|  |  |
| --- | --- |
| Minnesota Pollution Control Agency (MPCA), 520 Lafayette Road North, St. Paul, MN 55155-4194 | TFP 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): |       |
| 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

|  |  | **Incomplete** |  |
| --- | --- | --- | --- |
| **A1****Form/****Requirement** | **A2****Submitted?** | **A3****Submitted?** | **A4****Submitted but did not use the most current1 version or 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. |
| IA-01 | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete. |
| CH-15 | [ ]  Yes | [ ]  No | [ ]  | NA |
| CH-00 | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete. |
| CH-01 | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete. |
| CK-01 | [ ]  Yes | [ ]  No | [ ]  | NA |
| GI-01 | [ ]  Yes | [ ]  No | [ ]  | NA |
| GI-02 | [ ]  Yes | [ ]  No | [ ]  | NA |
| Separate process flow diagram | [ ]  Yes [ ]  No |  | NA | [ ]  No [ ]  Yes. Application is incomplete. |
| GI-03 | [ ]  Yes | [ ]  No | [ ]  | NA |
| Separate stack/vent diagram | [ ]  Yes [ ]  No |  | NA | [ ]  No [ ]  Yes. Application is incomplete. |
| MI-01 | [ ]  Yes | [ ]  No | [ ]  | NA |
| GI-04 | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete. |
| GI-05A | [ ]  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. |
| 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. |
| External combustion air emissions calculator | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete. |
| Coating air emissions calculator | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete. |
| Engine air emissions calculator | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete. |
| Storage piles material handling air emissions calculator | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete. |
| Storage piles wind erosion air emissions calculator | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete. |
| Paved roads air emissions calculator | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete. |
| Unpaved roads air emissions calculator | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete. |
| Grain handling air emissions calculator | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete. |
| Landfill air emissions calculator | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete. |
| Woodworking air emissions calculator | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete. |
| Printed copy of calculations  | [ ]  Yes | [ ]  No | NA | NA |
| HG-01 | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete. |
| GI-09 | [ ]  Yes | [ ]  No | [ ]  | NA |
| GI-09A | [ ]  Yes | [ ]  No | [ ]  | NA |
| Highlighted copy of applicable Part 63 NESHAP(s) | [ ]  Yes [ ]  No |  | NA | [ ]  No [ ]  Yes. Application is incomplete. |
| GI-09B | [ ]  Yes | [ ]  No | [ ]  | NA |
| Highlighted copy of applicable Part 61 NESHAP(s) | [ ]  Yes [ ]  No |  | NA | [ ]  No [ ]  Yes. Application is incomplete. |
| GI-09C | [ ]  Yes | [ ]  No | [ ]  | NA |
| 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 |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete. |
| GI-09D | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete. |
| Highlighted copy of applicable NSPS | [ ]  Yes [ ]  No |  | NA | [ ]  No [ ]  Yes. Application is incomplete. |
| GI-09E | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete. |
| GI-09F | [ ]  Yes | [ ]  No | [ ]  | NA |
| GI-09H | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete. |
| CAM Plan | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete. |
| GI-09I | [ ]  Yes | [ ]  No | [ ]  | NA |
| GI-09K | [ ]  Yes [ ]  No |  | NA | [ ]  No [ ]  Yes. Application is incomplete. |
| CD-01 | [ ]  Yes | [ ]  No | [ ]  | NA |
| CD-02 | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete. |
| CD-03 | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete. |
| CD-05 | [ ]  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-02c | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete. |
| WC-01 | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete. |
| EC-03 | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete. |
| CH-19 | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete. |
| CH-20 | [ ]  Yes [ ]  No |  | [ ]  | [ ]  No [ ]  Yes. Application is incomplete. |
| AERSCREEN documentation | [ ]  Yes [ ]  No |  | NA | [ ]  No [ ]  Yes. Application is incomplete. |
| Copy of MPCA Response to applicability determination | [ ]  Yes [ ]  No |  | NA | [ ]  No [ ]  Yes. Application is incomplete. |

|  |  |  |
| --- | --- | --- |
| Was modeling submitted? | [ ]  No → Was the “required” box checked on form CK-01? | [ ]  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. |
| Was an AERA submitted? | [ ]  No → Was the “required” box checked on form CK-01? | [ ]  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.

**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** **[ ]  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? (“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: |  |

| **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: |  |

| **GI-09A Requirements: NESHAP (40 C.F.R. pt. 63)** **[ ]  Not included** | **1** | **2** | **3** | **NA** |
| --- | --- | --- | --- | --- |
| * Do answers to questions #A2, #B2, or #C2 and #A3, #B3, or #C3 match the emissions summary? (Check calculations, GI-07 or GI-07 Spreadsheet.)
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * If answer to #A4, #B4 or #C6 is “Yes,” are appropriate limitations proposed in CD-01?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * If answer to #A6 or #B6 is “Yes” or the answer to #C6 is “No,” is a case-by-case Maximum Achievable Control Technology (MACT) determination provided and are appropriate conditions proposed in CD-01?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * Do answers on GI-09A match answers for question 1 on GI-09?
 | [ ]  | [ ]  | [ ]  |  |
| * Does it seem likely that emission units listed on GI-05B are subject to a Part 63 National Emission Standards for Hazardous Air Pollutant Sources (NESHAP) and are not identified as such on this form? (“3” for no, “1” for yes)
 | **[ ]**  |  | **[ ]**  |  |
| Reviewer’s comments: |  |

