

Month XX, 20XX

Permit: APC-XXXX/XXXX-CONSTRUCTION/OPERATION

Auto Body Name

Street

Sometown, DE 19XXX

ATTENTION: FirstName LastName
 Title

Dear Mr. LastName:

Pursuant to the State of Delaware "**Regulations Governing the Control of Air Pollution**", Regulation No. 2, Section 2, approval of the Department of Natural Resources and Environmental Control (the Department) is hereby granted for the operation of an auto body shop that conducts any or all of the following - collision repair; vehicle painting, paint stripping, or sanding; body work; antique restoration; and student training in any of these areas - located at the # Street facility in Sometown, Delaware, in accordance with the application submitted on Form No. AQM-11.

This permit is issued subject to the following conditions (note that anything in this permit included in brackets [] is included for clarification only and should not be considered part of the permit condition for official compliance purposes):

1. General Provisions

- 1.1 Representatives of the Department may, at any reasonable time, inspect this facility.

- 1.2 The owner or operator shall not initiate construction, install, or alter any equipment or facility or air contaminant control device which will emit or prevent the emission of an air contaminant prior to submitting an application to the Department pursuant to Regulation No. 2, and, when applicable Regulation No. 25, and receiving approval of such application from the Department; except as exempted in Regulation No. 2 Section 2.2 of the State of Delaware "**Regulations Governing the Control of Air Pollution.**" [In other words, you should not add any new equipment or modify any existing equipment before receiving a permit from the Department.]

2. Emission Limitations

- 2.1 Air contaminant emission levels shall not exceed those specified in the State of Delaware "**Regulations Governing the Control of Air Pollution**" and the following:
- 2.1.1 Volatile Organic Compound (VOC) Emissions
VOC emissions shall not exceed twenty-five (25) tons per year on a twelve (12) month rolling basis [You should be able to meet this requirement by complying with the Operational Limitations below]; and
- 2.1.2 Particulate Matter (PM) Emissions
PM emissions from any sanding or coating operations shall not exceed 0.2 grains per dry standard cubic foot. [You should be able to meet this requirement by complying with the Operational Limitations below]; and
- 2.1.3 Hazardous Air Pollutant (HAP) Emissions
Potential HAP emissions shall not exceed ten (10) tons per year of any single HAP or twenty-five (25) tons per year of combined HAPs.
- 2.2 No person shall cause or allow the emission of visible air contaminants and/or smoke from a stationary or mobile source, the shade or appearance of which is greater than twenty (20%) percent opacity for an aggregate of more than three (3) minutes in any one (1) hour or more than fifteen (15) minutes in any twenty-four (24) hour period. [In other words, you should not see clearly visible smoke, dust particles, or paint overspray coming from your shop.]
- 2.3 Odors from this source shall not be detectable beyond the plant property line in sufficient quantities such as to cause a condition of air pollution. [In other words, you should not smell paints, solvents, welding materials, etc. outside of your shop.]

3. Operational Limitations

- 3.1 The owner or operator shall comply with the following operational limits:
- 3.1.1 Any owner or operator located in New Castle County shall not use more than 7,000 gallons of VOC-containing materials per year on a rolling twelve (12) month basis;
- 3.1.2 Any owner or operator located in Kent or Sussex County shall not use more than 14,000 gallons of VOC-containing materials per year on a rolling twelve (12) month basis;
- 3.1.3 The owner or operator shall not complete more than fifty (50) jobs per week;
- 3.1.4 The owner or operator shall not cause, allow, or permit the disposal of more than five (5) kilograms (eleven (11) pounds) of any VOC, or of any material containing VOCs, at a facility in any one (1) day in a manner that would permit the evaporation of VOCs into the ambient air. [In

other words, do not dispose of VOC-containing materials, including but not limited to, coatings and solvents, by allowing them to evaporate into the air. A few ways VOCs can evaporate into the air include leaving lids off of cans or pouring materials onto the ground, into the trash, or into water.] This provision does not apply to:

