



**INITIAL NOTIFICATION REPORT**  
**NESHAP: Wood Furniture Manufacturing Operations**

40 CFR Part 63, Subpart JJ

Required by 1994 PA 451, as amended, and the Federal Clean Air Act of 1990.  
Failure to provide this information may result in penalties and/or imprisonment.

**NOTE:** All affected facilities are required to complete and submit this report to the Michigan Department of Environment, Great Lakes, and Energy to the appropriate Air Quality Division district office (see Attachment A).

**Please print or type all information.**

<b>1. Complete this section for each plant in which wood furniture manufacturing operations are performed.</b>			
Company Name		Company Telephone Area Code & Number	
Mailing Address	City	State	Zip Code

Owner/Operator Contact Name and Title		Owner Telephone Area Code & Number	
Owner Mailing Address (if different than company)	City	State	Zip Code
Owner/Operator E-Mail Address			

Facility Name (if different than company)		Facility Telephone Area Code & Number	
Facility Address (if different than company)	City	State	Zip Code
State Registration Number (SRN) (if known)			

<b>2. Indicate if facility is new or existing source (check one).</b>	
<input type="checkbox"/> Existing (constructed and reconstructed on or before December 6, 1994)	<input type="checkbox"/> New (constructed and reconstructed after December 6, 1994)

<b>3. List the primary and secondary sic codes and a brief description of the wood furniture manufacturing process used at your facility.</b>
Primary SIC Code and Description
Secondary SIC Code and Description

<b>4. ESTIMATE ANNUAL USAGE OF THE FOLLOWING AT YOUR FACILITY:</b>		
	Gallons/year	Gallons/month
Finishing Materials		
Adhesives		
Cleaning Materials		
Washoff Materials		

<b>5. PROVIDE INDIVIDUAL AND COMBINED HAP EMISSIONS IN TONS PER YEAR</b> (use the attached worksheet for assistance in the calculations).			
<b>Individual HAP Emissions</b>			
<b>HAP</b>	<b>Emissions (tons/yr)</b>	<b>HAP</b>	<b>Emissions (tons/yr)</b>
<b>Total Combined HAP Emissions:</b>		<b>Tons/yr</b>	

- 6. Based on your facility’s usage or emission rates, do any of the following apply?** Your facility is not subject to this NESHAP if it fits any of these descriptions. (Check one only if it applies to your facility.)
- Major source for operations other than wood furniture manufacturing using no more than 100 gallons per month of wood furniture coatings and adhesives.
  - Facility that uses either no more than 250 gallons per month or no more than 3,000 gallons per rolling 12-month period of finishing materials, adhesives, and cleaning and wash off materials including materials used for processes other than wood furniture manufacturing. However, 90% of the annual HAP emissions from the facility must come from finishing materials, adhesives, and cleaning and wash off solvents.
  - Facility whose wood furniture manufacturing operations contribute to at least 90% of plantwide emissions per rolling 12-month period and that use materials containing no more than 5 tons of any one HAP or no more than 12.5 tons of any combination of HAPs per rolling 12-month period including materials from processes other than wood furniture manufacturing.
  - Facility with the **potential to emit** less than 10 tons per year of one HAP or 25 tons per year of any combination of HAPs (including materials used for processes other than wood furniture manufacturing).

I certify that the statements and information in this report are true, accurate, and complete.

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Signature of “Responsible Official”\* Date

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Printed Name of “Responsible Official” Title

- \*A “Responsible Official” can be:
- The president, vice-president, secretary, or treasurer of the company who owns the facility.
  - The owner of the facility.
  - The facility engineer or supervisor.
  - A government official if the plant is owned by the federal, state city or county government.
  - A ranking military officer if the plant is located on a military base.

Please make a copy of this Initial Notification Report and submit by United States mail, fax, or by another courier to the appropriate Air Quality Division district office (see Attachment A).

