

# Montana Department of Environmental Quality Registered Portable Air Quality Emission Source Submission Instructions



# Introduction

- To hopefully make the process of registering portable equipment easier, DEQ is moving to an electronic submittal system.
- Operators will no longer submit a pdf with their registration information; the registration will occur through a website.
- The goal is to make the process more efficient for both operators and DEQ staff.



# Process

- 1. Operator submits initial operator registration form.**
  - *This step is not necessary if operator has previously submitted operator registration paperwork.*
- 2. DEQ reviews operator registration and approves or denies submission.**
  - *Operator will receive email from DEQ with approval or denial.*
- 3. Operator submits registration information for portable equipment for estimated operating date.**
  - *Each piece of equipment will get its own registration (i.e. if you have both a crusher and a batch asphalt plant, you will submit a separate registration for each).*
- 4. DEQ reviews portable equipment registration and approves or denies submission.**
  - *Operator will receive email from DEQ with approval or denial.*
  - *If approved the location will display on the public registration dashboard as pending.*
- 5. Operator submits registration information for portable equipment for confirmed operating date.**
  - *Each piece of equipment will get its own registration (i.e. if you have both a crusher and a batch asphalt plant, you will submit a separate registration for each).*
- 6. DEQ reviews portable equipment registration and approves or denies submission.**
  - *Operator will receive email from DEQ with approval or denial.*
  - *If approved the location will display on the public registration dashboard as active.*
- 7. Operator submits registration information for portable equipment for removal date.**
  - *Each piece of equipment will get its own removal form (i.e. if you have both a crusher and a batch asphalt plant and are removing both, you will submit a separate removal form for each; if only removing the crusher for example, you will only submit a removal form for the crusher).*
- 8. DEQ reviews portable equipment removal.**
  - *Operator will receive email from DEQ confirming removal.*
  - *The location will be removed from the public registration dashboard.*

# Initial Operator Registration

- If the operator has previously registered as an operator with DEQ Air Quality Bureau, the initial operator registration can be skipped and go straight to registration of equipment. This includes if you registered the previous way, by submitting a hard copy form or pdf.
- To register as an operator:
  - Go to <https://survey123.arcgis.com/share/848b86616f7245c5aedcbe9ab2a88f3a?portalUrl=https://gis.mtdeq.us/portal>
  - Click “I Agree” on the notice

## Portable Facility Operator Registration Form

### Notice:

By registering a portable source of air pollution the owner/operator of the registered facility acknowledges they must comply with the applicable requirements of the **Administrative Rules of Montana (ARM) at Title 17, Chapter 8, Subchapter 18, Standards and Requirements for Sand and Gravel, Concrete, and Asphalt**. Please click [here](#) to review the applicable rules governing operation of your registered facility.

☒ I Agree

# Initial Operator Registration

- Fill out the **Registrant Information** section.
  - *Owner/Operator Name*
  - *Company Entity Name (if different than owner/operator name)*
  - *Owner/Operator Physical Address*
  - *Mailing Address (if different than physical address)*
  - *Contact Person*
  - *Contact Phone*
  - *Contact E-Mail*
  - *Additional Information*

**Portable Facility Operator Registration Form**

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☒ I Agree

**1. Registrant Information**

**Owner/Operator Name\***

JMB Crushing

**Is the owner/operator name the same as the company/entity name?**

Yes

**Owner/Operator Physical Address\***

111 N Main St, Helena, MT, 59601, USA

**Is the mailing address the same as the physical address?**

No

**Mailing Address\***

P.O. Box 111, Helena, MT, 59601

**Contact Person\***

John Smith

**Contact Phone Number\***

(406) 488-0000

**Contact E-Mail Address\***

john.smith@jmbcrushing.com

**Additional Information**  
Use this space for comments, additional contact information, etc.

# Initial Operator Registration

- Fill out the **Source Type Information** section.
  - *Select Yes/No for each source type (yes if you are registering the specified equipment, no if you are not).*

### Portable Facility Operator Registration Form

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☒ I Agree

#### 1. Registrant Information

#### 2. Source Type Information

Please identify which source type(s) you are registering. When you submit the Facility Location Update Notification Form (Attachment A), you will also be asked to identify which source type(s) will be operated at the identified location. The owner/operator is only authorized to operate equipment of the source type(s) identified with this registration or future updates.