- 3.1.4.1 Any VOC or material containing VOCs emitted from a regulated entity that is subject to a VOC standard under this regulation; [In other words, the VOC emissions from actual coating and cleaning operations do not count toward the eleven (11) pound per day limit.]
- 3.1.4.2 Waste paint (sludge) handling systems, water treatment systems, and other similar operations at coating facilities using complying coatings; and
- 3.1.4.3 Any VOC or material containing VOCs used during process maintenance turnarounds for cleaning purposes, provided that the provisions of Conditions 3.1.5, 3.1.6 and 3.1.9 are followed.
- 3.1.5 No owner or operator of a facility subject to this regulation shall use open containers for the storage or disposal of cloth or paper impregnated with VOCs that are used for surface preparation, cleanup, or coating removal. Containers for the storage or disposal of cloth or paper impregnated with VOCs shall be kept closed, except when adding or removing materials; [In other words, do not store shop rags or other materials soaked in VOC containing materials in open containers.]
- 3.1.6 No owner or operator of a facility subject to this regulation shall store in open containers spent or fresh VOCs to be used for surface preparation, cleanup, or coating removal. Containers for the storage of spent or fresh VOCs shall be kept closed, except when adding or removing material; [In other words, do not store coatings, solvents, and other materials containing VOCs in open containers.]
- 3.1.7 The owner or operator shall only use the following coating application techniques:
 - 3.1.7.1 Any non-atomized application technique (e.g. Flow/curtain coating, Dip coating, Roller coating, Brush Coating, Cotton-tipped swab application coating, Electrodeposition coating, etc.);
 - 3.1.7.2 High Volume Low Pressure (HVLP) spraying;
 - 3.1.7.3 Electrostatic application spray;
 - 3.1.7.4 Airless spray;
 - 3.1.7.5 Air-assisted airless spray; or

- 3.1.7.6 Any other coating application technique that has been demonstrated by the spray gun manufacturer to achieve transfer efficiency comparable to one of the spray application technologies listed above for a comparable operation, and for which written approval has been obtained from the Director.

- 3.1.8 The following coating application situations are exempt from the requirements of 3.1.7:
 - 3.1.8.1 The use of airbrush application methods for graphics, stenciling, lettering, and other identification markings; and
 - 3.1.8.2 The application of coatings to cover finish imperfections equal to or less than one (1) inch in diameter.

- 3.1.9 Spray guns used to apply coatings shall be cleaned by one of the following methods:
 - 3.1.9.1 Use of a fully enclosed spray gun cleaning system that is kept closed when not in use;
 - 3.1.9.2 The non-atomized discharge of solvent into a paint waste container that is kept closed when not in use; [In other words, you may pump solvent through the gun as long as it comes out of the gun in a solid fluid stream and not a spray, and is collected.]
 - 3.1.9.3 The disassembly of the spray gun and cleaning in a vat that is kept closed when not in use; or
 - 3.1.9.4 A combination of the non-atomized methods in the conditions above; or
 - 3.1.9.5 The atomized spray into a paint waste container that is fitted with a device designed to capture atomized solvent emissions.

- 3.1.10 The owner or operator shall use handling and transfer procedures that minimize spills during the transfer of coatings, solvents, and cleaning solvents;

- 3.1.11 *The spray application of surface coatings is prohibited by persons who are not certified as having completed acceptable training within the last five (5) years. Acceptable forms of training must include the following:*
 - 3.1.11.1 *A list of all personnel by name and job description who are required to be trained;*
 - 3.1.11.2 *Classroom and hands-on instruction that addresses, at a minimum, initial and refresher training on the following topics:*

- 3.1.11.2.1 *Spray gun equipment selection, set-up, and operation, including measuring coating viscosity, selecting the proper fluid tip or nozzle, and achieving the proper spray pattern, air pressure and volume, and fluid delivery rate;*
 - 3.1.11.2.2 *Spray technique for different types of coatings to improve transfer efficiency and minimize coating usage and overspray, including maintaining correct spray gun distance and angle to the surface, using proper banding and overlap, and reducing lead and lag spraying at the beginning and end of each stroke;*
 - 3.1.11.2.3 *Routine spray booth and filter maintenance, including filter selection and installation; and*
 - 3.1.11.2.4 *Environmental compliance with the requirements of this subpart; and*
- 3.1.11.3 *A description of the methods to be used at the completion of initial or refresher training to demonstrate, document, and provide certification of successful completion of the required training. Owners and operators who can show by documentation or certification that a painter's work experience and/or training has resulted in training equivalent to the acceptable training described in Conditions 3.1.11.2.1 through 3.1.11.2.4 are not required to provide the initial training required by that paragraph to these painters.*
- 3.1.12 *All personnel, staff, and employees, including contract personnel, who spray apply surface coatings must be trained and certified no later than 180 days after hiring or January 10, 2011, whichever is later. Personnel who have completed acceptable training, as described in Conditions 3.1.11.2.1 through 3.1.11.2.4, within five years prior to the date that training is required, have satisfied this requirement and are valid for a period not to exceed five years from the date the training was completed. Employees who transfer within a company to a position as a painter are subject to the same requirements as a new hire.*
- 3.1.13 All coatings that the owner or operator purchases shall meet the limits shown in Table 3.1.13, or shall have date of manufacture of 12/31/2011 or earlier printed on original product label.

