




# Cold Start Reporting User Guide

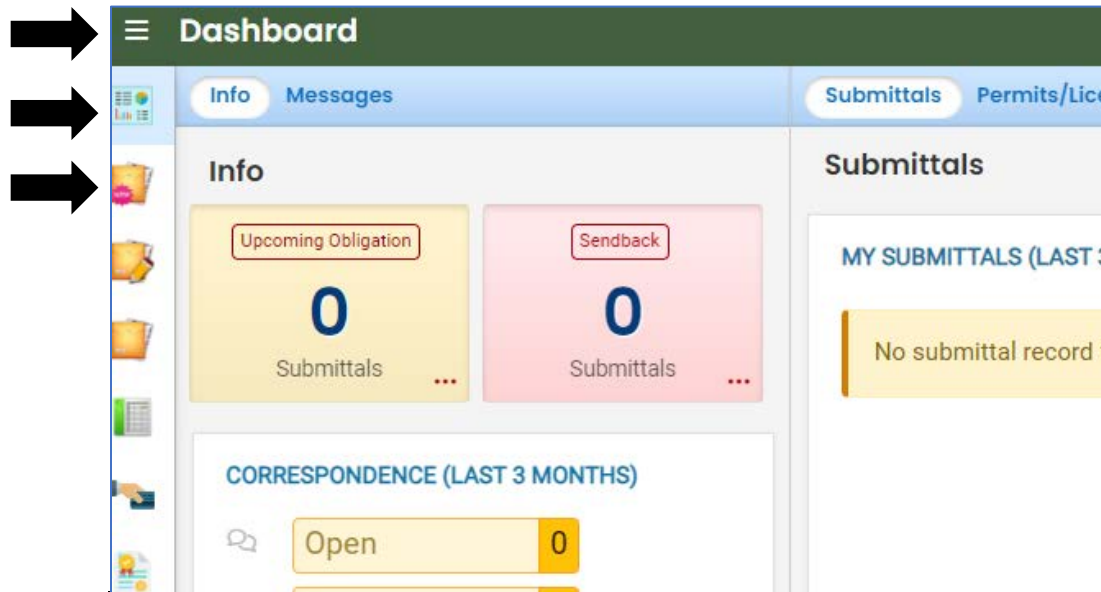
Thank you for reviewing ACHD’s Cold Start Reporting User Guide. This guide will walk through the steps required to complete the submission of a Cold Start. Please review your permit for Cold Start Requirements. The first section will illustrate each step using a Responsible Official REP login. The next 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 a Cold Start 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 your Dashboard; the  icon (Top, Far Left) will take you to the Dashboard. The Dashboard is your “Front Page”, containing a collected overview of Obligations and Submittals. Note: Clicking the “hamburger” icon (three stacked horizontal lines) expands the Dashboard icon menu so you can see the full display for each icon.



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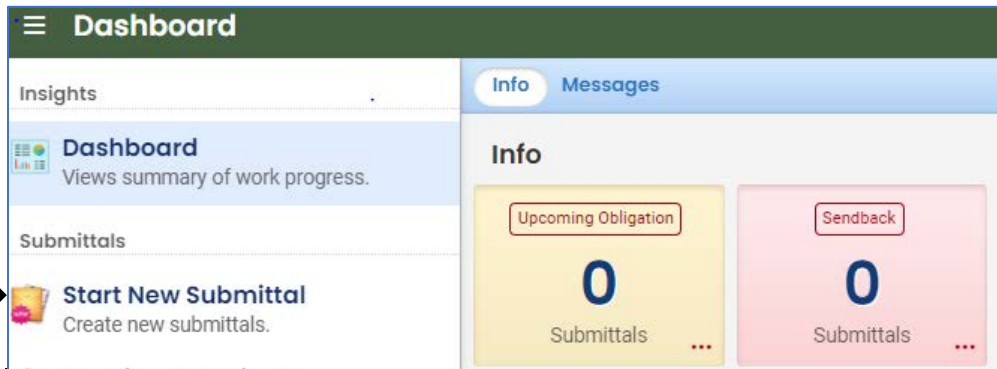





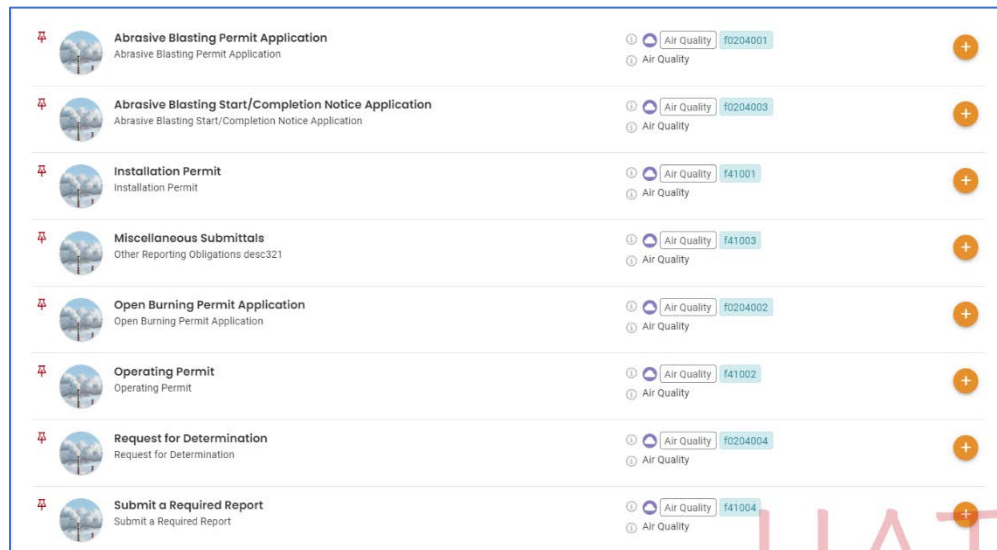
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3. Click the New Submittal Icon. It is directly below the Dashboard icon. The New Submittal is available without going to the Dashboard first, but it is important to be aware of the Dashboard.



4. Select **Miscellaneous Submittals**. You will need to click the  on the right to begin the submittal.




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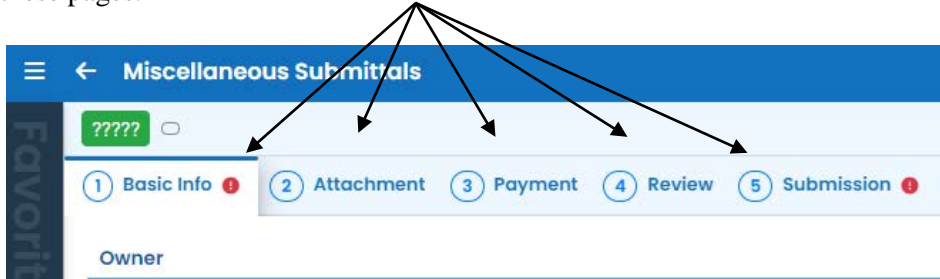
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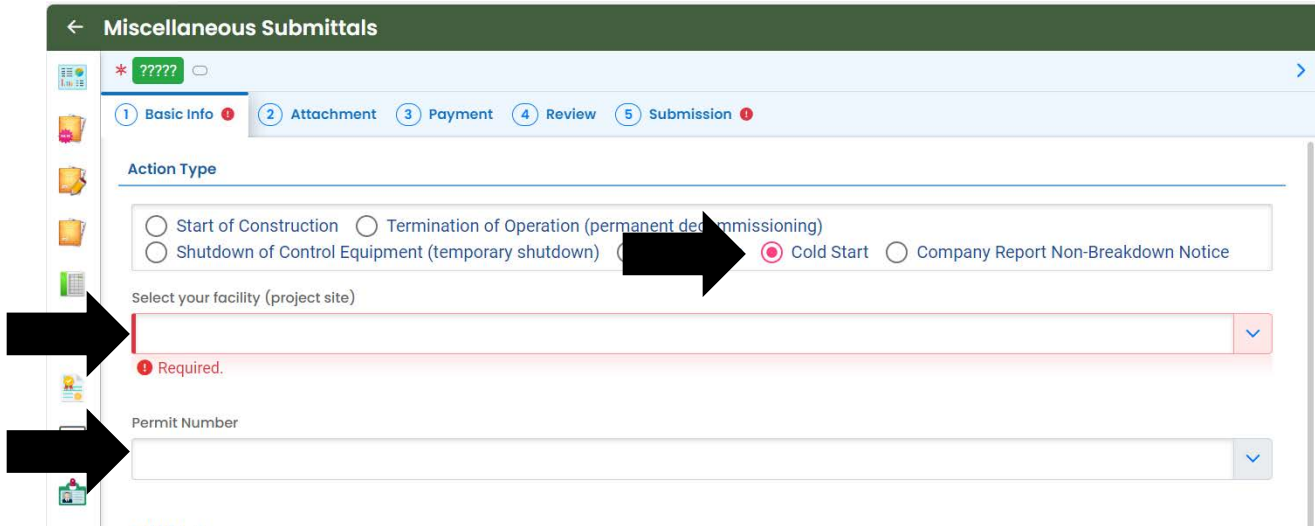


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5. A new page will open called “Miscellaneous Submittals”. Next you will be presented with the first of 5 submission tabs for a report. The 5 pages are seen in the image below and described in the next 5 sections. Watch for the  symbol, this indicates that there required items on these pages.



6. Basic Info Tab:
  - a. Action Type Select “Cold Start”, after making this selection, the Cold Start data file will appear at the bottom of the screen.
  - b. Select your facility using the drop-down menu  located on the right. 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)
  - c. Select the permit number from for your facility using the drop-down menu  located on the right. 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)



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- d. Cold Start – Select the Equipment that will be experiencing the cold start. Select **+ Add Equipment and Fuel(s)**. This will open the section where you will enter the equipment information .

Identification of the equipment and fuel(s) involved:

Equipment	Fuel(s)
1 Results	

Select  and the following screen will appear. Select the Emission Unit from the dropdown. The Emission Units will list the unit similar to your emission inventory submittal .

Identification of the equipment and fuel(s) involved:

Equipment	Fuel(s)
1 Results	

Emission Unit:  Fuel:

**Required** **Required**

Emission Unit:

- 003
- 004
- 037
- 110
- 111
- 112
- 114
- 116
- 117
- 118
- 120
- 121
- 122
- 123
- 126
- 127
- 129
- 130
- 131

Exp:



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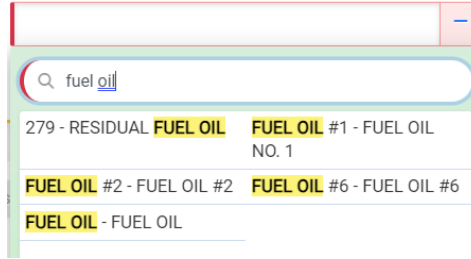
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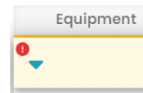


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Fuel type is added by clicking button You can also search the list of Fuels by typing into the search bar to find your fuel.



Select the expected date using the calendar drop down menu box. Enter the numerical duration of time it is expected to startup the unit. For example will the start up process take 10 minutes or 4 hours? Enter the duration of the start up process.

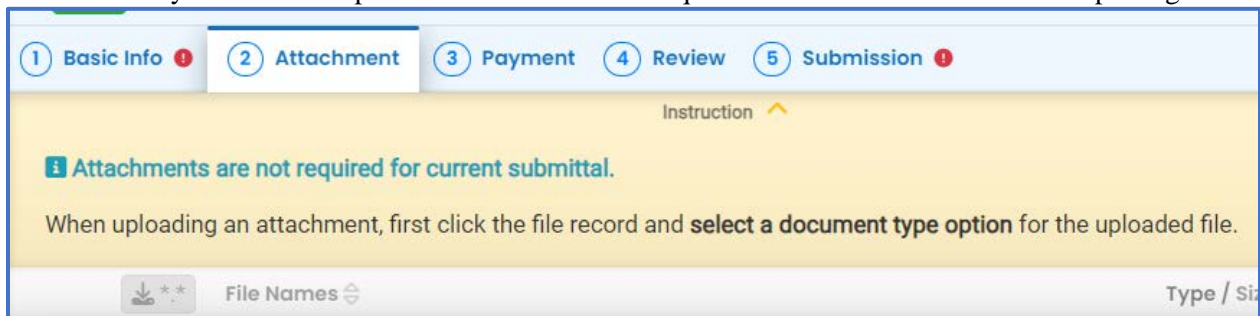


To report another unit starting up, select the teal green drop-down menu located at the top of the screen to close the details the already entered emission units and then select . Complete the above steps to add the additional emission units if applicable.

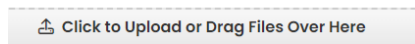
Save this page by clicking the pink save button in the bottom right corner Continue to save as you complete each tab.



- 1. Attachments Tab – This tab is the location to upload any supporting documentation that your facility would like to provide. Note there is no required attachment for Cold Start Reporting



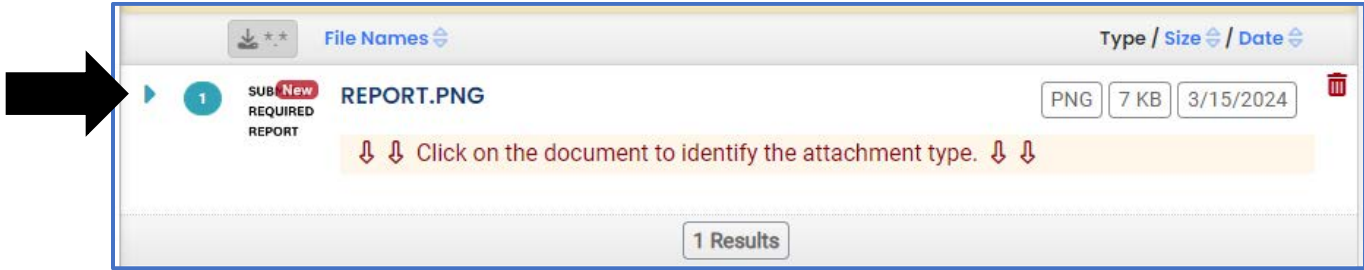
- a. To add a document describing the Cold Starts, Note the upload button:



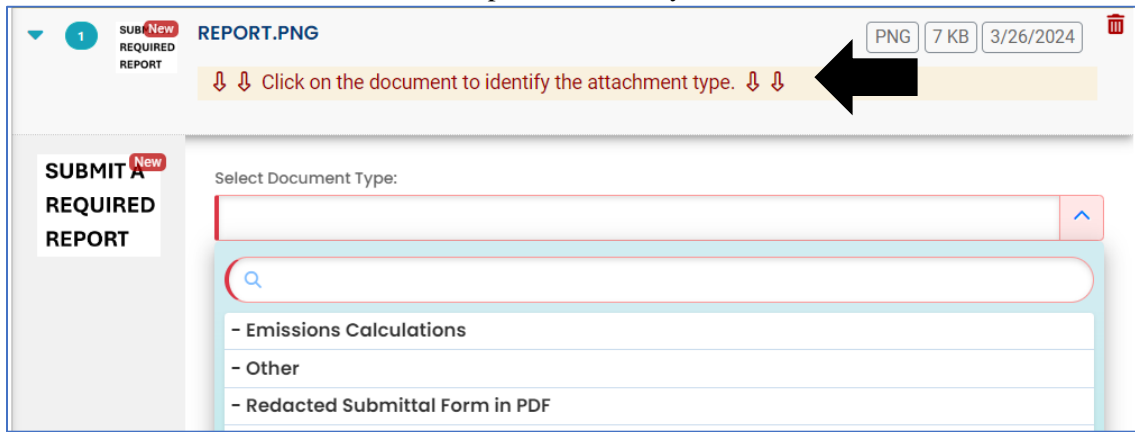


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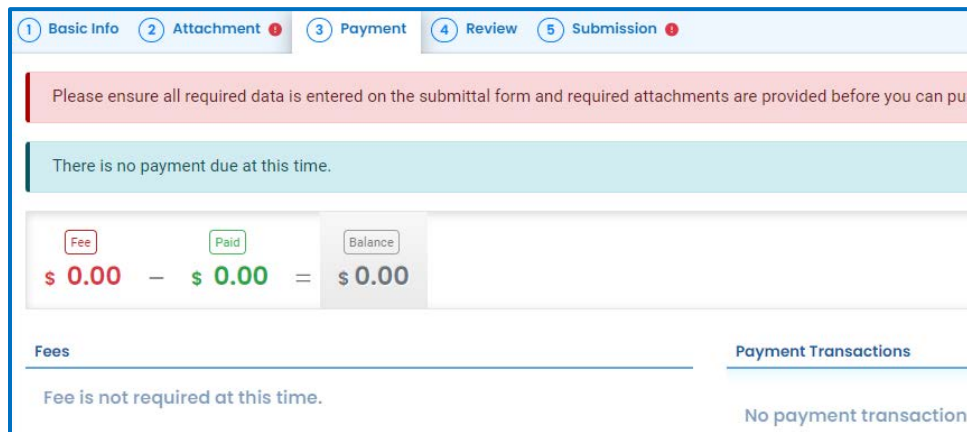
- i. Drag your document into the gray area, or simply click and select the file to upload from the normal file structure.
- ii. With each document uploaded, you will see a visual representation of that file and a GREEN Data Entry arrow. The file name will be visible.



