Environmental Protection Agency
Division of Air Pollution Control
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This Agency is authorized to require this information under Illinois Revised Statutes, 1979, Chapter 111 1/2, Section 1010 Disclosure of this information is required. Failure to do so may result in a civil penalty up to $10,000.00 and an additional civil penalty up to $1,000.00 for each day the failure continues, a fine up to $1,000.00 and imprisonment up to one year. This form has been approved by the Forms Management Center.

GUIDELINES FOR THE COMPLETION OF AIR POLLUTION EPISODE ACTION PLANS - STATIONARY EMISSION SOURCES -

PREFACE

REQUIREMENTS FOR PLANS FROM STATIONARY EMISSION SOURCE FACILITIES:

Air Pollution Episode Action Plans are required for the following facilities with stationary emission sources pursuant to 35 Ill. Adm. Code 244.142: (a) Electric power generating stations burning fossil fuels; (b) Facilities having fuel combustion emission sources with a total rated heat input in excess of 10 million btu/hr burning coal or fuel oil, other than those sources exempted from permit requirements by 35 Ill. Adm. Code 201.146(c) of Part I of this Chapter; (c) Facilities emitting more than 100 tons per year or 550 pounds per operating day of sulfur dioxide, carbon monoxide, nitrogen oxides, particulate matter, organic material, or of any other air contaminant designated by the Agency as harmful to human health; and (d) Governmental or commercial installations established primarily for the burning of refuse.

DEFINITIONS AND EXPLANATIONS OF REQUIREMENTS:

a. Electric Power Generating Stations are components of a public utility. The power plant of a factory, hospital or other facility generating its own electricity is not considered an electric power generating station under these Rules.

b. Fuel Combustion Emission Sources are furnaces, boilers, and similar equipment used for the primary purpose of producing heat or power by indirect heat transfer. Excluded are furnaces, kilns, incinerators, and similar equipment wherein burning fuel comes into direct contact with material being processed, or with the prime mover of an engine providing power.

c. Burning Coal or Fuel Oil requirement relates to facilities burning coal or fuel oil on either a regular basis or intermittent basis (such as when gas supplies are interrupted by the gas company). This requirement does not apply to fuel combustion emission equipment burning non-interruptable gas even if coal or oil burning procedures are available for emergency use.

d. Sources Exempted from Permit Requirements by 35 Ill. Adm. Code 201.146(c) are exclusively commercial and residential fuel burning emission sources using gas or fuel oil exclusively at a total rated heat input of less than 50 million btu per hour. Facilities having such sources are not required to submit an Action Plan unless emitting more than 100 tons per year or 550 pounds per operating day of a listed contaminant.

CONTENTS OF PLANS FROM STATIONARY EMISSION SOURCE FACILITIES:

35 Ill. Adm. Code 244.144 states "Plans shall list all significant sources of air contaminants within the facility; shall describe the manner in which contaminant emissions will be reduced during Yellow Alert, Red Alert, and Emergency; and shall specify the approximate magnitude of the reduction of emissions that will be achieved. Plans for all electric power generating stations and for all facilities located in the Chicago, Peoria or St. Louis (Illinois) Major Metropolitan Areas having fuel combustion emission sources required to take action during Yellow Alert to reduce sulfur dioxide emissions shall specify either the means whereby a supply of low sulfur fuel adequate for at least four days operation will be assured, or an emissions reduction plan to lower sulfur dioxide emissions to those which would be discharged if a switch to such fuel were effected."

/STEP-BY-STEP INSTRUCTIONS FOR COMPLETION OF AIR POLLUTION EPISODE ACTION PLAN FORM(APC-100)/

NAME OF FACILITY:
Enter the name of the specific facility for which an Action Plan is submitted. For example: DeBurko Chemical Co., Joliet Plant.

DATE:
Enter date Plan is submitted to the Agency.

LOCATION OF FACILITY - STREET, CITY OR TOWNSHIP, COUNTY:
Enter facility address (even if this is not the mailing address). If a street number is not available, locate the facility geographically, for example: 3/4 mile north of Lockport on State Route 53, Plainfield Township, Will County.

MAILING ADDRESS - STREET OR BOX NUMBER, CITY, STATE AND ZIP:
Enter address at which business mail is received. This could be a street, rural route or box number.

