




Shutdown of Control Equipment Request User Guide

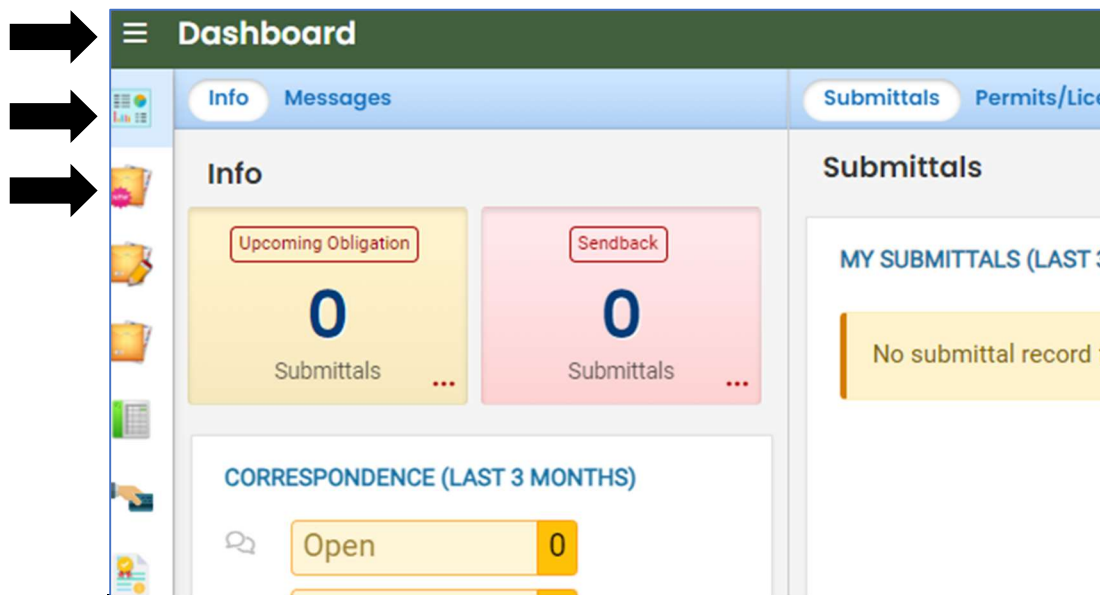
Thank you for reviewing ACHD’s Shutdown of Control Equipment also known as a Planned Outage User Guide. A Shutdown of Control Equipment or Planned Outage is a request a facility provides to ACHD regarding a planned shutdown of control equipment. This a different activity that a breakdown. This guide will walk through the steps required to complete the submission of a Shutdown of Control Equipment. 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 Shutdown of Control Equipment (Planned Outage)

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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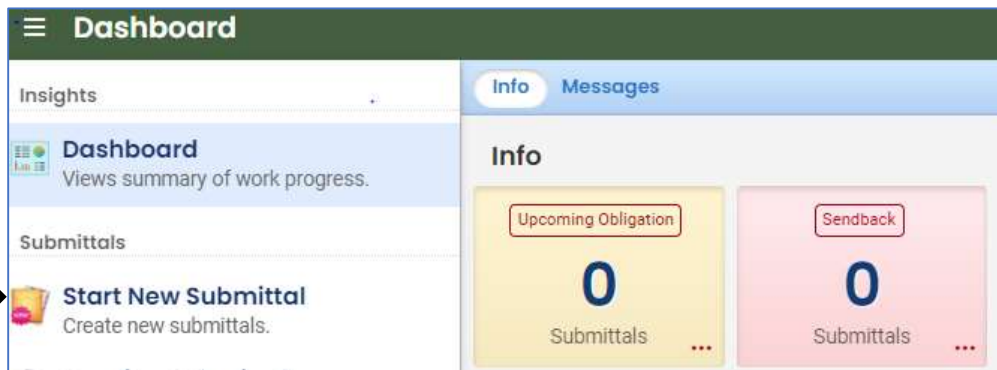





