

# Nonmetallic Mineral Crushing Plants

Nonmetallic Mineral Crushing Plants must complete **both** the Equipment Inventory and the New Application forms in the Air General Permit to Install (PTI) New Application – Nonmetallic Mineral Crushing Plants application package.

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## Getting Started



Select your site in the site selection box if you have access to more than one site.


1. Click **Start a New Form**
2. For new applications click **I want to start a new application**
  - a. **For modifications**, click **I want to review, modify or terminate an existing permit, license or registration**
3. Enter “crush” in the filter field to locate the list of available applications for a General Permit
4. Click **View Package** next to **Air General Permit to Install New Application – Nonmetallic Crushing Plant**. There are two forms within the package.

## Application Equipment Inventory Form

1. Click Begin next to the Application Equipment Inventory Form
2. Click on each tile from left to right
  - a. Facility Tile – The data on this tile cannot be edited. If you have any changes email EGLE-Air-MiEnviro@michigan.gov.
  - b. Release Points, Control Devices, Control Paths, Emission Unit, Unit Processes Tiles - To add a record to a tile, click the +Add button at the bottom right
  - c. After saving a record, to get back to the main tile screen, **click the back arrow next to the status at the top right of the screen**. Do not use the browser back arrow at the top left.

3. Click on the Release Points tile
  - a. Click **+ Add** in the bottom right corner
  - b. Name: enter FUGFACILITY
  - c. Type: Select **Fugitive Area** from the drop down list
  - d. Description: enter 'Crushing Plant Fugitives'
  - e. For the Status:
    - i. Select **Operating** if currently installed and operated or
    - ii. Select **Pre-Operating** if it's new proposed equipment.
  - f. Click on the Location tab
    - i. Enter Lat/Long of equipment location.
  - g. Click **Save**
  - h. Click the arrow  in the upper right corner twice to go back to the Facility Inventory screen
  
4. Click on the Control Devices tile
  - a. Click **+ Add** in the bottom right corner
  - b. Name: enter a name starting with CD for a baghouse or waterspray.  
Example: CDDustSuppression
  - c. Description: enter 'Crushing Plant Dust Suppression'.
  - d. For the Status:
    - i. Select **Operating** if currently installed and operated or
    - ii. Select **Pre-Operating** if it's new proposed equipment.
  - e. Control Measure: Type 217, then click on '217 - Dust Suppression when the system displays it
  - f. Controlled Pollutants:
    - i. Type PM25, then click on PM25-PRI when the system displays it, % - enter 80. Then click on the + sign at the far right to add another Controlled Pollutant record and click on PM25-FIL, the % is 80.
    - ii. On an additional line, type PM10, then click on PM10-PRI when the system displays it, % enter 80. Click on the + sign to add another Controlled Pollutant record and click on PM10-FIL, the % is 80.
  - g. Click **Save**
  - h. Click the arrow  in the upper right corner twice to go back to the Facility Inventory screen

5. Click on the Control Paths tile
  - a. Click **+ Add** in the bottom right corner
  - b. Name: Enter a name starting with CP for the new crushing plant: CPCRUSHING
  - c. Description: enter 'Crushing Plant Control Path'
  - d. Enter '1' under 'Sequence'
  - e. Ensure that 'Device' is selected
  - f. Use the drop down to select the appropriate Control Device
  - g. Avg. % Emission Flow: Enter 100
  - h. Click **Save**
  - i. Click  the arrow in the upper right corner twice to go back to the Facility Inventory screen
  
