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## Engineering Guide 44: Portable Source Permitting, Relocation, and Compliance

*The purpose of this Engineering Guide is to establish a standardized approach to permitting, relocating, stack testing, and inspecting portable sources. This guide pertains to all portable sources regulate by a permit-to-install (PTI), permit-to-install and operate (PTIO) or permit-by-rule (PBR).*

### Definitions

For purposes of clarity and uniformity, the following terms used throughout this Engineering Guide have the following meanings:

- “Facility” means the portable production unit and all of its supporting emissions units.
- “Jurisdictional District Office or local air agency (DO/LAA)” means the Ohio EPA field office where the emissions unit will be operated.
- “Permitting DO/LAA” means the Ohio EPA field office where the facility’s Ohio corporate headquarters are located, where the emissions unit was first operated, or where the company is registered with the Secretary of State, as appropriate.
- “Production unit” means all pieces of equipment that must operate together to create a specific product.
- “Supporting emissions unit” means an emissions unit that by itself is not portable, but whose emissions could be construed as portable when supporting a production unit that meets the definition of a portable facility (e.g., roadways and storage piles, when those emissions units are associated with a portable source such as a crusher or asphalt plant).
- “Best available technology (BAT)” means a requirement under Ohio Administrative Code (OAC) rule 3745-31-05(A)(3) for all new emissions units meeting the applicability thresholds outlined in the rule. (BAT is defined in OAC rule 3745-31-01. In Ohio, requirements established pursuant to BAT are specified in a PTI or PTIO for the emissions unit and supporting units.

### Questions and Answers

#### 1. Permitting

##### 1.1. Why does DAPC have exemptions for portable sources?

The intent of the portable source exemption is to allow owners of portable sources to relocate their equipment without having the burden of applying for and obtaining a new PTI, PTIO or PBR each time the equipment is relocated. For example, portable crushers, screeners, asphalt plants, and concrete plants may follow ODOT highway work projects; and portable quarrying equipment may be shared between quarries where the quarries and the portable equipment are under the same ownership.

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### 1.2. How is a portable source defined?

OAC rule 3745-31-01 defines a portable source as an air contaminant source that, in the director's judgment, is specifically designed to be transferred to a new site as needs warrant." Portable sources may be classified or converted to a stationary source either through a permit modification or some sort of alteration of the portable source, such as permanent stacks for emissions controls, permanent footers, and/or other such structural changes. Such changes to the site indicate either (a) an intent by the owner/operator to leave the portable source in a certain location indefinitely or (b) the portable source is no longer portable.

A similar definition used in OAC rule 3745-31-01 for a non-road engine identifies characteristics of transportability (portability) as including, but not limited to: wheels, skids, carrying handles, dolly, trailer, or platform.

Certain rules that affect specific sources may have more stringent definitions of a portable source. For example, 40 CFR Part 60, Subpart OOO regulates the emissions from nonmetallic mineral processing plants. It defines a portable source as any plant that is mounted on any chassis or skids and may be moved by the application of a lifting or pulling force. In addition, there shall be no cable, chain, turnbuckle, bolt or other means (except electrical connections) by which any piece of equipment is attached or clamped to any anchor, slab, or structure, including bedrock that must be removed prior to the application of a lifting or pulling force for the purpose of transporting the unit."

When in doubt as to whether or not a source is considered to be portable, contact the Central Office DAPC permitting staff assigned to the DO/LAA.

### 1.3. Is there a time limit for how long a portable source can operate in one location and still be a portable source?

Typically, portable equipment is moved in a timely manner, and relatively often. Equipment that has been dismantled or generally not operated for a period of two years or more will need new PTIs or PTIOs prior to operation and will have to meet appropriate BAT requirements. This time period is based upon U.S. EPA guidance. DO/LAAs should contact the DAPC permitting section to discuss and properly evaluate such situations.

### 1.4. How is it determined which DO/LAA must permit each portable emissions unit?

Typically, the permitting DO/LAA will be the field office with jurisdiction over the county where the company's corporate headquarters are located. If the company does not have permanent offices in Ohio, the DO/LAA where the company is registered with the Ohio Secretary of State is tasked with processing the appropriate permit applications. If information from the Secretary of State is not readily available, the appropriate DO/LAA is based upon where the equipment will first be located.

### 1.5. When permitting a portable source, should supporting emissions units, such as roadways, storage piles, material handling, and storage tanks be included?

Yes. While it is true that roadways are not portable, the traffic that is associated with the portable source travels with the portable source. Consider the case where a portable source relocates to a site that is currently not permitted. Without having roadways associated

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specifically with the portable source, the permittee must first apply for and obtain a permit for the roadways prior to relocating. If roadways are not associated with the portable source, the requirement of permitting the roadways separately defeats the intent of the portable source exemptions. See the definition of supporting units.

### 1.6. What is the proper way to identify portable sources?

It is recognized that permitting portable facilities has been handled differently over time and across DO/LAAs. As a result, it is not uncommon to find multiple independent portable production units operating under one facility ID. However, in order to be consistent, the grouping of emissions units into portable facilities should be achieved based upon the production unit paradigm. In general, production units consist of all pieces of equipment that must operate together to create a specific product. A portable facility is considered to be a production unit and all the supporting emission units needed for the production unit to successfully operate that relocate together. Because some companies need more flexibility to relocate individual pieces of equipment, they may request to have a facility that consists of a single piece of equipment or some combination of equipment that is not capable of creating a specific product on its own. (Note: These sources may appear to be “de minimis” when permitted separately; however, when they are combined with other facilities at a site to create an operable production unit, they would not meet the “de minimis” exemption. This policy should not be used to exempt sources that would otherwise need permits.)

The key to proper identification of portable facilities is to work with the owner to determine the degree of flexibility that they require when relocating their equipment. For example, if Crusher 1 always operates with Screener A then they should be placed under one facility ID. If the company believes that they will need to use these two pieces of equipment simultaneously at separate locations, then Crusher 1 and Screener A should be split into separate facilities.

During discussions with the company, the DO/LAA should communicate to the company that increased flexibility will increase the administrative burden on the company. Each separate facility that they own will have to submit separate compliance reports, fee emission reports, and permit applications.

