

## ROP ADMINISTRATIVE LETTERS GUIDANCE

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### When to Use Which Letter?

#### ROP - Letter - App Administratively Complete

- ◆ **Timely** submittal of ***an initial or renewal*** ROP application which is ***administratively complete***, granting the application shield.

#### ROP – Letter - App Administratively Incomplete

- ◆ **Timely** submittal of ***an initial or renewal*** ROP application which is ***administratively incomplete*** and the additional information may still be submitted before the application deadline. An application shield may possibly still be granted.

#### VN ROP App, Late and Admin Complete

- ◆ **Late** submittal of ***an initial or renewal*** ROP application which is ***administratively complete***, resulting in a failure to obtain an application shield. The VN offers an opportunity to enter a consent order to resolve the HPV violation.
- ◆ For a ***renewal***, due to loss of permit shield upon expiration of the current ROP, continued operation of the source after expiration of the current ROP will be unpermitted and in violation of Act 451.

#### VN ROP App, Late and Admin Incomplete

- ◆ **Late** submittal of ***an initial or renewal*** ROP application which is ***administratively incomplete*** resulting in a failure to obtain an application shield. The VN offers an opportunity to enter a consent order to resolve the HPV violation.
- ◆ For a ***renewal***, due to loss of permit shield upon expiration of the current ROP, continued operation of the source after expiration of the current ROP will be unpermitted and in violation of Act 451.

#### VN ROP Initial App Non-submittal

- ◆ **Non-submittal** of ***an initial*** ROP application by the statutory deadline, resulting in a failure to obtain an application shield. The company is advised that further operation

of their facility is a violation of Act 451. This letter will be sent within 30 days **AFTER the deadline date has passed.**

## VN ROP Renewal App Non-submittal

- ◆ **Non-submittal of a *renewal*** ROP application by the statutory deadline, resulting in a failure to obtain an application shield. In addition, due to loss of permit shield upon expiration of the current ROP, continued operation of the source after expiration of the current permit will be unpermitted and in violation of Act 451. The VN offers an opportunity to enter a consent order to resolve the HPV violation.

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