



No.	A-C-0021
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Relocation Notices – Frequently Asked Questions

1. What is a relocation notice?

A relocation notice is a required notification to the Maine Department of Environmental Protection (the Department) that your licensed portable equipment is moving to a new physical address. A relocation notice needs to contain the following minimum information:

- The air emission license number or general permit number for the equipment being moved;
- The equipment being moved;
- The physical address the equipment is moving from;
- The physical address the equipment is moving to;
- The date the equipment is planned to move; and
- The date you notified the destination municipality of the move.

2. Why are relocation notices required?

The equipment you are operating has the potential to affect air quality. Therefore, the Department must be aware of the location of this emissions equipment in order to schedule inspections and to respond to questions, concerns, and potential complaints from the public.

3. What's the best way to notify the Department of a relocation?

The Department prefers and strongly encourages relocation notices be submitted electronically through our online form:

<http://www.maine.gov/dep/air/compliance/forms/relocation/index.html>

However, if you are unable to access the online form, notification may be made by standard mail to the following address:

Department of Environmental Protection
Bureau of Air Quality
Attn: Relocation Notice
17 State House Station
Augusta, ME 04333-0017



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4. Do I need to submit a relocation notice if I'm moving equipment to a storage location where it won't be operated?

Yes, you must notify the Department when equipment moves to a new physical address even if the equipment will not be operated at the new address, for example, moving equipment to a winter storage location.

The Department's work necessitates that some inspections are unannounced or not scheduled with the facility in advance. Travelling to a site only to find equipment is no longer located there is a wasteful use of time and resources.

5. Do I still need to notify the town where the equipment is moving to if it is a storage location where the equipment won't be operated?

Yes, written notification must be made to the municipality where the equipment will be relocated. In the case of an unorganized territory, the notification is made to the respective county commissioner. This is true even if the equipment is moving to a storage location where the equipment is not planned to be operated.

If your company has a home or base location where equipment is returned to and stored on a regular basis, e.g., a winter storage yard, you may write a "standing letter" to the municipality listing the type of equipment (generators, rock crushers, asphalt plants, etc.) that may be moved to and stored at the location on a regular basis. This standing letter would count as prior notification to the municipality, and the date of the letter would be the date the municipality was notified for all such relocations.

6. What if only some of the equipment on my air license is moving or equipment is moving to more than one location?

The Department's online relocation form gives the user the option of reporting the movement of either all equipment associated with a license or only some of the equipment. If equipment from one license is moving to multiple different locations, a separate relocation notice should be submitted for each new location noting which equipment is moving to each location.



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7. I have more questions. Who do I call?

If you have questions or need more information, please contact one of our regional offices below and ask to speak with an Air Compliance Inspector.

<p><u>Central Maine Regional Office</u></p> <p>Bureau of Air Quality - Compliance Section Department of Environmental Protection 17 State House Station Augusta, ME 04333-0017</p> <p>phone: (207) 287-7688</p>	<p><u>Northern Maine Regional Office</u></p> <p>Bureau of Air Quality - Compliance Section Department of Environmental Protection 1235 Central Drive, Skyway Park Presque Isle, ME 04769-2094</p> <p>phone: (207) 764-0477</p>
<p><u>Eastern Maine Regional Office</u></p> <p>Bureau of Air Quality - Compliance Section Department of Environmental Protection 106 Hogan Road Bangor, ME 04401</p> <p>phone: (207) 941-4570</p>	<p><u>Southern Maine Regional Office</u></p> <p>Bureau of Air Quality - Compliance Section Department of Environmental Protection 312 Canco Road Portland, ME 04103</p> <p>phone: (207) 822-6300</p>