




Other Reporting Obligations User Guide

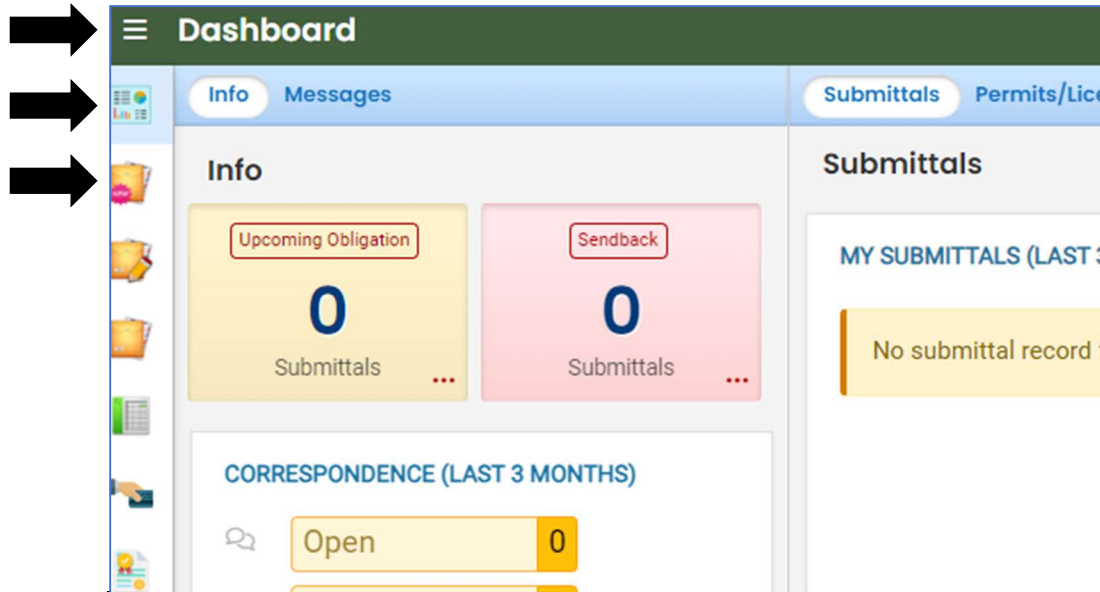
Thank you for reviewing ACHD’s Other Reporting Obligations User Guide. This guide will walk through the steps required to complete the submission of Other Reporting Obligations. Other Reporting Obligations allows for submittal of non standard reports. Please contact your assigned permit engineer or compliance officer if you need further information on your facility’s required reports. 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 Other Reporting Obligations 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.



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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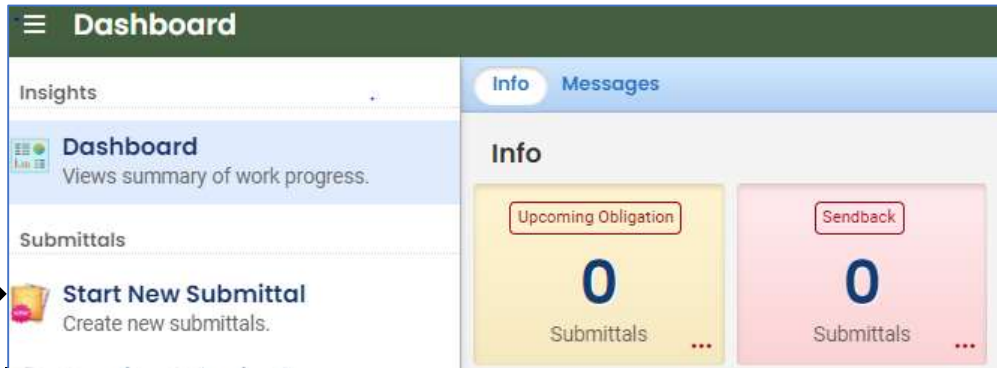