### 1.7. How should portable emissions units be labeled and grouped into facilities?

A portable facility is considered to be a production unit and all the supporting emission units needed for the production unit to successfully operate and relocate. The production unit will be defined by the owner. Each DO/LAA will be expected to work closely with the owner to designate exactly what equipment will move together and, therefore, be considered a facility. Supporting emission units (e.g., roadways, storage piles, etc.) will also need to be identified and permitted as needed.

The following is an example of two different ways aggregate operations could be split into portable facilities:

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### Option 1:

#### *Aggregate Plant A*

P901- aggregate plant (consisting of 1 crusher, 1 screener, 1 conveyor, and 2 attached generators)

P001- detached generator

F001- roadways

F002- storage piles (including load-in and load-out)

### Option 2:

#### *Aggregate Plant A*

P901- aggregate plant (consisting of 1 crusher with attached generator)

F001- roadways

F002- storage piles (including load-in and load-out)

#### *Aggregate Plant B*

P901- aggregate plant (consisting of 1 screener with attached generator)

F001- roadways

F002- storage piles (including load-in and load-out)

#### *Aggregate Plant C*

F001- roadways

F002- storage piles (including load-in and load-out)

F003- aggregate plant (consisting of 1 conveyor)

#### *Portable Generator A*

P001- detached generator

- 1.8. [What administrative and/or permitting actions should be completed when a facility or emissions unit that has already been permitted needs to be regrouped or split apart to meet the policy as described in Questions 1.6 and 1.7 above?](#)

There are specific procedures that must be completed by DO/LAA staff to ensure that portable emissions units are correctly grouped as a facility, tracked, and permitted.

DO/LAA staff, please see Customer Support Center FAQ Topic “How to group portable emissions units into facilities” (ID 2167) for specific instructions on regrouping permitted emissions units into portable facilities within the system.

- 1.9. [It sometimes becomes hard to track portable sources by emissions unit IDs or the descriptions supplied by the permittees. Can we do anything about this?](#)

The equipment models and serial numbers should be included in the PTI, PTIO, or PBR application forms when possible. However, because initial PTIs or PTIOs are normally issued before the equipment is procured, this is not always possible. The serial number is included as a reportable detail on the Portable Source Relocation Request form.

- 1.10. [How is a transfer of ownership of portable equipment within and across DO/LAA jurisdictional boundaries handled?](#)

OAC rule 3745-31-07(E) allows air permits to be transferred to the new owners when air emissions sources change ownership. However, the transfer process can be somewhat

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complicated when dealing with portable operations. It is important to work closely with the new owners of the portable equipment to determine how the equipment will be grouped as a facility or facilities (see 1.6 and 1.7 above). If the portable equipment is transferred to a new owner across DO/LAA jurisdictional boundaries, it is also important to coordinate with the new permitting DO/LAA. There are specific procedures that DO/LAAs must complete to ensure that portable emissions units are correctly transferred.

*DO/LAA Staff:* Please see Customer Support Center FAQ Topic “How to transfer facility ownership of portable facilities” (ID 2168) for specific instructions on transferring facility ownership for portable facilities within the system.

If the purchase of a portable facility involves moving the facility to a new location, a portable source relocation request needs to be submitted by the new owner.

### 1.11. Who has the responsibility for the permits for portable sources that are leased or rented from a rental company?

Should a permit or PBR be necessary (i.e., the emissions unit does not qualify for any of the permitting exemptions in OAC Chapter 3745-31), it is the responsibility of the rental or leasing company to obtain and maintain the proper permits. It is also the responsibility of the rental or leasing company to submit the portable relocation request, although there is nothing that prevents the lessee from obtaining the appropriate permits as the operator.

Should enforcement be warranted, Ohio EPA would most likely consider enforcement against both entities.

### 1.12. What happens if a portable source owner wants co-locate equipment with another air contaminant source?

When evaluating a site for portable relocation approval, the potential to emit from all air contaminant sources that meet the definition of a “facility” must be considered for Title V and major new source review.

Relocation of any portable source that results in the installation of a major stationary source or the modification of a major stationary source must also meet all applicable requirements under OAC Chapter 3745-31, including the requirement to obtain a permit-to-install prior to relocation. Relocation of any portable source that results in the creation of a major source, as defined in rule 3745-77-01 of the Administrative Code, shall also meet all applicable requirements under the Title V program contained in Chapter 3745-77 of the Administrative Code, which may include the requirement to apply for a Title V permit.

## 2. Portable Relocation Procedures

### 2.1. What is the mechanism that allows portable sources to relocate without first obtaining new PTIs, PTIOs or PBRs each time they relocate?

Portable sources subject to PTI, PTIO, and PBR requirements are specifically exempted from obtaining new permits with each relocation, as provided in OAC rules 3745-31-03(B)(1)(p), as appropriate. This rule must be understood and applied appropriately.

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### **OAC rule 3745-31-03(B)(1)(p)(i)**

OAC rule 3745-31-03(B)(1)(p)(i) was written to allow flexibility in relocating portable sources where the potential locations are unknown, such as portable sources that are available for lease, or those sources that move with the work to minimize travel time of delivery trucks (like concrete plants and asphalt plants that relocate to accommodate ODOT contracts).

#### Intent to Relocate: One-Time Approval, Site Not Pre-approved

Relocation approval will be granted provided the owner/operator meets the following requirements:

- a. The portable source including the portable permit-by-rule source was installed after January 1, 1974 and continues to comply with any applicable BAT and state or federal air pollution rule or law.
- b. The portable source including the portable permit-by-rule source continues to comply with the currently effective permit-to-install or PTIO or any applicable permit-to-operate or registration status or currently effective permit-by-rule.
- c. The owner or operator has requested approval, in a form and manner prescribed by the director, to relocate the portable source including the portable permit-by-rule source within a minimum of twenty-one days prior to the scheduled relocation.
- d. The director has issued a public notice, consistent with Chapter 3745-49 of the Administrative Code, in the county where the proposed site is located, stating that in the director's judgment the portable source including the portable permit-by-rule source at the proposed site will have an acceptable environmental impact.

### **OAC rule 3745-31-03(B)(1)(p)(ii)**

OAC rule 3745-31-03(B)(1)(p)(ii) is provided for the instances when the potential locations for a portable source are known ahead of time. A typical example in which the potential locations are known ahead of time would be a mining company that has some piece of portable equipment that will repeatedly relocate to multiple sites under their control.

