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| Minnesota Pollution Control Agency (MPCA), 520 Lafayette Road North, St. Paul, MN 55155-4194 | CH-08  Administrative amendment determination  Air Quality Permit Program  *Doc Type: Permit Application* |

**Instructions on page 2**

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| **1a)** AQ Facility ID number: | |  | **1b)** Agency Interest ID number: |  |
| **2)** Facility name: |  | | | |

Permit changes described on this form may be made through the administrative permit amendment process. By answering the following question, please verify that the proposed change does not require a major amendment:

I answered “no” to all questions on form CH-03

No. I was not instructed to complete form CH-03 because I was able to answer “yes” to question 4 on form CH-02. If it is determined that the proposed change does not qualify for an administrative amendment, your application will be deemed incomplete.

No. I answered “yes” to one or more questions on form CH-03. This means that the proposed change requires a major amendment, and the administrative amendment process is not applicable.

Yes. To apply for an administrative amendment, indicate which of the following ***completely*** describes the change needed to your permit.

A. An amendment to correct a typographical error.

B. An amendment requiring the permittee to comply with additional, more frequent, or expanded testing, monitoring, recordkeeping, or reporting requirements. However, administrative amendments cannot be used to incorporate requirements from New Source Performance Standards into a permit.

C. An amendment to eliminate monitoring, recordkeeping, or reporting requirements if:

* The requirements are rendered meaningless because the only emissions to which the requirements apply will no longer occur.
* The requirements are technically incorrect and their elimination does not affect the accuracy of the data generated or of the monitoring information recorded or reported.
* The piece of equipment to which the monitoring, recordkeeping, or reporting requirement applies no longer exists or has been permanently disabled from use at the stationary source.

D. An amendment to incorporate into a permit the requirements from preconstruction review permits issued by the Minnesota Pollution Control Agency (MPCA).

E. An amendment to clarify the meaning of a permit term.

**Note:** Administrative amendments cannot make substantive changes to permit

F. An amendment to extend a deadline in a permit by more than 120 days and up to 365 days, provided that the MPCA may only extend a deadline established by an applicable requirement described in Minn. R. 7007.0100, subp. 7(A)-(K), if the Agency has been delegated authority to make such extensions by the administrator of U.S. Environmental Protection Agency (EPA). The MPCA may do an administrative amendment to extend a testing deadline in a permit up to 365 days if the MPCA finds that the extension is needed to allow the permittee to test at worst case conditions as required by Minn. R. 7017.2025, subp. 2.

G. An amendment to remove any condition from a permit which was based on an applicable requirement that has been repealed, but only if the permit condition:

* Is neither required nor replaced by another applicable requirement.
* Was not established for a specific facility to protect human health and the environment, to prevent pollution, as a mitigation measure in an environmental impact statement, or to obtain a negative declaration in an environmental assessment worksheet.

H. An amendment to correct or update a citation to an applicable requirement where the corresponding permit condition is not changed.

I. An amendment to incorporate the extension of a deadline for construction authorization established under a new source review program under part C (Prevention of Significant Deterioration of Air Quality) of the act, provided the extension of the deadline for construction authorization has been approved by the commissioner prior to the submittal of the administrative amendment application.

If any of the above (A-I) are checked, and the checked change completely describes your proposed changes (i.e., there is nothing else that is being changed other than what is indicated on this form), then the change qualifies for an administrative amendment. All applications for administrative amendments must be submitted via MPCA’s e-Services unless the application includes a confidentiality request. If you are submitting a physical application because confidentiality is requested, attach a sheet describing the section of the permit that is to be amended and your proposed new permit conditions. You may wish to submit a marked-up copy of the relevant portions of your existing permit to provide this information clearly.

Instructions for form CH-08

**1a) AQ Facility ID number --** Fill in your Air Quality (AQ) Facility identification (ID) number. This is the first eight digits of the permit number for all new permits issued under the operating permit program.

**1b) Agency Interest ID number --** Fill in your Agency Interest ID number. This is an ID number assigned to your facility through the Tempo database. If you don’t know this number, leave this line blank.

**2) Facility name --** Enter your facility name.

You **must** apply for an administrative amendment if:

a) There has been a change in ownership or operational control of your facility. With the application for the amendment, you need to provide some additional information (described in Minn. R. 7007.1400, subp. 1(E)); or if,

b) There has been a change in the name, mailing address, or telephone number of any person identified in the permit. You may not use the administrative amendment procedure to change the location of your facility.

You **may** apply for an administrative amendment for several other reasons. These reasons are listed in Minn. R. 7007.1400, subp. 1. and on the first two pages of this form.

**Note:** You must use MPCA’s e-Services for an administrative amendment (found on the MPCA’s website at <https://www.pca.state.mn.us/data/e-services>). Physical applications received for an administrative amendment will be denied unless it contains a confidentiality request.

If you need to change the general contact information for your facility (e.g., information that does not appear in the permit, such as contact or billing name, phone number, email, etc.), this does not require a permit action but you do need to notify the MPCA so that we have current information for your facility. Submit a letter to the MPCA’s Air Quality Permit Document Coordinator, IND/AQP, explaining the changed information.

**Administrative permit amendment requirements:**

* For physical applications, you must apply for an administrative permit amendment using the forms indicated on form CH-14. Specify the section of the permit that is to be amended and state the reason for the amendment.
* If the administrative permit amendment is to a Part 70 permit, the MPCA shall submit a copy of the amended permit or permit amendment to the EPA for a 45-day review period, as required by the EPA.
* The only administrative amendments to which the permit shield established by part 7007.1800 shall apply are those described in subp. 1, item F.
* Amendments to the acid rain portion of a permit shall be governed by, 40 CFR Part 72, as amended.
* The permittee may make the change proposed in the administrative amendment application immediately after the application is received by the MPCA, if the change is described above. However, if the change is of ownership or operational control, the new owner's or operator's right to operate the permitted stationary source under the previous sentence is contingent upon the new owner's or operator's compliance with the terms of the stationary source's permit. The new owner or operator must agree to comply with the terms of the existing permit before the amendment can be made.