

**Florida Department of Environmental Protection  
Division of Air Resource Management**

**Electronic Permit Submittal and Processing  
Long Form  
Applicant's Documentation**

**Updated: August 11, 2011  
Version: 2010-1e**

# Contents

Version History.....	1
Getting Started.....	2
Logging In.....	3
New Users to the System.....	4
Set Up An Account: .....	4
Help for New User Account Registration .....	5
User Login Name/ Password.....	7
Registered Users.....	7
Change DEP Division of Air Password.....	7
Forget Your Password.....	8
How to Use EPSAP Long Form .....	9
Select a Current Long Form Permit Application .....	10
Search for Unsubmitted Applications.....	10
Select a Submitted Long Form Permit Application .....	10
Search for Submitted Applications.....	10
Start a New Long Form Permit Application .....	11
ARMS Facility Search Option Form .....	12
ARMS Facility Search Results Page.....	13
Create a New facility .....	14
EPSAP Main Menu .....	15
Section I: Application Menu .....	16
To Delete an Application.....	16
Assign/Remove Edit Rights to this Application .....	17
To assign edit rights .....	17
To remove edit rights .....	18
Transfer Ownership of this Application .....	18
Application Sections .....	19
Application Purpose .....	19
Scope of Application .....	21
Emission Unit Permit Type Form.....	22
Application Contact Information .....	22
Owner/Authorized Representative Information.....	24
Responsible Official (RO) Information.....	25
No Responsible Officials Found .....	25
Responsible Official Found.....	27
Professional Engineer Information .....	28
To delete the Professional Engineer.....	29
Section II: Facility Menu .....	30
Facility Identification .....	30
Facility Location and Type .....	31
Facility Contact .....	33
Facility Regulatory Classifications .....	33
Facility Pollutants.....	34
Facility Additional Information .....	35
Additional Requirements for All Permit Applications .....	36

Additional Requirements for Air Construction Permit Applications; FESOP Applications; Title V Air Operation Permit; Acid Rain or CAIR; and other Facility Information .....	37
Section III: Emission Unit List/ Search Menu .....	38
Add New EU .....	39
Duplicate Emission Unit .....	40
Replace Emissions Unit .....	42
Replace Point Descriptions.....	43
Replace Pollutant Allowables .....	45
Replace Continuous Monitors.....	46
Delete This EU.....	47
EU Sections .....	48
EU Description and Detail Information .....	49
Control Equipment/Methods.....	49
Operating Capacity and Schedule.....	50
Point (Stack/Vent) Information .....	51
Segment (Process/Fuel) Information.....	52
EU Pollutant Information .....	54
Allowable Emissions .....	55
Visible Emissions Information .....	56
Continuous Monitor Information .....	57
EU Additional Information.....	58
Additional Requirements for All Permit Applications.....	59
Additional Requirements for Title V Air Operation Permit, Air Construction Permit Applications, and other Facility Information.....	60
Delete Attachments .....	61
Edit for Sufficiency.....	62
Upload Menu .....	64
To Upload Electronic Files .....	64
To Delete Attachments.....	66
View Uploaded EU Files/ Uploaded Facility Files .....	67
View/Update Attachments.....	67
Submit This Application .....	68
Professional Engineer Submittal.....	69
Professional Engineer Verification .....	69
Professional Engineer Signature Document .....	70
Professional Engineer Certification .....	72
Withdraw PE Approval .....	73
Final Signature File Authentication Code .....	74
Owner/Authorized Representative or Responsible Official Submittal .....	75
Owner/Authorized Representative Statement .....	77
Responsible Official Statement .....	78
Air Permit Application Verification of Submittal .....	80
Owner/ Authorized Representative or Responsible Official Confirmation E-Mail .....	81
Application Owner Confirmation E-Mail.....	82

Professional Engineer Confirmation E-Mail.....	83
Print Instructions for DEP Form No. 62-210.900(1).....	84
Application Detail Report.....	84
Attachment Report .....	85
Print Fee Calculation Page.....	86
Print Form to Request a PIN for Application Submittal.....	88
Change Your EPSAP Password.....	89
Update Your EPSAP User Account Information .....	90
Index.....	93

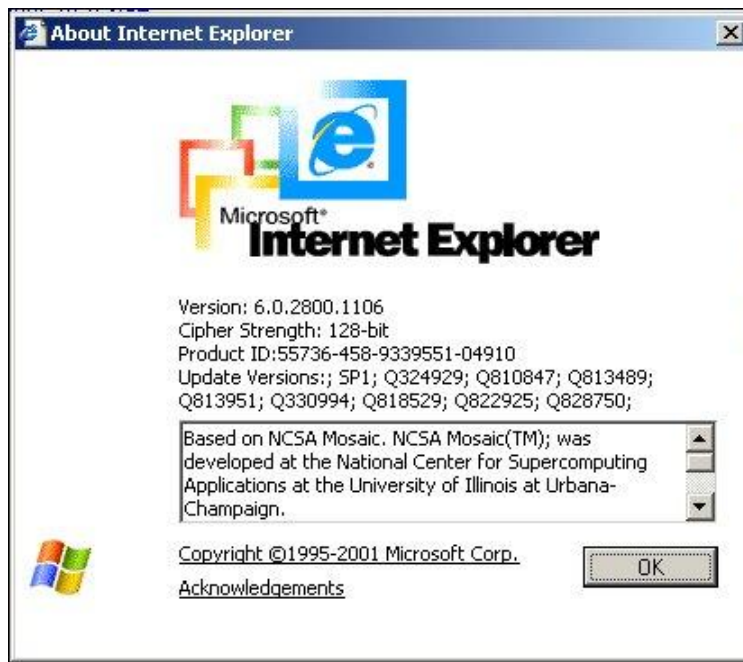
## Version History

Date	Author Name	Version	Description
<b>7/20/2011</b>	Brandon Porter	2010-1e	Updated email screen shot
<b>8/11/2011</b>	Elizabeth Walker	2010-1e	Updated text for "Owner/Authorized Representative or Responsible Official Submittal"

## Getting Started

Welcome to the Electronic Permit Submittal and Processing (EPSAP) application. This web based application is designed to save work for the applicant while helping the department maintain an accurate database of permitted facilities. This is accomplished by allowing the currently stored information required for the completion of the application to be imported from the department's Air Resources Management System (ARMS) database into EPSAP. Once the import is complete, the applicant needs only to correct any inaccuracies that are found.

Electronic Permit Submittal and Processing site is best viewed using Microsoft Internet Explorer 5.5® with service pack 2 or higher. To check whether your version is 5.5 with service pack 2 or higher, select **Help** from the tool bar. Then select **About Internet Explorer** from the pull down menu.

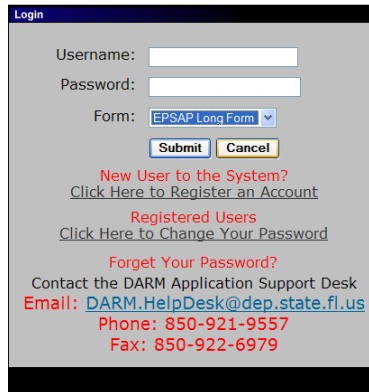


**Web Address:** <http://www.dep.state.fl.us/air/emission/epsap/>.

### **DARM Application Support Desk Information:**

Contact the DARM Application Support Desk at (850) 717-9000 or [DARM.Helpdesk@DEP.STATE.FL.US](mailto:DARM.Helpdesk@DEP.STATE.FL.US) to notify the Department regarding any problems with EPSAP or its supporting documentation.

## Logging In



The screenshot shows a web browser window titled "Login". It contains a form with the following elements:

- Username:
- Password:
- Form:
- Submit  Cancel
- [New User to the System?](#)  
[Click Here to Register an Account](#)
- [Registered Users](#)  
[Click Here to Change Your Password](#)
- [Forget Your Password?](#)
- Contact the DARM Application Support Desk
- Email: [DARM.HelpDesk@dep.state.fl.us](mailto:DARM.HelpDesk@dep.state.fl.us)
- Phone: 850-921-9557
- Fax: 850-922-6979

To begin a Permit Application in EPSAP the user must first log in. The EPSAP Login security box is separated into five sections, the *Username/ Password/Form* *New Users to the System*, *Registered Users*, and the *Forget Your Password* sections.

## New Users to the System

**System Requirements:** This application requires one of the following operating systems: Windows XP or Windows 7. The Division of Air Resource Management has not tested this application on the Windows Vista operating system. This application also requires Microsoft Internet Explorer 5.5 or later.

[Version Information](#)

### DEP DIVISION OF AIR RESOURCE MANAGEMENT: USER ACCOUNT REGISTRATION

[Help](#)

This user account registration is unique to the individual and is not transferrable. Individuals that will use an electronic signature will need to also print and sign the DARM Electronic Signature Agreement/PIN Request Form. Fields with asterisks (\*\*\*) are required to register the user account.

DARM Application Support Desk  
Email: [DARM.HelpDesk@dep.state.fl.us](mailto:DARM.HelpDesk@dep.state.fl.us)  
Phone: 850-717-9000 Fax: 850-717-9001

\*\*\* User Login Name:  Enter up to 30 characters (letters or numbers) with no embedded spaces.

\*\*\* First Name:

\*\*\* Last Name:

\*\*\* Job Title:

\*\*\* Name of Organization/Firm:

\*\*\* Telephone:  -  -  ext.

FAX:  -  -

\*\*\* Email Address:  Your password will be e-mailed to you.

Mailing Address:

\*\*\* Street:

\*\*\* City:

\*\*\* State:

\*\*\* Zip:  -

\*\*\* Security Question:

\*\*\* Answer:

I am a Professional Engineer licensed in Florida.  
Florida PE #

I am not a Professional Engineer.

A Florida PE license is not required to register an account or to receive a PIN.

Note: Please remember that your user account represents you as an individual and can be used for both EPSAP and AOR Electronic Signature. Please do NOT create separate accounts for EPSAP and AOR Electronic Signature! You should use the same username, password and PIN for all secure Division of Air Resource Management electronic forms. A link to print the PIN Request Form will be available upon successful completion of your account registration, and from within EPSAP and EAOR.

## Set Up An Account:

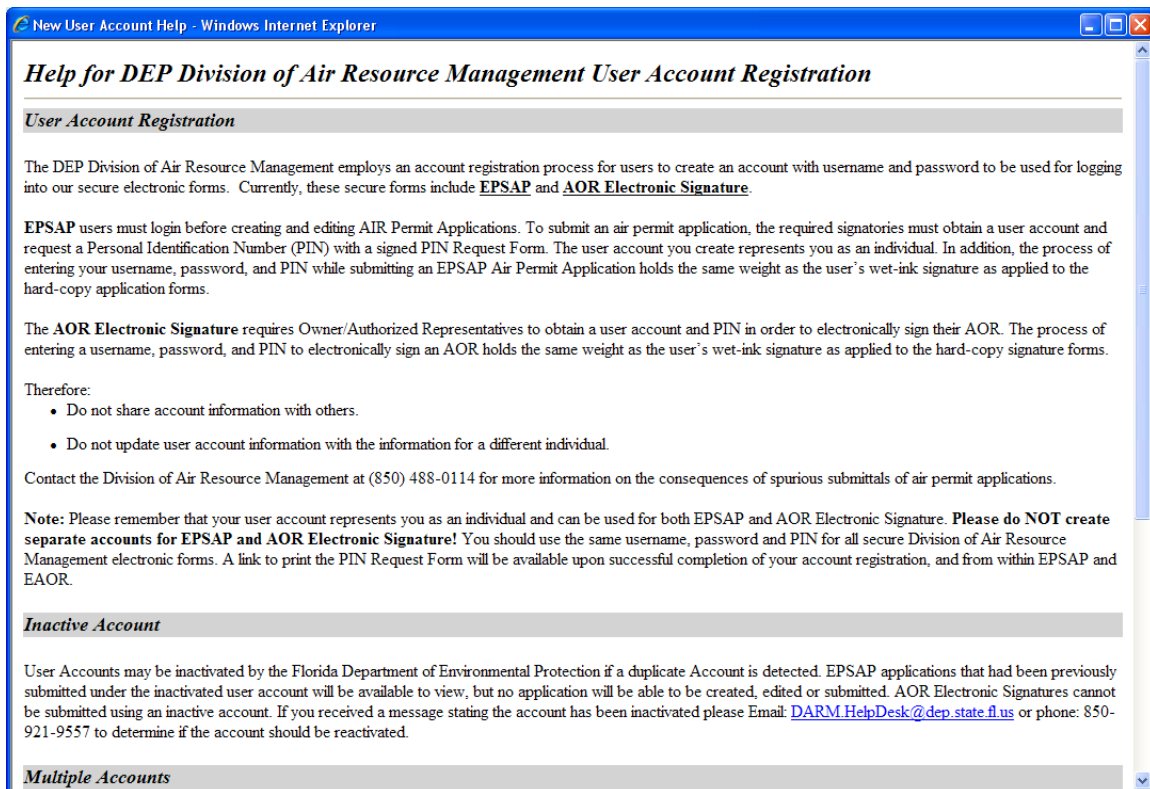
To set up an account with EPSAP, click on the “*Click here to register an account*” hyperlink on the EPSAP Login page.

1. Choose a username. **Note:** Enter up to 30 characters (letters or numbers) with no embedded spaces. If this username is assigned as the PE, RO or AR this information will be prefilled on the application forms.
2. Enter your First name, Last name, Job Title, Name of Organization or Firm, Telephone number, and Mailing address in the fields provided. **Note:** Fax Number is optional.
3. Enter a valid E-mail address. **Note:** Your password will be e-mailed to this address.
4. For users that are Professional Engineers, enter your valid PE number in the PE Number field. **Note:** Certain permits require a Professional Engineer’s account to submit the application.
5. Select a security question and enter an answer that you will be able to remember. **Note:** This will be used for security reasons if you need to call our help desk to assist us in verifying your identity.



6. Click the **Submit** button to save or **Cancel** to abandon.

## Help for New User Account Registration



The screenshot shows a browser window titled "New User Account Help - Windows Internet Explorer". The main heading is "Help for DEP Division of Air Resource Management User Account Registration". Below this, there are three sections: "User Account Registration", "Inactive Account", and "Multiple Accounts".

**User Account Registration**

The DEP Division of Air Resource Management employs an account registration process for users to create an account with username and password to be used for logging into our secure electronic forms. Currently, these secure forms include **EPSAP** and **AOR Electronic Signature**.

**EPSAP** users must login before creating and editing AIR Permit Applications. To submit an air permit application, the required signatories must obtain a user account and request a Personal Identification Number (PIN) with a signed PIN Request Form. The user account you create represents you as an individual. In addition, the process of entering your username, password, and PIN while submitting an EPSAP Air Permit Application holds the same weight as the user's wet-ink signature as applied to the hard-copy application forms.

The **AOR Electronic Signature** requires Owner/Authorized Representatives to obtain a user account and PIN in order to electronically sign their AOR. The process of entering a username, password, and PIN to electronically sign an AOR holds the same weight as the user's wet-ink signature as applied to the hard-copy signature forms.

Therefore:

- Do not share account information with others.
- Do not update user account information with the information for a different individual.

Contact the Division of Air Resource Management at (850) 488-0114 for more information on the consequences of spurious submittals of air permit applications.

**Note:** Please remember that your user account represents you as an individual and can be used for both EPSAP and AOR Electronic Signature. **Please do NOT create separate accounts for EPSAP and AOR Electronic Signature!** You should use the same username, password and PIN for all secure Division of Air Resource Management electronic forms. A link to print the PIN Request Form will be available upon successful completion of your account registration, and from within EPSAP and EAOR.

**Inactive Account**

User Accounts may be inactivated by the Florida Department of Environmental Protection if a duplicate Account is detected. EPSAP applications that had been previously submitted under the inactivated user account will be available to view, but no application will be able to be created, edited or submitted. AOR Electronic Signatures cannot be submitted using an inactive account. If you received a message stating the account has been inactivated please Email: [DARM.HelpDesk@dep.state.fl.us](mailto:DARM.HelpDesk@dep.state.fl.us) or phone: 850-921-9557 to determine if the account should be reactivated.

**Multiple Accounts**

## EPSAP PIN Request Form

**Congratulations! Your Account Registration Was Successful.**  
Your password will be e-mailed to the following address with further directions:  
judy.howes@dep.state.fl.us

If you do not receive your password right away, please call the DARM Application Support Desk:  
850-921-9557 or Fax: 850-922-6979

**ATTENTION! IMPORTANT INFORMATION:**

If you are a PE, Responsible Official, or Owner/Auth. Rep., you must have a PIN to submit EPSAP applications.  
If you are an Owner/Authorized Representative, you must have a PIN to electronically sign your AOR.

**You must submit a PIN Request Form in order to have a PIN assigned by the department.**  
**This form must be printed, signed and mailed to the address shown on the form.**

[Download the PIN Request Form](#)

[Return to Login](#)

This screen is the first place within EPSAP where the signing party can print out the EPSAP PIN Request Form. It can also be printed from two other locations within EPSAP.

[Print this Form](#)

### **Division of Air Resource Management** **Electronic Signature Agreement / PIN Request Form**

This electronic signature agreement serves as the mechanism to request a Personal Identification Number (PIN) for use as an Electronic Signature on automated Florida Department of Environmental Protection (FDEP) Division of Air Resource Management (DARM) forms. The PIN is unique to this individual and is not transferrable. The Professional Engineer Number is subject to verification with the issuing authority. Please review the information on the form, sign and mail to the address below.

**Mail To:**

**DARM Application Support Desk**  
**Department of Environmental Protection**  
**2600 Blair Stone Rd, MS: 5500**  
**Tallahassee, FL 32399-2400**

**User Login Name: HOWES\_J**

First Name: JUDY

Last Name: HOWES

Job Title: Programmer/Analyst

Name of Organization/Firm: BISI

Telephone: 850 - 309 - 0201 ext. 1234

Fax: 850 - 890 - 6787

E-mail: judyh@brandtinfo.com

**Florida Professional Engineer #: 654545**

**Mailing Address:**

Street: 1112 S. MAGNOLIA DRIVE

City: TALLAHASSEE

State: FL

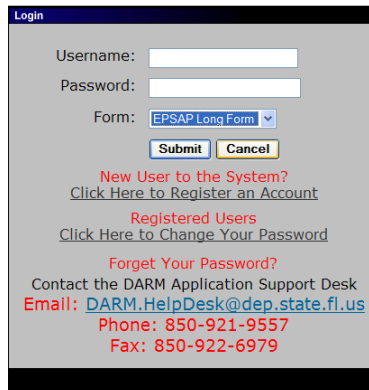
Zip: 32301 - 5435

I understand that this Electronic Signature Device is an equivalent of my handwritten signature on electronically submitted forms to the FDEP.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The signing party must print out the EPSAP PIN Request Form sign, date and mail to the DARM Application Support Desk using the address listed on the page.

