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| --- | --- |
| Minnesota Pollution Control Agency (MPCA), 520 Lafayette Road North, St. Paul, MN 55155-4194 | MG 2020 General Permit application review Completeness checklistAir Quality Permit Program*Doc Type: Permitting Checklist* |

|  |  |  |  |
| --- | --- | --- | --- |
| Facility name: |       | DQ number: |       |
| AQ Facility ID number: |       | Agency Interest ID number: |       | Date received (mm/dd/yyyy): |       |
| Date review completed (mm/dd/yyyy): |       | Reviewer’s initials: |  |

## Tier I Review

**The Permit Document Coordinator will return a permit application if missing any of the following:**

|  |  |
| --- | --- |
| * Form SCP-01 or signature
 | * Check for appropriate fee
 |

## Tier II Review

**Return an application after the Tier II Review if any of the following are true:**

* Any of the boxes under the “Incomplete” columns (columns A3-A5) of Table A were checked, indicating that an always-required form was not submitted, the form was not the most current at the time of application, or the form was modified by changing or eliminating questions.
* The application is incomplete per the criteria listed at the end of the Tier II section.

## Table A

| **A1****Form/ Requirement** | **A2****Submitted?** | **A3****Submitted?** | **A5****Submitted but form was modified by changing or eliminating questions** | **A6****If checked “no” in column A2 – Is the form or information required for this submittal?** |
| --- | --- | --- | --- | --- |
| SCP-01 | [ ]  Yes | [ ]  No | [ ]  | NA |
| MG-00 | [ ]  Yes | [ ]  No | [ ]  | NA |
| MG-CK | [ ]  Yes | [ ]  No | [ ]  | NA |
| MGCR-02 | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete |
| MGIA-01 | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete |
| MG-01 | [ ]  Yes | [ ]  No | [ ]  | NA |
| MG-02 | [ ]  Yes | [ ]  No | [ ]  | NA |
| MG-03 | [ ]  Yes | [ ]  No | [ ]  | NA |
| MG-04 | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete |
| MG-05A1 | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete |
| MG-05A2 | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete |
| MG-05A3 | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete |
| MG-05A4 | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete |
| MG-05B1 | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete |
| MG-05B2 | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete |
| MG-05B3 | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete |
| MG-05B4 | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete |
| MG-05B5 | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete |
| MG-05B6 | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete |
| MG-05B7 | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete |
| MG-05B8 | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete |
| MG-05B9 | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete |
| MG-05C | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete |
| MG-05D | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete |
| MG-05F | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete |
| MG-07 | [ ]  Yes | [ ]  No | [ ]  | NA |
| Calculations  | [ ]  printed[ ]  electronic | [ ]  No | NA | NA |
| MG-09 | [ ]  Yes | [ ]  No | [ ]  | NA |
| MG-09A | [ ]  Yes | [ ]  No | [ ]  | NA |
| MG-09B | [ ]  Yes | [ ]  No | [ ]  | NA |
| MG-09C | [ ]  Yes | [ ]  No | [ ]  | NA |
| MG-09D | [ ]  Yes | [ ]  No | [ ]  | NA |
| MG-09E | [ ]  Yes | [ ]  No | [ ]  | NA |
| MG-09F | [ ]  Yes | [ ]  No | [ ]  | NA |
| MG-09G | [ ]  Yes [ ]  No | NA | NA | NA |
| MG-09H | [ ]  Yes | [ ]  No | [ ]  | NA |
| MG-09I | [ ]  Yes | [ ]  No | [ ]  | NA |
| MG-06 | [ ]  Yes | [ ]  No | [ ]  | NA |
| MG-CMP | [ ]  Yes [ ]  No |  | [ ]  | NA – MG-CMP may be submitted later |
| MGCD-05 | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete |
| MG-EIL | [ ]  Yes [ ]  No |  | [ ]  | NA – MG-EIL does not need to be submitted |
| MGCR-04 | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete |
| DRF-1 | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete |
| DRF-2 | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete |
| GP-01 | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete |
| CS-01 | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete |
| TF-series forms | [ ]  TF-01 [ ]  TF-02 [ ]  TF-03 [ ]  TF-04 [ ]  TF-05 [ ]  TF-06 [ ]  TF-07 [ ]  TF-08 [ ]  TF-09 [ ]  No | [ ]  | [ ]  No [ ]  Yes. Application is incomplete |
| NESHAP initial notification forms | [ ]  4M-01 [ ]  4P-01 [ ]  4W-01 [ ]  4Z-01 [ ]  No  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete |

**Ranking system used to rate quality of submittal**

1 = lacking all information 3 = submitted all information

2 = lacking some information NA = Not applicable

If four (4) or more items are rated “1” or five (5) or more items are rated “2,” or a total of six (6) or more items are rated either “1” or “2,” then the application will be deemed incomplete and be returned to the applicant.

