

Title V Permit Preparation Manual

Contents

Purpose: To develop Terms and Conditions for Title V permits for major sources of air pollution regulated by the State of Ohio.....	4
Scope: The District Office or local air agency (DO/LAA) is designated as the resource responsible for preparing permit recommendations for major air pollution sources that have applied for Title V operating permits under Chapter 3745-77 of the Ohio Administrative Code (OAC).	4
Purpose and Use of this document:	4
What is Title V and who is subject to the requirements?	4
Very high level overview of how a Title V facility gets permitted	5
Processing time frames and stages.....	6
Who participates in the permitting process.....	7
Overview of the business workflow for permitting a Title V facility	8
Receipt of Application.	11
Preliminary Completeness Review Overview.....	13
Reason for Application.....	15
Statutory Agent.....	16
Facility-wide Potential to Emit (PTE)	17
Operations Description	18
Clean Air Act Provisions	18
Air Contaminant Sources in this Application.....	18
Facility-Wide Requirements	19
Attachments	20
Notes	20
Emission Unit Potential to Emit (PTE) and Attachments.....	22
Significant Emissions Unit-Specific Application Elements.....	22
Insignificant Emissions Unit-Specific Application Elements.....	23
Compare Permit EUs to Facility Profile EUs.....	24
Permit Information	25
Technical Review performed by DO/LAA Permit Writer.....	Error! Bookmark not defined.
File review.....	26
Application review.	26

Title V Permit Preparation Manual

Site visit.	28
Contact CO Reviewer.	29
Develop a listing of Applicable Rules/Requirements for each emissions unit:	31
Determine Applicable Emission limitations/Control Measures for each State and federal rule.	32
The DO/LAA Permit Writer and DO/LAA PRM evaluate the need for pre-draft strategy. This might not be needed since we can now group identical EUs in STARS2.	32
The Term and Conditions document must be generated in STARS2.	33
The DO/LAA Permit Writer researches permit Terms and Conditions.	34
Assemble State/federal Terms and Conditions after rules and emission limitations have been determined.	36
Part C Emissions Unit Terms and Conditions.	36
Identify State Terms and Conditions.	40
Quality Indicators for Terms and Conditions.	41
DO/LAA Supervisory Review performed by DO/LAA PRM.	43
Pre-Draft Strategy Review. With the grouping of similar EUs allowed in STARS2, the Pre-Draft Strategy might not be needed. However, it's possible that some units might be similar but not identical which requires separate terms.	43
Central Office Review.	48
Optional Site Visit.	48
Standard Review (i.e., non - Pre-Draft Review Strategy).	50
Review insignificant emissions unit lists in Part B, Facility-Wide Terms and Conditions.	50
Identify any generally applicable facility-wide requirements for inclusion in Part B, Facility-Wide Terms and Conditions.	50
Review the Terms and Conditions for each non-insignificant emissions unit in Part C, Emissions Unit Terms and Conditions.	51
Review applicable rules cited in permit.	51
Review each Applicable Emission Limitation/Control Requirement.	51
Check for parametric monitoring.	52
Review each Operational Restriction.	52
Review each Reporting requirement.	53
Review each Testing (Compliance Method) requirement.	53
Review each Miscellaneous requirement.	54
Review air toxic modeling, if applicable.	54

Title V Permit Preparation Manual

Review rule citations for non-SIP approved rules.	55
Apply the following Quality Indicators for Permit Terms and Conditions:	55
Review the Statement of Basis (SOB)	56
Contact DO/LAA Permit Writer/DO/LAA PRM.	56
Issuance of Draft Permit.....	57
Post-Draft Permit Process	57
Changes to Permit After Issuance	60
Additional Title V actions	60

Title V Permit Preparation Manual

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Policy: Guidelines for Preparing Air Pollution Title V Permits

Purpose: To develop Terms and Conditions for Title V permits for major sources of air pollution regulated by the State of Ohio.

Scope: The District Office or local air agency (DO/LAA) is designated as the resource responsible for preparing permit recommendations for major air pollution sources that have applied for Title V operating permits under Chapter 3745-77 of the Ohio Administrative Code (OAC).

Purpose and Use of this document:

1. This document is intended to be used by all permit staff involved in the Title V permitting process. The document starts at a broad level and delves in to the detail of the Title V permitting process and steps that must be taken to review Title V applications and develop Title V permits. This document is not intended to establish regulatory guidance.
2. New staff will be trained on the requirements of this procedure during the first year of employment as appropriate in accordance with the progress of development.
3. Contact the Manager of the DAPC Permit Issuance and Data Management Section of if you identify any broken links or outdated references while using this document.

What is Title V and who is subject to the requirements?

"Title V" refers to Title V of the 1990 Clean Air Act Amendments. This portion of the Act established an operating permit program at the federal level for the first time. The program required, for the first time, that one comprehensive permit be issued to each major stationary source. One of the primary goals was to identify every "applicable requirement" that applied to every operation (emissions unit) located at the facility. Additionally, the Title V permit program required that the permits include requirements to "assure compliance" with the applicable requirements. The "assurance" is implemented through operational restrictions and/or control measures that are developed as the permit is developed. In addition a major part of this new permitting program was to shift responsibility from the regulator to the company when for showing whether a source is in compliance. So, in other words, before Title V, regulators had to assert and prove noncompliance. However, Title V facilities have to assert that they are in compliance and report instances of non/intermittent compliance. This was a really important development because this ongoing evaluation of compliance with the applicable and other permit requirements is tied to personal liability on the part of the Responsible Official (RO).

Title V Permit Preparation Manual

As you review and develop Title V permits, you may note monitoring, recordkeeping, and reporting requirements that are more detailed than what you see in the corresponding PTIs (particularly for sources that were installed prior to the early 1990's and particularly for sources that pre-date the new source review program that would have been subject to very minimal State PTOs prior to Title V). The reason you will notice more robust monitoring, recordkeeping and reporting in the Title V permits is in order to make sure the company and RO has sufficient information to be able to evaluate/assert compliance.

For more information about the history of the Act and the Title V program in particular, go to <http://epa.gov/airquality/permits/permitupdate/index.html>

Very high level overview of how a Title V facility gets permitted

Title V Permit Preparation Manual

Processing time frames and stages

The regulations require Ohio EPA to process applications within certain time frames as shown below.

Type of permit being processed	Regulatory time frame to issue a final permit/permit revision	Underlying rule basis
Initial	Final permit issued within 18 months of receipt of a complete application	OAC rule 3745-77-08(A)(6)
Administrative Permit Amendment (APA)	Final permit issued within 60 days	OAC rule 3745-77-08(B)(1)(a)
Minor Permit Modification (MPM)	Final permit issued within 90 days	OAC rule 3745-77-08(C)(1)(e)
Significant Permit Modification (Sig. Mod)	Final permit issued within 18 months of receipt of a complete application	OAC rule 3745-77-08(A)(6)
Reopening	Final permit within eighteen months of promulgation of the applicable requirement	OAC rule 3745-77-08(D)(1)(a)
Renewal	Final permit issued within 18 months of receipt of a complete application	OAC rule 3745-77-08(A)(6)
Off-permit change	Final permit issued as part of permitting for one of the other reasons identified above.	OAC rule 3745-77-07(I)

Stages of the Title V Permit Process:

1. Draft Permit – allows for a 30-day public comment period. A public hearing can be requested at this time also which requires an additional 30-day public notice.
2. Preliminary Proposed Permit – the facility has 14 days to request to have a PPP meeting to discuss any further changes that might be needed for the permit.
3. Proposed Permit – allows USEPA 45 days to submit any further comments on the permit.
4. Final Permit – permit gets issued Final shortly after resolving any items submitted by USEPA.

* Off-permit changes do not require an application, but they do require the responsible official to provide “contemporaneous notification” of the change. DAPC has implemented this via the “Request Administrative Permit Modification” option in Air Services.

Title V Permit Preparation Manual

Who participates in the permitting process

Participation changes as the permit progresses through each stage of permitting. The graphic below shows the stages, who can comment, how the participant becomes aware of the action, and generally what flows from the interaction.

Title V Permit Preparation Manual

Overview of the business workflow for permitting a Title V facility

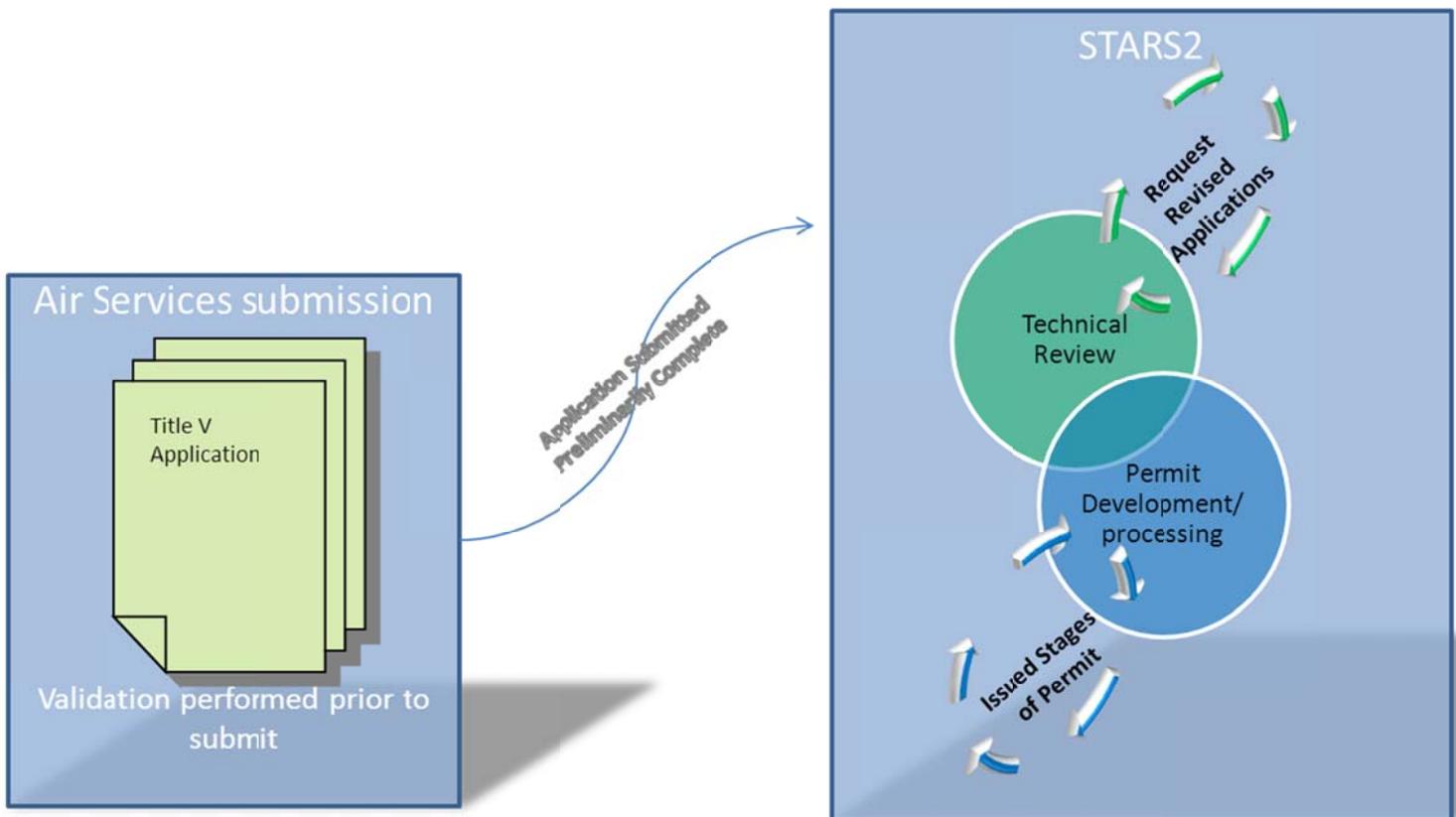
Generally the workflow of the permit document follows a pattern from the permit writer, to the DO/laa reviewer, then to the Central Office reviewer, the Central Office permitting manager, and finally to PIDM to be issued. This pattern applies to all stages except the final permit where PIDM issues the final permit once U.S. EPA's 45 days to object passes and no other issues arise. The permit document can be "returned" to the previous stage in the development/review process to be reworked and resubmitted.

Note that in STARS2 this can be accomplished directly via the workflow engine in the system (e.g., the CO permit reviewer can reassign the permit back to the permit writer directly, bypassing the DO/laa supervisor). As with any interactive collaboration, communication is key so please make extensive use of the notes feature in STARS2 as you update the workflow tasks.

Title V Permit Preparation Manual

Overview of DO/LAA staff responsibilities when an application is received

Generally one individual is assigned to each Title V facility and performs both the application review and initial permit development for the received application. The assigned individual is notified via the "To Do" list that an application has been received. OAC Chapter 3745-77 establishes a framework that involves a preliminary completeness review, a technical completeness review, and the four stages to final permit issuance (draft, PPP, PP, final). In reality, and on an ongoing basis, the preliminary review is addressed by Air Services system requirements that are invoked before the applicant can even submit the application. Additionally, the technical review and permit development activities are ongoing and concurrent all the way until the permit is proposed to USEPA.



As you will see in more detail below, there are things to take a look at during the initial 60-day preliminary completeness phase if you are able to do so, but ongoing technical completeness evaluation will be where most efforts should be applied as you work through the application and associated permit development. The technical review phase

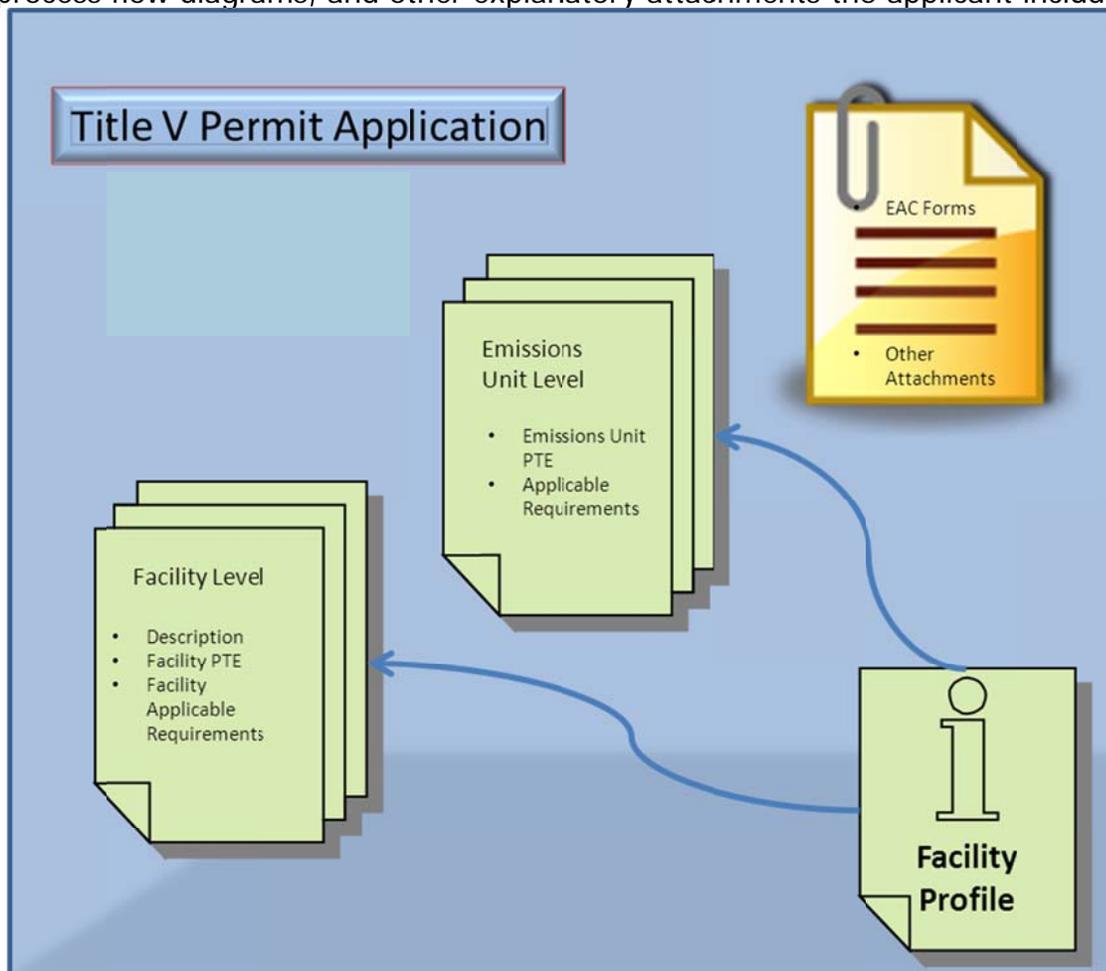
Title V Permit Preparation Manual

is also when an application can ultimately be deemed incomplete using an incompleteness procedure that is covered in more detail in the "Technical Completeness" section of this document.

