

Michigan Air Permits System Renewable Operating Permit Program

ROP Manual Table of Contents

1. Pre-Application Process for Renewals
 - A. ROP Renewal Pre-Application Meeting [Procedure](#) and [Timeline](#)

2. Log Application and Administrative Completeness
 - A. Initial Applications using new ROP Initial Forms
 1. [Log Application Procedures for Initial Forms](#)
 2. [Initial Application Log-In Checklist](#)
 3. [Initial Application Administrative Completeness Checklist](#)
 - B. Renewal Applications using ROP Renewal Form
 1. [Log Application Procedures for Renewal Form](#)
 2. [Renewal Application Log-In Checklist](#)
 3. [Renewal Application Administrative Completeness Checklist](#)
 - C. PASS-ROP is no longer used. This section has been removed.
 - D. [Administrative Letters Guidance](#)

3. Background Information for Technical Review
 - A. [Identifying Underlying Applicable Requirements](#)
 - B. [Rule 212 Memo & Table](#)
 - C. Fugitive Emissions in Potential to Emit (PTE)
 1. [Change of Major Source Definition for Fugitives](#)
 2. [EPA Definition Memo](#)
 3. [EPA Fugitives Determination for Indiana](#)
 4. [EPA Policy Letter & Attachment](#)
 5. [Fact Sheet - Major Source Definition Regarding Fugitives](#)
 6. [ROP Sources Fugitive Table](#)
 - D. NESHAP, MACT and NSPS Information
 1. [NESHAP / MACT, NSPS and Other Guidance](#)
 2. [Area Source MACT – Delegation and Template List](#)
 - E. Rules in the State Implementation Plan (SIP)
 1. [Accessing Michigan SIP Submittals Information](#)
 - F. [Template Development Procedure](#)

4. Permit Development
 - A. [Word Processing Tips](#)
 1. [Adding the Add-Ins Tab Instructions](#)
 - B. ROP Staff Report and ROP Shell
 1. [ROP Staff Report Instructions](#)
 2. [ROP Shell Instructions](#)
 - C. ROP Technical Review Procedures
 1. [Initial ROPs](#)
 2. [Renewal ROPs](#)
 3. [Statewide ROP Links for Source Types](#)
 - D. Monitoring Examples (*coming soon*)
 - E. Periodic Monitoring Guidance

1. [Evaluating Periodic Monitoring Submittals](#)
 2. [Periodic Monitoring Guidance](#)
 - F. Compliance Assurance Monitoring (CAM) Guidance
 1. [Applicability Determination](#)
 2. [CAM Fact Sheet](#) (Replaces “CAM Rule Exemptions”)
 3. [ROP CAM Example Table](#)
 4. Elements of a CAM Plan (Incorporated into [CAM Fact Sheet](#))
 5. [Technical Review of CAM Plans](#)
 6. [Incorporating a CAM Plan into an ROP](#)
 7. [EPA CAM Determination for Control Device](#)
 - G. [Staff Guidance on Streamlined / Subsumed Requirements in ROPs](#)
 - H. [Special Conditions for Emission Units Subject to Rule 801](#)
 - I. [Incorporating Consent Orders / Consent Judgments into ROPs](#)
 - J. [Completing a Schedule of Compliance in Appendix 2 of the ROP](#)
 - K. [Incorporating Permanent Federal Consent Decree Requirements into ROPs](#)
 - L. [Guidance for Supervisor Review of ROPs](#)
 - M. [Guidance for Peer Review of ROPs](#)
 - N. Documents for preparing the ROP (SEE ROP Secretarial Handbook)
 1. [ROP Secretarial Handbook](#)
 2. [MACT-NSPS Templates List](#)
5. Public Participation
- A. [Public Participation Procedures for Renewable Operating Permits](#)
 - B. [Public Participation Procedures for Renewable Operating Permits - Reopenings](#)
 - C. [Field Information Training Team \(FITT\) Public Participation Procedures](#)
 - D. Public Hearing Information
 1. [ROP Public Hearing Preparation Checklist](#)
 2. [ROP Public Hearing Checklist](#)
 3. [Guidance for Conducting an ROP Public Hearing](#)
 4. [Example Fact Sheet for Public Hearing](#)
 5. [Example Opening Statement for Hearings Officer](#)
 - E. [Procedures for Issuance of Non-ROP Renewable Permits \(Acid Rain\) and Incorporation into ROPs](#)
 - F. [EGLE Calendar Notice Submittal Process](#)
6. Life After ROP
- A. [Life After ROP - Workbook](#)
 - B. [Certification and Deviation Report Forms and Instructions](#)
 - C. Procedures for Processing Amendments and Modifications
 1. [Administrative Amendments Under Rule 216\(1\)\(a\)\(i\)-\(iv\)](#)
 2. [Administrative Amendments Under Rule 216\(1\)\(a\)\(v\)](#)
 3. [Minor Modifications Under Rule 216\(2\)](#)
 4. [Significant Modifications Under Rule 216\(3\)](#)
 5. [State-Only Modifications Under Rule 216\(4\)](#)
 - D. [Part 63 Extension of Compliance Procedure](#)
7. Void Procedures
- A. [Procedure to Void an ROP Application](#)

- B. [Procedure to Void an ROP](#)

- 8. [AQD Policies and Procedures](#)