

**BY ORDER OF THE COMMANDER
HILL AIR FORCE BASE**

**HILL AIR FORCE BASE INSTRUCTION
32-7002**



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Civil Engineering

AIR QUALITY COMPLIANCE

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This publication implements Department of the Air Force Manual 32-7002, *Environmental Compliance and Pollution Prevention*. It defines responsibilities, processes, and procedures necessary for ensuring air quality compliance for Ogden Air Logistics Center, Utah Test and Training Range, 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 Civil Engineer, Installation Management Flight, Environmental Element, 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 using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AF Instruction 33-322, *Records Management and Information Governance Program*, and disposed of IAW Air Force Records Disposition Schedule located in the Air Force Records Information Management System.

SUMMARY OF CHANGES

This version reflects administrative changes to structure and language based on associated environmental AF policy and directives, modifies start-up notification requirements for 75 CEG/CEIEA Air Quality, updates Environmental Inspection Process (EIP) language, adds local requirements for 40 CFR 84 that are applicable on 1 January 2026.

1.	Introduction.....	3
2.	Roles and Responsibilities.....	3
3.	Planning.....	5
4.	Implementation and Operation.....	9
5.	Checking and Corrective Action.....	16
6.	Management Review.....	20
Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION		21

1. Introduction. The Hill AFB Civil Engineer, Installation Management Flight, Environmental Element, Air Quality function, “75 CEG/CEIEA Air Quality,” is the Office of Primary Responsibility for managing Hill AFB to maintain compliance with federal, state, and local air quality regulations, permits, and policies. 75 CEG/CEIEA Air Quality is designed to help ensure that the emission sources on base comply with applicable air quality requirements. Hill AFB has approximately 4,000 air processes which are governed by various air quality rules and regulations including those under the Clean Air Act (CAA), the Utah Administrative Code, and applicable AF policies. 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. Roles and Responsibilities.

2.1. The Hill AFB Civil Engineer, Installation Management Flight, Environmental Element, Air Quality function (75 CEG/CEIEA Air Quality):

2.1.1. Develops, coordinates, maintains, and monitors compliance with Hill AFB air quality policies, procedures, and compliance program, incorporating pollution prevention practices where feasible.

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

2.1.3. Maintains this instruction IAW applicable AF policies and directives governing publications and forms.

2.1.4. Adheres 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. Air Emissions Inventory (AEI) Data Requests (**Paragraph 3.2.**);