**Nonmetallic Mineral Crushing/Screening\***  

Yes

**Concrete Batch Plant\***  

Yes

**Asphalt Batch Plant\***  

Yes

**Asphalt Drum Plant\***  

No

# Initial Operator Registration

- Fill out the **Operating Location** section.
  - *Indicate if you know the current operating location.*

## Portable Facility Operator Registration Form

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☒ I Agree

### | 1. Registrant Information ▶

### | 2. Source Type Information ▶

### | 3. Operating Location ▼

#### Operating Location\*

Do you currently know the location where you will be operating?

No, location currently undetermined ▼

You must submit notice of estimated dates of operation and proposed locations for each source type at least **15 days** before operating at the location by submitting the Facility Update Notification Form (Attachment A).

# Initial Operator Registration

- Review the relevant **Fees** section.

## Portable Facility Operator Registration Form

### Notice:

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☒ I Agree

### | 1. Registrant Information ▶

### | 2. Source Type Information ▶

### | 3. Operating Location ▶

### | 4. Fees ▼

No fee is due at the time of registration. Annual operating fees for registered facilities are based on a sliding scale dependent on annual emission rates with a minimum of \$500 to a maximum of \$13,000 per year. Fee calculations can be found on our website <https://deg.mt.gov/Air/Assistance> > Existing Facilities > Registered Sources.

# Initial Operator Registration

- Fill out the **Certification** section.
  - *Provide Name of Owner/Operator Designated Representative*
  - *Provide Title of Designated Representative*
  - *Provide Notification Date (date you are submitting the form)*
  - *Provide Signature*
- When you have completed filling in all information, click the **Submit** button at the bottom of the form.

Portable Facility Operator Registration Form

**Notice:**  
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☒ I Agree

**1. Registrant Information** ▾

**2. Source Type Information** ▾

**3. Operating Location** ▾

**4. Fees** ▾

**5. Certification** ▾

Name of Owner/Operator Designated Representative\*

John Smith


Title/Position of Designated Representative\*

Plant Engineer

Notification Date\*

7/17/2025

Signature\*



**Submit**

# Initial Operator Registration

- You will see the screen below/left if your registration was successfully submitted.
- DEQ staff will receive an e-mail with your information and will review the submission.
- You will receive an e-mail back from “DEQ sapowerautomate” with approval or denial (example below/right).

Portable Facility Operator Registration Form

Thank you.

Your response was submitted successfully.

Please submit the [Facility Update Notification Form \(Attachment A\)](#) if you know your current operating location and source types. If the operating location is currently unknown, you must submit the form with the location and estimated operating dates at least **15 days** before operating at the location.

Montana DEQ Air Quality Portable Air Emission Source Facility Registration

DEQ sapowerautomate  
To: Blevins, Mark

Ⓢ Reply Reply All Forward

Thu 7/17/2025 12:52 PM

The following Air Quality Portable Air Emission Source Facility Registration submission has been **approved**.

**Registrant Information**  
Owner/Operator: JMB Crushing  
Physical Address: 111 N Main St, Helena, MT, 59601, USA  
Mailing Address (if different than physical): P.O. Box 111, Helena, MT, 59601  
Contact Person: John Smith

**Source Type Information**  
Crushing/Screening: Yes  
Concrete Batch Plant: Yes  
Asphalt Batch Plant: Yes  
Asphalt Drum Plant: No

**Operating Location Information**  
Operating location known? No

**Certification Information**  
Designated Representative Name: John Smith  
Designated Representative Title/Position: Plant Engineer  
Request Submission Date: 7/17/2025

**Additional DEQ Notes**  
None

If your operating location is currently unknown, please remember to submit a notice of estimated dates of operation and proposed location(s) for each source type at least 15 days before commencing operations at the location. If you do know the operating location, please remember to confirm that the location and source types are active within 10 days of commencing operations. Both notifications can be submitted by filling out the Portable Air Emission Source Facility Update Notification [Form](#).

