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

|  |  |  |  |
| --- | --- | --- | --- |
| Facility name: |       | Tracking number: |       |
| AQ Facility ID number: |       | Agency Interest ID number: |       | Date received (mm/dd/yyyy): |       |
| Type of action requested: | [ ]  Major [ ]  Moderate [ ]  Minor [ ]  Administrative [ ]  Notification |
| Date review complete (mm/dd/yyyy): |       | Reviewer’s name (permit engineer): |  |

## 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 (next page) 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

|  |  | **Incomplete** |  |
| --- | --- | --- | --- |
| **A1****Form/information** | **A2****Submitted?** | **A3****Submitted?** | **A4****Submitted but did not use most current1 version or form was modified by changing or eliminating questions** | **A5****If checked “no” in column A2 – Is the form or information required?** |
| SCP-01 | [ ]  Yes | [ ]  No | [ ]  | NA |
| Confidential version of application, with all data available | [ ]  Yes [ ]  No |  | NA | [ ]  No [ ]  Yes. Application is incomplete |
| Redacted, public version of application | [ ]  Yes [ ]  No |  | NA | [ ]  No [ ]  Yes. Application is incomplete |
| CH-GI-01 | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete |
| CH-15 | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete |
| CH-00 | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete |
| CH-01 | [ ]  Yes | [ ]  No | [ ]  | NA |
| CH-02 | [ ]  Yes | [ ]  No | [ ]  | NA |
| CH-14 | [ ]  Yes | [ ]  No | [ ]  | NA |
| CH-03 | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete |
| CH-04 | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete |
| CH-04a | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete |
| Supporting editable CH-04a emission calculations | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete |
| CH-04b | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete |
| Supporting editable CH-04b emission calculations | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete |
| CH-04d | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete |
| Supporting editable CH-04d emission calculations | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete |
| CH-04e | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete |
| BACT analysis | [ ]  Yes [ ]  No |  | NA | [ ]  No [ ]  Yes. Application is incomplete |
| CH-05 | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete |
| Highlighted copy of applicable NSPS | [ ]  Yes [ ]  No |  | NA | [ ]  No [ ]  Yes. Application is incomplete |
| CH-06 | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete |
| Highlighted copy of applicable Part 61 NESHAP(s) | [ ]  Yes [ ]  No |  | NA | [ ]  No [ ]  Yes. Application is incomplete |
| CH-07 | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete |
| Highlighted copy of applicable Part 63 NESHAP(s) | [ ]  Yes [ ]  No |  | NA | [ ]  No [ ]  Yes. Application is incomplete |
| CH-11 | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete |
| CH-13 | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete |
| CD-01 | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete |
| GI-07 emissions summary and spreadsheet | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete |
| Editable emission calculation spreadsheet(s) and GI-07 information (on CD or USB drive) | [ ]  Yes [ ]  No |  | NA | [ ]  No [ ]  Yes. Application is incomplete |
| Emission calculation printouts | [ ]  Yes [ ]  No |  | NA | [ ]  No [ ]  Yes. Application is incomplete |
| HG-01 | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete |
| GI-09H | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete |
| CAM plan | [ ]  Yes [ ]  No |  | NA | [ ]  No [ ]  Yes. Application is incomplete |
| GI-09K | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete |
| CH-10 | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete |
| CH-08 | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete |
| CH-09 | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete |
| CH-12 | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete |
| IA-01 | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete |
| GI-02 | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete |
| Separate process flow diagram | [ ]  Yes [ ]  No |  | NA | [ ]  No [ ]  Yes. Application is incomplete |
| GI-03 | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete |
| Separate stack/vent diagram | [ ]  Yes [ ]  No |  | NA | [ ]  No [ ]  Yes. Application is incomplete |
| GI-04 | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete |
| GI-05A | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete |
| CD-05 | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete |
| CR-02 | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete |
| GI-05B | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete |
| GI-05C | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete |
| GI-05D | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete |
| GI-05E | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete |
| GI-05F | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete |
| ME-01 | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete |
| ME-02 | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete |
| PAL-01 | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete |
| PAL-02 | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete |
| MI-01 | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete |
| MI-02c | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete |
| EC-03 | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete |
| Marked-up copy of permit | [ ]  Yes [ ]  No |  | NA | [ ]  No [ ]  Yes. Application is incomplete |

