

## **NON-TITLE V PERMIT APPLICATION INSTRUCTIONS STORAGE TANK DESCRIPTION FORM (APC 104)**

This form should be completed for storage tanks used for liquids or gases instead of the more general Process or Fuel Burning Source Description form (APC 102) and the Emission Point Description form (APC 101). Use Forms APC 102 and APC 101 for tanks used to store solids. If you are a gasoline dispensing facility, use the Gasoline Dispensing Facility Description form (APC 114).

If any of the information requested is considered confidential, two application forms should be submitted, along with the Confidential Information Request form. One application form must be clearly marked to indicate that it contains confidential information, which is not to be made public and another application form, which does not contain the confidential information and can be placed in our general files. Emission data normally cannot be treated as confidential by the Division. Please contact the APC Division if there are any questions concerning confidentiality of information. The Confidential Information Request form can be found on the Division's website at: [Confidential Information Request form link](#)

The Tennessee Air Pollution Control Division prefers that application forms be submitted via email to the email address [Air.Pollution.Control@TN.gov](mailto:Air.Pollution.Control@TN.gov). All application forms should be scanned/combined into one PDF document and sent as an attachment to the email. If email is not available, then application forms can be mailed to the address on the form.

The items below give a brief explanation of the information being requested on the form. The following numbers refer to the specific box on the form:

1. The organization's legal name is the name under which the company is registered with the Tennessee Secretary of State (SOS). The organization's legal name and SOS control number can be found on the SOS website at <https://tnbear.tn.gov/Ecommerce/FilingSearch.aspx>. If the organization is not registered with the SOS, then the owner's name must be listed.
2. The Emission Source Reference Number(s) will be assigned by the Tennessee Air Pollution Control Division. It is an eight digit number in the following format NN-NNNN-NN.
3. Check "Yes" or "No" depending on whether the air contaminant source is subject to an NSPS rule (New Source Performance Standards) or NESHAP rule (National Emission Standard for Hazardous Air Pollutants). List the rule citation, including Part, Subpart, and applicable Sections. For example, a boiler may be subject to 40 CFR Part 60 Subpart Dc and sections §60.42c, §60.42c, §60.46c, §60.47c, and §60.48c.
4. Tank Identification Number should be a simple number or code assigned by the applicant, which can be used to uniquely identify the tank in question. Indicate the approximate construction or installation date. Examples of a Tank Identification Number are Tank #1, Tank A, etc. It will be used to identify the equipment under consideration and to distinguish it from other possibly similar equipment. If a facility diagram or process flow chart is required for any additional forms, the Tank Identification Number should match the designations on the diagram or chart. It should be referenced on all future correspondence concerning the equipment in question. Once assigned, the Tank Identification Number should not be changed. If a change is required, the reason for the change as well as the previous Tank Identification Number and the new Tank Identification Number should be well explained in item 9.
5. Enter the tank diameter (in feet), height (in feet), and capacity (in gallons or barrels).

6. For the shape of the tank, check either cylinder, sphere or other. If you check "other", then please describe the shape.
7. For the tank color, check either white, aluminum, gray, or other. There are separate rows for the roof color and shell color. If you check "other", then please describe the color.
8. For the paint condition, check either good or poor.
9. For the tank roof, check either fixed roof, floating roof, open top, underground, or other. If you check "other", then please describe the tank roof.
10. Enter the temperature in degrees Fahrenheit (°F) that the tank is insulated and/or heated to. Enter the pressure in pounds per square inch absolute (PSIA) that the tank is pressurized to. The absolute pressure is the total pressure at a point in the fluid equaling the sum of the gauge and the atmospheric pressures.
11. For the loading type, check either bottom, submerged, vapor balanced, or other. If you check "other", then please describe the tank loading type.
12. List the product(s) stored in the tank and give the weight percent of each component. If the tank is used for more than one product, clearly specify each separate product and give the percent by weight of the components of each. Also indicate approximate time that tank is used for each product.
13. Outage applies to fixed roof tanks only. Enter the average distance (in feet) from the top of the tank to the liquid surface. Average throughput is the average amount of material withdrawn from the tank in any 24 hour period. The number of turnovers per year should be determined by dividing the maximum yearly amount of material withdrawn from the tank, by the tank capacity.
14. Complete this item for tanks equipped with floating roofs only. For roof type, check either double deck, pontoon, pan, or other. For seal type, check either single, double, or other. For shell condition, check either riveted, welded, or other. If you check "other", then please describe.
15. Comment space for further descriptions or other needed information that was not included previously or information on modifications.
16. If this form is being submitted at the same time as an APC 100 form, then a signature is not required on this form. Date this form regardless of whether a signature is provided. If this form is NOT being submitted at the same time as an APC 100 form, then a signature is required. Applications should be signed by the responsible person listed in Item 7 of the APC 100 form.