Minnesota Pollution Control Agency
520 Lafayette Road North
St. Paul, MN 55155-4194

CH-ML-01

Amendment Application Forms
Master List and General Instructions
Air Quality Permit Program

Doc Type: Permit Application

General Instructions on Page 2

The following is a list of air emission permit application forms to use for making changes or modifications to a facility. Forms are available on the Minnesota Pollution Control Agency (MPCA) webpage at http://www.pca.state.mn.us/nwqh472 or from the MPCA at 651-296-6300 or 800-657-3864 (within Minnesota only).

General change/modification forms

CH-ML-01	Master List and General Instructions
SCP-01	Submittal Cover Page
CH-GI-01	Facility Information

Change/Modification determination and description forms

CH-00	Project Screening
CH-01	Change Description
CH-02	Action Type Determination
CH-03	Major Permit Amendment Determination
CH-04	Determination of New Source Review Status
CH-04a	Determination of Increases at Major Sources
CH-04b	Determination of Increases at Non-Major Sources
CH-04c	Determination of Greenhouse Gas Status under New Source Review
CH-04d	Calculating the Net Emissions Increase Under New Source Review
CH-04e	Required Elements for a PSD Permit Application
CH-05	Applicability of New Source Performance Standards (NSPS)
CH-06	Applicability of Part 61 National Emission Standards for Hazardous Air Pollutant (NESHAP)
CH-07	Applicability of Part 63 NESHAP
CH-08	Administrative Amendment Determination
CH-09	Contravening Permit Terms
CH-10	Applicability of Minor or Moderate Amendment Process
CH-11	Crossing Permit Thresholds
CH-12	Written Notification Form
CH-13	Applicability of State Rules
CH-14	Complete Application Checklist
CH-15	SIP Changes and Permits

Other potentially applicable forms

IA-01	Insignificant Activities List
GI-05A-D	Equipment Information Forms
GI-02	Process Flow Diagram
GI-03	Facility and Stack/Vent Diagram
GI-04	Stack/Vent Information
GI-07	Facility Emissions Summary
GI-09H	Requirements: Compliance Assurance Monitoring (CAM)
CD-01, CD-05	Compliance Plan
CR-03	Confidentiality Certification
HE-01/CR-02	Hood Evaluation and Certification
HG-01	Mercury Releases to Ambient Air
WC-01	Waste Combustors Needing Permits
PAL-01 thru -05	Plantwide Applicability Limit (PAL) forms *(PAL-03, -04, and -05 not currently available)*
MI-02c	Modeling requirements for PAL provisions
CH-16	Applicability Determination Request
CH-17	Administrative Changes to Individual Permits

General Instructions (for completing Air Quality Permit Change Forms)

Who needs to complete these forms?

Any facility making a change to their facility or permit, or facilities submitting notifications. These forms must be completed by any facility that wishes to apply to make changes to their facility or permit, or facilities submitting notifications, as required by Minn. R. 7007.0100 to 7007.1850. You may need to apply for a permit amendment even if:

- The change does not increase emissions, or
- You remove an existing emission unit. If the removal means some applicable requirements no longer apply, you should indicate that on Form CD-01, either by copying the original Form CD-01 and marking “delete” by the applicable requirement that no longer applies, or by stating this on a new Form CD-01. If you previously submitted an air emission permit application, you may have completed a Form CD-01 for the emission unit you are now planning to remove. Other changes may also result in applicable requirements no longer applying, such as disconnecting fuel-oil supply pipes from a boiler so that the boiler can only operate on natural gas. Be sure to indicate this type of change and the applicable requirements that no longer apply.

Please keep in mind that moving an existing stationary source to a new location is considered construction of a new source, not a modification, and a new air emission permit must be obtained prior to the move. Moving an existing affected facility as that term is defined in 40 CFR pt. 60, New Source Performance Standards (NSPS), does not make the affected facility subject to the NSPS if it was not subject before the move.

Also, be aware that the facility should either have a Title V or state total facility permit or have submitted a timely permit application as listed in Minn. R. 7007.0350 to be able to utilize the modification provisions. Please refer to Minn. R. 7007.0100, subp. 14 for the definition of "modification."

Where can I get the forms?

All forms are available on the MPCA website, http://www.pca.state.mn.us/nwqh472, or by contacting the Minnesota Pollution Control Agency (MPCA) at 651-296-6300 or 800-657-3864. Please be prepared to indicate which forms you will need.

What other forms might I need to complete?

Depending on the complexity of the proposed changes, you will need to complete some of the forms in the total facility applications package. Following is a brief description of the most commonly needed forms and their purpose:

- **Form IA-01:** Used to describe any changes to listed insignificant activities
- **Form GI-05A:** Used to describe any affected air pollution control equipment
- **Form GI-05B:** Used to describe new, modified, and debottlenecked emission units
- **Form GI-05C:** Used to describe any affected liquid storage tanks
- **Form GI-05D:** Used to describe any affected fugitive sources
- **Form GI-02:** Used to produce a complete flow diagram of all emission units at your facility
- **Form GI-03:** Used to produce a plan view site diagram of the facility, including the location of all emission units, stacks/vents, and fugitive sources
- **Form GI-04:** Used to describe any new or modified stacks/vents
- **Form CD-01:** This form should be completed for each new, replacement, modified or debottlenecked emission unit. It includes all the compliance demonstration method associated with the emission unit (e.g., emission limits, recordkeeping, reporting...)
- **Form CD-05:** This form should be used for describing requirements applicable to control equipment.
- **Forms HE-01 and CR-02**: Used to evaluate and certify hood efficiency when the change involves control equipment that does not collect emissions through a total enclosure
- **Form GI-07:** Used to summarize the total facility emissions
- **Form HG-01:** Used any time there is any increase in mercury emissions, to analyze what could be done to mitigate the increase.
- **Form WC-01:** Used for waste combustors, to collect the information required by the waste combustor rules.
- **Form GI-09H:** Used to determine if a Compliance Assurance Monitoring submittal or plan is required in conjunction with your proposed changes.

