



1 OCTOBER 2014

**Civil Engineering
Certified Current 18 December 2016
AIR QUALITY COMPLIANCE**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-Publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 75 CEG/CEIEA

Certified by: 75 CEG/CL
(Harry Briesmaster)

Supersedes: HILLAFBGM2014-32-01,
10 April 2014

Pages: 23

This instruction defines responsibilities, processes, and procedures necessary for ensuring air quality compliance for Ogden Air Logistics Center, Utah Test and Training Range (UTTR), and Little Mountain Test Annex referred to as Hill Air Force Base (AFB) during daily operations involving air emission equipment and/or processes. It focuses on actions and responsibilities assigned to the Hill AFB Base Civil Engineer air quality function and the Industrial Organizations owning, maintaining or operating equipment producing air emissions. This instruction applies to all Hill AFB personnel responsible for the operation, maintenance, and/or management of industrial processes and equipment generating air emissions to comply with local, state, federal, and United States Air Force (USAF, or AF) policies, rules, and regulations. All military, civilian, and contract personnel are required to comply with this instruction. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force Information Management Tool (AF IMT) 847, *Recommendation for Change of Publication*; route AF IMTs 847 from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFMAN 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

1.	Office of Primary Responsibility (OPR):	2
2.	Responsibilities.	2
3.	Planning.	5

4.	Implementation and Operation.	10
5.	Checking and Corrective Action.	16
6.	Management Review.	20

Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION 21

1. Office of Primary Responsibility (OPR): 75 CEG/CEIEA is the OPR for managing Hill AFB, Utah to maintain compliance with federal, state, and local air quality regulations, permits, and policies. Hill AFB has approximately 1,500 air processes which are governed by various air quality rules and regulations including those under the Clean Air Act (CAA), the Utah Administrative Code (UAC), and AFI 32-7040, *Air Quality Compliance and Resource Management*.

2. Responsibilities.

2.1. The Hill AFB Base Civil Engineer air quality function, “75 CEG/CEIEA Air Quality,” is designed to help ensure that the emission sources on base comply with applicable air quality requirements. 75 CEG/CEIEA Air Quality will:

2.1.1. Develop, coordinate, maintain, and monitor compliance with Hill AFB air quality policies, procedures, and compliance program, incorporating pollution prevention practices where feasible.

2.1.2. Ensure responsibilities and procedures affecting Bargaining Unit Employees are negotiated/coordinated with the labor union as required.

2.1.3. Maintain this instruction in accordance with AFI 33-360, *Publications and Forms Management*.

2.1.4. Adhere to all procedural responsibilities and requirements set forth in this instruction including but not limited to, the following paragraphs and their sub-paragraphs:

2.1.4.1. General Compliance Planning (**Paragraph 3.1**)

2.1.4.2. Annual Emissions Inventory Data Requests (**Paragraph 3.2**);

2.1.4.3. Promulgated Rule Review (**Paragraph 3.3**);

2.1.4.4. Proposed Rule Review, Data Calls and Comments (**Paragraph 3.4**);

2.1.4.5. Permitting Determination (**Paragraph 3.7**);

2.1.4.6. Permitting Coordination through the Utah Division of Air Quality (UDAQ) (**Paragraph 3.8**);

2.1.4.7. Flexibility Notice (Flex Notice), Notice of Intent (NOI), Approval Order (AO), and Title V Operating Permit (TVOP) Development (**Paragraph 3.9**);

2.1.4.8. Flex Notices, AOs and TVOPs (**Paragraph 3.10**);

2.1.4.9. Notices to Proceed (**Paragraph 3.11**);

2.1.4.10. Compliance Planning (**Paragraph 3.12**);

- 2.1.4.11. Source Identification ([Paragraph 3.13](#));
 - 2.1.4.12. Removed Sources ([Paragraph 3.14](#));
 - 2.1.4.13. Conformity Analyses ([Paragraph 3.15](#));
 - 2.1.4.14. Emergency Episode Plan ([Paragraph 3.16](#));
 - 2.1.4.15. Start-up, Shutdown, and Malfunction Planning ([Paragraph 3.17](#));
 - 2.1.4.16. Additional Communication/Coordination Between 75 CEG/CEIEA Air Quality and the Industrial Organizations ([Paragraph 3.18](#));
 - 2.1.4.17. Training Requirements ([Paragraph 3.19](#));
 - 2.1.4.18. General Guidelines ([Paragraph 4.1](#));
 - 2.1.4.19. Annual Emission Inventories (AEIs) ([Paragraph 4.2](#));
 - 2.1.4.20. Vehicle Emission and Portable Equipment Controls ([Paragraph 4.4](#));
 - 2.1.4.21. Compliance Deviations ([Paragraph 4.5.5](#));
 - 2.1.4.22. Site Books ([Paragraph 4.5.6](#));
 - 2.1.4.23. Start-ups, Shutdowns, Malfunctions and Breakdowns ([Paragraph 4.5.8](#));
 - 2.1.4.24. Air Emissions Monitoring ([Paragraph 4.5.9](#));
 - 2.1.4.25. High Vapor Pressure Solvent (HVPS) Procedures ([Paragraph 4.5.11](#));
 - 2.1.4.26. Air Quality Working Group (AQWG) Protocol ([Paragraph 4.5.12](#));
 - 2.1.4.27. Environmental Compliance Assessment Management Program (ECAMP) ([Paragraph 5.1](#));
 - 2.1.4.28. External Regulatory Agency Inspections ([Paragraph 5.2](#));
 - 2.1.4.29. 75 CEG/CEIEA Air Quality Compliance Oversight Inspections ([Paragraph 5.4](#));
 - 2.1.4.30. Data Systems and Recordkeeping ([Paragraph 5.5](#));
 - 2.1.4.31. Archiving ([Paragraph 5.6](#));
 - 2.1.4.32. Deviation Reporting and Corrective Action ([Paragraph 5.7](#));
 - 2.1.4.33. Report Preparation and Coordination ([Paragraph 5.8](#));
 - 2.1.4.34. New Source Performance Standards (NSPSs), National Emissions Standards for Hazardous Air Pollutants (NESHAPs) and Title V Compliance Certifications ([Paragraph 5.9](#));
 - 2.1.4.35. Regulatory Agency Non-Compliance ([Paragraph 6.1](#));
 - 2.1.4.36. Automated Civil Engineer System-Program Management (ACES-PM) ([Paragraph 6.2](#)), and;
 - 2.1.4.37. Environment, Safety, and Occupational Health Councils ([Paragraph 6.3](#)).
- 2.2. All Base and tenant organizations that own, operate and/or maintain air emission sources or manage materials that produce air emissions will be referred to as “Industrial

Organizations,” and are responsible for managing their processes in full compliance with this instruction and will certify compliance status to the Responsible Official accordingly.

