LOG APPLICATION PROCEDURES
ROP RENEWALS USING NEW APPLICATION FORM

Secretary – MACES ROP Screen Log Application

1. The Department Analyst (DA) will check the EGLE-ROP mailbox for electronic applications daily and send note to the Secretary if any are received for their District. If the Secretary receives a paper application in the District Office and has not seen a note from the DA, the Secretary will notify the DA of the application.

2. Upon receipt of the electronic submission of the application, the DA (for RCU ones) or the Secretary (for District ones) will log the application in MACES. The received date will be the date the electronic application was received. **NOTE: The paper copy still needs to be received for this to be deemed administratively complete, but not for it to be received.** Open MACES, choose "Compliance" tab then choose "ROP" from the drop-down list.

3. Fill in the required information in the ROP Details section of the screen. This includes the date the application was received, the application type (renewal), and staff name.

4. Click on the SAVE button to save this record. An event will show up under the Events section of the screen. The event type will be "Application – Received." In the application received event, put the date the paper copy was received in the comments field.

5. An application number will be generated by MACES and will appear in the ROP Details section of the screen. Write the application number on the application, and on the "Renewal Application Log – In Checklist" (ROP Manual 2.B.2).

6. Click on the Events tab and add an **event** for "Pre-Application-Renewal Reminder Letter Sent" with the date the letter was sent and click "Save."

7. Click on the Events tab and add an **event** for "Pre-Application-Meeting Held" with the date the meeting was held (if a pre-application meeting was held) and click "Save."

8. In MACES, under the "Facility" tab – "Facility Information" and "Facility Contacts", compare the information on the application with what is entered in MACES. If there are differences, check with staff as to any changes that should be made in MACES. If the company name is updated in MACES, it will also have to be updated separately in MAERS.

9. Start a "Renewal Application Log – In Checklist" (ROP Manual 2.B.2) to track the administrative completeness review process. Fill in all information at the top of the form, print and include in the application folder.

10. Start a "Renewal Application Administrative Completeness Checklist" (ROP Manual 2.B.3) and save a copy in the ROP folder for the source on the S drive. Print and include a copy in the application folder.

11. Start a "Timeline" (ROP Manual 1.A), if one has not already been started from a Pre-application meeting and save a copy in the ROP folder for the source on the S drive. Print and include a copy in the application folder.

Secretary – Save Application and Administrative Completeness Check

12. Check the electronic copy of the mark-up ROP in the application package (if an electronic copy was submitted) to ensure that it is password protected with the "track changes" locked. Unprotect the document (or ask FITT rep to do so) before saving for staff use. Instructions can be found in the "FITT Public Participation Procedures" (ROP Manual 5.C). If the document was not password protected and the "track changes" was not locked, **OR** an electronic mark-up was not submitted, note it on the "ROP Renewal Application Log – In Checklist."

13. Save all documents included with the electronic application package (if electronic copy was submitted) in the format received on the S drive under AQD\ROP\specific SRN folder.

14. Create the Working Draft ROP that staff will be using by opening the "ROP Shell Template.dot." Fill in the cover sheet and cut and paste information from the tables in the ROP mark-up into the new template shell (if it was password protected when submitted). If the mark-up was not password protected or no mark-up was submitted electronically, use the most current version of the ROP from the website to create the working draft shell for staff. Use the instructions in Step 12 above for unprotecting the ROP. Leave any new template language in the tables for staff to decide if it is needed and make sure that the tracked changes show up in the new document. Save it as (SRN Working Draft {MM-DD-YY}). Make sure to place the mark-up in the working draft folder for staff to use to make necessary changes.

15. Convert all the <u>original</u> ROP Renewal Application Package electronic documents into **a single pdf file** using Kofax, PDF Creator or Adobe Acrobat Standard or Professional. If only a hard copy has been submitted, scan all the items listed below into a single pdf file. The files should be organized in the following order when creating the pdf:

    a. E-mail and cover letter

    b. ROP Renewal Application Form

    c. AI-001 Form(s)

    d. ROP Mark-up

    e. PTIs to be incorporated into the ROP

    f. Plans referenced in ROP

    g. Acid Rain Permit Applications/CSAPR (if appropriate)

    h. All other documentation

    Save the pdf file as "SRN ROP Renewal App {date received}.pdf" on the S drive under AQD\ROP\specific SRN folder.

16. Send email to Staff and the Supervisor letting them know this has been received and processed.

17. If additional information is requested from the company for **administrative completeness**:

    a. Log receipt of this additional application information into MACES, choose "Compliance" tab, then choose "ROP" from drop-down list, when the additional information is received. This information should be submitted hard copy with a signed C-001 form. (This may be logged by the staff person if received via email.)

    b. Update the application with any replacement pages and add any new application material to the pdf file using PDF Creator, Adobe Standard or Adobe Professional. Name document with the administratively complete date.

18. When the application is deemed administratively complete, it should be posted on the FTP site.

19. In MACES, choose "Compliance" tab, then choose "ROP" from the drop-down list, log the administratively complete date (Click on the Application Number, Events Tab, Event Type: "Application-Administratively Complete") and the date the application shield was issued (Event Type: "Application-Application Shield Issued"). The date of administrative completeness will be the date the electronic application was received, unless additional information was requested for administrative completeness. The date the application shield is issued is the date the Administratively Complete letter is sent. These are *required* dates to enter in the ROP tracking (marked with an *). **NOTE: The administratively complete letter should not be mailed until the hard copy has been received.**

20. If additional information is requested from the company during **technical review** of the ROP:

   a. Log receipt of this additional application information into MACES choose "Compliance" tab, then choose "ROP" from the drop-down list) when the additional information is received. (This may be logged by the staff person if received via email.)

   b. Add the new application material to the **end** of the administratively complete application, including the cover letter or email (**do not replace anything**) using PDF Creator, Adobe Standard or Adobe Professional and repost the application on the FTP site. Do not change the date in the file name.