

Instructions: Solvent Usage Operation Form

Introduction

Use the following instructions to help guide you through the *Solvent Usage Operation Form*.

Who should use this form?

This form should be submitted with new permit applications and applications to modify or alter existing sources.

Facility Information

- **Air District Facility ID** – The facility ID number is available on any permit or invoice issued by the Air District. This can be found in the upper right of the permit or the invoice.
 - If this application is for a new facility (not currently permitted by the Air District), you must also submit a **Facility Creation Form** and **Facility Contacts Form**.
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General Device Information

- **Air District Device ID** – For existing facilities, the device ID number can be found on the Permit to Operate to the left of the device name (for example: **S1** Solvent Usage Operation).
 - **Device/Operation Name** – This is the name you associate with this operation.
 - **Initial/Proposed Date of Operation:**
 - For new construction, enter the date that you propose will be the initial date of operation.
 - For a modification of an existing permitted operation, enter the date that you propose the changes to occur.
 - For an existing operation that is not currently permitted by the Air District, enter the date for which the facility initially operated.
 - **Device/Operation Description** – This is your description of the device or operation. This field can be used to distinguish it from other similar devices (e.g. ID numbers, location, make, model, etc.)
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Solvent Usage

If this operation uses more than four types of solvent materials, submit the additional information on a separate sheet of paper. See Table A for a list of solvent material codes.

Solvent Usage Operation Type

Submit one form for each operation requiring a Permit to Operate. Select the type of operation under section 6 and then fill out only the associated section below. Solvent Usage Operations are broken up into four types:

- Wipe Cleaning Operation** – A method of cleaning which utilizes a material such as a rag wetted with a solvent, coupled with a physical rubbing process to remove contaminants from surfaces
 - Degreaser / Cold Cleaner Operation** – Any non-boiling solvent degreaser (such as spray sinks, spray booths, etc.)
 - Degreaser / Vapor Solvent Cleaner Operation** – Any batch loaded, boiling solvent degreaser
 - Other Solvent Usage Operation**
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Submission Information

All applications can be submitted through our Online Permitting System, by e-mail, or by mail:

- Online Permitting System: <https://www.baaqmd.gov/onlinepermitting>
 - E-mail: permits@baaqmd.gov
 - Mail: Bay Area Air District, Engineering Division, 375 Beale Street, Suite 600, San Francisco, CA 94105
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Still need help?

Contact the Engineering Division: (415) 749-4990 | permits@baaqmd.gov

SOLVENT USAGE OPERATION FORM



Use one form for each operation requiring a Permit to Operate.
All fields are required unless otherwise noted. Please type or print.

1. Facility Information

Facility Name	Air District Facility ID (Existing facilities only)
Facility Address (Street address and city)	

2. General Device Information

Air District Device ID (If applicable)	
Device/Operation Name	Initial/Proposed Date of Operation
Device/Operation Description	

3. Operating Schedule – Select “Continuous” or specify specific schedule in the 4 columns

Continuous <input type="checkbox"/>	Maximum hours/day	Typical hours/day	Days/week	Weeks/year

4. Emission Train Information

With regard to emission flow, what abatement devices and/or emission points are *immediately* downstream of this source?

Abatement Devices: A- _____ A- _____ A- _____ Emission Points: P- _____ P- _____ P- _____

➤ Complete an Abatement Device Form and/or Emission Point Form for each connection.

5. Solvent Usage

Fill out information on the solvents used in this operation:

- Submit a copy of the safety data sheet (SDS) for each material identified below.
- If more than 4 solvents are used, submit the additional information on a separate sheet of paper.
- See Table A for a list of solvent material codes.

Most Used Solvent

Material Name	Material Code	Maximum Annual Usage
		gal
VOC Content	Solvent Density	Solvent Volume Percentage
lbs/gal	lbs/gal	%

2nd Most Used Solvent

Material Name	Material Code	Maximum Annual Usage
		gal
VOC Content	Solvent Density	Solvent Volume Percentage
lbs/gal	lbs/gal	%

3rd Most Used Solvent

Material Name	Material Code	Maximum Annual Usage
		gal
VOC Content	Solvent Density	Solvent Volume Percentage
lbs/gal	lbs/gal	%

SOLVENT USAGE OPERATION FORM



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Part C – Degreaser / Vapor Solvent Cleaner Operation

Select one type of Degreaser / Vapor Solvent Cleaner operation and answer the question below that type:

This solvent cleaning operation uses a conveyORIZED solvent cleaner.

