



State of Oregon
Department of
Environmental
Quality

Completeness Determination Checklist

The application must include the elements specified below.

PAGE NUMBERING

Page numbering for each individual answer sheet should be completed as "Page X of Y."

Once all answer sheets are completed and the application has been collated according to the table on page XX of the *Application Guidebook*, page numbering for all pages in the application should be completed *sequentially*, from 1 to XXX. Page numbers should be in the lower right hand corner of each page of the application (beneath any existing answer sheet-specific page numbers automatically provided). For example, the first page of Form AP101 is automatically numbered Page 1 of 2; upon collation of the complete application, the applicant should manually number this page 1 of the application.

Once page numbering is completed as described above, on the line provided next to each item below, identify on what pages of the completed application the following required information can be found.

IDENTIFYING INFORMATION

Location in Application	Information
	Identifying information, including company name and mailing address, facility name and location address if different from the company name; owner's name and agent; and telephone number and name of site manager/contact. [Form AP101]
	A description of the facility's processes and products (by SIC Code) for each operating scenario and related flow chart(s). [Form AP102]
	A plot plan showing the location of all emissions units identified by UTM and the nearest residential or commercial property.

EMISSIONS INFORMATION

The following emissions-related information for **ALL** requested alternative operating scenarios:

Location in Application	Information
	Identification and description of all emissions units. [EU500 Forms]
	Emissions of pollutants listed in OAR 340-244-0040. [Form ED606]
	Emissions rates in tons per year and in such terms as are necessary to establish compliance consistent with the applicable standard reference test method and to establish PSELs for all regulated air pollutants (except as restricted by OAR 340-222-0060 and 340-222-0070). Include information to substantiate a request that a period longer than hourly be used for the short term PSEL where short term PSELs are required. Calculations on which the emissions information is based. [Forms ED603, ED604, and ED605]
	Information necessary to establish any alternative emission limit in accordance with OAR 340-226-0400, if the permit applicant requests one.
	A list of all categorically insignificant activities. [Form ED601]
	A list of all insignificant activities which are designated insignificant because of non-exempt insignificant mixture usage or aggregate insignificant emission levels and an estimate of all emissions of regulated air pollutants from those activities. [Form ED602]

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Location in Application	Information
	A list of fuel types, fuel sulfur content, and fuel use. [DV200 Forms]
	A list of raw materials, production rates, and operating schedules. [Forms AP102 and AP103]
	Identification and description of air pollution control equipment, including estimated efficiency of the control equipment. [CD300 Forms]
	Limitations on facility operation affecting emissions or any work practice standards, where applicable, for all regulated air pollutants.
	Information related to stack height limitations developed pursuant to OAR 340-212-0130.

MONITORING INFORMATION

The following monitoring, recordkeeping, and reporting requirements:

Location in Application	Information
	All emissions monitoring and analysis procedures or test methods required under the applicable requirements. [CP700 Forms]
	Compliance Assurance Monitoring (CAM) protocols. [Form CP709]
	Proposed periodic monitoring to determine compliance where an applicable requirement does specify testing or monitoring requirements. [CP700 Forms]
	The proposed use, maintenance, and installation of monitoring equipment or methods, as necessary. [CP700 Forms]
	Proposed consolidation of reporting requirements, where possible.
	A proposed schedule of submittal of all reports.

COMPLIANCE INFORMATION

A compliance plan that contains the following:

Location in Application	Information
	Citation and description of all applicable requirements (see Applicable Requirements Checklist, Form AR401).
	Description of the compliance status of the facility with respect to all applicable requirements. [EU500 Forms]
	Statement of methods used for determining compliance with all applicable requirements, including a description of monitoring, recordkeeping, and reporting requirements and test methods. [EU500 Forms]
	For applicable requirements with which the facility is in compliance, a statement that the owner/operator will continue to comply with such requirements. [Form AP101]
	For applicable requirements that will become effective during the permit term, a statement that the owner/operator will meet such requirements on a timely basis, unless a more detailed schedule is expressly required by the applicable requirement. [Form AP101]

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	For requirements for which the facility is not in compliance at the time of permit issuance, a narrative description of how the owner/operator will achieve compliance with such requirements.
	Proposed schedule of compliance for facilities not in compliance with all applicable requirements at the time of permit issuance including a schedule of remedial measures, an enforceable sequence of actions with milestones, and interim measures to be taken by the owner/operator to minimize the amount of excess emissions during the scheduled period.
	Proposed schedule for submission of certified progress reports no less frequently than every 6 months for sources required to have schedule of compliance to remedy a violation.
	The acid rain portion of a compliance plan for an affected source, except as specifically superseded by regulations promulgated under Title IV of the FCAA.
	Proposed schedule for submission of compliance certifications during the permit term.
	Certification of compliance with all applicable requirements by a responsible official. [Form AP101]

OTHER INFORMATION

Location in Application	Information
	Copy of any existing air quality permit with identification of which permit conditions the permittee believes are no longer applicable. Information supporting a request that DEQ make a determination that an existing permit term or condition is no longer applicable.
	Information necessary for DEQ to define permit terms and conditions implementing emissions trading under the PSEL if the applicant requests such trading. Information shall include provisions to ensure any emissions trading is quantifiable, accountable, enforceable, and based on replicable procedures.
	Information necessary for DEQ to define permit terms and conditions implementing emissions trading, to the extent that applicable requirements provide for trading without a case-by-case approval of each emissions trade if the applicant request such trading.
	Information necessary for the DEQ to define permit terms and conditions implementing alternative emission limits established in accordance with OAR 340-28-1030, if the applicant request such alternative emission limit. Information shall include provisions to ensure that any resulting emissions limit is quantifiable, accountable, enforceable, and based on replicable procedures.
	For permit renewals, information necessary for DEQ to define permit terms and conditions implementing off-permit changes.
	For permit renewals, information necessary for DEQ to define permit terms and conditions implementing section 502(b)(10) changes.
	An explanation of any proposed exemptions from otherwise applicable requirements.
	A Land Use Compatibility Statement (LUCS), if the facility is new, if the facility boundaries have increased, or if there is an increase of emissions greater than the Plant Site Emission Limits.
	The use of nationally-standardized forms for acid rain portions of permit applications and compliance plans, as required by regulations promulgated under Title IV of the FCAA.

Location in Application	Information
	For permit renewal, the facility may identify information in previous permit application for emissions units that are unchanged by submitting a copy of the current permit showing no changes to the applicable requirements.

STATEMENT OF CERTIFICATION

Location in Application	Information
	Certification by a responsible official of truth, accuracy, and completeness. [Form AP101]