



Air Quality Division
Air Permits System – Renewable Operating Permit Program
Instructions for Completing Template Versions of ROP Forms

ROP-related forms are provided as Adobe Acrobat files (PDF) or as MS Word templates (DOT). A template may be downloaded and the data entered electronically to complete the form.

Following are instructions for utilizing the templates in MS Word:

- Save the form templates to your computer and open the desired form.
- Upon opening the form, the cursor will be located in the first shaded field. Movement to the next field can be accomplished by pressing the ENTER key, the TAB key, or the DOWN or RIGHT ARROW keys. To move backward to the previous field, press the SHIFT and TAB keys together, or the UP or LEFT ARROW keys together.
- Each form contains some fields that are more than one line. In some cases, use of one of the methods listed above may be necessary to move from the end of one line to the beginning of the next line. For example, the multiple line areas are:
 - Form EQP 5736 (Report Certification): The text lines in the “Other Report Certification” box.
 - Form EQP 5737 (Deviation Report): Fields 3, 4, 5 and 8.
- On each form, there are several boxes. The only character that these boxes will accept is an “x.”
- There may not be enough space allowed in certain fields to include all necessary information. If more information is necessary, please provide a brief summary in the field and indicate that additional information is being provided in a supplemental document attached to the form.
- When you have finished filling in all the fields, save and name the document.
- If changes are necessary or fields must be completed, open the document and make and save changes.
- To submit the forms, print out the finished form. The Responsible Official must sign the appropriate form where indicated before submitting a hard copy of the forms to the AQD.

For compliance certification and deviation reporting, it is recommended that you submit an electronic copy to the appropriate AQD Staff, however, you must send a paper copy of all completed EQP 5736 and EPQ 5737 forms to the appropriate district office and to the United States Environmental Protection Agency (EPA).

To meet Rule 215(1)-(3) requirements for notification of change, it is recommended that you submit an electronic copy to the appropriate AQD Staff, however, you must send a paper copy of the completed M-001 form to the appropriate district office and to the EPA.

To meet Rule 216 requirements for application to revise an ROP, you must submit an electronic copy to EGLE-ROP@Michigan.gov and send a paper copy of the completed M-001 form to the Grand Rapids District Office, 350 Ottawa Avenue NW, Unit 10, Grand Rapids, MI 49503. A copy of the application will be provided by AQD to the EPA when the proposed permit is ready for EPA review.