

CHAPTER 12

Submitting Your ROP Application

In This Chapter:

- Completeness Check
- Printing the Paper Copy of Your Application
- Preparing Your Electronic Application for Submittal
- Sending Your Electronic Application
- Mailing your Application Materials to AQD
- Submittal Checklist
- Certification Form (C-001) Completion Instructions



CHAPTER 12: SUBMITTING YOUR ROP APPLICATION

Submitting your electronic ROP application consists of five basic steps:

- **Step 1:** Running the completeness check.
- **Step 2:** Printing a paper copy of your application
- **Step 3:** Preparing your electronic application for submittal including completing the Certification Form (C-001).
- **Step 4:** Sending your electronic application to the AQD.
- **Step 5:** Mailing your application materials to your AQD district office.

STEP 1: RUN THE COMPLETENESS CHECK

Once you have completed all the forms, use the electronic Completeness Check to scan your application for errors. The Completeness Check ensures that there are reasonable responses in required data fields. If fields or forms are incomplete the software will generate an error report. The error report will describe the problem and indicate which form and field must be corrected. The Completeness Check does not verify whether or not all the information entered is correct, but rather if the information you have entered is adequate for an electronically complete submittal. Ideally, the Completeness Check will result in no errors before the application is submitted to the AQD. Reported errors can be used as guidance for determining necessary editing actions for the database. Running the Completeness Check after editing will then assess the result of these actions. Should you encounter any Completeness Check error messages that appear to be unresolvable, contact your AQD district office or the Clean Air Assistance Program at (800) 662-9278.

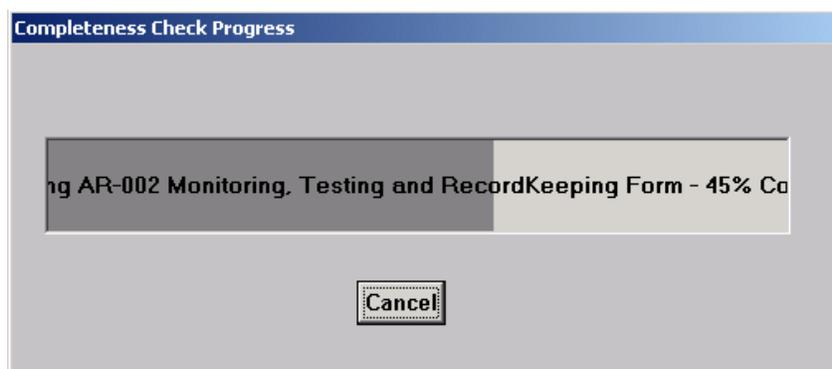


Figure 12-1: Completeness Check Running

To start the Completeness Check choose **Reports** on the menu bar and select **Completeness Check** (or click the completeness check icon on the tool bar). A Completeness Check window similar to the one in Figure 12-1 will be displayed and will show the progress as the data is scanned. After all the forms are scanned, an error report will be displayed. The total number of data errors will be located at the top of the error report. The errors will be organized by form type. Each error message will begin with the name of the field, followed by the error message and reference to an Air Quality ID and Source Operator ID to help locate the record. The error report can be printed for ease of reference in making corrections by using the **Print** option under the **File** menu.

Edit the electronic forms to fix the errors noted in the Completeness Check error report. After editing, run the Completeness Check again to verify that the errors have been resolved. If any additional changes are made to the form data, repeat the Completeness Check cycle again.

A sample Completeness Check Report is shown in Figure 12-2.

Completeness Check

Permit Application Submittal Software - Renewable Operating Permit (PASS - ROP)
Completeness Check Error Report

AQD Source ID (SRN): Z9999
Source Name: Sample Corporation
Source Location: 555 W. MAIN ST LANSING, MI

Total Errors Found: 10

S-001 SOURCE

- Primary SIC Code must be selected.
- Stationary Source Zip Code must be entered.

S-002 CONTACT / RESPONSIBLE OFFICIAL

Contact Identification

- Contact Zip Code must be entered.

