

Ohio EPA
Division of Air Pollution Control

inter-office communication

to: District Office and Local Air Agency Permitting Staff
from: Mike Hopkins, Assistant Chief Permitting, DAPC-CO
cc: Linda Ours, STARS2 Project Manager, DAPC-CO
subject: Guidance for Converting Original Stars (Migrated) Permit Terms and Conditions from HTML to the new STARS2 Terms & Conditions Template
date: June 16, 2008

Purpose

The purpose of this document is to provide guidance on transferring the text of HTML formatted permits to a Word 2007 version that can be used to populate a shell permit. This applies to facilities with permits issued under the original Stars program (hereafter called migrated permits) that were migrated into the new Stars2 system. When preparing a renewal or modified permit, it can be useful to copy the existing information from the existing permit into the new permit. The following steps will help you to convert the document into a format that can be copy and pasted into a new permit shell using the guidance document "Guidance for transferring existing permit Terms and Conditions from a WordPerfect document to the new Stars2 Word 2007 Template" Dated "April 25, 2008". This guidance can be found on the DAPC intranet at: <http://epaintra.epa.state.oh.us/dapc/TermsandConditionGuidance.pdf>

Note: The macros that you run in this program are reversible. If you make a mistake, you will be able to undo it by holding down the "Ctrl" key and typing "Z".

Procedures

1. "Generate" your migrated permit in Stars2 and save it.

In Stars2, every available permit previously issued was migrated as an html document (except PTIs that are in WordPerfect). Identify your facility and the permit you are going to use and go to the "Permit Detail" page for that permit. In the "Permit Information", open the box containing the Terms

&Conditions and click on the hyperlinked title of the terms you would like to use. This will generate an HTML file containing the terms.

Permits >
Permit Detail

Facility ID: 0121010003 Draft: Not Yet Issued Public Notice:
 Facility Name: PPP: Not Yet Issued Hearing Notice:
 Permit Type: TV PTO PP: Not Yet Issued Hearing:
 Permit Number: P0082291 Final: Not Yet Issued Comments Period End:

Final Effective: Expiration:

Permit Information

Reason(s) : Initial
 Description :

ERAC Case Number :
 Title IV flag : Description :
 CAM : Description :
 Section 112(r) : Description :
 Variance :

Superseded Permit : None
 MACT : NESHAPS : NSPS :

Hearing Requested ?
 Legacy Permit :
 Statement of Basis : Response to Comments :

▶ Application / Request Administrative Permit Modifications
 ▶ Public Notice content

▼ **Terms & Conditions** ← Existing Terms and Conditions

Description	Last modified by	Last modified date	Issue as
1-Title V Draft Permit T+C	Air, Legacy	8/20/2007	Not issued
1-Title V Draft Permit T+C	Air, Legacy	9/25/2006	Not issued
1-Title V Draft Permit T+C	Air, Legacy	6/3/2002	Not issued

Printable view Export to excel

▼ Notes

Once you have generated the HTML file, save it. Clicking on the hyperlinked permit title will have opened the HTML copy using your default web browser (most likely Internet Explorer, which is what these instructions are written for). Go to the “File” pull down menu and choose “Save As” from the menu. You will get the standard “Save As” dialog box. **Make sure that under the “Save as Type” choice, you select “Webpage, HTML Only.”**

Please note that the save location is not important, but you need to make sure that you note the location so that you can find the file for the next step. .

2. Converting the HTML File to a Word 2007 File

a. *Inserting the HTML file into the Term Converter Template*

When you generate the HTML version of the migrated permit, the format of the permit will not allow for transfer of the permit to the standard Stars2 Shell Permit. This is, unfortunately, due to the steps necessary to convert the original Stars data to an HTML format. Therefore, It will be necessary to manipulate this file to get it into a version that can be copy and pasted into a new Stars2 Shell.