## User Login Name/ Password

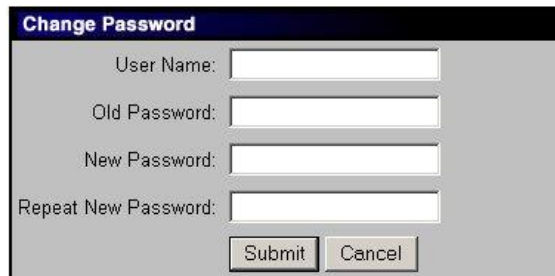


To Log in, enter your user login name and password, then click **Submit** or press **Enter** on your keyboard. **Note:** If you have registered in EPSAP Long Form application, your user login name and password are the same for EPSAP Non-Title V Form.

## Registered Users

The Registered Users section is for those users who have already registered in EPSAP and need to update their password or Email information. **Note:** If you registered using the Long Form Application you do not have to register again. Also when you change information in Non-Title V, you change information in the Long Form application as well.

### Change DEP Division of Air Password

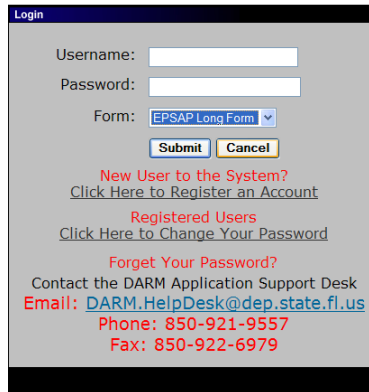


To change your password, click the *Click here to change your password* hyperlink. **Note:** your password can be changed at the log in screen as well as inside of the application.

1. Fill in your Username, Old Password, New Password and the repeat of your New Password.
2. Click the **Submit** button to save or **Cancel** to abandon.

Once the submit button is press, a confirmation message that your password has been successfully changed appears. Click the **OK** button to verify message.





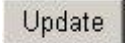







## Forget Your Password



The screenshot shows a web form titled "Login". It contains fields for "Username:" and "Password:", a "Form:" dropdown menu set to "EPSAP Long Form", and "Submit" and "Cancel" buttons. Below the form, there are several links: "New User to the System? Click Here to Register an Account", "Registered Users Click Here to Change Your Password", and "Forget Your Password?". At the bottom, contact information for the DARM Application Support Desk is provided: "Contact the DARM Application Support Desk", "Email: [DARM.HelpDesk@dep.state.fl.us](mailto:DARM.HelpDesk@dep.state.fl.us)", "Phone: 850-921-9557", and "Fax: 850-922-6979".

If you forget your password you have the option to either call the DARM Application Support Desk at 850-717-9000 or send an email by clicking the email address provided. By clicking the email link, an email opens using your email provider with pre-filled information needed for DARM Application Support Desk to reset your password. **Note:** When emailing your request allow 24 hours for it to be reset. If your request is on a Saturday or Sunday, your password will be reset on the next business day.

## EPSAP Buttons and Menu

	This button is used to Add New information.
	This button is used to continue to the next page.
	This button is used to cancel out of that particular screen.
	This button is used to submit your information.
	This button is used to update your information.
	This button is used to continue to the next page.
	This button is for navigating to the next page within the same frame
	This button is for navigating to the previous page within the same frame
	This button is for navigating to the last record.
	This button is for navigating to the first record.
	This is a radio button. Click inside circle to indicate choice.
	This is a check box. Click inside box to check the box.

# How to Use EPSAP Long Form

**Application for Air Permit - Long Form**  
Version Information

**Choose an Option Below:**

**Update Your User Account Information**

**Select a Current Long Form Permit Application**  
Continue work on an unsubmitted application or one returned to you by the permitting authority.

**Select a Submitted Long Form Permit Application**  
View and print a previously submitted application.

**Start a New Long Form Permit Application**

**Air Construction Permit** - Use this form to apply for any air construction permit:

- » For any required purpose at a facility operating under a federally enforceable state air operation permit (FESOP) or Title V air operation permit;
- » For a proposed project subject to prevention of significant deterioration (PSD) review, nonattainment new source review, or maximum achievable control technology (MACT);
- » To assume a restriction on the potential emissions of one or more pollutants to escape a requirement such as PSD review, nonattainment new source review, MACT, or Title V; or
- » To establish, revise, or renew a plantwide applicability limit (PAL).

**Air Operation Permit** - Use this form to apply for:

- » An initial federally enforceable state air operation permit (FESOP); or
- » An initial, revised, or renewal Title V air operation permit.

**Print Form to Request a PIN for Application Submittal**  
**Note:** The Professional Engineer, Responsible Official, and Owner/Authorized Representative must have a PIN to submit an application to the Permitting Authority.

**Logoff EPSAP**

## Choose an Option Below:

### Update Your EPSAP Account Information

Allows user to update or change their personal information. **Note:** this information will be changed in Non-Title V applications as well.

### Select a Current Long Form Permit Application

This option allows the user to work on an unsubmitted application or one returned to the user by the permitting authority.

### Select a Submitted Long Form Permit Application

This option allows the user to view a previously submitted application or upload electronic attachments.

### Start a New Long Form Permit Application

This option is used to start a New Long Form Permit Application.

### Print Form to Request a PIN for Application Submittal

This option navigates to the Personal Identification form (PIN). **Note:** This option is also located on the EPSAP Main Menu page.

### Logoff EPSAP

This option is used to Logoff EPSAP.

## Select a Current Long Form Permit Application

**Current Applications**

Click on an Application from the List Below to Select It  
OR Enter Search Criteria to Find a Specific Application

Choose one of the following to identify your search criteria and sort order:

App. #  
  App. Name  
  App. Type  
  Facility ID  
  Facility Site Name  
  Facility Owner/Company

App. #	Application Name	Application Type	Facility ID	Facility Site Name	Facility Owner/Company
232-1	CALUMET 0210090	NON-TITLE V	0210090	NORTH BEAR ISLAND	CALUMET FLORIDA, INC.
285-1	AMS RENEWAL	NON-TITLE V RENEWAL	0951220	AMS-ORLANDO	AVIATION MANAGEMENT SYSTEMS
301-1	TEST APPLICATION	NON-TITLE V	0330265	BOC GASES	BOC GASES
320-1	ADD TINKERBELL COLLECTION UNIT	NON-TITLE V	Unassigned	MAGIC DUST PRODUCTION FACILITY	FAIRY TALE FACILITY
326-1	ANOTHER FACIL	NON-TITLE V	1050026	ALCOA ALUMINA AND CHEMICALS, L.L.C.	ALCOA ALUMINA AND CHEMICALS, L.L.C.

Search Results: 5 Applications Found as of 10/21/2002 1:02:35 PM

To review or work on a **current application**, click on the “Select a Current Long Form Permit Application” option on the EPSAP Welcome Page. A list of all current applications that you are working on will be listed on this page. Select the desired application by clicking on that record.

## Search for Unsubmitted Applications

1. Select the search criteria radio button to indicate which value to query on.
2. Fill in the application information to be searched.
3. Click the **Search** button to search the list of existing applications (or **Cancel** to return).

## Select a Submitted Long Form Permit Application

**Submitted Applications**

Click on an Application from the List Below to Select It  
OR Enter Search Criteria to Find a Specific Application

Choose one of the following to identify your search criteria and sort order:

App. #  
  App. Name  
  App. Type  
  Facility ID  
  Facility Site Name  
  Facility Owner/Company

App. #	Application Name	Application Type	Facility ID	Facility Site Name	Facility Owner/Company
269-1	DOCUMENTATION	NON-TITLE V	0730073	CHROMALLOY-TALLAHASSEE	CHROMALLOY-TALLAHASSEE
284-1	TEST FOR TRAINING	NON-TITLE V	0090113	PORT CANAVERAL OIL STORAGE FACILITY	FLORIDA POWER & LIGHT (PCS)
287-1	TEST APP 5-23-02	NON-TITLE V	0310494	A-A PRECAST	A-A SEPTIC TANK SERVICE, INC.
289-1	EU #01 PRODUCTION INCREASE	NON-TITLE V	0090201	ABSOLUTE READY MIX/MELBOURNE PLANT	ABSOLUTE READY MIX
302-1	MORE-EMISSIONS	NON-TITLE V	1050044	CARGILL FERTILIZER - FT MEADE	CARGILL FERTILIZER, INC.
304-1	FLUORIDEKILLS	NON-TITLE V	0570094	IMC-PHOSPHATES CO. (BIG BEND)	IMC-PHOSPHATES COMPANY
315-1	SAMPLE	NON-TITLE V	0250608	110TH AVENUE INVESTMENTS, INC.	110TH AVENUE INVESTMENTS, INC.
316-1	DARLENE TEST ANDERSON COLUMBVA	NON-TITLE V	7770002	LEAVENS ROAD	ANDERSON COLUMBIA CO., INC.

To review or work on a **submitted application**, click the “*Select a Submitted Long Form Permit Application*” option on the EPSAP Welcome Page. A list of all submitted applications will be listed. Select the desired application by clicking on that record. If your application is not listed, enter your search criteria in the field provided.

## Search for Submitted Applications

1. Select the search criteria radio button to indicate which value to query on
2. Go to the field above it and enter the criteria in the search box
3. Click on the **Search** button to search the list of existing applications or **Cancel** to return.

## Start a New Long Form Permit Application

**Purpose of Application**

Please Enter a Unique Application Name in the box below. (Try to assign a meaningful name that you will remember. The purpose of this unique name is to help you identify your application from a list when you return to EPSAP at a later time to continue your work.)

Unique Application Name:

---

This application for air permit is being submitted to obtain: (Check one)

---

**Air Construction Permit**

Air construction permit.

Air construction permit to establish, revise, or renew a plantwide applicability limit (PAL).

Air construction permit to establish, revise, or renew a plantwide applicability limit (PAL), and separate air construction permit to authorize construction or modification of one or more emissions units covered by the PAL.

---

**Air Operation Permit**

Initial Title V air operation permit.

Title V air operation permit revision.

Title V air operation permit renewal.

Initial federally enforceable state air operation permit (FESOP) where professional engineer certification (PE) is required.

Initial federally enforceable state air operation permit (FESOP) where professional engineer certification (PE) is not required.

**Note:** Professional engineer certification is not required if applying for an initial federally enforceable state air operation permit (FESOP), provided all emissions units and pollutant emitting activities to be covered under the FESOP are currently covered under one or more existing state air operation permits.

---

**Air Construction Permit and Title V Air Operation Permit (Concurrent Processing)**

Air construction permit and Title V permit revision, incorporating the proposed project.

Air construction permit and Title V permit renewal, incorporating the proposed project.

**Note:** By checking one of the above two boxes, you, the applicant, are requesting concurrent processing pursuant to Rule 62-213.405, F.A.C. In such case, you must also check the following box:

I hereby request that the department waive the processing time requirements of the air construction permit to accommodate the processing time frames of the Title V air operation permit.

1. Enter a unique application name in the box provided. **Note:** Try to assign a meaningful name that you will remember so that you will be able to identify it when you returned to this application.
2. Click the radio button that describes the purpose of your application, then click the **Submit** button to continue or **Cancel** to abandon.

**Note:** Professional engineer certification is not required if applying for an initial federally enforceable state air operation permit (FESOP), provided all emissions units and pollutant emitting activities to be covered under the FESOP are currently covered under one or more existing state air operation permits.

**Note:** By checking one of the above two boxes under “*Air Construction Permit and Revised/Renewal Title V Air Operation Permit (Concurrent Processing)*” you, the applicant, are requesting concurrent processing pursuant to Rule 62-213.405, F.A.C. In such case, you must also check the box requesting that the department waive the processing time requirements of the air construction permit to accommodate the processing time frames of the Title V air operation permit.

## ARMS Facility Search Option Form

**ARMS FACILITY SEARCH OPTION FORM**

Select an Option Below, then Click the Search Button to Find Your Facility  
➡ [Or Click Here to Add a New Facility](#)

Option 1: Search for this Facility ID:

Option 2: Search for this Facility Owner/Company Name:

Option 3: Search for this Facility Site Name:

Option 4: Search for this Facility Street Address:

Option 5: Search for this Facility City:

Option 6: Select From the Complete List of ARMS Facilities  
(The complete facility list is very long and may take a few moments to load)

To start a new Long Form Permit Application, click the text that says “*or Click Here to Add a New facility*” link next to the arrow or use one of the 6 search options to select the facility. **Note:** Option 6 may take a while to download because it is searching through the entire Air Resource Management System (ARMS) database.

- |  |   |
|--|---|
| <b>Option 1: Search for this Facility ID:</b>                      | Enter the facility ID number.   |
| <b>Option 2: Search for this Facility Owner/Company Name:</b>      | Enter the Owner/Company name of the facility.   |
| <b>Option 3: Search for this Facility Site Name:</b>               | Enter the Site Name of the facility.  |
| <b>Option 4: Search for this Facility Street Address:</b>          | Enter the street address where the facility is located.   |
| <b>Option 5: Search for this Facility City:</b>                    | Enter the city where the facility is located  |
| <b>Option 6: Select From the Complete List of ARMS Facilities.</b> | This option searches the entire list of Non-TitleV facilities in the Air Resource Management System database. |

### To search using the option radio buttons:

1. Click on the radio button associated with your chosen search option.  
Enter the search criteria next to the search option field.
2. Click the **Search** button to display a list of facilities meeting the search criteria.



## ARMS Facility Search Results Page

Florida Department of Environmental Protection  
DEP Home | Contact DEP | Search | DEP Site Map

**ARMS FACILITY SEARCH RESULTS**

You Selected Search Option 3: Site Name = TALLAHASSEE  
 Please Select Your Facility from the List Below

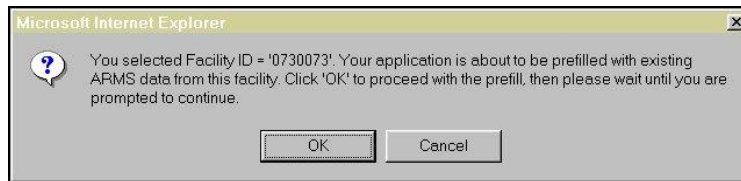
Perform Another Search    Cancel

Facility ID	Owner/Company Name	Site Name	Street	City
0730073	CHROMALLOY-TALLAHASSEE	CHROMALLOY-TALLAHASSEE	2929 Hartsfield Road	TALLAHASSEE
7775096	TALLAHASSEE REDI MIX, INC.	TALLAHASSEE REDI MIX NO. 2	55520 Progress Dr	MILTON
7775067	TALLAHASSEE REDI-MIX, INC.	TALLAHASSEE REDI-MIX		SE OF MIDWAY

Search Results: 3 Facilities Found as of 5/14/2002 4:39:15 PM

### To Download a Facility:

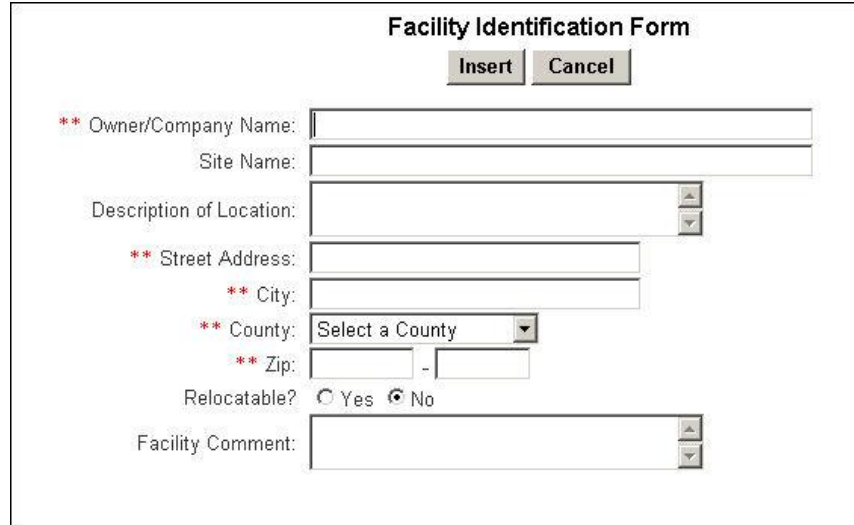
To download a facility, click on the desired facility hyperlink. A message will be displayed to verify that the correct facility was chosen. Click **OK** and the facility will be downloaded.



If your facility is not shown, you have the option to perform another search by clicking the **Perform Another Search** button or **Cancel** to abandon search.

## Create a New facility

1. To create a new facility, click the red arrow or the text that says “Click Here to Add a New Facility” to navigate to the **Facility Identification Form**.



The image shows a web form titled "Facility Identification Form". At the top right, there are two buttons: "Insert" and "Cancel". The form contains several input fields:

- \*\* Owner/Company Name: [Text input field]
- Site Name: [Text input field]
- Description of Location: [Text input field with scroll arrows]
- \*\* Street Address: [Text input field]
- \*\* City: [Text input field]
- \*\* County: [Dropdown menu with "Select a County" selected]
- \*\* Zip: [Two text input fields separated by a hyphen]
- Relocatable?:  Yes  No
- Facility Comment: [Text input field with scroll arrows]

2. Input the facility information in the blocks provided as follows.

**Owner/Company Name:** Enter the Name of the Owner/Company

**Site Name:** Enter the name of the Site where the facility is located. **Note:** This could be the same name as the Owner/Company

**Description of Location:** Enter a detailed description of the location of the facility.

**Street Address:** Enter the Street Address

**City:** Enter the City where the facility is located

**County:** Enter the County where the facility is located

**Zip:** Enter the zip code.

**Relocatable?** Answer Yes or No to answer the question as to whether or not the facility is a Relocatable.

**Facility Comment:** Enter any comments in regards to the facility.

**Note:** Information with asterisks is required fields.

3. Click **Insert** to save or **Cancel** to abandon.



4. The message “Note: The data in this application is secure and cannot be viewed by the permitting authority until the application is submitted for review” box appears. Click **Ok** to verify message.

## EPSAP Main Menu

The EPSAP Main Menu screen allows the user to navigate to the section of the application. This includes Application Menu, Facility Menu, Emissions Unit List, and Edit for Sufficiency, Upload Menu, Print General Instructions, Application Detail Report, Request PIN and Change your EPSAP Password.

**EPSAP MAIN MENU**  
Choose An Option Below to Continue Your Application

**Application Menu - Section I of Application**

**Facility Menu - Section II of Application**

**Emissions Unit List/Search - Section III of Application**

**Edit for Sufficiency**  
Edit this application for sufficiency.

**Upload Menu**  
Upload electronic documents and/or view electronic documents that have already been uploaded.

**Application Detail Report**  
Print your current application information. (Note: this printed copy is for your records only and is not intended to replace the electronic submission. )

**Print Instructions for DEP Form No. 62-210.900(1)**

**Print Attachments Report**  
Print report of facility and EU additional attachments and view uploaded documents.

**Print Form to Request a PIN for Application Submittal**  
The Professional Engineer, Responsible Official, and Owner/Authorized Representative must have a PIN for Application Submittal.

