

Instructions

FORM F1102

Emissions by Source

Form F1102 is part of the form series provided to Title V Operating Permit holders to report annual emissions of regulated air pollutants subject to fees to the Department of Environmental Quality (DEQ). The fee report process and the regulated air pollutants subject to fees are described in the general instructions for the F1100 form series. The instructions below are for form F1102.

The source owner or operator must complete form F1102 to report emissions by emission source for the reporting year. This form will show:

- Emissions that the owner or operator has chosen to pay for based on actual emissions and has reported on forms F1103, F1104, F1105 and F1106;
- Permit limits for emissions that the owner or operator will pay for based on permitted levels.

The owner or operator may choose to pay emission fees based on actual emissions, permitted levels assigned to specific device or process IDs, or plant site emission limits (PSELs) which apply to the entire facility. PSELs are established in the Title V permit and may be modified in subsequent permit modifications or permit renewals.

Generic PSELs are established at 1 ton less than the Significant Emission Rate (SER) as defined in OAR 340-200-0020 Table 2.

Complete this form after completing forms F1103 through F1106. Complete as many F1102 forms as needed to report all emission sources. Use the emission source assignments (device and process identifications (ID) and group codes) in the current, active Title V permit, Review Report and Detail Sheet. Most permits establish device and process IDs (e.g. Boiler #1, Degreaser #1) to emission sources; and group emissions sources in one of two ways:

- 1) Older permits assign each device and process ID to one of the following groups: Emission Unit (EU), Emission Source (ES) or Fugitive Source (FS). Each group is assigned a unique code (e.g. EU #1, ES #1).
- 2) New permits and recently renewed permits assign each device and process ID to a Process Source (PS). Each PS is assigned a unique code (e.g. PS-1/P-1, PS-1/P-2, PS-2/P-2).

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1. Enter the reporting year.
2. Enter the facility name. Include a site identifier if the corporation has multiple facilities by the same name in Oregon.
3. Enter the permit number.
4. Section 4 will show emissions from each source by the three parameters below unless reporting aggregate insignificant emissions or a PSEL. An example of section 4 (part a through e) is shown in Tables 2 and 3 of this document.
 - i. Group (EU, ES, FS or PS code);
 - ii. Device or process ID; and
 - iii. Pollutant.
 - a. Enter the EU, ES, FS or PS code; . Enter “PSEL” if reporting a plant site emission limit that includes all emission sources at the plant site. If intending to pay based on the PSEL for a pollutant that has a generic PSEL, list the emissions of that pollutant for each emission source individually.
 - b. Enter the device or process ID of the emission source. Add a short description of the device or process unless the ID contains one (e.g. “Boiler #1” shows that the device is a boiler and doesn’t need additional description). PSELs do not have device or process IDs.
 - c. Enter the pollutant emitted from the emission source; or enter the pollutant for which the permit has an aggregate insignificant level or PSEL.

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- d. Enter the quantity of emissions (in tons) of the pollutant as follows:
 - If paying for emissions based on actual emissions, enter the total quantity of emissions determined on form F1103, F1104, F1105 or F1106 for the device or process ID; or
 - Enter the emission limit assigned to the device or process in the Detail Sheet if paying for emissions based on the permitted levels or generic levels; or
 - Enter the PSEL assigned to the plant if paying for emission based on the permitted level assigned to the overall plant site overall.
 - e. Enter the code for the method used to determine emissions. Methods and method codes are described in Table 1.
 - f. Enter references (supporting documentation) for the methods used to determine emissions. The reference requirements for each method are described in Table 1.
5. Enter page numbers for the form and the total number of F1102 forms being submitted to DEQ.

Table 1: Method codes, descriptions, and reference requirements.

<u>Method code</u>	<u>Method description</u>	<u>Reference requirement</u>
1.	Permitted levels. This includes the emission limit established in the permit for a specific device or process; or the PSEL assigned to the facility.	Title V permit page numbers or addendum page numbers. Include issue date, renewal date, or permit addendum number and issue date.
2.	Calculated levels of pollutants with a generic PSEL. This includes the emission limits established in the Detail Sheet and subsequent changes to the potential to emit.	Title V review report and detail sheet pages. Include issue date of the current Detail Sheet, and permit addendum number as needed.
3.	Verified emission factors documented on form F1103	Page numbers of form F1103 and supporting documentation (e.g. source test report summaries and process data).
4.	VOC material balance documented on form F1104	Page numbers of form F1104 and supporting documentation (e.g. summaries of purchase records and waste manifests).
5.	SO ₂ material balance documented on form F1105	Page numbers of form F1105 and supporting documentation (e.g. summaries of purchase records or analyses).
6.	Continuous monitoring system data documented on form F1106	Page numbers of form F1106.

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Table 2: Example of sections 4a through 4e for a permit that uses Emission Unit (EU), Emission Source (ES) and Fugitive Source (FS) codes. A permit will have only one type of code system – either the EU/ES/FS system (below) or the PS system (in table 3).

a. Emissions Unit or Emission Source code	b. Device or process ID	c. Pollutant	d. Quantity (tons)	e. Method
EU #1	Boiler #1	PM-10	25	1
""	""	NO _x	12	3
""	""	SO ₂	2	5
""	""	VOC	6	1
""	Boiler #2	PM-10	25	1
""	""	NO _x	12	3
""	""	SO ₂	2	5
""	""	VOC	6	1
EU #2	Green Dryer #3	PM-10	5	1
""	""	NO _x	86	1
""	""	VOC	126	1
EU #3	Paint Booth	VOC	92	4
PSEL	Plant-wide	PM-10	1	1

Table 3: Example of sections 4a through 4e for a permit that uses Process Source codes. A permit will only use one type of code system – either the PS system (below) or the EU/ES/FS system (in Table 2).

a. Process Source code	b. Device or process ID	c. Pollutant	d. Quantity (tons)	e. Method
PS-1/P-1	Boiler #1 Residual Oil	PM-10	25	1
""	""	NO _x	12	3
""	""	SO ₂	4	5
PS-1/P-2	Boiler #1 Natural Gas	PM-10	5	1
""	""	NO _x	15	3
""	""	SO ₂	0.1	5
PS-2/P-2	Boiler #2 Natural Gas	PM-10	5	1
""	""	NO _x	15	1
""	""	SO ₂	0.1	5
PSEL	Plant-wide	VOC	8	2