

STATE OF MISSOURI



DEPARTMENT OF NATURAL RESOURCES

MISSOURI AIR CONSERVATION COMMISSION

PERMIT TO CONSTRUCT

Under the authority of RSMo 643 and the Federal Clean Air Act the applicant is authorized to construct the air contaminant source(s) described below, in accordance with the laws, rules and conditions as set forth herein.

Permit Number:

082013-002

Project Number: 2013-04-075

Installation ID: 047-0184

Parent Company: Clay County Materials

Parent Company Address: 17815 E Foster Rd., Suite 111, Liberty, MO 64068

Installation Name: Clay County Materials

Installation Address: 17815 E Foster Rd, Liberty, MO 64068

Location Information: Clay County, S26 T51N R31W

Application for Authority to Construct was made for:
Construction of a secondary (cone) crusher, screen and four radial stackers. This review was conducted in accordance with Section (6), Missouri State Rule 10 CSR 10-6.060, *Construction Permits Required*.

Standard Conditions (on reverse) are applicable to this permit.

Standard Conditions (on reverse) and Special Conditions are applicable to this permit.

AUG - 7 2013

EFFECTIVE DATE

DIRECTOR OR DESIGNEE
DEPARTMENT OF NATURAL RESOURCES

STATE OF MISSOURI



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EFFECTIVE DATE

DIRECTOR OR DESIGNEE
DEPARTMENT OF NATURAL RESOURCES

STANDARD CONDITIONS:

Permission to construct may be revoked if you fail to begin construction or modification within two years from the effective date of this permit. Permittee should notify the Air Pollution Control Program if construction or modification is not started within two years after the effective date of this permit, or if construction or modification is suspended for one year or more.

You will be in violation of 10 CSR 10-6.060 if you fail to adhere to the specifications and conditions listed in your application, this permit and the project review. In the event that there is a discrepancy between the permit application and this permit, the conditions of this permit shall take precedence. Specifically, all air contaminant control devices shall be operated and maintained as specified in the application, associated plans and specifications.

You must notify the Department's Air Pollution Control Program of the anticipated date of start up of this (these) air contaminant source(s). The information must be made available within 30 days of actual startup. Also, you must notify the Department of Natural Resources Regional office responsible for the area within which you are located within 15 days after the actual start up of this (these) air contaminant source(s).

A copy of this permit and permit review shall be kept at the installation address and shall be made available to Department of Natural Resources' personnel upon request.

You may appeal this permit or any of the listed special conditions to the Administrative Hearing Commission (AHC), P.O. Box 1557, Jefferson City, MO 65102, as provided in RSMo 643.075.6 and 621.250.3. If you choose to appeal, you must file a petition with the AHC within 30 days after the date this decision was mailed or the date it was delivered, whichever date was earlier. If any such petition is sent by registered mail or certified mail, it will be deemed filed on the date it is mailed. If it is sent by any method other than registered mail or certified mail, it will be deemed filed on the date it is received by the AHC.

If you choose not to appeal, this certificate, the project review and your application and associated correspondence constitutes your permit to construct. The permit allows you to construct and operate your air contaminant source(s), but in no way relieves you of your obligation to comply with all applicable provisions of the Missouri Air Conservation Law, regulations of the Missouri Department of Natural Resources and other applicable federal, state and local laws and ordinances.

The Air Pollution Control Program invites your questions regarding this air pollution permit. Please contact the Construction Permit Unit at (573) 751-4817. If you prefer to write, please address your correspondence to the Missouri Department of Natural Resources, Air Pollution Control Program, P.O. Box 176, Jefferson City, MO 65102-0176, attention: Construction Permit Unit.

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Permit No.	
Project No.	2013-04-075

SITE SPECIFIC SPECIAL CONDITIONS:

The permittee is authorized to construct and operate subject to the following special conditions:

The special conditions listed in this permit were included based on the authority granted the Missouri Air Pollution Control Program by the Missouri Air Conservation Law (specifically 643.075) and by the Missouri Rules listed in Title 10, Division 10 of the Code of State Regulations (specifically 10 CSR 10-6.060). For specific details regarding conditions, see 10 CSR 10-6.060 paragraph (12)(A)10. "Conditions required by permitting authority."

