

LOG APPLICATION PROCEDURES INITIAL ROP USING NEW APPLICATION FORM

Secretary – MACES ROP Screen Log Application

1. Once the hard copy application is received, check the EGLE-ROP mailbox for the electronic application. If it is not there, inform staff so they can contact the company to see if they are submitting an electronic copy of their application.
2. Once the hard copy and electronic copy (if applicable) of the application are received by the District Office, the secretary will log the application in MACES. Open MACES, choose “Compliance” tab then choose “ROP” from the drop-down list.
3. Fill in the required information in the ROP Details section of the screen. This includes the date the hard copy or electronic copy of the application was received (whichever was received last), the application type (initial), and staff name.
4. Click on the SAVE button to save this record. An event will show up under the Events section of the screen. The event type will be “Application – Received”.
5. An application number will be generated by MACES and will appear in the ROP Details section of the screen. Write the application number assigned on the application, and on the “Initial Application Log – In Checklist” (ROP Manual 2.A.2).
6. Click on the Events tab and add an **event** for “Pre-Application-Meeting Held” with the date the meeting was held (if a pre-application meeting was held) and click “Save”.
7. In MACES, under the “Facility” tab – “Facility Information” and “Facility Contacts”, compare the information on the application with what is entered in MACES. If there are differences, check with staff as to any changes that should be made in MACES. If the company name is updated in MACES, it will also have to be updated separately in MAERS.
8. Start an “Initial Application Log – In Checklist” (ROP Manual 2.A.2) to track the administrative completeness review process. Fill in all information at the top of the form, print and include in the application folder.
9. Start an “Initial Application Administrative Completeness Checklist” (ROP Manual 2.A.3) and save a copy in the ROP folder for the source on the S drive. Print and include a copy in the application folder.
10. Start a “Timeline” (ROP Manual 1.A), if one has not already been started from a Pre-application meeting and save a copy in the ROP folder for the source on the S drive. Print and include a copy in the application folder.

Secretary – Save Application and Administrative Completeness Check

11. Save all documents included with the electronic application package (if electronic copy was submitted) in the format received on the S drive under AQD\ROP\specific SRN folder.
12. Convert all the original ROP Initial Application Package electronic documents into **a single pdf file** using PDF Creator or Adobe Acrobat Standard or Professional. If only a hard copy has been submitted, scan all of the items below into ONE pdf file. The files should be organized in the following order when creating the pdf:
 - a. Cover letter and e-mail
 - b. ROP Initial Application Forms (order of forms: ASC, SI, Source & Emission Units)
 - c. AI-001 Form(s)
 - d. PTIs to be incorporated into the ROP

- e. Plans referenced in ROP
- f. Acid Rain Permit Applications (if appropriate)
- g. All other documentation

Save the pdf file as "SRN ROP Initial App {date received}.pdf" on the S drive under AQD\ROP\specific SRN folder.

13. Give the application package to the Supervisor.
14. If the electronic application was not submitted to the EGLE-ROP mailbox (the automated reply contains information for the applicant regarding the post-application customer survey), or only a hard copy application was submitted, send a survey email to the company contact using the "**ROP Post Application Survey Email.**"
15. If additional information is requested from the company for **administrative completeness**:
 - a. Log receipt of this additional application information into MACES, choose "Compliance" tab, then choose "ROP" from drop-down list, when the additional information is received. This information should be submitted hard copy with a signed C-001 form. (This may be logged by the staff person if received via email.)
 - b. Update the application with any replacement pages and add any new application material to the pdf file using PDF Creator, Adobe Standard or Adobe Professional. Name document with the administratively complete date.
16. When the application is deemed administratively complete, a folder needs to be created on the FTP site for the pdf version of the application to be posted.
17. Send email to Kelly Orent (with the Name of Company, SRN and County) notifying that the information needs to be added to the ROP List on the website.
18. In MACES, choose "Compliance" tab, then choose "ROP" from the drop-down list, log the administratively complete date (Click on the Application Number, Events Tab, Event Type: "Application-Administratively Complete") and the date the application shield was issued (Event Type: "Application-Application Shield Issued"). The date of administrative completeness will be the date the application was received, unless additional information was requested for administrative completeness. The date the application shield is issued is the date the Administratively Complete letter is sent. These are *required* dates to enter in the ROP tracking (marked with an *).
19. If additional information is requested from the company during **technical review** of the ROP:
 - a. Log receipt of this additional application information into MACES choose "Compliance" tab, then choose "ROP" from the drop-down list) when the additional information is received. (This may be logged by the staff person if received via email.)
 - b. Add the new application material to the **end** of the administratively complete application, including the cover letter or email (**do not replace anything**) using PDF Creator, Adobe Standard or Adobe Professional and repost the application on the FTP site. Do not change the date in the file name.