|  |  |  |
| --- | --- | --- |
| Was modeling submitted? | [ ]  No → Was the “required” box checked on form CH-14? | [ ]  No [ ]  Yes. Application is incomplete |
| [ ]  Yes → In the Tempo modeling activity, in form AQDM-07, Section 1, are the results deemed substantially complete?3(Equivalent or better dispersion (EBD) does not need prior Minnesota Pollution Control Agency (MPCA) approval. Check “Yes” if EBD required and submitted with application.) | [ ]  Yes [ ]  No. Application is incomplete |
| Was an AERA**2** submitted? | [ ]  No → Was the “required” box checked on form CH-14? | [ ]  No [ ]  Yes. Application is incomplete |
| [ ]  Yes → In the Tempo modeling activity, in form AQDM-07, Section 1, are the results deemed substantially complete? | [ ]  Yes [ ]  No. Application is incomplete |

1 If the date on the form used is earlier than the date on the most current form, check the content of the form used. If it is incorrect or leads to wrong conclusion, check the box. If the content of the form used is equivalent to the content of the most current form, or at a minimum allows a correct conclusion to be reached, do not check the box. If you are unsure, check with a supervisor or coordinator.

2 Air emission risk analysis

3. If AQDM-07 is not present but AQDM-04 and AQDM-05 are present, check with modeling staff on completeness status of modeling report.

**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.

## All permit amendments

|  |  |  |  |
| --- | --- | --- | --- |
| **General** | **Yes** | **No** | **NA** |
| * Has the current operating permit expired?
 | [ ]  | [ ]  | [ ]  |
| * + If yes, has an application for reissuance been submitted prior to the expiration date?
	+ If no, permit must be reissued prior to or in conjunction with permitting the modification.
 | [ ]  | [ ]  | [ ]  |
| Reviewer’s comments: |  |

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

| **Confidential information request [ ]  NA – confidentiality not requested** | **1** | **2** | **3** | **NA** |
| --- | --- | --- | --- | --- |
| * Is information on the public version properly blocked out, i.e., only the specific information which is being requested to be confidential? (“1” for no, “3” for yes) **Note:** If a redacted and public version is not provided, application is incomplete.
 | [ ]  |  | [ ]  |  |
| * Is a confidential copy enclosed which has *all* the data available? (“1” for no, “3” for yes) **Note:** If a confidential version is not provided, application is incomplete.
 | [ ]  |  | [ ]  |  |
| Reviewer’s comments: |  |

| **CH-01 Change description**  | **1** | **2** | **3** | **NA** |
| --- | --- | --- | --- | --- |
| * If Construction or physical change box is checked (question #3), are appropriate GI forms attached?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * If Operational Change box is checked, is the application for the correct amendment type (most will require major amendment)?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * If answer to #4 is yes, is EC-03 attached? (“1” for no, “3” for yes; completeness determined below)
 | [ ]  |  | [ ]  | [ ]  |
| Reviewer’s comments: |       |

| **CH-03 Major permit amendment determination [ ]  Not included** | **1** | **2** | **3** | **NA** |
| --- | --- | --- | --- | --- |
| * If #2 is “Yes,” is CD-01 and/or CD-05 attached to document the proposed change? (“1” for no, “3” for yes; completeness is determined below)
 | [ ]  |  | [ ]  | [ ]  |
| * Check answer to #3, and compare against appropriate CH forms (CH-04, CH-04a-e, CH-05, CH-06, and CH-07). If making changes under a PreCap permit limit, CH-04 does not need to be submitted.
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * If #5 is “Yes,” is CD-01 attached and completed to document the proposed change? (“1” for no, “3” for yes; completeness is determined below)
 | [ ]  |  | [ ]  | [ ]  |
| * If #6 is “Yes,” is CD-01 attached and completed to document the proposed change? (“1” for no, “3” for yes; completeness is determined below)
 | [ ]  |  | [ ]  | [ ]  |
| * If #7 is “Yes,” is appropriate PAL information provided?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * If #8 is “Yes,” do they describe reason for major amendment?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * If #9 is “Yes,” is CD-01 attached and completed to document the proposed change? (“1” for no, “3” for yes; completeness is determined below)
 | [ ]  |  | [ ]  | [ ]  |
| Reviewer’s comments: |  |

