Regulated Entities Portal (REP) User Guide
for Requests for Determination (RFDs)

The purpose of this document is to provide training to Responsible officials, environmental contacts, and consultants in the usage of the Regulated Entities Portal (REP) of the Allegheny County Health Department Air Quality Program to electronically submit Requests for Determination (RFDs).

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PART I: ACRONYMS/DEFINITIONS/REFERENCE

Acronyms:

ACHD – Allegheny County Health Department; also referred to as the Department

CBI – Confidential Business Information

REP – Regulated Entities Portal: the online portal for the Allegheny County Health Department Air Quality Program where facilities can submit permitting documents such as, Requests for Determination, Installation Permit applications, Operating Permit applications, and pay fees and submit required reports.

RFD – Request for Determination

RO – Responsible Official

Definitions:

Consultant/Preparer – A consultant or preparer could be a facility contact, an environmental contact, or someone who works for a third-party consulting firm. The Consultant/Preparer can prepare an RFD, Installation Permit application, or Operating Permit application on behalf of an RO. The RO must sign and submit the RFD or application.

Environmental Contact – An environmental contact is employed or contracted by the facility. The environmental contact could work at the facility in question or could work from another office location (for example, outside Pennsylvania).

Facility Contact - A facility contact works at or services the facility and is employed or contracted by the company who owns the facility.

Request for Determination (RFD) - A request for determination is a document written by a company and sent to the Allegheny County Air Quality Program which asks whether a project or change that the company is planning will require an air quality permit to be compliant with Allegheny County regulations.

Responsible Official (RO)– Refer to Allegheny County Article XXI §2101.20 definitions, but briefly, an RO is the person with signature authority for the company who certifies that all information submitted to the ACHD is true and accurate.

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Submittal – Anything "submitted" electronically in REP. It could be an RFD, Installation Permit application, Operating Permit application, etc.

References:

Allegheny County Health Department Article XXI

Allegheny County Health Department Regulated Entities Portal website

On this website, the REP training document "Regulated Entities Portal User Guide" has information on account setup, emissions inventory submittal, and invoice payment.

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PART II: WARNING ABOUT CONFIDENTIAL BUSINESS INFORMATION DISCLOSURES

In some instances, in the process of submitting a Request for Determination (RFD) (or Installation or Operating Permit applications), a facility may need to submit Confidential Business Information (CBI) in order for the Department to be able to comprehend and review the request (or permit application). If a facility feels that any information it will submit qualifies as CBI, *it is imperative that the facility communicates this to the ACHD during the submission of the RFD (or Installation Permit application or Operating Permit application) online.* The facility should review this description about what claiming confidentiality entails.

Not all information will qualify legally as CBI. Review the instructions regarding Confidential Business Information (linked above), and Article XXI, Section 2101.7(d) to determine if the information provided qualifies as CBI. Then, if the facility believes that the requested information constitutes CBI, complete and submit a CBI claim form with the RFD, Installation Permit, or Operating Permit submittal in REP. Legal review by the Department is necessary to grant the claim of confidentiality. Without notification to the ACHD of the possibility of CBI, **sensitive information may be disclosed** to the general public via the Regulated Entities Portal (REP). If at any point the facility has questions about its information qualifying as CBI, the facility is urged to contact the ACHD by phone at 412-578-8103 or emailing AQPermits@alleghenycounty.us .

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PART III: BRIEF OVERVIEW OF ACCOUNT TYPES IN REP

There are three different account types in REP, and each account type has different privileges assigned to it. The three types are Responsible Official (RO), Consultant, and General Public. The table below shows the privileges assigned to each.

Account Privilege	Account Type		
	Responsible Official	Preparer/ Consultant	General Public
Prepare a Request for Determination (RFD), Installation Permit application, Operating Permit application, semiannual or quarterly reports, annual compliance certifications.	Yes	Yes	No
Certify, Sign and Submit an RFD, Installation Permit application, Operating Permit application	Yes	No	No
View status on submitted RFDs and Installation/Operating Permit applications	Yes	No	No
Initiate Amend/Revise/Withdraw an RFD/Installation/Operating Permit application once it has been submitted	Yes	Yes	No
View RFD submittals and installation and operating permit applications that were submitted to the ACHD	Yes	Yes	Yes
Submit Public Comments on Installation and Operating Permit drafts	Yes	Yes	Yes
View RFD decision from the ACHD	Yes	Yes	Yes
View Issued Installation/Operating Permits	Yes	Yes	Yes
Pay invoices	Yes	Yes	Yes

Keep these privileges in mind when setting up the accounts for your facility.

- Each person can have only **one** account type. The type can be changed, but only by notifying the Department.
- Each facility can have only one RO assigned to it. An RO can also serve as a facility contact or environmental contact (i.e., perform multiple jobs).
- A facility can have multiple Consultant accounts and multiple General Public accounts.
- For consultants to be able to prepare submittals, Consultant accounts must be linked to the RO's account. The RO must also assign facility privileges to whichever consultant account is responsible for a facility's submittal.

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See Appendix A and Appendix B for help in linking Consultant accounts to an RO account and how to create a new facility in REP when a Consultant will be preparing the submittal.

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PART IV: BRIEF OVERVIEW OF REP DASHBOARD

This section provides an overview of the REP Dashboard screen after logging on as an RO or a Consultant (who has been linked to an RO and assigned facilities and privileges to prepare application submittals). Note that the first screen seen upon logging on to REP may vary, as the screen will default to whichever screen the user accessed prior to logging off.

A convenient way to navigate is to use the $(\equiv)$ "hamburger" menu, three horizontal bars in the top left-hand corner of the screen (see red box below). Clicking the "hamburger" menu takes the user back to the Dashboard, shown below.
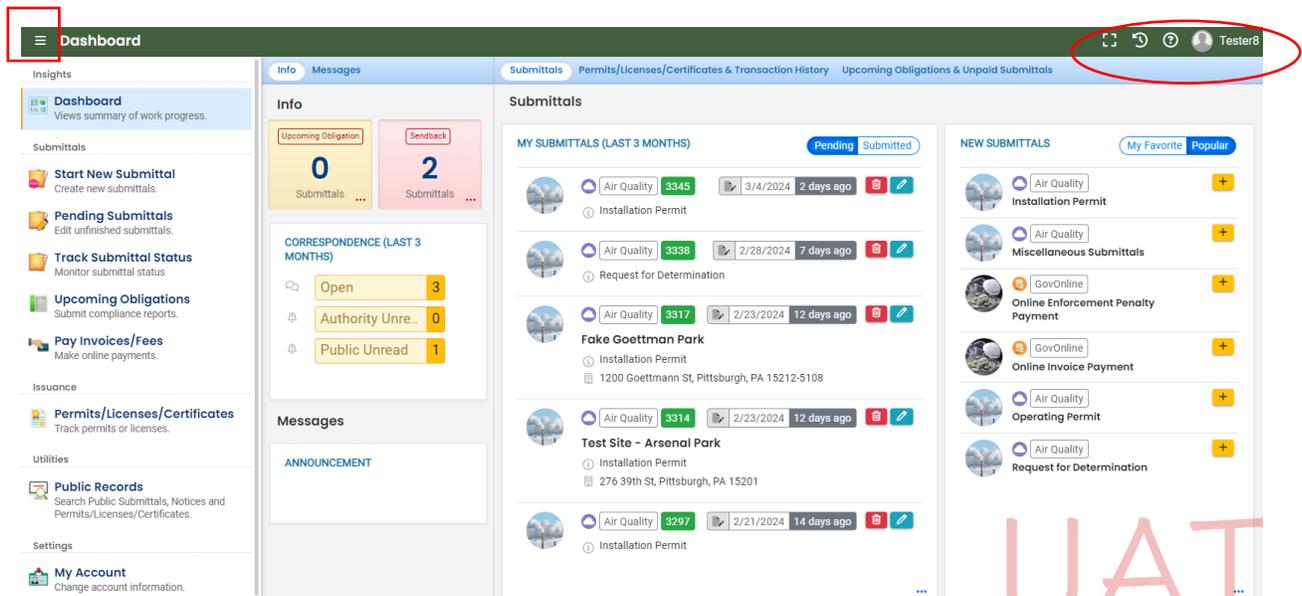
The screen name is displayed to the right of the hamburger menu icon. The screenshot above is the Dashboard.

The top right-hand side of the screen has other useful buttons (see ellipse).
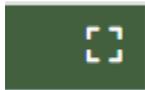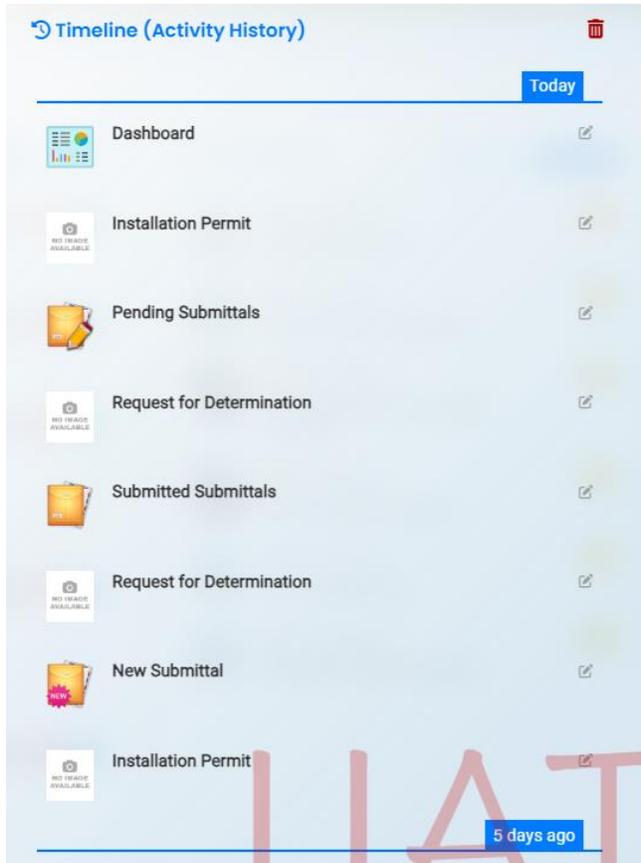
 This icon toggles the screen to full screen mode.

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 This icon shows a timeline listing what screens the user accessed.

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This button will take the user to a help screen, which is the ACHD Regulated Entities Portal page. Help documentation is linked there.