**ACTUAL EMISSION CALCULATIONS FOR HAZARDOUS AIR POLLUTANTS  
 WORKSHEET**

1. AQD SOURCE ID/SOURCE REGISTER NUMBER (SRN):						
2. COMPANY/FACILITY NAME:						
3. COMPLETE THE HAZARDOUS AIR POLLUTANT INFORMATION BELOW. a. Identify the Hazardous Air Pollutant (e.g., methyl ethyl ketone, xylene, etc.) b. List the HAP percent by weight. This information can be obtained from the Material Safety Data Sheet (MSDS). c. List the density of the material in lb/gal. This information can be obtained from the MSDS. d. List the amount of material used in the previous calendar year. If this is a new unit or no records exist, use a reasonable estimate of how much material will be used in a year. e. To calculate the Uncontrolled HAP Emissions in ton/yr, use the following method: <b>UNCONTROLLED HAP EMISSIONS = PERCENT HAP BY WEIGHT (3b)/100 X DENSITY (3c) X ANNUAL CONSUMPTION (3d) X 0.0005 ton/lb.</b> f. List the percent Pollution Control Efficiency, if applicable. g. To calculate the Controlled HAP Emissions in ton/yr, use the following method: <b>CONTROLLED HAP EMISSIONS = UNCONTROLLED HAP EMISSIONS (3e) X (100 - CONTROL EFFICIENCY (3f))/100</b>						
a. HAP	b. HAP % by weight	c. Material density (lb/gal)	d. Annual consumption (gal/yr)	e. Uncontrolled HAP emissions (ton/yr)	f. Control equipment efficiency (%)	g. Controlled HAP emissions (ton/yr)
4. SINGLE HAP EMISSIONS (ton/yr): Add the emissions for each individual HAP if there are multiple calculations for a HAP.						
HAP						
Total Emissions (ton/yr)						
5. TOTAL COMBINED HAP EMISSIONS (ton/yr): Add the emissions from all the HAPs.						

**DUPLICATE THIS FORM AS NECESSARY OR ATTACH SHEETS WITH EQUIVALENT INFORMATION**

**ATTACHMENT A**

**Air Quality Division District Office Contact Information**

**Bay City District**  
 (Central East Michigan)  
 401 Ketchum Street, Suite B  
 Bay City, MI 48708-5430  
 989-894-6200 Fax: 989-891-9237

*Counties: Arenac, Bay, Clare, Gladwin, Huron, Iosco, Isabella, Midland, Ogemaw, Saginaw, Sanilac, and Tuscola*

**Cadillac District**  
 (Northwest Lower Peninsula)  
 120 West Chapin Street  
 Cadillac, MI 49601-2158  
 231-775-3960 Fax: 231-775-4050

*Counties: Benzie, Grand Traverse, Kalkaska, Lake, Leelanau, Manistee, Mason, Missaukee, Osceola, and Wexford*

**Detroit District**  
 (Wayne County)  
 Cadillac Place  
 3058 West Grand Boulevard, Suite 2-300  
 Detroit, MI 48202-6058  
 313-456-4700 Fax: 313-456-4692

*County: Wayne*

**Gaylord District**  
 (Northeast Lower Peninsula)  
 2100 West M-32  
 Gaylord, MI 49735-9282  
 989-731-4920 Fax: 989-731-6181

*Counties: Alcona, Alpena, Antrim, Charlevoix, Cheboygan, Crawford, Emmet, Montmorency, Oscoda, Otsego, Presque Isle, and Roscommon*

**Grand Rapids District**  
 (Central West Michigan)  
 350 Ottawa Avenue NW, Unit 10  
 Grand Rapids, MI 49503-2316  
 616-356-0500 Fax: 616-356-0201

*Counties: Barry, Ionia, Kent, Mecosta, Montcalm, Muskegon, Newaygo, Oceana, and Ottawa*

**Jackson District**  
 (South Central Michigan)  
 State Office Building, 4th Floor  
 301 East Louis Glick Highway  
 Jackson, MI 49201-1535  
 517-780-7690 Fax: 517-780-7855

*Counties: Hillsdale, Jackson, Lenawee, Monroe, and Washtenaw*

**Kalamazoo District**  
 (Southwest Michigan)  
 7953 Adobe Road  
 Kalamazoo, MI 49009-5026  
 269-567-3500 Fax: 269-567-3555

*Counties: Allegan, Berrien, Branch, Calhoun, Cass, Kalamazoo, St. Joseph, and Van Buren*

**Lansing District**  
 (Central Michigan)  
 P.O. Box 30242  
 Lansing, MI 48909-7742  
 517-284-6651 Fax: 517-241-3571

*Counties: Clinton, Eaton, Genesee, Gratiot, Ingham, Lapeer, Livingston, and Shiawassee*

**Marquette District**  
 (Entire Upper Peninsula)  
 1504 West Washington Street  
 Marquette, MI 49855-3118  
 906-228-4853 Fax: 906-228-4940

*Counties: All counties in the Upper Peninsula*

**Warren District**  
 (Southeast Michigan)  
 27700 Donald Court  
 Warren, MI 48092-2793  
 586-753-3700 Fax: 586-753-3731

*Counties: Macomb, Oakland, and St. Clair*

For information or assistance on this publication, please contact the Air Quality Division, through EGLE Environmental Assistance Center at 800-662-9278. This publication is available in alternative formats upon request.

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