

STARTUP NOTIFICATION INSTRUCTIONS

How to Complete this Form

- A Startup Notification must be submitted to the AQMD within 15 days of beginning operation of any permitted emissions units. The information provided in this form is needed to identify all of the equipment and control devices, as listed in the original Authority to Construct, for which operation has started. The form must be filled out completely for the form to be deemed complete.
- The form 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
- A copy of the form should also be emailed to: AQMDCompliance@nnph.org.
- **More detailed instructions can be found on page 3.**

FOR AQMD USE ONLY

STARTUP NOTIFICATION

Facility Information

1. Facility Name:		2. Permit Number:	
3. Owner/Operator Name:		Title:	
Mailing Address:			
City:	State:	Zip:	
Phone Number:		Cell Number:	
Email:			
4. Reason for submitting this form: <input type="checkbox"/> Notify a startup date for the first time <input type="checkbox"/> Revise a previously reported start date			

5. Equipment and Control Devices Beginning Operation

Emissions Unit ID / System ID / Control Device ID and Serial Number	Was the device built as represented in the permit application and as authorized in the Authority to Construct?	Does the device have any requirements to meet prior to or during the startup period?	If "Yes" to the previous question, has the device already met those requirements? If "No" to this question, submit documentation that demonstrates compliance to the AQMD when completed.	If "Yes" to the previous question, has documentation already been provided to AQMD demonstrating compliance with the startup requirements? If "No" to this question, submit documentation that demonstrates compliance to the AQMD.	Actual Startup Date
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6. Responsible Official Signature and Certification

I certify, to the best of my knowledge and belief, that the operation of this equipment will begin in accordance with the specifications agreed upon in the Authority to Construct issued by the AQMD. I understand that any statements and/or descriptions, which are found to be incorrect, may result in the immediate revocation of any permit issued for this application.

Responsible Official Signature

Date

Print Name

Title

5. Equipment and Control Devices Beginning Operation

Emissions Unit ID / System ID / Control Device ID and Serial Number	Was the device built as represented in the permit application and as authorized in the Authority to Construct?	Does the device have any requirements to meet prior to or during the startup period?	If "Yes" to the previous question, has the device already met those requirements? If "No" to this question, submit documentation that demonstrates compliance to the AQMD when completed.	If "Yes" to the previous question, has documentation already been provided to AQMD demonstrating compliance with the startup requirements? If "No" to this question, submit documentation that demonstrates compliance to the AQMD.	Actual Startup Date
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DETAILED FORM INSTRUCTIONS

This form is intended to be used for start of operation notices only. Official notification is required when new and modified devices begin operation. After notification, determination of compliance with all startup requirements, and payment of the permit fee, a Permit to Operate for the device will be issued. The form must be filled out completely for the form to be deemed complete.

Facility Information

1. Provide the facility name as it appears on the Authority to Construct.
2. Provide the Permit Number, which can be found at the top of page 1 of the Authority to Construct (ex. AAIRXX-XXXX).
3. Provide the contact information for the facility representative.
4. Identify the reason for notification, initial or revision of previous notification.

Equipment and Control Devices Beginning Operation

5. **Emissions Unit ID/System ID/Control Device ID and Serial Number**
Identify all of the equipment and control devices with serial numbers, as listed in the original Authority to Construct, for which operation has started. If there are hundreds of IDs, it is acceptable to list the system ID, versus listing each piece of equipment. Attach additional pages as needed. "All Sources" may be designated in this column if all equipment and control devices, as listed in the original Authority to Construct, have begun operation. Otherwise, the form shall be filled out and submitted each time any equipment/process listed in the original Authority to Construct starts operation. Attach additional pages as needed.

Was the device built as represented in the permit application and as authorized in the Authority to Construct?
Mark "Yes" or "No".

Does the device have any requirements to meet prior to or during the startup period?

Mark "Yes" or "No". There may be requirements that must be met before or during the startup period. Some typical examples include, but are not limited to, initial source testing, the shutdown of a replaced device, or submission of information.

If "Yes" to the previous question, has the device already met those requirements?

Mark "Yes", "No", or "N/A". Mark "N/A" if the equipment does not have any requirements to meet prior to or during the startup period. If this column was marked "No", then documentation that demonstrates compliance with the startup requirements must be submitted to the attention of the Permitting Department when the requirements are met.

If "Yes" to the previous question, has documentation already been provided to AQMD demonstrating compliance with the startup requirements?

Mark "Yes", "No", or "N/A". Mark "N/A" if the equipment does not have any requirements to meet prior to or during the startup period. If "No" to this question, submit documentation that demonstrates compliance to the AQMD with this form. Unless otherwise stated in an Authority to Construct condition, all information for demonstrating compliance with any startup requirements should be submitted to the attention of the Permitting Department.

Startup Date

Provide the date on which operation of the new equipment is scheduled to begin or the operation of existing equipment with new modifications is scheduled to begin.

Responsible Official Signature and Certification

6. Provide the printed name, title, and signature of the Responsible Official and date of signature. A Responsible

Official is defined as: *“a Corporation’s Chairman, Chief executive officer, president, vice president in charge of a principal business function, secretary, treasurer or designated environmental representative of a corporation responsible for overall operation of one or more manufacturing, production, or operating facilities applying for or subject to a permit and approved in advance by the Control Officer; a general partner in a partnership; the proprietor of a sole-proprietorship; or the principal executive officer or ranking elected official of a public agency. For sources subject to Title IV of the act, the responsible official shall be the representative who meets the requirements promulgated in 40 CFR Part 72.” (DBOH Regulations Governing Air Quality Management 010.1305).*