

APPENDIX A: Rules Cited

R 336.1116(m) Definitions; P.

(m) **"Potential to emit"** means the maximum capacity of a stationary source to emit an air contaminant under its physical and operational design. Any physical or operational limit on the capacity of the stationary source to emit an air contaminant, including air pollution control equipment and restrictions on the hours of operation or the type or amount of material combusted, stored, or processed, shall be treated as part of its design only if the limit, or the effect it would have on emissions, is legally enforceable. Secondary emissions shall not count in determining the "potential to emit" of a stationary source. For hazardous air pollutants that have been listed pursuant to section 112(b) of the clean air act, quantifiable fugitive emissions shall be included in determining the potential to emit of any stationary source. For all other air contaminants, quantifiable fugitive emissions shall be included in determining the "potential to emit" of a stationary source only if the stationary source belongs to 1 of the following categories:

- (i) Coal cleaning plants that have thermal dryers.
- (ii) Kraft pulp mills.
- (iii) Portland cement plants.
- (iv) Primary zinc smelters.
- (v) Iron and steel mills.
- (vi) Primary aluminum ore reduction plants.
- (vii) Primary copper smelters.
- (viii) Municipal incinerators capable of charging more than 50 tons of refuse per day.
- (ix) Hydrofluoric, sulfuric, or nitric acid plants.
- (x) Petroleum refineries.
- (xi) Lime plants.
- (xii) Phosphate rock processing plants.
- (xiii) Coke oven batteries.
- (xiv) Sulfur recovery plants.
- (xv) Carbon black plants that have a furnace process.
- (xvi) Primary lead smelters.
- (xvii) Fuel conversion plants.
- (xviii) Sintering plants.
- (xix) Secondary metal production plants.
- (xx) Chemical process plants.
- (xxi) Fossil fuel boilers (or combination thereof) totaling more than 250,000,000 Btu per hour heat input.
- (xxii) Petroleum storage and transfer units that have a total storage capacity of more than 300,000 barrels or petroleum storage vessels that have a capacity of more than 40,000 gallons.
- (xxiii) Taconite ore processing plants.
- (xxiv) Glass-fiber processing plants.
- (xxv) Charcoal production plants.
- (xxvi) Fossil fuel-fired steam electric plants of more than 250,000,000 Btu per hour heat input.
- (xxvii) Asphalt concrete plants.
- (xxviii) Secondary lead smelters and refineries.
- (xxix) Sewage treatment plants.
- (xxx) Phosphate fertilizer plants.

(xxxii) Ferroalloy production plants.

(xxxiii) Grain elevators.

(xxxiiii) Stationary gas turbines.

(xxxv) Stationary sources that are subject to the federal national emission standards for hazardous air pollutants for the following materials:

(A) Asbestos.

(B) Beryllium.

(C) Mercury.

(D) Vinyl chloride.

R 336.1205 Permit to install; approval.

To view this rule go to www.michigan.gov/deqair (select "Laws and Rules" then "Air Pollution Control Rules"). This rule is found in Part 2 of the Michigan Air Pollution Control Rules.

R 336.1208a Limiting potential to emit by registration.

Rule 208a. (1) A major source may limit potential to emit through a registration process if actual emission threshold levels established in this rule are not exceeded. The actual emissions shall be maintained below the threshold levels during every consecutive 12-month period, beginning with the 12-month period immediately preceding the stationary source's registration pursuant to this rule. The stationary source shall maintain actual emissions less than or equal to all of the following emission threshold levels:

(a) Consistent with the criteria in R 336.1211(1)(a)(i) as follows:

(i) Five tons for each consecutive 12-month period of any hazardous air pollutant that has been listed pursuant to section 112(b) of the clean air act.

(ii) Twelve and one-half tons for each consecutive 12-month period of any combination of hazardous air pollutants that have been listed pursuant to section 112(b) of the clean air act.

(iii) Fifty percent of a lesser quantity as the administrator of the United States environmental protection agency may establish by rule for any hazardous air pollutant listed pursuant to section 112(b) of the clean air act. The department shall maintain, and make available upon request, a list of the hazardous air pollutants for which a lesser quantity criteria has been established.

(b) Consistent with the criteria in R 336.1211(1)(a)(ii), 50 tons for each consecutive 12-month period of each of the following:

(i) Lead.

(ii) Sulfur dioxide.

(iii) Nitrogen oxides.

(iv) Carbon monoxide.

(v) PM-10.

(vi) Ozone.

(vii) Volatile organic compounds.

(viii) An air contaminant regulated pursuant to section 111 of title I of the clean air act.

(ix) Class I and class II substances pursuant to title VI of the clean air act.

