P003	Compression Ignition Engines	3862	1 through 6 and 9 through 14 for <u>each</u> engine
P004	Flare/Combustor	3101	1 through 3 and 6 through 8 for <u>each</u> flare or combustor
F001	Ancillary Equipment/ Pipeline Leaks	3100	1 through 3; 5: for the anticipated annual natural gas and condensate/oil production (add additional information under rate table); 8: provide the estimated emissions from leaks from the tanks and closed vent system, list the number of pneumatic controllers with a bleed rate ≤ 6 scf/hr; each pneumatic controller with a bleed rate >6 scf/hr and the

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			functional need for the higher bleed rate, and the estimated number of connectors, valves, flanges, pump seals, and relief valves (these estimates should be based on a facility of the same size and configuration, in the same geographical basin).
T001	Storage Vessels	3104*	1 through 14 and 16 through 27

* The general instructions for completion of the EAC form for a storage tank identifies tanks that are exempt under OAC 3745-31-03(A)(1)(I) and states that the EAC form is not necessary for these tanks. Under GP 12, all stationary storage vessels at the well site are subject to the New Source Performance Standards under Part 60 Subpart OOOO, unless exempted under the subpart. For this reason, they do not qualify for the exemption noted in OAC 3745-31-03(A)(1). Therefore, it is necessary for the EAC form to be filled out for the storage vessels.

3. Complete a detailed process flow diagram illustrating all operations at the site.
4. Include a cover letter that states specifically which model general permit you are applying for, using the "Source Description" and "MGP Number" contained on the "Qualifying Criteria" document.
5. Submit all required documents to the District Office or Local Air Agency.

Note: In order to properly validate the application, all forms listed above for the general permit must be submitted whether or not the equipment is currently planned for the site. This serves as an acknowledgement that these pieces of equipment are still being applied for, as they are included in the general permit. A designation of N/A is acceptable on the forms for which the equipment is not currently planned for the site.

IF YOU ARE SUBMITTING AN ELECTRONIC APPLICATION IN AIR SERVICES

1. Ensure your Facility Profile is current including contact information, Source Classification Code (SCC) information, any relevant control equipment information and egress points for all emissions units (EUs) at the site. See Facility Profile guidance available on the general permit page.
2. Complete the electronic PTIO Application in Air Services, selecting the appropriate General Permit Category and Type. For PTIO applicants it is ONLY necessary to complete the following sections of the PTIO application in Air Services:

PTIO Application Page Sections: 1, 2, 3 and 7
Emissions Unit Page Sections: 1 and 3

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3. Complete the following forms and upload them as an attachment to your electronic application on the main application page and under the corresponding emission unit (EU) page.
- a. Qualifying Criteria document (signature is NOT required on the form when using Air Services).
 - b. A detailed process flow diagram illustrating all operations at the site.
 - c. The appropriate emissions activity category (EAC) forms. It is necessary to complete the following EAC forms for the well site:

EU	Description	Applicable EAC Form(s)	Necessary Sections
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		3101	1 through 3 and 6 through 8 for a flare dedicated to the dehydrator(s)
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P004	Flare/Combustor	3101	1 through 3 and 6 through 8 for <u>each</u> flare or combustor
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Note: In order to properly validate the application in the electronic system, all forms listed above for the general permit must be submitted whether or not the equipment is currently planned for the site. This serves as an acknowledgement that these pieces of equipment are still being applied for, as they are included in the general permit. A designation of N/A is acceptable on the forms for which the equipment is not currently planned for the site.