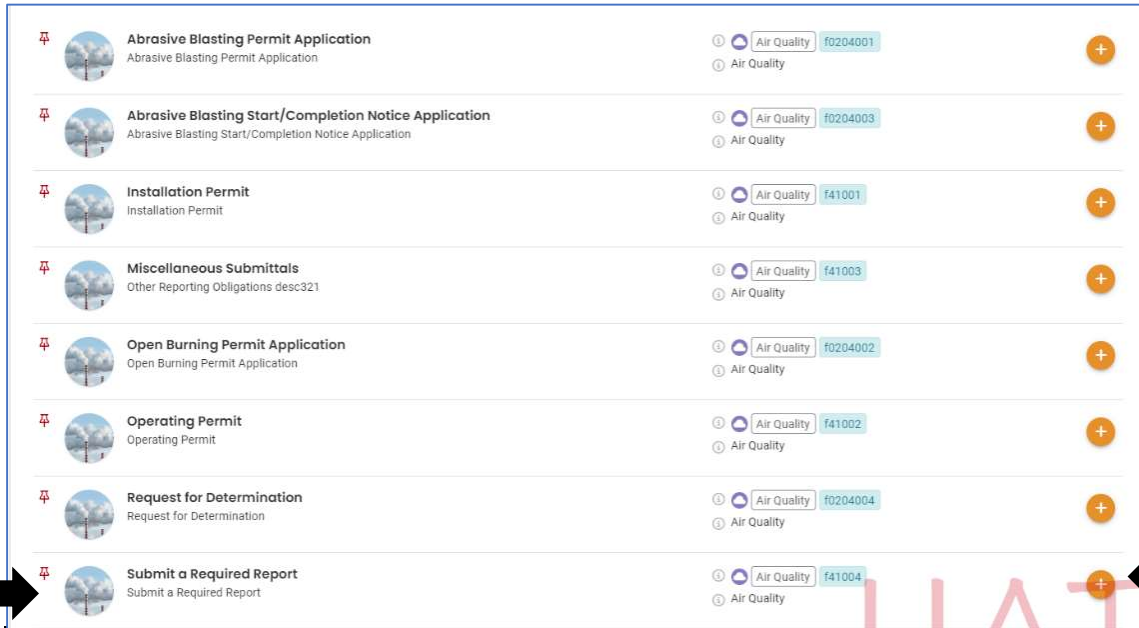
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3. Click the New Submittal Icon. - It is directly below the Dashboard icon. The New Submittal is available without going to the Dashboard first, but it is important to be aware of the Dashboard.




4. Select Submit a Required Report. You will need to click the  on the right to begin the submittal.





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5. Next, you will be presented with a 5-tab reporting requirement screen. Look for the red  symbol on each tab, which indicates the required items that need to be completed.

6. Basic Info Tab:

- a. Facility

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.

- b. Reporting Type

Choose the “Other Reporting Obligations” radio button



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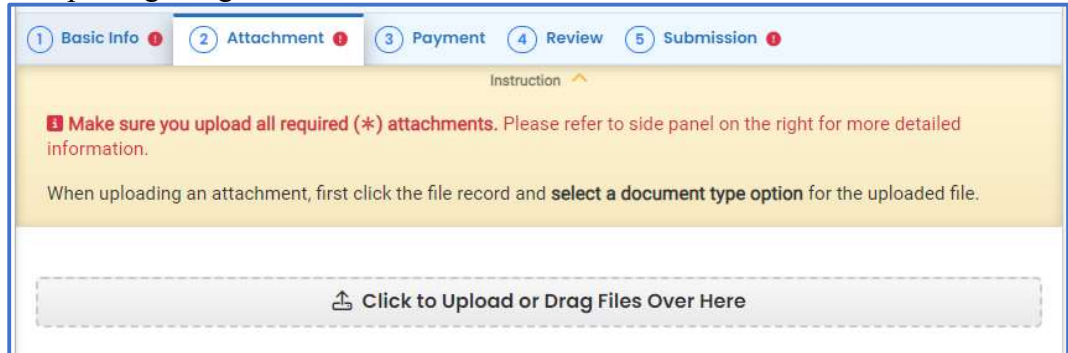
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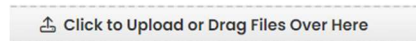


