



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

INSTRUCTIONS FOR FORM 623-CAAPP (ERMS BASELINE SUMMARY)

The information requested on Form 623-CAAPP must be submitted with an Emissions Reduction Market System (ERMS) Addendum if a source is required to establish its baseline emissions. 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.
- 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.
- 4) **SELECTED BASELINE SEASONS:** Identify the two seasons that are being proposed for the determination of baseline emissions for the source. This should be the same two seasons that are identified in Box 15 on form 600 - CAAPP (ERMS ADDENDUM)
- 5) **SUBSTITUTE SEASON JUSTIFICATION:** Summarize the justification for utilizing a substitute season in the determination of baseline emissions. An existing participating source may substitute seasons from 1990, 1991, 1992, 1993 or 1997 in place of the two seasons from 1994, 1995, and 1996 in its baseline determination, provided it provides a justification that the substitute season is more representative than 1994, 1995 or 1996. A detailed explanation of the justification for proposed use of substitute season(s) with supporting information must be included as an attachment to the ERMS Addendum.

SECTION 2: SUMMARY OF SOURCE-WIDE BASELINE EMISSIONS

6) SUB-TOTAL FOR PROPOSED BASELINE EMISSIONS FROM UNITS EXCLUDED FROM FURTHER REDUCTION: This is the sub-total of the baseline for emission units that are excluded from further reduction. This should be a summation, if more than one sheet was used, of all emissions shown in Item 18 of this form.

7) APPLICABLE REDUCTION: If the source is a participating source, then these emission units are excluded from further reduction when determining the source's allotment of ATUs. As such, the check box next to "0%" should be marked, and "0" entered in the space provided.

If the source is proposing to be exempt from the ERMS by providing an 18% reduction from the baseline, then the check box next to "18%" should be marked, and the applicable reduction should be entered ($\text{Item 6} \times 0.18$).

8) ALLOTMENT ATTRIBUTABLE TO EXCLUDED UNITS: In the box provided enter Item 6 minus Item 7. For a participating source, this will be the source's proposed seasonal allotment of ATUs attributable to units that are excluded from further reduction.

9) SUB-TOTAL FOR PROPOSED BASELINE EMISSIONS FROM UNITS SUBJECT TO FURTHER REDUCTION: This is the sub-total for emission units that are subject to further reduction. This should be a summation, if more than one sheet was used, of all emissions shown in Item 21 of this form.

10) APPLICABLE REDUCTION: If this is a participating source, then these emission units are subject to a further reduction of 12% when determining the source's allotment of ATUs. As such, the check box next to "12%" should be marked, and the applicable reduction should be entered ($\text{Item 9} \times 0.12$).

If the source is proposing to be exempt from the ERMS by providing an 18% reduction from the baseline, then the check box next to "18%" should be marked, and the applicable reduction should be entered ($\text{Item 9} \times 0.18$).

11) ALLOTMENT* ATTRIBUTABLE TO UNITS SUBJECT TO REDUCTION: In the box provided enter Item 9 minus Item 10. For a participating source, this will be the source's proposed seasonal allotment of ATUs attributable to units that are subject to further reduction.

12) TOTAL PROPOSED ALLOTMENT*: This is the total allotment that is being proposed for the source. Enter the sum of Items 8 and 11. For a participating source, this will be the source's proposed allotment expressed in tons VOM/season.

* For a source proposing to be exempt from the ERMS by providing an 18% reduction, this represents the proposed seasonal limitation on VOM emissions associated with such exemption, not the proposed allotment.

SECTION 3: SUMMARY OF UNITS EXCLUDED FROM FURTHER REDUCTION

13) EMISSION UNIT/ACTIVITY: Provide the name of the emission unit or group of emission units being addressed that is proposed to be excluded from further reduction.

14) UNIT ID NO.: The identification number of the emission unit or group of emission units. This identification number should be the same identification number that is used to identify the emission unit in the source's CAAPP application.

15) ADJUSTMENTS FOR NON-COMPLIANCE: Indicate if any adjustments are being made to the baseline emissions from the identified emission unit/activity because the unit was not complying with a 1996 standard for the baseline seasons. If there is no adjustment necessary or being claimed for the unit, mark N/A ("not applicable").

16) EXCLUSION TYPE: Indicate the reason for the proposed "exclusion from further reduction."

17) PROPOSED BASELINE: Provide the proposed baseline for the identified emission unit/activity at the source. This should be the same as Box 10 of form 630-CAAPP (BASELINE FOR EMISSION UNIT/ACTIVITY CLAIMING EXCLUSION) for each individual emission unit/activity.

18) BASELINE SUB-TOTAL FOR EMISSION UNITS EXCLUDED FROM FURTHER REDUCTION: Sum the proposed baseline for emission units excluded from further reduction from all of the emission units addressed on this side of the summary sheet. Use additional sheets if necessary and renumber pages accordingly.

SECTION 4: SUMMARY OF EMISSION UNITS SUBJECT TO FURTHER REDUCTION

13) EMISSION UNIT/ACTIVITY: Provide the name of the emission unit or group of emission units being addressed.

14) UNIT ID NO.: The identification number of the emission unit or group of emission units. This identification number should be the same identification number that is used to identify the emission unit in the source's CAAPP application.

19) ADJUSTMENTS: Indicate if any adjustments are being made to the baseline emissions from the identified emission unit/activity. Specifically, indicate if the adjustments are being made because the unit was not complying with a 1996 standard for the baseline seasons, or if the unit was "voluntarily overcomplying" with a 1996 standard during the baseline seasons. If there is no adjustment necessary or being claimed for the unit, mark N/A ("not applicable").

20) PROPOSED BASELINE: Provide the proposed baseline for each individual emission unit/activity at the source, that is subject to further reduction, that is included in the baseline determination. This should be the same as Box 13 of form 620-CAAPP (EMISSION BASELINE DATA FOR EMISSION UNITS).

21) BASELINE SUB-TOTAL FOR EMISSION UNITS SUBJECT TO FURTHER REDUCTION: Sum the proposed baseline for emission units subject to further reduction from all of the emission units addressed on this side of the summary sheet. Use additional sheets if necessary and renumber pages accordingly.