#### Intent to Relocate: Site Pre-approval

The facility must request to have one or more sites pre-approved as a site they will be able to relocate to in the future. Site pre-approval will be granted provided the owner/operator meets the following requirements:

- a. The portable source including the portable permit-by-rule source was installed after January 1, 1974 and continues to comply with any applicable BAT and state or federal air pollution rule or law.
- b. The portable source including the portable permit-by-rule source continues to comply with the currently effective permit-to-install or PTIO or any applicable permit-to-operate or registration status or currently effective permit-by-rule.

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- c. The owner or operator has requested approval, in a form and manner prescribed by the director, to relocate the portable source including the portable permit-by-rule source to the proposed pre-approved site.
- d. The director has issued a public notice, consistent with Chapter 3745-49 of the Administrative Code, in the county where the proposed pre-approved site is located, stating that in the director's judgment the portable source including the portable permit-by-rule source and the proposed pre-approved site will have an acceptable environmental impact.

If a company chooses to relocate the equipment to a facility not on their list of pre-disclosed locations, alternatively, the facility may use the one-time approval method described above and provided in OAC rule 3745-31-03(B)(1)(p)(i).

A flowchart outlining the protocol for each type of relocation can be found in Attachment 1: Portable Source Relocation Flowchart. See Attachment 2: Request for Approval to Relocate a Portable Source to view the required form.

### 2.2. Are facilities required to notify Ohio EPA once they have relocated?

Yes, the facility will receive a Portable Plant Relocation Confirmation form along with the approval letter. This form, or an update to the eBusiness Center: Air Services facility location information, must be submitted to Ohio EPA within 21 days of relocation to an approved site. Confirmation of relocation is required in OAC 3745-31-03(B)(1)(p).

If the change is submitted using Air Services, it will appear in Ohio EPA's software system, Stars2, as a facility profile change and an information task will appear on the To Do list of the permit writer identified for that facility. The permitting DO/LAA must update the facility address in the system if the hardcopy form was received.

### 2.3. Do these relocation approvals expire?

Yes, the expiration of these approvals is dependent upon the type of approval granted as follows:

#### Intent to Relocate: One-Time Approval, Site Not Pre-approved

Following approval of the site by the director, the portable source may relocate to the site one time within 365 days of approval issuance.

#### Intent to Relocate: Site Pre-approval

Following pre-approval of the site by the director, the portable source may relocate to the pre-approved site at any time on or before the expiration date which will be three years from the date of issuance.

### 2.4. Does equipment regulated by a PBR need to follow portable relocation procedures?

Yes, with the rule changes that became effective May 1, 2016 a portable source regulated by a PBR is subject to OAC 3745-31-03(B)(1)(p).

### 2.5. Which Ohio EPA field office is responsible for determining if a site is acceptable?

The permitting DO/LAA should notify the jurisdictional DO/LAA within five days of receiving a relocation request. The jurisdictional DO/LAA should review the site to determine if it is

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acceptable and notify the permitting DO/LAA within two weeks of receiving the notification from the permitting DO/LAA concerning the acceptability of the site. Upon receiving notification of site approval from the jurisdictional DO/LAA, the permitting DO/LAA will process an approval or denial of the relocation.

DO/LAA staff, please see Customer Support Center FAQ Topic “Stars2 portable facility creation and ITR entry - Video” (ID 1523) for detailed instructions on processing portable relocations in the system.

### 2.6. [What are some of the criteria field offices should consider when determining whether a proposed relocation is approvable?](#)

There are many factors to take into consideration when evaluating whether or not a proposed relocation is approvable. Pursuant to OAC 3745-31-03(B)(1)(p), any source proposing to relocate must be in compliance with applicable BAT and other permitting requirements. Jurisdictional field offices should also evaluate the facility potential to emit at the proposed location to determine if major source thresholds would be triggered by the relocation. When evaluating a site, the rule requires the field office to make a determination as to whether the relocation will have an acceptable environmental impact. Possible factors for consideration include, but are not limited to, proximity to neighboring residences and schools and site-specific modeling concerns.

### 2.7. [Does DAPC consider zoning issues in its determinations?](#)

DAPC does not consider zoning issues when determining whether or not a site is an acceptable location for relocation. If, for example, a site is acceptable and in accordance with the portable source relocation rules, but violates local zoning rules, DAPC must approve the location in accordance with the OAC Chapter 3745-31.

### 2.8. [What if there is a large community outcry concerning a proposed site?](#)

Nothing in DAPC’s rules prevents the Agency from holding a public meeting with the affected community to discuss the relocation. Large community outcry by itself is not grounds for denying a relocation. There must be good reason for a denial. If a public meeting is to be considered, it should be discussed and coordinated with Ohio EPA’s Public Information Center (PIC). If a public hearing will be held, that information must be included in the public notice sent out when the approval is issued, or in a separate action. Contact DAPC’s Central Office Permit Issuance and Data Management (PIDM) section for more information.

### 2.9. [What kind of relocation requires a public notice?](#)

Relocation approvals are actions of the Director; therefore, public notification must be made for all such approvals. It is an appealable action, and interested parties must be allowed the 30-day window to appeal the Director’s action.

DAPC’s Central Office PIDM section will generate the public notice at the time the Director’s letters are issued. The public notice must appear in the county to which the facility would be relocating.

### 2.10. [What is the protocol for relocating a portable source pursuant to OAC 3745-31-03\(B\)\(1\)\(p\)?](#)

The protocol for each rule is summarized in Attachment 1: Portable Source Relocation Flowchart.

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### 2.11. Can a facility relocate its source once it has submitted the relocation request?

No, if the facility has received site pre-approval in accordance with OAC 3745-31-03(B)(1)(p)(ii), then the facility can relocate at any time during the three-year effective period.

If the facility submits a relocation request 21 days prior to a proposed relocation pursuant to OAC rule 3745-31-03(A)(1)(p)(i), the facility may not relocate until the public notice for the new location appears in the newspaper.

### 2.12. What is DAPC's internal process for routing a site approval or denial letter to the Director for approval?

Site approval and denial requests are initiated by the permitting DO/LAA. DAPC's Central Office PIDM section generates the letters and handles all issuance and public notice matters. See Attachment 3: Templates for Approval Letters and Public Notices for the form letters and public notice issued by Central Office.

DO/LAA staff, please see Customer Support Center FAQ Topic "Stars2 portable facility creation and ITR entry - Video" (ID 1523) for instructions on processing Intent to Relocate approvals in the system.

