



GAS DISPENSING FACILITY FORM
New form for stand-alone GDFs only.

All fields are required unless otherwise noted. Please type or print.

Mail to:
BAAQMD
Engineering Division
375 Beale St., Suite 600
San Francisco, CA 94105

Tel: (415) 749-1111

1. Facility Information

Facility Name	BAAQMD Facility ID (Existing facilities only)
Facility Address (Street address and city)	

2. General Information – BAAQMD Device ID is applicable if you received a Permit to Operate after March 5, 2012.

BAAQMD Device ID (if applicable)	
Device/Operation Name	Initial/proposed date of operation
Device/Operation Description (Optional)	

3. Operation Activities

Select the activity associated with this gasoline dispensing facility (GDF)? (Select one)

- Refueling Motor Vehicles (retail) Refueling Motor Vehicles (non-retail) Refueling Agricultural Vehicles
- Refueling Aircraft (directly) Refueling Marine Vessels

4. Tank and Vapor Recovery Information – Complete a section for each tank compartment at this GDF

➤ If you have more than 4 tanks or compartments, submit the additional information on a separate piece of paper.

Tank #1

Material Stored	Tank Type (Aboveground or Underground)	Tank/Compartment Volume (Gallons)
Manufacturer		Model
Phase I Vapor Recovery Type		Phase II Vapor Recovery Type

Tank #2

Material Stored	Tank Type (Aboveground or Underground)	Tank/Compartment Volume (Gallons)
Manufacturer		Model
Phase I Vapor Recovery Type		Phase II Vapor Recovery Type

Tank #3

Material Stored	Tank Type (Aboveground or Underground)	Tank/Compartment Volume (Gallons)
Manufacturer		Model
Phase I Vapor Recovery Type		Phase II Vapor Recovery Type

Tank #4

Material Stored	Tank Type (Aboveground or Underground)	Tank/Compartment Volume (Gallons)
Manufacturer		Model
Phase I Vapor Recovery Type		Phase II Vapor Recovery Type



GAS DISPENSING FACILITY EQUIPMENT WORKSHEET

All fields are required unless otherwise noted. Please type or print.

Mail to:
BAAQMD
Engineering Division
375 Beale St., Suite 600
San Francisco, CA 94105

Tel: (415) 749-8665

1. Facility Information

Facility Name	BAAQMD Facility ID (Existing facilities only)
	BAAQMD Device ID (Existing facilities only*)

* See instructions

2. Nozzle Types - Provide information for equipment that dispenses gasoline, ethanol, methanol or aviation gas.

Material Dispensed	Nozzle Make & Model	Material Dispensed	Nozzle Make & Model

3. Dispenser Information - Provide information for equipment that dispenses gasoline, ethanol, methanol or aviation gas.

Material Dispensed	Dispenser Make & Model	Material Dispensed	Dispenser Make & Model

4. Additional Tank Information

Are all gasoline storage tanks filled through a submerged fill pipe? Yes No

For aboveground gasoline storage tanks, if any, is/are dispenser (s) mounted on the tank? Yes No N/A

If no to any question in Part 4, please explain.

5. Other Equipment – Skip sections that are not applicable

Make & Model of Liquid Condensate Trap(s)	Number

How many blending valves are at this GDF?

6. Certification/Signature of person responsible for the information on this form.

This form contains confidential information. No Yes (If Yes, see instructions.)

I hereby certify that I am authorized to complete this form for the facility and that all information contained herein is true and correct.

Name	Title	
Signature	Date	Phone (xxx-xxx-xxxx)



Instructions: Gas Dispensing Facility Form

Introduction Use the following instructions to help guide you through the *Gas Dispensing Facility (GDF) form*.

Who should use this form? This form should be submitted for all requested physical changes proposed for your GDF. Some common physical changes include but are not limited to:

- Adding a storage tank
- Changing materials in a storage tank
- Changing Phase I and or Phase II vapor recovery systems

A Permit Application Cover form must accompany this form

What activities at GDFs do not require this form? The following activities at GDFs do not require a permit application:

- GDFs typically do not have abatement devices.
- GDFs typically do not require CEQA or PSD analysis.
- GDFs have volume emission points with emission generated from the outside.
- The upstream device for the emission point is typically the GDF.

Facility Information **BAAQMD Facility ID** - If you are an existing facility, fill out this field so that BAAQMD can associate your changes to your facility. The facility ID is available on your permit or invoice issued by BAAQMD.