| **CH-04 Determination of new source review status [ ]  Not included** | **1** | **2** | **3** | **NA** |
| --- | --- | --- | --- | --- |
| * If #6 is “Yes” and #9 is “No,” is CH-04a attached? (“1” for no, “3” for yes; completeness is determined below)
 | [ ]  |  | [ ]  | [ ]  |
| * If #6 is “No” and #9 is “No,” is CH-04b attached? (“1” for no, “3” for yes; completeness is determined below)
 | [ ]  |  | [ ]  | [ ]  |
| * If #9 is “Yes,” is CD-01 attached and completed to document the proposed limit?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| Reviewer’s comments: |  |

| **CH-04a Determination of increases at major sources [ ]  Not included** | **1** | **2** | **3** | **NA** |
| --- | --- | --- | --- | --- |
| * Table 1
 |  |  |  |  |
| * + If Replacement box is checked, is enough information provided (e.g., comprehensive description of existing and replacement units, calculations, emission factors, factor source(s), and any assumptions) to determine if the emission unit qualifies as replacement? Check the definition of “replacement unit” found in 40 CFR § 52.21(b)(33).
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * + If projected actual data used, is supporting documentation provided (calculations, emission factors, factor source(s), and any assumptions)?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * + If exclusions used, is description present and adequate (justification of “operations that could have been accommodated,” calculations, emission factors, factor source(s), and any assumptions)?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * + Are baseline dates provided?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * Tables 2 – 4
 |  |  |  |  |
| * + Do numbers in Table 2 match those in Table 1?
 | [ ]  | [ ]  | [ ]  |  |
| * + Do results in Table 3 match calculations?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * + Do totals in Table 4, Column D make sense?
 | [ ]  | [ ]  | [ ]  |  |
| * + Check totals in Table 4. Are they under threshold when correct significant digits used (e.g., 39.7 is really 40 if comparing to PSD significant emission rate threshold for nitrogen oxides)?
 | [ ]  | [ ]  | [ ]  |  |
| * + If any Total Increase (Column D) is greater than any thresholds in Column E, is Table 5 completed? (“1” for no, “3” for yes)
 | [ ]  |  | [ ]  | [ ]  |
| * + If Table 5 was completed, and they answered “Yes” for any pollutant, is #7c completed?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * + If Table 5 was completed, and they answered “No” is CH-04d attached? (“1” for no, “3” for yes)
 | [ ]  |  | [ ]  | [ ]  |
| Reviewer’s comments: |  |

| **CH-04b Determination of increases at minor sources [ ]  Not included** | **1** | **2** | **3** | **NA** |
| --- | --- | --- | --- | --- |
| * Do numbers in Table 1 match calculation spreadsheets?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * Check totals in Table 2 and answer to #5. If any are at or over the threshold when correct significant digits used (e.g., 249.8 is really 250 if comparing to PSD threshold), is Table 3 filled out?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * If Table 3 is completed, and if they answered “Yes” for #7, is #8 completed?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * If Table 3 is completed, and if they answered “No” for #7, is #10 and Table 4 completed?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * If Table 4 is completed, and if they answered “Yes” for #11, is #12 completed?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * If Table 4 is completed, and if they answered “No” for #11, is #13 and Table 5 completed?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * If Table 5 is completed, is CH-04e included?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| Reviewer’s comments: |  |

| **CH-04d Calculating the net emissions increase [ ]  Not included** | **1** | **2** | **3** | **NA** |
| --- | --- | --- | --- | --- |
| * Table 1 Creditable Contemporaneous Decreases – If claimed, is all information filled in?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * Table 2 Creditable Contemporaneous Increases – If claimed, is all information filled in?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * Table 3 Net Emissions Increase – Is the table completely filled out using all increases and decreases from Tables 1 and 2?
 | [ ]  | [ ]  | [ ]  |  |
| * Table 3 - If any net increase (Column e) exceeds the threshold (Column f), is Table 4 filled out?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * Table 4 - If answered “Yes” for any pollutant, is #8 completed?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * Table 4 - If answered “No” for any pollutant, is CH-04e included?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| Reviewer’s comments: |  |