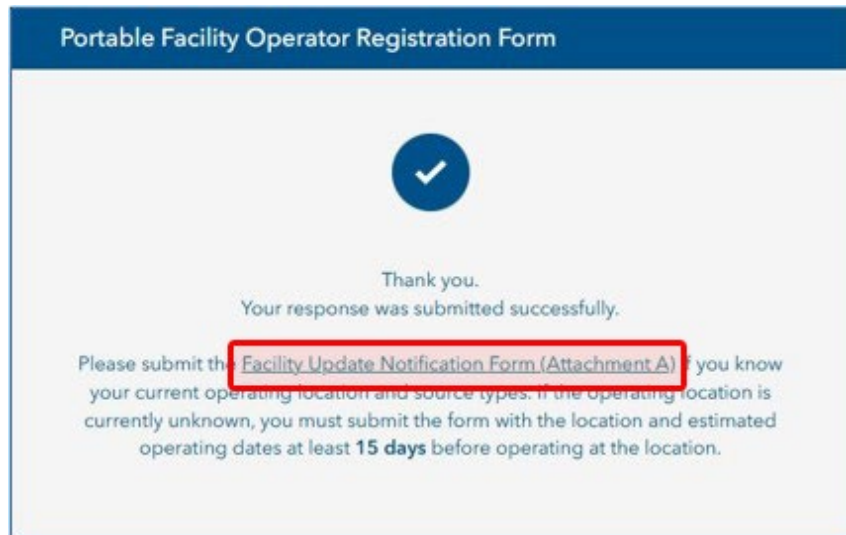
By registering a portable source of air pollution the owner/operator of the registered facility acknowledges they must comply with the applicable requirements of the Administrative Rules of Montana (ARM) at Title 17, Chapter 8, Subchapter 18, Standards and Requirements for Sand and Gravel, Concrete, and Asphalt. Please click [here](#) to review the applicable rules governing operation of your registered facility.

This message is sent from an automated messaging system. Please do not respond to this message directly. If you have questions, please contact the Air Quality Bureau at [DEQ-ARMB-Admin@mt.gov](mailto:DEQ-ARMB-Admin@mt.gov) or (406) 444-3490.