(2) The owner or operator shall certify that the emission threshold levels listed in subrule (1) of this rule are accepted as legally enforceable limits, that the stationary source was operated in compliance with the limits for the previous 12-month period and will continue to be operated in compliance during each rolling 12-month period in the future, and that the recordkeeping and reporting requirements specified in subrules (5) and (6) of this rule are being met and will continue to be met. The owner or operator of a stationary source may take into account the operation of air pollution control equipment on

the potential to emit of the stationary source if the equipment is registered pursuant to this subrule. By registering under this rule, the owner or operator accepts as a legally enforceable requirement that the control equipment shall be maintained and operated in a manner consistent with good air pollution control practices for minimizing emissions in accordance with R 336.1910 and in compliance with any malfunction abatement plan required under R 336.1911. Acceptance of the legally enforceable limits restricts the stationary source's potential to emit to the levels specified in the registration and supersedes any greater emission limits specified in permit terms and conditions. However, acceptance of the legally enforceable limits does not supersede or affect any other requirements of rules, regulations, permit terms and conditions, or any requirements to obtain a permit to install pursuant to R 336.1201.

(3) The owner or operator shall notify the department of the owner's or operator's acceptance of the provisions of this rule as legally enforceable requirements by submitting a registration form required by the department. Within 30 days of receipt, the department shall notify the owner or operator of the stationary source that the department has received a complete registration form. The owner or operator of a stationary source shall be subject to enforcement action if the department later determines that the stationary source did not meet the criteria for limiting its potential to emit pursuant to this rule at the time the registration was submitted. The information specified in all of the following provisions shall be included in a complete registration form for initial certification:

(a) A description of the process or process equipment, including any control equipment pertaining to the process or process equipment and a list of all associated permits issued by the department or Wayne county.

(b) Documentation sufficient to demonstrate that the emissions from the stationary source are in compliance with the criteria in subrule (1) of this rule.

(c) A statement signed by the person owning or operating the process or process equipment certifying to all of the following:

(i) That, based on information and belief formed after reasonable inquiry, the information on the registration form is true, accurate, and complete.

(ii) That all threshold levels specified in subrule (1) of this rule were met during the preceding 12-month period and will continue to be complied with as legally enforceable conditions for the stationary source and that the recordkeeping and reporting requirements of subrules (5) and (6) of this rule are being met and will continue to be met.

(iii) That, during the preceding 12-month period, the air pollution control equipment was maintained and operated in a manner consistent with good air pollution control practice for minimizing emissions as specified in subrule (2) of this rule and shall continue to be maintained and operated in a manner consistent with good air pollution control practices for minimizing emissions as specified in subrule (2) of this rule.

(4) The certification shall be renewed annually by submittal of a registration form in conjunction with the annual report of emissions required under R 336.202. The registration form shall include a statement certifying compliance during each of the 12-month rolling average periods that ended during that calendar year.

(5) Both of the following recordkeeping requirements shall be met:

(a) The owner or operator of the stationary source shall maintain sufficient records to demonstrate that, after considering the effectiveness of registered control equipment, the actual emissions for the entire stationary source are maintained below each emission threshold level. The records shall include, at a minimum, all of the following:

(i) Information on the process and process equipment, including all of the following information:

(A) The equipment type.

(B) A description.

(C) The make and model.

(D) The maximum design process rate or throughput.

(E) The control device type and a description, if any.

(ii) A monthly log of operating hours, each raw material used and its amount, and each product produced and its production rate.

(iii) Purchase orders, invoices, and other documents to support information in the monthly log.

(iv) Calculations of the actual emission levels on a monthly basis for each pollutant or group of pollutants specified in subrule (1) of this rule. The calculations shall include any processes and emissions at the stationary source that must be included in determining the stationary source's potential to emit pursuant to R 336.1116(m). In the absence of valid continuous emission monitoring data or source test data, actual emissions shall be calculated using methods acceptable to the department, including methods specified in part 10 of these rules.

(b) The records shall be kept on file for the most recent 5-year period and shall be readily available to the department upon request.

(6) Both of the following reporting requirements shall be met:

(a) The owner or operator of the stationary source shall report the actual annual emissions for the 12-month period that is the calendar year, pursuant to R 336.202. Any emissions data that cannot be provided through the annual report on emissions pursuant to R 336.202 shall be kept on file and shall be readily available to the department upon request.

(b) The owner or operator of the stationary source shall, within 30 days of a written request by the department, provide any additional records necessary to demonstrate that the emissions from the stationary source are not more than the applicable quantities set forth in subrule (1) of this rule. The department shall use the records and the data associated with actual emissions that are provided through the annual report on emissions required pursuant to R 336.202 to evaluate the compliance of the stationary source with the emission threshold limitations established in subrule (1) of this rule.

(7) Failure to comply with any provisions of this rule is a violation of this rule. The registration does not serve as a legally enforceable restriction on potential to emit if a violation of this rule occurs.

(8) A stationary source that has registered pursuant to this rule becomes subject to applicable renewable operating permit requirements for a major source pursuant to R 336.1210 if both of the following conditions are met:

(a) The actual emissions from the stationary source exceed the emission thresholds listed in subrule (1) of this rule that are accepted as emission limitations pursuant to subrule (2) of this rule.

(b) The potential to emit of the stationary source exceeds 100% of a major source emission threshold, pursuant to R 336.1211(1).

(9) Within 30 days of exceeding any emission threshold accepted as a limitation pursuant to subrule (2) of this rule, the person owning or operating the stationary source shall notify the department that he or she will take 1 of the following actions:

(a) Submit an application for a renewable operating permit pursuant to R 336.1210.

