



State of Ohio Environmental Protection Agency

STREET ADDRESS:

Lazarus Government Center
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Columbus, Ohio 43215

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MAILING ADDRESS:

P.O. Box 1049
Columbus, OH 43216-1049

[Correspondence Date]

[Primary Contact Name]
[Facility Name]
[Contact Address Line 1]
[Contact Address Line 2]
[Contact City, State, ZIP]

Re: Notice of Air Pollution Permit(s) Expiration Date

Facility ID: [Facility ID]
Facility: [Facility Name]
[Facility Address Line 1]
[Facility Address Line 2]
[Facility City, State, ZIP]

Dear Permit Holder,

The permit(s) for the emissions unit(s) described below will expire on the date shown. **A renewal application must be received by the expiration date for each emissions unit in order for that emissions unit to continue operating.** In this letter you will find answers to these questions:

- **Where do I get a renewal application and how should I submit it?**
 - **Which pieces of equipment have permits expiring?**
 - **When my permit is renewed what type of permit will I receive?**
 - **Who can I contact to get assistance?**
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- **Where do I get a renewal application and how should I submit it?**

Pursuant to Chapter 3745-31 of the Ohio Administrative Code, a renewal application must be submitted (i.e., postmarked if sent by mail, or uploaded if submitted via the eBusiness Center) for each emissions unit by the expiration date in order to continue operating the emissions unit. The application you need to submit is called a PTI/PTIO application.

There are two ways this application can be submitted:

1. In June, 2008 the Ohio EPA, Division of Air Pollution Control (DAPC) released software on the Ohio EPA's eBusiness Center where permit applications can be filled out and submitted electronically. This service, available on the Internet, is called Air Services. A fact sheet about the eBusiness Center has been included with this notice. This software was developed to be user friendly and allow you to not only submit permit applications, but also any emissions reporting or permit related reporting you may need to do. We highly recommend you go to the eBusiness Center (<https://ebiz.epa.ohio.gov>) and check it out!

Ted Strickland, Governor
Lee Fisher, Lieutenant Governor
Chris Korleski, Director

- The hard copy PTI/PTIO application is available to download from the DAPC web page. This application can be downloaded from the Web page <http://www.epa.state.oh.us/dapc/> and select "Permits" from the Topic Index, OR you can contact the appropriate District Office or local air agency (DO/LAA) to receive a hard copy version. This application can be completed in Word or filled out by hand and submitted to the [DO/LAA] at the address indicated below.

- Which operations have permits expiring?**

You will find a list of the operations (equipment) that our records indicate will expire soon. We call an operation or piece of equipment an emissions unit (EU). We have listed the EU ID, the description, and the equipment ID you have given us in the past. We have also identified the permit that was issued to that source and the expiration date of the previous permit.

<i>EU ID</i>	<i>EU Description</i>	<i>Company Equipment ID</i>	<i>Permit Number</i>	<i>Expiration Date</i>
[EU ID]	[Description]	[Company ID]	[Permit Number]	[PTIO Expiration Date]

- When my permit is renewed what type of permit will I receive?**

In June 2008 DAPC implemented an efficiency improvement in the way we do permitting. We were requiring an application from you to receive a permit-to-install, and then after that requiring a second application and permitting process for a permit-to-operate the equipment. That is no longer the case. We implemented the Permit-to-Install and Operate (PTIO) program which cuts the work in half for both you and DAPC. If, after reviewing your renewal application, it is determined that you need a permit you will receive one PTIO for each emissions unit. That PTIO will supersede any previously issued permits for that emissions unit.

- Who can I contact to get assistance?**

Questions regarding this notice, how to complete the application, PTIO, etc. can be directed to any of the following:

- Office of Compliance Assistance and Pollution Prevention at **OCAPP Hotline (800) 329-7518**
- [DO/LAA Permit Writer]
[DO/LAA Long Name]
[DO/LAA Address Line 1]
[DO/LAA Address Line 2]
[DO/LAA City, State, ZIP]
Phone: [DO/LAA Phone Number]
- The Ohio EPA Web page <http://www.epa.state.oh.us/> has many tools which can help you. Click on the Answer Place link to review previously asked questions or ask any new question you have. You will receive an answer by the next business day! You can also navigate to the DAPC Web page by clicking on the "Air" link in the header to find more information on permitting.

Please do not hesitate to contact any of the above resources that are available to you.

Sincerely,



Michael W. Ahern, Manager

Permit Issuance and Data Management Section, DAPC