### 2.13. What if the new site has more stringent rule requirements for fugitive dust and/or visible emissions from supporting units than what are required by the permits issued to the supporting units for the portable source?

In both relocation options, the supporting emissions units for the portable source must meet the applicable rule requirements at the new site. Typically, this will be an issue if the new site already has permits for supporting emissions units, such as roadways, or if a portable source is being relocated to an Appendix A area from a non-Appendix A area and was not originally permitted to accommodate both. If the rule requirements at the new site are more stringent than the BAT requirements in the permits for the portable unit=s supporting emissions units, the supporting emissions units must meet the more stringent requirements. The BAT requirements for the portable source itself remain the same anywhere in the State.

### 2.14. What is the criterion for a conditional approval?

A conditional approval would be required if the portable source and the supporting emissions units would have to meet more stringent requirements at the new location. The new restrictions would be part of the approval to relocate the portable source.

### 2.15. What if a portable plant is relocated without notification or locates prior to approval?

The jurisdictional and permitting DO/LAAs should coordinate to determine if a portable plant is relocated without notification or locates prior to approval. An NOV is to be sent by the permitting DO/LAA and the jurisdictional DO/LAA should be copied. Repeated occurrences of this activity should be followed up with an EAR by the permitting DO/LAA.

### 2.16. The 21-day schedule (for getting approval for relocation per OAC rule 3745-31-03(B)(1)(p)) is tight. Can this time frame be met consistently?

The statute requires the permittee to submit the request 21 days prior to the proposed scheduled relocation date. Ohio EPA is not required to complete the review within the 21-day window.

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### 3. Inspection/Enforcement

#### 3.1. What responsibilities does each field office have with regard to emissions testing, inspecting a portable source, and site evaluation?

In situations where a portable source is relocated within the same DO/LAA, the responsibilities are obvious. However, when a portable source is relocated to a different DO/LAA, responsibilities become more complex.

In all instances, the permitting DO/LAA is responsible for coordinating all aspects of the relocation. The jurisdictional DO/LAA is primarily responsible for providing the appropriate technical support for the permitting DO/LAA to ensure that the portable source is operated in compliance with all applicable rules, regulations, and permit requirements.

Following are some scenarios that demonstrate each DO/LAA's responsibility and list which items should be handled by the appropriate DO/LAA:

- EVALUATING A POTENTIAL SITE – Within 5 days of receipt of a relocation request, the permitting DO/LAA shall provide the jurisdictional DO/LAA with the following information via email:
  - a. a copy of the relocation request form;
  - b. a list of all relevant permit numbers so the jurisdictional DO/LAA can view the permits (copies of any permits that aren't available electronically should be provided);
  - c. the potential to emit (PTE) of all portable emissions units proposed to relocate; and
  - d. any other relevant information that will assist the jurisdictional DO/LAA in the site review.

Within two (2) weeks, the jurisdictional DO/LAA will provide the permitting DO/LAA with a recommendation regarding the proposed site. The recommendation will be one of the following three (3) options:

- a. approve the site and emissions as specified in the most recent PTI, PTIO, or rule (registration status);
- b. approve the site with conditions; or
- c. deny the site.

Please note that denying a site is a Director's action and may be appealed. Further, any denial will have to be signed by the Director. Only approvals have been delegated to DAPC.

- STACK TESTING - The intent to test should be sent to both the permitting and jurisdictional DO/LAA. The jurisdictional DO/LAA is primarily responsible for witnessing the stack test. The jurisdictional DO/LAA will be primarily responsible for collecting the appropriate test data and VE readings. All data will be provided to the permitting DO/LAA. The permitting and jurisdictional DO/LAA should coordinate the

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efforts of reviewing the test data. Normally, the permitting DO/LAA will enter the data into Ohio EPA's software system, and issue the appropriate paperwork to the facility, unless by mutual agreement, the jurisdictional DO/LAA handles this task.

Since the portable source must meet the rule requirements for each site, either office may request additional testing, if necessary.

- **INSPECTIONS** - Although the physical inspection is the responsibility of the jurisdictional DO/LAA, either DO/LAA may request or perform additional inspections, as appropriate. If an inspection is conducted by the permitting DO/LAA, the jurisdictional agency should be informed and a copy of the inspection report sent to that agency. Whenever an inspection is performed by the jurisdictional DO/LAA, the jurisdictional DO/LAA will issue any follow-up paperwork, be it a notice of violation (NOV), warning letter, or compliance letter, and coordinate efforts with the permitting agency. In most instances, escalated enforcement shall be the responsibility of the permitting DO/LAA. A copy of any written report will be provided to the permitting DO/LAA by the jurisdictional DO/LAA and vice versa.

Any logging of inspections and enforcement into Ohio EPA's software system will be completed by the permitting DO/LAA. The jurisdictional agency can enter inspection data, but should coordinate this with the permitting DO/LAA.

### 3.2. Which DO/LAA is responsible for taking an enforcement action for violations?

The permitting DO/LAA is responsible for violations associated with fees, permitting, and failed stack tests. The jurisdictional DO/LAA is responsible for NOVs that are based upon inspections, and any follow-up corrective actions that are required. Further enforcement of any violations, up to and including preparation of the EAR, is the responsibility of the permitting DO/LAA.

As a courtesy, the jurisdictional DO/LAA should notify the permitting DO/LAA prior to sending the facility an NOV.

### Revisions

This guidance was originally issued April 5, 1983 with subsequent revisions on April 14, 2006 and April 14, 2010.