**Update Your User Account Information**

**Change Your Password**

### Application Menu – Section I of Application

This option navigates to the Application Information for the facility.

### Facility Menu – Section II of Application

This option navigates to the facility information, such as contact information, requested emission cap, etc.

### Emission Unit List/Search – Section III of Application

This option navigates to the emission unit information.

### Edit for Sufficiency

This option will perform a check of the application for sufficiency.

### Upload Menu

This option is used to upload electronic documents and/or view electronic documents that have already been uploaded.

### Application Detail Report

This option generates a report that allows you to print your application detailed information. **Note:** this printed copy is for your records only and is not intended to replace the electronic submission.

### Print General Instructions

This option allows the user to view EPSAP Long Form General Instructions.

### Print Attachments Report

This option allows the user to view a list of attachments.

### Print Form to Request a PIN for Application Submittal

This option navigates to the Personal Identification request form. The Professional Engineer, Responsible Official, and Owner/Authorized Representative must have a PIN for Application Submittal. **Note:** This option is also located on the main page.

### Update Your EPSAP User Account Information

Allows user to update or change their personal information including their password. **Note:** this information will be changed in Non-Title V application as well.

### Change Your EPSAP Password

This option allows you to change your EPSAP Password.

## Section I: Application Menu

**SECTION I: APPLICATION MENU**

Click on an Application Section or Button Below to Continue

---

Application Sections	Data Updated?
Application Purpose	No
Scope of Application	No
Application Contact Information	No
Owner/Authorized Representative Information	No
Responsible Official Information	No
Professional Engineer Information	No

The application menu section is for the general information about the application

### Button Options:

Return to Main Menu

This button navigates back to the EPSAP Main Menu.

Delete This Application

This button deletes the current application. **Note:** Only the application owner sees this button.

Assign/Remove Edit Rights to this Application

This button allows the user to determine who should have edit rights to the application. A list of currently registered EPSAP users is listed to assist you. **Note:** Only the application owner sees this button. This button transfers the ownership of the application. **Note:** Only the application owner sees this button.

Transfer Ownership of this Application

### To Delete an Application

- 1) Click the **Delete This Application** button. The message box “Are you sure you want to delete this application?” appears.



- 2) Click **Ok** to continue or click **Cancel** to abandon



When you click **Ok** to delete, the message “Your Application was Successfully Deleted” appear.

## Assign/Remove Edit Rights to this Application

[Return to Application Menu](#)

**ASSIGN EDIT RIGHTS TO THIS APPLICATION**

[Click Here to Search for EPSAP Users to Assign](#)

Application Owner: LIVINGSTON, SYLVIA (SYLVIAD)  
 Professional Engineer Assigned: LIVINGSTON, SYLVIA (SLIVINGSTON)  
 Owner/Authorized Rep. Assigned: , (SYLVIAD)  
 Other Users with Edit Rights: NONE

### To assign edit rights

1. Click the “Assign/Remove Edit Rights to this Application button. A list of EPSAP user names is listed.

**EPSAP USER LIST / SEARCH PAGE**

Click on a User to Assign Edit Rights  
OR Enter Search Criteria to Find a Specific User

Choose one of the following to identify your search criteria and sort order:

Last Name   
  First Name   
  EPSAP User Login Name   
  Company Name

Last Name	First Name	EPSAP User Login Name	Company Name
AGAIN	ME	MEAGAIN	BISI
ALEXANDER	WENDY	WSALEXAND	DEP
ALEXANDER	WENDY	WENDY	DEP
ALSOP	PENNY	ALSOP_P	DEP

2. Click on the name of the user to be added. **Note:** If the desired name is not listed, then there is a possibility that that user does not have an EPSAP Account. If you find this in error, you can search for the user in the database.

[Return to Application Menu](#)

**ASSIGN EDIT RIGHTS TO THIS APPLICATION**

[Click Here to Search for EPSAP Users to Assign](#)

Application Owner: LIVINGSTON, SYLVIA (SYLVIAD)  
 Professional Engineer Assigned: LIVINGSTON, SYLVIA (SLIVINGSTON)  
 Owner/Authorized Rep. Assigned: , (SYLVIAD)  
 Other Users with Edit Rights: AGAIN, ME (MEAGAIN)

**Select User(s) to Remove in the Box Below then Click the 'Update' Button**  
\*\* Press the 'CTRL' key and left click to select/deselect multiple users\*\*

AGAIN, ME (MEAGAIN)

3. Click the **Update** button to save changes. To add another user, click the “Click Here to Search for EPSAP Users to Assign” text to return to the EPSAP User List/ Search page. **Note:** After the name has been selected, the name will no longer be listed on the search page.
4. When all users have been assigned to have edit rights, click **Return to Application Menu** button.

## To remove edit rights

5. Select User(s) to Remove in the Box then Click the Update Button.

**Note:** Press the 'CTRL' key and left click to select/deselect multiple users

## Transfer Ownership of this Application

The screenshot shows a web application interface for transferring ownership. At the top, there is a navigation bar with links: 'EPSAP Menu', 'I. Application Section', 'II. Facility Section', 'EU List', and 'Help'. Below the navigation bar, the facility and application details are displayed: 'FACILITY: GAINESVILLE REGIONAL UTILITIES (#0010005)' and 'APPLICATION: TEST OF OWNERSHIP (#1928-1)'. Two buttons are visible: 'Update' and 'Return to Application Menu'. The main heading is 'TRANSFER OWNERSHIP OF THIS APPLICATION', followed by 'Current Application Owner: HOWES\_J'. A dropdown menu is labeled 'Select a User to Assume Ownership of this Application:' with the value '021950' selected. Below the dropdown, there are two paragraphs of explanatory text. The first paragraph defines the 'Application Owner' and the purpose of the 'Transfer Ownership' function. The second paragraph clarifies that this function is not for changing signatories and directs users to the 'Responsible Official or Owner/Authorized Representative' section for such changes.

The Transfer Ownership option allows the owner of the current application to transfer responsibility for this application to another registered EPSAP user.

1. To select a user to resume ownership of the application click on the drop down box and select a username.
2. Press the Update button to save the changes.

After the transfer of ownership, the application will no longer be accessible to the original owner unless the original owner is also assigned as a signatory on the application. The new owner will have edit rights to the application.

## Application Sections

SECTION I: APPLICATION MENU	
Click on an Application Section or Button Below to Continue	
<a href="#">Return to Main Menu</a>	<a href="#">Delete This Application</a>
<a href="#">Assign/Remove Edit Rights to this Application</a>	
<a href="#">Transfer Ownership of this Application</a>	
Application Sections	Data Updated?
Application Purpose	No
Scope of Application	No
Application Contact Information	No
Owner/Authorized Representative Information	No
Responsible Official Information	No
Professional Engineer Information	No

### Application Purpose

This section explains the purpose of the application

### Scope of Application

This section is for entering the scope of application to identify Units (EU) to be included in the permit request.

### Application Contact Information

This section is for entering the application contact information.

### Owner/Authorized Representative Information

This section is for entering the owner/authorized representative information.

### Responsible Official Information

This section is for entering the responsible official information.

### Professional Engineer Information

This section is for entering the professional engineer information.

## Application Purpose

Update <a href="#">Return to Application Menu</a>	
<b>Application Purpose Form</b>	
<a href="#">Click Here to Change the Purpose of Application</a>	
Purpose of Application: INITIAL TITLE V AIR OPERATION PERMIT.	
Application Comment:	<input style="width: 90%;" type="text"/>
Do you, the applicant, propose to establish or modify a facility-wide or multi-unit emissions cap for one or more pollutants? <input type="radio"/> Yes <input checked="" type="radio"/> No	

- 1) Click Purpose of Application to navigate to the Application Purpose Form.
- 2) Enter any comment that may help the reviewer of your application.  
**Note:** all comment areas are optional fields.
- 3) To change the Purpose of your application, click the red arrow or the text that says "Click Here to Change the Purpose of Application" text.

**Purpose of Application**

This application for air permit is being submitted to obtain: (Check one)

**Air Construction Permit**

- Air construction permit.
- Air construction permit to establish, revise, or renew a plantwide applicability limit (PAL).
- Air construction permit to establish, revise, or renew a plantwide applicability limit (PAL), and separate air construction permit to authorize construction or modification of one or more emissions units covered by the PAL.

**Air Operation Permit**

- Initial Title V air operation permit.
- Title V air operation permit revision.
- Title V air operation permit renewal.
- Initial federally enforceable state air operation permit (FESOP) where professional engineer certification (PE) is required.
- Initial federally enforceable state air operation permit (FESOP) where professional engineer certification (PE) is not required.

**Note:** Professional engineer certification is not required if applying for an initial federally enforceable state air operation permit (FESOP), provided all emissions units and pollutant emitting activities to be covered under the FESOP are currently covered under one or more existing state air operation permits.

**Air Construction Permit and Title V Air Operation Permit (Concurrent Processing)**

- Air construction permit and Title V permit revision, incorporating the proposed project.
- Air construction permit and Title V permit renewal, incorporating the proposed project.

**Note:** By checking one of the above two boxes, you, the applicant, are requesting concurrent processing pursuant to Rule 62-213.405, F.A.C. In such case, you must also check the following box:

- I hereby request that the department waive the processing time requirements of the air construction permit to accommodate the processing time frames of the Title V air operation permit.

- 4) Click the radio button that describes the purpose of your application, and then click the **Update** button to continue or **Cancel** to abandon and return to the Application Menu.

**Note:** Professional engineer certification is not required if applying for an initial federally enforceable state air operation permit (FESOP), provided all emissions units and pollutant emitting activities to be covered under the FESOP are currently covered under one or more existing state air operation permits.

**Note:** If the purpose of the application is either, *Air Construction Permit and Revise /Renewal Title V Air Operation Permit (Concurrent Processing)* you, the applicant, are requesting concurrent processing pursuant to Rule 62-213.405, F.A.C. In such case, you must also check the box requesting that the department waive the processing time requirements of the air construction permit to accommodate the processing time frames of the Title V air operation permit.



## Scope of Application

The List Below Shows All EU(s) Currently Included in the Scope of this Application

[Return to Application Menu](#)

Click on an Emissions Unit Below to Select, Edit or View the Permit Type

- Click Here to Include All EU(s) in this Facility in the Scope of this Application
- Click Here to Include Specific EU(s) in the Scope of this Application
- Click Here to Remove EU(s) from the Scope of this Application

EU ID	Description	Permit Type	Data Updated?
001	DIESEL GENERATOR #1	AV05	YES

1 Emissions Unit(s) Found in Scope of Application as of 7/26/2004 3:30:15 PM

**Note: Submit any required permit application fee, which you must calculate according to 62-4.050(4), F. A. C.. Contact the appropriate Permitting Office if you have any questions.** [Click here to access the fee calculation page.](#)

The Scope of Application page is for the identification of the Emission Units (EU) to be included in the permit request.

### To Add EU's to the scope:

1. Add Emission Units to the Scope of Application by clicking in the check box beside the desired emission units.
2. Click on the Update button. A new web page will appear that displays the emission units included in the scope.
3. Click on an emission unit to navigate to the Permit Type page.

## Emission Unit Permit Type Form

Update
Return to Scope of Application List
Return to Application Menu

**EMISSIONS UNIT PERMIT TYPE**

**Note: The Application Purpose Determines the Permit Type Options Displayed Below.**

\*\* Select a Permit Type for this Emissions Unit:

AV05 - No fee required for Title V air operation permit renewal. ▾

After the selection of the emission unit that has been defined in the scope of application has been made you will be navigated to the **Emission Unit Permit Type Form**.

1. Select a Permit Type from the list of permit types by clicking on the list box and highlighting the desired Permit Type.
2. Click on the **Update** button to save the information. A web page will display that indicates that the update was successful.
3. Click the **Return to Scope of Application List** to return to the list of Emission Units included in the scope to add Permit Types to other emission units.
4. Click **Cancel** to return to the Application Menu to continue filling out the Application section.

## Application Contact Information

**SECTION I: APPLICATION MENU**

Click on an Application Section or Button Below to Continue

Return to Main Menu
Delete This Application

Assign/Remove Edit Rights to this Application

Transfer Ownership of this Application

---

Application Sections	Data Updated?
Application Purpose	No
Scope of Application	No
<b>Application Contact Information</b>	No
<b>Owner/Authorized Representative Information</b>	No
Responsible Official Information	No
Professional Engineer Information	No

From the Application Menu, click on *Application Contact Information* to provide the name, address, phone, fax and Email for the primary contact for the current application.

### Application Contact Information

**\*\*** First Name:   
**\*\*** Last Name:   
 Job Title:   
**\*\*** Name of Organization/Firm:   
**\*\*** Street Address:   
**\*\*** City:   
**\*\*** State:   
**\*\*** Zip:  -  -   
**\*\*** Telephone:  -  -  ext.   
 Fax:  -  -   
 E-mail:

1. Enter the required information in the appropriate fields. **Note:** Fields marked with double red asterisks (\*\*) are required.
2. Click the **Update** button to save changes. A new page will display the new information.
3. Click the **Return to Application Menu** button to return to the application menu.

## Owner/Authorized Representative Information

SECTION I: APPLICATION MENU	
Click on an Application Section or Button Below to Continue	
<input type="button" value="Return to Main Menu"/> <input type="button" value="Delete This Application"/>	
<input type="button" value="Assign/Remove Edit Rights to this Application"/>	
<input type="button" value="Transfer Ownership of this Application"/>	
Application Sections	Data Updated?
Application Purpose	No
Scope of Application	No
Application Contact Information	No
<b>Owner/Authorized Representative Information</b>	No
Responsible Official Information	No
Professional Engineer Information	No

From the Application Menu, click on *Owner/Authorized Representative Information* to provide the name, address, phone, fax and Email for the Owner or the Authorized Representative for the current application.

Owner/Authorized Representative Information	
<input type="button" value="Update"/> <input type="button" value="Return to Application Menu"/>	
** First Name:	<input type="text" value="SYLVIA"/>
** Last Name:	<input type="text" value="LIVINGSTON"/>
Job Title:	<input type="text" value="OWNER"/>
** Name of Organization/Firm:	<input type="text" value="LIVINGSTON POWER"/>
** Street Address:	<input type="text" value="123 WRITER'S ROAD"/>
** City:	<input type="text" value="MILWAUKEE"/>
** State:	<input type="text" value="WISCONSIN"/>
** Zip:	<input type="text" value="45678"/> - <input type="text" value=""/> - <input type="text" value=""/>
** Telephone:	<input type="text" value="950"/> - <input type="text" value="921"/> - <input type="text" value="9557"/> ext: <input type="text" value=""/>
Fax:	<input type="text" value=""/> - <input type="text" value=""/> - <input type="text" value=""/>
E-mail:	<input type="text" value="SYLVIA.LIVINGSTON@DEP.STATE.FL.US"/>

1. Enter the required information in the fields. **Note:** Fields marked with double red asterisks (\*\*) are required.
2. Click the **Update** button to save changes.
3. Click the **Return to Application Menu** button to return to the application menu and continue the application.

## Responsible Official (RO) Information

**SECTION I: APPLICATION MENU**

Click on an Application Section or Button Below to Continue

Application Sections	Data Updated?
Application Purpose	No
Scope of Application	No
Application Contact Information	No
Owner/Authorized Representative Information	No
Responsible Official Information	No
Professional Engineer Information	No

From the Application Menu, click on the *Responsible Official Information* to provide the name, address, phone, fax and Email for the Responsible Official for the current application.

## No Responsible Officials Found

**Responsible Official (RO) List**

The designated primary responsible official must be identified if applying for an initial, revised, or renewal Title V air operation permit or for concurrent processing of an air construction permit and a revised/renewal Title V permit. If the responsible official who will submit this application is not the designated primary responsible official, this person must also be identified.

There are No ROs for this Application. Click the 'Return to Application Menu' Button.  
OR Click the 'Add New' Button to Add a New RO

Search Results: No Responsible Officials Found as of 1/30/2004 3:06:00 PM

1. Click the **Add New** button.

**Responsible Official (RO) Information**

The designated primary responsible official must be identified if applying for an initial, revised, or renewal Title V air operation permit or for concurrent processing of an air construction permit and a revised/renewal Title V permit. If the responsible official who will submit this application is not the designated primary responsible official, this person must also be identified.

Note: If you know the Responsible Official's EPSAP user login name, please enter it in the box below, then click the 'Update' button. If you do not know the user login name, click the link marked with the red arrow below. Please note that the user login name may be entered later, and is only required for the Responsible Official who will approve and submit this application.

EPSAP User Login Name:

➡ Click Here to Enter the RO Information Without the EPSAP User Login Name.

2. Enter the Responsible Official login name. If you do not know or the Responsible Official does not have a user login name at this time, click the red arrow next to "Click Here If You Do Not Know the RO's EPSAP User Login Name" to add the Responsible Official's information. **Note:** you must update the RO's login name before the PE can submit.

**Responsible Official (RO) Information**

The designated primary responsible official must be identified if applying for an initial, revised, or renewal Title V air operation permit or concurrent processing of an air construction permit and revised or renewal Title V air operation permit. If the responsible official who will submit this application is not the designated primary responsible official, this person must also be identified.

**\*\*** First Name:   
**\*\*** Last Name:   
**\*\*** Is this the Primary RO?: NO   
 Job Title:   
**\*\*** Name of Organization/Firm:   
**\*\*** Telephone:  -  -  ext:   
 Fax:  -  -   
 E-mail:   
(Note: E-mail is required only for the submitting RO)  
 Mailing Address:  
**\*\*** Street:   
  
**\*\*** City:   
**\*\*** State: SELECT A STATE   
**\*\*** Zip:  -

Responsible Official Qualification (Check one or more of the following options, as applicable):

- For a corporation, the president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation, or a duly authorized representative of such person if the representative is responsible for the overall operation of one or more manufacturing, production, or operating facilities applying for or subject to a permit under Chapter 62-213, F.A.C.
- For a partnership or sole proprietorship, a general partner or the proprietor, respectively.
- For a municipality, county, state, federal, or other public agency, either a principal executive officer or ranking elected official.
- The designated representative at an Acid Rain source or CAIR source.

3. Update the required information fields. If there is more than one Responsible Official for this facility, this page allows you to add them, noting that the signing RO must have an email address recorded. **Note:** Fields marked with double red asterisks (\*\*) are required fields.
4. Click the **Update** button to save changes.
5. Click the **Return to Application Menu** button to return to the application menu or click the **Return to Responsible Official List** button to return to that list.