2.2.1. Industrial Organizations will adhere to all procedural responsibilities and requirements set forth in this instruction including but not limited to, the following paragraphs and their sub-paragraphs:

- 2.2.1.1. Annual Emissions Inventory (AEI) Data Requests (**Paragraph 3.2**);
- 2.2.1.2. New or Modified Air Emission Sources and Permitting (**Paragraph 3.5**);
- 2.2.1.3. Permitting Coordination through 75 CEG/CEIEA Air Quality (**Paragraph 3.6**);
- 2.2.1.4. Permitting Coordination through the Utah Division of Air Quality (UDAQ) (**Paragraph 3.8**);
- 2.2.1.5. Flexibility Notice (Flex Notice), Notice of Intent (NOI), Approval Order (AO), and Title V Operating Permit (TVOP) Development (**Paragraph 3.9**);
- 2.2.1.6. Notices to Proceed (**Paragraph 3.11**);
- 2.2.1.7. Compliance Planning (**Paragraph 3.12**);
- 2.2.1.8. Source Identification (**Paragraph 3.13**);
- 2.2.1.9. Removed Sources (**Paragraph 3.14**);
- 2.2.1.10. Emergency Episode Plan (**Paragraph 3.16**);
- 2.2.1.11. Start Up, Shutdown and Malfunction Planning (**Paragraph 3.17**);
- 2.2.1.12. Training Requirements (**Paragraph 3.19**);
- 2.2.1.13. Title V, AO, and Flex Permits (**Paragraph 4.3**);
- 2.2.1.14. Vehicle Emission and Portable Equipment Controls (**Paragraph 4.4**);
- 2.2.1.15. Operational Site Management and Compliance (**Paragraph 4.5**);
- 2.2.1.16. Environmental Compliance Assessment Management Program (ECAMP) (**Paragraph 5.1**);
- 2.2.1.17. Industrial Organization Inspections (**Paragraph 5.3**);
- 2.2.1.18. 75 CEG/CEIEA Air Quality Compliance Oversight Inspections (**Paragraph 5.4**);
- 2.2.1.19. Data Systems and Recordkeeping (**Paragraph 5.5**);
- 2.2.1.20. Archiving (**Paragraph 5.6**);
- 2.2.1.21. Deviation Reporting and Corrective Action (**Paragraph 5.7**);
- 2.2.1.22. Report Preparation and Coordination (**Paragraph 5.8**);
- 2.2.1.23. New Source Performance Standards (NSPSs), National Emissions Standards for Hazardous Air Pollutants (NESHAPs) and Title V Compliance Certifications (**Paragraph 5.9**);

- 2.2.1.24. Regulatory Agency Non-Compliance ([Paragraph 6.1](#)), and;
 - 2.2.1.25. Environment, Safety, and Occupational Health Councils ([Paragraph 6.3](#)).
- 2.3. Hill AFB Office of Staff Judge Advocate environmental function (75 ABW/JACE) will:
- 2.3.1. Advise 75 CEG/CEIEA Air Quality on air quality matters including promulgated rules and potential deviations.
 - 2.3.2. Review and coordinate on Industrial Organization Operating Instructions (OIs).
 - 2.3.3. Make compliance deviation reporting determinations.
 - 2.3.4. Participate in the Air Quality Working Group as necessary.
 - 2.3.5. Manage the Environment, Safety, and Occupational Health Compliance Assessment and Management Program IAW the following paragraphs and their sub-paragraphs:
 - 2.3.6.1. General Compliance Planning ([Paragraph 3.1](#));
 - 2.3.6.2. Promulgated Rule Review ([Paragraph 3.3](#));
 - 2.3.6.3. Compliance Deviations ([Paragraph 4.5.5](#));
 - 2.3.6.4. Air Quality Working Group (AQWG) Protocol ([Paragraph 4.5.12](#));
 - 2.3.6.5. Environmental Compliance Assessment Management Program (ECAMP) ([Paragraph 5.1](#)); and,
 - 2.3.6.6. Deviation Reporting and Corrective Action ([Paragraph 5.7](#)).

3. Planning.

- 3.1. General Compliance Planning. 75 CEG/CEIEA Air Quality manages the Hill AFB Air Quality Compliance Program, develops air quality policies and procedures, and assists with implementation within the Industrial Organizations. 75 CEG/CEIEA Air Quality and 75 ABW/JACE are the only persons authorized to make contact with UDAQ or United States Environmental Protection Agency (EPA) regarding Hill AFB air quality issues. 75 CEG/CEIEA Air Quality will:
- 3.1.1. Manage all air quality compliance-related communications between Hill AFB and the Air Force Civil Engineer Center Environmental Center of Excellence (AFCEC ECOE) and Headquarters (HQ) USAF A7C on behalf of the base. Industrial Organizations will coordinate with their own Major Commands (MAJCOMs).
 - 3.1.2. Manage all communications regarding air quality compliance between Hill AFB and the regulatory agencies on behalf of the base.
 - 3.1.3. Acquire and maintain air quality operating permits and prepare and coordinate air quality compliance reports using data provided by the Industrial Organizations.
 - 3.1.4. Consult with 75 ABW/JACE on air quality compliance matters as necessary.
 - 3.1.5. Coordinate with 75 CEG/CEIEA Hazardous Material group to prevent receiving materials that are not compliant with air quality rules and regulations and where feasible and officially approved, recommend materials more beneficial for air quality compliance.

3.2. Annual Emissions Inventory (AEI) Data Requests. Air Emissions Inventory data requests will come from and will be answered through authorized 75 CEG/CEIEA Air Quality individuals only (i.e. the Air Quality Program Manager, 75 CEG/CEIEA Air Quality Emission Inventory Project Manager, or other designee including contractors), and will be directed to and responded by authorized Industrial Organization individuals only (i.e., Complex Environmental Managers [CEMs], Environmental Representatives [ERs], Unit Environmental Coordinators [UECs], or other designees). Designees will be approved in writing, or as presented at the Air Quality Working Group (AQWG) by the Air Quality Program Manager, or applicable ER(s), to ensure standard business practices and to standardize points of contact for such matters. To the extent practicable, 75 CEG/CEIEA Air Quality will streamline data gathering efforts to reduce the data gathering burden on the Industrial Organization and to avoid data collection redundancies while still segregating data collection efforts among the different 75 CEG/CEIEA programs.

3.3. Promulgated Rule Review. 75 CEG/CEIEA Air Quality in coordination with 75 ABW/JACE will review promulgated federal, state, local, USAF, and MAJCOM policies and requirements on an on-going basis, interpret these directives as applied to Hill AFB, and develop recommendations for monitoring, recordkeeping and reporting requirements and compliance methods to affected organizations.

3.4. Proposed Rule Review, Data Calls and Comments.

3.4.1. 75 CEG/CEIEA Air Quality will perform a review of all proposed federal, state, local, USAF, and MAJCOM policies and requirements on an on-going basis.

