

## Procedure for ROP/PTI Template Development

1. The need for template development/update<sup>1</sup> is identified by the AQD or industry (determination is based on demand as well as number of affected facilities).
2. An email notice is sent to the AQD Field Operations Supervisor (FOS) and the AQD Permit Section Supervisor regarding the identified need. The FOS will seek input from the District Supervisors, and the FOS and Permit Section Supervisor will make a final determination if the need is warranted and who should be appointed to the Template Development/Update Team (Team) See step no. 4 below.
3. A notice is sent to the Michigan Manufacturing Association (MMA) and AQD district/permit staff that a template is being created.
4. The Team is assembled consisting of a permit engineer, a district representative (specialist if one exists), and industry representatives.
5. A template is drafted by the team and provided to MMA & AQD staff for comment.
6. The template is reviewed by MMA & AQD staff and commented on within 30 days.
7. When comments are received, the team responds to comments and makes changes where appropriate.
8. The template is placed on the EGLE internet for official use in read-only format.

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<sup>1</sup> This includes significant updates or modifications to existing templates by AQD staff based upon comments received. For example, if a template is significantly modified for incorporation into a PTI or ROP per comments received, the modified template should be submitted for consideration as a new template following the procedure above.