Table 3.1.13: Coating Limitations

Coating Category	Grams of VOC per Liter	Pounds of VOC per Gallon
Pretreatment Primers/Coatings	660	5.5
Primers	250	2.1
Single-stage coatings	340	2.8

Multi-colored coatings	680	5.7
Adhesion promoters	540	4.5
Cavity waxes	650	5.4
Clear coatings	250	2.1
Color coatings	420	3.5
Deadeners	650	5.4
Gasket/gasket-sealing materials	200	1.7
Lubricating wax/compounds	700	5.8
Sealers	650	5.4
Temporary protective coatings	60	0.5
Truck bed liner coatings	200	1.7
Truck interior coatings	650	5.4
Underbody coatings	430	3.6
All other coating types	250	2.1

3.1.14 Any owner or operator who operates a cold solvent cleaning machine (degreaser) that contains more than one (1) liter of solvent and uses any solvent containing volatile organic compounds in a total concentration greater than five percent (5%) by weight shall comply with the following:

3.1.14.1 The owner or operator shall not use any solvent with a vapor pressure of 1.0 millimeters of mercury (mm Hg) or greater, measured at 20°C (68°F) that contains VOCs;

3.1.14.2 Immersion cold cleaning machines shall have a freeboard ratio of 0.75 or greater unless the machines are equipped with working mode covers that shall be closed except when parts are being placed into or being removed from the machine. Covers shall be free of cracks, holes, and other defects, and easily opened or closed;

3.1.14.3 Immersion cold cleaning machines and remote cold cleaning machines shall:

3.1.14.3.1 Have a permanent, conspicuous label summarizing the requirements of Conditions 3.1.13.4 through 3.1.13.11; and

3.1.14.3.2 Be equipped with a downtime mode cover that shall be closed at all times except during cleaning or drying of parts or the addition or removal of solvent. The cover shall be free of cracks, holes, and other defects, and readily opened or closed.

3.1.14.4 All waste solvent, still bottoms, and sump bottoms shall be collected and stored in closed containers. The closed containers may contain a device that allows pressure relief, but does not allow liquid solvent to drain from the container;

- 3.1.14.5 Cleaned parts shall be drained at least fifteen (15) seconds or until dripping ceases, whichever is longer. Parts having cavities or blind holes shall be tipped or rotated while the part is draining. During the draining, tipping or rotating, the parts shall be positioned so that solvent drains directly back to the cleaning machine;
 - 3.1.14.6 Flushing of parts using a flexible hose or other flushing device shall be performed only within the freeboard area of the cold cleaning machine. The solvent flushing shall be a solid fluid stream, not an atomized or shower spray, at a pressure that does not exceed ten (10) pounds per square inch gauge (psig);
 - 3.1.14.7 Work area fans shall be located and positioned so that they do not blow across the opening of the cold cleaning machine;
 - 3.1.14.8 Sponges, fabric, wood, leather, paper products, and other absorbent materials shall not be cleaned or dried in the cold cleaning machine;
 - 3.1.14.9 Any solvent bath agitator shall be operated to produce a rolling motion of the solvent with no observable splashing against the tank walls or the parts being cleaned. Air agitated solvent baths may not be used;
 - 3.1.14.10 Spills during solvent transfer and use of the cold cleaning machine shall be cleaned up immediately, and the wipe rags or other absorbent material shall be immediately stored in covered containers for disposal or recycling; and
 - 3.1.14.11 The owner or operator shall ensure that the solvent does not exceed the fill line.
- 3.1.15 *The owner or operator must apply all spray-applied coatings containing Hazardous Air Pollutants (HAPs) in a spray booth, preparation station, or mobile enclosure which must meet the following requirements:*
- 3.1.15.1 *Spray booths or preparation stations that are used to refinish complete motor vehicles or mobile equipment must be fully enclosed with a full roof and four complete walls or complete side curtains, and must be ventilated at negative pressure so that air is drawn into any openings in the booth walls or preparation station curtains. However, if a spray booth or preparation station is fully enclosed and has seals on all doors and other openings and has an automatic pressure balancing system, it may be operated at up to, but not more than, 0.05 inches water column positive pressure.*
 - 3.1.15.2 *Spray booths or preparation stations that are used to coat vehicle subassemblies must have a full roof, at least three*