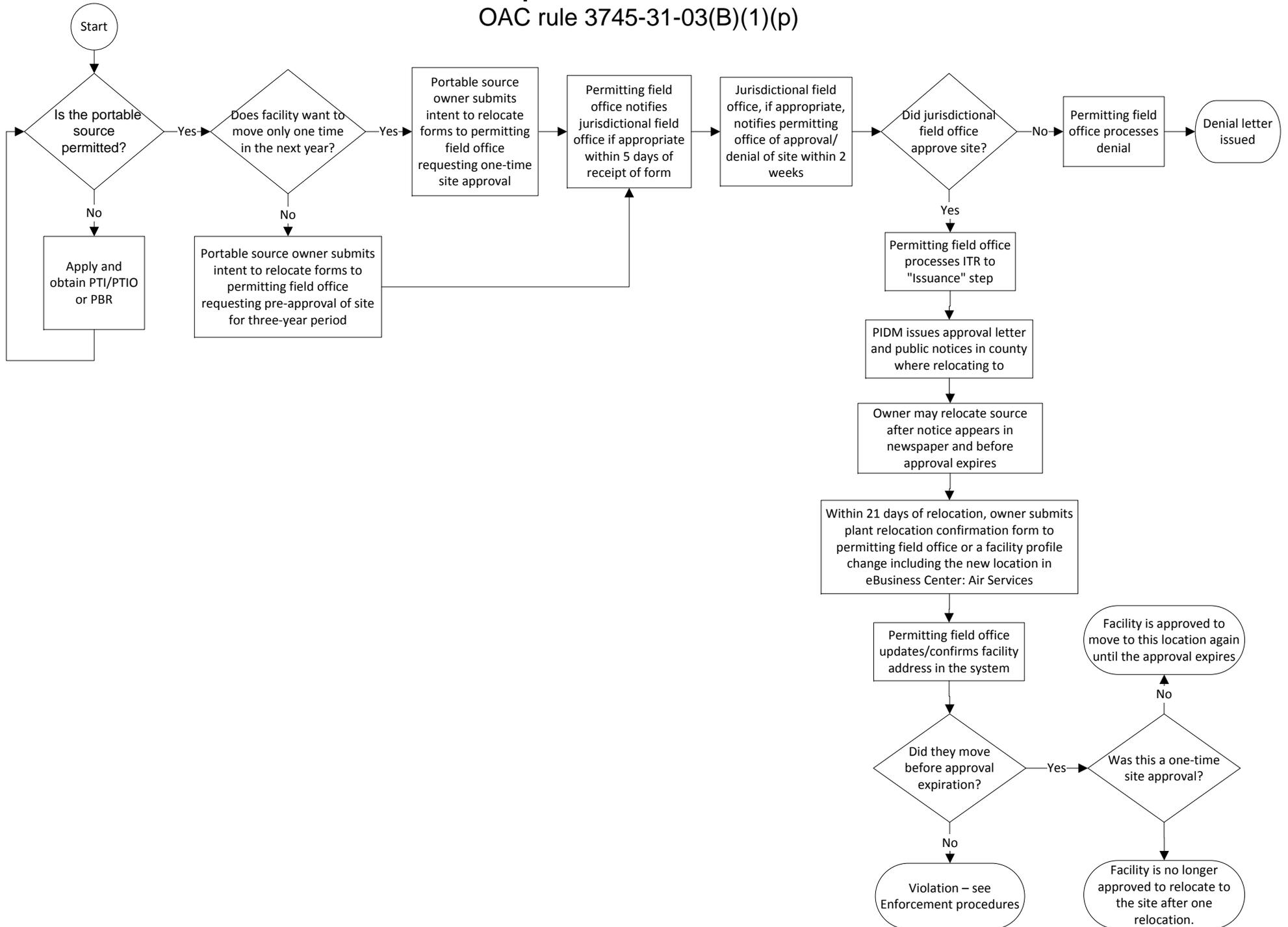
### Contact

For more information, contact your DO/LAA or Erica Engel-Ishida at [erica.engel-ishida@epa.ohio.gov](mailto:erica.engel-ishida@epa.ohio.gov) or 614-644-2835.

**Attachment 1: Portable Source Relocation Flowchart**

# Notification of Proposed Relocation of a Portable Source

## OAC rule 3745-31-03(B)(1)(p)



**Attachment 2: Request for Approval to Relocate a Portable Source  
Portable Source Relocation Confirmation**



**Division of Air Pollution Control  
Request for Approval to Relocate a Portable Source**

Complete and submit this form in order for Ohio EPA Division of Air Pollution Control (DAPC) to evaluate if approval can be granted to relocate a portable air contaminant source. This form must be submitted via mail or fax to the Ohio EPA District Office or local air agency indicated on your permit, OR by using "Air Services" in the Ohio EPA eBusiness Center. If you need assistance completing this form, you may contact the Office of Compliance Assistance and Pollution Prevention (OCAPP) at 1-800-329-7518 or the applicable Ohio EPA District Office or local air agency (see Attachment A).

**To expedite review you should do the following:**

- Complete this form and answer all questions to the best of your ability.
- Attach a diagram of the proposed site; include distances to adjacent buildings or residences.
- Call the applicable Ohio EPA District Office or local air agency given on your permit (see Attachment A).

**APPROVAL TYPE**

Please indicate which type of relocation approval you are requesting by checking the box. For either option, approval must be granted and a public notice issued prior to relocating the source to a new location. The owner/operator must submit a notification within 21 days after relocating to the site.

- Request for one-time approval to relocate to a site(s) not preapproved by Ohio EPA** – The request must be submitted 21 days prior to the owner’s/operator’s expected start-up date. Approval to relocate one time to the site expires 365 days after issuance.
- Request for pre-approval of site(s) for future relocation** – This option should be chosen if the proposed site(s) are known in advance and/or the owner/operator anticipates needing to revisit the site. Approval expires three years after issuance; during that time the equipment may relocate to the approved site at any time.

**OWNER/OPERATOR AND SITE INFORMATION**

Please complete the following information.

**Plant Information**

Facility Name:	DAPC Facility ID (10 digits):
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**Contact Information for this Request**

Contact Name:	
Contact Phone Number:	Contact Email Address:

**Current Location**

Site Name:	County:
Address:	City, State, Zip Code:
Latitude Coordinate (Optional):	Longitude Coordinate (Optional):

**Proposed Location**

Site Name:	County:	
Address:	City, State, Zip Code:	
Latitude Coordinate (Optional):	Longitude Coordinate (Optional):	
Estimated distance to nearest dwelling:	Expected Start-up Date:	Expected Duration of Operation:

**Equipment Description** - List all permitted emissions units to be relocated. Attach an additional sheet if needed.

DAPC Emissions Unit ID:	DAPC Emissions Unit ID:
DAPC Permit Number:	DAPC Permit Number:
Type and Capacity:	Type and Capacity:
Make/Model:	Make/Model:
Serial or ID#:	Serial or ID#:
DAPC Emissions Unit ID:	DAPC Emissions Unit ID:
DAPC Permit Number:	DAPC Permit Number:
Type and Capacity:	Type and Capacity:
Make/Model:	Make/Model:
Serial or ID#:	Serial or ID#:
DAPC Emissions Unit ID:	DAPC Emissions Unit ID:
DAPC Permit Number:	DAPC Permit Number:
Type and Capacity:	Type and Capacity:
Make/Model:	Make/Model:
Serial or ID#:	Serial or ID#:

**APPROVAL CRITERIA**

Please answer the following questions by checking the appropriate box. Answering these questions will assist in expediting your request.

