

# Michigan Air Permits System Renewable Operating Permit Program

## ROP Manual Table of Contents

1. Pre-Application Process for Renewals
  - A. ROP Renewal Pre-Application Meeting [Procedure](#) and [Timeline](#)
  
2. Log Application and Administrative Completeness
  - A. Initial Applications using new ROP Initial Forms
    1. [Log Application Procedures for Initial Forms](#)
    2. [Initial Application Log-In Checklist](#)
    3. [Initial Application Administrative Completeness Checklist](#)
  - B. Renewal Applications using ROP Renewal Form
    1. [Log Application Procedures for Renewal Form](#)
    2. [Renewal Application Log-In Checklist](#)
    3. [Renewal Application Administrative Completeness Checklist](#)
  - C. PASS-ROP is no longer used. This section has been removed.
  - D. [Administrative Letters Guidance](#)
  
3. Background Information for Technical Review
  - A. [Identifying Underlying Applicable Requirements](#)
  - B. [Rule 212 Memo & Table](#)
  - C. Fugitive Emissions in Potential to Emit (PTE)
    1. [Change of Major Source Definition for Fugitives](#)
    2. [EPA Definition Memo](#)
    3. [EPA Fugitives Determination for Indiana](#)
    4. [EPA Policy Letter & Attachment](#)
    5. [Fact Sheet - Major Source Definition Regarding Fugitives](#)
    6. [ROP Sources Fugitive Table](#)
  - D. NESHAP, MACT and NSPS Information
    1. [NESHAP / MACT, NSPS and Other Guidance](#)
    2. [Area Source MACT – Delegation and Template List](#)
  - E. Rules in the State Implementation Plan (SIP)
    1. [Accessing Michigan SIP Submittals Information](#)
  - F. [Template Development Procedure](#)
  
4. Permit Development
  - A. [Word Processing Tips](#)
    1. [Adding the Add-Ins Tab Instructions](#)
  - B. ROP Staff Report and ROP Shell
    1. [ROP Staff Report Instructions](#)
    2. [ROP Shell Instructions](#)
  - C. ROP Technical Review Procedures
    1. [Initial ROPs](#)
    2. [Renewal ROPs](#)
    3. [Statewide ROP Links for Source Types](#)
  - D. Monitoring Examples (*coming soon*)
  - E. Periodic Monitoring Guidance

- 1. [Evaluating Periodic Monitoring Submittals](#)
  - 2. [Periodic Monitoring Guidance](#)
  - F. Compliance Assurance Monitoring (CAM) Guidance
    - 1. [Applicability Determination](#)
    - 2. [CAM Fact Sheet](#) (Replaces “CAM Rule Exemptions”)
    - 3. [ROP CAM Example Table](#)
    - 4. Elements of a CAM Plan (Incorporated into [CAM Fact Sheet](#))
    - 5. [Technical Review of CAM Plans](#)
    - 6. [Incorporating a CAM Plan into an ROP](#)
    - 7. [EPA CAM Determination for Control Device](#)
  - G. [Staff Guidance on Streamlined / Subsumed Requirements in ROPs](#)
  - H. [Special Conditions for Emission Units Subject to Rule 801](#)
  - I. [Incorporating Consent Orders / Consent Judgments into ROPs](#)
  - J. [Completing a Schedule of Compliance in Appendix 2 of the ROP](#)
  - K. [Incorporating Permanent Federal Consent Decree Requirements into ROPs](#)
  - L. [Guidance for Supervisor Review of ROPs](#)
  - M. [Guidance for Peer Review of ROPs](#)
  - N. Documents for preparing the ROP (SEE ROP Secretarial Handbook)
    - 1. [ROP Secretarial Handbook](#)
    - 2. [MACT-NSPS Templates List](#)
5. Public Participation
- A. [Public Participation Procedures for Renewable Operating Permits](#)
  - B. [Public Participation Procedures for Renewable Operating Permits - Reopenings](#)
  - C. [Field Information Training Team \(FITT\) Public Participation Procedures](#)
  - D. Public Hearing Information
    - 1. [ROP Public Hearing Preparation Checklist](#)
    - 2. [ROP Public Hearing Checklist](#)
    - 3. [Guidance for Conducting an ROP Public Hearing](#)
    - 4. [Example Fact Sheet for Public Hearing](#)
    - 5. [Example Opening Statement for Hearings Officer](#)
  - E. [Procedures for Issuance of Non-ROP Renewable Permits \(Acid Rain\) and Incorporation into ROPs](#)
  - F. [EGLE Calendar Notice Submittal Process](#)
6. Life After ROP
- A. [Life After ROP - Workbook](#)
  - B. [Certification and Deviation Report Forms and Instructions](#) - (scroll down to Compliance Reporting Section)
  - C. Procedures for Processing Amendments and Modifications
    - 1. [Administrative Amendments Under Rule 216\(1\)\(a\)\(i\)-\(iv\)](#)
    - 2. [Administrative Amendments Under Rule 216\(1\)\(a\)\(v\)](#)
    - 3. [Minor Modifications Under Rule 216\(2\)](#)
    - 4. [Significant Modifications Under Rule 216\(3\)](#)
    - 5. [State-Only Modifications Under Rule 216\(4\)](#)
  - D. [Part 63 Extension of Compliance Procedure](#)

7. Void Procedures
  - A. [Procedure to Void an ROP Application](#)
  - B. [Procedure to Void an ROP](#)
  
8. [AQD Policies and Procedures](#)