Begin by opening the file “HTML Term Converter.DOCM”. This is a macro enabled Word 2007 file which contains code which will allow you to reformat

the HTML file. A copy of this file is provided with this guidance via e-mail. If you did not receive a copy of this file, please contact Paul Braun (paul.braun@epa.state.oh.us, or 614-644-3734) to obtain a copy. The latest copy of the file is also available at:

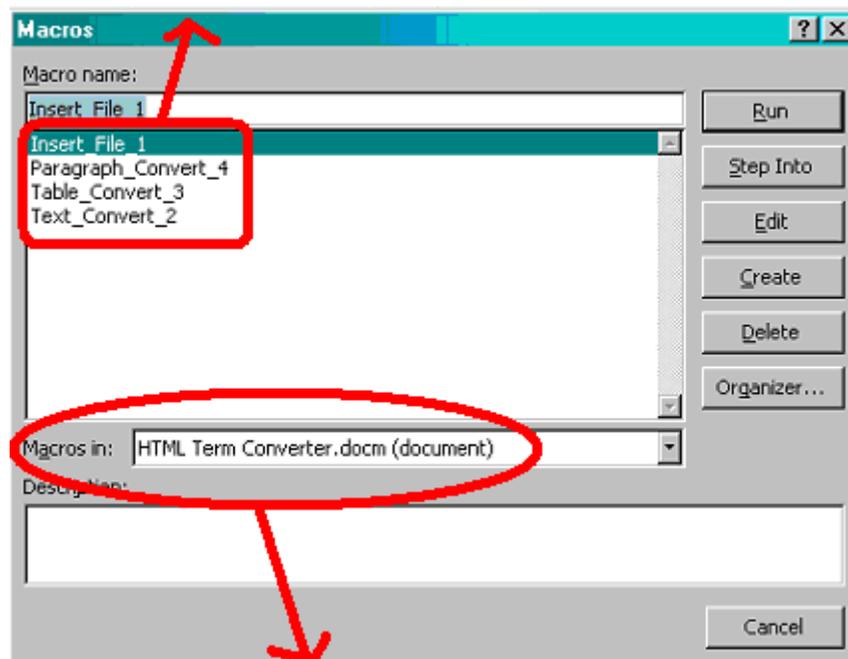
<http://epaintra.epa.state.oh.us/dapc/TermsandConditionGuidance.pdf>

Note: If macros are not enabled on your computer, go to “Macro Security” under “Developer” in the toolbar. Under “Macro Setting” choose to “Enable all Macros”. This can be turned back off once you are done with this document if security is an issue. Once macros have been enabled, you must close and restart the document to complete the enabling process.



On the toolbar under the developer tab, choose “Macros” (Macros).

You should next see the Macro Menu containing four macros as follows:



If you have more than four macros, make sure that the “Macros in” pull down is set to the document only as shown in the graphic.

Note that the macros are numbered in order of execution. It is important you perform each step in the correct order.

1st – Insert_File_1

2nd –Text_Convert_2

3rd – Table_Convert_3

4th – Paragraph_Convert_4

a. **STEP 1** : Inserting the HTML file using “Insert_File_1”

To begin, select “Insert_File_1” and click the Run button. A pop-up box will appear asking you to locate your HTML file. Using the information on the location of the file you noted from above, locate the file and click “Insert”.

