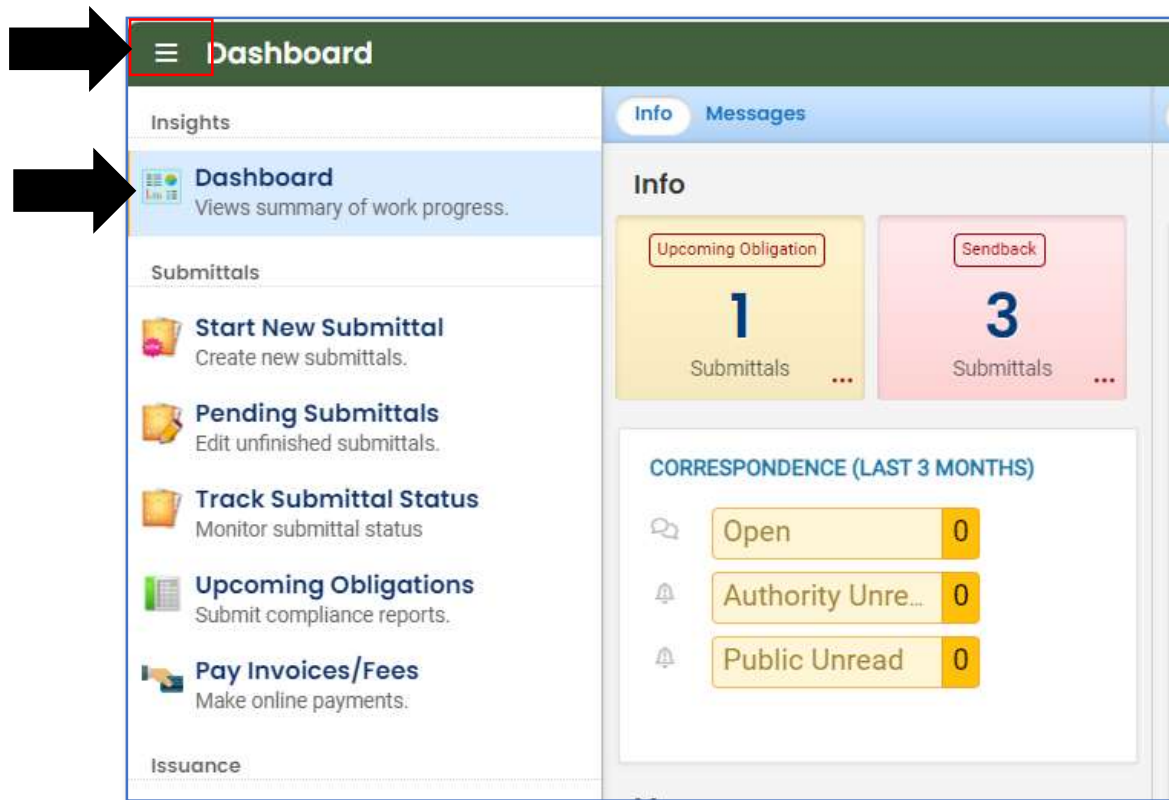# Start of Construction User Guide

Thank you for reviewing ACHD's Start of Construction User Guide. This guide will walk through the steps required to complete the submission of a start of construction for the installation of new 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 Start of Construction Notice 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 the "Dashboard". To find the Dashboard, click the three lines (hamburger) in the top left corner of the site (see red box). Click on the first/top option labelled "Dashboard" (see **black arrow**). If you are already on the Dashboard, the page will not change.

