

Duplicating Permits and Workflows

The moment an application for a PTI or PTIO is submitted a workflow and Permit Detail page will be generated allowing DO/LAA staff to begin the permit process. It is through the Permit Detail page that terms and conditions are generated, attached to the permit object and subsequently result in an issued permit. Although applications may be submitted for multiple types of actions (initial install, modification, etc.) there are limitations in the type of actions that can be processed and issued in one PTI or PTIO permit document (this is not applicable to Title V permits). It will be necessary for Ohio EPA staff to split up the emissions units included in one application into multiple permits for issuance. As a general rule, each permitting action should have the same processing path and end result. The following actions will need to be separated into different permitting actions for processing:

- Initial
- Chapter 31 modifications (Ch. 31 mod)
- Administrative modifications (admin mod)
- Renewals
- General permits¹
- Express permits²

In Stars2, a separate Permit Detail page will need to be generated for each permit type emissions unit combination.

If it is determined that an application should be processed in more than one separate permit document, then you will need to split the application into multiple Permit Detail pages and workflows, resulting in multiple issued permits. This can be accomplished using two different methods; Duplicate Permit/Workflow or Workflow Clone. In summary, the following are the key features of each:

- Duplicate Permit/Workflow – will generate a duplicate Permit Detail page and workflow. The duplicate workflow will start with the first task (DO/LAA Preliminary Review) In Process. A duplicate Permit Detail page will be generated based on the application that was submitted (exactly as it was generated when the application was first submitted). If you have made any changes in the Permit Detail page or completed any workflow steps, they will not be carried through in the duplicate.
- Workflow Clone – will generate a cloned Permit Detail page and workflow. The cloned workflow will start with the task that was In Process in the original workflow at the time the cloning occurs (i.e., it clones the workflow at the step, with all the history, of the original workflow). A duplicate

¹ General Permits must be done separately than any other actions and be further separated by reason. Therefore, if a facility is modifying 2 units and one will be issued a general permit and one a traditional permit, that needs separated into two actions (because only one is a general permit). Likewise, if a facility is modifying one unit and installing another new unit and both will be general permits, it again needs separated into two actions (because of the reasons). Note – more than one general permit of different types in the same permit is okay (e.g., a new storage pile and a new unpaved roadway).

² Express permits function like general permits – see footnote 1.

Permit Detail page will be generated based on the contents of the original Permit Detail page, including changes/edits that occurred between application submittal and cloning. A few exceptions to changes that are carried over include the omission of terms and conditions or notes. This is not a duplicate of the Permit Detail page as it was originally generated when the application was first submitted. For example, if you had reviewed and determined a MACT applies and indicated it as such in the original Permit Detail screen, the same information will be contained in the clone.

One feature may be better suited to different scenarios.

- Scenario 1: you have already completed the preliminary completeness review and now determined you need to split the emissions units into several different permit objects, you would want to perform a Workflow Clone to preserve the actual date you completed the 14-day completeness review. If you chose the Duplicate Permit/Workflow option it would revert back to the preliminary completeness review, maintaining the original application submittal date, and require you sign off on preliminary completeness again for the duplicated workflows. This would not accurately reflect the true completeness date.
- Scenario 2: a company submits an application for two new units as part of a project. You have already completed the recommended terms and conditions for their permit and the workflow is at the CO Permit Review task. The applicant then realizes as part of the project they also need to modify an existing unit. They submit a corrected application in Stars2 for the modified unit. Submitting a corrected applications DOES NOT initiate a workflow or create a corresponding Permit Detail page. The procedure is to include the corrected application in the existing Permit Detail page. This is accomplished by going to the Permit Detail page and under the adding the application number to the permit (please see the Permit Detail online Help page for specific details). Once the application is added the emissions unit will now be available to associate with the permit object (recall that the only emissions units available in a permit object are those that were included in an application). You then determine that you will need to generate a separate permit document for the modified unit and it is not necessary to revisit the terms and conditions for the two new units at the CO Permit Review task. You would choose the Duplicate Permit/Workflow option which would revert back to the preliminary completeness review step. First, in order to maintain the application record for the “project”, you should incorporate the corrected application into the Permit Detail page, then select the Duplicate Permit/Workflow option. Both the original application and corrected application will then be identified in both Permit Detail pages. Had you chosen the Workflow Clone option the workflow for the corrected application would be at the CO Permit Review task and therefore, not be on your ToDos list so that you could begin processing the modified units terms and conditions.

