Regulated Entities Portal (REP) User Guide for Installation Permit Applications (IPs)

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. Users will learn how to electronically submit Air Quality Installation Permit (IP) applications, to review draft permits, make public comments, and view the final issued permit.

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Advancing public health performance

Rev 0: July 3, 2024

PART I: ACRONYMS, DEFINITIONS, REFERENCES

Acronyms:

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

BACT – Best Achievable Control Technology

CBI – Confidential Business Information

IP – Installation Permit

OP – Operating Permit

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

TSD – Technical Support Document

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Definitions:

Air Toxics – pollutants that at sufficient concentrations and exposure are known or suspected to cause cancer, other serious health problems, or damage to the environment

Comment/Response Document – a companion document prepared alongside a final air quality installation or operating permit which summarizes any public comments received on the draft permit and the ACHD response to these comments

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.

Installation Permit – permit that gives a facility the authorization from Allegheny County to install a new or modify an air emissions source. Also known as a construction permit or plan approval.

Operating Permit – permit that gives a facility the authorization from Allegheny County to operate an air emissions source

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.

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

Technical Support Document - Also referred to as a review memo is a companion document for an installation or operating permit which explains how emissions limits were derived and what air quality regulations were considered in developing a permit for a facility.

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), Installation Permit (IP) application, or Operating Permit (OP) application, 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, 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 by 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
View Installation and Operating Permit Drafts, and 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
Initiate Permit Amendments, Renewals, Name Changes, Transfers, Terminations	Yes	Yes	No
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.
- <u>Each facility can have only one RO assigned to it.</u> 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.

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- 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.
- Anyone without an account can still do the same things as someone with a registered General Public account, with the exception of paying invoices.

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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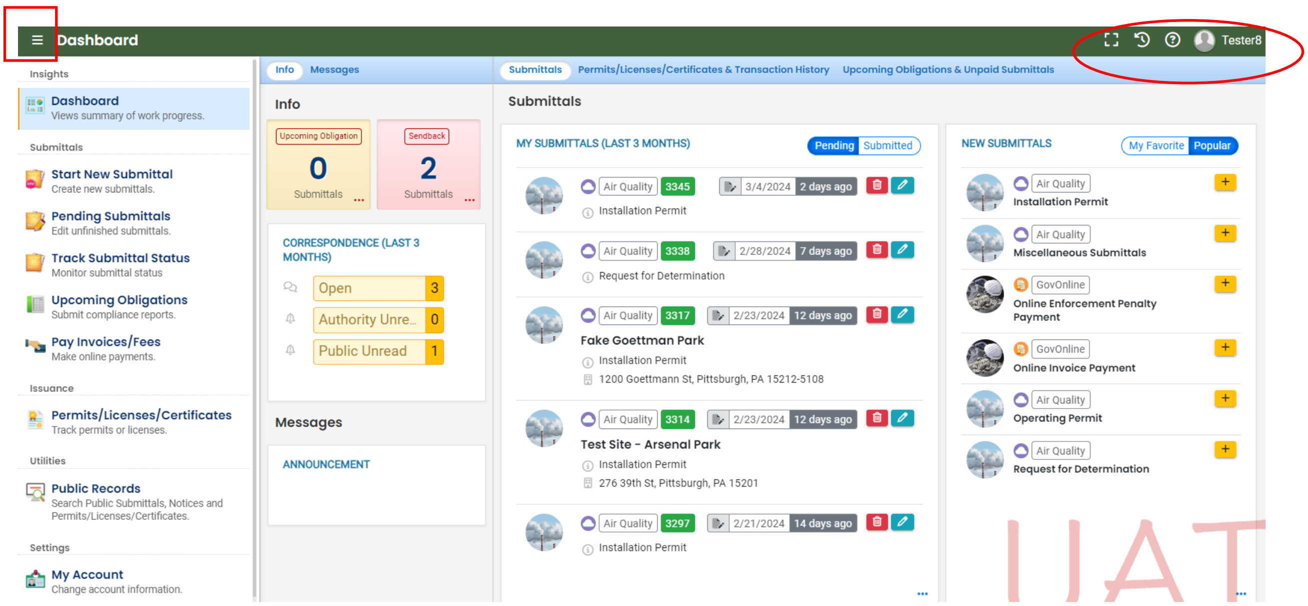
PART IV: BRIEF OVERVIEW OF REP DASHBOARD

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 (≡) "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.

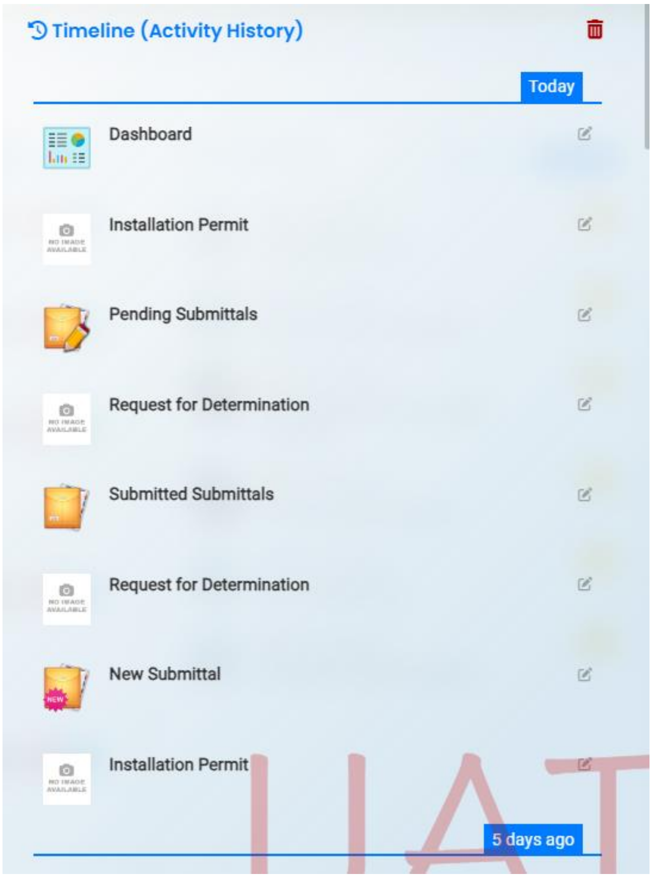


The screen name is displayed to the right of the hamburger menu icon. The screenshot above is the Dashboard.

The top right-hand side of the screen has other useful buttons (see ellipse).

This icon toggles the screen to full screen mode.

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



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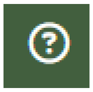 This button will take the user to a help screen, which is the ACHD Regulated Entities Portal page. Help documentation is linked there.

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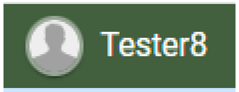
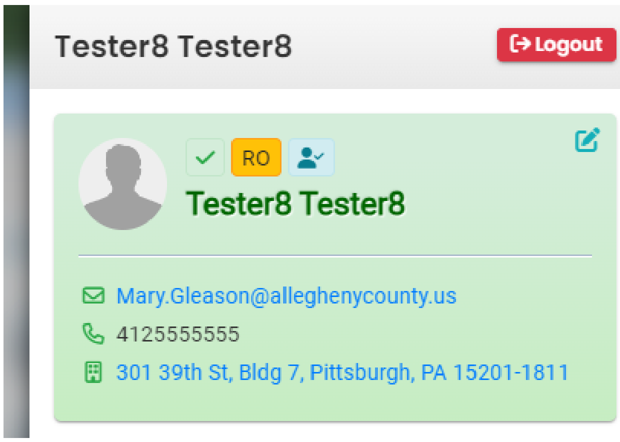
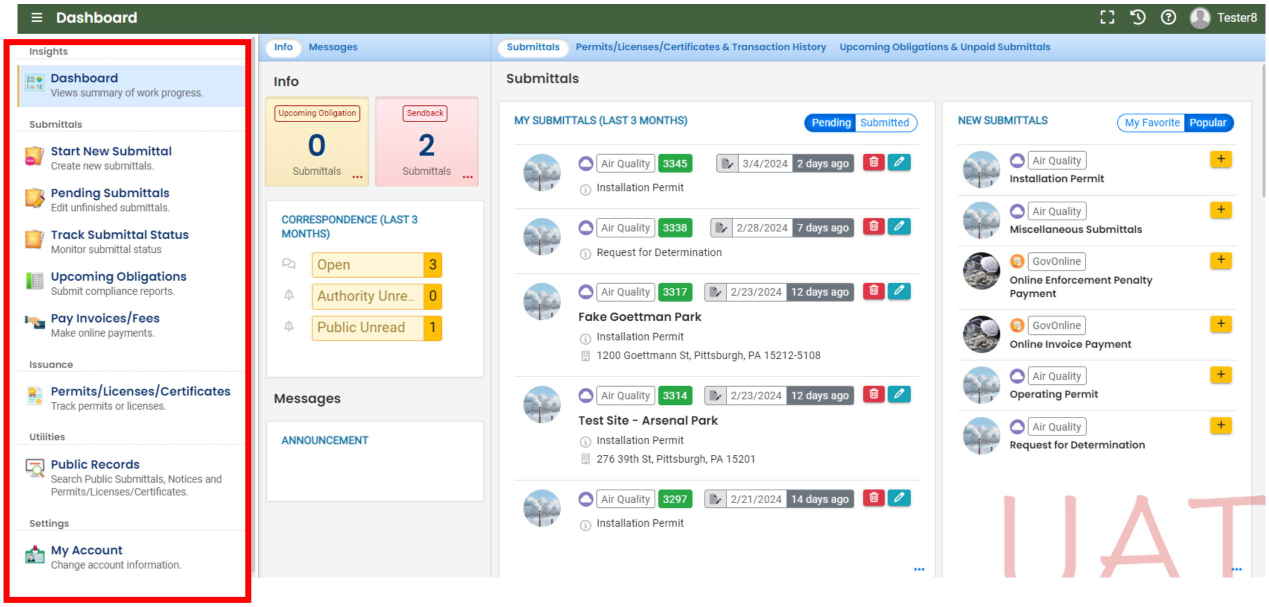


This icon shows your username. Clicking on it allows access to a pull-down menu and to the Log-out button.



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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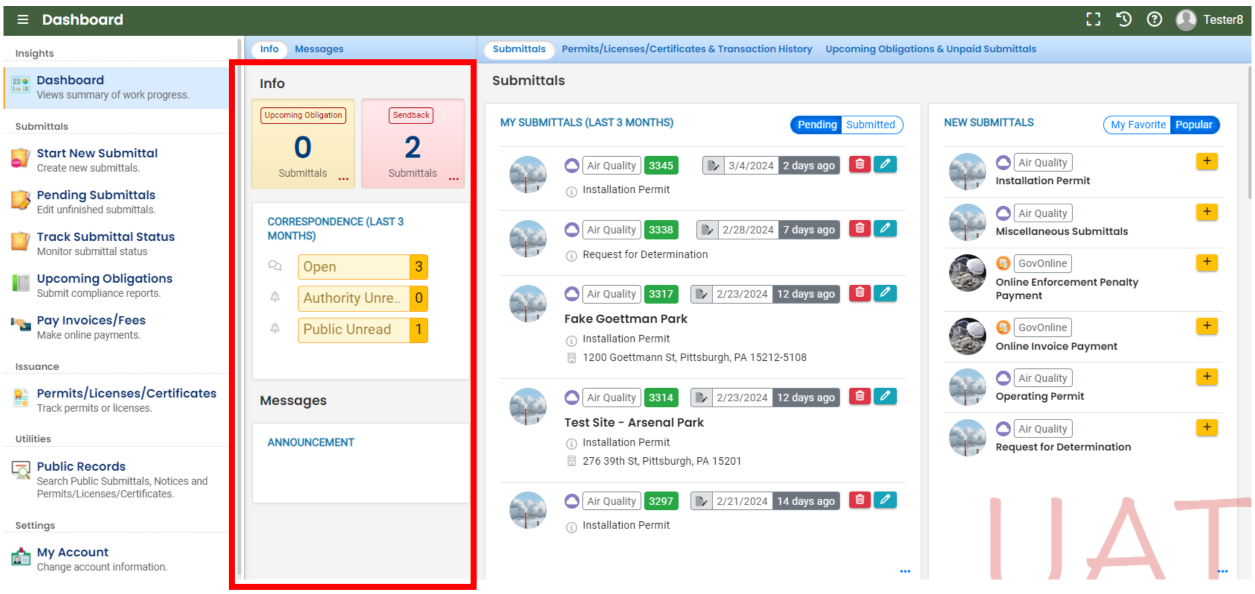
Utilities

- 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)

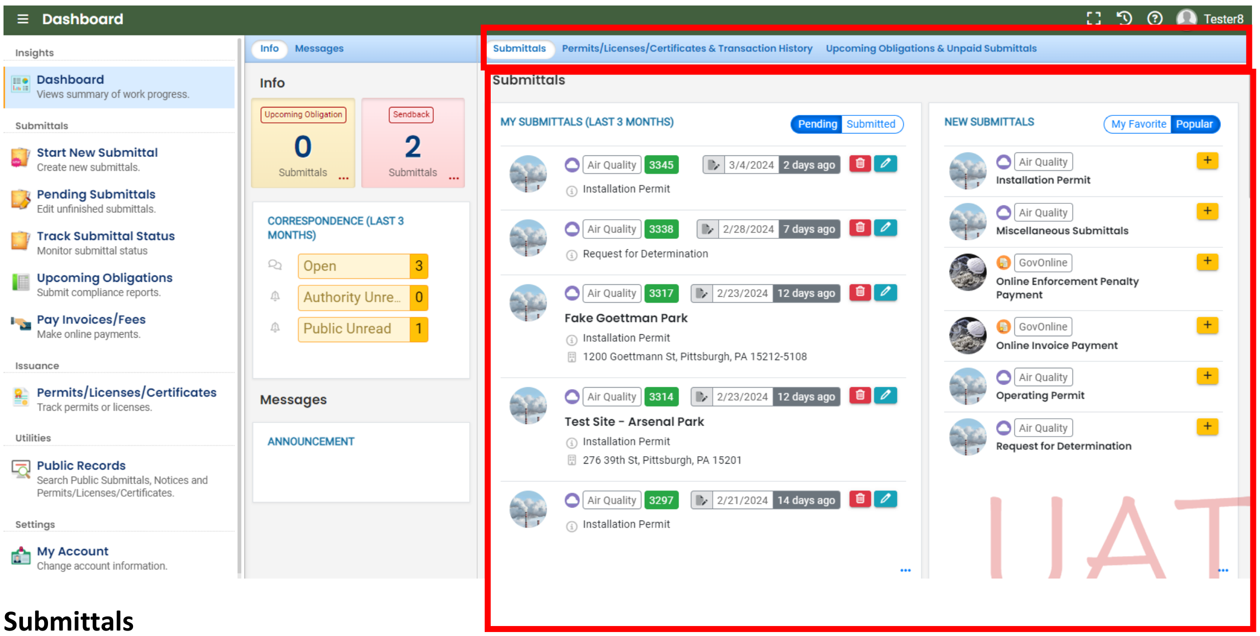
<u>Open</u>*:* For the last three months, the total number of correspondence threads opened on any of the user's facilities by the facility or the ACHD.

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

__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.

__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.

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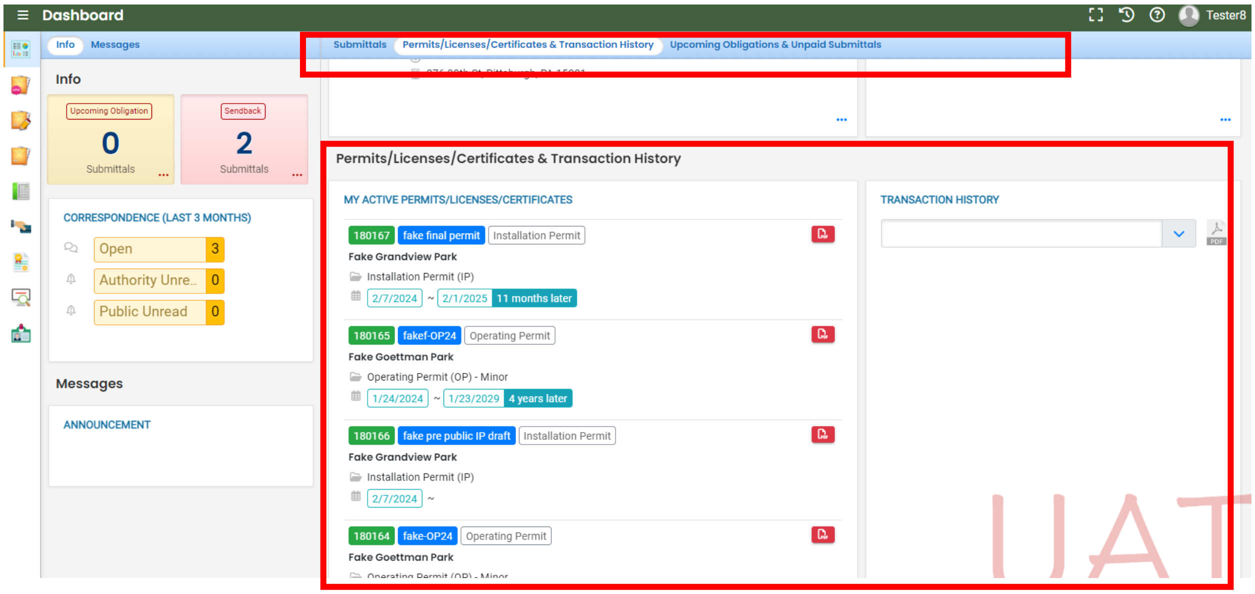
Scroll down in the Dashboard:



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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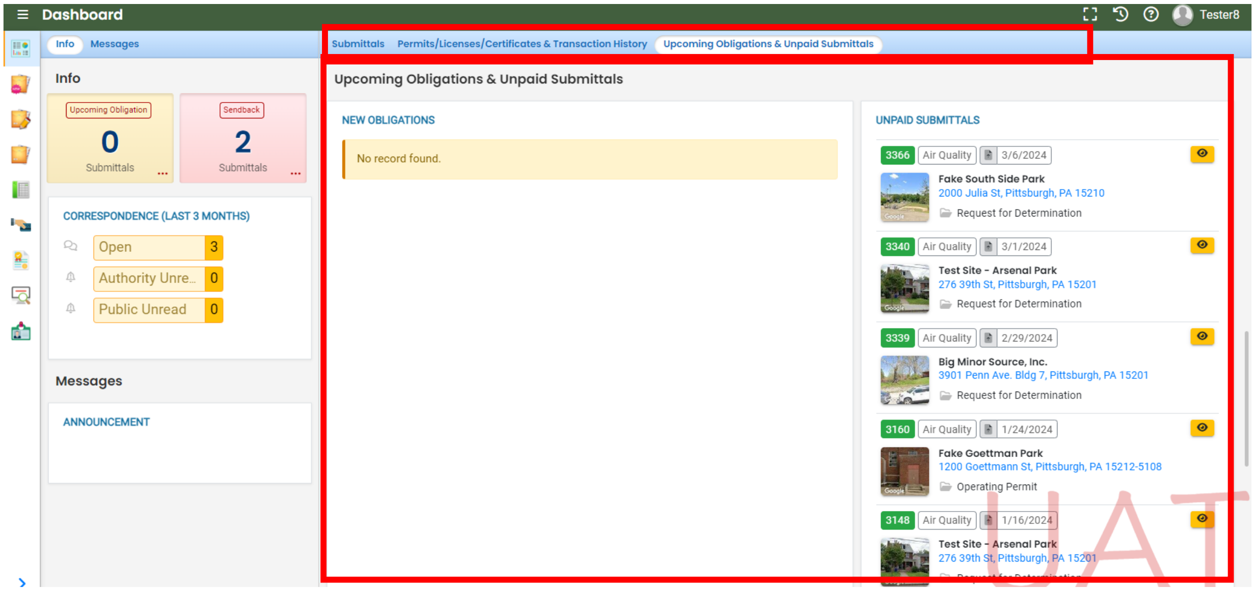
Scroll down the Dashboard screen:



Upcoming Obligations

This section lists reporting obligations.

