

PART B REVIEW CHECKLIST

Administrative Section - Class 1 Modifications (Self Implementing)

Facility/ID #		Date	
Reviewer		DO	

Relevant Guidance Documents - Permit Modification Process Guidance, May, 1998

	YES	NO	NA	Page #	Notes - NOD/NOV Comment #
Class 1 Modifications (Self Implementing)					
1) Did the permittee notify the director of the modification by certified mail or other means that establish proof of delivery within seven days after the change is implemented (OAC 3745-50-51 (D)(1)(i))?					
2) Did the notification required above specify the changes made to permit conditions or supporting documents referenced by the permit and explain why they (the changes) are necessary (OAC 3745-50-51 (D)(1)(i))?					
3) Along with the notice, did the permittee provide the applicable information required by rule 3745-50-43 (contents of the part A application)(OAC 3745-50-51 (D)(1)(i))?					
4) Along with the notice, did the permittee provide the applicable information required by rule 3745-50-44 (contents of the part B application) (OAC 3745-50-51 (D)(1)(i))?					
5) Along with the notice, did the permittee provide the applicable information required by rule 3745-50-62 (trial burn) (OAC 3745-50-51 (D)(1)(i))?					

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	YES	NO	NA	Page #	Notes - NOD/NOV Comment #
6) Did the permittee send a notice of the Class 1 modification to all persons on the agency mailing list maintained by the director, the board of county commissioners of the county, the board of township trustees of the township, and the city manager or mayor of the municipal corporation in which the hazardous waste facility is located (OAC 3745-50-51 (D)(1)(ii))?					
7) Was the above notification made within ninety days after the change is implemented (OAC 37 45-50-51 (D)(1)(ii))?					
8) Was the class 1 permit modification request signed by: (OAC 3745-50-42)					
a) A responsible corporate officer (i.e., president, vice president, secretary, or treasurer of a corporation or by a manager of a large production facility)?;					
b) A general partner of a partnership or the proprietor of a sole proprietorship?; or					
c) A principal executive officer or ranking elected official of a municipality, state, federal or other public agency?					