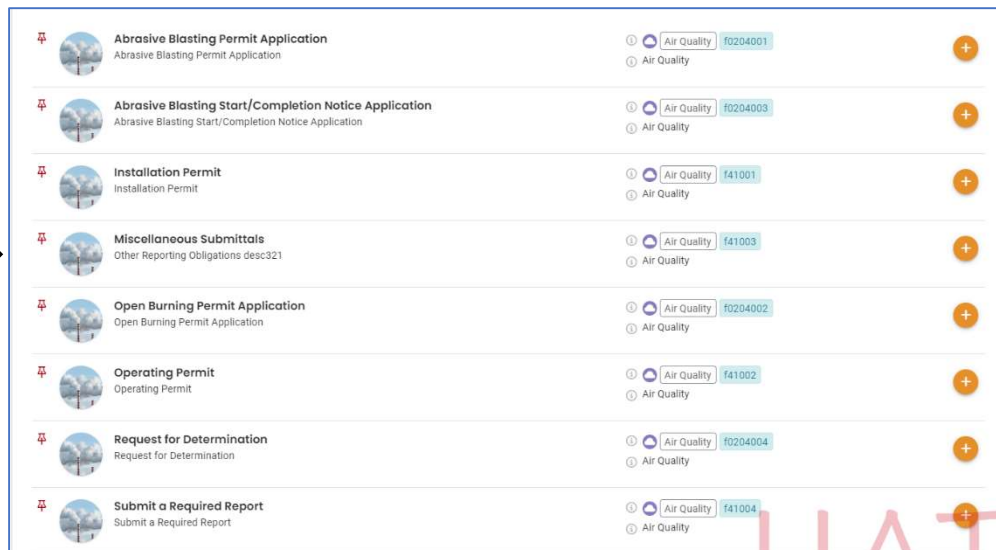
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3. Click the New Submittal Icon. It is directly below the Dashboard icon. The New Submittal is available without going to the Dashboard first, but it is important to be aware of the Dashboard.



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



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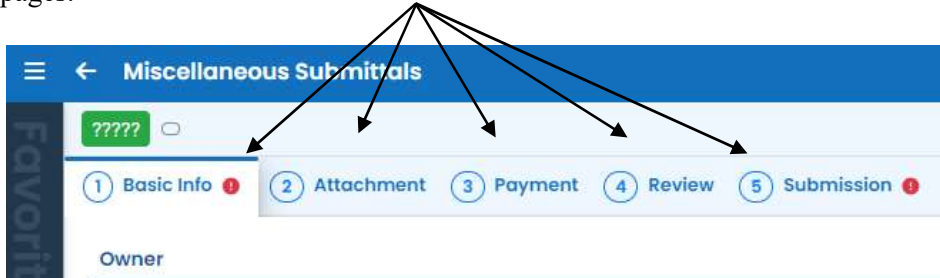
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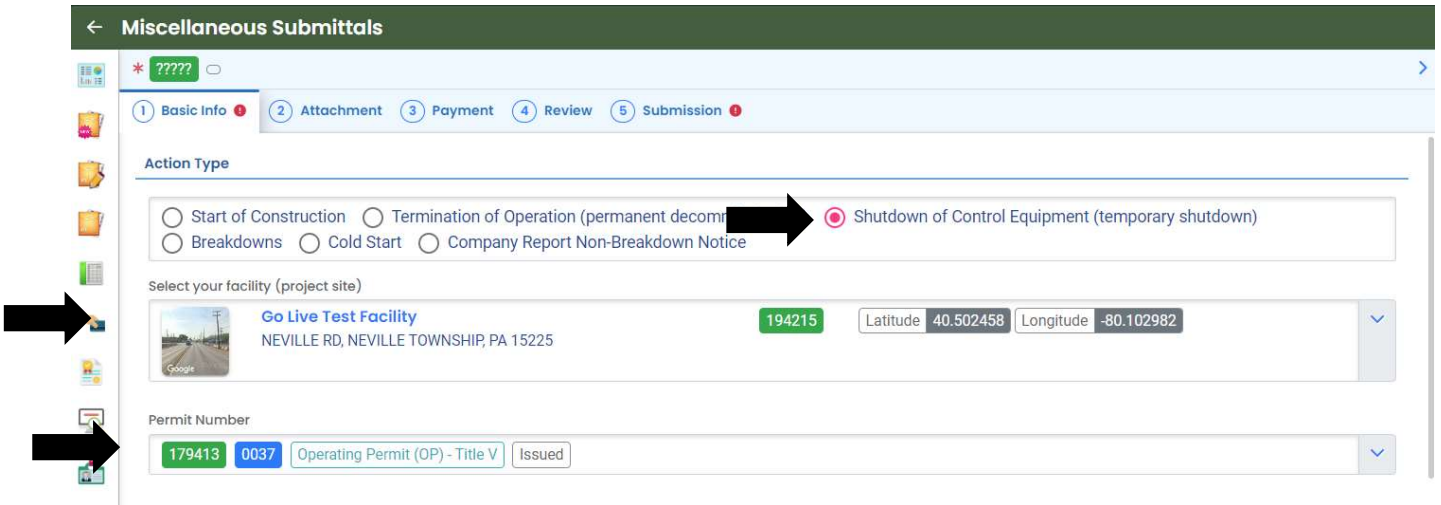


