BAY AREA AIR QUALITY MANAGEMENT DISTRICT
BAAQMD
Engineering Division
375 Beale Street, Suite 600
San Francisco, CA 94105

Instructions: Organic Liquid Loading Operation Form

Introduction	Use the following instructions to help guide you through the *Organic Liquid Loading Operation form.*
Who should use this form?	This form should be submitted with new permit applications and applications to modify or alter existing sources.

Facility Information

- **BAAQMD Facility ID –** The facility ID number is available on any permit or invoice issued by BAAQMD. This can be found in the upper right of the permit or the invoice.
  - ➢ If this application is for a new facility (not currently permitted by BAAQMD), you must also submit *Facility Creation Form* and *Facility Contacts Form.*

General Information

- **BAAQMD Device ID –** For existing facilities, the device ID number can be found on the Permit to Operate to the left of the device name (for example: <u>S1</u> Liquid Loading Operation).
- **Device/Operation Name –** This is the name you associate with this operation.
- **Initial/Proposed Date of Operation:**
  o For new construction, enter the date that you propose will be the initial date of operation.
  o For a modification of an existing permitted operation, enter the date that you propose the changes to occur.
  o For an existing operation that is not currently permitted by BAAQMD, enter the date for which the facility initially operated.
- **Device/Operation Description –** This is your description of the device or operation. This field can be used to distinguish it from other similar devices (e.g. ID numbers, location, make, model, etc.)

Liquid Loading Operation Type

You must choose one of three Liquid Loading Operation types to describe your operation. Definitions for these types are below. These operation types can involve gasoline loading and/or organic (non-gasoline) loading, which you will indicate by filling out the material information under section 8 of the form.

- **Marine Terminal –** Any facility or structure constructed to load or unload organic liquid bulk cargo into or from marine tank vessels or barges.
- **Bulk Terminal –** Any storage and distribution facility that receives non-gasoline organic liquid; stores it in stationary tanks; and/or mixes it in blending tanks; and/or loads it into delivery vehicles and transportable containers, for delivery to distributors, marketers or any product end user; and which has an annual throughput of more than 6,000,000 gallons. The annual throughput shall include organic liquids of at least 25.8 mmHg (0.5 psia) true vapor pressure. If gasoline is transferred, a gasoline bulk terminal is any gasoline storage and distribution facility that receives gasoline by marine tanker, barge, pipeline, or rail car, and loads it into gasoline cargo tanks for delivery to gasoline bulk plants, service stations, and other distribution points.
- **Bulk Plant –** Any storage and distribution facility that receives non-gasoline organic liquid by pipeline, railcar, and/or delivery vehicle; stores it in stationary tanks; and/or mixes it in blending tanks; and/or loads it into delivery vehicles or transportable containers, for delivery to distributors, marketers or any product end user; and which has an annual throughput of not more than 6,000,000 gallons. The annual throughput shall include organic liquids of at least 25.8 mmHG (0.5 psia) true vapor pressure. If gasoline is transferred, a gasoline bulk plant is any storage and distribution facility that receives gasoline by gasoline cargo tanks and loads it into gasoline cargo tanks for delivery to service stations and other distribution points.

Material Usage Information

See Table A for a list of codes for gasoline loading materials and Table B for organic (non-gasoline) loading materials.

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Still need help?   **Contact the Engineering Division:** (415) 749-4990
permits@baaqmd.gov

An electronic version of this form and instructions can be found at www.baaqmd.gov. Revised 02/2025

Bay Area Air Quality Management District
ORGANIC LIQUID LOADING OPERATION FORM

Use one form for each operation requiring a Permit to Operate.
All fields are required unless otherwise noted. Please type or print.

1. Facility Information

Facility Name	BAAQMD Facility ID (Existing facilities only)

Facility Address (Street address and city)

2. General Information

BAAQMD Device ID (If applicable)

Device/Operation Name	Initial/Proposed Date of Operation

Device/Operation Description

3. Operating Schedule – Select "Continuous" or specify specific schedule in the 4 columns

Continuous ☐

Maximum hours/day	Typical hours/day	Days/week	Weeks/year

4. Emission Train Information

With regard to emission flow, what abatement devices and/or emission points are *immediately* downstream of this source?

Abatement Devices   A _____   A _____   A _____   Emission Points   P _____   P _____   P _____

➢ Complete an Abatement Device Form and/or Emission Point Form for each connection.

5. Liquid Loading Operation Type

Select the type of Organic Liquid Loading Operation:

O Bulk Plant   O Bulk Terminal   O Marine Terminal

6. Additional Information

How many pumps are used in this operation? _____

Please select the Organic Liquid Loading Fill Type:

O Bottom/Submerged   O Part Splash/Part Submerged   O Splash

Daily Certification Rate with Bladder Tank	Hourly Certification Rate with Bladder Tank
gallons/day	gallons/hour
Daily Certification Rate	Hourly Certification Rate
gallons/day	gallons/hour

7. Loading Arm Inventory

Please add information for each loading arm used in this operation:
➢ Include the number of non-exempt products loaded. If the operation is exempt, enter 0.
➢ If more than 3 loading arms are used, submit the additional information on a separate sheet of paper.