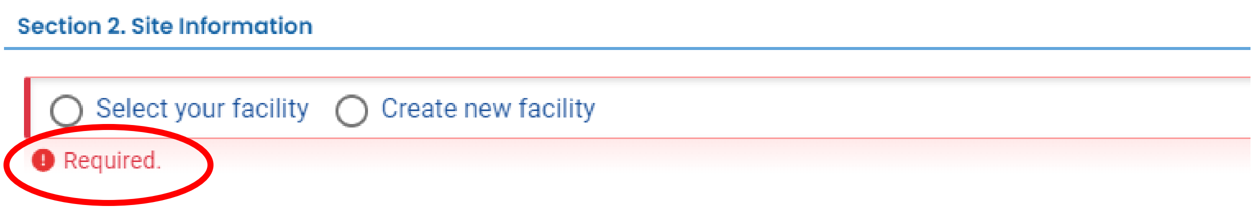
<u>Unpaid Submittals</u>

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

PART V: INSTALLATION PERMIT APPLICATION PREPARATION AND SUBMITTAL

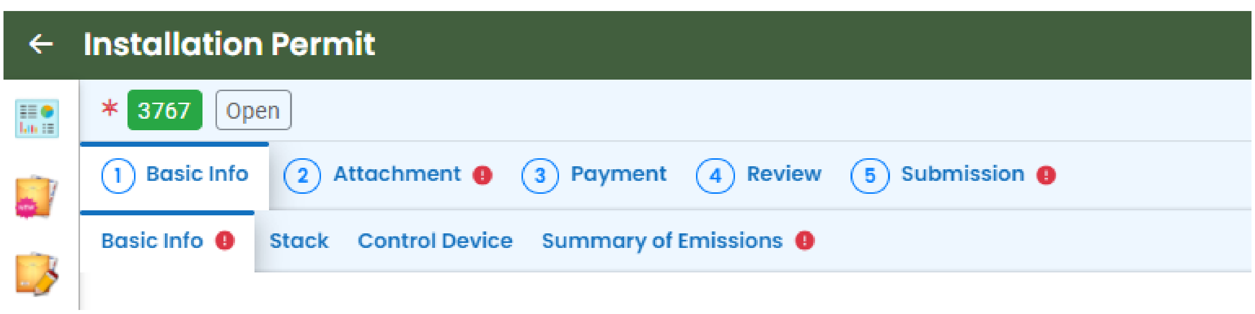
PART V-A: IMPORTANT SYMBOLS IN THE SUBMITTAL FORM

-Red exclamation points: Anytime there is a field with an exclamation point marked Required next to it (see red circle) **that field must be completed, or the submittal will not go through.**



-A red exclamation point on a tab [the tabs here are: 1 Basic Info (with subtabs Basic Info, Stack, Control Device, Summary of Emissions), 2 Attachment, 3 Payment, 4 Review, 5 Submission] means required information is missing **and must be completed.**

The screenshot below shows these red exclamation points on Basic Info, 2 Attachment, Summary of Emissions, and 5 Submission**.**



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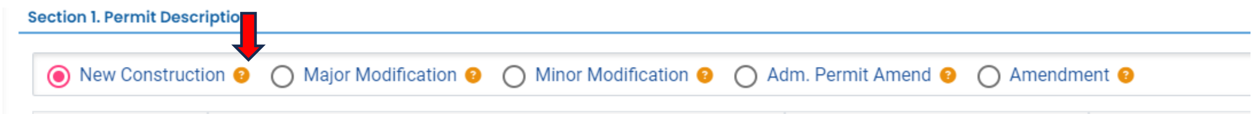
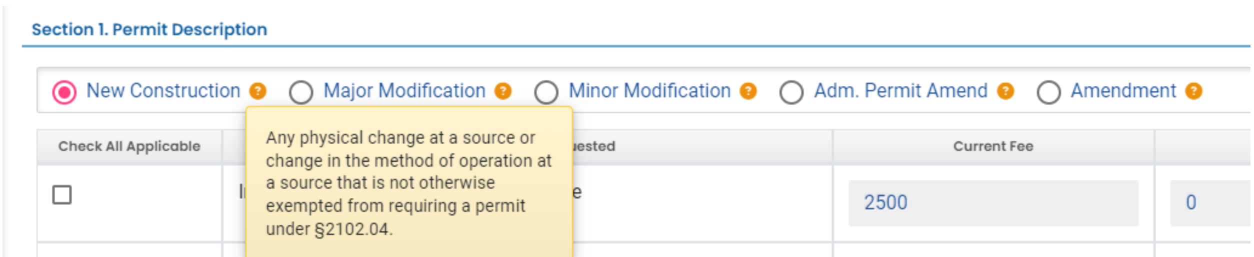
-Click yellow question marks to activate help messages.

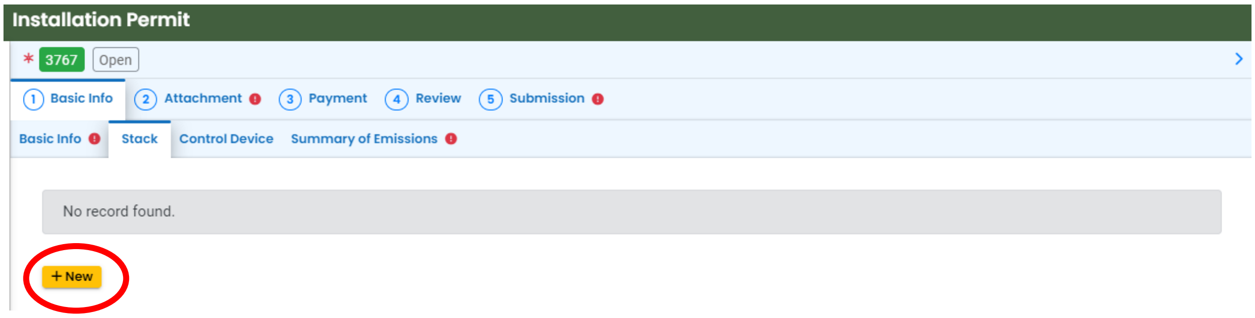


After clicking:

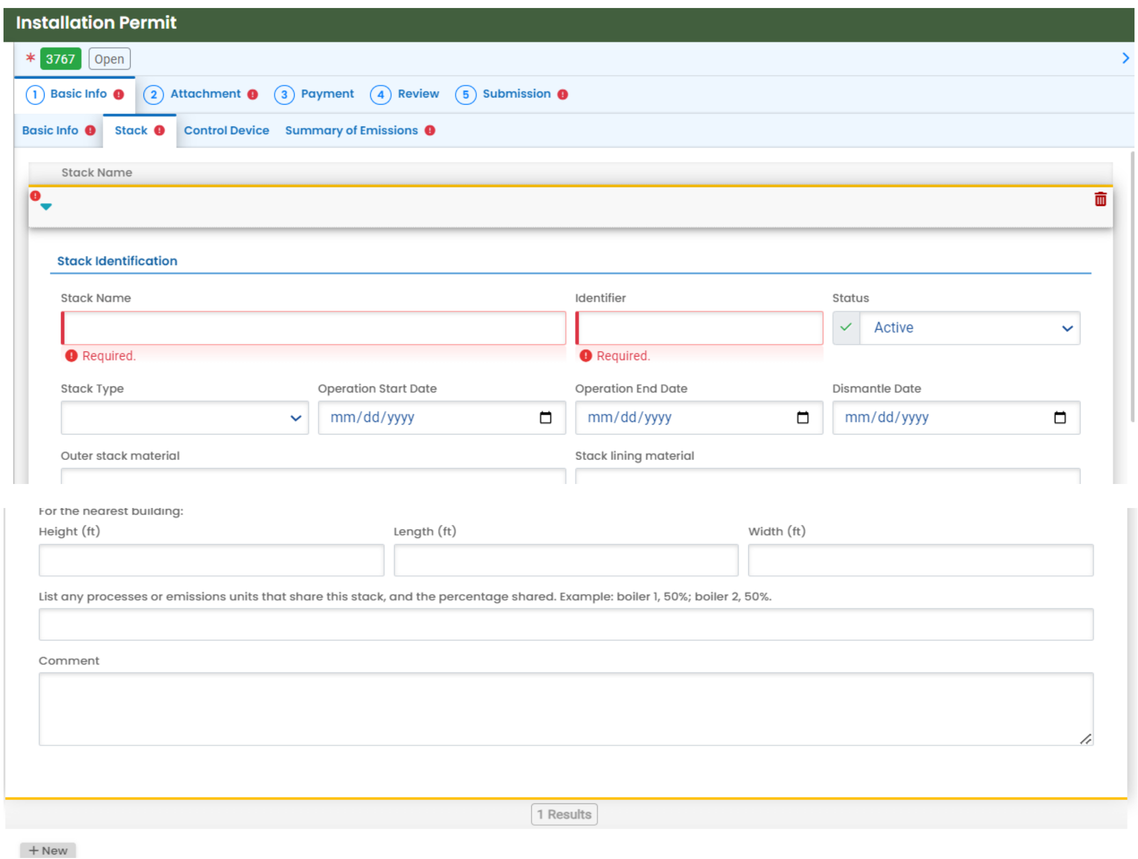


Then click it again to hide the message.

- Yellow + New button: This appears in various places in the submittal. Clicking it will open a set of questions to be completed for a single emission unit, stack, etc.



After clicking:



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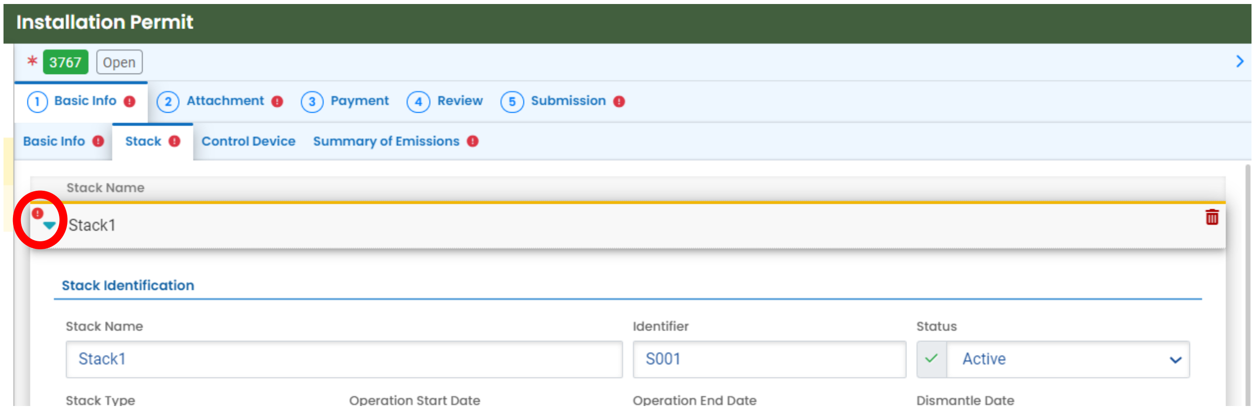
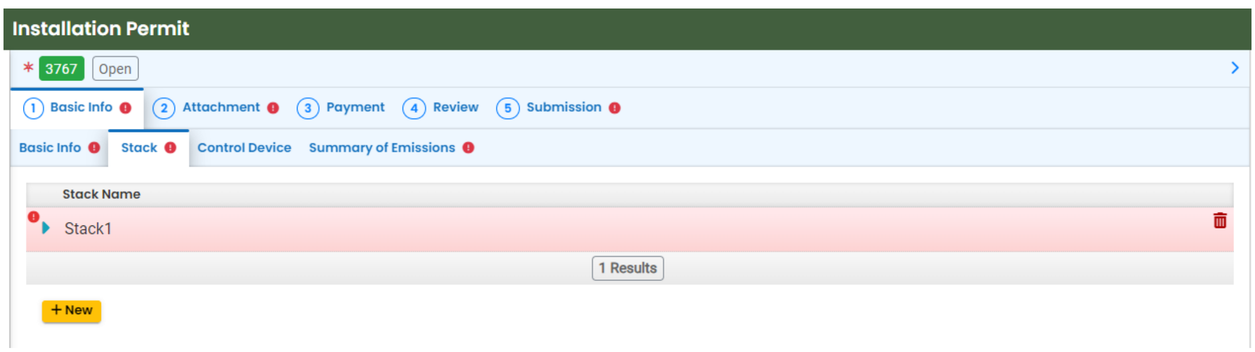
Once the information is added, the set of information can be "hidden" or minimized, which needs to happen to be able to click the +New button to add the next stack (for example). If the New button is gray, it cannot be selected until the window for the current item is minimized.

To minimize, click the blue triangle.





- To erase a row of information, click the delete icon (red trash can)
- Save button: Click the Save button in the bottom right of the screen (looks like a floppy disc in red) at least once on each tab to save information entered.

PART V-B: PREPARATION AND SUBMISSION OF INSTALLATION PERMIT APPLICATION BY RESPONSIBLE OFFICIAL

These instructions review how a Responsible Official prepares and submits an Installation Permit Application using REP.

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

Preparation and submittal of the Installation Permit form:

- Log on to REP.
- Click on the (≡) 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 Installation Permit, and click the + sign. This takes the user to the Installation Permit screen. It is divided into tabs at the top (Basic Info (subdivided into Basic Info, Stack, Control Device, Summary of Emissions); Attachment; Payment; Review; Submission)
    - A general but very important note: **Inside the Installation Permit application submittal, anytime there is a field with an exclamation point marked Required next to it, that field must be completed, or the submittal will not go through. A red exclamation point on a tab means required information is missing and must be completed.**
    - Help messages are activated by clicking the yellow ? buttons throughout the form.

- <u>**Basic Info** tab</u>
    - <u>Permit Description Section</u>
    - Select the description which best matches the installation permit type (click the yellow ? buttons for a description of each).
    - Once one of those options is selected, a fee table will appear.
        - Click the checkboxes in the left hand column of the table for each item that applies to the permit application.
        - Also fill in any boxes not grayed out in the Type of Permit Requested column.
            - Grayed out boxes are system settings or calculated by the system.
        - The total fee due will be automatically calculated based on what is selected. This total fee will also appear on the Payments tab which collects the payment due.
    - Under Brief Description of Permit Application/Source, enter a description of what the permit is for, including emissions sources being added or modified, amendments requested, etc. *Include expected start date for the project if known.* If more space is needed, an attachment with the information can be uploaded on the Attachments tab.

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- Site Information - click on the appropriate button to select an existing facility or to create a new facility.
    - For an existing facility, click the pull-down menu under Select your facility (project site).
        - Click on your facility to select where the project will occur.
    - For a new facility, select Create 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 general 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].
- Fill in Federal Tax Identification Number
- Under Municipality, use the pulldown menu to select the municipality for the project
- Fill in Block, Lot, and Parcel ID
- Provide a brief description of the business for the site
- SIC codes: select by clicking the blue + sign, then enter a number or keyword to search. Click to select the code.
- Click Yes or No to “Is the facility a major source prior to this installation/modification”. Each option will have additional questions to answer. If directed to contact the ACHD, email AQPermits@alleghenycounty.us for assistance.

- Contact Information section:
    - If the RO is preparing the application, click the box in front of "Same as Applicant Information?"
        - Also click the same box under the Responsible Official Section.
    - Facility Contact Section: a facility contact works for the company who owns the installation project (owns the facility/process equipment, etc.) and works at the facility for which the IP is written. Fill in the information for the facility contact.
    - Environmental Contact: fill in the information for the environmental contact (or click Same as Facility Contact button if applicable). The environmental contact works for or is contracted by the facility who owns the installation project.
    - Emissions Inventory Contact section: fill in the emissions inventory contact. If the facility doesn't have one, click "Same as Facility Contact" button.
    - Billing Contact section: fill in the information for the billing contact.
- Applicable Requirements Section: This section describes what is needed in the applicable requirements document to be uploaded on the attachments tab.
- Compliance Plan section: click Yes or No to whether the facility is in compliance at time of application submission. If the facility is not in compliance, a document will need to be uploaded to the Attachments tab describing the plan to bring the facility into compliance.
- Compliance Review form: download the Compliance Review Form, complete it, and upload it to the Attachments Tab.
- Required Documents Section: This directs the user to a blue "Get Information" button on the right hand side panel under Submittal Information. Click the "Get Information" button to open the summary table of attachments needed and emissions calculations instructions.
- Process Operations Section: Click checkboxes besides the emissions units/processes that are being installed or modified.
    - If the process/emission unit does not fit one of those categories, select General Process.
    - When a checkbox is clicked, it will open a new tab to complete.
    - Click all of the checkboxes to describe the installation, then 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.*

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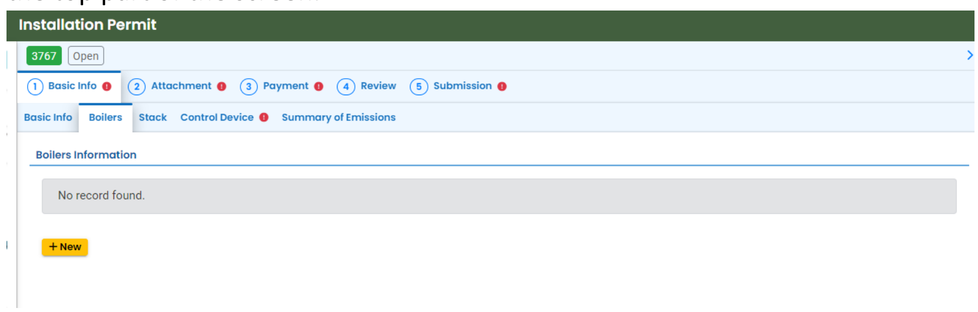
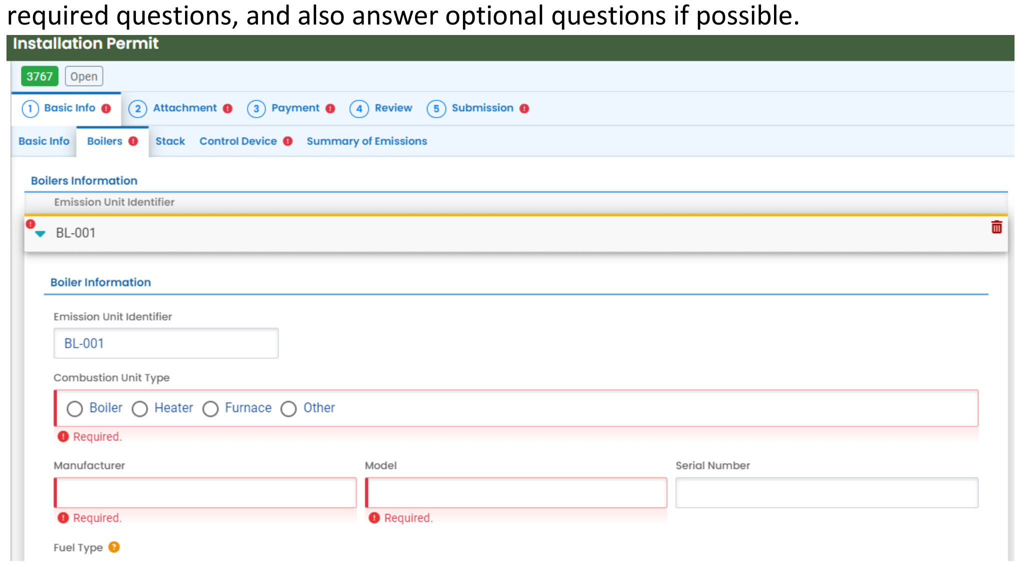
- As an example of a tab created by selecting a process operation, here is an example where Boilers has been selected. This created a tab labeled Boilers at the top part of the screen.

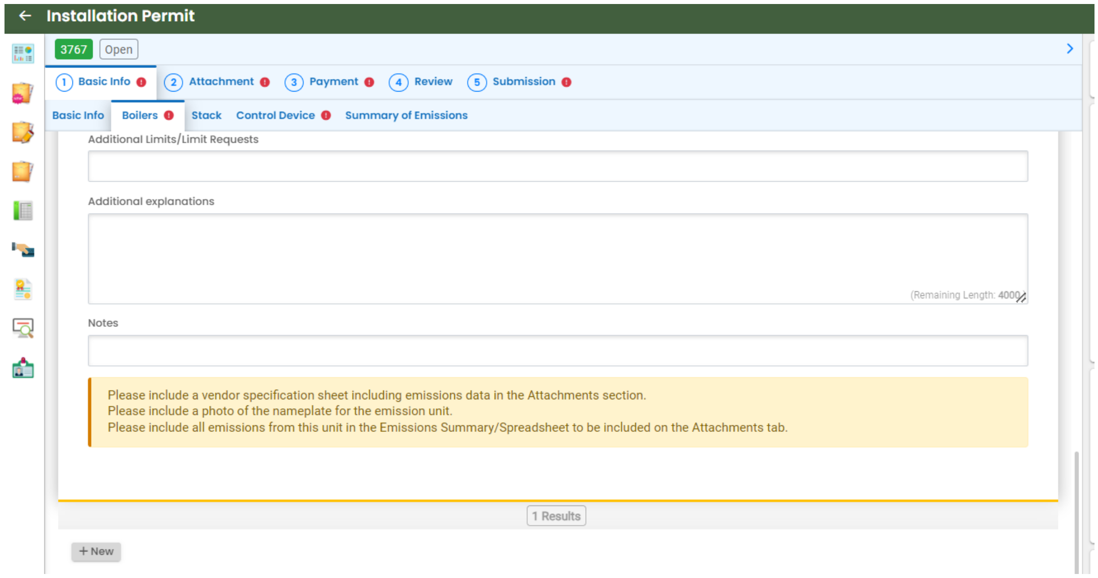


- Click +New button to add a boiler.