## Responsible Official Found

**Responsible Official (RO) List**

The designated primary responsible official must be identified if applying for an initial, revised, or renewal Title V air operation permit or for concurrent processing of an air construction permit and a revised/renewal Title V permit. If the responsible official who will submit this application is not the designated primary responsible official, this person must also be identified.

Click on an RO from the List Below to See More Detailed Information  
OR Enter Search Criteria to Find a Specific RO  
OR Click the 'Add New' Button to Add a New RO

Choose one of the following to identify your search criteria and sort order:

Last Name     
  First Name     
  Company Name

Last Name	First Name	Company Name	Primary RO?	Data Updated?
LIVINGSTON	SYLVIA	FDEP	NO	YES

Search Results: 1 Responsible Official Found as of 1/30/2004 3:12:42 PM

1. Click on the name of the desired Responsible Official. **Note:** If the desired name is not listed, click the **Add New** button and follow the instructions for *No Responsible Official Found*.

**Responsible Official (RO) Information**

The designated primary responsible official must be identified if applying for an initial, revised, or renewal Title V air operation permit or concurrent processing of an air construction permit and revised or renewal Title V air operation permit. If the responsible official who will submit this application is not the designated primary responsible official, this person must also be identified.

EPSAP User Login Name:  (User login name is required only for the submitting RO)

\*\* Is this the Primary RO?:

\*\* First Name:

\*\* Last Name:

Job Title:

\*\* Name of Organization/Firm:

\*\* Telephone:  -  -  ext:

Fax:  -  -

E-mail:   
(Note: E-mail is required only for the submitting RO)

Mailing Address:

\*\* Street:

\*\* City:

\*\* State:

\*\* Zip:  -

Responsible Official Qualification (Check one or more of the following options, as applicable):

For a corporation, the president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation, or a duly authorized representative of such person if the representative is responsible for the overall operation of one or more manufacturing, production, or operating facilities applying for or subject to a permit under Chapter 62-213, F.A.C.  
 For a partnership or sole proprietorship, a general partner or the proprietor, respectively.  
 For a municipality, county, state, federal, or other public agency, either a principal executive officer or ranking elected official.  
 The designated representative at an Acid Rain source or CAIR source.

2. Update the required information fields. **Note:** Fields marked with double red asterisks (\*\*) are required fields.
3. Click the **Update** button to save changes.
4. Click the **Return to Application Menu** button to return to the application menu.

## Professional Engineer Information

**SECTION I: APPLICATION MENU**

Click on an Application Section or Button Below to Continue

Application Sections	Data Updated?
Application Purpose	No
Scope of Application	No
Application Contact Information	No
Owner/Authorized Representative Information	No
Responsible Official Information	No
Professional Engineer Information	No

From the Application Menu, click on the *Professional Engineer Information* to provide the name, address, phone, fax and Email for the Professional Engineer for the current application.

**A Professional Engineer Has Not Been Assigned to this Application**

 [Click Here to Assign a Professional Engineer](#)

1. Click the red arrow next to “Click Here to Assign a Professional Engineer” to navigate to the Professional Engineer Assignment page.

**PROFESSIONAL ENGINEER ASSIGNMENT**

**Professional Engineers must first register for an EPSAP account in order to appear in this list.**  
**If you do not see your desired PE, please direct them to the EPSAP Login screen to set up a new account.**

Application Owner: SYLVIAD  
Current Professional Engineer Assigned: NONE

Select a Professional Engineer:

2. Select the desired Professional Engineer by clicking the down arrow.
3. Click the **Update** button. **Note:** Professional Engineers must first be registered with an EPSAP account in order for their names to be listed.



**This Form Was Pre-filled From the Professional Engineer User Account Information.  
Please Notify the Professional Engineer to Update their User Account Information if Necessary.**  
 Click Here to Delete this Professional Engineer and Assign Another One

**Professional Engineer Information**

PE User Name: SLIVINGSTON  
 Registration Number: 85964  
 \*\* First Name: SYLVIA  
 \*\* Last Name: LIVINGSTON  
 Job Title: Tester  
 \*\* Name of Organization/Firm: FDEP  
 \*\* Telephone: 850 - 921 - 9557 ext:   
 Fax:  -  -   
 \*\* E-mail: SYLVIA.LIVINGSTON@DEP.STATE.FL.US  
 Mailing Address:  
 \*\* Street: 1235  
 \*\* City: TALLAHASSEE  
 \*\* State: FL  
 \*\* Zip: 12335 -

4. This form is pre-filled from the initial user account information. Fields marked with double red asterisks (\*\*) are required. If information is incorrect on this page, you must go to the “Update User Account Information.
5. Click the **Return to Application Menu** button to return to the application menu.

### To delete the Professional Engineer

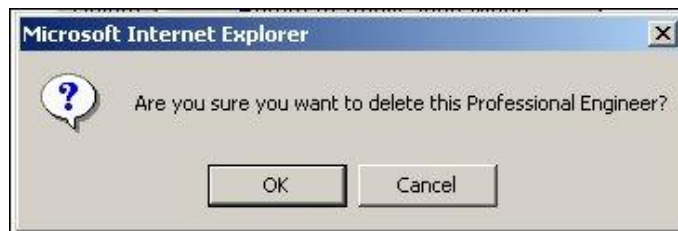
1. Click *Professional Engineer Information* from the Application Menu.
2. Click the red arrow next to “Click Here to Delete this Professional Engineer and Assign Another One.”

**PROFESSIONAL ENGINEER ASSIGNMENT**

**Application Owner: SYLVIAD**  
**Current Professional Engineer Assigned: SLIVINGSTON**  
**Professional Engineer Number: 85964**

Note: Only one Professional Engineer is allowed per application. If you want to assign a new Professional Engineer, you must first delete this one.

3. Click the **Delete** button. The message “Are you sure you want to delete this PE” will appear.



4. Click **OK** to confirm the deletion of the Professional Engineer.
5. Click the Return to **Application Menu** button to return to the Application Menu.

## Section II: Facility Menu

SECTION II: FACILITY MENU	
Click on a Facility Section or Button Below to Continue	
<input type="button" value="Return to Main Menu"/>	
Facility Sections	Data Updated?
Facility Identification Information	Yes
Facility Location and Type	No
Facility Contact	No
Facility Regulatory Classifications	No
Facility Pollutants	No
Facility Additional Information	No

### Facility Identification Information

This section is for entering the facility information.

### Facility Location and Type

This section is for entering the Location of the facility and the identification of the type of facility.

### Facility Contact

This section is for entering the application contact information.

### Facility Regulatory Classifications

This section is for identifying the classification of the facility.

### Facility Pollutants

This section is for entering the types of pollution the facility is emitting.

### Facility Additional Information

This section is for entering additional information about the facility.

## Facility Identification

Facility Identification Form	
<input type="button" value="Update"/> <input type="button" value="Return to Facility Menu"/>	
** Owner/Company Name:	<input type="text" value="OWNER"/>
Site Name:	<input type="text"/>
Description of Location:	<input type="text"/>
** Street Address:	<input type="text" value="1234 W TENNESSEE ST"/>
** City:	<input type="text" value="TALLAHASSEE"/>
** County:	<input type="text" value="LEON (37)"/>
** Zip:	<input type="text" value="32310"/> - <input type="text"/>
Relocatable?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Facility Comment:	<input type="text"/>

1. Enter the required information fields. **Note:** Fields marked with double red asterisks (\*\*) are required fields.
2. Click the **Update** button to save changes.
3. Click the **Return to Facility Menu** button to return to the application menu.

## Facility Location and Type

**FACILITY LOCATION AND TYPE**

Facility UTM Coordinates:  
Zone:  East (km):  North (km):

Facility Latitude:  
Degrees:  Minutes:  Seconds:

Facility Longitude:  
Degrees:  Minutes:  Seconds:

Facility SIC Codes:  
Primary:    Secondary:    Tertiary:

Governmental Facility Code:

\*\* Facility Status:

Facility Major Group SIC:

### Facility UTM Coordinates

Enter the facility UTM Coordinates: Zone, East and North in Kilometers

### Facility Latitude

Enter the Latitude coordinates for the facility.  
**Note:** It is not necessary to enter UTM Coordinates and Latitude/ Longitude. Enter the coordinates that are most accurate.

### Facility Longitude

Enter the Longitude coordinates for the facility.  
**Note:** It is not necessary to enter UTM Coordinates and Latitude/ Longitude. Enter the coordinates that are most accurate.

### Facility SIC Codes

Enter the SIC Code by either pressing the **Add/Edit** or **Clear** button. **Note:** If you have changed or added any information on this page, you must click the Updated button to save your changes before editing the facility SIC codes.

**ARMS FACILITY SIC CODES**

Please Select a Primary SIC Code For Your Facility From the List  
OR Enter Search Criteria to Find a Primary SIC Code to Select

Choose one of the following to identify your search criteria and sort order:

Code
  Description 1
  Description 2
  Description 3

Code	Description 1	Description 2	Description 3
0111	AGRICULTURAL PRODUCTION-CROPS	CASH GRAINS	WHEAT
0112	AGRICULTURAL PRODUCTION-CROPS	CASH GRAINS	RICE
0115	AGRICULTURAL PRODUCTION-CROPS	CASH GRAINS	CORN
0116	AGRICULTURAL PRODUCTION-CROPS	CASH GRAINS	SOYBEANS
0119	AGRICULTURAL PRODUCTION-CROPS	CASH GRAINS	CASH GRAINS, NEC
0131	AGRICULTURAL PRODUCTION-CROPS	FIELD CROPS, EXCEPT CASH GRAINS	COTTON
0132	AGRICULTURAL PRODUCTION-CROPS	FIELD CROPS, EXCEPT CASH GRAINS	TOBACCO
0133	AGRICULTURAL PRODUCTION-CROPS	FIELD CROPS, EXCEPT CASH GRAINS	SUGAR CROPS
0134	AGRICULTURAL PRODUCTION-CROPS	FIELD CROPS, EXCEPT CASH GRAINS	IRISH POTATOES
0139	AGRICULTURAL PRODUCTION-CROPS	FIELD CROPS, EXCEPT CASH GRAINS	FIELD CROPS, EXCEPT CASH GRAINS, NEC
0161	AGRICULTURAL PRODUCTION-CROPS	VEGETABLES AND MELONS	VEGETABLES AND MELONS

### ARMS Facility Codes

1. Choose one of the following to identify your search criteria and sort order
2. Select the search criteria radio button to indicate which value to query on.
3. Fill in the application information to be searched.
4. Click the **Search** button to search database of SIC codes or **Cancel** to return.

#### Governmental Facility Code

Select the appropriate Governmental Facility Code by clicking the down arrow.

#### Facility Status

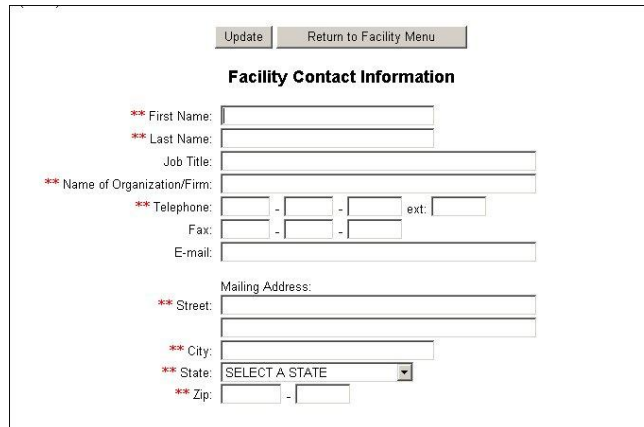
Select the appropriate Facility Status by clicking the down arrow.

#### Facility Major Group SIC

Select the appropriate Governmental Facility Code by clicking the down arrow.

1. Click the **Update** button to save changes.
2. Click the **Return to Facility Menu** button to return to the facility menu. **Note:** Fields marked with double red asterisks (\*\*) are required fields.

## Facility Contact

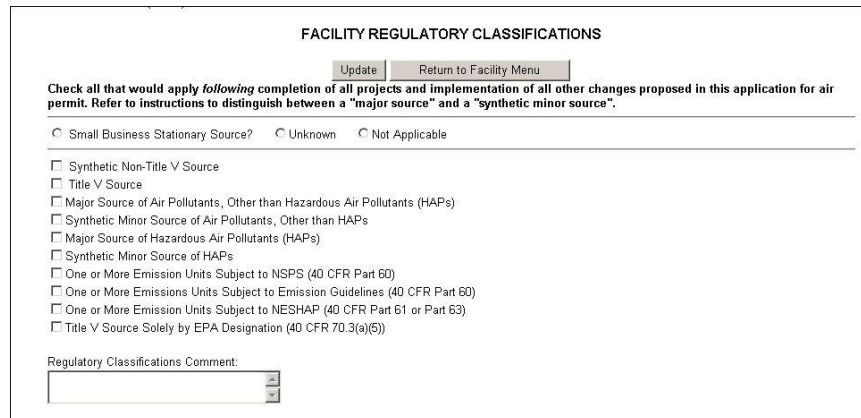


The form is titled "Facility Contact Information" and contains the following fields and buttons:

- Buttons: "Update" and "Return to Facility Menu"
- Fields: **\*\*** First Name, **\*\*** Last Name, Job Title, **\*\*** Name of Organization/Firm, **\*\*** Telephone (with area, exchange, and number boxes), Fax, E-mail, Mailing Address, **\*\*** Street, **\*\*** City, **\*\*** State (dropdown menu with "SELECT A STATE" selected), and **\*\*** Zip (with area and number boxes).

1. Update the required information fields. **Note:** Fields marked with double red asterisks (\*\*) are required fields.
2. Click the **Update** button to save changes.
3. Click the **Return to Facility Menu** button to return to the facility menu.

## Facility Regulatory Classifications



The form is titled "FACILITY REGULATORY CLASSIFICATIONS" and contains the following elements:

- Buttons: "Update" and "Return to Facility Menu"
- Text: "Check all that would apply following completion of all projects and implementation of all other changes proposed in this application for air permit. Refer to instructions to distinguish between a "major source" and a "synthetic minor source"."
- Radio buttons:  Small Business Stationary Source?,  Unknown,  Not Applicable
- Checkboxes:
  - Synthetic Non-Title V Source
  - Title V Source
  - Major Source of Air Pollutants, Other than Hazardous Air Pollutants (HAPs)
  - Synthetic Minor Source of Air Pollutants, Other than HAPs
  - Major Source of Hazardous Air Pollutants (HAPs)
  - Synthetic Minor Source of HAPs
  - One or More Emission Units Subject to NSPS (40 CFR Part 60)
  - One or More Emissions Units Subject to Emission Guidelines (40 CFR Part 60)
  - One or More Emission Units Subject to NESHAP (40 CFR Part 61 or Part 63)
  - Title V Source Solely by EPA Designation (40 CFR 70.3(a)(6))
- Text: "Regulatory Classifications Comment:"
- Text input field with a "Go" button.

1. Check all boxes that would apply *following* completion of all projects and implementation of all other changes proposed in this application for air permit. Refer to instructions to distinguish between a "major source" and a "synthetic minor source".
2. Enter any additional Regulatory Classifications Comments, if needed.
3. Click the **Update** button to save changes.
4. Click the **Return to Facility Menu** button to return to the facility menu.

## Facility Pollutants

**FACILITY POLLUTANTS**

Click on a Facility Pollutant from the List Below to See More Detailed Information  
OR Enter Search Criteria to Find a Specific Facility Pollutant  
OR Click the 'Add New Pollutant' Button to Add a New Facility Pollutant

Choose one of the following to identify your search criteria and sort order:

Pollutant Code    
 Classification    
 Pollutant Description

Pollutant Code	Classification	Pollutant Description	Data Updated?
CO	A	Carbon Monoxide	NO
H015	C	Arsenic Compounds (inorganic including arsine)	NO
H017	C	Benzene (including benzene from gasoline)	NO
H021	C	Beryllium Compounds	NO
H027	C	Cadmium Compounds	NO
H046	C	Chromium Compounds	NO
H047	C	Cobalt Compounds	NO
H095	C	Formaldehyde	NO
H096	C	Glycol ethers	NO
H104	C	Hexane	NO
H110	C	Lead Compounds	NO
H113	C	Manganese Compounds	NO
H114	C	Mercury Compounds	NO
H132	C	Naphthalene	NO

1. Click on the name of the Pollutant to be updated. **Note:** If the pollutant is not listed, click the **Add New Pollutant** button to add a new pollutant.

**FACILITY POLLUTANT INFORMATION FORM**

**Pollutant Code:** PM10

**Pollutant Description:** Particulate Matter - PM10

**Classification:**

**Facility Pollutant Emissions Cap Information:**

Hourly Cap:  lb/hour     Annual Cap:  ton/year

**Basis for Emissions Cap:**

**Check Option 1, 2 or 3 Below:**

**Option 1:**  This Pollutant Is or Would Be Subject to a Facility-Wide Emissions Cap.

**Option 2:**  This Pollutant Is or Would Be Subject to a Multi-Unit Emissions Cap. Select EU(s) Below.

**Option 3:**  This Pollutant Is Not Subject to an Emissions Cap.

(For Option 2 above, Select EU's Below to 'Include' or 'Exclude' in the Multi-Unit Emissions Cap.)

For Option 2, press 'CTRL' Key + Click to select multiple EU's or to deselect an EU in the box(es) below.  
NOTE: Click the Update button at the top of this page after selecting your EU(s) below.

**These EU's are Currently Excluded From the Multi-Unit Cap  
Select those that you want to add to the Cap**

**Facility-Wide or Multi-Unit Emissions Cap Comment:**

2. Fill in all appropriate information.
3. Click the **Update** button to save changes.
4. Click the Return to **Pollutant List** button to return to update another pollutant or click the **Return to Facility Menu** button to return to the facility menu.

**Note:** if there is Currently No Emission Units Emitting the selected Pollutant a verifying message will appear.

# Facility Additional Information

### FACILITY ADDITIONAL INFORMATION LIST

Check the appropriate boxes below and/or enter a Comment, then click the 'Update' button,  
OR Click on a Description below to view, edit or add attachment information.

**Additional Requirements for All Permit Applications:** (These three items are required for all permit applications, except Title V air operation permit revision applications if this information was submitted to the department within the previous five years and would not be altered as a result of the revision being sought.)