1. Which of the following emission controls do you plan to use? To receive a permit, you must select one as required per Regulation 8-16-302 (check all that apply).

- | | |
|--|--|
| <input type="checkbox"/> Freeboard ratio greater than or equal to 0.75 | <input type="checkbox"/> A compliant freeboard chiller |
| <input type="checkbox"/> An approved emission control device with 90% or greater control efficiency on a mass basis (<u>submit Abatement Form for this device</u>) | <input type="checkbox"/> Compounds with low volatility |

This solvent cleaning operation DOES NOT use a conveyORIZED solvent cleaner.

1. Which of the following emission controls do you plan to use? To receive a permit, you must select one as required per Regulation 8-16-301 (check all that apply).

- | | |
|--|--|
| <input type="checkbox"/> Freeboard ratio greater than or equal to 0.75 | <input type="checkbox"/> A compliant freeboard chiller |
| <input type="checkbox"/> Airless or airtight solvent cleaner | <input type="checkbox"/> Enclosed solvent cleaner |
| <input type="checkbox"/> An approved emission control device with 90% or greater control efficiency on a mass basis (<u>submit Abatement Form for this device</u>) | |

Part D – Other Solvent Usage Operations

Please describe the solvent usage operation at your facility:

7. Certification/Signature of person responsible for the information on this form

I hereby certify that I am authorized to complete this form and that all information contained herein is true and correct.

Name	Title	
Signature	Date	Phone (xxx-xxx-xxxx)

Table A. Solvent Material Codes

CODE	MATERIAL NAME	CODE	MATERIAL NAME	CODE	MATERIAL NAME
565	1,1,1-trichloroethane	96	Diacetone alcohol	739	Hydrofluoroether
294	1,1,1-trichloroethane (with dioxane)	370	Dichloroethylene, sym-	822	Inorganic liquid - other/not specified
781	1,1,2,2-tetrachloroethane	671	Dichlorofluoroethane	700	Isobutyl isobutyrate
385	1,2,4-trimethylbenzene	740	Dichloropentafluoropropane	686	Isopar H
335	Acetaldehyde	661	Diethylene glycol	157	Isopropyl alcohol
454	Acetic acid	578	Diethylene glycol monobutyl ether	159	Kerosene
455	Acetone	99	Dimethyl formamide	178	Methyl acetate
456	Acetonitrile	328	Dipentene	179	Methyl alcohol
457	Acetylene	804	Dipropylene glycol monomethyl ether	169	Methyl ethyl ketone (MEK)
334	Amyl acetate	664	Ethanolamine	170	Methyl isobutyl ketone (MIBK)
582	Anisole	104	Ethyl acetate	729	Methyl n-amyl ketone
40	Benzaldehyde	105	Ethyl alcohol	725	Methyl propyl ketone
48	Butyl acetate	332	Ethyl isoamyl ketone	396	Methylene chloride
49	Butyl alcohol	688	Ethyl lactate	184	Mineral spirits
522	Butyl cellosolve	333	Ethylbenzene	188	Naphtha
587	Butyrolactone	561	Ethylene glycol	630	Nitromethane
576	Carbitol acetate	602	Ethylene glycol monobutyl ether acetate	547	n-methyl-2-pyrrolidone
60	Carbon tetrachloride	558	Freon - mixture with freon	312	n-methylpyrrolidine
62	Cellosolve	530	Glycol ether - other/not specified	313	n-propyl alcohol
63	Cellosolve acetate	147	Heptane	746	N-propyl Bromide
390	Chloroform	744	Hexamethyldisiloxane	201	Organic liquid - other/not specified
91	Cyclohexane	148	Hexane	734	p-chlorobenzotrifluoride
491	Cyclohexanone	663	Hexylene glycol	209	Pentane
747	Decafluoropentane	318	Hydrocarbon - mixture, other/not specified	210	Perchloroethylene
214	Phenol	790	Solvent thinner, misc	295	Trichloroethylene
799	Propylene Carbonate	401	Stoddard solvent	480	Trichlorotrifluoroethane
579	Propylene glycol monomethyl ether	548	Tetrahydrofuran	324	Turpentine
601	Propylene glycol monomethyl ether acetate	726	Tetramethylammonium hydroxide	307	Xylene
690	Propylene glycol, 1,2-	293	Toluene		