Overview of the Title V Application and System Actions Taken

The Title V application is designed to allow applicants to identify all applicable requirements for all regulated emissions units or activities at the facility. The application is broken into two major parts and is accompanied by a copy of the facility profile at the time the application submitted. The facility profile provides a significant amount of information that will be helpful during permit development. In its simplest description, the facility profile identifies who is associated with the facility, and a representation of the air flow of every operation and activity that produces one or more regulated pollutants at the facility. A good overview of the facility profile can be reviewed by taking a look at Answer Place Topics [Diagram overview of Air Services](#) and [Air Services - Facility Profile Cleanup - video](#).

The structure of the Title V Application is broken down into two basic parts; facility-level information and emissions unit-level information. Additional associated components of the application include attachments (including emission activity category forms), process flow diagrams, and other explanatory attachments the applicant includes.

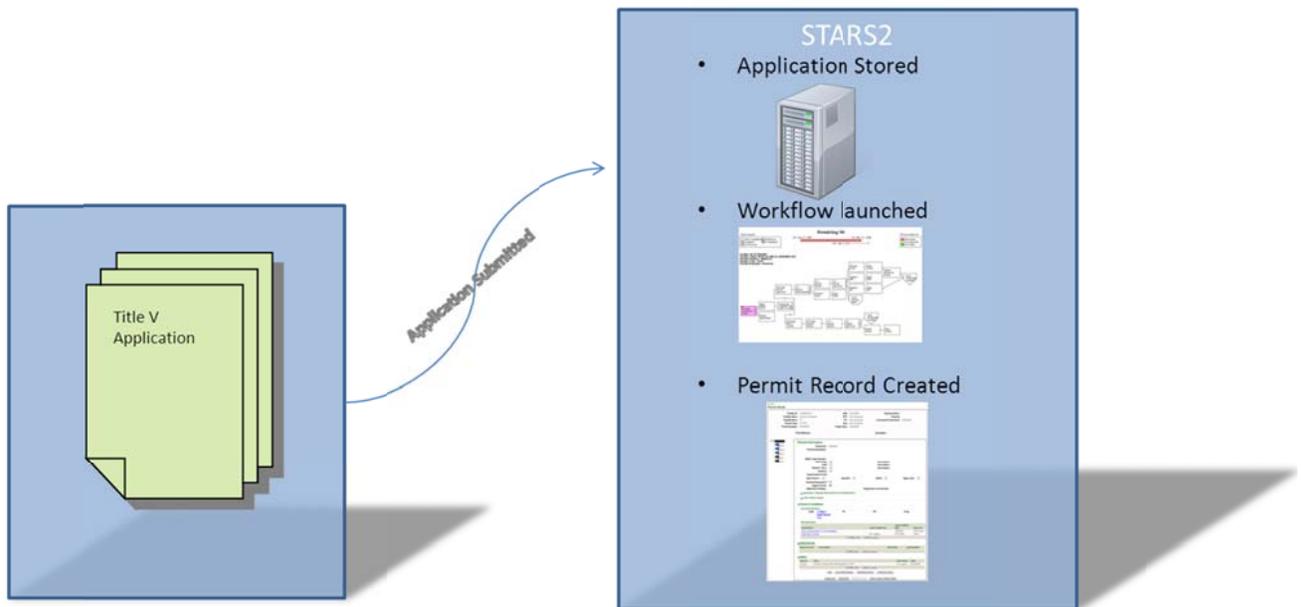


Title V Permit Preparation Manual

Receipt of Application.

A Title V application is received electronically through Air Services. The “responsible official” (RO) signature is handled through RO using a PIN to electronically sign the application, or via an attached hard copy attestation. See Answer Place ID 2113 titled [“Air Services Hard Copy Signature Attestations”](#) for more information on this process.

A number of things occur including, the application being saved into the system, a workflow is launched, and a permit record is created as shown below.



The workflow assignments are made at the same time the workflow is created. Default STARS2 accounts are assigned the major steps to the workflow as shown to the right.

Preliminary completeness and other tasks

Facility ID: 0125041997 Status: Ltrb Workflow: Pending
Facility Name: BURTON METAL FINISHING INC Due Date: Mar 12, 1994

Process Id	Task Name	Task Status	Staff
990	DCAA Preliminary Review	In Process	[Manusak, Byron]
990	Technically Complete/T&C ready to review	Not Completed	[Manusak, Byron]
990	DCAA Permit Approval	Not Completed	[Yell, Kelly]
990	CC Review Determination	Not Completed	[Hall, Andrew]
990	CC Permit Review	Not Completed	[Singhal, Sudhar]
990	CC Permit Approval	Not Completed	[Hall, Andrew]
990	Prepare Draft	Not Completed	[Harris, Toy]
990	Prepare PPP	Not Completed	[Harris, Toy]
990	Prepare PP	Not Completed	[Harris, Toy]
990	Prepare Final	Not Completed	[Harris, Toy]
990	Issue Draft	Not Completed	[Harris, Toy]
990	Issue Final	Not Completed	[Harris, Toy]
990	Issue PP	Not Completed	[Harris, Toy]
990	Issue PPP	Not Completed	[Harris, Toy]
990	Enter Referral Date	Not Completed	[Harris, Toy]
990	DCAA Write Denial	Not Completed	[Manusak, Byron]
990	DCAA Denial Review	Not Completed	[Yell, Kelly]
990	CC Denial Review	Not Completed	[Hall, Andrew]
990	CC Denial Approval	Not Completed	[Singhal, Sudhar]
990	Denial Notice	Not Completed	[Harris, Toy]
990	Issue Denial	Not Completed	[Harris, Toy]
990	DCAA Return Application	Not Completed	[Manusak, Byron]
990	M&B Media Form	Not Completed	[Manusak, Byron]

Title V Permit Preparation Manual

assigned to an individual show up on the "To Do List" in STARS2 as shown below for a Title V preliminary completeness review.

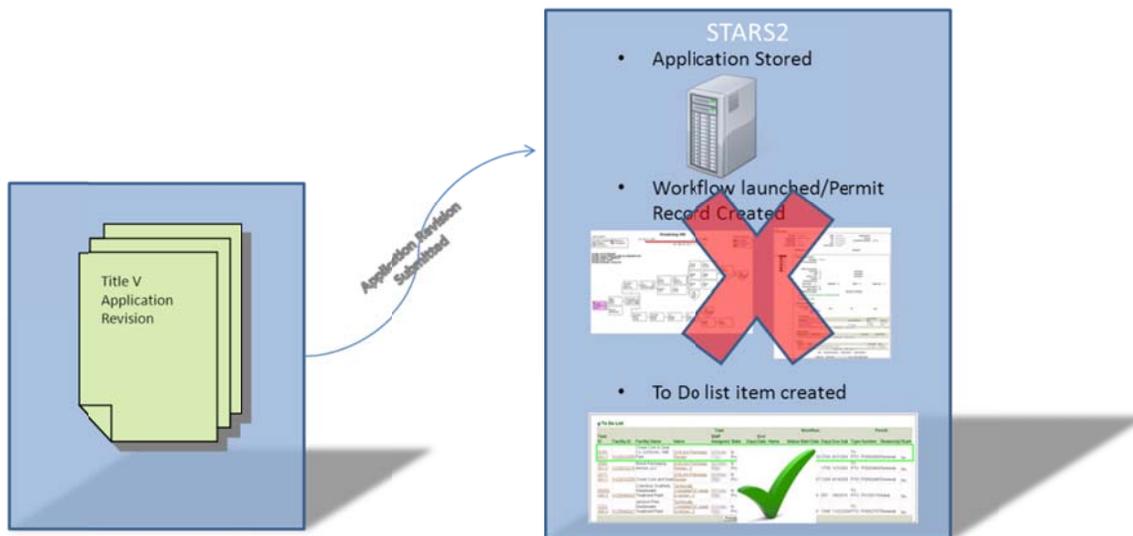
To Do List															
Task ID	Facility ID	Facility Name	Task Name	Task			Workflow					Permit			
				Staff Assigned	State	End Days Date	Name	Status	Start Date	Days	Due Date	Type	Number	Reason(s)	Rush
2076-381-1	0123010255	Crown Cork & Seal Co. (USA) Inc.- Mill Park	DO/L AA Preliminary Review		In Process	2743	Permitting	Late	10/24/2003	2743	4/21/2004	TV PTO	P0082484	Renewal	No
2068-381-3	0123010216	Mondi Packaging Akrosil, LLC	DO/L AA Preliminary Review - 3		In Process	24	Permitting	Late	7/5/2006	1758	1/21/2007	TV PTO	P0082464	Renewal	No
2077-381-1	0123010255	Crown Cork and Seal	DO/L AA Preliminary Review		In Process	1289	Permitting	Late	10/17/2007	1289	4/14/2008	PTIC	P0082486	Renewal	No
8585-385-3	0125040420	Columbus Southerly Wastewater Treatment Plant	Technically Complete/T&Cready to review - 3		In Process	37	Permitting	Late	7/10/2009	657	1/6/2010	TV PTO	P0105174	Initial	No
2222-385-3	0125040421	Jackson Pike Wastewater Treatment Plant	Technically Complete/T&Cready to review - 3		In Process	37	Permitting	Late	5/27/2008	1066	11/22/2008	PTO	P0082707	Renewal	No

In some offices, the same person is assigned the first workflow step and then they reassign permits to staff. In other offices, staff are directly assigned based on default assignments in STARS2. Ask your supervisor if you are unsure how permits are assigned to you.

STARS2 sends a public notice request to the local news paper once an application is received and the preliminary completeness review begins.

Application revisions

Application revisions are common as you work through permitting a facility. The revisions do not launch a separate work flow and permit record if the Air Services user uses the "original" application as the basis for the revision/supplement.



Title V Permit Preparation Manual

The person assigned to the facility associates the revised application (shown in the To Do list as a "Corrected Application") with the in-process workflow and permit record. By selecting the "Corrected Application" link in the To Do list as highlighted below.

The screenshot displays a web application interface. At the top, there is a 'Search Criteria' section with various input fields: Facility ID (000000000, 0%, 10%, *0*, 0*), Facility Name (acme%, *acme%*, *acme*, acme*), DO/LAA, Staff, Workflow Type, Workflow Name, Looped, Task Name (set to 'Corrected Application'), and Task State. Below this is a 'To Do List' section with a table of tasks. The table has columns for Task ID, Facility ID, Facility Name, Name, Staff Assigned, State, Days End Date, Name, Status, Start Date, Days Due Date, Type, Number, Reason(s), and Rush. The first row of the table is highlighted, and the 'Name' column for that row contains the text 'Corrected Application', which is highlighted with a red box. A blue arrow points from this red box to the 'Task Name' dropdown menu in the search criteria section.

Task ID	Facility ID	Facility Name	Name	Staff Assigned	State	Days End Date	Name	Status	Start Date	Days Due Date	Type	Number	Reason(s)	Rush
155421-99-1	0387000240	DESHLER FARMERS ELEVATOR CO.	Corrected Application		In Process	68	Corrected Application	Late	3/4/2011	60	3/4/2011			
154471-99-1	0115043205	Heartland Refinery Group, LLC	Corrected Application		In Process	68	Corrected Application	Late	2/24/2011	68	2/24/2011			
154470-99-1	0383010118	F E MYERS CO - FOUNDRY	Corrected Application		In Process	69	Corrected Application	Late	2/23/2011	69	2/23/2011			
154428-99-1	0788000045	SOUTHWEST LANDMARK, GEORGETOWN	Corrected Application		In Process	81	Corrected Application	Late	2/11/2011	81	2/11/2011			
154346-99-1	14_3100008	Duke Energy Ohio, W.C. Beckjord Station	Corrected Application		In Process	82	Corrected Application	Late	2/10/2011	82	2/10/2011			
154245-99-1	0284020069	CVW Ohio INC.	Corrected Application		In Process	83	Corrected Application	Late	2/9/2011	83	2/9/2011			
154145-90-1	0250000948	ADD-IRON CORP	Corrected Application		Completed	0	Corrected Application	OK	2/8/2011	0	2/8/2011			

Instructions are provided in the assigned task that guide you how to assign the revised application to the permit record.

Reviewing Applications and Developing Permits

Preliminary Completeness Review Overview/Focus

1. As indicated earlier, there are two completeness checks used to evaluate Title V applications. The first completeness check performed is called the "Preliminary Completeness Check", the second completeness check is called the "Technical Completeness Check." The completeness checks are important to the facility because they directly impact whether or not the facility maintains its Application Shield. You will be consulting information in the facility profile, the application(s) and the permit detail record as you work through both checks and develop the permit since information in each resource affects how you understand the operations to be permitted and what needs to be in the final issued permit.
2. The Application Shield is described in OAC rule [3745-77-06](#). This rule, in combination with OAC rule [3745-77-04\(A\)](#), basically states that as long as the Title V facility submits a complete and timely Title V application, the facility may legally operate under the terms and conditions of its old permits to install and operate (or previously issued Title V permit for renewals) until the Title V permit is issued. If the Title V facility loses this Application Shield, it has no legal right to operate before the issuance of the Title V permit. As stated above, the rule requires that a

Title V Permit Preparation Manual

timely and complete Title V application be submitted for the facility to receive the Application Shield. The preliminary and technical completeness checks are used to determine the completeness of the application for purposes of the Application Shield.