(b) Submit an application for a permit to install to otherwise obtain legally enforceable permit limits pursuant to R 336.1201.

(c) Demonstrate to the satisfaction of the department that the potential to emit of the stationary source does not exceed any major source emission threshold specified in R 336.1211(1)(a).

(10) A complete renewable operating permit application shall be received by the department or the permit action to otherwise obtain legally enforceable limits shall be completed within 12 months of the date of exceedance. However, the stationary source may be immediately subject to applicable federal requirements, including a standard promulgated under section 112 of the clean air act.

(11) Nothing in this rule shall prevent any stationary source that has had a renewable operating permit from qualifying to comply with this rule in the future instead of maintaining a renewable operating permit.

(12) Except for being a major source as defined in R 336.1211(1)(a), this rule shall not relieve any stationary source from the requirement of obtaining a renewable operating permit pursuant to R 336.1210. Additional reasons that a stationary source may be required to obtain a renewable operating permit include being defined as an "affected source" pursuant to R 336.1211(1)(b) or being defined as a "solid waste incineration unit" pursuant to R 336.1211(1)(c).

(13) The department shall maintain, and make available to the public upon request, a list of stationary sources registered pursuant to this rule.

History: 1996 MR 11, Eff. Dec. 13, 1996.

R 336.1209 Use of old permits to limit potential to emit.

Rule 209. (1) A person may use a permit to install or a permit to operate issued before May 6, 1980, or a Wayne county permit issued before a delegation of authority to Wayne county pursuant to section 14f of the act, to limit the potential to emit of a stationary source to a quantity less than the amount which would cause the stationary source to be subject to the requirements of R 336.1210 by complying with the requirements of subrule (2) of this rule, if the permit meets both of the following requirements:

(a) The permit contains emission limits that are less than the maximum emissions of the process or process equipment operating at full design capacity without air pollution control equipment, and the permit contains a production or operational limit consistent with the requirements of R 336.1205(1)(a).

(b) The potential to emit of the stationary source, including the emissions authorized by the permit, is less than the quantity of emissions that would cause the stationary source to be considered a major source pursuant to R 336.1211(1)(a).

(2) Except as provided by subrule (3) of this rule, a person shall meet both of the following requirements to use a permit to install or permit to operate issued before May 6, 1980, or a Wayne county permit issued before a delegation of authority to Wayne county pursuant to section 14f of the act, to limit the potential to emit of a stationary source:

(a) Submit a written notice to the department, on a form provided by the department, of the intent that the terms and conditions of the permit to install, permit to operate, or the Wayne county permit be used to limit the potential to emit of the stationary source under the provisions of this rule. The written notice shall include a certification signed by the person that the stationary source, process, or process equipment is in full compliance with the permit to install, permit to operate, or the Wayne county permit.

(b) Maintain records, conduct monitoring, and submit reports as required by the permit and as required pursuant to any applicable requirement to show that the stationary source, process, or process equipment is operating in compliance with the terms and conditions of the permit and any applicable requirements.

(3) A person need not notify the department pursuant to subrule (2)(a) of this rule if the potential to emit of the stationary source, including the emissions authorized by the permit to install or permit to operate issued before May 6, 1980, or the Wayne county permit issued before a delegation of authority to Wayne county pursuant to section 14f of the act, is less than 50% of the quantity that would cause the stationary source to be considered a major source pursuant to R 336.1211(1)(a).

History: 1995 MR 7, Eff. July 26, 1995.

R 336.1278 Exclusion from exemption.

Rule 278. (1) The exemptions specified in R 336.1280 to R 336.1290 do not apply to either of the following:

(a) Any activity that is subject to 40 C.F.R. §52.21, prevention of significant deterioration regulations, or R 336.1220, nonattainment new source review regulations.

(b) Any activity that results in an increase in actual emissions greater than the significance levels defined in R 336.1119.

For the purpose of this rule, “activity” means the concurrent and related installation, construction, reconstruction, relocation, or modification of any process or process equipment.

(2) The exemptions specified in R 336.1280 to R 336.1290 do not apply to the construction of a new major source of hazardous air pollutants or reconstruction of a major source of hazardous air pollutants, as defined in and subject to 40 C.F.R. §63.2 and §63.5(b)(3), national emission standards for hazardous air pollutants.

(3) The exemptions specified in R 336.1280 to R 336.1290 do not apply to a construction or modification as defined in and subject to 40 C.F.R. part 61, national emission standards for hazardous air pollutants.

(4) The exemptions in R 336.1280 to R 336.1290 apply to the requirement to obtain a permit to install only and do not exempt any source from complying with any other applicable requirement or existing permit limitation.

History: 1993 MR 11, Eff. Nov. 18, 1993; 1994 MR 2, Eff. Mar. 31, 1994; 1995 MR 7, Eff. July 26, 1995; 1996 MR 11, Eff. Dec. 12, 1996; 1997 MR 7, Eff. June 15, 1997; 1998 MR 6, Eff. July 2, 1998; 2003 MR 12, Eff. July 1, 2003.

R 336.1278a Scope of permit exemptions.

