

ELECTRONIC DOCUMENT SUBMISSION: AIR QUALITY DIVISION

Guidance

The Michigan Department of Environment Great Lakes, and Energy (EGLE), Air Quality Division (AQD) continues to review, tailor, and amend processes to assist companies in submitting information in an easy and timely manner. We will continue to require the submittal of signed hard copies of documents, but we will accept electronic submittals as the official receipt date.

Facilities may continue to submit information electronically **and** mail the signed hard copies to the appropriate unit or district office. Those choosing to submit electronically, should follow the guidance below.

Permit to Install Applications

The application will be logged and assigned to a Permit Engineer as soon as possible. Permit Engineers are continuing work to review and make decisions on Permit to Install Applications.

- Submit an electronic copy of your application to Laura Gramza at GramzaL@Michigan.gov.
- **AND** -
- Mail three hard copies of your application, with original signature, to:
Permit Section Manager, EGLE, AQD, 525 W. Allegan Street, Constitution Hall 2S, Lansing, Michigan 48933.

If you have questions, contact Laura Gramza at GramzaL@Michigan.gov or 517-230-4404.

Test Protocols and Stack Test Reports

- Test plans/protocols: Use our [online stack test plan submission form](#) or send a hard copy to the address below. Submittals through the online form will be automatically sent to the District Office.
 - Stack Test Reports: In addition to an emailed version, signed hard copies **must** be sent to:
Technical Programs Unit Supervisor, EGLE, AQD, 525 West Allegan Street, Constitution Hall 2S, Lansing, Michigan 48933 **and** the respective [District Office](#).
- Note:** If the test report is for an ROP source, a signed ROP certification form with an original signature must be sent with the District copy.

Renewable Operating Permit Applications and Reports

- Renewable Operating Permit Applications should be sent to EGLE-ROP@Michigan.gov and hard copies with an original signature **must** be sent to the appropriate [District Office](#).

A signed hard copy must be received in order to be considered administratively complete.

Renewable Operating Permit Changes - Notifications, Amendments, and Modifications

- Rule 215 requests: Must be sent to the appropriate **District Office**.
- Rule 216 requests: Send to **EGLE-ROP@Michigan.gov** and a hard copy with an original signature to:

EGLE, AQD, Grand Rapids District Office, 350 Ottawa Avenue NW, Unit 10, Grand Rapids, Michigan 49503.

Information Required to be Submitted to District Offices

Many facilities have additional information that must be submitted to the district office, such as:

- Permit to Install waiver requests.
- Permit to Install compliance notifications and data submittals.
- ROP certifications and deviation reports.
- Stack test/sampling reports.
- Any other reports, notifications or correspondence required to demonstrate compliance.

Mail a hard copy of your report or other information with an original signature, if required, to the appropriate district office. You may still submit an electronic copy to the contact person listed for the appropriate **District Office**.

This publication is intended for guidance only and may be impacted by changes in legislation, rules, policies, and procedures adopted after the date of publication. Although this publication makes every effort to teach users how to meet applicable compliance obligations, use of this publication does not constitute the rendering of legal advice.