**Note to reviewer:** Pay attention to whether instructions were followed pertaining to order of questions. On some forms, depending on the answers given, the user is directed to a question that may not be the next question sequentially. If the instructions for which question to go to next are not followed, it can lead to a situation where the form is lacking some or all required information.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SCP-01 Submittal cover page** | **1** | **2** | **3** | **NA** |
| * In “Submittal Certification,” is the box checked indicating that construction other than what is allowed under Minnesota Rules has started? (“1” for yes, “3” for no)
 | [ ]  |  | [ ]  | [ ]  |
| * + If yes, check with the Construction Supervisor before proceeding. Has the Construction Supervisor approved this application for completeness review? (“1” for no, “3” for yes)
 | [ ]  |  | [ ]  | [ ]  |
| Reviewer’s comments: |       |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Confidential information request** **[ ]  NA – confidentiality not requested** | **1** | **2** | **3** |  |
| * Is information on the public version properly blocked out, i.e. only the specific information which is being requested to be confidential?
 | [ ]  | [ ]  | [ ]  |  |
| * Is a confidential copy enclosed which has all the data available?
 | [ ]  | [ ]  | [ ]  |  |
| Reviewer’s comments: |       |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **MG-00 Qualifications review list** | **1** | **2** | **3** | **NA** |
| * Is each question answered to determine if the eligibility condition is met? Does the facility qualify for this permit?
 | [ ]  | [ ]  | [ ]  |  |
| * + If no or uncertain, check with the General Permit supervisor before proceeding. Has the General Permit supervisor approved this application for completeness review? (“1” for no, “3” for yes)
 | [ ]  |  | [ ]  | [ ]  |
| Reviewer’s comments: |       |

| **General information forms** | **1** | **2** | **3** | **NA** |
| --- | --- | --- | --- | --- |
| * MG-02 – Does the process flow diagram seem to match information provided in MG-05x forms and as described elsewhere? x = A, B, C, D; also match MG-04
 | [ ]  | [ ]  | [ ]  |  |
| * MG-03 – Are the facility’s stacks/vents included?
 | [ ]  | [ ]  | [ ]  |  |
| * MG-04 – Is it completely filled in? Is it clear which are existing units vs. new units with this permit action? (may need to look in Delta)
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * MG-05Ax x = 1, 2, 3, 4
 |  |  |  | [ ]  |
| * Are they completely filled in? Is it clear which are existing units vs. new units with this permit action? Is equipment listed on the correct form for the equipment type?
 | [ ]  | [ ]  | [ ]  |  |
| * MG-05Bx x = 1, 2, 3, 4, **5, 6,** 7, 8, 9
 |  |  |  | [ ]  |
| * Are they completely filled in? Is it clear which are existing units vs. new units with this permit action? Is equipment listed on the correct form for the equipment type?
 | [ ]  | [ ]  | [ ]  |  |
| * Are all control equipment accounted for?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * MG-05C – Is it completely filled in? Is it clear which are existing units vs. new units with this permit action?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * MG-05D – Is it completely filled in? Is it clear which are existing units vs. new units with this permit action?