| **CH-04e Required elements of a PSD application [ ]  Not included** | **1** | **2** | **3** | **NA** |
| --- | --- | --- | --- | --- |
| * Table 1 – Does it seem reasonable (included all pollutants for which a BACT analysis would be required)?
 | [ ]  | [ ]  | [ ]  |  |
| * Table 2 – Does it seem reasonable (includes modeling for all pollutants that would require it)?
 | [ ]  | [ ]  | [ ]  |  |
| Reviewer’s comments: |  |

| **CH-07 Applicability of part 63 NESHAP for amendments [ ]  Not included** | **1** | **2** | **3** | **NA** |
| --- | --- | --- | --- | --- |
| * Does the answer to #4 match the emissions calculations?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * If answer to #6 is “Yes,” are appropriate limitations proposed in CD-01?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * If answer to #9 is “Yes,” is a case-by-case Maximum Achievable Control Technology (MACT) determination provided and are appropriate conditions proposed in CD-01?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| Reviewer’s comments: |  |

| **CH-11 Crossing permit thresholds [ ]  Not included** | **1** | **2** | **3** | **NA** |
| --- | --- | --- | --- | --- |
| * Did the Permittee submit their calculations to support their determination? Mark N/A if box for “Above Part 70 Threshold and facility holds a Part 70 permit” is checked, or if the proposed project does not increase emissions.
 | [ ]  | [ ]  | [ ]  | [ ]  |
| Reviewer’s comments: |  |

| **CH-13 Applicability of state rules [ ]  Not included** | **1** | **2** | **3** | **NA** |
| --- | --- | --- | --- | --- |
| * Was each question answered to determine if the rule applies to the equipment or processes they are installing or modifying.
 | [ ]  | [ ]  | [ ]  | [ ]  |
| Reviewer’s comments: |  |

| **General information forms** | **1** | **2** | **3** | **NA** |
| --- | --- | --- | --- | --- |
| * GI-02 – Does process flow diagram seem to match information provided in GI forms and as described elsewhere?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * + 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?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * GI-03 – Are the facility’s stacks/vents included?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * GI-04 – Is it completely filled in? Are the SVs/STRUs numbered sequentially?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * GI-05A
 |  |  |  | [ ]  |
| * + Is it completely filled in? Are the CEs/TREAs numbered sequentially?
 | [ ]  | [ ]  | [ ]  |  |
| * + If capture efficiency is less than 100%, are there corresponding hood certification forms (CR-02) for any existing equipment? (For new equipment, this needs to be completed after construction.)
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * + Do control efficiencies look reasonable? (See Table A in Minn. R. 7011.0070.)
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * GI-05B – Is it completely filled in? Are the EUs/EQUIs numbered sequentially?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * GI-05C – Is it completely filled in? Are the TKs/EQUIs numbered sequentially?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * GI-05D – Is it completely filled in? Are the FSs/FUGIs numbered sequentially?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * GI-05E – Is it completely filled in? Are the GPs/COMGs numbered sequentially?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * GI-05F
 |  |  |  | [ ]  |
| * + Is it completely filled in? Are all EUs/EQUIs, TKs/EQUIs, and FSs/FUGIs listed?
 | [ ]  | [ ]  | [ ]  |  |
| * + Is it completely filled in? Are all SVs/STRUs and CEs/TREAs accounted for?
 | [ ]  | [ ]  | [ ]  |  |
| * ME-01 – Is it completely filled in? Are the DAs/EQUIs and MRs/EQUIs numbered sequentially?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * ME-02 – Is it completely filled in? Are all MRs/EQUIs accounted for?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| Reviewer’s comments: |  |

