



**Minnesota Pollution
Control Agency**

520 Lafayette Road North
St. Paul, MN 55155-4194

Part 70 Permit Reissuance

Application Forms Master List
Air Quality Permit Program

Doc Type: Permit Application

Instructions on Page 2

The following is a list of the application forms to be used when applying for reissuance of your expiring Part 70 air emission permit.

Miscellaneous

SCP-01	Submittal Cover Page
IA-01-R	Insignificant Activities Supplemental Information
CH-01-R	Previous Modifications Made
CH-15	SIP Changes and Permits
CK-01-R	Complete Reissuance Application Requirements

General Information Forms

GI-01-R	Facility Information Supplemental Information
GI-02-R	Updated Process Flow Diagram
GI-03-R	Building and Structure Information and Stack/Vent Diagram
GI-04-R	Facility Description: Stack/Vents (SV) Supplemental Information
GI-05A-R	Facility Description: Control Equipment (CE) Supplemental Information
GI-05B-R	Facility Description: Emission Unit (EU) Supplemental Information
GI-05C-R	Facility Description: Storage Tanks (TK) Supplemental Information
GI-05D-R	Facility Description: Fugitive Sources (FS) Supplemental Information
GI-05E-R	Facility Description: Groups (GP) Supplemental Information
GI-07-R	Facility Description: Potential-to-emit (by item) Supplemental Information
GI-09A-R	Supplemental Requirements: NESHAP for Source Categories (40 CFR pt. 63)
GI-09D-R	Supplemental Requirements: NSPS (40 CFR pt. 60)
GI-09H	Requirements: CAM (40 CFR pt. 64)
ME-01-R	Facility Description: Continuous Monitors (MR) Supplemental Information
	Facility Description: Data Acquisition Systems (SA) Supplemental Information
	Facility Description: Continuous Monitoring Systems (CM) Supplemental Information

Compliance Forms

CD-01-R	Compliance Plan Supplemental Information
CD-02-R	Compliance Certification and Schedule
TM-01	Testing & Modeling Information

Facility Specific Forms (request from MPCA, print on any non-white paper)

	Facility Description: Stack/Vents (SV)
	Facility Description: Control Equipment (CE)
	Facility Description: Emission Unit (EU)
	Facility Description: Storage Tanks (TK)
	Facility Description: Fugitive Sources (FS)
	Facility Description: Groups (GP)
	Facility Description: Potential-to-emit (by item)
	Facility Description: Continuous Monitors (MR)
	Facility Description: Data Acquisition Systems (DA)
	Facility Description: Continuous Monitoring Systems (CM)
CD-01	Compliance Plan

Instructions

Minnesota Rules and federal rules and regulations require facilities that emit pollutants into the air to obtain air emission permits. Minnesota has been granted authority by the U.S. Environmental Protection Agency (EPA) to implement and enforce the federal permit requirements.

Part 70 permits expire five (5) years after the initial issuance date. The expiration date is printed on the permit cover page. Minn. R. 7007.0400, subp. 2, requires stationary sources to apply for permit reissuance at least 180 days before the expiration date of the existing permit (unless the permit specifies otherwise). The following steps guide you through the process of applying for reissuance of your Part 70 permit.

Step 1: Get the forms you need.

You must make sure that you have all of the forms necessary to fill out an application for your facility. To do this, refer to the **Part 70 Permit Reissuance Application Forms Master List**. The General Information Forms (GI) and the Compliance Data Forms (CD) apply to all facilities. Form ME-01-R may or may not apply to your facility. All forms are available electronically through the Minnesota Pollution Control Agency's (MPCA) website at <http://www.pca.state.mn.us>.

In addition to the application forms, you will also need copies of the information the MPCA currently has in the permit database for your existing Part 70 permit as amended (Facility-Specific Information). You must request this information from the MPCA as directed below. When you receive the information from the MPCA, print the pages on any non-white paper. This information will be used in the permit application and will be referred to from forms as the "colored pages."

