



# COMPLETING THE D3-3 FORM

## Instructions and Activity Codes

### INSTRUCTIONS FOR THE D3-3 FORM

#### D3-3 - EMISSION SOURCE (REDUCTION AND RECYCLING ACTIVITIES)

This form may be used for fulfilling the requirements of Rules 3Q .0206, 3Q .0304, and 3Q .0507 of the Forsyth County Air Quality Technical Code (FCAQTC), which state that a source reduction and recycling description must be submitted along with each:

- (a) payment of an annual permit fee [Rule 3Q. 0206(d)],
- (b) permit application for modification of an existing facility [Rules 3Q. 0304(b)(2)(A) and 3Q .0507(d)(2)(A)], and
- (c) permit application for a new facility [Rules 3Q. 0304(b)(2)(B) and 3Q .0507(d)(2)(B)].

This form should be completed for each facility source reduction or recycling activity. *If no reductions were made throughout the facility during the previous year, only one inclusive form is necessary.* In the event of a modification of an existing permit, quantify the reductions realized by the modified or new emission source, as well as any amendments to facility-wide plans for future reduction activities.

**FACILITY-WIDE OR SPECIFIC EMISSION SOURCE?** Indicate whether the data on this form refers to the facility or a specific emission source.

**If this form is being used for a single emission source, please include EMISSION SOURCE DESCRIPTION AND SOURCE ID NO.** (found on your permit to operate):  
Describe the emission source for which this form applies

**POLLUTANT EMITTED:** Identify the air contaminants (e.g. regulated criteria pollutants {PM, PM10, SO2, NOx, VOC, CO, Pb}, TAPs or HAPs) emitted from this emission source.

**SOURCE REDUCTION ACTIVITIES (ENTER CODES):** From the attached list of source reduction and recycling codes, chose the code that most accurately identifies the current source reduction and recycling activities being utilized for the emission of this pollutant from this emission source. **If no source reduction activities have been implemented in the past year, enter “NC” (No change from the previous year).**

**QUANTITY EMITTED LAST CALENDAR YEAR:** Quantify the amount of this pollutant emitted before the current source reduction and recycling activities were utilized in pounds/year *and* convert to tons/year.

**QUANTITY EMITTED THIS CALENDAR YEAR:** Quantify the amount of this pollutant emitted after the utilization of the current source reduction and recycling activities in pounds/year *and* convert to tons/year.

**PLANNED SOURCE REDUCTION ACTIVITIES (ENTER CODES):** From the attached list of source reduction and recycling codes, chose the code that most accurately identifies the planned source reduction and recycling activities being utilized for the emission of this pollutant from this emission source. **If no new source reduction activities are planned, write “NP” (no planned source reduction activities).**

**COMMENTS** – This area can be used to specify codes or for miscellaneous comments. Use additional pages if needed.

# SOURCE REDUCTION AND RECYCLING ACTIVITY CODES

To be used with the D3-3 Form

## NO RECORDED ACTIVITIES

NC: No source reduction activities implemented in the previous year

NP: No planned source reduction activities

## RECYCLING ACTIVITIES

W01: On-site beneficial use/reuse

W02: Off-site beneficial use/reuse

## SOURCE REDUCTION ACTIVITIES

### Good Operating Practices

W11: Began to segregate types of hazardous waste to make them more amenable to recycling

W12: Began to segregate (stopped combining) hazardous waste from non-hazardous waste (Note: for purposes of hazardous waste from non-hazardous waste reporting, reduces volume of hazardous waste, but does not reduce total waste volume)

W13: Improved maintenance scheduling, record-keeping, or procedures

W14: Changed production schedule to minimize equipment and feedstock changeovers

W19: Other changes in operating practices (*Specify in "Comments"*)

### Inventory Control (Instituted procedures to ensure that materials do not stay in inventory beyond shelf-life)

W22: Began to test outdated material—continue to use if still effective

W23: Eliminated shelf-life requirements for stable materials

W24: Instituted better labeling procedures

W25: Instituted clearinghouse to exchange materials that would otherwise be discarded

W29: Other (*Specify in "Comments"*)

### Spill and Leak Prevention

W31: Improved storage or stacking procedures

W32: Improved procedures for loading, unloading, and transfer operations

W33: Installed overflow alarms or automatic shut-off valves

W34: Installed secondary equipment

W35: Installed vapor recovery systems

W36: Implemented inspection or monitoring program of potential spill or leak sources

W39: Other (*Specify in "Comments"*)

### Raw Material Modifications

W41: Increased purity of raw materials

W42: Substituted raw materials (*Specify in "Comments"*)

W49: Other (*Specify in "Comments"*)

### Process Modifications

W51: Instituted closed-loop recycling

W52: Modified equipment, layout, or piping

W53: Changed process catalyst

- W54: Instituted better controls on operating conditions (flow rate, temperature, pressure, residence time)
- W55: Changed from small volume containers to bulk containers to minimize discarding of empty containers
- W58: Other (*Specify in "Comments"*)

#### Cleaning and Degreasing

- W59: Modified stripping/cleaning equipment
- W60: Changed to mechanical stripping/cleaning devices (from solvents or other materials)
- W61: Changed to aqueous cleaners (from solvents or other materials)
- W62: Reduced the number of solvents used, to make waste more amenable to recycling
- W63: Modified containment procedures for cleaning units
- W64: Improved draining procedures
- W65: Redesigned parts racks to reduce dragout
- W66: Modified or installed rinse systems
- W67: Improved rinse equipment design
- W68: Improved rinse equipment operation
- W71: Other (*Specify in "Comments"*)

#### Surface Preparation and Finishing

- W72: Modified spray systems or equipment
- W73: Substituted coating materials used
- W74: Improved application techniques
- W75: Changed from spray to other system
- W78: Other (*Specify in "Comments"*)

#### Product Modifications

- W81: Changed product specifications
- W82: Modified design or composition
- W83: Modified packaging
- W89: Other (*Specify in "Comments"*)

#### Other Source Reduction Activity

- W99: Specify in Comments (Including non-air-related source reduction/recycling efforts)