

## Procedure to Void an ROP Application

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### Introduction

Situations in which an ROP Application may be voided include the following, although this list is not exhaustive:

- After applying for an *initial* ROP, a source has *received* an opt-out permit.
- After applying for an *initial* ROP, the source emissions are reduced to below the major source thresholds (a true minor source).
- After applying for an *initial* ROP, a source goes out of business or the plant closes.

If the ROP Application being voided is for a source with an existing ROP, follow the procedure for “Voiding an Issued ROP” in the ROP Manual (6.B).

Situations in which an ROP Application should NOT be voided (again, not an exhaustive listing):

- The source makes substantial changes to their process that would result in a “resubmittal” of virtually all of the ROP Application. Amending the application in this way would be handled through a correction request (although substantial), and would not necessitate voiding the application.

### Procedure

1. The site must submit through MiEnviro Portal using the Air Renewable Operating Permit (ROP) and/or Application Void Request Form to void or terminate an ROP application as signed and certified by the Responsible Official or their Authorized Representative. The submission will include the site information, the submittal type, and the reason for voiding the ROP application.
2. When the submission is received, the ROP Central Unit (RCU) Department Analyst (DA) will review the submission and add the appropriate workflow. (e.g., **Void Application**).
3. The DA will assign the submission to the appropriate Supervisor.
4. The Supervisor will receive a notification (via e-mail if this option is set) that the submission has been assigned to them. (This will also show in their **My Tasks** screen). The Supervisor will click on the link in the notification and will be directed to the MiEnviro login page. After signing in, the system will take them to the submission **Details** tab.
5. The Supervisor will change the **Processor** to the appropriate staff person by navigating to the **Details** tab of the application and selecting the **Processor** using the dropdown menu.
6. District staff will review the request and determine if the ROP application can be voided. Discuss with the supervisor if the void request is not approvable.

7. Review the tasks in the workflow(s) to see what tasks need to be completed. An “\*” denotes a required step.
8. The assigned staff will prepare the void letter using **ROP - Letter - Submission Void**. The letter is to be addressed to the Responsible Official(s) and signed by the District Supervisor. Both the void approval and denial options are in the same template.
  - a. If approvable, grant the void request. If the source has any outstanding modification submissions to be processed with ROP application, these should be voided as well.
  - b. If the void request is not approvable, deny the void request with an explanation as to the reason for denial. Save the letter as:

SRN\_Void Submission Denied Letter\_ROP##### v#.#\_{MM-DD-YYYY}.

The **Security Classification** will be *internal* and the **Status** will be *Draft*.

9. Assign the *Finalize Letter* task to the Secretary.
10. The Secretary will finalize the letter, changing the **Security Classification** to *Public* and the **Status** to *Final*, and send to the Responsible Official(s) making sure to copy EPA, the Field Operations Manager, RCU DA, and RCU Supervisor.
11. The DA will navigate to the Submission **Workflow and Tasks** tab to make sure all required tasks have been completed. For each workflow, click the checkbox for the *ROP - Void Application* workflow and click the **Mark Complete** button.
12. The DA will navigate to the **Details** tab of the Submission and update the Status of the application forms separately by clicking each **Update Status**. Update **Status** to *Withdrawn* (for ROP initial, renewal, or modification applications).
13. If any validation errors are displayed in red, the DA will need to resolve those before continuing.

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