3. Generally, all application blanks must be completed by the applicant (including completing and attaching [EAC forms](#) and process flow diagrams) in order to complete the submittal of the application through the Air Services. Review the application to ensure all necessary components are present to begin permit processing.
4. Compare the application to the preliminary completeness checklist (Appendix B).
5. Submittal of the initial application through Air Services essentially makes the application preliminarily complete as since it is necessary to complete all required fields to pass validation prior to submitting the application. However, be aware that the facility may have neglected to include some items such as new emissions units, EAC forms, attached the wrong EAC forms, etc. If more than 60 days has passed since the date of application submittal, the application is automatically Preliminary Complete by rule.
6. OAC rule [3745-77-05\(B\)\(1\)](#)- *The director shall promptly provide notice to the applicant for a Title V permit of whether the application is complete. Unless the director determines within sixty days after receipt of the application that the application is not complete, and issues a written notice of such determination as provided in paragraph (B)(2) of this rule, the application shall be deemed to be complete. A completeness determination is not required for modifications processed through minor permit modification procedures contained in rule 3745-77-08 of the Administrative Code.* In other words.....You have 60 days from the time we get the application to determine if it is preliminarily complete otherwise it is deemed to be complete and you must proceed with the processing of the application.
7. Send "Completeness" letter or "Return Application" letter to applicant as appropriate.
 - a. Use letter templates for Completeness or Return letters (Appendices C and D respectively). The most current letter templates are available in STARS2 and should be generated from there.
 - b. Send letter to applicant within 60 days of application receipt.
8. Update STARS2 Workflow.

Title V Permit Preparation Manual

Preliminary Completeness Check Considerations by Application Section:

In most cases, when processing a Title V permit there is a great deal of information to review and put together. The Preliminary Completeness Check (and associated checklist) is the initial review of the submitted data that will allow you to determine if there is enough data and information submitted to initiate a valid technical review. Most field offices allow the sixty day application shield to be activated automatically and focus on the following information as part of the technical completeness review/permit development. However, the following guidance (and checklist in Appendix A) helps identify how to approach an initial review as you work through the Application.

1. **“Facility Level Application Detail Page”:**

When you first open a Title V permit from your “TO Do” list (by clicking on the



Task ID **2076** (2236)), the “Application Detail” page will appear. You will be looking at facility level information. The “Application Detail Page”, in general, has a lot of very specific and very involved data. Much of this information will need to be revisited, verified, and further reviewed during the “Technical Review” phase.

Reason for Application

The first two sections on the “Application Detail” page are “Reason for Application” and “Statutory Agent”. Obviously, there will not be much here for you to review. You may want to check what the company entered under “Reason for Application” to make sure that the text properly reflects the type of permit being requested.

Title V Permit Preparation Manual

Application Detail

Facility ID: 0247100968 Title V PTO Application Number: A0038723 Submitted by: User, Air Services
 Facility Name: Lorain County LFG Power Station Request type: Title V PTO Application

Date application received : 8/6/2010

Reason for Application
 Please identify the reason for this application : Initial
 Please summarize the reason this permit is being applied for. This text will be in the public notice that will appear in the newspaper of the county where the facility is located
 Lorain County LFG Power Station recently received a PTE. This is an initial Title V PTO application to satisfy the requirements to obtain a Title V PTO. Seeking to add language for like-kind equipment replacement with no emissions increases without triggering additional permitting requirements.

Statutory Agent
 Statutory Agent : CT Corporation System City/Township : Cleveland
 Address (line 1) : 1300 E9th Street State : Ohio
 Address (line 2) : Zip Code : 44114

Facility-wide Potential to Emit (PTE)
 For Reason/Modification/Reopening, the emissions unit total PTE reflects only those units that are part of the Reason/Modification/Reopening request. Please be sure to identify the facility PTE in the adjustment column to the right of the emission unit PTE column in the facility-wide PTE table below before adding or excluding emissions units from this Reason/Modification/Reopening.

Criteria Pollutants :

Pollutant	PTE (ton/year)	
	EU Total	Facility PTE

Emissions units included in the application are identified by blue gears

The described reason for the application can contain good clues on what to focus on during application review.

Statutory Agent

The "Statutory Agent" is the legal contact for the facility. Every business in Ohio is required to have a Statutory Agent on file with the Ohio Secretary of State. You can check to see if the Statutory Agent is accurate by searching the Ohio Secretary of State business filings at http://www.sos.state.oh.us/sos/App_Themes/images/BShome_01.jpg Click on the Entity Number to get to the Statutory Agent information:

Entity Number

BUSINESS FILINGS

Corporate Search

Business Name - Exact
 Number Search
 Agent Contact Name
 Prior Business Name
 Church Name

Business Search by Name

Entity Number	Business Name	Type	Original Filing Date	Expiry Date	Status	Business Location	County	State
1360717	CHRISTIAN CONVENTION CENTER, INC	CHURCH	01/03/2003	11/07/2012	Active	LIMA	ALLEN	-
56931	COLUMBUS CONVENTION CENTER MERCHANTS' ASSOCIATION	CORPORATION FOR NON-PROFIT	02/17/1981	04/19/2010	Cancelled	COLUMBUS	FRANKLIN	OHIO
462261	THE GREATER COLUMBUS CONVENTION CENTER FOR	CORPORATION FOR NON-PROFIT	01/17/1975	-	Active	COLUMBUS	FRANKLIN	OHIO
537612	BEIDEN VILLAGE CONVENTION CENTER CORPORATION	CORPORATION FOR PROFIT	06/22/1979	-	Cancelled	NORTH CANTON	STARK	OHIO
414720	COLUMBUS CONVENTION CENTER, INC	CORPORATION FOR PROFIT	08/27/1971	-	Cancelled	COLUMBUS	FRANKLIN	OHIO
1881709	CUYAHOGA CONVENTION CENTER, INC	CORPORATION FOR PROFIT	09/08/2009	-	Dead	BEREA	CUYAHOGA	-

Title V Permit Preparation Manual

Facility-wide Potential to Emit (PTE)

Under the "Statutory Agent" section is the "Facility-wide Potential to Emit (PTE)" section. Here you will find what regulated pollutant(s) the company has determined that they emit, the "EU Total" emissions, the "Facility PTE" emissions, and Federal Major or Non-Major status as a Title V facility for that given pollutant. Please note that the Major/Non-Major determination is for Title V applicability not PSD and/or NSR.

Facility-wide Potential to Emit (PTE)
For Revision/Modification/Reopening, the emissions unit total PTE reflects only those eus that are part of this Revision/Modification/Reopening request. Please be sure to identify the facility PTE in the adjustment column to the right of the emission unit PTE column in the facility-wide PTE table below before adding or excluding emissions units from this Revision/Modification/Reopening.

Criteria Pollutants :

Pollutant	PTE (ton/year)		
	EU Total*	Facility PTE	
Ammonia	0		Not Applicable
CO - Carbon Monoxide	1,771.83	370.6	Major
NOx - Nitrogen Oxides	2,214.68	508.5	Major
PM10 (Filg) - Primary PM10, Filterable Portion Only	414.5	123.5	Major
PM10 - Primary PM10 (Includes Filterables + Condensibles) (PM-10 Microns)	437.15	133	Major
PM2.5 (FILT) - Primary PM2.5, Filterable Portion Only	389.35	123.4	Major
PM2.5 - Primary PM2.5 (Includes Filterables + Condensibles) (PM-2.5 Microns)	406.73	132.9	Major
Pb - Lead	0	0	Not Applicable
SO2 - Sulfur Dioxide	225.05	215	Major
Sulfuric Acid	0	0	Not Applicable
VOC - Volatile Organic Compounds	8,841.85	2132.5	Major

Hazardous Air Pollutants (HAPs) :

Pollutant	PTE (ton/year)		
	EU Total*	Facility PTE	
Benzene	0		
Hexane, N	0		
Methanol	0.47		Non-Major
Toluene	0		
Xylenes (Isomers and Mixture)	0		
HAP - Single Hazardous Air Pollutants	0.47		Non-Major
HAPS - Total Combined Hazardous Air Pollutants	7,251.040527	1990.30	Major

Green House Gas Pollutants :

Pollutant	EU Total*	Facility PTE	PTE (ton/year)	
			CO2 Equivalent (ton/year)*	

* Ohio EPA Calculated

Annotations:

- Summed total of all included EU PTE values (points to HAPS - Total Combined Hazardous Air Pollutants)
- Determination based on adjusted values (points to Major/Non-Major status column)
- Values adjusted by applicant for various reasons (e.g., synthetic minor limits across one or more eus) (points to Facility PTE column)

During your technical review, you may need to revisit this section to help address any changes in regulations and/or emissions calculation procedures.

Title V Permit Preparation Manual

Operations Description

The next two sections “Operation Description” and “Clean Air Act Provisions” should be noted and may need to be revisited to help determine SCC’s and changes in regulation applicability. As noted below, the Operation Description is used in the Statement of Basis that you will develop as you develop the draft permit. This description is an important part of helping reviewers of the draft permit understand what the subject facility does so that they can make more informed evaluation of the permit terms and conditions.

Operations Description

Please provide a detailed description of the operations performed at this facility. DO NOT INCLUDE ANY CONFIDENTIAL TRADE SECRET INFORMATION IN THIS DESCRIPTION. This information will be part of the issued permit and will describe the facility in the statement of basis.

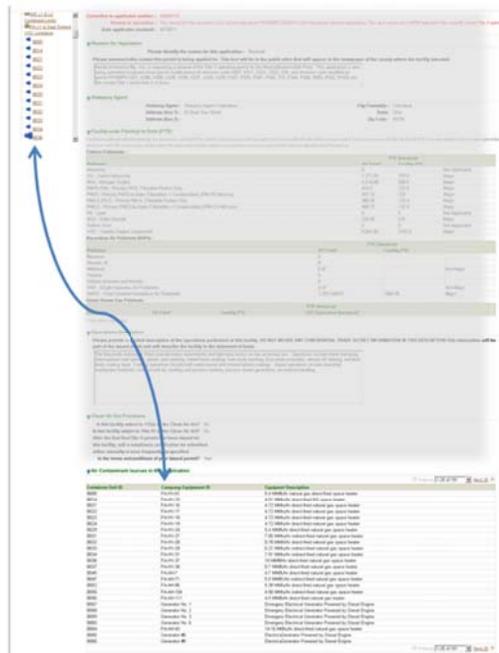
The Automobile Plant manufactures automobiles and light-duty trucks on two assembly lines. Operations include metal stamping, thermoplastic part injection, plastic part painting, metal frame welding, main body painting, final vehicle assembly, vehicle QC testing, and final body coating repair. Coating operations include both water-based and solvent-based coatings. Support operations include industrial wastewater treatment, compressed air, building and process heating, process steam generation, end material handling.

Clean Air Act Provisions

The “Clean Air Act Provisions” section is required as part of the federal Part 70 application requirements. The applicant must identify the elements of other federal requirements applicable to their operations and indicate that they commit to certifying compliance with the applicable requirements in the subsequently issued permit.

Air Contaminant Sources in this Application

The “Air Contaminant Sources in this Application” section should simply reflect the sliding emissions unit list that appears along the left hand column of the “Application Detail Page”.



Title V Permit Preparation Manual

Please note that any "Z" emissions units will now have to be re-identified to the standard ID numbering system. For example an exempt 5 million BTU natural gas fire boiler with and ID number of "Z023" will now need to be re-identified as "BXXX". This process can be rather involved and include: changing the ID for each "Z" ID'ed emissions unit, making sure that you do not use an already existing EU ID; and synchronizing the permit with the "Facility Profile" page. At large facilities this takes a good amount of time and effort. This may not be included as a "Preliminary Review" activity, but it will need to be done prior to "generating" "Special Terms and Conditions". Good Luck!

Facility-Wide Requirements

The next section, "Facility-Wide Requirements", is broken into two sub-sections; "State and Federally Enforceable Requirements" and "State Only Enforceable Requirements". Like other sections, this section will need to be revisited during the "Technical Review" process. Please note that during the processing of Title V permits, there may be a significant number of changes in the Federal, State, and SIP requirements. The applicant will be required to supplement the application as changes occur. They will do this by submitting revised applications. The revised applications will need to be connected to the permit record you are working on. How to accomplish this is covered in the online STARS2 help on the permit detail page.

The information in the Applicable Requirements section must be accurate to make sure all applicable requirements are identified and you may need to use it as a reference when preparing the "Facility-Wide" section of the Permit terms and conditions. During the preliminary review, you are just spot checking to make sure it looks like most, if not all requirements have been identified. You will be able to revisit this during the technical review. However, you will note that this section is the heart of the application; identifying all applicable requirements, where those requirements come from, and what is required to assure compliance with the requirements. More about this information will be covered under the technical review section.

The image shows two screenshots of the STARS2 software interface. The top screenshot is titled "Applicable Requirements" and displays a table with columns for "Requirement", "State", "Federal", "SIP", "Other", and "Status". The table lists various regulatory requirements such as "Title V", "Clean Air Act", and "State Implementation Plan". The bottom screenshot is titled "State Only Enforceable Requirements" and displays a similar table with the same columns, listing requirements specific to the state.

Title V Permit Preparation Manual

Attachments

Under the "Attachment" section, you will find the attachments that the applicant has attached to their Title V application that will assist in processing and understanding the facility and the operations. At the facility-wide level, this section may contain; CAM plans, RACT plans, Court determinations, recently issued permit changes, supplemental information, the RO attestation if applicable, etc... These attachments will all be needed during the "Technical Review" and terms and conditions development that will occur later in the permit processing.