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 This icon shows your username. Clicking on it allows access to a pull-down menu and to the Log-out button.
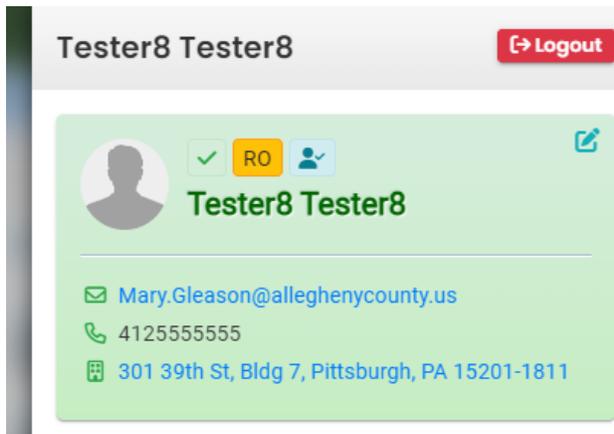
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Review of left-hand side column icons:

Dashboard screen, left-hand column
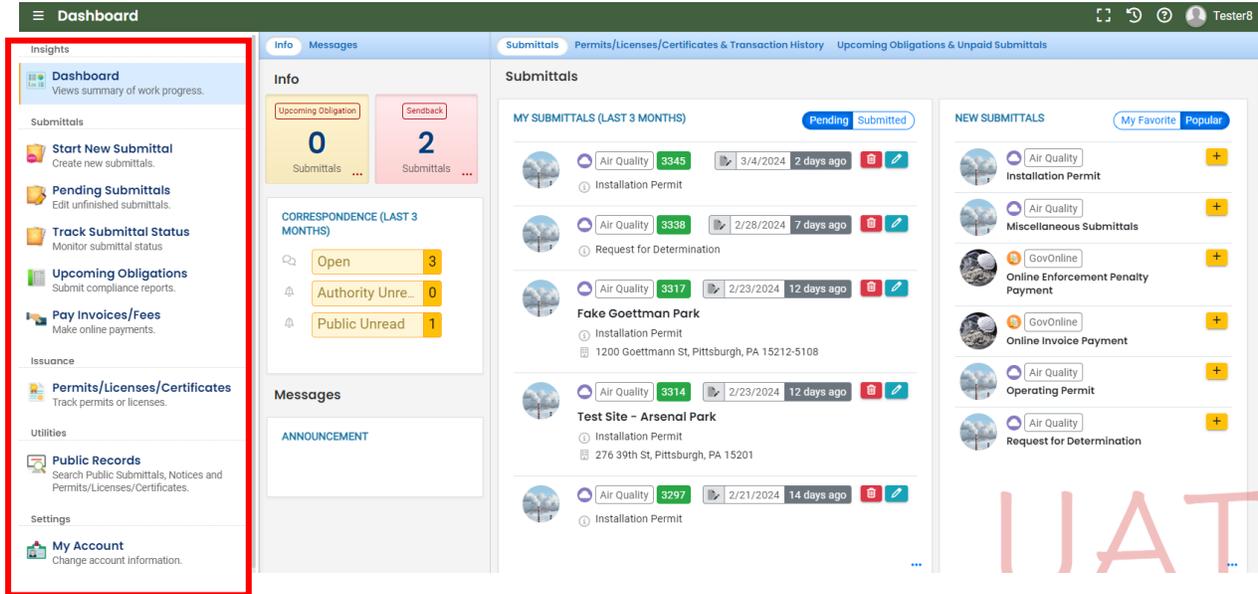
Insights

- Dashboard: shows user's obligations, submittals, and correspondence. It also lists recent and new submittals.

Submittals, each listing is an action that can be taken if clicked. These include:

- Start New Submittal
- Pending Submittals (ones started by the user but not submitted to the Department)
- Track Submittals (has the submittals sent into the Department through REP)
- Upcoming Obligations: leads to viewing reporting due, etc.
- Pay Invoices/Fees

Issuance

- Permits/Licenses/Certificates leads to viewing permits and RFD decisions

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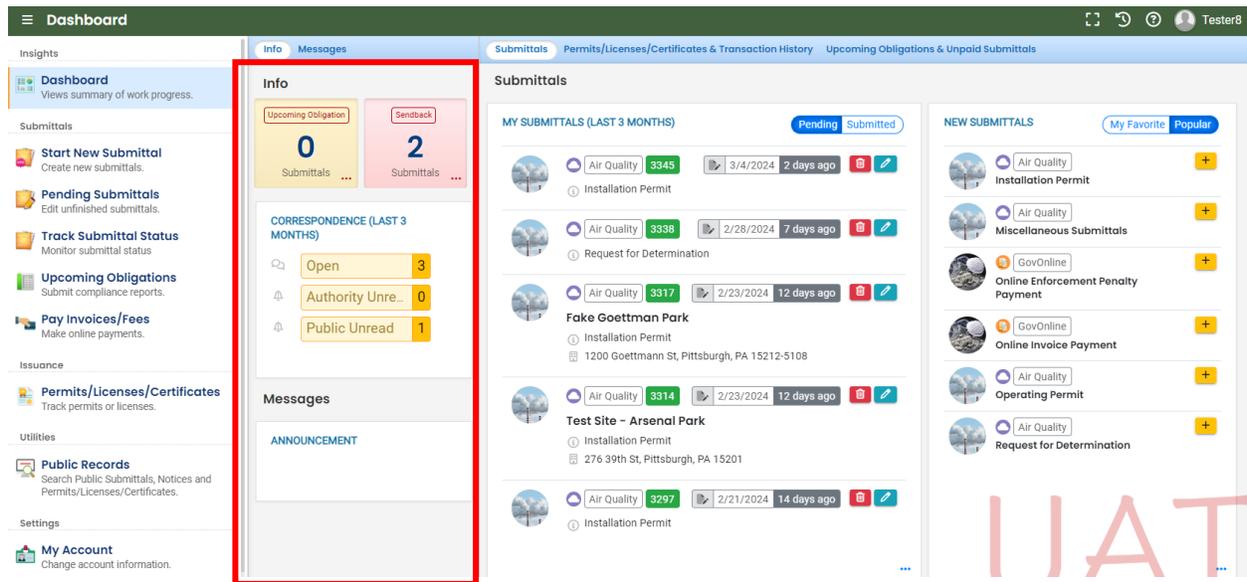# for Requests for Determination (RFDs)

Utilities

- Public Records allows search of submittals, permits, RFD decisions, and making public comments on permit drafts

Settings

- My Account: allows viewing/modifying user's account setup

When any of these are clicked, REP will take the user to a different screen to complete the requested action.

To the right (see red box)

Info

- Number of upcoming obligations a user has (for example, reports or bills due)
- Submittals (example, requests for determinations, installation permits, etc.)
- Correspondence (between the RO and the ACHD)

Open: For the last three months, the total number of correspondence threads opened on any of the user's facilities by the facility or the ACHD.

Authority Unread: For the last three months, the total number of correspondence threads from the facility that have not been read by the ACHD].

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Public Unread: For the last three months, the total number of correspondence threads from the ACHD that have not been read by the facility.

Any number can be clicked to take the user to another screen for more details.

- **Messages** shows system announcements (planned outages, etc.)

Submittals

- Shows submittals in last three months (can toggle between Pending and Submitted).
- Pending submittals can be deleted (red trash can icon) or edited (pencil icon).
- Submitted submittals are submittals that have been prepared and sent by the RO for Department review.

Submitted submittals are submittals that have been prepared and sent by the RO for Department review.

New Submittals

- Lists submittal types the user is authorized to prepare for submission to the Department.

Click the yellow plus button to initiate the action.

Scroll down in the Dashboard:

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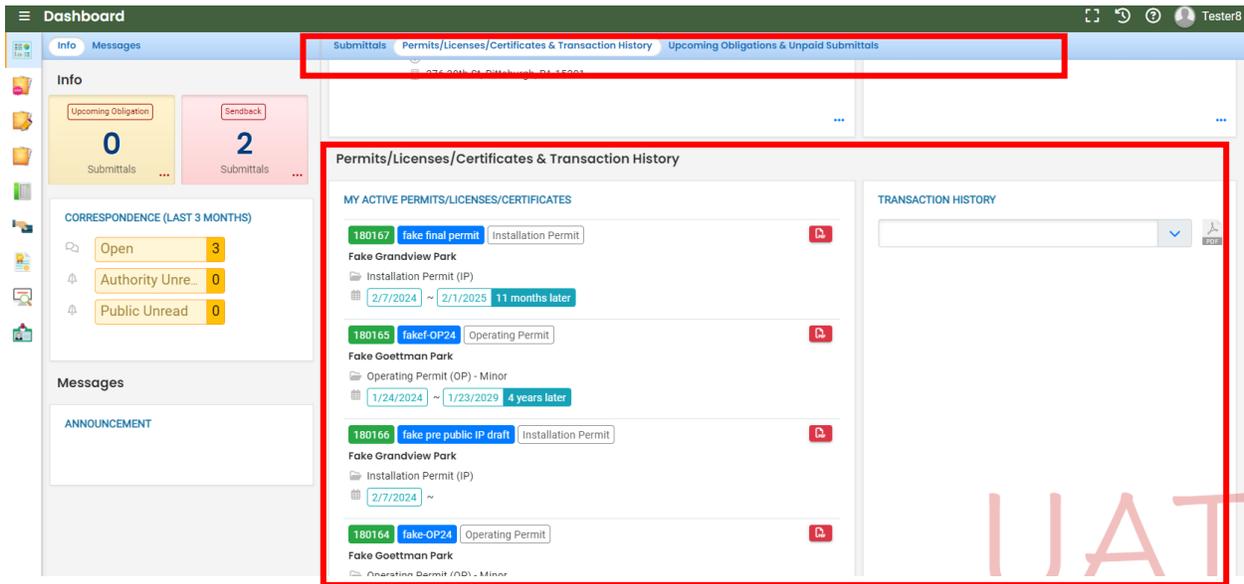
Permits/Licenses/Certificates & Transaction History

These sections list permits associated with the user's facility(ies) and any transactions made (payments).

Click the red pdf icons to see the RFD decision or permits.