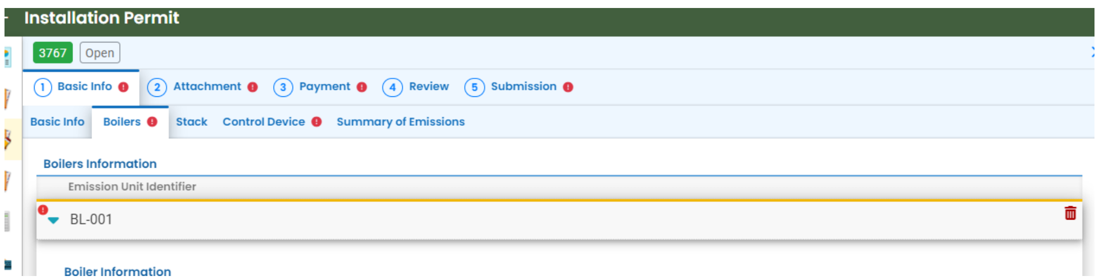
- This will open a screen full of questions to answer. Be sure to answer all required questions, and also answer optional questions if possible.

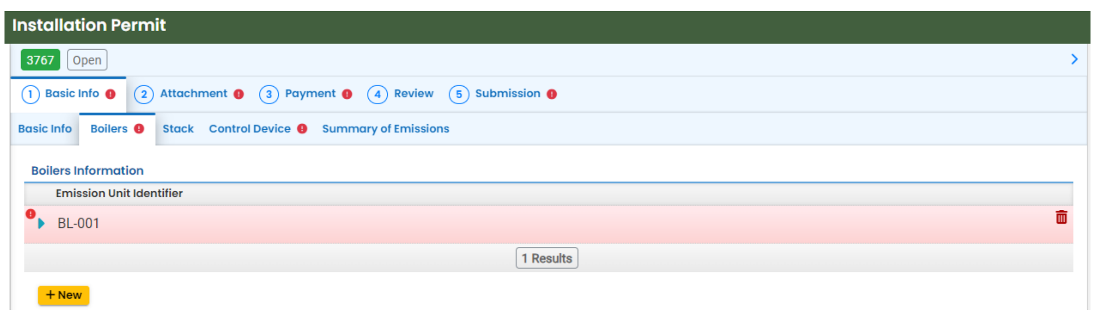


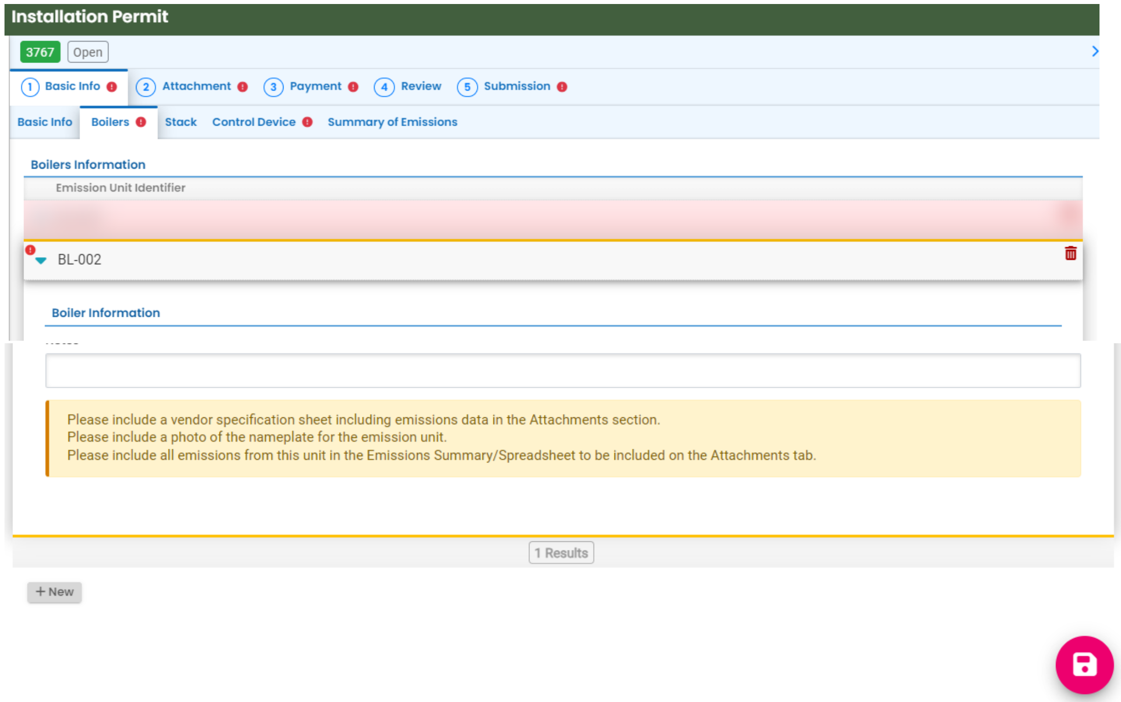
- At the bottom of the screen is a brown box with instructions; be sure to add the requested attachments on the Attachments tab.



- To add a second boiler, minimize the first one. This should activate the +New button at the bottom of the screen so it can be clicked, and the steps repeated for the second boiler.

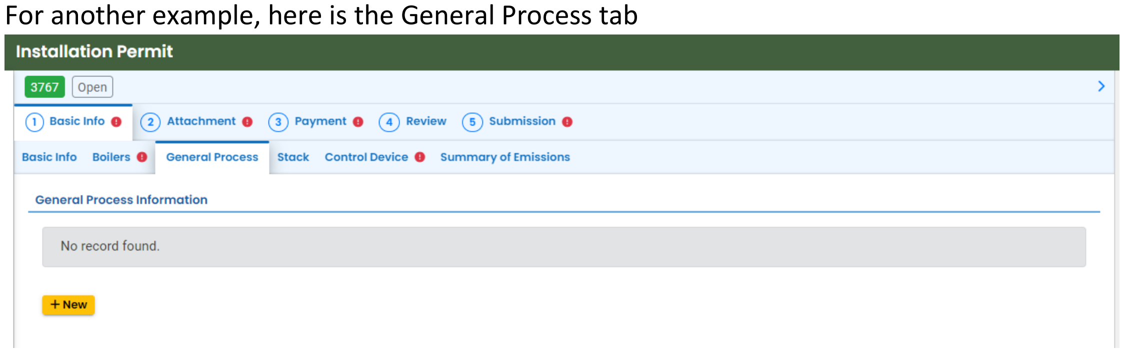






- When finished, click the red Save button in the bottom right corner of the screen
  - If any required information is missing for an individual emission unit, there will be a red exclamation point next to the Emission Unit Identifier and on the emissions unit's tab. If this is the case, go back and review the contents and enter the missing information, and save again.

- For another example, here is the General Process tab



- To add a process, click +New button

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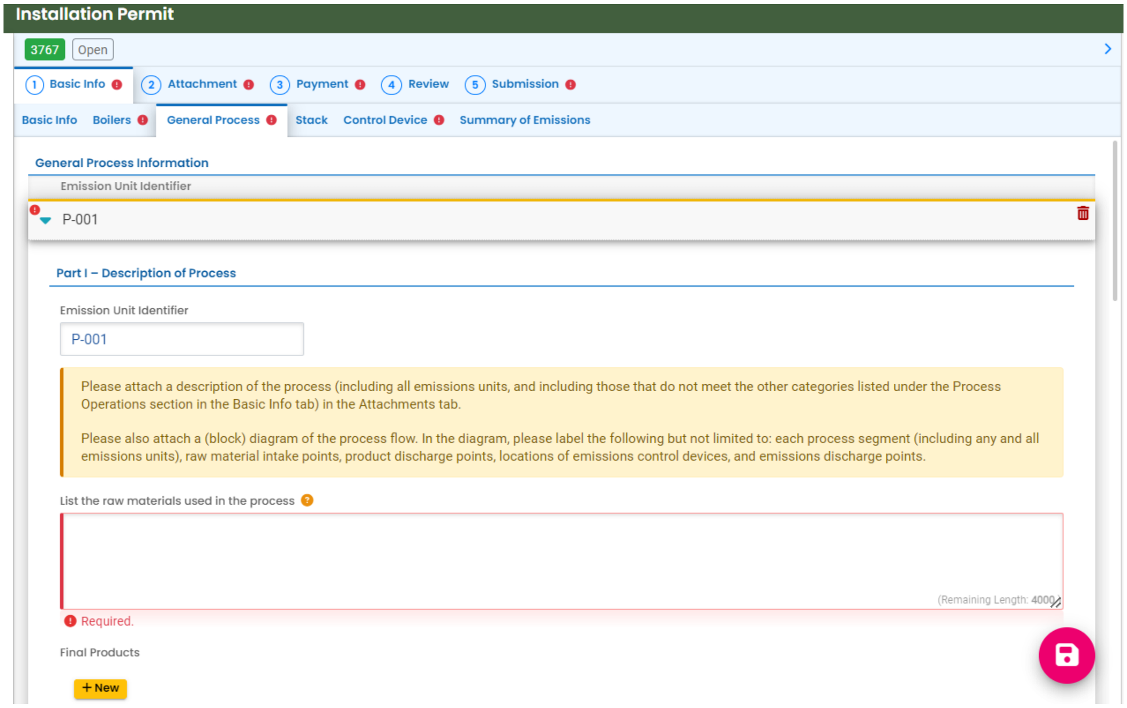
- This will open a screen full of questions to answer. Be sure to answer all required questions, as well as optional questions if possible. The screenshot shows the start of the questions.



- At the bottom of the screen is a brown box; be sure to upload the requested attachments on the Attachments tab.
- Also click the Save button (red floppy disk icon)

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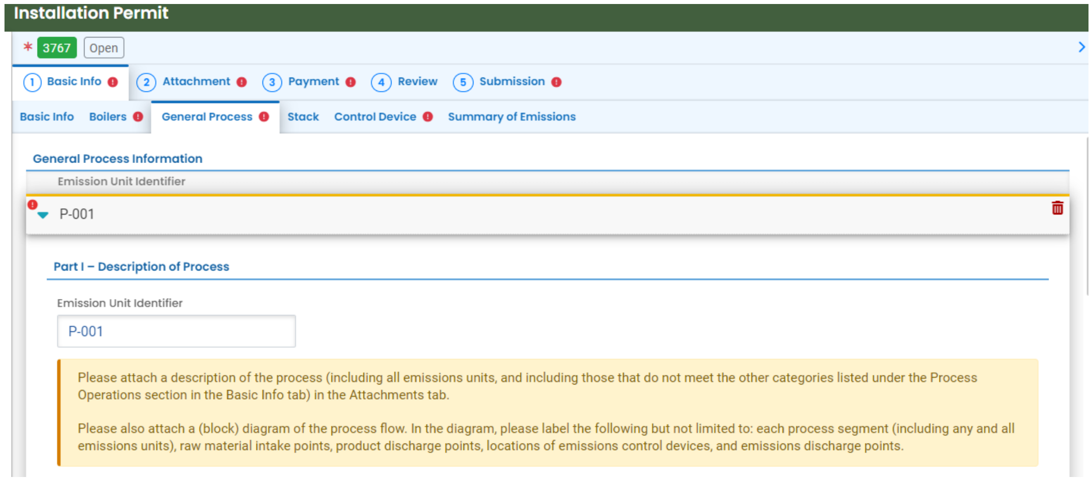
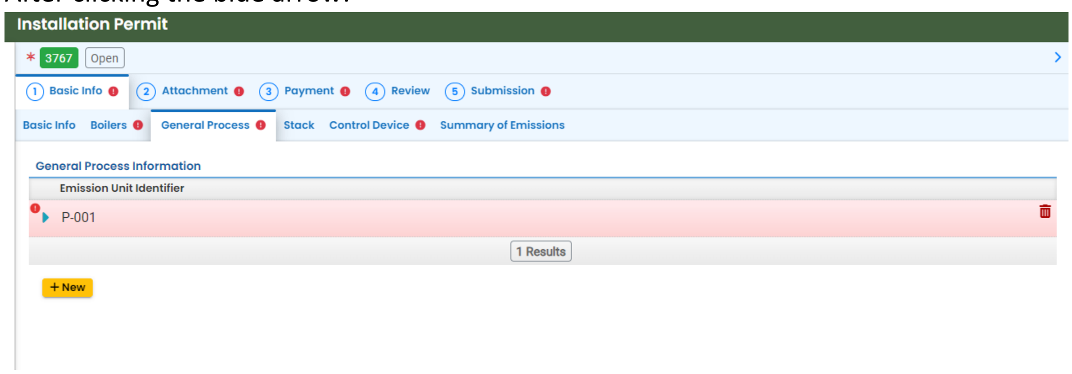
- To add more processes, minimize (click the blue arrow by the emission unit identifier), then click + New button



- After clicking the blue arrow:



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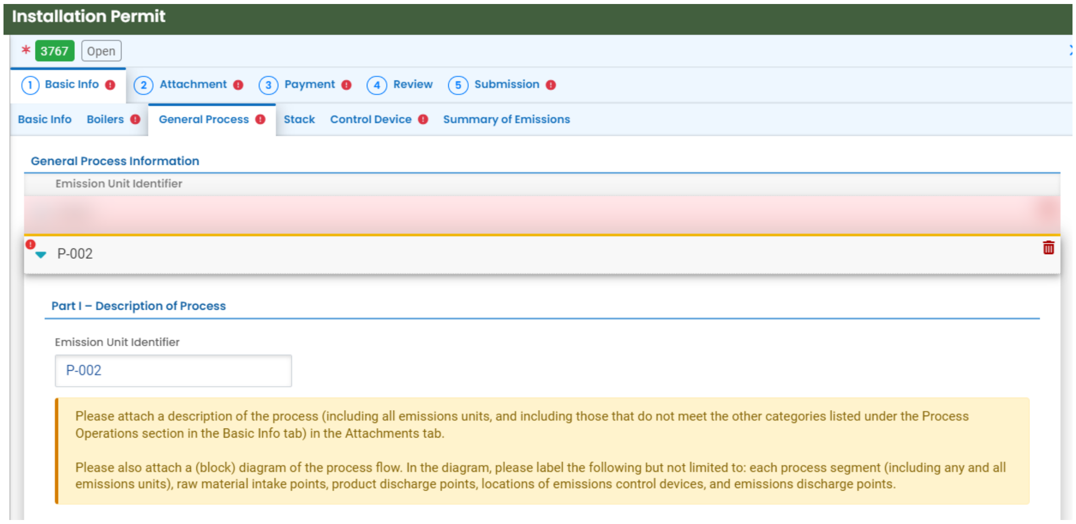
- After clicking the +New button

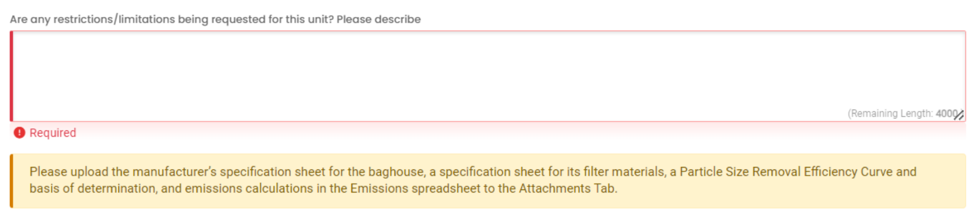


- And so on.
  - If any required information is missing for an individual emission unit, there will be a red exclamation point next to the Emission Unit Identifier and on the emissions unit's tab. If this is the case, go back and review the contents and enter the missing information, and save again.

- Moving onto other tabs on the screen under 1 Basic Info tab:
- <u>Stack tab</u> - Stack information corresponding to the installation at the facility is collected on this tab. Please include any new stacks here and also include any existing stacks if new equipment emissions are routed to an existing stack.
  - Click the yellow +New button
  - This will open a series of questions to complete for the first stack. Enter information for all Required fields.
    - For facilities required to submit emissions inventories, please include as much information as possible, <u>even if the questions are marked as optional.</u>
  - Once completed, click the Save button
  - Click the yellow + New button to add another stack if needed.
  - Repeat steps till all stacks have been added
  - If any required information is missing for an individual stack, there will be a red exclamation point next to the Stack ID and on the Stacks tab. If this is the case, go back and review the contents and enter the missing information, and save again.

- If there are no stacks, there is no need to enter anything on the Stack tab.

- Control Devices tab - Control device information for the installation at the facility is collected on this tab.
  - Click the yellow +New button
  - This will open a series of Basic information questions for the first control device. Complete the required fields, and the optional if possible.
  - The Type question is a pulldown menu which includes
    - Baghouse, Electrostatic Precipitator, Cyclone, Condenser, Wet Collector, Afterburner/Thermal Oxidizer, Adsorption Equipment, Absorber, SCR/SNCR/NSCR, Flares, Other
  - Selecting a Type will open an additional series of questions. Make sure all Required questions are answered, and also answer the optional ones if possible.
  - At the bottom of the screen, the brown box lists what attachments are needed for the control device. Make sure to attach those on the Attachments tab.



  - Once all the information is entered for a device, click the Save button.
  - If there are additional control devices, minimize the control device (click the blue arrow by the Name/ID number), then press +New (refer to Part V-A)
  - Repeat the process till all of the control devices for the installation have been added
    - If any required information is missing on any of the Control Devices, there will be a red exclamation point next to the Name/ID number. If this is the case, go back and review the contents and enter the missing information, and save again.

- Summary of Emissions tab – The Emissions due to the installation are entered on this tab.
  - Enter the facility name or name of company that operates the facility for the owner.
  - Follow the instructions in the brown box

- Click +New and add each pollutant for each release point
- When one release point and associated pollutant's information have been entered, minimize the release point by clicking the blue triangle next to it.
- Repeat until all pollutants and release points have been entered

▪ The Total Emissions will be calculated automatically

▪ Click Save Button

- If any required information is missing on the Summary of Emissions 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:** Attachments are uploaded to the submittal here. Which attachments are needed depends on the application type (new construction versus an administrative amendment) and also what process units and control devices are included. Click the blue "Get Information" button on the right hand side panel to open/download a document which lists attachments needed and emissions calculations instructions.
  - *Please disregard the blue message on the screen that says, "Attachments are not needed for the current submittal" and follow the Get Information document.*
  - Since all attachments are treated as optional in the system, the submittal can be entered without attachments. However, if attachments are listed as required in the Get Information document and not uploaded by the facility, **this will result in a delay** in the permit being issued.
  - 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 the type name which best describes the attachment from the available document types listing.
    - ▪ 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.

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

- **Payment Tab**
  - *Note: If information is missing from the Basic Info, Attachments, Stacks, Control Devices, Summary of Emissions, tabs for emissions units opened by clicking Process Units, 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, else a payment amount might be shown but with no payment method enabled****.*
  - *Also note, if no boxes were checked in the fee table on the Basic Info tab, the Payment due would show as zero. Please make sure boxes were checked in the fee table.*
  - After the various tabs mentioned above 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. Click the Pay Now button.
        - 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. Click the Pay Now button.
        - 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).
    - *Disregard the blue box that says Attachments are not required for this submittal.*
    - *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

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Attachments tab and attach a document as type Claim for Confidentiality. 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. It will note the payment method, amount due, along with the names of attachments uploaded to the submittal. (This receipt is occasionally slow to load). The receipt can be downloaded if desired.
- At the bottom right corner of the screen, click the red button to print a summary of the Submittal Form. It will include what was entered into the application, but it won't list any uploaded attachments. 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 installation permit application submittal.