- b. It is a requirement to identify the document. Clicking on the file or the Green Triangle will give 2 new entry fields; Document type, and a Comment field.
  - i. Document Type: Optional Choose from the options.
  - ii. Comment Field: Optional. Add any comments.



- 2. Payment Tab – There is no payment to submit a notice of Cold Start. The total should be shown as \$0.00 on this tab.



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

The screenshot shows a web application interface for the Review Tab. At the top, there are five tabs: 1 Basic Info, 2 Attachment, 3 Payment, 4 Review (active), and 5 Submission. A yellow notification box at the top states: "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." Below this is a "Submittal Form(s) Summary" section with a green box containing the text: "Please check if the following sections are completed. Click on the PDF ( [PDF icon] ) hyperlink to open/save/print the PDF form." Underneath, there is a checkmark next to "Basic Info". The "Fees/Payments" section shows a table with columns for Fee, Paid, and Balance, all displaying \$ 0.00. The "Mandatory Attachment" section has a green box stating "All required attachments were included." and a yellow box stating "The submission of attachment by 'Mail' is not supported by this submittal form. Please upload your attachment as electronic file online." The "Uploaded Attachment" section shows a file named "REPORT.PNG" with a size of 7 KB, and a "SUBMIT A REQUIRED REPORT" button.



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## 7. Submission Tab:

Next, select the following Submission tab.

The screenshot shows the 'Miscellaneous Submittals' form with the 'Submission' tab selected. A black arrow points to the 'Submission' tab. The form contains a red error message: 'Please check the required fields on the form.' Below this, there are sections for 'Certification Statement' and 'Security Question'. The 'Certification Statement' section includes a declaration of accuracy and a checkbox for 'I have read and agree to the above certification statement'. The 'Security Question' section includes a question: 'Security Question: where did you first meet your spouse? \*' and a checkbox for 'Show Question Answer'.

Review and Check the Certification Statement. Answer the Security Questions and Enter PIN. Without all three correctly entered, you cannot finish the submission.

This close-up screenshot highlights three specific fields in the form. A black arrow points to the checkbox 'I have read and agree to the above certification statement'. Another black arrow points to the text input field for the 'Security Question: what is the name of your home town newspaper? \*'. A third black arrow points to the 'PIN: \*' field, which is currently masked with seven dots.



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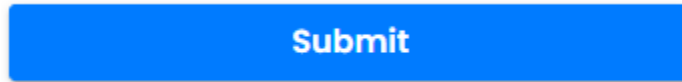