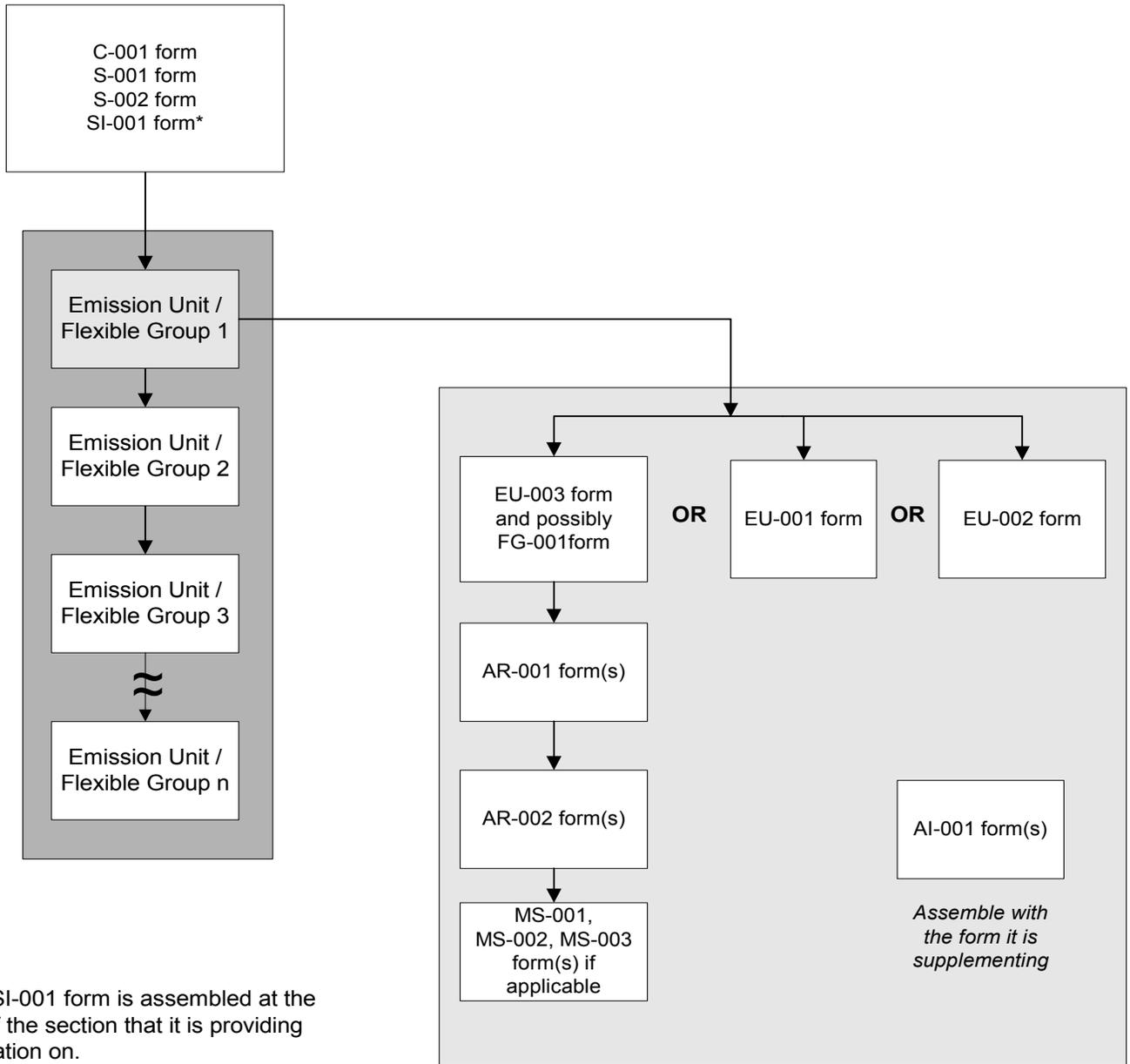
8/23/2002 2:14 pm Page 1 of 4

Figure 12-2: Completeness Check Report

STEP 2: PREPARE PAPER COPY SUBMITTAL

Although the ROP application is submitted electronically, a paper copy of the application forms must also be submitted. The PASS-ROP software allows you to print the completed application forms. Once you have run the Completeness Check and fixed any errors as explained in Step 1, choose **File** on the menu bar and select **Print Forms**. It is recommended that you print one form type at a time. Once printed, the ROP application package must be assembled in accordance with the application assembly diagram (Figure 12-3). Be sure to attach any AI-001 forms to the application forms that they supplement. For example, if a compliance plan is necessary, you must attach the AI-001 form that contains or refers to the compliance plan to the appropriate AR-001 or AR-002 form. If you report any stacks using the SV-001 hard copy form, remember to attach the SV-101 and AI-001 form that refers to the SV-101 form to the appropriate EU-003 form.

All submittals should be sent to your AQD district office (use Appendix D to determine the appropriate AQD district office). The application should be sent to the AQD district office which oversees the county in which your source is physically located.



