



## WISCONSIN DEPARTMENT OF NATURAL RESOURCES NOTICE OF FINAL GUIDANCE & CERTIFICATION

*Pursuant to ch. 227, Wis. Stats., the Wisconsin Department of Natural Resources has finalized and hereby certifies the following guidance document.*

### DOCUMENT ID

AM-19-0042

### DOCUMENT TITLE

Registration Permit Application Checklist

### PROGRAM/BUREAU

Air Management

### STATUTORY AUTHORITY OR LEGAL CITATION

Section 285.60, Wisconsin Statutes; Chapters NR 406 and NR 407, Wisconsin Administrative Code

### DATE SENT TO LEGISLATIVE REFERENCE BUREAU (FOR PUBLIC COMMENTS)

October 28, 2019

### DATE FINALIZED

November 25, 2019

No comments were received during the comment period 28OCT2019 to 18NOV2019

### DNR CERTIFICATION

*I have reviewed this guidance document or proposed guidance document and I certify that it complies with sections 227.10 and 227.11 of the Wisconsin Statutes. I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is not explicitly required or explicitly permitted by a statute or a rule that has been lawfully promulgated. I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is more restrictive than a standard, requirement, or threshold contained in the Wisconsin Statutes.*

November 20, 2019

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Signature

Date

# 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 (PM<sub>10</sub>), volatile organic compounds (VOC), carbon monoxide (CO), nitrogen oxides (NO<sub>x</sub>), sulfur dioxide (SO<sub>2</sub>), 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 PM<sub>10</sub>, VOC, CO, NO<sub>x</sub>, SO<sub>2</sub>, 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 [DNRRamROPSairpermit@wisconsin.gov](mailto:DNRRamROPSairpermit@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. 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.

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