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| Minnesota Pollution Control Agency (MPCA), 520 Lafayette Road North, St. Paul, MN 55155-4194 | Electronic reissuance application review  Completeness checklist  Air Quality Permit Program  MPCA e-Services  *Doc Type: Permitting Checklist* |

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| Facility name: |  | | | | | | | Tracking number: | |  | |
| AQ Facility ID number: | |  | | Agency Interest ID number: | |  | Date received (mm/dd/yyyy): | | | |  |
| Date review completed (mm/dd/yyyy): | | |  | | Reviewer’s name (permit engineer): | | | |  | | |

## Electronic application review

An electronically submitted reissuance application is incomplete if any of the boxes in the **No** column are checked.

**Key: Yes = Present/Yes/Complete**

**No = Missing/No/Incomplete**

**NA = Not applicable**

|  | **Yes** | **No** | **NA** |
| --- | --- | --- | --- |
| **Insignificant activities** |  |  |  |
| * If insignificant activities are listed, is the description of activities at the facility sufficient? |  |  |  |
| **Buildings structures** |  |  |  |
| * If there are any changes or modifications, is the reason sufficient? |  |  |  |
| **Emission units** |  |  |  |
| * If there are any changes or modifications, is the reason sufficient? |  |  |  |
| * Are the provided SI details complete and valid (manufacturer, model number, etc.)?  For example, a manufacturer or designer should be entered for allpackaged and pre-assembled equipment, and equipment completely designed by a single company and field-assembled**.** The contractor or owner may be listed as the manufacturer for equipment they designed and manufactured.   If needed, see the [e-Services help text](https://rsp.pca.state.mn.us/dep/DEP_RSP/hlp/page/air_ind_reissue_help.html#emission) or form GI-05B-R for mandatory fields. |  |  |  |
| * For any engines, is the engine displacement field completed? |  |  |  |
| * Are all mandatory fields completed for any SI that is not changed to inactive/removed? |  |  |  |
| **Storage tanks** |  |  |  |
| * If there are any changes or modifications, is the reason sufficient? |  |  |  |
| * Are all mandatory fields completed for any SI that is not changed to inactive/removed? |  |  |  |
| **Fugitive sources** |  |  |  |
| * If there are any changes or modifications, is the reason sufficient? |  |  |  |
| * Are all mandatory fields completed for any SI that is not changed to inactive/removed? |  |  |  |
| **Control equipment** |  |  |  |
| * If there are any changes or modifications, is the reason sufficient? |  |  |  |
| * If the control efficiency basis is “other,” is the explanation sufficient? |  |  |  |
| * If there are any pollutant specific emission units (PSEUs) that are newly subject to Compliance Assurance Monitoring (CAM), is the CAM plan attached? Cross-reference the copy of record (COR) with existing Tempo data from the most recently issued permit. |  |  |  |
| * If any capture efficiencies are less than 100%, is the hood documentation attached? |  |  |  |
| * Are the provided SI details valid (manufacturer, model number, etc.)?  Only for pollution control practices, such as dust suppression by water spray or chemical oxidation, may they fill in NA for manufacturer and model number. |  |  |  |
| * Are all mandatory fields completed for any SI that is not changed to inactive/removed? |  |  |  |
| **Control equipment association** |  |  |  |
| * Does the existing Tempo data and any updates in the COR combine to show all active control equipment associated with at least one subject item? |  |  |  |
| * Are the existing Tempo data and any updates in the COR complete? (Flow percent and start date) |  |  |  |
| * Are all mandatory fields completed for any SI that is not changed to inactive/removed? |  |  |  |
| **Stacks and vents** |  |  |  |
| * If there are any changes or modifications, is the reason sufficient? |  |  |  |
| * Are all mandatory fields completed for any SI that is not changed to inactive/removed? |  |  |  |
| **Stacks and vents association** |  |  |  |
| * Does the existing Tempo data and any updates in the COR show all active stack/vents associated with at least one subject item? |  |  |  |
