

# FACILITY INFORMATION FORM

ENVIRONMENTAL COMPLIANCE ASSISTANCE PROGRAM



**GENERAL INSTRUCTIONS:** The following information is required to estimate emissions from your facility. Please fill out all information for your facility and indicate "NA" for those that are not applicable and "UN" for those that are unknown at this time. Emission estimates and permit applications will only be as accurate as the information provided on the questionnaire. If additional assistance is needed, please contact the KY Environmental Compliance Assistance Program at (502) 782-6189 or email [envhelp@ky.gov](mailto:envhelp@ky.gov).

## CONTACT/OWNER INFORMATION

**Facility Name:**

**Facility Address:**

**Mailing Address:**

**NAICS:**

**SIC:**

**Contact Name:**

**Contact Title:**

**Phone Number:**

**Email:**

List the names of owners and officers of your company who have an interest in the company of 5% or more.

**Name(s):**

**Position (owner, partner, president, CEO, etc):**

- 1.
- 2.
- 3.
- 4.
- 5.

## PROCESS DESCRIPTION

Please provide a facility-wide summary of the manufacturing process starting with the raw materials when they arrive at the facility and ending when the finished product leaves the facility. Please be as detailed as possible.



## FACILITY INFORMATION

- **1. Facility Layout Map**  
Submit a facility layout map- label rooms and work areas; identify where any operations/processes occur in the facility or on the property; show where equipment is located; identify all locations of exhausts or stacks; include exterior grounds and storage locations. This can be hand-drawn or created digitally.
- **2. Facility Flow Diagram**  
Submit a facility flow diagram- identify the path materials take through your processes, from arrival of raw materials to final products being shipped out; show where in the facility layout the different processes, operations, or material storage occurs. This can be hand-drawn or created digitally.
- **3. Machine Specifications**  
Submit a list of equipment- include make, model, and maximum process rates of any equipment. If manufacturer specification sheets are available, please provide them. If equipment is custom designed, please include rough schematics.
- **4. Product Data**  
If applicable, include (M)SDS or technical data sheets for any materials used in any of your facility's processes (i.e., paints, solvents).
- **5. Latitude:**  
**Longitude:**
- **6. Property Size (square feet or acres):**

## HOURS OF OPERATION/EMPLOYEE INFORMATION

**Daily Hours of Operation:**

Monday  
Tuesday  
Wednesday  
Thursday  
Friday  
Saturday  
Sunday

**List all scheduled days (including holidays) in which the facility is closed:**

**Number of Employees:**

**Full Time:**  
**Part Time:**

## OTHER

- **Has your company filed an emergency response plan with local and/or state and federal officials outlining the measures that would be implemented to mitigate an emergency release?**  
YES      NO
- **Has your company filed the appropriate forms for the authority to do business in Kentucky (Certificate of Authority, Articles of Incorporation, etc.) with the Office of the Secretary of State and is it in "Active" status?**  
YES      NO