



# WILLIAM & MARY

CHARTERED 1693

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## **DIRECTIVE 765**

**TITLE: College of William and Mary Air Permit Reporting and Permit Fee Payment**

**EFFECTIVE DATE: January 12, 2018**

**REVISION OF: First Edition**

### **I. Scope:**

This directive covers the reporting of air emissions to the Virginia Department of Environmental Quality as required by Air Permit 60158 issued to the College of William and Mary and the associated annual Permit Fee.

### **II. Purpose:**

Provide written documentation of the information collection requirements and the reporting process in order to be fully compliant with Air Permit 60158. The directive also covers payment of the Annual Emission Fee.

### **III. Policy:**

The Associate Director of Utilities will comply with the reporting requirement specified by Air Permit 60158 inclusive of bi-annual fuel report and annual emission summary. The specific steps for each are outlined in Attachments 1 and 2. In addition, the Associate Director will ensure payment of the Annual Emissions Fee as outlined in Attachment 3.

### **IV. Attachments**

1. Fuel Quality Report Preparation and Submission
2. Annual Emission Reporting
3. Annual Emissions Fee
4. Fuel Report Form

### **V. Approval, amendment, and guidance:**

This policy was approved by the Associate Vice President of Facilities Management. The Associate

Director of Utilities interprets this policy and is directed to review this policy periodically to ensure continued effectiveness.

A handwritten signature in blue ink, appearing to read "Van D.", with a long horizontal flourish extending to the right.

Van Dobson, P.E.  
Associate Vice President  
Facilities Management