| **Calculations** **[ ]  Not included** | **1** | **2** | **3** | **NA** |
| --- | --- | --- | --- | --- |
| * Do they look complete? Are all affected units included, including insignificant activities listed under Minn. R. 7007.1300, subp. 3(F) and subp. 4?
 | [ ]  | [ ]  | [ ]  |  |
| * 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 (formulas instead of hard entered values and an unlocked spreadsheet)?
 | [ ]  | [ ]  | [ ]  |  |
| * Were assumptions/emission factors documented? Were they specific for each factor (e.g., AP-42, chapter and table number references)?
 | [ ]  | [ ]  | [ ]  |  |
| * Was TANKS 4.09d used to calculate emissions for new or modified tanks? (“1” for yes, “3” for no) **Note:** U.S. Environmental Protection Agency’s TANKS 4.09d program is no longer supported; and therefore, no longer accepted as a source of emissions calculations for liquid storage tanks.
 | [ ]  |  | [ ]  | [ ]  |
| * If emission factor is not from AP-42 or something standard, is there justification for use of this factor?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * If they used control efficiency, does the number match value in GI-05A and Tempo?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * If units are subject to numerical IPER limits as described in Table I of Form GI-09I or in Table 2 of Form CH-13, does the spreadsheet include the numerical IPER limit (gr/dscf or lb/hr) calculation and a comparison to the emission rate? Do they look complete?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * Are calculations provided for Total Hazardous Air Pollutants (HAPs) and Single HAPs?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * Are calculations provided for combustion HAPs for each combustion source?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * GI-07
 |  |  |  | [ ]  |
| * + Is it completely filled in? There must be totals for all required pollutants. (“1” for no, “3” for yes)
 | [ ]  |  | [ ]  |  |
| * + 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)
 | [ ]  | [ ]  | [ ]  |  |
| Reviewer’s comments: |  |

| **CD-01 Compliance plan [ ]  Not included** | **1** | **2** | **3** | **NA** |
| --- | --- | --- | --- | --- |
| * If first box in #14 is checked, is a marked-up copy of permit language attached?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * If #15a is “Yes,” are highlighted copies of the applicable Part 63 subpart and subpart A attached?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * If #15b is “Yes,” is proposed compliance demonstration detailed enough?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * If #15c is “Yes,” is case-by-case proposal attached?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * If #16a is “Yes,” is a highlighted copy of the Part 61 National Emission Standards for Hazardous Air Pollutant Sources (NESHAP) attached?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * If #17a is “Yes,” are highlighted copies of the applicable New Source Performance Standards (NSPS) subpart and subpart A attached?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * If #18a is “Yes,” are acid rain forms attached?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * If #19a is “Yes,” is proposed compliance demonstration detailed enough?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * If #19c is “Yes,” is proposed compliance demonstration detailed enough?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * If #20a is “Yes,” is proposed compliance demonstration detailed enough?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * If #21a is “Yes,” is proposed compliance demonstration detailed enough?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * If #22a is “Yes,” is proposed compliance demonstration detailed enough?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * If #22b is “Yes,” is proposed compliance demonstration detailed enough?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * If #23 is “Yes,” is CD-05 attached or a marked up CD-01 if only making changes to operating parameter values of existing control equipment? (“1” for no, “3” for yes; completeness is determined below)
 | [ ]  |  | [ ]  | [ ]  |
| * If #24b is the second “No,” is GI-09K included? (“1” for no, “3” for yes; completeness is determined below)
 | [ ]  |  | [ ]  | [ ]  |
| Reviewer’s comments: |  |

| **CD-05 Compliance plan for control equipment [ ]  Not included** | **1** | **2** | **3** | **NA** |
| --- | --- | --- | --- | --- |
| * Is all control equipment listed on GI-05A included in CD-05 or shown in the marked up CD-01 if only making changes to operating parameter values of existing control equipment?
 | [ ]  | [ ]  | [ ]  |  |
| * If capture efficiency is less than100%, and if the capture efficiency is greater than 80%, is there justification provided as described in the GI-05A instructions for question 3h?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * Are parameters listed for each CE/TREA?
 | [ ]  | [ ]  | [ ]  |  |
| * If any CE/TREA is marked as subject to CAM, is CAM plan attached?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| Reviewer’s comments: |  |

| **GI-09H Requirements: CAM** **[ ]  Not included** | **1** | **2** | **3** | **NA** |
| --- | --- | --- | --- | --- |
| * Are #1 and #2 answered correctly? (Check calculations, GI-05B, GI-07 or GI-07 Spreadsheet.)
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * If exemptions are claimed (“Yes” to #3), is there sufficient information provided in Table B?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * If no exemptions are claimed (“No” to #3), is sufficient information provided in Table A?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * Is CAM plan provided for each large PSEU listed in Table A? Compare contents of plan with list on form to see if sufficient information is provided.
 | [ ]  | [ ]  | [ ]  | [ ]  |
| Reviewer’s comments: |  |

| **GI-09K Requirements: Cross State Air Pollution Rule [ ]  Not included** | **1** | **2** | **3** | **NA** |
| --- | --- | --- | --- | --- |
| * Is Table A filled in?
 | [ ]  | [ ]  | [ ]  |  |
| * Do the entries in Table C include all entries from Table A minus the entries in Table B?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| Reviewer’s comments: |  |

