



Minnesota Pollution Control Agency (MPCA) compliance audit checklists are designed to assist businesses and MPCA staff with the interpretation of Minnesota's environmental laws and rules. Because the laws and rules are numerous and often complicated, this checklist cannot be a complete guide to all your compliance obligations. If you have questions about the checklist, your obligations, or its conditions that you discover as you complete this evaluation, please contact:

Small Business Environmental Assistance Program (SBEAP)
651-282-6143 or 1-800-657-3938
<http://www.pca.state.mn.us/programs/sbap-sectors.html>

Nonmetallic Air Permit

Date of Audit:

Company Name: _____

Authorized

Representative Name: _____

Title: _____

Minn. R. 7007.0800 Recordkeeping

You must retain all records required by this general permit at each stationary source facility, or at the Permittee's central office for a period of five years from the date of monitoring, emission calculations, sampling, measurement, or reporting. Records which must be retained include all calibration and maintenance records, all original and copies of all reports and records required by this general permit.

1. Do you retain all records required by this general permit at your stationary source facility or at your central office and for a period of five years?

- ☐ **YES** We do retain all records required by this general permit at our stationary source facility or at our central office and for a period of five years.
- ☐ **NO** We do not retain all records required by this general permit at either our stationary source facility or at our central office for a period of five years. *This is a deviation and must be recorded on the NM-DRF form.* Continue on to the next question.

Minn. R. 7007.0800 Submittals

All submittals required by this general permit must be certified by a responsible official as defined in Minn. R. 7007.0100, subp. 21, Delegation of Authority, DG-01 Form.

2. Are all your submittals required by this general permit certified by a responsible official using the Delegation of Authority, DG-01 Form?

- ☐ **YES** All our submittals required by this general permit are certified by a responsible official using the Delegation of Authority, DG-01 Form. Continue on to the next question.
- ☐ **NO** Our **submittals** required by this general permit are not certified by a responsible official using the Delegation of Authority, DG-01 Form. *This is a deviation and must be recorded on the NM-DRF form.* Continue on to the next question.

NOTE: You can find the DG-01 Delegation of Authority Form at: <http://www.pca.state.mn.us/publications/forms/aq-f7-dg01.pdf>.

Minn. R. 7007.0800 Submittal Extension Requests

Any extension requests for submittal dates must be postmarked or received at least 21 days prior to the deadline(s) specified in this general permit. The request must explain the reason(s) why the extension is needed, with a separate explanation for each deadline for which an extension is sought. A requested extension will not be effective until approved by the Air Quality Division Manager. The Division Manager will grant an extension only for such period of time as the Division Manager determines is reasonable under the circumstances.

3. Have you ever requested any extension with an explanation as to why the extension is needed and was it postmarked at least 21 days prior to the deadline?

- ☐ **YES** Continue on to the next question.
- ☐ **YES** We **have** requested an extension with an explanation as to why the extension is needed; however, it was not postmarked 21 days prior to the deadline. *This is a deviation and must be recorded on the NM-DRF form.* Continue on to the next question.
- ☐ **NO** We have never requested any extension. Continue on to the next question.

Minn. R. 7007.0800, Oral Notification of Deviations Endangering Human Health and the Environment

Within 24 hours of discovery, orally notify the Commissioner of any deviation from the general permit conditions which could endanger human health or the environment.

NOTE: The telephone number is (612)296-7300.

4. Within 24 hours of discovery, do you orally notify the Commissioner of any deviation from the general permit conditions which could endanger human health or the environment?

- ☐ **YES** We do orally notify the Commissioner of any deviation from the general permit conditions which could endanger human health or the environment. Continue on to the next question.
- ☐ **NO** We do not orally notify the Commissioner of any deviation from the general permit conditions which could endanger human health or the environment. *This is a deviation and must be recorded on the NM-DRF form.* Continue on to the next question.

