

D3-3

EMISSION SOURCE (REDUCTION AND RECYCLING ACTIVITIES)

REVISED 7/20/2001

FORSYTH COUNTY - APPLICATION FOR AIR PERMIT TO CONSTRUCT/OPERATE

FACILITY NAME:

CURRENT FACILITY PERMIT NUMBER (if applicable):

REPORTING REDUCTIONS FOR CALENDAR YEAR:

FACILITY-WIDE OR SPECIFIC EMISSION SOURCE?

IF SPECIFIC EMISSION SOURCE, SOURCE I.D. NUMBER AND DESCRIPTION:

POLLUTANT EMITTED	SOURCE REDUCTION ACTIVITIES (ENTER CODES*)	QUANTITY EMITTED LAST CALENDAR YEAR		QUANTITY EMITTED THIS CALENDAR YEAR		AMOUNT REDUCED (IF APPLICABLE)		PLANNED REDUCTION ACTIVITIES CY:() (ENTER CODES*)
		(LBS/YR)	(TONS/YR)	(LBS/YR)	(TONS/YR)	(LBS/YR)	(TONS/YR)	

COMMENTS:

Signature: _____ **Date:** _____

* Refer to list of "Source Reduction and Recycling Activity Codes"

COMPLETING THE D3-3 FORM

Instructions, Activity Codes, Frequently Asked Questions, Three Example D3-3 Forms, and Blank D3-3 Form

INSTRUCTIONS FOR THE D3-3 FORM

D3-3 - EMISSION SOURCE (REDUCTION AND RECYCLING ACTIVITIES)

This form may be used for fulfilling the requirements of Rules 3Q .0206, 3Q .0304, and 3Q .0507 of the Forsyth County Air Quality Technical Code (FCAQTC), which state that a source reduction and recycling description must be submitted along with each:

- (a) payment of an annual permit fee [Rule 3Q. 0206(d)],
- (b) permit application for modification of an existing facility [Rules 3Q. 0304(b)(2)(A) and 3Q .0507(d)(2)(A)], and
- (c) permit application for a new facility [Rules 3Q. 0304(b)(2)(B) and 3Q .0507(d)(2)(B)].

This form should be completed for each facility source reduction or recycling activity. *If no reductions were made throughout the facility during the previous year, only one inclusive form is necessary.* In the event of a modification of an existing permit, quantify the reductions realized by the modified or new emission source, as well as any amendments to facility-wide plans for future reduction activities.

FACILITY-WIDE OR SPECIFIC EMISSION SOURCE? Indicate whether the data on this form refers to the facility or a specific emission source.

If this form is being used for a single emission source, please include EMISSION SOURCE DESCRIPTION AND SOURCE ID NO. (found on your permit to operate): Describe the emission source for which this form applies

POLLUTANT EMITTED: Identify the air contaminants (e.g. regulated criteria pollutants {PM, PM10, SO2, NOx, VOC, CO, Pb}, TAPs or HAPs) emitted from this emission source.

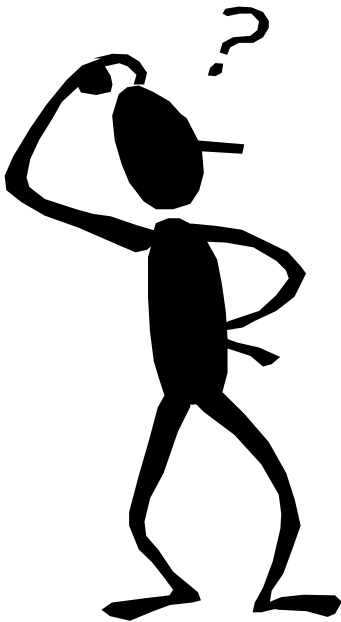
SOURCE REDUCTION ACTIVITIES (ENTER CODES): From the attached list of source reduction and recycling codes, chose the code that most accurately identifies the current source reduction and recycling activities being utilized for the emission of this pollutant from this emission source. **If no source reduction activities have been implemented in the past year, enter “NC” (No change from the previous year).**

QUANTITY EMITTED LAST CALENDAR YEAR: Quantify the amount of this pollutant emitted before the current source reduction and recycling activities were utilized in pounds/year *and* convert to tons/year.

QUANTITY EMITTED THIS CALENDAR YEAR: Quantify the amount of this pollutant emitted after the utilization of the current source reduction and recycling activities in pounds/year *and* convert to tons/year.

PLANNED SOURCE REDUCTION ACTIVITIES (ENTER CODES): From the attached list of source reduction and recycling codes, chose the code that most accurately identifies the planned source reduction and recycling activities being utilized for the emission of this pollutant from this emission source. **If no new source reduction activities are planned, write “NP” (no planned source reduction activities).**

COMMENTS – This area can be used to specify codes or for miscellaneous comments. Use additional pages if needed.