Attachment ID	Attachment Type	Description	Trade Secret Document	Trade Secret Justification	Modified By	Last Modified
250963	Permit application attachments and supplements	P0104402	None Provided	N/A	User, Air Services	Sep 8, 2009
250962	Permit application attachments and supplements	PTI 01-854	None Provided	N/A	User, Air Services	Sep 8, 2009
250960	Permit application attachments and supplements	P0104533	None Provided	N/A	User, Air Services	Sep 8, 2009
250967	Permit application attachments and supplements	P0105666	None Provided	N/A	User, Air Services	Dec 17, 2009
250966	Permit application attachments and supplements	PTI 01-841	None Provided	N/A	User, Air Services	Apr 26, 2010
250966	Permit application attachments and supplements	PTI 01-888	None Provided	N/A	User, Air Services	Sep 8, 2009
250971	Permit application attachments and supplements	November 2009 BAG TYP MPM Markup	None Provided	N/A	User, Air Services	Nov 19, 2009
250969	Permit application attachments and supplements	PTI 01-017	None Provided	N/A	User, Air Services	Sep 8, 2009
250968	Permit application attachments and supplements	PTI 01-075	None Provided	N/A	User, Air Services	Sep 8, 2009
251512	Responsible Official Signature	Attestation Document for submission PS:0180010193-343031.0	None Provided	N/A	User, Air Services	Apr 7, 2011
250974	Permit application attachments and supplements	PTI 01-418	None Provided	N/A	User, Air Services	Sep 8, 2009
250973	Permit application attachments and supplements	PTI 01-663	None Provided	N/A	User, Air Services	Apr 26, 2010
250972	Permit application attachments and supplements	PTI 01-638	None Provided	N/A	User, Air Services	Apr 26, 2010
251356	Permit application attachments and supplements	P0106970	None Provided	N/A	User, Air Services	Apr 5, 2011
250950	Permit application attachments and supplements	PTI 01-889	None Provided	N/A	User, Air Services	Sep 8, 2009
251357	Permit application attachments and supplements	Permit Revision Summary	None Provided	N/A	User, Air Services	Apr 5, 2011
250951	Permit application attachments and supplements	PTI 01-801	None Provided	N/A	User, Air Services	Sep 8, 2009
250954	Permit application attachments and supplements	PTI 01-816	None Provided	N/A	User, Air Services	Sep 8, 2009
250955	Permit application attachments and supplements	PTI 01-837	None Provided	N/A	User, Air Services	Sep 8, 2009
250952	Permit application attachments and supplements	P0104403	None Provided	N/A	User, Air Services	Sep 8, 2009
250953	Permit application attachments and supplements	PTI 01-632	None Provided	N/A	User, Air Services	Sep 14, 2009
251348	Permit application attachments and supplements	April 2011 MPM Markup (includes prior MPM requests)	None Provided	N/A	User, Air Services	Apr 5, 2011
250958	Permit application attachments and supplements	P0104487	None Provided	N/A	User, Air Services	Sep 8, 2009
250959	Permit application attachments and supplements	12/30/02 TYP (Boilers, Generators, & AHU's)	None Provided	N/A	User, Air Services	Sep 17, 2009
250957	Permit application attachments and supplements	Note Regarding K221 & K222	None Provided	N/A	User, Air Services	Apr 14, 2009

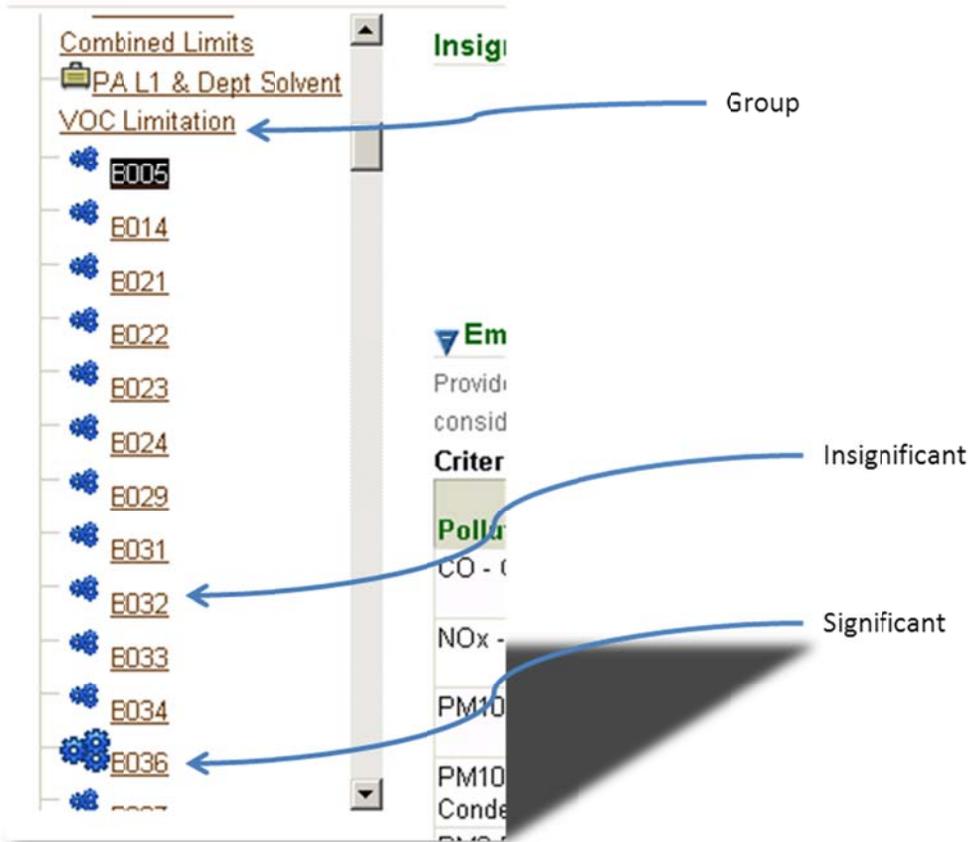
Notes

The final section on this page is "Notes". As its name applies this is for adding information the applicant feels may help explain the operations or information supplied in the application.

2. "Emissions Unit Level Application Detail Page":

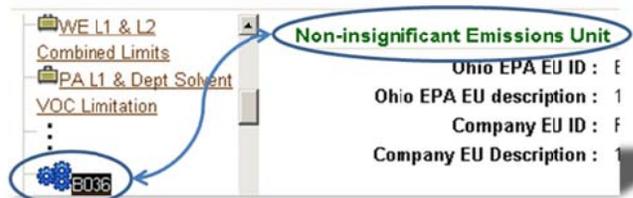
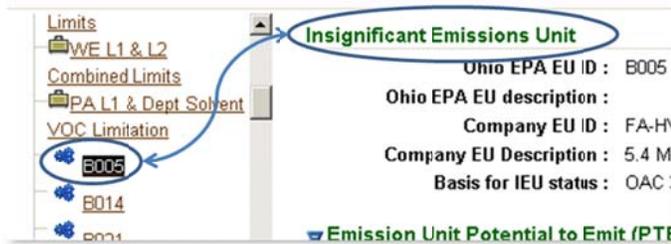
After reviewing the facility-level "Application Detail" page, it is time to review the individual emissions units that are included in the permit. You review the information submitted for each emissions unit by double clicking on the emissions unit ID, which is located in the left column under "Title V PTO Application". Please note there may be individual emissions units and there may be "Grouped" emissions units, in either case by double clicking on the specific EU ID a new page will open that identifies application elements for that specific emissions unit.

Title V Permit Preparation Manual



You will note above that the gears identifying the emissions units vary in size. The larger gears represent significant emissions units while the smaller gears represent insignificant emissions units.

For "Insignificant" emissions unit the top section is "Insignificant Emissions Unit"; while for significant emissions units, the top section is titled "Non-insignificant".



Title V Permit Preparation Manual

This distinction will be important when preparing special terms and conditions.

The pages for both insignificant and significant emissions units include the following sections; "Emission Unit Potential to Emit (PTE)", and "Attachments".

Emission Unit Potential to Emit (PTE) and Attachments

Like the facility-wide section, the "Emission Unit Potential to Emit (PTE)" is the company's determination of what the annual potential to emit is from the selected emissions unit for the specific listed pollutant. Please note that any insignificant emissions unit must not have a potential of greater than five tons of any individual pollutant. The main thing to check during the preliminary completeness review is to make sure the emissions units are identified correctly as significant versus insignificant and if it looks like the right pollutant PTE's have been identified. A more detailed review can be conducted during the technical review.

Emission Activity Category Forms

Under the "Attachment" section, you will find; "Emission Activity Category ", (EAC) forms, emission calculation sheets, process diagrams, and additional information to assist in reviewing the specific emissions unit and processing the permit. **Please note this is a very important section.** The information in this section will be used throughout your permit review and processing. Missing EAC forms, calculation sheets, and/or process diagrams may make processing and actual and updated Title V permit impossible. During the technical review the information from these attached forms will need to be compared with historical data and emissions unit description to make sure that the facility and the Ohio EPA agree and understand what emissions units are at the facility and that any modifications that triggered a significant increase in the potential emissions has been handled through a PTI review. Although most of that review will be done during the "Technical Review" phase, you may want to check some attachments to make sure that at least in general they reflect the appropriate emissions unit and your basic understanding of the emissions unit.

Significant Emissions Unit-Specific Application Elements

On pages dealing with "Significant" emissions units there are the following additional sections: "Normal Operating Schedule", "Limitations on Source Operations", "Compliance Monitoring Equipment/Enhanced Monitoring", and "Emission unit Specific Requirements". Information in the "Limitations on Source Operations" will be an indicator that there is one or more Synthetic Minor limit associated with operation of the emissions unit (and thus affecting the EU and facility-wide PTE). A positive response to the "Compliance Monitoring Equipment/Enhanced Monitoring " section indicates the emissions unit is subject to CAM and you should see a CAM plan attached. The

Title V Permit Preparation Manual

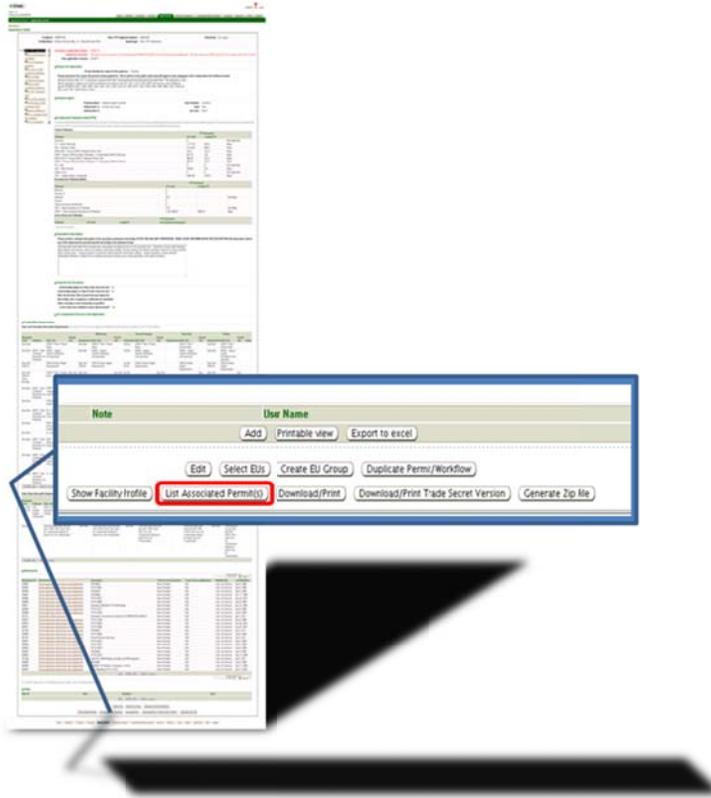
information in the “Emission unit Specific Requirements” section is really the heart of the applicable requirements that will for the Title V permit.

As in the other sections, much of the emissions unit-specific information will be reviewed in detail during the “Technical Review”. However, if you are familiar with the emissions unit, it’s not a bad idea to check if some of the information is correct. This little check may catch problems that the company is not aware that may have happened while preparing and submitting the Title V application. The earlier that these type of problems are caught and corrected the quicker and more accurate Title V can be processed.

Insignificant Emissions Unit-Specific Application Elements

You will see much less detailed information identified for insignificant emissions units. Applicants do not need to identify each applicable requirement. They simply identify the underlying permit or rule that establishes one or more applicable requirements that emissions unit is subject to.

Once the “Application Detail” page is initially reviewed, you will need to review the “Permit Detail” page. To open the “Permit Detail” page, you can either go through the “Facility Profile” page or use the **“List Associated Permits”** button on the bottom of the “Application Detail” page.



Title V Permit Preparation Manual

Preliminary Completeness Permit Record Review Overview/Focus Overview of the Permit Detail Page

This page provides basic information about the facility and the emissions units involved in the permit. At the top of the page, you will find the Facility ID, Facility Name, and the "Permit Number", along with other information. Along with the Facility ID, the "Permit Number", should be noted. The "Permit Number" and "Facility ID" will be helpful in locating the "Appliance Detail" page later in the review process.

In a Column on the left side of the "Permit Detail" page you will find a list of all the emissions units that are involved in this Title V permit. There are two general types of emissions units that will be listed, "significant" and "insignificant" emissions units. Just like in the Application, they are differentiated by the size of icons that are to their left. "Significant" emissions units will have large icons; while "insignificant" units will have smaller ones. In general, Title V facilities will have "significant" emissions units, but may not have "insignificant" emissions units.

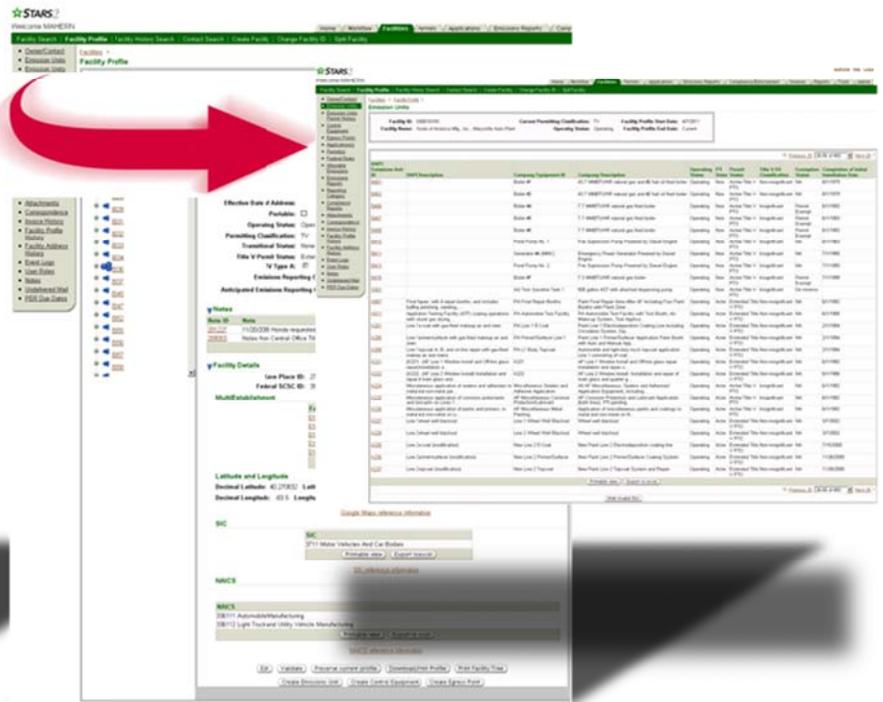
Compare Permit EUs to Facility Profile EUs

During the Preliminary Completeness review the list of emissions units on the "Permit Detail" page should be compared with the list of active emissions units on the "Facility Profile" page. In general, these lists should be the same.

Permit Application



Facility Profile



Title V Permit Preparation Manual

Any discrepancy should be noted. There may be some situations, such as a PTI being processed for a new yet uninstalled emissions units, that may be the reason for the discrepancy; however, there may be emissions units that the facility forgot to add to their Title Application.

Permit Information

On the "Permit Detail" page, there is a "Permit Information", section. Although this is not directly a preliminary completeness review element, this section deals with specific Federal rules and/or other specific requirements that may be applicable to this facility. Since many of these specific rules and/or requirements are dealt with under the "Technical" review, it is very easy to miss the fact if the proper rules/requirements are checked while you are initially taking a look at the major federal requirements that apply to the facility based on the permit application. It is important to make sure that this section of the "Permit Detail" page is revisited and verified later in the permit processing.

Preliminary Completeness Overview Summary

So, in a nutshell,

The preliminary completeness letter template can be generated from the "Title V App Preliminarily Complete (logged)" option under "Document Generation" in STARS2 "Tools" tab.