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5. A new page will open called “Miscellaneous Submittals”. Next you will be presented with the first of 5 submission tabs for a report. The 5 pages are seen in the image below and described in the next 5 sections. Watch for the **1** symbol, this indicates that there required items on these pages.



6. The first tab of the submittal is called “Basic Info”. Under the Action Type, choose Shutdown of Control Equipment Choose the facility in the drop-down menu in the box labelled “Select your facility (project site)” Choose the permit number by clicking on the drop-down menu in the box labelled “Permit Number”



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- Under the Shutdown of Control Equipment (temporary shutdown) section by filling in the required boxes. Complete the Equipment to Shut Down, Reason for Shut Down, Expected length of time the equipment will be out of service, Measures, including extra labor and equipment, which will be taken to minimize the length of the shutdown, the amount of air contaminants emitted, or the ambient effects of the emissions, Measures, which will be taken to shut down or curtail the affected source(s) or the reason why it is impossible or impracticable to shut down or curtail the affected source(s) during the shutdown, and other information.

Shutdown of Control Equipment (temporary shutdown)



Which equipment to shut down?

Required.



Reason for the Shutdown:

Required.



Expected length of time before the equipment will be out of service:

Required.



Measures, including extra labor and equipment, which will be taken to minimize the length of the shutdown, the amount of air contaminants emitted, or the ambient effects of the emissions:

Required.



Measures, which will be taken to shut down or curtail the affected source(s) or the reason why it is impossible or impracticable to shut down or curtail the affected source(s) during the shutdown:

Required.



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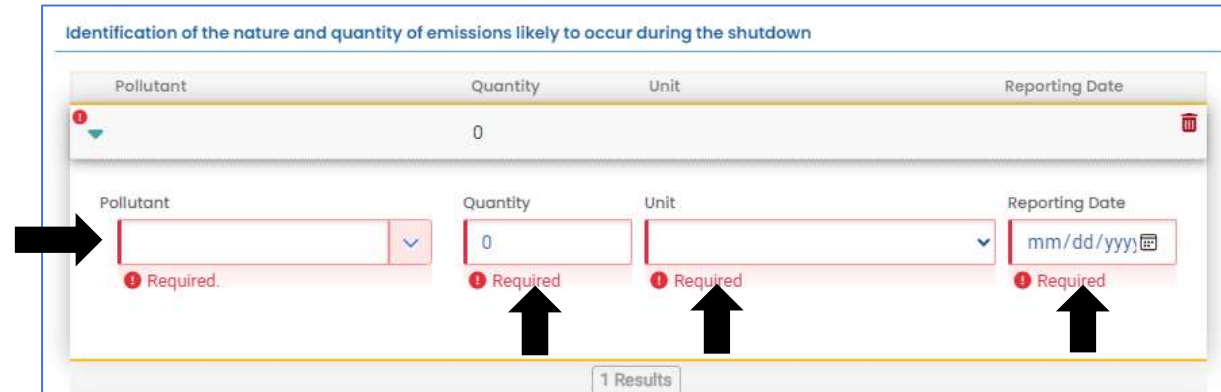


