



**FACILITY IDENTIFICATION FORM  
ALABAMA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT  
AIR DIVISION**

**INSTRUCTIONS FOR COMPLETION OF  
FACILITY IDENTIFICATION FORM  
ADEM FORM 103**

This form is to be completed in duplicate for each facility operated by your firm or institution in the State of Alabama. If permit application forms are not received at every facility of a firm or institution which has more than one facility, it is still the responsibility of the owner or operator to secure application forms and submit them.

- Items 1-2: Self-explanatory
- Item 3: The RO is defined in ADEM Admin. Code r. 335-3-16-.01; if a delegated RO is provided, a letter of delegation should be included with this application
- Item 4: The Plant Contact should be the environmental contact for this facility; if additional contacts are necessary, they should be included as an attachment
- Item 5: Universal Transverse Mercator Coordinates (for Alabama, N-S is between 3337.000km-3875.000km and E-W is between 362.000km-709.000km; Zone 16)
- Items 6-7: Self-explanatory
- Item 8: The total number of each of these will depend on the number of air contaminant sources at the facility. Submission of some of the other forms may not be necessary. This can be determined from the instructions. Each form must be completed in duplicate, but the original and copy are to be counted as one form.
- Item 9: Self-explanatory
- Item 10: List each pollutant and its emission rate for the facility for which the application is submitted. Also, indicate whether each pollutant is major (emissions > 100 TPY for any criteria pollutants, emissions > 10 TPY for any single HAP, or emissions > 25 TPY for any combination of HAPs). The most recent air emissions inventory done for annual operating permit fees can be substituted for Item 10, provided it shows the totals for each pollutant in the inventory. Indicate in the space that the air inventory is attached if this option is chosen.
- Item 11: Self-explanatory
- Item 12: Self-explanatory  
PSD - Prevention of Deterioration  
NSPS - New Source Performance Standards  
NESHAP - National Emissions Standards for Hazardous Air Pollutants  
Title I - Attainment and Maintenance of NAAQS  
Title IV - Acid Rain  
Title VI - Stratospheric Ozone and Global Climate Protection
- Item 13: Identify and list any source or activity that will be considered insignificant (emitting less than 5 TPY of any criteria pollutant, 1000 lb/yr of any air toxic, or included in the insignificant activities list previously established by the Department). Supporting documentation, including calculations, should be submitted for each activity.
- Item 14: Self-explanatory
- Item 15: Indicate any actual emission test of air contaminants for any operations covered in this application.



ALABAMA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT  
AIR DIVISION ADEM FORM 103

Do not Write in This Space

Facility Number

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CONSTRUCTION/OPERATING PERMIT APPLICATION FACILITY IDENTIFICATION FORM

1. Name of Facility or Organization:

Plant Name

Facility Physical Location Address

Street & Number:

City:

County:

Zip:

Facility Mailing Address (If different from above)

Mailing Contact:

Address or PO Box:

City:

State:

Zip:

Facility Billing Address

2. Billing Contact:

Street & Number:

City:

State:

Zip:

Telephone Number:

E-mail Address:

Responsible Official's Business Mailing Address

3. Responsible Official:

Title:

Street & Number:

City:

State:

Zip:

Telephone Number:

E-mail Address:

RO under delegated authority?  Yes  No (if "yes", provide appropriate documentation)

Plant Contact Information

4. Plant Contact:

Title:

Telephone Number:

E-mail Address:

5. Location Coordinates:			
UTM:		E-W	N-S
Latitude/Longitude:		LAT	LONG

6. Permit application is being made to obtain the following type permit:

- Air permit
- Major source operating permit
- Synthetic minor source operating permit

7. Permit application is made for:

- Existing source (initial application)
- Existing source (permit renewal)
- Modification
- New source (to be constructed)
- Change of ownership
- Other (specify) \_\_\_\_\_

Date construction/modification to begin: \_\_\_\_\_ to be completed: \_\_\_\_\_

8. Indicate the number of each of the following forms attached and made a part of this application (if a form does not apply to your operation, indicate "N/A" in the space provided). Multiple forms may be used as required.

- \_\_\_\_\_ ADEM 104 INDIRECT HEATING EQUIPMENT
- \_\_\_\_\_ ADEM 105 MANUFACTURING OR PROCESSING OPERATION
- \_\_\_\_\_ ADEM 106 REFUSE HANDLING, DISPOSAL, AND INCINERATION
- \_\_\_\_\_ ADEM 107 STATIONARY INTERNAL COMBUSTION ENGINES
- \_\_\_\_\_ ADEM 108 LOADING, STORAGE & DISPENSING LIQUID & GASEOUS ORGANIC COMPOUNDS
- \_\_\_\_\_ ADEM 109 VOLATILE ORGANIC COMPOUND SURFACE COATING EMISSION SOURCES
- \_\_\_\_\_ ADEM 110 AIR POLLUTION CONTROL DEVICE
- \_\_\_\_\_ ADEM 112 SOLVENT METAL CLEANING
- \_\_\_\_\_ ADEM 437 COMPLIANCE SCHEDULE
- \_\_\_\_\_ ADEM 438 CONTINUOUS EMISSION MONITORS

9. General nature of business: (describe and list appropriate standard industrial classification (SIC) and North American Industry Classification System (NAICS) ([www.naics.com](http://www.naics.com)) code(s)):

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14. List and explain any facility-wide exemptions from applicable requirements the facility is claiming:

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_
- e. \_\_\_\_\_
- f. \_\_\_\_\_
- g. \_\_\_\_\_
- h. \_\_\_\_\_
- i. \_\_\_\_\_

15. List below other attachments that are a part of this application(all supporting engineering calculations must be appended):

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_
- e. \_\_\_\_\_
- f. \_\_\_\_\_
- g. \_\_\_\_\_
- h. \_\_\_\_\_
- i. \_\_\_\_\_

Name of person preparing application: \_\_\_\_\_

Company of preparer: \_\_\_\_\_

Phone \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I CERTIFY UNDER PENALTY OF LAW THAT, BASED ON INFORMATION AND BELIEF FORMED AFTER REASONABLE INQUIRY, THE STATEMENTS AND INFORMATION CONTAINED IN THIS APPLICATION ARE TRUE, ACCURATE AND COMPLETE.

I ALSO CERTIFY THAT THE SOURCE WILL CONTINUE TO COMPLY WITH APPLICABLE REQUIREMENTS FOR WHICH IT IS IN COMPLIANCE, AND THAT THE SOURCE WILL, IN A TIMELY MANNER, MEET ALL APPLICABLE REQUIREMENTS THAT WILL BECOME EFFECTIVE DURING THE PERMIT TERM AND SUBMIT A DETAILED SCHEDULE, IF NEEDED FOR MEETING THE REQUIREMENTS.

\_\_\_\_\_  
SIGNATURE OF RESPONSIBLE OFFICIAL

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE