



# Abrasive Blasting Required Report User Guide

Thank you for reviewing ACHD's Abrasive Blasting Required Report User Guide. This guide will walk through the steps required to complete the submission of any required documents like air results, visible emissions readings, etc. The first section will illustrate each step using a Responsible Official REP login. The next section addresses submitting the report as a Consultant REP login and the last section shows how a Responsible Official approves a Consultant Submitted Report.

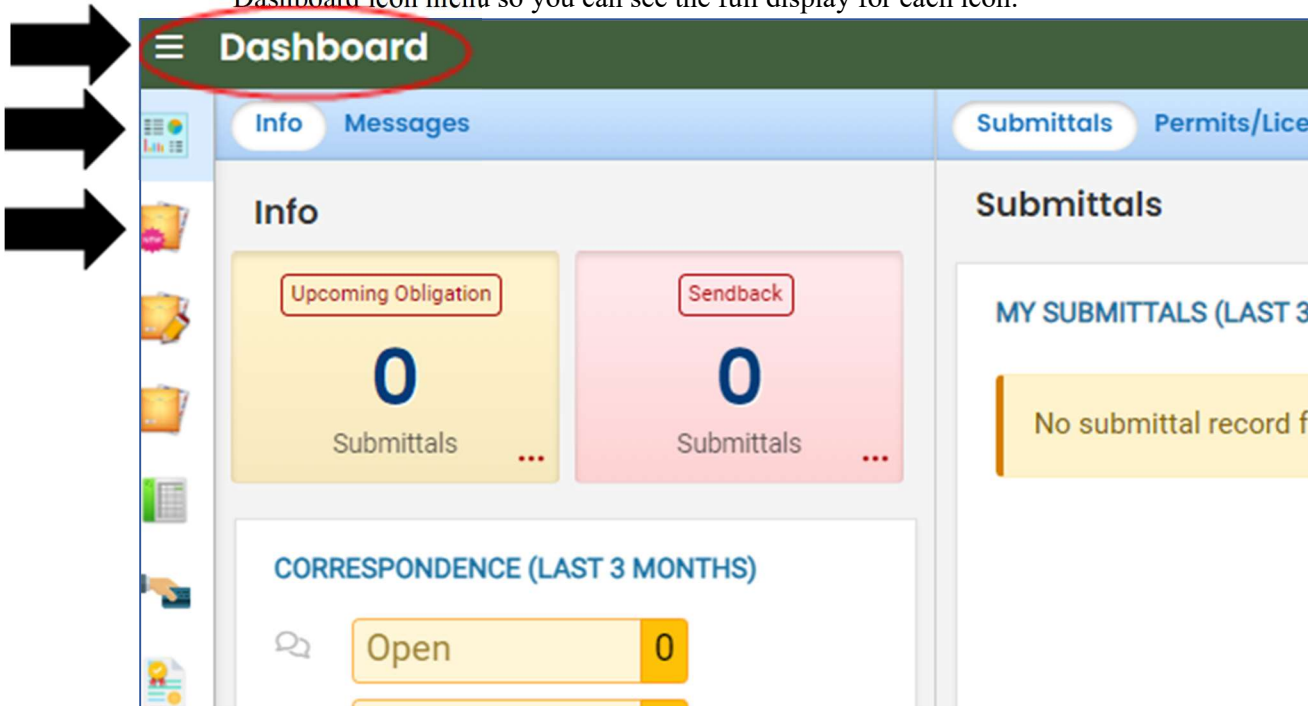
## Submitting An Abrasive Blasting Required Report Using a Responsible Official User Account

1. Login to REP using your credentials, in this case the Responsible Official (**RO**) for your Facility. If you are having issues seeing your Facility please email [AQREP@AlleghenyCounty.US](mailto:AQREP@AlleghenyCounty.US)



2. Start at the Dashboard; the icon ( Top, Far Left) of the navigation menu will take you to the Dashboard.

The Dashboard is your "Front Page", containing a collected overview of Obligations and Submittals. Note: Clicking the navigation menu icon (three stacked horizontal lines) expands the Dashboard icon menu so you can see the full display for each icon.




### ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM

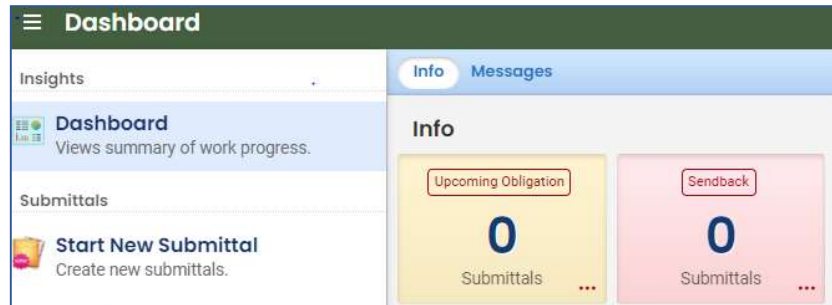
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3. Click the New Submittal Icon.  It is directly below the Dashboard icon. The New Submittal is available without going to the Dashboard first, but it is important to be aware of the Dashboard.



4. To **SUBMIT A REQUIRED REPORT**, you will need to click the  on the right to begin the submittal.



	<b>Abrasive Blasting Permit Application</b> Abrasive Blasting Permit Application	 Air Quality f0204001  Air Quality	
	<b>Abrasive Blasting Start/Completion Notice Application</b> Abrasive Blasting Start/Completion Notice Application	 Air Quality f0204003  Air Quality	
	<b>Installation Permit</b> Installation Permit	 Air Quality f41001  Air Quality	
	<b>Miscellaneous Submittals</b> Other Reporting Obligations desc321	 Air Quality f41003  Air Quality	
	<b>Open Burning Permit Application</b> Open Burning Permit Application	 Air Quality f0204002  Air Quality	
	<b>Operating Permit</b> Operating Permit	 Air Quality f41002  Air Quality	
	<b>Request for Determination</b> Request for Determination	 Air Quality f0204004  Air Quality	
	<b>Submit a Required Report</b> Submit a Required Report	 Air Quality f41004  Air Quality	




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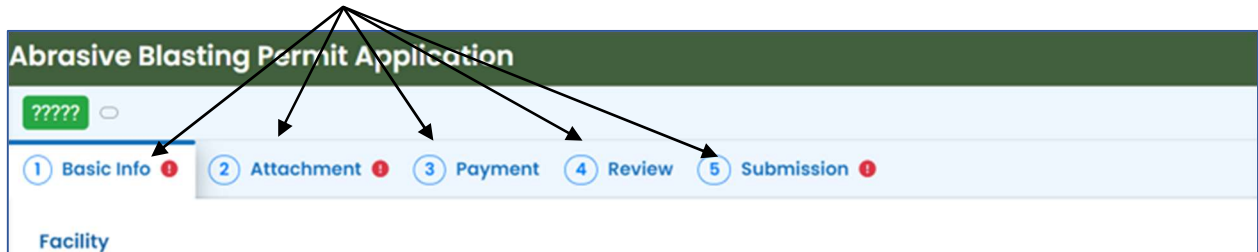
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5. Next you will be presented with the first of 5 submission tabs for a report. The five pages are seen in the image below and described in the next 5 sections. Watch for the  symbol, this indicates that there required items on these pages.




Abrasive Blasting Permit Application

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Facility

6. Basic Info Tab:
- Select your facility using the drop down menu. Unless you are the RO for multiple facilities, you should only be able to select the facility that has been linked to your username. If nothing is shown in the drop-down menu, check your profile, or contact the Department via email at [AQREP@AlleghenyCounty.US](mailto:AQREP@AlleghenyCounty.US).



1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

I. Facility Information

☒ Select your facility ☐ Create new facility

Select your facility (project site)

Required.

- Choose the **Other Reporting Obligations**
- Once Other Reporting Obligations is selected you may proceed to the attachment tab.



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- 7. Attachment Tab – This tab is the location to upload the **required** abrasive blasting report.
  - a. To add the your abrasive blasting document, note the Upload button:
  - b. Drag the document into the gray area, or simply click and select the file to upload from the normal file structure.
  - c. With each document uploaded, you will see a visual representation of that file and a GREEN Data Entry arrow. The file name will be visible.





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- d. The next required step is to identify the document. Clicking on the file or the green triangle will give two new entry fields; Document Type and a Comment field. For Document Type, choose the Abrasive Blasting Required Report. For the Comment field, add any additional comments.

File Names Type / Size / Date

1 New BW Sites.JPG JPG 89 KB 10/18/2024

Doc Type Abrasive Blasting Required Report

Select Document Type:

Abrasive Blasting Required Report

Comment

(Remaining Length: 4000)

8. Payment Tab – There is no payment required to submit an Abrasive Blasting Report. The total should be shown as \$0.00 on this tab.

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Please ensure all required data is entered on the submittal form and required attachments are provided before you can pur

There is no payment due at this time.

Fee Paid Balance

\$ 0.00 - \$ 0.00 = \$ 0.00

Fees Payment Transactions

Fee is not required at this time. No payment transaction





# Abrasive Blasting Required Report User Guide

9. Review: If any required fields or submission types are missing, this tab will inform you.

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission 1

Please review your submittal info and any attachments provided.  
If needed, please click on the Basic Info Tab or Attachment Tab to make changes to your submission.

Submittal Form(s) Summary

Please check if the following sections are completed. Click on the PDF ( ) hyperlink to open/save/print the PDF form.

✓ Basic Info

Fees/Payments

Fee	Paid	Balance
\$ 0.00	\$ 0.00	\$ 0.00

Mandatory Attachment

All required attachments were included.

The submission of attachment by "Mail" is not supported by this submittal form. Please upload your attachment as electronic file online.

Uploaded Attachment

SUBMIT A REQUIRED REPORT **REPORT.PNG**  
Annual Compliance Certification  
PNG 7 KB

Note: The tabs will indicate with the sign if there is a submission error. The image above shows an **error** on the Submission tab. Return to the tab with an error and resolve the error.








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10. Submission Tab – Review and check the Certification Statement. Answer the Security Questions and enter PIN. Without all three correctly entered, the submission cannot be finished.



☐ I have read and agree to the above certification statement

**Security Question**

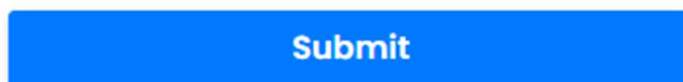
Security Question: what is the name of your home town newspaper? \*

☐ Show Question Answer

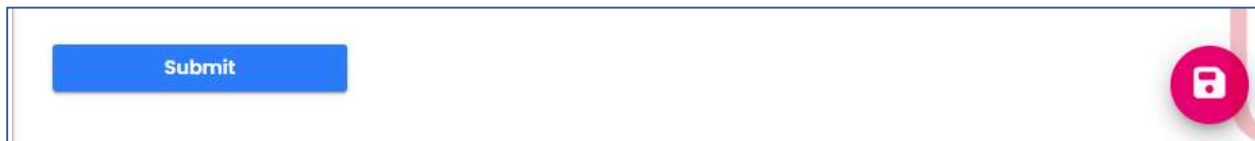
**PIN Number**

PIN: \*

11. **SUBMIT:** With all three fields completed, the gray SUBMIT button at the bottom will turn blue. Click the Submit button.



12. **SAVE:** If, at any time, you need to save your work and return later, be sure to hit the Save button.



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13. **Successful Submission:** After you click Submit, you will be redirected to a page indicating a successful submission. This page allows you to print a pdf of your submission and provides details like the submittal date and ID. At the bottom of the page other options for Finish, Receipt, and Print are available.

3515

Complete Submittal

✓

Submission Successful!

Confirmation of Submittal: 1. Your application has been received and will be reviewed shortly. 2. Check your account, email and text message for system notification at various milestones.

Please click 

Receipt

 to print your receipt.

Submittal Summary

Submittal Form Info

Submittal ID:

3515

Name:

Submit a Required Report

Submittal Date:

3/15/2024, 03:31 PM

Method:

Online Submission

Submittal By:

Go Live Test User RO

Owner Information:

Go Live Test User RO

REPORT.PNG

Annual Compliance Certification

PNG

7 KB

Finish

Receipt

Submittal Form

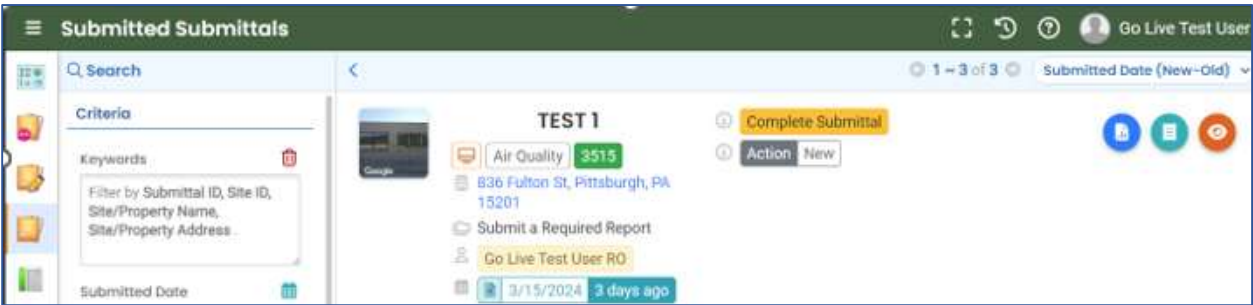




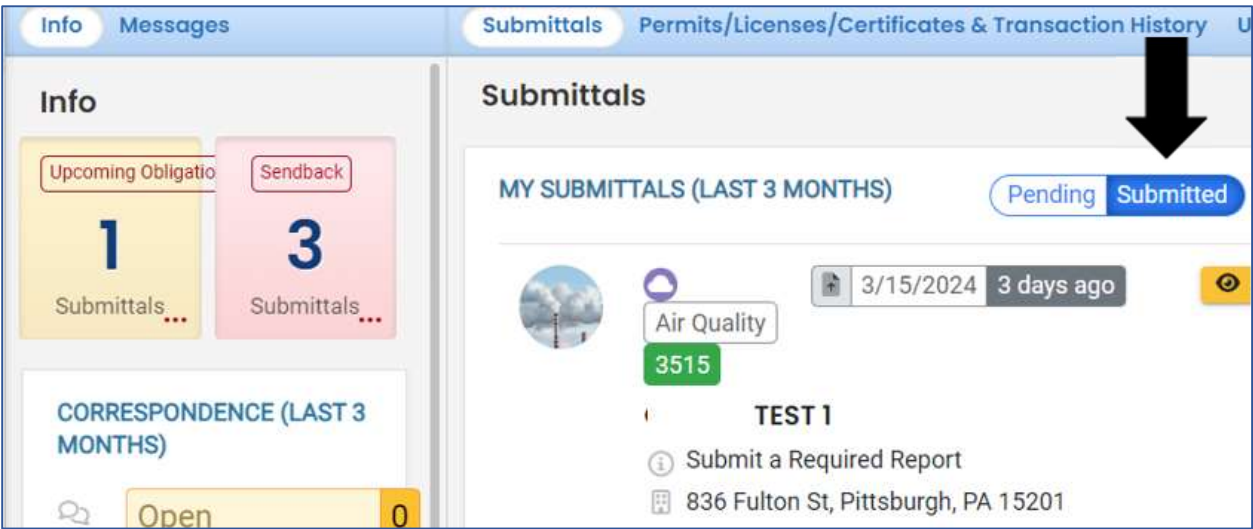


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14. If you click Finish, one will be redirected to the Submitted Submittals Page and will be able to see your complete submittal.



15. If you want to access the Submittal at a later date, one can access the Completed Submittal in the Dashboard by clicking Submitted under the Submittal Section.



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## Creating An Abrasive Blasting Required Report Submittal with a Consultant Account.

Consultants are able to prepare Submittals on behalf of their Responsible Official. Consultants should complete all steps above until they reach the Review tab and follow the below steps to advance the Submittal to the RO for review, and submission.

16. Review Tab. Utilize the Review tab to eNotify the RO at the bottom of the page. Use the dropdown menu to select the appropriate RO to notify by email to complete the submission. Click the blue eNotify button to send the RO an email to notify them that the submittal is available to be completed. If the eNotify button is not clicked, the RO will not be notified by email but the submittal will be available on the RO's dashboard. After eNotify, there are no other step that need to be completed by the Consultant.

Please review your submittal info and any attachments provided.  
If needed, please click on the Basic Info Tab or Attachment Tab to make changes to your submission.

**Submittal Form(s) Summary**

Please check if the following sections are completed. Click on the PDF ( ) hyperlink to open/save/print.

✓ Basic Info

**Fees/Payments**

Fee	Paid	Balance
\$ 0.00	\$ 0.00	\$ 0.00

**Mandatory Attachment**

All required attachments were included.

The submission of attachment by "Mail" is not supported by this submittal form. Please upload your attachment as electronic file online.

**Send Notification To RO**

Click 'eNotify' button to send an email notification.

Select RO:

Go Live Test User RO	4125840301
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Note that on the Submission Tab, Consultants **do not** have the ability to complete the Submission.

1 Basic Info

2 Attachment

3 Payment

4 Review

5 Submission 1

You are not allowed to submit this application. Please notify RO and let the RO submit the form.

Certification Statement

Declaration of accuracy information provided: \*

Based on information and belief formed after reasonable inquiry, the statements and information submitted are true, accurate and complete to the best of available information and comply with Article XXI, Section 2108.01.e.2.H reporting requirements.



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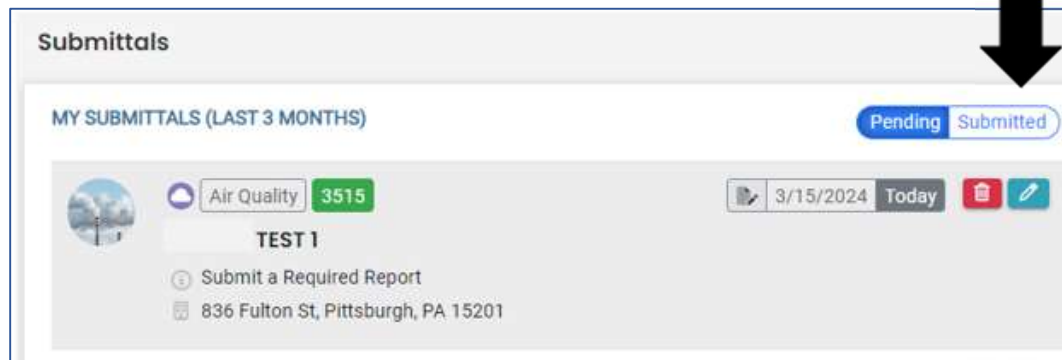
# Abrasive Blasting Required Report User Guide

## **Responsible Official Submitting A Consultant Created Submittal**

If the Consultant clicked the eNotify button., the Responsible Official will be notified via email of the consultant's Abrasive Blasting Report submission. Otherwise, the submittal will be available on the RO's dashboard. The RO will be responsible to complete the Submittal otherwise it will not be received by ACHD.

17. Accessing the Consultant Created Submission. The RO should login and access their dashboard by clicking the dashboard  icon.

18. Check for the Pending Submittal in Submittals on the Dashboard. The Facility, Submission date and type will be indicated. The submission type for the Abrasive Blasting Required report is Submit a Required Report. Be sure to be accessing the Pending Submittals section. Click the blue pencil to complete the submission. The RO may review each tab, Basic Info, Attachment, Payment, Review, and Submission for accuracy. No tab should indicate any incomplete items.



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19. Submission Tab- The Submission Tab is active for the RO to Submit the Consultant created report. Review and Check the Certification Statement. Answer the Security Questions and Enter PIN. Without all three correctly entered, the RO cannot finish the submission.

☐ I have read and agree to the above certification statement

**Security Question**

Security Question: what is the name of your home town newspaper? \*

☐ Show Question Answer

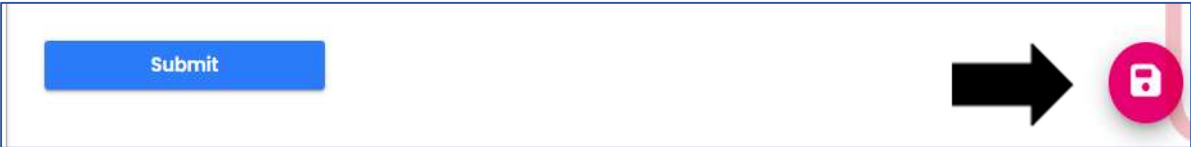
**PIN Number**

PIN: \*

20. **SUBMIT:** With all three fields completed, the gray SUBMIT button at the bottom will turn blue. Click the Submit button.



21. **SAVE:** If, at any time, you need to save your work and return later, be sure to hit the Save button.





# Abrasive Blasting Required Report User Guide

22. Successful Submission – After clicking Submit, one will be redirected to a page indicating a successful submission. This page allows you to print a pdf of your submission and provides details like the submittal date and ID.

3515

Complete Submittal

✓

Submission Successful!

Confirmation of Submittal: 1. Your application has been received and will be reviewed shortly. 2. Check your account, email and text message for system notification at various milestones.

Please click 

Receipt

 to print your receipt.

Submittal Summary

Submittal Form Info

Submittal ID: 3515

Submittal Date: 3/15/2024, 03:31 PM

Submittal By: Go Live Test User RO

Owner Information: Go Live Test User RO

Name: Submit a Required Report

Method: Online Submission

At the bottom of the page, other options to Finish, Receipt and Print are available.

REPORT.PNG

Annual Compliance Certification

PNG 7 KB

➔

Finish

Receipt

Submittal Form

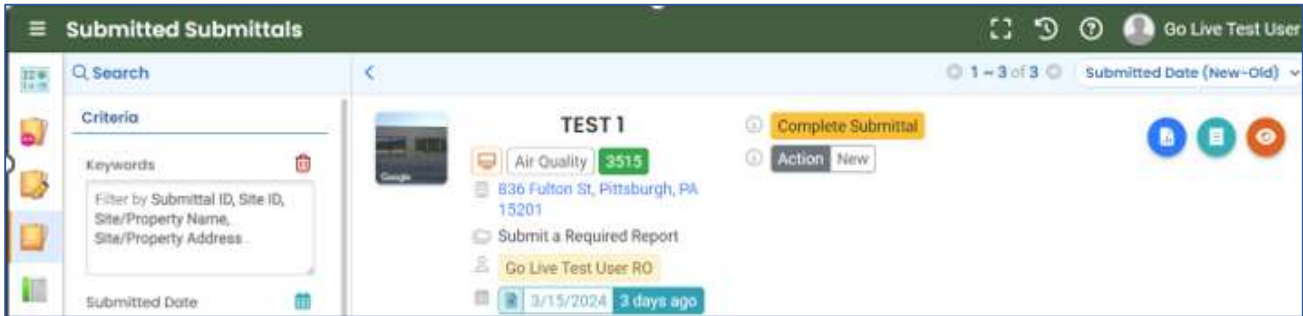




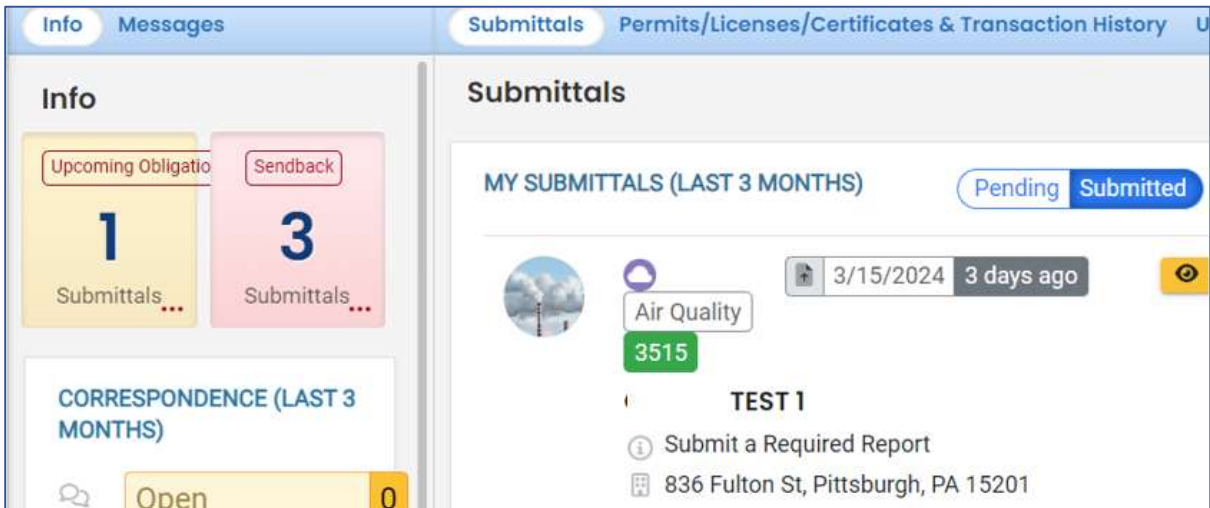


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If you click Finish, you will be redirected to the Submitted Submittals Page and will be able to see your complete Submittal.



If you want to access the Submittal at a later date, one can access the Completed Submittal in the Dashboard by clicking Submitted under the Submittal Section.



If you have any questions regarding submitting an Abrasive Blasting Required Report as a Consultant or Responsible Official, please contact ACHD by email at [AQREP@AlleghenyCounty.US](mailto:AQREP@AlleghenyCounty.US)



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