GovOnline e-Permit Public Portal User Guide

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Oklahoma Department of Environmental Quality (OKDEQ)

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1 Overview of GovOnline e-Permit System

The e-Permit public portal is an online application that enables regulated entities to electronically prepare and submit their air permitting applications to OKDEQ's Air Quality Division (AQD).

OKDEQ currently supports the following Air permitting applications:

1. Area Source General Permit
2. Major Title V and Title V Renewals
3. Minor Synthetic & Minor Source
4. Oil & Gas Facility – Minor Source General Permit
5. Permit By Rule
    a. Oil and Natural Gas Facilities
    b. VOC Loading and Storage Facilities
    c. Grain Elevators
    d. Emergency Engines

The e-Permitting system provides the following features and benefits:

For the Regulated Community:

e-Permit will serve as a central platform for facilities to manage permit applications and permits. The e-Permit system offers online options for a wide spectrum of submittals, including:

- Environmental Permitting
    - Apply for new air permits
    - Submit permit modifications

In addition, the e-Permit system offers the following functions for the regulated community:

- Establish a user account and manage all submittals online;
- Assign and manage preparers, who may prepare and submit an air permit application on behalf of the Responsible Official/Company Representative of the facility
- Apply for air permits and submit required documents electronically
- Pay for air permit applications electronically. e-Permit supports a variety of payment methods including e-check, credit card, cash, money order, paper check. The last three payment options must be mailed to OKDEQ or delivered in person.
- Monitor the processing status of all online submittals and communicate with OKDEQ over the system
- Keep track of your submission history
- **NOTE: Responsible Official/Company Representative account holders who are registered to submit permits for the same company cannot see applications that other Responsible Official/Company Representatives submit thru GovOnline. OKDEQ advises companies to have only one Responsible Official/Company Representative to ensure that one person can see all applications for the company.**

1.1 Definitions, Acronyms, and Abbreviations

This subsection provides the definitions of all terms, acronyms, and abbreviations required to properly interpret the System Design Document.

Term	Definition
AQD	Air Quality Division
DEQ or OKDEQ	Oklahoma Department of Environmental Quality
O&G	Oil & Gas
Title V	Title V of 1990 Clean Air Act, the environmental law for the operation permits mandated under the 40CFR Part 70 regulations

1.2 Prerequisites

In order to use the e-Permit system, please make sure you have:

- Internet connection
- IE 7.0 or higher
- PDF file Viewer (for viewing PDF files only)

2 Public Site Account Management

If you plan to submit data through e-Permit, you will need to establish a user account. This section explains the types of user accounts and provides details on how to create and manage an account.

2.1 Account Types in e-Permit Public Portal

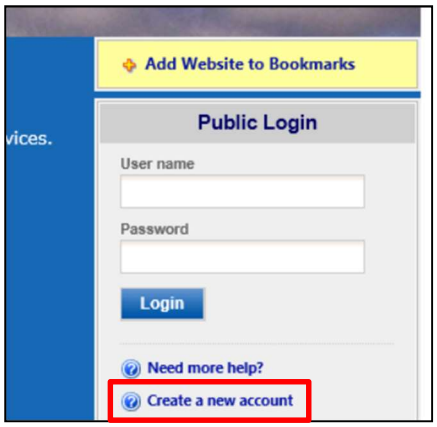
Currently e-Permit has two types of public accounts – Responsible Official/Company Representative and Data Preparer. It is important for the user to identify their role because each account has different access privileges. The table below explains the differences between the two account types.

User Type	Purpose	Account Privileges
Responsible Official or Company Representative (Company Employees Only)	The Responsible Official/Company Representative possesses the ability to prepare and submit air permitting applications in the e-Permit system. In addition, the Responsible Official/Company Representative user can add Data Preparer accounts under their account to enable those users to prepare and submit permit applications on their behalf. **NOTE: Responsible Official/Company Representative account holders who are registered to submit permits for the same company cannot see applications that other Responsible Official/Company Representatives submit thru GovOnline. OKDEQ advises companies to have only one Responsible Official/Company Representative to ensure that one person can see all applications for the company.**	▪ View an air permit application form and prepare an air permit application ▪ Submit an air permit application ▪ View submission history ▪ Keep track of the status of submitted applications ▪ Keep track of issued permits ▪ Associate a data preparer/consultant to your account to prepare applications
Data Preparer (Company Employees or Consultants)	A Data Preparer is someone who is assigned by a Responsible Official/Company Representative to create and prepare applications for their facility. The types of application and the facilities that the preparer can prepare applications for are all defined by the Responsible Official/Company Representative. A Responsible Official/Company Representative can be associated as a preparer for another Responsible Official/Company Representative.	▪ View and prepare an air permit application ▪ View submitted applications made by you ▪ Keep track of the status of submitted records ▪ Keep track of issued permits

2.2 Account Creation Process (All account types)

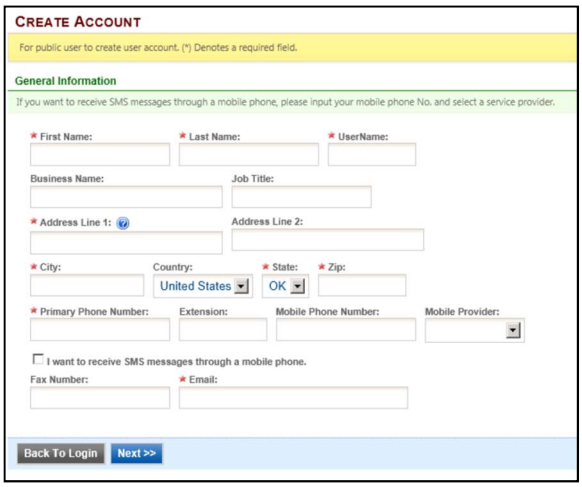
The steps below outline the process for creating a GovOnline account.

Step 1: Click the **"Create a New Account"** link in the login page.

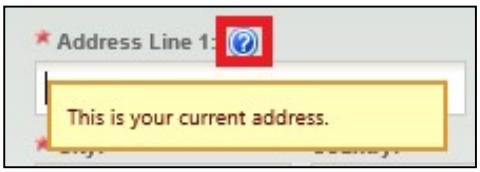


Step 2: The user will need to enter in their identification information (Business, Name, Username, Title, etc.) along with their contact information (address, e-mail, phone number).

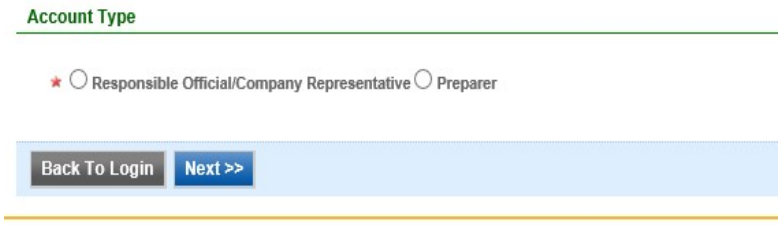
Any field that contains an * icon is required and must be filled to continue. If these fields are not filled, the system will display a validation error that fields are missing. Once complete, the user should click the 'Next' button.



By placing the mouse over the icon, a help box will display to provide additional information.

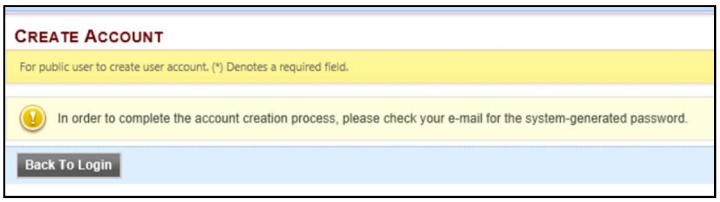


Step 3: The user will need to select an account type for which they are applying and click 'Next'.



Step 3: To finalize the application, a CAPTCHA needs to be verified. Once verified, the account will be created.

Step 4: The system will display a message with instructions on how to activate your account.



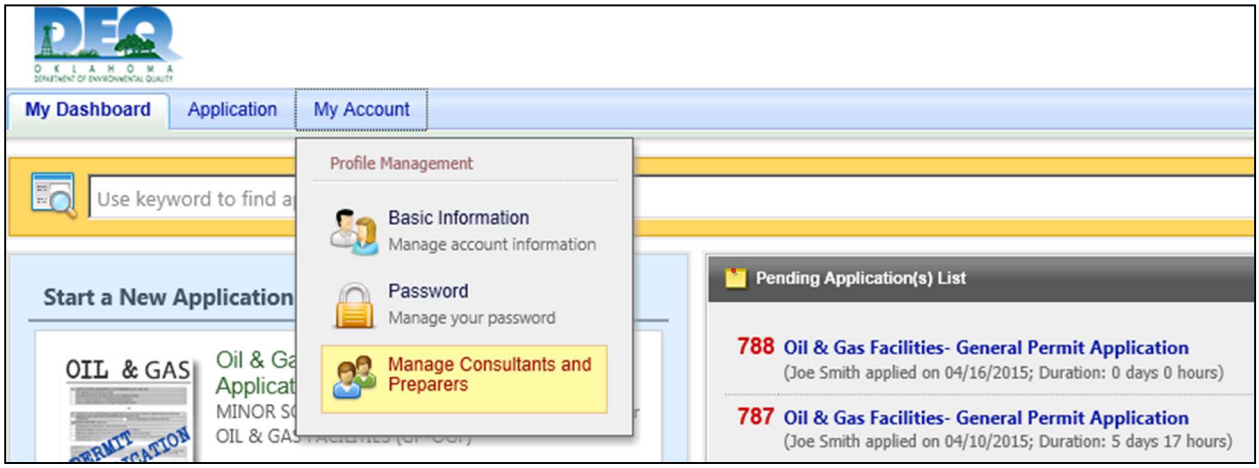
Step 5: The account will not be active immediately. OKDEQ will review the account request, update the record and approve the account. The user will receive an email when the account is approved.

2.3 Managing Associated Consultants/Preparers (Responsible Official/Company Representative Only)

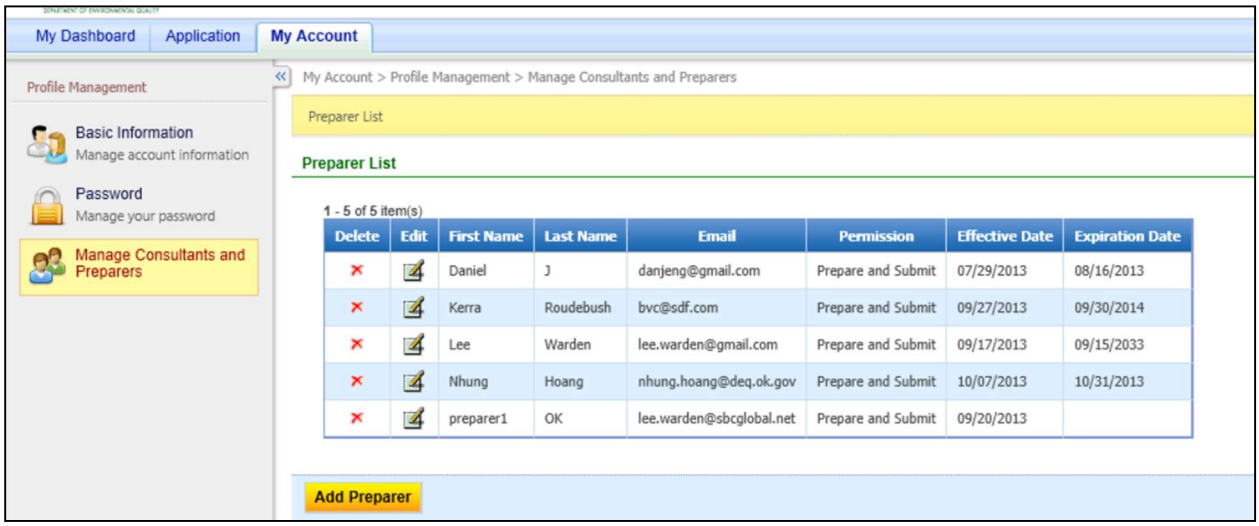
A Responsible Official/Company Representative user can manage a list of associates (preparers) to help the Responsible Official/Company Representative to prepare applications. This option is useful in situations where a Responsible Official/Company Representative manages multiple facilities and requires additional assistance. When a preparer creates an application for the Responsible Official/Company Representative, the Responsible Official/Company Representative can see the newly created application when he/she logs into e-Permit. Once the application is reviewed by the Responsible Official/Company Representative, the Responsible Official/Company Representative can then submit the application. This Section describes the features the Responsible Official/Company Representative can use to manage his/her preparers within the e-Permit system. In addition, this section explains how a Responsible Official/Company Representative can associate or disassociate a preparer from his/her account.

The Responsible Official/Company Representative user can view the preparers that are associated with his/her account by clicking on the "Manage Consultants and Preparers link" under the My Account tab as depicted below.

Note: The terms consultant and preparer are used interchangibly in this document.

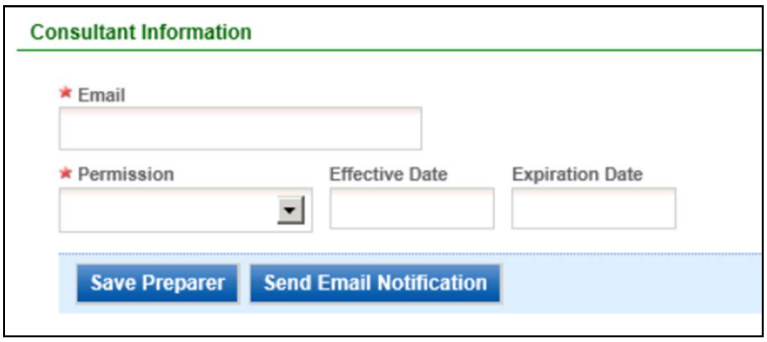


The grid view displays the data preparers that have been associated with the Responsible Official/Company Representative's account, and the effective and expiration dates of the association. When the association expires the data preparer will no longer possess the ability to prepare applications on behalf of the Responsible Official/Company Representative.



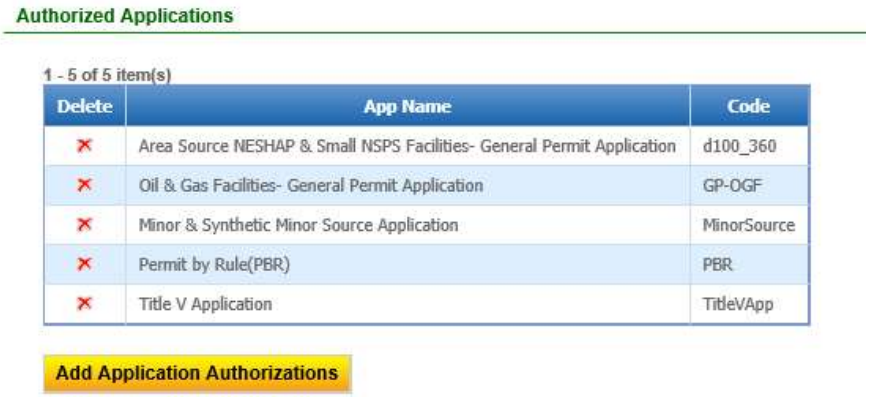
If the Responsible Official/Company Representative user wants to disassociate preparer user(s), he/she can simply click on the ✖ icon to remove them. By clicking on the icon, the user can view and edit the association setting.

The Responsible Official/Company Representative can add a preparer to his/her account by clicking on the yellow Add Preparer button. The system first prompts the Responsible Official/Company Representative for the preparer's e-mail, **<u>which means that the preparer is required to have an account in the e-Permit system</u>**. Next, the system asks for the permission assignment (i.e. Prepare Only or Prepare and Submit) and the effective date and expiration dates of the association. If the associated data preparer is a consultant, they may have Prepare Only submission. Click the Save button to add the consultant/preparer to your account.



To complete the association, the Responsible Official/Company Representative needs to authorize the preparer to complete specific

application types. To accomplish this, click on the icon next to the data preparer's name in the Preparer List grid. Click on the Add Application Authorizations button to identify the application(s) that the data preparer is allowed to complete and click OK. Click the Save Preparer button to save all changes made on the screen.



2.4 Managing Account Settings

After creating an account, the user has the option to go back and modify his/her account information. Having the ability to edit the user account information is important because the e-Permit system contains several functions that rely on this data. For example, if the user has an incorrect e-mail address, the user will not receive any e-mail notifications. The user is able to manage his/her account security settings and his/her associations. Poor configuration in this section can lead to hinderance in creating and submitting applications in the e-Permit system. This is why it is imperative for the user to keep their information current and accurate.

The user can manage their account settings by clicking on 'My Account'.

In the "My Account" module, the user can select from the following options:

1) In 'Basic Information', the user can change their name and contact information. The section provides tabs along the top so that the user can also change his/her address information.

2) The 'Password' option allows the user to edit/change their password, which prevents unauthorized access to their account and prevents unauthorized users to submit applications.

3) The 'Managing Associated Consultants and Preparers' section allows user to manage his/her consultants/preparers.

2.4.1 Manage Account General Information

This section details how the user can manage their acccount information. In 'Basic Information', the user will be able to see two tabs: General Information and Address Information.

Under the General Information tab, the user can modify his/her contact information.

In the Address tab, the user can specify a different billing address from their mailing address and vice versa.

2.4.2 Protect Account Security

The 'Password' option allows the user to prevent unauthorized access to their account and preventing unauthorized users to submit applications.

By clicking 'Password', the user can go to the 'My Password Information' tab to change their password by entering their old password and by entering their new password.

2.5 Public Portal Homepage

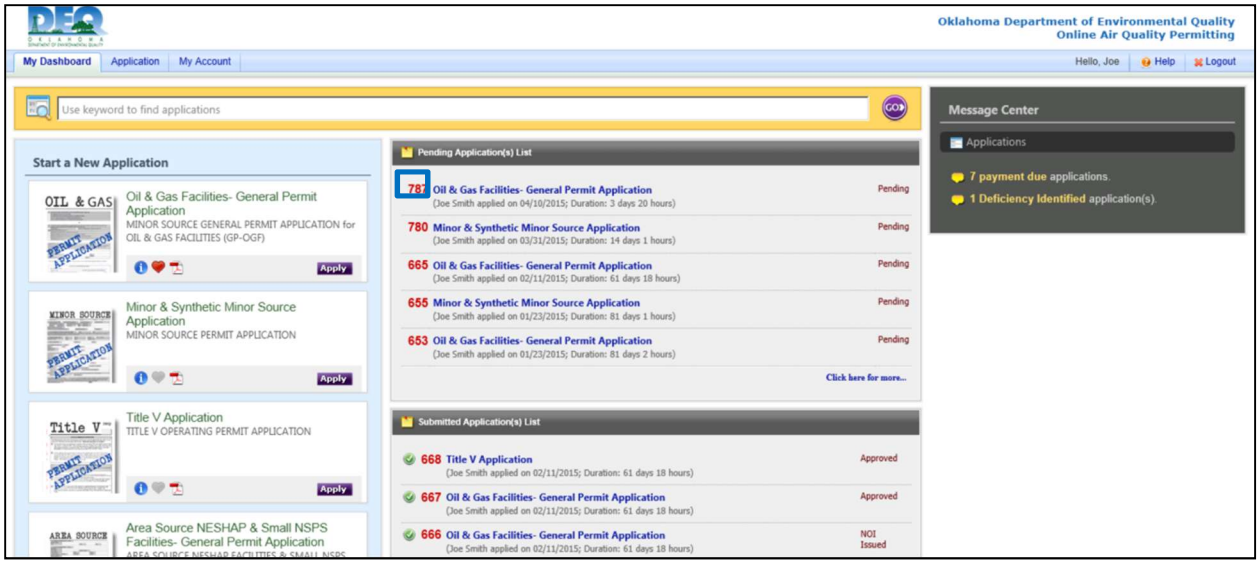
The public portal account homepage is comprised of three tabs:

1. The **My Dashboard tab** serves as the main login page tab. Here, the user can start a new air permit application, view their recent pending and submitted applications, and view applications that require their attention (e.g. applications with a pending payment or applications that are missing an attachment).
2. The **Application tab** allows the user to track their application history. Users can view applications that they have started but not completed (i.e. pending applications) and applications that they have submitted to OKDEQ. In addition, the user may also view and print out issued permits, and/or communicate with OKDEQ via the correspondence function from this tab.
3. The **My Account tab** allows the user to manage their account information such as their contact information and password. In addition, if the user has a Responsible Official/Company Representative account, the user can add preparer user(s) to their account.

2.5.1 My Dashboard

The e-Permit homepage is also called the 'Dashboard'. This page gives the user visibility of key features that e-Permit has to offer. The dashboard provides access to permit applications, applications that need to be finished, and applications that have already been submitted. The five latest records are displayed on the dashboard; however, the user can click on the "Click here for more…" link to view all the records.

Note: The red number that is beside each application record corresponds to the record's submission/application ID. A unique submission ID value will be assigned to each permit application that is created in the system. The submission ID is a very important number which can be used to look up and track the application.



The My Dashboard tab contains the following windows:

1. **<u>Start a New Application</u>**: Allows the user to start a new application from the dashboard. e-Permit currently support four different air permit applications as shown above.
2. **<u>Pending Application List</u>**: Displays the latest 5 applications that have been started but not submitted. These applications will be marked with a pending status as depicted above.
3. **<u>Submitted Application List</u>**: Displays the latest 5 applications that have been submitted to OKDEQ. OKDEQ's AQD will begin reviewing the permit application after it's been submitted. The permit application's status will be updated throughout the lifecycle of DEQ's review process. A submitted application can have one of the following statuses:
    a. **Partial Submission**: The permit application has been submitted to OKDEQ; however, the permit fee has not been paid since the user opted to pay in person, or by check or money order. OKDEQ will mark the application as being paid when they have received the payment. In addition, this status can also be assigned to applications that are missing attachment(s). For example, the user can choose to mail the attachments to DEQ. OKDEQ will update the submission status to "Data Verification Completed" once they verified that all required materials have been provided and the application is complete and accurate.
    b. **Complete Submission**: The permit has been submitted to OKDEQ with the fees paid and attachments electronically uploaded.
    c. **Data Verification Completed**: The OKDEQ administrator has performed his/her initial review of the application and has checked the application for completeness (e.g. all fees paid, all submitted documents provided, etc.)
    d. **Administrative Review**: OKDEQ AQD has started the administrative review process.
    e. **Technical Review**: OKDEQ AQD has started the technical review process.
    f. **Public Comment Period Open**: The application has been released for public review/comments on OKDEQ's Public Review page. This status only applies to Title V permit applications
    g. **Public Comment Period Closed**: The application has been closed for public review/comments on OKDEQ's Public Review page. This status only applies to Title V permit applications
    h. **EPA Review**: The application is being reviewed by EPA Region 6 personnel. This status only applies to the Title V permit applications.
    i. **Approved**: The application has been approved and the permit has been issued to the applicant.
    j. **NOI Issued**: The Notice of intent to construct application has been approved and the NOI has been issued.

4. **Application(s) Requiring Attention**: Displays the applications that have a pending payment, are missing attachments, or in deficiency status.

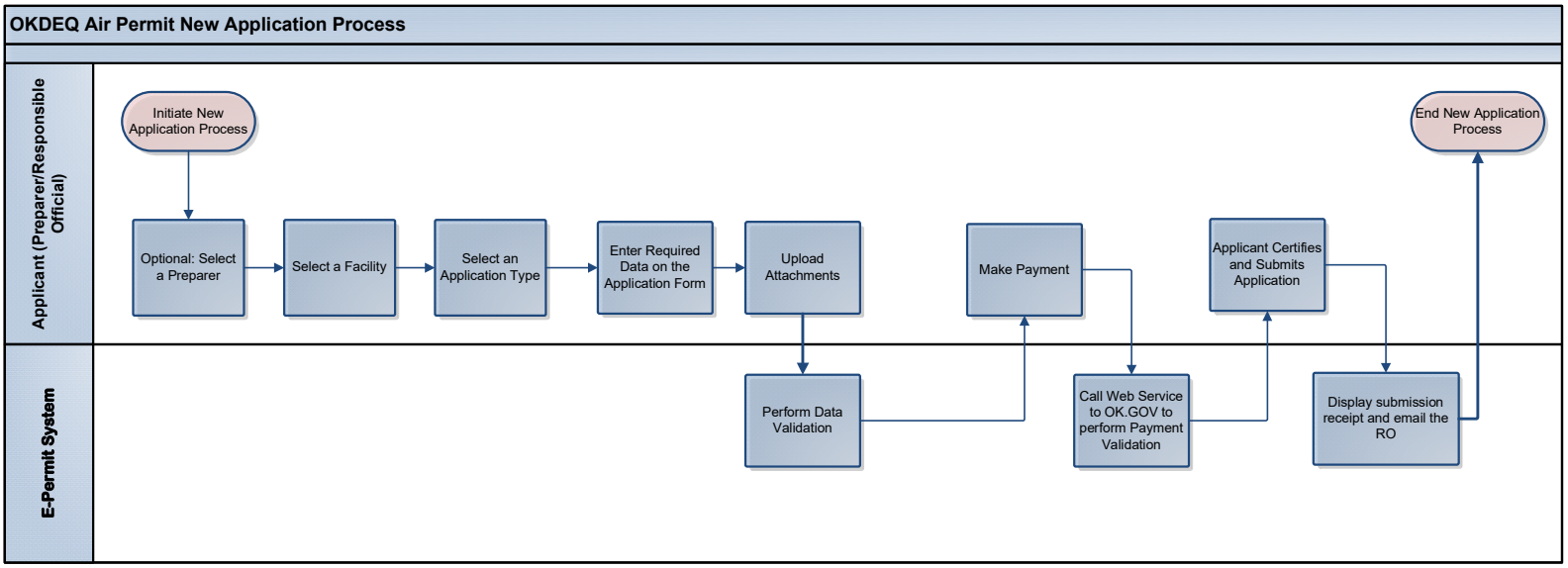
3 Application Submission and Management

Once an account is established, the user could begin online submittals. Currently e-Permit provides the ability to apply for the following permits:

1. Area Source General Permit
    a. Notice of Intent to Construct
    b. Notice of Intent to Operate
    c. Notice of Modification
2. Major Title V
    a. Title V Operating Permit
    b. Title V Minor Modification to the Operating Permit
    c. Title V Significant Modification to the Operating Permit
    d. Administrative Amendment
3. Minor Synthetic & Minor Source
    a. Construction Permit
    b. Modification to Construction Permit
    c. Operating Permit
    d. Modification to Operating Permit
4. Oil & Gas Facility – Minor Source General Permit
    a. Notice of Intent to Construct
    b. Notice of Intent to Operate
    c. Notice of Modification
5. Permit By Rule
    a. Oil and Natural Gas Facilities
    b. VOC Loading and Storage Facilities
    c. Grain Elevators
    d. Emergency Engines

3.1 Overview of Application Submission Process

To better understand how to use the e-Permit system, it is important for the user to understand the submission process. The diagram below provides a high overview of the application submission process.



