

# AIR PERMIT TO INSTALL

## Application Checklist

This checklist may assist you in making sure you have an administratively complete application.

### The Application Submission Package: Site-Specific Permit to Install

- Primary application form where high-level information regarding the project is provided, including a brief description of the proposed process or process equipment. The description includes why the application is being submitted (e.g., install new equipment, modify existing permitted equipment, permit existing equipment not previously permitted, modify existing permit w/o change in equipment, limit potential to emit).
- Application equipment inventory form where information regarding emission units, stack/vents, control devices, and control pathways is entered. This form is reviewed as part of the permit application review and is incorporated into the Master Facility Inventory if a permit is issued.
- Equipment-specific form(s) for entry of equipment-specific information. These forms are required dependent on what type(s) of equipment are being included in the proposed project. Each form requests information required for review of that type of equipment.
- Application Submission Package Submittal: each equipment-specific form goes through a simple submittal process, but the Equipment Inventory and primary forms must be submitted by a certified user (Authorized Employee). Each form will receive a status of 'Staged' status after individual submittal. After all applicable forms are ready to submit and are in 'Staged' status, the submission package as a whole must be submitted before the AQD receives the application and can begin review.

### The Application Submission Package: General Permit to Install

- Primary application form where equipment-specific information for the specific type of General PTI is provided.
- Application equipment inventory form where information regarding emission units, stack/vents, control devices, and control pathways is entered. This form is reviewed as part of the permit application review and is incorporated into the Master Facility Inventory if a permit is issued.

### Primary Application Form Information and Technical Attachments

#### Process Description, including the following

- A complete written description of each piece of proposed process equipment.
- The normal and maximum operating schedules of the proposed process(es).
- The fuels and firing devices (if any) to be used in the proposed process(es).
- A description of any wastes generated and the reuse, treatment, or disposal methods.

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- A flow diagram for complex processes or multiple emission units.
- If applicable, a description of the proposed control technology or technologies, including:
  - The efficiency or effectiveness of the proposed control equipment and the basis.
  - A description of pollution prevention techniques being used to reduce emissions from the proposed process(es) or process equipment.
  - Attach manufacturer/other information (Specification sheets, stack test results, etc.)

### **Regulatory Discussion, including the following:**

- A description of the regulatory requirements that apply to the proposed process(es).
- A description of how the proposed process(es) will comply with those requirements.
- Is the equipment a new or reconstructed major source of Hazardous Air Pollutants (HAPs) that is not covered by a 40 CFR Part 63 major source standard? If so, include the MACT Information Checklist form from Policy and Procedure AQD-015 and all information requested on that form.

### **Emissions Summary & Calculations, including the following:**

- The total emissions of all pollutants, including regulated New Source Review pollutants, criteria pollutants, and HAPs (both individual and aggregate) from each stack/vent, including any related emissions increases from existing equipment. A summary table may be attached. Note: Project Potential to Emit is required for criteria pollutants.
- The total emissions of each toxic air contaminant (TAC) from each stack/vent and a demonstration that the emissions comply with Rule 225. A summary table may be used.
- All calculations used to determine the emission rates and a description of any assumptions made or emission factors used.
- If possible, include the emission calculations in an unlocked Excel-compatible spreadsheet.
- Note that assumptions used in the emission calculations may appear in permit conditions.

### **Site Description and Process Equipment Location Drawings, including the following:**

- |   |  |
|---|--|
| <input type="checkbox"/> Building dimensions                | <input type="checkbox"/> Property and fence lines        |
| <input type="checkbox"/> Adjacent properties and structures | <input type="checkbox"/> Proposed equipment locations    |
| <input type="checkbox"/> Stack/emission point locations     | <input type="checkbox"/> Distances to all property lines |
| <input type="checkbox"/> North direction                    | <input type="checkbox"/> Scale                           |

### **Equipment inventory form information**

#### **Emission Unit (EU) information including the following:**

- A unique descriptive identifier (Emission Unit ID) for each proposed emission unit. All identifiers must begin with "EU".
- A type (using type-ahead code) and short description (manually entered) for each proposed emission unit.
- The current operating status.
- Design capacity if the EU is for electric generation or is a combustion source

**Stack/Vent Information, including the following:**

Required for each stack, vent, or fugitive point where emissions are released:

- A unique descriptive identifier (Release Point Name) for each proposed Stack/Vent. All non-fugitive identifiers must begin with “SV”; fugitive identifiers must begin with “FUG.”
- Minimum height above ground
- A short description (manually entered)
- Maximum internal diameter or other dimensions perpendicular to exhaust flow
- Description of rain protection (e.g., cap, no-loss rain sleeve, etc.)
- Discharge orientation (e.g., vertical, horizontal, etc.)
- Exhaust gas volumetric flow rate and/or velocity
- Exhaust gas temperature
- Location (preferably specific latitude/longitude, but facility coordinates are currently acceptable)

**Control Device Information (if applicable), including the following:**

Required for each proposed control device:

- A unique descriptive identifier (Control Device Name) for each proposed Control Device. All identifiers must begin with “CD.”
- A short description (manually entered)
- Control Measure Code (type-ahead value).
- Optional: Controlled Pollutants and Control %

**Control Pathway Information (if applicable), including the following:**

A control device pathway establishes the order in which control devices appear within an emission unit process. It also identifies the percentage of flow of the emissions that go through each control device. A control efficiency for at least one pollutant must be attached to each control pathway or for a control device within a pathway. For more detailed information and examples of control pathways, see the [Annual Equipment Inventory and Annual Emissions Reporting User Guide](#). Required for each proposed control pathway:

- A unique descriptive identifier (Control Pathway Name) for each proposed Control Device. All identifiers must begin with “CD.”
- A short description (manually entered)
- Control Path Segments (One or more Control Devices and Average% of Emission Flow).

**Unit Process Information, including the following:**

A unit process is the activities performed by an emission unit. This process also links emission units and release points/control paths. Required for each proposed emission unit:

- An applicable Source Classification Code (SCC)
- A short description (manually entered)

- Release Point Apportionment (what percentage of emissions are released through each applicable release point (including fugitive) and, if applicable, control pathway). Release point apportionment must add up to 100% (i.e., 80% to Stack A and 20% fugitive).

**Flexible Group Information (if applicable), including the following:**

If you are proposing one or more flexible groups (FG) for your proposed project, enter the following information for each FG:

- A unique descriptive identifier (FG Name) for each proposed FG. All identifiers must begin with "FG."
- A short description (manually entered)
- Associated emission units

**Equipment-Specific Form Information:**

There are two types of equipment-specific form: Control Device and Equipment-Type. Each form is a series of questions and answer sections that request information for each type of equipment. The majority of these forms request information on an EU-by-EU basis. Depending on your answers, additional sections may appear to request additional information/clarification.

In general, the information you should have for Equipment-Type forms is:

- Associated emission unit names
- Maximum operation rates, such as throughput capacities, heat input capacities, usage rates
- The type and feed rates of materials to be used in the proposed process(es).

In general, the information you should have for Control Device forms is:

- Type of Control Device (example: regenerative vs. catalytic oxidizer)
- Proposed Control Efficiencies
- Proposed Operating Parameters (i.e., pressure drop or combustion chamber temperature)
- Do not send confidential information by email.**

**Construction Waiver Request Form**

- If a construction waiver under Rule 202 is desired, fill out the Construction Waiver form after submitting the submission package, which allows for attachment of a letter requesting the waiver, with a description of the undue hardship the delay would cause, and will be submitted to the appropriate District Office. Note that a waiver request cannot be processed until after your application has been determined to be administratively complete.

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