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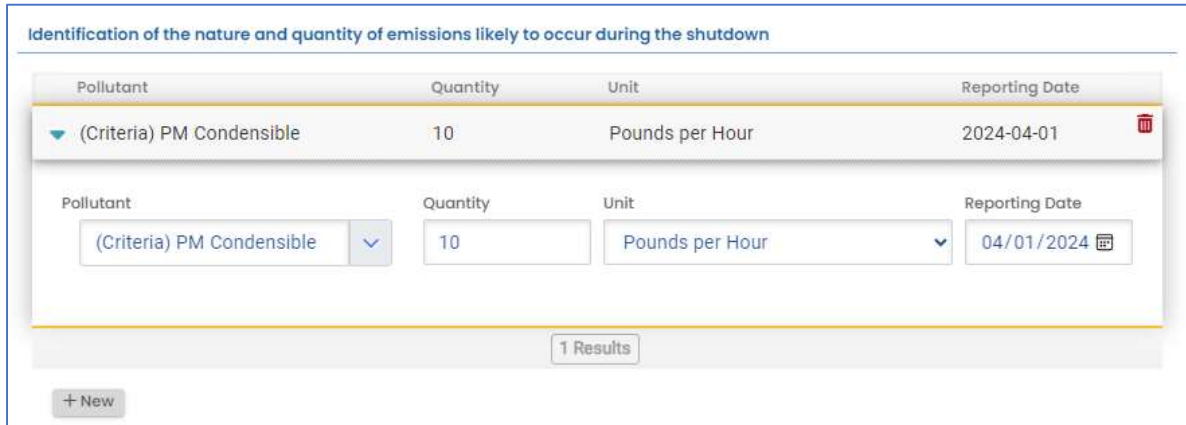
The next required step on the Basic Info tab is to identify the nature and quantity of emissions likely to occur during the shutdown. Scrolling further down the page, complete the “Identification of the nature and quantity of emissions likely to occur during the shutdown” section by clicking on the yellow plus sign labelled “+New”



After clicking +New, a new interface will pop open which requires the facility to select the pollutant to be emitted, quantity, unit, and the reporting date. At least one pollutant is required but one may add multiple pollutants. Note the Required Fields



A completed nature and quantity of emissions is shown below



Click the +New to add additional pollutants.



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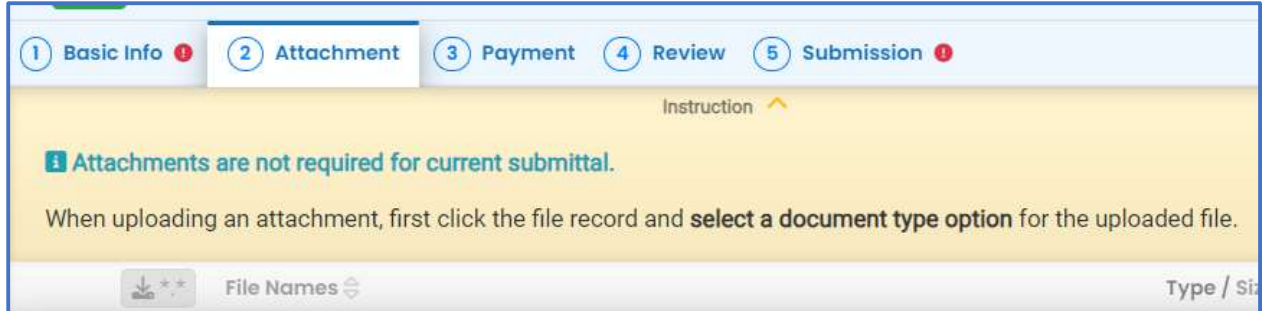
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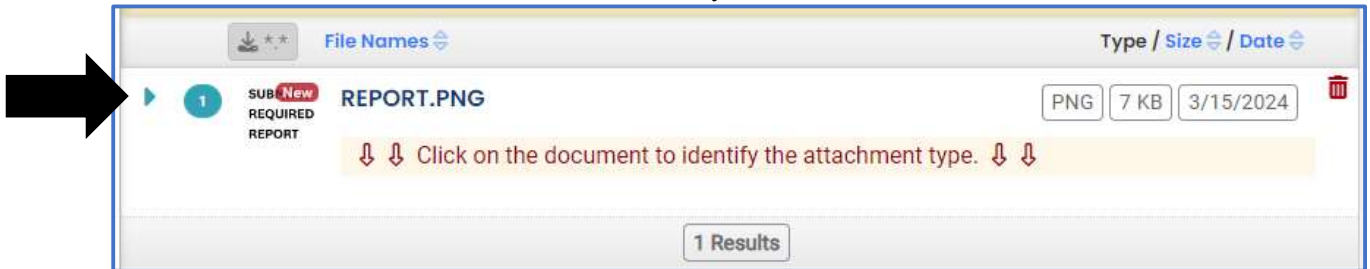
8. Attachments Tab – This tab is the location to upload any supporting documentation that your facility would like to provide. Note there is no required attachment for Shutdown of Control Equipment Reporting