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Scroll down the Dashboard screen:
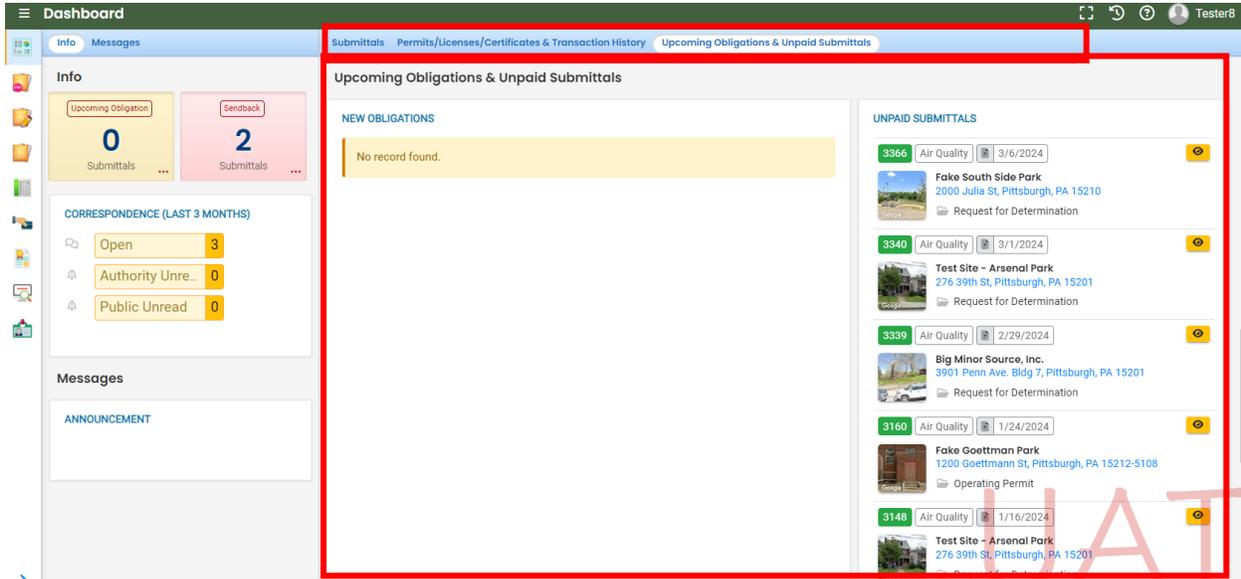
Upcoming Obligations

This section lists reporting obligations.

Unpaid Submittals

This section lists submittals still needing payment. Click on the yellow eye to view the submittal.

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PART V: REQUEST FOR DETERMINATION PREPARATION AND SUBMITTAL

PART V-A: PREPARATION AND SUBMISSION OF RFD BY RESPONSIBLE OFFICIAL

These instructions review how a Responsible Official prepares and submits a Request for Determination using REP.

These instructions assume that the Responsible Official already has an account approved in REP.

Preparation and submittal of the RFD form:

- Log on to REP.
- Click on the $(\equiv)$ hamburger menu (three stacked horizontal bars in the top left corner)
- On left-hand side, under Submittals, click Start New Submittal
- On the New Submittal screen, scroll down on the right-hand side to Request for Determination, and click the + sign. This takes the user to the Request for Determination screen. It is divided into tabs at the top (Basic Info, Attachment, Payment, Review, Submission)

    - A general note: Inside the Request for Determination submittal, anytime there is a field with an exclamation point marked Required next to it, that field must be completed, or the submittal cannot be submitted. A red exclamation point on a tab means required information is missing and must be completed.
    - Another note – help messages are activated by clicking the yellow ? buttons throughout the form.

- **Basic Info** tab
    - Click the box marked "The person completing the Request for Determination form is a Responsible Official (RO)."
    - Facility Information - click on the appropriate button to select an existing facility or to create new facility.
        - For an existing facility, click on the pull-down menu on the right-hand side. Click on your facility to select where the project will occur.
            - If company headquarters address is the same as the project location, click the box to autofill the address. Otherwise, leave the box blank and fill in the full address information.
        - For a new facility, fill in the facility name, abbreviation if applicable, choose No for facility located on Native American Lands (none in Allegheny per EPA definitions), fill in generic company email, general facility phone number, fax number, number of employees, and any comments.

- Fill in the mailing address. If the address starts to autofill the correct city and state, allow the system to do this. Fill in any missing information.
- Under Physical location, click the Copy from Mailing Address button if the physical address and mailing address are identical. If they are not, fill in the full address. If in the (street) address box the system starts to autofill with the city and state, allow it and fill in any gaps in the full address.
- Click the map to generate the latitude and longitude. Note: if the map is blank or shows a location in Oregon, go back to the street address, and start typing it in until it starts to autofill and let it autofill. Then click on the map again. [If there is still a problem, notify the ACHD].
- If Company Headquarters address is the same as the project site location, click on the box or fill in the full address for the company headquarters.
- Requester information – fill in your name and all contact information.
- Facility contact -- a facility contact works for the company who owns the project (owns the facility/process equipment, etc.) and works at the facility for which the RFD is written. If the facility contact is the requester, click the box. If not, fill in the name and all contact information for the facility contact.
- Project Timing
    - If project start known:
        - Fill in the Start Date
        - Fill in approximate End Date for Project. If end date is known, fill in the completion date.
    - If project start date unknown:
        - Provide a brief explanation for why start date is unknown.
    - For Equipment already installed, or project already completed:
        - Fill in the installation date.
- Description of Proposed Project
    - Click the red pdf icon that says More Information to read what information is needed in the project description. Type the project installation description in the box. Alternatively (even if the description is less than 4,000 characters), type See Attachment, and upload an attachment which includes the project description on the Attachment Tab. If the description includes CBI, use an attachment.

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- Emissions calculations
    - Read the instructions in the brown box. Upload the emissions calculations for the project on the Attachment Tab.
- Determination Fee
    - Click the button which describes the facility. Press the ? button by Small business for a description of the two business types.
- Click the Save button (floppy disk icon inside a red circle in bottom right corner) to save the data.
- If any required information is missing on the Basic Info tab, there will be a red exclamation point on the tab. If this is the case, go back and review the contents and enter the missing information, and save again.

- **Attachment Tab:** Mandatory and optional attachments are uploaded to the submittal here.
    - Emissions Calculations and the Equipment Manufacturer's Datasheets are required documents that *must* be uploaded to complete the submittal.
        - Description of Proposed Project, Material Safety Data Sheets, and Other documents may be included. [Redacted Submittal Form in pdf is for the ACHD use].
        - If it is possible that the submittal contains CBI, then submit a document explaining this per the guidance in Part II of this document. Title the document CBI Claim Form, and when uploading it, classify it as Other.
        - If the project is for a process change rather than an equipment addition, the description of the process change should be submitted as an attachment but categorized as the Equipment Manufacturer's Datasheet.
    - Upload each document by doing the following:
        - At the bottom of the screen, click the gray rectangle marked "Click to Upload or Drag Files Over Here" and upload or drag in the file.
        - Select Document Type – pull down and select from the available document types.
        - Enter a comment if desired, then click the Save button (floppy disk icon inside a red circle in bottom right corner) to save the data.
        - If any attachment needs to be corrected, a new attachment can be uploaded as described above, and the incorrect one can be deleted (click the red trash can icon to the far right of the attachment
    - Repeat until all documents are attached.

- Click the Save button (floppy disk icon inside a red circle in bottom right corner) to save the data.
- If a required attachment is missing (or is missing required information) on the Attachments tab, a red exclamation point will appear on the tab. If this is the case, review the tab contents and enter the missing information, and Save again.

- **Payment Tab**
    - *Note: If information is missing from the Basic Info and/or Attachments tab, an error message will appear at the top of the Payments tab screen. Before payment can be made, errors on the previous tabs must be corrected.*
    - After the Basic Info and Attachments tabs are complete, the RO needs to make payment.
        - **To pay the submittal, follow these instructions:**
            - Click blue Pay Amount Due button.
            - Select payment method.
                - For ACH, enter Account Type, Account Name, Routing Number, and Account Number, then hit the Save icon in the bottom right of the screen.
                - For Credit Card, enter Card Number, Card Holder, Expiration Date, CVV, and Billing Address. Click the Save icon in the bottom right of the screen.
                - For Check by Mail, make check payable to the ACHD Air Pollution Control Fund, and mail to the address shown in REP. Click the red Confirm Check By Mail Button, then Ok to "A New pending payment transaction of Check type will be created."

- **Review tab**
    - Review the instructions and make any corrections needed to previous tabs (any incomplete tab will show a red exclamation point next to the tab name). If any attachments need to be mailed (which should be extremely rare), click Select All Mail to and then mail to the address shown in the pale blue box.

- **Submission tab**
    - Read Certification Statement and click on "I have read and agree to the certification".
    - Enter Security Question answer and PIN number.
    - Click on Yes or No regarding Confidential Business Information. Please refer to Part II of this document for help on how to answer this question. If the answer is Yes, go to the Attachments tab and attach a document Claim for Confidentiality, and record it as type

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Other. If unclear, please email AQPermits@alleghenycounty.us for assistance, *prior to submitting the RFD in REP.*

- Click Submit
- The screen should update to say Submission Successful! in green at the top of the screen.
- Click on red Receipt button for a receipt.
- At the bottom right corner of the screen, click the red button to print a summary of the Submittal Form. You may also want to scroll to the top of the screen, click Ctrl+P to print the screen, and repeat for the bottom of the screen, as the screen shows a different summary than the Receipt and the Submittal Summary. The receipt can also be printed or downloaded if desired (optional). Note the submittal will continue to be viewable in your account under Track Submittals later.
- Click the Finish button.
- A system-generated email from GovOnline@govonlinesaas.com will be sent to the RO to acknowledge receipt of the RFD submittal.

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PART V-B: PREPARATION OF RFD FORM BY A USER WHO IS NOT THE RESPONSIBLE OFFICIAL (FACILITY CONTACT, ENVIRONMENTAL CONTACT, OR THIRD PARTY)

These instructions assume the following:

The preparer is not the Responsible Official for the facility, but instead is a facility contact, the environmental contact, or third-party consultant.

The preparer has an account approved in REP, and their account type is Consultant.

The Responsible Official for the facility already has an account approved in REP, and their account type is RO.

The Responsible Official has linked the facility contact, environmental contact, or third-party consultant, as Consultants on the Responsible Official's account, and the facility contact/environmental contact/third-party consultant has been given permissions to prepare RFD submittals for specific facilities linked to the RO's account.

Please ensure the accounts have been set up as listed above before attempting to prepare an RFD submittal. Refer to **Appendix A** of this document for how to link and assign submittal and facility privileges to a Consultant Account.

However, if the RFD is for a brand-new facility, the facility will need to be set up in REP for the consultant to be able to prepare the RFD. See **Appendix B** for the steps that the RO must complete to do this.

General notes:

Given that the assumptions above have been met, please be aware that:

- The Facility Contact/Environmental Contact/Third-Party consultant may only prepare (fill out the submittal, add attachments, make payment for) the RFD submittal.
- It is still the responsibility of the Responsible Official to review the submittal draft, agree to the certification statement, confirm whether there may be confidential business information, and submit the submittal.
  - Confidential Business Information: If it is possible that confidential business information (CBI) will be included in the submittal, please refer to Part II of this training for further instruction. If still unsure if the submittal may contain CBI, contact the ACHD by calling

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412-578-8103 or emailing AQPermits@alleghenycounty.us prior to submitting the RFD in REP.

- The only person who will receive system-generated email communications about the submittal status and decision on the determination is the Responsible Official.
- The Responsible Official and Consultants can withdraw, correct, or revise an RFD submittal. That "altered" submittal must be reviewed and submitted by the Responsible Official.
- Important disclosure: Once the RFD submittal has been reviewed and a decision has been made about it requiring an Installation Permit, the submittal summary (the information typed into the RFD submittal) and the final determination letter from the ACHD, will be viewable by the RO, the Facility Contact/Environmental Contact/Third Party Consultant, and the general public through the Public Records Module. The General Public will be unable to view attachments included in the submittal.

