Spokane Regional Clean Air Agency INFO

Portable Source Permit (PSP) to operate in Spokane County

Spokane Regional Clean Air Agency (SRCAA) Regulation I, Article V, requires the owner/operator of a portable or temporary source to obtain a Portable Source Permit (PSP) prior to operating.

A portable source is portable or transportable (excluding non-road engines) and installed and operated at a specific site for a brief period, not to exceed 364 days (i.e., less than 12- consecutive months) and then is expected to be moved to another specific site and operated for a brief period. Portable sources may include but are not limited to: portable rock crushers, portable asphalt plants, portable concrete batch plants.

If the portable source is not expected to operate again in the foreseeable future it is considered temporary. **Temporary sources** may include but are not limited to: temporary boilers while permanent boilers are under-going maintenance; fugitive dust emissions associated with the construction of a new building; nonstationary stump grinders.

When is a PSP required, versus a Notice of Construction Permit (NOC)?

With an approved PSP, the portable/temporary source may operate at the site for a limited period of time, not to exceed 364 consecutive days from the date the source is installed at the site (i.e., less than 12-consecutive months). If the source remains at the site for 12-consecutive months or longer, the source is no longer considered temporary and must obtain a Notice of Construction (NOC) approval. (refer to NOC Info Sheet.) To receive approval in a timely manner, a complete PSP application must be submitted to SRCAA well in advance of the anticipated project start date and a minimum of 15 days prior to meet the required for public noticing period. A 30-day public comment period may be required in some circumstances.

How much will the PSP review/approval cost?

The PSP fee has two parts:

1) **A base fee of $1,897** that must be submitted with the PSP application. **The base fee covers 14 hours of review time.** If any additional hours are needed, the applicant will be notified and the additional hours are **billed at $140 per hour.**

2) **Additional fees, if applicable**, are invoiced when the review is complete. Additional fees may include any hours exceeding the 14 hours of review time included in the base fee, and/or SEPA review fee if applicable. SEPA review information is on the back side.

PSP Permit Process Overview*

1. A PSP must be approved prior to installing and operating a portable/ temporary source.

2. Call SRCAA at (509) 477-4727 to speak with an engineer about your project.

3. Complete a PSP application form and SEPA checklist (if required, details on back). Forms for various types of sources are at spokanecleanair.org. Submit completed forms and PSP base fee to SRCAA for review.

4. An engineer will review the PSP application and send draft approval to applicant for review.

5. When the PSP application is approved, the applicant will be mailed the PSP/Conditions of Approval, and if applicable, a final invoice for additional review hours not covered in the base fee, and a SEPA review fee.

6. Call SRCAA when installation is completed and ready for inspection.

*This is a simplified overview of the process. Read this entire document and call SRCAA at (509) 477-4727 if you have questions.

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What information must be submitted?

If your project requires a PSP, you will need to submit a PSP application. Application documents for various types of sources can be found at spokanecleanair.org. In addition to the information in the application, the following information is required for your application to be considered complete:

Detailed schematics of the equipment and layout, including but not limited to:

- source dimension(s), including stack height(s) and diameter (if applicable)
- building(s) dimensions, including height(s) that are within 200 feet of your source
- property lines

Emissions information, including but not limited to:

- manufacturer emissions rates
- emissions guarantees
- representative source tests (including operational data)
- information on any proposed control equipment/ control strategies for your source
- the base fee for the project
- a SEPA Checklist, if applicable (see next section to determine if applicable)

SRCAA may require additional information to demonstrate that the proposed source will meet regulatory requirements.

How long is the application review and approval process and what is involved?

The PSP review and approval process typically takes 15-30 days after receipt of the complete application, depending on complexity.

Public involvement rules require a 15-day public notice/ comment period for all PSP applications received. These are posted SRCAA's webpage. A 30-day public comment period may be required in some circumstances.

For projects required to go through SEPA (see next header) the SEPA comment period may be held concurrent with public notice and comment periods required by SRCAA. SRCAA may not make a final determination on the PSP application until the public involvement and SEPA requirements have been met.

PSP applications are reviewed to ensure the source meets all applicable local, state and federal air pollution regulations

Once the application has been determined to be complete, SRCAA has 60 days to make a final determination.

After review, SRCAA sends a preliminary Permission to Operate letter detailing the Conditions of Approval and a deadline to contact the agency with any questions or comments. After the deadline for input has passed, SRCAA issues a final PSP/ Conditions of Approval. Requested changes after the final permit has been issued may incur an additional fee.

When installation is complete, SRCAA must be notified that the equipment is ready and schedule an initial compliance inspection.

Do I need to submit a SEPA Checklist?

The State Environmental Policy Act (SEPA) requires that an environmental determination be made any time certain types of permits are issued. This includes PSPs issued by SRCAA.

If no other permitting authority for your project has required that a SEPA checklist be submitted as part of an application, SRCAA will require the submittal of a checklist as part of your PSP application. Copies of the blank checklist can be found at spokanecleanair.org.

Please remember to fill out the whole checklist. Many times, "not applicable" is an appropriate answer. The applicant should review all documents for previous projects at the site as SRCAA may be able to issue an addendum to an existing SEPA determination. If no previous determination can be found for your site and no other permitting agency issues a determination for your project SRCAA will review the submitted checklist.

If SRCAA determines there are no discernable impacts from your project, SRCAA will issue a Determination of Nonsignificance (DNS) for your project. If SRCAA issues a DNS, a SEPA fee ($500) will be invoiced when your PSP is issued.

It should be noted that as part of issuance of a DNS, a 14-day public notice in the legal section of a local paper may be required and is paid by the applicant. Your SRCAA permitting engineer will notify you if this is a necessary step for your project.

For more information about PSP applications or to inquire if a one is necessary for your project, call (509) 477-4727 and ask to speak to an agency engineer.

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