PART V-C: PREPARATION OF INSTALLATION PERMIT APPLICATION 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 Installation Permit 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 Installation Permit 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 Installation Permit 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 Installation Permit. 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 Installation Permit submittal.
- It is still the responsibility of the Responsible Official to review the submittal draft and attached documents, 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 412-578-8103 or emailing AQPermits@alleghenycounty.us prior to submitting the Installation Permit submittal 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 Installation Permit submittal. That "altered" submittal must be reviewed and submitted by the Responsible Official.
- Important disclosure: Once the Installation Permit submittal has been reviewed by the ACHD, the submittal summary (the information typed into the Installation Permit submittal), the permit draft published for public comment, and the final permit as well as its corresponding technical support document (TSD), 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 Installation Permit 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 Installation Permit and click the + sign. This takes user to the Installation Permit screen. It is divided into tabs at the top (Basic Info (subdivided into Basic Info, Stack, Control Device, Summary of Emissions), Attachment, Payment, Review, Submission)
    - A general but very important note: **Inside the Installation Permit application 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.**
    - Help messages are activated by clicking the yellow ? buttons throughout the form.
- **Basic Info:**
    - Permit Description Section
    - Select the description which best matches the installation permit type (click the yellow ? buttons for a description of each).
    - Once one of those options is selected, a fee table will appear.
        - Click the checkboxes in the left hand column of the table for each item that applies to the permit application.
        - Fill in any boxes not grayed out in the Type of Permit Requested column.
            - Grayed out boxes are system settings or calculated by the system.

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- The total fee due will be automatically calculated based on what is selected. This total fee will also appear on the Payments tab which collects the payment due.

- Under Brief Description of Permit Installation/source, enter a description of what the permit is for, including emissions sources being added or modified, amendments requested, etc. *Include expected start date for the project if known.* If more space is needed, an attachment with the information can be uploaded on the Attachments tab.
- Site Information - click on the appropriate button to select an existing facility or to create a new facility.
  - For an existing facility, click the pull-down menu under Select your facility (project site).
    - Click on the facility to select where the project will occur.
    - *If the installation permit is for a brand new facility, and it does not appear in the existing facility list, then the* ***RO*** *needs to*
      - *set up the facility in REP,*
      - *link the consultant/facility contact/environmental contact to the RO account, and*
      - *assign permissions to the consultant/facility contact etc. for installation permit submittal for the new site. Refer to Appendices A & B.*
- Fill in Federal Tax Identification Number
- Under Municipality, use the pulldown menu to select the municipality for the project
- Fill in Block, Lot, and Parcel ID
- Provide a brief description of the business for the site
- SIC codes: select by clicking the blue + sign, then enter the code number or use a keyword to search. Click to select the code.
- Click Yes or No to "Is the facility a major source prior to this installation/modification". Each option will have additional questions to answer. If directed to contact the ACHD, email AQPermits@alleghenycounty.us for assistance.
- Contact Information section:
  - Requester/Preparer Information section:
    - Leave the box in front of Same as Applicant Information? unchecked.
    - Complete all fields marked !Required.
  - Responsible Official section:
    - Leave the box in front of Same as Applicant Information? unchecked.
    - Complete all fields marked !Required.

        - <u>Facility Contact</u> Section: A facility contact works for the company who owns the installation project (owns the facility/process equipment, etc.) and works at the facility for which the IP is written.
            - Fill in the information for the facility contact.
        - <u>Environmental Contact</u> Section: The environmental contact works for or is contracted by the facility who owns the installation project.
            - If the Environmental Contact is the same as the Facility Contact, click the yellow Copy from Facility Contact.
            - Otherwise, complete all fields marked !Required.
        - <u>Emissions Inventory Contact</u> Section:
            - Fill in the emissions inventory contact. If the facility doesn't have one, click "Same as Facility Contact" button.
        - <u>Billing Contact</u> section: fill in the information for the billing contact.
- <u>Applicable Requirements section</u>: This section describes what is needed in the applicable requirements attachment to be uploaded on the attachments tab.
- <u>Compliance Plan</u> section: click Yes or No to whether the facility is in compliance at time of application submission. If the facility is not in compliance, a document will need to be uploaded in the Attachments tab describing the plan to bring the facility into compliance.
- <u>Compliance Review</u> Form: download the Compliance Review Form, complete it, and upload it to the Attachments Tab.
- <u>Required Documents Section</u>: This will direct the user to a blue "Get Information" button on the right hand side panel under Submittal Information. Click the "Get Information" button to open the summary table of attachments needed and emissions calculations instructions.
- <u>Process Operations</u> Section: Click checkboxes besides the emissions units/processes that are being installed or modified.
    - If the process/emission unit does not fit one of those categories, select General Process.
    - When a checkbox is clicked, it will open a new tab to complete.
    - Click all of the checkboxes to describe the installation, then 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.*

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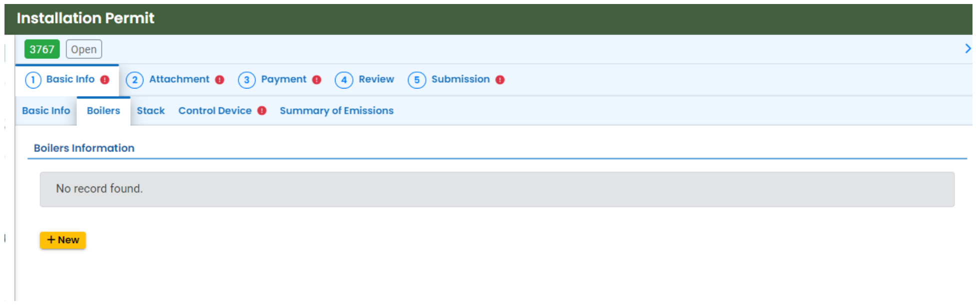
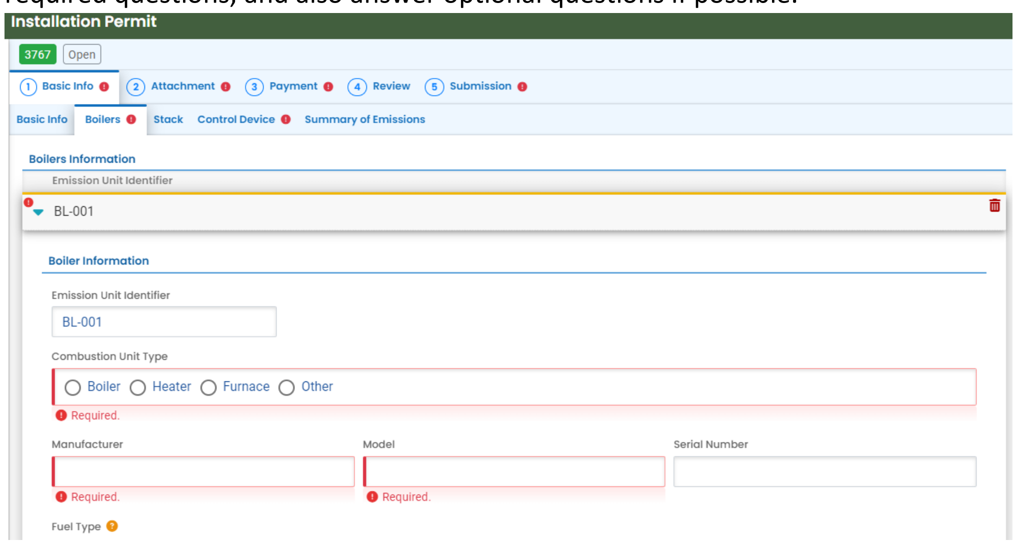
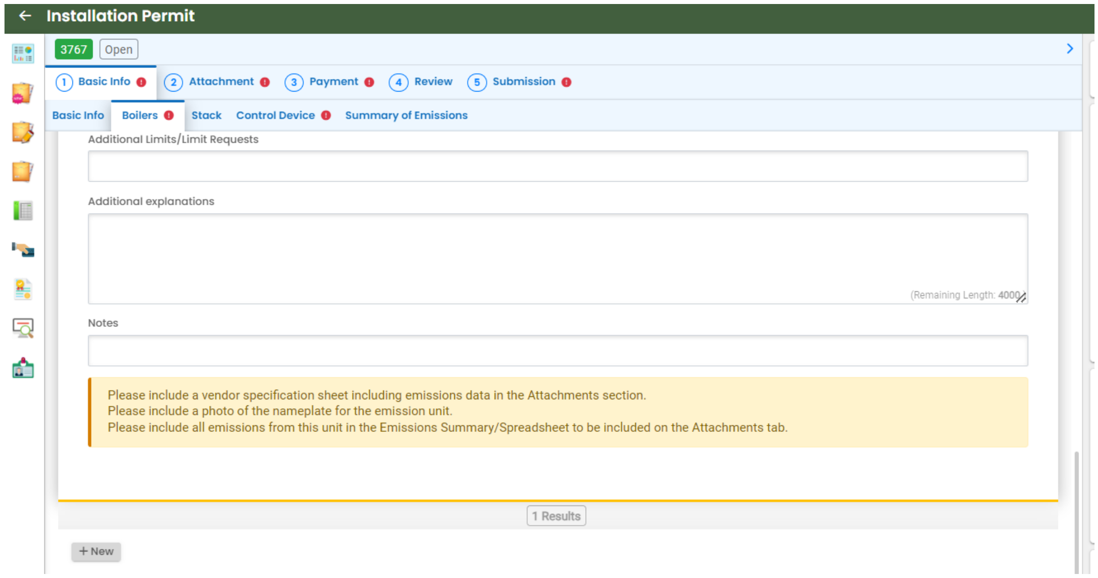
- As an example of a tab created by selecting a process operation, here is an example where Boilers has been selected. This created a tab labeled Boilers at the top part of the screen.



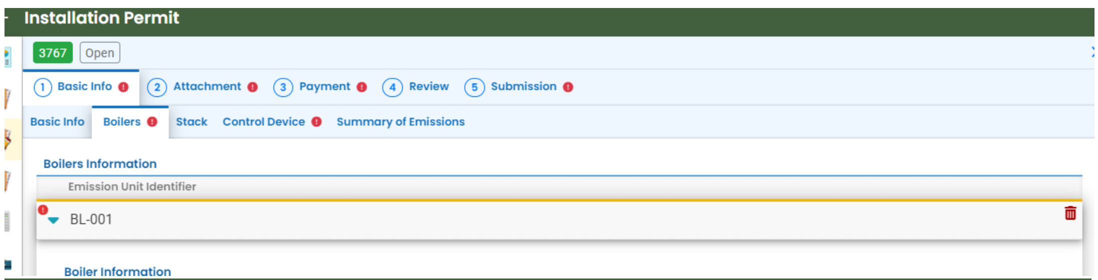
- Click +New button to add a boiler.
- This will open a screen full of questions to answer. Be sure to answer all required questions, and also answer optional questions if possible.

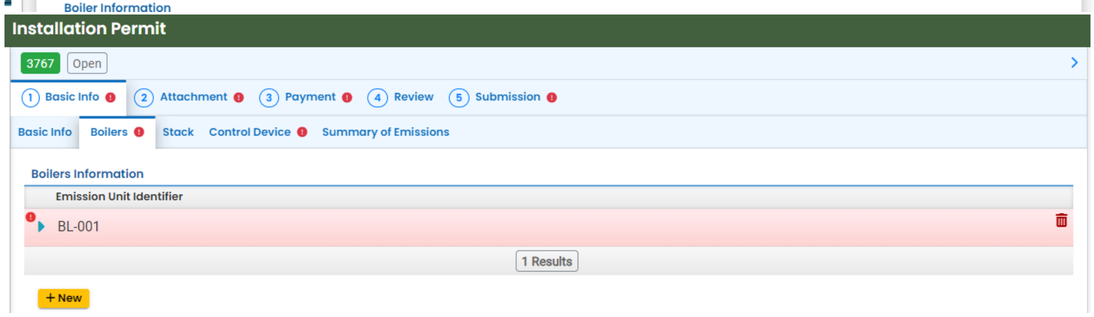


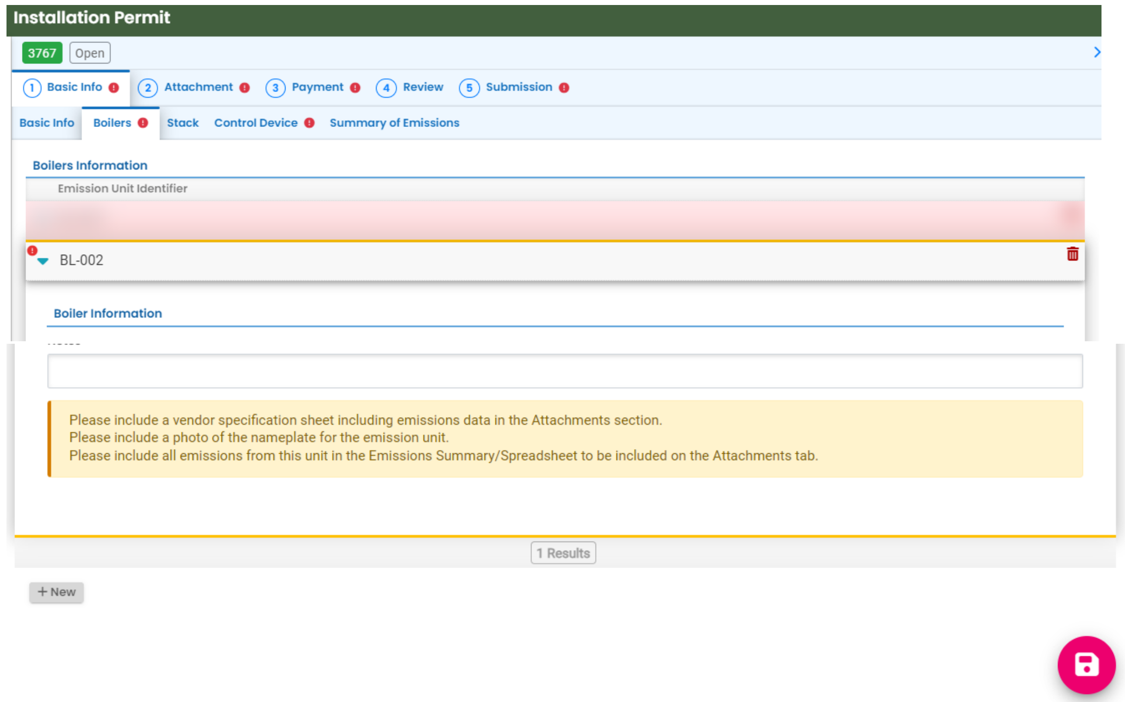
- At the bottom of the screen is a brown box; be sure to add the requested attachments on the Attachments tab.



- To add a second boiler, minimize the first one. This should activate the +New button at the bottom of the screen so it can be clicked, and the steps repeated for the second boiler.

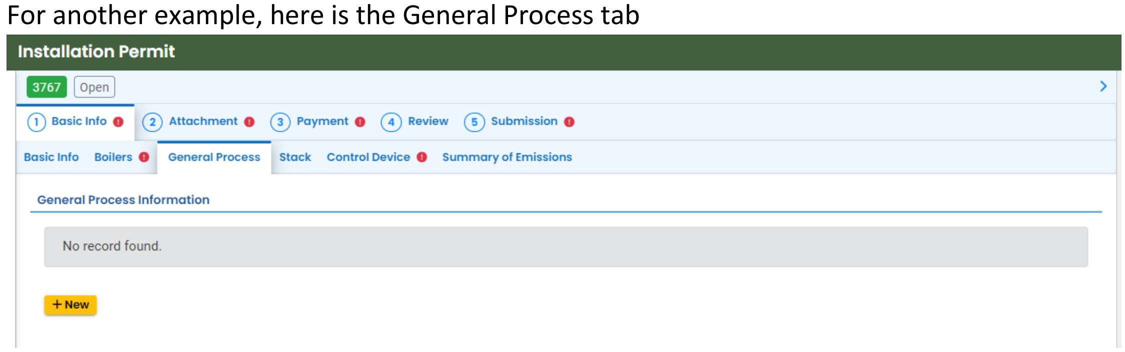






- When finished, click the red Save button in the bottom right corner of the screen
  - If any required information is missing for an individual emission unit, there will be a red exclamation point next to the Emission Unit Identifier and on the emissions unit's tab. If this is the case, go back and review the contents and enter the missing information, and save again.

- For another example, here is the General Process tab



- To add a process, click +New button

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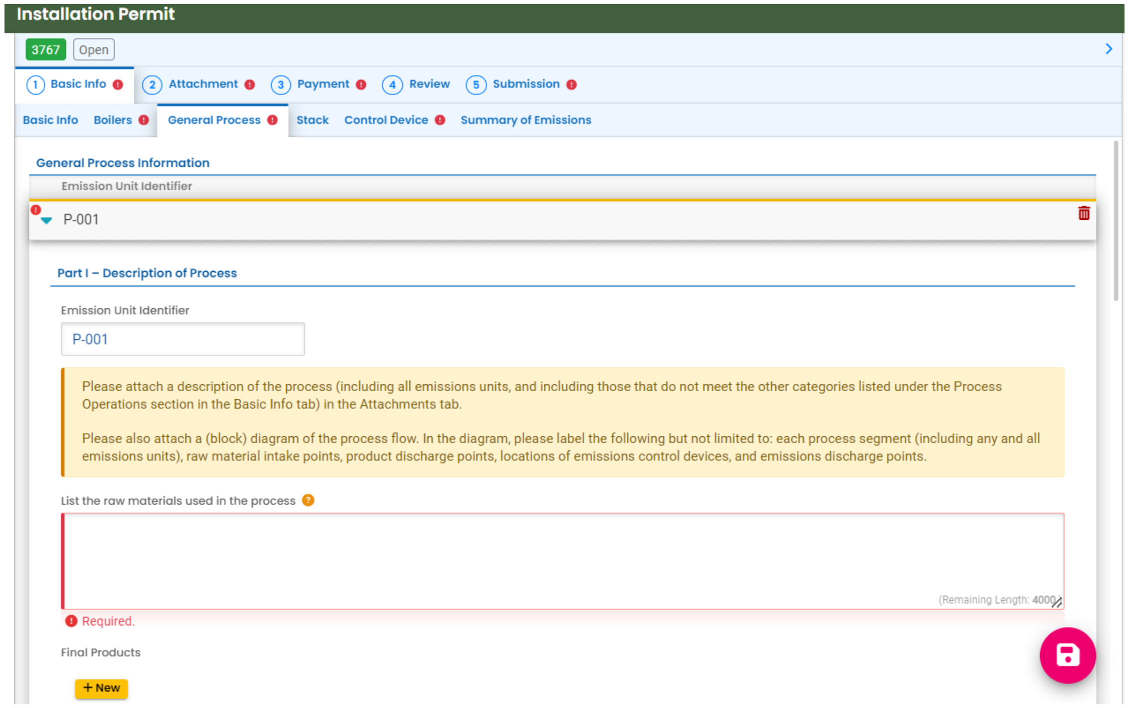
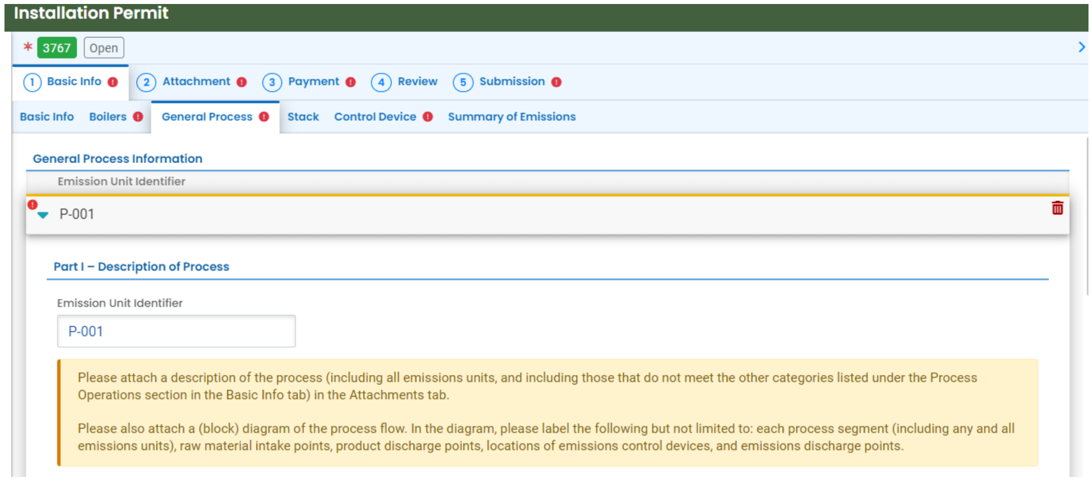
- This will open a screen full of questions to answer. Be sure to answer all required questions, as well as optional questions if possible. The screenshot shows the start of the questions.

