CAPP CHANGE OF OWNERSHIP FORM

Instructions for completing the Change of Ownership Form

Within 14 days of a Change in Ownership, the new owner or operator shall provide the following information *(Refer to NAC 459.95333)*:

Facility Information
Transfer Date
Owner or Operator
Person Responsible for CAPP Implementation
Emergency Contact
Outside Emergency Responder
Process Information *(Complete one block for each process. Leave extra blocks blank)*
Certification *(This page must be signed and mailed, even if the form is sent via email)*

Accessing E-mail File

You may download the e-mail file from the CAPP website Registration/Change of Ownership page at: **http://ndep.nv.gov/baqp/cap/capregistrationcio.html**

Entering your data

The shaded areas indicate data entry fields. Use the tab key to move between fields. For check boxes, click in the box to make an "X" appear; clicking again removes it.

Original signature required

The Certification page requires an **original** signature. If you intend to return this form as an e-mail attachment, you must print the certification page, complete it with an original signature and **mail** to the address below. Your mailed original certification page will be matched to the file print out of your e-mailed form on receipt.

Where to send complete forms:

E-mail Change in Ownership forms may be sent to NDEP-BAPC CAPP staff. CAPP contact information may be found at: http://ndep.nv.gov/bapc/org/org.html Please note, however, that if you elect to submit electronically, the certification page must be mailed via U.S. Postal Service because it requires an original signature.

Please mail hard copies (paper) or, if e-mailing the form, the certification page to:

State of Nevada
NDEP/Chemical Accident Prevention Program
Bureau of Air Pollution Control
901 South Stewart Street Suite 4001
Carson City, NV 89701-5249

Questions?

Should you have any questions or encounter difficulties completing this form, please contact the NDEP Bureau of Air Pollution Control office at (775)-687-9349.

Change of Ownership Notification Form

Chemical Accident Prevention Program

NAC 459.95333

If a facility with a process that is subject to CAPP changes ownership, the new owner or operator shall comply fully with the requirements of NRS 459.380 to 459.3874, inclusive and any regulations adopted pursuant thereto and:

1. If the annual registration required pursuant to NAC 459.95348 is not due, satisfy the requirements for registration set forth in NAC 459.9535 and 459.95337 not later than 14 days after the transfer of ownership; or,
2. If the annual registration required is due, submit the annual registration in lieu of this form.

FACILITY INFORMATION

Name of Facility

Physical Address:

County:
Facility phone #:
(incl Area Code)
Mailing Address:

Facility Latitude (degrees/minutes/seconds):

Facility Longitude (degrees/minutes/seconds):

(refer to attachment for answer key to next line)
Method used to determine Lat/Long:

Description of location:

US EPA Identification number (if any):
Dun & Bradstreet number for facility:
Dun & Bradstreet number of any parent corporation:
Name of parent corporation:
Number of full-time employees at facility:

Is facility subject to one or more of the following?:

☐ **29 CFR 1910.119**
☐ **29 CFR 1910.38**
☐ **40 CFR PART 355**
☐ **29 CFR 1910.120**
☐ Operating permit pursuant to **40 CFR PART 70** and, if applicable, permit number: _____

Date of last safety inspection:
Safety inspection conducted by: ☐ Federal ☐ State ☐ Local Government agency
Name of inspecting entity:

TRANSFER DATE

Effective Date of Ownership Transfer:

OWNER OR OPERATOR **(Person to be addressed on formal NDEP-CAPP correspondence)**

Contact name:

Title:

Company name:

Mailing address:

Phone # (incl Area Code):
Fax # (incl Area Code):
Email address:
Cell (optional):

PERSON RESPONSIBLE FOR CAPP IMPLEMENTATION **(Main contact for NDEP-CAPP staff)**

Contact name:

Title:

Company name:

Mailing address:
(if different than owner/operator)

Phone # (incl Area Code):
Fax # (incl Area Code):
Email address:
Cell (optional):

EMERGENCY CONTACT

Contact name:

Title:

Company name:
(if different than owner/operator)

Phone # (incl Area Code):
24-hour emergency phone # (incl Area Code):

OUTSIDE EMERGENCY RESPONDER **(Fire Dept. with which response activities are coordinated)**

Name of Fire Dept:
Phone # (incl Area Code):

PROCESS INFORMATION (Complete this section for each process on site)

Process Description:

☐ Check if this process is an explosives manufacturing operation as defined at NAC 459.95247.

NAICS Code: (Reference: http://www.census.gov/epcd/www/naics.html)

☐ Check if this is a new process and register the maximum on-site inventory anticipated through the following May 31st in the table below.

