

## INSTRUCTIONS

### STAGE I AND STAGE II VAPOR RECOVERY DESCRIPTION FORM

This form should be completed for all new permit applications and all renewals where source conditions have changed since the previous application. This form should be used for all gasoline dispensing facilities subject to Stage I and/or Stage II vapor recovery requirements instead of the more general Process or Fuel Burning Description Form (APC 21(&24)), and the Emission Point Description (APC 22).

**Line 1.-** Enter the facility name and telephone number, owner name and telephone number, site address, and mailing address where indicated. Site address should indicate as clearly as possible the actual source location. This need not be a mailing address (however, mailing address shall also be included here). If it is a rural location, indicate the direction and approximate distance from a well-established reference point such as a town or major road intersection.

**Line 2.-** (Applies only to facilities subject to Stage II requirements) Enter whether or not the facility's owner wishes to claim Independent Small Business Marketer of Gasoline Status. If it is being claimed, then 1) a notarized certification stating that the criteria specified in the definition of Independent Small Business Marketer of Gasoline found in 1200-3-18-.24(2) is satisfied must be submitted along with the application, and 2) the facility owner's annual income from refining or marketing of gasoline, as well as the facility owner's total annual income must be entered. Income figures shall be averages for the most recent two years.

**Line 3.-** Enter the indicated storage tank system information for each gasoline storage tank.

**Line 4.-** (Applies only to facilities subject to Stage II requirements) Enter the total number of gasoline nozzles, and the make and model of nozzles used.

**Line 5.-** (Applies only to facilities subject to Stage II requirements) Enter the make and model of gasoline dispensers used.

**Line 6.-** Enter the type of Stage I system at this location (this refers to the CARB Vapor Recovery Executive Order certifying this type of system), and the Stage I system installation date. Vapor Recovery Executive Order refers to a document by the California Air Resources Board (CARB) ordering certification of a type of vapor recovery system as meeting CARB requirements, and may also include conditions for certification. Additional information on CARB Executive Orders is available at [www.arb.ca.gov/vapor/eo.htm](http://www.arb.ca.gov/vapor/eo.htm). The following is a list of acceptable Stage I CARB Vapor Recovery Executive Orders:

LIST OF ACCEPTABLE STAGE I VAPOR RECOVERY EXECUTIVE ORDERS	
Non-EVR Executive Orders	EVR Executive Orders
G-70-97-A	VR-101
G-70-102-A	VR-102
	VR-103
	VR-104
	Other (if certified by CARB)

**Line 7.-** (Applies only to facilities subject to Stage II requirements) Enter the type of Stage II system at this location (this refers to the CARB Vapor Recovery Executive Order certifying this type of system), and the Stage II system installation date. Vapor Recovery Executive Order refers to a document by the California Air Resources Board (CARB) ordering certification of a type of vapor recovery system as meeting CARB requirements, and may also include conditions for certification. Additional information on CARB Executive Orders is available at [www.arb.ca.gov/vapor/eo.htm](http://www.arb.ca.gov/vapor/eo.htm). The following is a list of acceptable Stage II CARB Vapor Recovery Executive Orders:

LIST OF ACCEPTABLE STAGE II VAPOR RECOVERY EXECUTIVE ORDERS			
Non-EVR Executive Orders			EVR Executive Orders
G-70-7-AD	G-70-77	G-70-164-AA	VR-201
G-70-14-AA	G-70-78	G-70-165	VR-202
G-70-17-AD	G-70-101-B	G-70-169-AA	Other (if certified by CARB)
G-70-18-C	G-70-107	G-70-170	
G-70-23-AC	G-70-110	G-70-177-AA	
G-70-25-AA	G-70-118-AB	G-70-179	
G-70-33-AB	G-70-125-AA	G-70-180	
G-70-36-AD	G-70-127	G-70-183-AA	
G-70-37-B	G-70-134	G-70-186	
G-70-38-AB	G-70-147-A	G-70-188	
G-70-48-AA	G-70-150-AE	G-70-191-AA	
G-70-49-AA	G-70-153-AD	G-70-196	
G-70-52-AM	G-70-154-AA	G-70-204	
G-70-53-AA	G-70-159-AB		
G-70-70-AC	G-70-163-AA		

**Line 8.-** If a pressure/vacuum valve is installed in the storage tank vent pipe, enter its make and model in the appropriate space(s).

**Line 9.-** Enter the (gasoline) maximum monthly throughput and average yearly throughput, in gallons.

**Line 10.-**(Applies only to facilities subject to Stage II requirements) Enter the minimum slope of Stage II vapor return lines from the dispensers to the underground tanks, in units of inches per foot

**Line 11.-** Complete only the categories which apply depending on the status of the source.

For construction, indicate estimated construction starting and completion dates.

For operating, indicate approximate construction starting date for the source covered by the application. If the source was modified (not counting modifications made exclusively to control equipment) after original construction, enter the construction starting and completion dates for the most recent modification

If the source has been previously permitted, either operating or construction, enter the most recent permit number and the emission source reference number listed on the permit.

**Line 12.-** Enter the supplier name, address and phone number of the gasoline fuel supplier as well as contact person for the supplier with address and phone number.

**Line 13.-** Unsigned and/or undated applications will not be processed.

**Line 14.-** Enter the indicated applicant information.