Mail to: **RACT/BACT/LAER CLEARINGHOUSE**
RBLC (MD-E143-03)
USEPA
RTP, NC 27711

RACT/BACT/LAER CLEARINGHOUSE
DATA INPUT FORM (Revised 9/20/04)

Date Submitted _____

Corporate/Company Name: _____

Facility Name: _____

Facility Location: County: _____ State: _____ Facility Zip Code: _____ [*XXXXX-XXXX format*]

Facility Contact Information:

Facility Contact Name: _____

Telephone Number: _____

E-Mail Address: _____

Permit Type: The Source is a: (*circle one*)

A New/Greenfield Facility
B Adding new process to an existing facility
C Modifing an existing process at an existing facility
D Both B & C

Permit Number: _____

Federal Registry System (FRS) Number: _____

SIC Code: _____

NAICS Code: _____

Scheduling Information: Date (*circle one*)

Application Accepted: ___/___/___ Estimated/Actual

Final Permit Issued: ___/___/___ Estimated/Actual

Permitting Agency _____ (System automatically fills in primary contact information.)

Other Agency Contact Information: _____

Affected Boundary (Class 1 or International Border) Areas within 250km of source:

Affected Boundary Area Name	Distance to Boundary Area (km)	Affected Boundary Area Name	Distance to Boundary Area (km)

Facility Name: _____ Permit Number: _____

FACILITY-WIDE INFORMATION

Facility-Wide Emissions (+) Increase or (-) Decrease Information (rate after control)**:**

Pollutant:	Emissions (T/YR):	Pollutant:	Emissions (T/YR):	Pollutant:	Emissions (T/YR):

Facility Description:

Other Permitting Information: (Is there any other information, considerations, or special permitting factors that would be helpful for readers to know?)

Facility Name: _____ Permit Number: _____

Process Information

(PLEASE NOTE: If the pollutant on the page is for the same process, only a distinctive Process Name in required.)

Process Name/Description: _____

RBLC Process Code: _____ Throughput Capacity/Size: _____

Primary Fuel: _____ Process Notes : _____

(*Process Notes continued*) _____

Pollutant Information

Pollutant Name: _____

Case-by-Case Basis (*circle one*):

- RACT
- BACT-PSD
- LAER
- BART
- MACT
- Other Case-by-Case
- Not Applicable

Other Applicable Requirements: (*select all that apply*)

- NSPS
- NESHAP
- MACT
- SIP
- Operating Permit
- Other
- Not Applicable

Pollution Reduction Method Description:

- ❑ Pollution Prevention (P2)
- ❑ Add-on Control Device
- ❑ Both P2 and Add-on
- ❑ No Controls Feasible

Pollution Prevention/Add-on Control Equipment Description: _____

_____

_____

Compliance Verified? Yes Unknown

Did factors, other than air pollution technology considerations, influence the BACT technology decision? (*circle one*)	(Yes) (No) (Unknown)

Overall % Efficiency of Control/ Prevention System: _____

Emission Limits:

	Numeric Limit	Units	Avg. Time/Condition
Emission Limit 1:			
Emission Limit 2:			
Standard Emission Limit:			

Pollutant/Compliance Notes: _____

_____

_____

Pollution Control Cost Info:

Costs verified by Agency? Yes No

$ _____ dollars.

Costs are in _____ (year)

Cost Effectiveness ($/T of poll. removed): _____

Incremental Cost Effectiveness ($/T of poll. removed): _____

TABLE 5.5-1
NAMES AND CHARACTERISTICS OF RBLC DATA FIELDS

FIELD NAME	REQUIRED, RECOMMENDED, OR NOT REQUIRED	USED FOR SEARCHES	NOTES
Chapter 5 FACILITY LEVEL INFORMATION			
RBLC ID	Assigned Automatically	Y	Assigned by the system. Unique to each determination.
Corporate/Company Name	Required	Y	Name of the parent corporation, if applicable.
Facility Name	Required	Y	Name of the facility.
Facility Description	Recommended	N	Description of facility operations.
Facility County	Required	Y	
Facility Zip Code	Required	N	Not required for new green field construction. Zip codes can be found at: http://www.usps.gov/ncsc/lookups/lookups.htm
Facility Location - State	Required	Y	Assigned by the system.
EPA Region	Required	Y	Assigned by the system.
Facility Contact Name	Recommended	N	
Facility Contact Phone	Recommended	N	
Facility Contact E-mail	Recommended	N	
Agency Contact	Required	Y	Depending on the security authorization of the editor, either automatically assigned by the system or chosen from a drop down list. The permitting agency's name/code can be use for searches.

