

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 and Climate Change Strategy (ENV) 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, ENV 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” box of the “Requirements” Column in the table indicates an information item to be included into the application package as agreed to by both parties or as directed by ENV. 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” box and specific details in the Comments column. 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 in the “Comments” column 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 ENV review, comment and acceptance. Once methods are accepted by ENV they should be either described in the “Comments” column and/or a reference made to the document describing the Methods Package.

If an IRT is required, the Final IRT 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 AID will also include specific instructions related to the signoff of Qualified Professionals for Declaration of Competency and Conflict of interest.

When submitting the final application, please ensure the IRT is also submitted with the “Location” Column filled out to identify where each of the required items is located in the final application for all information requirements identified.

The ENV will be screening and 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 Final 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, an existing facility overview and describe the products	Required <input type="checkbox"/>		
1.2 Describe the project permitting history and list related reports	Required <input type="checkbox"/>		
1.3 Provide a location map of the facility and surrounding areas and include scale. Identify the project location including site and surrounding land uses and other industrial facilities in the area	Required <input type="checkbox"/>	Facility location of GPS coordinates must be in decimal degrees and to the fourth decimal place. Ministry template: https://www2.gov.bc.ca/assets/gov/environment/waste-management/waste-discharge-authorization/guides/forms/epd-ema-08_location_map_form.pdf	
1.4 List of Qualified Professionals and signed Conflict of Interest & Declaration of Competency	Required <input type="checkbox"/>	Must have a combination of suitable education, training, experience acceptable to the Director and both forms signed	
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"/>		
2.2 Baseline meteorological study	Required <input type="checkbox"/>		
3 AIR DISCHARGES AND TREATMENT			
3.1 Provide a description of pollution control works and treatment efficiencies based on manufacturer specifications for pollution control works or an engineering assessment	Required <input type="checkbox"/>	Engineering assessment prepared by a QP	
3.2 Provide an emissions inventory that includes for each contaminant and source (point and non-point sources) <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 rate • Operating durations (i.e. hours per day, days per year) and frequency • Discharge location in decimal degrees, to the fourth decimal place • Clarify methods used to determine emissions summary 	Required <input type="checkbox"/>		
3.3 For each point-source discharge provide: <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"/>		

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3.4 Best Achievable Technology Assessment by QP and/or assessment of Best Practices	Required <input type="checkbox"/>	Prepared by a QP	
3.5 Describe emissions offsets (if applicable)	Required <input type="checkbox"/>		
3.6 Provide process flow diagrams for waste streams	Required <input type="checkbox"/>		
3.7 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"/>	Prepared by a QP https://www2.gov.bc.ca/assets/gov/environment/waste-management/waste-discharge-authorization/guides/forms/epd-ema-09_site_plan_form.pdf	
4 IMPACT ASSESSMENT			
4.1 Provide a plain language summary of the impacts and risks based on technical assessment	Required <input type="checkbox"/>		
4.2 Baseline meteorological and air quality monitoring report	Required <input type="checkbox"/>	Prepared by a QP	
4.3 Provide a summary of previous stack tests which may include a Continuous Emissions Monitoring Systems (CEMS) data summary and interpretation	Required <input type="checkbox"/>	(For existing facilities) Provide data summary in digital format.	
4.4 Dispersion modelling plan and report (dispersion modeling plan must be approved by an ENV Air Quality Meteorologist)	Required <input type="checkbox"/>	Prepared by a QP http://www.bcairquality.ca/assessment/dispersion-modelling.html	
5 MONITORING PLANS			
5.1 Provide a discharge monitoring (point source) plan for all proposed emissions	Required <input type="checkbox"/>		
5.2 Provide a Baseline Ambient Monitoring (pre-permitting) plan	Required <input type="checkbox"/>		
5.3 Provide a Ambient Monitoring (post-permitting) plan	Required <input type="checkbox"/>		
5.4 Continuous Emissions Monitoring /Process Monitoring Systems (i.e. pressure drop in baghouses, opacity monitoring etc.)	Required <input type="checkbox"/>		
6 MANAGEMENT PLANS			
6.1 Maintenance Start-up and Shutdown Plan • Outline procedures to reduce air emissions during start-up and shutdown periods	Required <input type="checkbox"/>		
6.2 Air Episode Management Plan • Outline procedures to reduce air emissions during air quality advisories	Required <input type="checkbox"/>		
6.3 Fugitive Dust Management Plan • Specify facility areas with high risk of fugitive dust generation	Required <input type="checkbox"/>	Ministry Fugitive Dust Management Plan guidance document available.	

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<ul style="list-style-type: none"> • Facility inspection and monitoring schedule • Fugitive dust mitigation measures and documentation • Record keeping and data submission requirements 			
6.4 Treatment Residuals Management Plan	Required <input type="checkbox"/>		
6.5 Odour Management Plan	Required <input type="checkbox"/>		