2.1.4.3. Permitting Determination (**Paragraph 3.4.**);

2.1.4.4. Permitting Coordination through the Utah Division of Air Quality (UDAQ) (**Paragraph 3.5.**);

2.1.4.5. Permit Development (**Paragraph 3.6.**);

2.1.4.6. Flexibility Notices, Approval Orders (AOs), and Title V Operating Permits (TVOPs) (**Paragraph 3.7.**);

2.1.4.7. Notices to Proceed (**Paragraph 3.8.**);

2.1.4.8. Compliance Planning (**Paragraph 3.9.**);

2.1.4.9. Source Identification (**Paragraph 3.10.**);

2.1.4.10. Removed Sources (**Paragraph 3.11.**);

2.1.4.11. Conformity (**Paragraph 3.12.**);

2.1.4.12. Air Emergency Episode Plan (**Paragraph 3.13.**);

- 2.1.4.13. Additional Communication/Coordination Between 75 CEG/CEIEA Air Quality and the Industrial Organizations (**Paragraph 3.14.**);
 - 2.1.4.14. Training Requirements (**Paragraph 3.15.**);
 - 2.1.4.15. General Guidelines for Implementation and Operation (**Paragraph 4.1.**);
 - 2.1.4.16. Air Emission Inventories (**Paragraph 4.2.**);
 - 2.1.4.17. Operational Site Management (**Paragraph 4.4.**);
 - 2.1.4.18. Environmental Inspection Process (EIP) (**Paragraph 5.1.**);
 - 2.1.4.19. External Regulatory Agency Inspections (**Paragraph 5.2.**);
 - 2.1.4.20. 75 CEG/CEIEA Air Quality Compliance Oversight Inspections (**Paragraph 5.4.**);
 - 2.1.4.21. Data Systems and Recordkeeping (**Paragraph 5.5.**);
 - 2.1.4.22. Archiving (**Paragraph 5.6.**);
 - 2.1.4.23. Deviation Reporting and Corrective Action (**Paragraph 5.7.**);
 - 2.1.4.24. Report Preparation and Coordination (**Paragraph 5.8.**);
 - 2.1.4.25. New Source Performance Standards (NSPS), National Emissions Standards for Hazardous Air Pollutants (NESHAP), and Title V Operating Permit (TVOP) Compliance Certifications (**Paragraph 5.9.**); and,
 - 2.1.4.26. Regulatory Agency Non-Compliance (**Paragraph 6.1.**).
- 2.2. Industrial Organizations:
- 2.2.1. 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. Air Emissions Inventory (AEI) Data Requests (**Paragraph 3.2.**);
 - 2.2.1.2. Permitting Coordination through 75 CEG/CEIEA Air Quality (**Paragraph 3.3.**);
 - 2.2.1.3. Permitting Coordination through the Utah Division of Air Quality (UDAQ) (**Paragraph 3.5.**);
 - 2.2.1.4. Permit Development (**Paragraph 3.6.**);
 - 2.2.1.5. Notices to Proceed (**Paragraph 3.8.**);
 - 2.2.1.6. Compliance Planning (**Paragraph 3.9.**);
 - 2.2.1.7. Source Identification (**Paragraph 3.10.**);
 - 2.2.1.8. Removed Sources (**Paragraph 3.11.**);
 - 2.2.1.9. Air Emergency Episode Plan (**Paragraph 3.13.**);
 - 2.2.1.10. Training Requirements (**Paragraph 3.15.**);
 - 2.2.1.11. Title V Operating Permit (TVOP), Approval Order (AO), and Flexibility Notice (**Paragraph 4.3.**);

- 2.2.1.12. Operational Site Management and Compliance (**Paragraph 4.4.**);
 - 2.2.1.13. Environmental Inspection Process (EIP) (**Paragraph 5.1.**);
 - 2.2.1.14. Industrial Organization Inspections (**Paragraph 5.3.**);
 - 2.2.1.15. 75 CEG/CEIEA Air Quality Compliance Oversight Inspections (**Paragraph 5.4.**);
 - 2.2.1.16. Data Systems and Recordkeeping (**Paragraph 5.5.**);
 - 2.2.1.17. Archiving (**Paragraph 5.6.**);
 - 2.2.1.18. Deviation Reporting and Corrective Action (**Paragraph 5.7.**);
 - 2.2.1.19. Report Preparation and Coordination (**Paragraph 5.8.**);
 - 2.2.1.20. New Source Performance Standards (NSPS), National Emissions Standards for Hazardous Air Pollutants (NESHAP), and Title V Operating Permit (TVOP) Compliance Certifications (**Paragraph 5.9.**); and,
 - 2.2.1.21. Regulatory Agency Non-Compliance (**Paragraph 6.1.**).
- 2.3. Hill AFB Office of Staff Judge Advocate, Environmental function (75 ABW/JACE):
- 2.3.1. Advises 75 CEG/CEIEA Air Quality on air quality matters including promulgated rules and potential deviations.
 - 2.3.2. Makes compliance deviation reporting determinations.
 - 2.3.3. Participates in the Air Quality Working Group (AQWG) as necessary.
 - 2.3.4. Manages the Environmental Inspection Process (EIP) IAW the following paragraphs and their sub-paragraphs:
 - 2.3.4.1. Compliance Deviations (**Paragraph 4.4.4.**);
 - 2.3.4.2. Environmental Inspection Process (EIP) (**Paragraph 5.1.**); and,
 - 2.3.4.3. 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; handles permitting of base-wide air emission units, communicates directly with regulatory agencies to include commenting on proposed rules, etc.; and assists with implementation within the Industrial Organizations.
- 3.2. Air Emissions Inventory (AEI) Data Requests. Air Emissions Inventory (AEI) 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, or other designee including contractors), and will be directed to and responded by authorized Industrial Organization individuals only (i.e. Environmental Representatives [ERs], Unit Environmental Coordinators [UECs], or other designees). Designees will be approved in writing, or as presented at the

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 Air Quality programs.

