

MEMO #: PS94-003

To: Permit Section Staff
From: Jim Geier
Date: April 8, 1994
Subject: Miscellaneous Permit Processing Policies

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Emissions Round-off Policy

Jim Geier has made the following policies for rounding off of emissions calculations:

For the purpose of determining exemptions, use the normal round-up convention and only go to one decimal place using tons per year (ie: 0.95 ton per year will now be rounded up to 1.0 tons per year).

For the purpose of permit limits in both tons per year and pounds per hour, round to one decimal place.

Appropriate changes will need to be made to all template programs.

APEN fee refunds

APEN filing fees will no longer be refunded. This policy goes into effect immediately and includes all applications currently in process.

APENs will no longer be processed until the filing fee is received. Therefore, a form letter/invoice will be developed for those APENs received without filing fees.

Dennis will be changing the generic exemption letter templates and Note to Applicant accordingly. All template programs you have will need to be changed as well.

A copy of this policy will be sent to all the local health departments. PS94-002

Final Approval of exempt sources

When doing a final approval on a source that was previously permitted but would be exempt under the new Reg 3, do the following: cancel the permit, make necessary AIRS changes, and write a letter of exemption.