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| Minnesota Pollution Control Agency (MPCA), 520 Lafayette Road North, St. Paul, MN 55155-4194 | CK-01  Operating permit application requirements  Air Quality Permit Program  Doc Type: Permit Application |

**Instructions on page 4.**

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

3) Minn. R. 7007.0600 describes what a permit application must include. The items in the following list constitute an administratively complete application, but do not necessarily mean that an application is technically complete for the purpose of taking final permit action. Please complete the following to verify that you have included all the indicated forms and information.

| **Included** | **Not included** | **Form** | **When required** |
| --- | --- | --- | --- |
|  |  | SCP-01 Submittal cover page with original signature | Always |
|  |  | IA-01 Insignificant activities list | When the facility includes insignificant activities required to be listed. |
|  |  | CH-15 SIP changes and permits | Always |
|  |  | CH-00 | When seeking authorization to construct a new facility or modify an existing facility. |
|  |  | CH-01 | When seeking authorization to construct a new facility or modify an existing facility. |
|  |  | CK-01 Operating permit application requirements | Always |
|  |  | GI-01 Facility information supplemental information | Always |
|  |  | GI-02 Process flow diagram | Always |
|  |  | Flow Diagram | When not drawn directly on GI-02. |
|  |  | GI-03 Facility and stack/vent diagram | Always |
|  |  | Building and stack/vent diagram | When not drawn directly on GI-03. |
|  |  | MI-01 Building and structure information | Always |
|  |  | GI-04 Stack/Vent information | When the facility includes stacks and/or vents where emissions are exhausted to the atmosphere. |
|  |  | GI-05A Control equipment information | When facility includes control equipment. |
|  |  | CR-02 Hood evaluation and certification | When permitting control equipment not a total enclosure, except when the application is for new equipment not yet constructed. |
|  |  | GI-05B Emission unit information | Always |
|  |  | GI-05C Storage tanks information | When permitting storage tanks. |
|  |  | GI-05D Fugitive emission source information | When permitting fugitive sources. |
|  |  | GI-05E Group information | When proposing new groups or deleting existing groups within a permit, or  When adding, replacing, or removing subject items in a permit group, including emission units, control equipment, monitors, stacks, etc. |
|  |  | GI-05F Emission source associations | Always |
|  |  | GI-07 Spreadsheet - Facility emissions summary | Always |
|  |  | Emission calculation printouts (if submitting application electronically as a “pdf” document then the emission calculations must be a part of the pdf document; if submitting a paper copy of the application, then the emission calculations must be printed on paper as part of the application.) | Always |
|  |  | Electronic spreadsheet containing all calculations | If calculations are required, must include CD or USB drive of the editable electronic spreadsheet(s) as well. |
|  |  | HG-01 Mercury releases to ambient air | When the facility PTE as permitted will be 3 or more pounds per year of mercury. |
|  |  | GI-09 | Always |
|  |  | GI-09A Requirements: National Emission Standards for Hazardous Air Pollutant Sources (NESHAP) (40 C.F.R. pt. 63) | Always |
|  |  | Highlighted copy(ies) of applicable Part 63 NESHAPs (including subpart A whenever another subpart is applicable) | When indicated on GI-09A. |
|  |  | GI-09B Requirements: NESHAP (40 C.F.R. pt. 61) | Always |
|  |  | Highlighted copy(ies) of applicable Part 61 NESHAP (including subpart A whenever another subpart is applicable) | When indicated on GI-09B. |
|  |  | GI-09C Requirements: New Source Review (NSR) | Always |
|  |  | CH-04a Determination of increases at major sources | When directed on form GI-09C. |
|  |  | CH-04b Determination of increases at minor sources | When directed on form GI-09C. |
|  |  | CH-04d Calculating the net emissions increase under NSR | When directed on form CH-04a. |
|  |  | CH-04e Required elements for Prevention of Significant Deterioration (PSD) permit application | When directed on form CH-04b or CH-04d. |