Note 1: MG-05D was pre-filled with an example line for PM/PM10/PM2.5. If they don’t have unpaved roads as fugitive emissions then they’ll leave ID number blank. Also, they should not have VOC fugitives. This permit does not recognize VOC emissions inside a building as fugitives. | [ ]  | [ ]  | [ ]  | [ ]  |
| * MG-07 – Is it completely filled in; or is the equivalent information submitted without using the form?
 | [ ]  | [ ]  | [ ]  |  |
| * If they indicated that a CD with calculations is included, is it? (“1” for no, “3” for yes)
 | [ ]  |  | [ ]  | [ ]  |
| Reviewer’s comments: |       |

| **MG-09A Requirements: NESHAP (40 CFR pt. 63)** **[ ]  Not included in application** | **1** | **2** | **3** | **NA** |
| --- | --- | --- | --- | --- |
| * Do answers to questions 1 and 2 match the emissions summary? (check calculations, MG-07)
 | [ ]  | [ ]  | [ ]  |  |
| * If answer to 3 is “Yes”, are the appropriate boxes checked to indicate which NESHAP(s) apply?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * Do answers on MG-09A match answers for question 1 on MG-09?
 | [ ]  | [ ]  | [ ]  |  |
| * Does it seem likely that emission units listed on any MG-05Bx forms are subject to a Part 63 NESHAP and are not identified as such on this form? (“3” for no, “1” for yes)
 | **[ ]**  |  | **[ ]**  |  |
| Reviewer’s comments: |       |

| **MG-09B Requirements: NESHAP (40 CFR pt. 61)** **[ ]  Not included in application** | **1** | **2** | **3** | **NA** |
| --- | --- | --- | --- | --- |
| * Do answers on MG-09B match answers for question 2 on MG-09?
 | [ ]  | [ ]  | [ ]  |  |
| Reviewer’s comments: |       |

| **MG-09C Requirements: New Source Review** **[ ]  Not included in application** | **1** | **2** | **3** | **NA** |
| --- | --- | --- | --- | --- |
| * Do numbers in question 2 match the emissions summary? (check calculations, MG-07)
 | [ ]  | [ ]  | [ ]  |  |
| * Do answers on MG-09C match answers for question 3 on MG-09?
 | [ ]  | [ ]  | [ ]  |  |
| Reviewer’s comments: |       |

| **MG-09D Requirements: NSPS** **[ ]  Not included in application** | **1** | **2** | **3** | **NA** |
| --- | --- | --- | --- | --- |
| * If answer to 1 is “Yes”, are the appropriate boxes checked to indicate which NSPS(s) apply?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * Do answers on MG-09D match answers for question 4 on MG-09?
 | [ ]  | [ ]  | [ ]  |  |
| * Does it seem likely that emission units listed on any MG-05Bx forms are subject to an NSPS and are not identified as such on this form? (“3” for no, “1” for yes)
 | **[ ]**  |  | **[ ]**  |  |
| Reviewer’s comments: |       |

| **MG-09E Requirements: Acid Rain [ ]  Not included in application** | **1** | **2** | **3** | **NA** |
| --- | --- | --- | --- | --- |
| * Do answers on MG-09E match answers for question II-5 on MG-00?
 | **[ ]**  | **[ ]**  | **[ ]**  |  |
| Reviewer’s comments: |       |

| **MG-09F Requirements: Ozone [ ]  Not included in application** | **1** | **2** | **3** | **NA** |
| --- | --- | --- | --- | --- |
| * If the answer to question 1 is “yes”, is the table in question 2 completed, including replacement chemical?
 | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
| * Do answers on MG-09F match answers for question 6 on MG-09?
 | **[ ]**  | **[ ]**  | **[ ]**  |  |
| Reviewer’s comments: |       |

| **MG-09G Requirements: RMP [ ]  Not included in application** | **1** | **2** | **3** | **NA** |
| --- | --- | --- | --- | --- |
| Reviewer’s comments: |       |

| **MG-09H Requirements: CAM** **[ ]  Not included in application** | **1** | **2** | **3** | **NA** |
| --- | --- | --- | --- | --- |
| * Are questions 1 and 2 answered correctly? (check calculations, MG-07, and facility description forms)
 | [ ]  | [ ]  | [ ]  |  |
| * If subject to CAM, and claim exemptions, is there sufficient information provided in Table H-2?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * If no exemptions apply, is sufficient information provided in Table H-1?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * If subject to CAM, is question 4 answered correctly?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * Do answers on MG-09H match answers for question 8 on MG-09?
 | **[ ]**  | **[ ]**  | **[ ]**  |  |
| Reviewer’s comments: |       |