3.4.2. If necessary, 75 CEG/CEIEA Air Quality will prepare and submit comments directly to the appropriate agency or through the CAA Services Steering Committee.

3.4.3. Feedback from Industrial Organizations will be solicited as necessary to prepare the comments ([Paragraph 3.19](#)).

3.5. New or Modified Air Emission Sources and Permitting. Industrial Organizations must obtain written approval (i.e.; Notice to Install and Notice to Operate) from 75 CEG/CEIEA Air Quality prior to beginning construction or installation of a new air emissions source or modification of an existing air emissions source; prior to operating such an air emissions source; and prior to operating under new conditions.

3.6. Permitting Coordination through 75 CEG/CEIEA Air Quality. Industrial Organizations must notify 75 CEG/CEIEA Air Quality with an approved New Source Sheet for process/equipment modifications including relocation of equipment, shutdowns (excluding daily equipment shutdown); changes in the types of materials used; addition of new processes or equipment, including associated controls; changes in the operating conditions or existing equipment; or other activities that could affect air emissions or existing permit conditions.

3.7. Permitting Determination. 75 CEG/CEIEA Air Quality will review the information provided by Industrial Organizations via New Source Sheet and other types of verbal and/or written coordination, assess data completeness, determine whether a flexibility notice, Notice of Intent (NOI), or Title V application must be submitted to UDAQ or if no permitting action is required, and notify the Industrial Organization accordingly.

3.8. Permitting Coordination through the Utah Division of Air Quality (UDAQ).

3.8.1. 75 CEG/CEIEA Air Quality will prepare required flexibility notices, NOIs, and Title V applications.

3.8.2. Industrial Organizations will provide information required for flexibility notices, NOIs, and Title V applications no later than (NLT) two weeks from the date of receipt of a written request from 75 CEG/CEIEA Air Quality or within two weeks from the date the information required to fulfill the data request becomes available, whichever is later.

3.8.3. 75 CEG/CEIEA Air Quality will prepare and submit, with the Responsible Official's certification as required, the final documents to UDAQ for evaluation.

3.9. Flexibility Notice (Flex Notice), Notice of Intent (NOI), Approval Order (AO), and Title V Operating (TVOP) Permit Development.

3.9.1. 75 CEG/CEIEA Air Quality will provide draft flex notices, NOIs, and Title V applications to the affected Industrial Organization UEC/ER with a courtesy copy to the CEM.

3.9.2. Industrial Organizations must submit any comments on these draft documents to 75 CEG/CEIEA Air Quality within two weeks of receipt of the draft document.

3.9.3. 75 CEG/CEIEA Air Quality will address the comments and incorporate into the documents where appropriate.

3.9.4. Additionally, 75 CEG/CEIEA Air Quality will provide draft AOs and TVOPs to the affected CEMs and ERs. Comments on these draft documents must be submitted to 75 CEG/CEIEA Air Quality within two weeks of receipt of the draft document.

3.9.5. 75 CEG/CEIEA Air Quality will coordinate the Hill AFB responses, obtain the Responsible Official's certification as required, and submit formal responses to UDAQ. A 30-day public comment period and a subsequent 45-day EPA review period may be required.

3.10. Flex Notices, AOs and TVOPs. 75 CEG/CEIEA Air Quality will obtain and maintain the necessary state-issued Flex Notices, AOs and TVOPs.

3.11. Notices to Proceed.

3.11.1. Notice to Install.

3.11.1.1. Upon AO or flex notice issuance or earlier if an AO or flex notice is not required, 75 CEG/CEIEA Air Quality will provide air quality compliance approval of construction or modification, to include equipment installation, by issuing a written Air Quality Notice to Install specifying applicable air quality requirements to the affected Industrial Organization UEC/ER with a courtesy copy to the CEM. The Notice to Install will be issued via email as an attachment to the corresponding flex notice or AO if a flex notice or AO is required.

3.11.1.2. 75 CEG/CEIEA Air Quality will notify UDAQ of start-ups as required.

3.11.1.3. The Industrial Organizations may purchase equipment at their own risk prior to issuance of the Notice-to-Install. Industrial Organizations will not construct (or modify) new or modified process/equipment until receipt of the Notice to Install.

3.11.2. Notice to Operate.

3.11.2.1. Prior to operation and issuance of the Notice to Operate, 75 CEG/CEIEA Air Quality will conduct an initial compliance determination inspection. 3.11.2.2. The affected Industrial Organizations cannot operate the new or modified process/equipment until receipt of the Notice to Operate which will be provided via email.

3.11.2.2. Upon receipt of a TVOP modification, submittal of a flex notice, or earlier if one of these documents is not required for a process modification, 75 CEG/CEIEA Air Quality will issue a written Notice to Operate to the affected Industrial Organization UEC/ER with a courtesy copy to the CEM which provides approval for operation to begin under the new or modified conditions, and specifies applicable air quality requirements.

3.12. Compliance Planning.

3.12.1. 75 CEG/CEIEA Air Quality will:

3.12.1.1. Lead a consortium, to include the affected Industrial Organization UEC/ER, to determine which compliance mechanisms will be required for new and modified processes/equipment.

3.12.1.2. Provide information necessary for the site book through the approved Hill AFB Air Quality SharePoint site or equivalent, and/or the Air Program Information Management System (APIMS).

3.12.1.3. Create process/equipment codes and enter associated data into APIMS.

3.12.2. Industrial Organizations will use APIMS to manage and document inspections.

3.13. Source Identification.

3.13.1. 75 CEG/CEIEA Air Quality will create and provide identification tags (i.e. Air Quality Utility Information System [AQUIS] number or equivalent) to the affected Industrial Organizations.

3.13.2. The Industrial Organizations will affix the tags to new or modified process/equipment, or replace missing or damaged tags, where applicable.

3.14. Removed Sources. For sources removed from operation, the UEC/ER or designated alternate must remove the identification tag, when possible, and promptly notify 75 CEG/CEIEA Air Quality of removal. 75 CEG/CEIEA Air Quality will then update the appropriate records/data systems.

3.15. Conformity .

3.15.1. 75 CEG/CEIEA Air Quality will:

3.15.1.1. Assess proposed changes for possible conformity analysis requirements.

3.15.1.2. Perform a conformity analysis if required IAW all applicable air quality regulations.

3.16. Emergency Episode Plan.

3.16.1. During an air quality emergency episode, as declared by the Utah Department of Environmental Quality Executive Secretary, Industrial Organizations will follow the procedures outlined in the Hill AFB Emergency Episode Plan and UTTR Emergency Episode Plan available on the Air Quality website.

3.16.2. The UDAQ Air Pollution Officer will notify the Director of Environmental Management of any Emergency Air Episodes. 75 CEG/CEIEA Air Quality will in turn notify the affected Industrial Organization UEC/ER with a courtesy copy to the CEM.