|  |  | BACT Analysis | When a proposed change or modification is major under NSR. |
|  |  | GI-09D Requirements: New Source Performance Standards (NSPS) | When directed on form GI-09. |
|  |  | Highlighted copy(ies) of applicable NSPS (including subpart A whenever another subpart is applicable) | When indicated on GI-09D. |
|  |  | GI-09E Requirements: Acid rain | It is not necessary to submit this form, since there is nothing to fill out. |
|  |  | GI-09F Requirements: Stratospheric ozone protection | Always |
|  |  | GI-09G requirements risk management programs for chemical accidental release prevention | It is not necessary to submit this form, since there is nothing to fill out. |
|  |  | GI-09H Requirements: CAM | Always for facilities applying for a Part 70 permit. |
|  |  | CAM plan | When indicated on GI-09H. |
|  |  | GI-09I Requirements: State Rules | Always |
|  |  | GI-09K Requirements: Cross-state air pollution rule (40 C.F.R. pt. 97) | If the permit will authorize construction or modification of a stationary fossil-fuel-fired boiler or combustion turbine at your stationary source serving at any time, on or after January 1, 2005, a generator with a nameplate capacity of more than 25 megawatt electric producing electricity for sale. |
|  |  | CD-01 Compliance plan | Always |
|  |  | CD-02 Compliance certification | Always, except when the application is for a new facility not yet constructed. |
|  |  | CD-03 Compliance schedule | If non-compliance is indicated on CD-02. |
|  |  | CD-05 Compliance plan for control equipment | If GI-05A lists control equipment. |
|  |  | ME-01 Continuous monitoring system information | If CEMS or COMS indicated as monitoring on CD-01. |
|  |  | ME-02 Monitor associations | If CEMS or COMS indicated as monitoring on CD-01. |
|  |  | PAL-01 PAL cover page | When requesting a new Plantwide Applicability Limit (PAL) under NSR. |
|  |  | PAL-02 Determination of plantwide applicability limit for major NSR sources | When requesting a new PAL under NSR. |
|  |  | MI-02c Modeling for plantwide applicability limitations | When requesting a new Plantwide Applicability Limit (PAL) under NSR. |
|  |  | CH-19 Permit action emissions screening | When directed on CH-01, for applications submitted after April 1, 2024. |
|  |  | CH-20 Evaluation of ambient air quality impacts | When directed on CH-19, for applications submitted after April 1, 2024. |
|  |  | AERSCREEN documentation | When indicated on CH-20. |
|  |  | Copy of MPCA Response to applicability determination | When indicated on CH-20. |
|  |  | Environmental assessment worksheet (EAW) submitted  required  not required | Use the *Environmental review pre-screening* form, available on the Minnesota Pollution Control Agency (MPCA) website at <https://www.pca.state.mn.us/business-with-us/environmental-review> under the “Does your project need environmental review?” section to determine this. |
|  |  | Air Emission Risk Analysis (AERA) submitted  required  not required | * If there is an increase of any criteria pollutant greater than 250 tons per year, or * If it is a proposed electric production facility greater than or equal to 25 MW, or * If it is an ethanol plant increasing production by 5 million gallons per year, or * As required on a case-by-case basis.   See the MPCA website at <https://www.pca.state.mn.us/business-with-us/air-emissions-risk-analysis-aera> |
|  |  | Dispersion modeling submitted  required for:  EAW  AERA  PSD  Case-by-case/Other, specify:  not required | * If an AERA is needed, or * If the project is subject to PSD (unless the only pollutant involved is a Volatile Organic Compound), or * As required on a case-by-case basis (for example, if modeling option is selected on form <Evaluation of Ambient Air Quality Impacts>.   See the MPCA website at <https://www.pca.state.mn.us/business-with-us/air-quality-modeling> |
|  |  | EC-03 Internal Combustion Engine Screen Modeling | * 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. |

## Instructions for form CK-01

**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 permits issued under Minn. R. ch. 7007.

**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.

**3)** Complete each line of the table by checking the appropriate box, indicating that the specified form or attachment is included or not included in the application.