

APPENDIX A - COMPLETENESS CHECKLIST APPLICATION PROCESSING

The following information is being supplied to assist the applicant in determining application completeness. Each application will be reviewed for completeness using the following information. If any of the required information is not contained in the permit application package, the application may be returned.

GENERAL INFORMATION

- 1. Application fee as stipulated in MCAPCO Regulation 1.5231 - "Air Quality Fees"
- 2. A financial qualification or substantial compliance statement (if required)
- 3. A zoning consistency determination letter as required under MCAPCO 1.5213
- 4. Any required dispersion modeling (modeling protocol should be submitted and approved prior to application submittal)
- 5. A professional engineer certification for the application pursuant to MCAPCO 1.5233 (if required)

FOR TITLE V ONLY

- 1. A zoning consistency determination as required under MCAPCO 1.5507(d)(1)
- 2. Correct number of copies of application as required under MCAPCO 1.5507(e)
- 3. Application forms signed by a responsible official as required by MCAPCO 1.5520 and 40 CFR Part 70.2

FOR NON-TITLE V, STAGE I/II, AND TRANSPORTATION FACILITIES

- 1. A zoning consistency determination as required under MCAPCO 1.5212 (a)(5)
- 2. Correct number of copies of application as required under MCAPCO 1.5212(g)(1) and (g)(2)
- 3. Application forms signed by a responsible official as required by MCAPCO 1.5212(i)

FORM A1 - Facility General Information

- 1. Completed facility and owner name, address, and contact information
- 2. SIC/NAICS codes and the tax code parcel identification number
- 3. Type of facility
- 4. Flow charts and plant layouts
- 5. Indication of confidential information
- 6. Signature by a responsible official as required by MCAPCO 1.5212(i)

FORM A2 - Notification/Change Form

- 1. Has all the information been submitted for each notification, relocation, and/or change being made by the application?
- 2. Has an updated layout drawing been submitted, which shows new equipment locations?
- 3. Has all the information been submitted that is needed to determine which equipment is modified, added, or deleted?

FORM A3 - Emission Source Changes Requested by this Application

- 1. Has a complete emission source description and ID No. been submitted for each emission source?
- 2. Has a complete control device description and ID No. been submitted for each control device?
- 3. Has each emission point been identified as fugitive or by an ID No. for each emission source?

FORM A4 - FACILITY-WIDE EMISSION SOURCE LISTING

- 1. Has a complete emission source description and ID No. been submitted for each emission source?
- 2. Has a complete control device description and ID No. been submitted for each control device?
- 3. Has each emission point been identified as fugitive or by an ID No. for each emission source?
- 4. Are the manufacturing, installation, modification, and relocation dates listed for each piece of equipment?

FORM A5 - FACILITY-WIDE INSIGNIFICANT ACTIVITY LISTING

- 1. Is each insignificant activity clearly described?
- 2. Has the appropriate insignificant activity code been listed for each of the insignificant activities that are exempt from permitting?

SECTION B - EMISSION SOURCES

- 1. Has a Form B and Form Bx been completed for each emission source?
- 2. Has each Form B and Form Bx been completed to provide the ID number and description of the emission sources in sufficient detail in order to establish the basis for fees and applicability of all requirements such as PSD, NSR, NSPS, MACT, MCAPCO Article 2.0000, etc.?
- 3. Has each Form B and Form Bx been completed to provide process information (such as fuel type, fuel use, raw materials, production rates, and operating schedules, etc.) to the extent it is needed to determine or regulate emissions?
- 4. Has a regulatory analysis been completed for each emission source?
- 5. Has each requested state and federal enforceable limit been indicated?

SECTION C - CONTROL DEVICES

- 1. Has a Form C been completed for each control device?
- 2. Has each Form C been completed to provide the ID number and description of the control device in sufficient detail?
- 3. Does each Form C identify the emission source(s) controlled and the emission point ID Numbers?
- 4. Does each Form C provide a schematic of the control device and its relationship with each emission source it controls?
- 5. Are all controlled pollutants and their corresponding control efficiencies listed?
- 6. Are all parameters used to design the control device listed?
- 7. Are all parameters used to ensure proper operation listed?
- 8. Is all fuel burning equipment described sufficiently?

FORM D1-1 - MASTER LIST OF MATERIALS USED

- 1. Have all coatings, inks, solvents, etc. that may be used by the facility been listed using the name of the material as it appears on the Material Safety Data Sheet (MSDS)?
- 2. Have the VOC content and corresponding unit of measure been listed for each material?
- 3. For each material used, have corresponding emission source ID's been listed?

FORM D1-3 - DETERMINATION OF POUNDS VOC PER GALLON SOLIDS (MCAPCO 2.0900)

- 1. Has Form D1-3 been completed for each material or mixture of materials used at the facility that is required to demonstrate compliance with MCAPCO 2.0900?
- 2. Has each volatile constituent been identified?
- 3. For each constituent, was all information including weight percent in product and volume percent in volatile mix submitted?
- 4. Has Form D1-1 been updated to include each material or mixture of materials?