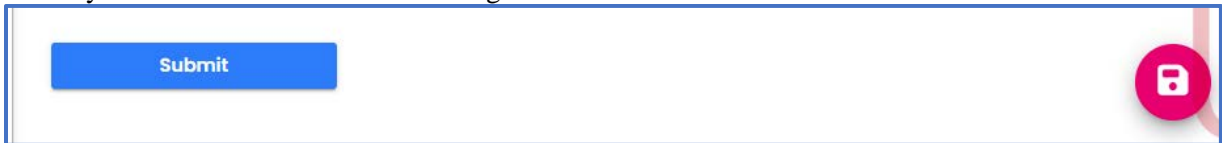


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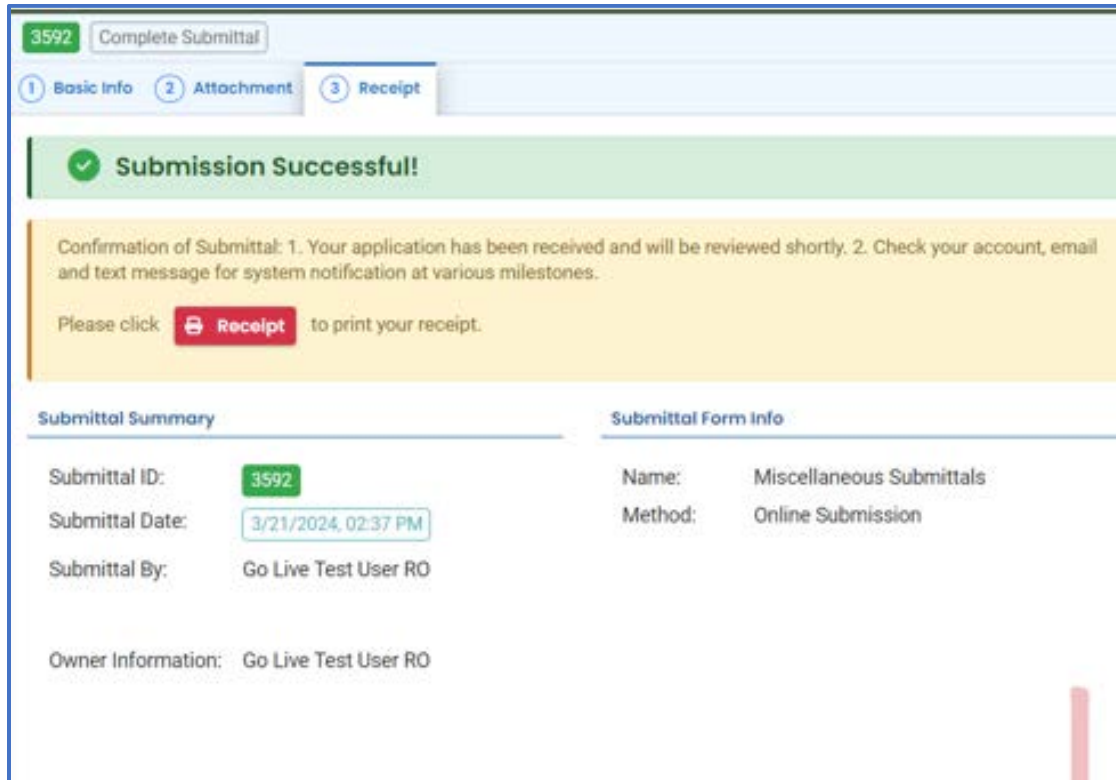
8. **SUBMIT:** With all 3 fields completed, the gray SUBMIT button at the bottom will turn blue.



9. **SAVE:** If, at any time, you need to save your work and return later, be sure and select the Save Key which is located at the bottom right of the screen



10. **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.



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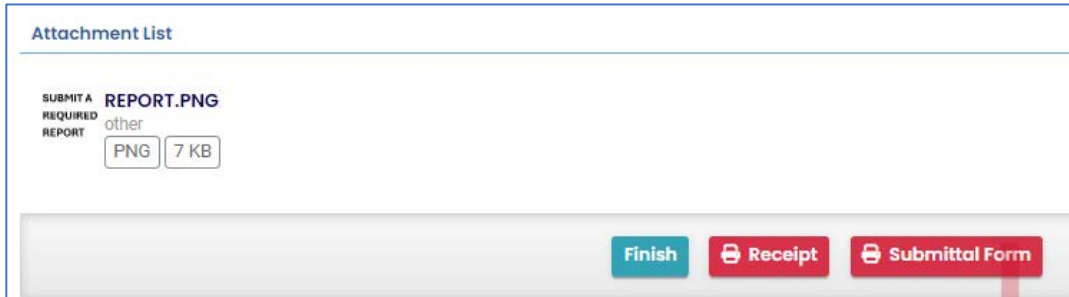
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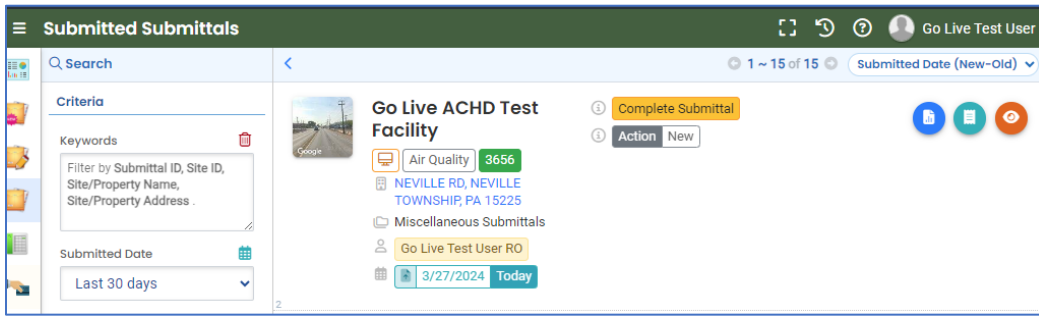