PERSON TO BE NOTIFIED DURING EPISODE:
Enter a sufficient number of names and/or titles so that a person responsible for the facility's operation can be reached with reasonable certainty at any time of the day or night during any day of the year. The column headed "home phone" may be left blank if at least one of the listed office phones is always attended by a responsible person.

FACILITY OPERATIONS:
List manufacturing operations performed and types of products manufactured at the facility. If no manufacturing is performed explain operations.

DESCRIPTION OF OPERATIONS AND/OR EMISSION SOURCES FOR WHICH AN ACTION PLAN IS REQUIRED:

a. Electric Power Generating Stations: Describe fossil fuel burning equipment and indicate the rated heat capacity, type fuel and sulfur content of fuel for each unit.
b. Grain Handling Establishments: Describe drying equipment and rated capacity, annual grain throughput exclusive of drying operations and list other sources of air contaminants such as dump pits and load out spouts.
c. Governmental and Commercial Refuse Burning Facilities: Describe refeuse burning equipment and indicate average amount of refuse burned daily.
d. All Other Facilities:
   i. If total rated capacity of all fuel combustion emission equipment burning coal or fuel oil at time of maximum use of such fuels is in excess of 10 million btu/hr list each major unit, its rated heat input, type fuel and sulfur content.
   ii. List air contaminants emitted from facility in quantities greater than 100 tons annually or 550 pounds per the operating day. List major emission sources of such contaminant. If you received a letter or form requesting a Plan it will have indicated contaminants emitted at such rates according to Agency records; however, if other specified contaminants are emitted at such rates they should also be listed.
   iii. If you do not have equipment that required listing in any of the above steps a Stationary Source Facility Action Plan is not required.

REMARKS:
Use this space to indicate any variance or program of delayed compliance with air pollution emission limitations that has been granted to your facility. Indicate any special open burning or incineration permits granted. Indicate if a Plan from your facility is also required according to the categories of Rules 404(b)(5), (6), (7) or (8). The Remarks section can also be used to explain other aspects of operations that are not readily apparent from the rest of the Plan.

PERSON TO BE CONTACTED FOR FURTHER INFORMATION REGARDING THIS PLAN:
Enter name and telephone number of person to be contacted for further information regarding the Plan. This will ordinarily be the person preparing the Plan and not necessarily the facility's owner or operator.

OWNER OR OPERATOR OF FACILITY:
Enter name, signature and title of owner or operator of facility. If owner or operator is a corporation, enter name of the corporation and a properly authorized corporate official should sign on behalf of the corporation and indicate his title.

INSTRUCTIONS FOR PAGE TWO

NAME OF FACILITY:
Please enter once again name of facility. This will help alleviate mix-ups when both sides of Plan are reproduced.

ACTIONS REQUIRED OF ALL FACILITIES:

This section lists episode actions generally required of all facilities that operate the equipment or activities mentioned. You should review each preprinted action carefully. Note that both episode stage and pollutant causing the stage are considered in determining when an action is required. For example, on the first line the letters "YRE" in the Stage column and the letter "O" in the Pollutants column indicate that during Yellow Alerts, Red Alerts and Emergencies caused by Ozone no refuse burning may be conducted. You should develop procedures to carry out each applicable requirement, but need not specify on the form details of these procedures. If your actions, of necessity, differ from the preprinted actions or include any of the authorized exceptions you must describe alternate actions in the next section of the form. For example, if full curtailment of fleet vehicles during ozone Red Alert is not required because some must be used for emergency maintenance work, provide details of your partial curtailment in the next section. In relatively rare cases a preprinted action may conflict with a specifically authorized action. In such cases the preprinted action should be lined out. For example, the operator of a hospital authorized to burn pathological wastes during episodes would cross out the words "no Refuse Burning conducted" and then describe alternate actions in the next section of the Plan.