Preparation of the RFD submittal by a Facility Contact/Environmental Contact/Third-Party Consultant

- Log on to REP.
- Click (≡) hamburger menu (three stacked horizontal bars in the top left corner)
- On left-hand side, under Submittals, click Start New Submittal
- On the New Submittal screen, scroll down on the right-hand side to Request for Determination and click the + sign. This takes user to the Request for Determination screen. It is divided into tabs at the top (Basic Info, Attachment, Payment, Review, Submission)
    - A general note: inside the Request for Determination submittal, anytime there is a field with "! Required" next to it, that field must be completed, or the submittal will not be able to be submitted. A red exclamation point on a tab means required information is missing and must be completed.
    - Help messages are activated by clicking yellow ? buttons throughout the form.
- **Basic Info:**
    - *Do not click* the box "The person completing the Request for Determination form is a Responsible Official (RO)."
    - Facility Information - click the appropriate button to select an existing facility or to create new facility.
        - For an existing facility, click the pull-down menu on the right-hand side under Select your facility to choose the facility where the project will occur.
            - If the company headquarters address is the same as the project location, click the box to autofill the address. Otherwise, leave the box blank and fill in the full address information.
    - For a new facility, continue to Appendix B.

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- <u>Requester information</u> – fill in your name and all contact information.
- <u>Facility contact</u> - a facility contact works for the company who owns the project (owns the facility/process equipment, etc.). If the facility contact is the requester, click the box. If not, fill in the name and all contact information for the facility contact.
- <u>Project Timing</u>
    - If project start known:
        - Fill in the Start Date
        - Fill in approximate End Date for Project. If end date is known, fill in the completion date.
    - If project start date unknown:
        - Give a brief explanation on why start date is unknown.
    - For Equipment already installed, or project already completed:
        - Fill in the installation date.
- <u>Description of Proposed Project</u>
    - Click the red pdf icon that says More Information to read what information is needed in the project description. Type the project installation description in the box. Alternatively (even if the description is less than 4,000 characters), type See Attachments and then upload an attachment which includes the project description on the Attachment Tab.
- <u>Emissions calculations</u>
    - Read the instructions in the brown box. Include the emissions calculations for the project on the Attachment Tab.
- <u>Determination Fee</u>
    - Click the button which describes the facility. Press the ? button by Small Business for a description of the two business types.
- Click the Save button (floppy disk icon inside a red circle in bottom right corner) to save the data.
- If any required information is missing on the Basic Info tab, there will be a red exclamation point on the tab. If this is the case, go back and review the tab contents and enter the missing information, and Save again.
- **Attachment Tab**: Mandatory and optional attachments are uploaded to the submittal here.
    - Emissions Calculations and the Equipment Manufacturer's Datasheets are required documents that *must* be uploaded to complete the submittal.
        - Other documents that may be included to help the permit engineer to understand the request are Description of Proposed Project, Material Safety Data Sheets, and Other.

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- If it is believed that anything in the submittal contains CBI, then also submit a document explaining this per the guidance in Part II of this document. Title the document CBI Claim Form, and when uploading it, classify it as Other. [Redacted Submittal Form in pdf is for the ACHD use].
- If the project is for a process change rather than an equipment addition, the description of the process change should be submitted as an attachment but categorized as the Equipment Manufacturer's Datasheet.
- To upload each document:
  - At the bottom of the screen, click the gray rectangle "Click to Upload or Drag Files Over Here" and upload or drag in the file.
  - Select Document Type – pull down and select from the available document types.
  - Enter a comment if desired, then click on the Save button (floppy disk icon inside a red circle in bottom right corner) to save data.
  - If any attachment needs to be corrected, a new attachment can be uploaded as described above, and the incorrect one can be deleted (click the red trash can icon to the far right of the attachment).
- Repeat until all documents are attached.
- Click the Save button (floppy disk icon inside a red circle in the bottom right corner) to save data.
- If a required attachment is missing (or is missing required information) on the Attachments tab, there will be a red exclamation point on the tab. If this is the case, go back and review the tab contents and enter the missing information, and Save again.

- **Payment Tab**
  - *If information is missing from the Basic Info and/or Attachments tab, an error message will appear at the top of the Payments tab screen. Before payment can be made, errors on the previous tabs must be corrected.*
  - When the Basic Info and Attachments tabs are complete, there are two options for payment: payment by the facility contact/environmental consultant; or payment by the RO.
    - **To pay the submittal, follow these instructions:**
      - Click blue Pay Amount Due button.
      - Select payment method.
        - For ACH, enter Account Type, Account Name, Routing Number, and Account Number, then click the red Save button in the bottom right of the screen.

- o For Credit Card, enter card number, card holder, expiration date, CVV, and full billing address, then the red Save button in the bottom right of the screen.
- o For Check by Mail, make check payable to the ACHD Air Pollution Control Fund, and mail to the address shown in REP. Click the red Confirm Check By Mail Button, then Ok to "A New pending payment transaction of Check type will be created."
- ▪ **To leave payment to the Responsible Official, click the Save button.**
- • **Review tab**
  - Review the instructions and make any corrections needed to previous tabs (an incomplete tab shows a red exclamation point next to the tab name). If any attachments need to be sent via mail (this should be rare), click Select All Mail to and mail to the address shown in the pale blue box.
  - At the bottom of the screen (left side), click the blue eNotify button. This initiates a system-generated email from GovOnline@govonlinesaas.com to the responsible official. This provides a notification to the responsible official so that the person can log on, make payment (if not already done), review the submittal, and submit it.
  - You may still want to contact the Responsible Official outside of REP via email, phone, etc. to ensure that the Responsible Official is aware the RFD has been prepared in REP and is ready for review and submission.
    - ▪ The Responsible Official will need to log on to REP, find the RFD submittal in Pending Submittals, review it (including making payment if that has not been made), and complete the submission.
    - ▪ Once the submission is sent in the system, the Responsible Official will receive a system-generated email from GovOnline@govonlinesaas.com to acknowledge the receipt of the RFD submittal. The preparer (Facility Contact/Environmental Contact/Third-Party Consultant) will not.

PART V-C: REVIEW AND SUBMISSION OF AN RFD PREPARED BY SOMEONE OTHER THAN THE RESPONSIBLE OFFICIAL

These instructions describe how to review a submittal prepared by someone other than the Responsible Official and how to submit a Request for Determination using REP. They assume the Responsible Official was notified via an email from GovOnline@govonlinesaas.com that the facility contact/environmental

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contact/third-party consultant has prepared an RFD submittal, or has otherwise learned from the preparer directly that the RFD submittal is ready for review.

These instructions assume that the Responsible Official already has an account approved in REP.

- Log on to REP.
- Click (≡) hamburger menu (three stacked horizontal bars in the top left corner)
- On left-hand side, under Submittals, click Pending Submittals
- Find the Pending submittal that you want to approve in the list that appears, and click the green pencil button that says Edit Submittal Form
- The screen that opens will say Request for Determination. It is divided into tabs at the top (Basic Info, Attachment, Payment, Review, Submission).
  - A general note: inside the Request for Determination submittal, anytime there is a field with ! Required next to it, that field must be completed, or the submittal will not be able to be submitted. A red exclamation point on a tab means required information is missing and must be completed.
  - Another note – help messages are activated by clicking yellow ? buttons throughout the form.
- On the **Basic Info** tab,
  - Scroll through and make sure all information is correct and complete; edit if needed.
  - When finished, click the Save button (floppy disk icon inside a red circle in the bottom right- corner of the screen) to save the data.
- On the **Attachment** tab, review any attachments that have been uploaded. To download them, click the yellow button that looks like a down arrow with *.* next to it.
  - If a required attachment is missing, it can be uploaded by dragging and dropping a file, or by uploading using the gray rectangular button marked, "Click to Upload or Drag Files Over Here".
    - Select Document Type – pull down and select from the available document type.
    - Enter a comment if desired, then click the Save button (floppy disk icon inside a red circle in bottom right corner) to save the data.
    - Repeat until all documents are attached.
  - If an attachment needs to be corrected, a new attachment can be uploaded as described above, and the incorrect one can be deleted (click the red trash can icon to the far right of the attachment).

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- o If it is possible that the submittal contains CBI, ensure that a document explaining this per the guidance in Part II of this document has been attached as CBI Claim Form, classified as Other for document type.
- o If any attachment hard copies are to be mailed to the ACHD, it is the Responsible Official's responsibility to review those outside REP.
- On the **Payment** tab, check if payment has been made. If it has not, there will be a blue button in the top right corner that says Pay Amount Due.
    - ▪ Select payment method.
        - For ACH, enter Account Type, Account Name, Routing Number, and Account Number, then click the red Save button in the bottom right of the screen.
        - For Credit Card, enter card number, card holder, expiration date, CVV, and full billing address, then the red Save button in the bottom right of the screen.
        - For Check by Mail, make check payable to the ACHD Air Pollution Control Fund, and mail to the address shown in REP. Click the red Confirm Check By Mail Button, then Ok to "A New pending payment transaction of Check type will be created.".
- On the **Review** Tab, ensure that payment has been recorded and the mandatory attachments are listed. Remember that before the ACHD will process the RFD, the payment and all attachments must be received by the ACHD.
    - o If anything (including payment) needs to be mailed to the ACHD, make sure that has been done.
- On the **Submission** Tab,
    - o Read Certification Statement and click "I have read and agree to the certification".
    - o Enter Security Question answer and PIN number.
    - o Click Yes or No to whether the submittal contains Confidential Business Information. If unsure, please refer to the Part II for help on how to answer this question. If the answer is Yes, go to the Attachments tab and attach a document, name it Claim for Confidentiality, and record it as type Other. If unclear, please email AQPermits@alleghenycounty.us for assistance, *prior to submitting the RFD in REP.*
    - o Click Submit
    - o The screen should update to say, "Submission Successful!" in green at the top of the screen.
        - ▪ If there are errors, look for error messages on the right-hand side of the screen in a red box.
    - o Click red Receipt button for a receipt.

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- o At the bottom right corner of the screen, click the red button to print a summary of the Submittal form. You may also want to scroll to the top of the screen, click Ctrl+P to print the screen, and repeat for the bottom of the screen, as the screen shows a slightly different summary than the Receipt and the Submittal Summary. The receipt can also be printed or downloaded if desired (optional). Note the submittal will still be viewable later in your account under Track Submittals button.
- o Click the Finish button.
- o A system-generated email from GovOnline@govonlinesaas.com will be sent to acknowledge receipt of the RFD submittal. Note that the preparer (Facility Contact/Environmental Contact/Third-Party Consultant) will not receive this notice, only the RO. Furthermore, the preparer will not receive any status updates from the ACHD; these will be sent in REP to the Responsible Official **only.**

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PART VI: WHAT TO EXPECT AFTER AN RFD IS SUBMITTED AND HOW TO VIEW THE ACHD'S FINAL DECISION

PART VI-A: THE ACHD'S RFD REVIEW PROCESS

After the RO submits the RFD online, the RFD submittal will be received by the ACHD. It will get assigned to a permit engineer for review.