<input type="checkbox"/> Yes* <input type="checkbox"/> No	1. Are there any compliance issues (e.g., pending notices of violation) currently outstanding that pertain to this facility?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	2. Was the source subject to modeling at the time of permit issuance (state criteria pollutant and/or air toxics modeling)?
<input type="checkbox"/> Yes <input type="checkbox"/> No* <input type="checkbox"/> Unknown <input type="checkbox"/> N/A	3. If the answer to 2 is yes, do the modeled parameters at the proposed location fall below the state acceptable incremental impact and/or below 80% of the MAGLC for the subject air toxic contaminants? (For expedited review, please attach modeling summary).
<input type="checkbox"/> Yes <input type="checkbox"/> No	4. Will the portable source be co-located on contiguous or adjacent property with other sources under common ownership?
<input type="checkbox"/> Yes <input type="checkbox"/> No	5. Will the portable source be co-located on contiguous or adjacent property with other sources and be operated in a support capacity for those sources?
<input type="checkbox"/> Yes <input type="checkbox"/> No* <input type="checkbox"/> Unknown	6. If the answer to either 4 or 5 above is yes, will the combined potential to emit of all criteria pollutants and greenhouse gases be below Major source thresholds (as defined in OAC rule 31-01(LLL)? (For expedited review, please attach potential to emit analysis)
<input type="checkbox"/> Yes <input type="checkbox"/> No	7. Will the portable source be located in a residential area, within city limits, or a high traffic area?
<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A	8. If this is a fugitive dust portable source, (e.g., crusher, screen, conveyer, roadways, storage piles, material handling, etc.) will an adequate water supply be available on site to minimize the emissions of fugitive dust?
<input type="checkbox"/> Yes <input type="checkbox"/> No	9. Has the portable source previously operated at the proposed location?
<input type="checkbox"/> Yes* <input type="checkbox"/> No	10. Will the portable source contribute to a significant increase in vehicular traffic at or near the proposed location?

\* Please contact the District Office or local air agency (see Attachment A) to discuss your relocation request.

The undersigned hereby requests approval to relocate a portable source, certifies that he/she will operate the equipment consistent with the installation and/or operating permit, and certifies that the statements contained herein are true and correct. The undersigned also agrees that the equipment will not be relocated until approval is obtained in writing from the Director of the Ohio EPA, and a public notice of the intended relocation is published in the appropriate newspaper.

Signature of Authorized Official	Date
Print Name of Authorized Official	Title

# Request for Approval to Relocate a Portable Source

## Attachment A - Ohio EPA District Office and Local Air Agency

A list of the Ohio EPA District Offices and local air agencies is given below. For portable sources of air pollution, the applicable Agency is determined based on the location of the home office for the equipment. Look up the county where the home office is located on the right side and determine which Agency to contact on the left.

### AGENCY #

- 01** Ohio EPA, Central District Office  
50 W. Town St., PO Box 1049  
Columbus, Ohio 43216-1049  
Phone: (614) 728-3778; Fax: (614) 728-3898
- 02** Ohio EPA, Northeast District Office  
2110 E. Aurora Rd.  
Twinsburg, Ohio 44087  
Phone: (330) 963-1200; Fax: (330) 487-9171
- 03** Ohio EPA, Northwest District Office  
347 N. Dunbridge Rd., PO Box 466  
Bowling Green, Ohio 43402  
Phone: (419) 352-8461; Fax: (419) 352-8468
- 04** Toledo Dept. of Environmental Services  
348 S. Erie St.  
Toledo, Ohio 43602  
Phone: (419) 936-3015; Fax: (419) 936-3959
- 05** Ohio EPA, Southwest District Office  
401 E. Fifth St.  
Dayton, Ohio 45402-2911  
Phone: (937) 285-6357; Fax: (937) 285-6357
- 06** Ohio EPA, Southeast District Office  
2195 Front St.  
Logan, Ohio 43138  
Phone: (740) 385-8501; Fax: (740) 385-6490
- 07** Portsmouth Local Air Agency  
605 Washington St., 3<sup>rd</sup> Floor  
Portsmouth, Ohio 45662  
Phone: (740) 353-5156; Fax: (740) 353-3638
- 08** Regional Air Pollution Control Agency  
117 S. Main St.  
Dayton, Ohio 45422-1280  
Phone: (937) 225-4435; Fax: (937) 225-3486
- 13** Cleveland Division of Air Quality  
75 Erievue Plaza, Suite 200  
Cleveland, Ohio 44114  
Phone: (216) 664-2297; Fax: (216) 420-8047
- 14** Southwest Ohio Air Quality Agency  
250 William Howard Taft Rd  
Cincinnati, Ohio 45219  
Phone: (513) 946-7777; Fax: (513) 946-7778
- 15** Canton Local Air Agency  
420 Market Ave. N.  
Canton, Ohio 44702-1544  
Phone: (330) 489-3385; Fax: (330) 489-3335
- 16** Akron Regional Air Quality Management District  
1867 West Market St.  
Akron, Ohio 44313  
Phone: (330) 375-2480; Fax: (330) 375-2402

### COUNTY TO AGENCY LOOKUP

County	AGENCY #	County	AGENCY #
Adams County	07	Licking County	01
Allen County	03	Logan County	05
Ashland County	03	Lorain County	02
Ashtabula County	02	Lucas County	04
Athens County	06	Madison County	01
Auglaize County	03	Mahoning County	02
Belmont County	06	Marion County	03
Brown County	07	Medina County	16
Butler County	14	Meigs County	06
Carroll County	02	Mercer County	03
Champaign County	05	Miami County	08
Clark County	08	Monroe County	06
Clermont County	14	Montgomery County	08
Clinton County	05	Morgan County	06
Columbiana County	02	Morrow County	01
Coshocton County	06	Muskingum County	06
Crawford County	03	Noble County	06
Cuyahoga County	13	Ottawa County	03
Darke County	08	Paulding County	03
Defiance County	03	Perry County	06
Delaware County	01	Pickaway County	01
Erie County	03	Pike County	06
Fairfield County	01	Portage County	16
Fayette County	01	Preble County	08
Franklin County	01	Putnam County	03
Fulton County	03	Richland County	03
Gallia County	06	Ross County	06
Geauga County	02	Sandusky County	03
Greene County	08	Scioto County	07
Guernsey County	06	Seneca County	03
Hamilton County	14	Shelby County	05
Hancock County	03	Stark County	15
Hardin County	03	Summit County	16
Harrison County	06	Trumbull County	02
Henry County	03	Tuscarawas County	06
Highland County	05	Union County	01
Hocking County	06	Van Wert County	03
Holmes County	02	Vinton County	06
Huron County	03	Warren County	14
Jackson County	06	Washington County	06
Jefferson County	06	Wayne County	02
Knox County	01	Williams County	03
Lake County	02	Wood County	03
Lawrence County	07	Wyandot County	03



