

# **Instruction for use of “Initial Notification” Form**

## **General**

This form may be used by facilities that operate asphalt processing or asphalt roofing products manufacturing operations (affected sources) to comply with the initial notification requirements in 16.9.6 and 16.9.7 of Regulation 1138. The use of this form is optional. However, other means of notification must contain the applicable information required under 3.9.2.2, 3.9.2.4, and/or 3.9.2.5 of Regulation 1138.

## **Required Submittal Date**

The owner or operator of an existing asphalt processing or asphalt roofing products manufacturing operation shall submit an initial notification to the Department (with copy to the U.S Environmental Protection Agency) no later than December 11, 2010.

The owner or operator of a new or reconstructed asphalt processing or asphalt roofing products manufacturing operation shall submit an initial notification to the Department (with copy to the U.S Environmental Protection Agency) no later than December 11, 2010 or not later than 120 days after the source’s startup, whichever is later.

The addresses for this submittal are provided below and in Item 11 of the “Initial Notification” form.

## **Items 1**

Provide the name of the affected asphalt processing or asphalt roofing products manufacturing operation.

## **Items 2**

Provide the physical location of the affected asphalt processing or asphalt roofing products manufacturing operation and the address where any compliance records are kept, if different than the physical location of the facility.

## **Item 3**

Provide the name and mailing address of the owner or operator of the affected asphalt processing or asphalt roofing products manufacturing operation identified in Items 1 and 2.

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### **Item 4**

The owner or operator shall indicate (checking appropriate box) whether the facility is subject to the provisions of Section 16 of Regulation 1138. The facility is subject to Section 16, if both of the following statements are applicable to the facility.

**1. The facility is an area source of hazardous air pollutants (HAPs).**

“Area source” means any stationary source or group of stationary sources located within a contiguous area and under common control that does not emit nor have the potential to emit considering controls, in the aggregate, 10 tons per year or more of any hazardous air pollutant (HAP) or 25 tons per year or more of any combination of hazardous air pollutants (HAPs).

**2. The facility performs at least one of the following operations:**

- Engages in the preparation of asphalt flux at stand-alone asphalt processing facilities, petroleum refineries, or asphalt roofing facilities - or -
- Manufactures asphalt roofing products through a series of sequential process steps.

### **Item 5**

The owner or operator shall indicate (checking appropriate box) whether the asphalt processing or asphalt roofing products manufacturing operations at the facility are new affected sources, existing affected sources, or comprised of both new and existing affected sources.

“New affected source” means any asphalt processing operation or asphalt roofing products manufacturing operation for which construction commenced after July 9, 2009.

“Existing affected source” means any asphalt processing operation or asphalt roofing products manufacturing operation for which construction commenced on or prior to July 9, 2009.

### **Item 6**

The owner or operator shall provide a brief description of each asphalt processing or asphalt roofing products manufacturing operation. The description must include the nature, size, design, and method of operation of the each operation at the facility. The owner or operator should continue on blank sheet of paper and attach it to this notification, if additional space is needed.

### **Item 7**

The owner or operator shall identify the types of emissions points for each affected asphalt processing or asphalt roofing products manufacturing operation. The owner or operator should continue on blank sheet of paper and attach it to this notification, if additional space is needed.

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(Continued)

### **Item 8**

The owner or operator shall identify the types of hazardous air pollutants (HAPs) that are emitted from each of the affected asphalt processing or asphalt roofing products manufacturing operation. The owner or operator should continue on blank sheet of paper and attach it to this notification, if additional space is needed.

### **Item 9**

The owner or operator shall indicate (checking appropriate box) whether the facility, where the asphalt processing or asphalt roofing products manufacturing operations are located, is a major source of hazardous air pollutants (HAPs) or an area source of HAPs.

“Area source” means any stationary source or group of stationary sources located within a contiguous area and under common control that does not emit nor have the potential to emit considering controls, in the aggregate, 10 tons per year or more of any hazardous air pollutant (HAP) or 25 tons per year or more of any combination of hazardous air pollutants (HAPs).

“Major source” means any stationary source or group of stationary sources located within a contiguous area and under common control that emits or has the potential to emit considering controls, in the aggregate, 10 tons per year or more of any hazardous air pollutant (HAP) or 25 tons per year or more of any combination of hazardous air pollutants (HAPs).

### **Item 10**

The owner or operator of the affected asphalt processing or asphalt roofing products manufacturing operation provides the information needed and signs the “Initial Notification” form thereby certifying the truth, accuracy, and completeness of the initial notification.

### **Item 11**

The owner or operator must submit the completed “Initial Notification” form to the Department of Natural Resources and Environmental Control (with a copy to the U.S. Environmental Protection Agency) at the addresses provided below and in Item 11 of the form. The owner or operator should keep a copy of the completed form.

### **Submit the Initial Notification to the following addresses**

Delaware Department of Natural Resources and  
Environmental Control  
Director of Air Quality  
Blue Hen Corporate Center  
655 S Bay Road, Suite 5N  
Dover, DE 19901

U. S. Environmental Protection Agency  
Director, Air Protection Division  
1650 Arch Street  
Philadelphia, PA 19103

# Initial Notification

## Regulation 1138 – Section 16

### Emission Standards for Area Source Asphalt Processing and Asphalt Roofing Products Manufacturing Operations

**Submittal Date:** The “Initial Notification” must be submitted no later than December 11, 2010 or not later than 120 days after the source’s startup, whichever is later.

[1] **Name of the facility:** \_\_\_\_\_

[2] **Physical location – Street Address:** \_\_\_\_\_

City, State, Zip Code : \_\_\_\_\_

**Address where any compliance records are kept, if different than the physical location**

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

[3] **Name of Owner or Operator:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

[4] **Is the facility subject to Section 16 of Regulation 1138?**

Check appropriate box

Yes  No

[5] **Are the asphalt processing and asphalt roofing product manufacturing operations new affected sources or existing affected sources?**

Check appropriate box

New affected sources only

Both new and existing affected sources at this facility

Existing affected sources only

[6] **Provide a brief description of the asphalt processing and asphalt roofing product manufacturing operations. The description must include nature, size, design, and method of operation of the source.**

# **Initial Notification**

## **Regulation 1138 – Section 16**

### **Emission Standards for Area Source Asphalt Processing and Asphalt Roofing Products Manufacturing Operations**

[7] **Identify the types of emission points within the asphalt processing and asphalt roofing products manufacturing operation that are subject to Section 16.**

[8] **Identify the types of hazardous air pollutants (HAPs) emitted by the facility.**

# Initial Notification

## Regulation 1138 – Section 16

### Emission Standards for Area Source Asphalt Processing and Asphalt Roofing Products Manufacturing Operations

Name of the facility: \_\_\_\_\_

[9] Is the facility a major source of HAPs or an area source of HAPS?

Check appropriate box

Major source

Area source

[10] I certify that all the information contained in this notification is true, accurate, and complete.

Signature: \_\_\_\_\_

Date : \_\_\_\_\_

Title/Position: \_\_\_\_\_

Telephone No: \_\_\_\_\_

Email Address: \_\_\_\_\_

Printed Name: \_\_\_\_\_

[11] The owner or operator must submit this "Initial Notification" form to the following agencies by the submittal date provided on page 1 of this form. Remember to keep a copy of this notification.

Delaware Department of Natural Resources  
and Environmental Control  
Director of Air Quality  
Blue Hen Corporate Mall  
655 S. Bay Road, Suite 5N  
Dover, DE 19901

U. S. Environmental Protection Agency  
Director, Air Protection Division  
1650 Arch Street  
Philadelphia, PA 19103