- If information is missing or there are questions:
    - The permit engineer will send a request to the RO through REP for additional information. This will happen in the form of a system-generated email notification from GovOnline@govonlinesaas.com. The email text will contain a brief description of what is needed.
        - If the information requested is more complicated, the permit engineer may opt to send an email directly to the RO outside REP.
    - The next steps for the RO would be:
        - Log on to REP.
        - Click on Pending Submittals icon on left-hand side of the screen.
        - Locate the submittal and click on the green pencil icon to edit the submittal.
        - Review each tab, add in information or attachments that were requested.
        - Submit the RFD again following the instructions on the Submittal tab.
        - Submission error messages will appear in a red box on the right-hand side of the screen.
- The permit engineer will then review the submittal again.
- If the information is complete, the next email communication will occur when the RFD has been reviewed and a decision has been made on the request requiring an Installation Permit application or not. There will be a system-generated email notification from GovOnline@govonlinesaas.com.
    - If it is necessary to contact the permit engineer during the review process (note this can be done by the RO or consultant-type account):
        - Log on to REP.
        - Select Track Submittals icon from left-hand side of the screen.
        - Once the submittal is located, click on the orange eye icon to the far right of the submittal "View Submittal Detail".
        - Inside the submittal, click the Correspondence tab.
        - Type in message and then click the button on the right "Post".
        - This will send a message through REP to the permit engineer and trigger a system-generated email to notify the ACHD of the message. The engineer may

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respond back using the Correspondence tab, and this would cause a system-generated email to be sent to the RO to notify them to log on to REP to view the reply message on their Correspondence tab.

- To view the official determination letter:
  - Via the submittal (users with RO or Consultant accounts):
    - Log on to REP.
    - Select Track Submittals icon from left-hand side of the screen.
    - Once the submittal is located, click on the orange eye icon to the far right of the submittal "View Submittal Detail".
    - Inside the submittal, click the Issuance tab.
    - There will be a document under the header Issuance Documents, with RFD Response as part of the title. Click the red button "PLC document". This will download the RFD Response letter to your computer for you to view.

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PART VI-B: REVISING OR WITHDRAWING SUBMITTALS AFTER SUBMISSION

If the facility realizes that some information was incorrect, omitted, etc., *after* the RFD submittal was submitted to the ACHD in REP, there are steps that can be used in REP to alter the submittal.

Likewise, the submittal can be withdrawn in REP, if necessary.

Both of the above scenarios are managed in REP starting the same way.

- Responsible official or consultant logs on to REP.
- Click Track Submittals (left-hand side).

    - Find the RFD submittal.
    - Click the orange eye button on the far right by the facility name.
    - Scroll to the bottom of the screen where it says "Send the request for Revision/Withdrawal/Amend to the administrator."
    - Click the yellow question mark help button to pick the appropriate action.
        - Amend will request that the submittal can be reopened, corrected, and resubmitted.
        - Revision opens a new submittal under a new submittal number, pre-populated with the contents of the original submittal, which also is then corrected and resubmitted.
        - Withdrawal will request that the ACHD stop its review of the submittal and prevents any further editing of the submittal.
    - For Amend:
        - Select the Amend button.
        - Type in a comment about why the submittal needs to be amended.
        - Click Send Request button.
        - The RO (even if request is made by consultant) will get a system-generated email from GovOnline@govonlinesaas.com, indicating the Amend request has been sent to the ACHD.
        - The ACHD will review the request.
        - If the request is approved:
            - A system-generated email will be sent from GovOnline@govonlinesaas.com to the RO to notify them that the Amend request has been approved.
            - RO needs to log on to REP (Consultant could also do this).

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- The submittal will now be viewable under Pending Submittals on the left-hand side of the screen.
  - Click the green pencil button to Edit the Submittal.
  - Edit submittal as needed.
    - Note, the RO still must submit the submittal. If the consultant made edits, the consultant must use the e-Notify button on the Review tab so the RO receives an email to submit the submittal.
  - RO will submit the submittal (if a consultant prepared it, submittal will be in Pending Submittals).
  - This will trigger a system-generated email that the submittal was sent to the ACHD.
- If the request was rejected:
  - This will trigger a system-generated email from GovOnline@govonlinesaas.com to the RO that the Amend request was rejected.
  - The submittal will still be viewable under Track Submittals.
- For Revision:
  - Select the Revise button.
  - Type in comment to explain reason for request.
  - Click Send Request button.
  - This will trigger a system-generated email to the RO from GovOnline@govonlinesaas.com indicating the Revision request has been sent to the ACHD.
  - The ACHD will review the request.
  - If the request was approved:
    - A system-generated email from GovOnline@govonlinesaas.com will be sent to the RO to notify them that the Revision request has been approved.
    - A new submittal number will appear under Pending Submittals with status Revision.
    - Click the green pencil icon Edit Submittal form to edit it.
    - Edit submittal as needed.
      - Note, the RO still must submit the submittal. If the consultant made edits, the consultant must use the e-Notify button on the Review tab so the RO gets an email to submit the submittal.

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- RO submits the submittal (If a consultant prepared it, the submittal to approve will be in Pending Submittals).
    - If the request was rejected
        - A system-generated email from GovOnline@govonlinesaas.com will be sent to the RO to notify them that the Revision request has been rejected.
        - The submittal will still be viewable under Track Submittals but cannot be edited.
- For **Withdrawal:**
    - Select the Withdraw button.
    - Type in a comment.
    - Click Send Request button.
    - This will trigger a system-generated email from GovOnline@govonlinesaas.com saying the request has been sent to the ACHD.
    - The ACHD will review the request.
    - If the request was approved:
        - A system-generated email will be sent to the RO to notify them that the Withdraw request has been approved.
        - The submittal will still be viewable under Track Submittals.
        - Once the submittal is approved for withdrawal, the submittal cannot be amended or revised and resubmitted (essentially the submittal is locked).
    - If the request was rejected:
        - A system-generated email will be sent to the RO to notify them that the Withdraw request has been rejected.
        - The submittal will still be viewable under Track Submittals.

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PART VII: GENERAL PUBLIC VIEWING RFD SUBMISSIONS

For your information, anyone in the public can set up a General Public account in REP or even access REP anonymously.

Usually, the general public can view a summary of the RFD submittal (the information typed directly in the form; not any of the attachments) as well as the final decision letter from the Department. (Similarly, for Installation and Operating Permits, information typed into the applications (excluding attachments), draft permits, and issued permits will be viewable online). *This is why it is important to initiate a discussion with the ACHD if a submittal might include Confidential Business Information ahead of sending a submittal to the Department within REP.*

Here are the steps a member of the general public would take to see Requests for Determinations submitted to the ACHD in REP.

- Log on to REP (or click the Public Records Services button)

- Click the Submitted Submittals icon on the left-hand side of the screen "Public Submittal Records"

- There are various filters under Search Criteria.

- o Select Approved under Submittal Status
- o Select Request for Determination under Submittal Types
- o Enter facility name under Keywords

-Once submittal is located

- o Click the red .pdf icon on the far right of the facility name
- o Click the tab "Public Notices Documents"
- o Click on the yellow Download button to the right of the document name (document name will start with "RFD Response"
- o This will download the RFD Response letter to the user's computer.

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PART VIII: HOW TO REACH OUT FOR HELP

Questions about REP itself: account setup (changing who is the RO account vs Consultant accounts) something isn't working, etc:

- Email AQPermits@alleghenycounty.us, type "REP account help" in the subject line, or

- Call the Department at 412-578-8103

Questions about Confidential Business Information prior to RFD submittal, and general questions about the Request for Determination:

- Email AQPermits@alleghenycounty.us, type "CBI help" or "RFD questions" in the subject line, or

- Call the Department at 412-578-8103

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APPENDIX A: LINK CONSULTANT ACCOUNT TO RO ACCOUNT

*Note, if the RO needs to link a Consultant to a facility that is brand new (it has not been set up in REP yet), please refer to Appendix B for instructions.

- RO logs on to REP and clicks (≡) hamburger menu (red square), then click on My Account (blue square)
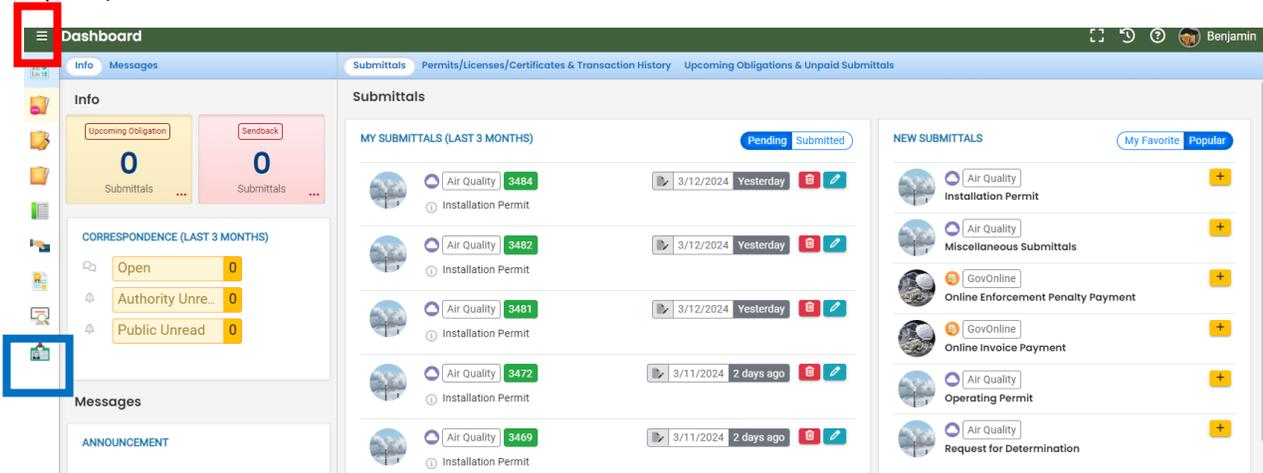
Click on the Consultants tab.
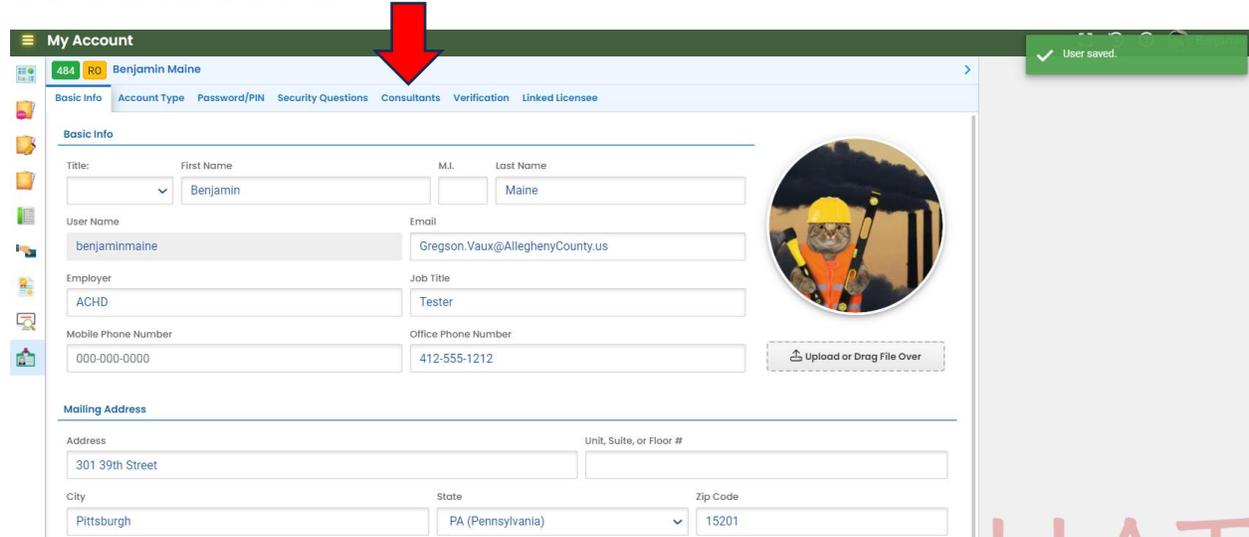
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Which results in a screen like this.