1. To request your Facility-Specific Information, send an e-mail to pt70info.pca@state.mn.us with the Subject Line "Request for Delta Reissuance Data". Include the following information:
 - Facility Name as it appears on your existing permit
 - Facility ID number – this is the first 8 digits of the permit number
 - Reissuance application due date – this is the date 6 months before the expiration date printed on your permit
 - Contact Person – provide the name, phone number, and email address of the person to whom the information should be sent

Step 2: Fill out the forms and any additional information required.

The forms may be filled out in any order, but following the steps below may make the process easier. **Please do not send any instructions pages back with your submittal unless they are on the back of a form.** If a question or box does not apply to you, please do not leave it blank; fill in "Not Applicable" or "NA".

2. Complete Form IA-01-R. This is an update to the list of insignificant activities that appears in your permit. Some permits were issued prior to the time when EPA began requiring that the insignificant activities be listed in the permit. If that is the case, you likely will have to refer to Form IA-01 submitted with your original application, or start over. In addition, in January 2011, several of the insignificant activities in the rules changed, so **some of your previously-listed insignificant activities may no longer qualify as insignificant activities**. Be sure to check both lists of Insignificant Activities. Some of the equipment at your facility may not need to be listed in the application. If the insignificant activities were included as an appendix to your permit, you should have received a copy of that with you Facility-Specific Information and printed it on non-white paper)
3. Complete Form CH-01-R, which is a summary of changes made to your facility.
4. Fill out forms GI-01-R through GI-05-R, and ME-01-R (if applicable), which require you to describe your facility in detail. Review the Facility-Specific Information for completeness and accuracy, and make changes or additions as described in the instructions to the individual forms.
5. Fill out Form GI-07-R, which requires you to have calculated your potential emissions. Check the potential to emit summary you received from the MPCA to make sure that emissions from all units are reflected. Also make sure that all pollutants are included, including greenhouse gases (see form EC-17 for information on calculating emissions of greenhouse gases). Make changes or additions as described in the instructions. You will be asked to provide calculations supporting all numbers (existing or changed), either by providing copies of calculations from the application for the existing permit, or by providing new calculations for any new or changed information. These calculations are to be submitted in an editable spreadsheet format. In your electronic spreadsheet, provide a sample of each calculation performed.
6. Complete Form GI-09A-R, GI-09D-R, and GI-09H to find out which, if any, additional state and federal requirements apply to your facility (in addition to those already listed on the Compliance Plan you received from the MPCA). Please note that this is a different form than Form GI-09, which was and continues to be a part of the initial application package. GI-09A-R, GI-09D-R, and GI-09H include new regulations that may be applicable to your existing equipment. You may still need Form GI-09 if you installed equipment that is not currently included in your permit. If you do need Form GI-09, follow the instructions under Step 1 for obtaining additional forms.

7. Complete the Compliance Forms. The Compliance Plan (CD-01-R) Supplemental Information form asks you to make any needed corrections to your existing CD-01 to show how you will operate your facility in compliance with the additional rules and regulations that were identified on Form GI-09. For the Compliance Certification and Schedule (Form CD-02-R), you will need to indicate whether you are in compliance with all requirements, and if you are not in compliance with any requirement, how and when you intend to come into compliance. Form TM-01 asks for information regarding testing and modeling that may have been done since your Part 70 permit was issued.

Step 3: Submit two copies of your application to the MPCA.

Fiscal Services – 6th floor
Minnesota Pollution Control Agency
520 Lafayette Road North
St. Paul, MN 55155

A complete application will include the information as shown on Form CK-01-R.

It is suggested that you also include a CD with a copy of the entire document as a “pdf” file, in addition to the required electronic copy of the spreadsheet used for emission calculations.

The MPCA will review your application to determine whether it is substantially complete. If the MPCA finds that the application is not substantially complete, the application will be returned to you. The MPCA has 30 days to determine if the application is substantially complete. Substantially complete does not mean that no additional information may be requested; the MPCA may still ask for additional information at a later date, if needed to complete the permit.