DETAILED DESCRIPTION OF ADDITIONAL ACTIONS REQUIRED OF THIS FACILITY:
In this section summarize actions required specifically for your type facility. The Five enclosed tables entitled "Required Emission Reduction Action Tables Adapted from the Illinois Air Pollution Episode Regulations" indicate actions required by each type facility for each pollutant and episode stage. You should utilize the decision table shown below to help you determine all actions specifically required of your facility. When you have determined all actions applicable to your particular facility, you should develop procedures to carry out these actions. Finally summarize the procedures (and modifications to the preprinted actions) on the Plan form using the abbreviation scheme shown at the bottom of the Plan form. You would also describe authorized exceptions as explained in the previous section. When authorized exceptions allow a limited curtailment indicate extent of curtailment. For example, if a piece of equipment could not be shut down during Red Alert without sustaining damage you would indicate the percentage of emissions continuing. In a few cases a facility will find that no actions are required of it other than those preprinted on the form; in this case the facility will indicate on the form "Will comply with all applicable actions listed above".

DECISION TABLE FOR DETERMINING SPECIFICALLY REQUIRED EPISODE ACTIONS

If facility or emission source is:	Refer to Tables:	Refer to section of Tables:	And describe actions for episode stage and pollutant combinations:	And if Illinois emission standards exceeded describe additional actions.[a]
Electric power generating station[b] Not burning low sulfur fuel at all times	1, 3, 4, 5	Electric power generators and users	Y & O, R & O, E & O, YRE & N, YRE & S, YRE & P	None
Burning low sulfur fuel at all times	1, 3, 4, 5	Electric power generators and users	Y & O, R & O, E & O, YRE & NS, YRE & P	None
Fuel combustion emission source[c] Burning high sulfur fuel some or all of the time	4,5	Fuel combustion emission sources	YRE & S, YRE & P	None
Burning low sulfur fuel all of the time	5	Fuel combustion emission sources	YRE & P	None
Manufacturing facility emitting more than 100 tons per year[d,e] of Sulfur Dioxide	4	Manufacturing facilities	R & S	Y & S
Carbon Monoxide	2	"	R & C	Y & C
Nitrogen Oxides	1,3	"	Y & O, R & O, R & N	Y & N
Organic Material	1	"	Y & O, R & O	None
Particulate Matter	5	"	R & P	Y & P
Governmental or commercial refuse burning facilities[b]	1, 2, 3, 5	Refuse burners	Y & O, Y & CNP, RE & OCNP	Y & C and/or P[f]
Grain handling establishment[b] with drying operations	5	Manufacturing	R & P	Y & P
without drying operations	None		State "will comply with all the above preprinted actions"	None
Non-manufacturing process emission source emitting more than 100 tons per year of nitrogen oxides or organic material	None	Offices, buildings & other commercial & service operations	R & O	None
Other facility required to submit Plan	None		State "will comply with all the above preprinted actions"	None

Notes:
a) Includes facilities with approved variances and programs of delayed compliance or otherwise exceeding emission standards.
b) Comply with requirements of this category only and not with any other categories.
c) Burning coal or oil and having total rated capacity in excess of 10 million btu/hr.
d) Also see instructions for other applicable facility categories.
e) Or 550 pounds per operating day.
f) Y & C or Y & P actions should be identical to RE & OCNP actions.

USE OF SAMPLE PLAN FORM:
The Sample Plan(s) attached and/or enclosed indicate many of the points explained above. You will find it very helpful to consult the Sample Plan while completing your Episode Action Plan.

CONCLUDING REMARKS:
Your Plan will be evaluated for completeness and accuracy and you will be notified in writing of the results of this evaluation. A copy of your Plan will be maintained by the Division of Air Pollution Control of the Illinois Environmental Protection Agency. In addition the Cook County and the Chicago Departments of Environmental Control will maintain a copy of Plans for facilities within their jurisdictional areas. The time and effort you take to develop an acceptable Action Plan will have an important bearing on the amount and speed that pollutant levels are reduced during an Episode. Immediate implementation of the steps stated in your Plan is important should an air pollution Alert occur. If time permits, the contact person designated in your Plan will be notified by telephone that an air pollution Alert is in effect. If time does not permit a telephone call to a contact person, a public announcement will be issued to the press and broadcast over radio and television stations. Normally, air pollution concentrations do not build up to the Alert levels in less than one day. You should, therefore, have ample opportunity to become aware of the fact that your area is endangered by hazardous levels of pollution concentrations. The appropriate measures of your Plan should be taken during an air pollution Alert regardless of how you become aware of the situation. A copy of the Plan should be kept available at the facility which will take the required actions.