

## Environmental Management Procedure (EMP) 4.4.6.1 Tab 1

### Subject: Air Quality Program Reporting Requirements

1. Purpose: This EMP establishes the procedures for reporting data and operations required by the Air Quality Program.
2. Document Control: This is a controlled document. Controlled documents are updated as required, reviewed at least annually, and re-dated if changed. Any documents to include blank forms appearing in paper form are not controlled and should be checked against the file version prior to use on the:

JBLE – Eustis Environmental website: <http://www.jble.af.mil/Units/Army/Eustis-Enviromental/>

3. References:
  - A. JBLE-I 32-101, Environmental Management
  - B. EMP Dictionary
  - C. EMP 4.4.6.1 Air Pollution Management
4. Scope: This EMP applies to all Activities and personnel, including military, civilians, vendors, suppliers, and contractor personnel who enter JBLE-Eustis. The definition of an Activity can be found in JBLE I 32-101.
5. Roles and Responsibilities:
  - A. The Civil Engineer Directorate (CED)/Environmental (CEIE) will ensure that all data is reported to the appropriate agencies within the prescribed timeframes.
  - B. Activities will provide to the CED/CEIE all air quality data that apply to any of the following:
    - (a). Equipment Owner
    - (b). Equipment Operator
    - (c). Process operations
6. Procedures:
  - A. Activities will:
    - (1). Document sources on the Activity Facilities and Operations Inventory FEVA Form 32-600. Submit an updated copy semiannually.
    - (2). Report the previous quarterly or monthly operational data by the 10<sup>th</sup> day of each following month closing the respective period (monthly, quarterly, semiannually, etc.) to CED/CEIE Air Program Manager.
    - (3). Certify that all data submitted is true and accurate by the AEC.
    - (4). Submit all reports by email with appropriate attachments as needed. The AEC's certification must include the following: **“I certify that the reported information being submitted is complete and accurate. I understand that I am subject to potential civil or criminal enforcement for making false certifications.”**

- (5). **Have the Commander/Director having AEC appointing authority sign all reports and submit to CEIE when the Activity does not have an AEC. This action cannot be delegated to subordinates. SEE EMP 4.4.2 Environmental Awareness and Competency Training.**
- (6). Maintain copies of this data submission for 3 years.
- (7). Report any of the following operational changes to CED/CEIE as they occur:
  - (a). New equipment
  - (b). Equipment removed from service
  - (c). System modifications
  - (d). Ownership
  - (e). Relocations
  - (f). Changes/additions to Source types.
- (8). Report the following source types monthly using EMP 4.4.6.1 Tab 2, Air Quality Program Reporting Form FEVA 32-610 (Use the appropriate worksheet):
  - (a). Stationary Generator Run Time - Reported from meter readings (hours and tenths)
  - (b). Peak Generator Run Time - Reported from meter readings (hours and tenths)
  - (c). Fuel Combustors - Reported in gallons or cubic feet
  - (d). Helicopter Engine Run Time - Reported from meter readings (hours and tenths)
  - (e). Marine Engine Run Time - Reported from meter readings (hours and tenths)
  - (f). Aviation Fuels JP-8 Fuel and Mogas - Reported in gallons
  - (g). Woodworking-cyclone turned in drums and hoppers weight - Reported in lbs.
  - (h). Stationary Abrasive Blasting -Reported in lbs.
  - (i). HazMart Data
- (10). Paint usage at Permitted Paint Booths located in Buildings 1411, 1417, 27502, 3509, and 2411.
- (9). Report the following Solvent Sinks & Parts Washers information quarterly:
  - (a). Equipment Type
  - (b). Manufacture
  - (c). Serial Number
  - (d). Solvent Type with SDS
  - (e). Solvent capacity
  - (f). Location

- B. All Activities will be use the Air Quality Emissions tracking system named APIMS to enter reportable data as required.
- C. Failure to report required data within specified time frames may result in the following:
  - (1). Notification the Commander/Director through Command channels.
  - (2). Enforcement action by Federal or State regulators: The Activity is responsible for all fines and other penalties.

#### 7. Emergency Generators

The Contractor shall provide monthly generator run time readings for all generators to the CED Environmental Element, or enter the readings into the Air Quality Programs tracking database APIMS by the 10<sup>th</sup> of the following month for the previous month's readings. Monthly meter readings are a requirement under the Fort Eustis Stationary Source Permit to Operate issued by The Virginia Department of Environmental Quality. All generators shall be maintained IAW best manufacture's standards and EPA regulations. Maintenance records will be retained indefinitely for regulatory review. (AFI 32-7040)

#### Boiler Plant Operation

The Contractor shall maintain all maintenance records and operational logs. Boilers will be operated in accordance with all EPA, state and local guidelines. (AFI 32-7040)