complete walls or complete side curtains, and must be ventilated so that air is drawn into the booth or preparation station.

3.1.15.3 Mobile ventilated enclosures that are used to perform spot repairs must enclose and, if necessary, seal against the surface around the area being coated such that paint overspray is retained within the enclosure and directed to a filter to capture paint overspray.

3.1.15.4 All spray booths (preparation stations or mobile enclosures) must be fitted with a type of filter technology that is demonstrated to achieve at least 98 percent (%) capture efficiency of paint overspray.

3.1.15.5 The spray booth (preparation station or mobile enclosure) shall not be operated without filters in place;

3.1.15.6 All filters used in the spray booth (preparation station or mobile enclosure) must be approved for use in that spray booth (preparation station or mobile enclosure) by the spray booth (preparation station or mobile enclosure) manufacturer; and

3.1.15.7 The pressure drop across the spray booth (preparation station or mobile enclosure) filters must be in the range specified by the spray booth (preparation station or mobile enclosure) and/or filter manufacturer.

3.1.16 The owner or operator of each paint stripping operation that is an affected area source must implement management practices to minimize the evaporative emissions of methylene chloride. The management practices must address, at a minimum, the practices in Conditions 3.1.16.1 through 3.1.16.5.

3.1.16.1 Evaluate each paint application to ensure there is a need for paint stripping (e.g., evaluate whether it is possible to recoat the piece without removing the existing coating).

3.1.16.2 Evaluate each application where a paint stripper containing methylene chloride is used to ensure that there is no alternative paint stripping technology that can be used.

3.1.16.3 Reduce exposure of all paint strippers containing methylene chloride to the air.

3.1.16.4 Optimize application conditions when using paint strippers containing methylene chloride to reduce methylene chloride evaporation (e.g., if the stripper must be heated, make sure that the temperature is kept as low as possible to reduce evaporation).

3.1.16.5 Practice proper storage and disposal of paint strippers containing methylene chloride (e.g., store strippers in closed, air/leak-tight containers).

3.1.17 The owner or operator of a paint stripping operation that has annual usage of more than one ton (2,000 lbs.) of methylene chloride must develop and implement a written methylene chloride minimization plan to minimize the use and emission of methylene chloride. The methylene chloride minimization plan must address, at a minimum, the management practices specified in Conditions 3.1.16.1 through 3.1.16.5, as applicable, for the operations. Each operation must post a placard or sign outlining the methylene chloride minimization plan in each area where paint stripping operations subject to this permit occur. The owner or operator of paint stripping operations with annual usage of less than one ton of methylene chloride must comply with the requirements in Conditions 3.1.16.1 through 3.1.16.5, as applicable, but is not required to develop and implement a written methylene chloride minimization plan.

3.1.18 The owner or operator of a paint stripping operation must maintain records of annual usage of paint strippers containing methylene chloride on site at all times.

3.1.19 The owner or operator of a paint stripping operation with annual usage of more than one ton of methylene chloride must maintain a copy of their current methylene chloride minimization plan on site at all times.

3.2 At all times, including periods of startup, shutdown, and malfunction, the owner or operator shall, to the extent practicable, maintain and operate the facility (including associated air pollution control equipment) in a manner consistent with good air pollution control practice for minimizing emissions. Determination of whether acceptable operating procedures are being used will be based on information available to the Department which may include, but is not limited to, monitoring results, opacity observations, review of operating and maintenance procedures, and inspection of the source. [In other words, you must always meet the requirements outlined in the Compliance Assistance Workbook, and should always try to meet the "Good Ideas" described in the Compliance Assistance Workbook.]