1. **Superseding Condition**
The conditions of this permit supersede all special conditions found in the previously issued construction permit 042010-018 from the Air Pollution Control Program.
2. **Best Management Practices Requirement**
Clay County Materials shall control fugitive emissions from all of the haul roads and vehicular activity areas at this site by performing BMPs as defined in Attachment AA.
3. **Ambient Air Impact Limitation**
 - A. Clay County Materials shall not cause an exceedance of the NAAQS for PM₁₀ of 150.0 µg/m³ 24-hour average in ambient air.
 - B. Clay County Materials shall demonstrate compliance with Special Condition 3.A using Attachment A and Attachment B or other equivalent forms that have been approved by the Air Pollution Control Program, including an electronic forms. Clay County Materials shall account for the impacts from other sources of PM₁₀ as instructed in the attachments.
 - C. Clay County Materials is exempt from the requirements of Special Condition 3.B when no other plants are operating at this site.
4. **Annual Emission Limit**
 - A. Clay County Materials shall emit less than 15.0 tons of PM₁₀ in any 12-month period from the entire installation.
 - B. Clay County Materials shall demonstrate compliance with Special Condition 4.A using Attachment C or another equivalent form that has been approved by the Air Pollution Control Program, including an electronic form.
5. **Moisture Content Testing Requirement**
 - A. Clay County Materials shall verify that the moisture content of the processed rock is greater than or equal to 1.5 percent by weight.
 - B. Testing shall be conducted according to the method prescribed by the American Society for Testing Materials (ASTM) D-2216, C-566 or another method approved by the Director.

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Permit No.	
Project No.	2013-04-075

SITE SPECIFIC SPECIAL CONDITIONS:

The permittee is authorized to construct and operate subject to the following special conditions:

- C. The initial test shall be conducted no later than 45 days after the start of operation. A second test shall be performed the calendar year following the initial test during the months of July or August.
 - D. The test samples shall be taken from rock that has been processed by the plant or from each source of aggregate (e.g. quarry).
 - E. The written analytical report shall include the raw data and moisture content of each sample, the test date and the original signature of the individual performing the test. The report shall be filed on-site or at the Clay County Materials main office within 30 days of completion of the required test.
 - F. If the moisture content of either of the two tests is less than the moisture content in Special Condition 5.A, another test may be performed within 15 days of the noncompliant test. If the results of that test also exceed the limit, Clay County Materials shall either:
 - 1) Apply for a new permit to account for the revised information, or
 - 2) Submit a plan for the installation of wet spray devices to the Compliance/Enforcement Section of the Air Pollution Control Program within 10 days of the second noncompliant test. The wet spray devices shall be installed and operational within 40 days of the second noncompliant test.
 - G. In lieu of testing, Clay County Materials may obtain test results that demonstrate compliance with the moisture content in Special Condition 5.A from the supplier of the aggregate.
6. Minimum Distance to Property Boundary Requirement
The primary emission point, EP01(primary crusher) shall be located at least 425 feet from the nearest property boundary.
7. Primary Equipment Requirement
Clay County Materials shall process all rock through the primary crusher (EP01). Bypassing the primary crusher is prohibited.
8. Record Keeping Requirement
Clay County Materials shall maintain all records required by this permit for not less than five years and make them available to any Missouri Department of Natural Resources personnel upon request.
9. Reporting Requirement
Clay County Materials shall report to the Air Pollution Control Program Enforcement Section P.O. Box 176, Jefferson City, MO 65102, no later than 10 days after any exceedances of the limitations imposed by this permit.

REVIEW OF APPLICATION FOR AUTHORITY TO CONSTRUCT AND OPERATE
SECTION (6) REVIEW

Project Number: 2013-04-075
Installation ID Number: 047-0184
Permit Number:

Clay County Materials
17815 E Foster Rd
Liberty, MO 64068

Complete: April 22, 2013

Parent Company:
Clay County Materials
17815 E Foster Rd., Suite 111
Liberty, MO 64068

Clay County, S26 T51N R31W

INSTALLATION/PROJECT DESCRIPTION

Clay County Materials is an aggregate producer in the Clay County area, just east of the city limits of Liberty, MO. Clay County Materials started the crushing operation in 2010 at an existing quarry site. The original Clay County Materials' permit is 042010-018 consisting of a primary rock crusher, screening plant and associated conveyors. They are requesting to add a secondary crusher and screening plant to their existing aggregate crushing operation. The secondary crusher will be a cone crusher with a MHDR of 200 tons per hour. The screening plant will be a triple deck screen with four product conveyors/radial stackers. The oversize material from the existing screening plant will feed into the cone crusher and through the finish screen plant. The existing impactor plant (EP-1) is located 425 feet from the nearest property line; the cone crusher (EP-15) will also set 425 feet from the nearest property line. The new cone crusher, screening plant and stock pile conveyors will be ran off the power grid.