Technical Completeness Review Overview/Focus

As indicated at the beginning of the Preliminary Completeness section of this document, much of what was described above normally is focused on as part of the ongoing technical completeness review/permit development. In addition, the technical completeness review actually continues throughout the permitting process up to the point of proposing the Title V permit to USEPA. There are a few reasons for this. Namely, Title V applications can be large and complex, thus frequently resulting in missing information in the initial submitted version of the application. Also, the processing time frame can be over an extensive period of time and the application

Title V Permit Preparation Manual

needs to reflect changes that may occur between when the “original” application is received and when the permit is close to being finalized. Finally, the application must accurately reflect how the facility is permitted so that reviewers of the permit can better understand the basis for the permit terms and conditions (or lack thereof).

In addition to the application element review activities outlined above in the preliminary completeness section of this document, there are additional steps that need to be taken or considered during the technical review/permit development processing. These additional steps are covered below.

File review.

- a. Review existing facility files as well as application materials including hard copy and STARS2 version (see checklist Appendix E)
 - (i) Gather files (may include confidential information or other attachments).
 - (ii) Review hard copy information.
 - (iii) Check completeness with active as well as archive file databases.
 - (iv) Review relevant files.
 - (v) Make notes and/or list questions to ask.

Application review.

- b. Print hard copy of the application, as needed, or review in STARS2. Confirm that all technical information has been received to allow for completion of permit.
 - (i) Review new application and existing file for comparison making notes, listing questions when conducting review.
 - (ii) Request missing information in writing from company (applicable throughout technical review or permit tasks).
 - (iii) Whenever additional information is received, the DO/LAA Permit Writer should reassess if application is adequate.
- c. Review non-insignificant and insignificant emissions units.
 - (i) Identify major issues (e.g., stack test or information missing from the application).
 - (ii) Review (most current) PTIs.

Title V Permit Preparation Manual

- (iii) Check installation dates.
- (iv) Pull PTI application file.
 - (A) Check PTI and look for related files (if applicable) to PTI (both insignificant and non-insignificant).
 - (B) Request and review emissions calculations and relevant information for questionable insignificant emissions units.
 - (C) Review EAC forms.
- d. Review for [emission limitations and controls](#).
 - (i) List emissions limitations for each EU and control equipment.
 - (ii) Review most recent stack test data to assure EU is in compliance with applicable emission limitations. If test data is not available, you may have to do emission calculations accounting for control efficiency.
 - (iii) Review most recent inspection report(s); check to determine the currency of a facility inspection. This may show if the EU is in compliance. It may also show if any changes to EU have occurred that are not covered by permit or permit mods. In this case a permit or permit mod may be needed..
 - (iv) Look for "unknowns" and /or problem areas at facility. Look for any problem areas the inspection report or stack test review might have mentioned.
 - (v) Check continuity of inspection report with Title V application. Check continuity of inspection report with Title V application. Are all significant EUs in both, if not why?
 - (vi) Check PTOs to assure important terms, such as Operation Restrictions, etc. are carried into the Title V permit.
- e. Feedback loop.
 - (i) Assess whether application is adequate.
 - (A) Determine if additional information is needed.

Title V Permit Preparation Manual

- (B) Establish whether the application needs to be returned to the applicant.
- (ii) Upon resubmittal of a returned application, the DO/LAA Permit Writer needs to check the following:
 - (A) Compare corrections to original version;
 - (B) Check for omissions from original version; and
 - (C) Check for newly-discovered issues.

Site visit.

- f. At some point during the development of a Title V permit for a facility, the DO/LAA Permit Writer must conduct a site visit of the facility.
 - (i) Ideally, this site visit takes place after the review of the facility files and application.
 - (ii) If the DO/LAA Permit Writer has visited the entire facility (as part of a previous site visit or facility inspection) a short time before the application receipt, this visit may suffice – if there is any question, the DO/LAA Permit Writer should schedule and conduct a site visit as part of their technical review.
- g. The DO/LAA Permit Writer conducts site visit via a set appointment and including the following elements:
 - (i) Ask questions;
 - (ii) Take notes;
 - (iii) View emissions unit in operation;
 - (iv) Check condition and operation of control equipment:
 - (A) Verify control equipment identified in application.
 - (v) Identify and view all emission points:
 - (A) Make a special point to review “stack” versus “fugitive” emissions points (this is a critical step for proper application of OAC rules 3745-17-07, -08 and -11).

Title V Permit Preparation Manual

(vi) Review monitoring and record keeping programs:

(A) Check some of the records; where possible, align the record keeping in the permit with recordkeeping currently maintained by the facility;

(B) Check continuous emission monitoring (CEM) system (if applicable – refer to Engineering Guide 52); and

(C) Check records for operation and maintenance (O&M) if applicable.

h. The DO/LAA Permit Writer may wish to have a DO/LAA Enforcement Specialist attend the site visit, depending upon the circumstances.

(i) The DO/LAA Enforcement Specialist may be able to bring a different perspective to viewing the current operations and compliance at the facility.

Contact CO Reviewer. †

i. The DO/LAA Permit Writer and/or DO/LAA Permit Review Manager (PRM) and/or DO/LAA Chief of Engineering initiate contact with DAPC CO Reviewer via verbal or written communication (typically email) prior to the drafting of the permit.

j. After initial contact, all parties maintain contact with DAPC CO Reviewer as needed.*

k. This communication establishes the working relationship that is critical to effective and timely permit issuance; discussions include deadlines, guidance, and resource suggestions.

l. Two levels of due dates – Central Office's and DO/LAA's.

m. The DO/LAA Permit Writer should direct questions to the DO/LAA PRM; if DO/LAA PRM is unable to address, he/she will coordinate contact with DAPC CO Reviewer.

n. Information/guidance typically provided via written or verbal communication.

9. Review "similar" Title V permits for consistency.*

STOPPED REVIEW 9/15/2010

a. Initiated by the DO/LAA Permit Writer.

(i) Used to determine how much language in the permit needs to be changed.

† Task can be conducted in one or more sections

Title V Permit Preparation Manual

- b. The Title V list of permits on the DAPC web site is a possible tool, as well as searching for Title V facilities in STARS2.
10. OAC rule 3745-77-05(B)(2)- *If, during the processing of an application before or after it has been determined or deemed to be complete, the director determines that additional information is necessary in order to evaluate or take final action on the application, the director may request that information in writing from the applicant. Any such request shall identify the information requested with reasonable specificity, provide a basis for the request, and shall provide a reasonable time period, not less than fifteen days, for the applicant's submission of the requested information.* In other words.....if you find it to be technically incomplete you should request the information in writing (with a formal letter) and you have to request the information to be given to us no less than 15 days.
11. OAC rule 3745-77-05(B)(2)- *If, during the processing of an application before or after it has been determined or deemed to be complete, the director determines that additional information is necessary in order to evaluate or take final action on the application, the director may request that information in writing from the applicant. Any such request shall identify the information requested with reasonable specificity, provide a basis for the request, and shall provide a reasonable time period, not less than fifteen days, for the applicant's submission of the requested information.* In other words.....if you find it to be technically incomplete you should request the information in writing (with a formal letter) and you have to request the information to be given to us no less than 15 days.
12. OAC rule 3745-77-05(B)(3)- *If an applicant fails to make a good faith and timely response to a request for additional information under this rule with regard to an application that the director believes to be incomplete, the director shall offer to meet with the applicant within seven days after issuance of a letter for failure to submit the requested information. If the meeting or meeting offer fails to obtain a complete application form the applicant, the director, without prior hearing, shall make a final determination that the application is not complete. Any such determination shall not become effective until twenty days after notice of the determination is sent to the applicant by certified mail. An incompleteness determination by the director may be appealed in accordance with section 3745.04 of the Revised Code, except that if the notice of appeal is timely filed and is accompanied by an application for stay, the stay shall become effective upon filing and shall continue until such time as the environmental board of review rules on the merits of the stay.* In other words...if they don't give you the requested information, you have to request to meet with them (work this out with your supervisor) within 7 days of sending them a failure to submit the requested information.....and if that doesn't work.....we can make a determination that the application is not complete.
13. Try and take the time to look over the ENTIRE application, and make list of

Title V Permit Preparation Manual

questions, then ask for the information from the facility via a certified, formal agency letter with a requested time frame.

14. Make sure to “stop the clock” in STARS2 whenever requesting information from the facility. Restart the clock when the requested information is received.
15. The requested application information should be received in STARS2 via a permit application amendment/revision.
16. See Appendix E for the Technical Completeness check list.
17. See Appendix F for instructions on making a Technical Incompleteness determination.

Pre-Term and Condition Emission Unit Review

Prior to permit term and condition development it is important to understand in detail the functioning of the emission unit, its pollutant egress points, and any associated control devices. One approach to understanding the functioning of the emission unit and the pollutants emitted would be to:

- I. Review the Engineering Activity Category forms and Process Flow Diagrams submitted with the Title V Application in Stars 2.
- II. Review the “Facility Tree” for emission unit level information in the Facility Profile found in Stars 2. The emission unit level information found here will provide you with a listing, and the details, of egress points and any control devices associated with the emission unit.
- III. After the review of the Title V Application detailed in I and II above, AP-42 should be reviewed to better understand the emission unit and the pollutants emitted from the emission unit. Should AP-42 not have information relating to the emission unit type and the associated emissions other documents to be reviewed would be:
 - a. AP-40
 - b. RACM Manual and Engineering Guide 75
 - c. Internet search
 - d. AWMA Air Pollution Engineering Manual

Should there still be questions about how the emission unit operates and how it is configured, a facility inspection should be conducted to get any additional details needed.

Develop a listing of Applicable Rules/Requirements for each emissions unit:

During the preliminary and technical review of the Title V Application detailed in section

Title V Permit Preparation Manual

XXXXX of this document, a review of the Applicable Requirements (federal and state rules) was conducted. As the Title V Permit Application has been deemed complete, at this point a listing of the federal and state applicable requirements that need to be incorporated into the Title V can be found in the Title V application found in Stars 2. Specifically, these rules can be found under the Emission Unit Specific Requirement section of the Title V Application (Stars 2/Application/Click on the Emission unit for the T&C you are working on from the Application tree/Emission Unit Specific Requirements)

Additional Information relating to the applicable federal and state rules for the emission unit can be found by reviewing the Permit to Install and previous Permits to Operate for the emission unit. Reviewing similar emission units may be helpful as well. The following Ohio EPA Website is very useful in looking for recently issued similar permits.

<http://www.epa.ohio.gov/dapc/newpermits/issued.aspx#IssuedPermits>

Determine Applicable Emission limitations/Control Measures for each State and federal rule.

The pollutant specific emission limitations associated with the applicable federal and state rules can be found in the Title V Application in Stars 2. Similarly to the applicable rules, the emission limits can be found under the "Emission Unit Specific Requirement" section of the Title V Application (Stars 2/Application/Click on the Emission unit for the T&C you are working on from the Application tree/Emission Unit Specific Requirements)

Additional Information relating to the emission limitations associated with the applicable federal and state rules for the emission unit can be found by reviewing the Permit to Install and previous Permits to Operate for the emission unit. Reviewing similar emission units may be helpful as well. The following Ohio EPA Website is very useful in looking for recently issued similar permits.

<http://www.epa.ohio.gov/dapc/newpermits/issued.aspx#IssuedPermits>

The DO/LAA Permit Writer and DO/LAA PRM evaluate the need for pre-draft strategy. This might not be needed since we can now group identical EUs in STARS2.

- e. The DO/LAA Permit Writer and DO/LAA PRM determine if enough emissions units to be included in the permit are similar to pursue a pre-draft strategy.
 - (i) If there are several similar emissions units, Terms and Conditions may be prepared for a sample emissions unit and submitted for review under a pre-draft strategy.

Title V Permit Preparation Manual

- (ii) When prepared, the sample Terms and Conditions prepared under a pre-draft strategy will be sent to DAPC CO Reviewer through STARS2 for review.
- (iii) If necessary, it might be helpful to put together a table identifying all of the emissions units and associated emission limits with the total facility emissions identified.

The Term and Conditions document must be generated in STARS2.

- f. Prior to generating the terms and conditions document, make sure that the list of emissions units on the "Permits" tab includes all active emissions units at the facility for both insignificant and non-insignificant emissions units. The insignificant emissions units will have the small gears. If the list is not accurate it will need to be adjusted and might require the facility to resubmit their application and also update their facility profile. When the term and condition document is generated, all of the insignificant emissions units should be grouped together in Part C (see Answer Place 1259 and Appendix J). Copy the list of insignificant emissions units and paste in Part B, then delete the grouped insignificant terms from Part C. The insignificant units will need to be split into two groups as needed: De Minimis and no applicable requirements are State only; and all other insignificant units are State/Federal. For the insignificant units that are State/Federal, the facility must include an EAC form for these units.

TIP!

Emissions units do not have to be identical to take advantage of grouping. Consideration should also be given to emissions units that are similar as long as grouping does not lead to overcrowding and complicating of the permit. For example, emissions units that have the same monitoring record keeping, reporting and testing requirements, but different limitations and/or operational restrictions (attach example) should be grouped.

Mansour addition 11/18/2010

- g. Any previously identified "z" units must be changed to the correct identification (e.g., B001, K001, P001, etc.) in STARS2.
- h. If there are identical emissions units (i.e., identical type of unit, identical emission limits, identical terms and conditions) then these units can be grouped in STARS2 prior to generating the terms and conditions document. When grouped, the term and condition document will have just one set of terms for the list of grouped units. The established terms will apply to each emissions unit separately. To group emissions units in STARS2, do the following:
- (i) open the permit detail page;
 - (ii) click on "create EU group" at the bottom of the page;

Title V Permit Preparation Manual

- (iii) name the EU group;
 - (iv) move over applicable EUs from “available EUs” to “current EUs”; and
 - (v) save changes.
- i. In order to generate the terms and conditions document, go the Permits tab in STARS2 for the Title V permit action that is needed. On the menu on the left side of the screen, click on “Terms and Conditions”. In the “Working Copies” section, click on the “edit” button and then click on the “generate” button. The term and condition document will be generated and populated with the facility name, facility number, and a new permit number will be automatically assigned. After the document has been generated click on the “save” button to save the skeleton document in STARS2 (it will later be deleted by the PRM). Open the skeleton document and then choose “Save As” and save the document at L:\Data\Facilities.
 - j. Note that for renewal permits, it might be necessary to convert the previous legacy Title V permit from HTML to Word. If this is needed, follow the instructions in Appendix G. Insert the converted terms into the saved terms and conditions document at L:\Data\Facilities.
 - k. For Title V renewal permits, make sure the correct superceded permit is chosen (i.e., the permit number for the previously issued Title V permit) under each emissions unit.

The DO/LAA Permit Writer researches permit Terms and Conditions.

