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Department of Environmental Quality
Office of the Secretary
Legal Affairs Division

New Louisiana Engineering Review Activity Form

The Office of Environmental Services, Air Permits Division (APD), has drafted and finalized a review activity form that is required to be attached to all notifications, reports, and other documents submitted for review to the Air Engineering Support Group. The documents to which the review activity form above should be attach include, but is not limited to, New Source Performance Standard (NSPS) reports, initial stack test required by rule or permit, initial certification of continuous emission monitors (CEMs), fugitive emission reports, notifications of testing (submitted by either mail or email) , and similar types of documents. The form will be used to standardize the information needed to ensure the proper review, routing, and filing of the documents received by the Air Engineering Support Group.

The Louisiana Engineering Review Activity Form must be completed and attached to each document being submitted to the Office of Environmental Services, Air Permits Division, Air Engineering Support Group; notifications of testing submitted by email should also have the form attached. A guidance document has been prepared to assist in completing the form. The form and guidance document will be available on the Louisiana Department of Environmental Quality website <http://www.deq.louisiana.gov/portal/HOME.aspx> under the Air information. Beginning May 31, 2011, only documents submitted to the Air Engineering Support Group with a properly completed Louisiana Engineering Review Activity Form attached will be accepted as complete, and therefore reviewed. When the form does not accompany a document, the company contact and the person preparing the document will be notified that the submittal is deemed incomplete until the form is provided.

If there are any questions concerning the use of the Louisiana Engineering Review Activity Form or the guidance for completing the form, please contact Darlene Doshier-Collard at 225-219-3404 or at darlene.doshier-collard@la.gov.