



Michigan Department of Environment, Great Lakes, and Energy
Air Quality Division

S-001

INSTRUCTIONS FOR COMPLETING THE STATIONARY SOURCE FORM

Stationary Source Form S-001 must be completed for all renewal and initial Renewable Operating (RO) Permit applications.

SRN – Enter the State Registration Number assigned to the Stationary Source.

SOURCE INFORMATION

Change: Check this box **only** if the existing Stationary Source information in the current RO Permit has changed.

Add: Check this box **only** for initial RO Permit applications.

1. **Stationary Source Name** – Provide the specific name that identifies the Stationary Source of the application.
2. **SIC Code** – Provide the primary Standard Industrial Classification (SIC) Code for this Stationary Source. The primary SIC Code is the SIC Code that resulted in the most actual emissions of air contaminants from the major Stationary Source. See Appendix D for a list of SIC Codes.
3. **Address (a-e)** – Provide the address for the physical location of the Stationary Source identified above. A list of County names is available in Appendix C.
4. **Location** - Provide the following information only if a street address is unavailable.
 - a. **Section:** Provide the USGS geographic section code. This is a two-digit number.
 - b. **Township:** Provide the USGS geographic township code. This is a two-digit number followed by N or S.
 - c. **Range:** Provide the USGS geographic range code. This is a two-digit number followed by E or W.
5. **Number of Employees** – Indicate the number of employees this Stationary Source employs.
6. **Existing RO Permit Number** – This applies if the Stationary Source has been issued a RO Permit.
7. **Confidential Data Included in This Application?** – Indicate if any confidential information has been included in this application. An Additional Information form (AI-001) must be completed for all confidential information. Refer to AI-001 instructions for details.
8. **Subject to Federal Program Regulating Ozone-Depleting Substances?** – Indicate whether the Stationary Source has any air conditioners or refrigeration equipment that is subject to 40 CFR 82, Subpart A through G. If additional information is needed regarding ozone-depleting substances, call the Ozone Protection Hotline toll-free number (800) 296-1996, or visit EPA's Ozone Depletion Home Page for guidance. See Appendix D – Internet Sites for web site location. If the stationary source is subject to this program and

in compliance with all applicable requirements of this program, no further information is required in this application. General Requirements for this program are included in all RO Permits. If subject and **not** in compliance, the appropriate form(s) (e.g., EU-003, AR-001, AR-002, etc.) must be completed to identify affected emission units and applicable requirements for which the EU is not in compliance.

9. **Subject to Federal Accidental Release Program? (a&b)** – Indicate if this Stationary Source is subject to the Federal Accidental Release Program requirements pursuant to Clean Air Act Section 112(r). Refer to 40 CFR Part 68. If subject, indicate if a Risk Management Plan (RMP) has been submitted to the EPA. If the stationary source is subject to this program and in compliance with all applicable requirements of this program, no further information is required in this application. General Requirements for this program are included in all RO Permits. If subject and not in compliance, the appropriate form(s) (e.g., EU-003, AR-001, AR-002, etc.) must be completed to identify affected emission units and applicable requirements for which the EU is not in compliance.
10. **Additional Information ID** – Create an Additional Information (AI) ID for any additional information or attachments provided on AI-001 that supplement the Stationary Source information on this form. Refer to AI-001 to create the ID. If the additional information or attachment is more than one page, label each page to show the relationship between pages. The following attachments must be identified and included as it relates to the identified emission units/process groups for the Stationary Source:
 - a. Building layout (overhead view) made to scale with north indicator, detailing individual stack/vent IDs and locations.
 - b. Plant site map, made to scale with north indicator, detailing property lines, fence lines, outdoor storage piles (indicate material), roads (indicate paved or unpaved) and areas or Stationary Source property which the public has unrestricted access to.

OWNER INFORMATION

If there is more than one owner associated with this Stationary Source, complete the owner block of information for the owner associated with the primary SIC code operation. If there are additional owners, please provide the owner information on AI-001.

Change: Check this box **only** if the existing owner information in the current RO Permit has changed.

Add: Check this box for initial RO Permit applications or if adding new owner information to the current RO Permit.

Delete: Delete the owner information from the current RO Permit. Complete AI-001 to provide justification for deleting the owner information.

11. **Owner Name** – Provide the name of the owner or parent/holding company (e.g., Big Widget Corp., Middletown Board of Education, Joe Clean).
12. **Is Mailing Address the same as Source Address?** – If yes, leave items 13a-f blank.
13. **Mailing Address (a-f)** – Provide the mailing address of the owner if different from the Stationary Source address information listed above.

14. **Additional Owner(s)** – Indicate if there are additional owner(s) for the Stationary Source. If so, create an Additional Information (AI) ID and provide the additional owner(s) information on that AI-001.
15. **Additional Information ID** – Create an Additional Information (AI) ID for any additional information or attachments provided on AI-001 that supplement the owner information on this form. Refer to AI-001 to create the ID. If the additional information or attachment is more than one page, label each page to show the relationship between pages.