FIELD NAME	REQUIRED, RECOMMENDED, OR NOT REQUIRED	USED FOR SEARCHES	NOTES
Other Agency Contact Info	Not required	N	
Permit Number	Required	Y	
Permit Type (e.g., New/Modified)	Recommended	N	
Permit Date	Recommended	Y	Must be actual date in order for the determination to be promoted to the Final data base.
Application Accepted Date	Recommended	N	
SIC Code	Recommended	Y	Drop down list; complete list on CHIEF web site. The U.S Census Bureau maintains a Web site which cross references SIC codes with **the North American Industry Classification System (NAICS) of industrial codes:** http://www.census.gov/epcd/www/naics.html.
NAICS Code	Recommended	N	Complete list on CHIEF web site.
Facility Registry System Code (FRS)	Recommended	N	The Federal Registry System is a centrally managed database that identifies facilities, sites, or places subject to environmental regulations or of environmental interest. This site is the companion to the FRS integrated searches in Envirofacts, a single point of access to select U.S. EPA environmental data. FRS codes can be found at: http://oaspub.epa.gov/enviro/search$.startup
Other Permitting Info.	Recommended	N	Specifics of permit determination can be included here.

FIELD NAME	REQUIRED, RECOMMENDED, OR NOT REQUIRED	USED FOR SEARCHES	NOTES
Facility-wide Emissions Change	Recommended	Y	
Class 1/ U.S. Border Areas Name	Recommended	Y	
Distance to Class I / U.S. Border Area	Recommended	Y	
PROCESS LEVEL INFORMATION			
Process Name	Required	Y	
Process Type Code	Required	Y	Includes process type code, selected from a drop-down list. Also listed in Appendix D of this User's Manual.
Primary Fuel	Recommended	N	For combustion units only.
Throughput and Units	Recommended	N	If this information is CBI, it should **not** be entered.
Process Notes	Recommended	N	
POLLUTANT LEVEL INFORMATION			
Pollutant Name and CAS Number	Required	Y	Select pollutant name and CAS number from the drop-down list.
Control Method Code	Recommended	Y	
Control Method Description	Recommended	Y	A control method description is not required when there are no controls (control method code = N)
Did factors, other than air pollution technology considerations, influence the BACT (technology) decision?	Recommended	N	Answer based on whether factors other than technology considerations (e.g., increment violations) were involved in the BACT decision.

FIELD NAME	REQUIRED, RECOMMENDED, OR NOT REQUIRED	USED FOR SEARCHES	NOTES
Estimated Efficiency %	Recommended	Y	See note on “Emission Limit 1" emission limits below.
Compliance Verified?	Recommended	N	
Emission Limit 1	Recommended (see Notes)	N	An emission limit is required during the QA step for every pollutant entry except as follows: 1) If no control is used, (control method code = N); 2) If P2 is used (control method code = P) and either the estimated % efficiency is provided or a material or operational criteria is specified in Control Method Description or Pollutant/Compliance Notes.
Emission Limit 1 Unit of Measure	Recommended	N	An emission unit is required if a limit has been entered.
Emission Limit 1 Average Time/Conditions	Recommended	N	Conditions that apply to the limit, such as operating conditions, or averaging period.
Emission Limit 2	Recommended	N	Applies only if the permit specifies an alternate of additional emission limit.
Emission Limit 2 Unit of Measure	Recommended	N	An emission unit is required if a limit has been entered.
Emission Limit 2 Average Time/Conditions	Recommended	N	Conditions that apply to the limit, such as operating conditions, or averaging period.