The following steps should be taken in deciding if an application should result in issuance of multiple permit documents:

1. Review the application.

It is only through the Application Detail page that you can view the “reason” for each emissions unit’s inclusion in the application (e.g., initial, modification, etc.)

Application Detail

Facility ID: 0228000275 PTI/PTIO Application Number: A0035458 Submitted: Yes
Facility Name: GEAUGA MAINTENANCE CENTER Request type: PTI/PTIO Application

PTI/PTIO Application
Amendment to application number: A0002851
Date application received: 7/30/2001
Is this a legacy State PTO Application? Yes

This information should be filled out for each permit to install (PTI) or Permit to Install and Operate (PTIO) application. A PTI, contaminant sources (emissions units) installed or modified after January 1, 1974 that are subject to OAC Chapter 3745-77. A air contaminant sources (emissions units) that are not subject to OAC Chapter 3745-77 (Title V). See the application instruction information.

For OEPA use only:
 Installation
 Modification
 Renewal
 Request Enforceable Restrictions
 General Permit
 Other

Emissions Unit
Ohio EPA
Company
▼ 1. Air Contami
Select reason(s) for modification:
Modification to an e

Emissions Unit
Ohio EP.
Compan
▼ 1. Air Contami
Select reason(s) for modification:
New installation to

The system is designed so that when a Permit Detail page is generated from the submittal of an application that the “reason” for the permit defaults to the most stringent tracking path represented by the reason(s) in the application. For example, an initial installation for a general permit has a 45-day issuance goal where as an initial installation this is a traditional permit has a 180-day issuance goal. Therefore, viewing a Permit Detail page will NOT identify the reason each emissions unit was included in the application.

Permits >

Permit Detail

Permit Information
Federally Enforceable PTIO (FEPTIO):
Reason(s): Initial installation
General Permit:
Express Permit:
Rush Permit:
PER Due Date: Not Applicable
Description:

Emissions Unit
EU ID: B004
Company Equipment ID: Boiler #4
EU Permit Status: None
DAPC Description: The boiler
Superseded Permit: None

no REASON at the EU level

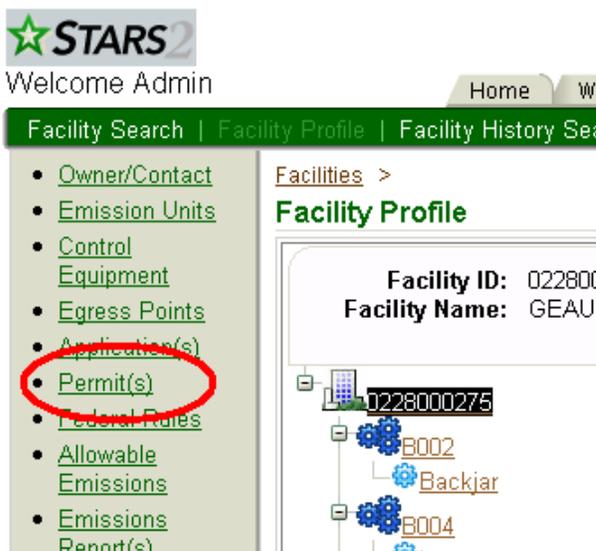
2. Determine if more than one permit document will need to be issued and decide which option is best for you.

3. If you decide Duplicate Permit/Workflow.

Open the Application Detail page (A0035460 in this example). Scroll to the bottom and click [Duplicate Permit/Workflow](#). Click this button for each ADDITIONAL Permit Detail page/workflow you will need. For example, if the original application contained 5 emissions units: 2 new installations, 1 modification, and 2 general permits (1 new and 1 modified). You will need a total of 4 Permit Detail pages/workflows. The original application generated one Permit Detail page (P0103613) which can be used for the 2 new installations. Click the button 3 ADDITIONAL times:

- Original: 2 initial installations
- First [Duplicate Permit/Workflow](#): 1 modification
- Second [Duplicate Permit/Workflow](#): 1 initial installation general permit
- Third [Duplicate Permit/Workflow](#): 1 modification general permit

Click on the [Show Facility Profile](#) at the bottom of the Application Detail page. You will be taken to the Facility Profile. Click on Permits in the third-level menu. Remember this spot. You will perform these steps below regardless of which choice you made (duplicating or cloning).