* The SI-001 form is assembled at the front of the section that it is providing information on. Each section should be assembled as if it is a separate permit application, following the flows on this figure.

Figure 12-3: Application Assembly Diagram

STEP 3: PREPARE YOUR ELECTRONIC APPLICATION FOR SUBMITTAL

Once you have run the Completeness Check, resolved any errors, and printed a paper copy of your application, you are ready to prepare your electronic application for submittal. The steps below explain how to prepare your electronic ROP application for submittal.

1. Close your application. Choose **File** on the menu bar and select **Close Application**.
2. Choose **Utilities** on the menu bar and select **Submit Application**. When you do this, a dialog box will appear that displays all the applications currently under development that have not been submitted to the AQD (Figure 12-4).
3. Select the application you wish to submit (Note: the practice application cannot be submitted).

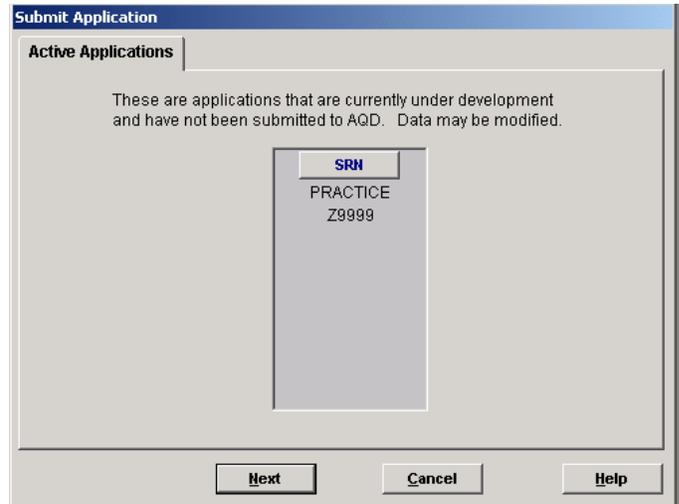


Figure 12-4: Application Submittal Screen 1

Click "Next."

4. A dialog box will appear explaining that you must complete the Certification Form (C-001) before you can submit your application (Figure 12-5).

Click "Next."

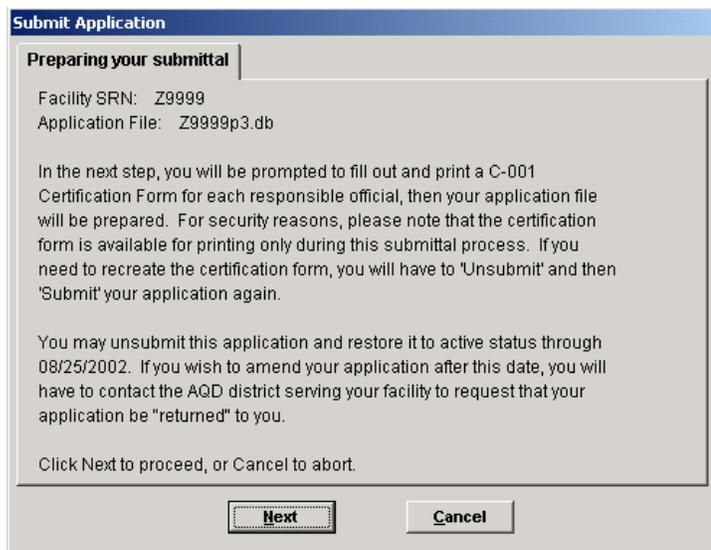


Figure 12-5: Application Submittal Screen 2

5. An electronic version of the C-001 form will be displayed (Figure 12-6). Complete the C-001 form using the instructions on page 12-9. Once you have completed this form, print it. If there is another Responsible Official that must sign this form click “Clear Form” and complete a second C-001 form with the second Responsible Official’s name and print that form as well.

IMPORTANT: The C-001 form(s) that you print at this time is the one that you must submit to the AQD via U.S. mail. When you print the form you will notice some numbers in the bottom corner. This is a verification number that the AQD needs to open your electronic application. They cannot open your electronic application without this number so it is important that you submit the same C-001 form that you print off in this step.

Complete and print the C-001 Certification Form below to include with your submittal.
To create additional forms, click the 'Clear Form' button. Be sure to sign the form prior to mailing.

Print Clear Form Close Form

Michigan Department of Environmental Quality - Air Quality Division
RENEWABLE OPERATING PERMIT APPLICATION
C-001: CERTIFICATION

This information is required by Article II, Chapter 1, part 55 (Air Pollution Control) of P.A. 451 of 1994, as amended, and the Federal Clean Air Act of 1990. Failure to obtain a permit required by Part 55 may result in penalties and/or imprisonment. Please type or print clearly.

This form is completed and included as part of RO Permit initial and renewal applications, notifications of change, amendments, modifications and additional information.

Form Type C-001	SRN Z9999
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Stationary Source Name	SAMPLE CORPORATION	
City	LANSING	County
		INGHAM

SUBMITTAL CERTIFICATION INFORMATION

1. Type of Submittal *Check only one box.*

Initial Application (Rule 210) Amended Application (Rule 210)

Renewal (Rule 210) Other, describe on AI-001

2. If this RO Permit has more than one Section, list the Section(s) that this Certification applies to:

3. Submittal Media - *A paper copy of the application must be submitted with all electronic options.*

Figure 12-6: Application Submittal Screen 3

6. After you have completed and printed the C-001 form click on “Close Form.” *If you choose to close the form before printing a C-001, you will be asked if you want to cancel the submittal process.*

7. PASS-ROP will convert the application file into a format that can be submitted electronically to the AQD. When this process is complete a dialog box will be displayed that explains how to submit the application (Figure 12-7).

You may want to write down the file number and location or print the screen. You will need this information when you send the application file.

