

WYOMING DEPARTMENT OF ENVIRONMENTAL QUALITY

Air Quality Division

Chapter 6, Section 3, Operating Permit Modification and Application Revision Instructions

This document gives instructions on how to prepare an application to modify a Chapter 6, Section 3 Operating Permit (“operating permit”). It also describes how to submit a revision or amendment to an application for an operating permit that is already open for initial issuance, renewal, or modification. Following these directions will help assure submission of a complete application.

To apply for a **modification** to an existing permit, the Division will require the following information to be submitted:

- A cover letter briefly explaining the desired modification.
- Explicit detail, on an index sheet (attachment I), of all replaced, added or deleted pages, tables, figures and maps formatted and paginated (if the active application is paginated) so they can be inserted into the application document on file with Air Quality/Operating Permit Program.
- A new table of contents for the permit application should be submitted, if necessary. The table of contents must clearly specify which pages or sections are newly submitted. The index sheet (attachment A) may be attached to the table of contents to achieve this.
- Application Section B shall be completed for all point, area, and fugitive sources affected by the modification. For instructions on completing application forms, please refer to the “Chapter 6, Section 3 Application Form Instructions” on the Division website (<http://deq.state.wy.us/aqd/operating.asp>), or contact the Division.
- A copy of all new Chapter 6, Section 2 construction permits or waivers related to the modification that are not already included in the operating permit application currently on file with the Division.
- Application Sections A, C, D, F, and G shall only be submitted if any of the information in the existing permit application forms should be changed as a result of the modification.

If the only change to Section A is due to a change in total facility potential emissions, Section A does not need to be submitted. If the total facility potential emissions will change due to the modification, a new table (attachment II) shall be submitted. Include a description or spreadsheet to show how the total numbers were derived. The potential emissions should be based on emission limits. If an emission limit is not assigned, other information such as stack test data, manufacturer’s data, or AP-42 emission factors should be used. Include calculations to support the total facility emissions estimates for those sources without Section B forms.

- The modification application must be accompanied by a certification of truth, accuracy, and completeness, and a certification of compliance, signed by the responsible official. This may take the form of attachment III.
- **Please submit four complete copies** of all the applicable documents described above to the Operating Permit Program, Air Quality Division, 122 West 25th Street, Cheyenne, WY, 82002.

PLEASE NOTE that any change to an existing operating permit condition that originated in a Chapter 6, Section 2 construction permit or waiver must be authorized by the AQD New Source Review Program prior to making a change to your operating permit. If you wish to make such a modification, submit an application to the New Source Review Program for a permit, permit modification, or waiver. Construction permit forms are available online at <http://deq.state.wy.us/aqd/construction.asp>. Upon receiving a construction permit, modification, or waiver authorizing the change, you may then apply to the Operating

Permit Program for modification of your operating permit. If the change does not contravene any condition in your current Chapter 6, Section 3 operating permit, or makes a requirement more stringent, you may implement the change and wait to submit your operating permit modification request up to 12 months after startup of the new or modified sources, unless otherwise specified in the construction permit/waiver. If the change does contravene any condition in your current Chapter 6, Section 3 operating permit, or makes a requirement less stringent, you must submit your Chapter 6, Section 3 operating permit modification application and ensure the final operating permit modification is issued before you implement the change.

While a permit is open for initial issuance, renewal, or modification, it may become necessary to submit a revision or amendment to the permit application. Submission of an application revision or amendment shall include the same information as that for a modification described on the previous page.



Duty to Supplement. 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 filed a complete application but prior to release of a draft permit.

Questions about these instructions or the Chapter 6 Section 3 operating permit program may be directed to the Operating Permits Program, Wyoming Air Quality Division, (307)777-3784.

Attachment I

**DEPARTMENT OF ENVIRONMENTAL QUALITY
AIR QUALITY DIVISION
OPERATING PERMIT PROGRAM**

INDEX SHEET FOR OPERATING PERMIT APPLICATION REVISIONS OR AMENDMENTS

PERMIT NO.: _____ COMPANY'S NAME: _____

ORIGINAL SUBMITTAL DATE: _____

PAGE, MAP OR OTHER PERMIT APPLICATION ENTRY TO BE ADDED	PAGE, MAP OR OTHER PERMIT APPLICATION ENTRY TO BE REMOVED	DESCRIPTION OF CHANGE
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NOTE: INCLUDE ALL CHANGES, ADDITIONS OR DELETIONS. If an entire application has NO CHANGES, please include an index sheet stating there are NO CHANGES. If any pages or sections are not enumerated on the index sheets, it is assumed these pages have not been changed.

Attachment III

**Application Modification
Certification of Truth Accuracy and Completeness
Compliance Certification**

Note: This certification must be signed by a responsible official (as defined in Chapter 6, Section 3 of Wyoming Air Quality Standards and Regulations). Applications without a signed certification will be deemed incomplete.

Based on information and belief formed after reasonable inquiry, the statements in this application submittal are true accurate and complete; and

Except for requirements identified in a revised Section D-1 form of this application for which compliance is not achieved, I hereby certify that based on information and belief formed after reasonable inquiry, the air contaminant sources identified in this application revision are in compliance with all applicable requirements.

Name (printed or typed): _____

Name (signed): _____

Date: _____