The screenshot shows the STARS2 web application interface. At the top left is the STARS2 logo and the text "Welcome Admin". A navigation bar contains "Home" and "W". Below this is a green header with "Facility Search | Facility Profile | Facility History Search". A left sidebar menu lists various options: Owner/Contact, Emission Units, Control Equipment, Egress Points, Application(s), Permit(s) (circled in red), Federal Rules, Allowable Emissions, and Emissions Report(s). The main content area is titled "Facilities > Facility Profile" and displays "Facility ID: 022800" and "Facility Name: GEAU". Below this, a tree view shows a facility icon with ID "0228000275" and three gear icons labeled "B002", "Backjar", and "B004".

You will now see a total of FOUR permit numbers for application A0035460.

Permit Number	Application Numbers	Type	Issuance Stage	Reason(s)
P0082281	A0000251	PTIO	None	Renewal
01-08858	A0023125	PTI	Issued Final	Initial installation
01-08858	A0023126	PTI	Issued Final	Initial installation
Original → P0103613	A0035460	PTIO	None	Initial installation
First → P0103614	A0035460	PTIO	None	Initial installation
Second → P0103615	A0035460	PTIO	None	Initial installation
Third → P0103616	A0035460	PTIO	None	Initial installation

Printable view

Notice how all four defaulted the reason to the most stringent for all types in the application (initial). Decide which emissions units you will have comprise each permit document. In this example it is decided as follows:

- P0103613 – B001 and B002 – traditional initial installations
- P0103614 – D002 – traditional modification
- P0103615 – D004 – general permit modification
- P0103616 – R420 – general permit initial installations

Next you need to associate and disassociate emissions units with each permit according to your decision. Click on the hyperlinked permit number for the first permit you will work on (P0103613 in this example). This will open the Permit Detail page where you will see all available emissions units from the application in associated form.

[Permits](#) >

Permit Detail

Facility ID: 0121000264	Draft: Not Yet
Facility Name: POLARIS NEIGHBORHOOD CLEANERS	PPP: N/A
Permit Type: PTIO	PP: N/A
Permit Number: P0103613	Final: Not Yet

Final Effective:

[P0103613](#)

- [B001](#)
- [B002](#)
- [D002](#)
- [D004](#)
- [R420](#)

Permit Information

Federally Enforceable PTIO (FEPTIO):

Reason(s): Initial installation

General Permit:

Express Permit:

Rush Permit:

PER Due Date: Apr 1 - Mar 31, Due May 15

Description:

This means ALL emissions units are currently included in this permit object. In the Permit Tree click on each of the emissions units you wish to exclude from this

permit. Recall, in this example it was decided: P0103613 – B001 and B002 – traditional initial installations. Therefore, I will begin by clicking on D002.

Emissions Unit

EU ID : D002
Company Equipment ID : Dig99
EU Permit Status : None
DAPC Description : Dog Catcher

Install Date :
Terminated Date :
Revocation Date :

General Permit Category : Not applicable
General Permit Type : Not applicable
Superseded Permit : None

Fee

Category : None
Fee Name : None
Adjustment :

Base Amount :
Adjusted Amount : \$0.00

Edit Exclude EU from permit

And then clicking the **Exclude EU from permit** button. You will be returned to the main Permit Information (top level) of the Permit Detail page. I will repeat this step for D004 and R420. Once completed, you will see the following on the Permit Information screen.

[Permits](#) >

Permit Detail

Facility ID: 0121000264
Facility Name: POLARIS NEIGHBORHOOD CLEANERS
Permit Type: PTIO
Permit Number: P0103613

Draft: Not Yet Issued
PPP: N/A
PP: N/A
Final: Not Yet Issued

Final Effective:

Permit Information

Federally Enforceable PTIO (FEPTIO) :

Reason(s) : Initial installation
General Permit :
Express Permit :
Rush Permit :
PER Due Date : Apr 1 - Mar 31, Due May 15
Description :

Included
Excluded

However, notice the Reason(s) is still identified as Initial Installation and the General Permit box is checked. This information will need updated. Since P0103613 is applicable to the two initial installations the only change needed is to uncheck the General Permit box. At the bottom of the page click **Edit**. Scroll to the top and uncheck the box and then click **Save changes**.

P0103613 is now completed. Repeat these steps for the remain permits making sure to update the Reason(s) when necessary. Updating the Reason(s) is VERY IMPORTANT. You can return back to the Facility Profile where you can access the third-level Permits list the same as before, by scrolling to the bottom and clicking ([Show Current Facility Profile](#)).

