

March 17, 1994

MEMORANDUM

SUBJECT: Policy on Title V Permit Program Data Elements

FROM: John Seitz /s/

TO: Regional Air Division Directors

The purpose of this memorandum is to set forth the data elements that will be required on a national basis for all permits in order to oversee and respond to inquiries concerning the implementation of Title V of the Clean Air Act of 1990. In order to respond to the questions raised by the Regional Offices and States on why we need this permit information and how EPA will manage it, we have formatted this memorandum in terms of questions and answers. I believe that this format best sets forth the policy, Regional and State responsibilities and rationale.

Question: What data elements are needed and when?

Response: The following is a list of the required permit program data elements (PPDE's) and the party responsible for providing the information. Both the States and the Regions are charged with providing the required data elements. Because permit program implementation is a State function, the States have the principal responsibility for supplying the data. On the other hand, the Regions are the only party in a position to supply some of the data elements. It will ultimately require a team effort to ensure that this information is produced and this is the reason why we encourage this topic to be addressed in the EPA-State permit program implementation agreements.

1. Permitting authority name (State)
2. New permit or permit modification (State)
3. AFS plant identification number (State)
4. Permit number (State)
5. Date that proposed permit or permit modification was received by the Regional Office (Region)
6. Date that the EPA 45-day review period ends. [The computer system will generate this date. This date may need to be entered into the system for certain permit modifications where the EPA review period is less than 45 days.] (Region)

7. Date permit issued (State or EPA responsibility depending upon who issued the permit)

The following PPDE's would be entered only if the particular event occurs:

8. Date EPA objects to a proposed permit (Region)
9. Date that revised permit pursuant to an EPA objection is received (Region)
10. Date that EPA denies a revised permit submitted pursuant to an EPA objection (Region)
11. Date that the public petitions EPA on a proposed permit (Region)
12. Date that EPA takes action on a proposed permit based on a public petition. (Region)

With the exception of data element number 7, all information that is the responsibility of the State needs to be provided no later than when the State submits the proposed permit to EPA. All other information, whether supplied by the State or by EPA, needs to be provided within a reasonable amount of time after the action or event occurs (quarterly, at a minimum).

Question: Why does OAQPS need the PPDE's?

Response: OAQPS needs the PPDE's for the following reasons:

- Oversee the Title V and Part 70 requirements,
- Ensure program consistency, and
- Respond to reasonable requests for information regarding implementation of the operating permits program. Examples of these questions are:
  1. How many permits were submitted to EPA for review? How many were permit modifications?
  2. How many permits did EPA object to during the 45-day review period?
  3. How many revised permits did EPA deny pursuant to an EPA objection?
  4. How many public petitions did EPA receive?
  5. How many permits were issued by the States? By EPA?

As discussed later, the Aerometric Information Retrieval System (AIRS) will be designed to answer these questions. In all likelihood, however, there

will be requests for information beyond these questions both on a permit-specific level and on a national level. Requests about permit fees is one such example. The Regions and States need to be prepared to answer other information requests given a reasonable amount of lead time. This can be accomplished by State or Regional internal permit management systems that go beyond monitoring the data elements required in this policy.

Question: What system will be used to store the PPDE's?

Response: The AIRS Facility Subsystem (AFS) will be used to store and retrieve the PPDE's. The AFS was chosen because of the evolving efforts over the last few years to enhance the system to accommodate operating permit information and to make the system more user-friendly. The latter has been accomplished by developing screen and field-level HELP features, establishing a simple process to access AFS through personal computers (PC's) that are served by EPA local area networks capable of accessing AIRS, expanding report retrieval capabilities, adding new data elements, and improving/expanding table look-up capabilities.

As mentioned, we are enhancing AIRS in order to accommodate operating permit information. While additional permit-related AIRS enhancements are still underway, the system is now able to receive and store the PPDE's shown above for those States that have successfully merged their plant-level compliance and emissions data in AFS. Those States that have not completed this merging process will not be able to successfully input the PPDE information into AIRS. The data merging effort is essential to effectively using the permitting enhancements to AFS and it is critical that States that have not yet completed this process do so as soon as possible. However, it is recognized that some States may never merge their emission and compliance data in AFS, thus complicating State and Regional Office access to and entry of permitting data. The AFS Permit Data Management Work Group will be exploring system-related alternatives that will allow entry of permitting information under conditions where State data are unmerged. We also plan to provide AFS with the capability to generate reports that produce summary statistics from the questions listed earlier as well as others. This capability will only be available for those States with merged data.

Given the successful evolution of AFS into a more user-friendly system, more readily accessible from EPA LAN-connected PC's, and the need to merge compliance, emissions, and permits data, training becomes an annual "must" for all users. We presently are focusing our attention on outreach in the form of training and better system documentation. Over the next several months, detailed guidance and training schedules on AFS will be issued on the permitting enhancements, user support, and the merge process. Easy to follow instructions on inputting the PPDE's will be part of this guidance.

Question: Who is responsible for entering the PPDE's into AIRS?

Response: As shown above, the States and EPA share the responsibility for providing the PPDE information to AIRS. The Regions should assure that States do this by incorporating this requirement into the State-EPA permit program implementation agreements and/or by using grant commitments. If States do not provide the PPDE's to AIRS on all permits, then the Regions will be expected to do so. As noted above, entering the PPDE's into AFS is designed to be relatively simple and should require minimum effort. Where Regional resources become an issue, options can be pursued with OAQPS. Lack of having this information for all permits will result in the inability of the Regions and Headquarters to manage the program and to respond to questions about how we are overseeing implementation of the permits program.

This policy is effective immediately. Please ensure that the appropriate staff in your office receive this policy. We appreciate your continuing efforts to assure the success of the operating permits program implementation process.

cc: W. Becker  
Air Branch Chiefs, Regions I - X