Maximum quantity of each Highly Hazardous Substance (HHS) or Explosive that was on site at any one time since the previous June 1st:

HHS or Explosive Name	For Aqueous Solutions note Mixture %	CAS Number	Quantity in lbs*

*** For Aqueous Solutions, Quantity = (Solution Weight) X (HHS Fraction in Solution)**

Additional Process Input Block (input as necessary)

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CERTIFICATION

One of the following certifications must be signed by the sole proprietor of the facility, the highest ranking corporate officer of the facility, a partner at the facility, the manager of the facility or a person designated by one of those persons to sign the certification.

(a) I certify under penalty of law that the information provided in this document is true, accurate and complete. I am aware that there are significant civil and criminal penalties for submitting false, inaccurate or incomplete information.

_____

Name (Type or Print)

_____

Title

_____

Signature Date

OR,

(b) I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and all attached documents and that, based on my inquiry of the natural persons immediately responsible for obtaining the information, I believe that the submitted information is true, accurate and complete. I am aware that there are significant civil and criminal penalties for submitting false information.

_____

Name (Type or Print)

_____

Title

_____

Signature Date

Attachment

The following are excerpts from RMP*Submit™ User's Manual February 1999, Ver. 1.07, in reference to latitude and longitude codes, and codes describing the location identified by latitude and longitude requested in section *Facility Information* of the RMP-CAPP Registration Form.

METHOD FOR DETERMINING LATITUDE AND LONGITUDE

The most common methods for determining Latitude and Longitude are I1 (Interpolation-Map), and I4 (Interpolation-Digital Map Source). Use I1 if you obtained your latitude and longitude from a paper map. Use I4 if you obtained your latitude and longitude from a computer-based geographic information system (GIS), such as Land View.

Code/Description of Method

- A1 Address Matching-House Number: derived from a point corresponding to a house or building number along a street segment.
- A2 Address Matching-Block Face: derived from a calculated midpoint of one side of a street segment with regard to odd or even addresses.
- A3 Address Matching-Street Centerline: derived from a calculated midpoint and centerpoint of a street segment.
- A4 Address Matching-Nearest Intersection: derived from the intersection closest to a house or building number.
- A5 Address Matching-Primary Name: derived from the primary name of a township or city.
- A6 Address Matching-Digitized: derived from hands-on use of computer-based mapping tools.
- AO Address Matching-Other: derived through the use of non-specific matching techniques.
- C1 Census Block - 1990 - Centroid: derived from the calculated centerpoint of a 1990 Census Block as defined by the U.S. Bureau of the Census.
- C2 Census Block/Group - 1990 - Centroid: derived from the calculated centerpoint of a 1990 Census Block/Group as defined by the U.S. Bureau of the Census.
- C3 Census Block Tract - 1990 - Centroid: derived from the calculated centerpoint to a 1990 Census Tract as defined by the U.S. Bureau of the Census.
- CO Census - Other: derived from other Census-defined areas, such as Metropolitan Statistical Areas (MSAs).
- G1 Global Positioning System (GPS) Carrier Phase Static Relative Positioning Technique: derived through the use of a GPS device employing Carrier Static Relative Positioning Technique.
- G2 GPS Carrier Phase Kinematic Relative Positioning Technique: derived through the use of a GPS device employing Phase Kinematic Relative Positioning Technique.
- G3 GPS Code Measurements (Pseudo Range) Differentially Corrected: derived through the use of a GPS device where measurements have been corrected for error based on the existence of known base stations relative to the study area.
- G4 GPS Code Measurements (Pseudo Range) Precise Positioning Service: derived through the use of a GPS devise employing real-time precise positioning techniques.
- G5 GPS Code Measurements (Pseudo Range) Standard Positioning Service SA OFF: derived through the use of a GPS device when the Department of Defense Selective Ability was turned off.
- G6 GPS Code Measurements (Pseudo Range) Standard Positioning Service SA ON: derived through the use of a GPS device when the Department of Defense Selective Ability was turned on.
- G7 GPS Code Measurements (Pseudo Range) Standard Positioning Service Corrected using Canadian Active Control System: derived through he use of a GPS device employing the Canadian Active Control System.
- GO GPS-Other/Unspecified: derived through the use of an unspecified GPS device.
- I1 Interpolation - Map: derived from a paper or other non-digital map.
- I2 Interpolation - Photo: derived from an aerial photograph.
- I3 Interpolation - Satellite: derived from a satellite image.
- I4 Interpolation - Digital map source (TIGER): derived from a digital map, mapping software or mapping tool.
- I5 Interpolation - SPOT: derived from a SPOT image.
- I6 Interpolation - MSS (Multi-spectral Scanner): derived from a MSS image.
- I7 Interpolation - TM (Thematic Mapper): derived from a thematic mapper.
- IO Interpolation - Other
- L1 Loran C: derived from the use of a Loran-C positioning device.
- P1 Public Land Survey-Section: a coordinate pair corresponding to a point from a public land survey.
- P2 Public Land Survey-Quarter Section: a coordinate pair corresponding to a point from a public land survey.
- P3 Public Land Survey-Eighth Section: a coordinate pair corresponding to a point from a public land survey.
- P4 Public Land Survey-Sixteenth Section: a coordinate pair corresponding to a point from a public land survey.
- P5 Public Land Survey-Footing: a coordinate pair corresponding to a point from a public land survey.
- S1 Classical Surveying Techniques: derived from traditional surveying techniques associated with construction activities.
- Z1 ZIP Code-Centroid: derived form the calculate center of a U.S. postal ZIP code.
- Z2 ZIP+2 Code-Centroid: derived from an averaging of multiple street segments. Approximately the size of a Census Block Group.
- Z4 ZIP+4 Code-Centroid: derived from a calculated midpoint of one side of a street segment with regard to odd or even house or building numbers.
- OT Other
- UN Unknown