Thank You,  
Montana DEQ Air Quality Branch

# Portable Equipment/Emission Source Registration

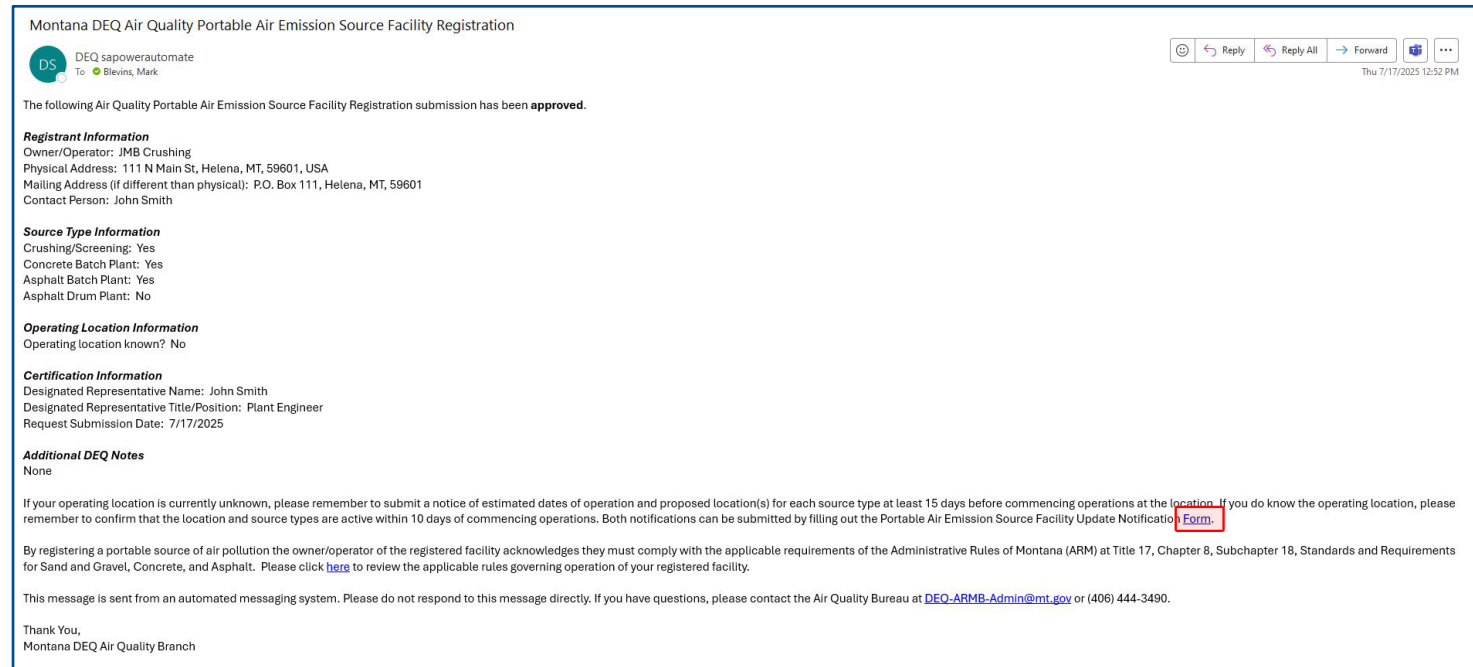
- To continue registering the operating equipment, do one of the following (all go to the same form)
  - Click the link in the successful submission window where it says: “Facility Update Notification Form (Attachment A)”.
  - Click the link in your approval e-mail for the initial operator registration (if you filled out that form).
  - Click the link below (also will be available on DEQ Air Bureau’s website)
    - <https://survey123.arcgis.com/share/be005baad18542c8aa37167e7ee6eaac?portalUrl=https://gis.mtdeq.us/portal>



**Portable Facility Operator Registration Form**

Thank you.  
Your response was submitted successfully.

Please submit the **Facility Update Notification Form (Attachment A)** if you know your current operating location and source types. If the operating location is currently unknown, you must submit the form with the location and estimated operating dates at least **15 days** before operating at the location.



Montana DEQ Air Quality Portable Air Emission Source Facility Registration

DEQ sapowerautomate  
To: @Blevins, Mark

The following Air Quality Portable Air Emission Source Facility Registration submission has been **approved**.

**Registrant Information**  
Owner/Operator: JMB Crushing  
Physical Address: 111 N Main St, Helena, MT, 59601, USA  
Mailing Address (if different than physical): P.O. Box 111, Helena, MT, 59601  
Contact Person: John Smith

**Source Type Information**  
Crushing/Screening: Yes  
Concrete Batch Plant: Yes  
Asphalt Batch Plant: Yes  
Asphalt Drum Plant: No

**Operating Location Information**  
Operating location known? No

**Certification Information**  
Designated Representative Name: John Smith  
Designated Representative Title/Position: Plant Engineer  
Request Submission Date: 7/17/2025

**Additional DEQ Notes**  
None

If your operating location is currently unknown, please remember to submit a notice of estimated dates of operation and proposed location(s) for each source type at least 15 days before commencing operations at the location. If you do know the operating location, please remember to confirm that the location and source types are active within 10 days of commencing operations. Both notifications can be submitted by filling out the Portable Air Emission Source Facility Update Notification **Form**.