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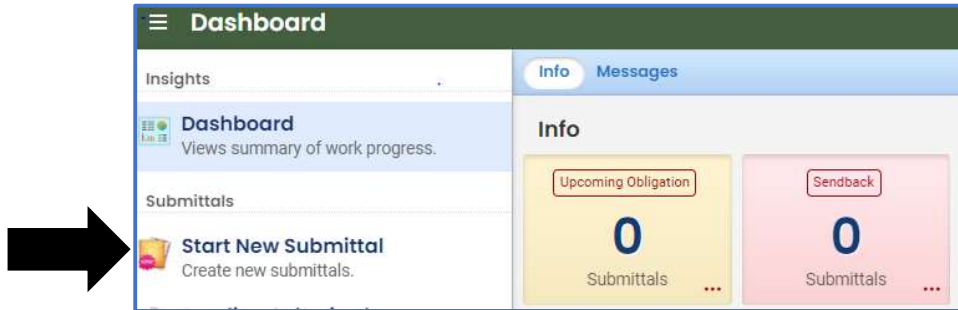**AIR QUALITY PROGRAM**
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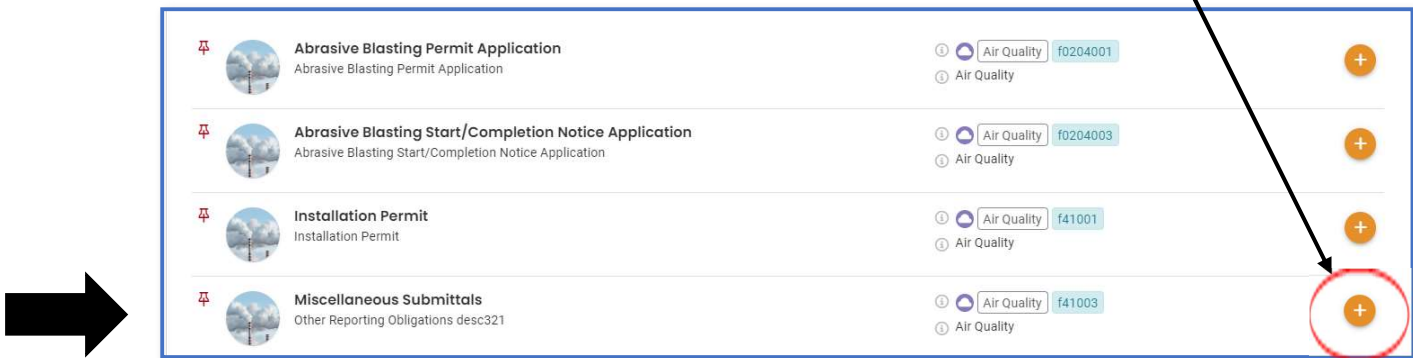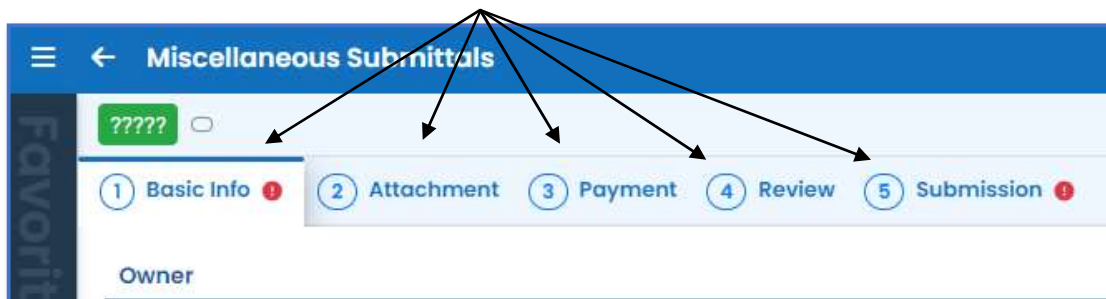WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT

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. Go **MISCELLANEOUS SUBMITTALS,** you will need to click the ➕ on the right to begin the submittal

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

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6. The first tab of the submittal is called "Basic Info". Under the Action Type, choose Start of Construction 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."

7. Under the Start of Construction section, choose the appropriate Emission Unit for the project (see the **black arrow**). Make sure this box is completed as it is required for the submittal to be approved. The next step included more information on the emission units. Include the Start Date as well by inputting the date in the following box either manually or using the calendar option.

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a. Below shows the options included in the dropdown menu in the "Emission Unit" box. The Emission Units will list your facility's unit similar to your emission inventory submittal.

