

M E M O R A N D U M

MEMO #: PS93-02

To: Permit Section Staff
From: Dennis M. Myers
Date: January 21, 1999
Subject: Standard format for exemption letters and recision letters

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Standardized form letters have been developed for exempt sources for the following:

1. Exempt from APEN and permit requirements (i.e. unc. emissions <1 TPY).
2. APEN required but exempt from permit (i.e. 1 TPY < unc. emiss. <5 TPY).
3. Sources specifically exempt from APEN reporting by Reg. 3.
4. Sources specifically exempt from permits by Reg. 3.
5. Grandfathered sources (permit exempt, but APEN required)
6. Permit recision letter (i.e. permit previously required, but now not required due to changes in Reg. 3)
7. APEN recision letter (i.e. APEN previously required, but now not required due to changes in Reg. 3)

Sample copies of the exemption and recision letters are attached. These form letters are now available, and should be used for all permit exemptions and recisions. You can find them on the following directory: K:\USERS\APCD\SSPI\ENGENG\TMPLTS

HELPFUL HINT: If you ask for a directory listing in the tmpls subdirectory of all files with the extension fml (i.e. *.fml), these letters are very easy to find.

These letters will be updated in May to incorporate the proposed changes to Reg. 3 which should be approved at the May Commission hearing.

ON A SEPARATE ISSUE, PLEASE DO NOT ROUTE MASTER FILES WITH PACKETS, UNLESS THE MASTER FILE IS NEEDED AS PART OF THE PERMIT REVIEW.