

# PROCEDURE TO VOID AN ROP APPLICATION

## Introduction

Situations in which an ROP Application may be voided include the following, although this is not to be construed as an exhaustive listing:

- After applying for an *initial* ROP, a source has *received* an opt-out permit.
- Two sources that each submitted an ROP Application have been determined to be one stationary source. As a result, one ROP Application will need to be voided, as the information is combined into one of the two submitted applications.
- 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, the source qualifies and registers under Rule 208a.
- 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 (7.B).

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

- A source makes substantial changes to their process that would result in a “resubmittal” of virtually all of the ROP Application. This would be handled as additional information (although substantial), and would not necessitate voiding the application.

## Procedure

1. The Responsible Official (the person that signed the C-001 form) is required to request the voiding of the ROP Application **in writing**.
2. Upon receipt of the request, District staff determines if voiding is the correct action to take.
3. A response letter is sent to the Responsible Official using **ROP Void Application Letter.dot**. The letter must be signed by the District Supervisor. If approvable, the letter would grant the void request. If not approvable, the letter will explain the proper action that the source should take instead of voiding the ROP Application. Both the void approval and denial options are in this one template.
4. District staff enters the date the ROP Application was voided in MACES under the Compliance Tab, ROP. Pull up the source by filling in the search header. Choose the appropriate ROP Application. On the ROP Screen, click on the Events Tab, fill in the event type in the pop-up window (Application – Application Void Date), and include the date the void is effective. Add information in the comment area to explain why the application is being voided. Click on “SAVE” to save this event.
5. The permit reviewer requests that the District FITT Representative remove the ROP Application from the ftp site.