a. To add a document describing the Shutdown of Control Equipment s, Note the upload

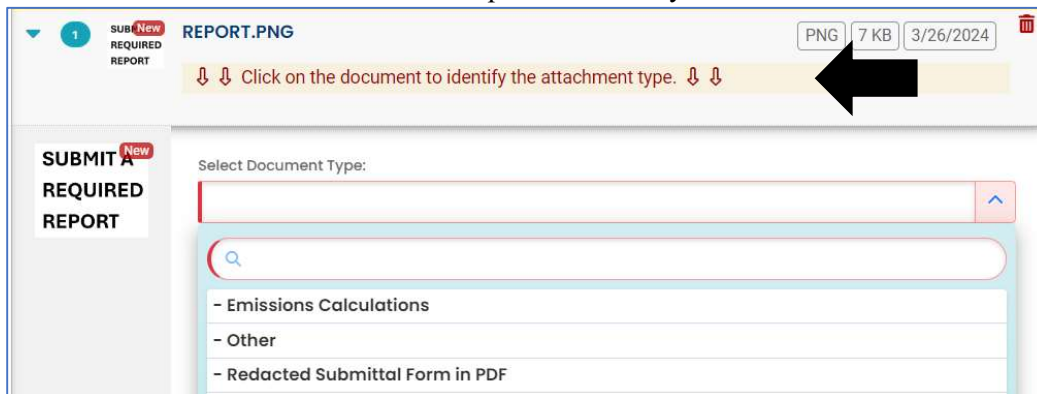
button:

- 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. Emission Calculations would be an appropriate attachment to include.
- ii. Comment Field: Optional. Add any comments.



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9. Payment Tab – There is no payment to submit a notice of Shutdown of Control Equipment. The total should be shown as \$0.00 on this tab.

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

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

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



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11. Submission Tab:

Next, select the following Submission tab.

The screenshot shows a web application interface for 'Miscellaneous Submittals'. At the top, there is a navigation bar with tabs: 1 Basic Info, 2 Attachment, 3 Payment, 4 Review, and 5 Submission (which is highlighted with a red dot and a black arrow pointing to it). Below the navigation bar, there is a red error message: 'Please check the required fields on the form.' The main content area is divided into sections: 'Certification Statement' with a declaration of accuracy and a checkbox 'I have read and agree to the above certification statement'; and 'Security Question' with the question 'where did you first meet your spouse?' and a 'Show Question Answer' checkbox.

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 form fields with black arrows pointing to them. The first field is a checkbox labeled 'I have read and agree to the above certification statement'. The second field is a text input box for the 'Security Question: what is the name of your home town newspaper?'. Below this is a 'Show Question Answer' checkbox. The third field is a text input box for the 'PIN Number' field, which is currently masked with dots.



