



## Procedure for ROP/PTI Template Development

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1. The need for template development/update<sup>1</sup> is identified by the AQD or industry (determination is based on demand as well as number of affected facilities).
2. An email notice is sent to the ROP Central Unit (RCU) Supervisor, and AQD Field Operations Manager (FOM) and the AQD Permit Section Manager (optional) regarding the identified need. The RCU Supervisor will seek input from the FOM and Permit Section Manager (if needed) to make a final determination if the need is warranted and who should be appointed to the Template Development/Update Team (Team) See step no. 4 below.
3. A notice (optional) is sent to the Michigan Manufacturing Association (MMA) and/or industry representatives that a template is being created.
4. The Team is assembled consisting of a permit engineer, a district representative (specialist if one exists), and industry representatives (optional).
5. A template is drafted by the team and provided to MMA and industry representatives (optional) for comment.
6. The final draft template is reviewed by AQD staff, and if needed, commented on by MMA and/or industry representatives within 30 days.
7. When comments are received, the team responds to comments and makes changes where appropriate.
8. The template is placed on the EGLE-AQD internet for official use in read-only format.

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<sup>1</sup> This includes significant updates or modifications to existing templates by AQD staff based upon comments received and after RCU Supervisor approval. For example, if a template is significantly modified for incorporation into a PTI or ROP per comments received, the modified template should be submitted for consideration as a new template following the procedure above.

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