3.3 All structural and mechanical components of the equipment or process covered by this Permit shall be maintained in proper operating condition. [In other words, you must maintain your equipment properly. If failure to properly maintain equipment results in a violation of this permit, the Department will still hold you liable for that violation.]

4. Testing and Monitoring Requirements

4.1 The Department reserves the right to require that the owner or operator perform emission tests using methods approved in advance by the Department.

- 4.2 The Department reserves the right to collect coating samples for analysis.
- 4.3 *The pressure drop across the paint spray booth filters shall be monitored before coating operations begin each day to be sure it complies with the requirements of Condition 3.1.15.7.*

5. Record Keeping Requirements

- 5.1 The owner or operator shall maintain all records necessary for determining compliance with this permit in a readily accessible location for five (5) years and shall make these records available to the Department upon written or verbal request. Records must be kept on-site and in a printed or electronic form that is available for inspection.
- 5.2 *Proof of acceptable training pursuant to Condition 3.1.11, including the dates when the initial training and the most recent refresher training were completed, shall be maintained on the facility premises.*
- 5.3 The owner or operator of a cold solvent cleaning machine (degreaser) shall maintain information relating to the solvent used in the cold cleaning machine. An invoice, bill of sale, certificate that corresponds to a number of sales, Material Safety Data Sheet (MSDS), or other appropriate documentation acceptable to the Department may be used to comply with this requirement. The information shall include:
 - 5.3.1 The name and address of the solvent supplier;
 - 5.3.2 The type of solvent including the product or vendor identification number; and
 - 5.3.3 The vapor pressure of the solvent measured in mm Hg at 20°C (68°F).
- 5.4 An owner or operator of a spray booth, preparation station, or mobile enclosure shall maintain manufacturer's specification or vendor data sheets describing the spray booth, preparation station, or mobile enclosure and the filters used in the spray booth, preparation station, or mobile enclosure. These specifications shall include:
 - 5.4.1 The size of the spray booth, preparation station, or mobile enclosure;
 - 5.4.2 The fan-driven air velocity or air flow rate from the spray booth, preparation station, or mobile enclosure;
 - 5.4.3 The stack diameter and stack height of the spray booth, preparation station, or mobile enclosure exhaust stack;
 - 5.4.4 The removal efficiency of the filters used in the spray booth, preparation station, or mobile enclosure; and

- 5.4.5 The recommended pressure drop across the filters used in the spray booth, preparation station, or mobile enclosure.
- 5.5 The owner or operator shall maintain the following information for each coating, reducer, catalyst, surface preparation product, and cleanup solvent used at the shop:
 - 5.5.1 The name, identification number, and manufacturer;
 - 5.5.2 A certified product sheet from the manufacturer showing the VOC content, in pounds of VOC per gallon of material or grams of VOC per liter of material; and
 - 5.5.3 A material safety data sheet (MSDS).
- 5.6 The following information shall be recorded, initialed, and maintained in a log:
 - 5.6.1 The volume of each coating, reducer, surface preparation product, and cleanup solvent used at the shop each week; and
 - 5.6.2 The number of jobs completed each week.
 - 5.6.3 *The pressure drop across the spray booth, preparation station, or mobile enclosure filter(s) recorded each day prior to spray applications.*
- 5.7 *Documentation from the spray gun manufacturer that each spray gun with a cup capacity equal to or greater than 3.0 fluid ounces (89 cc) that does not meet the definition of an HVLP spray gun, electrostatic application, airless spray gun, or air assisted airless spray gun, has been determined by the Director to achieve a transfer efficiency equivalent to that of an HVLP spray gun.*
- 5.8 *Copies of any notification submitted as required by Conditions 6.1 and 6.2 and copies of any report submitted as required by conditions 6.3 and 6.4.*

6. Notification and Reporting Requirements

- 6.1 *The owner or operator of a new source must submit an Initial Notification no later than 180 days after initial startup. The owner or operator of an existing source must submit an Initial Notification no later than January 11, 2010. The Initial Notification must provide the following information:*
 - 6.1.1 *The company name, if applicable.*
 - 6.1.2 *The name, title, street address, telephone number, e-mail address (if available), and signature of the owner and operator, or other certifying company official;*
 - 6.1.3 *The street address (physical location) of the affected source and the street address where compliance records are maintained, if different. If the source is a motor vehicle or mobile equipment surface coating operation that repairs vehicles at the customer's location rather than at a*