Description	Previously submitted?	Submittal Date:	Attachment?
1. FACILITY PLOT PLAN	<input type="checkbox"/>	<input type="text"/>	No
2. PROCESS FLOW DIAGRAM(s)	<input type="checkbox"/>	<input type="text"/>	No
3. PRECAUTIONS TO PREVENT EMISSIONS OF UNCONFINED PARTICULATE MATTER	<input type="checkbox"/>	<input type="text"/>	No

**Additional Requirements for Air Construction Permit Applications:**

Description	Applicable?	Attachment?
1. AREA MAP SHOWING FACILITY LOCATION (Not applicable for existing permitted facility)	<input type="checkbox"/>	No
2. DESCRIPTION OF PROPOSED CONSTRUCTION, MODIFICATION, or PLANTWIDE APPLICABILITY LIMIT (PAL)	<input type="checkbox"/>	No
3. RULE APPLICABILITY ANALYSIS	<input type="checkbox"/>	No
4. LIST OF EXEMPT EMISSIONS UNITS (Not applicable if no exempt units at facility)	<input type="checkbox"/>	No
5. FUGITIVE EMISSIONS IDENTIFICATION	<input type="checkbox"/>	No
6. AIR QUALITY ANALYSIS (RULE 62-212.400(7), F.A.C.)	<input type="checkbox"/>	No
7. SOURCE IMPACT ANALYSIS (RULE 62-212.400(5), F.A.C.)	<input type="checkbox"/>	No
8. AIR QUALITY IMPACT SINCE 1977 (RULE 62-212.400(4)(e), F.A.C.)	<input type="checkbox"/>	No
9. ADDITIONAL IMPACT ANALYSES (RULES 62-212.400(8) and 62-212.500(4)(e), F.A.C.)	<input type="checkbox"/>	No
10. ALTERNATIVE ANALYSIS REQUIREMENTS (RULE 62-212.500(4)(g), F.A.C.)	<input type="checkbox"/>	No

**Additional Requirements for FESOP Applications:**

Description	Applicable?	Attachment?
1. LIST OF EXEMPT EMISSIONS UNITS (Not applicable if no exempt units at facility)	<input type="checkbox"/>	No

**Additional Requirements for Title V Air Operation Permit Applications:**

Description	Applicable?	Attachment?
1. LIST OF INSIGNIFICANT ACTIVITIES (Required for initial/renewal applications, but not for revision applications)	<input type="checkbox"/>	No
2. IDENTIFICATION OF APPLICABLE REQUIREMENTS (Required for initial/renewal applications, and for revision applications if this information would be changed as a result of the revision being sought)	<input type="checkbox"/>	No
3. COMPLIANCE REPORT AND PLAN (Required for all initial/revision/renewal applications) Note: A compliance plan must be submitted for each emissions unit that is not in compliance with all applicable requirements at the time of application and/or at any time during application processing. The department must be notified of any changes in compliance status during application processing.	<input type="checkbox"/>	No
4. LIST OF EQUIPMENT/ACTIVITIES REGULATED UNDER TITLE VI (If applicable, required for initial/renewal applications only) <input type="checkbox"/> Equipment/Activities On Site but Not Required to be Individually Listed	<input type="checkbox"/>	No
5. VERIFICATION OF RISK MANAGEMENT PLAN SUBMISSION TO EPA (If applicable, required for initial/renewal applications only)	<input type="checkbox"/>	No
6. REQUESTED CHANGES TO CURRENT TITLE V AIR OPERATION PERMIT	<input type="checkbox"/>	No

**Additional Requirements for Facilities Subject to Acid Rain or CAIR:**

Description	Applicable?	Attachment?
<b>1. ACID RAIN PROGRAM FORMS</b>		
ACID RAIN PART APPLICATION (DEP FORM No. 62-210.900(1)(a)) Previously submitted? <input type="checkbox"/> Submittal Date: <input type="text"/>	<input type="checkbox"/>	No
PHASE II NOx AVERAGING PLAN (DEP FORM No. 62-210.900(1)(a)1.) Previously submitted? <input type="checkbox"/> Submittal Date: <input type="text"/>	<input type="checkbox"/>	No
NEW UNIT EXEMPTION (DEP FORM No. 62-210.900(1)(a)2.) Previously submitted? <input type="checkbox"/> Submittal Date: <input type="text"/>	<input type="checkbox"/>	No
<b>2. CAIR PART (DEP FORM No. 62-210.900(1)(b))</b> Previously submitted? <input type="checkbox"/> Submittal Date: <input type="text"/>	<input type="checkbox"/>	No

**Other Information Regarding this Facility:**

Description	Included?	Attachment?
1. OTHER FACILITY INFORMATION Note: Provide any other information related to the facility addressed in this Facility Information Section that is not elsewhere provided in the application, not otherwise required and that you, the applicant, believe may be helpful.	<input type="checkbox"/>	No

**Additional Requirements Comment:**

Facility Additional Information page is the first step in attaching facility information file. To do this you must indicate what type of file(s) you are sending or attaching in the five sections provided; *Additional Requirements for All Permit Applications*, *Additional Requirements for Air Construction Permit Applications*, *Additional Requirements for FESOP Applications*, *Additional Requirements for Title V Air Operation Permit Applications*, and *Other Information Regarding this Facility*. After indicating the name and type of file the attachment will be, you must then go to the upload menu to upload the file. **Note:** the EU section is also an area that attachments can be added.

## Additional Requirements for All Permit Applications

In the additional requirements for all permit applications section the listed items are required for all permit applications, except Title V air operation permit revision applications if this information was submitted to the department within the previous five years and would not be altered as a result of the revision being sought. When attaching documents, there is a 4MB limit per upload and there may be limitation to the types of files that the permitting office can view. Files created with newer versions of Autocad for example may not be viewable by the permitting office. If you have any questions about the files you are uploading, call the permitting office or the DARM Application Support Desk to discuss submittal options.

1. If the information has been previously submitted, place a check in the previously submitted box, enter the date submitted and click the Update button. If not, leave the previously submitted box empty.
2. Click on the desired description hyperlink to be uploaded. **Note:** this form can be used for the attachment of electronic documents or to indicate the existence of hard-copy documents to be sent via mail.

**Facility Attachment Form**  
Additional Item: 'FACILITY PLOT PLAN'

[Return to Facility Additional Information List](#)   [Return to Facility Menu](#)   [Go to Upload Menu](#)

Please Enter the Required Information Below and Click the 'Update' Below

**Note: After adding your attachment information here, you may upload electronic files from the Upload Menu. Other hard-copy documents and files listed under Option 2 below should be mailed to the permitting authority.**

Option 1: Electronic File to be Uploaded.  
(Maximum file size allowed to upload is 4 Megabytes (MB). Larger files must be mailed.)

Option 2: Hard-Copy Document or File to be Mailed. For Title V air operation permit, permit revision, or permit renewal applications OR concurrent processing of air construction permit and Title V air operation permit revision or renewal applications, include the following certification signed by the application responsible official:

**Based on information and belief formed after reasonable inquiry, the statements and information in the document are true, accurate, and complete.**

Attachment Description or Comment:

3. Choose either *Option 1* Electronic File to be uploaded or *Option 2* Hard-Copy document(s). **Note:** *Option 2* requirements for Title V air operation permit, permit revision, or permit renewal applications or concurrent processing of air construction permit and Title V air operation permit revision or renewal applications, include the signed certification by the application responsible official.
4. Enter the attachment description or comment. **Note:** this helps to identify the information to be uploaded. The attachment can be uploaded at this time or after all of the attachments have been identified.
5. Click **Update** to save changes, then the **Return to Facility Additional Information List** button to return.



## Additional Requirements for Air Construction Permit Applications; FESOP Applications; Title V Air Operation Permit; Acid Rain or CAIR; and other Facility Information

- 1) Click the box indicating whether or not the item is applicable, enter previously submitted dates if needed, and click the Update button. **Note:** once the attachment is attached **No** will become **Yes**.
- 2) Click on the desired description hyperlink to be uploaded. **Note:** this form can be used for the attachment of electronic documents or to indicate the existence of hard-copy documents to be sent via mail.

The screenshot shows a web form titled "Facility Attachment Form" with a sub-header "'AREA MAP SHOWING FACILITY LOCATION'". At the top, there are three buttons: "Return to Facility Additional Information List", "Return to Facility Menu", and "Go to Upload Menu". Below these is a red note: "Please Enter the Required Information Below and Click the 'Update' Below. Note: After adding your attachment information here, you may upload electronic files from the Upload Menu. Other hard-copy documents and files listed under Option 2 below should be mailed to the permitting authority." In the center is an "Update" button. Below it are two radio button options: "Option 1: Electronic File to be Uploaded. (Maximum file size allowed to upload is 4 Megabytes (MB). Larger files must be mailed.)" and "Option 2: Hard-Copy Document or File to be Mailed. For Title V air operation permit, permit revision, or permit renewal applications OR concurrent processing of air construction permit and Title V air operation permit revision or renewal applications, include the following certification signed by the application responsible official:". Below the options is a red certification statement: "Based on information and belief formed after reasonable inquiry, the statements and information in the document are true, accurate, and complete." At the bottom is a text input field labeled "Attachment Description or Comment:" with a small scrollable area.

- 3) Choose either *Option 1* Electronic File to be uploaded or *Option 2* Hard-Copy document(s) or file to be mailed. **Note:** *Option 2* requirements for Title V air operation permit, permit revision, or permit renewal applications or concurrent processing of air construction permit and Title V air operation permit revision or renewal applications, include the a signed certification by the application responsible official.
- 4) Enter the attachment description or comment. **Note:** this helps to identify the information to be uploaded. The attachment can be uploaded at this time or after all of the attachments have been identified. If all of the attachments have been identified, click the **Go to Upload Menu** and follow the *Upload* instructions.
- 5) Click **Update** to save changes, then the **Return to Facility Additional Information List** button to return.

**Note:** You will be prompted to upload electronic files after you submit your application. Also if the attachment applies to other EU(s), you may list the EU(s) in the comment field, or add the attachment separately to each applicable Emission Unit. See "*Upload Attachment*" sections for further instructions on how to upload electronic files.

### Section III: Emission Unit List/ Search Menu

**EMISSIONS UNIT (EU) LIST/SEARCH**

Click on an EU from the List Below to See More Detailed Information  
OR Enter Search Criteria to Find a Specific EU  
OR Click the 'Add New EU' Button to Add a New EU

Choose one of the following to identify your search criteria and sort order:

EU ID
  EU Description
  Classification
  Status

EU ID	EU Description	Classification	Status	In Scope of Application?
001	1 SECONDARY BLAST FURNACE (60 TON) & A SLAG FURNACE	REGULATED	ACTIVE	YES

1 Emissions Unit Found as of 3/22/2004 4:28:54 PM

- Click on the name of the Emission Unit to be updated or deleted.  
**Note:** If the pollutant is not listed, click the **Add New EU** button to add a new emission unit.

**SECTION III: EMISSIONS UNIT (EU) MENU**

Note: This EU is Currently Included in the Scope of this Application.

Click on an EU Section or Button Below to Continue.

EU Sections	Data Updated?
EU Description and Detail Information	No
Control Equipment/Methods	No
Operating Capacity and Schedule	No
Point (Stack/Vent) Information	No
Segment (Process/Fuel) Information	No
EU Pollutant Information	No
Allowable Emissions	No
Visible Emissions Information	No
Continuous Monitor Information	No
EU Additional Information	No

#### Button Options:

Add New EU

This button allows the user to add a new emission unit.

Duplicate This EU

This button is for the duplication of the emission unit the user is working on. Note: This prevents the user from retyping similar emission unit information.

Delete This EU

This button will delete the current emission unit information from the database.

Go to EU List

This button returns the user to the emission unit list.

Return to Main Menu

This button returns the user to the Main Menu.

## Add New EU

**ENTER EMISSIONS UNIT DESCRIPTION AND DETAIL INFORMATION**

**Title V Air Operation Permit Emissions Unit Classification:**  
**\*\* Regulated or Unregulated EU?** (Check one if applying for an initial/revised/renewal Title V air operation permit.  
Check Not Applicable if applying for an air construction or FESOP only.)

The EU addressed in this section is a **Regulated** EU  
 The EU addressed in this section is an **Unregulated** EU  
 Not Applicable

---

**\*\* Type of Emissions Unit Addressed in this Section (choose one below):**

This EU Information Section addresses, as a single emissions unit, a single process or production unit, or activity, which produces one or more air pollutants and which has at least one definable emission point (stack or vent).

This EU Information Section addresses, as a single emissions unit, a group of process or production units and activities which has at least one definable emission point (stack or vent) but may also produce fugitive emissions.

This EU Information Section addresses, as a single emissions unit, one or more process or production units and activities which produce fugitive emissions only.

---

**\*\* EU Description:**

EU Status:

Commence Construction Date:  MM/DD/YYYY

Initial Startup Date:  MM/DD/YYYY

**\*\* EU Major Group SIC:**

Federal Program Applicability:  
(Check all that apply)  Acid Rain Unit  CAIR Unit

Package Unit Manufacturer:

Package Unit Model #:

Generator Nameplate Rating:  MW

EU Comment:

1. Click the **Add New EU** button on the Emission Unit Menu.
2. Fill in all appropriate information.
3. Click the **Update** button to save changes.
4. Click the **Return to Main Menu** button to return to the main menu.

## Duplicate Emission Unit

Emissions unit records that contain similar data can be duplicated to save data entry time. The duplicate emissions unit selection allows for the duplication of emissions unit's data either as an additional emission unit, or by replacing existing emissions unit information. Once this task is performed simply update the information in the unit that is different from the duplicated unit.

### Option 1: Create a New EU that is a Duplicate of this EU

1. Select the desired Emissions Unit from the "Emissions Unit List/Search" page.

SECTION III: EMISSIONS UNIT (EU) MENU  
**Note: This EU is Currently Included in the Scope of this Application.**

Click on an EU Section or Button Below to Continue.

EU Sections	Data Updated?
EU Description and Detail Information	No
Control Equipment/Methods	No
Operating Capacity and Schedule	No
Point (Stack/Vent) Information	No
Segment (Process/Fuel) Information	No
EU Pollutant Information	No
Allowable Emissions	No
Visible Emissions Information	No
Continuous Monitor Information	No
EU Additional Information	No

2. Click **Duplicate Data** button.

**EMISSION UNIT DUPLICATE OR REPLACE OPTIONS**  
Please Select an Option Below

**Option 1:** Create a New EU that is a Duplicate of this EU

Enter a Description for the New EU for Option 1:

**Option 2:** Select an EU from the List Below to Replace the Data in this EU

3. Click "Option 1" radio button and enter a description for the new emissions unit then click **Continue**.

**This EU Was Successfully Duplicated**  
**SECTION III: EMISSIONS UNIT (EU) MENU**  
**Note: This EU is Currently Included in the Scope of this Application.**

Click on an EU Section or Button Below to Continue.

<a href="#">Add New EU</a>	<a href="#">Duplicate Data</a>	<a href="#">Go to EU List</a>	<a href="#">Return to Main Menu</a>
----------------------------	--------------------------------	-------------------------------	-------------------------------------

EU Sections	Data Updated?
EU Description and Detail Information	Yes
Control Equipment/Methods	No
<a href="#">Operating Capacity and Schedule</a>	No
<a href="#">Point (Stack/Vent) Information</a>	No
<a href="#">Segment (Process/Fuel) Information</a>	No
EU Pollutant Information	No
<a href="#">Allowable Emissions</a>	No
<a href="#">Visible Emissions Information</a>	No
<a href="#">Continuous Monitor Information</a>	No
EU Additional Information	No

4. This step created a duplicate emissions unit. **Note:** if the duplicate emissions unit is not included in the scope of application, it will automatically be added when you change or add information.

## Replace Emissions Unit

The Emissions Unit Replace option has added functionality that allows a review of similar data during the replacement of one emission unit's data into another. For instance, if you replace the data in emission unit 2 with the data from emission unit 1 and the pollutant information is similar, you will be prompted to compare the data and match the data that can be overwritten. If none of the data matches (i.e., the EUs don't share similar pollutant data) all of the information from Unit 1 will be added to unit 2.

### Option 2: Select an EU from the List Below to Replace the Data in this EU

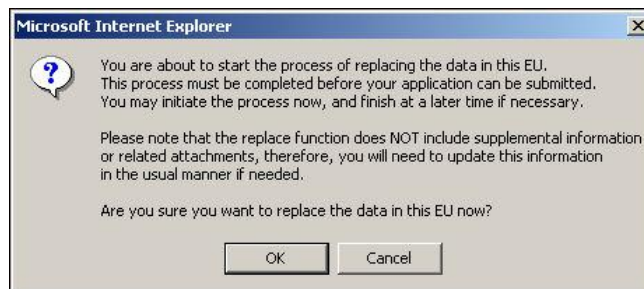
**EMISSION UNIT DUPLICATE OR REPLACE OPTIONS**  
Please Select an Option Below

**Option 1:** Create a New EU that is a Duplicate of this EU

Enter a Description for the New EU for Option 1:

**Option 2:** Select an EU from the List Below to Replace the Data in this EU

1. After selecting the desired Emissions Unit from the “Emissions Unit List/Search” page, click “Option 2” radio button.
2. Select an existing emission unit to replace by clicking the drop down arrow and selecting the desired emissions unit then click **Continue** button.



3. Click **Ok** to continue with the replace EU function. **Note:** This step may be started on one date or time and finished at a later date or time as long as it's done before you submit.

## Replace Point Descriptions

### Replace Point Descriptions

[Hide Instructions](#)

[Hide Instructions](#)

This page is used to choose which items from the EU being copied will replace like items in the EU whose data is being changed. Click and hold any mouse button to drag items from the left-hand column and drop them on the items in the right-hand column which you wish to have replaced. As you drag an item over the items in the right-hand column, the title bar of each item will light up if a match is permitted. (Hint: You do not need to completely cover the items in the right-hand column with the item you are dragging; the edges merely need to overlap.)

When you release the mouse button, the item will either pop into the center column, next to the item on which it was dropped, or it will return to the point of origin, if a drop was not allowed.

You may grab the items in the middle column and move them to a different item in the right-hand column, or you may drop them anywhere in the left column to remove them from the middle column.

The buttons at the top of the middle column perform the following:

- » **Replace Data** button will commit the following changes to the database:
  - » Data from the middle column will replace the data for the corresponding items in the right-hand column.
  - » Data items in the right-hand column that have not been replaced will stay intact.
  - » Any Items remaining in the left-hand column will be **added** to the data of the "Replaced EU."
  - » If there are no items in the middle column, the "Replaced EU" data will stay intact, any items in the left-hand column will be added to the "Replaced EU," and this step in the Emission Unit replacement cycle will be marked as complete.
- » **Postpone this step** allows you to temporarily skip this step, and return to it at a later time.

**Important Note:** You may navigate away from this page at any time, but you will not be able to submit the application until the replacement steps have been completed.