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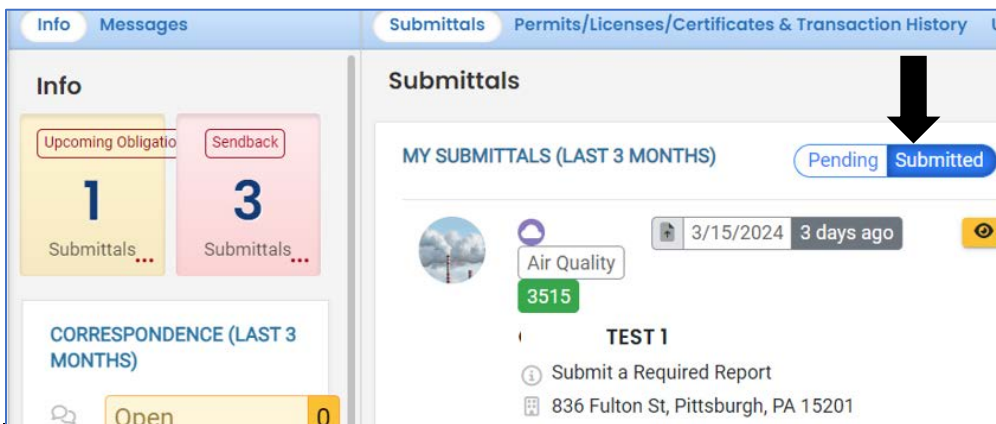
11. At the bottom of the page, other options to Finish, Receipt and Print are available.



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



13. 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 a Cold Start Report Using a Consultant Account

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

14. Review Tab. Utilize the Review tab to E notify 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 steps 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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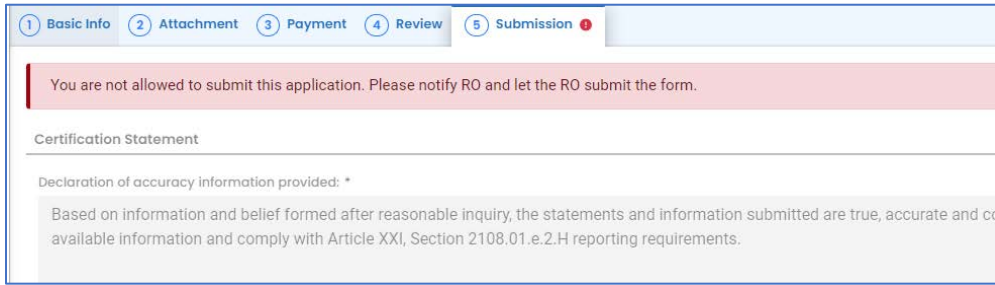
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Note that on the Submission Tab, Consultants **do not** have the ability to complete the Submission.



## Responsible Official Submitting A Consultant Created Cold Start Submittal

If the Consultant clicked the eNotify button, the Responsible Official will be notified via email of the consultant's Cold Start submission. The submittal will be available on the RO's dashboard even if the eNotify button is not clicked. The RO will be responsible for completing the Submittal otherwise it will not be received by ACHD.

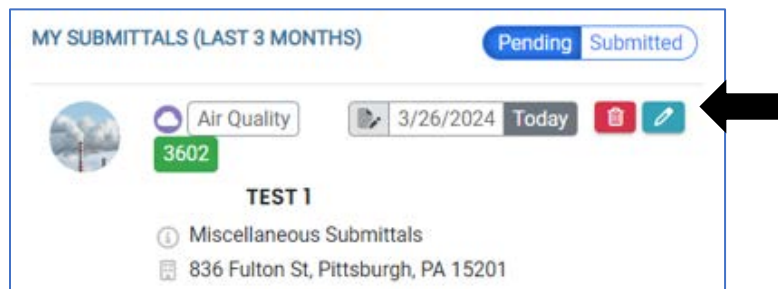
### 15. Accessing the Pending Submittal

- a. The RO should login and access their dashboard by clicking the Dashboard Icon

