

## BAGHOUSE WORKSHEET INSTRUCTIONS

### How to Complete this Worksheet

- Submit this worksheet as a supplemental document to an *Application for a Minor Source Authority to Construct/Permit to Operate*. If submitting this worksheet without a permit application, or in response to an AQMD request for supplemental information, locate and check the “Supplemental Information” box at the top left of Page 2.
- The worksheet must be filled out completely for all items that are applicable, except where noted as optional.
- The *Application for a Minor Source Authority to Construct/Permit to Operate*, all applicable emission unit and/or control device worksheet(s), and payment should be hand delivered to the AQMD drop box located ([here](#)), or mailed to:  
NNPH, AQMD  
1001 E. Ninth Street, Suite B171  
Reno, NV 89512
- Other forms that may be required in addition to this worksheet:
  - For emission control equipment, use the appropriate *Emission Control Device Worksheet (Control Device, Cyclone, Flare, or Scrubber)* and duplicate as needed. Be sure to indicate the emission unit (Emission Unit ID) that the control equipment is affecting.
  - If not operating on grid power and/or if there is an engine on site, use the *Internal Combustion Engine Worksheet*.
- **More detailed instructions can be found on page 3.**

### Assistance and Resources

The Business Environmental Program, operated through the University of Nevada, is a free and confidential program designed to help small businesses in Washoe County comply with local and federal environmental regulations. This service may be contacted at 800.882.3233 or [help@unrbep.org](mailto:help@unrbep.org). The Business Environmental Program may provide information on completing this air quality application. They can also provide assistance in reviewing options for emission control equipment and submitting annual emissions.



Visit this link to learn more about working with BEP: <https://unrbep.org/about-bep/working-with-bep/>

- District Board of Health Regulations Governing Air Quality Management: <https://www.washoecounty.gov/health/programs-and-services/air-quality/regulations/index.php>
- The Air Quality Management Division Permitting Department can be contacted at 775.784.7200 Option 6 or [AQMDPermitting@NNPH.org](mailto:AQMDPermitting@NNPH.org).

**FOR AQMD USE ONLY**

# BAGHOUSE WORKSHEET

Permit No.:

## Supplemental Information

Facility Information			
1. New Permit		Permit Modification	
2. Existing facilities only.		Permit Number:	
3. Facility Name:			
4. Facility Address:			
City:		State:	ZIP Code:
Fabric Filter/Baghouse Specifications			
5. Manufacturer:		6. Date of Manufacture:	
7. Model No.:		8. Serial No.:	
9. Rated Control Efficiency (%):	Pollutant:	PM	PM <sub>10</sub>
	Other (specify):	PM <sub>2.5</sub>	
10. Normal pressure drop across filter/baghouse:	Max. inches of water:	Min. inches of water:	
11. Device measuring pressure drop:	Magnehelic Gauge	Monometer	Other (specify):
12. Emission unit(s) or process(es) venting emissions to the filter/baghouse:			
Supplemental Information (Optional)			
Bag fabric type:			
No. of bags:		Air-to-Cloth Ratio (ft <sup>2</sup> /ft <sup>3</sup> ):	Cloth Weight (oz):
Bag cleaning method (air, mechanical, shaking, etc.):			
Volume of air or gas to the atmosphere (cfm):			
Exhaust Stack: Height (feet):	Diameter (inches):	Temperature (°F):	
Flow Rate (cfm):	Velocity (fps):		

***Attach flow diagram(s) and manufacturer's specification sheet(s).***

**All information above this line is required (unless marked optional) for this form to be considered complete. Duplicate sheet as needed.**

**DETAILED WORKSHEET INSTRUCTIONS****Facility Information**

1. Specify if the worksheet is for a new permit or for modification of an existing permit by checking the appropriate box.
2. **For existing facilities only.** Provide the permit number, which can be found at the top of page 1 of the existing Permit to Operate (ex. AAIRXX-XXXX).
3. Provide the facility name as it appears on the *Application for a Minor Source Authority to Construct/Permit to Operate*. If a permit already exists for this operation, enter the name as it appears on the existing permit, which can be found at the top of page 1 of the existing Permit to Operate where it says, "Permit Issued To".
4. Provide the facility address.

**Fabric Filter/Baghouse Specifications**

- 5-8. Specify the fabric filter/baghouse manufacturer, date of manufacture, model number, and serial number.
9. Provide the fabric filter/baghouse rated control efficiency (%). Specify the pollutant associated with the rated control efficiency.
10. Specify the high and low range pressure drop across the fabric filter/baghouse in inches of water.
11. Specify the type of device measuring the pressure drop across the fabric filter/baghouse.
12. Provide the emission unit(s) and/or process(es) vented to the fabric filter/baghouse. Include the emission unit number.

**Supplemental Information (Optional)**

The information in this section is not required but may assist in processing the application.

- Specify the bag fabric type.
- Specify the total number of bags.
- Specify the air-to-cloth ratio in ft<sup>2</sup>/ft<sup>3</sup>.
- Specify the cloth weight in ounces.
- Specify the bag cleaning method (air, mechanical, shaking, etc.)
- Specify the volume of air or gas to the atmosphere in cubic feet per minute.
- Specify the fabric filter/baghouse exhaust stack parameters:
  - The height above the grade through the stack or duct (feet)
  - The diameter (inches)
  - The temperature in degrees Fahrenheit
  - The flow rate in cubic feet per minute
  - The velocity in feet per second