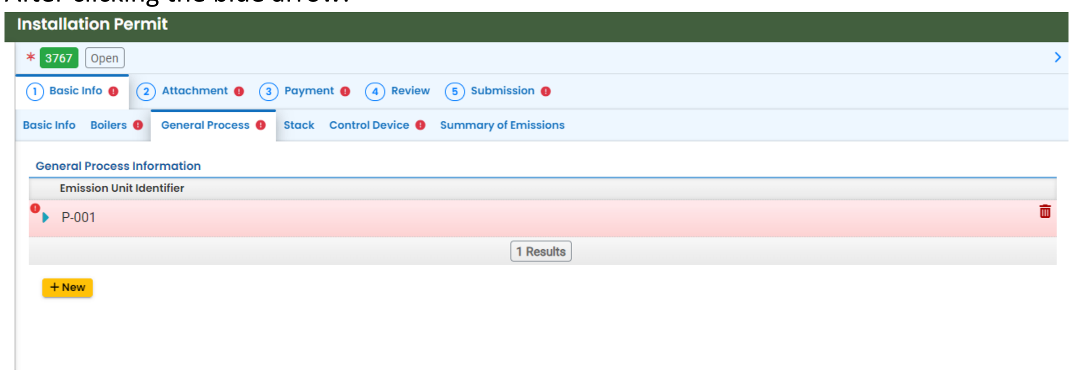


- At the bottom of the screen is a brown box; be sure to add the requested attachments on the Attachments tab.
- Also click the Save button (red floppy disk icon)

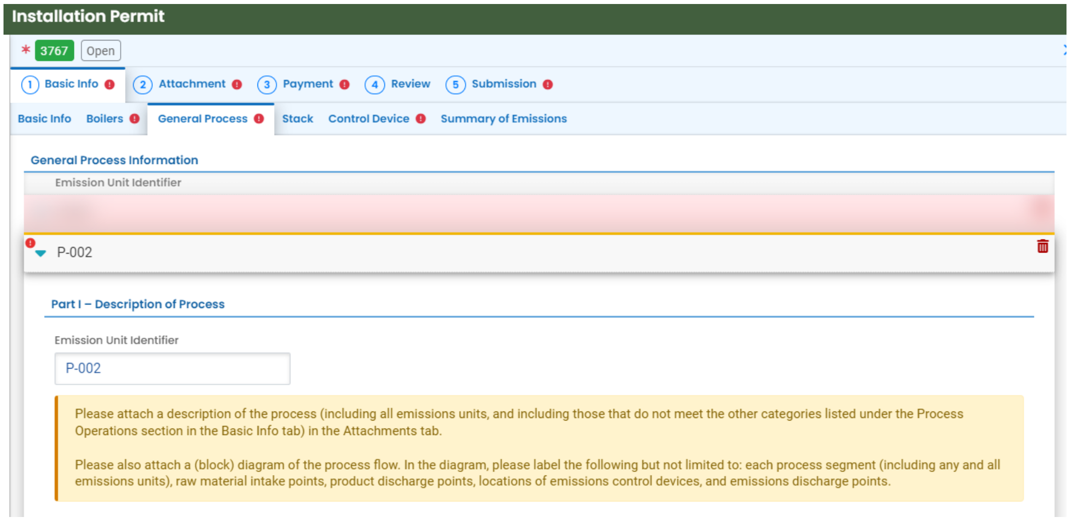
- To add more processes, minimize (click the blue arrow by the emission unit identifier), then click + New button



- After clicking the blue arrow:



- After clicking the +New button

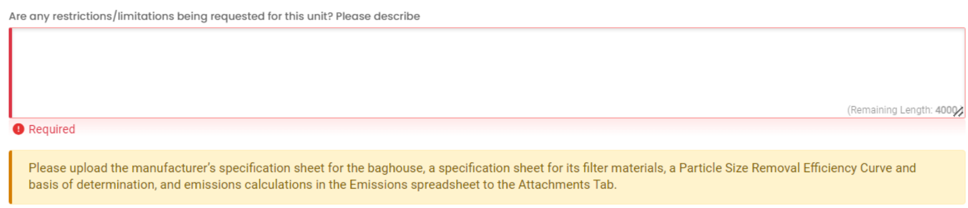


- And so on.
  - If any required information is missing for an individual emission unit, there will be a red exclamation point next to the Emission Unit Identifier and on the emissions unit's tab. If this is the case, go back and review the contents and enter the missing information, and save again.

Moving onto other tabs on the screen under 1 Basic Info tab:

- Stack tab - Stack information corresponding to the installation at the facility is collected on this tab. Please include any new stacks here and also include any existing stacks if new equipment emissions are routed to an existing stack.
  - Click the yellow +New button
  - This will open a series of questions to complete for the first stack. Make sure all Required fields are entered. For facilities required to submit emissions inventories, please include as much information as possible, even if the questions are marked as optional.
  - Once completed, click the Save button
  - Click the yellow + New button to add another stack if needed.
  - Repeat steps till all stacks have been added
  - If any required information is missing for an individual stack, there will be a red exclamation point next to the Stack ID and on the Stacks tab. If this is the case, go back and review the contents and enter the missing information, and save again.
  - If there are no stacks, there is no need to enter anything on the Stack tab.

- <u>Control Devices</u> - Control device information for the installation at the facility is collected on this tab.
  - Click the yellow +New button
  - This will open a series of Basic information questions for the first control device. Complete the required fields, and the optional if possible.
  - The Type question is a pulldown menu which includes
    - Baghouse, Electrostatic Precipitator, Cyclone, Condenser, Wet Collector, Afterburner/Thermal Oxidizer, Adsorption Equipment, Absorber, SCR/SNCR/NSCR, Flares, Other
  - Selecting a Type will open an additional series of questions. Make sure all Required questions are answered, and also answer the optional ones if possible.
  - At the bottom of the screen, the brown box lists what attachments are needed for the control device. Make sure to attach those on the Attachments tab.



  - Once all the information is added for a device, click the Save button.
  - If there are additional control devices, minimize the control device (click the blue arrow by the Name/ID number), then press +New (refer to Part V-A)
  - Repeat the process till all of the control devices for the installation have been added
    - If any required information is missing on any of the Control Devices, there will be a red exclamation point next to the Name/ID number. If this is the case, go back and review the contents and enter the missing information, and save again.

- <u>Summary of Emissions tab</u> – The Emissions due to the installation are entered on this tab.
  - Enter the facility name or name of company that operates the facility for the owner.
  - Follow the instructions in the brown box
    - Click +New and add each pollutant for each release point

- When one release point and associated pollutant's information have been entered, minimize the release point by clicking the blue triangle next to it
- Repeat till all pollutants and release points have been entered

▪ The Total Emissions will be summed automatically

▪ Click Save Button

- If any required information is missing on the Summary of Emissions 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**: Documents are uploaded to the submittal here. Which attachments are needed depends on the application type (is it new construction versus an administrative amendment) and also what process units and control devices are included. Click the blue "Get Information" button on the right hand side panel to open a list of attachments and emissions calculations instructions.
    - *Please disregard the blue message on the screen that says, "Attachments are not needed for the current submittal" and follow the Get Information document.*
    - Since all attachments are treated as optional in the system, the submittal can be entered without attachments. However, if attachments are listed as required in the Get Information document and not uploaded by the facility, **this will result in a delay** in the permit being issued.
- Upload each document by doing the following:
    - 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 the type name which best describes the attachment from the available document types listing.
    - 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.

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- **Payment Tab –**
  - *Note: If information is missing from the Basic Info, Attachments, Stacks, Control Devices, Summary of Emissions, tabs for emissions units opened by clicking Process Units, 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, else a payment amount might be shown but with no payment method enabled**.*
  - *Also note, if no boxes were checked in the fee table on the Basic Info tab, the Payment due would show as zero. Please make sure boxes were checked in the fee table.*
  - After the various tabs mentioned above are complete, there are two options for payment: payment now by the facility contact/environmental contact/third-party consultant; or payment by the RO when the submittal is submitted.
    - **To have the Responsible Official make the payment,** click the Save button without choosing the payment method.
    - **To pay the submittal now:**
      - 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. Click the Pay Now button.
        - 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. Click the Pay Now button.
        - 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 (an incomplete tab shows a red exclamation point next to the tab name).
    - *If any attachments need to be sent via mail (which should be extremely 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), under Send Notification to RO,
    - Use the pulldown menu to select the Responsible Official.
    - **Click the blue eNotify button**. This initiates a system-generated email from GovOnline@govonlinesaas.com to the responsible official. This provides a

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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 that the installation permit application submittal has been prepared in REP and is ready for review and submission by the RO.
    - 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 installation permit application submittal. The preparer (Facility Contact/Environmental Contact/Third-Party Consultant) will not.

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PART V-D: REVIEW AND SUBMISSION OF AN INSTALLATION PERMIT 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 an installation permit application using REP. These instructions assume that the Responsible Official was notified via an email from GovOnline@govonlinesaas.com that the facility contact/environmental contact/third-party consultant has prepared an installation permit application submittal, or has otherwise learned from the preparer directly that the installation permit application submittal is ready for the Responsible Official's 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 to approve in the list that appears, and click the green pencil button that says Edit Submittal Form
- The screen that opens will say Installation Permit. It is divided into tabs at the top (Basic Info (subdivided into Basic Info, Stack, Control Device, Summary of Emissions); Attachment; Payment; Review; Submission)
    - A general note: inside the Installation Permit application 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.
- For the **<u>Basic Info</u>** tab, <u>Stack</u> tab, <u>Control Device</u> tab, <u>Summary of Emissions</u> tab, and any other tabs such as those describing emission units:
    - 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 **<u>Attachment</u>** 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.
    - A list of attachments needed for the submittal is found on the right hand side panel under Submittal Information by clicking the blue Get Information button. If an

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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".

- *Please disregard the blue message on the screen that says, "Attachments are not needed for the current submittal" and follow the Get Information document.*
- Since all attachments are treated as optional in the system, the submittal can be entered without attachments. However, if attachments are listed as required in the Get Information document and not uploaded by the facility, **this will result in a delay** in the permit being issued.

▪ 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.

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.

o 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).

o In the rare case that 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. Click the Pay Now button.
- 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. Click the Pay Now button.
- 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 uploaded attachments are listed. (*Please disregard the message that says Attachments are not Required for this Submittal).* Remember that before the ACHD will process the RFD, the payment and all attachments must be received by the ACHD.
    - If anything (including payment) needs to be mailed to the ACHD, make sure that has been done.
- On the **Submission** Tab,
    - Read Certification Statement and click "I have read and agree to the certification".
    - Enter Security Question answer and PIN number.
    - 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 upload a document, naming it Claim for Confidentiality. 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.
        - If there are errors, look for error messages on the right-hand side of the screen in a red box.
    - Click red Receipt button for a receipt. It will note the payment method, amount due, along with the names of attachments uploaded to the submittal. Note, it may be slow to load.
    - At the bottom right corner of the screen, click the red button to print a summary of the Submittal form. It will include what was entered into the application, but it won't list any uploaded attachments. Note the submittal will still be viewable later in your account under Track Submittals button.
    - Click the Finish button.
    - A system-generated email from GovOnline@govonlinesaas.com will be sent to acknowledge receipt of the Installation Permit application 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.**

PART VI: WHAT TO EXPECT AFTER AN INSTALLATION PERMIT APPLICATION IS SUBMITTED

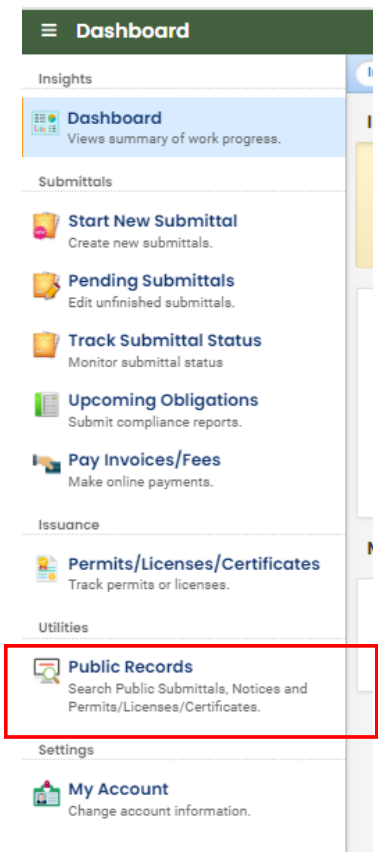
PART VI-A: THE ACHD'S PERMIT APPLICATION REVIEW PROCESS; HOW TO REVIEW DRAFTS, SUBMIT PUBLIC COMMENTS, AND VIEW FINAL ISSUED PERMITS

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

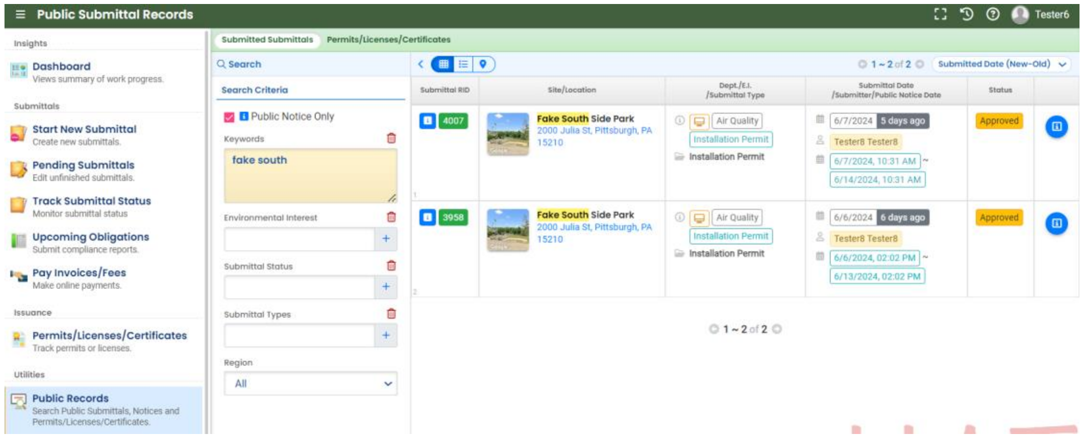
- If information is missing or there are questions:
  - The permit engineer will send a request to the RO through REP for additional information. This will happen in the form of a system-generated email notification from GovOnline@govonlinesaas.com. The email text will contain a brief description of what is needed.
    - If the information requested is more complicated, the permit engineer may opt to send an email directly to the RO outside of 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 installation permit application 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.
- The next communication from the Department will be when the permit draft is ready for public comment via an email from the permit engineer.
  - In the meantime, 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 respond back using the Correspondence tab, and this will cause a system-generated email from GovOnline@govonlinesaas.com to be sent to the RO to notify them to log on to REP to view the reply message on their Correspondence tab.

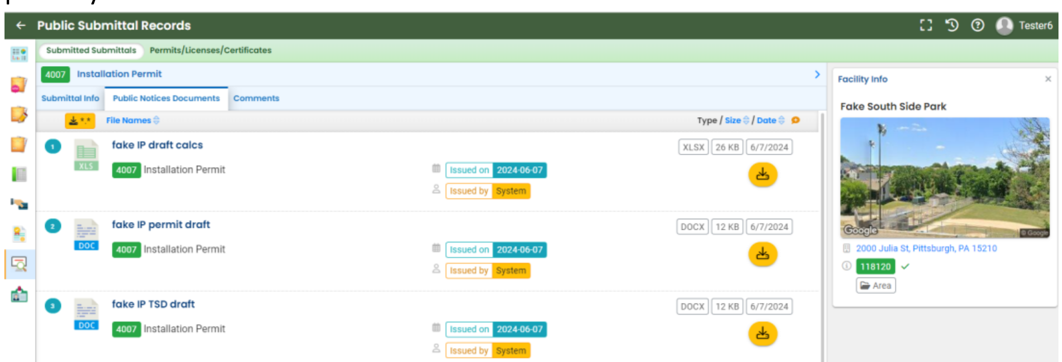
- To **view the public comment permit draft** (and corresponding technical support document):
    - Log on to REP.
    - Click the (☰) hamburger menu, then select the Public Records Module



    - The following screen appears. Under Keywords, type in the facility name. Checking the Public Notice Only checkbox can also be helpful.

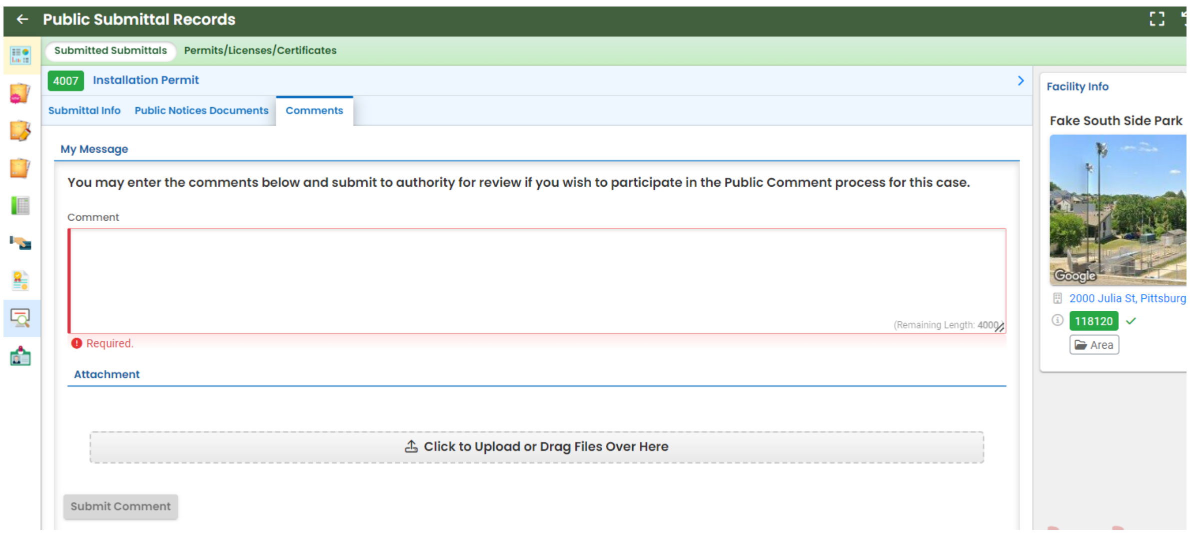


- Once the submittal is located, click the blue i icon to the far right. This opens a screen with three different tabs. Click the tab that says Public Notice Documents. There will be a draft permit, draft technical support document, and possibly draft calculations to review.



- To download the drafts, click the yellow download icon to the right of the document names.

- Once you have reviewed the documents, **to make public comments**:
  - Go to the Comments tab
  - Type in comments in the box under Comment
  - Upload any documents by clicking the gray box or dragging files over it. Documents must be in .pdf format only.
    - You may want to screenshot your comments for your records as no receipt of comments is sent to you.
  - Be sure to click the Submit Comment button when finished.
  - Afterwards there will be a green "Saved Successfully" message towards the top right corner of the screen.



- **To view the final issued permit:**
  - When the public comment period is over, the permit engineer will review the public comments, create a comment response document, and make edits to the permit if required.
  - Once those tasks are complete, the RO will receive a system-generated email from GovOnline@govonlinesaas.com to provide notification that the permit has been issued.
  - To view the final permit, technical support document, and comment response document:
    - Users with RO or Consultant accounts can view these via the submittal:
      - Log on to REP.