Minn. R. 7007.0800 Written Notification of Deviations Endangering Human Health and the Environment

Due two days after the discovery of the deviation, submit a written description of the deviation to the Supervisor, Compliance Determination Unit, Air Quality Division, Minnesota Pollution Control Agency, 520 Lafayette Road North, St. Paul, Minnesota 55155-4194, including the following information: cause of the deviation; exact dates of the period of the deviation; if the deviation has not been corrected, the anticipated time it is expected to continue; and steps taken or planned to reduce, eliminate, and prevent reoccurrence of the deviation.

5. Do you submit a written description of the deviation to the MPCA including the cause of the deviation; exact dates of the period of the deviation; if the deviation has not been corrected, the anticipated time it is expected to continue; and steps taken or planned to reduce, eliminate, and prevent reoccurrence of the deviation?

- ☐ **YES** We do submit a written description of the deviation to the MPCA including the cause, dates and time it is expected to continue as well as and steps taken to reduce, eliminate, and prevent reoccurrence of the deviation. Continue on to the next question.
- ☐ **NO** We do not submit a written description of the deviation to the Agency including the cause, dates and time it is expected to continue as well as steps taken to reduce, eliminate, and prevent reoccurrence of the deviation. *This is a deviation and must be recorded on the NM-DRF form.* Continue on to the next question.

Minn. R. 7019.1000 Shutdowns

Notify the MPCA, by calling 651-296-7300, at least 24 hours in advance of shutdown of any process or control equipment if the shutdown would cause an increase in the emission of air contaminants. At the time of notification, notify the MPCA of the cause of the shutdown and the estimated duration. Notify the MPCA again when the shutdown is over.

6. Do you notify the MPCA before and after of any process or control equipment shutdown if the shutdown would cause an increase in the emission of air contaminants?

- ☐ **YES** We do **notify** the MPCA before and after of any process or control equipment shutdown if the shutdown would cause an increase in the emission of air contaminants. Continue on to the next question.
- ☐ **NO** We do not notify the MPCA before and after of any process or control equipment shutdown if the shutdown would cause an increase in **the** emission of air contaminants. *This is a deviation and must be recorded on the NM-DRF form.* Continue on to the next question.

Breakdowns

Notify the MPCA, by calling 651-296-7300, immediately of a breakdown of more than one hour duration of any process or control equipment if the breakdown causes an increase in the emission of air contaminants. At the time of notification or as soon thereafter as possible, you must also notify the MPCA of the cause of the breakdown and the estimated duration. Notify the MPCA again when the breakdown is over.

7. Do you notify the MPCA immediately following and at the end of a control equipment breakdown of more than one hour duration of any process or control equipment if the breakdown causes an increase in the emission of air contaminants?

- ☐ **YES** We do notify the MPCA immediately following and at the end of a control equipment breakdown of more than one hour duration if the breakdown causes an increase in the emission of air contaminants. Continue on to the next question.
- ☐ **NO** We do not notify the MPCA immediately following or at the end of a control equipment breakdown of more than one hour duration if the **breakdown** causes an increase in the emission of air contaminants. *This is a deviation and must be recorded on the NM-DRF form.* Continue on to the next question.

Minn. R. 7007.0800 Semiannual Deviations Reports

A mid-year report, covering deviations which occurred during the period from January 1 through June 30, is due by July 30 of each year. An end-of-year report, covering deviations which occurred during the period from July 1 through December 31, is due by January 30 of each year. These deviations are to be submitted on the NM-DRF form approved by the MPCA.

NOTE: These NM-DRF reports must be submitted even if there were no deviations for the reporting period. The NM-DRF form can be found at: <http://www.pca.state.mn.us/publications/forms/aq-f4-nmsubm.pdf>.

8. Do you submit the approved NM-DRF forms covering those deviations which occurred during each reporting period even if there were no deviations for that period?

- ☐ **YES** We do **submit** the NM-DRF forms covering those deviations which occurred during each reporting period even if there were no deviations for that period. Continue on to the next question.
- ☐ **NO** We do not submit the NM-DRF forms covering those deviations which occurred during each reporting period even if there were no deviations for that period. *This is a deviation and must be recorded on the NM-DRF form.* Continue on to the next question.