By registering a portable source of air pollution the owner/operator of the registered facility acknowledges they must comply with the applicable requirements of the Administrative Rules of Montana (ARM) at Title 17, Chapter 8, Subchapter 18, Standards and Requirements for Sand and Gravel, Concrete, and Asphalt. Please click [here](#) to review the applicable rules governing operation of your registered facility.

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Thank You,  
Montana DEQ Air Quality Branch

# Portable Equipment/Emission Source Registration

- Once you are on the portable equipment registration website:
  - Click “I Agree” on the notice

## Portable Air Emission Source Facility Update Notification Form

### Notice:

By registering a portable source of air pollution the owner/operator of the registered facility acknowledges they must comply with the applicable requirements of the **Administrative Rules of Montana (ARM) at Title 17, Chapter 8, Subchapter 18, Standards and Requirements for Sand and Gravel, Concrete, and Asphalt**. Please click [here](#) to review the applicable rules governing operation of your registered facility.



# Portable Equipment/Emission Source Registration

- Review the **Important Information** section.

## Portable Air Emission Source Facility Update Notification Form

### Notice:

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☒ I Agree

### 1. Important Information ▼

- The owner/operator must submit notice of estimated dates of operation and proposed location(s) for each source type at least **15 days** before commencing operation at the location.
- DEQ will publish the location after receiving a complete notification on the public portable source registration [map](#).
- The owner/operator must contact DEQ to confirm that the location is active within **10 days** of commencing operations at the new location.
- The owner/operator must notify DEQ within **10 days** after removing all equipment of a single source type from a location. DEQ will then remove the source category from the above website.
- Thus, for each source type at an operating location, this form should be submitted on three separate occasions: estimated operation dates (15 days prior to operation); confirmed operating dates (10 days prior to operation); removal dates (10 days after removal)

*Administrative Rules of Montana Title 17, Chapter 8, Subchapter 18*

# Portable Equipment/Emission Source Registration

- Fill out the **Notice of Operating Location** section.
  - Provide the location of your facility/equipment.
    - You can enter in coordinates or an address in the search bar, or you can pan and zoom around the map to set your location. The blue dot on the map is where your location has been set. You can change the location by clicking the map.
  - The county field will auto-populate based on where you click on your map.
  - Provide the facility/location name.
  - Identify the location type (permanent or temporary).
  - Identify if the location is within sage grouse habitat. If yes, provide the date you consulted with the Montana Sage Grouse Program regarding your facility/location.

Portable Air Emission Source Facility Update Notification Form


**Notice:**  
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☐ I Agree

**1. Important Information**

**2. Notice of Operating Location**

**Location\***  
Use the map to mark the location of your facility. You can use the search bar to focus the map on an address or coordinates (example coordinate format: 40.1111, -110.2222, then press enter key). Pan and zoom the map as needed to help you identify the location. Once identified click to place your location on the map.



**County\***  
GOLDEN VALLEY

**Location Name\***  
JMB Crushing Batch Plant

**Location Type\***  
Permanent

**Montana Sage Grouse Conservation Program Applicability\***  
Visit <https://sagegrouse.mt.gov> to determine if the operating location is located within sage grouse habitat as recognized by the Montana Sage Grouse Habitat Conservation Program.  
Is the operating location within sage grouse habitat?  
Yes

**Consultation Date\***  
If you answered yes to the previous question, please provide the date you consulted with the Montana Sage Grouse Program.  
7/1/2023

# Portable Equipment/Emission Source Registration

- Fill out the **Source Type** section.
  - *Select the Source Type to be operated at the location.*
    - *If registering multiple source types, you will submit a form for each source type.*
  - *Select the Notification Type you are submitting for and the relevant dates.*
    - *You must first submit the estimated operating dates.*
    - *When you know the confirmed operating date, you will then submit this form again, picking confirmed operating date as the notification type.*
    - *When you are ready to remove the equipment, you will then submit this form again, picking removal date as the notification type.*
    - *Thus, for a single new emission source, you will submit this form three times: one for the estimated operating date, once for the confirmed operating date, and once for the removal date. You will do this for each source type you are registering.*

