



## AI-001

### INSTRUCTIONS FOR COMPLETING THE ADDITIONAL INFORMATION FORM

When assembling the application package, AI-001 and any attachments immediately follow the form being supplemented. If AI-001 supplements more than one form, make copies of AI-001 and attachments for each form it supplements.

AI-001 must be completed for any additional information that will be submitted with the application as a supplement to another form.

#### FORM COMPLETION

**SRN** – Enter the State Registration Number assigned to the stationary source.

1. **Operator's Additional Information ID** – Create an alphanumeric identifier (ID) to identify any additional information that supplements any form in this application. This ID must also be provided on the form that the additional information is supplementing. See the General Instructions for details on creating an ID.

#### Additional Information

2. **Is This Information Confidential?** – Indicate if this information is confidential. If Yes, then only confidential information can be included on that specific additional information form. If No, more than one additional information type may be included with this specific additional information form (e.g., site plan, floor plan, stack layout could all be attached to one AI-001).
3. **Narrative** – Provide a description of the additional information or attachments in this space. This is not limited to text and may include calculations, design parameters, small diagrams, etc. If more than one page is needed for the narrative, repeat the SRN and Operator's Additional Information ID from AI-001 on any additional forms and attachments used, then continue the narrative. Be sure to indicate at the bottom of the form that page number and the total pages (i.e., Page \_\_ of \_\_).

#### Process Flow Diagram

Provide information on fuels, fuel use, raw materials, production rates, and operating schedules, to the extent it is needed to determine or regulate emissions. A complete flow diagram shows the material flow into each piece of process equipment. Examples include fuel oil piping into a boiler or a conveyor feeding a rock crusher. Show the flow of air emissions from each piece of process equipment to each stack or vent. Show all air pollution control equipment, all fugitive emission sources, and all storage tanks, except those classified as insignificant activities. Additionally, identify the following applicable parameters on the process flow diagram.

- Temperature
- Pressure
- Flow Direction

- Flow Rate
- Material Composition
- Equipment

### **Compliance Plan (Non-Compliance)**

A Compliance Plan is required for all applicable requirements that are identified on the Applicable Requirement form (AR-001 or AR-002) with Items 10a, 10b, or 10c marked No. Provide the following for the plan:

- The requirement ID from AR-001 or AR-002 for the applicable requirement for which the stationary source is in non-compliance.
- The ID of the device, emission unit/process group, stack, monitoring system or other group that is not operating in compliance with the Applicable Requirement ID identified and for which the compliance plan was developed. The Operator's ID must be the same as the Operator's ID provided on the applicable requirement form or must represent a subset of the devices included in the Operator's ID provided on the applicable requirement form (i.e., A requirement applies to an Operator's ID flexible group that includes 20 stacks. One of the stacks is out of compliance with the requirement. The Operator's ID for the compliance plan would be the Stack ID not the Flexible Group ID.)
- A narrative describing the applicable requirement for which the stationary source is in noncompliance and provide details describing how compliance will be achieved.
- A schedule of compliance. This is an enforceable sequence of remedial measures, with milestones, prepared to achieve compliance with an applicable requirement.

### **Progress Reports**

Submit a progress report using AI-001 in accordance with the progress report schedule set forth in every compliance plan. Submit progress reports during the application process pursuant to Rule 213(4)(b) and after permit issuance. Include the following information in a progress report.

- The ID created on AI-001 for the compliance plan that this progress report refers to.
- The first date by which a progress report for this compliance plan will be submitted.
- The reporting frequency. This is the interval (monthly, quarterly or semi-annual) between progress report submittals. If the appropriate option is not identified, select Other and describe.
- The date or dates for achieving the activities, milestones, or compliance required in the schedule of compliance.
- The date or dates when the activities, milestones, or compliance were achieved.
- Indicate if the stationary source is in compliance with the applicable requirement addressed by this compliance plan and progress report.
- An explanation of why any dates in the schedule of compliance was not or will not be met.
- A description of any preventive or corrective measures adopted.

### **Confidential Information**

A separate AI-001 for Confidential Information must be completed for any information the applicant wishes to keep confidential. Section 5516 (3) of Act 451 provides for information submitted in a permit application to be kept confidential, upon request by the applicant. The

information that is to remain confidential must be a trade secret or secret process, or production, commercial, or financial information which would jeopardize the competitive position of the applicant upon disclosure. This type of information can be kept confidential and will not be available for review by the general public. However, if a request for public records is made under Section 5 of the Freedom of Information Act, Act No. 442 of the Public Acts of 1976, Section 15.235 of the Michigan Compiled Laws, the department shall notify the applicant of such request. The applicant has 25 days after receipt of notice to demonstrate that the confidential information should not be disclosed. Data on the quantity, composition, or quality of emissions from any stationary source cannot be kept confidential and shall be made available to the public.

- Use AI-001 to identify the data value and units. If any of these items are used in a requirement to limit a stationary source's potential to emit, they cannot be kept confidential.
- All confidential information must be submitted in a sealed envelope stamped CONFIDENTIAL and labeled with the SRN, Source/Section Name, and Section Number. Any information submitted as confidential must also be submitted by the applicant directly to the USEPA at: United States Environmental Protection Agency, Region 5, 77 West Jackson Blvd., Chicago, IL 60604.