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fixed location such as a collision repair shop, the notification should state this and indicate the physical location where records are kept to demonstrate compliance;

6.1.4 *An identification of the relevant standard (i.e., Section 15 of 7 DE Admin Code 1138);*

6.1.5 *A brief description of the type of operation as specified in Conditions 6.1.5.1 and 6.1.5.2.*

6.1.5.1 For all surface coating operations, indicate the source is a motor vehicle or mobile equipment surface coating operation and include the number of spray booths and preparation stations, and the number of painters usually employed at the operation.

6.1.5.2 For paint stripping operations, identify the methods of paint stripping employed (e.g., mechanical, chemical) and the substrates stripped (e.g., wood, plastic, metal).

6.1.6 Each paint stripping operation must indicate whether the owner or operator plans to use more than one ton of methylene chloride annually after the compliance date.

6.1.7 A statement of whether the source is already in compliance with each of the relevant conditions of this permit, or whether the source will be brought into compliance by the compliance date. For paint stripping operations, the relevant requirements that the owner or operator must evaluate in making this determination are specified in Conditions 3.1.16 through 3.1.19. For surface coating operations, the relevant conditions are specified in 3.1.7, 3.1.9, 3.1.11, 3.1.12, and 3.1.15.

6.1.8 If the affected source is a new source, the owner or operator must certify in the initial notification whether the source is in compliance with each of the relevant conditions of this permit. If the affected source is an existing source, the owner or operator may certify in the initial notification that the source is already in compliance. If the owner or operator is certifying in the initial notification that the source is in compliance with the relevant conditions of this permit, then the owner or operator must also include a statement by a responsible official with that official's name, title, phone number, e-mail address (if available), and signature, certifying the truth, accuracy, and completeness of the notification, a statement that the source has complied with all the relevant conditions of this permit, and that this initial notification also serves as the notification of compliance status.

6.2 *The owner or operator of a new source is not required to submit a separate Notification of Compliance Status in addition to the Initial Notification specified in condition 6.1, if the owner or operator was able to certify compliance on the date of the Initial notification, as part of the Initial Notification, and the compliance status has not since changed. The owner or operator of any existing source that did not certify in the Initial Notification that the existing source is already in*

compliance as specified in Condition 6.1, then the owner or operator must submit a Notification of Compliance Status. The owner or operator must submit a Notification of Compliance Status on or before March 11, 2011. The Notification of Compliance Status must provide the following information:

6.2.1 The company's name and the street address (physical location) of the affected source and the street address where compliance records are maintained, if different.

6.2.2 The name, title, address, telephone, e-mail address (if available), and signature of the owner and operator, or other certifying company official, certifying the truth, accuracy, and completeness of the notification and a statement of whether the source has complied with all of the conditions of this permit or an explanation of any noncompliance and a description of corrective actions being taken to achieve compliance. For paint stripping operations, the relevant requirements that the owner or operator must evaluate in making this determination are specified in Conditions 3.1.16 through 3.1.19. For surface coating operations, the relevant conditions are specified in 3.1.7, 3.1.9, 3.1.11, 3.1.12, and 3.1.15.

6.2.3 The date of the Notification of Compliance Status.

*6.2.4 The owner or operator of an existing affected paint stripping source that annually uses more than one ton of methylene chloride must submit a statement certifying that the owner or operator has developed and is implementing a written methylene chloride minimization plan in accordance with **40 CFR Part 63, 63.11173(b)**.*

6.3 The owner or operator of an affected source must submit an Annual Notification of Changes Report in each calendar year in which information previously submitted in either the Initial Notification required by Condition 6.1 or 6.2, the Notification of Compliance required in 6.1 or 6.2, or a previous Annual Notification of Changes Report submitted under this condition, has changed. Deviations from the relevant conditions in Conditions 3.1.7, 3.1.9, 3.1.11, 3.1.12, and 3.1.15 through 3.1.19, as applicable, on the date of the report will be deemed to be a change. This includes notification when paint stripping affected sources that have not developed and implemented a written methylene chloride minimization plan in accordance with Condition 3.1.17 have used more than one ton of methylene chloride in the previous calendar year. The Annual Notification of Changes Report must be submitted prior to March 1 of each calendar year when reportable changes have occurred, and must include the following information:

6.3.1 The company's name and the street address (physical location) of the affected source and the street address where compliance records are maintained, if different.

