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| Minnesota Pollution Control Agency (MPCA), 520 Lafayette Road North, St. Paul, MN 55155-4194 | Deliverable checklist  AERA-01  Air Emissions Risk Analysis (AERA)  *Doc Type: Air Emissions Risk Assessment – External Documentation* |

**Purpose:** This form serves as a checklist for submitting all necessary AERA materials. All AERA forms can now be submitted through e-Services. Consult the Minnesota Pollution Control Agency (MPCA) AERA guidance found on the MPCA AERA website at <https://www.pca.state.mn.us/business-with-us/air-emissions-risk-analysis-aera> for instructions.

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| --- | --- |
| **Contents:**  Facility information  What the AERA supports  Required AERA forms | Required permit forms  Risk tools  Additional information |

**Instructions:** Check appropriate boxes below by clicking on them. Response areas may be expanded as needed. All AERA documents must be submitted electronically. Spreadsheets should not be in PDF format. The AERA will be deemed incomplete if all requested forms and support documents are not included.

Facility information

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. AQ Facility ID number: | | | | |  | | | | | | 2. SIC Code: | | |  | | | |
| 3. TEMPO AI number: | | | |  | | | | | | |  | | |  | | | |
| 4. Date(s) of pre-application submittal: | | | | | |  | | | | | 5. Date(s) of permit application submittal: | | | | | |  |
|  | | | | | | *(mm/dd/yyyy)* | | | | |  | | | | | | *(mm/dd/yyyy)* |
| 6. Facility name: | | |  | | | | | | | | | | | | | | |
| 7. Facility location: | | |  | | | | | | | | | | | | | | |
| Street address: | | |  | | | | | | | | | | | | | | |
| City: |  | | | | | | State: | MN | | Zip code: | | |  | | County: |  | |
| 8. Proposer: | |  | | | | | | | Phone: | | |  | | | Email: |  | |
| 9. AERA Preparer: | | |  | | | | | | Phone: | | |  | | | Email: |  | |

What the AERA supports (Mark all that apply)

**This AERA is submitted as a part of the following (may select more than one):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | An air permit application. | | | |
|  | Existing permit requirement. | | | |
|  | Mandatory Environmental Impact Statement (EIS), required by Minn. R. 4410.4400. Indicate which subpart is met: | | | |
|  |  | | | |
|  | Voluntary or discretionary EIS. If the AERA was requested by the MPCA, indicate the request date (mm/dd/yyyy): | | | |
|  |  | | | |
|  | Mandatory Environmental Assessment Worksheet (EAW), required by Minn. R. 4410.4300 subpart 15 (air emissions trigger) or subpart 5 (fuel conversion trigger). | | | |
|  | Mandatory EAW required by a subpart of Minn. R. 4410.4300 other than 15 or 5. Indicate which subpart is met: | | | |
|  |  | | | |
|  | If the AERA was requested by the MPCA indicate the request date (mm/dd/yyyy): | |  | |
|  | A voluntary or discretionary EAW. If the AERA was requested by the MPCA, indicate the request date (mm/dd/yyyy): | | |  |
|  | Pre-authorized change to a facility with a “flexible air permit”, where a project proposer is seeking to increase toxic emissions, which may be allowed to be changed without additional permitting. | | | |
|  | Other: |  | | |

## Required AERA forms

**AERA forms are located at** <https://www.pca.state.mn.us/business-with-us/air-emissions-risk-analysis-aera>**.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Submitted** | | **Submittal date(s)** (mm/dd/yyyy) |  |
|  | NA |  | **AERA-01** Deliverable Checklist (this form) |
|  |  |  | **AERA-02** Qualitative Information Checklist for: |
|  | NA |  | * Protocol/workplan |
|  | NA |  | * Completed AERA |
|  |  |  | **AERA-03** Air Dispersion Modeling Analysis Form for: |
|  | NA |  | * Protocol/workplan |
|  | NA |  | * Completed AERA |
|  | NA |  | **AERA-04** Emergency Internal Combustion Engine Certification (if applicable) |
|  |  |  | **AERA-05** Emissions Form for: |
|  | NA |  | * Protocol/workplan |
|  | NA |  | * Completed AERA |
|  | NA |  | **AERA-13** Determination Checklist for Proposed Ethanol Facilities (if applicable) |
|  |  |  | **AERA-19** Cumulative Air Emissions Risk Analysis Form (Required if environmental review is being done) for: |
|  | NA |  | * Protocol/workplan |
|  | NA |  | * Completed AERA |
|  | NA |  | **AERA-24** AERA Certification |
|  |  |  | **AERA-26** Refined HHRAP-based Analysis Form (if applicable) for: |
|  | NA |  | * Protocol/workplan |
|  | NA |  | * Completed AERA |
|  |  |  | **AERA 27** MPCA Mercury Risk Estimation Method (MMREM) Form (if applicable) for: |
|  | NA |  | * Protocol/workplan |
|  | NA |  | * Completed AERA |

***Electronic submittals are required.*** *Hard copies are optional.*

## Required permit forms

**Permit forms are located at** [**https://www.pca.state.mn.us/business-with-us/air-permit-application-forms**](https://www.pca.state.mn.us/business-with-us/air-permit-application-forms)

The MPCA AERA reviewer will also review the following MPCA Air Permitting Forms. The AERA reviewer will obtain these forms from the MPCA air permit engineer; however, it is acceptable for a proposer to submit duplicate forms.

|  |  |  |  |
| --- | --- | --- | --- |
| **Submitted** | | **Submittal date(s)** (mm/dd/yyyy) |  |
|  |  |  | **GI-02:** Process Flow Diagram |
|  |  |  | **GI-03:** Facility and Stack/Vent Diagram |
|  | NA |  | **HG-01:** Mercury Releases to Ambient Air (NA if Hg PTE is less than 1 lb/year) |

## Risk tool(s) used

**RASS (Risk Assessment Screening Spreadsheet) and Q/CHI spreadsheets are at**https://www.pca.state.mn.us/business-with-us/air-emissions-risk-analysis-aera

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Submitted** | | **Submittal date(s)** (mm/dd/yyyy) |  | **Existing Facility** | **Entire Facility as Proposed** |
|  | NA |  | RASS spreadsheet(s) including all emitted chemicals |  |  |
|  | NA |  | Q/CHI spreadsheet including all emitted chemicals |  |  |
|  | NA |  | HHRAP-based analysis files that include all emitted chemicals |  |  |
|  | NA |  | Q/CHI spreadsheet with select chemicals and a RASS that includes chemicals screened out |  |  |
|  | NA |  | HHRAP-based analysis files with select chemicals and a RASS that includes chemicals screened out |  |  |
|  | NA |  | MPCA Mercury Risk Estimation Method (MMREM) spreadsheet |  |  |
|  | NA |  | U.S. Environmental Protection Agency (EPA) Integrated Exposure Uptake Biokinetic (IEUBK) model results (found on EPA’s website at <https://www.epa.gov/superfund/lead-superfund-sites-software-and-users-manuals>) |  |  |

Additional information In the table below, describe any additional attachments.

|  |  |  |  |
| --- | --- | --- | --- |
| **Attachment reference number  (or other identifier)** | **Submittal date(s)** (mm/dd/yyyy) | **Title** | **Purpose/Description** |
|  |  |  |  |
|  |  |  |  |