

Registration Permit application checklist

(Rev. 09/2017)

Use this checklist during the Registration Operation Permit (ROP) application process to ensure all items are complete prior to permit submission. When all items on the list have been completed, the application is ready to submit. Using this checklist should minimize the additional information needed by the Department of Natural Resources' Registration Permit Coordinator during the permit review period. This checklist can be used for all forms of ROP: Type A, Type B or Type C. Permits and resources referenced below are found on the Air Permit Options webpage, <http://dnr.wi.gov/topic/AirPermits/Options.html>, under the Registration tab.

- 1. The facility's operations are described in detail on the front page of the application, or in attachments as needed.
- 2. All air pollution sources are listed and described on the front page of the application, or in attachments as needed.
- 3. Detailed calculations of **actual emissions** of particulate matter of 10 microns (PM₁₀), volatile organic compounds (VOC), carbon monoxide (CO), nitrogen oxides (NO_x), sulfur dioxide (SO₂), lead(Pb) and hazardous air pollutants (HAPs) are included. [Review instructions for Question 7 in either ROP-A or ROP-B Application Guides for an explanation of calculating actual emissions. The same calculations are used for ROP-C.]
- 4. Detailed calculations of **maximum controlled emissions** of PM₁₀, VOC, CO, NO_x, SO₂, lead and HAPs are included. [Review the instructions for Question 9 in either ROP-A or ROP-B Application Guides for an explanation of calculating maximum controlled emissions. The same calculations are used for ROP-C.]
- 5. The control efficiencies listed in the ROP are used for the calculation of actual and maximum controlled emissions. [See Section G in each of the final ROPs for a table of the allowed efficiencies.]
- 6. Emission factors, hours of operation, and/or material usage are clearly stated in the calculations.
- 7. Supporting information on the control efficiency of any air pollution control device is attached (e.g. manufacturer's specifications).
- 8. Emissions of HAPs are calculated and determined to be below the threshold in NR 445, Wis. Adm. Code. [Review the instructions for Question 8 in either ROP-A or ROP-B Application Guides for an explanation of calculating HAP emissions. The same calculations are used for ROP-C.]
- 9. Facility applicability to New Source Performance Standards (NSPS) was reviewed and only listed NSPS apply to the facility, if any. [Review the instructions for Question 4 in either ROP-A or ROP-B Application Guides for an explanation of NSPS applicability. The same information can be used for ROP-C.]
- 10. Facility applicability to National Emission Standard for Hazardous Air Pollutants (NESHAPs) was reviewed and only listed NESHAPs apply to the facility, if any. [Review the instructions for Question 5 in either ROP-A or ROP-B Application Guides for an explanation of NESHAP applicability. The same information can be used for ROP-C.]
- 11. If modeling was necessary, the Air Pollution Control Registration Construction and Operation Permit Modeling Assessment Attachment (Form 4530-156A, <http://dnr.wi.gov/files/PDF/forms/4500/4530-156A.pdf>) is included. [Review the instructions for Question 9 in either ROP-A or ROP-B Application Guides for an explanation of modeling requirements. The same information can be used for ROP-C.]
- 12. If facility emits VOCs from process lines, the method for demonstrating compliance with NR 424.03(2) is described in the application (e.g. LACT of 10 tons per year per process line). [Review the instructions for Question 1 in either ROP-A or ROP-B Application Guides for an explanation of LACT applicability. The same information can be used for ROP-C.]
- 13. Email address, mailing address, and telephone number of the applicant and consultant are included.
- 14. The permit application is signed by a Responsible Official. [Review the instructions at the end of the application form for a description of Responsible Official.]
- 15. The full permit application with ink signature will be submitted via regular mail, and an electronic copy was emailed to DNRamROPSairpermit@wisconsin.gov.

DISCLAIMER —This document is intended solely as guidance and does not contain any mandatory requirements except where requirements found in statute or administrative rule are referenced. This guidance does not establish or affect legal rights or obligations and is not finally determinative of any of the issues addressed. This guidance does not create any rights enforceable by any party in litigation with the State of Wisconsin or the Department of Natural Resources. Any regulatory decisions made by the Department of Natural Resources in any matter addressed by this guidance will be made by applying the governing statutes and administrative rules to the relevant facts.

The Wisconsin Department of Natural Resources provides equal opportunity in employment, programs, services and functions under an Affirmative Action Plan. If you have any questions, please write to Equal Opportunity Office, Department of Interior, Washington, DC 20240. This publication is available in alternative format (large print, Braille, audio tape, etc.) upon request. Please contact the Bureau of Air Management, phone 608-266-7718, for more information.



Wisconsin Department of Natural Resources
Bureau of Air Management
Box 7921- AM/7
Madison, WI 53707
PHONE 608-266-7718 • FAX 608-267-0560
Publication AM-555 2017