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

3.4. Permitting Determination. 75 CEG/CEIEA Air Quality will review the information provided by Industrial Organizations via NSS as well as additional types of information including verbal and/or written coordination, assess data completeness, determine whether a Flexibility Notice, Notice of Intent (NOI), or Title V Operating Permit (TVOP) application must be submitted to Utah Division of Air Quality (UDAQ), and notify the Industrial Organization accordingly.

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

3.5.1. 75 CEG/CEIEA Air Quality will prepare required Flexibility Notices, NOIs, and TVOP applications.

3.5.2. 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.

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

3.6. Permit Development.

3.6.1. The 75 CEG/CEIEA Air Quality will provide final copies of each Flexibility Notice to the affected Industrial Organization(s) UEC/ER.

3.6.2. The 75 CEG/CEIEA Air Quality may provide the draft NOI and Engineering Review document to the affected Industrial Organization(s) as needed. Any comments from Industrial Organization on these draft documents must be submitted to 75 CEG/CEIEA Air Quality within two weeks of receipt.

3.6.3. The 75 CEG/CEIEA Air Quality will provide the Intent to Approve to the affected Industrial Organizations.

3.6.4. The 75 CEG/CEIEA Air Quality will coordinate the Hill AFB responses as necessary, 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 IA Environmental Protection Agency (EPA) review period may be required.

3.7. Flexibility Notices, Approval Orders (AOs), and Title V Operating Permits (TVOPs). 75 CEG/CEIEA Air Quality will obtain and maintain the necessary Flexibility Notices and UDAQ issued AOs and TVOPs.

3.8. Notices to Proceed.

3.8.1. Notice to Install.

3.8.1.1. Upon AO issuance or Flexibility Notice submittal, 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. The Notice to Install will be issued via email with the corresponding AO or Flexibility Notice as an attachment if an AO or Flexibility Notice is required.

3.8.1.2. Upon written notice from the Industrial Organization, the 75 CEG/CEIEA Air Quality will notify UDAQ and EPA of start-ups as required.

3.8.1.3. The Industrial Organizations purchase equipment at their own risk prior to issuance of the Notice-to-Install. Industrial Organizations will not construct/install new process/equipment or modify existing process/equipment until receipt of the Notice to Install.

3.8.2. Notice to Operate.

3.8.2.1. Upon receipt of a TVOP modification, issuance of an AO, or submittal of a Flexibility Notice, 75 CEG/CEIEA Air Quality will issue an email stating that the Industrial Organization may operate pending an initial compliance determination.

3.8.2.2. Prior to operation, 75 CEG/CEIEA Air Quality will conduct an initial compliance determination inspection.

3.8.2.3. 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.

3.9. Compliance Planning.

3.9.1. The 75 CEG/CEIEA Air Quality will:

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

3.9.1.2. Provide information necessary for the site book through the approved Hill AFB Air Quality website or equivalent, and/or APIMS.

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

3.9.2. Industrial Organizations will

3.9.2.1. Use the APIMS Refrigerant Module to manage and document inspections as well as other information as specified in [Paragraph 4.4.11.](#), Refrigerant Management.