Loading Arm ID/Name: _____   Number of Non-Exempt Products Loaded: _____

Loading Arm ID/Name: _____   Number of Non-Exempt Products Loaded: _____

Loading Arm ID/Name: _____   Number of Non-Exempt Products Loaded: _____

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Mail to: BAAQMD
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Tel: (415) 749-4990

8. Material Usage

Fill out information on the materials used in this operation:
- ➢ Submit a copy of the safety data sheet (SDS) for each material identified below.
- ➢ If more than 4 materials are used, submit the additional information on a separate sheet of paper.
- ➢ See Table A for a list of codes for gasoline loading materials and Table B for organic (non-gasoline) loading materials.

Material #1

Material Name	Material Code	Maximum Annual Usage
		thou gal

Material #2

Material Name	Material Code	Maximum Annual Usage
		thou gal

Material #3

Material Name	Material Code	Maximum Annual Usage
		thou gal

Material #4

Material Name	Material Code	Maximum Annual Usage
		thou gal

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

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)

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Revised 02/2025

Table A. Gasoline Loading Material Codes

CODE	MATERIAL NAME	CODE	MATERIAL NAME	CODE	MATERIAL NAME
662	Avgas	682	Gasoline - oxygenated, ethanol additive	395	Jet Propellant 4 (JP-4)
105	Ethyl alcohol	551	Gasoline - Unleaded	492	Jet Propellant 5 (JP-5)
128	Gasoline - Leaded	158	Jet A Fuel	684	Jet Propellant 8 (JP-8)

Table B. Organic (Non-Gasoline) Loading Material Codes

CODE	MATERIAL NAME	CODE	MATERIAL NAME	CODE	MATERIAL NAME
387	1,3-dichloropropene	60	Carbon tetrachloride	394	Gas oil
16	Acetate - alkyl	431	Caustic waste	530	Glycol ether - other/not specified
453	Acetate - other/not specified	62	Cellosolve	131	Glycols
454	Acetic acid	63	Cellosolve acetate	814	Halogenated hydrocarbon mixture - other not specified
455	Acetone	351	Cooking oil	147	Heptane
459	Adhesive - other/not specified	89	Crude oil	148	Hexane
13	Alcohol - amine	379	Cut asphalt	663	Hexylene glycol
228	Alcohol - pri-sec C2+, other/not specified	91	Cyclohexane	318	Hydrocarbon - mixtures, other/not specified
389	Alkylate	491	Cyclohexanone	604	Isobutyl acetate
21	Amine - other/not specified	699	Di(2-ethylhexyl) phthalate	700	Isobutyl isobutyrate
334	Amyl acetate	96	Diacetone alcohol	154	Isooctane
27	Aromatic hydrocarbons - other/not specified	98	Diesel fuel	156	Isopropyl acetate
30	Asphalt	485	Diethanolamine	157	Isopropyl alcohol
380	Asphalt emulsion	661	Diethylene glycol	159	Kerosene
815	Biodiesel (B100)	578	Diethylene glycol monobutyl ether	162	Lactol spirits
816	Biodiesel (B20-blend)	99	Dimethyl formamide	445	Latex paint
242	Bunker C fuel oil	804	Dipropylene glycol monomethyl ether	570	Latex polymer coating
416	Butane	315	Distillate oil	160	LPG
48	Butyl acetate	102	Esters - other/not specified	419	Lube oil
571	Butyl acrylate	664	Ethanolamine	178	Methyl acetate
49	Butyl alcohol	104	Ethyl acetate	179	Methyl alcohol
522	Butyl cellosolve	555	Ethyl-3-ethoxy propionate	542	Methyl carbitol
587	Butyrolactone	561	Ethylene glycol	534	Methyl cellosolve
58	Carbitol	602	Ethylene glycol monobutyl ether acetate	169	Methyl ethyl ketone (MEK)
576	Carbitol acetate	392	Fuel oil #2	331	Methyl isoamyl ketone

CODE	MATERIAL NAME	CODE	MATERIAL NAME	CODE	MATERIAL NAME
170	Methyl isobutyl ketone (MIBK)	201	Organic liquid - other/not specified	742	Refinery Cutter Stock
397	Methyl methacrylate	200	Other Liquid Fuel	398	Reformate
729	Methyl n-amyl ketone	52	Paraffins - C3+	859	Renewable Diesel
725	Methyl propyl ketone	464	Partially chlorinated heterocyclics	869	Renewable Propane
628	Methyl tertiary-butyl ether	734	p-chlorobenzotrifluoride	435	Resin - other/not specified
396	Methylene chloride	209	Pentane	263	Styrene
184	Mineral spirits	465	Perchlorinated heterocyclics	266	Sulfonic acid
311	n-alkyl ketones	210	Perchloroethylene	290	Terpenic hydrocarbon
188	Naphtha	321	Petroleum products - other/not specified	548	Tetrahydrofuran
547	n-methyl-2-pyrrolidone	575	Polyester resin	293	Toluene
312	n-methylpyrrolidine	675	Polyvinyl acetate emulsion	295	Trichloroethylene
313	n-propyl alcohol	417	Propane	549	Waste oil
352	Oil - non-fuel, other/not specified	579	Propylene glycol monomethyl ether	300	Waste water - refin, other/not specified
503	Oil/water mixture	601	Propylene glycol monomethyl ether acetate	502	Water/organics mixture
195	Olefinic hydrocarbons	690	Propylene glycol, 1,2-	307	Xylene
54	Organic acids - C3+				

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