



MICHIGAN DEPARTMENT OF
ENVIRONMENT, GREAT LAKES, AND ENERGY

Air Quality Division

Renewable Operating Permit (ROP)

Naming Cheat Sheet – Initial and Renewal

Revised

September 28, 2026

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Appendix D - File Names Cheat Sheet

Initial and Renewal ROPs

Pre Working Draft

TEMPLATE OR FILE NAME:

ROP - Letter - App Additional Info
ROP - Letter - App Additional Info Submittal Extension
ROP - Letter - App Administratively Complete
ROP - Letter - App Administratively Incomplete
ROP - Letter - Authorized Representative Approval
ROP - Letter - CAM Information
ROP - Letter - Submission Void
ROP Template for Technical Review Notes

SAVE AS:

SRN_Additional Info Letter_ROP##### v#.#_{MM-DD-YYYY}
SRN_Additional Info Submittal Extension_ROP##### v#.#_{MM-DD-YYYY}
SRN_Admin Complete Letter_ROP##### v#.#_{MM-DD-YYYY}
SRN_Admin Incomplete Letter_ROP##### v#.#_{MM-DD-YYYY}
SRN_Authorized Rep Approval Letter_ROP##### v#.#_{MM-DD-YYYY}
SRN_CAM Info Letter_ROP##### v#.#_{MM-DD-YYYY}
SRN_Submission Void Letter_ROP##### v#.#_{MM-DD-YYYY}
SRN_Technical Review Notes_ROP##### v#.#

Working Draft

TEMPLATE OR FILE NAME

ROP Template Shell
ROP Staff Report
ROP Letter to Company for WD Review, 30&45 Day Notice

SAVE AS:

SRN_Working Draft_ROP##### v#.#_{MM-DD-YYYY}
SRN_Working Draft Staff Report_ROP##### v#.#_{MM-DD-YYYY}
SRN_Letter with Working Draft_ROP##### v#.#_{MM-DD-YYYY}

Note: The working draft Template Shell and Staff Report will be created by the DA upon receipt of the submission and will contain a date of XX-XX-20XX. That will get changed to match the naming above when it is sent to the company.

30-Day Public Comment Period

TEMPLATE OR FILE NAME:

SRN_Working Draft_ROP##### v#.#_{MM-DD-YYYY}_**COPY**

SRN_Working Draft Staff

Report_ROP##### v#.#_{MM-DD-YYYY}_**COPY**

PN-ROP EGLE Calendar Announcement

PN-ROP Announcement

PN-ROP EPA 30 Day Email Notification

ROP Letter to Company for WD Review,
30&45 Day Notice

SAVE AS:

SRN_Draft_ROP##### v#.#_{MM-DD-YYYY}

SRN_Draft Staff Report_ROP##### v#.#_{MM-DD-YYYY}

SRN_EGLE Calendar

SRN_Public Notice_ROP##### v#.#_{MM-DD-YYYY}

SRN_30 Day Email

SRN_Letter with Draft_ROP##### v#.#_{MM-DD-YYYY}

Additional 30-Day Public Comment documents (as Needed)

TEMPLATE OR FILE NAME:

PN-ROP EGLE Calendar Scheduled Public Hearing

PN-ROP EGLE Calendar Tentative Public Hearing

PN-ROP Announcement & Hearing (New Template)

PN-ROP Fact Sheet for Public Hearing

PN-ROP Hearing Opening Statement

PN-ROP Interested Party Letter

PN-ROP Local Authority Letter

SAVE AS:

SRN_EGLE Calendar Scheduled Hearing

SRN_EGLE Calendar Tentative Hearing

SRN_Public Notice and Hearing_ROP##### v#.#_{MM-DD-YYYY}

SRN_Fact Sheet for Public Hearing_ROP##### v#.#_{MM-DD-YYYY}

SRN_Hearing Opening Statement_ROP##### v#.#_{MM-DD-YYYY}

SRN_Interested Party Letter_ROP##### v#.#_{MM-DD-YYYY}

SRN Local Authority Letter_ROP##### v#.#_{MM-DD-YYYY}

TEMPLATE OR FILE NAME:

PN-ROP Newspaper Email Notification

SAVE AS:

SRN Newspaper_ROP##### v#.#_{MM-DD-YYYY}

45-Day EPA Review**TEMPLATE OR FILE NAME:**

SRN_Draft_ROP##### v#.#_{MM-DD-YYYY}_**COPY**

SRN_Draft Staff Report_ROP#####
v#.#_{MM-DD-YYYY}_**COPY**

ROP SR Addendum

ROP Letter to Company for WD Review,
30&45 Day Notice

ROP EPA 45 Day Email Notification

SAVE AS:

SRN_Proposed_ROP##### v#.#_{MM-DD-YYYY}

SRN_Proposed Staff Report_ROP##### v#.#_{MM-DD-YYYY}

Insert into Staff Report before Section 3, you can delete the template after this is done.

SRN_Letter with Proposed_ROP##### v#.#_{MM-DD-YYYY}

SRN_45 Day Email

45 -Day EPA Review (As Needed)**TEMPLATE OR FILE NAME:**

ROP Letter to Interested Parties after 30 Day

SAVE AS:

SRN_Letter to Interested Parties after 30 Day_ROP##### v#.#_{MM-DD-YYYY}

Final ROP

TEMPLATE OR FILE NAME:

SRN_Proposed_ROP##### v#.#_{MM-DD-YYYY}_**COPY**

SRN_Proposed Staff Report_ROP#####
v#.#_{MM-DD-YYYY}_**COPY**

ROP – Letter - Initial & Renewal Approval

SAVE AS:

SRN_ROP##### v#.#_{MM-DD-YYYY}

SRN_Staff Report_ROP##### v#.#_{MM-DD-YYYY}

SRN_Letter with Final_ROP##### v#.#_{MM-DD-YYYY}

Final ROP (As Needed) and ROP Void Letters

TEMPLATE OR FILE NAME:

ROP - Letter to Interested Parties after 45
Day

ROP - Letter - Permit Void

ROP - Letter - Permit Void (with Source-wide
PTI)

ROP - Letter - Void Denied

*SRN_ROP##### v#.#_{MM-DD-YYYY}

*SRN_Staff Report_ROP##### v#.#_{MM-
DD-YYYY}

SAVE AS:

SRN_Letter to Interested Parties after 45 Day_ROP##### v#.#_{MM-DD-
YYYY}

SRN_Void Letter_ROP##### v#.#_{MM-DD-YYYY}

SRN_Void with Source Wide PTI Letter_ROP##### v#.#_{MM-DD-YYYY}

SRN_Void Denied Letter_ROP##### v#.#_{MM-DD-YYYY}

SRN_ROP##### v#.#_VOID_{MM-DD-YYYY}

SRN_Staff Report_ROP##### v#.#_VOID_{MM-DD-YYYY}

* These are for Voided ROP and staff report. You will use the final ROP (do not copy), make your void changes and rename using the word "VOID."