Rule 278a. (1) To be eligible for a specific exemption listed in R 336.1280 through R 336.1290, any person owning or operating an exempt process or exempt process equipment shall be able to provide information demonstrating the applicability of the exemption. The demonstration shall be provided within 30 days of a written request from the department. The demonstration may include the following information:

(a) A description of the exempt process or process equipment, including the date of installation.

- (b) The specific exemption being used by the process or process equipment.
- (c) An analysis demonstrating that R 336.1278 does not apply to the process or process equipment.

(2) The records required by this rule shall be provided in addition to any other records required within a specific exemption.

*History: 2003 MR 12, Eff. July 1, 2003.
, Eff. Nov. 18, 1993; 1995 MR 7, Eff. July 26, 1995; 2003 MR 12, Eff. July 1, 2003.*

R 336.1280 - R 336.1290 Permit to install exemptions

To view these rules go to www.michigan.gov/deqair (select “Laws and Rules” then “Air Pollution Control Rules”). These rules are found in Part 2 of the Michigan Air Pollution Control Rules.

R 336.1287 Permit to install exemptions; surface coating equipment.

Rule 287. The requirement of R 336.1201(1) to obtain a permit to install does not apply to any of the following:

- (a) An adhesive coating line which has an application rate of less than 2 gallons per day and which has emissions that are released only into the general in-plant environment.
- (b) A surface coating process that uses only hand-held aerosol spray cans, including the puncturing and disposing of the spray cans.
- (c) A surface coating line if all of the following conditions are met:
 - (i) The coating use rate is not more than 200 gallons, as applied, minus water, per month.
 - (ii) Any exhaust system that serves only coating spray equipment is supplied with a properly installed and operating particulate control system.
 - (iii) Monthly coating use records are maintained on file for the most recent 2-year period and are made available to the air quality division upon request.
- (d) A powder coating booth that has an appropriately designed and operated particulate control system and associated ovens.
- (e) A silkscreen process.
- (f) Replacement of waterwash control in a paint spray booth with dry filter control.
- (g) Adding dry filters to paint spray booths.
- (h) Replacement of a coating applicator system with a coating applicator system that has an equivalent or higher design transfer efficiency, unless the change is specifically prohibited by a permit condition.
 - (i) Equipment that is used for the application of a hot melt adhesive.
 - (j) Portable equipment that is used for on-site nonproduction painting.
 - (k) Mixing, blending, or metering operations associated with a surface coating line.

History: 1993 MR 11, Eff. Nov. 18, 1993; 1995 MR 7, Eff. July 26, 1995; 1997 MR 5, Eff. June 15, 1997; 2003 MR 12, Eff. July 1, 2003.

R 336.1331 Emission of Particulate Matter

To view this rule go to www.michigan.gov/deqair (select “Laws and Rules” then “Air Pollution Control Rules”). This rule is found in Part 3 of the Michigan Air Pollution Control Rules.

R 336.1611 Existing cold cleaners.

Rule 611. (1) A person shall not operate an existing cold cleaner unless all of the provisions of subrules (2) to (4) are met or unless an equivalent control method is approved by the department.

(2) A person shall not operate an existing cold cleaner unless all of the following conditions are met:

(a) A cover shall be installed and shall be closed when parts are not being handled in the cleaner.

(b) A device shall be available for draining cleaned parts, and the parts shall be drained not less than 15 seconds or until dripping ceases.

(c) Waste organic solvent shall be stored only in closed containers, unless the stored solvent is demonstrated to be a safety hazard and is disposed of so that not more than 20%, by weight, is allowed to evaporate into the atmosphere.

(3) A person who is responsible for the operation of a cold cleaner shall develop written procedures for compliance with the provisions of this rule. The procedures shall be posted in an accessible, conspicuous location near the cold cleaner.

(4) The provisions of this rule do not apply to cold cleaners that are subject to the provisions of the halogenated solvent cleaner national emission standards for hazardous air pollutants (1995), which are adopted by reference in R 336.1651.

History: 1979 ACS 1, Eff. Jan. 19, 1980; 1993 MR 4, Eff. Apr. 28, 1993; 1997 MR 5, Eff. June 15, 1997.

R 336.1621 Emission of volatile organic compounds from existing metallic surface coating lines

To view this rule go to www.michigan.gov/deqair (select “Laws and Rules” then “Air Pollution Control Rules”). This rule is found in Part 6 of the Michigan Air Pollution Control Rules.

R 336.1708 New open top vapor degreasers

To view this rule go to www.michigan.gov/deqair (select “Laws and Rules” then “Air Pollution Control Rules”). This rule is found in Part 7 of the Michigan Air Pollution Control Rules.