Major steps of submitting an application in e-Permit are listed in the following table.

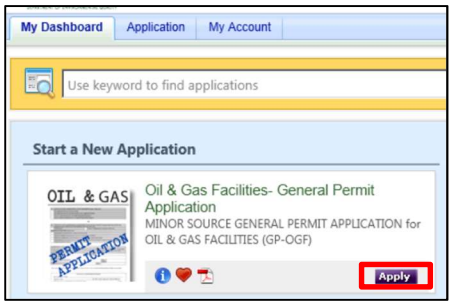
Step #	Name	Highlights of System Functions & Description
1.	Select an application from the Dashboard	The user can apply for the 4 permits: 1. Area Source General Permit 2. Major Title V 3. Minor Synthetic & Minor Source 4. Oil & Gas Facility – Minor Source General Permit 5. Permit By Rule a. Oil and Natural Gas Facilities b. VOC Loading and Storage Facilities c. Grain Elevators d. Emergency Engines
2.	**Optional:** Select a Preparer	The Responsible Official/Company Representative user can select a preparer to assist him/her with the application. This step is completely optional. If Responsible Official/Company Representative chooses to prepare the application without a preparer, he/she can leave the preparer dropdown value as "None". The individuals listed in the preparer dropdown are configured by the Responsible Official/Company Representative. If you are a Responsible Official/Company Representative, please refer to section 2.3 for instructions on how to add a data preparer user under your account.
3.	Select a facility	The Responsible Official/Company Representative account is automatically tied to a company in the e-Permit system. Facilities under that company will be displayed in the facility dropdown. The Responsible Official/Company Representative can select a facility from the dropdown to pre-populate the company and facility sections on the application form. Based on the facility selection, e-Permit will pull the company and facility data from OKDEQ's TEAM database and automatically populate it in the online application form. If you cannot find your facility in the Facility dropdown, you may select the "Create New Facility" option.
4.	Select an application type	Based on the selection of the application type, the system will bring up different application forms which mimic the 'paper' form.
5.	Enter required data on the application form	e-Permit will perform data validation along with the preparation of an application form, and display warning / error messages to the user if the data validation fails.
6.	Upload attachment(s)	e-Permit supports the uploading of required and optional attachments. The file format of the attachments include: WORD (doc, docx), EXCEL (xls, xlsx, and csv), PDF, image (JPEG, PNG, GIF, etc.)
7.	Data validation and completeness check	At the end of the application process, the e-Permit system will validate the data that has been entered on the form for completeness (e.g. all required fields have been filled in and all attachments have been provided).
8.	Payment	The user can pay for the application fee on the Payment page.
9.	Certification	The user will be presented with a certification statement that they must acknowledge before submitting the application and payment.
10.	Acknowledgement Receipt and confirmation email	For each successful submission, e-Permit will present an acknowledgement receipt on the screen. The receipt can then be printed by the user if they wish. The receipt contains the following information:

Step #	Name	Highlights of System Functions & Description
		• Unique Submission ID (Note: This ID is very important. This ID will be used by the user and OKDEQ's AQD to track the application in the e-Permit system.) • Date and Time of submission • Name, Address, and contact information of RO • Facility Name and (if applicable) Permit Number of submission • Indication of (and details for) any attachments provided along with the submission e-Permit will also send a confirmation email to the user with similar information as the receipt.

3.2 Applying and Submitting Application

*Note: All online permit applications follow the same application process flow. An example Oil & Gas facility general permit application is presented below to illustrate this process.

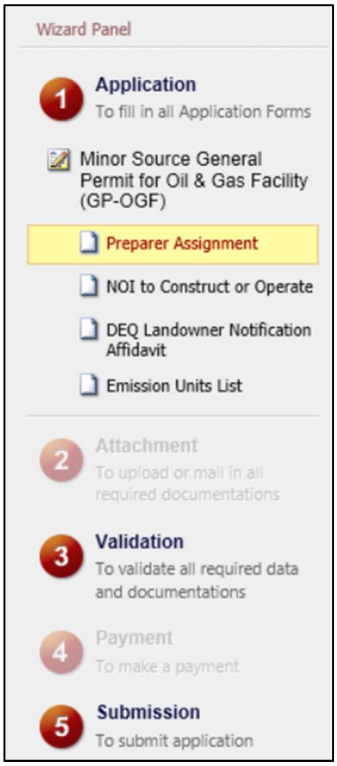
Click on the "Apply" button on the homepage to submit an Oil & Gas Facility General Permit application.



e-Permit utilizes an application wizard panel to guide the user through the application process. Each application is divided into various sections (e.g. Application, Attachment, Validation, etc.) as shown below. At any given time, the user can refer to the application wizard to track/view the application progress.

The Oil & Gas (O&G) Facility General Permit application is composed of the following sections:

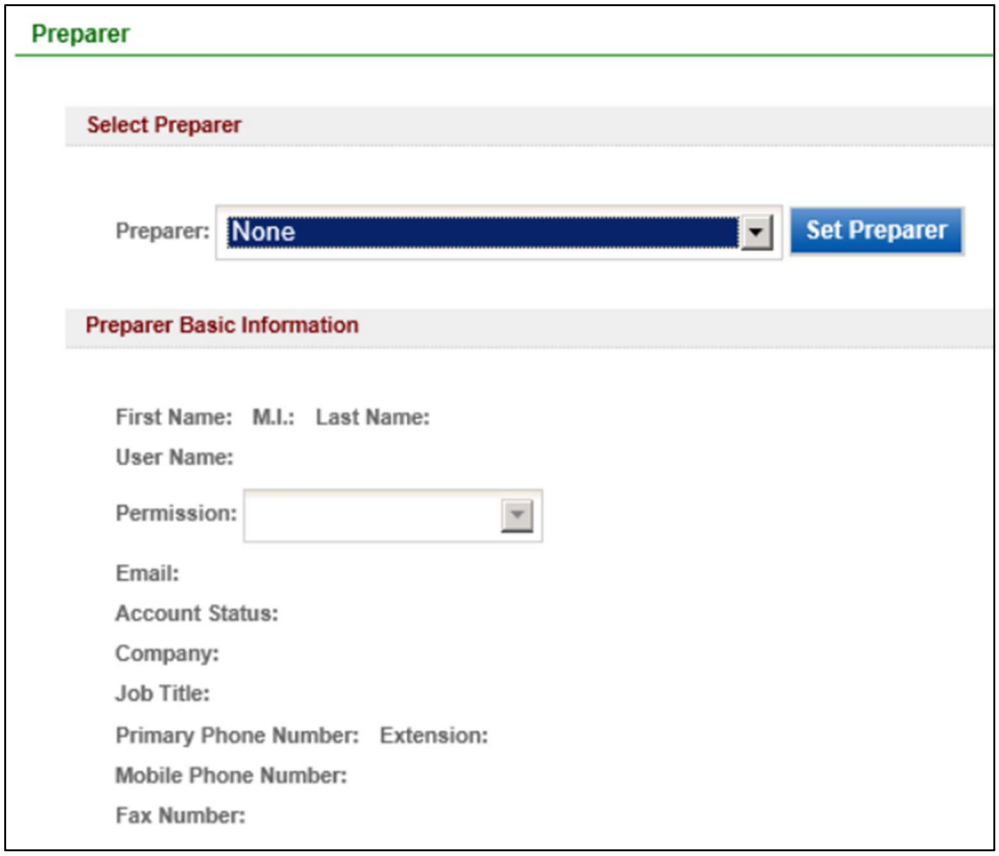
1. Application: The user will fill out the Oil & Gas Facility General Permit online forms in this section. The Application section includes the following sub-sections:
    a. Preparer assignment: The Responsible Official/Company Representative can assign a preparer and select a facility.
    b. NOI to Construct or Operate: The user selects the type of application that they will be completing. The following options are available: Notice of Intent to Construct, Notice of Intent to Operate, and Notice of Modification.
    c. DEQ Landowner Notification Affidavit
    d. Emission Units List: Report emission units
2. Attachment: The system will automatically identify the required and optional attachments based on the user's selections. The user can electronically upload the attachment in this section, or indicate another delivery method.
3. Validation
4. Payment: The system will automatically calculate the user's application permit fees based on the user's application type selection. The application fees can be paid electronically (via e-Check and Credit Card), mailed to OKDEQ, or paid in person.
5. Submission: Certification and submission.



