

ROP INITIAL APPLICATION ADMINISTRATIVE COMPLETENESS CHECKLIST

Source Name:

SRN:

City:

County:

Permit Reviewer:

Primary NAICS Code:

Permit Application Number (from MACES):

Date Application Due:

Date Application Received:

Administrative Completeness Check (complete within 15 days for application submitted electronically and 60 days for hard copy application only)
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ASC-001 FORM

<input type="checkbox"/> Review the "Listing of ROP Application Contents" on the ASC-001 Form. Verify that any item checked has been included with the application. Comment:

<input type="checkbox"/> If the applicant checked the confidential information box on the ASC-001 Form, verify that the confidential information is included with the application. Comment:
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<input type="checkbox"/> If the applicant checked "No" for any of the compliance statement on the ASC-001 Form, verify that a compliance plan has been included with the application. Comment:

SI-001 FORM

<input type="checkbox"/> If this form is used, verify that at least 2 sections are identified, and that each has at least one Emission Unit associated with it that is not contained in the other section. Comment:
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S-003 FORM

<input type="checkbox"/> Review the source requirement information on the S-003 Form for accuracy and verify that the associated required documentation is included with the application (i.e. MAERS, emission calculations, CAM plan, CO/CJ, MAP, other plans). Comment:
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EU-001 FORM

<input type="checkbox"/> If the applicant checked "Yes" for question 1 on the EU-001 Form, verify that all exempt Emission Units have been included and the corresponding exemption citations identified in the table on the form. Comment:
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EU-002FORM

<input type="checkbox"/> If the applicant checked "Yes" for question 1 on the EU-002 Form, verify that they have identified the applicable Rule, the Emission Unit ID(s) and description(s), and installation date(s) for each listed Emission Unit in the table. Comment:

EU-003 FORM

<input type="checkbox"/> Verify that all active PTIs are listed on the EU-003 Form with all fields completed in the table and a copy of each PTI is included with the ROP Application. Comment:
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EU-004 FORM
<input type="checkbox"/> If the applicant checked "Yes" for question 1 on the EU-004 Form, verify that they have identified each Emission Unit and completed all fields in the table for each listed Emission Unit. Comment:
FG-001 FORM
<input type="checkbox"/> If the applicant identified any Flexible Groups on the FG-001 Form, verify that they have listed Emission Unit(s) for the Flexible Group. Comment:
AR-001 FORM
<input type="checkbox"/> If the applicant checked "Yes" for question 1 on the AR-001 Form, verify that they have identified each Regulation and Emission Unit, and completed all fields in the table for each listed Emission Unit. Comment:
<input type="checkbox"/> If the applicant checked "Yes" for question 2 on the AR-001 Form, verify that an AI-001 Form with the streamlined requirement information is included with the ROP Application. Comment:
AR-002 FORM
<input type="checkbox"/> If the applicant checked "Yes" for any of the questions on the AR-002 Form, verify that information is provided in the comment field associated with that question. Comment:
AR-003 FORM
<input type="checkbox"/> If the applicant checked "Yes" for question 1 on the AR-003 Form, verify that information is provided in the comment field and that a Source-Wide Table is included with the ROP Application. Comment:
GENERAL APPLICATION REVIEW
<input type="checkbox"/> Verify that all required fields in the ROP Application are completed, all questions are answered and the corresponding fields completed if appropriate. Comment:
<input type="checkbox"/> If the applicant indicated that an AI-001 Form was used to supplement any part of the ROP Application Forms, verify the form is included. Comment:
<input type="checkbox"/> Review applicant's most recent MAERS submittal and verify that all Emission Units have been identified on the EU-002, EU-003, or EU-004 Forms of the ROP Application. Comment:
<input type="checkbox"/> Verify that any federal applicable requirements (i.e., MACT, NESHAP or NSPS) are identified on the AR-001 Form. Comment: