Michigan Department of Environment, Great Lakes, and Energy
Air Quality Division

Public Participation Procedures

For

Renewable Operating Permits

Revised

May 20, 2025

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Initial & Renewal ROPs

Note: A new ROP Shell Template should be used and information from the marked-up ROP should be entered into the new shell. Name the file using the correct naming convention. Copies of all official documents are placed in the yellow file folder (labeled with facility name, SRN, ROP number and county) associated with a source's ROP.

I. Working Draft ROP

	1. Working Draft ROP document:
Staff	a. FOR INITIAL ROP: Create the Working Draft permit using **ROP Template Shell NEW.dot**.
Sec	b. FOR RENEWALS: An electronic copy of the mark-up ROP will be submitted by the applicant. Use this mark-up ROP in creating a new Working Draft ROP using the ROP Template Shell NEW.dot.
Sec	c. Save as **SRN Working Draft {MM-DD-YY}.docx**.
Staff	d. Follow "ROP Renewal Technical Review Procedures" (ROP Manual 4.C). **Be sure to pay close attention to guidance on management and work practice plans.**
Staff/Sec	e. If sectioned ROP, refer to the ROP Shell Instructions (ROP Manual 4.B.2), Attachment 1.
Staff	f. If the source is required to have an Acid Rain permit(s) or CSAPR requirements, contact Brian Carley, Jackson District Office, to coordinate. CSAPR template language and Acid Rain permit(s) are to be inserted as appendices in the Working Draft ROP. Follow the "Procedures for Issuance of Acid Rain Permits and the Incorporation into ROPs" (ROP Manual 5.E).
Sec	g. Add "{DATE} WORKING DRAFT" in the header of each page of the Working Draft permit, including the first page.
Sec	h. Update the Table of Contents by either right clicking on the Table of Contents and choosing "Update field"/"update entire table" or pressing F9 and choosing "update entire table."
	2. Draft Staff Report:
Sec	a. Create the Draft Staff Report using **ROP Staff Report.dot**.
Sec	b. Save as **SRN Draft Staff Report {MM-DD-YY}.docx**.
Sec	c. Update the Table of Contents by either right clicking on the Table of Contents and choosing "Update field"/"update entire table" or pressing F9 and choosing "update entire table."
	3. Supervisor review:
Staff	a. Provide a copy of the Working Draft ROP, technical review notes, the Draft Staff Report, and Peer Review comments (if applicable) to supervisor.
Staff	b. Incorporate all changes as a result of that review.
Sec	c. Update the date in the header of the Working Draft to be the date it will be sent to the company.
	4. Send to company:
Sec	a. Create the cover letter to the Responsible Official for the formal Working Draft ROP using **ROP Letter to Company for WD Review, 30&45 Day Notice.dot**. Specify a minimum of 21 days (and a maximum of 30 days) for the company to review the Working Draft ROP and provide comments to the district (unless a shorter time frame is agreed upon by the permit reviewer and the company).
Sec	b. Save as **SRN Letter with Working Draft.docx**.
Sec	c. Finalize letter after staff review. (See Appendix E for key issues.)
Sec	d. Send the hard copy letter and email to the Responsible Official(s) with a copy of the Working Draft ROP and Draft Staff Report for the company review. If the ROP includes CSAPR requirements and/or an Acid Rain permit(s) also send a hard copy

Sec	of the letter, Working Draft ROP and Draft Staff Report to the Designated Representative(s) (DR). Contact Brian Carley to obtain the current DR contact information, if necessary. Email a copy of the letter and enclosures to any other company contacts. e. File a hard copy in the yellow ROP folder with the Technical Review Notes, and/or an electronic copy on the S drive.
Sec	**5. MACES:** Update MACES ROP screen with the date "Working Draft and Draft Staff Report Mailed to Applicant."
Staff	**6. Company Comments:** Review any company comments received. Comments from the company may be addressed by revisions to the Working Draft ROP upon concurrence of district staff. If the company and Department cannot agree on the conditions, do <u>not</u> incorporate the company's version of those conditions. Discuss these issues with the District Supervisor. Provide a discussion of the company's objections to those conditions in the Staff Report.

II. Draft ROP and 30-Day Public Comment Period

Staff **Staff** **Sec** **Sec** **Sec** **Sec**	**1. Draft ROP document:** a. If applicable, make appropriate changes to the Working Draft ROP. b. Check the ROP for any required management and work practice plans and make sure you have that plan for posting. c. Save the Draft ROP as **SRN Draft {MM-DD-YY}.docx**. The date used in the file name must be the start of the 30-day public comment period. d. Change the header from "{DATE} WORKING DRAFT" to "{DATE} DRAFT," including the first page. The date on the Draft ROP is the date that starts the 30-day comment period, which is determined when the EGLE Calendar notice is published. e. If the source has an Acid Rain permit(s), delete WORKING DRAFT from the Acid Rain permit(s) and attach the DRAFT version(s) of the permit(s). f. Update the Table of Contents by either right clicking on the Table of Contents and choosing "Update field"/"update entire table" or pressing F9 and choosing "update entire table."
Staff **Sec** **Sec**	**2. Staff Report:** a. If applicable, make appropriate changes (e.g., company comments and district responses) to the draft Staff Report. b. Save the Staff Report as **SRN Staff Report {MM-DD-YY}.docx**. The date on the Staff Report is the date that starts the 30-day comment period, which is determined when the EGLE Calendar notice is published and should not change. c. Update the Table of Contents by either right clicking on the Table of Contents and choosing "Update field"/"update entire table" or pressing F9 and choosing "update entire table." **Note**: The Staff Report is **<u>NOT</u>** changed once the 30-day public comment period commences. After the 30-day public comment period, any clarifications to the initial staff report must be made in a Staff Report Addendum.
Sec **Sec**	**3. Letter to the company:** a. Create a letter to the Responsible Official regarding the 30-day public comment using **<u>ROP Letter to Company for WD Review, 30&45 Day Notice.dot</u>**. b. Save as **SRN Letter with Draft.docx**.

	4. Public Comment Period:
Staff/Sec	Decide on the start date for the public comment period. Make sure the 30-day public comment period will not end on a holiday or a weekend. Where applicable, coordinate with Brian Carley to synchronize the start and end dates with the public comment on Acid Rain permit(s). Consult the EGLE Calendar Production Schedule for the start date. (See T:\ADM\CALENDAR\{current year} Calendar Schedule.pdf).
	a. Public Notice for the EGLE Calendar
Staff/Sec	i. Prepare a notice for the EGLE Calendar using **ROP PN EGLE Calendar Announcement.dot** and save as **SRN EGLE Calendar.docx**.
Staff/Sec	ii. If a hearing is scheduled, prepare a notice using **ROP PN EGLE Calendar Scheduled Public Hearing.dot** or **ROP PN EGLE Calendar Tentative Public Hearing.dot** and save as **SRN EGLE Calendar Hearing.docx**.
Sec	iii. Put notice into the EGLE Calendar Submission Form and post on the T Drive following the procedure in the "EGLE Calendar Notices Submittal Process" (ROP Manual 5.F).
Sec	iv. Prepare the public notice using **ROP PN Announcement.dot**. Select the appropriate public hearing option in the template.
Sec	v. Save as **SRN Public Notice {MM-DD-YY of Draft ROP}.docx**. The public notice document is prepared for all Draft ROPs including those that are not noticed in a newspaper. All notices must be posted on the AQD's "Recent Actions" webpage. (See Step 9 for further information.)
	b. Newspaper Notice (if necessary)
Sec	i. If it is necessary for the permit to be noticed in a newspaper, prepare the newspaper email using **ROP PN Newspaper Email Notification.dot**.
Sec	ii. For information regarding what newspaper to use and who to contact, go to T:PMT\Hearing\Newspaper**Newspaper Publication info.xlsx**.
Sec	iii. If you do not see a newspaper in the affected city or township on the list, you should contact the city or township in the affected area to see what newspaper they publish their public notices in and get a contact person to email. Add the contact information to the publication list or give the information to the AQD Permit Section Secretary and he/she will add it to the publication list.
Sec	iv. Save as **SRN Newspaper.docx**.
Sec	v. Make sure that the **ROP Public Notice Announcement** includes information about where and when the public hearing will be held if requested.
Sec	vi. After final approval from the District Supervisor, send the email to the newspaper and copy the AQD Administration Section (Lisa Rhyndress). Make sure to attach a copy of the word version of the public notice to this email. The email requests that a confirmation email and a tear sheet be returned from the newspaper, print for the facility file. If you do not hear from the newspaper call them for confirmation.
Sec	vii. Multiple draft ROPs for non-controversial sources located in the same geographic area may be noticed at the same time. Consolidation of several non-controversial sources may assist the district in expediting the public participation process. Hearings will only be held for those sources in the notice for which a hearing has specifically been requested.
	c. Letter to Interested Parties (if appropriate)
Staff/Sec	i. Based on experience with the public regarding the facility, some interested persons may want to be notified of the draft ROP. If this is the case, compile a mailing list and use this list throughout the public participation process.
Sec	ii. Send a letter to those interested parties announcing the 30-day public comment period and explaining the permit process using **ROP PN Interested Party Letter.dot**. The letter will refer them to the AQD website to view the Draft ROP and Staff Report or to contact the district office for a printed copy. Depending on the situation, you may choose to send copies with the letter.

Sec	iii. Save as **SRN PN Interested Party Ltr.docx**.
Sec **Sec** **Sec**	**5. Prepare Draft ROP packet:** a. Finalize the Draft ROP, Staff Report, Public Notice and Letter to RO. (See Appendix E.) If the ROP includes CSAPR requirements and/or an Acid Rain permit(s), copy the DR on the letter. b. Make sure the Staff Report date is the start of the 30-day public comment period. Add the appropriate dates to the "Public Comment Begins" and "Deadline for Public Comment" spaces in the General Information box on the first page. c. The packet should be put in this order: 1. Public Notice; 2. Staff Report; 3. Draft ROP; AND 4. All plans referenced in the ROP. The public notice is the first page and is printed single-sided, the rest of the packet is copied 2-sided.
Sec **Sec** **Sec**	**6. Send to alternate location:** Send a copy of the ROP packet with a cover letter to any alternate location identified on the public notice as a location where the Draft ROP can be reviewed. a. Prepare the letter using **ROP PN Local Authority Letter.dot**. b. Save as **SRN Local Authority Letter.docx**.
Sec/FITT	**7. Posting on Internet FTP site:** Post the ROP application, Draft ROP, Public Notice, Staff Report, and Plans referenced in the permit (i.e., MAP, Nuisance Minimization, Fug. Dust, O&M, PMP, SSM, but **not** CAM Plan) on the FTP site. **Staff should have identified the required management and work practice plans and made sure they are available for posting.** Make sure that all "track changes" in Word files have been accepted and saved properly before creating the PDF files. Also make sure the Draft ROP is password protected to prevent Track Changes from being disabled. (See FITT Procedures, ROP Manual 5.C.)
Sec	**8. MACES:** Update MACES ROP screen with the 30-day public comment start date under "Draft Permit – 30-Day Public Comment Period Start Date."
Sec **Sup** **Sec**	**9. Email notification to EPA:** a. Prepare an email for EPA and any affected states listed in Appendix A to inform them of the 30-day public comment period. Use **ROP EPA 30 Day Email Notification.dot** and save as **SRN 30-Day Email.docx**. Send to Supervisor. b. Forward the email to EPA, any affected states, and others as follows: ➢ ogulei.david@epa.gov ➢ damico.genevieve@epa.gov ➢ reeson.isabelle@epa.gov ➢ myottb@michigan.gov ➢ brunnerj1@michigan.gov ➢ orentk@michigan.gov ➢ affected state(s) from Appendix A ➢ district permit writer ➢ district secretary c. File a copy of the notice in the yellow file folder. Note: To meet the public notice requirements, Kelly Orent is notified by copy of this email to post this "Recent Action" on the ROP webpage. If possible, notify Kelly a few days before the start of the 30-day period so she can have the update ready before the comment period begins. This notice also fulfills the legal requirement to notify affected states.

	EPA has agreed that whenever possible any comments will be provided during the 30-day comment period instead of waiting for the official 45-day review period. **AQD's agreement with EPA specifies that AQD will let EPA staff know if an ROP is expected to be controversial or precedent-setting**.
Sec **Sec** **Sec**	**10. Notification to company:** a. Send the hard copy letter and email to the Responsible Official(s). If the ROP includes CSAPR requirements and/or an Acid Rain permit(s) make sure to copy the DR. Contact Brian Carley to obtain the current DR contact information, if necessary. b. Email a copy of the letter to any other company contacts. c. File a hard copy in the yellow ROP folder, and/or an electronic copy on the S drive.
Sec	**11. File:** File the Public Notice, 30-day email to EPA, Staff Report, Draft ROP, company letter, and newspaper letter (if noticed in a newspaper) together in the ROP folder.
Staff/Sec **Sup** **Sec**	**12. Preparing and holding a public hearing (if necessary):** a. If a hearing is necessary based on comments received, contact your supervisor to discuss procedures for setting up the hearing. See ROP Manual 5.D.1 for the public hearing checklist. See ROP Manual 5.D.3 for the "Process for ROP Public Hearing" to hand out at public hearings. b. Notify EPA and the company via email if a public hearing is to be held. c. If a hearing is not necessary, cancel the room if one has been reserved.
Sec	**13. MACES** Update MACES ROP screen with "Draft Permit - Date Public Hearing Held."
    Staff **Staff** **Sec**	**14. Response to Comments:** In addition to comments from citizens, the company and/or affected states, informal comments may be submitted by EPA during the public comment period. These comments will be sent by EPA to the permit writer, Supervisor, Field Operations Manager, and Kelly Orent via email. a. After reviewing all comments, discuss with Supervisor. Document changes and why the changes were or were not made. Refer to **Appendix B** for further guidance. b. Create a response to comments received in the Staff Report Addendum. c. File a record of all written comments and issues raised in the yellow file.

III. Proposed ROP and EPA 45-Day Review

	1. Prepare a Proposed ROP:
Staff	a. If applicable, incorporate comments from the company, EPA, the public, and/or affected states. If the permit writer does not agree with requested changes, do <u>not</u> incorporate the changes. Discuss these issues with the District Supervisor.
Staff	b. If applicable, contact Brian Carley to verify that any Acid Rain permit(s) for this source is/are also ready to begin the 45-day EPA review period.
Sec	c. Change the header from "{DATE} DRAFT" to "{DATE} PROPOSED," including the first page.
Sec	d. If the source has an Acid Rain permit(s), delete DRAFT on the Acid Rain permit(s) and attach the PROPOSED version(s) of the permit(s).
Sec	e. Update the Table of Contents by either right clicking on the Table of Contents and choosing "Update field"/"update entire table" or pressing F9 and choosing "update entire table."
Sec	f. Save as **SRN Proposed {MM-DD-YY}.docx**.

	2. Prepare the Staff Report Addendum:
Staff/Sec	a. Do not change the original Staff Report. Develop an addendum to the existing Staff Report. Refer to the Staff Report Instructions (ROP Manual 4.B.1) for specifics on creating the addendum.
Staff	i. Provide a summary in the Staff Report Addendum of significant public comments, including any received by EPA, with each comment being addressed and resolved by AQD. Identify any changes made to the Draft ROP in the addendum. Include any company objections to the Draft ROP in the addendum.
Sec	ii. If no comments are received, generate a Staff Report Addendum that states no comments were received and no changes were made to the Draft ROP.
Sec	b. Update the Table of Contents by either right clicking on the Table of Contents and choosing "Update field"/"update entire table" or pressing F9 and choosing "update entire table."
Sec	c. Save the Staff Report as **SRN Staff Report {MM-DD-YY}.docx**.
	3A. Letter to Company (substantive changes were made to the Draft ROP):
Staff	a. If substantive changes are made as a result of comments received during the public comment period, create a letter to the Responsible Official(s) using **ROP Letter to Company for WD Review, 30&45 Day Notice.dot**. Use the template paragraph allowing the company 7 to 15 days to review the preliminary version of the proposed ROP and provide comments. Enclose a copy of the proposed ROP and the draft Staff Report Addendum with the letter. If the ROP contains CSAPR requirements and/or an Acid Rain permit(s), also send a hard copy of the letter, proposed ROP and draft Staff Report Addendum to the DR(s). Contact Brian Carley to obtain the current DR contact information if necessary.
Staff	b. Save the letter as **SRN Letter with Proposed {MM-DD-YY}.docx**. (use date of letter)
Staff	c. If additional substantive comments related to the changes made are received from the company discuss with Supervisor, repeat Steps III.1 and III.2 above.
Staff	d. Once the company understands the changes in the Proposed ROP, create a letter to the Responsible Official (RO) regarding the Proposed ROP using **ROP Letter to Company for WD Review, 30&45 Day Notice.dot**. Use the template paragraph indicating that the 45-day EPA review period has commenced and that the Proposed ROP and Staff Report are available on the website. Do not send a hard copy of the Proposed ROP/Staff Report. If the ROP includes CSAPR requirements and/or an Acid Rain permit(s), copy the DR on the letter.
Sec	e. Email a copy of the letter to any company contacts, the RO and the DR.
	3B. Letter to Company (no substantive changes were made to Draft ROP):
Sec	a. Create a letter to the Responsible Official regarding the Proposed ROP using **ROP Letter to Company for WD Review, 30&45 Day Notice.dot**. Use the template paragraph indicating that the 45-day EPA review period has commenced and that the Proposed ROP and Staff Report are available on the website. Do not send a hard copy of the Proposed ROP and Staff Report. If the ROP includes CSAPR requirements and/or an Acid Rain permit(s), copy the DR on the letter.
Sec	b. Save the letter as **SRN Letter with Proposed {MM-DD-YY}.docx**.
Sec	c. Email a copy of the letter to any company contacts, the RO and the DR.
	4. Letter to interested parties:
Sec	a. If applicable, create a letter to all those interested parties on the original mailing list as well as those who made comments on the Draft ROP, attended the public hearing, or expressed an interest during permit development. Use **ROP Letter to Interested Parties after 30 Day.dot**. This letter informs the public that the Proposed ROP has gone to EPA for 45-day review and explains there is no opportunity for public comment during this review. The letter will refer them to the AQD website to view the Proposed ROP and Staff Report or to contact the district office for a printed copy.

Sec	b. Save the letter as **SRN Letter to Interested Parties after 30 Day.docx**.
Sec	**5. Prepare the Proposed ROP package:** Finalize the Proposed ROP and the Staff Report (see Appendix E). Make sure that the Staff Report Addendum date in the document and in the file name is the start of the 45-day EPA review period, which is the date that the supervisor emails the notice to EPA.
Sec	**6. File:** File the 45-Day email to EPA, Staff Report with Addendum, Proposed ROP, company letter, and, if applicable letter to interested parties and newspaper letter in ROP folder.
Sec/FITT	**7. Posting on Internet FTP site:** Post the Proposed ROP, Staff Report and any Plans referenced in the permit on the FTP site. Management and work practice plans should have been posted at 30-day and left there for proposed. If you find plans that were not posted at 30-day, but are referenced in the ROP, post them and send a note to Kelly Orent so they can get linked to the ROP public notice website. Also make sure the Proposed ROP is password protected to prevent Track Changes from being disabled. (See FITT Procedures, ROP Manual 5.C.)
Sup **Sec** **Sup** **Sec**	**8. Initiate the 45-day EPA review period:** Notify EPA via email from the supervisor of the availability of the following: 1) ROP application; 2) the original Staff Report and addendum; 3) the Proposed ROP; Plans referenced in the permit. If the documents are placed on the FTP site, EPA considers the 45-day time clock as started upon the date that the District Supervisor sends the email notifying EPA that the documents are ready for review. All documents MUST be posted on the FTP site before the supervisor sends the email to EPA. a. Prepare the email using **ROP EPA 45 day Email Notification.dot**. b. Save as "**SRN 45 Day Email.docx**." c. Forward the email to EPA and others as follows: ➢ ogulei.david@epa.gov ➢ damico.genevieve@epa.gov ➢ reeson.isabelle@epa.gov ➢ myottb@michigan.gov ➢ brunnerj1@michigan.gov ➢ orentk@michigan.gov (a copy of the email to Kelly is necessary to get the ROP notice posted on the "Recent Actions" website listing) ➢ district permit writer ➢ district secretary d. File a copy of the notice in the yellow file folder. Note: The 45-day review period starts the day EPA has received the 45-day email **and** has access to the uploaded proposed ROP, Staff Report and any plans, and will end in 45 days., If the ending date falls on a Holiday or weekend, use the date of the next business day.
Sec	**9. MACES:** Update MACES ROP screen with the "Proposed Permit and Staff Report - EPA Review Start Date."

IV. Final ROP

If EPA did not raise objections during the 45-day review period, the ROP can be issued. If EPA objects to the issuance of the ROP during the 45-day review period, Region 5 will initiate the process established in 40 CFR 70.8 (c).

	1. Prepare the Final ROP:
Sec	a. Delete the "Proposed" statements and put in the effective date and expiration date. The effective date is the date the ROP will be issued. The expiration date is five years from the effective date. The "Administratively Complete ROP Renewal Application Due" dates are between 18 months and 6 months before the renewal application is due. Click on the "Add-ins" tab, and then Final ROP, and fill in the blanks.
Sec	b. If the source has an Acid Rain permit(s), delete PROPOSED from the Acid Rain permit(s) and attach the FINAL version(s) of the permit(s).
Sec	c. Update the Table of Contents by either right clicking on the Table of Contents and choosing "Update field"/"update entire table" or pressing F9 and choosing "update entire table."
Sec	d. Save the final ROP as **SRN Final {MM-DD-YY}.docx** using the final issuance date in the file name.
	2. Staff Report:
Staff	a. If EPA provides comments during the 45-day review period, add a second addendum to explain those comments and changes made to the ROP. The date of the addendum is the ROP issuance date. **If no comments are received from EPA, do not add an addendum.**
Sec	b. Update the Table of Contents by either right clicking on the Table of Contents and choosing "Update field"/"update entire table" or pressing F9 and choosing "update entire table."
Sec	c. Save the final Staff Report as **SRN Staff Report {MM-DD-YY}.docx**. Whether or not another addendum is added, the <u>final</u> ROP issuance date is required in the Staff Report file name. (If this is not done, the file name gives the appearance that the Staff Report was not completed.)
	3. Approval Letter:
Sec	a. Create the approval letter to send to the Responsible Official using **<u>ROP Initial & Renewal Approval Letter.dot</u>**. If the ROP includes CSAPR requirements and/or an Acid Rain permit(s), copy the DR on the letter.
Sec	b. Save the letter as **SRN Letter with Final.docx**.
	4. Prepare the Final ROP package:
Sec	Finalize the ROP, Staff Report and the approval letter (see Appendix E).
	5. MACES:
Sec	Update MACES ROP screen with the "Permit-Effective Date", the "Permit Expiration Date" and the permit number.
	6. Mailings and notifications:
Sec	a. Send the approval letter to the Responsible Official(s) along with the final ROP. Include the "Entry for Inspections" brochure referenced in the cover letter. Include the Staff Report if a second addendum was added after the EPA 45-day review. If the ROP includes CSAPR requirements and/or an Acid Rain permit(s), copy the DR on the letter.
Sec	b. Email a copy of the final cover letter and Appendix 6 of the ROP to Evan Hamp and Kelly Orent to update the "Recent Actions" webpage.
Sec	c. If changes were made after the 45-day review period, create a letter using **<u>ROP Letter to Interested Parties after 45 Day.dot</u>** and send to all interested parties using the mailing list developed during the public comment process.
Sec	d. Save the letter as **SRN Letter to Interested Parties after 45 Day.docx**.

Sec **Sec** **Staff**	e. Immediately email a copy of the documents to the company contact, RO and DR so they are aware that the permit is effective. f. Send an email to the company contact that includes a link to the post-renewal issuance survey for applicants using **ROP Post Renewal Survey Email**. Print a copy of the email for the file. g. The **permit writer** should complete the post renewal issuance survey for the agency at **https://www.surveymonkey.com/s/ropagency**. Note: If a valid citizen petition is submitted within 60 days of the end of the EPA review period, EPA may direct EGLE to "reopen for cause" the ROP w/in 90 days, following the procedures in 40 CFR 70.7(g).
Sec	**7. File:** File the Staff Report with Addendum(s), Final ROP, and company letter in the ROP folder. Retain working draft, draft, and proposed copies of the ROP for the file, in either hard copy or electronic format, and make sure they are available for FOIA. **Note:** Final ROP should always be saved as a hard copy.
Sec/FITT	**8. Posting on Internet FTP site:** Post the Final ROP, Staff Report and any Plans referenced in the permit on the FTP site. Also make sure the Final ROP is password protected to prevent Track Changes from being disabled. (See FITT Procedures, ROP Manual 5.C.)
ALL	**9. Mission accomplished**: Celebrate!

Issuing a renewal prior to the expiration date of an existing ROP

It is acceptable to issue a renewal prior to the expiration date of an existing ROP. However, it should be made clear in the renewal issuance letter that the existing ROP is voided upon issuance of the renewal. If the existing ROP includes a Phase II Acid Rain permit(s) and/or CSAPR requirements, the letter should also explain that the permit(s)/requirements in the appropriate Appendix(ices) is/are also voided because the(se) permit(s)/requirements is/are being renewed at the same time. For a Source-Wide PTI that was established in the existing ROP, that PTI is reissued (not renewed) and given a new PTI number when the ROP is renewed.

Reopening pursuant to Rule 217(2)

The steps for an ROP reopening under Rule 217(2) are basically the same as for an initial/renewal issuance, but different templates and/or file naming conventions are required at certain stages. See "Public Participation Procedures for Renewable Operating Permits - Reopenings" (ROP Manual 5.B).

Appendix A - Affected States ROP Notification

Notifications are made to affected states/provinces/tribes for the adjacent counties listed below:

State	Contact Name	Contact Email or Phone	Counties	Districts
Illinois	Azael Ramirez, Sarah Brubaker	Azael.Ramirez@Illinois.gov Sarah.Brubaker@Illinois.gov	Allegan, Berrien, Van Buren	Kalamazoo
Indiana	Joanne-Smiddie Brush	JBRUSH@idem.in.gov.	Berrien, Branch, Calhoun, Cass, Hillsdale, Jackson, Kalamazoo, Lenawee, St. Joseph, Van Buren	Jackson, Kalamazoo
Ohio	Andrea Moore	Andrea.Moore@epa.ohio.gov	Branch, Calhoun, Hillsdale, Jackson, Kalamazoo, Lenawee, Macomb, Monroe, Oakland, St. Joseph, Washtenaw, Wayne	Detroit, Jackson, Kalamazoo, Warren
Wisconsin	Randall Matty, Ron Binzley,	Randall.Matty@wisconsin.gov Ronald.Binzley@wisconsin.gov	Allegan, Antrim, Baraga, Benzie, Charlevoix, Delta, Dickenson, Gogebic, Grand Traverse, Iron, Leelanau, Manistee, Marquette, Mason, Menominee, Muskegon, Oceana, Ontonagon, Ottawa, Schoolcraft	Cadillac, Gaylord, Grand Rapids, Kalamazoo, Marquette

Canadian Agency	Contact Name	Contact Email or Phone	Counties	Districts
Ontario MECP, Sault Ste. Marie Area Office/ Sudbury District Office		enviropermissions@ontario.ca	Alpena, Cheboygan, Chippewa, Luce, Mackinaw, Presque Isle	Gaylord, Marquette
Ontario MECP, Sarnia/ Windsor District Office	John Beals,	John.Beals@ontario.ca	Lapeer, Lenawee, Macomb, Monroe, Oakland, Sanilac, St. Clair, Washtenaw, Wayne	Bay City, Detroit, Jackson, Lansing, Warren
Ontario MECP, Windsor Area Office	Teri Gilbert	Teri.Gilbert@ontario.ca	Lenawee, Macomb, Monroe, Oakland, Washtenaw, Wayne	Detroit, Jackson, Warren
Ontario MECP, Air Policy and Programs Branch) **Ministry of Environment, Conservation and Parks (MECP)**	Dan McDonald (Director) Priya Mathur	Dan.Mcdonald@ontario.ca Priya.Mathur@ontario.ca	Alpena, Cheboygan, Chippewa, Lapeer, Lenawee, Luce, Mackinaw, Macomb, Monroe, Oakland, Presque Isle, Sanilac, St. Clair, Washtenaw, Wayne	Bay City Detroit, Gaylord, Jackson, Lansing, Marquette, Warren
Environment Canada	Andria Sherstone	Andria.Sherstone@ec.gc.ca	Alpena, Cheboygan, Chippewa, Lapeer, Lenawee, Luce, Mackinaw, Macomb, Monroe, Oakland, Presque Isle, Sanilac, St, Clair, Washtenaw, Wayne	Bay City Detroit, Gaylord, Jackson, Lansing, Marquette, Warren

Tribal Community	Contact Name	Contact Email or Phone	Counties	Districts
Bad River Band of Lake Superior Chippewa	Nathan Kilger	airquality@badriver-nsn.gov	Gogebic, Ontonagon	Marquette
Bay Mills Indian Community	Jessica Wesolek	jwesolek@baymills.org	Chippewa, Luce, Mackinac	Marquette
Forest County Potawatomi Community	Natalene Cummings	Natalene.Cummings@fcpotawatomi-nsn.gov	Dickinson, Gogebic, Iron, Menominee	Marquette
Keweenaw Bay Indian Community	Kim Klopstein, Evelyn Ravindran, Teal Sackett	tckim@kbic-nsn.gov eravindran@kbic-nsn.gov tsackett@kbic-nsn.gov	Baraga, Dickinson, Gogebic, Houghton, Iron, Keweenaw, Marquette, Ontonagon	Marquette
Grand Portage Band of Chippewa	Vallen Cook	vallenc@grandportage.com	Houghton, Keweenaw	Marquette

Appendix B - Handling Comments Received During Public Comment Period

No comments: In cases where no comments are received during the public comment period, this should be noted in the Staff Report addendum.

Comments about issues that are not pertinent to the permit: If comments are received that are related to zoning, noise, etc., are outside the ROP regulatory authority, or are NIMBY-type comments that cannot/should not be addressed in the permit, the decision-maker for the permit is informed that these comments have been received. A note is made in the file (and may be written directly on the letter itself if the comment is received in writing) to indicate that the comment has been determined not to be relevant to the permit and that the decision-maker has been informed.

Comments on relevant but "non-substantive" issues: Comments received about typographical errors, sentence structure or clarity, etc., are usually resolved by making the correction or wording adjustment in the permit, then calling the commenter to let them know that the change has been made. (This is routinely done for these kinds of comments from EPA.) A note is made in the permit file to document that the phone conversation took place. If warranted, the change may also be noted in the Staff Report addendum. After the permit is issued, a copy of the Staff Report is sent to the commenter(s) if the address is known.

Calls or letters about relevant but minor technical details and oversights: The handling of these comments is not especially formal, but this category of comments requires judgment based on the circumstances. If the comment is received in a letter from a legislator, this may best be addressed by a letter of response. If the comment is received from a citizen who has been regularly in contact to discuss the permit issues with staff and the individual is satisfied by a call, the comment and the follow-up are noted in the file. If warranted, such comments should be documented in the Staff Report addendum. A copy of the Staff Report should be sent to the commenter(s) if the address is known.

When comments are received, a summary and response is documented in the Staff Report addendum. Make sure all comments are sufficiently addressed. In addition, **thorough detail** should be added in the technical review notes. The comments are consolidated to the maximum extent possible and as concisely as possible. A mailing should be sent to all commenters when the permit is sent to EPA for 45-day review and when issued. This mailing includes the Staff Report with a cover letter to "Interested Parties" from the decision-maker with information regarding the permit status and explaining that the permit has been approved with appropriate changes based on comments received.

Appendix C - Public Participation Procedures Check List

Working Draft ROP

☐ ____/____/_____ Working Draft ROP Completion Date

☐ ____/____/_____ Draft Staff Report Completion Date

☐ ____/____/_____ Date Working Draft ROP and Staff Report Sent to Company

☐ ____/____/_____ Company Deadline for commenting on Working Draft ROP

Draft ROP

☐ ____/____/_____ Draft ROP Completion Date

☐ ____/____/_____ Staff Report Completion Date

☐ ____/____/_____ Date Draft ROP (Password Protected), Staff Report and Relevant Plans (i.e., MAP, Nuisance Minimization, Fug. Dust, O&M, PMP, SSM, etc.) Posted on Internet

☐ ____/____/_____ Date 30-Day Email Notification sent to EPA and Affected States

☐ ____/____/_____ 30-Day Public Comment Period Start Date

☐ ____/____/_____ 30-Day Public Comment Period End Date

Proposed ROP

☐ ____/____/_____ Proposed ROP Completion Date

☐ ____/____/_____ Staff Report Addendum Completion Date

☐ ____/____/_____ Date Proposed ROP (Password Protected), Staff Report w/Addendum and Relevant Plans (i.e., MAP, Nuisance Minimization, Fug. Dust, O&M, PMP, SSM, etc.) Posted on Internet

☐ ____/____/_____ Date 45-Day Email Notification sent to EPA

☐ ____/____/_____ 45-Day Comment Period Start Date

☐ ____/____/_____ 45-Day Comment Period End Date

Final ROP

☐ ____/____/_____ ROP Approval and Issuance Date

☐ ____/____/_____ ROP Expiration Date

☐ ____/____/_____ Date Final ROP (Password Protected), Staff Report Posted on Internet (leave Relevant Plans Posted)

Appendix D - File Names Cheat Sheet

Note: A .dot extension indicates a template within Word. (A document created using the template is saved as a Word file with a .docx extension.) A .docx extension indicates an existing Word document.

Initial & Renewals ROPs

Working Draft

TEMPLATE OR FILE NAME	SAVE AS:
ROP Template Shell.dot	SRN Working Draft {**MM-DD-YY**}
ROP Staff Report.dot	SRN WD Staff Report {**MM-DD-YY** of Working Draft}
ROP Letter to Company for WD Review, 30&45 Day Notice.dot	SRN Letter with Working Draft

30-Day Public Comment Period

TEMPLATE OR FILE NAME:	SAVE AS:
SRN Working Draft {date}.doc	SRN Draft {**MM-DD-YY**}
SRN Staff Report {date of working draft}.doc	SRN Staff Report {**MM-DD-YY** of Draft}
SRN {Name of Plan}.pdf	SRN {Name of Plan}
ROP PN EGLE Calendar Announcement.dot	SRN EGLE Calendar
If a hearing is scheduled, use:	
ROP PN EGLE Calendar Scheduled Public Hearing.dot	
ROP PN EGLE Calendar Tentative Public Hearing.dot	
ROP PN Announcement.dot	SRN Public Notice {**MM-DD-YY** of Draft}
ROP PN Newspaper Letter.dot	SRN Newspaper
ROP EPA 30 Day Email Notification.dot	SRN 30 Day Email
ROP Letter to Company for WD Review, 30&45 Day Notice.dot	SRN Letter with Draft
ROP PN Local Authority Letter.dot	SRN Local Authority Letter
ROP PN Interested Party Ltr.dot.dot	SRN PN Interested Party Letter

45-Day EPA Review

TEMPLATE OR FILE NAME:	SAVE AS:
SRN Draft {date}.doc	SRN Proposed {**MM-DD-YY**}
SRN Staff Report {date of draft}.doc	SRN Staff Report {**MM-DD-YY** of Proposed}
SRN {Name of Plan}.pdf	SRN {Name of Plan}
ROP Letter to Company for WD Review, 30&45 Day Notice.dot	SRN Letter with Proposed {**MM-DD-YY**}
ROP EPA 45 Day Email Notification.dot	SRN 45 Day Email
ROP Letter to Interested Parties after 30 Day.dot	SRN Letter to Interested Parties after 30 Day

Final ROP

TEMPLATE OR FILE NAME:	SAVE AS:
SRN Proposed {date}.doc	SRN Final {**MM-DD-YY**}
SRN Staff Report {date of proposed}.doc	SRN Staff Report {**MM-DD-YY** of Final}
ROP Initial & Renewal Approval Letter.dot	SRN Letter with Final
ROP Letter to Interested Parties after 45 Day.dot	SRN Letter to Interested Parties after 45 Day

Appendix E. - Formatting and Finalizing Check List

Check out the "Word Processing Tips" in the ROP Manual 4.A.

Working Draft ROP

- ☐ Header on each page reads "{DATE} WORKING DRAFT," including first page (date will be the date the working draft goes to the company)
- ☐ Permit numbers should be on first page, in header (starting on page 2), and in Appendix 6 as MI-ROP-{SRN}-20XX and MI-PTI-{SRN}-20XX
- ☐ Revision Date or Amended Date has been removed from new permits (keep only for modifications)
- ☐ Document has been proofread making sure text font/numbering is Arial 10
- ☐ Table of Contents has been updated by placing your curser on the Table of Content and pressing F9, choosing "update entire table" or right clicking and choosing "update field"/update entire table
- ☐ Check to make sure the latest boiler plate language is in the permit. If not, copy the General Conditions and other boilerplate language from the most recent template shell into the ROP
- ☐ For Sectioned Permits, make sure there are only one Permit Certification (approval page), one table of contents and one Authority and Enforceability sheet. These should be before the 1st section separator sheet (see the ROP Shell Instructions, page 22 –Attachment 1 for sectioning guidance)
- ☐ Make sure document is named correctly (See Appendix D in Public Participation Procedures)
- ☐ If applicable – insert the Acid Rain permit(s) in the appendix (should be Appendix 9)