FIELD NAME	REQUIRED, RECOMMENDED, OR NOT REQUIRED	USED FOR SEARCHES	NOTES
Standardized Emission Limit	Recommended (see Notes)	Y	A standardized emission limit is required during QA review for the pollutants listed under the process type codes in Appendix E, *RBLC Standard Emission Units by Process Type Code*. If the process type and pollutant are not listed in Appendix E, an emission limit is not required. For all processes, the emission limit for visible emissions (VE as percent opacity) should be listed in the standardized emission limit field.
Standardized Emission Limit Unit of Measure	Recommended	Y	An emission unit is required if a limit has been entered.
Standardized Emission Limit Average Time/Conditions	Recommended	N	Conditions that apply to the limit, such as operating conditions, or averaging period.
Case-by-Case Basis	Recommended	Y	The regulatory basis for pollutant limits (select one)
Other Applicable Requirements	Recommended	Y	More than one Applicable Requirement can be selected.
Dollar Value Year Used	Recommended	N	If this information is CBI, it should **not** be entered.
Costs Verified (by Agency)	Recommended	N	
Cost Effectiveness	Recommended	N	In dollars per ton.

FIELD NAME	REQUIRED, RECOMMENDED, OR NOT REQUIRED	USED FOR SEARCHES	NOTES
Incremental Cost Effectiveness	Recommended	N	
Pollutant Notes	Recommended	N	

QA/QC Checklist for Data Entry and Editing

For the Entire Determination

- Keep in mind the general goals of a QA review: insuring entry completeness, and accuracy in data entry, coding, naming, and reasonableness.
- Throughout the determination entry, check for typographical errors and misspellings, even in the notes fields. Make sure that the notes are concise, well worded, and informative.
- Check for accuracy in data entry.
- Check all required and recommended data fields. Use Table 4-1 and Appendix A to identify those fields.

Facility Level Input Form

1) Are name, address and location data reasonable and correct?

2) Check NAICS and SIC codes. If you were looking for information about this type of facility, would you search using the code that has been assigned?

3) Is the permit issued date an actual or estimated date? Is the permit issued date after the application received date?

Process Level Input Form

4) Are all of the processes covered by the determination included in the entry? Are the processes defined so that pollutants, controls and limits can be entered in an understandable way for each one?

5) Check the process name. Does it use the standard naming approach for processes described in the data entry instructions in Appendix A, *RBLC Data Submittal Form and Instructions* (e.g., turbine, single cycle, natural gas)?

Figure 4-1: QA/QC Checklist

6) Check the process code. If you were looking for this process, would you search using the code that you assigned?

7) Check the units for throughput. Use Appendix D to check units abbreviations.

8) If throughput is not in terms of fuel, is information provided about the throughput material in the notes?

9) Are all of the pollutants included for each process? In many cases, the permit addresses only one or a few of the pollutants that can be expected to be emitted from a process. If there are pollutants that are not included in the determination for a process, include an explanation in the process notes.

Pollutant Level Input Form

10) Is the Control Method Code properly assigned? Remember that a device added to a process that reduces emissions during the process (e.g., low-NO_x burners) should be defined as pollution prevention, not as an add-on. Pollution prevention encompasses recycling, materials changes and reformulation, and pollution reduction technology that is integral to the process.

11) If the Control Method Code is add-on, pollution prevention or both (add-on *and* pollution prevention), there must be a description of the control method in the text field.

12) Check the descriptors for add-on control devices and pollution prevention methods. Use the names and abbreviations in Appendix D, *RBLC Process, Unit, and Pollutant Abbreviations* to insure that consistent terms are used throughout the data base.

13) Has compliance information been entered?

14) Have emission limits been entered? Limits can be entered as either emissions or as a control's percent efficiency. If the only limit is the percent efficiency, the efficiency should be entered in the field for emission limit 1 and in the percent efficiency field.

15) Are pollutant emission limits and percent efficiency levels reasonable?

Figure 4-1: QA/QC Checklist (continued)

16) Check units for emission limits 1 and 2. Use Appendix D to check abbreviations for emission units.

17) Emission limits for visible emissions (VE) should be expressed as percent opacity (% opacity). VE emission limits for all processes should be entered in the standardized emission limit field.

18) Check the processes in the determination against the list of processes included in Appendix E, *RBLC Standard Emission Units by Process Type Code*. If a process matches any of those on that list, there should be a standardized emission limit entered for the pollutants listed for that process.

Figure 4-1: QA/QC Checklist (continued)