6.3.2 The name, title, address, telephone, e-mail address (if available), and signature of the owner and operator, or other certifying company official, certifying the truth, accuracy, and completeness of the notification and a

statement of whether the source has complied with all of the conditions of this permit or an explanation of any noncompliance and a description of corrective actions being taken to achieve compliance.

- 6.4 The owner or operator of a paint stripping affected source that has not developed and implemented a written methylene chloride minimization plan in accordance with Condition 3.1.17 must submit a report for any calendar year in which the owner or operator uses more than one ton of methylene chloride. This report must be submitted no later than March 1 of the following calendar year. You must also develop and implement a written methylene chloride minimization plan in accordance with Condition 3.1.17 no later than December 31. You must then submit a Notification of Compliance Status Report containing the information specified in Condition 6.2 by March 1 of the following year, and comply with the requirements for paint stripping operations that annually use more than one ton of methylene chloride in Conditions 3.1.19 and **40 CFR Part 63, 63.11177(f).**
- 6.5 The owner or operator of a paint stripping source that annually uses more than one ton of methylene chloride must maintain a record of the current methylene chloride minimization plan on site for the duration of the paint stripping operations. The owner or operator must also keep records of the annual review of, and updates to, the methylene chloride minimization plan.
- 6.6 The owner or operator of a paint stripping source must maintain records of any deviation from the paint stripping requirements in Conditions 3.1 and 5. These records must include the date and time period of the deviation, and a description of the nature of the deviation and the actions taken to correct the deviation.
- 6.7 *The owner or operator of an affected source must maintain records of any assessments of source compliance performed in support of the initial notification, notification of compliance status, or annual notification of changes report.*
- 6.8 Emissions in excess of any permit condition or emissions which create a condition of air pollution shall be reported to the Department immediately upon discovery by calling the Environmental Emergency Notification and Complaint number, (800) 662-8802, or from outside the State of Delaware, (302) 739-5072. [In other words, if you think you have violated a permit condition or have an environmental emergency, call the number listed above.]
- 6.9 In addition to complying with condition 6.1 of this permit, any reporting required by the "**Reporting of Discharge of a Pollutant or an Air Contaminant**" Regulation and any other reporting requirements mandated by the State of Delaware, the owner or operator shall for each occurrence of excess emissions, within thirty (30) calendar days of becoming aware of such occurrence, supply the Department in writing with the following information:
- 6.9.1 The name and location of the facility;
- 6.9.2 The subject source(s) that caused the excess emissions;
- 6.9.3 The time and date of the first observation of the excess emissions;

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- 6.9.4 The cause and expected duration of the excess emissions;
 - 6.9.5 For sources subject to numerical emission limitations, the estimated rate of emissions (expressed in the units of the applicable emission limitation) and the operating data and calculations used in determining the magnitude of the excess emissions; and
 - 6.9.6 The proposed corrective actions and schedule to correct the conditions causing the excess emissions.
- 6.10 One (1) original and one (1) copy of all required reports shall be sent to the address below:

Division of Air Quality
655 S. Bay Rd., Suite 5N
Dover, DE 19901

7. Administrative Conditions

- 7.1 This permit shall be made available on the premises.
- 7.2 Failure to comply with the provisions of this permit may be grounds for suspension or revocation.

Sincerely,

Ronald Amirikian
Planning Branch Manager
Division of Air Quality

Month XX, 20XX

Auto Body Name
Street
Sometown, DE 19XXX

ATTENTION: First Last
Title

Dear Mr. Last:

The Department has completed processing your permit application submitted in compliance with the Department of Natural Resources and Environmental Control's Auto Body Source Category Permitting Program. Your Division of Air Quality (DAQ) Operating Permit (**Permit: APC-20XX/OXXX-CONSTRUCTION/OPERATION**) is attached. The Department appreciates your participation in the program and looks forward to working with you in the future.

Please contact me at (302) 739-9402 with any questions regarding this permit.

Sincerely,

Tom Postell
Program Manager
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