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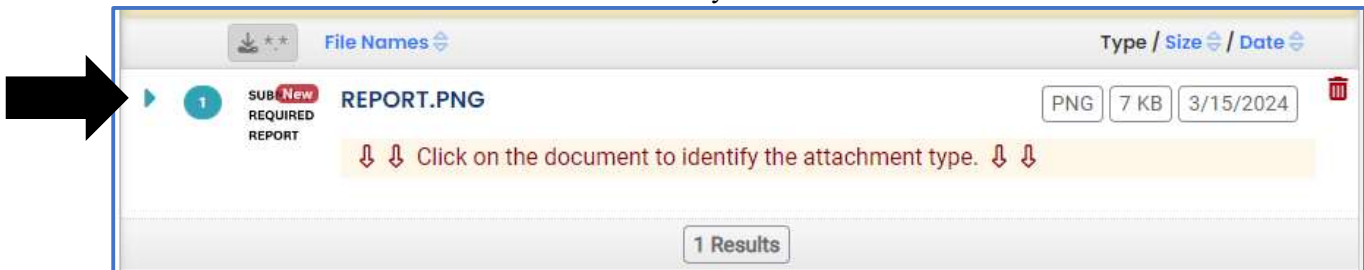
7. Attachments Tab. This tab is the location to upload the reporting obligation document that you are submitting to ACHD. This reporting obligation is intended to collect non standard reporting obligations.



- a. To add your required report , Note the upload button:



- i. Drag your document into the gray area, or simply click and select the file to upload from your 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.




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- b. The next required step is to identify the document. Clicking on the file or the Green Triangle  will show two new entry fields; Document type, and a Comment field.
 - i. Document Type: Choose the dropdown option from the list that best describes the document you are submitting to ACHD:

| |
|--|
| - Annual |
| * Annual Compliance Certification |
| - Consent Agreement Reporting |
| - Deviation Report |
| - MACT (Maximum Achievable Control Technology) |
| - Monthly |
| - NON MACT NESHAP |
| - NSPS (New Source Performance Standards) |
| - Other |
 - ii. Comment Field: Optional. Add any comments.
 - iii. You may submit more than one report.
8. Payment Tab – There is no payment to submit a Required 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





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

Note: The tabs will indicate with the  sign if there is a submission error. If you see , 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 your PIN. Without all three correctly entered, you cannot finish the submission.

Next, select the following Submission tab.

Miscellaneous Submittals

Basic Info Attachment Payment Review **Submission**

Please check the required fields on 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. Any attachments are based upon the best available information and comply with Article XXI, Section 2108.01.e.2.H reporting requirements.

I have read and agree to the above certification statement

Security Question

Security Question: where did you first meet your spouse? *

Show Question Answer

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: *

.....



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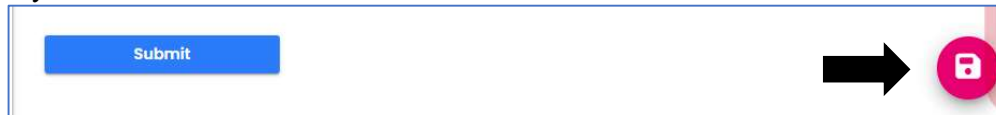


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11. **SUBMIT:** With all 3 fields completed, the gray SUBMIT button at the bottom will turn blue. Click the Submit button.



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



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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 submittal ID.

| 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 | |

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

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



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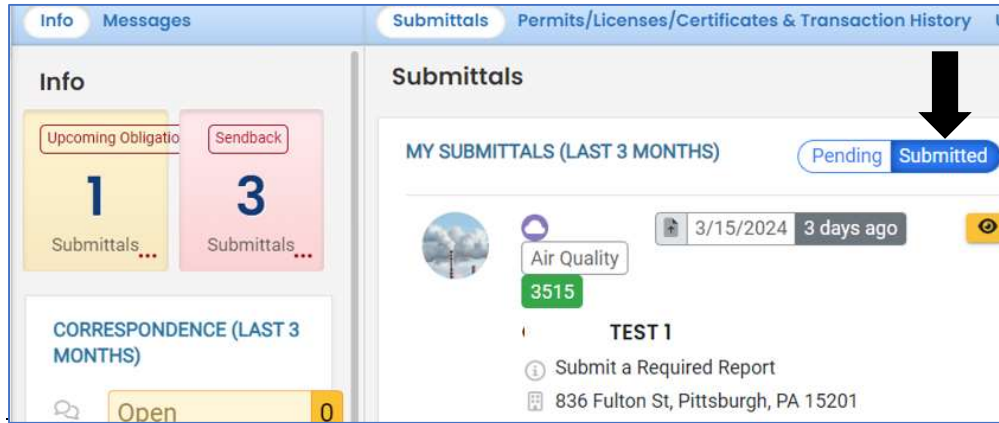
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16. If you want to access the Submittal at a later date, one can access the Completed Submittal in the Dashboard by clicking Submitted under the Submittal Section.



