

Title V Administrative Amendment Guidelines

For use when modifying a Title V Operating Permit via an administrative amendment¹

The administrative amendment is typically used to make minor changes that are not subject to Title V procedural requirements (public comment, EPA and affected State review). This document is guidance only; administrative amendment regulations are found at TAPCR 1200-03-09-.02(11)(f)4.

An administrative amendment is a permit revision that:

- Corrects typographical errors;
 - Identifies changes in name, address, responsible official, etc.;
 - Incorporates other minor administrative changes at the source;
 - Allows for change of ownership or operational control²;
 - Requires more frequent monitoring, recordkeeping, reporting;
- **Example 1:** Increasing the frequency of established periodic monitoring (since the requirement is more strict, public notice/comment is not required).
 - **Example 2:** Establishing an initial parametric value through stack testing or monitoring. This can only be done when the current permit (Title V or significant modification) has undergone the full Title V public participation process, and when the specific type of monitoring (i.e. pressure drop, temperature, etc.) is established in the permit.

Note: Changing an established parametric value following stack testing, monitoring, or visible emissions study or changing to a different monitored parameter cannot be done with an administrative amendment. Minor permit modifications and significant permit modifications are addressed in TAPCR 1200-03-09-.02(11)(f)5(ii) and (iv), respectively, and in Section C of all Title V Operating Permits.

- Incorporates the requirements of a construction permit provided that the construction permit was issued in accordance with TAPCR 1200-03-09-.02(11)(f) for public comment, EPA review, and affected State notification.

Administrative amendment requests should include:

- A statement regarding the nature of the request;
- Applicable Title V Permit Application forms; and
- Any supporting documentation necessary to justify the request.

Application Fee: None.

Approval timeline: Facilities can make the requested change immediately upon submittal of the request. TDEC-APC has 60 days to take action on the request.

EPA/Public Involvement: Public notice, EPA review, and affected State reviews are not required. A copy of the amendment is submitted to EPA by TDEC-APC.

How to Submit: Administrative amendments can be submitted electronically via e-mail to Air.Pollution.Control@tn.gov (preferred) or by mail to:

Tennessee Department of Environment and Conservation
Division of Air Pollution Control
William R. Snodgrass Tennessee Tower
312 Rosa L. Parks Avenue, 15th Floor
Nashville, TN 37243

¹ These guidelines do not address administrative permit amendments for the acid rain portion of the permit. See regulations promulgated under Title IV of the federal Act and corresponding regulations in chapter 1200-03-30.

² Provided that a transfer of ownership permit application is filed consistent with TAPCR 1200-03-09-.03(6) and a written agreement containing a specific date for transfer of permit responsibility, coverage, and liability between the current and new permittee has been submitted to the Technical Secretary.