- l. Optional, the DO/LAA Permit Writer can also begin to prepare the Statement of Basis at this time or wait until the complete permit recommendation is done. The SOB document must be generated in STARS2 and then save the document to L:\Data\Facilities.
- m. Research Terms and Conditions for non-insignificant emissions units (see recently issued Title V permits for examples).
- n. Permit writer must use Word to develop Terms and Conditions for submittal of the permit recommendation. The permit template should be generated through STARS2 as noted above and then saved to L:\Data\Facilities.
- o. Review the following sources of information to identify terms that need to be included in the permit:
 - (i) Accurately reference the PTI number(s) and issuance date for BOTH non-insignificant and insignificant unit(s);

Title V Permit Preparation Manual

- (ii) Incorporate the terms from the PTI(s) into Title V permit Terms and Conditions;
- (iii) Review issued Title V permits from similar sources – use as appropriate (with modifications where needed);
- (iv) Check Library of Terms and Conditions (<http://www.epa.state.oh.us/dapc/terms/termsintro.aspx>) – use as appropriate;
- (v) Identify possible Terms and Conditions from inspection report and/or site visit;
- (vi) The DO/LAA Permit Writer checks with CO for up-to-date information on previous permits prior to writing current Title V permit;
- (vii) Ascertain whether emission testing has been performed for the emissions unit (or an identical emissions unit) to verify compliance with applicable limit(s):
 - (A) Determine if the testing was witnessed by Agency personnel;
 - (B) Determine if acceptable test methods were employed; and
 - (C) Determine if the stack test demonstrated compliance with the allowable emission limits;
- (viii) Check recent fee emission reports:
 - (A) Use actual TPY emission rates and hours of operation to estimate short term pollutant emissions rates to determine whether source is likely to be in compliance with emission limits; and
 - (B) Where possible, emission estimation methodology in fee emissions report (FER) should match compliance method in permit;

TIP!

Care must be taken, as you begin to incorporate terms and conditions from the PTI into the TV permit, to make sure that all the terms and conditions are brought up to date with the latest guidance, OAC rule and SIP revisions. For example, OAC rules 3745-21-08(B) and 3745-23-06(B) are no longer part of the Ohio Administrative code and/or the SIP and, therefore, should not be incorporated into the TV permit from a PTI.

Mansour addition 11/18/2010

Title V Permit Preparation Manual

(ix) For each allowable emission rate or control requirement, determine if an adequate demonstration of compliance has been provided (must be clear, accurate, consistent (within the same permit and with other permits) and current);

(x) Determine what type of monitoring, record keeping, and reporting program is necessary for the permit;

(xi) Define any necessary operational restrictions (by PTI, rule, etc.);

(xii) Determine the frequency of emission testing (required by PTI, Engineering Guide #16, etc.); and

(xiii) Identify alternative operating scenarios – if requested by facility, this should have been included in the application.

TIP!

Please note that a Consent Decree/Order is not considered an applicable requirement unless it is a Federal Consent Decree.
Federal

Mansour addition 11/18/2010

Assemble State/federal Terms and Conditions after rules and emission limitations have been determined.

p. Part B Facility-Wide Terms and Conditions.

(i) This section of the permit provides for the placement of requirements that apply to the entire facility or to several emissions units at the facility.

(ii) MACT, synthetic minor limits for HAPs, and insignificant emission units requirements are usually included in Part B.

Part C Emissions Unit Terms and Conditions.

(iii) Used to identify each individual emission unit's specific requirements.

(iv) Main Header [section 1].

(A) Operations, Property, and/or Equipment.

Title V Permit Preparation Manual

- (i) Clearly describe the equipment and processes that comprise the emissions unit and the associated control equipment.
- (B) Section a)(1) is used to identify terms that are State-only enforceable (e.g. air toxics, OAC rules that are not part of the federally approved SIP).
- (C) Applicable Rules/Requirements [section b)(1)].
 - (i) List the applicable rules identified above.
- (D) Applicable Emission Limitations/Control Measures [section b)(1)].
 - (i) List the applicable emission limitations/control measures identified above.
- (v) Additional Terms and Conditions [section b)(2)].
 - (A) This section contains overflow from section b)(1) and provides the following:
 - (i) Clarification of emission limits/control measures;
 - (ii) Clarification language concerning applicability of OAC rules/MACT standards (for example, OAC rule 3745-18-06 not being applicable to a natural gas-fired boiler because the permittee combusts only natural gas in the emissions unit);
 - (iii) Synthetic minor and any rolling, 12-month average summations of emissions;
 - (iv) Definitions of control requirements or control measures; and
 - (v) Negative declarations and/or rule exemptions that apply to the specific emissions unit may be included in this section.
- (vi) Operational Restrictions [section c)].

TIP!

When establishing ORs, keep in mind the 2006 [G.E. Lighting Vs. Koncelik](#) ERAC decision.

Mansour addition 11/18/2010

Title V Permit Preparation Manual

- (A) Specific operational restrictions necessary to ensure ongoing compliance with the applicable requirements/control measures including any operational restrictions necessary to satisfy OAC chapter 3745-77 "gap-filling" requirements.

TIP!

In some cases, you may need to tweak the library terms to fit your specific situation.

Mansour addition 11/18/2010

(vii)

Monitoring and Record keeping [section d)].

- (A) Monitoring required for each operational restriction, control measure and emission limit as needed (unless otherwise specified in the permit T &C's).
- (B) Permit needs to include sufficient M/Rk/Rp to demonstrate compliance with applicable emissions limits and operating restrictions. A 2008 federal District Court decision upheld right to gap-fill if underlying monitoring is not sufficient to assure compliance
- (C) Monitoring results are required to be recorded and maintained.
 - (i) Must specify frequency of monitoring.
 - (ii) Use Library of Terms appropriate language.
 - (iii) Specify monitoring devices (e.g., pressure gauge, temperature monitor, CEMs, etc.).
 - (iv) Refer to Engineering Guide #52 for CEM systems.

(viii)

Reporting Section [section e)].

- (A) Specify what record keeping results need to be reported.
- (B) Specify the frequency of reports (e.g., quarterly deviation-based, annual, "after the event," others).
- (C) As appropriate, include requirements to submit reports of deviations from operational restrictions and/or emission limitations.

(ix) Testing [section f)].

Title V Permit Preparation Manual

- (A) List each applicable emission limitation from section b)(1) and provide a method for determining compliance for each.
- (B) Explain how the emission rate is calculated or why no emission testing is required in this section.
- (C) Use Engineering Guide #16 to determine frequency for stack testing.
- (D) Review past permits, stack test results, and inspection reports.
- (E) Review stack tests required by applicable rule(s).
- (F) Note that compliance may be based solely on monitoring, record keeping and reporting in some cases.
- (G) Note that compliance may be based on emission factor(s) rather than testing in some cases.
- (H) The selected compliance method should be representative of current operation and reflect worst-case conditions. Note that worst case conditions should not always automatically translate into testing while the emissions unit is operation at or near maximum capacity, but rather as a condition that is most likely to challenge the emission control measures with regards to meeting the applicable emission standard ([see 7/5/2007 IOC from Todd Brown](#)).
- (I) The selected compliance method MUST be consistent with regulatory requirements.
- (J) Testing methodologies include:
 - (i) Emissions tests;

TIP!

Example language for consideration:

"The test(s) shall be conducted at a Maximum Source Operating Rate (MSOR), unless otherwise specified or approved by the appropriate Ohio EPA District Office or local air agency. MSOR is defined as the condition that is most likely to challenge the emission control measures with regards to meeting the applicable emission standard(s). Although it generally consists of operating the emissions unit at its maximum material input/production rates and results in the highest emission rate of the tested pollutant, there may be circumstances where a lower emissions loading is deemed the most challenging control scenario. Failure to test at the MSOR is justification for not accepting the test results as a demonstration of compliance"
Mansour addition 11/18/2010

Title V Permit Preparation Manual

- (ii) Material balance calculations;
 - (iii) AP-42 emission factor calculations;
 - (iv) Method 24 analyses;
 - (v) CEM data (refer to Engineering Guide 52);
 - (vi) Record keeping program; and
 - (vii) VE readings/VE checks among other methodologies.
Generally, the frequency of VE observations should default to daily, unless circumstances exist that may necessitate a different frequency (i.e., weekly). In some instances, you may use a tiered approach (i.e., daily checks for a month, then if no VEs observed, go to weekly, then if VEs are observed, go back to daily). At some point in the future, there will be some sort of memo/guidance made available that will address the frequency of monitoring (mainly form paved and unpaved roadways and parking areas).
- (K) If stack testing will be required, need to add the Library term in section f)(2) that specifies when the test should be done and what test methods will be used for each pollutant to be tested.
- (x) Miscellaneous [section g)].
- (A) Items that do not fit under any of the above categories. For example, identifying dates of installation; providing potential to emit calculations; clarifying why an emissions unit was permitted a certain way that might not be evident otherwise.

Identify State Terms and Conditions.

- (xi) In section a)(1), identify the specific terms that are enforceable under state law only. Examples of state only requirements are:
- (A) Air toxic modeling requirements, if applicable.
 - (B) Any requirements resulting from OAC rules that are not part of Ohio's federally approved SIP (check USEPA Region V web site for current SIP approval).
18. For all terms in the permit both in Part B and Part C, need to identify the authority for each term. See recently issued Title V permits for examples.

Title V Permit Preparation Manual

19. Include Section 112(r) Risk Management Plan Requirements (if needed) Central Office permit review staff must continue to identify Title V facilities that are required to file a 112(r) risk management plan. Notify Central Office contact when a facility is subject to 112(r) requirements so that the permit language can be properly reflected in Part B of the permit. (CHECK FLAG IN STARS2) Available Guidance: October 16, 2001 e-mail guidance from Tom Rigo.
20. Include Acid Rain Requirements (if needed) Central Office permit review staff must continue to identify Title V facilities that subject to 40CFR Part 72 (acid rain requirements). Notify Central Office contact when a facility is subject to acid rain requirements so that the permit language can be properly reflected in Part B of the permit. (CHECK FLAG IN STARS2) Available Guidance: October 16, 2001 e-mail guidance from Tom Rigo.

Quality Indicators for Terms and Conditions.

- a. Terms and conditions developed for Title V permits should be:
 - (i) Accurate and comprehensive (from a regulatory standpoint);
 - (ii) Clearly written and understandable (put yourself in the place of the facility environmental contact or other reasonably competent technical person -- are compliance obligations clearly spelled out?);
 - (iii) Enforceable – terms should be relevant to what is being permitted, if a term is requesting information that has no connection to controlling emissions then the term most likely is not needed – must be practically enforceable by our inspectors;
 - (iv) Grammatically correct; and
 - (v) Reflective of a high level of quality and appear to be a professional-looking document.
 - b. Upon completion of the Draft permit recommendation, the DO/LAA Permit Writer reviews the Draft permit recommendation against the listed criteria to ensure that quality Terms and Conditions have been written.
21. If not already done, prepare or update the Statement of Basis (SOB) document using the Ohio EPA guidance (Appendix M), or the most recent/updated guidance. The SOB document must be generated in STARS2 and saved at L:\Data\Facilities. The SOB document can be prepared during the assembly of the permit recommendation.

Title V Permit Preparation Manual

22. CAM Plan Review.

- a. Determine if a Compliance Assurance Monitoring (CAM) plan is required for one or more emissions units at the facility using CAM guidance (Appendix L).
- b. If a CAM plan is required, provide a discussion of the CAM plan as part of the Draft Title V permit recommendation.
- c. Contact DAPC CO Reviewer to discuss progress, schedule, technical issues, etc. associated with the review of the submitted CAM plan.
- d. In cases where a CAM plan is required but has not been submitted, the DO/LAA Permit Writer shall contact the facility contact to obtain a CAM plan. This might require the need to resubmit the Title V application.
- e. Additional CAM guidance from U.S. EPA can be found at:
<http://www.epa.gov/ttn/emc/cam.html>
Another source of information for evaluating CAM plans is Answer Place topic [Compliance Assurance Monitoring \(CAM\) Plans in Title V Renewal Applications \(2269\)](#) that links to a document that lists all the TV permits issued with CAM plans.

23. For Title V Permit Renewals, the DO/LAA Permit Writer shall follow the current Ohio EPA guidance concerning the preparation of Title V permit renewals (Appendix P).

- a. Upon submittal of the permit renewal recommendation to Central Office, DO/LAA PRM will attach a copy of the completed checklist in STARS2.
- b. The DO/LAA Permit Writer and DO/LAA PRM shall contact DAPC CO Reviewer to discuss technical issues, progress, schedule, etc. for permit renewals.
- c. Note that the old legacy permits were in a different format that contained two sections for the individual emissions units terms: State/Federal and State Only. The new STARS2 format contains only one section for the emissions unit terms. In this section, it will be necessary to include terms that were previously in the State Only section and identify them accordingly in term a)(1).

24. Whenever possible, the DO/LAA Permit Writer will allow "breathing space" after the first draft of Terms and Conditions before submitting the permit recommendation for review.

- a. This time (typically from 2 to 7 days) allows a cooling off period before the DO/LAA Permit Writer conducts a final review of the entire permit recommendation.
- b. Print out hard copy of entire permit recommendation.

Title V Permit Preparation Manual

c. Review the entire permit recommendation, making corrections or seeking guidance from DO/LAA PRM or DAPC CO where appropriate.

25. The DO/LAA Permit Writer updates the Workflow in STARS2 and assigns the permit recommendation to DO/LAA PRM.

DO/LAA Supervisory Review performed by DO/LAA PRM.

Pre-Draft Strategy Review. With the grouping of similar EUs allowed in STARS2, the Pre-Draft Strategy might not be needed. However, it's possible that some units might be similar but not identical which requires separate terms.

Supervisory Review performed by DO/LAA PRM(Permit Review Manager).

Pre-Draft Strategy Review

Potential Approaches

The DO/LAA PRM may elect to forego a pre-draft review and wait for the Draft to be completed.

Advantages to pre-draft review.

It may help in training the permit writer.

It may help the permit writer with ideas.

Can discuss permitting options, like using the new grouping of similar EUs allowed by STARS2. Can discuss which EUs are similar enough to group, and which EUs have enough differences that separate terms are required.

Pre-draft review

Follow the standard review tasks outlined in this section to evaluate pre-draft strategy.

The DO/LAA PRM updates the Workflow in STARS2 and assigns the pre-draft strategy to DAPC CO Reviewer.

The DO/LAA Permit Writer gives permit package to the DO/LAA PRM; package includes:

Printed copy of permit application or note that the application is in STARS2;

Printed copy of permit Terms and Conditions;

Title V Permit Preparation Manual

Printed copy of SOB Document;

Renewal checklist for renewal permits;

Main Title V permit facility file; and

Any pertinent supporting information that was used to prepare the permit recommendation. (Correspondence or emails with facility or their consultant.)

Conduct initial review of hard copy of permit recommendation; this review focuses on permit structure.

Assure that correct spelling, grammar, punctuation and format has been used (see Appendices J and K).

Review Terms and Conditions for each emission unit ensuring that:

All emissions units are addressed (may need to count significant EUs in STARS2 application and/or facility profile);

In each EU all pollutants are identified;

In each EU any recommended PTI modifications are initiated;

In each EU all correct rules are cited;

Any emissions units identified as being insignificant units are, in fact, "Insignificant" and divided into two separate permit terms;

Insignificant emissions units that are subject to federally approved SIP limits and/or have an issued PTI are both State and federally enforceable (note, facility must submit an EAC form for this type of insignificant emissions unit and they should be listed in Section B); and

Insignificant emissions units that are either de minimis or not subject to any applicable air pollution control requirements are State only enforceable (note, this term should be identified in section B.1 as State only, should check STARS2 application to assure all listed EUs are included).

Review additional elements in the Terms and Conditions for each emissions unit.

Review application for emissions unit installation and/or modification dates.

Certify that all PTIs and PTI modifications have been issued as appropriate.

Title V Permit Preparation Manual

Review application for control equipment combinations (multiple EUs vented to a control system, or an EU vented to multiple control systems or devices); verify that control equipment listed in application is included in permit and appropriate operational restrictions or monitoring requirements are included.

Ensure that emissions unit descriptions match rules, requirements, operational restrictions and additional Terms and Conditions (e.g., coating line – VOC, grinding operation – PM, etc.).

Review list of federal and OAC rules to determine which apply. (i.e., MACT, area source MACT, NSPS, CAM, BAT)

Check each pollutant emitted by each emissions unit along with applicable emission limits for each pollutant.

Check emissions unit descriptions in application with permit write-up.

Determine if any alternative operating scenarios are possible - these should be identified in the application. Many MACTs allow alternative operating scenarios. For example, the Auto MACT has different lb HAP/gal coating solids deposited, that depends on which EUs the facility wishes to group for record keeping purposes.

Review permit Terms and Conditions.

Continue check of each allowable emissions limitation or other requirement for follow-through in Terms and Conditions (Follow-through" means ensuring that for each emission limit in the permit, there are associated operational restrictions, monitoring, record keeping, reporting and testing requirements as appropriate):

Operational restrictions;

Monitoring;

Record keeping;

Reporting; and

Testing. Check to see if emissions testing is required. When was the last test performed? Borderline compliance? Refer to Engineering Guide 16 to determine frequency. Cut and paste errors for emission limits are common when testing requirements are used from other EUs in this or another permit.

Title V Permit Preparation Manual

Continue to ensure that the correct and most up-to-date Terms and Conditions are in the permit. Uses permit T&C Library.

Identify PTI "streamlining language" as necessary. This is used when language in the Title V permit is modified from what was in the PTI.

Ensure that all terms in the permit for both Part B and Part C have the proper "authority for term" cited.

Apply technical experience in reviewing each permit.

Continue to check permit content. Ensure that the permit makes sense for each emissions unit (e.g., applying VOC rules for coating lines).

Continue to ensure that there is proper parametric monitoring included for each emission unit.

The permit is a building process where each successive section of the permit builds on the previous section of the permit (e.g., monitoring/record keeping builds on operational restrictions).

Check each term and condition for consistency.

Continue to check sections of permit making sure that the Terms and Conditions used are up-to-date i.e., T&C Library used, rule changes, rule citation changes, MACTs recently issued, etc.:

Additional terms;

Operational restrictions;

Monitoring;

Record keeping;

Testing; and

Miscellaneous requirements.

Review similar permits that have been issued including the following:

DO/LAA file of some standard terms that have been supplied by DAPC Central Office in the past;

Title V Permit Preparation Manual

STARS2 Terms and Conditions;

DO/LAA PRM and DO/LAA Permit Writer knowledge and experience of terms from past work efforts; and

If needed, DO/LAA can request updated Terms and Conditions from DAPC Central Office Reviewer.

Identify any generally applicable facility-wide requirements for inclusion in Part B, Facility-Wide Terms and Conditions.

Assure that PTI number(s) and date of issuance are listed for post-1974 insignificant emissions unit(s).

Review Statement of Basis document (SOB).

Ensure that all emission limits for each emissions unit have been included in the SOB and that the proper monitoring, record keeping, reporting and testing have been identified for each emission limit.

Ensure that current SOB form has been used. The SOB template should be generated in STARS2 and then save a copy to L:\Data\Facilities.

After thorough review, mark changes on hard copy of pre-draft permit recommendation and SOB and return documents and supporting information to the DO/LAA Permit Writer for any needed changes.

Corrections should be clearly marked in red (or other distinguishing color) and/or highlighted by DO/LAA PRM. Alternatively, Track Changes in Word can be used to identify the needed changes.

The permit recommendation can be Looped Back to the DO/LAA Permit Writer in STARS2 at the discretion of the DO/LAA PRM.

The DO/LAA Permit Writer makes the revisions and highlights the changes to ensure that all the changes have been made. Writers should be encouraged to discuss any changes they do not understand.

The permit recommendation is returned to DO/LAA PRM for further review.

DO/LAA PRM makes additional changes as needed and returns to the DO/LAA Permit Writer.

Title V Permit Preparation Manual

When there are no further changes, DO/LAA Permit Writer sends the permit recommendation to the facility to allow opportunity to comment. The permit action should be placed on Referral in STARS2.

Facility provides any suggested changes and DO/LAA Permit Writer modifies the recommendation as needed in concurrence with DO/LAA PRM.

When there are no further changes, DO/LAA PRM submits the permit recommendation to CO. DO/LAA PRM uploads the permit recommendation, SOB, and renewal checklist (if applicable) in STARS2 and sends an e-mail to CO Reviewer or the PRM may request the permit writer do this.

Central Office Review

26. Technical review prior to permit review.

- a. CO Reviewer prints hard copy of the Title V application from STARS2 or review "on screen" (electronically).
- b. Review of PTI file(s).
 - (i) CO Reviewer checks PTI files for recently issued PTIs for the Title V facility under review.
- c. Review of Title V STARS2 application.
 - (i) Review the non-insignificant and insignificant emissions units.
 - (ii) CO Reviewer checks for major issues: emissions unit status (insignificant vs. non-insignificant, as identified by the permittee); "insignificant emissions units" that, based on available information, do not qualify as insignificant, etc....

Optional Site Visit.

- d. At any time the CO Reviewer may contact DO/LAA to schedule a site visit, as part of the technical review/permit review; this is especially useful when complex permitting issues have been identified.

27. Pre-Draft Review Strategy (if applicable). Since similar EUs can be grouped now in STARS2, Pre-Draft strategy might not be needed.

Title V Permit Preparation Manual

- a. DO/LAA submits pre-draft strategy review to CO via STARS2 from DO/LAA PRM w/sign-off date and notifies CO Reviewer through e-mail with important information listed (e.g. similar sources, special language).
 - (i) CO receives pre-draft review strategy.
 - (ii) Pre-Draft Strategy identifies groups of similar Emission Units, with the idea of reviewing one EU from each group.
- b. Workflow for pre-draft review.
 - (i) DO/LAA PRM updates STARS2 Workflow when the pre-draft strategy recommendation is submitted to CO and identifies that this is a pre-draft review.
 - (ii) All CO Title V permit reviewers will be instructed that this is the approach to be used for reviewing Cleveland Title V permits.
- c. CO Reviewer prints Terms and Conditions of emissions unit(s) for pre-draft review provided by DO/LAA via STARS2 immediately prior to review.
- d. CO Reviewer reviews the Terms and Conditions (in accordance with "Title V Permit Terms and Conditions Review" below) for the selected pre-draft emissions units by reading the emissions units Terms and Conditions that DO/LAA identified should be reviewed. Corrections or questions are to be noted along the way to attempt to address all needed corrections and questions as early in the review process as possible and to avoid the need for multiple and redundant reviews.
 - (i) Any comments on pre-draft strategy from the CO Reviewer should be sent to DO/LAA PRM and DO/LAA Permit Writer. Update the Workflow in STARS2 and loop the permit recommendation back to the DO/LAA PRM.
 - (ii) DO/LAA PRM and/or DO/LAA Permit Writer will incorporate, revise and re-submit to CO Reviewer. DO/LAA PRM uploads the revised terms in STARS2 and updates the Workflow to assign the permit recommendation back to CO Reviewer.
- e. CO Reviewer will communicate via email to DO/LAA PRM and DO/LAA Permit Writer when the Terms and Conditions for the pre-draft strategy are acceptable. Update the Workflow in STARS2 and loop the permit recommendation back to the DO/LAA PRM.
 - (i) DO/LAA Permit Writer will copy Terms and Conditions to similar additional emissions units as appropriate. Note that identical units can now be

Title V Permit Preparation Manual

grouped in STARS2 so that the permit will only have one set of terms for identical units instead of multiple identical terms.

- (ii) DO/LAA Permit Writer submits the complete set of terms along with the permit file folder to the DO/LAA PRM for final review.
- (iii) If there are no further changes, DO/LAA PRM submits the complete Draft permit recommendation to CO Reviewer through STARS2. DO/LAA PRM uploads the revised terms along with the SOB and renewal checklist (if applicable) in STARS2 and updates the Workflow to assign the permit recommendation back to CO Reviewer.

- f. CO Reviewer receives the Draft permit recommendation after the entire Title V permit is complete and ready for CO Reviewer to begin a full review.

Standard Review (i.e., non - Pre-Draft Review Strategy).

- g. CO Reviewer prints entire Title V permit for hard copy review.

28. CO Review of Title V Permit Terms and Conditions.

Review insignificant emissions unit lists in Part B, Facility-Wide Terms and Conditions.

- (i) PTI number(s) and issuance date listed for post-1974 insignificant emissions unit(s).
- (ii) Perform cursory check of Title V application - "Maintain Emissions Units" - for installation dates of insignificant emissions units to determine which insignificant emissions units should have PTI numbers listed in Part B, Facility-Wide Terms and Conditions.

Identify any generally applicable facility-wide requirements for inclusion in Part B, Facility-Wide Terms and Conditions.

- (iii) These include standard Terms and Conditions for:
 - (A) Emergency Action Plans (EAPs);
 - (B) Asbestos; and
 - (C) Part 82 (stratospheric ozone).
- (iv) Check Title V application - Facility Level form, Applicable Requirements tab, "Facility" from drop down list box for facility-wide applicable requirements identified by the permittee.

Title V Permit Preparation Manual

Review the Terms and Conditions for each non-insignificant emissions unit in Part C, Emissions Unit Terms and Conditions.

- (v) Identify pollutants for each emissions unit in the permit, creating list, if needed.
- (vi) Review Title V application - Emissions Unit Level form, Emissions tab - for pollutant(s) identified by the permittee.
 - (A) Consult other issued Title V permits with similar emissions units (as needed).
 - (B) First, consult known similar Title V permits from DO/LAA.
 - (C) Second, if similar Title V permits from DO/LAA are unavailable or nonexistent, consult known similar permits from other Ohio EPA district offices/local air agencies.

Review applicable rules cited in permit.

- (D) Consult other issued Title V permits with similar emissions units (as needed).
- (E) First, consult known similar Title V permits from DO/LAA.
- (F) Second, if similar Title V permits from DO/LAA are unavailable or nonexistent, consult known similar permits from other Ohio EPA district offices/local air agencies.

Review each Applicable Emission Limitation/Control Requirement.

- (G) Check for correct limit and/or proper application of the rule.
- (H) Check PTI limit, if applicable.
- (I) Perform cursory check of Title V application - "Maintain Emissions Units" for installation dates of non-insignificant emissions units to determine which non-insignificant emissions units should have PTI requirements specified in the Terms and Conditions.
- (J) Confirm that all PTI requirements have been copied over into the Title V permit. Use CO PTI hardcopy files or STARS2 electronic files to compare the Title V Terms and Conditions versus the PTI Terms and Conditions.

Title V Permit Preparation Manual

- (K) Use "PTI Streamlining Language" in permit, as appropriate. Note where substantive changes have occurred between the Title V Terms and Conditions and the PTI Terms and Conditions and apply the "PTI Streamlining Language" to that section(s) of the permit Terms and Conditions. §

Check for parametric monitoring.

- (L) Where the applicable requirement does not mandate periodic testing or instrumental or noninstrumental monitoring (which may consist of record keeping designed to serve as monitoring) Terms and Conditions should specify parametric monitoring "sufficient to yield reliable data from the relevant time period that are representative of the source's compliance with the permit..." [OAC rule 3745-77-07(A)(3)(ii)]
- (M) If the facility is major for HAP, check for applicable MACT standards.
- (N) Check Title V application, Facility Level form, Estimated Emissions tab - for any HAP pollutants emitted (as reported by the permittee); also refer to specific MACT preamble for listing of HAPs for the specific source category.
- (O) Maximum capacity of the emissions unit.
- (P) Check maximum capacity via Title V application - EAC form.
- (Q) Check process weight rate (PWR) and uncontrolled mass rate of emissions (UMRE) for OAC rule 3745-17-11 determination and document in permit Terms and Conditions whether Table 1 or Figure II is more stringent.
- (R) Identify release point(s) (stack or fugitive) for proper application of OAC Rule 3745-17 via Title V application - "Maintain Egress Points".
- (S) Review negative declarations and rule exemptions specified for the specific emissions unit.

Review each Operational Restriction.

§ In certain cases where a new State regulation is more stringent than a PTI limitation, or when emission factors change, DO/LAA may need to process a modification of the PTI concurrently with the processing of the Title V permit.

Title V Permit Preparation Manual

- (T) Check that the Operational Restriction(s) will ensure ongoing compliance with the applicable requirements/control measures and/or satisfy OAC Chapter 3745-77 "gap-filling" requirements.
- (U) Review wording of T&C to ensure that the Operational Restriction is clearly worded and not vague.
- (vii) Review each Monitoring/Record Keeping requirement.
 - (A) In most cases, a Monitoring/Record Keeping requirement is necessary for each Emission Limitation/Control Requirement and Operational Restriction.
 - (B) Check specific rules to see whether the required Monitoring/Record Keeping approach is prescribed by rule or another approach can be used.
 - (C) Review wording of Terms and Conditions to ensure that the monitoring method enables the agency to enforce the respective Emission Limitation/Control Requirement or Operational Restriction; check that the monitoring frequency is appropriate; check that the correct monitoring is specified (e.g., CEMS, if required by rule, refer to Engineering Guide 52).

Review each Reporting requirement.

- (D) In most cases, a Reporting requirement is necessary for each Emission Limitation/Control Requirement and Operational Restriction.
- (E) Check specific rules to see whether the required Reporting approach is prescribed by rule or whether another approach can be used.
- (F) Review wording of T&C to ensure that the reporting method satisfies "prompt reporting" per OAC Chapter 77 requirements for the respective Emission Limitation/Control Requirement or Operational Restriction; check that the appropriate frequency of reporting (rule-based, policy, etc...) has been specified.

Review each Testing (Compliance Method) requirement.

- (G) In most cases, a Testing (Compliance Method) is necessary for each Emission Limitation/Control Requirement and Operational Restriction.
- (H) Check specific rules to see whether the required Testing (Compliance Method) approach is prescribed or another approach can be used.

Title V Permit Preparation Manual

- (I) Review wording of T&C to ensure that the Testing (Compliance Method) enables the agency to enforce the respective Emission Limitation/Control Requirement or Operational Restriction. Whenever possible, Testing (Compliance Method) should refer to information from Monitoring/Record Keeping. Check to see whether emission testing is specified, if needed (and appropriate frequency set). This T&C must clearly and precisely define how compliance with the respective Emission Limitation/Control Requirement or Operational Restriction will be ascertained by the permittee, the agency, or a third party.
- (J) Ensure that emission rate calculation is accurate and concise. In cases where "no emission testing is required" an explanation should be provided (e.g., cite past emission test/test date that demonstrated the tested emission rate was well below the permit allowable emission rate, etc...).
- (K) Check that Terms and Conditions include appropriate frequency for emission testing.
- (L) Ensure that Testing (Compliance Method) and/or emission Test Method(s) (i.e., U.S. EPA reference methods) are consistent with regulatory requirements.