3.17. Start-up, Shutdown and Malfunction Planning.

3.17.1. Source Start-up, Shutdown, and Malfunction Plans (SSMPs) must be developed, maintained and followed by Industrial Organizations as required by 40 CFR 63.

3.17.2. Hill AFB requires that an SSMP be written and incorporated into the site book of Aerospace National Emissions Standard for Hazardous Air Pollutants (NESHAP) paint booths utilizing a control other than a dry filter system (e.g. a waterfall control for inorganic hazardous air pollutants).

3.17.3. New NESHAP sources may require an SSMP based on pollution control system utilized as dictated by the specific NESHAP. 75 CEG/CEIEA Air Quality will coordinate this with the affected Industrial Organization UEC/ER.

3.17.4. Documentation showing that the plan was followed is required along with any documentation required by the plan and/or site book.

3.17.5. Industrial Organizations will submit any revisions to the plans to 75 CEG/CEIEA Air Quality for review and archival.

3.18. Additional Communication/Coordination Between 75 CEG/CEIEA Air Quality and the Industrial Organizations.

3.18.1. 75 CEG/CEIEA Air Quality (or other designee) will facilitate data collection and information dissemination.

3.18.2. 75 CEG/CEIEA Air Quality will notify the affected Industrial Organization UEC/ER with a courtesy copy to the CEM in writing when requesting action.

3.18.3. Written communication may include email.

3.18.4. For site-specific day-to-day issues, 75 CEG/CEIEA Air Quality staff including contract support, will typically communicate directly with the UEC/ER. 75 CEG/CEIEA Air Quality communications with the Industrial Organizations regarding new processes/equipment and process/equipment modifications or other issues will be with the UEC/ER or ER's delegate, with a courtesy copy to the CEM as appropriate.

3.19. Training Requirements.

3.19.1. 75 CEG/CEIEA Air Quality will:

3.19.1.1. Provide training materials to meet applicable federal, state, and local air quality compliance requirements if not otherwise developed by the Hill AFB Center Training Office.

3.19.1.2. Develop and maintain training for emission units with five or more processes, or where otherwise warranted.

3.19.1.3. Coordinate with the Hill AFB Center Training Office to ensure training materials are developed and approved IAW Installation training procedures.

3.19.2. Courses updated in response to TVOP updates will be reviewed internally by 75 CEG/CEIEA Air Quality before release. New courses and courses with significant changes will be reviewed by both 75 CEG/CEIEA Air Quality and the affected Industrial Organizations before finalization/approval.

3.19.3. Tracking. It is the responsibility of the Industrial Organizations to track training assigned within their organizations.

3.19.4. 75 CEG/CEIEA Air Quality will not conduct training for Industrial Organizations.

4. Implementation and Operation.

4.1. General Guidelines. 75 CEG/CEIEA Air Quality will oversee the operation of all air emission sources, both mobile and stationary, to ensure compliance with federal, state, and local air quality regulations and permits. At a minimum, 75 CEG/CEIEA Air Quality will conduct oversight inspections, obtain necessary permits, complete emissions inventories, and document de minimis and/or exempt sources.

4.2. Annual Emissions Inventories (AEIs).

4.2.1. 75 CEG/CEIEA Air Quality will:

4.2.1.1. Complete AEIs at the frequency specified by federal, state, and local regulations (every three years for sources with no periodic inventory requirements).

4.2.1.2. Submit AEIs to regulators as required or upon request, and will submit them in electronic format to the AF AEI repository custodian and 75 CEG/CEIEA Air Quality's parent command within 30 days of final report completion.

4.3. Title V, AO, and Flex Permits. Industrial Organizations must operate air emission equipment in full compliance with permit terms and conditions.

4.4. Vehicle Emission and Portable Equipment Controls.

4.4.1. Hill AFB will comply with AFI 32-7040 and the Hill AFB Supplement to AFI 31-204 regarding mobile sources.

4.4.2. 75 CEG/CEIEA Air Quality is responsible for managing the Hill AFB Employee Vehicle Inspection and Maintenance (I/M) Program.

4.4.3. Employee Vehicle Certification and Reporting System (ECARS). Civilian and military employees of Hill AFB will be required to use ECARS to illustrate compliance with federal and local vehicle emissions requirements. To meet this requirement, each employee must follow the instructions sent to his/her work email address from ECARS at no-reply@apims.af.mil. These emails are designed to guide participants through the web-based process of certifying their commuter status and personal vehicle information in ECARS. Employees will meet this requirement at a frequency as prompted by

ECARS (usually annually). Employees who fail to take the appropriate action(s) specified in ECARS notifications may be subject to administrative action.

4.5. Operational Site Management and Compliance. All activities that construct, operate, modify, relocate or demolish stationary or mobile air emission sources must be managed by Industrial Organizations IAW all applicable air quality regulations, policies, and instructions.

4.5.1. Complex Environmental Managers (CEMs). Some wings and tenants appoint CEMs to oversee environmental issues within their organizations. In cases as such, coordination should be afforded to these CEMs as appropriate and directed in this instruction. Correspondence on Group environmental issues will be primarily conducted directly between 75 CEG/CEIEA Air Quality and Group ERs/UECs.

4.5.2. Environmental Representatives (ERs). Each Industrial Organization ER will serve as the organization's liaison to 75 CEG/CEIEA Air Quality, and be the air quality compliance advisor and point of contact for that organization.

4.5.3. Unit Environmental Coordinators (UECs).

4.5.3.1. Each Industrial Organization UEC is responsible for air quality compliance activities for specific sources.

4.5.3.2. Each air emission source must be assigned a UEC.

4.5.3.3. The UEC can act as ER, where the ER has delegated that authority.

4.5.3.4. The ER must submit an approved 75 CEG/CEIEA appointment letter to 75 CEG/CEIEA Air Quality for each UEC in their organization. The approved 75 CEG/CEIEA appointment letter template can be found on the Air Quality website.

4.5.4. Personnel and Equipment Certification. Industrial Organizations must ensure personnel, processes, and equipment are certified as required by regulation, and maintain records of certification. Examples of required certifications include internal combustion engine certification with EPA emission standards, and qualified refrigerant service technician.

4.5.5. Compliance Deviations.

4.5.5.1. Potential violations must be dealt with in a responsible manner. Known or suspected violations of federal, state, and local air quality requirements will be promptly reported NLT one business day after discovery to 75 CEG/CEIEA Air Quality Program Manager. Violations can lead to enforcement actions by regulatory agencies. Enforcement may involve fines. If enforcement actions result in fines, the Industrial Organization incurring the enforcement action will incur the cost of the fine or Supplemental Environmental Project.

4.5.5.2. Industrial Organizations will operate IAW this instruction; and all applicable air quality federal, state, and local regulations, permits and policies. If, at any time, further operation would increase the risk of excess emissions or non-compliance, operations must be shutdown, the problem reported, and corrective action initiated.