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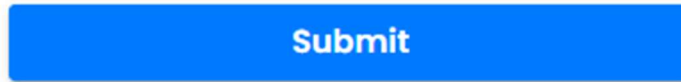
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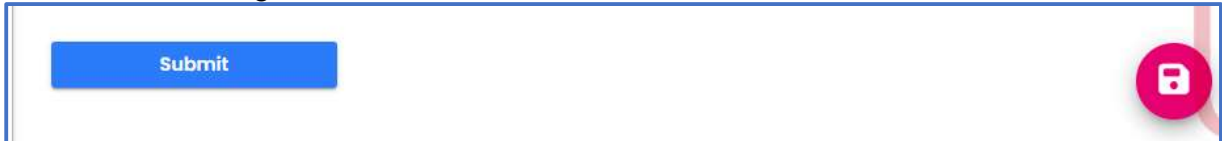


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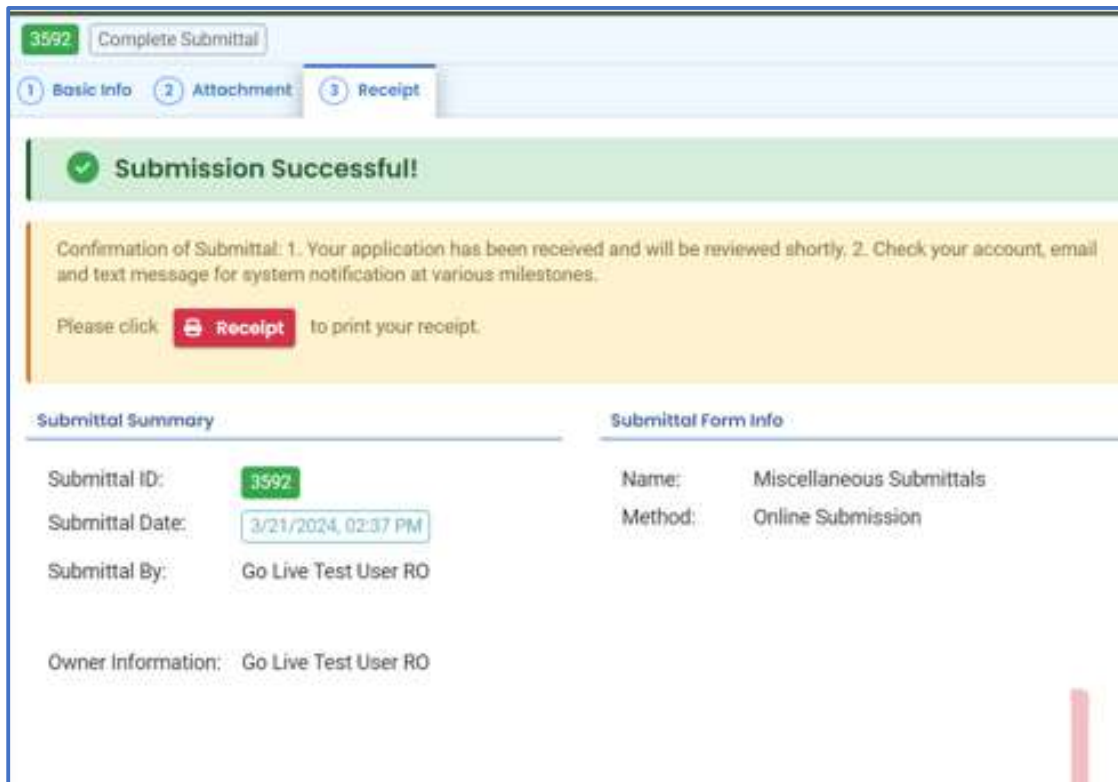
12. **SUBMIT:** With all 3 fields completed, the gray SUBMIT button at the bottom will turn blue.