Click on Add Consultants button.
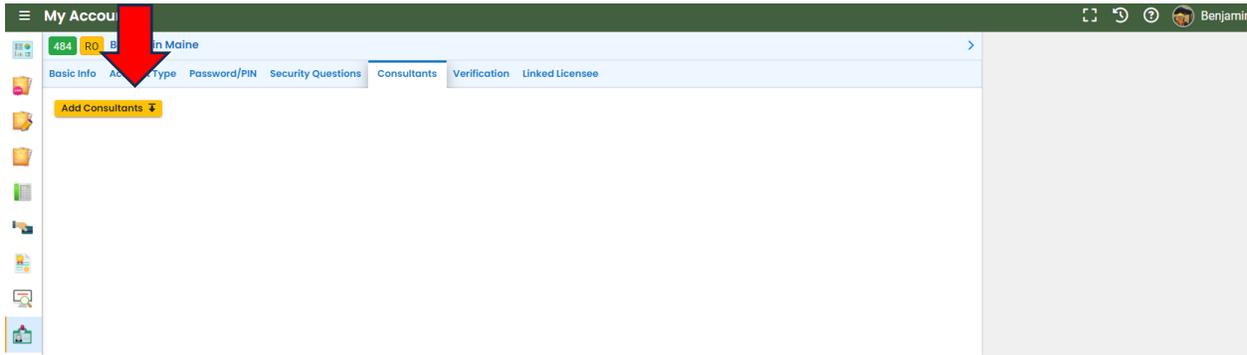
Then enter the email address that the consultant registered in REP and click Find Consultant (red arrows).

Click the yellow link button (blue arrow).
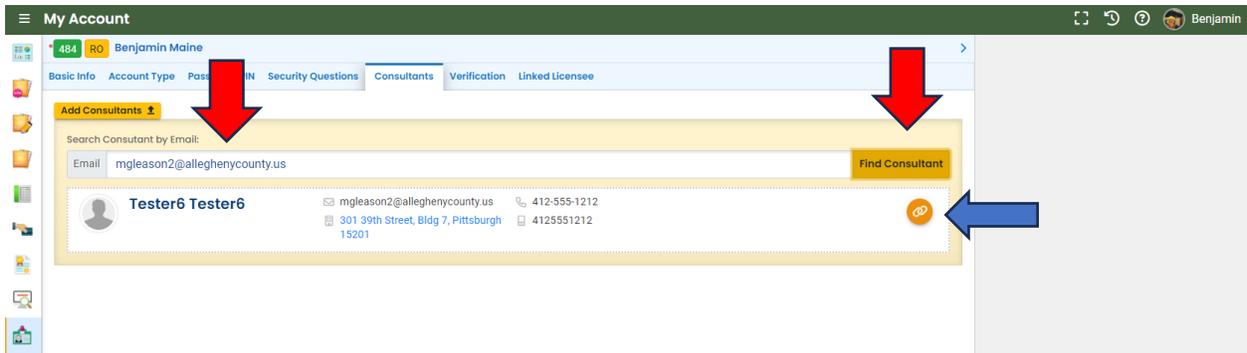
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The message in red says to click the row – click the blue right pointing triangle (red arrow).
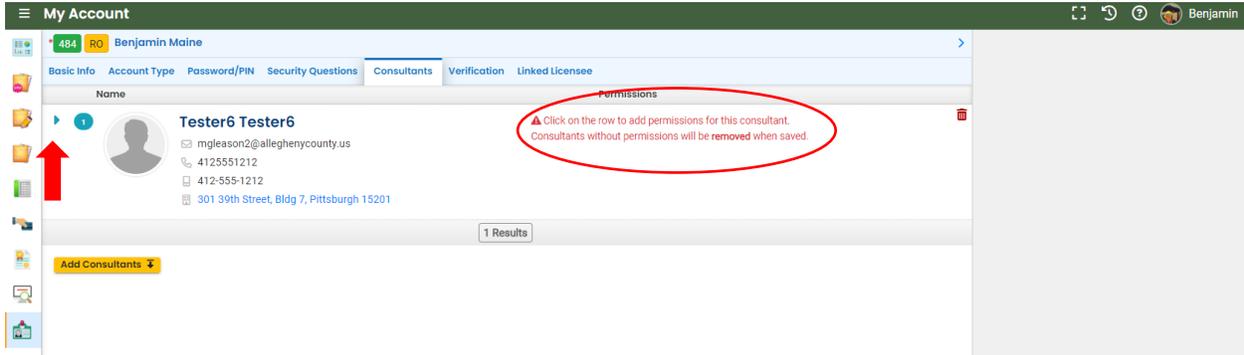
Now click the submittal type(s) needed under the pull-down menu (blue arrow)
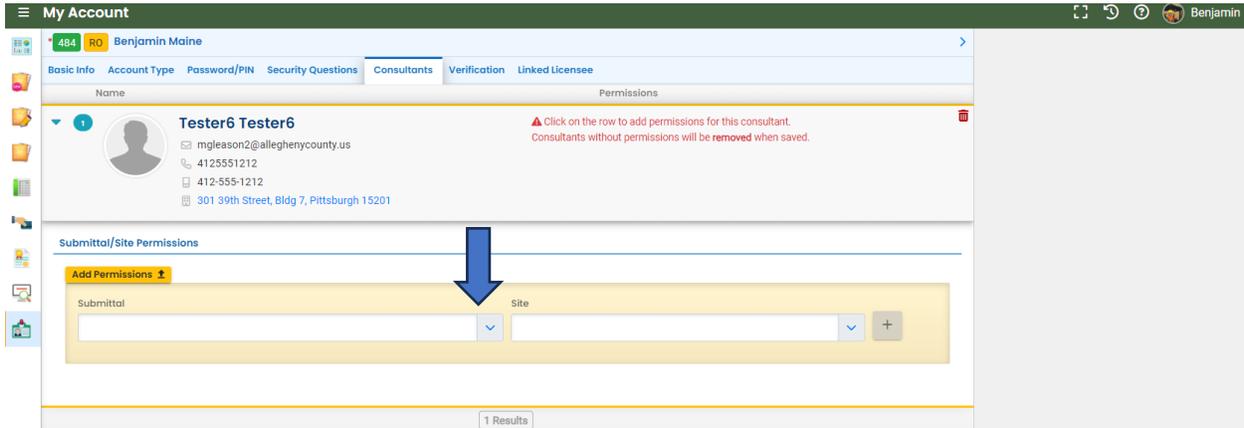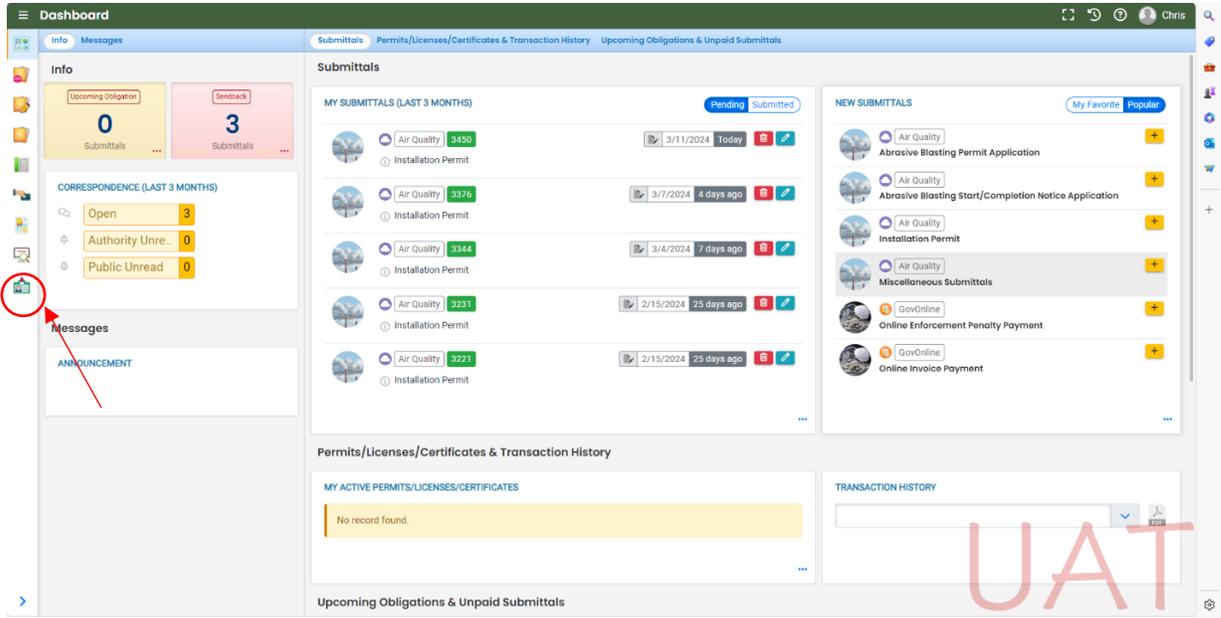
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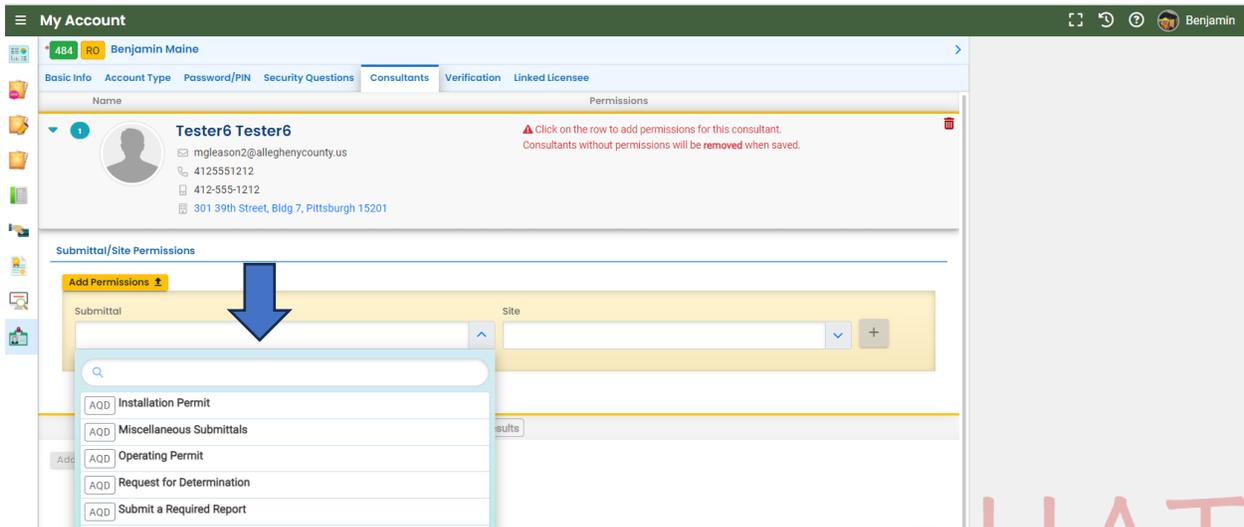
Now click the facility needed.
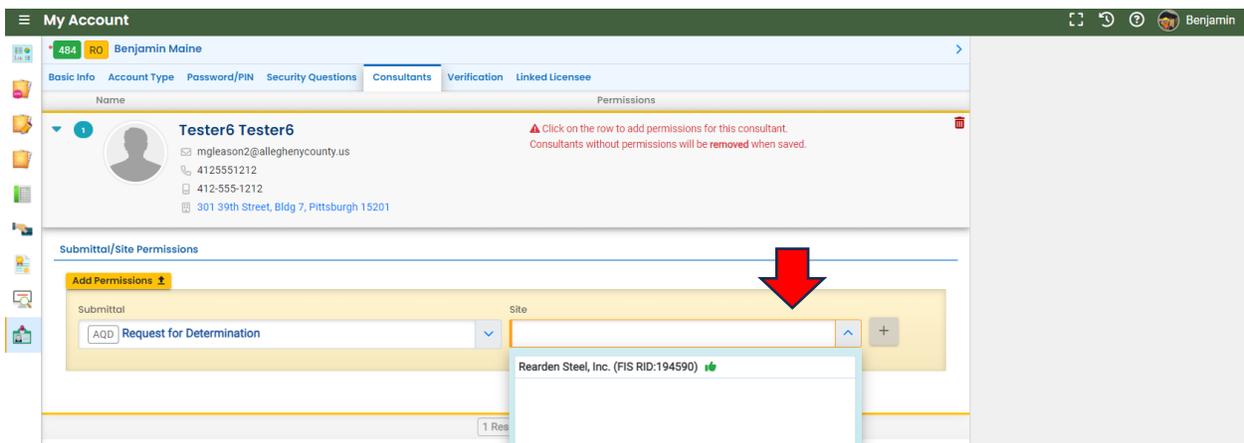
Now click the yellow + sign.