4.5.5.3. All operators, supervisors, and other affected personnel must ensure compliance with all applicable local, state and federal air quality rules, regulations, instructions, policies and other requirements. Furthermore, operators, supervisors,

CEMs, UECs, ERs, 75 CEG/CEIEA Air Quality oversight inspectors, and others, are generally expected to not only “inspect” work areas but to take reasonable steps to ensure compliance and conduct training.

4.5.5.4. Determination of the necessity to report a deviation will ultimately be made by 75 ABW/JACE and will be documented on the Air Quality SharePoint site, or equivalent.

4.5.5.5. As a matter of routine and as a part of their work process, all operators, supervisors, CEMs, UECs, ERs and oversight inspectors should immediately correct any air quality deficiencies.

4.5.5.5.1. In instances where circumstances prevent personal corrective action due to training requirements, licenses, or other workplace restrictions, the person should immediately notify the responsible employees or supervisors and follow-up to ensure the appropriate personnel take necessary corrective actions.

4.5.5.5.2. In extremely rare circumstances, correction should not be performed, whether or not a particular deviation is reportable. Such exceptions might exist when disturbance of the area would destroy evidence necessary for an accident investigation.

4.5.5.5.3. If an industrial organization is not sure if the deviation should be corrected on the spot, they should contact 75 CEG/CEIEA Air Quality for direction.

4.5.5.6. To prevent recurrence of any violation, additional training is always an appropriate response. Taking proactive and aggressive action, particularly when deviations occur, generally helps reduce risk of a local, state or federal enforcement action, as well as reducing risk of future non-compliance. All employees and supervisors have an obligation to take reasonable and appropriate steps necessary to ensure no repeat deviations, particularly by the same employee(s) or in the same work area(s).

4.5.5.7. Inspections, checks and actions should be recorded immediately. Certain actions are clearly specified in the TVOP and must be conducted and recorded IAW the TVOP. In the event a required action has been completed but not immediately recorded, a record may be corrected within a reasonable time without causing a reportable deviation. A reasonable time means for each shift (e.g.; daily, weekly or other defined frequency for recordkeeping requirements) that the record may be annotated at any time during that inspection, check or required action period. However, it is subject to a self-reportable deviation if the inspection, check or action is recorded at any time beyond 14 days from the date it was performed. This procedure does not at any time allow for recording a check or action that did not actually take place. If the required action was not completed IAW regulatory requirements, the action shall be subject to a self-reportable deviation.

4.5.6. Site Books.

4.5.6.1. Permitted air emission sources will have a site book prepared and located in a convenient location near the source as specified below. The site book will:

4.5.6.1.1. Define mandatory mechanisms, procedures and recordkeeping to be used to ensure compliance.

4.5.6.1.2. Contain all current inspection checklists, and maintenance logs that are not documented and available elsewhere, and other required documentation to demonstrate source compliance with all applicable federal, state, and local requirements including but not limited to those contained in the TVOP, AO, and flex notice.

4.5.6.2. Site books must be tailored by the Industrial Organization and contain the following minimum information: points of contact, summary of responsibilities, reference material(s) and applicable completed 75 CEG/CEIEA Air Quality approved checklist(s), log(s), and other compliance documentation dating back to the last time 75 CEG/CEIEA Air Quality collected and archived these documents. Examples of these documents will be found on the Air Quality Website.

4.5.6.3. Inspection Checklists and Logs.

4.5.6.3.1. Inspection checklists and logs will not have blanks or gaps. If operations did not occur, this will be clearly stated on the checklist and log as applicable. Any potential issues (e.g., missed readings, out of range readings, etc.) will be reported to 75 CEG/CEIEA Air Quality as discussed in **Paragraph 4.5.5.1**, and clearly annotated on the checklist and log as applicable. If pressure drop readings are required to be taken during a shift, the reading will be taken prior to beginning operations. If the reading is outside of established operating parameters, operations shall not begin until appropriate corrective actions have resulted in bringing reading(s) within established operating parameters.

4.5.6.3.2. All corrective actions, checklists, and logs must be appropriately recorded and documentation retained for a period of five years.

4.5.6.4. Format and/or structural changes made to site books by the Industrial Organizations must meet the same level of regulatory compliance as 75 CEG/CEIEA Air Quality templates to preclude any compliance risks. 75 CEG/CEIEA Air Quality will maintain templates for site books, logs and checklists on the Air Quality Website. Changes made by 75 CEG/CEIEA Air Quality to templates shall be promptly distributed to all affected parties.

4.5.7. Equipment Maintenance. Compliance often involves equipment maintenance. Follow your organizational procedures for documenting maintenance.

4.5.8. Start-ups, Shutdowns, Malfunctions and Breakdowns.

4.5.8.1. Industrial Organizations will report to 75 CEG/CEIEA Air Quality all process/equipment start-ups, and shutdowns in advance IAW this instruction.

4.5.8.2. A start-up is considered to be the first time a piece of equipment or process is powered on for production and operated once installed or modified.

4.5.8.3. A shutdown occurs when a process or piece of equipment is shutdown for removal or any instance whereby a piece of equipment or process malfunctions and/or breaks down, and therefore, the equipment must be shutdown to comply with air quality regulations.

4.5.8.4. All malfunctions and unavoidable breakdowns including those during start-up and shutdown resulting in excess emissions will be reported to 75 CEG/CEIEA Air Quality within 2 hours of the beginning of the breakdown if reasonable, but in no case longer than 16 hours after the beginning of the breakdown.

4.5.8.5. 75 CEG/CEIEA Air Quality will review start-up, malfunction, breakdown, and shutdown information provided by the Industrial Organizations and if necessary submit the required notifications under 40 CFR 60.6 and UAC R307-107.

4.5.9. Air Emissions Monitoring.

4.5.9.1. 75 CEG/CEIEA Air Quality will identify regulatory requirements for air emissions monitoring.

4.5.9.2. Opacity limits apply to air emission sources as specified in the applicable TVOP; affected sources must be monitored accordingly.

4.5.9.3. Industrial Organizations are responsible for monitoring opacity IAW with the applicable requirements and documenting the results of opacity surveys and/or official EPA 40 CFR 60, Appendix A, Method 9 observations/determinations.

4.5.9.4. 75 CEG/CEIEA Air Quality and Industrial Organizations with emission units with opacity monitoring requirements will have trained Visible Emission Observers on staff.

4.5.9.4.1.

4.5.10. Volatile Organic Compound (VOC) Emission Minimization.

4.5.10.1. It is required that sources operate in a manner consistent with federal, state and local requirements specific to any operations performed in conjunction with the regulated process.

4.5.10.2. Care must always be taken to minimize spills, splashing, and any other actions that contribute to an increase in the emission of VOCs.