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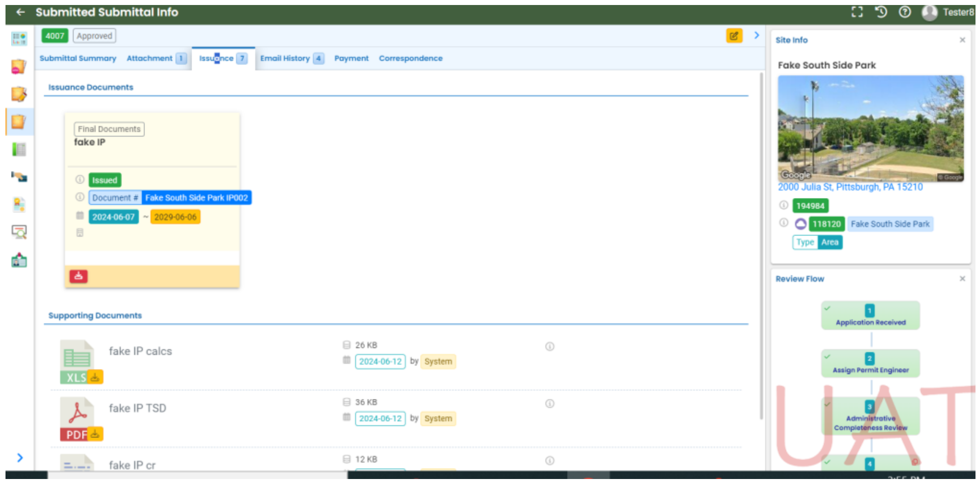
- Select Track Submittals icon from left-hand side of the screen.
- Once the submittal is located, click on the orange eye icon to the far right of the submittal “View Submittal Detail”.

- Inside the submittal, click the Issuance tab



- There will be a document under the header Issuance Documents, with IP in the name. Click the red download icon button “PLC document”. This will download the final issued installation permit to your computer for you to view.
- Under the Supporting Documents header, the technical support document (will have TSD in its name), calculations (will have calcs in the name), and comment response document (will have cr in the name) will be listed. These can be downloaded to your computer by clicking the yellow download icons.

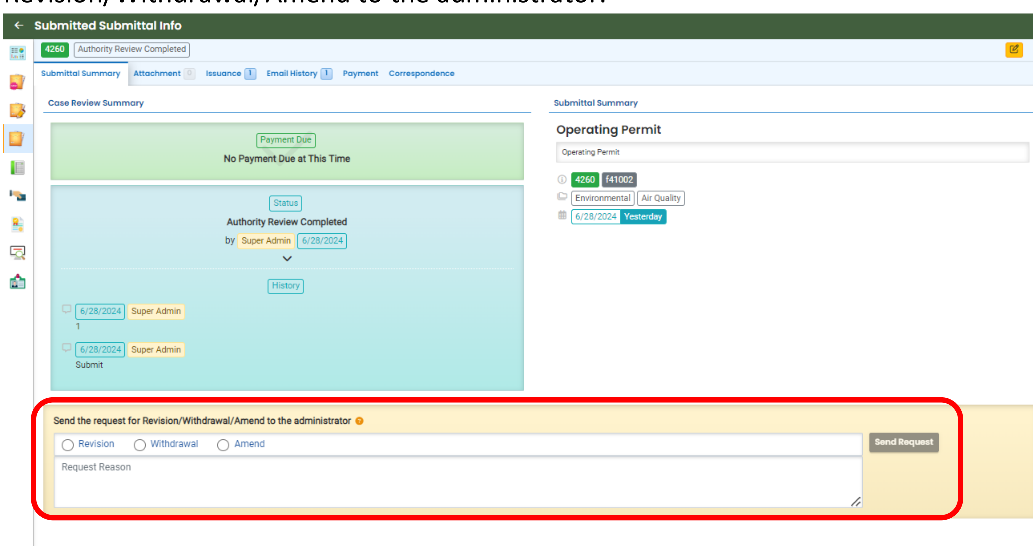
PART VI-B: REVISING OR WITHDRAWING SUBMITTALS AFTER SUBMISSION

If the facility realizes that some information was incorrect, omitted, etc., *after* the installation permit application submittal was submitted to the ACHD in REP ***(and prior to a permit being drafted and put into public comment)***, 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 installation permit application 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, altered, and resubmitted. *[Please note, this is different from amending a final issued permit; this is for changing an application that has been submitted but no permit has been drafted yet.]*
        - Revision opens a new submittal under a new submittal number, pre-populated with the contents of the original submittal, which also is then altered 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 (a linked Consultant could also do this).
    - 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 from GovOnline@govonlinesaas.com will 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.

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  - 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.
    - 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 from GovOnline@govonlinesaas.com 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.

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        - 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 from GovOnline@govonlinesaas.com 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.

Regulated Entities Portal (REP) User Guide for Installation Permit Applications (IPs)

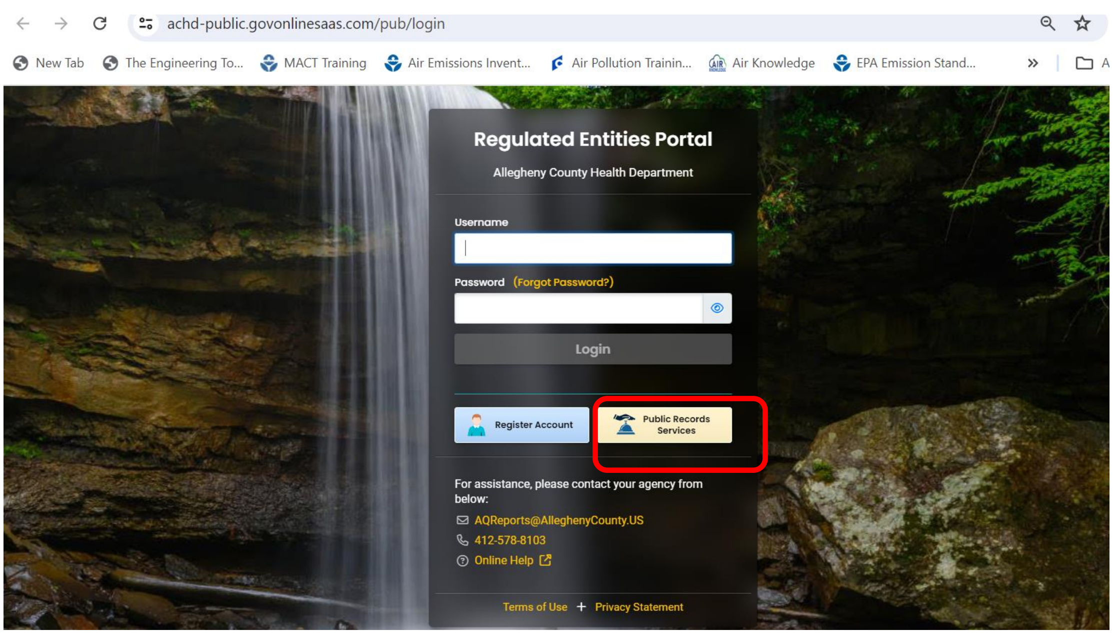
PART VII: GENERAL PUBLIC VIEWING OF INSTALLATION PERMIT APPLICATIONS, DRAFT INSTALLATION PERMITS, ISSUED INSTALLATION PERMITS

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 Installation Permit Application submittal (the information typed directly in the form; not any of the attachments) and can always view the draft permits and final issued permits. *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 via REP.*

Here are the steps a member of the general public would take to see Installation Permit applications submitted to the ACHD in REP, their draft permits, and final issued permits.

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



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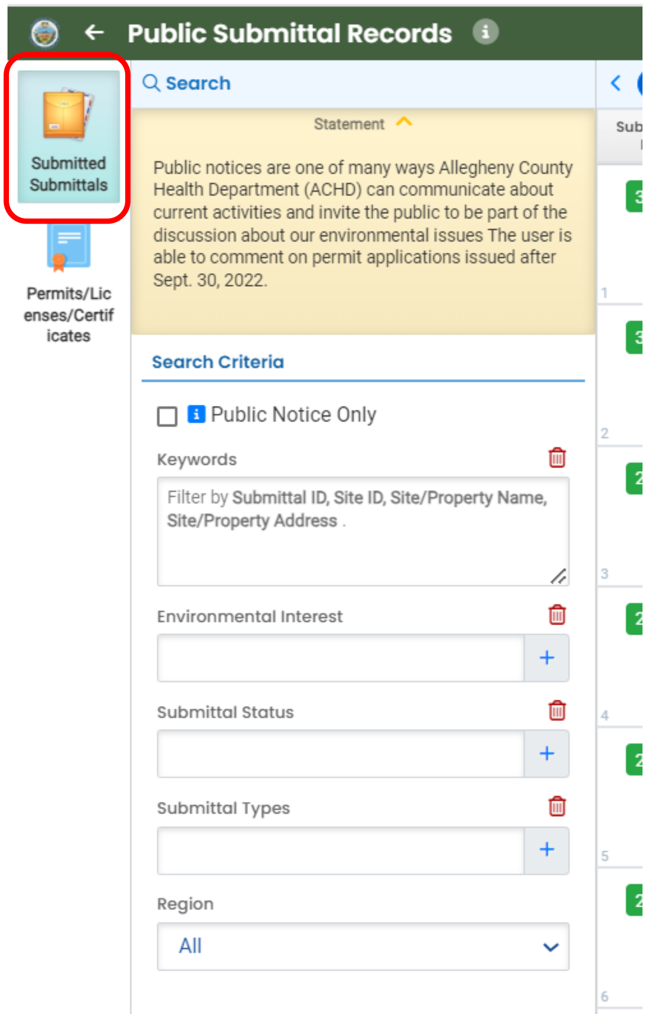
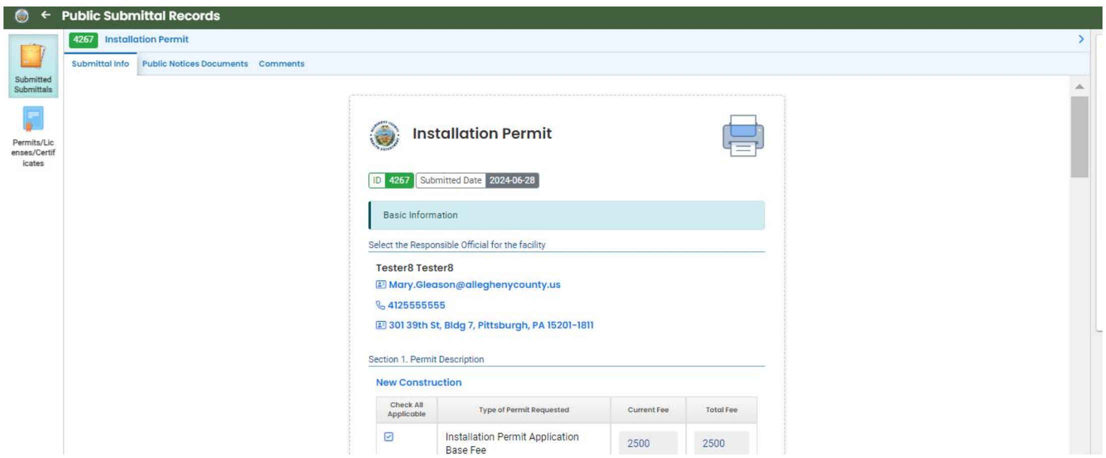
- Click the Submitted Submittals icon on the left-hand side of the screen “Public Submittal Records”



- There are various filters under Search Criteria.
  - Select Installation Permit under Submittal Types
  - Enter facility name under Keywords

-Once submittal is located

- Click the blue i icon on the far right of the facility name
- This opens a screen with two tabs: Submittal Info and Public Notices Documents
  - If the submittal has reached the Public Comment stage, there will be a third tab Comments
- Click the tab “Submittals”
  - This will open the Submittal Summary form, which contains all of the information typed into the submittal application form. It does not show documents attached to the submittal.



- Click the tab Public Notices Documents
  - If the permit is in public comment, this tab will show the names of the permit draft and supporting documents (technical support document, calculations).
  - If the permit has been issued, the tab will show the permit draft, its supporting documents, plus the issued permit, its supporting documents, and a comment/response document.
  - Documents can be downloaded by clicking the yellow circular download button to the far right of the document name
- If the submittal is in Public Comment, the Comment tab will appear
  - This is where the general public can submit public comments on the draft permit to the ACHD

PART VIII: EXTENDING AN INSTALLATION PERMIT EXPIRATION DATE

Please contact the ACHD by email AQPermits@alleghenycounty.us or call the Department at 412-578-8103 for help with this.

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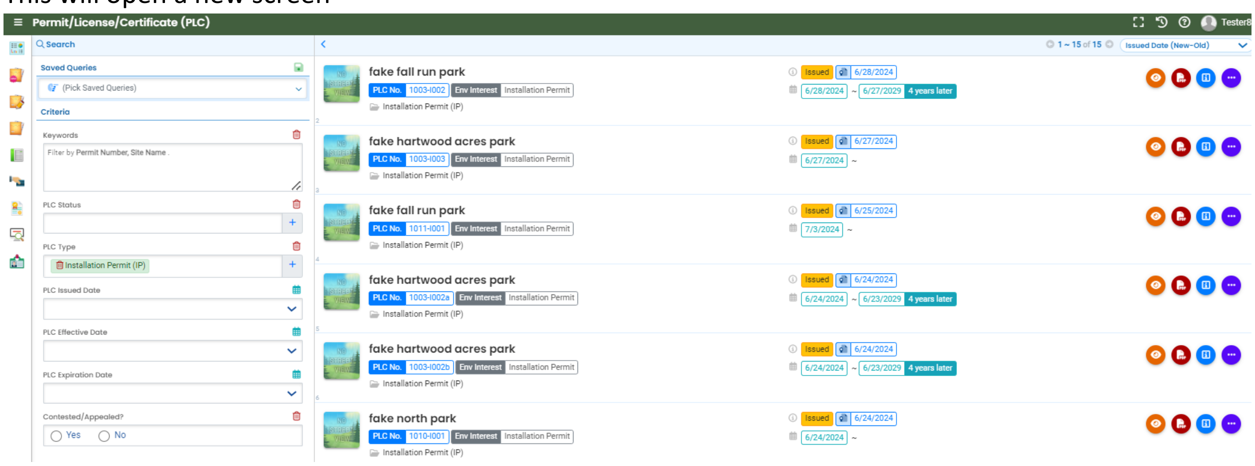
PART IX: AMENDING AN ISSUED INSTALLATION PERMIT (MAJOR MODIFICATION, MINOR MODIFICATION, ADMINISTRATIVE AMENDMENT)

Initiating an installation permit amendment in REP can be performed by the RO or by a linked consultant.

These instructions have the same assumptions as in Parts V-B and V-C of this document in terms of account and permissions set up.

Amendment of an issued installation permit:

- Log on to REP.
- Click on the (☰) hamburger menu (three stacked horizontal bars in the top left corner)
- On left-hand side, click Permits/Licenses/Certificates
- This will open a new screen



- Search for the permit to be amended by keyword (could use facility name). PLC type would be Installation Permit. For example, here Fake Fall Run Park has been chosen
- To initiate amendment of IP002, click the dark blue button with three dots.

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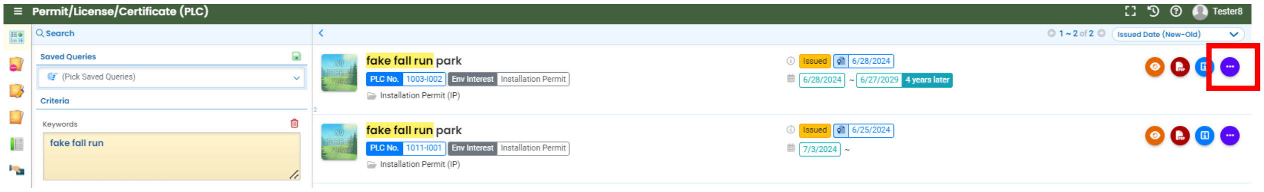
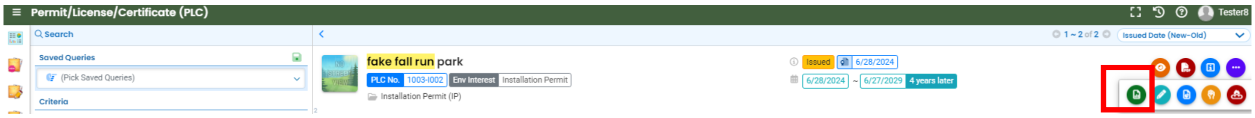


- Then select the first option, Amend (green icon)



- This will open a new installation permit application submittal with a new submittal number. It will be pre-populated with the information typed into the submittal form. The attachments will still be available in the issued permit's submittal.
- On the Basic Info tab, the permit type will need to be re-selected. An option (other than New) should be selected now, based on the permit descriptions (the yellow question mark icons can be clicked for descriptions).
- Once the updated permit type has been selected, the fee table below it will update. Check the appropriate boxes to calculate a fee for the amended permit
- Review and add to the Basic Info tab as needed
- Go through and update tabs of the submittal as in Part V-B / V-C of this document
- Be sure to upload attachments as needed per the blue Get Information button on the Attachments tab
- When finished, submit the document.
    - If a non-RO is preparing the application, the RO will need to be notified by clicking the eNotify button on the Review tab so the RO can review and submit the application
- The RO will receive a system-generated email from GovOnline@govonlinesaas.com acknowledging submittal of the application.
- Then the permit amendment application will be processed by the ACHD as in Part VI

PART X: CHANGING THE COMPANY NAME ON AN ISSUED INSTALLATION PERMIT OR TRANSFERRING THE PERMIT OWNERSHIP

Please contact the ACHD by email AQPermits@alleghenycounty.us or call the Department at 412-578-8103 for help with this.

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PART XI: TERMINATING AN ISSUED INSTALLATION PERMIT

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PART XII: 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 installation permit application submittal, and general questions about the installation permit application:

- Email AQPermits@alleghenycounty.us, put "CBI help" or "Installation Permit Application questions" in the subject line, or

- Call the Department at 412-578-8103

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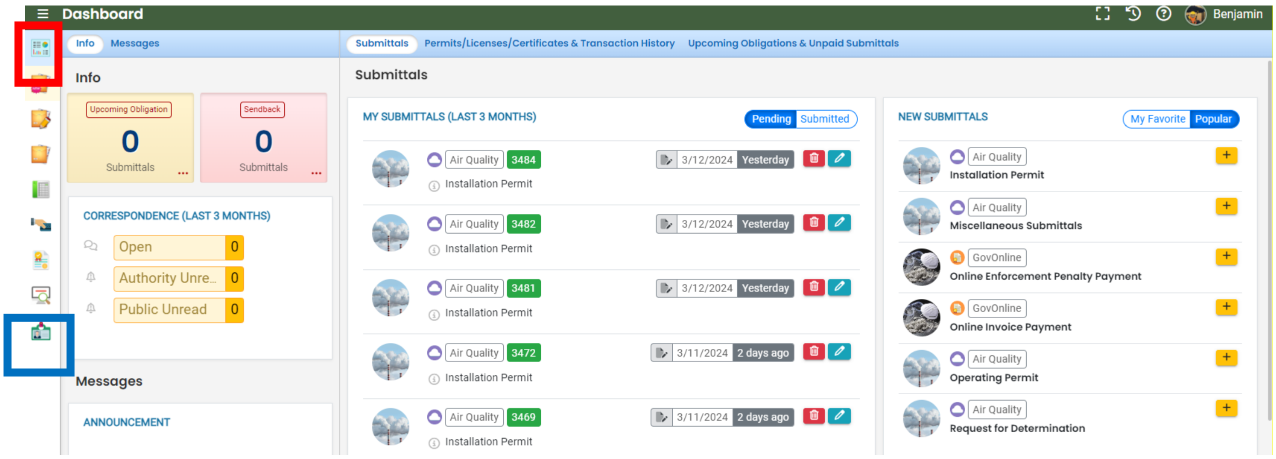
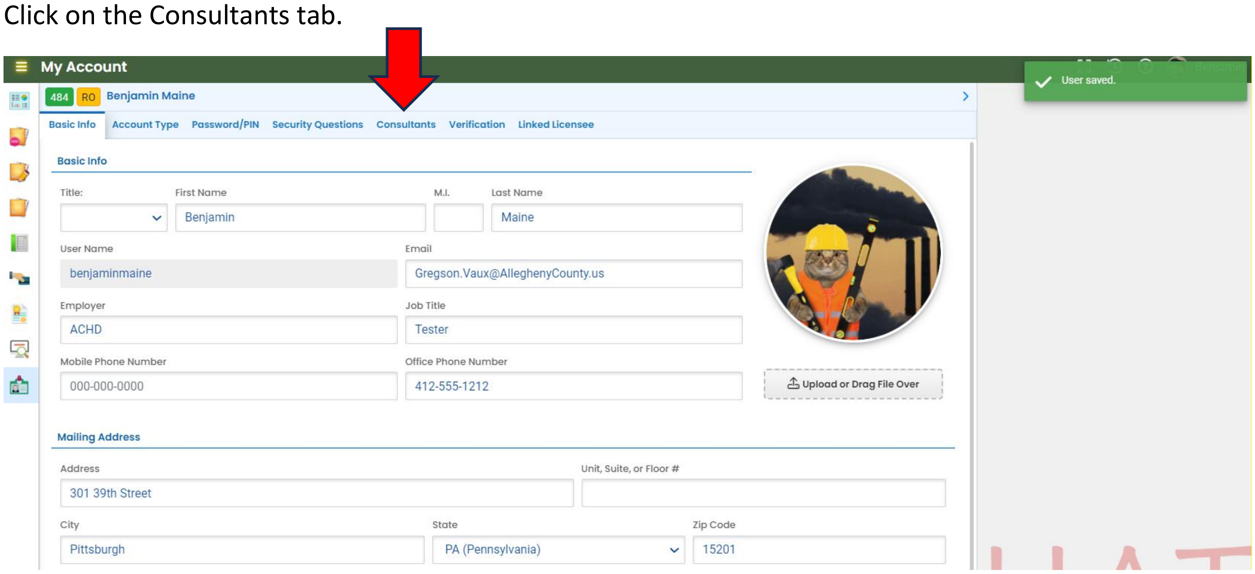
APPENDIX A: LINK CONSULTANT ACCOUNT TO RO ACCOUNT

