

ROP RENEWAL 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:

Existing Permit Number:

Administrative Completeness Check (complete within 15 days for application submitted electronically and 60 days for hard copy application only)
Part A
<input type="checkbox"/> If the applicant checked the confidential information box in Part A, verify that the confidential information is included with the application. Comment:
<input type="checkbox"/> If Section Number has been entered, 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:
Part B
<input type="checkbox"/> If the applicant checked the confidential information box in Part B, verify that the confidential information is included with the application. Comment:
<input type="checkbox"/> Review the "Listing of ROP Application Contents" in Part B. Verify that any item checked has been included with the application. Comment:
<input type="checkbox"/> Review compliance statements in Part B for accurate responses based on your knowledge of and experience with the source. Comment:
<input type="checkbox"/> If the applicant checked "No" for any part of the compliance statement in Part B, verify that a compliance plan has been included with the application. Comment:
Part C
<input type="checkbox"/> Review the source requirement information in Part C 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:
Part D
<input type="checkbox"/> If the applicant checked "Yes" for D1, verify the exempt emission units have been included and the corresponding exemption citations identified in Part D. Comment:

<p>Part E</p> <p><input type="checkbox"/> If the applicant checked “No” for E1 indicating there are no proposed changes to the existing ROP, verify that there are no changes identified in Parts F, G, or H and in the mark-up ROP. If “Yes” is checked, verify that the mark-up includes changes. Comment:</p>
<p><input type="checkbox"/> If the applicant checked “Yes” for E2 indicating that some stacks have not been reported to MAERS, verify that the appropriate MAERS stack forms are included with the application. Comment:</p>
<p><input type="checkbox"/> If the applicant checked “Yes” for E3, verify that any modified or reconstructed emission unit identified has an appropriate PTI referenced in Part F. Comment:</p>
<p><input type="checkbox"/> If the applicant checked “Yes” for E4, verify that all emission units listed in Part E as being dismantled are listed accordingly in the application and identified in the mark-up ROP. Comment:</p>
<p>Part F</p> <p><input type="checkbox"/> Verify that all new PTIs in Part F are included with the application and in the mark-up ROP. Comment:</p> <p><input type="checkbox"/> If the applicant checked “Yes” for F4 indicating that some stacks have not been reported to MAERS, verify that the appropriate MAERS stack forms are included with the application. Comment:</p>
<p>Part G</p> <p><input type="checkbox"/> If the applicant checked “Yes” for G1, verify that they have identified the new emission unit(s), description(s), and installation date(s) in the table. Comment:</p>
<p>Part H</p> <p><input type="checkbox"/> Verify that any new federal applicable requirements (i.e., MACT, NESHAP or NSPS) are identified in H4 and in the mark-up ROP. Comment:</p> <p><input type="checkbox"/> Verify that any new consent order/judgment is identified in H5 and in the mark-up ROP and the document is attached to the application. Comment:</p>
<p>GENERAL APPLICATION REVIEW</p> <p><input type="checkbox"/> Verify that all questions in the application are checked and the corresponding fields completed if appropriate. Comment:</p> <p><input type="checkbox"/> If the applicant indicated that an AI-001 form was used to supplement any part of the ROP application form, verify the form is included. Comment:</p> <p><input type="checkbox"/> Review applicant’s most recent MAERS submittal and verify that any new emission units have been identified in Parts F, G, or H of the application and included in the mark-up ROP. Comment:</p>