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



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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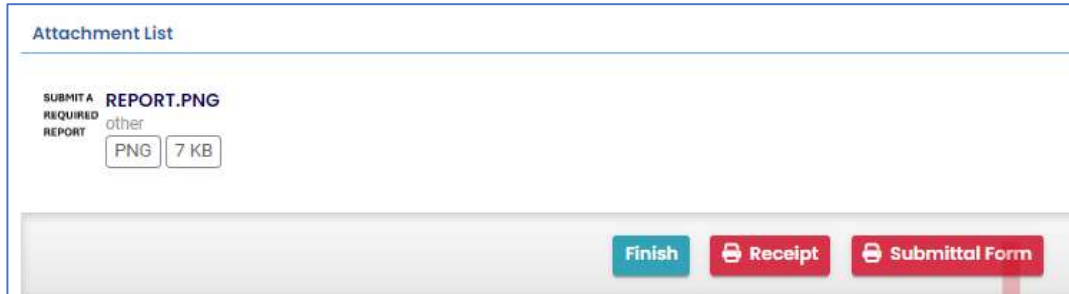
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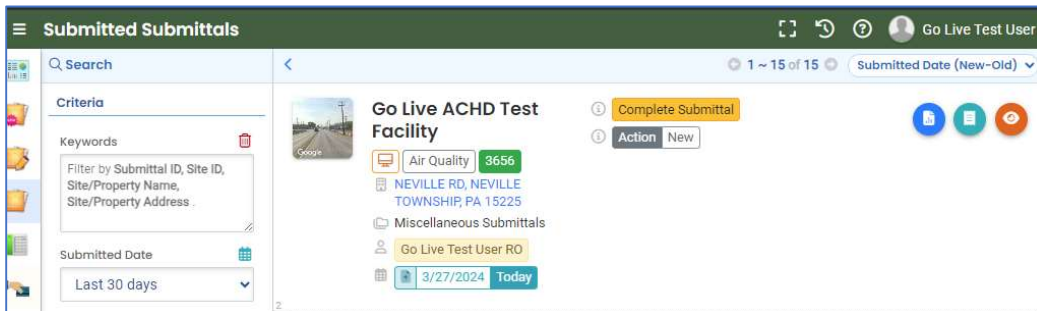


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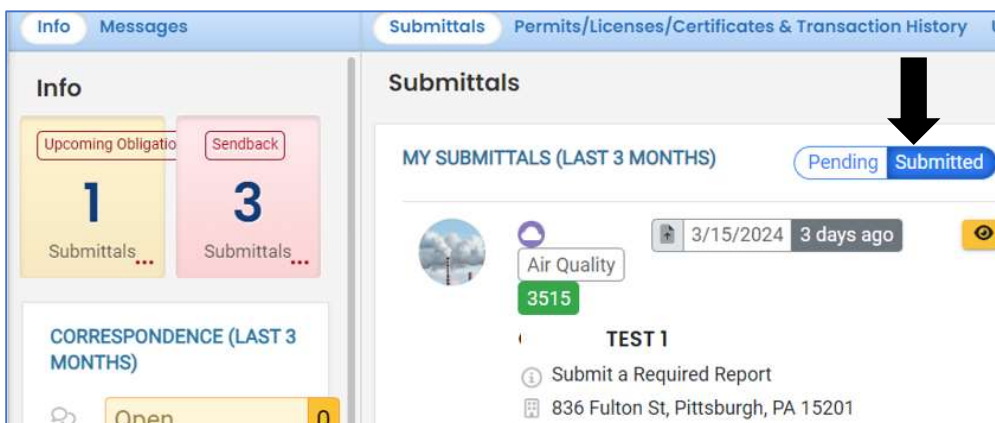
At the bottom of the page, other options to Finish, Receipt and Print are available.



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



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



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
Creating a Shutdown of Control Equipment Request 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

Fees	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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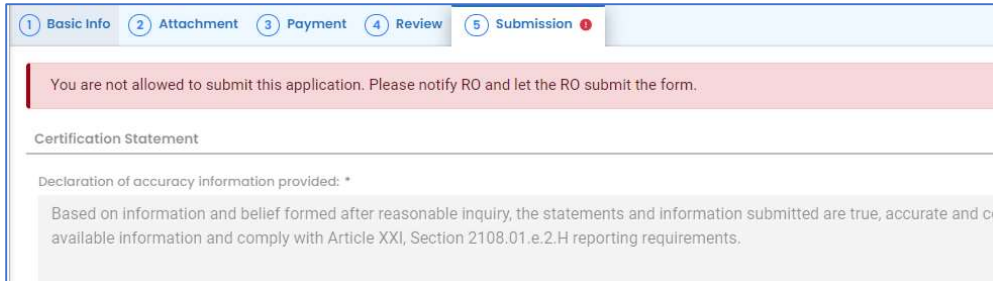
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Note that on the Submission Tab, Consultants **do not** have the ability to complete the Submission.