Minn. R. 7007.0800 Compliance Certification

Due 30 days after the end of each calendar year (January 30) following general permit issuance (for the previous calendar year). To be submitted on a form approved by the MPCA.

9. Do you submit an Annual Compliance Certification form within 30 days after the end of each calendar year?

- ☐ **YES** We do submit a Compliance Certification form and submit it within 30 days after the end of each calendar year. Continue on to the next question.
- ☐ **NO** We do not submit an annual Compliance Certification form. *This is a deviation and must be recorded on the NM-DRF form.* Continue on to the next question.

NOTE: You can find the Annual Compliance Certification form at: <http://www.pca.state.mn.us/publications/forms/aq-f6-cr04.pdf>.

Minn. R. 7019.3000 Emissions Inventory Report

This inventory report form is to be submitted annually (by April 1st) on a form which will be sent to you each year.

10. Have you completed and returned each annual emissions inventory report to the MPCA as required?

- ☐ **YES** We have completed and returned each annual emissions inventory report to the MPCA as required. Continue on to the next question.
- ☐ **NO** We **have** not completed and returned each annual emissions inventory report to the MPCA as required. *This is a deviation and must be recorded on the NM-DRF form.* Continue on to the next question.

NOTE: You can find this non-metallic emissions inventory report form at: <http://www.pca.state.mn.us/air/emforms.html#nonmetal>.

Emission Fees

These fees are due no later than 60 days after receipt of an MPCA bill.

11. Do you submit the proper payment no later than 60 days after receipt of an MPCA bill?

- ☐ **YES** We do **submit** the proper payment no later than 60 days after receipt of an MPCA bill. Continue on to the next question.
- ☐ **NO** We do not submit the proper payment no later than 60 days after receipt of an MPCA bill. *This is a deviation and must be recorded on the NM-DRF form.* Continue on to the next question.

Minn. R. 7007.0800 Inspections

Upon presentation of credentials, allow the MPCA, or its representative, to enter the Permittee's premises, to have access to and copy any records required by this general permit, to inspect at reasonable times (which include any time the source is operating) any facilities, equipment, practices or operations, and to sample or monitor any substances or parameters at any location.

12. Do you allow the MPCA to enter your non-metallic aggregate premises and have access to and copy any records required by this general permit, to inspect at reasonable times any facilities, equipment, practices or operations, and to sample or monitor any substances or parameters at any location?

- ☐ **YES** Continue on to the next question.
- ☐ **NO** We do not allow the MPCA to enter our non-metallic aggregate premises. *This is a deviation and must be recorded on the NM-DRF form.* Continue on to the next question.

New Location Notification

You must submit to the MPCA a Relocation form at least 48 hours prior to each change in location of a stationary source, establishment of a new stationary source location, or a change in capacity/dust control option at an individual stationary source.

13. Do you submit to the MPCA a NM-RE relocation form at least 48 hours prior to each change in location of a stationary source, establishment of a new stationary source location, or a change in capacity/dust control option at an individual stationary source?

- ☐ **YES** We do **submit** to the MPCA a NM-RE relocation form at least 48 hours prior to each change in location of a stationary source. Continue on to the next question.
- ☐ **NO** We do **not** submit to the MPCA a NM-RE relocation form at least 48 hours prior to each change in location of a stationary source. *This is a deviation and must be recorded on the NM-DRF form.* Continue on to the next question.

NOTE: You can find the relocation form at: <http://www.pca.state.mn.us/publications/forms/aq-f4-nmre.pdf>.

Non-metallic Performance Test Plan

You must submit this test plan at least 30 days before the scheduled performance test date.

14. Do you submit this test plan at least 30 days before the scheduled performance test date.

- ☐ **YES** We do submit this test plan at least 30 days before the scheduled performance test date. This checklist is complete.
- ☐ **NO** We do not submit this test plan at least 30 days before the scheduled performance test date. *This is a deviation and must be recorded on the NM-DRF form.* This checklist is complete.

NOTE: You can find this Non-metallic (crusher and conveying) performance test plan at: <http://www.pca.state.mn.us/air/ptest-planning.html>.