8. Click on “Close” and follow the instructions for submitting your application below.

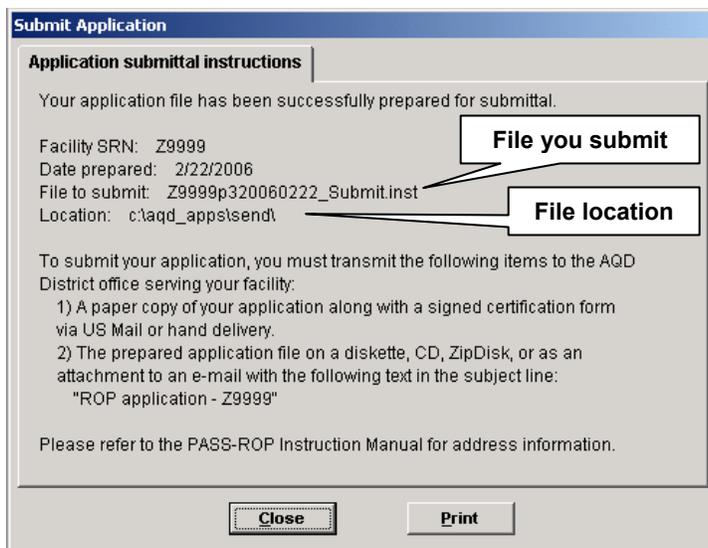


Figure 12-7: Application Submittal Screen 4

STEP 4: SEND YOUR ELECTRONIC APPLICATION

Once you have prepared your application for submittal and completed the C-001 form, you are ready to send your application database file to your AQD district office. There are two ways in which you can submit your electronic ROP application. You can attach it to an e-mail or you can save your application database onto a diskette or CD. The diskette/CD submittal will then be mailed to your AQD district office along with the other materials that must be mailed. The following instructions explain both methods that may be used to send your electronic application.



Method 1: E-Mail Submittal

1. Find your ROP application database file in the **C:\AQD_APPS\SEND** directory. The file name will be “[your SRN]p3[yyyymmdd]_Submit.inst,” where “yyyymmdd” is the date the application was prepared for submittal (e.g. “Z9999p320020823_Submit.inst”).
2. Attach this ROP application file to an e-mail and send it to the AQD at the following e-mail address: DEQ-ROP@michigan.gov. Enter the following text in the subject line of the e-mail: “ROP Application – ‘Your SRN’.”



Method 2: Diskette/CD Submittal

1. Find the application file as explained in the first step of the e-mail submittal instructions.
2. Copy this file to a CD or diskette and send the CD/diskette to your AQD district office along with the signed C-001 form you printed off in Step 3 of this chapter and the paper copy of the application. Be sure to label the CD/diskette with your source name and SRN.

STEP 5: MAIL YOUR APPLICATION MATERIALS TO THE AIR QUALITY DIVISION

After you have submitted the electronic version of your ROP application, you must mail the necessary documents to your AQD district office. Following is a list of materials that may need to be mailed. Appendix D provides addresses for each AQD district office.

- The paper copy of the entire ROP application package.
- CD or diskette containing your ROP application file (only required if you did not submit your application via e-mail).
- The paper copy of the C-001 form with an original signature. This package will not be considered administratively complete or processed by AQD until this form is received. **Remember, you must submit the same C-001 form that you printed off in Step 3 of these instructions.** The C-001 form has a verification number printed at the bottom that the AQD needs to open up your electronic application.
- Any SV-101 Stack/Vent Forms which may have been completed.
- Any other supporting documentation, attached to the corresponding AI-001 form. Supporting documentation may include: Compliance plans, compliance schedules, Process diagrams, etc.
- Any Information that may be considered “Confidential.” This information should be attached to an AI-001 form and placed in a separate envelope marked “CONFIDENTIAL.”

SUBMITTAL CHECKLIST

- Run Completeness Check and correct all errors. Contact your district office via e-mail or phone if unable to resolve the errors.
- Print a paper copy of your entire application.
- If no errors on Completeness Check, initiate the submittal process.
- Complete, print, and sign the C-001 Certification Form. This form is completed when you initiate the submittal process. The C-001 form will be pre-filled with some of the information entered on other forms.
- Send your completed electronic application to the AQD via e-mail, diskette, or CD.
- Mail the following to your AQD district office:
 - A paper copy of the entire ROP application package.
 - A paper copy of the C-001 form with an original signature. The application will not be processed by the AQD until this form is received.
 - Any SV-101 Stack/Vent Forms which may have been completed.
 - Any other supporting documentation, attached to the corresponding AI-001 form. Supporting documentation may include: compliance plans, compliance schedules, process diagrams, etc.
 - Any information that may be considered “Confidential.” This information should be attached to an AI-001 form and placed in a separate envelope marked “CONFIDENTIAL.”

THE CERTIFICATION FORM (C-001)

The C-001 form is a paper copy form that is printed only when preparing an application file for submittal. The instructions in Step 3 of this chapter explain how to access this form. The instructions below explain how to complete the individual fields. Figure 12-8 is an example of a completed C-001 form.