### Portable Air Emission Source Facility Update Notification Form

**Notice:**

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☒ I Agree

1. Important Information

2. Notice of Operating Location

3. Source Type

Source Type to be Operated at Location\*

Concrete Batch Plant

Notification Type\*

Estimated Operating Date

Estimated Operating Start Date\*

7/1/2025

Estimated Operating End Date\*

7/31/2025

# Portable Equipment/Emission Source Registration

- Fill out the **Certification** section.
  - *Select the Owner/Operator.*
    - *If your owner/operator name is not listed, it means you have not completed the initial owner/operator registration form described earlier in this document. You will need to complete this form before registering your equipment.*
  - *Provide Name of Owner/Operator Designated Representative*
  - *Provide Title of Designated Representative*
  - *Provide Phone Number*
  - *Provide E-Mail*
  - *Provide Notification Date (date you are submitting the form)*
  - *Provide Signature*
- When you have completed filling in all information, click the **Submit** button at the bottom of the form.

**4. Certification**

I hereby certify that, to the best of my knowledge, information, and belief, formed after reasonable inquiry, the information provided in the notification is true, accurate and complete.

**Owner/Operator\***

JMB Crushing

**Name of Owner/Operator Designated Representative\***

John Smith

**Title/Position of Designated Representative\***

Plant Engineer

**Phone Number\***

(406) 489-1111


**E-Mail Address\***

john.lilovins@mt.gov

**Notification Date\***

7/17/2023

**Signature\***



**Submit**

# Portable Equipment/Emission Source Registration

- You will see the screen below/left if your registration was successfully submitted.
- Click the link if you need to submit a form for additional source locations
- DEQ staff will receive an e-mail with your information and will review the submission.
- You will receive an e-mail back from “**DEQ sapowerautomate**” with approval or denial (example below/right). You will receive an email for each notification type you submit for (i.e. estimated operating dates, confirmed dates, and removal dates).

Portable Air Emission Source Facility Update Notification Form

Thank you.

Your response was submitted successfully.

You will receive an email at the address provided after DEQ has reviewed your submission and either added or removed the location from the public map.

Press [here](#) to submit another response.

Montana DEQ Air Quality Portable Air Emission Source Facility Registration: Location Update & Notification (Estimated Location/Dates)

DEQ sapowerautomate

To: Blevins, Mark

Reply

Reply All

Forward

Thu 7/17/2025 3:51 PM

The following Air Quality Portable Air Emission Source Facility Registration Location Update/Notification submission has been **approved**.

**Registrant Information**

Owner/Operator: JMB Crushing  
Designated Representative Name: John Smith  
Designated Representative Title/Position: Plant Engineer

**Operating Location Information**

Location Coordinates: 46.38116259, -109.17508521  
County: GOLDEN VALLEY  
Location Name: JMB Crushing Batch Plant  
Location Type: Permanent  
Sage Grouse Program Applicability: Yes  
Sage Grouse Program Consultation Date (if applicable): 7/1/2025

**Source Type Information**

Source Type to be Operated at Location: Concrete Batch Plant  
Notification Type: Estimated Operating Date  
Estimated Start Date: 7/1/2025  
Estimated End Date: 7/31/2025  
Request Submission Date: 7/17/2025  
Public Notification Date: 7/17/2025

**DEQ Comments**

None

This location can be viewed on the public portable source registration [map](#).

Please remember to contact DEQ to confirm the location is active within 10 days of commencing operations at the location by submitting the Portable Air Emission Source Facility Update Notification [Form](#).

