1. Provide a text description of the facility processes. In describing the facility, and in preparing the permit application the applicant should always remember that the permit should be written to cover the facility as it will operate for the future permit term. A permit term is five or ten years depending on the type of permit issued. Providing information on future operations now may prevent the need for the additional cost of permit modifications in the future. The applicant should provide the information requested below.

    - A description of the current processes that emit air pollutants;
    - The fuels used and products produced in these processes;
    - If this application is for a permit modification, a discussion of the proposed modification;
    - If this application is for a renewed ACDP, a description of any anticipated modifications to the facility's existing processes during the pending permit term that the ACDP will need to address; and
    - If this application is for an initial or renewed ACDP, a description of any anticipated construction at the facility during the pending permit term that the ACDP will need to address.

2. Attach a plot plan showing the location of all stacks and vents though which regulated pollutants are released to the atmosphere.

3. Attach process flow diagram, which shows the air pollutant emitting processes at the facility. The diagram should illustrate the following. The applicant should ask the LRAPA permit writer about the level of detail that is required.

    - All regulated air pollutant-emitting devices and processes at the facility, labeled with the same identification numbers that the applicant assigned them in Form Series AQ200.
    - Flow routes of contaminated air from processes to emission control equipment and emission points.
    - All air pollution control devices at the facility, labeled with the same identification numbers that the applicant assigned them in Form Series AQ300.
    - The location of all stacks and vents through which regulated pollutants are released to the atmosphere.
    - Any materials handling activities that emit regulated pollutants (e.g., loading crushed rock, storage piles, etc.) not addressed in a Device/Process Form (series AQ200).
    - Any fuel storage and piping systems on the facility property.

4. Attach a city map or drawing showing the facility location, property lines and its relation to nearby (i.e., within 1 mile) sensitive receptors such as residential areas, hospitals, schools, etc. If the facility is located in a rural area, the applicant should note distances on approaching roads and also mark the location of landmarks.

FORM AQ102

FACILITY DESCRIPTION **ANSWER SHEET**

Facility Name: _____ Permit Number: _____

1. Description of facility and processes:

3. Attach plot plan.

4. Attach process flow diagram.

5. Attach a city map or drawing showing the facility location.