

# INSTRUCTIONS: Permit-by-Rule Supplemental Form Gasoline Dispensing Facility

## **GENERAL INSTRUCTIONS:**

Provide complete responses to all applicable questions. Submittal of an incomplete form will delay review and processing. If you need assistance, contact your Ohio EPA District Office or Local Air Agency for assistance. Contact the Ohio EPA, Division of Air Pollution Control at (614) 644-2270 for more information on contacting your local district office or go to <https://epa.ohio.gov/divisions-and-offices/air-pollution-control/permitting/ohio-epa-district-offices-and-local-air-pollution-control-agencies> and select the office that covers your facility's location. For more information on the permit-by-rule process, including online tracking of your notification form, go to <https://epa.ohio.gov/divisions-and-offices/air-pollution-control/permitting/permit-by-rule-pbr>.

This is a notification form for a gasoline dispensing facility intended to be installed and/or operated according to the permit-by-rule provisions of OAC 3745-31-03. The permit-by-rule (PBR) provisions cover all equipment (pumps, nozzles, storage tanks, vapor recovery systems, piping, etc.) which are part of gasoline dispensing operations but do not cover other types of air pollution sources, if present at the facility, such as solvent parts washers, boilers, or diesel electrical generators which may require air pollution permits. For copies of these regulations, contact your Ohio EPA District Office or Local Air Agency or go to <https://epa.ohio.gov/divisions-and-offices/air-pollution-control/regulations>.

- I. Check "Yes" or "No" to indicate if all gasoline storage tanks have a fill pipe that extends to within six inches of the tank bottom. Also see OAC 3745-21-01 for the regulatory definition of "submerged fill pipe". Please note if you answer "No", the facility is not eligible for PBR authorization to install or operate. Please complete a permit-to-install application (forms are available at <https://epa.ohio.gov/divisions-and-offices/air-pollution-control/permitting/air-permits>) or continue to operate in accordance with your existing permits if the gasoline dispensing facility has been previously permitted.
- II. This refers to the type of system employed to control volatile organic compound (VOC) emissions during delivery of gasoline from a tank truck to storage tanks at the gasoline dispensing facility (i.e. Stage I controls). Check the appropriate box as follows: Vapor Balance System, Single Point (VB-1) means coaxial fill pipe and adaptor; Vapor Balance System, Dual Point (VB-2) means separate fill pipe and vapor return pipe; and Other means a system other than vapor balance (e.g., vapor adsorption or refrigeration). If an exemption from the Stage I control requirements is being claimed (Section IX), leave this blank.
- III. This section MUST be completed for a facility located in Ashtabula, Butler, Clark, Clermont, Cuyahoga, Geauga, Greene, Hamilton, Lake, Lorain, Medina, Miami, Montgomery, Portage, Summit, and Warren counties unless an exemption from the Stage II control requirements is claimed or if the facility has decommissioned. If claiming an exemption or if the facility has decommissioned (Sections IX. Or X.), leave this blank. Identify the manufacturer and model number of the Stage II vapor control equipment and date the system was/will be installed. Provide the Executive Order Number (issued by California Air Resources Board) for the equipment; for example, G-70-14-AA.  
  
Identify the quantity, manufacturer, and model number of each type of dispensing nozzle. Information and copies of executive orders, approval letters, equipment advisories, and equivalent test procedures may be obtained by writing to: "California Air Resources Board, Monitoring and Laboratory Division, P.O. Box 2815, Sacramento, CA, 95812-2815" or by calling (916) 27-0900. The full texts of all CARB certification documents are also available in electronic format at <http://www.arb.ca.gov/vapor/vapor.htm> or by contacting your equipment vendor or Ohio EPA District Office or Local Air Agency.
- IV. Provide the maximum gasoline throughput based on the previous two calendar years. For new facilities provide an estimate of the maximum expected gasoline throughput for a full month and year. To qualify for permit-by-rule, this throughput must be below 3,800,000 gallons/year for the Stage I permit-by-rule, and below 16,000,000 gallons/year for the Stage II permit-by-rule.
- V. If claiming an exemption from the Stage I or Stage II vapor control equipment requirements pursuant to paragraphs (R)(4) or (DDD)(4) of OAC rule 3745-21-09 respectively, please attach a written description of the appropriate exemption to this notification form. If claiming exempt status as an independent small business marker (ISBM), please contact your Ohio EPA District Office or Local Air Agency.
- VI. Check the box if this is an existing gasoline dispensing facility that decommissioned the Stage II vapor recovery system and include the date (month/year) the system was decommissioned.