The Stationary Source Name, City, and County should be pre-filled using the information that was entered on the S-001 form.

1. **Type of submittal:** Check the type of submittal this C-001 form is being used to certify.
2. **If this RO Permit has more than one Section, list the Section(s) this Certification applies to:** Only complete this field if your application has been broken down into more than one section. A C-001 form with the section number from the SI-001 form must be completed for each section.
3. **Submittal Media:** Select a submittal method:
 - **E-Mail** means that you will be attaching the application database file to an e-mail.
 - **Disk** means that you will be copying the application database file onto diskettes or a CD and mailing it to the AQD.
 - **Paper** means that you are not submitting your application electronically using the PASS-ROP software (i.e., you have chosen to complete you application by hand using the paper copy application forms).

Note: Even though you are submitting your application electronically you are still required to print off the application and submit a paper copy of the application as well (see Step 2 in this chapter).

4. **Operator's Additional Information ID:** If an AI-001 form was used to supplement any of the information on this form, enter the Operator's Additional Information ID from the corresponding AI-001 form.
5. **Name and Title of the Responsible Official:** Enter the name of the Responsible Official that is certifying the truth and accuracy of the information contained in the application. The Responsible Official must be identified on the S-002 form and must meet the criteria for a Responsible Official according to Rule 118(j) of the Michigan Air Pollution Control Rules (see Appendix C for Rule 118(j)).

Only one Responsible Official is required to certify your application; however, if you would like other Responsible Officials to certify the application they must also be identified on the S-002 form. A separate C-001 will need to be completed for each Responsible Official.

6. **Signature:** The Responsible Official must sign and date the printed C-001 form.

The completed C-001, with an ORIGINAL signature, must be submitted to your AQD district office. They must receive the same form that you printed off in Step 3 of this chapter. The AQD cannot begin processing your application until they have received the signed C-001 form with a verification number printed on the bottom.

Be sure to make a copy of this form before you send it to the AQD.

Michigan Department of Environmental Quality - Air Quality Division
RENEWABLE OPERATING PERMIT APPLICATION
C-001: CERTIFICATION

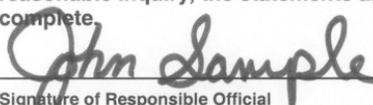
This information is required by Article II, Chapter 1, part 55 (Air Pollution Control) of P.A. 451 of 1994, as amended, and the Federal Clean Air Act of 1990. Failure to obtain a permit required by Part 55 may result in penalties and/or imprisonment. Please type or print clearly.

This form is completed and included as part of RO Permit initial and renewal applications, notifications of change, amendments, modifications and additional information.

Form Type C-001	SRN Z9999
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Stationary Source Name SAMPLE CORPORATION	
City LANSING	County INGHAM

SUBMITTAL CERTIFICATION INFORMATION	
1. Type of Submittal <i>Check only one box.</i>	
<input type="checkbox"/> Initial Application (Rule 210)	<input type="checkbox"/> Amended Application (Rule 210)
<input checked="" type="checkbox"/> Renewal (Rule 210)	<input type="checkbox"/> Other, describe on AI-001
2. If this RO Permit has more than one Section, list the Section(s) that this Certification applies to:	
3. Submittal Media - <i>A paper copy of the application must be submitted with all electronic options.</i>	
<input checked="" type="checkbox"/> E-Mail	<input type="checkbox"/> Disk <input type="checkbox"/> Paper
4. Operator's Additional Information ID - Create an Additional Information (AI) ID that is used to provide supplemental information on AI-001 regarding a submittal.	

This form must be signed and dated by the Responsible Official.	
Name and Title of the Responsible Official. <i>Print or Type.</i>	
JOHN SAMPLE, PRESIDENT	
As a Responsible Official, I certify that, based on information and belief formed after reasonable inquiry, the statements and information in this submittal are true, accurate and complete.	
	
Signature of Responsible Official	Date

Verification number

823082358-082110208

EQP 5773 (1-2001)

Figure 12-8: C-001 Form Example