



MICHIGAN DEPARTMENT OF
ENVIRONMENT, GREAT LAKES, AND ENERGY

Air Quality Division

Renewable Operating Permit (ROP)

Naming Cheat Sheet – Reopenings

Revised

September 28, 2026

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Appendix D - File Names Cheat Sheet

Reopening ROPs

Pre Working Draft

TEMPLATE OR FILE NAME:

ROP Reopening Company Notification

ROP Template for Technical Review Notes

SAVE AS:

SRN_REO Company Notification_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_REO Working Draft_ROP##### v#.#_{MM-DD-YYYY}

SRN_REO Working Draft Staff Report_ROP##### v#.#_{MM-DD-YYYY}

SRN_REO 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_REO Working Draft_ROP#####
v#.#_{MM-DD-YYYY}_**COPY**

SRN_REO Working Draft Staff
Report_ROP##### v#.#_{MM-DD-
YYYY}_**COPY**

PN-ROP EGLE Calendar Announcement

SAVE AS:

SRN_REO Draft_ROP##### v#.#_{MM-DD-YYYY}

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

SRN_REO EGLE Calendar

TEMPLATE OR FILE NAME:

PN-ROP Announcement

PN-ROP EPA 30 Day Email Notification

ROP Letter to Company for WD Review, 30&45
Day Notice**SAVE AS:**

SRN_REO Public Notice_ROP##### v#.#_{MM-DD-YYYY}

SRN_REO 30 Day Email

SRN_REO 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
HearingPN-ROP EGLE Calendar Tentative Public
HearingPN-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

PN-ROP Newspaper Email Notification

SAVE AS:

SRN_REO EGLE Calendar Scheduled Hearing

SRN_REO EGLE Calendar Tentative Hearing

SRN_REO Public Notice and HearingROP##### v#.#_{MM-DD-YYYY}

SRN_REO Fact Sheet for Public Hearing_ROP##### v#.#_{MM-DD-
YYYY}SRN_REO Hearing Opening Statement_ROP##### v#.#_{MM-DD-
YYYY}

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

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

SRN_REO Newspaper##### v#.#_{MM-DD-YYYY}

45-Day EPA Review

TEMPLATE OR FILE NAME:

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

SRN_REO 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_REO Proposed_ROP##### v#.#_{MM-DD-YYYY}

SRN_REO 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_REO Letter with Proposed_ROP##### v#.#_{MM-DD-YYYY}

SRN_REO 45 Day Email

45 -Day EPA Review (As Needed)

TEMPLATE OR FILE NAME:

ROP Letter to Interested Parties after 30 Day

SAVE AS:

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

Final ROP

TEMPLATE OR FILE NAME:

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

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

ROP – Letter - Initial & Renewal Approval

SAVE AS:

SRN_REO ROP##### v#.#_{MM-DD-YYYY}

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

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

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

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

SRN_Void Permit 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."