How should I navigate the forms?

1. **Fill out *General Change/Modification Forms***: Start by filling out the general information about your facility using Form CH-GI-01. Next, describe the changes you propose to make on Form CH-01. Changes include, among other things, installation of a new emission unit, replacing an emission unit with a new one, modifying an existing emission unit, making operational changes, and debottlenecking effects resulting from any of the preceding changes on other emission units in the facility.

2. **Classify the change**: For each change described on Form CH-01, answer the questions on Form CH-02 to determine the type of action you need to apply for. The form asks questions and directs you to other forms to determine the answer and decide what type of amendment, if any, is needed, and what federal or state rules may be applicable.
3. **Complete final documentation**: Fill out the submittal cover page (SCP-01). Use the Complete Application Checklist (CH-14), to verify that you have included all the information needed for a complete application. Note that for some permit actions, additional information incidental to your change may be asked for.

What if a form or question isn't applicable to me?

Some of the provisions of this application may not apply exactly to your facility. If you encounter questions that do not apply to you or apply in a manner that cannot be answered as required by the directions, please explain to the best of your ability your situation and give us the information you have. Do not change the question. You may state that a form or question is not applicable. **Do not leave questions unanswered with no explanation.** This can result in the application being returned to you for more information.

What resources are available to help me complete the forms?

To fill out this application, you will need:

1. Minn. R. ch. 7007 (Air Emission Permit Rule) and Minn. R. 7011.0060 through 7011.0080 (Control Equipment Performance Standard). These rules are available at http://www.pca.state.mn.us/mvri4a5.
2. The Standard Industrial Code (SIC) Index to determine your facility's SIC code.

To fill out this application, you may need:

1. Other Minnesota Rules relating to air quality permitting, Minn. R. ch. 7000 through 7190, available at the following website: https://www.revisor.mn.gov/rules/?agency=167.
2. The U.S. Code of Federal Regulations, Title 40, Parts 52.21, 60, 61, 63, U.S. Government Printing Office. Available at: http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?sid=27d0dad4dd3d4c1969aad205b798e315&c=ecfr&tpl=/ecfrbrowse/Title40/40tab_02.tpl.
3. Compilation of Air Pollutant Emission Factors: Stationary point and Area Sources (AP-42). Office of Air Quality Planning and Standards, Research Triangle Park, NC, 1985. Available from National Technical Information Service at 703-487-4650, or at the following website: http://www.epa.gov/ttn/chief/ap42/index.html. Additional emission factors can be found at http://www.epa.gov/ttn/chief/efpac/index.html.
4. New Source Review (NSR) Workshop Manual - Draft. Office of Air Quality Planning and Standards; Research Triangle Park, NC: U.S. Environmental Protection Agency, October, 1990. Available at: http://www.epa.gov/ttn/nsr/gen/wkshpman.pdf.
5. MPCA Air Quality Permit Guide, available at http://www.pca.state.mn.us/index.php/air/publications/index.html.

Questions: Please call the MPCA at 651-296-6300 or 800-657-3864 if you have questions.

How will the public notice process affect my timeline?

Minn. R. 7007.0850 defines which facilities may be subject to a public notice period. It takes two weeks to process the paperwork for a public notice, in addition to the 30-day public notice period. If the change is made to a Part 70 permit, then an additional 45-day U.S. Environmental Protection Agency (EPA) review period must be added to the public notice period.

The MPCA may also require some minor or moderate amendments, such as for modifications in the Great Lakes region or modifications to facilities with a history of citizen complaints, to be noticed to the public prior to construction.

Where do I send my application or notification?

Please send applications to: Fiscal Services – 6th floor
Minnesota Pollution Control Agency
520 Lafayette Road North
St. Paul, MN 55155-4194

You may submit your application as a "pdf" document on a CD. If you choose this option, make sure that:

- the calculations are included in the pdf document as well as in the spreadsheet that must also be included on the CD; and
- you include a paper copy of any form that requires a signature

You may still choose option of submitting the entire application on paper. If so, include 2 complete copies of the application.

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 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.

If your permit application includes a modification subject to New Source Review, you must also send a copy of the permit application to EPA Region V:

Genevieve Damico
Air Permit Section (AR-18J)
U.S. Environmental Protection Agency
77 West Jackson Boulevard
Chicago, IL 60604

For all projects subject to New Source Review, you must work with U.S. EPA Region V and the U.S. Fish and Wildlife Service on an Endangered Species Assessment. This assessment must be completed before the permit is placed on public notice. You should contact EPA as soon as possible to begin this process. Contact Genevieve Damico at 312-353-4761 or damico.genevieve@epa.gov.

If your proposed project affects a Class I area, also send a copy(ies) of the application to the appropriate contact(s) as listed in the instructions to item 3d of Form CH-04e.