



Maricopa County Air Quality Department
 301 W. Jefferson St., Suite 410, Phoenix, AZ 85003
 Phone: 602-506-6010
 AQPermits@maricopa.gov



RULE 316 OPERATIONS AND MAINTENANCE PLAN

Reserved for Control Officer

Reviewed by: _____

Rev # _____

Intake Information

Date of Request: _____ Facility ID/Permit Number: _____ Is this a Portable Permit? Yes No

Permit Holder: _____

Project Location: _____

Reason for Change: _____

Submission of this plan indicates that all information is truthful, accurate, and complete.

Requested by (print name): _____

Signature: _____

Special Instructions: _____

Attach page change: _____

Equipment change may require a permit modification

(Information provided on this Operations and Maintenance Plan indicates minimal requirements of Air Quality Rule 316 and other associated operations; additional space is provided for requirements not listed.)

Operation and Maintenance (O&M) Plan Guidelines

This document provides guidance in the preparation of O&M Plans required as part of an Air Quality Permit and/or by Maricopa County Air Pollution Control Regulations. The goal is to establish acceptable operating parameters and limits, maintenance procedures and schedules, and documentation methods that will demonstrate the control device is being properly operated and maintained.

General Information

Provide identification and a quick understanding of the facility and equipment and the basis for the O&M Plan.

Operation Plan

Key operating parameters are quantifiable parameters (pressure drops, temperatures, flow rates, etc.) that, once properly defined, are considered indicators that a control device is functioning as designed. Operations log sheets should, at a minimum, contain the following information: date and time of readings; identification of the individual recording the data; operating parameters to be monitored, including units of measure, allowable operating range (upper and/or lower limits, if applicable), and space for recording measurements; measurement frequency; and space for additional information such as corrective action taken or general comments. A log sheet must be completed for every day the process and control device are in operation. All values are to be recorded, including those out of range at the time readings are taken. Sample operations log sheets are available from the Department for common types of control devices. **A COPY OF THE ACTUAL CHECKLIST(S) TO BE USED AT THE FACILITY IS TO BE INCLUDED IN THE O&M PLAN.**

If an automatic data recording system will be used, provide information on its measurement frequency and how the information will be recorded, in addition to the above requirements. If recording charts are used, provide space on the charts to document the date, time, and initials of the individual checking system performance. If changing the location of the measurement device would affect its reading (for example, the location of the thermocouple on an afterburner), then the location of the device must be documented either in the text of the O&M plan or through a scaled drawing.

Maintenance Plan

Maintenance procedures (inspections, cleanings, lubrications, adjustments, replacements, instrumentation calibrations, etc.) are performed on a routine basis to ensure the equipment remains in peak operating condition. Maintenance checklists should, at a minimum, contain the following information: date; identification of the individual performing the maintenance check; procedures to be performed, including frequency of occurrence; results of inspection (acceptable, nozzle plugged, belt cracked, etc.); corrective action taken (none, cleaned nozzle, replaced belt, etc.); and space for additional information such as observations or general comments. Sample maintenance checklists, containing general preventative maintenance that should be considered, are available from the Department for common types of control devices and it would be preferred that these forms be used, if possible. **A COPY OF THE ACTUAL CHECKLIST(S) TO BE USED AT THE FACILITY IS TO BE INCLUDED IN THE O&M PLAN.**

Other Information

Additional information, such as process diagrams, control device schematics, etc., may be included only if it would be helpful in understanding the O&M Plan. Please do not provide a copy of the O&M Plan supplied by the equipment manufacturer. (Provide only as an attachment).

O&M Plan forms and guidelines are available electronically by accessing Maricopa.gov/1818.

Changes to an existing O&M Plan should be made by submitting a complete, revised O&M Plan with a cover letter identifying all changes and the reason(s) for such changes. This document is meant to serve as a general guideline in the preparation of O&M Plans. Since unique circumstances may exist, the Department reserves the right to request additional information to ensure compliance with air quality regulations.



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GENERAL INFORMATION

Business Name: _____

Facility ID/Permit Number: _____

Date Prepared/Revised: _____

General description of overall facility operations:

Brief description of process(es) ducted to control device, including pollutants emitted:

Complete description of control device(s) covered by the plan, including manufacturer, model, rated capacity, total number of identical units, equipment identification number(s), etc.:

OPERATION PLAN

List the operating parameters to be monitored, including the units of measure (inches H₂O, deg F, gpm, etc.), acceptable operating range (upper and/or lower limits), and frequency of recording measurements (daily, continuous, etc.) Attach a separate sheet with additional items if necessary.

Parameter	Units	Limits	Frequency

List the method of recording measurements (manual, stripchart recorder, data acquisition system, etc.) and type of instrumentation (magnehelic, temperature sensor, flowmeter, etc.) with display range for each operating parameter. Attach a separate sheet with additional items if necessary.

Parameter	Method	Instrument	Range

Attach a copy of all operations log sheets, stripcharts, computer printouts, etc., utilized to document operating parameters of the control device.

Note: Instrumentation accuracy is expected to be comparable to industry standard for the specific type of instrumentation. Acceptable operating ranges may require modifications to reflect actual conditions during compliance testing. A log sheet must be completed for every day the process and control device are in operation. Records are required to be maintained for a minimum of five years.



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MAINTENANCE PLAN

Maintenance procedures to be performed with the frequency of each procedure. Attach a separate sheet with additional items if necessary.

Procedure	Frequency

Attach a copy of all maintenance checklists, computer printouts, etc., utilized to document completion of maintenance procedures performed on the control device.

Notes: The spare parts inventory should be sufficient to handle all maintenance requirements and reasonably expected malfunction corrections. Records are required to be maintained for a minimum of five years.