| * Are the existing Tempo data and any updates in the COR complete? (% Flow and Start Date) |  |  |  |
| **Monitors** |  |  |  |
| * Are all mandatory fields completed for any SI that is not changed to inactive/removed? |  |  |  |
| **Monitor association** |  |  |  |
| * Does the existing Tempo data and any updates in the COR show all active monitors associated with a Data Acquisition System (DAS) and at least one monitored subject item? |  |  |  |
| * Are the existing Tempo data and any updates in the COR complete? (Start date) |  |  |  |
| **Potential to emit** |  |  |  |
| * Is the existing Tempo data and any updates in the COR complete? Are there values for Potential pounds per hour, Unrestricted Potential (tons per year), and Limited Potential (tons per year)? |  |  |  |
| * Does the existing Tempo data and any updates in the COR have values for all pollutants emitted at the facility? (Check for particulate matter less than 2.5 micrometers [PM2.5], greenhouse gas, hazardous air pollutants [HAPs] - Total, and individual HAPs.) |  |  |  |
| **Requirements** |  |  |  |
| * If any comment fields are filled in, does the text seem reasonable? |  |  |  |
| * If the Permittee checked that they are out of compliance, does the description text seem reasonable? |  |  |  |
| **Attachments** |  |  |  |
| * **Process flow diagram:** Does the process flow diagram seem to match the facility information? |  |  |  |
| * Are all emission units accounted for in the process flow diagram? |  |  |  |
| * Are all fugitive sources accounted for in the process flow diagram? |  |  |  |
| * Are all tanks accounted for in the process flow diagram (other than insignificant activities)? |  |  |  |
| * Are all controls accounted for in the process flow diagram? |  |  |  |
| * **Stack/Vent diagram:** Are all the facility’s stack/vents included? |  |  |  |
| * **Potential to Emit:** Is an editable spreadsheet attached? |  |  |  |
| * Is there a GI-07 or equivalent tab with all the required pollutant totals? |  |  |  |
| * Are the cells on the GI-07 tab linked to other tabs of the workbook (i.e., not hard entered)? |  |  |  |
| * Open the file and verify that there are no external links to the user's desktop (i.e., will get an error message that it is trying to find the external file if it contains links to their desktop) |  |  |  |
| * **Hood documentation:** For each control that has less than 100% capture efficiency, is the hood documentation included? Is the form complete? (Additional hood documentations may be included as “Other Attachment.”) |  |  |  |
| * **CAM Plan:** For each PSEU that is newly subject to CAM, is the CAM plan attached? (Additional CAM Plans may be included as *Other Attachment*.) |  |  |  |
| * **Red-line requirements:** If the Permittee indicated that they would include a red-line version of the permit, is it included? |  |  |  |
| * **Redacted copy of application:** If requesting confidentiality, is a redacted copy of the application included? |  |  |  |
| * **Confidentiality justification:** If confidentiality is requested, is an explanation of why the information qualifies for confidential treatment and why the data is not emissions data as defined in 40 CFR § 2.301 included? |  |  |  |
| * **For GI-09K (CSAPR):** If any units are subject to the Cross-State Air Pollution Rule (CSAPR), is the complete form included for each unit? (Additional GI-09K forms may be included as *Other Attachment*.) |  |  |  |
| * **Other attachments:** If included, is the content of the attachment complete? |  |  |  |

**Completeness results**

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| Are all required forms/items filled in and complete? (Only **Yes** boxes are checked.) | Yes | * All required forms are present and required information is filled-in. Application is complete. |
| No | * Application is incomplete and shall be returned. The applicant is given a deadline by which to submit a revised application. |

Missing, incorrect, or incomplete items are required elements of a permit application, per Minn. R. 7007.0500 or 7007.0501.

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| **Reviewer’s comments (**If necessary, for each box checked “No,” provide explanation of needed information): |
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