| **GI-09B Requirements: NESHAP (40 C.F.R. pt. 61)** **[ ]  Not included** | **1** | **2** | **3** | **NA** |
| --- | --- | --- | --- | --- |
| * Do answers on GI-09B match answers for #2 on GI-09?
 | [ ]  | [ ]  | [ ]  |  |
| Reviewer’s comments: |  |

| **GI-09C Requirements: New Source Review** **[ ]  Not included** | **1** | **2** | **3** | **NA** |
| --- | --- | --- | --- | --- |
| **New facility (completed Section B)** |  |  |  | **[ ]**  |
| * Do numbers in Tables B1.1 and B1.2 match emission summary calculations? (Check calculations, GI-07 or GI-07 Spreadsheet.)
 | [ ]  | [ ]  | [ ]  |  |
| * Was #B6 completed, if necessary? (“1” for no, “3” for yes)
 | [ ]  |  | [ ]  | [ ]  |
| * If answer to #B7 is “Yes,” is #B8 completed? (“1” for no, “3” for yes)
 | [ ]  |  | [ ]  | [ ]  |
| * If answer to #B7 is “No,” is #B9 completed? (“1” for no, “3” for yes)
 | [ ]  |  | [ ]  | [ ]  |
| * If answer to #B10 is “Yes,” is #B11 completed? (“1” for no, “3” for yes)
 | [ ]  |  | [ ]  | [ ]  |
| * If answer to #B10 is “No,” is #B12 completed and CH-04e and a BACT analysis included? (“1” for no, “3” for yes)
 | [ ]  |  | [ ]  | [ ]  |
| * If BACT is included for pollutants other than VOC, are modeling results provided?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| **Existing facility complying with current registration/Capped/General permit (completed Section C)** |  |  |  | **[ ]**  |
| * If answer to #C1 is “Yes,” do numbers in #C2 match emission summary calculations? (Check calculations, GI-07 or GI-07 Spreadsheet.) (“1” for no, “3” for yes)
 | [ ]  |  | [ ]  | [ ]  |
| * If answer to #C6 is “No,” and the answer to #C4 or #C5 is “Yes,” is CH-04a included? (“1” for no, “3” for yes; completeness is determined below)
 | [ ]  |  | [ ]  | [ ]  |
| * If answer to #C6 is “No”, and the answer to #C4 or #C5 is “No,” is CH-04b included? (“1” for no, “3” for yes; completeness is determined below)
 | [ ]  |  | [ ]  | [ ]  |
| * If BACT is included for pollutants other than VOC, are modeling results provided?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| **Existing unpermitted facility (or holding but not complying with a Registration/Capped/General Permit (completed Section D)** |  |  |  | **[ ]**  |
| * Do numbers in Tables D1.1 and D1.2 match emission summary calculations? (Check calculations, GI-07 or GI-07 Spreadsheet.)
 | [ ]  | [ ]  | [ ]  |  |
| * If the answer to #D5 or #D6 is “Yes,” is CH-04a included? (“1” for no, “3” for yes; completeness is determined below)
 | [ ]  |  | [ ]  | [ ]  |
| * If the answer to #D5 or #D6 is “No,” is CH-04b included? (“1” for no, “3” for yes; completeness is determined below)
 | [ ]  |  | [ ]  | [ ]  |
| 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 C.F.R. § 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: |  |

| **GI-09D Requirements: NSPS** **[ ]  Not included** | **1** | **2** | **3** | **NA** |
| --- | --- | --- | --- | --- |
| * Does it seem likely that emission units listed on GI-05B are subject to a New Source Performance Standards (NSPS) and are not identified as such on this form? (“3” for no, “1” for yes)
 | **[ ]**  |  | **[ ]**  |  |
| * Do answers on GI-09D match answers for question 5 on GI-09?
 | [ ]  | [ ]  | [ ]  |  |
| 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 PSEU listed in Table A? Compare contents of plan with list on form to see if sufficient information is provided.
 | [ ]  | [ ]  | [ ]  | [ ]  |
| Reviewer’s comments: |  |

| **GI-09I Requirements: State rules** **[ ]  Not included** | **1** | **2** | **3** | **NA** |
| --- | --- | --- | --- | --- |
| * Are there calculations to demonstrate whether the emission unit will be in compliance with the applicable state rule (particularly for IPER)? (Check calculations, GI-07 or GI-07 Spreadsheet.)
 | [ ]  | [ ]  | [ ]  |  |
| 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: |  |