4.5.10.3. Employees must ensure that solvent-laden rags are properly containerized upon "completion of use." For purposes of reporting, completion of use means when a task is completed or prior to leaving the immediate work area (whichever comes first). If a specific rag will be used for cleaning one item, and a second item directly follows the first, it is considered to be one task.

4.5.10.3.1. A rag is considered to still be in use if it has been under the continuous control of associated personnel throughout that task or process throughout the relevant time period.

4.5.10.3.2. Continuous control is defined as possessing actual physical and management control over a work process for a continuous time period in the immediate work area (line of sight and always within a reasonable distance of the location of the work process or an item). Workers who have switched to a separate or new task are no longer considered to be in the immediate work area. Continuous control ends once all associated personnel abandon a work process or an item for a break, lunch or at the end of a duty day.

- 4.5.10.4. Operators, supervisors, and any other affected personnel shall ensure VOC-containing material containers (e.g., containers containing paint, solvent, etc.) are closed at all times except when removing or adding materials (e.g., paints, solvents, etc.) to the container or in the event of adding or removing items (e.g., paint guns, parts, brushes, etc.) to the container.
- 4.5.10.4.1. Closed lids should be tight-fitting, properly aligned and fully closed. A VOC-containing container that is not fully closed must be treated as a potential reportable deviation and shall be reported IAW the procedure detailed in **Paragraph 4.5.5**, Compliance Deviations.
- 4.5.11. High Vapor Pressure Solvent (HVPS) Procedures.
- 4.5.11.1. All HVPS must be procured IAW AFI 32-7086, and the Hill AFB Supplement to AFI 32-7086.
- 4.5.11.2. If the vapor pressure of a material being requested exceeds 45 mmHg at 20 degrees Celsius it meets the classification criteria of an HVPS.
- 4.5.11.3. Any HVPS material request by an Industrial Organization must meet specific criteria.
- 4.5.11.3.1. If the product is being used in an Aerospace NESHAP applicable hand-wipe process, the Industrial Organization must provide information via email or telephone to 75 CEG/CEIEA Air Quality detailing the exact use and purpose of the solvent.
- 4.5.11.3.2. For an Industrial Organization to receive authorization for use of any HVPS material as a hand-wipe product in an Aerospace NESHAP applicable process, it may only be used as a hand-wipe solvent in exempt processes detailed in 40 CFR 63.744(e). Industrial Organizations will not use any HVPS for hand-wipe cleaning without issuance of an HVPS license from 75 CEG/CEIEA Air Quality.
- 4.5.12. Air Quality Working Group (AQWG) Protocol.
- 4.5.12.1. The purpose of the AQWG is to meet monthly or as needed for continual development and on-going implementation of the Hill AFB Air Quality Compliance Program. This helps assure compliance with applicable rules and regulations for Hill AFB. 75 CEG/CEIEA Air Quality will distribute “read-aheads” including the agenda and if time permits other key information slated to be discussed. The AQWG functions to:
- 4.5.12.1.1. Facilitate consistency in compliance approaches among Hill AFB organizations.
- 4.5.12.1.2. Disseminate regulatory and/or policy information to Hill AFB organizations.
- 4.5.12.1.3. Coordinate air quality compliance data collection for Hill AFB.
- 4.5.12.1.4. Address the concerns, comments, and questions from Hill AFB organizations regarding the Hill AFB Air Quality Compliance Program.

4.5.12.1.5. Inform Hill AFB organizations of the status of on-going air quality compliance activities.

4.5.12.1.6. Minimize duplicative air quality compliance activities within Hill AFB.

4.5.12.1.7. Foster cooperation and working relationships among Hill AFB organizations with air quality management responsibilities.

4.5.12.2. Membership is comprised of the following:

4.5.12.2.1. Chairperson—the Air Quality Program Manager will chair the AQWG by coordinating and conducting the meetings unless delegated to another individual.

4.5.12.2.2. Secretary—designated by 75 CEG/CEIEA Air Quality to distribute agendas, take and distribute minutes of the meetings, and record and track action items.

4.5.12.2.3. 75 CEG/CEIEA Air Quality Personnel—75 CEG/CEIEA Air Quality employees (including contractors).

4.5.12.2.4. Invitees - Those who participate in the AQWG primarily by invitation including Industrial Organization UECs and/or ERs, CEMs and others to possibly include Installation Office of Staff Judge Advocate(s) for environmental matters, Hill AFB Bioenvironmental Engineers, Hill AFB environmental function Hazardous Materials Compliance Program, and Hill AFB environmental function Hazardous Waste Compliance Program.

5. Checking and Corrective Action.

5.1. Environmental Compliance Assessment Management Program (ECAMP). 75 CEG/CEIEA Air Quality and Industrial Organizations will participate and support annual environmental assessments IAW AFI 90-803 and AFI 90-201, as directed by the Inspector General.

5.2. External Regulatory Agency Inspections. 75 CEG/CEIEA Air Quality will coordinate with Industrial Organizations via email and/or phone to schedule inspections by EPA, state, and other external regulatory agencies.

5.3. Industrial Organization Inspections. Each Industrial Organization will inspect each of its active air emission sources IAW the schedule, established in APIMS, but at a frequency of no less than monthly.

5.4. 75 CEG/CEIEA Air Quality Compliance Oversight Inspections.

5.4.1. 75 CEG/CEIEA Air Quality will conduct inspections to provide training and assistance, to promote compliance, and confirm Industrial Organizations are following the procedures as outlined in this instruction and the Industrial Organization instructions.

5.4.2. 75 CEG/CEIEA Air Quality will conduct oversight inspections on each air emission source at a frequency based on risk of non-compliance.

5.4.2.1. The risk will be based upon the applicable requirements and compliance history.

5.4.2.2. 75 CEG/CEIEA Air Quality will maintain inspection requirements in APIMS for each air quality emission unit.

5.4.2.3. Industrial Organizations will use APIMS to manage and record inspections.

5.4.3. 75 CEG/CEIEA Air Quality inspectors will notify the Industrial Organization ER or appropriate UEC to arrange site inspections. 75 CEG/CEIEA Air Quality will ensure appropriate government personnel accompany inspectors on inspections.

5.4.4. During these inspections, 75 CEG/CEIEA Air Quality may visually inspect air emission source processes, equipment and materials (including dispensing, storage, and container and resulting waste disposal); review permit conditions, process related compliance documents (e.g.; corrective actions and deviation reports), records, and checklists; check accuracy of current APIMS data pertaining to the emission source, and interview operations personnel.

5.4.5. In conjunction with the source inspections, 75 CEG/CEIEA Air Quality will also audit the implementation of the Industrial Organizations' air quality compliance OIs. Internal inspection records and reporting processes will be examined and the inspection rates will be monitored.