6. Click on the Emission Units tile
  - a. Click **+ Add** in the bottom right corner
  - b. Name: Enter a name starting with EU for the equipment that will be familiar to the workers at the facility. Example: EUCrusher or EUCrushing
  - c. Type: This is a "type ahead" field. Enter E072, click on E072 – Crusher-Non-Metallic Minerals when the system displays it.
  - d. Description: Enter 'Non-Metallic Mineral Crushing Plant'
  - e. For the Status:
    - i. Select **Operating** if currently installed and operated or
    - ii. Select **Pre-Operating** if it's new proposed equipment.
  - f. Click the **Additional Information** tab
  - g. Select **No** under 'Electric Generation'
  - h. Select **No** under 'Combustion Source' unless there is an engine associated with the crushing equipment
    - i. If there is an engine, enter '**Yes**' under 'Combustion Source'; you then will have to enter the Design capacity and units for that engine under the 'Emission Unit' tab. The design capacity can be found on the manufacturer's specifications and/or a nameplate on the equipment.
  - i. Click **Save**
  - j. Click the arrow  in the upper right corner twice to go back to the Facility Inventory screen

7. Click on the Unit Processes tile
  - a. Click **+ Add** in the bottom right corner
  - b. Emission Unit Identifier: Use the drop down to select the emission unit.
  - c. SCC Code: This is a type ahead field. Enter 30502501. The system will display the code and description. Click on it to select it and populate the fields.
  - d. Description: Enter Non-Metallic Crushing Plant
  - e. For the Status:
    - i. Select **Operating** if currently installed and operated or
    - ii. Select **Pre-Operating** if it's new proposed equipment.
  - f. Click on the Release Point Apportionment tab
    - i. Release Point: Use the drop down to select the fugitive release point
    - ii. Control Path: Use the drop down to select the appropriate control path
    - iii. Apportionment %: Enter 100
  - g. Click **Save**
  - h. Click the arrow  in the upper right corner twice to go back to the Facility Inventory
8. Click Validate
9. If the form validates with no errors, proceed to number 10. If there are any errors the system will provide an error report in an Excel spreadsheet. You must expand the columns to read and fix the errors before proceeding.
10. Check the box under "Mark as Ready for Submission" on the right panel.

**DO NOT submit this form until you complete the air general permit to install new application – nonmetallic mineral crushing**
11. Click the **Back to MiEnviro Portal** link at the top right.

### Air General PTI New Nonmetallic Mineral Crushing Form

1. Click **Begin**
2. Click **Begin Form Entry**
3. Complete each section of the application
4. Do not submit until you are sure both forms within this package are complete

### Ready to Submit each application within the package

Only submit each application within a package when ALL forms within the package have been completed. Submitting an application within a package changes the status of the application from Draft to Staged. Applications cannot be edited once they are Staged. Staged applications are not submitted to the AQD. You must submit the package after submitting each application.

1. Find the unsubmitted application package on your Dashboard screen. Click **Manage Package**.
2. Click **Continue Draft**
3. **Air General Permit to Install New Application – Nonmetallic Mineral Crushing Plants**
  - a. Make sure all sections within the application are completed. Each section on the left will have a checkmark if it's ready to submit.
  - b. If you exit the form and then reenter it at a later time, click on the Review title to mark it complete.
  - c. Click on the **Signing** title on the left
  - d. Read and check the boxes, enter your password and answer the security question
  - e. Click **Sign**
  - f. Click Return to MiEnviro
4. **Application Equipment Inventory Form**
  - a. Click **Continue Draft**
  - b. Click **Initiate Submission**
  - c. Click **View electronic document**
  - d. Click **Continue**
  - e. Check the boxes to agree to the terms
  - f. Click **Continue**
  - g. Enter your password and answer the security question, press Enter on your keyboard or click Continue
  - h. Click the **Back to MiEnviro Portal** link at the top right.

## Submit the Package

All applications within the package must be submitted individually prior to the package being submitted.

1. If you stay in the system after submitting each application, go ahead to step 4.
2. If you are not already in the package from submitting each form, access the package from your Dashboard or the Submissions screen.
3. Click **Manage Package**
4. Click **Submit Package** at the top right
5. Click **Agree and Submit**

Your package is now submitted. The AQD permit staff will review the applications. You will either receive a request for more information or a system notification when you package is approved.

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