*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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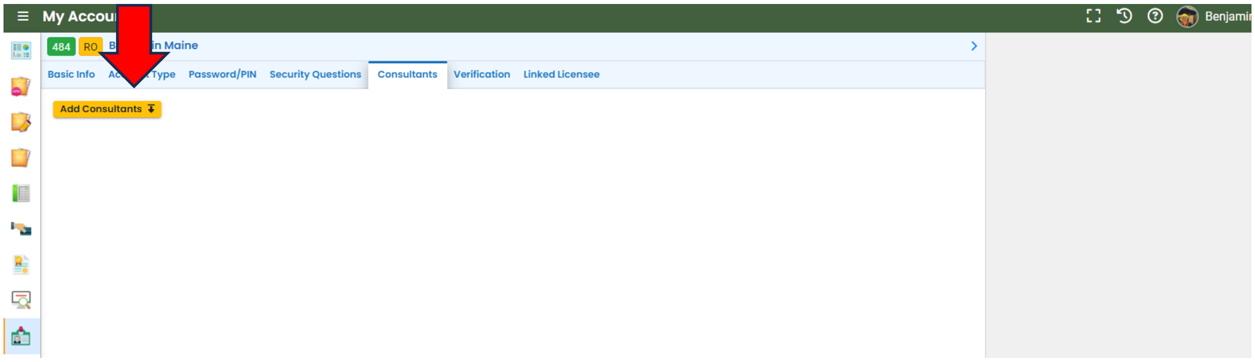
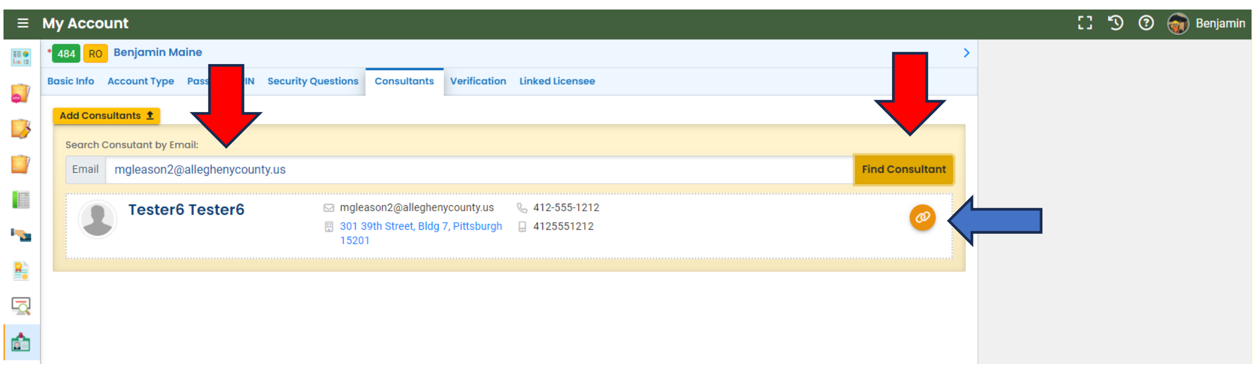
Which results in a screen like this.

Click on Add Consultants button.

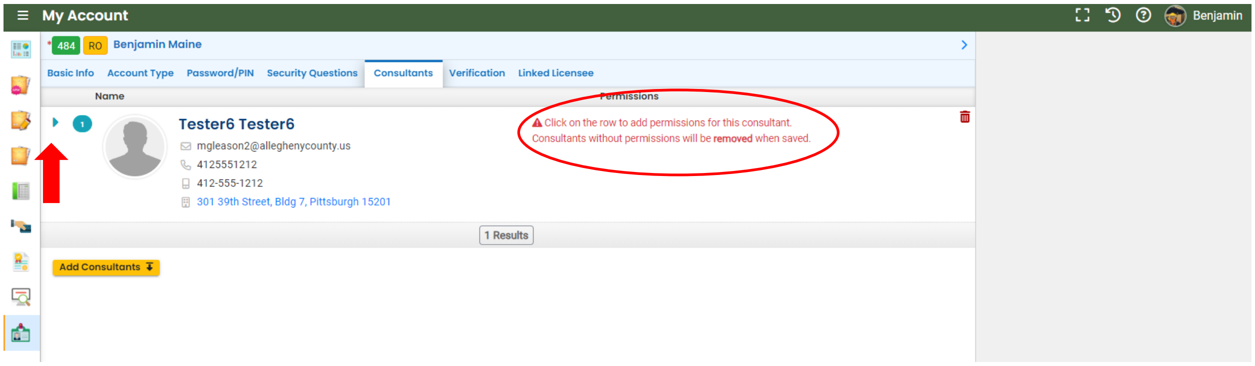


Then enter the email address that the consultant registered in REP and click Find Consultant (red arrows).

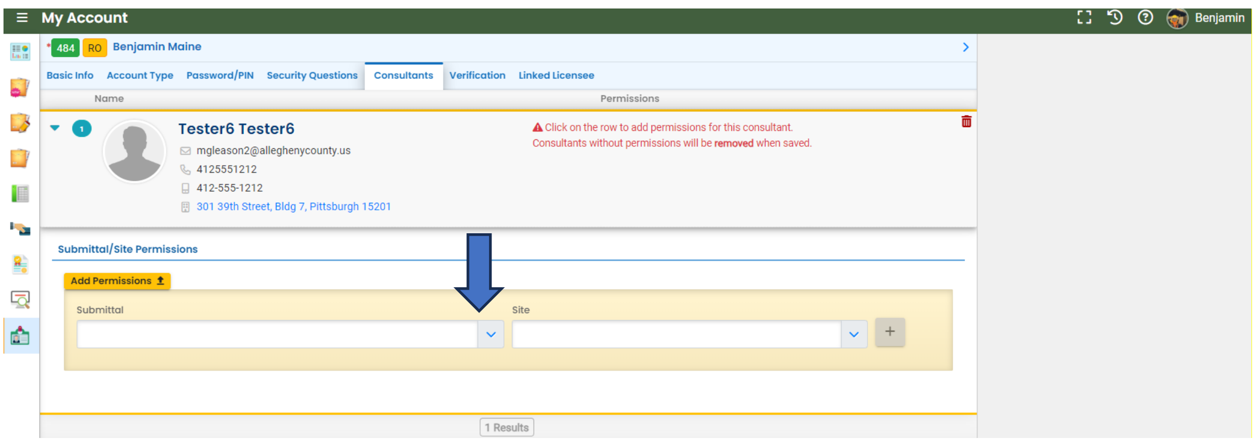
Click the yellow link button (blue arrow).

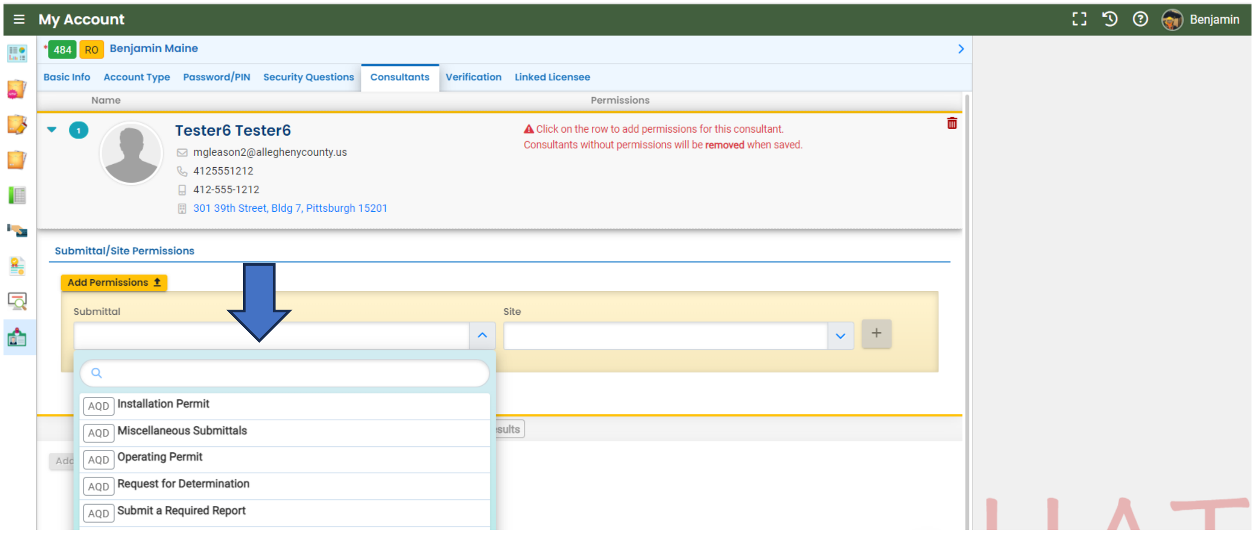


The message in red says to click the row – click the blue right pointing triangle (red arrow).

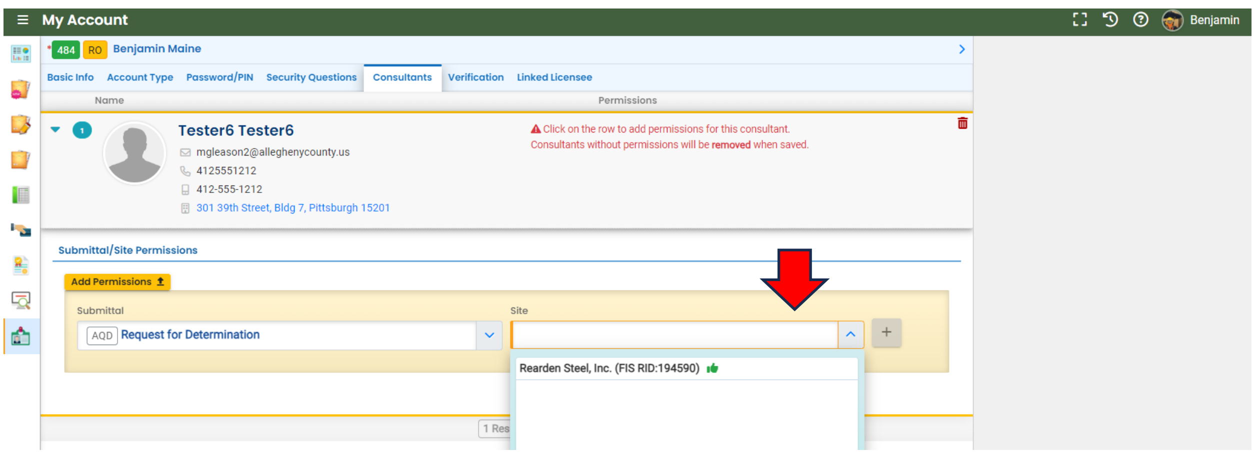


Now click the submittal type(s) needed under the pull-down menu (blue arrow)





Now click the facility needed.



Now click the yellow + sign.

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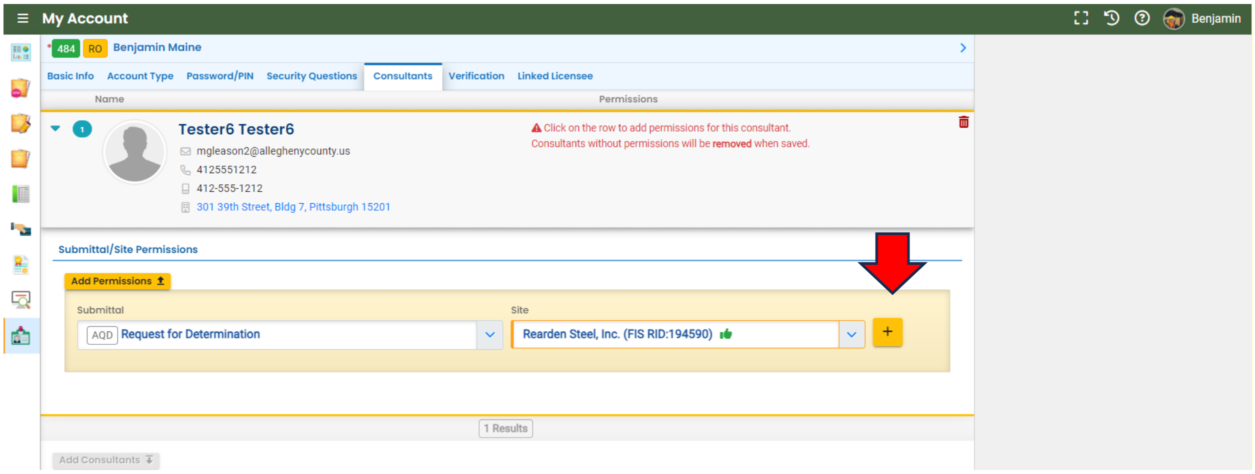
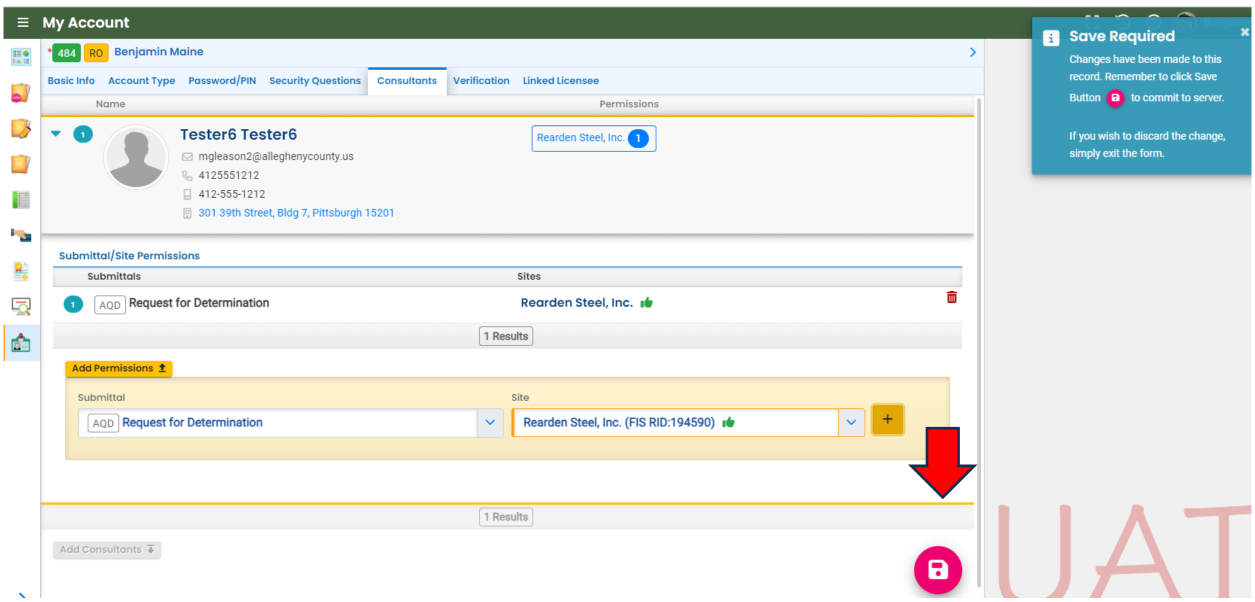
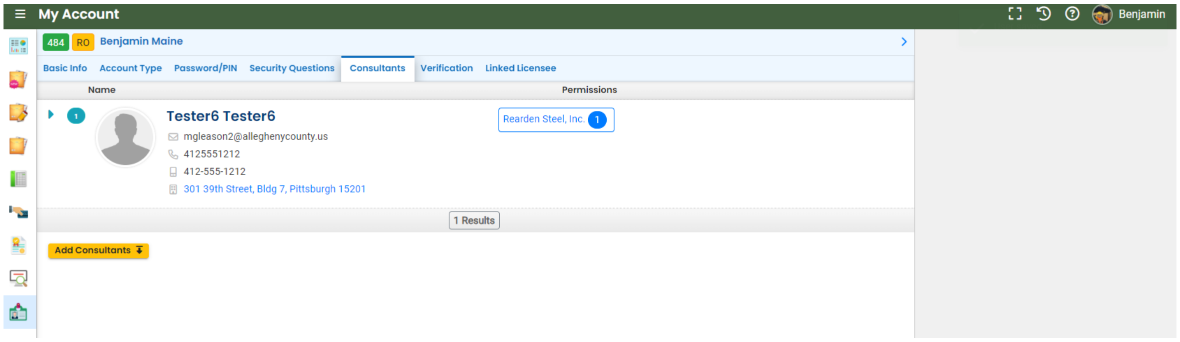


Now click the Save button (floppy disk icon inside a red circle in bottom right corner) to save data.



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

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



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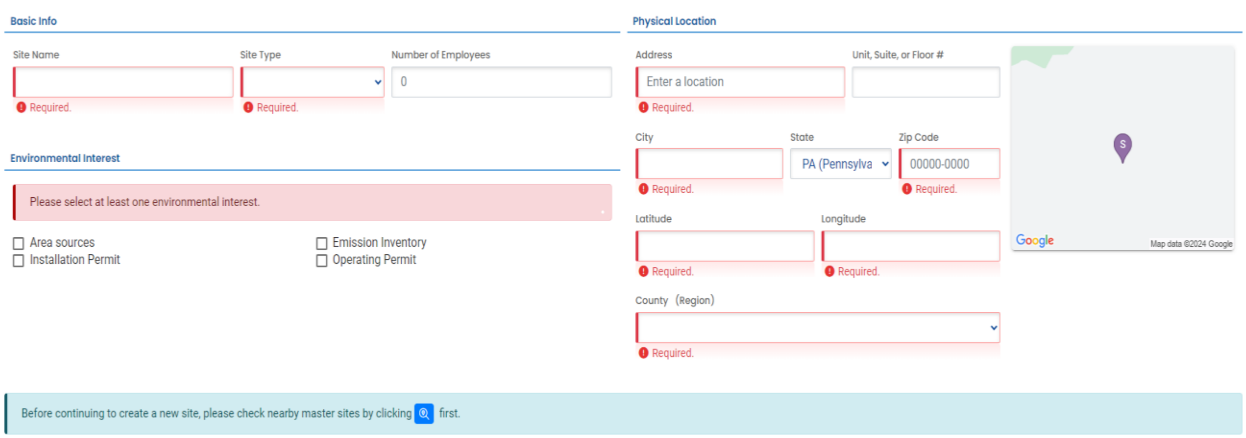
APPENDIX B: INSTRUCTIONS FOR RESPONSIBLE OFFICIAL TO CREATE NEW FACILITY (ALLOWS CONSULTANT TO PREPARE SUBMITTALS FOR A NEW FACILITY)

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.