## Division of Air Pollution Control Portable Plant Relocation Confirmation

**You must submit confirmation of your relocation within 21 days after relocating.**

You may complete this form and send it to the Ohio EPA District Office and Local Air Agency (DO/LAA) with jurisdiction of the county where the home office is located. See the information on the following page to determine the DO/LAA that is applicable. In lieu of this form, you may submit a facility profile change indicating the new location in the eBusiness Center: Air Services.

Facility Name:

Intent to Relocate Request Number:

Date Issued:

Expiration:

Facility ID:

Facility Location at Issuance:

**Approved Site:**

---

**The equipment has moved to the approved site given above.**

**Date of relocation:** \_\_\_\_\_

OR

**The equipment will not be relocating to this site as proposed.**

\_\_\_\_\_  
Signature of Environmental Manager

\_\_\_\_\_  
Name of Environmental Manager (Please Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Environmental Manager Phone Number



## Division of Air Pollution Control Portable Plant Relocation Confirmation

A list of the Ohio EPA District Offices and local air agencies is given below. For portable sources of air pollution, the applicable Agency is determined based on the location of the home office for the equipment. Look up the county where the home office is located on the right side and determine which Agency to contact on the left.

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Phone: (216) 664-2297; Fax: (216) 420-8047
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250 William Howard Taft Rd  
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Phone: (513) 946-7777; Fax: (513) 946-7778
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420 Market Ave. N.  
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1867 West Market St.  
Akron, Ohio 44313  
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Brown County	07	Medina County	16
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Fulton County	03	Richland County	03
Gallia County	06	Ross County	06
Geauga County	02	Sandusky County	03
Greene County	08	Scioto County	07
Guernsey County	06	Seneca County	03
Hamilton County	14	Shelby County	05
Hancock County	03	Stark County	15
Hardin County	03	Summit County	16
Harrison County	06	Trumbull County	02
Henry County	03	Tuscarawas County	06
Highland County	05	Union County	01
Hocking County	06	Van Wert County	03
Holmes County	02	Vinton County	06
Huron County	03	Warren County	14
Jackson County	06	Washington County	06
Jefferson County	06	Wayne County	02
Knox County	01	Williams County	03
Lake County	02	Wood County	03
Lawrence County	07	Wyandot County	03

**Attachment 3: Templates for Approval Letters and Public Notices**



John R. Kasich, Governor
Mary Taylor, Lt. Governor
Craig W. Butler, Director

[Generic Issuance Date]

Certified Mail

[Primary Contact Name]

[Facility Name]

[Primary Contact Address Line 1]

[Primary Contact Address Line 2]

[Primary Contact City, State Zip] [Barcode]

RE: SITE PREAPPROVAL FOR RELOCATION OF PORTABLE FACILITY

Intent to Relocate Request Number: [Application #'s]

Effective: [Date Issued (Not Permit)]

Expiration: [Expiration (Not Permit)]

Facility ID: [Facility ID]

Current Facility Location: [Facility Address Line 1]

[Facility Address Line 2]

[Facility City, State Zip]

Dear Permit Holder:

This letter is being sent in response to a request for a site preapproval to relocate which was received on [Application Received Date] regarding the facility identified above. The Ohio EPA, Division of Air Pollution Control (DAPC) currently has on record that the following emissions unit(s) is a part of this facility.

Table with 2 columns: Emissions Unit ID, Company Equipment ID. Rows contain [EU ID] and [Company Equipment ID].

DAPC believes that this type of operation will not cause appreciable degradation of the air quality in the area surrounding the proposed site(s) and therefore approves the relocation at any time to the site listed below, pursuant to Ohio Administrative Code (OAC) rule 3745-31-05(B)(1)(p)(ii).

Approved Site: [Future Address]

This office will provide public notice of the impending move in the newspaper, [Newspaper Name], in [Target County] county. Once public notice of the intended relocation is published in the appropriate newspaper, relocation can occur.

Once the equipment has been relocated, the [DO/LAA Long Name] of the move within 21 days by completing and mailing the Portable Plant Relocation Confirmation form attached, or by using "Air Services" in the Ohio EPA eBusiness Center.

Please be advised that [Facility Name] must ensure that the identified emissions unit(s) and any supporting units operate in compliance with all applicable rules and regulations, as well as all applicable permit terms and conditions.

**This site preapproval will expire on the date given above. In order to relocate equipment to the approved site after the expiration date, you must acquire a new site preapproval.**

You are hereby notified that this action of the Director is final and may be appealed to the Environmental Review Appeals Commission pursuant to Section 3745.04 of the Ohio Revised Code. The appeal must be in writing and set forth the action complained of and the grounds upon which the appeal is based. The appeal must be filed with the Commission within thirty (30) days after notice of the Director's action. The appeal must be accompanied by a filing fee of \$70.00, made payable to "Ohio Treasurer Josh Mandel," which the Commission, in its discretion, may reduce if by affidavit you demonstrate that payment of the full amount of the fee would cause extreme hardship. Notice of the filing of the appeal shall be filed with the Director within three (3) days of filing with the Commission. Ohio EPA requests that a copy of the appeal be served upon the Ohio Attorney General's Office, Environmental Enforcement Section. An appeal may be filed with the Environmental Review Appeals Commission at the following address:

Environmental Review Appeals Commission  
77 South High Street, 17th Floor  
Columbus, OH 43215

The Ohio EPA is encouraging companies to investigate pollution prevention and energy conservation. Not only will this reduce pollution and energy consumption, but it can also save you money. If you would like to learn ways you can save money while protecting the environment, please contact our Office of Compliance Assistance and Pollution Prevention at (614) 644-3469.