APPENDIX B

Potential to Emit Summary Worksheet

POTENTIAL TO EMIT SUMMARY WORKSHEET

Emission Source	Description	Permit Status	Legally Enforceable Limitation	Calculation Method
		<input type="checkbox"/> Permitted: PTI # _____ <input type="checkbox"/> Grandfathered: ___/___/___ <input type="checkbox"/> Exempt: R 336. _____		
		<input type="checkbox"/> Permitted: PTI # _____ <input type="checkbox"/> Grandfathered: ___/___/___ <input type="checkbox"/> Exempt: R 336. _____		
		<input type="checkbox"/> Permitted: PTI # _____ <input type="checkbox"/> Grandfathered: ___/___/___ <input type="checkbox"/> Exempt: R 336. _____		
		<input type="checkbox"/> Permitted: PTI # _____ <input type="checkbox"/> Grandfathered: ___/___/___ <input type="checkbox"/> Exempt: R 336. _____		
		<input type="checkbox"/> Permitted: PTI # _____ <input type="checkbox"/> Grandfathered: ___/___/___ <input type="checkbox"/> Exempt: R 336. _____		
		<input type="checkbox"/> Permitted: PTI # _____ <input type="checkbox"/> Grandfathered: ___/___/___ <input type="checkbox"/> Exempt: R 336. _____		
		<input type="checkbox"/> Permitted: PTI # _____ <input type="checkbox"/> Grandfathered: ___/___/___ <input type="checkbox"/> Exempt: R 336. _____		
		<input type="checkbox"/> Permitted: PTI # _____ <input type="checkbox"/> Grandfathered: ___/___/___ <input type="checkbox"/> Exempt: R 336. _____		

APPENDIX C

Rule 208a Initial Registration Form



Michigan Department of Environmental Quality
Air Quality Division

RULE 208a INITIAL REGISTRATION FORM

LIMITING POTENTIAL TO EMIT BASED ON ACTUAL EMISSIONS

Pursuant to Michigan Rule 336.1208a (Rule 208a) completion of this registration is required in order to legally limit a stationary source's potential emissions. Certification on this form by the owner or operator will allow the source to avoid being subject to Michigan's Renewable Operating Permit program requirements. Failure to comply with any of the applicable provisions of this rule shall constitute a violation of this rule.

FOR AQD USE ONLY	REGISTRATION NUMBER: _____
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Please print clearly.

REGISTRATION IDENTIFICATION:

AQD Source ID (SRN): _____ SIC Code: _____

Source Name: _____

City: _____ State: MI ZIP: _____ County No.: _____

REGISTRATION INFORMATION:

Documentation demonstrating compliance with Rule 208a(2)(a)(i) must be included.

Indicate type of attachment: _____ Table Only _____ Table w/Attachment(s)

Specify 12 month reporting period: ____/____ thru ____/____ (month/year)

OWNER/OPERATOR REGISTRATION CERTIFICATION:

Name: _____
(Last, First)

Title: _____

Phone: _____ Ext.: _____

Contact for Technical Information, if other than Owner/Operator:

Name: _____
(Last, First)

Title: _____

Phone: _____ Ext.: _____

CERTIFICATION: I hereby certify to the following for the preceding 12 month period: I) Based on information and belief formed after reasonable inquiry, the information on the registration form is true, accurate, and complete. II) The emission threshold levels specified in subrule (1) of Rule 208(a) are accepted as legally enforceable limits, that the stationary source has been operated in compliance with the limits for the previous 12-month period and will continue to be operated in compliance in the future, and that the recordkeeping and reporting requirements of subrules (5) and (6) of this rule are and will continue to be met. (III) The air pollution control equipment is and shall continue to be maintained and operated in a manner consistent with good air pollution control practice for minimizing emissions, in accordance with subrule (2).

Signature of Owner or Operator Date

Submit completed registration form and attachments to the address of the appropriate district office.

APPENDIX D

Permit to Install Application

**PERMIT TO INSTALL APPLICATION**

For authority to install, construct, reconstruct, relocate, or modify process, fuel-burning or refuse burning equipment and/or control equipment. Permits to install are required by administrative rules pursuant to Section 5505 of 1994 PA 451, as amended.

FOR DEQ USE
APPLICATION NUMBER

Please type or print clearly. The "Application Instructions" and "Information Required for an Administratively Complete Permit to Install Application" are available on the AQD Permit Web Page at <http://www.deq.state.mi.us/aps>, or contact the Air Quality Division at 517-373-7023.

