



Air Quality Registration Permit

Option B Audit Checklist Environmental Audits

Audit checklists are designed to assist businesses by providing a low cost way of reviewing compliance with Minnesota's environmental laws and rules. Because the laws and rules are numerous and often complicated, this checklist cannot be a complete guide to your legal obligations. You may have obligations that are not covered on this checklist. If you have questions about this checklist, or your obligations regarding evaluation of your business operations, please call the Small Business Environmental Assistance Program (SBEAP) at 651-282-6143 or 1-800-657-3938.

Answer each question unless specifically directed otherwise.

1. Do you purchase or use less than 2,000 gallons of Volatile Organic Compound (VOC) containing material in a calendar year?

Note: You must keep records and base total gallons on either amount purchased or used depending on what was chosen in your permit application. If you ship VOC-containing material off-site for recycling you may subtract that amount from your total. (See Minn. R. 7045.0020 for the definition of recycling.)

- ☐ Yes You meet this requirement.
☐ No You do not qualify for the Registration Option B permit.

2. Are the only emissions from your facility VOC-containing materials, insignificant activities (Minn. R. 7007.1300, subp. 2 and 3) or conditionally insignificant activities meeting the requirements of Minn. R. 7008.400 and 7008.4110?

- ☐ Yes
☐ No You do not qualify for the Registration Option B permit.

3. Do you maintain the previous five years records, calculations and any receipts, invoices, or similar documents including recycling records used in your calculations?

Note: The current calendar year records must be kept on-site.

- ☐ Yes
☐ No You must meet this requirement.

4. By April 1st each year do you report the amount of VOC-containing material purchased or used during the previous calendar year using the Emissions Inventory Report (sent to you in December)?

Note: You must base total gallons on either amount purchased or used depending on what was chosen in your permit application.

- ☐ Yes
☐ No You must meet this requirement.

5. Do you pay the annual Air Emission Fee within 60 days of the invoice date (sent to you each March)?

- ☐ Yes
☐ No You must meet this requirement.

6. Do you meet all appropriate requirements of any New Source Performance Standard (NSPS) that applies to your facility?

Note: Facilities subject only to the notification and record-keeping requirements of a NSPS, or NSPS specifically listed in Minn. R. 7007.1110, subpart 2. C. are eligible to receive a Registration Permit. Facilities that are subject to a NSPS not listed and are required to do more than notification and record-keeping must receive another type of air emissions permit.

- ☐ Yes
☐ No You must meet NSPS requirements.
☐ N/A Your facility is not subject to a NSPS.

7. Do you meet all appropriate requirements of any National Emission Standard for Hazardous Air Pollutants (NESHAP) that applies to your facility?

- ☐ Yes
☐ No You must meet NESHAP requirements.
☐ N/A Your facility is not subject to a NESHAP.

You have completed the questions for this checklist.