If you have any questions regarding this matter, please contact the [DO/LAA Long Name] at [DO/LAA Phone]. Please complete a survey at [www.epa.ohio.gov/survey.aspx](http://www.epa.ohio.gov/survey.aspx) and give us feedback on how well we did processing your request. We value your opinion.

Sincerely,

Craig W. Butler  
Director

Cc: [DO/LAA Short Name]



John R. Kasich, Governor
Mary Taylor, Lt. Governor
Craig W. Butler, Director

[Generic Issuance Date]

Certified Mail

[Primary Contact Name]

[Facility Name]

[Primary Contact Address Line 1]

[Primary Contact Address Line 2]

[Primary Contact City, State Zip] [Barcode]

RE: APPROVED RELOCATION OF PORTABLE FACILITY

Intent to Relocate Request Number: [Application #'s]

Effective: [Date Issued (Not Permit)]

Expiration: [Expiration (Not Permit)]

Facility ID: [Facility ID]

Current Facility Location: [Facility Address Line 1]

[Facility Address Line 2]

[Facility City, State Zip]

Dear Permit Holder:

This letter is being sent in response to a request for one-time approval to relocate to a site that has not been preapproved by Ohio EPA. This request was received on [Application Received Date] regarding the facility identified above. The Ohio EPA, Division of Air Pollution Control (DAPC) currently has on record that the following emissions unit(s) is a part of this facility.

Table with 2 columns: Emissions Unit ID, Company Equipment ID. Rows contain [EU ID] and [Company Equipment ID].

DAPC believes that this type of operation will not cause appreciable degradation of the air quality in the area surrounding the proposed site below and therefore approves the relocation to this site one time, pursuant to Ohio Administrative Code rule 3745-31-03(B)(1)(p)(i).

Approved Site: [Future Address]

This office will provide public notice of the impending move in the newspaper, [Newspaper Name], in [Target County] county where the portable source will be located. Once public notice of the intended relocation is published in the appropriate newspaper, relocation can occur.

Once the equipment has been relocated, the [DO/LAA Long Name] must be notified by [Facility Name] of the move within 21 days by completing and mailing the Portable Plant Relocation Confirmation form attached, or by updating the location using the Ohio EPA eBusiness Center: Air Services to update the facility location.

Please be advised that [Facility Name] must ensure that the identified emissions unit(s) and any supporting units operate in compliance with all applicable rules and regulations, as well as all applicable permit terms and conditions.

**This one-time site relocation approval will expire on the date given above. In order to relocate equipment to the proposed site after the expiration date, you must acquire a new site relocation approval.**

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The Ohio EPA is encouraging companies to investigate pollution prevention and energy conservation. Not only will this reduce pollution and energy consumption, but it can also save you money. If you would like to learn ways you can save money while protecting the environment, please contact our Office of Compliance Assistance and Pollution Prevention at (614) 644-3469.

If you have any questions regarding this matter, please contact the [DO/LAA Long Name] at [DO/LAA Phone]. Please complete a survey at [www.epa.ohio.gov/survey.aspx](http://www.epa.ohio.gov/survey.aspx) and give us feedback on how we did processing your request. We value your opinion.

Sincerely,

Craig W. Butler  
Director

Cc: [DO/LAA Short Name]



John R. Kasich, Governor
Mary Taylor, Lt. Governor
Craig W. Butler, Director

[Generic Issuance Date]

Certified Mail

[Primary Contact Name]

[Facility Name]

[Primary Contact Address Line 1]

[Primary Contact Address Line 2]

[Primary Contact City, State Zip]

RE: SITE PREAPPROVAL FOR RELOCATION OF PORTABLE FACILITY

Intent to Relocate Request Number: [Application #'s]

Effective: [Date Issued (Not Permit)]

Expiration: [Expiration (Not Permit)]

Facility ID: [Facility ID]

Current Facility Location: [Facility Address Line 1]
[Facility Address Line 2]
[Facility City, State Zip]

Dear Permit Holder:

This letter is being sent in response to a request for a site preapproval to relocate which was received on [Application Received Date] regarding the facility identified above. The Ohio EPA, Division of Air Pollution Control (DAPC) currently has on record that the following emissions unit(s) is a part of this facility.

Table with 2 columns: Emissions Unit ID, Company Equipment ID. Rows contain [EU ID] and [Company Equipment ID].

DAPC believes that this type of operation will not cause appreciable degradation of the air quality in the area surrounding the proposed site(s) and therefore approves the relocation at any time to the site listed below, pursuant to Ohio Administrative Code (OAC) rule 3745-31-05(B)(1)(p)(ii), provided the additional conditions given below are met while located at the site.

Approved Site: [Future Address]

Additional Conditions: [ITR Special Text]

If, at any time, the above conditions are not met while operating at this site, DAPC will consider the approval as void and further operation of the unit without additional approval will be considered a violation of OAC rule 3745-31-03.

This office will provide public notice of the impending move in the newspaper, [Newspaper Name], in [Target County] county. Once public notice of the intended relocation is published in the appropriate newspaper, relocation can occur.

Once the equipment has been relocated, the [DO/LAA Long Name] of the move **within 21 days** by completing and mailing the Portable Plant Relocation Confirmation form attached, or by using "Air Services" in the Ohio EPA eBusiness Center.

Please be advised that [Facility Name] must ensure that the identified emissions unit(s) and any supporting units operate in compliance with all applicable rules and regulations, as well as all applicable permit terms and conditions.

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If you have any questions regarding this matter, please contact the [DO/LAA Long Name] at [DO/LAA Phone]. Please complete a survey at [www.epa.ohio.gov/survey.aspx](http://www.epa.ohio.gov/survey.aspx) and give us feedback on how we did processing your request. We value your opinion.

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Director

Cc: [DO/LAA Short Name]



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Craig W. Butler, Director

[Generic Issuance Date]

Certified Mail

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RE: APPROVED RELOCATION OF PORTABLE FACILITY

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Facility ID: [Facility ID]

Current Facility Location: [Facility Address Line 1]

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Approved Site: [Future Address]

Additional Conditions: [ITR Special Text]

If, at any time, the above conditions are not met while operating at this site, DAPC will consider the approval as void and further operation of the unit without additional approval will be considered a violation of OAC rule 3745-31-03.

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