

CONFIDENTIALITY REQUEST APPLICATION INSTRUCTIONS

This application shall be used to request select information in an application and supplemental data be kept confidential from the public.

Notice: Under NRS 239 (the Nevada Public Records Act) the division must hold all records as public unless declared confidential by law. (NRS 239.0113)

NRS 239.010(3).

"A governmental entity that has legal custody or control of a public book or record shall not deny a request made pursuant to subsection 1 to inspect or copy or receive a copy of a public book or record on the basis that the requested public book or record contains information that is confidential if the governmental entity can redact, delete, conceal or separate the confidential information from the information included in the public book or record that is not otherwise confidential."

1. As stated in DBOH 020, SECTION D and NRS 445B.570(6) - "confidential information" means information or records which:
 - (a) Relate to dollar amounts of production or sales;
 - (b) Relate to processes or production unique to the owner or operator; or
 - (c) If disclosed, would tend to affect adversely the competitive position of the owner or operator.
2. Information which cannot be certified as confidential includes (DBOH 020, SECTION D.2):
 - (a) The emission data concerning any air contaminant which has an ambient air quality standard or emission standard or which has been designated as a hazardous air pollutant by the United States Environmental Protection Agency.
 - (b) The air pollution source operating permit, including the original application, any compliance plan, monitoring report, or schedule and variance.
 - (c) The existence and disposition of any past citations, fines, or written warnings.

How to Complete this Application

- The application must be filled out completely for all items that are applicable, except where noted as optional.
- The application must have an **original wet-ink signature** by the Responsible Official, and therefore cannot be transmitted electronically. A Responsible Official is defined in [DBOH Regulations Governing Air Quality Management 010.1305](#):

"a Corporation's Chairman, Chief executive officer, president, vice president in charge of a principal business function, secretary, treasurer or designated environmental representative of a corporation responsible for overall operation of one or more manufacturing, production, or operating facilities applying for or subject to a permit and approved in advance by the Control Officer; a general partner in a partnership; the proprietor of a sole-proprietorship; or the principal executive officer or ranking elected official of a public agency. For sources subject to Title IV of the act, the responsible official shall be the representative who meets the requirements promulgated in 40 CFR Part 72."

- The Air Quality Management Division fee schedule can be found here:
<https://www.nnph.org/resources/fees/air-quality-management-fees.php>
- The **application and fee** should be hand delivered to the AQMD drop box located ([here](#)), or mailed to (the fee may be paid by CC after the application has been received, an email will be sent with instructions for payment):
NNPH, AQMD
1001 E. Ninth Street, Suite B171
Reno, NV 89512
- **More detailed instructions can be found on page 6.**

CONFIDENTIALITY REQUEST APPLICATION

FOR AQMD USE ONLY

Company Information		
1. Company Name:		2. Permit Number:
3. Company Mailing Address:		
City:	State:	ZIP Code:
Facility Information (location in Washoe County)		
4. Facility Name:		
5. Facility Address:		
City:	State:	ZIP Code:
Responsible Official Information		
6. Name of Responsible Official:		
Title:		
Phone No.:	Fax No.:	
Email:		
Mailing Address:		
City:	State:	ZIP Code:
Environmental Consultant Information (Optional)		
7. By identifying a consultant, the RO consents that such consultant has the authority to communicate directly with the AQMD for the limited purpose of providing supplemental information and comments in support of the information already provided by the RO. The RO acknowledges that any change to, or withdrawal of information must be done by the RO.		
Name:	Title:	
Phone No.:	Fax No.:	
Email:		
Mailing Address:		
City:	State:	ZIP Code:

Conditions for Protection

As stated in NRS 445B.570(6), “confidential information” means information or records which:

- a) Relate to dollar amounts of production or sales;
- b) Relate to processes or production unique to the owner or operator; or
- c) If disclosed, would tend to affect adversely the competitive position of the owner or operator.

Identify the information that is requested to be held confidential and explain how it applies to NRS 445B.570(6)

1.	
2.	
3.	
4.	
5.	
6.	
7.	

*Attach additional documentation as needed.

*Any of the information obtained pursuant to this request for confidentiality must clearly state that it is confidential pursuant to this approval. Be advised that the BAPC will verify the content of the confidential information obtained to ensure the information declared confidential conforms with this request. In addition to providing the confidential information, the BAPC requires that you submit redacted versions of any submitted information that is intended for public review. A new/updated request application form shall be resubmitted for all future confidentiality requests. **Any non-confidential information received prior to this request cannot be retroactively deemed confidential.***

**THIS APPLICATION MUST BE SUBMITTED AND APPROVED BY THE AQMD PRIOR TO
SUBMITTING AN AIR QUALITY OPERATING PERMIT APPLICATION AND/OR ANY
SUPPLEMENTAL INFORMATION.
DO NOT SUBMIT CONFIDENTIAL INFORMATION BY EMAIL.**

As the Responsible Official, I accept responsibility for the compliance status of the facility. I understand that any willful misrepresentation shall be cause for revocation of the operating permit.

This application is submitted in accordance with the provisions of Section 030.000, and under penalty of perjury, to the best of my knowledge the information supplied in this document is true and correct. By signing you are acknowledging that there will be no changes to the facility as specified in the existing Permit to Operate.

Responsible Official Signature

Date

Print Name

Title

DETAILED APPLICATION INSTRUCTIONS

This application shall be used to request confidentiality prior to submitting an application or any information associated with an application for a Stationary Source which should remain confidential.

Company Information

1. Provide the legal company name, as registered on the business license with the State of Nevada.
2. Provide the permit number for an existing facility – leave blank if not an existing facility.
3. Provide the company mailing address.

Facility Information

4. Provide the facility name as you'd like it to appear on the Permit to Operate for a new facility or as it appears on the existing Permit to Operate.
5. Provide the physical address of the facility in Washoe County.

Responsible Official Information

6. Provide the name, title, phone and fax numbers, email address, and mailing address of the Responsible Official.

Environmental Consultant Information (Optional)

7. Provide the name, title, phone and fax numbers, email address, and mailing address of the Environmental Consultant. By identifying a consultant, the RO consents that such consultant has the authority to communicate directly with the AQMD for the limited purpose of providing supplemental information and comments in support of the information already provided by the RO. The RO acknowledges that any change to, or withdrawal of information must be done by the RO.