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

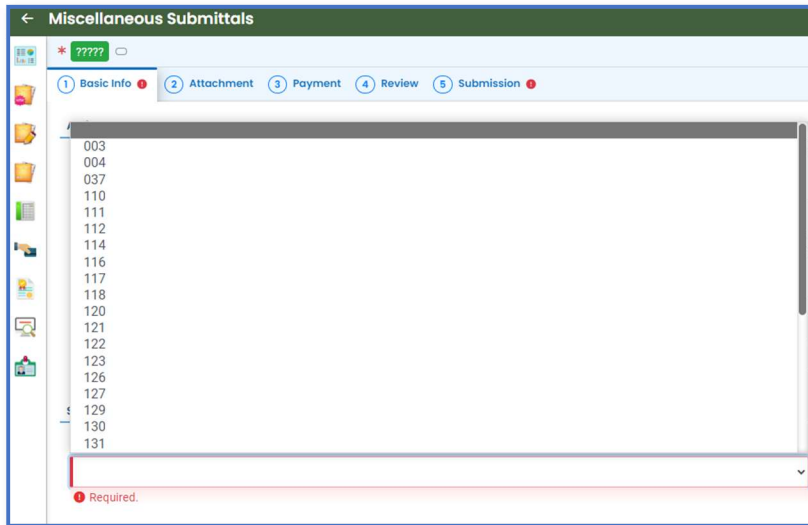**ALLEGHENY COUNTY HEALTH DEPARTMENT**
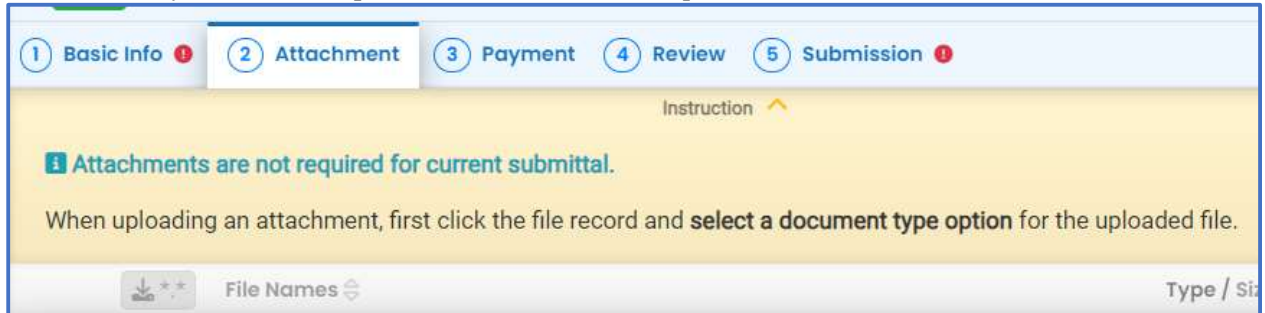**AIR QUALITY PROGRAM**
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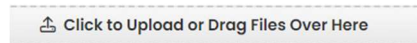WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT

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 Start of Construction
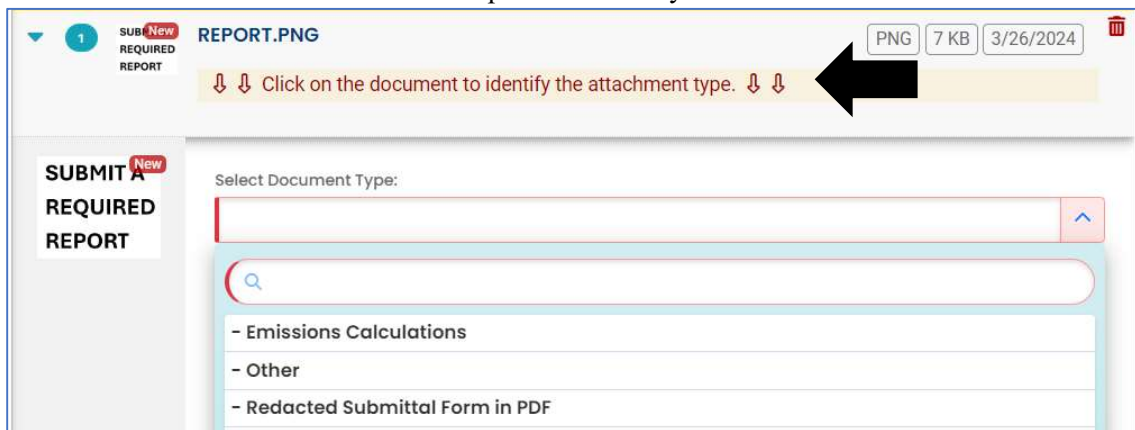

| (1) Basic Info ❗ | (2) Attachment | (3) Payment | (4) Review | (5) Submission ❗ |

Instruction ⌃

ℹ Attachments are not required for current submittal.