Important: Every application that is started in e-Permit will be assigned a unique submission/application ID for tracking purposes.

3.2.1 Preparer Assignment (For Responsible Official/Company Representative Use Only)

The user can assign a preparer to their application via the "Preparer" dropdown. This step is completely optional. The Responsible Official/Company Representative may skip this step if they will not be working with a data preparer. The preparer assignment will not be confirmed until the user clicks on the "Set Preparer" button. The individuals listed in the Preparer dropdown are configured by the Responsible Official/Company Representative user. In order for the data preparer's e-Permit account to be displayed in the dropdown, the data preparer must have an e-Permit account, and the Responsible Official/Company Representative must have added the data preparer to his/her account (as detailed in section 2.3).

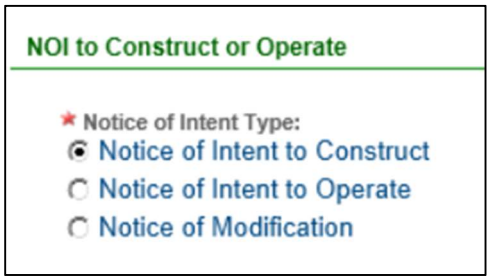


Note: The Preparer Basic Information section is read-only in the above screenshot.

Next, the Responsible Official/Company Representative should select the facility that they will be applying for from the "Facility" dropdown. The facilities shown in the Facility dropdown list are pulled from OKDEQ's TEAM database. If you do not see your facility in the list, you may select the "Create New Facility" option.

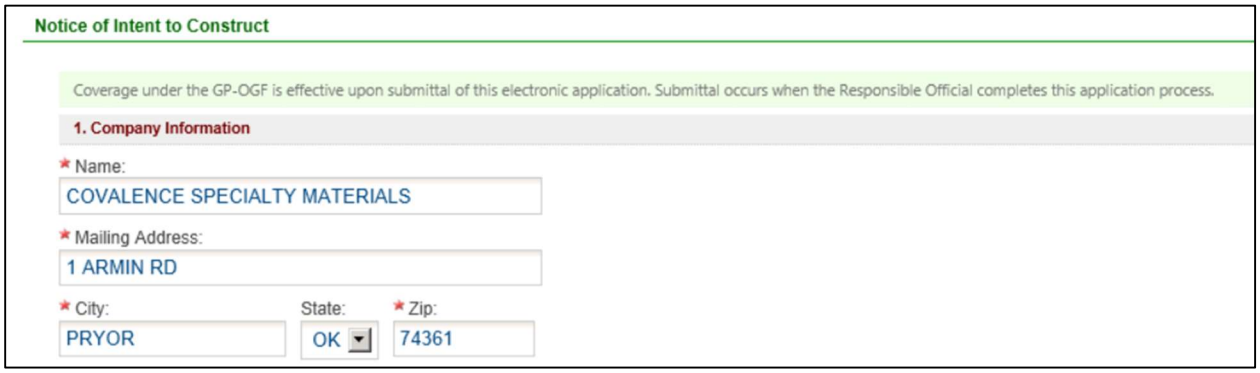
3.2.2 NOI to Construct or Operate

On the next page, the user can select the application type.



The e-Permit system will display the appropriate online application form(s) based on the user's selection. Each application type has its own form(s). Example screenshots of the Notice of Intent to Construct application type are provided below. The user will be requested to fill in the following sections for the "Notice of Intent to Construct" application:

1. Company Information



Note: Since the Responsible Official/Company Representative is tied to a company, the e-Permit system will attempt to auto-populate the fields in the Company Information section based on the corresponding company data from the TEAM system.

2. Facility Information

2. Facility Information

In adherence with Agency data management naming conventions, the facility name may be slightly altered from the name given by the applicant.

* Name: My NEW FAC 2

* Description:

* SIC Code(s): 2344

Contact Person:

* First Name | Middle Name | * Last Name: NONE

Title: PLACEHOLDER | * Phone: (XXX) XXX-XXXX

Legal Description:
* Sublocator: (NW/4,NW/4) (maximum of 20 characters may include /)

* Section (3): 2 | * Township (24N): 2N | * Range (10W): 2E

Physical Address or Driving Directions: 1 MI N

* City or Nearest Town: SHawnee | * County: Pottowattomie | * State: OK | * Zip: 74152

* Latitude / Longitude (to 5 decimal places) Latitude: | * Longitude:

Data Source:
- GPS
- DEQ Data View
- Web Viewer (Specify)
- Center of Township & Range Section or Relevant Subsection
- Street Address (Conversion Program)
- Unknown
- Other (Specify)

Note: e-Permit will attempt to auto-populate the fields in the Facility Information section based on the user's facility selection on the Preparer Assignment page. Any fields that are denoted with a red asterisk symbol are required. If you are creating a new facility, do not use special characters in the Name field.

3. Technical Contact

3. Technical Contact

* First Name: Joe | Middle Name: | * Last Name: Smith

* Phone: (XXX) XXX-XXXX: 111-111-1111 | Fax:

* E-mail: er3testertester@gmail.com

* Company Name: COVALENCE SPECIALTY MATERIALS

* Company Address: 1368 How Lane

* City: North Brunswick | * State: OK | * Zip: 08902

Note: e-Permit will attempt to auto-populate the fields in the Technical Contact Information section with the contact information that is saved under the RO's My Account > General Information tab.

4. Construction Dates

4. Construction Dates

Note: 40 CFR §§60.7(a)(1) & (2) require NSPS facilities to submit notification of the start of construction within 30 days.

* Estimated Date of Construction: Start: * Completion:

5. Confidential Information Included

5. Confidential Information Included

* Confidential Information Included? ○ Yes ○ No

If you select "Yes" to this question, you may not use the e-Permit system for the permit application.

6. Current Air Quality Permits

6. Current Air Quality Permits

List all current Air Quality Permits for the facility, if any:

7. Any applicable NSPS or NESHAP

7. Any applicable NSPS or NESHAP

* Any applicable NSPS or NESHAP? ○ No ○ Yes

8. Select Allowable Emission Limit per pollutant

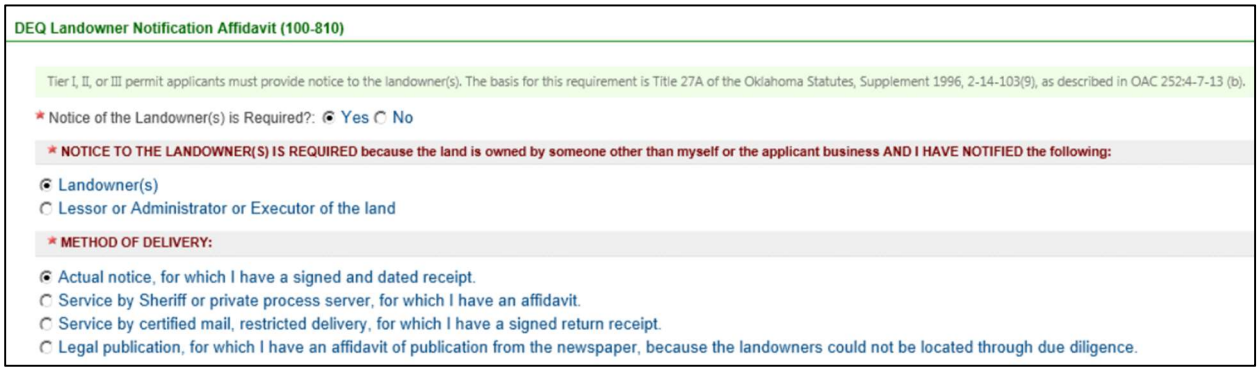
8. Select Allowable Emission Limit per pollutant:

☐ Synthetic Minor (regulated air pollutant limit of 79.99 TPY and HAP limits of 7.99 TPY per individual HAP and 19.99 TPY for total HAPs)

☐ SM80 (regulated air pollutant limit of 99.99 TPY and HAP limits of 9.99 TPY per individual HAP and 24.99 TPY for total HAPs)

3.2.3 DEQ Landowner Notification Affidavit

Next, the user will be prompted to complete the land owner notification affidavit.



3.2.4 Emission Unit List

The user can report emission units via the Emission Units List section.

