

# WESTAR Council

## Effective Permit Writing (APTI 454)

March 19-21, 2013

State of Utah – State Office Building  
195 North 1950 West  
4<sup>th</sup> Floor – Four Corners Conference Room  
Salt Lake City, UT 84116  
801-536-4000

### REGISTRATION DEADLINE:

Friday, February 22, 2013



*Western States Air Resources Council*

## REGISTRATION INSTRUCTIONS:

### First Time Users:

1. Click on the “First time user? Click here to register” link on the left side of the webpage;
2. First screen requires: 1) work email address; 2) first and last names; 3) password; and 4) security question;
3. Second screen asks about affiliation/agency – click \***WESTAR** (Western States Air Resources Council);
4. At this point a drop-down menu will appear that lists 15 western states, click the state in which your agency resides;
5. Once you have selected the state another drop-down menu will appear which asks you to identify the specific agency that you work for;
6. Third screen includes a list of job functions and other profile information. You can click as many (or few) job functions as appropriate. Once you have completed this third screen, you are done setting up your profile.

### After completing the profile:

7. Click the “Home” tab in the upper left hand corner;
8. The Home Page includes the 2013 Training Calendar below the “Welcome” and “APTI LMS Training Videos”;
9. Scroll down the 2013 Training Calendar until you see training course that you are interested in registering for;
10. On the right side you will see a “register” link;
11. Click the “register” link, and voila you are registered (be patient it takes a few seconds for the confirmation note to pop-up);
12. You will receive an automatically generated email saying that you have been placed on a waiting list (this is so unapproved attendees can be weeded out).
13. Once I have approved you, you will receive a second email saying you are enrolled.

### Previously Registered Users:

1. Enter email address and password in appropriate spaces;
2. Go to step 7 (above) and follow directions.

*IF YOU NEED ASSISTANCE REGISTERING FOR A COURSE PLEASE  
CONTACT: JEFF GABLER (503) 478-4955 or JGABLER@WESTAR.ORG*

## TUESDAY, MARCH 19, 2013

8:00	am	Welcome, Introduction and Pre-Test
8:45	am	Course Objectives, Air Permit Program Basics
10:00	am	Break
10:15	am	Air Permit Program Basics (cont'd)
11:15	am	Overview
12:00	noon	Lunch (on your own)
1:00	pm	Elements of an Effective Permit: Overview, Std. Conditions
2:30	pm	Break
2:45	pm	Elements of an Effective Permit: Emission Limits
4:30	pm	Adjourn for Day

## WEDNESDAY, MARCH 20, 2013

8:00	am	Elements of an Effective Permit: Compliance Demonstrations, Using Data
8:45	am	Emission Limit Setting (Basic Statistics Primer and Exercises)
10:00	am	Break
10:15	am	Emission Limit Setting (cont'd)
12:00	noon	Lunch (on your own)
1:00	pm	Elements of an Effective Permit: Other Conditions, Summary Tables, Attachments, Permit Writers Report
2:00	pm	Elements of Effective Permit: Recognizing Problem Terms & Conditions
2:45	pm	Break
3:00	pm	Evaluating Permit Conditions: Exercises
4:30	pm	Adjourn for Day

## THURSDAY, MARCH 21, 2013

8:00	am	Characteristics of Effective Permits
8:45	am	Writing Permits

10:00	am	Break
10:15	am	Writing Permits (cont'd)
11:00	am	Post-Test
12:00	noon	Adjourn

## ABOUT THE TRAINING COURSE

### Course Description

This course presents information on the major national programs in air pollution stationary source permitting. This course was designed to provide hands-on training in the methods and procedures used to effectively draft and review permit conditions used with a variety of permit programs. This course is designed for personnel of state and local permitting agencies who have limited experience in the permit programs, managers of programs which are impacted by permits, and inspectors who must read and interpret permit conditions. Examples of the various types of permit conditions are presented along with practical exercises.

### Major topics

- Identification of the components required in a complete permit application evaluation,
- Explanation of the functions and purposes of each component of a complete permit application,
- Description of the characteristics of an effective permit,
- Explanation of the process, approaches that can be used to assure an effective permit is produced.

**SPACE LIMITATION:** Registration is limited to 30 attendees. Air quality staff from the fifteen western states receive registration preference.

**REGISTRATION FEES:** There are no registration fees for state, local or tribal air quality agency staff. For federal employees registration fees are \$450.

## TRAINING LOCATION

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## HOTEL INFORMATION

Attendees and speakers are responsible for making their hotel reservations. Below is a list of potential hotels in Salt Lake City. The listed hotels are within walking distance. WESTAR DOES NOT have room blocks at these hotels. Please ask for government rate.

### **Day's Inn - Airport**

1900 West North Temple  
Salt Lake City, UT  
Phone: (801) 539-8538

### **Candlewood Suites**

2170 West North Temple  
Salt Lake City, UT  
Phone: (801) 359-7500

### **Quality Inn Airport**

1659 West North Temple  
Salt Lake City, UT, US, 84116  
Phone: (801) 533-9000

### **Baymont Inn & Suites SLC Airport**

2080 West North Temple  
Salt Lake City UT, 84116  
Phone: (801)355-0088

### **Holiday Inn Express**

200 North 2100 West  
Salt Lake City, UT 84116  
Phone: (801) 741-1500

### **Comfort Suites Airport**

171 North 2100 West  
Salt Lake City, UT 84116  
Phone: (801) 715-8688

### **Sky Harbor Suites**

1876 West North Temple  
Salt Lake City, UT 84116  
Phone: (800) 677-8483