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Now click the Save button (floppy disk icon inside a red circle in bottom right corner) to save data.

Now the consultant is linked to the RO and has been assigned submittal types and a facility.

These steps would be repeated to add more consultants, submittal types, and/or facilities.

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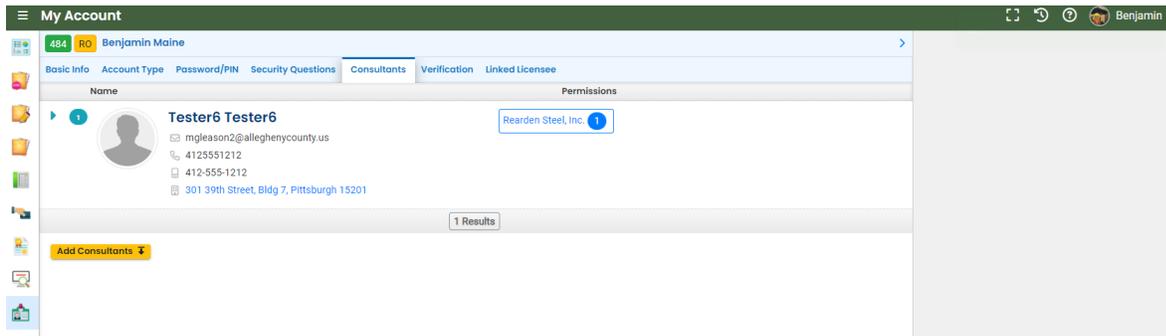
*Note, similar instructions on **how to set up an account and assign privileges for specific facilities and submittals to consultant accounts, can** be found on the Department's webpage on REP and refer to the document "Regulated Entities Portal User Guide".

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APPENDIX B: INSTRUCTIONS FOR RESPONSIBLE OFFICIAL TO CREATE NEW FACILITY (ALLOWS CONSULTANT TO PREPARE SUBMITTALS FOR A NEW FACILITY)

These instructions are to provide information for entities that are seeking to use a consultant, facility contact, environmental contact, or some other person registered with a consultant account in REP, to create a new submittal (RFD, Installation Permit application, Operating Permit application, etc.) for a facility not currently registered with the ACHD Air Quality Program.

These instructions do not apply to a scenario where the RO of the facility intends to submit the submittal for a new facility (a facility not currently registered with the ACHD Air Quality Program) without using a Consultant.

The RO needs to do the following:

- Send an email to AQPermits@alleghenycounty.us that includes the information shown as ! Required in the screenshot below:
    - *Longitude and latitude are not required; these will automatically generate once the correct address is entered*
    - *For environmental interest:*
        - *For an RFD select Installation Permit, or Area Sources.*
        - *For an Installation Permit, selection Installation Permit.*
        - *For Operating Permit, select Operating Permit.*
        - *For all other permits, select Area Sources.*

- The RO will be notified via email from AQPermits@alleghenycounty.us once this information has been entered.

- Then, the RO must log on to REP and go to the 'My Account' page which appears at the bottom of the menu on the left-hand side.
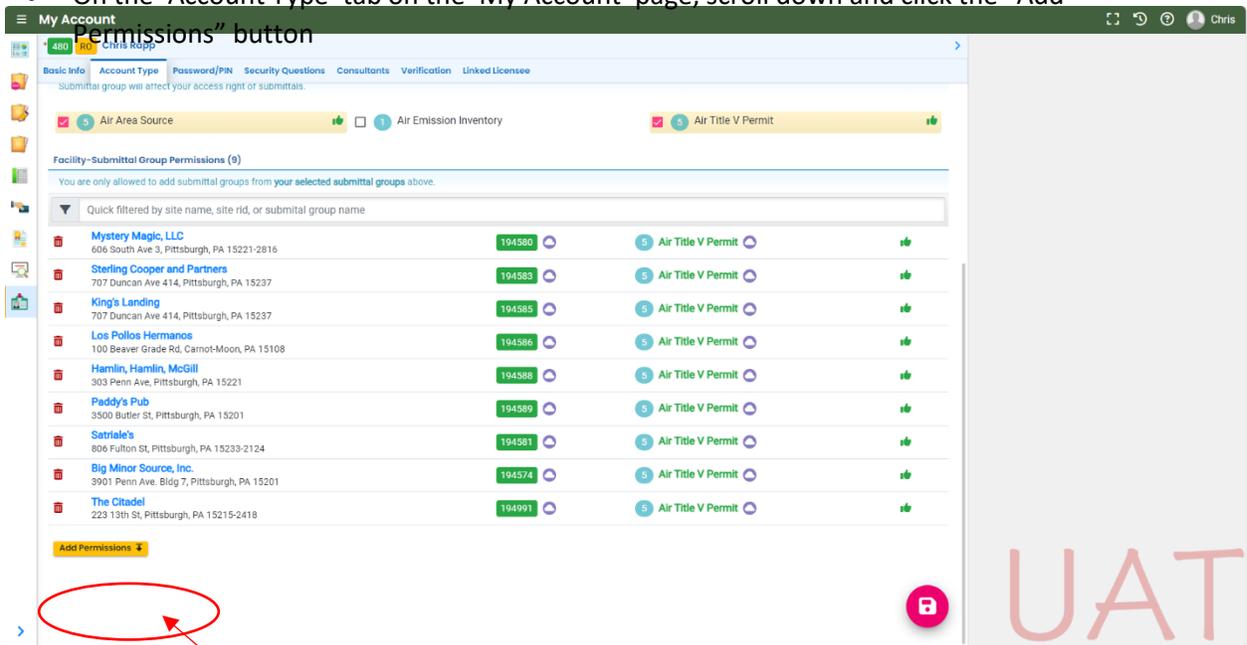

- Click on the Account Type tab.
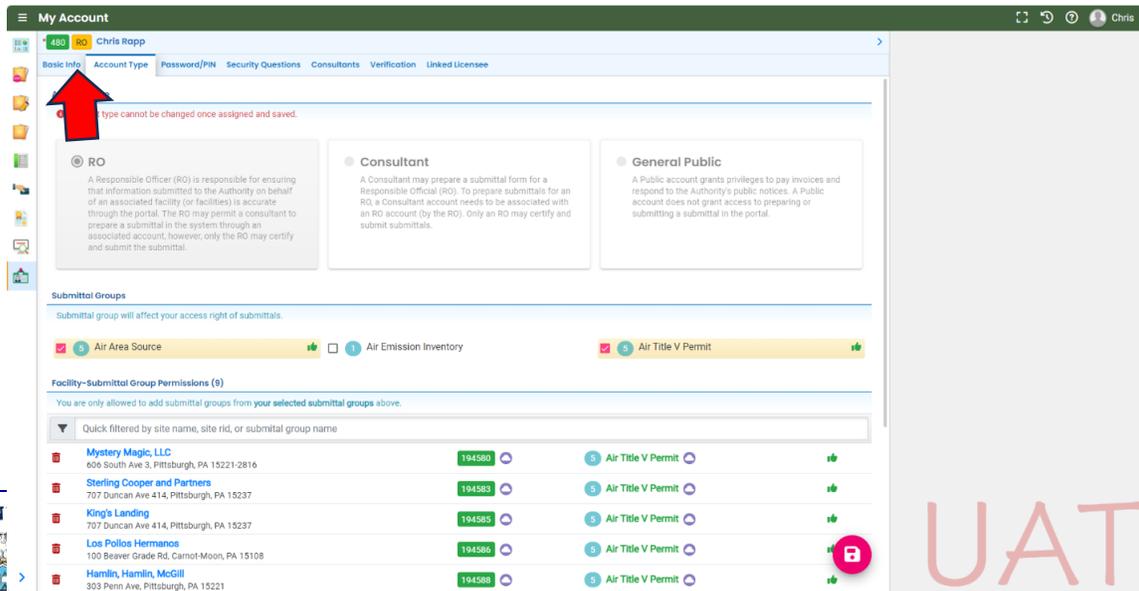
- On the 'Account Type' tab on the 'My Account' page, scroll down and click the "Add Permissions" button

- Next, type the site/facility name provided to the ACHD in the 'Available Sites' box
- Click on it [Refer to arrow #1 in the screenshot on the next page].
- Click on the correct submittal type in the 'Available Submittal Groups' [Refer to arrow #2 in the screenshot on the next page].
- Click on the "Add" button next to the 'Picked Submittal Groups' box [Refer to arrow #3 in the screenshot on the next page].