To report an emission unit:

1. Select the Emission Unit type from the Emission Units Type dropdown list and click on the Add New button. The following types are available:
    a. Storage Tanks
    b. Engines
    c. Heaters / Boilers
    d. Glycol Dehydrators
    e. Loading Facilities
    f. Fugitive Emission Sources
    g. Flare Amine Unit

2. The e-Permit system will display the appropriate data entry form based on your selection. Enter your data into the form and click the Save Emission Unit Info button. Required fields are denoted with a red asterisk as shown below. Please note that each emission unit type will have its own unique data entry form. An example screenshot of the Storage Tanks form is shown below.

Emission Unit Detail

Emission Unit -Storage Tanks

Provide applicable information for each piece of equipment. Data submitted for construction permits should be a best estimate. The values may be modified following the actual construction and/or subsequent operation or testing. Working and breathing losses of VOC and HAP should be calculated for any storage tank that (1) stores a VOC with a vapor pressure of 1.5 psia or greater at actual storage conditions, and (2) is not qualified as a de minimis activity under OAC 252:100, Appendix H. Flash emissions of VOC and HAP should be calculated using the procedures outlined in the DEQ Fact Sheet "Calculation of Flashing Losses/VOC Emissions from Hydrocarbon Storage Tanks." For tanks storing crude oil, slop oil, or oily water (condensate excluded), a default VOC emissions rate of 1.0 TPY per barrel of throughput for hydrocarbon liquids with an API gravity less than or equal to 40°, or a default VOC emission rate of 2.0 TPY per barrel of throughput for hydrocarbon liquids with an API gravity of less than or equal to 60°, may be used for total VOC emissions from a storage tank. The following default HAP speciation factors (weight percent of total VOC emissions) may be used to estimate HAP emissions from storage tanks storing crude oil, slop oil, or oily water (condensate excluded): total HAP 10%, benzene 3.0%, toluene 2.0%ethyl benzene 1.0%, xylenes 1.0%, and n-hexane 3.0%. (Note that use of these speciated emissions is only necessary if the facility also has HAP emissions from a glycol dehydrator unit). Attach copies of hand or spreadsheet calculations, or the printout of any software programs used to calculate emissions, e.g., AP-42 equations, GOR spreadsheets, E&P TANKS, EPA's TANKS 4.0, or process simulators (HYSIM®, HYSIS®, WINSIM®, PROSIM®, etc.).

General Information

* Emission Unit ID #:

Description:

* Installation Date: Manufacture or Modification Date:

* Tank Height (ft): * Tank Diameter (ft): * Tank Capacity (gallons):

* Maximum Throughput (gallons/year):

* Type of Liquid Stored: Condensate Crude Oil Methanol Other(Specify)

* Average Liquid Bulk Temp (°F): * True Vapor Pressure @ Average Liquid Bulk Temp (psia):

* Submerged Fill Pipe Provided? Yes No

* Vapor recovery unit to recycle emissions Yes No

3. e-Permit will automatically display the emission unit summary data in the Unit List and Emissions Summary Tables.

Emission Units List

Emission Unit Type: Storage Tanks Add New

Units List

Edit	Delete	Emission Unit #	Type	Description	Model	Manufacture Date	Control Equipment		Subject to NSPS or NESHAP?
							Type	Efficiency (Weight %)	
	✕	ST-101	Storage Tanks	Condensate		04/30/2015	Flare	80	111

Emissions Summary

*Emission Summary table may not include all emissions or emission units. Please attach an emission summary at end of application process.

FACILITY-WIDE POTENTIAL EMISSIONS SUMMARY		Criteria Pollutants				Hazardous Air Pollutants						
		NOx	CO	VOC	SO2	B	T	E	X	n-H	H2CO	Total
Emission Unit ID#	Description	TPY	TPY	TPY	TPY	TPY	TPY	TPY	TPY	TPY	TPY	TPY
ST-101	Condensate			100								

3.2.5 Attachment

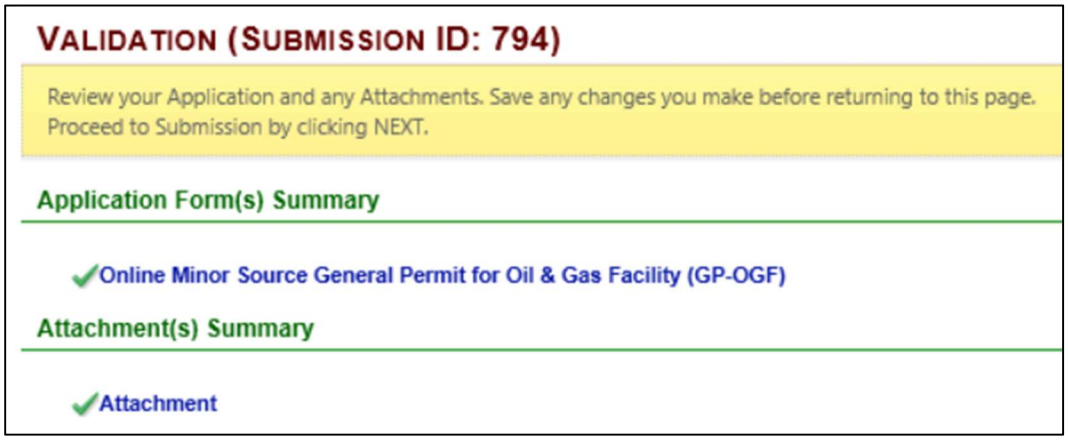
In the Attachment section, the user can upload the required and optional attachments. e-Permit will automatically identify the required/optional attachments based on the user's selections.

e-Permit supports the following attachment delivery options:

If the other or mail options are selected, the application will be assigned a "Partial Submission" status after the user submits the application. DEQ's AQD staff will update the status of the application submission to "Data Verification Completed" after they have verified that all required data and attachments have been provided.

3.2.6 Validation

In this step, the e-Permit system will verify that data has been entered for all required fields and that all required attachments have been provided.

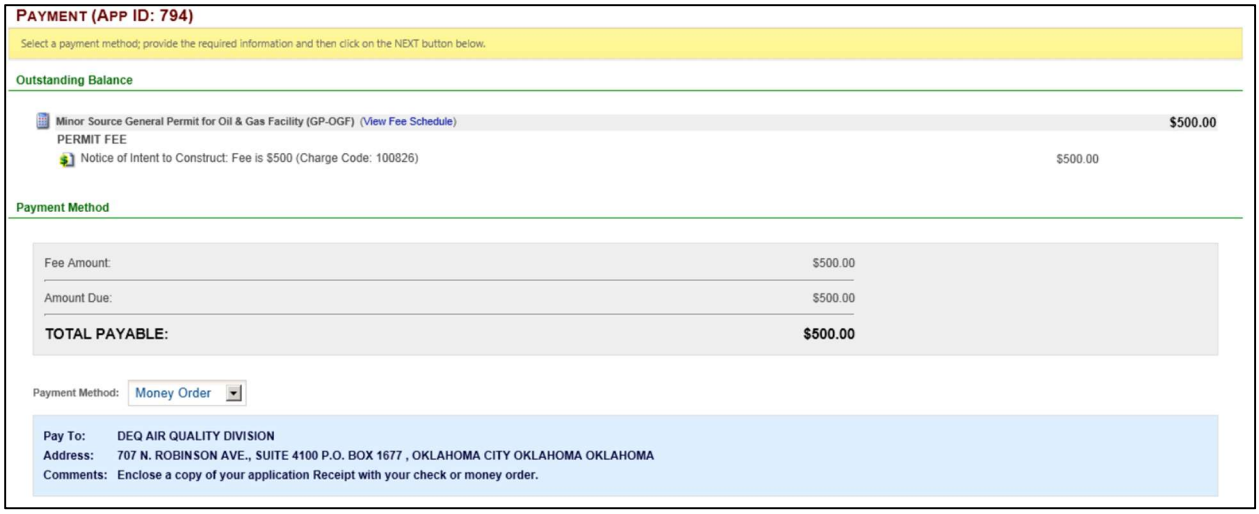


3.2.7 Payment

The user pays the permit application fees on the Payment screen. The e-Permit system will automatically generate the application fees based on the user's online selections.