Replace Data
Postpone this Step

Data from the EU being copied (EU # 2)	Matched Items	Data from the EU being replaced (EU # 1)
<div style="text-align: right; font-weight: bold; font-size: small;">Point 1</div> pt 002 1		<div style="text-align: right; font-weight: bold; font-size: small;">Point 1</div> desc 001 1
<div style="text-align: right; font-weight: bold; font-size: small;">Point 2</div> pt 002 2		<div style="text-align: right; font-weight: bold; font-size: small;">Point 2</div> desc 001 2
<div style="text-align: right; font-weight: bold; font-size: small;">Point 3</div> desc 001 3		<div style="text-align: right; font-weight: bold; font-size: small;">Point 3</div> desc 001 3

Instructions are available on the Replacing Descriptions page to help with accomplishing the task of replacing EU data. Note: These instructions can be hidden by clicking the "Hide Instructions" hyperlink. To re-open them, click "Show Instructions" hyperlink.

**Replace Point Descriptions**  
[Show Instructions](#)

Data from the EU being copied (EU # 2)	Matched Items	Data from the EU being replaced (EU # 1)
<b>Point 1</b>		<b>Point 1</b>
pt 002 1		desc 001 1
<b>Point 2</b>		<b>Point 2</b>
pt 002 2		desc 001 2
		<b>Point 3</b>
		desc 001 3

To copy EU information from one EU to the other, click and hold any mouse button and drag items from the left-hand column to the right-hand column. This will drop the copied EU into the EU being replaced column. **Note:** As you drag an item over the items in the right-hand column, the title bar of each item will light up if a match is permitted.

**Replace Point Descriptions**  
[Show Instructions](#)

Data from the EU being copied (EU # 2)	Matched Items	Data from the EU being replaced (EU # 1)
<b>Point 2</b>		<b>Point 1</b>
pt 002 2		desc 001 1
	<b>Point 1</b>	<b>Point 2</b>
	pt 002 1	desc 001 2
		<b>Point 3</b>
		desc 001 3

When the copied EU information is accepted as a replacement the replaced information is listed in the Matched Items column next to the replaced EU data.

Click the **Replace Data** button to continue.

**Results of the replacement of point descriptions**

1 record replaced  
1 record added.

**Current Data:**

Description
desc 001 1
pt 002 1
desc 001 3
pt 002 2
4 records found, as of 12/15/2005 5:24:42 PM

There are further data replacement steps required.

Click the **Continue to Replacement of Pollutant Allowables** button to continue. **Note:** this step can be completed at a later date and/or time.



## Replace Pollutant Allowables

### Replace Pollutant Allowables

[Show Instructions](#)

Data from the EU being copied (EU # 2)	Matched items	Data from the EU being replaced (EU # 1)
<p><b>CO</b></p> <p>Carbon Monoxide 100 PARTS PER MILLION DRY GAS VOLUME @ 7% O2 Equivalent: lb/hour tons/year</p> <p><b>PM</b></p> <p>Particulate Matter - Total 0.08 GRAINS PER DRY STANDARD CUBIC FOOT @ 7% O2 Equivalent: lb/hour tons/year</p>	<p><b>CO</b></p> <p>Carbon Monoxide 100 PARTS PER MILLION DRY GAS VOLUME @ 7% O2 Equivalent: lb/hour tons/year</p> <p><b>PM</b></p> <p>Particulate Matter - Total 0.08 GRAINS PER DRY STANDARD CUBIC FOOT @ 7% O2 Equivalent: lb/hour tons/year</p>	<p><b>CO</b></p> <p>Carbon Monoxide 100 PARTS PER MILLION DRY GAS VOLUME @ 7% O2 Equivalent: lb/hour tons/year</p> <p><b>PM</b></p> <p>Particulate Matter - Total 0.08 GRAINS PER DRY STANDARD CUBIC FOOT @ 7% O2 Equivalent: lb/hour tons/year</p>

Click and hold any mouse button and drag items from the left-hand column to the right-hand column.

Data from the EU being copied (EU # 2)	Matched items	Data from the EU being replaced (EU # 1)																												
<p><b>CO</b></p> <p>Carbon Monoxide 100 PARTS PER MILLION DRY GAS VOLUME @ 7% O2 Equivalent: lb/hour tons/year</p> <p><b>PM</b></p> <p>Particulate Matter - Total 0.08 GRAINS PER DRY STANDARD CUBIC FOOT @ 7% O2 Equivalent: lb/hour tons/year</p>	<p><b>CO</b></p> <p>Carbon Monoxide 100 PARTS PER MILLION DRY GAS VOLUME @ 7% O2 Equivalent: lb/hour tons/year</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Basis for Allowable Emissions Code:</td> <td style="width: 50%;">RULE - required by rule specified in regulation</td> </tr> <tr> <td>Future Effective Date of Allowable Emissions:</td> <td></td> </tr> <tr> <td>Allowable Emissions:</td> <td>100</td> </tr> <tr> <td>Allowable Emissions Units:</td> <td>PARTS PER MILLION DRY GAS VOLUME @ 7% O2</td> </tr> <tr> <td>Equivalent Allowable Emissions:</td> <td>lb/hour tons/year</td> </tr> <tr> <td>Method of Compliance:</td> <td>EPA Method 10 and EPA Method 3 (O2)</td> </tr> <tr> <td>Allowable Emissions Comment (Description of Operating Method):</td> <td></td> </tr> </table> <p><b>PM</b></p> <p>Particulate Matter - Total 0.08 GRAINS PER DRY STANDARD CUBIC FOOT @ 7% O2 Equivalent: lb/hour tons/year</p>	Basis for Allowable Emissions Code:	RULE - required by rule specified in regulation	Future Effective Date of Allowable Emissions:		Allowable Emissions:	100	Allowable Emissions Units:	PARTS PER MILLION DRY GAS VOLUME @ 7% O2	Equivalent Allowable Emissions:	lb/hour tons/year	Method of Compliance:	EPA Method 10 and EPA Method 3 (O2)	Allowable Emissions Comment (Description of Operating Method):		<p><b>CO</b></p> <p>Carbon Monoxide 100 PARTS PER MILLION DRY GAS VOLUME @ 7% O2 Equivalent: lb/hour tons/year</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Basis for Allowable Emissions Code:</td> <td style="width: 50%;">RULE - required by rule specified in regulation</td> </tr> <tr> <td>Future Effective Date of Allowable Emissions:</td> <td></td> </tr> <tr> <td>Allowable Emissions:</td> <td>100</td> </tr> <tr> <td>Allowable Emissions Units:</td> <td>PARTS PER MILLION DRY GAS VOLUME @ 7% O2</td> </tr> <tr> <td>Equivalent Allowable Emissions:</td> <td>lb/hour tons/year</td> </tr> <tr> <td>Method of Compliance:</td> <td>EPA Method 10 with EPA Method 3 (O2)</td> </tr> <tr> <td>Allowable Emissions Comment (Description of Operating Method):</td> <td>can demonstrate compliance with identical unit test report less than 5 years old</td> </tr> </table> <p><b>PM</b></p> <p>Particulate Matter - Total 0.08 GRAINS PER DRY STANDARD CUBIC FOOT @ 7% O2 Equivalent: lb/hour tons/year</p>	Basis for Allowable Emissions Code:	RULE - required by rule specified in regulation	Future Effective Date of Allowable Emissions:		Allowable Emissions:	100	Allowable Emissions Units:	PARTS PER MILLION DRY GAS VOLUME @ 7% O2	Equivalent Allowable Emissions:	lb/hour tons/year	Method of Compliance:	EPA Method 10 with EPA Method 3 (O2)	Allowable Emissions Comment (Description of Operating Method):	can demonstrate compliance with identical unit test report less than 5 years old
Basis for Allowable Emissions Code:	RULE - required by rule specified in regulation																													
Future Effective Date of Allowable Emissions:																														
Allowable Emissions:	100																													
Allowable Emissions Units:	PARTS PER MILLION DRY GAS VOLUME @ 7% O2																													
Equivalent Allowable Emissions:	lb/hour tons/year																													
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Future Effective Date of Allowable Emissions:																														
Allowable Emissions:	100																													
Allowable Emissions Units:	PARTS PER MILLION DRY GAS VOLUME @ 7% O2																													
Equivalent Allowable Emissions:	lb/hour tons/year																													
Method of Compliance:	EPA Method 10 with EPA Method 3 (O2)																													
Allowable Emissions Comment (Description of Operating Method):	can demonstrate compliance with identical unit test report less than 5 years old																													

To view Pollutant Allowable information, click the down arrow next to that pollutant. Click the arrow again to collapse information.

**Results of the replacement of pollutant allowables**

2 records replaced  
0 records added.

**Current Data:**

Pollutant Code	Pollutant Description	Basis for Allowable Emissions Code
CO	Carbon Monoxide	RULE
PM	Particulate Matter - Total	RULE

2 records found, as of 12/16/2005 2:44:07 PM

There are further data replacement steps required.

Click **Continue to Replacement of Continuous Monitors** button to continue. **Note:** this step can be completed at a later date and/or time.

## Replace Continuous Monitors

**Replace Continuous Monitors**  
[Show Instructions](#)

Data from the EU being copied (EU # 2)	Matched Items	Data from the EU being replaced (EU # 1)
	TEMP - Flue Gas Temperature <span style="float: right;">↓</span>	TEMP - Flue Gas Temperature <span style="float: right;">↓</span>

To view Continuous Monitors information, click the down arrow next to that monitor. Click the arrow again to collapse information.

**Results of the replacement of continuous monitors**  
1 record replaced  
0 records added.

**Current Data:**

Parameter Code	Manufacturer	Status
TEMP		Active
1 record found, as of 12/16/2005		

The data replacement is complete for this EU.

Click **Return to EU Menu** button to navigate back to the Emissions Unit Menu, thus completing the replace function.

## Delete This EU

**EMISSIONS UNIT DESCRIPTION AND DETAIL INFORMATION**  
EU Permit Type: AC1B  
[Click Here to Select a Different Permit Type](#)

**Title V Air Operation Permit Emissions Unit Classification:**  
**\*\* Regulated or Unregulated EU?** (Check one if applying for an initial/revised/renewal Title V air operation permit.  
Check Not Applicable if applying for an air construction or FESOP only.)

The EU addressed in this section is a **Regulated EU**  
 The EU addressed in this section is an **Unregulated EU**  
 Not Applicable

---

**\*\* Type of Emissions Unit Addressed in this Section (choose one below):**

This EU Information Section addresses, as a single emissions unit, a single process or production unit, or activity, which produces one or more air pollutants and which has at least one definable emission point (stack or vent).

This EU Information Section addresses, as a single emissions unit, a group of process or production units and activities which has at least one definable emission point (stack or vent) but may also produce fugitive emissions.

This EU Information Section addresses, as a single emissions unit, one or more process or production units and activities which produce fugitive emissions only.

---

**\*\* EU Description:**

EU Status:

Commence Construction Date:  MM/DD/YYYY

Initial Startup Date:  MM/DD/YYYY

**\*\* EU Major Group SIC:**

Federal Program Applicability:  Acid Rain Unit  CAIR Unit  Hg Budget Unit  
(Check all that apply)

Package Unit Manufacturer:

Package Unit Model #:

Generator Nameplate Rating:  MW

EU Comment:

1. To delete added emission unit, click the Emissions Unit to be deleted. **Note:** you can only delete added EU's
2. Click the **Delete This EU** button on the Emissions Unit Menu.
3. Click the **Delete** button or click the **Return to Main Menu** button to return to the main menu to cancel deletion.

## EU Sections

**SECTION III: EMISSIONS UNIT (EU) MENU**

**Note: This EU is Currently Included in the Scope of this Application.**

Click on an EU Section or Button Below to Continue.

Add New EU
Duplicate Data
Go to EU List
Return to Main Menu

EU Sections	Data Updated?
EU Description and Detail Information	No
Control Equipment/Methods	No
Operating Capacity and Schedule	No
Point (Stack/Vent) Information	No
Segment (Process/Fuel) Information	No
EU Pollutant Information	No
Allowable Emissions	No
Visible Emissions Information	No
Continuous Monitor Information	No
EU Additional Information	No

### EU Description and Detail Information

This section describes the Emission Unit Addressed. This is the based form and all subsequent forms describe the Emissions Unit in this form.

### Control Equipment/Methods

This section identifies the control devices or method codes for the emissions unit.

### Operating Capacity and Schedule

This section has the Operating Capacity and Schedule for the Emission Unit.

### Point (Stack/Vent) Information

This section is for the entering the Point (Stack/Vent) Information.

### Segment (Process/Fuel) Information

This section is for entering the Segment (Process/Fuel) Information.

### EU Pollutant Information

This section is for entering the Pollutant information.

### Allowable Emissions

This section is for entering the Allowable Emissions information.

### Visible Emissions Information

This section is for entering the Visible Emissions information.

### Continuous Monitor Information

This section is for entering the Continuous Monitor information.

### EU Additional Information

This section is for entering EU Additional Information.

## EU Description and Detail Information

### EMISSIONS UNIT DESCRIPTION AND DETAIL INFORMATION

EU Permit Type:  
[Click Here to Select a Different Permit Type](#)

**Title V Air Operation Permit Emissions Unit Classification:**  
**\*\* Regulated or Unregulated EU?** (Check one if applying for an initial/revised/renewal Title V air operation permit. Check Not Applicable if applying for an air construction or FESOP only.)

The EU addressed in this section is a **Regulated EU**  
 The EU addressed in this section is an **Unregulated EU**  
 Not Applicable

---

**\*\* Type of Emissions Unit Addressed in this Section (choose one below):**

This EU Information Section addresses, as a single emissions unit, a single process or production unit, or activity, which produces one or more air pollutants and which has at least one definable emission point (stack or vent).  
 This EU Information Section addresses, as a single emissions unit, a group of process or production units and activities which has at least one definable emission point (stack or vent) but may also produce fugitive emissions.  
 This EU Information Section addresses, as a single emissions unit, one or more process or production units and activities which produce fugitive emissions only.

---

**\*\* EU Description:**

EU Status:

Commence Construction Date:

Initial Startup Date:

**\*\* EU Major Group SIC:**

Federal Program Applicability:  
 (Check all that apply)  Acid Rain Unit  CAIR Unit  Hg Budget Unit

Package Unit Manufacturer:

Package Unit Model #:

Generator Nameplate Rating:  MW

EU Comment:

1. Click *EU Description and Detail Information* on the Emission Unit Menu.
2. Fill in all appropriate information.
3. Click the **Update** button to save changes.
4. Click the **Return to Main Menu** button to return to the main menu.

## Control Equipment/Methods

### EU CONTROL EQUIPMENT/METHODS

Click on a Control Equipment/Method from the List Below to See More Detailed Information  
 OR Enter Search Criteria to Find a Specific Control Equipment/Method  
 OR Click the 'Add New' Button to Add a Control Equipment/Method

Choose one of the following to identify your search criteria and sort order:

Code  Control Equipment/Method Name

Code	Control Equipment/Method Name	Data Updated?
17	FABRIC FILTER MEDIUM TEMPERATURE (180F)	NO

Search Results: 1 Record Found as of 3/23/2004 12:31:18 PM

1. Click *EU Control Equipment/Methods* on the Emission Unit Menu.
2. Click on the name of the Control Equipment/Method Name to be updated.  
**Note:** If the control equipment/method name is not listed, click the **Add New** button to add a new emission unit

**EU CONTROL EQUIPMENT/METHOD FORM**

Control Equipment/Method: FABRIC FILTER MEDIUM TEMPERATURE (180F)

Description:

3. Fill in all appropriate information.
4. Click the **Update** button to save changes, **Add New** button to add a new *EU Control Equipment* or the **Cancel** button to cancel.

### Operating Capacity and Schedule

**EU OPERATING CAPACITY AND SCHEDULE**

**This information is optional for unregulated emissions units.**

Maximum Process or Throughput Rate:  Units:

Maximum Production Rate:  Units:

Maximum Heat Input Rate:  mmBtu/hr

Maximum Incineration Rate:  lb/hr

tons/day

Maximum Operating Schedule:  hours/day

days/week

weeks/year

hours/year

Operating Capacity/Schedule Comment:

1. Click *EU Operating Capacity and Schedule* on the Emission Unit Menu.
2. Fill in all appropriate information.
3. Click the **Update** button to save changes, or the **Return to EU Menu** button to return to the emission unit menu.

## Point (Stack/Vent) Information

**EU POINT (STACK/VENT) INFORMATION FORM**  
This information is optional for unregulated emissions units.

Identification of Point on Plot Plan or Flow Diagram

Emission Point Type Code:

Discharge Type Code:

Stack Height:  feet

Exit Diameter:  feet

Exit Temperature:  Fahrenheit

Actual Volumetric Flow Rate:  acfm

Water Vapor:  %

Maximum Dry Standard Flow Rate:  dscfm

Nonstack Emission Point Height:  feet

Emission Point UTM Coordinates:

Zone:  East(km):  North(km):

Emission Point Latitude DD:  MM:  SS:

Emission Point Longitude DD:  MM:  SS:

Emission Point Comment:

4. Click *EU Point (Stack/Vent) Information Form* on the Emission Unit Menu.
5. Fill in all appropriate information.
6. Click the **Update** button to save changes, or the **Return to EU Menu** button to return to the emission unit menu.

## Segment (Process/Fuel) Information

EU SEGMENT (PROCESS/FUEL) LIST			
Click on a Segment From the List Below for More Detailed Information OR Click the 'Add New Segment' button to Add a New Segment			
<a href="#">Add New Segment</a>		<a href="#">Return to EU Menu</a>	
Segment Description	SCC Code	Valid?	Data Updated?
	30400401	YES	NO
	30400403	YES	NO
	30400414	YES	NO
	30400499	YES	NO
Search Results: 4 Segments Found as of 3/24/2004 9:20:11 AM			

1. Click on the name of the *SCC Code*, *Valid*, or *Data Updated* to be updated. **Note:** If the SCC Code is not listed, click the **Add New Segment** button to add.

EU SEGMENT (PROCESS/FUEL) FORM	
<a href="#">Update</a> <a href="#">Add New</a> <a href="#">Return to Segment List</a> <a href="#">Return to EU Menu</a>	<< Segment Navigation >>
SCC Code: 30400401	> >>
Units: Tons Metal Charged	
Description 1: Industrial Processes	
Description 2: Secondary Metal Production	
Description 3: Lead	
Description 4: Pot Furnace	
Is this a Valid Segment? <input checked="" type="radio"/> Yes <input type="radio"/> No	
Segment Description (Process/Fuel Type):	<input type="text"/>
Maximum Hourly Rate:	<input type="text"/>
Maximum Annual Rate:	<input type="text"/>
Estimated Annual Activity Factor:	<input type="text"/>
Maximum % Sulfur:	<input type="text"/>
Maximum % Ash:	<input type="text"/>
Million Btu per SCC Unit:	<input type="text"/>
Segment Comment:	<input type="text"/>
Do You Want to See Details about this SCC Code for Another EU?	<input type="text"/>
	<input type="text" value="No Other Emission Units Available"/>

2. Fill in all appropriate information.
3. To navigate to each segment, click the **arrow** buttons under the *Segment Navigation* heading.
4. Click the **Update** button to save changes, or the **Return to Segment List**, or **Return to EU Menu** buttons to return.