- 3.9.2.2. Use the APIMS Power Home Module to manage and document usage (e.g., hours of maintenance, emergency use, non-emergency use, etc.) and emission-related maintenance as required by manufacturers and applicable Federal, State and local requirement. This information will be entered into the APIMS Power Home Module by the end of each week to ensure prompt reporting requirements can be met for any deviations.
- 3.10. Source Identification.
- 3.10.1. The 75 CEG/CEIEA Air Quality will create and provide identification tags (i.e. Air Quality Unique Identification System [AQUIS] number or equivalent) to the affected Industrial Organizations.
- 3.10.2. The Industrial Organizations will affix the tags to new or modified process/equipment, or replace missing or damaged tags, where applicable.
- 3.11. Removed Sources. For sources removed from operation, the Industrial Organization must remove the AQUIS 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.
- 3.12. Conformity. 75 CEG/CEIEA Air Quality will perform conformity analysis using the approved AF 332/813 process. Industrial Organizations are responsible for providing 75 CEG/CEIEA Air Quality with requested information required for conformity analysis.
- 3.13. Air Emergency Episode Plan.
- 3.13.1. During an air quality emergency episode, as declared by the Utah Department of Environmental Quality Executive Director with concurrence of the Governor, Industrial Organizations will follow the procedures outlined in the Hill AFB Air Emergency Episode Plan and the Utah Test and Training Range Air Emergency Episode Plan available on the approved Hill AFB Air Quality website.
- 3.13.2. 75 CEG/CEIEA Air Quality will notify affected Industrial Organization UEC/ER of emergency air episodes.
- 3.14. Additional Communication/Coordination Between 75 CEG/CEIEA Air Quality and the Industrial Organizations.
- 3.14.1. The 75 CEG/CEIEA Air Quality (or other designee) will facilitate data collection and information dissemination.
- 3.14.2. The 75 CEG/CEIEA Air Quality will notify the affected Industrial Organization UEC/ER in writing when requesting action.
- 3.14.3. 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, as appropriate.
- 3.15. Training Requirements.
- 3.15.1. The 75 CEG/CEIEA Air Quality will offer training materials for common types of emission units.

3.15.2. 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 as determined by 75 CEG/CEIEA Air Quality will be reviewed by 75 CEG/CEIEA Air Quality.

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

3.15.4. The 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, mobile, portable 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. Air Emissions Inventories (AEIs).

4.2.1. 75 CEG/CEIEA Air Quality will:

4.2.1.1. Complete stationary AEIs annually to meet federal, state, and local reporting requirements as well as support regulatory thresholds comparison of actual emissions.

4.2.1.2. Submit AEIs to regulators as required or upon request.

4.3. Title V Operating Permit (TVOP), Approval Order (AO), and Flexibility Notice. Industrial Organizations must operate air emission equipment in full compliance with permit terms and conditions.

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

4.4.1. Environmental Representatives (ERs).

4.4.1.1. 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.

4.4.2. Unit Environmental Coordinators (UECs).

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

4.4.2.2. Each air emission source must be assigned a UEC by the organization.

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

4.4.3. 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 certification.

4.4.4. Title V Operating Permit (TVOP) and Regulatory Deviations.

4.4.4.1. Potential violations, of the TVOP or other applicable regulations, 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 issued by regulatory agencies. Penalty/fine management is governed under applicable AF policies and directives.

4.4.4.2. 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, with corrective actions initiated and documented IAW permit requirements.

4.4.4.3. 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, 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 provide training. When the required training is beyond their expertise or capability, they shall provide training resources to ensure the required training is accomplished.

4.4.4.4. Determination of the necessity to report a deviation will ultimately be made by 75 ABW/JACE and will be documented on the approved Hill AFB Air Quality website, or equivalent.

4.4.4.5. As a matter of routine and as a part of their work process, all operators, supervisors, UECs, ERs and oversight inspectors should immediately correct any air quality deficiencies. In the event a deficiency could constitute a deviation from the TVOP, the issue must be reported to 75 CEG/CEIEA within one business day of discovery.

4.4.4.5.1. 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.

4.4.4.5.2. 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.

4.4.4.5.3. 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.

4.4.4.6. To prevent recurrence of any violation, additional training is always an appropriate response. Industrial Organizations should document what corrective action training was provided, to whom, and on what date. 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).

4.4.4.7. 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. Records should be completed during the operational shift. However, they may be corrected up to 14 days after the event. Any record entered or corrected after 14 days is a self-reportable deviation. 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.

4.4.5. Site Books.

4.4.5.1. 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:

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

4.4.5.1.2. 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 Flexibility Notice.

4.4.5.2. 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 approved Hill AFB Air Quality website.