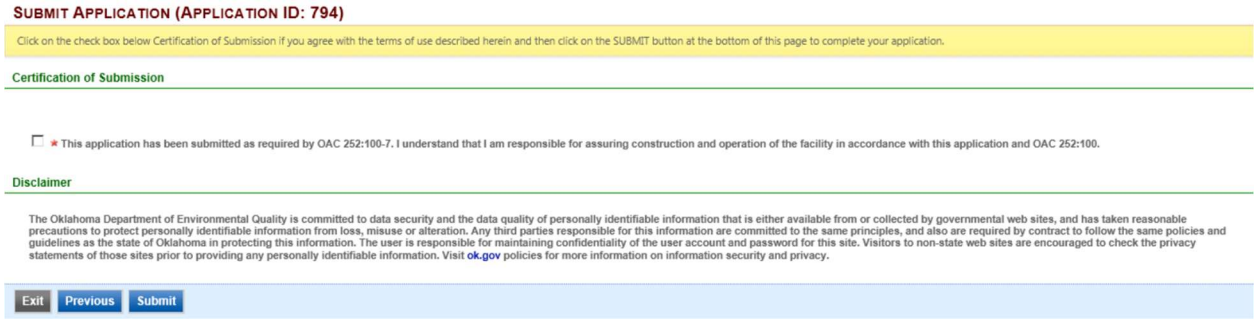
The system supports the following payment methods:

1. Credit card
2. e-Check
3. Check: The check payment must be mailed to DEQ.
4. Money Order: The money order payment must be mailed to DEQ.
5. Pay In Person: The check or cash payment must be made in person.



3.2.8 Submission

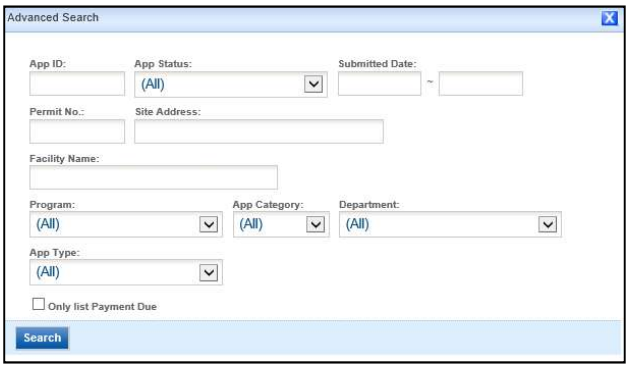
Prior to submitting the application, the user must check the certification checkbox to indicate that they have read the certification and disclaimer statement.



After the application is submitted, the user will receive a receipt and an automated email confirming the submission.

3.3 Tracking Submitted Applications

The ability to track submitted applications allows the user to effectively manage submissions. Users can track the applications that they have submitted by navigating to the 'Application' menu bar or the dashboard link. In this section the user is able to search applications using the search toolbar on top to filter their selection. The e-Permit system provides an advanced search option, giving the user more search parameters to use.



e-Permit provides the following features for the user to keep track of their submission:

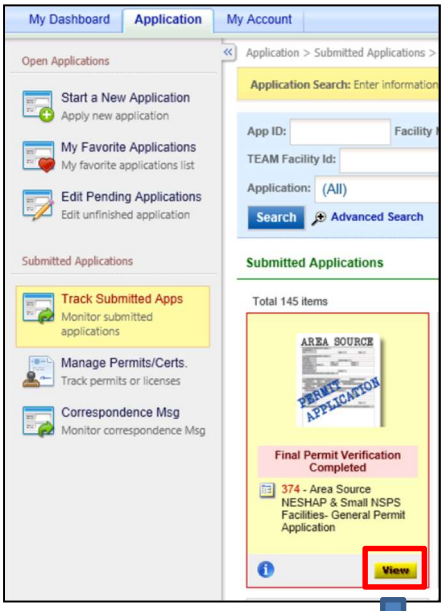
- Ability to review submission detail
- Track e-Permit work status regarding the submission (i.e. the submission status)

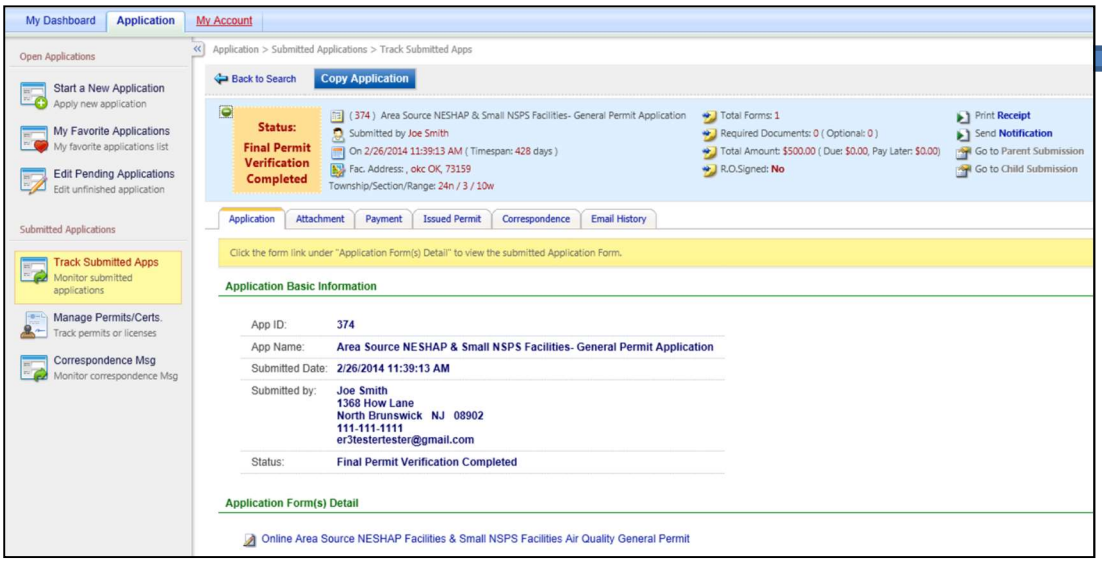
- Viewing issued permits
- Communicating with the OKDEQ regarding the submission
- E-mail tracking of notifications sent by the OKDEQ

The user can view the details of any submitting application by clicking on the yellow view button.

The user can access all the data and files associated with their application including: uploaded attachments, payment history, issued permits, e-Permit correspondences with AQD, automated emails sent by the e-Permit system.

In addition, the user can view the data they submitted by clicking on the link shown under the "Application Form(s) Detail" section in the Application tab.





As depicted in the above screenshot, the 'Track Submitted Application' includes the following tabs:

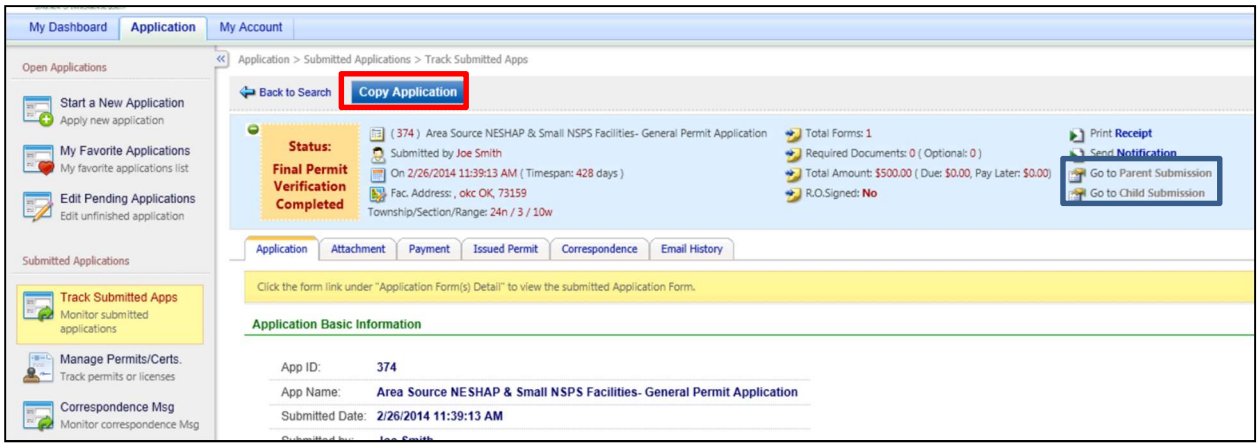
a. **Application:** user can view information related to the submission and status; e-Permit displays: Submission ID, Application Type, Submission Date, Submitter details (Name, Address, Phone and Email), Most Recent Application Status, Application Status History with Comments and Most Recent Application Form.
b. **Attachments:** displays any attachments that have been uploaded to e-Permit during submission process; if attachments were uploaded during submission process, the applicant can upload additional sets of attachments on this page.
c. **Payment:** displays total application fee, payment made and fee balance; user is able to make additional payments via Credit Card or electronic Check if there are any pending balances on the application fee.
d. **Issued Letters/Permits:** displays all permits that have been issued for the submission in question.
e. **Correspondence:** allows applicant to initiate correspondence with agency users, but visible to third-party users as well.
f. **Email History:** displays a list of emails that have been manually sent by agency users, and are not system-automated.

If the user needed to copy his/her submission because of the similarities of a new submission, the 'Copy Application' function will create a new application and transpose all the data that was filled in on the previous application.