When uploading an attachment, first click the file record and **select a document type option** for the uploaded file.

| ⬇** | File Names ⇳ | | Type / Siz |

a. To add a document describing the Start of Construction, Note the upload button:

⬆ Click to Upload or Drag Files Over Here .

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.

| ⬇** | File Names ⇳ | | Type / Size ⇳ / Date ⇳ |

▶ (1) SUB New REQUIRED REPORT REPORT.PNG | PNG | 7 KB | 3/15/2024 | 🗑

⬇ ⬇ Click on the document to identify the attachment type. ⬇ ⬇

[1 Results]

b. It is a requirement to identify the document. Clicking on the file or the Green Triangle will give 2 new entry fields; Document type, and a Comment field.

i. Document Type: Optional Choose from the options.

ii. Comment Field: Optional. Add any comments.

▼ (1) SUB New REQUIRED REPORT REPORT.PNG | PNG | 7 KB | 3/26/2024 | 🗑

⬇ ⬇ Click on the document to identify the attachment type. ⬇ ⬇

SUBMIT A New REQUIRED REPORT

Select Document Type:

[ ] ⌃

🔍

- Emissions Calculations
- Other
- Redacted Submittal Form in PDF

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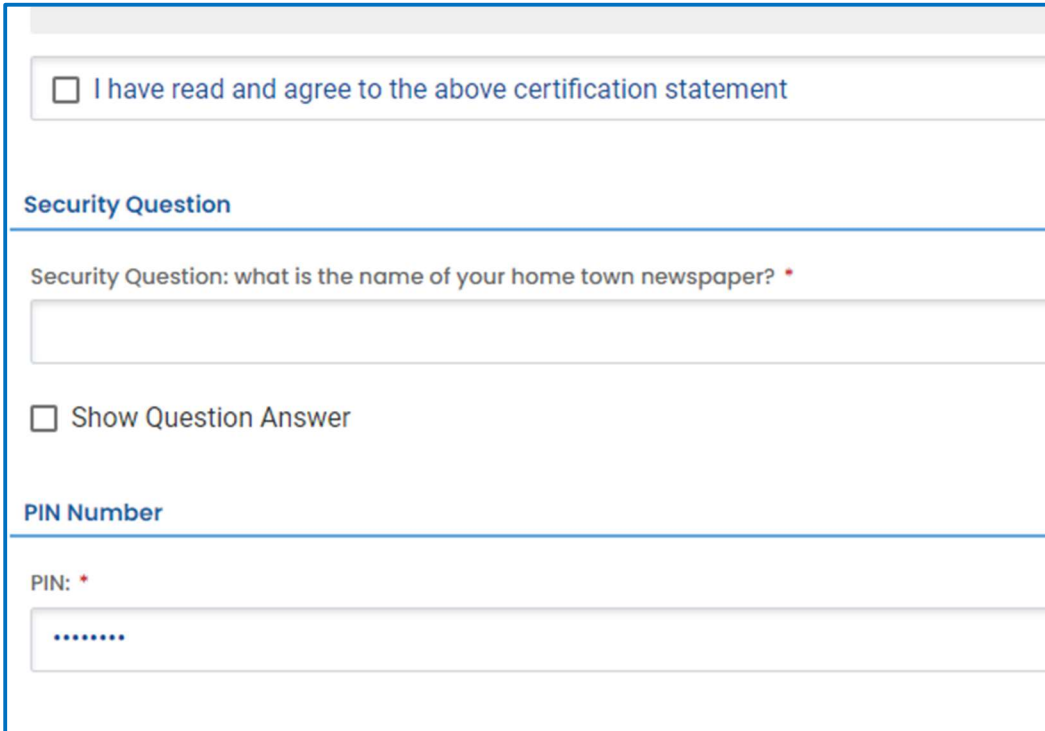WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT

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

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

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Note: The tabs will indicate with the ⊘ sign if there is a submission error.

