

PART B REVIEW CHECKLIST

Administrative Section - Class 3 Modifications

Facility/ID #		Date	
Reviewer		DO	

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

	YES	NO	NA	Page #	Notes - NOD Comment #
Class 3 Modifications					
1) Did the permittee describe the exact changes to be made to the facility that would require the permit to be modified and the proposed changes to the permit conditions and supporting documents referenced by the permit (OAC 3745-50-51 (D)(3)(c)(i))?					
2) Did the permittee identify the modification as a Class 3 modification (OAC 3745-50-51 (D)(3)(c)(ii))?					
3) Did the permittee in the application explain why the modification is needed (OAC 3745-50-51 (D)(3)(c)(iii))?					
4) 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)(3)(c)(iv))?					
5) 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)(3)(c)(iv))?					
6) Along with the notice, did the permittee provide the applicable information required by rule 3745-50-62 (trial burn) (OAC 3745-50-51 (D)(3)(c)(iv))?					

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	YES	NO	NA	Page #	Notes - NOD Comment #
7) Did the permittee send a notice of the 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)(3)(d))?					
8) Did the permittee publish the above notice in a major local newspaper of general circulation (OAC 3745-50-51 (D)(3)(d))?					
9) Was this notice mailed and published within seven days before or after the date of submittal of the modification application to the director, and the permittee provided the director evidence of the mailing and publication (OAC 3745-50-51 (D)(3)(d))?					
10) did the notice include the following:					
a) an announcement of a sixty day comment period that begins on the date the permittee publishes the notice in the local newspaper with comments submitted to the agency contact identified in the public notice (OAC 3745-50-51 (D)(3)(d)(i))?					
b) an announcement of the date, time and place for a public meeting that is no earlier than fifteen days after the publication of the notice and no later than fifteen days before the close of the sixty day comment period (OAC 3745-50-51 (D)(2)(b)(ii) & (D)(3)(f))?					
c) the name and telephone number of the permittee's contact person (OAC 3745-50-51 (D)(3)(d)(iii))?					
d) the name and telephone number of an agency contact person (OAC 3745-50-51 (D)(3)(d)(iv))?					

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e) the location where a copy of the modification application and any supporting documents can be viewed and copied (OAC 3745-50-51 (D)(3)(d)(v))?					
f) the following statement "The permittee's compliance history during the life of the permit being modified is available from the agency contact person."(OAC 3745-50-51 (D)(3)(d)(vi))?					
11) Did the permittee place a copy of the permit modification application and supporting documents in a location accessible to the public in the vicinity of the facility (OAC 3745-50-51 (D)(3)(e))?					
12) Was the class 3 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?					