4.4.5.3. Inspection Checklists and Logs.

4.4.5.3.1. 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, 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.

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

4.4.5.4. 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 and logs on the approved Hill AFB Air Quality Website. Compliance checklists are assigned in APIMS and are obtained from there for inclusion in the site book. Changes made by 75 CEG/CEIEA Air Quality to templates shall be promptly distributed to all affected parties.

4.4.6. Equipment Maintenance. Compliance often involves equipment maintenance. Follow your organizational procedures and AFI 33-332 for documenting maintenance.

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

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

4.4.7.2. 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.

4.4.7.3. 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.

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

4.4.7.5. The 75 CEG/CEIEA Air Quality will review start-up, malfunction, breakdown, and shutdown information provided by the Industrial Organizations and submit any required notifications.

4.4.7.6. Industrial Organizations are responsible for documenting all maintenance activity conducted on any permitted equipment. Maintenance records and documentation will be retained for a period of no less than five years.

4.4.8. Air Emissions Monitoring.

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

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

4.4.8.3. 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 or Method 22 observations/determinations.

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

4.4.8.4.1. Visible Emission Observer training will be funded by the owning organization for its own personnel.

4.4.9. Volatile Organic Compound (VOC) Emission Minimization.

4.4.9.1. 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.

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

4.4.9.3. 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.

4.4.9.3.1. 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.

4.4.9.3.2. 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 (e.g. 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.

4.4.9.4. Operators, supervisors, and any other affected personnel shall ensure VOC-containing materials containers (e.g. containers containing paint, solvent, waste, etc.) are closed or apply a 75 CEG/CEIEA Air Quality-approved control at all times except when removing or adding materials (e.g. paints, solvents, waste, etc.) to the container or in the event of adding or removing items (e.g. paint guns, parts, brushes, etc.) to the container.

4.4.9.4.1. 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 4.4.4.](#), Compliance Deviations.

4.4.9.4.2. A container is considered empty if it meets the definition in 40 CFR 63.921 and is no longer subject to VOC control measures.

4.4.10. High Vapor Pressure Solvent (HVPS) Procedures.

4.4.10.1. All HVPS must be procured IAW applicable AF and installation-level policies and directives.

4.4.10.2. If the vapor pressure of a material being requested exceeds 45 millimeters of mercury (mm Hg) at 20 degrees Celsius it meets the classification criteria of an HVPS.

4.4.10.3. Any HVPS material request by an Industrial Organization must meet specific criteria.

4.4.10.3.1. If the product is being used in a 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.

4.4.10.3.2. For an Industrial Organization to receive authorization for use of any HVPS material as a hand-wipe product in an Aerospace National Emissions Standards for Hazardous Air Pollutants (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.

4.4.11. Refrigerant Management.

4.4.11.1. Equipment and Service Records.

4.4.11.1.1. All stationary refrigerant-containing appliances with a full charge of 15 pounds or more containing a regulated substance or substitute for a regulated substance as defined in 40 CFR 84 unless exempted under 40 CFR 84.106(a)(3) or 50 pounds or more of any class I or class II refrigerant or blend containing a class I or class II refrigerant as defined in 40 CFR 82 will be entered into APIMS. In addition, all maintenance actions required to be performed by appropriately certified personnel, on this equipment will be loaded into APIMS.

4.4.11.1.2. Industrial Organizations are responsible for ensuring the accuracy and completeness of the stationary refrigerant-containing equipment inventory and service records in APIMS. Industrial Organizations will document all regulatory driven maintenance events performed on stationary refrigerant-containing equipment in APIMS (e.g. moth-ball date, leak repair actions, leak test, follow-up leak tests, etc.) in sufficient time to ensure recordkeeping and reporting requirements of 40 CFR 82 and 84 are met and IAW applicable AF policies and directives.

4.4.11.1.3. Industrial Organizations will notify 75 CEG/CEIEA Air Quality immediately of any regulated leak repair that cannot be performed immediately or moth-balled prior to 30 days of leak discovery that will require a refrigerant-containing equipment to be allowed to operate while leaking.