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

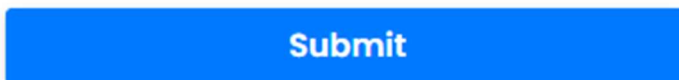➤ ☐ I have read and agree to the above certification statement

Security Question

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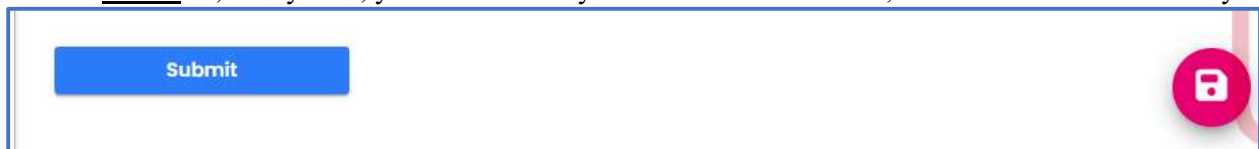
➤ [   ]

☐ Show Question Answer

PIN Number

PIN: *

➤ ••••••••

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

Submit

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

Submit   🖫

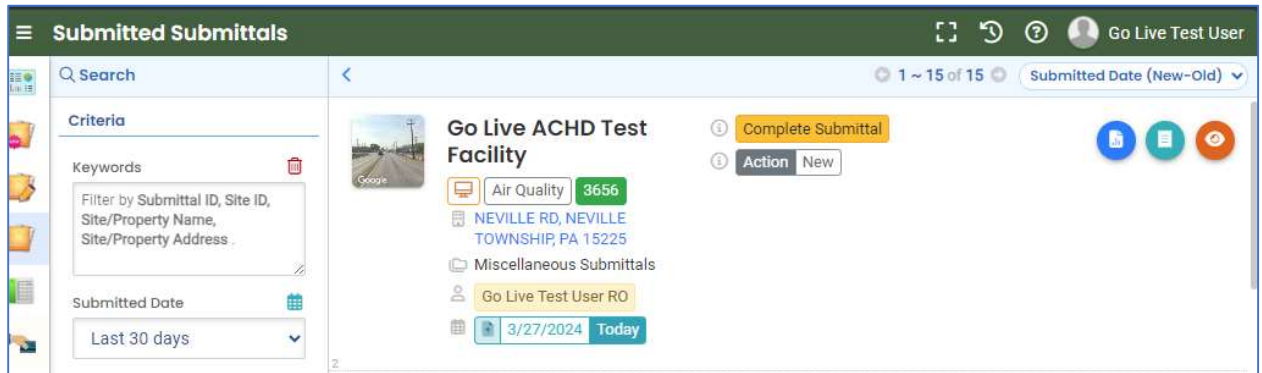**ALLEGHENY COUNTY HEALTH DEPARTMENT**
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14. **Successful Submission** – After you click Submit, you will be redirected to a page indicating a successful submission. This page allows you to print a pdf of your submission and provides details like the submittal date and ID.

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

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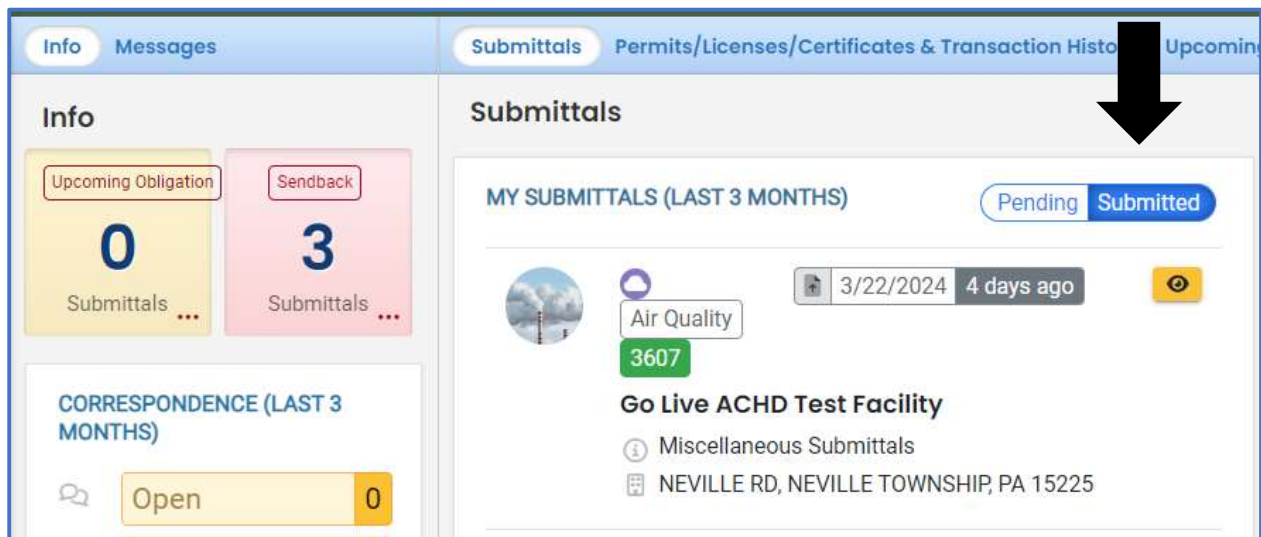WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT

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 Start of Construction Submittal with a Consultant Account.

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

1. 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 <u>not</u> be notified by Email but the submittal will be available on the RO's dashboard. After eNotify there are no other step that need to be completed by the consultant. See **black arrows** for reference.

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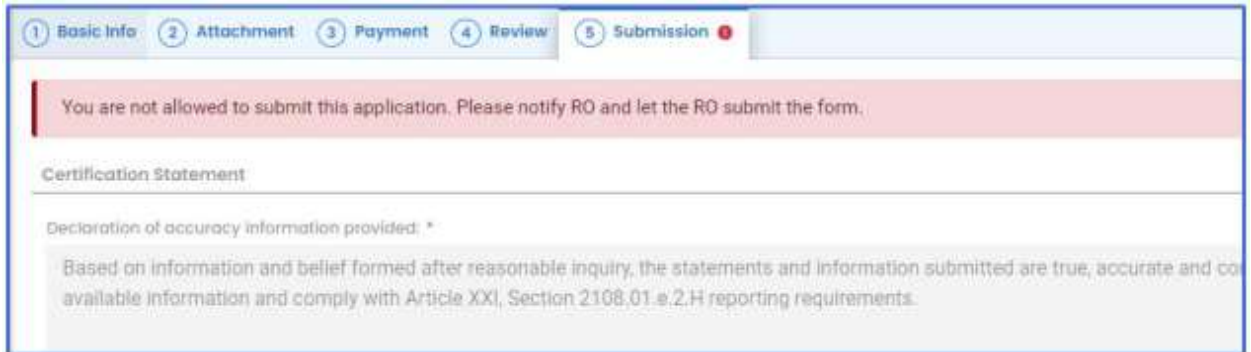**AIR QUALITY PROGRAM**
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Note that on the Submission Tab, Consultants **do not** have the ability to complete the Submission.


Responsible Official Submitting a Consultant Created Start of Construction Submittal

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

1. Access 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. Be sure to be on the Pending Submittals section.
        i. Click the Blue Pencil to complete the submission
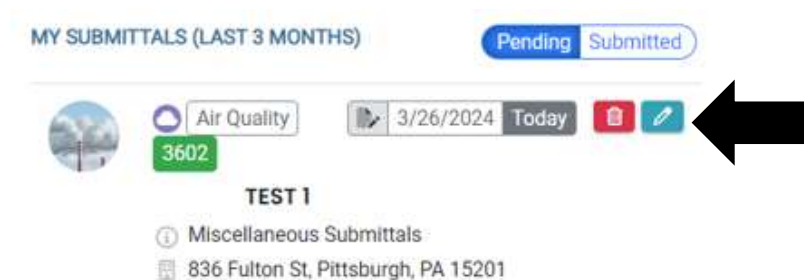
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2. The RO may review each tab, Basic Info, Attachment, Payment, Review and Submission for accuracy. No Tab should indicate any incomplete items.