Draft Staff Report

- ☐ On page 1 the word "Draft" should be under staff report date
- ☐ On page 3, should read "Draft" Staff Report
- ☐ The permit number should be MI-ROP-{SRN}-20XX
- ☐ No Dates should be entered under "Date Public Comment Begins" or "Deadline for Public Comment" fields
- ☐ Document has been proofread and Table of Contents has been updated by placing your curser on the Table of Content and pressing F9, choosing "update entire table" or right clicking and choosing "update field"/update entire table
- ☐ Make sure document is named correctly (See Appendix D in Public Participation Procedures)

Draft ROP

- ☐ Header should now read "{DATE} DRAFT," make sure this date is the date the 30-day comment period begins (including the first page)
- ☐ Permit number should be on first page, in the header (starting on page 2), and in Appendix 6 as MI-ROP-{SRN}-20XX and MI-PTI-{SRN}-20XX
- ☐ Document has been proofread and Table of Contents has been updated by placing your curser on the on the Table of Content and pressing F9, then choosing "update entire table" or right clicking and choosing "update field"/update entire table
- ☐ For Sectioned Permits, make sure there is only one Table of Contents and one Authority and Enforceability sheet. These should be before the 1st section separator sheet (see the ROP Shell Instructions, page 22 –Attachment 1 for sectioning guidance)
- ☐ Make sure all changes have been accepted or denied (check with staff person on this) and "Save as Final." Also check the pdf file for mark ups as sometimes you don't see it on the word document, but you will on the pdf
- ☐ Make sure document is named correctly (See Appendix D in Public Participation Procedures for ROP)
- ☐ Ensure Draft ROP gets password protected for Track Changes before posting (FITT Procedures, ROP Manual 5.C)
- ☐ FITT Rep notified document is ready for posting

Staff Report

- ☐ Remove “Draft” from all places in the document
- ☐ Make sure Staff Report Date is the date the 30-day comment period begins (this will not change)
- ☐ Make sure “Date Public Comment Begins” and “Deadline for Public Comment” fields have the correct dates
- ☐ Document has been proofread and Table of Contents has been updated by placing your curser on the on the Table of Content and pressing F9 then choosing “update entire table” or right clicking and choosing “update field”/update entire table
- ☐ Make sure TRACK CHANGES have been turned off and that all changes have been accepted or denied (check with staff person on this) and “Save as Final.” Also check the pdf file as sometimes you don’t see it on the word document, but you will on the pdf
- ☐ Make sure document is named correctly (See Appendix D in Public Participation Procedures for ROP)
- ☐ FITT Rep notified document is ready for posting

Proposed ROP

- ☐ Header should now read “{DATE} PROPOSED”, make sure this date is the date the 45-day EPA comment period begins (including the first page)
- ☐ Document has been proofread and Table of Contents has been updated
- ☐ For Sectioned Permits, make sure there is only one Table of Contents and one Authority and Enforceability sheet. These should be before the 1st section separator sheet (see the ROP Shell Instructions, page 22 –Attachment 1 for sectioning guidance)
- ☐ Make sure all changes have been accepted or denied (check with staff person on this) and “Save as Final.” Also check the pdf file for mark ups as sometimes you don’t see it on the word document, but you will on the pdf
- ☐ Make sure document is named correctly (See Appendix D in Public Participation Procedures)
- ☐ Ensure Proposed ROP gets password protected for Track Changes before posting (FITT Procedures, ROP Manual 5.C)
- ☐ FITT Rep notified document is ready for posting

Staff Report

- ☐ Date on document should still be date of 30-day comment period (this will not change)
- ☐ Make sure document includes an Addendum and the date on that is the date the 45-day EPA review will begin
- ☐ Document has been proofread and Table of Contents has been updated
- ☐ Make sure TRACK CHANGES have been turned off and that all changes have been accepted or denied (check with staff person on this) and “Save as Final.” Also check the pdf file as sometimes you don’t see it on the word document, but you will on the pdf
- ☐ Make sure document is named correctly (See Appendix D in Public Participation Procedures)
- ☐ FITT Rep notified document is ready for posting

Final ROP

- ☐ Make sure “{DATE} PROPOSED” has been removed from header (including 1st page)
- ☐ Expiration date, ROP and permit numbers are in the header (starting on page 2); make sure to change the XX in the permit number to the year issued
- ☐ Update the ROP and PTI numbers in Appendix 6 – change the XX in the permit number to the year issued
- ☐ Effective date, Expiration date, and dates Renewal permit is due between are on cover page
- ☐ Formatting has been checked as pages will shift when header is altered
- ☐ Table of Contents has been updated
- ☐ For Sectioned Permits, make sure there is only one Table of Contents and one Authority and Enforceability sheet. These should be before the 1st section separator sheet (see the ROP Shell Instructions, page 22 –Attachment 1 for sectioning guidance)

- ☐ Make sure all changes have been accepted or denied (check with staff person on this) and “Save as Final.” Also check the pdf file for mark ups as sometimes you don’t see it on the word document, but you will on the pdf
- ☐ Make sure document is named correctly (See Appendix D in Public Participation Procedures)
- ☐ Ensure Final ROP gets password protected for Track Changes before posting (FITT Procedures, ROP Manual 5.C)
- ☐ Post documents

Staff Report

Only the following change should be made to the Staff Report:

- ☐ Make sure document has been renamed to “SRN Staff Report {date of final permit}”.doc (to do this, right click on file name, rename, and change the date)
- ☐ Post documents
- ☐ Ensure “Post ROP Issuance Survey Email” is sent to company contact