



Common Pitfalls of Air Permit Holders (An Update)

This is NOT a complete list of regulations you need to follow but is offered to help you avoid the most common mistakes. Encountering any of these pitfalls could result in enforcement actions that may include penalties. But more importantly, avoiding them will increase the likelihood that pollution is minimized and that the New Jersey Department of Environmental Protection has the necessary information to effectively pursue the goal of clean and healthy air for the citizens of this state and beyond.

- 1. Read and follow your permit.** A surprising number of permit holders are not aware of the provisions and conditions of their permits. Make sure those who are responsible for equipment covered in the permit are equally aware of any conditions that relate to their functions. Call the appropriate enforcement office listed below if you need help in understanding your permit.
- 2. Modifications to permitted equipment must be pre-approved.** Many changes to permitted equipment require the approval of a permit modification. If you are not sure whether your planned changes require an approval, call the appropriate enforcement office listed below.
- 3. You are responsible for renewing your permit on time.** Be aware of the expiration date of all the air permit(s) you hold. NJDEP is improving its ability and capacity to ensure all permit holders get adequate notice ahead of expiration. However, it is your responsibility by law to contact NJDEP yourself to renew any permit even if you do not receive any notifications.
- 4. Keep copies of all permits at the site to which they apply.** Often permits are only kept at a central office. Copies or the originals must always be on site and available to visiting inspectors. They should also be available to the employees who operate or are responsible for the equipment.
- 5. You may need other permits.** A permit only covers the specific equipment listed within it. Other equipment may not be installed or operated without obtaining an approved permit. A list of equipment and/or operations requiring a permit under air pollution regulations can be found in N.J.A.C 7:27-8.2 available at <http://www.state.nj.us/dep/aqm/Sub8v2015.pdf>.

COMPLIANCE ADVISORY

Who should I contact with questions?

NJDEP Air Quality Permitting	609-292-0834
NJDEP Air Compliance and Enforcement - Northern Field Office (Bergen, Essex, Hudson, Hunterdon, Morris, Passaic, Somerset, Sussex, Warren, and Union Counties)	973-656-4444
NJDEP Air Compliance and Enforcement – Central Field Office (Burlington, Mercer, Middlesex, Monmouth, and Ocean Counties)	609-292-3187
NJDEP Air Compliance and Enforcement – Southern Field Office (Atlantic, Camden, Cape May, Cumberland, Gloucester, and Salem Counties)	856-614-3601

Where can I get more information?

The following websites can be accessed for additional information regarding this advisory:

- For information about the Air Quality Permitting Program, visit <http://www.state.nj.us/dep/aqpp/>.
- For general NJDEP information, please go to <http://www.nj.gov/cgi-bin/dep/contactdep.pl>.

In addition, NJDEP's Compliance and Enforcement Program (C&E) is pleased to announce that we are now on [Facebook](#). Our goal is to provide our stakeholders and the regulated community a new way to connect and share relevant and useful compliance assistance topics, upcoming training, regulatory updates and recent advisories on a regular basis. Click on this link: <https://www.facebook.com/NJDEPComplianceandEnforcement> and "Like" our page to receive up-to-date information as soon as it is available.



Compliance Advisory Homepage: <http://www.nj.gov/dep/enforcement/advisories.html>

Advisory Comments may be directed to: <http://www.nj.gov/dep/enforcement/survey.html>

This advisory is intended to be a summary explanation of an NJDEP initiative. It does not include all potentially applicable requirements. If you have any questions related to compliance with this initiative, please contact the Enforcement numbers listed above.