- Click the Save button on the bottom right of the screen [Refer to arrow #4 in the screenshot on the next page].
    - **Disclaimer* - Choosing "Air Title V Permit" does not mean the applicant is applying for a Title V permit, it is just a submittal category where RFDs, IPs, and OPs are located. When completing a submittal, the user will have the option to choose the classification (Title V, Minor, Synthetic Minor, etc.)*

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WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT
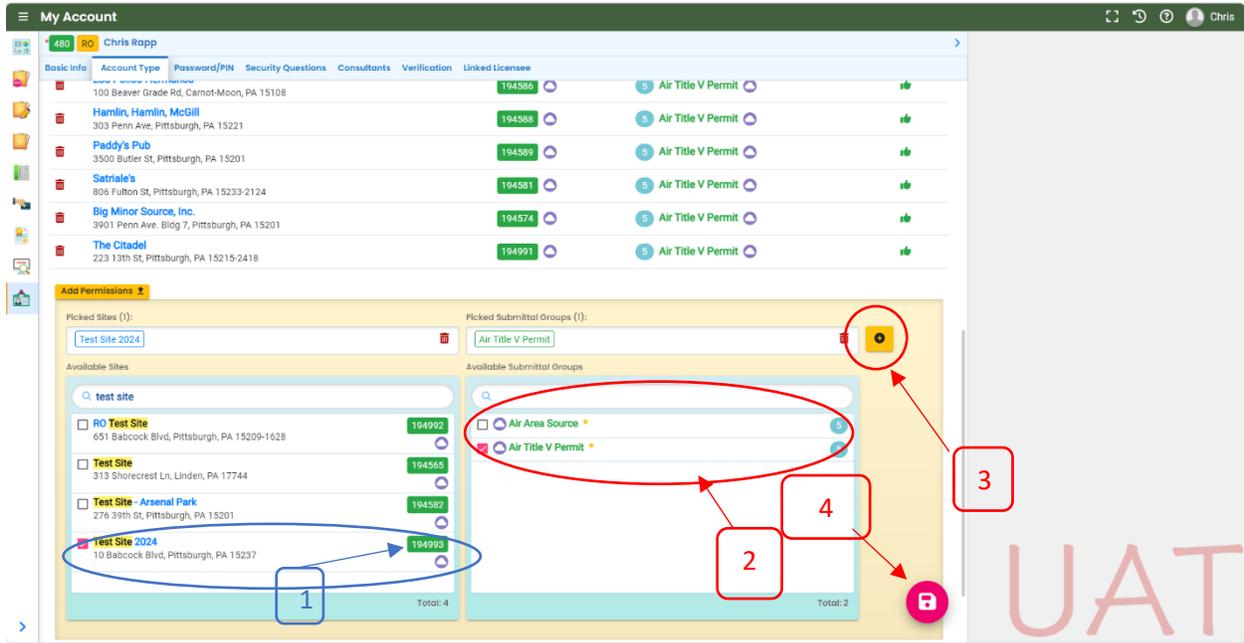
- After the previous step has been completed, the permission for the site will show as pending (yellow triangle with an exclamation point, in the screenshot below).
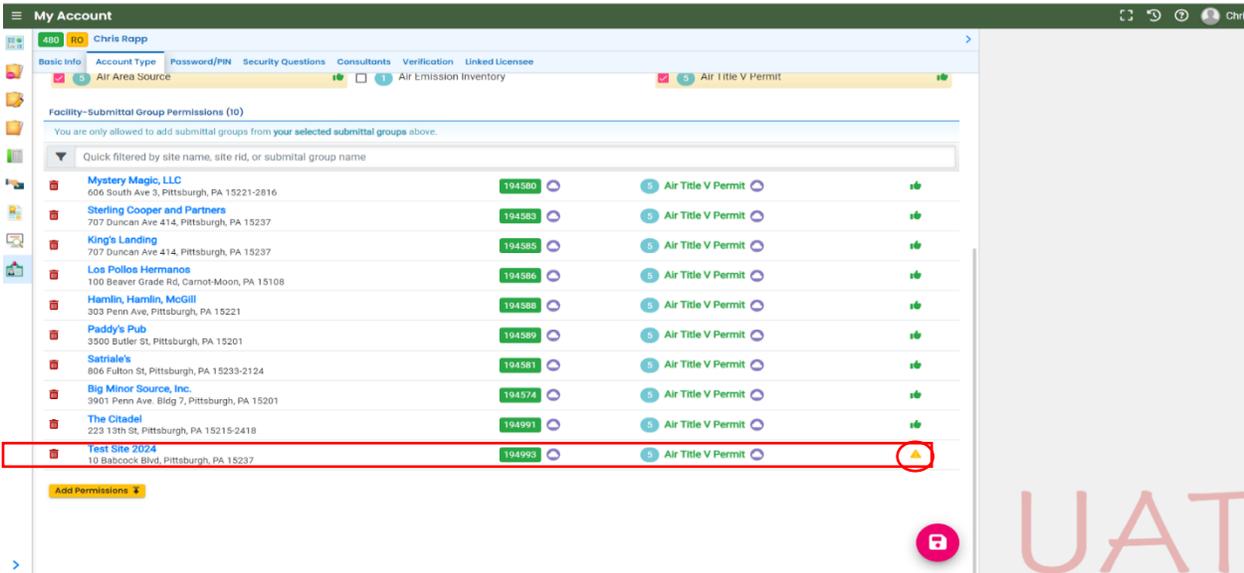
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- Once this pending sign is visible, email aqpermits@alleghenycounty.us to inform the ACHD that you have requested permissions for the newly created site.
- Once the ACHD has approved the change in permissions, you will receive a system-generated email from govonline@govonlinesaas.com notifying you that "your user account information has been changed".
- Once the system-generated email has been received, the RO should view the permissions page to confirm that permissions can now be granted for the site (icon should have changed to green thumbs up icon as in the screenshot).
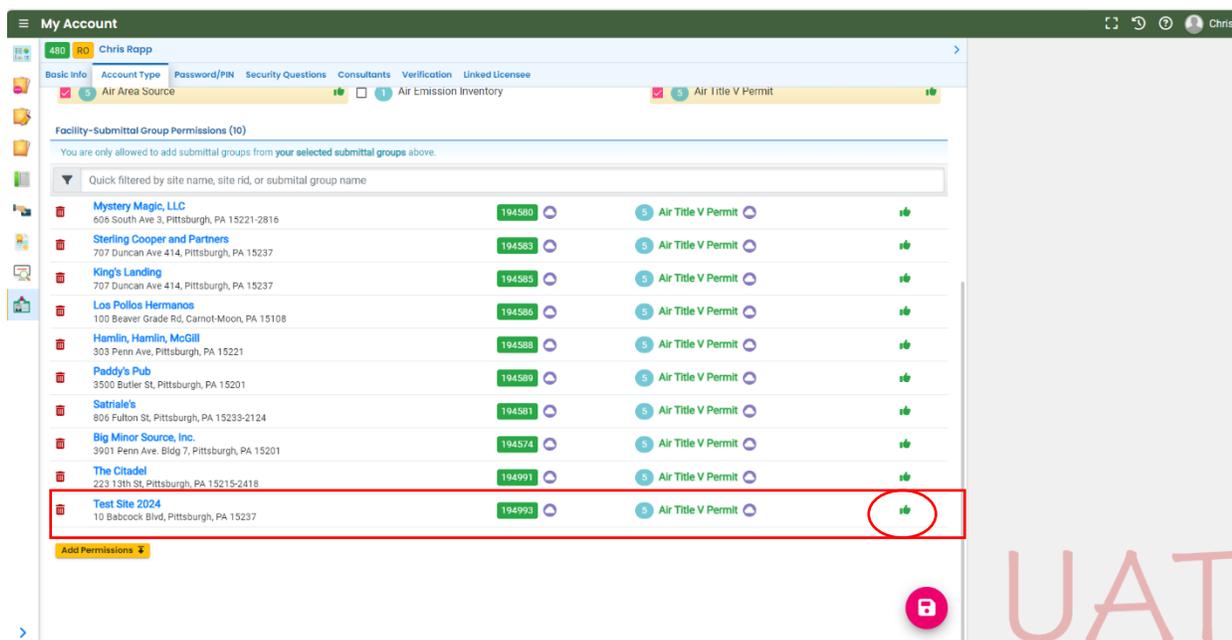
- Click on the 'Consultants' tab (refer to screenshot below)
- Enter the consultant's email address (if consultant is not already linked to your account)
- Click on the arrow next to name of consultant you want to prepare the submittal
- Click on yellow "Add Permissions" (See blue rectangle in screenshot below).
- Click on the correct submittal type and site
- Click on the yellow add button [+] next to the 'Site' text box
- Click the Save button. Note: add permissions to consultant account *before* saving. Saving consultant account with no added permissions will result in unlinking the consultant account.

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If the RO account does not have a consultant account linked to it, please refer to the 'Regulated Entities Portal User Guide' located at https://www.alleghenycounty.us/Services/Health-Department/Air-Quality/Regulated-Entities-Portal for instructions on linking account, or Appendix A of this document.

- The submittal type with the correct site should now be visible under the consultant's 'Submittal/Site Permissions' table.

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- Now the selected consultant account should be able to prepare a submittal on behalf of the RO for the new site. Please contact the Department (email AQPermits@alleghenycounty.us) if there are any issues with establishing a consultant account or assigning a consultant account to a particular facility.