## To Add a New Segment

1. Click the Add New button.

SCC CODE SEARCH	
<a href="#">Search</a> <a href="#">Return to EU Menu</a>	
<b>Add New Segment: Step 1</b> Select an Option Below	
<input type="radio"/> Option 1: Display the Complete List of all SCC Codes <small>(The complete list is long and may take a few moments to load!)</small>	
<input checked="" type="radio"/> Option 2: Search for this Range of SCC Codes From: <input type="text" value="30400401"/> To: <input type="text" value="30400405"/>	
<input type="radio"/> Option 3: Search for this Specific SCC Code: <input type="text"/>	
<input type="radio"/> Option 4: Search for this Text in the SCC Code Descriptions: <input type="text"/>	

2. Use either 1-4 search options method to search for new segment.



EPA SCC CODE SEARCH RESULTS					
Add New Segment: Step 2					
<p>You selected Option 2: SCC Codes 30400401 - 30400405</p> <p>Click on an SCC Code for the New Segment From the List Below</p>					
<input type="button" value="Perform Another Search"/>			<input type="button" value="Return to EU Menu"/>		
Code	Description 1	Description 2	Description 3	Description 4	Units
30400402	Industrial Processes	Secondary Metal Production	Lead	Reverberatory Furnace	Tons Metal Charged
30400404	Industrial Processes	Secondary Metal Production	Lead	Rotary Sweating Furnace	Tons Metal Charged
30400405	Industrial Processes	Secondary Metal Production	Lead	Reverberatory Sweating Furnace	Tons Metal Charged
Search Results: 3 SCC Codes Found as of 3/24/2004 3:34:40 PM					

- Click on the name of the SCC Code to be added. **Note:** If the SCC Code is not listed, click the **Perform Another Search** button to add.

ADD NEW SEGMENT: STEP 3	
<input type="button" value="Update"/>	<input type="button" value="Return to Segment List"/>
<input type="button" value="Return to EU Menu"/>	
SCC Code: <b>30400402</b> Units: Tons Metal Charged Description 1: Industrial Processes Description 2: Secondary Metal Production Description 3: Lead Description 4: Reverberatory Furnace	
Segment Description (Process/Fuel Type):	<input type="text"/>
Maximum Hourly Rate:	<input type="text"/>
Maximum Annual Rate:	<input type="text"/>
Estimated Annual Activity Factor:	<input type="text"/>
Maximum % Sulfur:	<input type="text"/>
Maximum % Ash:	<input type="text"/>
Million Btu per SCC Unit:	<input type="text"/>
Segment Comment:	<input type="text"/>

- Fill in all appropriate information.
- Click the **Update** button to save changes, or the **Return to Segment List**, or **Return to EU Menu** buttons to return.

## EU Pollutant Information

EMISSIONS UNIT POLLUTANTS			
Click on an EU Pollutant from the List Below for More Detailed Information OR Enter Search Criteria to Find an EU Pollutant OR Click the 'Add New Pollutant' Button to Add a New EU Pollutant			
<input type="text"/>	<input type="button" value="Search"/>	<input type="button" value="Add New Pollutant"/>	<input type="button" value="Return to EU Menu"/>
Choose one of the following to identify your search criteria and sort order:			
<input checked="" type="radio"/> Pollutant Code		<input type="radio"/> Pollutant Description	
<input type="button" value="Check 'Valid' Flags Below, then Click Here to Update All"/> <input type="button" value="Update Valid Flags"/>			
Pollutant Code	Pollutant Description	Valid?	Data Entered?
CO	Carbon Monoxide	<input checked="" type="radio"/> Yes <input type="radio"/> No	NO
NOX	Nitrogen Oxides	<input checked="" type="radio"/> Yes <input type="radio"/> No	NO
PB	Lead - Total (elemental lead and lead compounds)	<input checked="" type="radio"/> Yes <input type="radio"/> No	NO
PM	Particulate Matter - Total	<input checked="" type="radio"/> Yes <input type="radio"/> No	NO
PM10	Particulate Matter - PM10	<input checked="" type="radio"/> Yes <input type="radio"/> No	NO
SO2	Sulfur Dioxide	<input checked="" type="radio"/> Yes <input type="radio"/> No	NO
VOC	Volatile Organic Compounds	<input checked="" type="radio"/> Yes <input type="radio"/> No	NO

1. Click on the name of the *Pollutant Code* to be updated. **Note:** If the Pollutant Code is not listed, click the **Add New Pollutant** button to add.

Update	Add New Pollutant	Return to Pollutant List	Return to EU Menu
EMISSIONS UNIT POLLUTANT DETAIL INFORMATION POTENTIAL, FUGITIVE, AND ACTUAL EMISSIONS <input type="button" value="Click here to View/Edit/Add Allowable Emissions Information for this Pollutant"/>			
Pollutant Code: CO		<< Pollutant Navigation >>	
		<input type="button" value="&gt;"/> <input type="button" value="&gt;&gt;"/>	
Pollutant Description: Carbon Monoxide			
Is this a Valid Pollutant? <input checked="" type="radio"/> Yes <input type="radio"/> No			
Include in the Facility Emissions Cap? <input type="radio"/> Yes <input checked="" type="radio"/> No			
Pollutant Regulatory Code: <input type="text" value="Select a Pollutant Regulatory Code"/>			
<input type="button" value="Click Here to Add a Control Device to this EU"/>			
Primary Control Device: <input type="text" value="No Primary Control Devices Available"/>			
Secondary Control Device: <input type="text" value="No Secondary Control Devices Available"/>			
(The following information is optional for unregulated emissions units.)			
<b>Potential, Estimated Fugitive, and Baseline &amp; Projected Actual Emissions</b> Complete for each EU pollutant if applying for an air construction permit or concurrent processing of an air construction permit and a revised or renewal Title V permit. Complete for each emissions-limited EU pollutant if applying for an air operation permit.			
Total % Efficiency of Control: <input type="text"/>			
Potential Emissions: <input type="text" value="0.3087"/> lb/hour <input type="text" value="1.3523"/> tons/year			
Synthetically Limited? <input type="radio"/> Yes <input checked="" type="radio"/> No			
Range of Estimated Fugitive Emissions (as applicable): <input type="text"/> to <input type="text"/> tons/year			
Emission Factor: <input type="text" value="5"/>			
Emission Factor Units: <input type="text" value="LB/1000 GAL (011)"/>			
Emission Factor Reference: <input type="text" value="SCC"/>			
Emissions Method Code: <input type="text" value="Select an Emissions Method Code"/>			
Baseline Actual Emissions (if required): <input type="text"/> tons/year			
Baseline 24-Month Period: <input type="text"/> (From: mm/dd/yyyy) <input type="text"/> (To: mm/dd/yyyy)			
Projected Actual Emissions (if required): <input type="text"/> tons/year			
Projected Monitoring Period <input type="radio"/> 5 years <input type="radio"/> 10 years <input checked="" type="radio"/> Not Applicable			
Calculation of Emissions: <input type="text"/>			
Potential, Fugitive, and Actual Emissions Comment: <input type="text" value="GALLON : GALLONS BURNED"/>			
Do You Want to See Details about this Pollutant for Another EU?			
<input type="text" value="Select an Emissions Unit"/>			

2. Fill in all appropriate information.
3. Click the **arrow** buttons under the *Pollutant Navigation* heading to navigate to each segment.

- Click the **Update** button to save changes, or the **Add New Pollutant** button to add or **Return to Segment List**, or **Return to EU Menu** buttons to return.

## Allowable Emissions

**Allowable Emissions**

Click on an EU Pollutant Allowable Emission from the List Below for More Detailed Information  
OR Enter Search Criteria to Find an EU Pollutant Allowable Emission  
OR Click the 'Add New' Button to Add a New EU Pollutant Allowable Emission

Choose one of the following to identify your search criteria and sort order:

Pollutant Code
  Pollutant Description
  Basis for Allowable Emissions Code

Pollutant Code	Pollutant Description	Basis for Allowable Emissions Code	Data Updated?
CO	Carbon Monoxide	RULE	NO
PB	Lead - Total (elemental lead and lead compounds)	RULE	NO
PM	Particulate Matter - Total		NO
SO2	Sulfur Dioxide		NO
VOC	Volatile Organic Compounds	RULE	NO

Search Results: 5 Records Found as of 5/4/2004 2:00:01 PM

- Click on the name of the *Pollutant Code* to be updated. **Note:** If the Pollutant Code is not listed, click the **Add New** button to add.

**ALLOWABLE EMISSIONS FORM**

Complete if this pollutant is or would be subject to a numerical emissions limitation.

[Click here to View/Edit Potential/Estimated Fugitive Emissions Information for this Pollutant](#)

Pollutant Code: CO  
Pollutant Description: Carbon Monoxide

Basis for Allowable Emissions Code:

Future Effective Date of Allowable Emissions:

Allowable Emissions:

Allowable Emissions Units:

Equivalent Allowable Emissions:  lb/hour  tons/year

Method of Compliance:

Allowable Emissions Comment (Description of Operating Method):

- Fill in all appropriate information.
- To navigate the previous section, click the red arrow next to *“Click Here to View/Edit Potential/Estimated Fugitive Emissions Information for this Pollutant”*.
- Click the **Update** button to save changes, or the **Add New** button to add or **Return to Allowable Emissions List**, or **Return to EU Menu** buttons to return.

## Visible Emissions Information

**EU VISIBLE EMISSIONS**

Click on a Visible Emission from the List Below for More Detailed Information  
OR Enter Search Criteria to Find a Visible Emission  
OR Click the 'Add New' Button to Add a New Visible Emission

Choose one of the following to identify your search criteria and sort order:

Subtype
  Basis for Allowable Opacity

Subtype	Basis for Allowable Opacity	Data Updated?
VE05	OTHER	YES

Search Results: 1 Record Found as of 5/13/2004 4:35:42 PM

1. Click on the name of the *Subtype* to be updated. **Note:** If the Subtype is not listed, click the **Add New** button to add.

**VISIBLE EMISSIONS FORM**

Complete if this EU is or would be subject to a unit-specific visible emissions limitation.

\*\* Visible Emissions Subtype:

Basis for Allowable Opacity:

Allowable Opacity

Normal Conditions:  %

Exceptional Conditions:  %

Max. Period of Excess Opacity Allowed:  min/hour

Continuous Opacity Monitor Used?  Yes  No

Method(s) of Compliance: EPA ALTERNATE METHOD 1

Edit Method(s) by Selecting From this Box:  
Press 'CTRL' Key + Click to select or deselect multiple methods

Visible Emissions Comment:

2. Fill in all appropriate information.
3. Click the **Update** button to save changes, or the **Add New** button to add or **Return to Visible Emissions List**, or **Return to EU Menu** buttons to return.

**Note:** To select the method of compliance. Press 'CTRL' Key + Click to select or deselect multiple methods

## Continuous Monitor Information

EU CONTINUOUS MONITOR LIST			
Click on a Continuous Monitoring System from the List Below for More Detailed Information OR Enter Search Criteria to Find a Continuous Monitoring System OR Click the 'Add New' Button to Add a Continuous Monitoring System			
<input type="text"/>		<input type="button" value="Search"/>	<input type="button" value="Add New"/>
Choose one of the following to identify your search criteria and sort order:			
<input checked="" type="radio"/> Parameter Code		<input type="radio"/> Manufacturer	
<input type="radio"/> Status			
Parameter Code	Manufacturer	Status	Data Updated?
EM		ACTIVE	YES
Search Results: 1 Continuous Monitor Found as of 5/13/2004 4:52:04 PM			

1. Click on the name of the *Parameter Code* to be updated. **Note:** If the Parameter Code is not listed, click the **Add New** button to add.

Update	Delete	Add New	Return to Continuous Monitor List	Return to EU Menu
<b>CONTINUOUS MONITOR FORM</b> Complete if this EU is or would be subject to continuous monitoring.				
** Parameter Code: <input type="text" value="EM - EMISSION"/>				
<small>Press 'CTRL' Key + Click to select multiple pollutants or to deselect a pollutant in the boxes below</small>				
<b>These Pollutant(s) Are Currently Monitored.</b> Please Select Those You Want to Remove from Monitoring:				
For Parameter Code 'EM' Select Pollutants Monitored:				
<input type="text" value="CO - Carbon Monoxide"/>				
<b>These Pollutant(s) Are Currently NOT Being Monitored.</b> Please Select Those You Want to Monitor:				
<input type="text" value="H015 - Arsenic Compounds (inorganic including arsine)"/>				
<input type="text" value="H046 - Chromium Compounds"/>				
<input type="text" value="H047 - Cobalt Compounds"/>				
<input type="text" value="H096 - Glycol ethers"/>				
<input type="text" value="H113 - Manganese Compounds"/>				
CMS Requirement: <input type="text" value="OTHER"/>				
Monitor Manufacturer: <input type="text"/>				
Monitor Model #: <input type="text"/>				
Monitor Serial #: <input type="text"/>				
Installation Date: <input type="text" value="MM/DD/YYYY"/>				
Performance Specification Test Date: <input type="text" value="MM/DD/YYYY"/>				
** Status: <input type="text" value="A - ACTIVE"/>				
Continuous Monitor Comment: <input type="text"/>				

2. Fill in all appropriate information.
3. Click the **Update** button to save changes, or the **Add New** button to add or **Return to Continuous Monitor List**, or **Return to EU Menu** buttons to return.

## EU Additional Information

**EU ADDITIONAL REQUIREMENTS LIST**  
 Check the appropriate boxes below and enter a comment, then click the 'Update' button,  
 OR Click on a description below to view, edit or add attachment information.

**Additional Requirements for All Permit Applications:**

Item Description	Applicable?	Attachment?
1. PROCESS FLOW DIAGRAM (Required for all permit applications, except Title V operation permit revision applications if this information was submitted to the department within the previous five years and would not be altered as a result of the revision being sought.) Previously submitted? <input type="checkbox"/> Previously Submitted Date: <input type="text"/>	<input type="checkbox"/>	No
2. FUEL ANALYSIS OR SPECIFICATION (Required for all permit applications, except Title V operation permit revision applications if this information was submitted to the department within the previous five years and would not be altered as a result of the revision being sought.) Previously submitted? <input type="checkbox"/> Previously Submitted Date: <input type="text"/>	<input type="checkbox"/>	No
3. DETAILED DESCRIPTION OF CONTROL EQUIPMENT (Required for all permit applications, except Title V operation permit revision applications if this information was submitted to the department within the previous five years and would not be altered as a result of the revision being sought.) Previously submitted? <input type="checkbox"/> Previously Submitted Date: <input type="text"/>	<input type="checkbox"/>	No
4. PROCEDURES FOR STARTUP AND SHUTDOWN (Required for all permit applications, except Title V operation permit revision applications if this information was submitted to the department within the previous five years and would not be altered as a result of the revision being sought.) Previously submitted? <input type="checkbox"/> Previously Submitted Date: <input type="text"/>	<input type="checkbox"/>	No
5. OPERATION AND MAINTENANCE PLAN (Required for all permit applications, except Title V operation permit revision applications if this information was submitted to the department within the previous five years and would not be altered as a result of the revision being sought.) Previously submitted? <input type="checkbox"/> Previously Submitted Date: <input type="text"/>	<input type="checkbox"/>	No
6. COMPLIANCE DEMONSTRATION REPORTS/RECORDS (Include test date(s) and pollutant(s) tested.) Previously submitted? <input type="checkbox"/> Previously Submitted Date: <input type="text"/> To be submitted? <input type="checkbox"/> To Be Submitted Date: <input type="text"/> Previously Submitted Test Date(s)/Pollutants Tested: <input type="text"/> To be Submitted Test Date(s)/Pollutants Tested: <input type="text"/>	<input type="checkbox"/>	No
Note: For FESOP applications, all required compliance demonstration records/reports must be submitted at the time of application. For Title V air operation permit applications, all required compliance demonstration reports/records must be submitted at the time of application or a compliance plan must be submitted at the time of application.		
7. OTHER INFORMATION REQUIRED BY RULE OR STATUTE	<input type="checkbox"/>	No

**Additional Requirements for Air Construction Permit Applications:**

Item Description	Applicable?	Attachment?
1. DESCRIPTION OF STACK SAMPLING FACILITIES (Required for proposed new stack sampling facilities only.)	<input type="checkbox"/>	No
2. CONTROL TECHNOLOGY REVIEW AND ANALYSIS (RULES 62-212.400(10) and 62-212.500(7), F.A.C.:40 CFR 63.43(d) and (e))	<input type="checkbox"/>	No
3. GOOD ENGINEERING PRACTICE STACK HEIGHT ANALYSIS (RULE 62-212.400(4)(d), F.A.C., and RULE 62-212.500(4)(f), F.A.C.)	<input type="checkbox"/>	No

**Additional Requirements for Title V Air Operation Permit Applications:**

Item Description	Applicable?	Attachment?
1. IDENTIFICATION OF APPLICABLE REQUIREMENTS	<input type="checkbox"/>	No
2. COMPLIANCE ASSURANCE MONITORING PLAN	<input type="checkbox"/>	No
3. ALTERNATIVE METHODS OF OPERATION	<input type="checkbox"/>	No
4. ALTERNATIVE MODES OF OPERATION (EMISSIONS TRADING)	<input type="checkbox"/>	No

**Other Information Regarding this Emissions Unit:**

Item Description	Included?	Attachment?
1. OTHER EMISSIONS UNIT INFORMATION Note: Provide any other information related to the emissions unit addressed in this Emissions Unit Information Section that is not elsewhere provided in the application, not otherwise required and that you, the applicant, believe may be helpful.	<input type="checkbox"/>	No

Additional Requirements Comment:

EU Additional Information page is the first step in attaching EU information file. To do this you must indicate what type of file(s) you are sending or attaching in the four sections provided; *Additional Requirements for All Permit Applications*, *Additional Requirements for Air Construction Permit Applications*, *Additional Requirements for Title V Air Operation Permit Applications*, and *Other Information Regarding this EU*. After indicating the name and type of file the attachment will be, you must then go to the upload menu to upload the file. **Note:** the Facility section is also an area that attachments can be added.

## Additional Requirements for All Permit Applications

When attaching documents, there is a 4MB limit per upload and there may be limitation to the types of files that the permitting office can view. Files created with newer versions of Autocad for example may not be viewable by the permitting office. If you have any questions about the files you are uploading, call the permitting office or the DARM Application Support Desk to discuss submittal options.

1. Click the box indicating whether or not the item is applicable, enter previously submitted dates if needed, and click the Update button. **Note:** once the attachment is attached **No** will become **Yes**.
- 2) Click on the desired description hyperlink to be edited. **Note:** this form can be used for the attachment of electronic documents or to indicate the existence of hard-copy documents to be sent via mail.