## Major amendment

| **HG-01 Mercury releases to ambient air [ ]  Not included** | **1** | **2** | **3** | **NA** |
| --- | --- | --- | --- | --- |
| ***Note****: This form is needed for a new or expanded facility, or changed or modified operation for the following types of facilities/emission units: taconite production, secondary metal processors, the combustion of fuels in electricity generating stations and industrial boilers (except when burning only natural gas), and sewage sludge/garbage/municipal incineration*. |
| * Are there numbers in the answer for #3?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * Is the table in #4 completed?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * Are #5a and #5b answered?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| Reviewer’s comments: |  |

## Minor or moderate amendment

| **CH-10 Applicability of minor or moderate amendment process [ ]  Not included** | **1** | **2** | **3** |  |
| --- | --- | --- | --- | --- |
| * Did the Permittee submit their calculations to support their determination?
 | [ ]  | [ ]  | [ ]  |  |
| * Was the proposed language to amend all the relevant sections of their current permit for the proposed project attached?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| Reviewer’s comments: |  |

## Administrative amendment

| **CH-08 Administrative amendment determination [ ]  Not included** | **1** | **2** | **3** |  |
| --- | --- | --- | --- | --- |
| * Did the Permittee attach a sheet describing the section of the permit that is to be amended and propose new permit conditions or submit a marked up copy of the relevant portions of the existing permit in a clear way? (Administrative amendments cannot be used to incorporate requirements from NSPS or NESHAP into a permit.) The permittee may only submit an administrative amendment using a physical application if they were instructed to in the MPCA administrative other e-Service. Otherwise, the application will be denied.
 | [ ]  | [ ]  | [ ]  |  |
| Reviewer’s comments: |  |

## Non-amendment

| **CH-09 Contravening permit terms [ ]  Not included** | **1** | **2** | **3** |  |
| --- | --- | --- | --- | --- |
| * Was a description of the permit term being contravened or a marked up copy of the permit and why the change qualifies for this procedure included?
 | [ ]  | [ ]  | [ ]  |  |
| Reviewer’s comments: |  |

| **CH-12 Written notification form [ ]  Not included** | **1** | **2** | **3** | **NA** |
| --- | --- | --- | --- | --- |
| * If installing new pollution control equipment, were the following forms included and new ID numbers assigned (CE or TREA)? GI-05A, GI-05B/GI-05C/GI-05D and CD-01
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * If replacing an emission unit with one which does not increase emissions and does not cause emission of a pollutant not previously emitted, were the following forms included and new ID numbers assigned (EU or EQUI)? GI-05B/GI-05C/GI-05D and CD-01
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * If replacing an emission unit, did they provide the numbers of the units being replaced (EU or EQUI)?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * If replacing air pollutant control equipment with listed control equipment which has equal or better removal efficiency, were the following forms included? GI-05A, GI-05B/GI-05C/GI-05D and CD-01
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * If replacing control, did they provide the numbers of the controls being replaced (CE or TREA)?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * If reporting accumulated insignificant modifications, did they fill in the table summarizing them?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| Reviewer’s comments: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Tier II Completeness review results** | **1s** | **2s** | **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. |
| [ ]  Incomplete due to reasons other than Table A or number totals. This applies when the MPCA cannot start processing the permit application because essential information for the technical review is not included in the application (e.g., missing justification for why a throughput increase does not result in emissions increase; project appears to trigger environmental review; project appears to trigger modeling under existing permit conditions; etc.) or the MPCA cannot discern if the application is for the correct amendment type. Missing, incorrect, or incomplete items are required elements of a permit application per Minn. R. 7007.0500 or 7007.0501. |
| Reviewer’s comments: |  |