

### Instructions: Device Shutdown Form

#### Introduction

Use the following instructions to help guide you through the **Device Shutdown Form**.

# Who should use this form?

This form is for declaring specific devices that have or will be shut down.

# • **Shutting down** means that the Permit to Operate or Registration for any requested device is surrendered by the date provided.

# Operation of any device after shutdown <u>is not allowed</u>. A new permit application must be submitted and approved prior to operation.

 BAAQMD <u>does not</u> refund fees for devices that shutdown prior to permit expiration.

## Facility Identification

**Notes** 

**Facility ID** – The facility ID or Plant 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.

- **Device ID/Source number** This is the BAAQMD assigned source number available on your permit issued by BAAQMD.
- Shutdown Date Enter the date when the device was shut down or will shutdown.
- **Dismantled** means the device has either been removed or has been physically changed so that operation is not viable.
  - An example of a physical change is the fuel line for a combustion device has been severed.
- If you need more space, attach to this form a list of additional sources and materials in the same table format.

#### By Email: permits@baaqmd.gov

• Include your Facility ID in the subject line and attach the PDF copy of the form.

## How do I submit this form?

**Device Shutdown** 

#### By Mail:

BAAQMD – Engineering Division 375 Beale Street, Suite 600 San Francisco, CA 94105

#### Still need help?

Email (preferred): <u>permits@baaqmd.gov</u> – Include your Facility ID in the subject line. Phone: Engineering Division at (415) 749-4990.

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### BAY AREA AIR QUALITY MANAGEMENT DISTRICT

### **DEVICE SHUTDOWN FORM**

For permanently ceasing all operations and/or dismantling of all sources All fields are required unless otherwise noted. Please type or print.

Send to:

BAAQMD – Engineering Division

375 Beale Street, Suite 600

San Francisco, CA 94105

Email: permits@baaqmd.gov

Tel: (415) 749-4990

1. Facility Identification – Enter information as it appears on your permit.									
Facility ID #		Facility Name	Facility Name						
2.	2. Device Shutdown								
If you need more space, attach this form with a list of additional sources and materials in the same table format.									
		evice ID or Source #	Shutdown Date	Dismantled? (Y/N)					

Device ID or Source #	Shutdown Date	Dismantled? (Y/N)

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