4. If you decide Workflow Clone.

Open the Workflow Diagram page for the permit and workflow you wish to clone (P0103590 in this example). You can find this from your ToDos list, for example:

▼ ToDo List																	
Task ID	Facility ID	Facility Name	Task					Workflow					Permit				
			Name	Staff Assigned	State	Days	End Date	Name	Status	Start Date	Days	Due Date	Type	Number	Reason(s)	Rush	
2293-381-1	0238000137	WEAVER RIDGEWOOD	DO/LAA Preliminary Review	Administrator, In Admin	Process	470		Permitting	Late	3/27/2007	470	9/22/2007	PTIO	P0084683	Renewal	No	
227-385-6	0125250180	DIAMOND INNOVATIONS INC	DO/LAA Technical Review - 6	Administrator, In Admin	Process	16		Permitting	Late	5/29/1992	5885	11/24/1992	PTIO	P0007209	Renewal	No	
7887-0-1	0616000000	Conesville Power Plant	Facility Changes/Miscellaneous	Administrator, In Admin	Process	7		Facility Changes/Miscellaneous	Late	7/2/2008	7	7/2/2008					
7847-385-1	0125040425	WHITE CASTLE SYSTEMS INC	DO/LAA Technical Review	Administrator, In Admin	Process	0		Permitting	OK	6/26/2008	13	12/22/2008	PTIO	P0103590	Initial installation	No	

Click here to get the Workflow Diagram

Printable view Export to excel

In this example, I already did the preliminary completeness review and sent the multimedia form prior to realizing I needed to separate the permit documents. Rather than using the other method and having to repeat those steps in the workflow, I chose this method.

STARS 2
Welcome Admin

Home **Workflow** Facilities Permits Applications

Workflow Search | Summary Charts | **Workflow Diagram** | Task Profile

- Cancel
- Reassign
- Change Due Date
- Summary
- Processing Summary
- **Workflow Clone**
- Notes

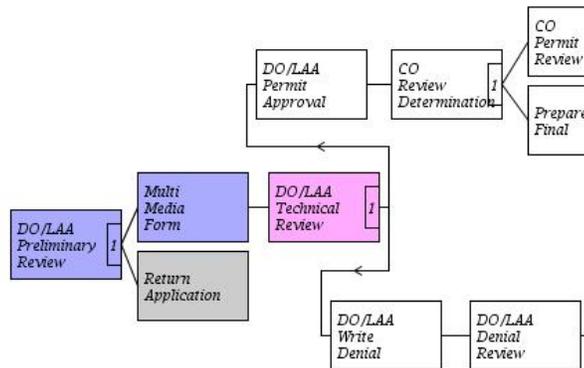
Workflow >
Workflow Diagram

Task Legend

- Not Completed
- Referred
- Skipped
- Completed
- In Process

Srt: Jun 26, 2008
Cur: Jul 9, 2008

Facility Id: 0125040425
Facility Name: WHITE CASTLE SYSTEMS INC
Permit Number : P0103590
Permit Type : PTIO
Permit Reason(s): Initial installation



Click on Workflow Clone on the third-level menu and click **Submit** in the middle of the screen. Note the success message:

[Workflow](#) > [Workflow Diagram](#) >

 **Information**
Success

Click for each ADDITIONAL Permit Detail page/workflow you will need. In this example, I have 3 emissions units: 1 initial installation, 1 modification, and 1 renewal. I will need a total of 3 Permit Detail pages/workflows. The original application generated one Permit Detail page (P0103592) which can be used for the 1 initial installation. Click the button 2 ADDITIONAL times. When you are done return to the Facility Profile. I am doing this by clicking on Task Profile on the second-level menu:



And then clicking on the hyperlinked Facility ID in the information box.

[Workflow](#) >
Task Profile

Task Information

Task ID: 7847-385-1
Name: DO/LAA Technical Review
State: In Process
Status: OK
Staff: Administrator, Admin
Start Date: Jul 9, 2008
Due Date: Jul 6, 2008
End Date:

Workflow Information

Facility ID: [0125040425](#)
Facility Name: WHITE CASTLE SYSTEMS INC
Workflow Type: Permitting
Workflow Name: Permitting
Number: [P0103590](#)
Status: OK
Created By: Toth, Kelly
Start Date: Jun 26, 2008
Due Date: Dec 23, 2008
End Date:

Now you are ready to return to the above section and continue with the Facility Profile - Permits in the third-level menu.

Note: separating permit actions could result in different issuance and effective dates for emissions unit(s) which may be a part of the same project. DO/LAA staff will need to work with Central Office to identify if some actions should be issued together.