4.4.11.1.4. Industrial Organizations will submit a NSS to 75 CEG/CEIEA Air Quality for any new or modified stationary refrigerant-containing equipment as defined in 4.4.11.1.1.

4.4.11.1.5. The 75 CEG/CEIEA Air Quality will review the NSSs and upload the associated equipment into APIMS.

4.4.11.1.6. Industrial Organizations will maintain a log of all stationary refrigerant-containing equipment (e.g. drinking fountains, refrigerators, etc.) with a refrigerant capacity of less than the thresholds in [paragraph 4.4.11.1.1.](#), being sent for disposal demonstrating date refrigerant was removed or that the unit was empty.

4.4.11.2. Certifications.

4.4.11.2.1. Industrial Organizations will ensure that all refrigerant recovery/servicing equipment meets appropriate standards and has appropriate certification from the manufacturer (e.g. Underwriter's Laboratory certification label attached to equipment).

4.4.11.2.2. Industrial Organizations will ensure that all technicians servicing refrigerant containing appliances are certified appropriately and will maintain copies of all technician certifications and enter certification information into APIMS. 75 CEG/CEIEA Air Quality will inspect technician documents to ensure compliance with air quality requirements.

4.4.12. Air Quality Working Group (AQWG) Protocol.

4.4.12.1. 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:

4.4.12.1.1. Facilitate consistency in compliance approaches among Hill AFB organizations.

4.4.12.1.2. Disseminate regulatory and/or policy information to Hill AFB organizations.

4.4.12.1.3. Coordinate air quality compliance data collection for Hill AFB.

4.4.12.1.4. Address the concerns, comments, and questions from Hill AFB organizations regarding the Hill AFB Air Quality Compliance Program.

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

4.4.12.1.6. Seek to minimize duplicative air quality compliance activities within Hill AFB.

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

4.4.12.2. Membership is comprised of the following:

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

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

4.4.12.2.3. 75 CEG/CEIEA Air Quality Personnel—75 CEG/CEIEA Air Quality employees (including contractors).

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

5. Checking and Corrective Action.

5.1. Environmental Inspection Process (EIP). 75 CEG/CEIEA Air Quality and Industrial Organizations will participate in internal and external environmental assessments, and support methods for corrective and preventive actions, as directed by the Inspector General and IAW applicable Department of Defense, AF and installation policies, directives, and procedures. This includes but is not limited to the EIP and Commanders Inspection Program, Installation Wing Inspection Team, Base Operation Support, and other applicable environmental inspections programs.

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

5.4.2. The 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. The 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. The 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. 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. The 75 CEG/CEIEA Air Quality will designate databases and in some cases maintain 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 TVOP recordkeeping tool for the selected requirements.
- 5.5.2. The 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, 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 (EESOH-MIS) or other appropriate approved AF hazardous materials data management system, to record all hazardous materials transactions IAW with applicable AF and installation level policies and directives. Industrial Organizations will not purchase or use, as applicable, hazardous materials until approved through the authorization process by 75 CEG/CEIEA Air Quality.
- 5.5.7. The 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, checklist and log creation and maintenance, and report generation.
- 5.5.7.2. The 75 CEG/CEIEA Air Quality will coordinate with program managers for systems that interface with APIMS, particularly EESOH-MIS, Facilities and Equipment Maintenance System (FEMS), and the Air Force geo-spatial system.
- 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, FEMS.
- 5.5.8.1. 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. The 75 CEG/CEIEA Air Quality will only accept data changes from the ERs, UECs, Environmental Managers, and other individuals designated in writing by the ER to 75 CEG/CEIEA Air Quality Program Manager.
- 5.5.10. The 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.
- 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 and IAW applicable AF records management policies and directives.
- 5.6.4. The 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 4.4.4.](#), 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 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 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.
- 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 and TVOP.
- 5.8. Report Preparation and Coordination.
- 5.8.1. Reports and Plans 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 and plans specific to an individual organization will be that organization's responsibility (e.g. the Chrome NESHAP Report, Chrome Operation and Maintenance Plan). Industrial Organizations will submit these reports and plans to 75 CEG/CEIEA Air Quality for coordination and submittal to UDAQ and EPA as required and storage in an approved file plan IAW applicable AF records management policies and directives.
- 5.8.3. The 75 CEG/CEIEA Air Quality will coordinate AF approval and certification of regulatory reports, plans, AOs and NOIs, 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 approved Hill AFB Air Quality website.
- 5.9. New Source Performance Standards, National Emissions Standards for Hazardous Air Pollutants, and Title V Operating Permit 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. The 75 CEG/CEIEA Air Quality will coordinate with the Industrial Organization prior to the creation of the certification package to ensure that coordination and signature blocks are correct.

