



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

S-002

INSTRUCTIONS FOR COMPLETING THE CONTACT / RESPONSIBLE OFFICIAL FORM

Contact/Responsible Official Form S-002 must be completed for all renewal and initial Renewable Operating (RO) Permit applications or whenever there is a change in the Contact or Responsible Official. Fill out appropriate areas for each Contact and Responsible Official for the Stationary Source. If there is more than one Contact or Responsible Official for the source, complete additional S-002 forms.

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

Contact Identification

NOTE: If there is more than one Contact for the source, please complete an S-002 for each Contact.

Change: Change or modify existing Contact information.
Add: Add new Contact information to the RO Permit application.
Delete: Delete the Contact information from the RO Permit application. Complete AI-001 to provide justification for deleting the contact information.

1. **Name** – Provide the name of the Contact authorized pursuant to Rule 204.
2. **Title** – Provide the professional title of the contact person (e.g., Plant Manager, Shift Supervisor, or Consultant).
3. **Mailing Address the Same as Owner?** – Indicate whether the mailing address is the same for the contact as previously reported for the owner. If Yes, leave items 4a-e blank.
4. **Mailing Address (a-e)** – Provide the mailing address for the Contact if different from the Owner address listed on S-001.
5. **Telephone Number (a-b)** – Provide the telephone number and extension, if applicable, of the Contact.
6. **Fax Number** – Provide the fax number of the Contact.
7. **E-Mail Address** – Provide the e-mail address of the Contact.
8. **Additional Information ID** – Create an Additional Information (AI) ID for any additional information or attachments provided on AI-001 that supplement 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.

Responsible Official Identification

NOTE: If there is more than one Responsible Official for the source, please complete S-002 for each Responsible Official.

Change: Change or modify existing Responsible Official information.
Add: Add a new Responsible Official to the RO Permit.
Delete: Delete the Responsible Official from the RO Permit. Complete AI-001 to provide justification for deleting the Responsible Official. If you are deleting the only existing Responsible Official for the RO Permit (or Section), you **MUST** also add a new Responsible Official using another C-001.

1. **Name (a-b)** – Provide the name of the Responsible Official authorized pursuant to Rule 118(j).
2. **Title** – Provide the professional title of the Responsible Official (e.g., President, Secretary, Treasurer, or Vice President).
3. **Mailing Address the Same as Owner? (a-e)** – Indicate whether the mailing address is the same for the Responsible Official as previously reported for the owner. If Yes, leave items 12a-e blank.
4. **12a-e. Mailing Address** – Provide the mailing address for the Responsible Official if different from the owner address listed on S-001.
5. **Telephone Number (a-b)** – Provide the telephone number and extension, if appropriate, of the Responsible Official.
6. **Fax Number** – Provide the fax number of the Responsible Official.
7. **E-Mail Address** – Provide the e-mail address of the Responsible Official.
8. **Additional Information ID** – Create an Additional Information (AI) ID for any additional information or attachments provided on AI-001 that supplement 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.