Review each Miscellaneous requirement.

- (M) This section is typically used for clarification statements. For example, Miscellaneous requirement may be used to justify why certain Terms and Conditions are specified in the permit. Additionally, Miscellaneous requirements may be used to include Compliance Plans and Schedules in a Title V permit to address noncompliance issues including the requirement to obtain a PTI.
- (N) Review wording of Terms and Conditions to ensure that each Miscellaneous requirement is clearly worded and serves the intended function in the permit.

Review air toxic modeling, if applicable.

- (O) Review Terms and Conditions; should be identified as State-only in section a)(1) of the permit.
- (P) Ensure current air toxics language has been used.

Title V Permit Preparation Manual

(Q) Perform cursory check of modeled emission rate vs. MAGLC.

Review rule citations for non-SIP approved rules.

(R) Non-SIP approved rules (i.e., OAC rules that have not been approved by USEPA as part of Ohio's federally approved SIP) are identified as State-only in section a)(1) of the permit.

(S) Check that the appropriate cross reference from non-SIP approved rules (State-only) to SIP approved rules (State/fed) have been cited.

(viii) Ensure that all terms in both Part B and Part C contain the proper "authority for term" cite.

(ix) Check for CAM Plan.

(A) A CAM plan must be incorporated in the Terms and Conditions, if applicable, using the most recent Ohio EPA or U.S. EPA guidance.

(B) Check SOB (see below) for whether DO/LAA evaluated CAM applicability for each Pollutant Specific Emissions Unit (PSEU) - SOB should indicate "yes" or "N/A" for CAM for each emissions unit.

Apply the following Quality Indicators for Permit Terms and Conditions:

(C) Terms and conditions should:

(i) Be accurate and comprehensive (from a regulatory standpoint);

(ii) Be clearly written and understandable (put yourself in the place of the facility environmental contact or other reasonably competent technical person -- are compliance obligations clearly spelled out?);

(iii) Contain "follow through" (i.e., every permit Emission Limitation/Operational Restriction has associated and accurate Monitoring/Record Keeping, Reporting, and Testing (Compliance Method) Terms and Conditions specified);

(iv) Be grammatically correct;

(v) Be in a consistent format within Emission Unit Terms and Conditions;

(vi) Be in a consistent format throughout entire Title V permit; and

Title V Permit Preparation Manual

- (vii) Be an overall high-quality, professional-looking product.

Review the Statement of Basis (SOB).

- b. Ensure that the most up-to-date SOB form has been used to prepare SOB. This form should have been generated and stored in STARS2.
- c. A complete SOB is required at the Draft permit issuance stage.
- d. If no SOB has been sent, DAPC Reviewer contacts DO/LAA PRM.

29. Title V permit corrections & questions.

- a. Prepare a hard copy mark up of the Title V permit recommendation noting all corrections/questions to send to DO/LAA via fax or e-mail (scanned PDF). Or use the "Track Changes" feature in Word to identify any changes that are needed.
- b. If only minor corrections (i.e., grammar, spelling, etc.) are noted, and as time allows (typically less than 2 hrs expected/permit to make the changes), the CO Reviewer may elect to make the changes to the permit instead of sending the corrections to DO/LAA to make the changes.
- c. If certain questions identified during the permit review will require research and a response by DO/LAA and/or different individuals need to have input to respond to the question(s) then e-mail is preferred over fax.

Contact DO/LAA Permit Writer/DO/LAA PRM.

- d. Discuss progress, schedule, technical issues, etc. through e-mail, phone calls or meetings.
- e. The permit can be in both "shops" at the same time - for instance: CO could be addressing certain technical issues while DO/LAA is addressing other technical issues and/or making corrections to the Terms and Conditions; through STARS2, there is currently no way to track when permit is in "both shops". However, whoever the permit recommendation is assigned to in STARS2 is responsible for making progress and moving the recommendation forward accordingly.

- 30. Once the permit has been assigned to CO, for any changes made by DO/LAA , including the issuance of any PTIs that affect the review, DO/LAA PRM requests that the permit recommendation get looped back to DO/LAA After making changes, DO/LAA PRM will upload the revised terms in STARS2 and delete the previous version.

Title V Permit Preparation Manual

31. It is suggested that the CO Reviewer allow "breathing space" after receiving the corrected Terms and Conditions from DO/LAA (2 -- 7 days) and then review the entire permit again.
32. When CO Reviewer is satisfied that the permit is approvable, he or she assigns the permit to DAPC CO PRM in STARS2.
 - a. Based on DAPC CO PRM, additional revisions may be made to the permit by either the CO Reviewer or the permit may be reassigned to DO/LAA PRM or DO/LAA Permit Writer.
 - (i) In instances where CO recommends permit revisions, CO will contact DO/LAA PRM and DO/LAA Permit Writer to discuss revisions prior to incorporation into the permit.
33. Ongoing Title V Permit T&C training.
 - a. At least once per week, CO Reviewer reads through the issued Title V permits posted on the DAPC web site or in STARS2 in order to stay up-to-date on different permitting language options, compliance method approaches, etc..

Issuance of Draft Permit

34. Permit is issued by CO DAPC Permit Issuance and Data Management Section.
35. Public notice is registered in STARS2 by CO DAPC.
36. Preliminary Proposed Permit (PPP) action is assigned to DO/LAA Permit Writer.

Post-Draft Permit Process

37. After the Draft permit has been issued, there is a 30-day public comment period during which the public, the facility, and/or USEPA may submit comments on the Draft Permit. Anyone from the public can also request to have a public hearing.
 - a. Public hearing held if requested – need to provide 30-day public notice for the hearing.
 - (i) Any public hearing will be coordinated through Ohio EPA Public Information Center. A notice must be posted in the newspaper 30 days prior to the public hearing.
 - b. At close of comment period, DO/LAA Chief of Engineering shall remind DO/LAA PRM and DO/LAA Permit Writer of permit time lines.

Title V Permit Preparation Manual

- c. If public comments are received, including comments from a public meeting, a "Response to Comments" document must be prepared by the DO/LAA Permit Writer (even if no comments are received) and reviewed and discussed with the DO/LAA PRM before making changes to the permit (see Appendix N). The "Response to Comments" document should be generated through STARS2 using the "Tools" tab. Save the document at L:\Data\Facilities.
- d. Comments received from the permittee or from US EPA (Region V) do not require the preparation of a response to comments document, however, the comments must be discussed and addressed in the permit file.
 - (i) Our response may be that we disagree with the commenter (with justification), but that must be documented in the file should the issued permit be appealed.
- e. DO/LAA PRM and DO/LAA Permit Writer will discuss significant changes with DAPC CO Reviewer.
- f. Within a week of the close of the comment period, DO/LAA will assess how to proceed with the next stage of the permit.
- g. If the changes are agreed to, the DO/LAA Permit Writer makes changes in the Preliminary Proposed Permit (PPP) recommendation and adjusts the SOB if needed and submits the PPP permit recommendation to the DO/LAA PRM with the changes identified using "Track Changes" in Word.
- h. DO/LAA PRM reviews changes and has DO/LAA Permit Writer make any additional changes necessary.
- i. When there are no further changes, the PPP permit recommendation is sent to the facility to allow comment.
- j. DO/LAA Permit Writer makes any adjustments needed based on facility comments.
- k. After all the necessary changes are made, the Response to Comments document along with the "Track Changes" copy of the PPP permit recommendation is submitted to CO by DO/LAA PRM through STARS2.
- l. DO/LAA PRM updates Workflow in STARS2 and assigns PPP recommendation to CO Reviewer.
- m. CO Reviewer reviews and approves changes. Any further changes that are needed can be done by CO or DO/LAA.

38. After the Preliminary Proposed Permit is issued.

Title V Permit Preparation Manual

- a. A PPP meeting or conference call may be scheduled upon request by the permittee. This must be done within 14 days after issuance of the PPP permit. If the company does not request a meeting, then DO/LAA can move forward with processing the Proposed Permit (PP) recommendation.
 - (i) PPP meetings are scheduled with the permittee, CO, and DO/LAA.
 - (ii) PPP meetings may take place in person (typically in Columbus) or via conference call.
 - (iii) All necessary changes must be agreed to during the PPP meeting to minimize further delays.
 - (iv) If changes are agreed to, the DO/LAA Permit Writer makes the changes in the Proposed Permit recommendation using Track Changes and submits the PP recommendation to the DO/LAA PRM for review.
 - (v) After all necessary changes are made, the Proposed Permit recommendation is shared with the company for their concurrence on the changes that have been made.
 - (vi) After facility concurs with the changes, the DO/LAA PRM submits the Proposed Permit recommendation to CO through STARS2.
 - (vii) CO Reviewer reviews the PP recommendation and communicates any changes that are needed to DO/LAA.

39. After the Proposed Permit is issued.

- a. USEPA has 45 days to review and comment on the Proposed Permit. If USEPA requests any additional changes, these are handled either by CO or the DO/LAA Permit Writer before issuing the final permit.
- b. CO coordinates response to U.S. EPA comments.
 - (i) Recently, comments from U.S. EPA have not been received for most permits and permits are typically issued final after U.S. EPA grants its approval.
 - (ii) Since 2004, CO has not received many USEPA comments at the PP stage. This trend is attributed to effective early participation and comment from USEPA (typically at the Draft permit stage).

Title V Permit Preparation Manual

- (iii) The Final Permit recommendation is assigned to the DO/LAA Permit Writer in STARS2. If any changes are needed as a result of comments from USEPA, the DO/LAA Permit Writer makes the changes in the Final Permit recommendation using Track Changes and then submits the recommendation to the DO/LAA PRM.
- (iv) If there are no further changes, the DO/LAA PRM uploads the revised terms, if changes were made, in STARS2 and updates the Workflow to assign the recommendation to the CO Reviewer.

Changes to Permit After Issuance

- 40. Changes at the facility or changes in regulations or policy may require changes to a Title V permit after it is issued but before it expires.
- 41. Guidance prepared by Ohio EPA provides various scenarios and the permitting approaches that are required to address the need for these changes (see Appendix O). In using this guidance, it is recommended to first go to the Significant Modification section and determine if the proposed modification will be a Significant Modification or not. If it is not a Significant Modification, then we do not need to process the modification right away. If it is a Significant Modification, then the Significant Mod must be issued Final before the facility can operate under the proposed modification (there are some exceptions as noted in the guidance). Significant Modifications must be issued through all four stages which can take a long time; therefore, if possible, process the Significant Mod at the same time as the PTI is being processed. For the other types of Title V permit modifications, these can usually wait until renewal of the Title V permit and then roll them all into one permitting action.

Additional Title V actions

- 42. Review quarterly and semi-annual deviation reports.
- 43. Review annual Title V certifications (see Appendix Q).
- 44. Review annual Title V Fee Reports (see Appendix R).

History: Initiated December 29, 2000; Revised June 11, 2003; Revised December 1, 2005 by incorporating recommendations of an interagency process improvement team reviewing the processing of Title V permits at Cleveland DAQ. Updated July 15, 2010 to include information regarding STARS2.

Title V Permit Preparation Manual

List of Appendices

- Appendix A: DO/LAA Permitting Workload Assignment Procedure
- Appendix B: Preliminary Completeness Review Checklist and Instructions
- Appendix C: Preliminary Complete Determination Template letter for a Title V Permit Application
- Appendix D: Preliminary Incomplete Determination Template letter for a Title V Permit Application
- Appendix E: Technical Completeness Checklist and Instructions
- Appendix F: Technical Incompleteness Procedures (see Answer Place 2172)
- Appendix G: STARS2 conversion guidance for legacy permits
- Appendix H: Ohio EPA Permit Structure Guidance and Ohio EPA Style Manual
- Appendix I: Answer Place Questions and Engineering Guides
- Appendix J: Insignificant Emissions Units
- Appendix K: DO/LAA Rule Chart, and list of rules for OAC, NSPS, NESHAP, and MACT
- Appendix L: CAM Guidance. Additional guidance can be found at:
<http://www.epa.gov/ttn/emc/cam.html>
- Appendix M: Statement of Basis Template and Instructions
- Appendix N: DO/LAA Response to Comment Guidance and JB e-mail guidance. Use template from STARS2. See Answer Place 1521.
- Appendix O: Guidance for Incorporating Facility Changes into a Title V Permit (i.e., modifications)
- Appendix P: Permit Renewal Guidance and Checklist.
- Appendix Q: Guidance for reviewing annual Title V certifications
- Appendix R: Guidance for reviewing annual Title V Fee Reports

**Cleveland Division of Air Quality
Title V Permit Preparation Procedure**

Appendix A: DO/LAA Permitting Workload Assignment Procedure

**Cleveland Division of Air Quality
Title V Permit Preparation Procedure**

Appendix B: Preliminary Completeness Review Checklist and Instructions

**Cleveland Division of Air Quality
Title V Permit Preparation Procedure**

**Appendix C: Preliminary Complete Determination Template Letter for a
Title V Permit Application**

**Cleveland Division of Air Quality
Title V Permit Preparation Procedure**

**Appendix D: Preliminary Incomplete Determination Template Letter for a
Title V Permit Application**

**Cleveland Division of Air Quality
Title V Permit Preparation Procedure**

Appendix E: Technical Completeness Checklist and Instructions

**Cleveland Division of Air Quality
Title V Permit Preparation Procedure**

Appendix F: Technical Incompleteness Procedures (see Answer Place 2172)

**Cleveland Division of Air Quality
Title V Permit Preparation Procedure**

Appendix G: STARS2 Conversion Guidance for Legacy Permits

**Cleveland Division of Air Quality
Title V Permit Preparation Procedure**

Appendix H: Ohio EPA Permit Structure Guidance and Ohio EPA Style Manual

**Cleveland Division of Air Quality
Title V Permit Preparation Procedure**

Appendix I: Answer Place Questions and Engineering Guides

**Cleveland Division of Air Quality
Title V Permit Preparation Procedure**

Appendix J: Insignificant Emissions Units

**Cleveland Division of Air Quality
Title V Permit Preparation Procedure**

**Appendix K: DO/LAA Rule Chart, and list of rules for OAC, NSPS, NESHAP,
and MACT**

**Cleveland Division of Air Quality
Title V Permit Preparation Procedure**

**Appendix L: CAM Guidance – additional guidance can be found at
<http://www.epa.gov/ttn/emc/cam.html>**

**Cleveland Division of Air Quality
Title V Permit Preparation Procedure**

Appendix M: Statement of Basis Template and Instructions

**Cleveland Division of Air Quality
Title V Permit Preparation Procedure**

Appendix N: DO/LAA Response to Comments Guidance and JB e-mail guidance. Use template from STARS2. See Answer Place 1521.

**Cleveland Division of Air Quality
Title V Permit Preparation Procedure**

**Appendix O: Guidance for Incorporating Facility Changes into a Title V
Permit (i.e., modifications)**

**Cleveland Division of Air Quality
Title V Permit Preparation Procedure**

P: Permit Renewal Guidance and Checklist

**Cleveland Division of Air Quality
Title V Permit Preparation Procedure**

Appendix Q: Guidance for Reviewing Annual Title V Certifications

**Cleveland Division of Air Quality
Title V Permit Preparation Procedure**

Appendix R: Guidance for Reviewing Annual Title V Fee Reports