3. Submission Tab- The Submission Tab is active for the RO to submit the consultant create 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. **SUBMIT**: with all 3 fields completed, the gray SUBMIT button at the bottom will turn blue. Click the submit button.
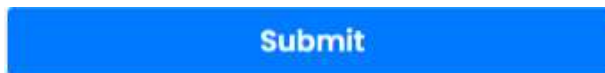
    ii. **SAVE**: if any time, you need to save your work and return later, be sure and hit the save key.

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4. After you click submit, you will be redirected to a page indicating a successful submission. This page allows you to print a pdf of your submission and provides details like the submittal date and ID.

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

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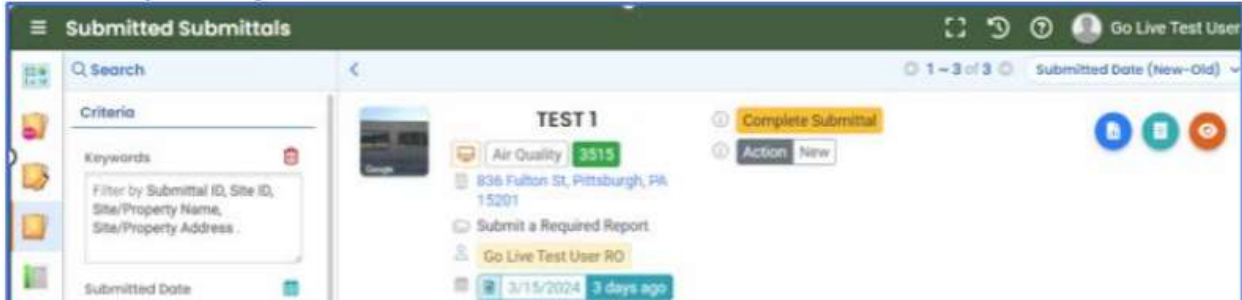**AIR QUALITY PROGRAM**
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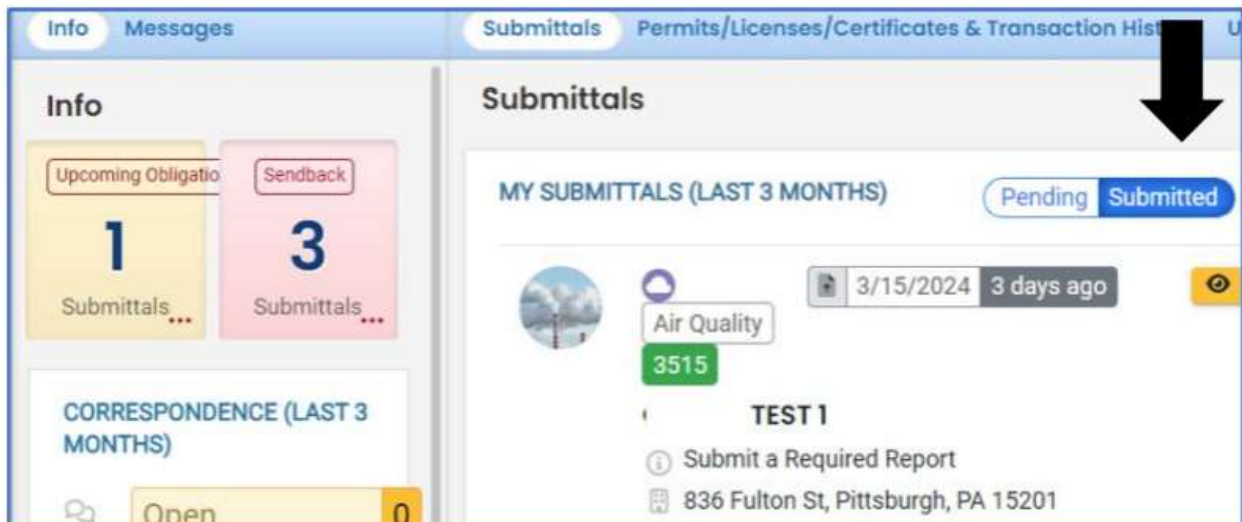WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT

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

If you want to access the Submittal at a later date, one can access the completed submittal in the dashboard by clicking Submitted under the Submittal section.

If you have any questions regarding submitting a Start of Construction as a Consultant or Responsible Official, please contact ACHD by email at AQREP@AlleghenyCounty.US

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