

**Human Crematory (GP 23.1)  
Model General Permit (MGP) Application Instructions**

**IF YOU ARE SUBMITTING A HARDCOPY APPLICATION**

1. Complete and sign the qualifying criteria document. Have the signatory, as defined in OAC rule 3745-31-04(B), sign the qualifying criteria document.
2. Permit-to-install and operate (PTIO) applicants: complete the following PTIO application sections and the appropriate emission activity category (EAC) form:

a. It is **ONLY** necessary to complete the following sections of the PTIO application:

1. Facility & contact information
2. Section I\* - 1, 2, 5, 6, 7 and 8.

The same signatory for the qualifying criteria document should sign the application.

\* Section I must only be filled out once for overall facility.

3. Section II\*\* - 1, 2, 5 and 10

\*\* Section II must be filled out for **each human cremation unit** at the facility.

b. It is necessary to complete the following EAC form:

<b>EU</b>	<b>Description</b>	<b>EAC Form</b>	<b>Necessary Sections</b>
N00X	Human Crematory	3102	1 through 16 for <u>each</u> human cremation unit

3. Complete a detailed process flow diagram for each human cremation unit.
4. Submit all required documents to the appropriate district office or local air agency.

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**IF YOU ARE SUBMITTING AN ELECTRONIC APPLICATION USING OHIO EPA'S  
EBUSINESS CENTER: AIR SERVICES ONLINE WEB PORTAL**

1. Ensure your facility profile is current including contact information, source classification code (SCC) information, any relevant control equipment information and egress points for all emissions units (EUs) at the site. See facility profile guidance available in the general permit page.
2. Complete the electronic PTIO Application, selecting the appropriate general permit category and type.
3. Complete the following forms and upload them as attachments to your electronic application on the main application page and under the corresponding EU page.
  - a. Qualifying criteria document (signature is NOT required on the form when using Air Services).
  - b. A detailed process flow diagram for each human cremation unit.
  - c. The appropriate EAC form, as follows:

<b>EU</b>	<b>Description</b>	<b>EAC Form</b>	<b>Necessary Sections</b>
N00X	Human Crematory	3102	1 through 16 for <u>each</u> human cremation unit