5.4.6. Industrial Organizations are responsible for cooperating with 75 CEG/CEIEA Air Quality to ensure these oversight inspections are performed as scheduled.

5.5. Data Systems and Recordkeeping.

5.5.1. 75 CEG/CEIEA Air Quality will designate databases, spreadsheets, and other applications that will be used for selected recordkeeping requirements from the Hill AFB TVOP.

5.5.1.1. Industrial Organizations will use these systems as the primary recordkeeping tool for the selected requirements. 75 CEG/CEIEA Air Quality will maintain a list of the recordkeeping requirements and associated applications on its SharePoint site, or equivalent.

5.5.2. 75 CEG/CEIEA Air Quality will provide on-going technical recordkeeping system support for the databases, spreadsheets, and other applications under **Paragraph 5.5.1** above by providing system installation, and maintenance, and training.

5.5.3. Records (electronic and hardcopy) will be recorded by the Industrial Organizations at the frequency required by applicable federal, state, and local requirements.

5.5.4. For electronic records required to demonstrate monthly compliance that cannot be accessed remotely by 75 CEG/CEIEA Air Quality from a 75 CEG/CEIEA Air Quality computer, the Industrial Organizations will submit records for each month electronically to 75 CEG/CEIEA Air Quality NLT the 10th of the following month.

5.5.5. Industrial Organizations will record all source-specific operations, and breakdown/malfunction and monitoring data required for compliance, as identified in this instruction. This responsibility includes ensuring data is input into base wide systems accurately, completely and on schedule.

5.5.6. Industrial Organizations will use the Enterprise Environmental, Safety, and Occupational Health – Management Information System Hazardous Materials Module

(EESOH-MIS HM) to record all hazardous material transactions IAW with AFI 32-7086, Hazardous Materials Management and the Hill AFB Supplement to AFI 32-7086. All Hazardous Materials will also be authorized prior to use IAW these instructions.

5.5.7. 75 CEG/CEIEA Air Quality will manage the APIMS database.

5.5.7.1. Management activities include system implementation, assignment of APIMS process codes, data administration, quality assurance, system updates, checklist and log creation and maintenance, and report generation.

5.5.7.2. 75 CEG/CEIEA Air Quality will coordinate with program managers for systems that interface with APIMS, particularly EESOH-MIS HM and HW, Waste Information Tracking System (WITS), Facility Equipment Maintenance System (FEMS), and the 75 CEG/CEIE Geobase System (Geobase).

5.5.8. APIMS is the data repository for many air quality functions including, sampling and analysis results, process modification approvals, emission source inspections, equipment inventories. APIMS also houses data from other databases which include EESOH-MIS HM, WITS, FEMS and Geobase.

5.5.8.1. Because all of this data is stored in APIMS, more accurate compliance reports such as AEIs are produced using the data housed in APIMS.

5.5.8.2. Industrial Organizations will record inspection data in APIMS and will have read-only access to all other APIMS data unless access is specifically authorized otherwise.

5.5.9. 75 CEG/CEIEA Air Quality will only accept data changes from the ERs, CEMs, UECs, Environmental Managers, and other individuals designated in writing by the ER to 75 CEG/CEIEA Air Quality Program Manager.

5.5.10. 75 CEG/CEIEA Air Quality will coordinate changes to source data with the Industrial Organizations.

5.6. Archiving.

5.6.1. All inspection and compliance monitoring data required by permit or regulation will be archived IAW the permit or regulation, for at least five years under NESHAP and Title V.

5.6.2. Except as provided below, all required data that has not been previously collected by 75 CEG/CEIEA Air Quality and documented on a 75 CEG/CEIEA Air Quality signed chain of custody sheet will be maintained by the originating organization until collected for archival by 75 CEG/CEIEA Air Quality.

5.6.3. Records will be collected for archival in conjunction with the regularly scheduled 75 CEG/CEIEA Air Quality oversight inspection(s) with the exception of data kept in 75 CEG/CEIEA Air Quality approved centralized data systems.

5.6.4. 75 CEG/CEIEA Air Quality is responsible for the implementation and maintenance of the archiving process to track and maintain records.

5.6.5. Industrial Organizations are responsible for providing 75 CEG/CEIEA Air Quality with requested data and/or records in a reasonable and timely manner.

5.7. Deviation Reporting and Corrective Action.

5.7.1. Industrial Organizations shall:

5.7.1.1. Comply with the deviation reporting procedure as outlined in **Paragraph 4.5.5**, Compliance Deviations.

5.7.1.2. Comply and cooperate with efforts to investigate any potential deviation from the TVOP. Cooperation shall include but is not limited to providing details of the issue, provide documents requested by 75 CEG/CEIEA Air Quality in a timely manner, and cooperating in any other fashion that ensures a complete, accurate and timely assessment of the deviation can be completed and reported if necessary.

5.7.1.3. The Industrial Organization will coordinate with 75 CEG/CEIEA Air Quality to identify any mitigating information and corrective action details. If the finding cannot be mitigated, 75 CEG/CEIEA Air Quality will initiate a reportable deviation letter, coordinate it with 75 ABW/JACE and provide it to the UEC/ER or CEM of the affected Industrial Organization for coordination.

5.7.2. The observing party will provide 75 CEG/CEIEA Air Quality with a full description of the potential deviation either directly or through their UEC/ER or CEM.

5.7.3. Findings reportable to 75 CEG/CEIEA Air Quality include potential violations of federal, state, or local laws and regulations including deviations from this instruction, Industrial Organization OIs, and TVOP.

5.8. Report Preparation and Coordination.

5.8.1. Reports affecting multiple organizations will be prepared and coordinated by 75 CEG/CEIEA Air Quality, with the operations data being primarily supplied by the Industrial Organizations. As an exception, AEI reports will not be coordinated with the Industrial Organizations except upon request.

5.8.2. Preparation of reports specific to an individual organization will be that organization's responsibility (e.g. the Chrome NESHAP Report). Industrial Organizations will submit these reports to 75 CEG/CEIEA Air Quality for coordination and submittal to UDAQ and EPA as required.

5.8.3. 75 CEG/CEIEA Air Quality will coordinate AF approval and certification of regulatory reports, and submit them to UDAQ and EPA as required.

5.8.4. Reporting Periods and Suspenses. 75 CEG/CEIEA Air Quality will maintain a list of reports and associated due dates on the Air Quality Website.

5.9. New Source Performance Standards (NSPSs), National Emissions Standards for Hazardous Air Pollutants (NESHAPs) and Title V Compliance Certifications.

5.9.1. For internal use, affected Industrial Organizations will certify the accuracy of compliance status reports and certification reports. The Hill AFB Responsible Official will certify these reports and the certification must be based upon "reasonable inquiry." Continuous certification and reasonable inquiry are dependent upon full implementation of this instruction.

