

Information Requirements Table for Air Emissions

Application Tracking Number: [Click here to enter text.](#)
 Authorization Number: [Click here to enter text.](#)
 [insert company / project name]

Applicant Summary	
Application Tracking #	
Authorization #	
Applicant / Facility Name	

Ministry of Environment	
Prepared by:	
Title	
Date	

The *Information Requirements Table (IRT) for Air Emissions* is a tool used by Ministry of Environment staff to document specific guidance and instructions given to an applicant pursuing authorization to discharge under the *Environmental Management Act*.

Note - this document was developed to capture all the items and complexities concerning air emissions.

Accordingly, for any given application, not all the items will apply and not all required items will warrant detailed discussion of methods and other concerns.

As part of the Preliminary Application Phase, MOE will discuss with the applicant the items listed in this table to determine what will be required in support of their final application. A tick mark in the "Required" column of the table indicates an information item to be included into the application package as agreed to by both parties or as directed by MOE. Should it be determined that specific methods will be used to derive this information, this will be specified with a tick mark in the "Methods" column. Specific methods may not be necessary for applications that will not require a subject matter expert review. In cases where complex impact assessments are to be undertaken, agreement on the methods used will be required. For simple methods, the methods used could be discussed with the applicant in a meeting and noted as agreed to in the table. For more complex methods, the applicant may be required to submit a "Methods Package" by an agreed date for MOE review, comment and acceptance. Once methods are accepted by MOE they should be either described in the "Methods" column or a reference made to the document describing the Methods Package.

If required, this document will form part of an Application Instruction Document (AID) which documents application submission requirements for the applicant. The AID is issued by the Director after a preliminary application meeting has occurred.

The MOE will be assessing this application against this table and it is expected that the applicant does the same prior to any preliminary meetings and/or prior to any final submissions. The Ministry will be screening the final received application against the requirements noted in the AID to ensure it is complete before resources are dedicated to a full, detailed review.

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Information	Requirements	Comments	Location in Final Application
1 PROJECT DESCRIPTION			
1.1 Describe the project including the proposed facilities and processes.	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
1.2 Provide a company overview.	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
1.3 Identify the project location including site and surrounding land uses, watershed and water uses.	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
1.4 Describe relevant regulatory processes outside of EMA. (Environmental Assessment, concurrent applications, etc.).	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
1.5 Describe the project permitting history and list related reports.	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
1.6 Describe the products.	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
1.7 Describe relevant regulatory processes outside of EMA. (Environmental Assessment, concurrent applications, etc.).	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
1.8 Describe major activities, infrastructure and waste management related to: <ul style="list-style-type: none"> • Site preparation and Construction • Operations • Closure and Post-closure. 	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
1.9 Provide a map of the project location and surrounding airshed.	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
1.10 List of Qualified Professionals and related qualifications.	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
2 ENVIRONMENTAL SETTING - METEOROLOGY			
2.1 Provide a detailed map showing the location of all site-specific and regional meteorological stations in relation to project facilities.	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
2.2 Describe relevant meteorological information sources for parameters such as wind speed and direction, precipitation, temperature.	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
2.3 Submit all meteorological data in an appendix (electronic preferred) including site photos, precipitation, temperature.	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
2.4 Provide summary of meteorology and general air quality from existing monitoring data.	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
2.5 Identify information gaps and describe site-specific meteorological data collection methods proposed to augment existing regional data.	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
2.6 Baseline meteorological study is required.	Required <input type="checkbox"/> Methods <input type="checkbox"/>		