1. FACILITY CODES: State Registration Number (SRN) and North American Industry Classification System (NAICS)		
SRN	<input type="text"/>	NAICS <input type="text"/>
2. APPLICANT NAME: (Business License Name of Corporation, Partnership, Individual Owner, Government Agency)		
3. APPLICANT ADDRESS: (Number and Street)		MAIL CODE:
CITY: (City, Village or Township)	STATE:	ZIP CODE:
4. EQUIPMENT OR PROCESS LOCATION: (Number and Street – if different than Item 3)		
CITY: (City, Village or Township)	ZIP CODE:	COUNTY:
5. GENERAL NATURE OF BUSINESS:		
6. EQUIPMENT OR PROCESS DESCRIPTION: (A Description MUST Be Provided Here. Include Emission Unit IDs. Attach additional sheets if necessary.)		
7. REASON FOR APPLICATION: (Check all that apply.)		
<input type="checkbox"/> INSTALLATION / CONSTRUCTION OF NEW EQUIPMENT OR PROCESS		
<input type="checkbox"/> RECONSTRUCTION / MODIFICATION / RELOCATION OF EXISTING EQUIPMENT OR PROCESS – DATE INSTALLED:		
<input type="checkbox"/> OTHER – DESCRIBE		
8. IF THE EQUIPMENT OR PROCESS THAT WILL BE COVERED BY THIS PERMIT TO INSTALL (PTI) IS CURRENTLY COVERED BY ANY ACTIVE PERMITS, LIST THE PTI NUMBER(S):		
9. DOES THIS FACILITY HAVE AN EXISTING RENEWABLE OPERATING PERMIT (ROP)? <input type="checkbox"/> NOT APPLICABLE <input type="checkbox"/> PENDING APPLICATION <input type="checkbox"/> YES		
PENDING APPLICATION OR ROP NUMBER:		
10. AUTHORIZED EMPLOYEE:	TITLE:	PHONE NUMBER: (Include Area Code)
SIGNATURE:	DATE:	E-MAIL ADDRESS:
11. CONTACT: (If different than Authorized Employee. The person to contact with questions regarding this application)		PHONE NUMBER: (Include Area Code)
CONTACT AFFILIATION:		E-MAIL ADDRESS:
12. IS THE CONTACT PERSON AUTHORIZED TO NEGOTIATE THE TERMS AND CONDITIONS OF THE PERMIT TO INSTALL? <input type="checkbox"/> YES <input type="checkbox"/> NO		
FOR DEQ USE ONLY - DO NOT WRITE BELOW		
DATE OF RECEIPT OF ALL INFORMATION REQUIRED BY RULE 203:		
DATE PERMIT TO INSTALL APPROVED:	SIGNATURE:	
DATE APPLICATION VOIDED:	SIGNATURE:	
DATE APPLICATION DENIED:	SIGNATURE:	
A PERMIT CERTIFICATE WILL BE ISSUED UPON APPROVAL OF A PERMIT TO INSTALL		

MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY - AIR QUALITY DIVISION
PERMIT TO INSTALL APPLICATION INSTRUCTIONS

INFORMATION:

A permit to install is required to install, construct, reconstruct, relocate, or modify any process or process equipment, including control equipment pertaining thereto, which may emit an air contaminant (R 336.1201). A process is an action, operation, or a series of actions or operations at a source that emits or has the potential to emit an air contaminant. Process equipment is all equipment, devices, and auxiliary components, including air pollution control equipment, stacks, and other emission points, used in a process. An emission unit is any part of a stationary source that emits or has the potential to emit an air contaminant. Air pollution control equipment is any method, process, or equipment that removes, reduces, or renders less noxious air contaminants discharged into the atmosphere. An application may be submitted for one or more interrelated processes at a source.

ADDITIONAL REQUIREMENTS:

An administratively complete application must include reasonable responses to all requests for information on the application form and in these instructions. Additional detailed information may be attached to the application form and must be submitted in duplicate. In addition to the general information requested on the application form, the following information must be included for the application to be considered administratively complete:

- A. **Process Description** - In addition to the general process description which must be included in Item 6 on the application form, attach a written description in appropriate detail of each process covered by this application. State the size and type along with the make and model (if known) of the proposed process equipment, including any air pollution control equipment. Create a unique descriptive identifier (Emission Unit ID) for each emission unit. Specify the proposed operating schedule of the process equipment in hours per day, days per week, and weeks per year. Provide details of the type and feed rate of each material used in or produced by the process, in pounds per hour or similar measure. Describe any fuels and associated firing devices used in the process. Describe any waste generated by the process or equipment and methods of disposal or treatment. Applications for complex or multiple processes should also include a block diagram showing the flow of materials and intermediate and final products.
- B. **Regulatory Discussion** - Describe all federal, state, or local air pollution control regulations which you believe are applicable to the proposed process or process equipment. Include a discussion of how you believe the proposed process or process equipment complies with these regulations.
- C. **Control Technology Analysis** - Describe how the air contaminant emissions from the proposed process equipment will be controlled or otherwise minimized. Provide sufficient control method detail to show the extent and efficiency of any air pollution control devices. Air pollution control includes pollution prevention or other methods which result in reduced emissions from the process.
- D. **Emissions Summary and Calculations** - Explain clearly and in appropriate detail the nature, quantity (both controlled and uncontrolled), concentration, particle size, pressure, temperature, etc. of all air contaminants, including all toxic air contaminants, that are reasonably anticipated to be discharged to the atmosphere due to the operation of the source. Summarize these emissions calculations in tabular form for all equipment covered by the application and for each stack/vent.
- E. **Stack/Vent Parameters** - For each stack or vent related to the proposed process equipment provide the following information (including ranges if appropriate): the minimum height above the ground, maximum internal diameter or dimensions, discharge orientation (e.g., vertical, horizontal), maximum exhaust volume flow rate in cubic feet per minute (indicate actual or standard), maximum exhaust gas temperature, a description of any rain protection device, and location of any stack testing ports.
- F. **Site Description and Process Equipment Location Drawings** - Submit legible scale drawings which show a plan view of the owner's property to the boundary lines. Locate and identify the proposed equipment. Locate and identify all adjacent properties, include outline and height of all structures within 150 feet of proposed equipment and show any fence lines. Locate and identify all stacks/vents or other emission points related to the proposed process equipment and indicate the distance to the nearest property line. Indicate the scale of the plan and north direction on the drawing.