5.9.2. For reports due 60 days or longer after the reporting period, 75 CEG/CEIEA Air Quality will create and provide certification packages to the affected organizations NLT three weeks following the end of the reporting period. The affected organizations will provide their certifications to 75 CEG/CEIEA Air Quality NLT three weeks from receiving the certification package.

5.9.3. For reports due less than 60 days after the reporting period, 75 CEG/CEIEA Air Quality will create and provide certification packages to the affected organizations NLT one and a half weeks following the end of the reporting period. The affected organizations will provide their certifications to 75 CEG/CEIEA Air Quality NLT one and a half weeks from receiving the certification package.

5.9.4. 75 CEG/CEIEA will coordinate with the industrial organization prior to the creation of the certification package to ensure that AF IMT Form 1768, *Staff Summary Sheet*, and other signature blocks are correct.

6. Management Review.

6.1. Regulatory Agency Non-Compliance.

6.1.1. 75 CEG/CEIEA Air Quality must review management action plans and ensure that each open enforcement action (OEA) is resolved on time, according to the schedule defined in the plan.

6.1.2. 75 CEG/CEIEA Air Quality will also review regulatory agency findings, ensure process owners complete corrective actions in a timely manner, and ensure the reporting timelines detailed in the most recent HQ USAF/A7C guidance is followed.

6.1.3. Any Industrial Organization characterized as a process owner of an OEA must cooperate to ensure that corrective action is taken according to schedules and timelines defined in the management plan and HQ USAF/A7C guidance.

6.2. Automated Civil Engineer System-Program Management (ACES-PM). 75 CEG/CEIEA Air Quality will apply ACES-PM, or equivalent system, to manage budget requirements for the Hill AFB Air Quality Compliance Program.

6.3. Environment, Safety, and Occupational Health Councils (ESOHCs).

6.3.1. 75 CEG/CEIEA Air Quality must participate in all appropriate Installation ESOHCs to coordinate on air quality corrective actions requiring cross-functional review, deliberation, and approval.

6.3.2. The council will operate IAW AFI 90-801. Industrial Organizations must comply with the final decision(s) of the ESOHCs for corrective action.

RONALD E. JOLLY, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

40 CFR 60, New Source Performance Standards. (CAA Subchapter I, Section 111, 42 U.S.C. 7411). EPA air emission standards for new, modified and reconstructed stationary sources such as boilers, etc.

40 CFR 63, National Emissions Standards for Hazardous Air Pollutants. (CAA Subchapter I, Section 112, 42 U.S.C. 7412). EPA air emission standards for Hazardous Air Pollutants intended to reduce emissions of these pollutants from stationary sources including boilers, aerospace industry, etc.

AFI 31-204_AFMCSUP_1_HILLAFBSUP_1, *Air Force Motor Vehicle Traffic Supervision*, 31 December 2002

AFI 32-7040, *Air Quality Compliance Resource Management*, 27 August 2007

AFI 32-7086, *Hazardous Materials Management*, 01 November 2004

AFI 32-7086_HILLAFBSUP_1, *Hazardous Materials Management*, 01 December 2006

AFI 33-360, *Publications and Forms Management*, 25 September 2013

AFI 90-201, *The Air Force Inspection System*, 02 August 2013

AFI 90-801, *Environment, Safety, and Occupational Health Councils*, 25 March 2005

AFI 90-803, *Environmental, Safety, and Occupational Health Compliance Assessment and Management Program*, 24 March 2010

AFMAN 33-363, *Management of Records*, 01 March 2008

CAA. (CAA Sections 101 - 618, 42 U.S.C. 7401 - 7671q). The primary EPA statute for controlling air pollution within the United States, its territories, and possessions. The 1990 CAA Amendments (Pub. L. No. 101-549, November 15, 1990) were the most recent and most substantial revision of the CAA.

Title V Operating Permit, comprehensive document containing all applicable regulatory operating conditions for a major stationary source of air pollution.

UAC R307-107, General Requirements. Utah state rule governing unavoidable breakdowns of equipment with the potential to emit pollutants covered by the CAA.

Adopted Forms

AF IMT 1768, *Staff Summary Sheet*, 01 September 1984

AF IMT 847, *Recommendation for Change of Publication*, 01 March 2008

Abbreviations and Acronyms

ACES—PM – Automated Civil Engineer System-Program Management

AEI—Annual Emissions Inventory

AFB—Air Force Base
AFCEC ECOE—Air Force Civil Engineer Center Environmental Center of Excellence
AF IMT—Air Force Information Management Tool
AO—Approval Order
APIMS—Air Program Information Management System
AQWG—Air Quality Working Group
AQUIS—Air Quality Utility Information System
CAA—Clean Air Act
CEM—Complex Environmental Manager
ECARS—Employee-Vehicle Certification and Reporting System
EESOH—MIS HM – Enterprise Environmental, Safety, and Occupational Health – Management Information System Hazardous Materials Module
EESOH—MIS HW – Enterprise Environmental, Safety, and Occupational Health – Management Information System Hazardous Waste Module
EPA—Environmental Protection Agency
ER—Environmental Representative
ESOHC—Environment, Safety, and Occupational Health Council
FEMS—Facility Equipment Maintenance System
HVPS—High Vapor Pressure Solvent
HQ—Headquarters
IAW—in accordance with
I/M—Inspection and Maintenance
MAJCOM—Major Command
NESHAP—National Emission Standards for Hazardous Air Pollutants
NLT—no later than
NOI—Notice of Intent
NSPS—New Source Performance Standards
OEA—Open Enforcement Action
OI—Operating Instruction
OPR—Office of Primary Responsibility
SSMP—Start-up, Shutdown, and Malfunction Plan
TVOP—Title V Operating Permit
UAC—Utah Administrative Code

UDAQ—Utah Division of Air Quality

UEC—Unit Environmental Coordinator

USAF—United States Air Force

UTTR—Utah Test and Training Range

VOC—Volatile Organic Compound

WITS—Waste Information Tracking System

Terms

CEM— Oversees environmental issues within the OO-ALC and serves as complex-level environmental liaison with key installation environmental, safety, and occupational health CEIEA program managers.

ER— Group-level environmental subject matter expert and liaison to 75 CEG/CEIE to include but not limited to air quality, hazardous waste, hazardous materials, and water quality.

HVPS— If the vapor pressure of a material being requested exceeds 45 mmHg at 20 degrees Celsius it meets the classification criteria of an HVPS.

Industrial Organizations— Hill AFB organizations that own, operate, and/or maintain air emission sources.

Shutdown— When a process or piece of equipment is shutdown for removal or any instance whereby a piece of equipment or process malfunctions and/or breaks down, and therefore, the equipment must be shutdown to comply with air quality regulations

Start-up— The first time a piece of equipment or process is powered on for production and operated once installed or modified

UEC.

UEC— Responsible for group-level oversight of day-to-day environmental compliance activities for specific sources, sites, and other pertinent issues.