

Instructions for Completing the Intent to Test (ITT) Application form for Stationary Sources of Air Pollution

Use these instructions to complete the Intent to Test Application form (DEEP-AIR-ATT-002. All applicable regulations should be reviewed prior to completing this application. It is the applicant's responsibility to comply with all applicable regulations.

Part I: Application Type and Registration Information

The ITT application package must identify the following:

1. What type of test or audit the applicant is applying for;
2. The registration information pertaining to the source of air emissions that includes the numbers assigned and found on the permit or registration for town/premises/permit or registration/ and stack number. If the emission unit is not registered or permit indicate "n/a" in the registration information section; and
3. The town where the emission testing will take place and a brief description of the equipment or process being tested.

Part II: Fee Information

1. Expected number of testing days is to be identified.
2. ITT Application Fee: Applicant will be billed by DEEP after the testing has been completed. Make check or money order payable to the "Department of Energy and Environmental Protection".
3. Some sources are exempt from the payment of the fee pursuant to Section 22a-232 of the Connecticut General Statutes and should indicate as such by checking the associated box.

Within 30 days of being billed submit the ITT application fee to:

CENTRAL PERMIT PROCESSING UNIT
DEPARTMENT OF ENERGY & ENVIRONMENTAL
PROTECTION
79 ELM STREET
HARTFORD, CT 06106-5127

The test results report will not be processed until DEEP receives the ITT application fee.

Part III: Applicant Information

1. **Applicant Name**- Enter the exact legal name of the company/entity that is responsible for the stationary source of emissions that will be tested. If a corporation or limited partnership registered with the Connecticut Secretary of the State, use the exact name as shown in the CONCORD database.
 - a) **Applicant Type** - identify the type of entity that is responsible for the stationary source. The CONCORD business ID will allow data to more easily and accurately be associated to the correct company/entity in the DEEP electronic filing systems.
 - b) **Applicant's interest** – identify the type of relationship the applicant has with respect to the stationary source.

Enter a check mark if there are co-applicants and attach a separate sheet providing the required information.

2. **Billing contact** - Enter the information for the individual authorized to handle billing if different than the contact associated with applicant name above.
3. **Primary contact** - Enter the information for the individual authorized to correspond with DEEP if different than the contact associated with applicant name above.
4. **Site contact**- Enter the information for the site contact if different than the contact associated with applicant name above.
5. **Engineer or Consultant** - Enter the information for any engineers or consultants employed or retained to prepare the application, conduct the

test, or produce the test report.

Enter a check mark if there is additional information and attach a separate sheet providing the required information.

Part IV: Site Information

Site Name and Location - The location address should be the address of the property at which the emissions testing will take place. Include the street address and municipality. If the property does not have a street number, describe the location in terms of the distance and direction from the nearest intersection with another roadway. For example, “. . . on River Street, approximately 1000 feet north of its intersection with Bear Swamp Road.”

Part V: Reason for Test Program

1. **Describe the Process/Equipment** - Include the unit or process line reference number. Also indicate the source type for each unit or process line. Following are examples of source types:

- Manufacturing or Processing Operations;
- Fuel Burning Equipment;
- Incinerators;
- Volatile Liquid Storage;
- Surface Coating or Printing Operations;
- Metal Cleaning Degreasers;
- Concrete, Asphalt Concrete, Mineral Processing and Other Similar Equipment;
- and
- Site Remediation Equipment.

2. **Regulatory Requirements for Testing** – Identify the Code of Federal Regulations (CFR) and the Regulations of Connecticut State Agencies (RCSA) that apply to the testing.

3. **Assurance of Compliance with ASTM** – If applicable check the yes or no boxes with respect to compliance with the American Society for Testing and Materials.

Part VI: Intent to Test Information

1. **Last test date** - Include the date, or range of dates, when the last emission test was conducted.

2. **Identify equipment and stack** to be tested

– As above, use the reference numbers.

3. **Maximum Rated Capacity** – testing is often required to be conducted at MRC.

4. **Start-up occurred** – check the yes or no box for new equipment and indicate the date of start-up.

5. **Maximum Production Rate** – check the yes or no box indicating whether or not the equipment has reached its maximum production rate and indicate the associated date.

6. **Fuels** – List the fuels that the unit is authorized to burn. It is expected that these will be burned during emission testing.

7. **Fuels** – List the fuels that unit is capable of burning. It is expected that these will be tested as well if required by DEEP.

8. **Relative Accuracy Test Audit** – List changes to make or model of sampling equipment, location and system design.

9. **Gas Stream Sampling Information** – Complete the table identifying the details relating to the testing and methods.

Part VII: Applicant Certification

Applicant and Preparer - Include the signatures of the applicant and the preparer in this certification section.

Part VIII: Applicant E-Submission

Electronic Mail –DEEP suggests electronic (PDF) submission of the ITT application to DEEP.SEM@ct.gov the Source Emissions Monitoring group within the Bureau of Air Management.

In the alternative the application can be mailed to:

SOURCE EMISSIONS MONITORING – 5TH FLOOR
BUREAU OF AIR MANAGEMENT
DEPARTMENT OF ENERGY & ENVIRONMENTAL
PROTECTION
79 ELM STREET
HARTFORD, CT 06106-5127