Clay County Material is also requesting to remove EP-12, a 1.5 MMBTU/hr Screen Engine. This engine was originally permitted in permit 042010-018 but was never installed. With the removal of this engine and the recalculation of the existing engine (John Deere, 500 hp Tier III, 2008) emissions, the NOx limit has been removed and replaced with a PM₁₀ limit. This will allow an increase in production.

The applicant is using one of the methods described in Attachment AA, "Best Management Practices," to control emissions from haul roads and vehicular activity areas.

This installation is located in Clay County, a maintenance area for ozone and an attainment area for all other criteria pollutants.

This installation is not on the List of Named Installations found in 10 CSR 10-6.020(3)(B), Table 2. The installation's major source level is 250 tons per year and fugitive emissions are not counted toward major source applicability.

TABLES

The following permit has been issued to Clay County Materials from the Air Pollution Control Program.

Table 1: Permit History

Permit Number	Description
042010-018	Construction of a rock crushing operation

The following table lists the new pieces of equipment associated with this project. Please note that EP-12 (diesel engine) has been removed from the original list of equipment .

Table 2: Project Equipment List

Emission Unit	Equipment Description	MHDR
EP15	Sandvik H4800 Cone Crusher	200 tph
EP16	Terex 6203 Portable Screening Plant	200 tph
EP17	(4) Radial Stackers 4, 5, 6, and 7	200 tph

The table below summarizes the emissions of this project. The existing actual emissions were taken from the 2012 EIQ. The potential emissions of the application represent the emissions of all equipment and activities assuming continuous operation (8760 hours per year). The conditioned potential emissions are based on a voluntary limit to avoid dispersion modeling requirements found in 10 CSR 10-6.060 Section (6). The conditioned potential emissions include emissions from sources that will limit their production to ensure compliance with the annual emission limit.

Table 3: Emissions Summary (tons per year)

Air Pollutant	De Minimis Level/SMAL	Conditioned Potential Emission of Existing Facility ^a	Existing Actual Emissions (2012 EIQ)	^b Potential Emissions of the Application	^c Conditioned Potential Emissions of the Facility
PM	25.0	N/D	N/D	88.84	36.46
PM ₁₀	15.0	11.87	0.7244	36.55	<15.0
PM _{2.5}	10.0	N/D	0.00	15.63	6.41
SO _x	40.0	2.63	0.1624	2.62	1.07
NO _x	40.0	<40.0	2.4408	14.40	5.91
VOC	40.0	3.27	0.2018	5.41	2.22
CO	100.0	8.62	0.5265	12.6	5.17
GHG (CO ₂ e)	75,000 / 100,000	N/D	N/D	2149.7	882.0
GHG (mass)	0.0 / 100.0 / 250.0	N/D	N/D	2142.6	879.34
Total HAPs	25.0	0.04	0.00	0.06	0.02

N/A = Not Applicable; N/D = Not Determined

^aAccording to permit 042010-018

^bIncludes site specific haul road and storage pile emissions

^cConditioned Potential Emission are based on a voluntary annual 15.0 tons per year PM₁₀ limit to avoid dispersion modeling requirements found in 10 CSR 10-6.060 Section (6). All other pollutants are proportionally reduced.

Table 4: Ambient Air Quality Impact Analysis

Pollutant	NAAQS/RAL (µg/m ³)	Averaging Time	^a Maximum Modeled Impact (µg/m ³)	Limited Impact (µg/m ³)	Background (µg/m ³)	^b Daily Limit (tons/day)
^c PM ₁₀ (same)	150.0	24-hour	180.12	130.0	20.0	7,463.8
^d PM ₁₀ (separate)	150.0	24-hour	N/A	65.0	85.0	4,812.8

^aModeled impact at maximum capacity with controls

^bIndirect limit based on compliance with NAAQS.

^cSolitary operation or operation with other plants that are owned by Clay County Materials

^dOperation with other plants that are not owned by Clay County Materials

EMISSIONS CALCULATIONS

Emissions for the project were calculated using emission factors found in the United States EPA document AP-42 *Compilation of Air Pollutant Emission Factors, Volume 1: Stationary Point and Area Sources*, Fifth Edition (AP-42).