General Information **BAAQMD Device IDs** – For GDFs, the device ID is a new identifier and will be listed on your Permit to Operate if it was issued after March 1, 2012. Skip if this is not available.

Device/Operation Name – This is the name you associate to this GDF.

Initial/proposed date of operation – For new construction, enter the date that you propose will be the initial date of operation. For a modification of an existing permitted GDF, enter the date that you propose the changes to occur. For an existing GDF that is not currently permitted by BAAQMD, enter the date for which the GDF initially operated.

Device or Operation Description – This is your description of the device or operation. This field can be used to distinguish it with other similar devices (e.g. ID numbers, location), make, model and other similar information.

Operation Activities **Refueling Motor Vehicles (retail)** – GDFs that are used by the general public.
Refueling Motor Vehicles (non-retail) – GDFs that are not used by the general public. Typical examples of this type are GDFs located at companies and car rental businesses.
Refueling Agricultural Vehicles – GDF used exclusively to fuel agricultural vehicles.
Refueling Aircraft (directly) – Fueling aircraft directly from the GDF, not fueling aircraft by truck.
Refueling Marine Vessels – Fueling of boats and other marine vehicles.



Tank and Vapor Recovery Information

For each tank or tank compartment enter the Material Stored. Refer to the list below. There are two types of materials, regulated and non-regulated. This will be important for other sections of the form.

Regulated Materials	Non-Regulated Materials
Gasoline	Diesel
Ethanol	Biodiesel
Methanol	Jet fuel
Aviation (AV) gas	Kerosene

➤ If other, enter name of material

Phase I and Phase II Vapor Recovery Types – See “Tables for the Gasoline Dispensing Facility Form” at the end of these instructions for a current list of valid entries.

Product Dispensing Nozzles

This section is a count of all nozzle types at your GDF.

For gasoline, the type of product nozzle depends on the number of gasoline products that can be dispensed through that nozzle. The most common types of nozzles are single product and triple product nozzles. A gasoline dispenser will typically have 3 single product nozzles (one nozzle for each grade of gasoline) or 1 triple product nozzle (a nozzle that can dispense 3 grades of gasoline).

Liquid Condensate Trap

Liquid Condensate Trap - A device designed to collect liquid that condenses in vapor return lines to prevent liquid blockage. See “Tables for the Gasoline Dispensing Facility Form” at the end of these instructions for a current list of valid entries.

Operating Schedule

A continuous operation is a GDF that is available for use 24 hours per day.

Material Usage

For each regulated material (see table above for list), enter the maximum throughput that will be dispensed. The amounts will be your throughput limits that will be on your permit. If this is unknown, enter “TBD” (for to be determined). Typically, the throughput will be limited by the Health Risk Screening Analysis and other factors.

Still need help?

Call the Engineering Division at (415) 749-8665.



Instructions: Gas Dispensing Facility Equipment Worksheet

Introduction Use the following instructions to help guide you through the *Gas Dispensing Facility (GDF) Equipment Worksheet*.

Who should use this form? This form is submitted for all permit applications except for applications for permit condition changes only.

Facility Identification

Facility Name – Enter the name as it appears on the BAAQMD permit or invoice.

BAAQMD Facility ID - The facility ID is available on the permit or invoice issued by BAAQMD.

BAAQMD Device ID - The device ID is available on the permit issued by BAAQMD.

Nozzle Types and Dispenser Information If any of the equipment dispenses gasoline, ethanol, methanol or aviation gas, enter nozzle and dispenser information. Depending on your Phase II vapor recovery system, only allowed equipment can be used, as approved by California Air Resources Board (CARB) Executive Order.

Additional Tank Information

Submerged Fill Pipe - Any discharge pipe or nozzle which meets either of the following conditions:

- 1) Where the tank is filled from the top, the end of the discharge pipe or nozzle must be totally submerged when the liquid level is 15 cm (6 inches) from the bottom of the tank.
- 2) Where the tank is filled from the side, the discharge pipe or nozzle must be totally submerged when the liquid level is 46 centimeters (18 inches) from the bottom of the tank.

Other Equipment

Liquid Condensate Trap – A device designed to collect liquid that condenses in vapor return lines to prevent liquid blockage.

Blending Valve – A piece of equipment that blends (mixes) different grades of gasoline. An example is blending 87 and 91 octane gasoline to make 89 octane gasoline.

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