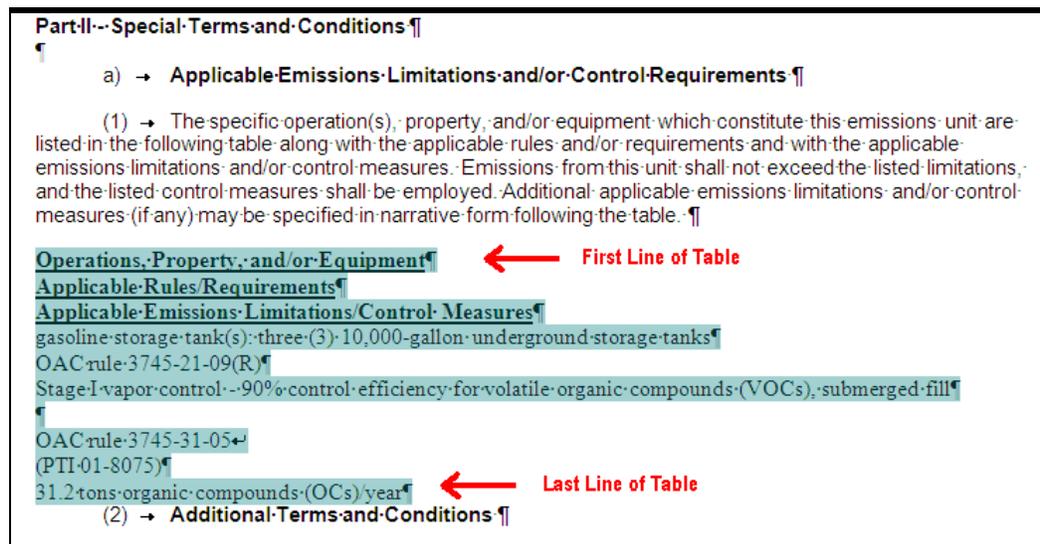
b. **STEP 2**: Converting the nested tables into text using Text_Convert_2



The next step will be to return to  and run the “Text_Convert_2” macro by selecting and clicking on Run. This macro will strip out the nested tables so that the information can be copied and pasted into another document.

c. **STEP 3**: Reforming tables using Table_Convert_3

After running the “Text_Convert_2” macro, you may want to go back through the permit and reconstruct the tables containing the “Applicable Rules and Requirements” to aid in copying this section of the permit into the new template tables. To do this, go to the beginning of the table you want to reconstruct and left click to place your cursor then drag and highlight through to the end as shown below:



Next, run the Macro “Table_Convert_3”, WHILE HIGHLIGHTED, to convert the text back into a table. Your table will be reconstituted and should look very similar to the following:

Part II -- Special Terms and Conditions ¶

a) → **Applicable Emissions Limitations and/or Control Requirements ¶**

(1) → The specific operation(s), property, and/or equipment which constitute this emissions unit are listed in the following table along with the applicable rules and/or requirements and with the applicable emissions limitations and/or control measures. Emissions from this unit shall not exceed the listed limitations, and the listed control measures shall be employed. Additional applicable emissions limitations and/or control measures (if any) may be specified in narrative form following the table. ¶

Operations, Property, and/or Equipment	Applicable Rules/Requirements	Applicable Emissions Limitations/Control Measures
gasoline storage tank(s); three (3) 10,000-gallon underground storage tanks	OAC rule 3745-21-09(R)	Stage I vapor control -- 90% control efficiency for volatile organic compounds (VOCs), submerged fill
	OAC rule 3745-31-05 (PTI-01-8075)	31.2 tons organic compounds (OCs) year

(2) → **Additional Terms and Conditions ¶**

Note that the highlight text has been transformed into a table which can be used for pasting into the shell permit as directed in the guidance document “Guidance for transferring existing permit Terms and Conditions from a WordPerfect document to the new Stars2 Word 2007 Template” Dated “April 25, 2008”.

You may do this for as many tables as you need to rebuild.

d. **STEP 4: Remove manual paragraph breaks using Paragraph_Convert_4**

As a relic of the original Stars program, there are manual page breaks sprinkled liberally throughout the HTML document. These must be removed before the document can be transferred to the new Stars2 Permit Shell otherwise you will not be able to apply the Quickstyles to set levels and other formatting.



To remove the manual paragraph breaks, go to  one last time and run the macro titled “paragraph_convert_4”. This macro will strip out the manual breaks and prepare the document for copying and pasting.

WARNING: Do not run the “paragraph_convert_4” macro until you have converted all of your tables using the “table_convert_3” macro, otherwise you may not be able to accurately rebuild your table(s).

When you have finished this step, the document may still look a bit rough, but you are now ready to begin copying and pasting the document into the new Stars2 shell. Please refer to the guidance document “Guidance for transferring existing permit Terms and Conditions from a WordPerfect document to the new Stars2 Word 2007 Template” Dated “April 25, 2008” for help on how to continue.