Emissions from the rock-crushing equipment were calculated using emission factors from AP-42 Section 11.19.2 “Crushed Stone Processing and Pulverized Mineral Processing,” August 2004. The controlled emission factors were used because the inherent moisture content of the crushed rock is greater than 1.5% by weight.

Emissions from the diesel engine (EP11) were recalculated using 40 CFR 89, Tier III emission standards, December 2010. Greenhouse gases were calculated using emission factors from 40 CFR 98, Table C-2, December, 2010.

Emissions from haul roads and vehicular activity areas were also recalculated in order to obtain a new PM₁₀ limit using the predictive equation from AP-42 Section 13.2.2 “Unpaved Roads,” November 2006. A 90% control efficiency for PM and PM₁₀ and a 40% control efficiency for PM_{2.5} were applied to the emission calculations for the use of BMPs. Emissions from load-in and load-out of storage piles were calculated using the predictive equation from AP-42 Section 13.2.4. The moisture content of the aggregate is at least 1.5% by weight. Emissions from wind erosion of storage piles were calculated using an equation found in the Air Pollution Control Program’s Emissions Inventory Questionnaire Form 2.8 “Storage Pile Worksheet.”

AMBIENT AIR QUALITY IMPACT ANALYSIS

An ambient air quality impact analysis (AAQIA) was performed to determine the impact of the pollutants listed in Table 4. The Air Pollution Control Program requires an AAQIA of PM₁₀ for all asphalt, concrete and rock-crushing plants regardless of the level of PM₁₀ emissions if a permit is required. An AAQIA is required for other pollutants if their emissions exceed their respective de minimis or screening model action level (SMAL).

The AAQIA was performed using the Air Pollution Control Program's generic nomographs and when appropriate the EPA modeling software AERSCREEN. For each pollutant that was modeled, the maximum concentration that occurs at or beyond the site boundary was compared to the NAAQS or RAL for the pollutant. If during continuous operation the modeled concentration of a pollutant is greater than the applicable NAAQS or RAL, the plant's production is limited to ensure compliance with the standard.

This plant uses BMPs to control emissions from haul roads and vehicular activity areas, so emissions from these sources were not included in the AAQIA. Instead they were addressed as a background concentration of $20 \mu\text{g}/\text{m}^3$ of PM_{10} in accordance with the Air Pollution Control Program's BMPs interim policy.

OPERATING SCENARIOS

The plant is permitted to operate with other plants located at the site as long as the NAAQS is not exceeded. The following scenarios explain how Clay County Materials shall demonstrate compliance with the NAAQS.

- When no other plants are located Clay County Materials is required to calculate the daily impact of the plant and limit the total impact of the plant to not exceed the NAAQS using Attachment A.
- When plants that are owned by Clay County Materials, which are referred to as same owner plants, are located at the site, Clay County Materials must calculate the daily impact of each plant and limit the total impact of all plants to not exceed the NAAQS using Attachment A.
- When plants that are not owned by Clay County Materials, which are referred to as separate owner plants, are located at the site, Clay County Materials must account for the impacts of these plants as a background concentration and add it to the total impact of all plants owned by Clay County Materials that are operating at the site. This total is limited to not exceed the NAAQS. Clay County Materials will limit the total impact of all plants they own and operate at the site to $65.0 \mu\text{g}/\text{m}^3$ when any plants they do not own are located at the site. Clay County Materials is not permitted to operate with any plant that is not owned by Clay County Materials that has a separate owner background greater than $65.0 \mu\text{g}/\text{m}^3$. During this scenario, Clay County Materials shall use Attachment B to demonstrate compliance with the NAAQS.

PERMIT RULE APPLICABILITY

This review was conducted in accordance with Section (6) of Missouri State Rule 10 CSR 10-6.060, *Construction Permits Required*. Potential emissions of PM_{10} are conditioned below the de minimis level. Potential emissions of PM remain at minor source levels. All other pollutants are proportionally reduced and remain below their respective de minimis level.

APPLICABLE REQUIREMENTS

Clay County Materials shall comply with the following applicable requirements. The Missouri Air Conservation Laws and Regulations should be consulted for specific record keeping, monitoring, and reporting requirements. Compliance with these emission standards, based on information submitted in the application, has been verified at the time this application was approved. For a complete list of applicable requirements for your installation, please consult your operating permit.