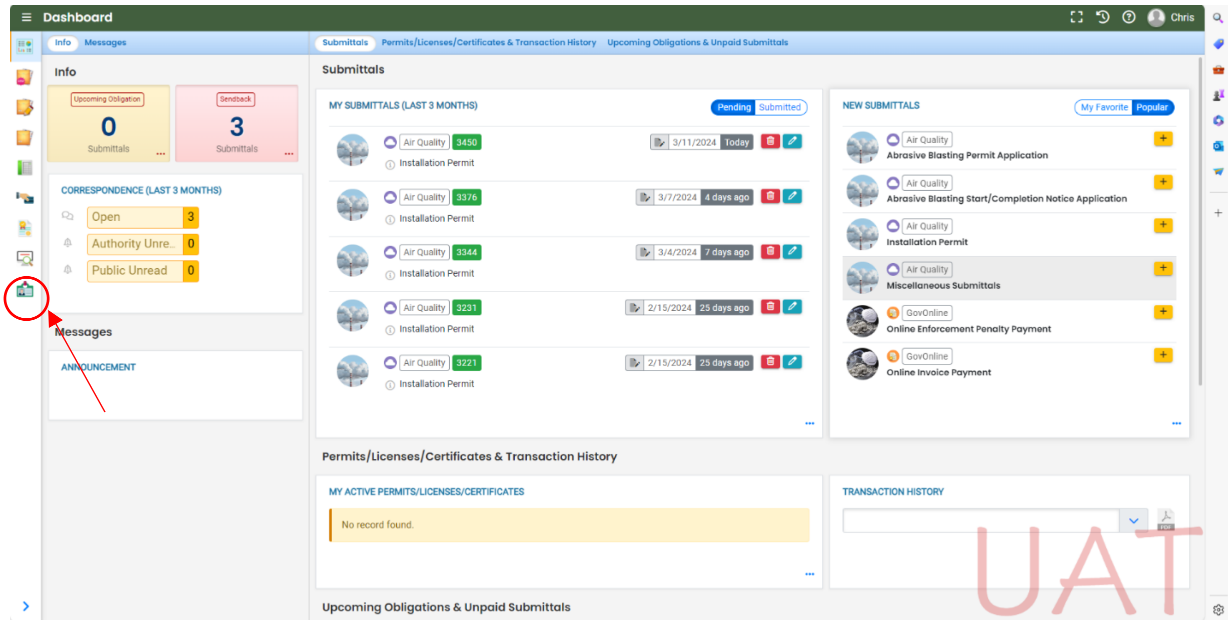
<u>The RO needs to do the following:</u>

- 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.*

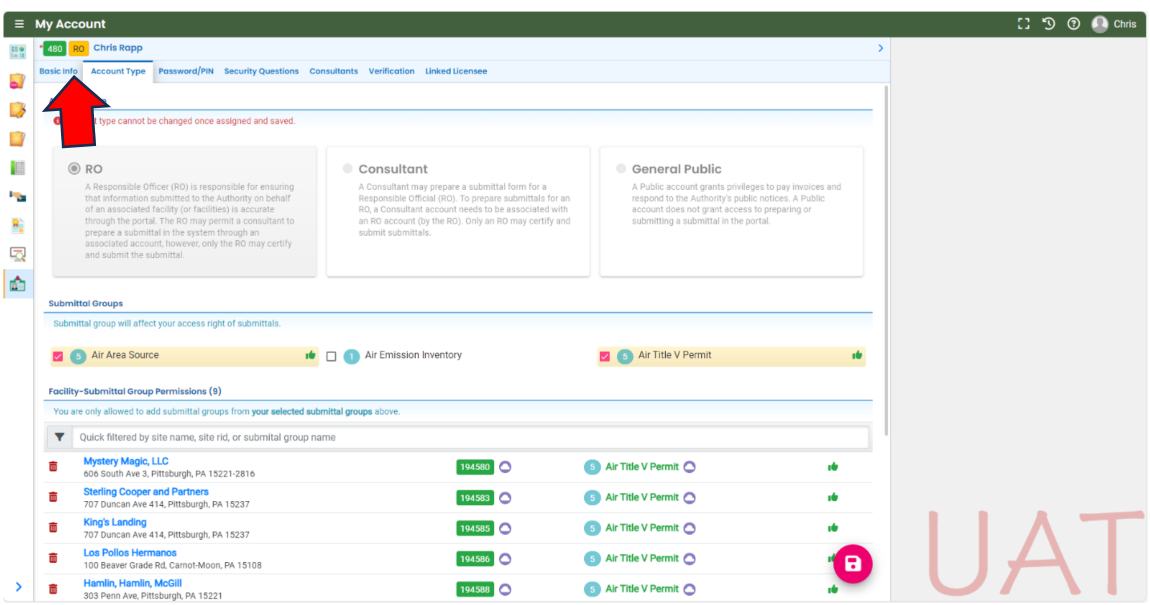


- The RO will be notified via email from AQPermits@alleghenycounty.us once this information has been entered.

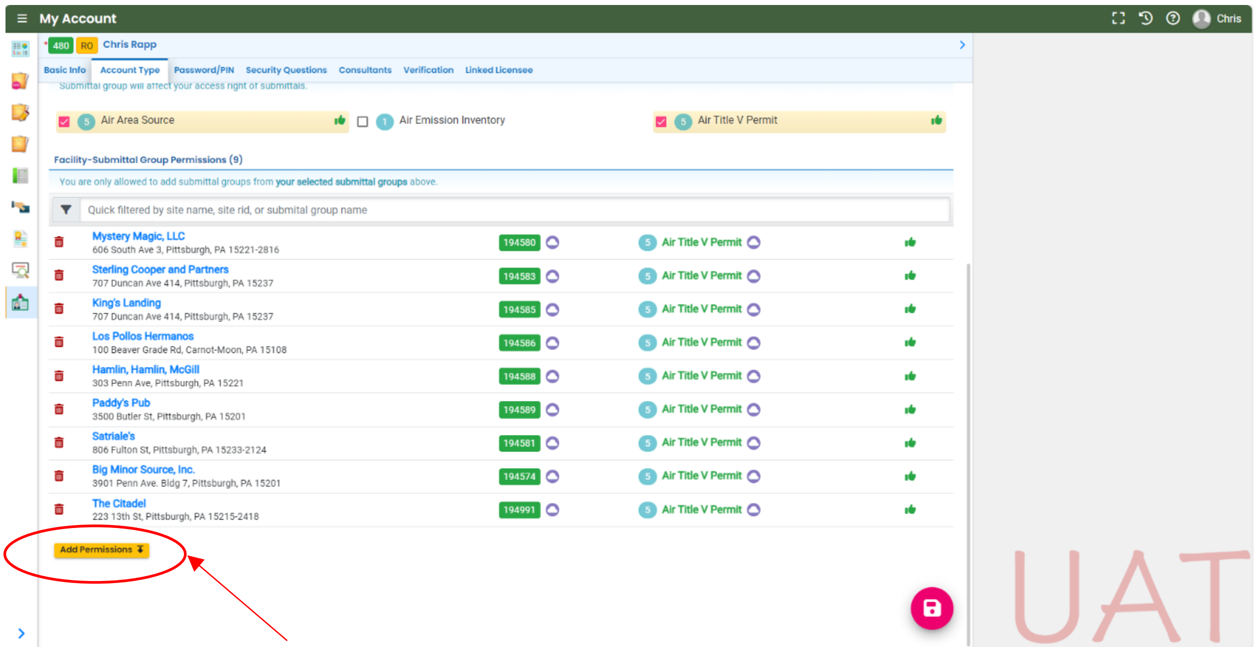
- Then, the RO must log on to REP and go to the 'My Account' page which appears at the bottom of the menu on the left-hand side.



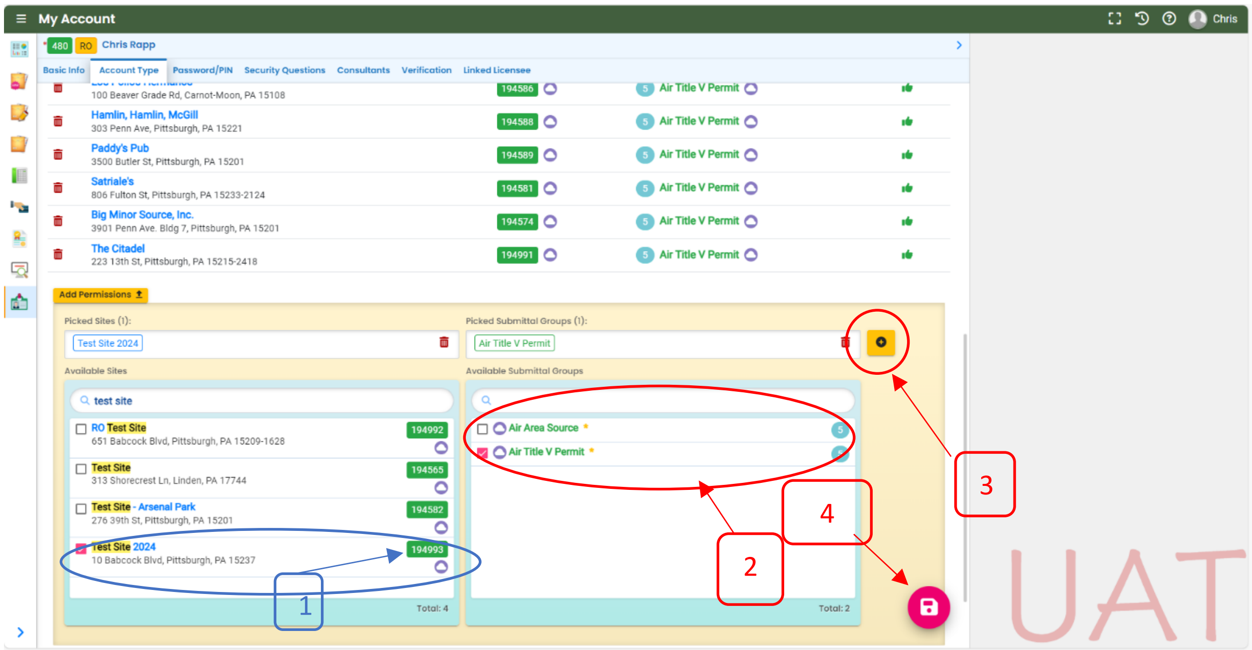
- Click on the Account Type tab.



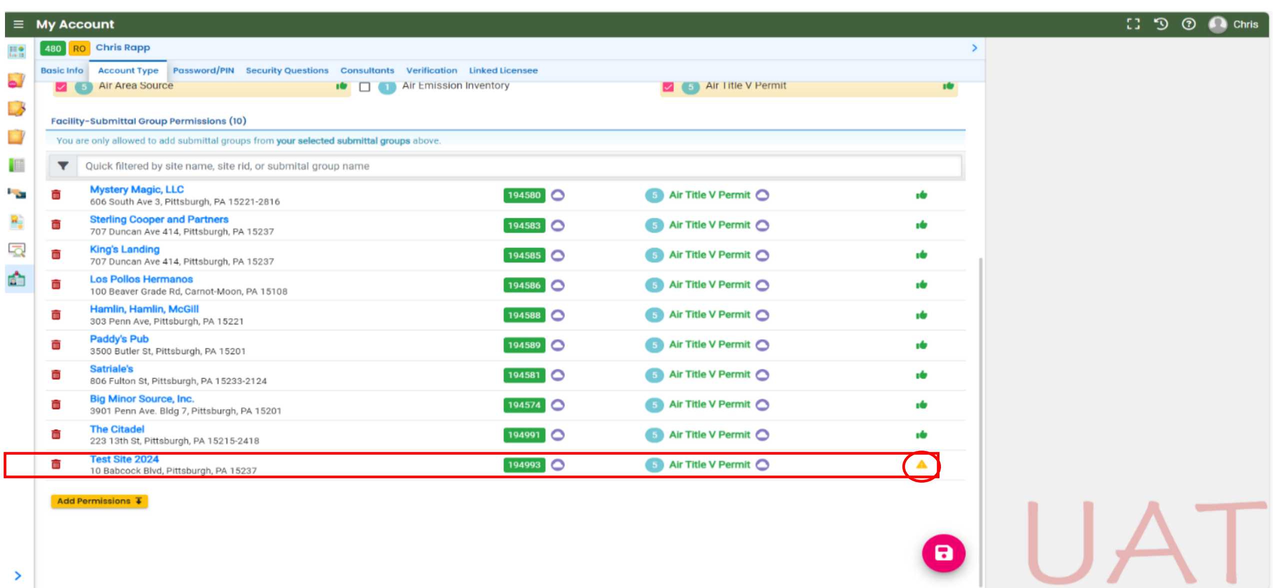
- On the ‘Account Type’ tab on the ‘My Account’ page, scroll down and click the “Add Permissions” button



- 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.)*



- 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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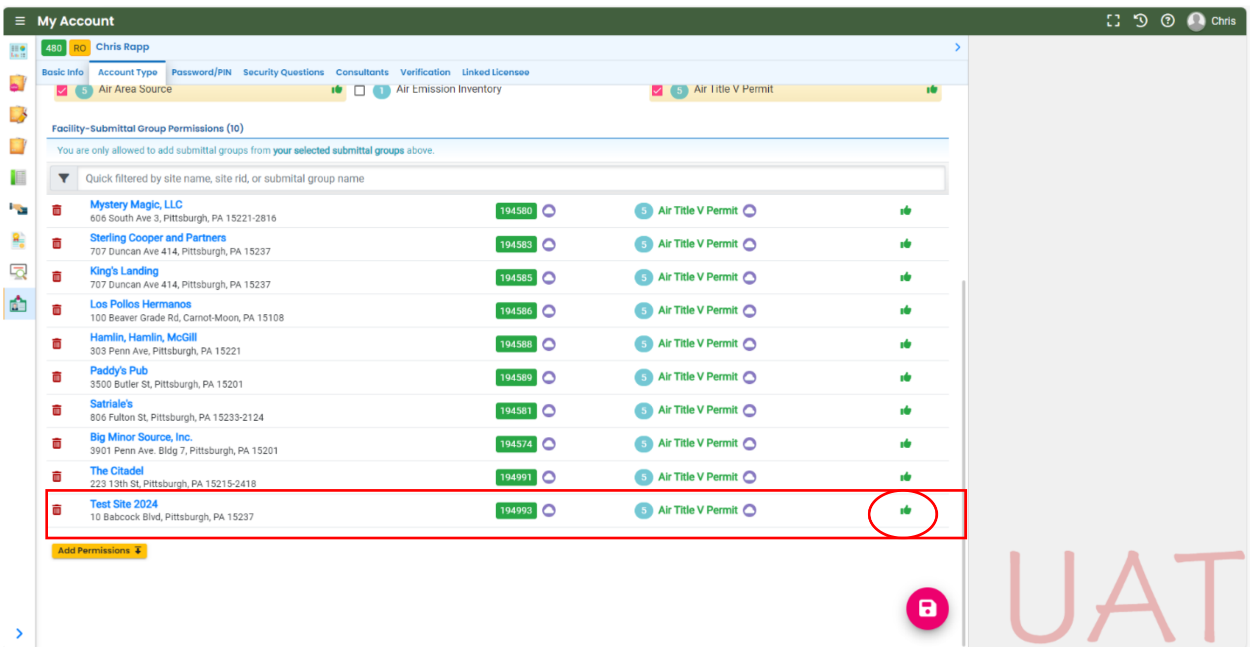
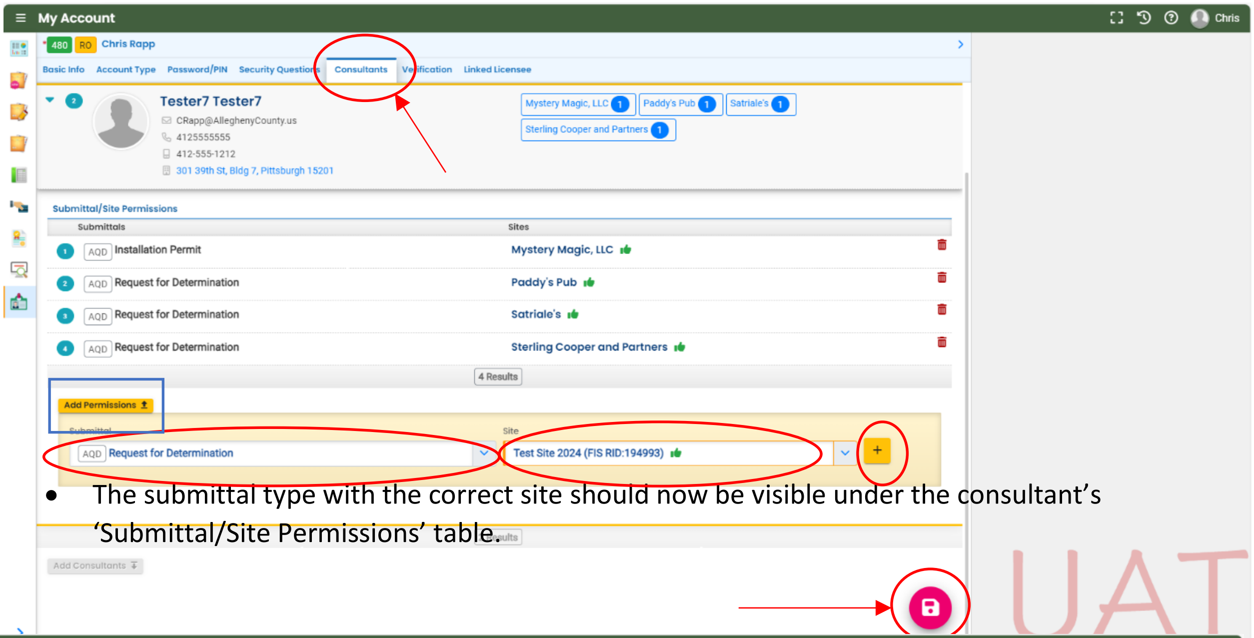
- Once this pending sign is visible, email aqpermits@alleghenycounty.us to inform the ACHD that you have requested permissions for the newly created site.
- Once the ACHD has approved the change in permissions, you will receive a system-generated email from govonline@govonlinesaas.com notifying you that “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).

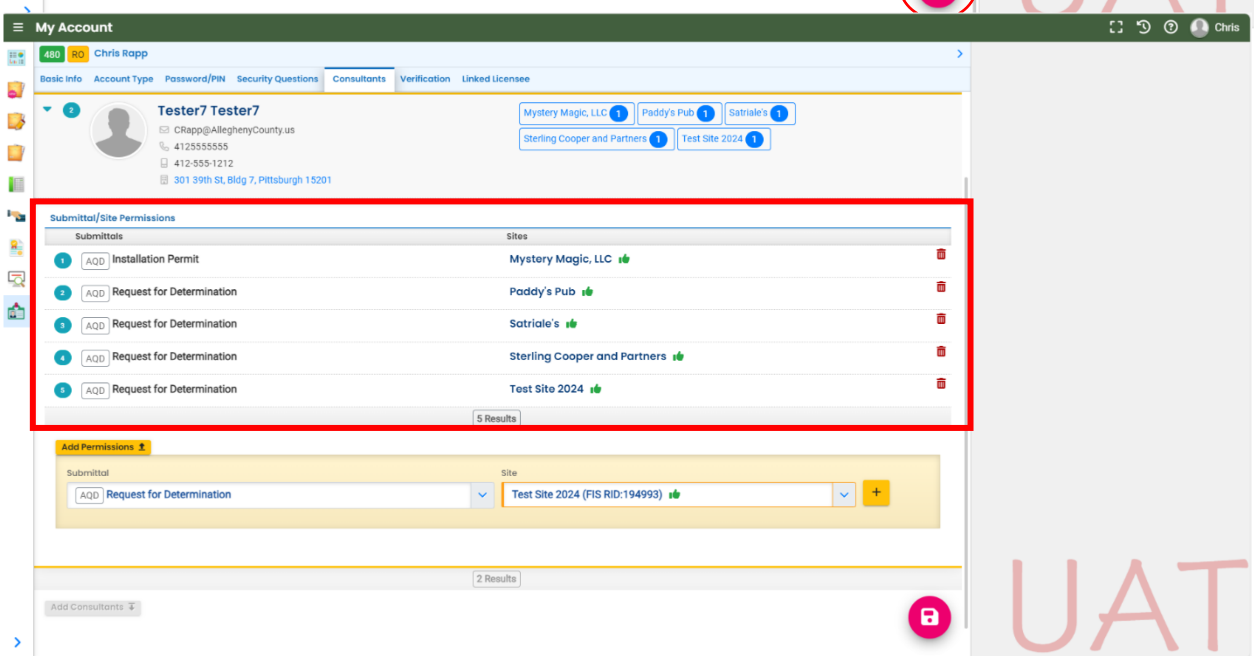


- Click on the ‘Consultants’ tab (refer to screenshot below)
- Enter the consultant’s email address (if consultant is not already linked to your account)
- Click on the arrow next to name of consultant you want to prepare the submittal
- Click on yellow “Add Permissions” (See blue rectangle in screenshot 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.

******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.



- 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.