FORM D1-4 - TOTAL VOC EMISSIONS CALCULATIONS (MASS BALANCE METHOD)

- 1. Has Form D1-4 been completed to reflect the total VOC emissions from all materials (coatings, inks, solvents, etc.) used at VOC emission sources for which the mass balance method is used to calculate emissions?
- 2. Has each material and its HAP and/or TAP constituents been identified as they appear on the Material Safety Data Sheet (MSDS) and as they appear on Form D1-1?
- 3. Have the actual and potential annual usages and corresponding unit of measure been listed?
- 4. Have the VOC content and corresponding unit of measure been listed?
- 5. Is the control efficiency listed for the control device being used?
- 6. Have the uncontrolled and controlled actual and potential VOC emissions been entered?

FORM D1-5 - TOXIC AND HAZARDOUS AIR POLLUTANT EMISSION CALCULATIONS (MASS BALANCE METHOD)

- 1. Has Form D1-5 been completed to reflect HAP and TAP emissions from all materials for which the mass balance method was used to calculate emissions?
- 2. Has each material and its HAP and/or TAP constituents been identified as they appear on the Material Safety Data Sheet (MSDS) and as they appear on Form D1-1?
- 3. Have the actual and potential annual usages and corresponding unit of measure been listed?
- 4. Have the uncontrolled and controlled actual and potential HAP & TAP emissions been entered?

FORM D2-1 - EMISSION CALCULATIONS BY METHODS OTHER THAN MASS BALANCE AS CALCULATED ON FORMS D1-4 AND D1-5

- 1. Has Form D2-1 been completed to reflect all pollutant emissions that were calculated using methods other than mass balance?
- 2. Have all calculations (spreadsheets, hand calculations, etc.) and copies of backup documentation for emission factors, assumptions, retention factors, etc. been attached?

FORM D2-2 - SUMMARY OF EMISSIONS FROM D2-1 FORMS (METHODS OTHER THAN MASS BALANCE)

- 1. Has Form D2-2 been completed to reflect pollutant emissions from all emission sources listed on Form D2-1?
- 2. Have the pound per year total and the ton per year total for controlled and uncontrolled actual and potential emissions been listed for each criteria pollutant emitted?
- 3. Have the pound per year total and the ton per year total for controlled and uncontrolled actual and potential emissions been listed for each HAP and TAP emitted?

FORM D3-1 - FACILITY-WIDE SUMMARY OF CRITERIA POLLUTANT, TAP AND HAP EMISSIONS

- 1. Has the pound per year total and the ton per year total for controlled and uncontrolled actual and potential emissions been listed for each criteria pollutant and HAP emitted from all emission sources listed on Forms D1-4, D1-5, and D2-2?
- 2. For each TAP emitted from all emission sources listed on Forms D1-5 and D2-2, has the CAS number and name been listed as it appears in MCAPCO 1.5711?
- 3. Has the 1.5711 emission rate(s) for each TAP emitted by the facility been listed in the appropriate column(s) for each appropriate unit (lb/yr, lb/day, and/or lb/hr)?
- 4. Have the actual or projected actual facility-wide emission rates from Forms D1-5 and D2-2 been listed in the appropriate column?
- 5. Has it been indicated whether or not the actual or projected actual facility-wide emission rate for each TAP is greater than the MCAPCO 1.5711 emission rate?

FORM E1 - TITLE V INFORMATION

- 1. Has it been indicated why the facility is major for Title V?
- 2. Are the categories (if applicable) and/or the emission levels (if applicable), for which the facility is major listed?
- 3. Has the Section 112(r) Risk Management Plan been prepared and submitted to EPA, with a copy or copies retained on-site?
- 4. Were any or all MACTs to which the facility is or will be subject specified?
- 5. Has all other specific information necessary to determine applicability and compliance been identified?

FORM E2 - COMPLIANCE PLAN (METHOD OF COMPLIANCE)

- 1. Has regulatory analysis been completed for each regulated pollutant from each emission source?
- 2. Have monitoring devices or compliance assurance monitoring methods for each standard or limitation been adequately referenced?
- 3. Have the frequency and the manner of data monitoring been provided?
- 4. Has a reference test method been provided for each regulated pollutant?
- 5. Have all parameters being recorded and the frequency of record keeping been listed?
- 6. Have the frequency and the contents of the reporting statement been described?

FORM E3 - TITLE V COMPLIANCE CERTIFICATION

- 1. Was the form E3 completed and signed by a responsible official?

FORM E4 - COMPLIANCE SCHEDULE

- 1. Were responses to the two YES or NO questions on Form E4 provided?
- 2. For sources that are not in compliance or will not be in compliance, did the applicant:
 - a. identify the applicable requirement for which compliance is not achieved?
 - b. provide a narrative describing how compliance will be achieved?
 - c. include a detailed schedule of compliance which has an enforceable sequence of actions and milestone dates leading to compliance?
 - d. specify the frequency for submittal of progress reports and indicate the starting date for such submittals?

SECTION M - TOXICS MODELING

- 1. Have Section M forms been completed for each TAP with an emission rate greater than the MCAPCO 1.5711 emission rate as indicated on Form D3-1?
- 2. Has a protocol package (Forms M1 & M2) been submitted for approval?
- 3. Has a request been submitted to MCAQ to do preliminary modeling?
- 4. Has a modeled compliance demonstration been made?

SECTION S - STAGE I/II OPERATIONS

- 1. Have Section S forms been completed for all stage I/II operations at the facility (if applicable)?