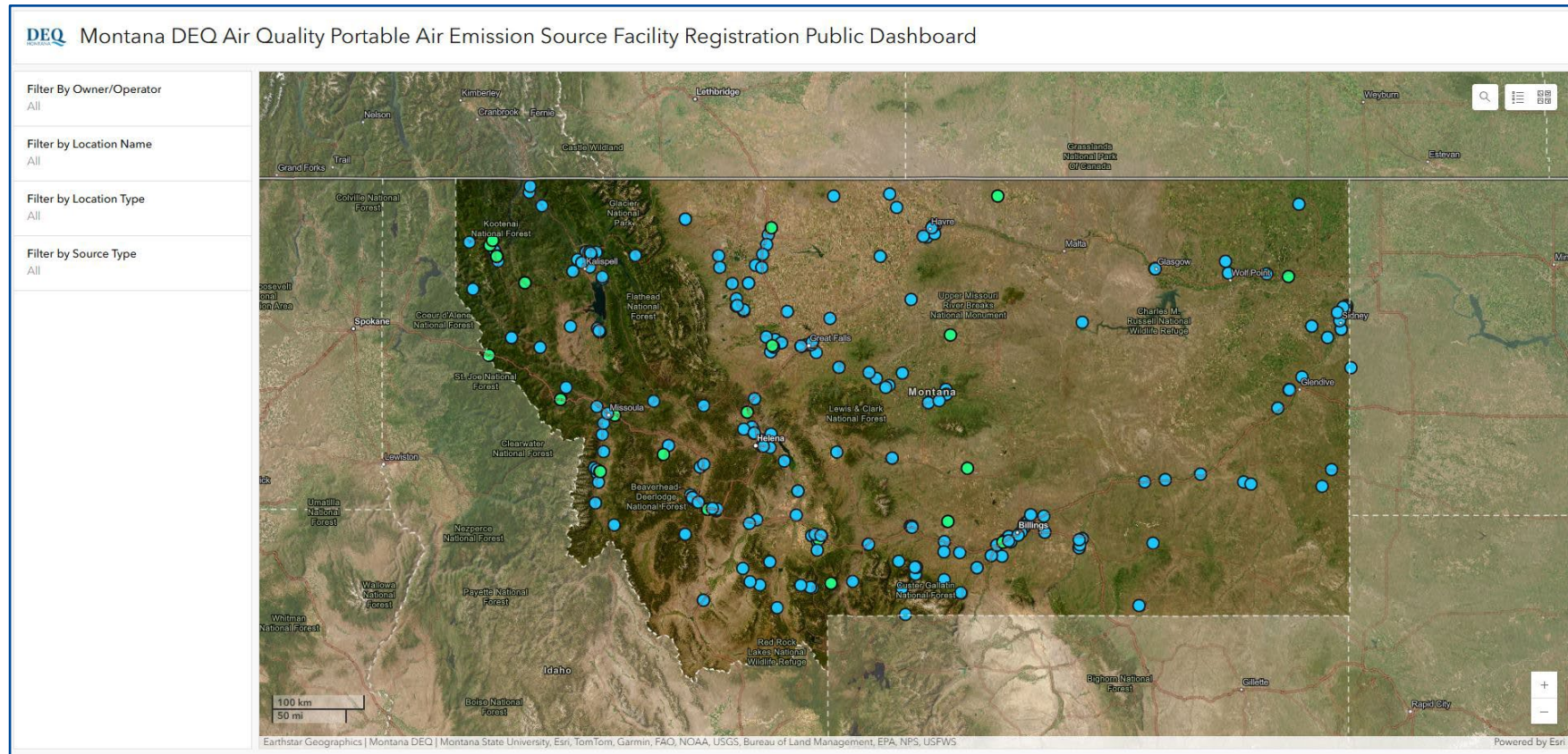
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Thank You,  
Montana DEQ Air Quality Branch

# Public Registration Dashboard/Map

- You can view the locations of pending (estimated operating dates) and active (confirmed operating dates) source locations on the public registration dashboard map.
  - <https://gis.mtdeq.us/portal/apps/dashboards/d0e1a39878d84c73b25345ad07957f91>
  - You can use the filters on the left side of the map to narrow down the locations displayed on the map.



## Contact

- If you have issues or questions regarding this process or accessing and/or filling out the forms, please contact the DEQ Air Quality Bureau at [DEQAIR@mt.gov](mailto:DEQAIR@mt.gov) or 406-444-3490.



# Thank You!

