

## C-001 INSTRUCTIONS FOR COMPLETING THE CERTIFICATION FORM

Certification Form C-001 must be completed and included as part of RO Permit initial and renewal applications, notifications of change, amendments, modifications, and additional information.

**NOTE:** If the submittal includes information that needs to be certified to by more than one responsible official, then a C-001 must be completed for each responsible official certifying to the submittal. Attach each C-001 to the specific portion of the submittal to which each responsible official is certifying.

**SRN** – Enter the State Registration Number assigned to the Stationary Source.

**Stationary Source Name** – Provide the specific name that identifies the Stationary Source of the application.

**City** – Provide the City where the Stationary Source is located.

**County** – Provide the County where the Stationary Source is located. A listing of County names is available in Appendix C.

### **SUBMITTAL CERTIFICATION INFORMATION**

1. **Type of Submittal** – Choose the type of submittal with which this form is being submitted.
  - **Initial Application (Rule 210)** First time submittal of an RO Permit application.
  - **Renewal (Rule 210)** Subsequent submittals of an RO Permit application.
  - **Notification/Administrative Amendment/Modification** (Changes pursuant to Rules 215 and 216) See the instructions for M-001 and *Operational Memorandum No. 2 - Guidance for Changes at a Stationary Source after RO Permit issuance* in Part 3 of the RO Permit application instructions for further information.
  - **Other** Describe any other type of submittal not covered by the above choices. Briefly describe the type of submittal on Additional Information Form (AI-001).
2. **Multiple Sections Involved?** – If the RO Permit has more than one Section, identify the Sections that this Certification applies to.
3. **Submittal Media** – Check the appropriate media on which this submittal was made. Contact the District Office as identified in Appendix A or the AQD internet site at <http://www.deq.state.mi.us/aqd> for a complete list of acceptable electronic submittal methods.
  - E-mail: Submittal was sent to the AQD via an attachment to an e-mail note.
  - FTP: Submittal was posted on the appropriate location on the AQD FTP site.
  - Disk: Submittal was sent to the AQD on any acceptable disk media.
  - Paper: A paper copy of the submittal was mailed to the AQD.
4. **Additional Information** – Provide the ID created on the associated AI-001 for any additional information or attachments that supplement this form. Refer to AI-001 instructions to create the ID. If the additional information or attachment is more than one page, label each page to show the relationship between pages.
5. **Name and Title of Responsible Official** – Provide the name and title of the responsible official certifying this submittal. The responsible official identified must sign and date as indicated in the area below the certification statement.