Additional information beyond that identified above may be required to complete the technical review of any individual application. Further information or clarification concerning permits to install, including the document "Information Required for an Administratively Complete Application," can be obtained from the address listed below, the Internet, or by calling (517) 373-7023.

ADDITIONAL REQUIREMENTS FOR USE OF ELECTRONIC APPLICATION:

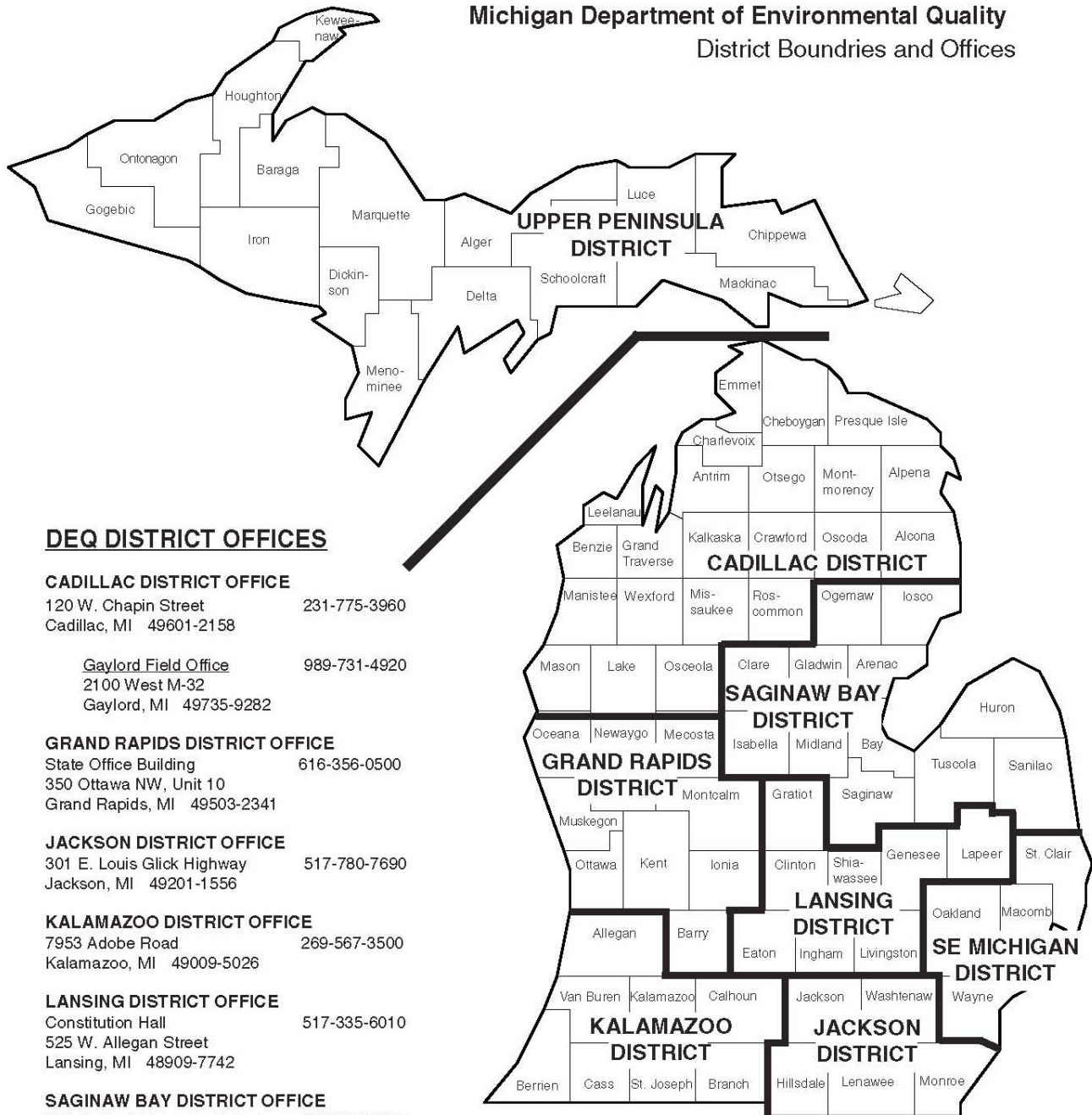
The electronic version of the Permit to Install Application is a WORD template. This template may be downloaded and completed electronically. The department is not accepting electronic submittal of the application. Create three (3) paper copies of the application. Mail three (3) copies of this application along with two (2) copies of any plans, specifications, or drawings required by the above instructions to the address below. The application must include the original signature of an authorized employee of the applicant certifying the truth of the information in the application. Applicant should retain a copy of the application.

MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY
AIR QUALITY DIVISION - PERMIT SECTION
P.O. BOX 30260
LANSING, MI 48909-7760

For Priority/Express Mail:
MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY
AIR QUALITY DIVISION - PERMIT SECTION
CONSTITUTION HALL, 3RD FLOOR NORTH
525 W ALLEGAN
LANSING, MI 48933

APPENDIX E: MDEQ, District Offices

Michigan Department of Environmental Quality District Boundries and Offices



DEQ DISTRICT OFFICES

CADILLAC DISTRICT OFFICE

120 W. Chapin Street 231-775-3960
Cadillac, MI 49601-2158

Gaylord Field Office 989-731-4920
2100 West M-32
Gaylord, MI 49735-9282

GRAND RAPIDS DISTRICT OFFICE

State Office Building 616-356-0500
350 Ottawa NW, Unit 10
Grand Rapids, MI 49503-2341

JACKSON DISTRICT OFFICE

301 E. Louis Glick Highway 517-780-7690
Jackson, MI 49201-1556

KALAMAZOO DISTRICT OFFICE

7953 Adobe Road 269-567-3500
Kalamazoo, MI 49009-5026

LANSING DISTRICT OFFICE

Constitution Hall 517-335-6010
525 W. Allegan Street
Lansing, MI 48909-7742

SAGINAW BAY DISTRICT OFFICE

503 N. Euclid Avenue, Suite 1 989-686-8025
Bay City, MI 48706-2925

SOUTHEAST MICHIGAN DISTRICT OFFICE

27700 Donald Court 586-753-3700
Warren, MI 48092-2793

Detroit Field Office 313-456-4700
Cadillac Place
3058 West Grand Boulevard, Suite 2-300
Detroit, MI 48202-6058

UPPER PENINSULA DISTRICT OFFICE

420 5th Street 906-346-8300
Gwinn, MI 49841

ENVIRONMENTAL ASSISTANCE CENTER

(for general information):

Telephone: 800-662-9278
Fax: 517-241-0673

POLLUTION EMERGENCIES

Telephone: 800-292-4706

DEQ WEB PAGE

www.michigan.gov/deq

APPENDIX F: Resources

The following guidance materials can be found on the MDEQ's Potential to Emit website. To access this website go to www.michigan.gov/deqair (select "Clean Air Assistance" then "Potential to Emit").

MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY PTE GUIDANCE

- **Potential To Emit Workbook – A Practical Guide to Calculating and Evaluating Your Potential to Emit**
- **PTE Calculation Worksheets**
 - Boiler (Natural Gas Fired)
 - Space Heater (Natural Gas Fired)
 - Generator (Diesel)
 - Spray Paint Line
 - Oven (Natural Gas Fired)
 - Degreaser
 - Particulate Matter Sources
 - How to Calculate the HAP and VOC content of a Multi-Part Coating
- **AQD Operational Memorandum #3:** Procedure for Limiting Potential to Emit below Major Source Thresholds under the Renewable Operating Permit Program
- **AQD Operational Memorandum #4:** Mechanisms for Limiting the Applicability of Michigan's Renewable Operating Permit Program
- **Permit to Install Application Form**
- **Rule 208(a) Registration** (initial and renewals)

U.S. ENVIRONMENTAL PROTECTION AGENCY (EPA) PTE GUIDANCE

- **EPA Potential to Emit: A Guide for Small Business** (October 1998)
- **Calculating Potential to Emit (PTE) for Emergency Generators.** September 26, 1995 policy memorandum from J.S. Seitz, Office of Air Quality Planning and Standards.
- **Calculating PTE and Other Guidance for Grain Handling Facilities.** November 14, 1995 policy memorandum from J.S. Seitz, Office of Air Quality Planning and Standards.
- **PTE Guidance for Specific Source Categories.** April 14, 1998 policy memorandum from J.S. Seitz, Office of Air Quality Planning and Standards, and E. Schaeffer, Office of Regulatory Enforcement.
- **Clarification of Methodology for Calculating PTE for Batch Chemical Production Operations.** August 29, 1996 policy memorandum from J.S. Seitz, Office of Air Quality Planning and Standards.
- **Definition of Regulated Air Pollutant for the Purposes of Title V.** April 1993 policy memorandum from Lydia N. Wegman, Office of Air Quality Planning and Standards.

PTE for MACT Standards – Guidance on Timing Issues. May 16, 1995 policy memorandum from J.S. Seitz, Office of Air Quality Planning and Standards.

Guidance on the Major Source Determination for Certain Hazardous Air Pollutants. August 14, 2000 policy memorandum from J.S. Seitz, Office of Air Quality Planning and Standards.

Preferred and Alternative Methods for Estimating Air Emissions from Equipment Leaks (November 1996).

AP-42 Compilation of Air Pollution Emission Factors

The Factor Information RETrieval (FIRE) Data System 6.25. Database containing EPA's emission estimation factors for criteria and hazardous air pollutants.

TANKS Emission Estimation Software. Software program that estimates volatile organic compound (VOC) and hazardous air pollutant (HAP) emissions from fixed- and floating-roof storage tanks.

List of Hazardous Air Pollutants

OTHER GUIDANCE MATERIALS

Permit to Install – Determining Applicability Guidebook

www.michigan.gov/deqair (select “Clean Air Assistance” then “Air Permits [Permits to Install]”)

Michigan Air Pollution Control Rules

www.michigan.gov/deqair (select “Laws and Rules” then “Air Pollution Control Rules”)



For additional assistance contact the MDEQ's Clean Air Assistance Program at (800) 662-9278.