GENERAL REQUIREMENTS

- *Submission of Emission Data, Emission Fees and Process Information*, 10 CSR 10-6.110.
- A Basic Operating Permit application is required for this installation within 30 days of commencement of operations.
- *Restriction of Particulate Matter to the Ambient Air Beyond the Premises of Origin*, 10 CSR 10-6.170
- *Restriction of Emission of Visible Air Contaminants*, 10 CSR 10-6.220
- *Restriction of Emission of Odors*, 10 CSR 10-6.165

SPECIFIC REQUIREMENTS

- 40 CFR 60 Subpart OOO, "Standards of Performance for Nonmetallic Mineral Processing Plants" applies to the equipment.
- The National Emission Standards for Hazardous Air Pollutants (NESHAPS) or National Emission Standards for Hazardous Air Pollutants for Source Categories (MACTS) applies to the proposed equipment. This engine is subject to 40 CFR Part 60, Subpart IIII, and is in compliance. No further requirements apply for the engine under MACT ZZZZ.
- *Restriction of Emission of Sulfur Compounds*, 10 CSR 10-6.260 applies and by calculating the concentration, the engine is in compliance.

STAFF RECOMMENDATION

On the basis of this review conducted in accordance with Section (6), Missouri State Rule 10 CSR 10-6.060, *Construction Permits Required*, I recommend this permit be granted with special conditions.

Kathy Kolb
New Source Review Unit

Date

PERMIT DOCUMENTS

The following documents are incorporated by reference into this permit:

- The Application for Authority to Construct form, dated April 18, 2013, received April 22, 2013, designating Clay County Materials as the owner and operator of the installation.
- U.S. EPA document AP-42, *Compilation of Air Pollutant Emission Factors*, Fifth Edition.

Attachment AA: Best Management Practices

Haul roads and vehicular activity areas shall be maintained in accordance with at least one of the following options when the portable plant is operating.

1. Pavement
 - A. The operator shall pave the area with materials such as asphalt, concrete or other materials approved by the Air Pollution Control Program. The pavement will be applied in accordance with industry standards to achieve control of fugitive emissions¹ while the plant is operating.
 - B. Maintenance and repair of the road surface will be conducted as necessary to ensure that the physical integrity of the pavement is adequate to achieve control of fugitive emissions from these areas while the plant is operating.
 - C. The operator shall periodically wash or otherwise clean all of the paved portions of the haul roads as necessary to achieve control of fugitive emissions from these areas while the plant is operating.

2. Application of Chemical Dust Suppressants
 - A. The operator shall apply a chemical dust suppressant (such as magnesium chloride, calcium chloride, lignosulfonates, etc.) to unpaved areas.
 - B. The quantities of the chemical dust suppressant shall be applied and maintained in accordance with the manufacturer's recommendation (if available) and in sufficient quantities to achieve control of fugitive emissions from these areas while the plant is operating.
 - C. The operator shall record the time, date and the amount of material applied for each application of the chemical dust suppressant agent on the above areas. The operator shall keep these records with the plant for not less than five (5) years and make these records available to Department of Natural Resources personnel upon request.

3. Application of Water-Documented Daily
 - A. The operator shall apply water to unpaved areas. Water shall be applied at a rate of 100 gallons per day per 1,000 square feet of unpaved or untreated surface area while the plant is operating.
 - B. Precipitation may be substituted for watering if the precipitation is greater than one quarter of one inch and is sufficient to control fugitive emissions.
 - C. Watering may also be suspended when the ground is frozen, during periods of freezing conditions when watering would be inadvisable for traffic safety reasons, or when there will be no traffic on the roads.
 - D. The operator shall record the date, volume of water application and total surface area of active haul roads or the amount of precipitation that day. The operators shall also record the rationale for not watering (e.g. freezing conditions or not operating).
 - E. The operator shall keep these records with the plant for not less than five (5) years, and the operator shall make these records available to Department of Natural Resources personnel upon request.