Responsible Official Submitting A Consultant Created Shutdown of Control Equipment Submittal

If the Consultant clicked the eNotify button, the Responsible Official will be notified via email of the consultant’s Shutdown of Control Equipment 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.

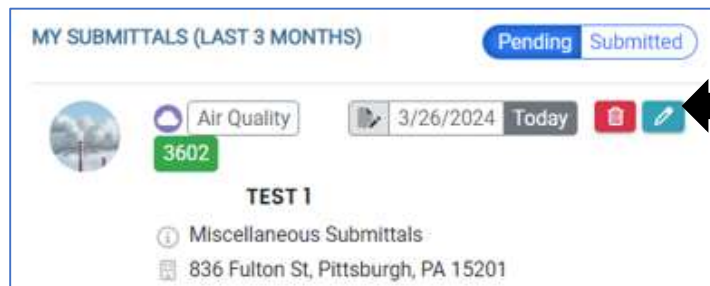
15. Accessing the Pending Submittal

- 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 Shutdown of Control Equipment 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.



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3598 Open

1 Basic Info 2 Attachment 3 Payment 4 Review 5 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

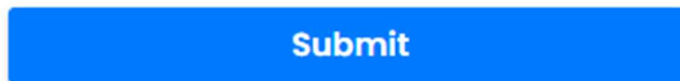
Security Question: what is the name of your home town newspaper? *

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.

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

Finish **Receipt** **Submittal Form**



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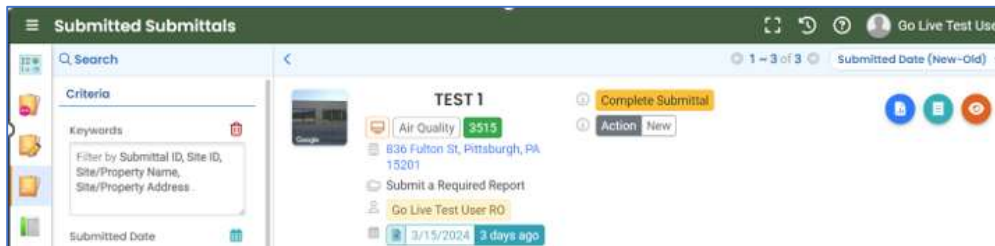
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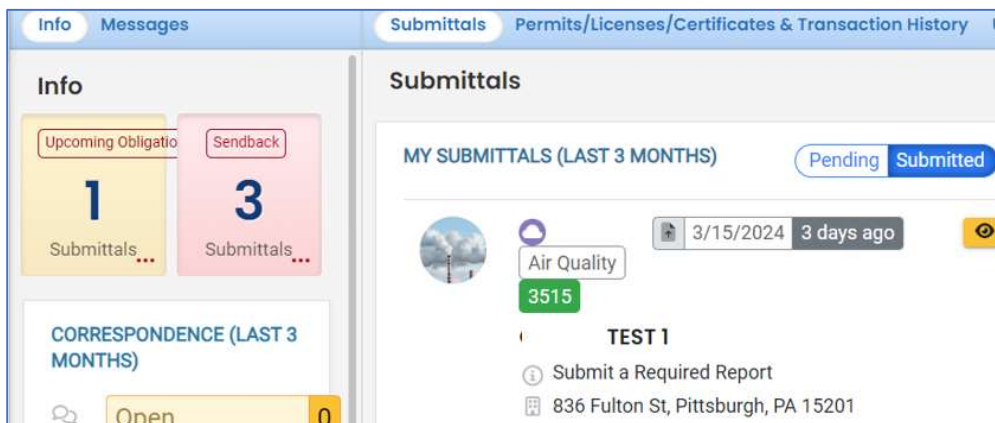


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If you Click Finish, you will be redirected to the Submitted Submittals Page and will be able to see your complete Submittal.



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



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