



ILLINOIS ENVIRONMENTAL PROTECTION AGENCY
DIVISION OF AIR POLLUTION CONTROL -- PERMIT SECTION
P.O. BOX 19506
SPRINGFIELD, ILLINOIS 62794-9506

INSTRUCTIONS FOR FORM 620-CAAPP (EMISSION BASELINE DATA FOR EMISSION UNIT(S))

The information requested on Form 620-CAAPP must be submitted in the Emissions Reduction Market System (ERMS) Addendum for sources for which baseline emissions must be determined to provide information for individual emission units other than those for which exclusion from further reduction is sought. (The information requested on Form 630-CAAPP must be provided to address the baseline emissions for emission units for which exclusion from further reduction is sought.) The term “seasonal allotment period” means the period from May 1 to September 30 of each year. “Seasonal emissions” are the actual VOM emissions at a source that occur during a seasonal allotment period.

The boxes titled “FOR APPLICANT’S USE” on the form are provided solely for the applicant’s convenience. They may be left blank.

SECTION 1: SOURCE INFORMATION

The following information must be provided for the source for which the ERMS Addendum is being submitted.

- 1) **SOURCE NAME:** The company name or specific plant name, if different from company name.
- 2) **DATE FORM PREPARED:** This should be the date the form is prepared or other date generally representing the time period when the form is prepared, to distinguish it chronologically from any other submittal of this form.
- 3) **ILLINOIS AIR POLLUTION SOURCE ID NO.:** This is the 9-digit code (6 numeric and 3 alphabetic) assigned to the source by the Agency’s Division of Air Pollution Control (DAPC). This number can be found at the top of the first page of any Illinois air pollution permit for the source. This number is unique to air pollution and should not be confused with water or land pollution ID numbers.

SECTION 2: ACTUAL/ADJUSTED EMISSIONS

- 4) **NAME/IDENTIFICATION OF EMISSION UNIT(S):** Provide the name of the emission unit or group of emission units that are being addressed. Also include any unique identification numbers or codes assigned to the unit(s).
- 5) **SEASON:** Identify the two seasons selected for the source’s baseline emission for which detailed data is being provided.

6) **ACTUAL SEASONAL PRODUCTION:** Provide the total seasonal production for the seasonal allotment period. The production should be expressed in appropriate terms so that an emission rate can be established for the emission unit. For example, a facility may produce 20,000 widgets, use 100,000 gallons of paint, or have a throughput of 200,000 barrels of gasoline. The seasonal production would then be 20,000 widgets, 100,000 gallons of paint (on a solids basis if appropriate), or 200,000 barrels of gasoline, respectively. If this information is different than what has been provided on the source's Annual Emission Report for the corresponding years an explanation must be provided.

7) **ACTUAL SEASONAL EMISSION RATE:** Provide the actual seasonal emission rate, which will be the total VOM emissions per unit of product (same units of measure provided in Column 6). This seasonal emission rate may be calculated. For example, if a facility produced widgets, and it produced 20,000 widgets per season and its actual emissions based on material balance are 20 tons per season, then the actual seasonal emission rate will be 2 lb/widget. The seasonal emission rate may also be determined directly, e.g., based on USEPA emission factors.

8) **ACTUAL SEASONAL EMISSIONS:** Provide the seasonal emissions for the seasonal allotment period of May 1 to September 30 for the selected seasons. Do not include any excess emissions attributable to malfunction and breakdown or to startup. Include all emissions except for excess emissions that have occurred during malfunction, breakdown, or startup.

9) **EMISSION RATE REQUIRED BY STRICTEST 1996 RULE OR APPLICABLE PERMIT CONDITION:** Provide the most restrictive emission limit or limits that apply to this emission unit based on rules effective in 1996, with the regulatory citation in item 14. This includes any permit conditions established pursuant to rules effective in 1996.

For example, if a particular emission unit was limited to an emission rate of 3.6 lb/widget in 1994 by Rule X, but is limited by a Rule Y effective in 1996 to 3.3 lb/widget, the applicant must identify the "3.3 lb/widget pursuant to Rule Y." Likewise, if the source accepted a permit condition that limits the particular unit to VOM emissions of 2.0 tons/month and 24 tons/year, to avoid nonattainment New Source Review (NSR), then the applicant must identify this limitation and the permit in which it is found. When several limitations apply to an emission unit, the strictest limit should be the one identified if the limits can be readily compared. Otherwise, all applicable requirements should be identified. Note: It may be necessary to convert the requirements of applicable rules into the units selected for measuring production. Any such conversion must be explained in an attachment. For example, the conversion of a permit condition limiting annual emissions into a seasonal equivalent limit must be explained in an attachment.

10) **ADJUSTMENT FACTOR:** Provide the amount of over-compliance (positive) or under-compliance (negative) that is being claimed based on the appropriate units of measure. For example, if the applicant is claiming voluntary over-compliance for

switching in 1994 from a material that had an emission rate that was just in compliance with the most stringent 1996 rule at 3.3 lb/widget VOM, to a material that resulted in an emission rate of 3.1 lb/widget, then this factor would be 0.2 lb/widget. If however, the unit was previously using an over-compliant material prior to 1991 of 3.2 lb/widget, and then switched to 3.1 lb/widget material in 1994, then the over-compliance adjustment factor would be 0.1 lb/widget. In the case where an applicant is requesting an adjustment to baseline emissions based on voluntary over-compliance, the application must include sufficient information to determine if the requested adjustment is appropriate, including the information requested on form 621-CAAPP (JUSTIFICATION FOR VOLUNTARY OVER-COMPLIANCE). It should be noted, credit cannot be given for any voluntary over-compliance that was in place prior to November 1, 1990.

An example of under-compliance would be if the source was using a material that resulted in an emission rate of 3.4 lb/widget, but the allowable pursuant to an applicable regulation was 3.3 lb/widget. In this case, the adjustment factor would be -0.1 lb/widget.

11) ADJUSTED EMISSIONS: Provide the adjustment to the actual emissions applying the adjustment factor.

If the emission unit is entitled to an adjustment based on voluntary over-compliance, then the adjusted emissions will be a positive number, calculated as the Adjustment Factor (Column 10), for example 0.2 lb/widget (based on a requirement of 3.3 lb/widget and actual usage of a material with 3.1 lb/widget) multiplied by the Actual Seasonal Production (Column 6).

If the emission unit is required to make an adjustment based on under-compliance, then the adjusted emissions will be a negative number, calculated from the Adjustment Factor (Column 10), for example -0.2 lb/widget (based on a requirement of 3.3 lb/widget and actual usage of a material with 3.5 lb/widget) multiplied by the Actual Seasonal Production (Column 6).

If no adjustments are made, the adjusted emissions (Column 11), should be left blank.

12) BASELINE EMISSIONS: Provide the seasonal emissions for the two seasons that are being used to calculate the source's baseline emissions. If no adjustments need to be made to the baseline emissions, then this would be the same as actual emissions in Column 8. If an adjustment must be made to the baseline emissions, then this should be Column 8 plus Column 11.

13) AVERAGE: Provide the baseline emissions for the corresponding emission unit. This is the average of the two seasonal baseline emissions in Column 12. This should be entered into the 623 - CAAPP form (ERMS BASELINE SUMMARY) to determine the source-wide baseline attributed to emission units subject to reduction that is requested at Box 16 on form 600-CAAPP (EMISSIONS REDUCTION MARKET SYSTEM ADDENDUM).

14) REGULATORY BASIS: Provide the regulation or permit number (if based on a permit condition) that establishes the strictest 1996 allowable emission rate as provided in Column 9.