APPENDIX A

Abbreviations and Acronyms

%	percent	MMBtu	Million British thermal units
°F	degrees Fahrenheit	MMCF	million cubic feet
acfm	actual cubic feet per minute	MSDS	Material Safety Data Sheet
BACT	Best Available Control Technology	NAAQS ...	National Ambient Air Quality Standards
BMPs	Best Management Practices	NESHAPs ..	National Emissions Standards for Hazardous Air Pollutants
Btu	British thermal unit	NO_x	nitrogen oxides
CAM	Compliance Assurance Monitoring	NSPS	New Source Performance Standards
CAS	Chemical Abstracts Service	NSR	New Source Review
CEMS	Continuous Emission Monitor System	PM	particulate matter
CFR	Code of Federal Regulations	PM_{2.5}	particulate matter less than 2.5 microns in aerodynamic diameter
CO	carbon monoxide	PM₁₀	particulate matter less than 10 microns in aerodynamic diameter
CO₂	carbon dioxide	ppm	parts per million
CO_{2e}	carbon dioxide equivalent	PSD	Prevention of Significant Deterioration
COMS	Continuous Opacity Monitoring System	PTE	potential to emit
CSR	Code of State Regulations	RACT	Reasonable Available Control Technology
dscf	dry standard cubic feet	RAL	Risk Assessment Level
EQ	Emission Inventory Questionnaire	SCC	Source Classification Code
EP	Emission Point	scfm	standard cubic feet per minute
EPA	Environmental Protection Agency	SIC	Standard Industrial Classification
EU	Emission Unit	SIP	State Implementation Plan
fps	feet per second	SMAL	Screening Model Action Levels
ft	feet	SO_x	sulfur oxides
GACT	Generally Available Control Technology	SO₂	sulfur dioxide
GHG	Greenhouse Gas	tph	tons per hour
gpm	gallons per minute	tpy	tons per year
gr	grains	VMT	vehicle miles traveled
GWP	Global Warming Potential	VOC	Volatile Organic Compound
HAP	Hazardous Air Pollutant		
hr	hour		
hp	horsepower		
lb	pound		
lbs/hr	pounds per hour		
MACT	Maximum Achievable Control Technology		
µg/m³	micrograms per cubic meter		
m/s	meters per second		
Mgal	1,000 gallons		
MW	megawatt		
MHDR	maximum hourly design rate		

Mr. Neil Buehler
Manager
Clay County Materials
17815 E Foster Rd., Suite 111
Liberty, MO 64068

RE: New Source Review Permit - Project Number: 2013-04-075

Dear Mr. Buehler:

Enclosed with this letter is your permit to construct. Please study it carefully. Also, note the special conditions on the accompanying pages. The document entitled, "Review of Application for Authority to Construct," is part of the permit and should be kept with this permit in your files. Operation in accordance with these conditions, your new source review permit application and with your amended operating permit is necessary for continued compliance. The reverse side of your permit certificate has important information concerning standard permit conditions and your rights and obligations under the laws and regulations of the State of Missouri.

If you have any questions regarding this, please do not hesitate to contact Kathy Kolb, at the department's Air Pollution Control Program, P.O. Box 176, Jefferson City, MO 65102 or at (573) 751-4817. Thank you for your attention to this matter.

Sincerely,

AIR POLLUTION CONTROL PROGRAM

Susan Heckenkamp
New Source Review Unit Chief

SH:kk1

Enclosures

c: Kansas City Regional Office
PAMS File: 2013-04-075

Permit Number:

MISSOURI DEPARTMENT OF NATURAL RESOURCES
FOLDER TRANSMITTAL ROUTING SHEET

Document #:
Division Log #:
Program Log #:

DEADLINE: _____ Penalty for Missing Deadline: \$ _____

Clay County Materials

2013-04-075

Originator: Kathy Kolb

Telephone: _____

Date: 8/16/2013

Typist: Linda

File Name: P:\APCP\Permits\Users\Kathy Kolb\90 day permit\Construction Industry\
2013-04-075 Clay County Materials\2013-04-075 Clay County Materials.docm

FOR SIGNATURE APPROVAL

OF:

DNR Director DNR Deputy Director
X Other: Kyra L. Moore

Division Director Division Deputy Director

PROGRAM APPROVAL:

Approved by: _____ Program: APCP Date: _____

Other Program Approval

(Section/Unit): _____ Date: _____

Comments: _____

ROUTE TO:

DIVISION DIRECTOR APPROVAL: _____ Date: _____

Comments: _____

FINANCIAL REVIEW – DIVISION OF ADMINISTRATIVE
SUPPORT:

DAS Director: _____ Date: _____

Fee Worksheet Received By: _____ Date: _____

Accounting: _____ Date: _____

Budget: _____ Date: _____

General Services: _____ Date: _____

Internal Audit: _____ Date: _____

Purchasing: _____ Date: _____

Comments: _____

LEGAL REVIEW:

General Counsel: _____ Date: _____

AGO: _____ Date: _____

Comments: _____

DEPARTMENT DIRECTOR APPROVAL: _____ Date: _____

Comments: _____

NOTARIZATION NEEDED

INITIALS/DATE