

Online Excess Emissions System

Q: What is the Online Excess Emission System?

The Online Excess Emission System is an electronic tool that allows facilities to complete the immediate notification and 30-day excess emission report requirements online.

Q: Why electronic online excess emission reporting?

Online excess emission reporting provides a convenient way for facilities to submit excess emission reports. Using the online reporting system for submitting immediate notifications and 30-day reports can save time while greatly increasing the timeliness, accuracy, and overall reliability of the information submitted.

Q: When do I use the Online Excess Emission System?

Use the Online Excess Emission System whenever you have an emission of regulated air pollutants or opacity in excess of an applicable limitation or requirement as specified in applicable rules, your permit, an administrative order, or a judicial order.

Q: Where can I find the Online Excess Emission System?

Links to the Excess Emission Immediate Notice form and Excess Emission 30-day report can be found on DEQ's Air Quality web page under the Air Quality Compliance and Enforcement section at:

<https://www.deq.ok.gov/air-quality-division/compliance-enforcement/reporting/>.

We suggest using the Chrome web browser for these forms.

Q: How do I sign up for the new nForm System?

If you have not registered for an account within nForm, please navigate to <https://applications.deq.ok.gov/nviro/nform/> and click on Register in the top right corner. It is important to register with a company email that is known to DEQ AQD. If you are not yet known to DEQ AQD, please fill out Form 100-733 for technical contacts and Form 100-882 for responsible officials (RO).

We suggest using the Chrome web browser for these forms. After registering, please navigate to the nForm home page. On the left column select Organization > Air Quality Division > Air Quality Compliance and Enforcement > 30-day Report or Immediate Notice. From here, you will be taken to the Air Quality Compliance and Enforcement landing page where you will see the Immediate Notice and 30-day forms. If your Company or Facility is not included in the dropdown menu for the Immediate Notice or 30-day forms, please contact excessemissions@deq.ok.gov or call (405) 702-4100 and ask for an excess emissions member or staff. This may indicate that you either used an email that is not on file with DEQ AQD or you are not yet known to DEQ AQD and need to fill out Form 100-733 or Form 100-882.

Q: How long after I sign up and identify myself to DEQ AQD will I receive access to nForm?

The system updates every evening around 6pm. Once we have confirmed that we have processed either Form 100-733 or Form 100-882, please allow the system to update overnight before checking for access.



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Q: Who can submit an Immediate Notice and who can submit a 30-day report?

ROs can start and submit both the Immediate Notice and a 30-day report. Technical contacts can start an immediate notice and a 30-day report but are only allowed to submit the immediate notification. A technical contact is one who has identified themselves on Form 100-733 and is known to the DEQ AQD as such. An RO is required to submit a 30-day report per OAC 252:100-9-7(e). An RO is one who has identified themselves on Form 100-882, meets the definition of an RO as defined on Form 100-882, and is known to the DEQ AQD as such.

Q: How to become a duly authorized RO representative?

As stated above, an RO is required to submit a 30-day report per OAC 252:100-9-7(e). If an RO is not available to submit and you are wanting to submit on behalf of your RO, you will need to be recognized as a duly authorized RO representative to DEQ AQD. In order to become a duly authorized RO representative to DEQ AQD, we will need a cover letter signed by the RO stating as such, as well as completed Form 100-882 with the duly authorized RO representative's signature.

Q: How will I know if my Excess Emission has been submitted successfully?

Once submitted, a generic email will be sent stating that the report was submitted successfully and provide you with your alphanumeric identifier. DEQ will then review the report and may contact the person reporting the excess emission event if there are any questions.

Q: Once an Excess Emission has been submitted, who has access to that report?

The Excess Emission is only visible to the owner of that form; however, there is a share access function that is on the bottom left corner of the submission overview page. To share access, please provide the email of the nForm user you are wanting to share with. You cannot share access with non-nForm users.

Q: Can I submit other attachments with my report?

Yes, you may submit supporting documentation in various formats, such as .xls, .docx, and .pdf within your Immediate Notice or 30-day submission on nForm. To attach the supporting documentation, navigate to the Event Information section. At the bottom of that page is a section named Attach Supporting Data. Once there, click on the Choose File button to upload any supporting documentation.

Q: What if I submit an Immediate Notice and then discover that there has not been an actual exceedance?

You will need to retract the Immediate Notice in writing (via paper or e-mail at excessemissions@deq.ok.gov) prior to any 30-Day Report deadline. Please be certain to reference the Immediate Notice Submission Identifier.

Q: How do I apply for an extension to the 30-day report?

Prior to the 30-Day Report deadline, you will need to request an extension for the 30-day report in writing via e-mail at excessemissions@deq.ok.gov. DEQ AQD will review the extension request to determine if it qualifies for a 30-day extension.

Q: Who do I contact if I have questions?

If you have questions, please contact the Excess Emissions Team at excessemissions@deq.ok.gov, or at (405) 702-4100.