Refer to this Office's P2 webpage for more information on pollution prevention opportunities.
(<http://www.forsyth.cc/EAP/P2.aspx>)

SOURCE REDUCTION AND RECYCLING ACTIVITY CODES

To be used with the D3-3 Form

NO RECORDED ACTIVITIES

NC: No source reduction activities implemented in the previous year
NP: No planned source reduction activities

RECYCLING ACTIVITIES

W01: On-site beneficial use/reuse
W02: Off-site beneficial use/reuse

SOURCE REDUCTION ACTIVITIES

Good Operating Practices

W11: Began to segregate types of hazardous waste to make them more amenable to recycling
W12: Began to segregate (stopped combining) hazardous waste from non-hazardous waste (Note: for purposes of hazardous waste from non-hazardous waste reporting, reduces volume of hazardous waste, but does not reduce total waste volume)
W13: Improved maintenance scheduling, record-keeping, or procedures
W14: Changed production schedule to minimize equipment and feedstock changeovers
W19: Other changes in operating practices (*Specify in "Comments"*)

Inventory Control (Instituted procedures to ensure that materials do not stay in inventory beyond shelf-life)

W22: Began to test outdated material—continue to use if still effective
W23: Eliminated shelf-life requirements for stable materials
W24: Instituted better labeling procedures
W25: Instituted clearinghouse to exchange materials that would otherwise be discarded
W29: Other (*Specify in "Comments"*)

Spill and Leak Prevention

W31: Improved storage or stacking procedures
W32: Improved procedures for loading, unloading, and transfer operations
W33: Installed overflow alarms or automatic shut-off valves
W34: Installed secondary equipment
W35: Installed vapor recovery systems
W36: Implemented inspection or monitoring program of potential spill or leak sources
W39: Other (*Specify in "Comments"*)

Raw Material Modifications

- W41: Increased purity of raw materials
- W42: Substituted raw materials (*Specify in "Comments"*)
- W49: Other (*Specify in "Comments"*)

Process Modifications

- W51: Instituted closed-loop recycling
- W52: Modified equipment, layout, or piping
- W53: Changed process catalyst
- W54: Instituted better controls on operating conditions (flow rate, temperature, pressure, residence time)
- W55: Changed from small volume containers to bulk containers to minimize discarding of empty containers
- W58: Other (*Specify in "Comments"*)

Cleaning and Degreasing

- W59: Modified stripping/cleaning equipment
- W60: Changed to mechanical stripping/cleaning devices (from solvents or other materials)
- W61: Changed to aqueous cleaners (from solvents or other materials)
- W62: Reduced the number of solvents used, to make waste more amenable to recycling
- W63: Modified containment procedures for cleaning units
- W64: Improved draining procedures
- W65: Redesigned parts racks to reduce dragout
- W66: Modified or installed rinse systems
- W67: Improved rinse equipment design
- W68: Improved rinse equipment operation
- W71: Other (*Specify in "Comments"*)

Surface Preparation and Finishing

- W72: Modified spray systems or equipment
- W73: Substituted coating materials used
- W74: Improved application techniques
- W75: Changed from spray to other system
- W78: Other (*Specify in "Comments"*)

Product Modifications

- W81: Changed product specifications
- W82: Modified design or composition
- W83: Modified packaging
- W89: Other (*Specify in "Comments"*)

Other Source Reduction Activity

- W99: Specify in Comments (Including non-air-related source reduction/recycling efforts)

FREQUENTLY ASKED QUESTIONS ABOUT THE D3-3 FORM

- **When do I submit a D3-3 form?**

The D3-3 form should be submitted annually at invoice time and when applying for modifications to your permit. If requested with the invoice, it is due at the same time as your payment, usually 30 days after you receive the invoice.

- **Why is this information required each year?**

This information is collected annually in order to promote, acknowledge, and quantify Pollution Prevention initiatives/activities in Forsyth County.

- **Do I need to complete a separate form for every emission source at my facility?**

In most cases, no. However, if modifying one source or if it does not make sense to complete a facility-wide inventory of reduction activities, then do each source separately.

- **Where do I find emission source ID numbers?**

Emission source ID numbers can be found on your permit to operate or other sources, including forms A3, A4, or E3.

- **What if it is a new emission source and doesn't have an emission source ID number yet?**

In this case, use whatever ID number was used on your application for the modification.