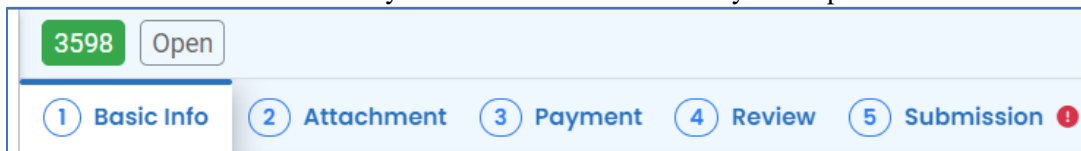


- b. Check for the Pending Submittal in Submittals on the Dashboard. The Facility, Submission date and type will be indicated. The submission type for the Cold Start is Submit a Required Report. Be sure to be on the Pending Submittals section.

Click the Blue Pencil to complete the submission.



- ii. The RO may review each tab, Basic Info, Attachment, Payment, Review and Submission for accuracy. No Tab should indicate any incomplete items.



- iii. 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



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Questions and Enter PIN. Without all three correctly entered, you cannot finish the submission.

I have read and agree to the above certification statement

**Security Question**

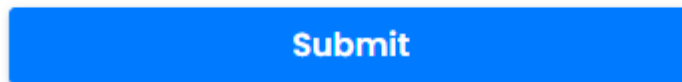
Security Question: what is the name of your home town newspaper? \*

Show Question Answer

**PIN Number**

PIN: \*

- iv. **SUBMIT:** With all 3 fields completed, the gray SUBMIT button at the bottom will turn blue. Click the Submit Button.



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



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16. 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.

3592 Complete Submittal

1 Basic Info 2 Attachment 3 Receipt

**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: 3592	Name: Miscellaneous Submittals
Submittal Date: 3/21/2024, 02:37 PM	Method: Online Submission
Submittal By: Go Live Test User RO	
Owner Information: Go Live Test User RO	

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

REPORT.PNG  
Annual Compliance Certification  
PNG 7 KB



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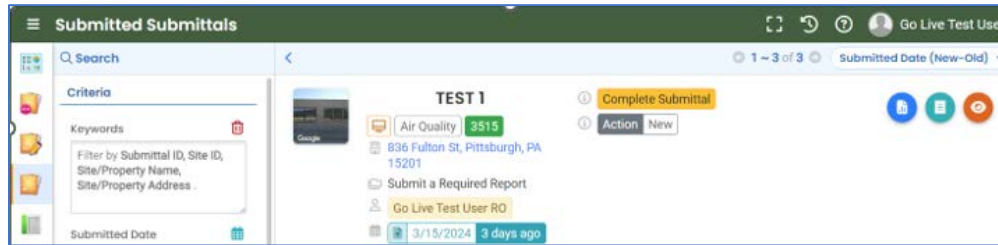
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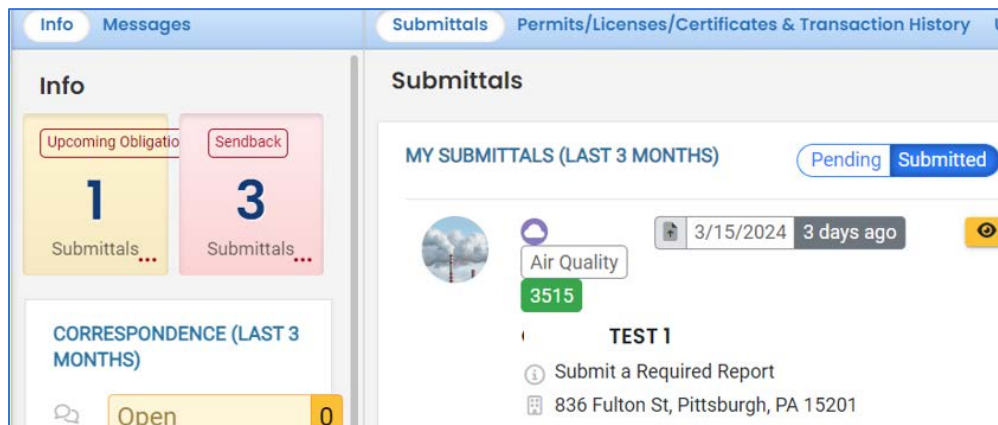


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If you Click Finish, you will be redirected to the Submitted Submittals Page and will be able to see your complete Submittal.



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



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



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