| **ME-01 Continuous monitoring system information [ ]  Not included in application** | **1** | **2** | **3** | **NA** |
| --- | --- | --- | --- | --- |
| * Check GI-09A and GI-09D forms (and highlighted rules, if attached) to see if any applicable MACT or NSPS require continuous monitoring. Also, check GI-09E and GI-09J; if facility is subject to Acid Rain or CAIR, continuous monitoring is most likely required. If continuous monitoring is required from one of these rules, or will be used for some other reason (check CD-01), has this form been filled out completely?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * Is form ME-02 included (required when ME-01 is included) and is it filled out completely (“1” for no, “3” for yes)?
 | [ ]  |  | [ ]  |  |
| Reviewer’s comments: |  |

| **HG-01 Mercury releases to ambient air [ ]  Not included** | **1** | **2** | **3** | **NA** |
| --- | --- | --- | --- | --- |
| ***Note****: This form is needed for 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?
 | [ ]  | [ ]  | [ ]  |  |
| * Are #5a and #5b answered?
 | [ ]  | [ ]  | [ ]  |  |
| 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? (“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? 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 entered on form GI-05A?
 | [ ]  | [ ]  | [ ]  |  |
| * 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** |
| --- | --- | --- | --- | --- |
| * Does it look complete? Are all affected units included?
 | [ ]  | [ ]  | [ ]  |  |
| * If #4a is “Yes,” is a highlighted copy of the Part 63 NESHAP subpart and subpart A attached?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * If #4b is “Yes,” is proposed compliance demonstration detailed enough?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * If #5a is “Yes,” is a highlighted copy of the Part 61 NESHAP attached?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * If #6a is “Yes,” is a highlighted copy of the NSPS subpart and subpart A attached?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * If #7a is “Yes,” are forms attached?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * If #8a is “Yes,” is proposed compliance demonstration detailed enough?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * If #8c is “Yes,” is proposed compliance demonstration detailed enough?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * If #9a is “Yes,” is proposed compliance demonstration detailed enough?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * If #10a is “Yes,” is proposed compliance demonstration detailed enough?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * If #11a is “Yes,” is proposed compliance demonstration detailed enough?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * If #11b is “Yes,” is proposed compliance demonstration detailed enough?
 | [ ]  | [ ]  | [ ]  | [ ]  |
| * If #12 is “Yes,” is CD-05 attached? (“1” for no, “3” for yes; completeness is determined below)
 | [ ]  |  | [ ]  | [ ]  |
| * If #13 is “Yes,” is GI-09K included? (“1” for no, “3” for yes; completeness is determined below)
 | [ ]  |  | [ ]  | [ ]  |
| Reviewer’s comments: |  |

| **CD-03 Compliance schedule [ ]  Not included** | **1** | **2** | **3** | **NA** |
| --- | --- | --- | --- | --- |
| * Is the table in #3 completed for all items identified on CD-02 as being out of compliance?
 | [ ]  | [ ]  | [ ]  |  |
| * Are the proposed corrective actions specific? (“1” for no, “3” for yes)
 | [ ]  |  | [ ]  |  |
| * Are the proposed progress measurements specific and reasonable? (“1” for no, “3” for yes)
 | [ ]  |  | [ ]  |  |
| 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?
 | [ ]  | [ ]  | [ ]  |  |
| * If capture efficiency is less than 100%, and if the capture efficiency is greater than 80%, is there justification provided as described in the GI-05A instructions for item 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: |  |

| **WC-01 Waste combustors needing permits [ ]  Not included** | **1** | **2** | **3** | **NA** |
| --- | --- | --- | --- | --- |
| *If any waste combustor is receiving its first permit or reissuance, then this form must be used. Check N/A above if not a waste combustor and skip remaining questions in section.* |
| * Is Section 3 filled out?
 | [ ]  | [ ]  | [ ]  |  |
| * Are appropriate items identified as required on GI-03?
 | [ ]  | [ ]  | [ ]  |  |
| * Does GI-02 show where ash will be stored, as well as other items required?
 | [ ]  | [ ]  | [ ]  |  |
| * Are plans submitted for:
 |  |  |  |  |
| * + Industrial solid waste management?
 | [ ]  | [ ]  | [ ]  |  |
| * + How to deal with solid wastes that contain mercury?
 | [ ]  | [ ]  | [ ]  |  |
| * + Dealing with toxics if waste combustor will combust municipal solid waste or Refuse Derived Fuel (RDF)?
 | [ ]  | [ ]  | [ ]  |  |
| * + Ash management?
 | [ ]  | [ ]  | [ ]  |  |
| Reviewer’s comments: |  |

| **EC-03 Internal combustion engine screening modeling [ ]  Not included** | **1** | **2** | **3** | **NA** |
| --- | --- | --- | --- | --- |
| ***Note****: Screening should be completed for each fuel burned in each non-emergency engine to be installed, and/or each non-emergency engine that was installed in its current location after January 1, 2000, and has not been modeled in its current location*. |
| * Does it look complete? Are all affected units for each fuel included?
 | [ ]  | [ ]  | [ ]  |  |
| Reviewer’s comments: |  |

| **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. |
| [ ]  Incomplete due to reasons other than Table A or number totals. This applies when the Minnesota Pollution Control Agency (MPCA) cannot start processing the permit application because essential information for the technical review is not included in the application (e.g., missing certification by new owner/operator for form CH-17; 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: |  |