6. Management Review.

6.1. Regulatory Agency Non-Compliance.

6.1.1. The 75 CEG/CEIEA Air Quality will review regulatory agency findings, ensure process owners complete corrective actions in a timely manner, and ensure the reporting timelines detailed in the most recent Headquarters, USAF, Deputy Chief of Staff of Logistics, Engineering and Force Protection – Directorate of Civil Engineers (HQ USAF/A4C) guidance is followed.

6.1.2. Any Industrial Organization characterized as a process owner of an open Enforcement Action or Other Notice of Noncompliance must cooperate to ensure that corrective action is taken according to schedules and timelines defined in the management plan and HQ USAF/A4C guidance.

DANIEL L. CORNELIUS, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

40 CFR 60, *Standards of Performance for New Stationary Sources*. (CAA Section 111, 42 United States Code 7411). EPA air emission standards for new, modified and reconstructed stationary sources such as boilers and emergency generators.

40 CFR 63, *National Emissions Standards for Hazardous Air Pollutants for Source Categories*. (CAA Section 112, 42 United States Code 7412). EPA air emission standards for Hazardous Air Pollutants intended to reduce emissions of these pollutants from stationary sources including boilers, aerospace industry, stationary engines, and chrome electroplating.

40 CFR 82, *Protection of Stratospheric Ozone*. (CAA Subchapter C, 42 United States Code 7414, 7601, 7671- 7671q). EPA rules governing ozone-depleting substances and/or refrigerants.

40 CFR 84, *Phasedown of Hydrofluorocarbons*. (Pub. L. 116-260, Division S, Sec. 103). EPA rules governing Phasedown of Hydrofluorocarbons.

AF Instruction 33-322, *Records Management and Information Governance Program*, 28 July 2021.

Department of AF Manual 32-7002, *Environmental Compliance and Pollution Prevention*, 13 June 2025.

Clean Air Act (CAA). (CAA Sections 101 - 618, 42 United States Code 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 (TVOP). *Comprehensive document containing all applicable regulatory operating conditions for a major stationary source of air pollution*.

Utah Administrative Code, Title R307. *Utah state rules governing air quality matters*.

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*, 15 April 2022

Abbreviations and Acronyms

AEI—Air Emissions Inventory

AF—Air Force

AFB—Air Force Base

AO—Approval Order

APIMS—Air Program Information Management System

AQWG—Air Quality Working Group

AQUIS—Air Quality Unique Identification System

CAA—Clean Air Act

CFR—Code of Federal Regulations

EA—Enforcement Action

EESOH-MIS—Enterprise Environmental, Safety, and Occupational Health – Management Information System

EIP—Environmental Inspection Process

EPA—Environmental Protection Agency

ER—Environmental Representative

FEMS—Facilities and Equipment Maintenance System

HVPS—High Vapor Pressure Solvent

IAW—in accordance with

NESHAP—National Emission Standards for Hazardous Air Pollutants

NLT—no later than

NOI—Notice of Intent

NSPS—New Source Performance Standards

NSS—New Source Sheet

TVOP—Title V Operating Permit

UDAQ—Utah Division of Air Quality

UEC—Unit Environmental Coordinator

USAF—United States Air Force

VOC—Volatile Organic Compound

Terms

ER—Group-level environmental subject matter expert and liaison to 75 CEG/CEIE Environmental Quality 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.

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