Information Requirements Table for Air Emissions - Oil&Gas Sector

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 staff of the Ministry of Environmentand Climate Change Strategy (ENV) to document specific guidance and instructions given to an applicant pursuing authorization to discharge under the *Environmental Management Act*.

This specialized *IRT for Air Emissions – **Oil&Gas Sector*** is is based on the more generic IRT with enhancements to specifically cater to complexities associated with air emissions for applications from the Oil & Gas sector. To assist in filling out this table, please refer to the accompanying guidance document: *Guidance for Air Emission Application - Oil & Gas Sector* (*Oil Gas Guidance*) https://www2.gov.bc.ca/assets/download/EBAF0252930843F1976098BB34140946

Please note: For any given application, not all the items will apply and not all required items will warrant detailed discussion of methods and other concerns. Meaning each application is unique with a unique set of requirements and level of detail.

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" 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 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" 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 ENV review, comment and acceptance. Once methods are accepted by ENV 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.

When required, ENV will be assessing applications by way of 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
A. TECHNICAL ASSESSMENT REPORT			
1. **Table of Contents**	Required ☐		
2. **Executive Summary**	Required ☐		
2.1. A brief description of the purpose of the application, including the proposed facilities and processes.	Required ☒		
2.2. A brief description of the proposed emissions and pollution control technology.	Required ☐		
2.3. A description of the key environmental and operational issues.	Required ☐		
3. **Project Introduciton**	Required ☐		
4. **Operational System Description**			
4.1. Detailed process, operational and relevant control system.	Required ☐		
4.2. Include a sytem/block flow diagram showing the gas streams into and out of the facility, and the relationship with the associated gathering and sales gas system.	Required ☐		
4.3. Process Flow Diagrams (PFDs).	Required ☐		
4.4. The detailed Site Plan showing all point source emissions (including, but not limited to, flare stacks and flare pits, locations of on-site pig receivers and senders, and emergency blow-down points).	Required ☐		
5. **Air Discharges and Treatment**			
5.1. Point emissions in tabulated format.	Required ☐		
5.2. Non-routine emission scenarios.	Required ☐		
5.3. Fugitive emission sources and management.	Required ☐		
5.4. Pollution control works and treatment efficiencies.	Required ☐		
5.5. Discharge evaluation.	Required ☐		
5.6. Comparison of proposed discharge quality to known discharge criteria, guidelines or industry practices.	Required ☐		
5.7. Best Achievable Technology Assessment (BAT Assessment).	Required ☐		

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6. **Receiving Environment**			
6.1. Geophysical information	Required ☐		
6.2. Ecosystems	Required ☐		
6.3. Meteorology	Required ☐		
6.4. Airshed	Required ☐		
7. **Air Quality Assessment**			
7.1. Impact assessement in context of airshed.	Required ☐		
7.2. Potential impact on receiving air quality related to non-routine operational upsets and "worst case" scenarios.	Required ☐		
7.3. Emissions reduction plan for when ambient air quality objectives are not met, indicate the proposed plan that the QP suggests could be taken to meet them.	Required ☐		
7.4. Limitations of the modelling results and their significance to the predicted impacts.	Required ☐		
8. **Identification of Receiving Environment Information Gaps**			
Identify and discuss gaps in information that are relevant to the assessment of this application.	Required ☐		
9. **Other Discharges**	Required ☐		
9.1. Effluent	Required ☐		
9.2. Refuse (Non-hazardous)	Required ☐		
9.3. Hazardous Waste Management	Required ☐		
10. **Environmental Management System**	Required ☐		
10.1. Corporate environmental policy.	Required ☐		
10.2. Statutory requirements.	Required ☐		
10.3. Industry sector-specific standards, guidelines and codes of practice.	Required ☐		

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10.4. List of existing plans developed by the applicant.	Required ☐		
10.5. Proposed emission reduction and management plans.	Required ☐		
10.6. Operation plans and procedures.	Required ☐		
11. **Monitoring Programs and Reporting**	Required ☐		
12. **Changes to Permit Clauses (**use the latest version of the *Clause Amendment Form EPD-EMA-07***)**	Required ☐		
B. **AIR QUALITY ASSESSMENT REPORT (AQAR)**			
1. **A detailed emission inventory.**	Required ☐		
2. **Dispersion Modelling Plan(DMP).**	Required ☐	A client is recommended to discuss requirements of DMP with a Ministry Air Quality Meteorologist, prior to submitting a DMP.	
3. **Air Quality Assessment Report.**	Required ☐		
C. **PHOTO INVENTORY (FOR AMENDMENT APPLICATIONS)**	Required ☐		
D. **SECTOR SPECIFIC INFORMATION AND EMISSION LIMIT GUIDANCE**			
1. Sulphur Recovery Criteria for Natural Gas Processing Plants	Required ☐	http://a100.gov.bc.ca/pub/eirs/finishDownloadDocument.do?subdocumentId=2037	
2. Nitrogen Oxide Emission Standards (Oil and Gas Waste Regulation-Schedule 1)	Required ☐	http://www.bclaws.ca/civix/document/id/loo84/loo84/32_254_2005	
3. Multi-Sector Air Pollutants Regulations	Required ☐	https://laws-lois.justice.gc.ca/eng/regulations/SOR-2016-151/	
4. Canadian Ambient Air Quality Standards for NO_2	Required ☐	https://www.ccme.ca/en/current_priorities/air/caaqs.html	
5. New National Air Quality Standards for SO_2	Required ☐	https://www2.gov.bc.ca/assets/gov/environment/air-land-water/air/reports-pub/fs_so2_caaqs.pdf	
6. BC Air Quality Dispersion Modelling Guideline	Required ☐	https://www2.gov.bc.ca/assets/gov/environment/air-land-water/air/reports-pub/bc-dispersion-modelling-guideline-2015.pdf	