

Administrative Amendments (Rule 216(1)(a)(i)-(iv)) – “Simple”

Overview

Rule 216(1)(a)(i)-(iv) describes an administrative amendment as a revision to a renewable operating permit (ROP) that involves any of the following:

- (1) correction to typographical errors
- (2) a change in the name, address, or phone number of the responsible official or other contact person for the ROP or a similar minor administrative change at the source (Note: Because responsible officials are not identified in ROPs, no amendments can be made. A letter is sent to the company that says that information will be filed as a notification.)
- (3) a change that provides for more frequent monitoring or reporting (not associated with another applicable requirement, e.g., MACT, NSPS, etc.)
- (4) a change in the ownership or operational control of a source where the Department determines that no other change in the permit is necessary and a written agreement between the parties has been submitted to the Department.

PROCEDURES	
	I. Application Received
	1. Application Screening
	a. Application is date stamped and scanned.
	b. Verify that the applicant's request for change meets the criteria. If the application does not meet the criteria, send a letter to the company (ROP Rev Denial Letter.dot and save as SRN AA1 Denial.doc on T:\FLD\ROP_MOD\Modifications). Return applications that do not qualify with the letter. The company may be contacted via phone call if deemed appropriate by the District Supervisor or Permit Writer.
	c. Verify that the application is administratively complete. If the application is incomplete, send an additional information letter to the company (ROP Rev Additional Info Letter.dot and save as SRN AA1 Additional Info.doc).
	2. Responsible Official Change
	For applications that are only for a change to the responsible official send a letter (ROP Rev Resp Official Change Letter.dot and save as SRN RO Change {MM-DD-YY}.doc). Do not log the application. Do not send e-mail to the District per Step 5 below. Send a copy of the letter and the application to the District for the file.
	3. MACES
	The application is logged in MACES as a new application. Write the application number from MACES on the paper application.
	4. Save Application
	The application SRN AA1 {Application No.} {MM-DD-YY}.pdf is uploaded to the ftp site.
	5. Notifications
	Within 5 days of receipt of a complete application, send an e-mail (ROP Rev Application Received E-mail.dot and save as SRN AA1 App Received {MM-DD-YY}.doc) to the District Supervisor and EPA that application has been received.
	II. Final ROP
	Within 60 days of receipt of a complete application:
	1. Prepare Staff Report Addendum
	a. Create a Staff Report addendum by opening the existing final Staff Report and clicking on the “Insert Amendment/Modification” button on the Toolbar and selecting Admin_Amend (1)(a)(i-iv), Final. It is important to include appropriate detail regarding the change(s).
	b. Add the “Amended Date” on the cover page. The amended date is the date that the Staff Report is revised, which is the date that the amendment is final. If there is/are one or more amended date(s), add a comma after the last entry and add the new date.

	c. Update the Table of Contents and save as SRN Staff Report {MM-DD-YY of Final ROP}.doc . The date in the file name is the same as the amended date on the Staff Report.
	2. Prepare Final ROP
	a. Save SRN Final {MM-DD-YY}.doc (existing final ROP) from ftp site as SRN Final {MM-DD-YY}.doc .
	b. Add the small letter in sequential order to the ROP number on the certification page to indicate that the ROP has been revised, e.g. MI-ROP-Z9999-2003a. Do likewise to the Source-wide PTI number, e.g. MI-PTI-Z9999-2003a.
	c. On the ROP certification page, insert "Revision Date: { <i>date of approval</i> }" on a new line between the "Effective Date" and "Expiration Date."
	d. Make the appropriate or requested changes to the ROP.
	e. Add the small letter in sequential order to the Source-Wide PTI number in the existing Appendix 6 paragraph, e.g. ...is being reissued as Source-Wide PTI number MI-PTI-Z9999-2003a.
	f. Update the Table of Contents and save as SRN Final {MM-DD-YY}.doc . The date in the file name is the same as the "Revision Date" on the ROP certification page.
	3. Prepare Approval Letter to Responsible Official
	Prepare the approval cover letter (ROP Rev AA1 Approval Letter.dot , and save as SRN AA1 Approval {MM-DD-YY}.doc).
	4. Prepare Final ROP Package
	a. Send e-mail to the District Secretary that the amended ROP, Staff Report and approval letter are ready to be finalized. The District Secretary/FITT Rep must make sure that all "track changes" in Word files have been accepted and saved properly before creating .pdf files. (Adobe will show the computer code that is still in the Word document but not showing in that view.) The amended ROP must be put in Password Protect Track Changes.
	b. Upload the amended ROP and Staff Report to the ftp site.
	5. Mailings and Notifications
	a. Prepare an e-mail to EPA (ROP Rev AA1 EPA Notice for Issued E-mail.dot and save as SRN AA1 E-mail.doc) to inform them that the Administrative Amendment has been issued.
	b. The Permit Writer should then forward the e-mail to EPA and others as follows: <ul style="list-style-type: none"> ➤ blathras.constantine@epa.gov ➤ damico.genevieve@epa.gov ➤ blanchard.brian@epa.gov ➤ myottb@michigan.gov ➤ orentk@michigan.gov ➤ District Supervisor ➤ Company Contact
	c. Print e-mail for file.
	d. The District Secretary sends the approval letter to company along with the Staff Report and the amended ROP signed by District Supervisor. The District Secretary will notify the Permit Writer when the approval is signed. The District Secretary will copy the final ROP and staff report for the District file.
	6. MACES
	Update status in MACES with the issuance date under "Permit – Effective Date." The Permit Writer will add a, b, c extension to the ROP permit number in MACES.
	7. File
	Send the hard copy amendment file to the District.