- **What do all of these acronyms stand for?**

P2: Pollution Prevention

FCAQTC: Forsyth County Air Quality Technical Code

TAPs: Toxic Air Pollutants

HAPs: Hazardous Air Pollutants

EXAMPLE #1: Facility-Wide WITHOUT reduction and recycling activities

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EMISSION SOURCE (REDUCTION AND RECYCLING ACTIVITIES)

REVISED 7/20/2001

FORSYTH COUNTY - APPLICATION FOR AIR PERMIT TO CONSTRUCT/OPERATE

FACILITY NAME: Clean Industry, Inc. - Reynolda Road Plant

CURRENT FACILITY PERMIT NUMBER (if applicable): #08888

REPORTING REDUCTIONS FOR CALENDAR YEAR: 2001

FACILITY-WIDE OR SPECIFIC EMISSION SOURCE? Facility-Wide

IF SPECIFIC EMISSION SOURCE, SOURCE I.D. NUMBER AND DESCRIPTION: n/a

POLLUTANT EMITTED	SOURCE REDUCTION ACTIVITIES (ENTER CODES*)	QUANTITY EMITTED LAST CALENDAR YEAR		QUANTITY EMITTED THIS CALENDAR YEAR		AMOUNT REDUCED (IF APPLICABLE)		PLANNED REDUCTION ACTIVITIES CY:(2002) (ENTER CODES*)
		(LBS/YR)	(TONS/YR)	(LBS/YR)	(TONS/YR)	(LBS/YR)	(TONS/YR)	
	NC							NP

COMMENTS:

No source reduction activities are ongoing or planned for the future.

Signature: *Don't forget to sign your form!!!*

Date: February 2, 2002

* Refer to list of "Source Reduction and Recycling Activity Codes"

EXAMPLE #2: Facility-Wide WITH reduction and recycling activities

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EMISSION SOURCE (REDUCTION AND RECYCLING ACTIVITIES)

REVISED 7/20/2001

FORSYTH COUNTY - APPLICATION FOR AIR PERMIT TO CONSTRUCT/OPERATE

FACILITY NAME: *Clean Industry, Inc. - Outside City Plant*

CURRENT FACILITY PERMIT NUMBER (if applicable): *#08889*

REPORTING REDUCTIONS FOR CALENDAR YEAR: *2001*

FACILITY-WIDE OR SPECIFIC EMISSION SOURCE? *Facility-Wide*

IF SPECIFIC EMISSION SOURCE, SOURCE I.D. NUMBER AND DESCRIPTION: *n/a*

POLLUTANT EMITTED	SOURCE REDUCTION ACTIVITIES (ENTER CODES*)	QUANTITY EMITTED LAST CALENDAR YEAR		QUANTITY EMITTED THIS CALENDAR YEAR		AMOUNT REDUCED (IF APPLICABLE)		PLANNED REDUCTION ACTIVITIES CY:(2002) (ENTER CODES*)
		(LBS/YR)	(TONS/YR)	(LBS/YR)	(TONS/YR)	(LBS/YR)	(TONS/YR)	
<i>PM</i>	<i>W42</i>	<i>11210</i>	<i>5.605</i>	<i>4327</i>	<i>2.1635</i>	<i>6883</i>	<i>3.4415</i>	<i>NP</i>
<i>VOC</i>	<i>W62</i>	<i>3987</i>	<i>1.9935</i>	<i>2017</i>	<i>1.0085</i>	<i>1970</i>	<i>0.985</i>	<i>W64</i>
<i>*</i>	<i>W99</i>							<i>W99</i>

COMMENTS:

** Non-air-related reduction activities: Our office implemented an office paper recycling program in November 2001. The amount reduced is unquantifiable at this time, but we hope to generate numbers soon. In the coming months, we plan to add cardboard and aluminum can recycling programs.*

Signature: *Don't forget to sign your form!!!* **Date:** *February 2, 2002*

* Refer to list of "Source Reduction and Recycling Activity Codes"

EXAMPLE #3: Specific Emission Source WITH reduction and recycling activities

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EMISSION SOURCE (REDUCTION AND RECYCLING ACTIVITIES)

REVISED 7/20/2001

FORSYTH COUNTY - APPLICATION FOR AIR PERMIT TO CONSTRUCT/OPERATE

FACILITY NAME: Clean Industry, Inc. - Downtown Plant

CURRENT FACILITY PERMIT NUMBER (if applicable): #08887

REPORTING REDUCTIONS FOR CALENDAR YEAR: 2001

FACILITY-WIDE OR SPECIFIC EMISSION SOURCE? Specific Emission Source

IF SPECIFIC EMISSION SOURCE, SOURCE I.D. NUMBER AND DESCRIPTION: Spray Booth - ES1

POLLUTANT EMITTED	SOURCE REDUCTION ACTIVITIES (ENTER CODES*)	QUANTITY EMITTED LAST CALENDAR YEAR		QUANTITY EMITTED THIS CALENDAR YEAR		AMOUNT REDUCED (IF APPLICABLE)		PLANNED REDUCTION ACTIVITIES CY:(2002) (ENTER CODES*)
		(LBS/YR)	(TONS/YR)	(LBS/YR)	(TONS/YR)	(LBS/YR)	(TONS/YR)	
Toluene	W74	21564	10.782	8298	4.149	13266	6.633	W72

COMMENTS:

Signature: *Don't forget to sign your form!!!*

Date: February 2, 2002

* Refer to list of "Source Reduction and Recycling Activity Codes"