| **MG-09I Requirements: State Rules** **[ ]  Not included in application** | **1** | **2** | **3** | **NA** |
| --- | --- | --- | --- | --- |
| * If the answer to question 2a is “yes”, is table I-1 completed?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * Are the answers to question 2 consistent with information provided on the MG-05Bx forms and as described elsewhere?
 | [ ]  | [ ]  | [ ]  |  |
| * Was each question answered to determine if the rule applies to the equipment or processes at the facility?
 | [ ]  | [ ]  | [ ]  |  |
| * Are there calculations to demonstrate whether the emission unit will be in compliance with the applicable state rule (particularly for the Industrial Process Equipment Rules [IPER])(check calculations, MG-07)?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| Reviewer’s comments: |       |

| **MG-09 Applicable requirements [ ]  Not included in application** | **1** | **2** | **3** | **NA** |
| --- | --- | --- | --- | --- |
| * Were the appropriate MG-09x forms used to answer questions 1-9 on MG-09?

 x = A, B, C, D, E, F, G, H, I | **[ ]**  | **[ ]**  | **[ ]**  |  |
| * Is question 11 completed?
 | **[ ]**  | **[ ]**  | **[ ]**  |  |
| Reviewer’s comments: |       |

| **Calculations [ ]  Not included in application** | **1** | **2** | **3** | **NA** |
| --- | --- | --- | --- | --- |
| * Do they look complete; are all affected units included?
 | [ ]  | [ ]  | [ ]  |  |
| * Do they look complete; are there numbers for lb/hr, uncontrolled, and controlled tons per year?
 | [ ]  | [ ]  | [ ]  |  |
| * Do they look complete; did they show the work (example calculations, or unlocked spreadsheet)?
 | [ ]  | [ ]  | [ ]  |  |
| * Were assumptions/emission factors documented? Were they specific for each factor (e.g., AP-42, chapter and table # references)?
 | [ ]  | [ ]  | [ ]  |  |
| * If an emission factor is not from AP-42 or something standard, is there justification for use of this factor? Did they justify use of the factor, if it is not an exact match to the operation?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * If they used control efficiency, does the number match value on the MG-05Ax forms?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * Are calculations provided for Total Hazardous Air Pollutants (HAPs) and Single HAPs?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| Reviewer’s comments: |       |

| **MGCD-05 Compliance Plan for Control Equipment** **[ ]  Not included in application** | **1** | **2** | **3** | **NA** |
| --- | --- | --- | --- | --- |
| * Are all control equipment listed on the MG-05Ax forms included in MGCD-05?
 | [ ]  | [ ]  | [ ]  |  |
| * Allowable capture efficiencies with this permit are 100% (total enclosure), 80% (certified hood) or 0% (anything else). Knowing this, is the listed capture efficiency appropriate?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * Are parameters listed for each control equipment?
 | [ ]  | [ ]  | [ ]  |  |
| Reviewer’s Comments: |       |

| **Other forms**  | **1** | **2** | **3** | **NA** |
| --- | --- | --- | --- | --- |
| * MGCR-02: If using 80% capture efficiency for any control equipment, are hood evaluation and certification forms complete?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * MGIA-01: If listing insignificant activities, is sufficient information provided to verify that the listed activities qualify as insignificant under the listed category?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * MG-01: Is the form appropriately filled out and complete?
 | [ ]  | [ ]  | [ ]  |  |
| * MG-06: Is the form appropriately filled out and complete? (Note: if out of compliance, this can affect eligibility for this permit. If needed, reference with form MG-00 and/or contact General Permit supervisor for clarification.)
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * Other, submitted all information:\*
 |  |  |    | [ ]  |
| * Other, lacking some information:\*
 |  |    |  | [ ]  |
| * Other, lacking all information:\*
 |    |  |  | [ ]  |
| Reviewer’s Comments: |       |

 \*Other: list form numbers in field and mark how many forms were listed on that line in the rating column

|  |  |  |  |
| --- | --- | --- | --- |
| **Tier II Completeness review results** | **1** | **2** | **1s + 2s** |
| Count total number of: |    |    |    |
| [ ]  Complete (Does not necessarily mean that the application is complete for the purpose of taking final action)[ ]  Incomplete (total number of 1s is > 4, or total number of 2s is > 5, or total number of 1s plus total number of 2s is > 6; or application is incomplete as documented in Table A). Missing, incorrect, or incomplete items are required elements of a permit application per Minn. R. 7007.0500 or 7007.0501. |
| Reviewer’s comments: |       |