DESCRIPTION OF LOCATION identified by Latitude and Longitude

Describe the exact location your latitude and longitude values represent. The table below lists the codes to be used for this element. The most common Latitude and Longitude location descriptions are PG (Plant Entrance - General) and CE (Center of Facility).

Code/Description of Location

AB Administrative Building: a building, structure, or portion thereof that houses the administrative functions of a facility as opposed to production or manufacturing activities.
AE Atmospheric Emissions Treatment Unit: equipment installed for the express purpose of treating chemical emissions prior to their release into the atmosphere.
AM Air Monitoring Station: equipment installed at a predetermined location for the automatic, manual or periodic collection of environmental air samples.
AS Air Release Stack: a free-standing vertical structure constructed for the conveyance and release of chemical emissions into the air.
AV Air Release Vent: a horizontal structure constructed for the release of chemical emissions into the air, typically from the side or roof of a building.
CE Center of Facility: a representative center point within the boundary of a facility.
FC Facility Centroid: the calculated center of a contiguous facility.
IP Intake Pipe: a pipe or intake opening constructed for the collection and conveyance of water.
LC Loading Area Centroid: the calculated center of a portion of a facility associated with loading activities
LF Loading Facility: the portion of a facility associated with loading and/or transshipment activities.
LW Liquid Waste Treatment Unit: Equipment installed for the express purpose of treating chemical emissions prior to their release to water, publicly owned treatment works (POTW) or off-site transfer.
NE NE Corner of Land Parcel: the northeast most corner or boundary of a land parcel.
NW NW Corner of Land Parcel: the northwest most corner or boundary of a land parcel.
OT Other: see descriptive comment field.
PC Process Unit Area Centroid: the calculated center of a portion of a facility associated with processing and/or manufacturing activities.
PF Plant Entrance (Freight): the entrance to a facility associated with transshipment activities.
PG Plant Entrance (General): the front gate or general entrance of a facility.
PP Plant Entrance (Personnel): the entrance to a facility associated with employees.
PU Process Unit: the portion of a facility associated with processing and/or manufacturing activities.
SD Solid Waste Treatment/Disposal Unit: the portion of a facility associated with the treatment and/or disposal of solid waste.
SE SE Corner of Land Parcel: the southeast corner or boundary of a land parcel.
SP Lagoon or Settling Pond: the portion of a facility designed to accommodate sedimentation or settling of chemical by-products necessitated by the manufacture, production, or use of chemicals.
SS Solid Waste Storage Area: the portion of a facility associated with the storage of solid waste.
ST Storage Tank: a receptacle or chamber used for storing bulk fuels or chemicals.
SW SW Corner of Land Parcel: the southwest most corner or boundary of a land parcel.
WA Wellhead Protection Area: an area at the earth's surface buffering a wellhead.
WL Well: a shaft drilled in the earth for purposes such as obtaining subsurface drinking water, or collecting water samples.
WM Water Monitoring Station: a location or study area for the automatic, manual or periodic collection of water samples.
WR Pipe Release to Water: the point at which a pipe constructed for the conveyance and release of water-borne chemical emissions reaches a water body.
UN Unknown