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Creating an Other Reporting Obligations Using 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.

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 |
|----------------------|------------|

eNotify

Two black arrows point to the 'Go Live Test User RO' entry and the 'eNotify' button.



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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

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 my knowledge and belief and comply with Article XXI, Section 2108.01.e.2.H reporting requirements.

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 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.

15. Accessing the Consultant Created Submission.

- 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 Other Reporting Obligation is Submit a Required Report. Be sure to access the **Pending** Submittals section.
 - i. Click the Blue Pencil to complete the submission.

Submittals

MY SUBMITTALS (LAST 3 MONTHS)

Pending Submitted

Air Quality 3515

3/15/2024 Today

TEST 1

Submit a Required Report

836 Fulton St, Pittsburgh, PA 15201



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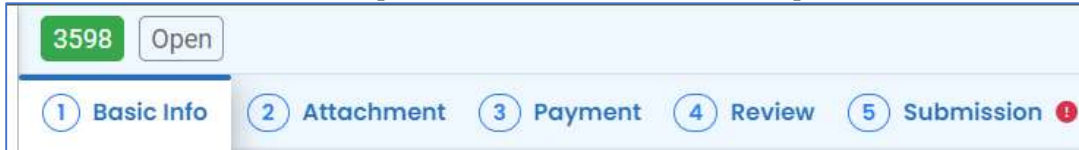
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- ii. The RO may review each tab, Basic Info, Attachment, Payment, Review and Submission for accuracy. The Submission should be the only incomplete item. Any other tabs with incomplete information must be resolved prior to submission.



- 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 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

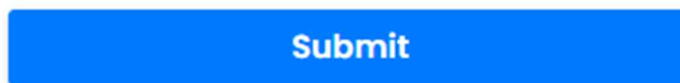
Security Question: what is the name of your home town newspaper? *

Show Question Answer

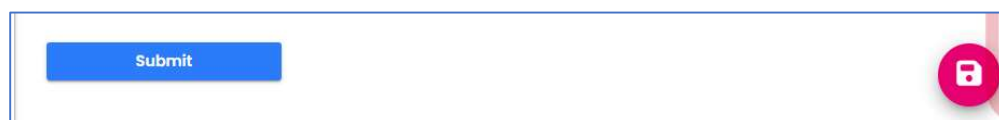
PIN Number

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

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 | |

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**

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

Submitted Submittals

Search

Criteria

Keywords

Filter by Submittal ID, Site ID, Site/Property Name, Site/Property Address

Submitted Date

TEST 1

Air Quality (3515)

636 Fulton St, Pittsburgh, PA 15201

Submit a Required Report

Go Live Test User RO

3/15/2024 3 days ago

Complete Submittal

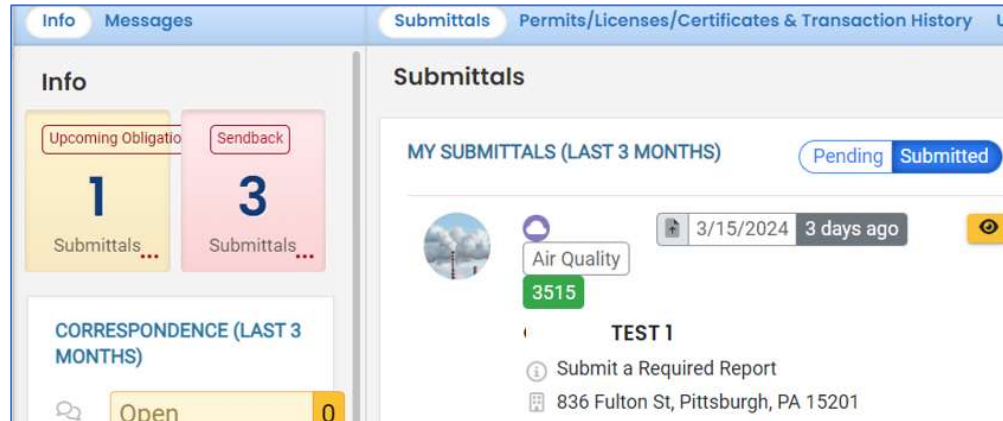
Action New





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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 Annual Compliance Certification as a Consultant or Responsible Official, please contact ACHD by email at AQREP@AlleghenyCounty.US



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