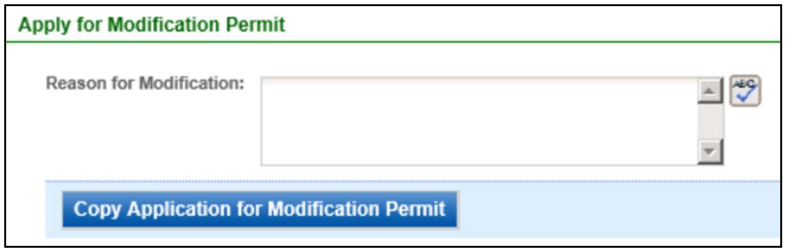
3.4 Copy Application Function

e-Permit supports the ability to create a new permit application by copying the contents of a previously submitted application. Users can then modify the data shown on the online application forms as needed.

The "Copy Application" button is accessible under the historical submission's track submitted apps page.



In addition, e-Permit also supports a "Copy Application for Modification Permit" function. Unlike the "Copy Application" feature, the "Copy Application for Modification Permit" function will establish a parent-child relationship between the original permit application (parent submission) and the modified/copied permit application (child submission). The relationship will be shown in the application header bar. Please see the blue box in the above screenshot.

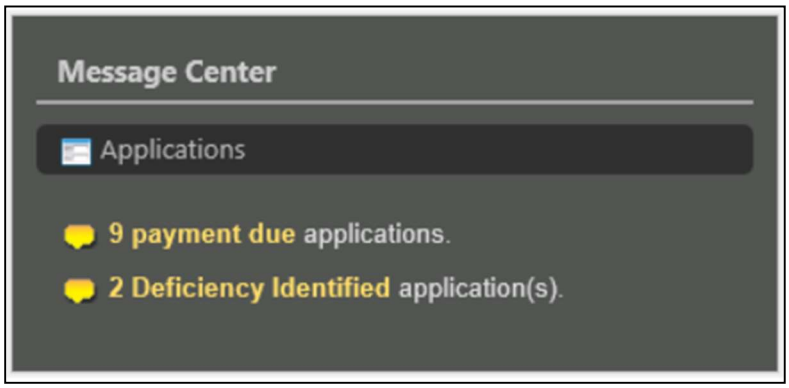


3.5 Application Amendment

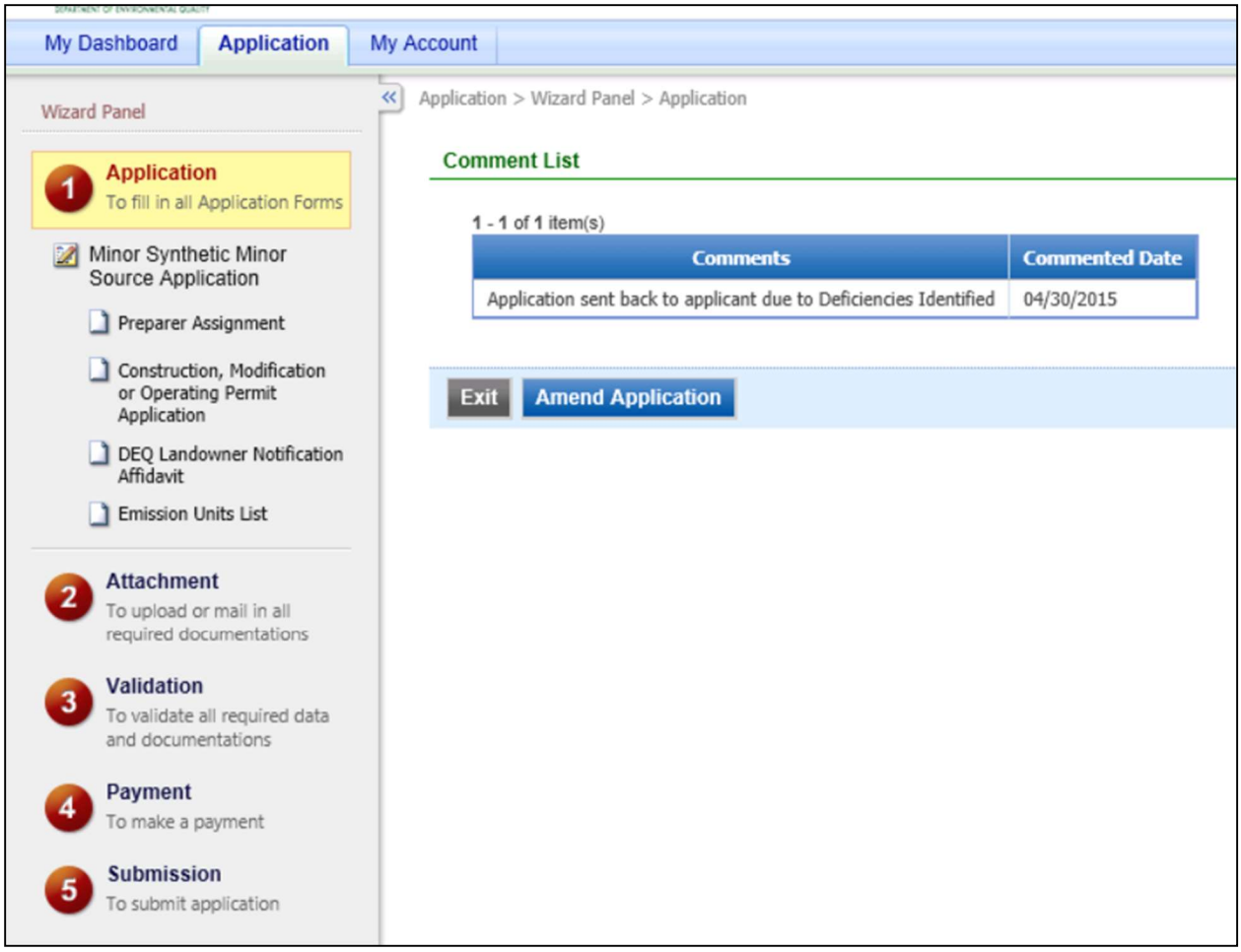
After a permit application has been completed and submitted, AQD could find that the application contains deficiencies and/or errors that need to be addressed by the applicant.

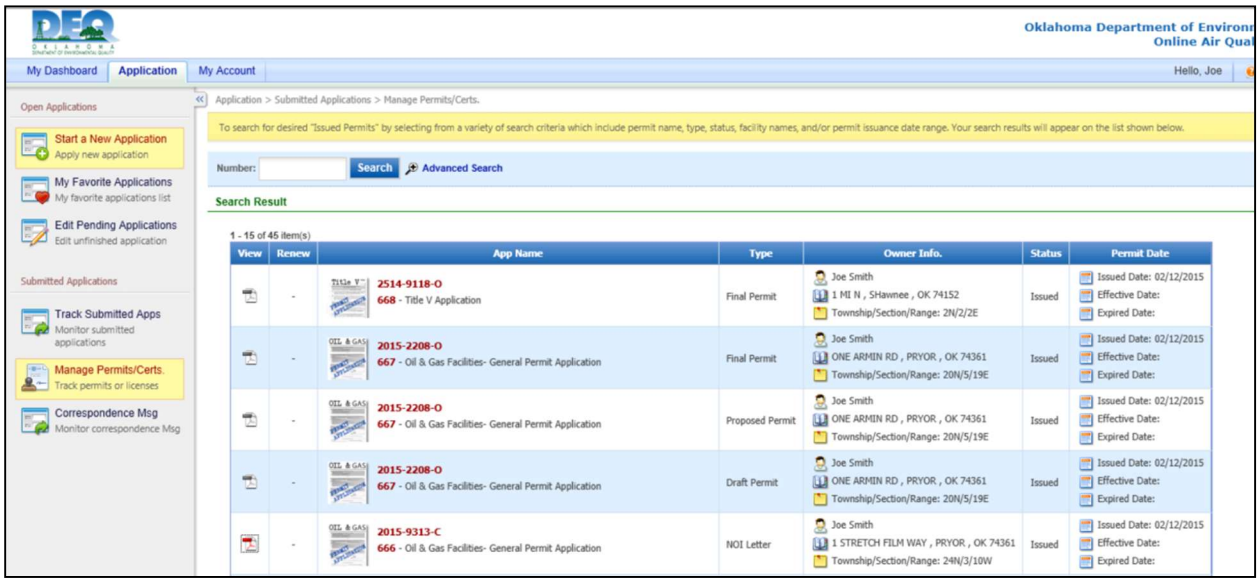
AQD will send the permit applicant an email identifying the discrepancies that must be addressed.

The user can navigate to the deficient applicants by clicking on the Deficiency Identified Application link in the message center.



The user can then correct the application deficiencies by clicking on the “Amend Application” button.



4 Permit Management

Users can view and track their issued permits via the Manage Permits/Certs module. The module is accessible under the Application tab.