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3 AIRSHED MANAGEMENT			
3.1 <u>Engagement with airshed Committee or stakeholders</u>	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
3.2 <u>Describe emissions offsets</u>	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
3.3 <u>Describe sensitive populations or receptors</u>	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
4 AIR DISCHARGES AND TREATMENT			
4.1 <u>Provide a description of pollution control works and treatment efficiencies.</u>	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
4.2 <u>Provide an emissions inventory table that includes for each contaminant and point of discharge:</u> <ul style="list-style-type: none"> • % change (if an amendment), • Maximum and average discharge rate (g/s) and concentration (mg/m³) for each contaminant, • Maximum and average flow, • Operating durations (i.e. hours per day, days per year) and frequency. • Discharge point location in decimal degrees, to the fourth decimal place. 	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
4.3 <u>For each point-source discharge provide:</u> <ul style="list-style-type: none"> • Stack height (m); • Stack top inside diameter (m); • Elevation of stack base (m above sea level) • Stack gas exit velocity (m/s) • Stack gas discharge temperature 	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
4.4 <u>Best Achievable Technology Assessment by QP and/or assessment of Best Practices</u> http://www2.gov.bc.ca/assets/gov/environment/waste-management/industrial-waste/industrial-waste/pulp-paper-wood/best_achievable_control_tech.pdf	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
4.5 <u>Manufacturer specifications for pollution control works.</u>	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
4.6 <u>For each source of non-point or fugitive emissions provide:</u> <ul style="list-style-type: none"> • Nature of the source (odours, opacity, dustfall, loading bay doors, vents, log yard, material stockpiles,) and its characteristics. • Expected emission from the source/potential level of emissions (<i>AP42 discharge factors</i>) etc. 	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
4.7 <u>Provide process flow diagrams with waste streams.</u>	Required <input type="checkbox"/> Methods <input type="checkbox"/>		

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4.8 Detailed site plan that includes locations and coordinates (as appropriate) for each point and non-point discharge. Coordinates must be in decimal degrees and to the fourth decimal place.	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
5 IMPACT ASSESSMENT			
5.1 Baseline meteorological and air quality monitoring and report.	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
5.2 Dispersion modelling plan and report (dispersion modeling plan to be signed off by an Air Quality Meteorologist) http://www.bcairquality.ca/assessment/dispersion-modelling.html	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
6 MONITORING PLANS			
6.1 Discharge Monitoring (Source)	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
6.2 Baseline Ambient Monitoring (pre-permitting)	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
6.3 Ambient Monitoring (post-permitting)	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
6.4 Continuous Parametric/Process Monitoring Systems (i.e. pressure drop in baghouses)	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
7 MANAGEMENT PLANS			
7.1 Contingency Plan	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
7.2 Commissioning Plan	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
7.3 Maintenance Start-up and Shutdown Plan	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
7.4 Air Episode Management Plan	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
7.5 Fugitive Dust Emission Plan	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
7.6 Treatment Residuals Management Plan	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
7.7 Odour Management Plan	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
8 SECTOR SPECIFIC INFORMATION AND EMISSION LIMIT GUIDANCE			
8.1 Biomass Fired Electrical Power Generation - Fact Sheet http://www2.gov.bc.ca/assets/gov/environment/waste-management/industrial-waste/industrial-waste/biomassfiredboilersfs.pdf	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
8.2 Emissions Criteria for Biomedical Waste Incinerators http://www.bcairquality.ca/reports/ecbwi.html	Required <input type="checkbox"/> Methods <input type="checkbox"/>		

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8.3 <u>Emissions from Biomass-Fired Boilers - Fact Sheet</u> http://www2.gov.bc.ca/assets/gov/environment/waste-management/industrial-waste/industrial-waste/biomassfiredboilersfs.pdf	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
8.4 <u>Wood Pellet Manufacturing Facilities - Fact Sheet</u> http://www2.gov.bc.ca/assets/gov/environment/waste-management/industrial-waste/industrial-waste/pulp-paper-wood/woodpelletmanfacfs.pdf	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
8.5 <u>Coal-fired Power Boiler Emission Guidelines</u> internal site: https://gwww.nrs.gov.bc.ca/env/files/env/media/epd/reg_ops/20905.pdf	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
8.6 <u>Emission Criteria for Biomedical Waste Incinerators</u> http://www.bcairquality.ca/reports/ecbwi.html	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
8.7 <u>Provincial Medium-Density Fibreboard Emission Guidelines</u> http://www.bcairquality.ca/reports/pmdfeg.html	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
8.8 <u>Emission Criteria for Biomedical Waste Incinerators</u> http://www.bcairquality.ca/reports/ecbwi.html	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
8.9 <u>Combustion of Municipal Solid Waste - Fact Sheet</u> http://www.bcairquality.ca/reports/msw_factsheet_2011.html	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
8.10 <u>Sulphur Recovery Criteria for Natural Gas Processing Plants</u> http://www.bcairquality.ca/reports/srcfngpp.html	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
8.11 <u>Industrial Camps Fact Sheet (for incinerators)</u> http://www2.gov.bc.ca/assets/gov/environment/waste-management/sewage/mwr/workcampsfs.pdf	Required <input type="checkbox"/> Methods <input type="checkbox"/>		