Return to EU Additional Item List    Return to EU Menu    Go to Upload Menu

EU Attachment Form  
Item Description: 'PROCESS FLOW DIAGRAM'

Please Enter the Required Information Below and Click the 'Update' Below

**Note: After adding your attachment information here, you may upload electronic files from the Upload Menu. Other hard-copy documents and files listed under Option 2 below should be mailed to the permitting authority.**

**Update**

Option 1: Electronic File to be Uploaded  
(Maximum file size allowed to upload is 4 Megabytes (MB). Larger files must be mailed.)

Option 2: Hard-Copy Document or File to be Mailed. For Title V air operation permit, permit revision, or permit renewal applications OR concurrent processing of air construction permit and Title V air operation permit revision or renewal applications, include the following certification signed by the application responsible official:

**Based on information and belief formed after reasonable inquiry, the statements and information in the document are true, accurate, and complete.**

Enter a Description or Comment for this Attachment:  
Note: If this attachment also applies to other EU(s), you may list the EU(s) in this comment field, or add the attachment separately to each applicable EU.

Testing for documentation

- 3) Choose either *Option 1* Electronic File to be uploaded or *Option 2* Hard-Copy document(s). **Note:** *Option 2* requirements for Title V air operation permit, permit revision, or permit renewal applications or concurrent processing of air construction permit and Title V air operation permit revision or renewal applications, include the a signed certification by the application responsible official.
- 4) Enter the attachment description or comment. **Note:** this helps to identify the information to be uploaded. The attachment can be uploaded at this time or after all of the attachments have been identified.
- 5) Click **Update** to save changes, then the **Return to Facility Additional Information List** button to return. **Note:** If all of the attachments have been identified, click the **Go to Upload Menu** and follow the *Upload* instructions

See “Upload Attachment” sections for instructions on how to upload electronic files.

## Additional Requirements for Title V Air Operation Permit, Air Construction Permit Applications, and other Facility Information

Return to EU Additional Item ListReturn to EU MenuGo to Upload Menu

**EU Attachment Form**  
Item Description: 'PROCESS FLOW DIAGRAM'

Please Enter the Required Information Below and Click the 'Update' Below

**Note: After adding your attachment information here, you may upload electronic files from the Upload Menu. Other hard-copy documents and files listed under Option 2 below should be mailed to the permitting authority.**

Option 1: Electronic File to be Uploaded  
(Maximum file size allowed to upload is 4 Megabytes (MB). Larger files must be mailed.)

Option 2: Hard-Copy Document or File to be Mailed. For Title V air operation permit, permit revision, or permit renewal applications OR concurrent processing of air construction permit and Title V air operation permit revision or renewal applications, include the following certification signed by the application responsible official:

**Based on information and belief formed after reasonable inquiry, the statements and information in the document are true, accurate, and complete.**

Enter a Description or Comment for this Attachment:  
Note: If this attachment also applies to other EU(s), you may list the EU(s) in this comment field, or add the attachment separately to each applicable EU.

Testing for documentation

1. Click the box indicating whether or not the item is applicable. **Note:** once the attachment is attached **No** will become **Yes**.
2. Click on the desired description hyperlink to be edited. **Note:** this form can be used for the attachment of electronic documents or to indicate the existence of hard-copy documents to be sent via mail.
3. Choose either *Option 1* Electronic File to be uploaded or *Option 2* Hard-Copy document(s). **Note:** *Option 2* requirements for Title V air operation permit, permit revision, or permit renewal applications or concurrent processing of air construction permit and Title V air operation permit revision or renewal applications, include the a signed certification by the application responsible official.
4. Enter the attachment description or comment. **Note:** this helps to identify the information to be uploaded. The attachment can be uploaded at this time or after all of the attachments have been identified. If all of the attachments have been identified, click the **Go to Upload Menu** and follow the *Upload* instructions.
5. Click **Update** to save changes, then the **Return to Facility Additional Information List** button to return.

**Note:** If the information has been previously submitted for Acid Rain Part Application, place a check in the previously submitted box and enter the date submitted. If not, leave the previously submitted box empty. See "*Upload Attachment*" sections for instructions on how to upload electronic files.



## Delete Attachments

Update		Return to EU Menu	
Go to Upload Menu		View Uploaded EU Documents	
<b>EU ADDITIONAL REQUIREMENTS LIST</b>			
Check the appropriate boxes below and enter a comment, then click the 'Update' button, OR Click on a description below to view, edit or add attachment information.			
<b>Additional Requirements for All Permit Applications:</b>			
Item Description	Applicable?	Attachment?	
PROCESS FLOW DIAGRAM (Required for all permit applications, except Title V operation permit revision applications if this information was submitted to the department within the previous five years and would not be altered as a result of the revision being sought.)	<input checked="" type="checkbox"/>	Yes	
FUEL ANALYSIS OR SPECIFICATION (Required for all permit applications, except Title V operation permit revision applications if this information was submitted to the department within the previous five years and would not be altered as a result of the revision being sought.)	<input type="checkbox"/>	No	
DETAILED DESCRIPTION OF CONTROL EQUIPMENT (Required for all permit applications, except Title V operation permit revision applications if this information was submitted to the department within the previous five years and would not be altered as a result of the revision being sought.)	<input type="checkbox"/>	No	

1. Click on the desired description hyperlink to be edited. **Note:** this form can be used for the attachment of electronic documents or to indicate the existence of hard-copy documents to be sent via mail.

Return to EU Additional Item List	Return to EU Menu	Go to Upload Menu
<b>EU Attachment Form</b>		
Item Description: 'PROCESS FLOW DIAGRAM'		
Please Enter the Required Information Below and Click the 'Update' Below		
<b>Note: After adding your attachment information here, you may upload electronic files from the Upload Menu. Other hard-copy documents and files listed under Option 2 below should be mailed to the permitting authority.</b>		
<input type="button" value="Update"/> <input type="button" value="Delete"/> <input type="button" value="Add New Attachment to this Item"/>		
<input checked="" type="radio"/> Option 1: Electronic File to be Uploaded <small>(Maximum file size allowed to upload is 4 Megabytes (MB). Larger files must be mailed.)</small>		
<input type="radio"/> Option 2: Hard-Copy Document or File to be Mailed. For Title V air operation permit, permit revision, or permit renewal applications OR concurrent processing of air construction permit and Title V air operation permit revision or renewal applications, include the following certification signed by the application responsible official:  <b>Based on information and belief formed after reasonable inquiry, the statements and information in the document are true, accurate, and complete.</b>		
Enter a Description or Comment for this Attachment: <small>Note: If this attachment also applies to other EU(s), you may list the EU(s) in this comment field, or add the attachment separately to each applicable EU.</small>		
<input type="text" value="Testing for documentation"/>		

2. Choose either *Option 1* Electronic File to be uploaded or *Option 2* Hard-Copy document(s) or file to be mailed. **Note:** *Option 2* requirements for Title V air operation permit, permit revision, or permit renewal applications or concurrent processing of air construction permit and Title V air operation permit revision or renewal applications, include the a signed certification by the application responsible official.
3. Enter the attachment description or comment. **Note:** this helps to identify the information to be uploaded. The attachment can be uploaded at this time or after all of the attachments have been identified. If all of the attachments have been identified, click the **Go to Upload Menu** and follow the *Upload* instructions.
4. Click **Update** to save changes, then the **Return to Facility Additional Information List** button to return.

## Edit for Sufficiency

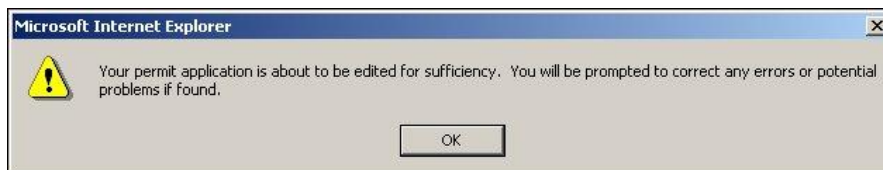
EPSAP MAIN MENU	
Choose An Option Below to Continue Your Application	
<a href="#">Application Menu - Section I of Application</a>	
<a href="#">Facility Menu - Section II of Application</a>	
<a href="#">Emissions Unit List/Search - Section III of Application</a>	
<a href="#">Submit This Application</a> Submit your completed application to the Air permitting office.	
<a href="#">Upload Menu</a> Upload electronic documents and/or view electronic documents that have already been uploaded.	
<a href="#">Application Detail Report</a> Print your current application information. (Note: this printed copy is for your records only and is not intended to replace the electronic submission.)	
<a href="#">Print Instructions for DEP Form No. 62-210.900(1)</a>	
<a href="#">Print Attachments Report</a> Print report of facility and EU additional attachments and view uploaded documents.	
<a href="#">Print Fee Calculation Page</a> This page should be mailed to the Permitting Authority, along with applicable fees.	
<a href="#">Print Form to Request a PIN for Application Submittal</a> The Professional Engineer, Responsible Official, and Owner/Authorized Representative must have a PIN for Application Submittal.	
<a href="#">Update Your EPSAP User Account Information</a>	
<a href="#">Change Your EPSAP Password</a>	

After the information for the Permit has been entered, it is now time for the *Edit for Sufficiency* check. This option will perform a check of the application for missing or incomplete data. **Note:** this section is here to help complete the application. This does not prevent the submission of the application.

1. Click the *Edit for Sufficiency* hyperlink to navigate to the page that shows all Emission Units that are in the Scope of Application with the amount of the Processing Fee.

This is the Current 'Scope of Application' that will be Edited for Sufficiency		
<a href="#">Click here to Add EU(s) to the Scope of this Application</a>		
<a href="#">Click here to Remove EU(s) from the Scope of this Application</a>		
<a href="#">Continue Sufficiency Edit</a>		<a href="#">Return to Main Menu</a>
EU ID	Description	Permit Type
002	NO.4 STEAM BOILER TEST	
↑ Emissions Unit(s) Found as of 7/26/2004 4:23:15 PM		
<b>Note:</b> Submit any required permit application fee, which you must calculate according to 62-4.050(4), F. A. C.. Contact the appropriate Permitting Office if you have any questions. <a href="#">Click here to access the fee calculation page.</a>		

2. Click **Continue Sufficiency Edit** to continue with the sufficiency check or **Return to Main Menu** button to return to the main menu. **Note:** To view the Emission Units' information, click the on the EU hyperlink.



3. When the Continue Sufficiency Edit button is clicked a confirmation message appears. Click **OK** to confirm the edit of sufficiency.

APPLICATION PROBLEM LIST		
Click the 'Suggested Solution' Below to Go to the Appropriate Page for Problem Correction		
<a href="#">Return to Main Menu</a>		
EU ID	EU Description	Suggested Solution
		No Primary Responsible Official Assigned <a href="#">Assign a Primary RO</a>
		No Application Contact Specified <a href="#">Add Application Contact Information</a>
001	1 SECONDARY BLAST FURNACE (60 TON) & A SLAG FURNACE	The Type of EU Addressed in this Section Was Not Selected <a href="#">Select the Type of EU Addressed in this Section</a>

- Click the Suggested Solution for the missed data to navigate to that page.

	<a href="#">Search</a>	<a href="#">Add New</a>	<a href="#">Return to Application Menu</a>	<a href="#">Return to Problem List</a>
--	------------------------	-------------------------	--	--

- Fill in missed data then click **Update**. To return to the problem list, click **Return to Problem List** button.

APPLICATION PROBLEM LIST		
Click the 'Suggested Solution' Below to Go to the Appropriate Page for Problem Correction		
<a href="#">Return to Main Menu</a>		
EU ID	EU Description	Suggested Solution
		No Application Contact Specified <a href="#">Add Application Contact Information</a>
001	1 SECONDARY BLAST FURNACE (60 TON) & A SLAG FURNACE	The Type of EU Addressed in this Section Was Not Selected <a href="#">Select the Type of EU Addressed in this Section</a>

- The corrected information is no longer listed on the Application Problem List. Repeat these steps until this list is cleared then click the **Return to Main Menu** button.

# Upload Menu

**EPSAP MAIN MENU**  
Choose An Option Below to Continue Your Application

**Application Menu - Section I of Application**

**Facility Menu - Section II of Application**

**Emissions Unit List/Search - Section III of Application**

**Submit This Application**  
Submit your completed application to the Air permitting office.

**Upload Menu**  
Upload electronic documents and/or view electronic documents that have already been uploaded.

**Application Detail Report**  
Print your current application information. (Note: this printed copy is for your records only and is not intended to replace the electronic submission.)

**Print Instructions for DEP Form No. 62-210.900(1)**

**Print Attachments Report**  
Print report of facility and EU additional attachments and view uploaded documents.

**Print Fee Calculation Page**  
This page should be mailed to the Permitting Authority, along with applicable fees.

**Print Form to Request a PIN for Application Submittal**  
The Professional Engineer, Responsible Official, and Owner/Authorized Representative must have a PIN for Application Submittal.

**Update Your EPSAP User Account Information**

**Change Your EPSAP Password**

To view or update uploaded electronic documents, click the *Upload Menu* hyperlink.

**UPLOAD FILES MENU**  
Click on a Button Below

**Note:** to be able to upload or view uploaded documents you must have checked the attachment box(s) in the *Facility Additional Information and/or the Emission Unit Additional Information* section.

## To Upload Electronic Files

1. Click the **Upload EU Files** or the **Upload Facility Files** button. **Note:** previously flagged files to be uploaded from the additional information pages are listed here.

**Please Browse to Find Your Files then Click the 'Upload Facility Files' Button**

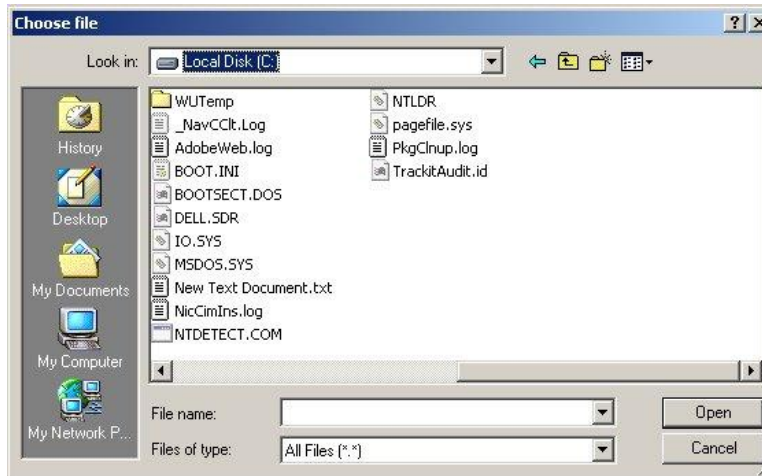
The combined size of all the files uploaded at once cannot exceed 4 Megabytes (MB).  
The following file types are NOT allowed to be uploaded: .dll, .sys, .bat, .exe.  
Click on Help in the Menu for further instructions.

**FACILITY ELECTRONIC ATTACHMENTS THAT HAVE NOT BEEN UPLOADED**

Additional Item	Attachment Description	Select File Path
OTHER FACILITY INFORMATION	TESTING	<input type="text"/> <input type="button" value="Browse..."/>

Page : 1

Search Results: 1 records found as of 7/21/2004 11:48:07 AM



2. Click the **Browse** button to select the file path of the file to be uploaded.
3. Select file to be uploaded then click **Open**.
4. Click the **Upload Facility Files** or **Upload EU Files** button.

[Return to Upload Menu](#)

Your Upload was Successful and the Document(s) will be included with your Application.  
The Appropriate Permitting Authority will be notified regarding this Upload.

Additional Item	Attachment Description	File Path Name
OTHER FACILITY INFORMATION	TESTING	C:\Documents and Settings\livingston_s\Desktop\DARMS Application Help.xls

1 File was Uploaded

Upload Date: 7/21/2004 12:11:56 PM

5. Click **Return to Upload Menu** to return.

## To Delete Attachments

1. Go to the Facility Additional Information or the Emission Unit Additional Information section.

Other Information Regarding this Facility:		
Description	Included?	Attachment?
OTHER FACILITY INFORMATION Note: Provide any other information related to the facility addressed in this Facility Information Section that is not elsewhere provided in the application, not otherwise required and that you, the applicant, believe may be helpful.	<input checked="" type="checkbox"/>	Yes
Additional Requirements Comment:		
<input type="text"/> <input type="button" value="Update"/> <input type="button" value="Return to Facility Menu"/>		

2. Go to the section where the file to be deleted is located.
3. Click on the hyperlink of that section.

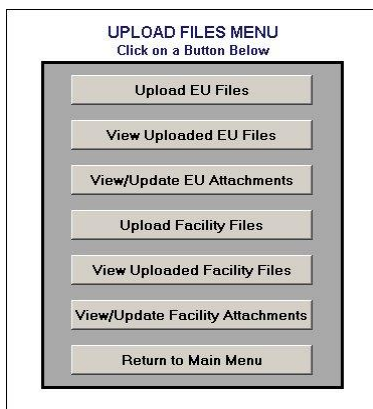
Facility Attachment Search/List	
Attachments for: 'OTHER FACILITY INFORMATION'	
Click on an Attachment Description Below for More Detailed Information OR Enter a Description to Find an Attachment for this Item OR Click the 'Add New' Button to Add a New Attachment for this Item	
<input type="button" value="Search"/> <input type="button" value="Add New"/> <input type="button" value="Return to Additional Item List"/> <input type="button" value="Return to Facility Menu"/>	
Attachment Description	Electronic?
TESTING	YES
Search Results: 1 Attachment Found as of 7/21/2004 12:33:41 PM	

4. Select the file to be deleted

Facility Attachment Form		
'DESCRIPTION OF PROPOSED CONSTRUCTION OR MODIFICATION'		
Please Enter the Required Information Below and Click the 'Update' Below <b>Note: After adding your attachment information here, you may upload electronic files from the Upload Menu. Other hard-copy documents and files listed under Option 2 below should be mailed to the permitting authority.</b>		
<input type="button" value="Update"/> <input type="button" value="Delete"/> <input type="button" value="Add New Attachment to this Item"/>		
<input checked="" type="radio"/> Option 1: Electronic File to be Uploaded. <small>(Maximum file size allowed to upload is 4 Megabytes (MB). Larger files must be mailed.)</small>		
<input type="radio"/> Option 2: Hard-Copy Document or File to be Mailed. For Title V air operation permit, permit revision, or permit renewal applications OR concurrent processing of air construction permit and Title V air operation permit revision or renewal applications, include the following certification signed by the application responsible official:  <b>Based on information and belief formed after reasonable inquiry, the statements and information in the document are true, accurate, and complete.</b>		
Attachment Description or Comment:		
<input type="text" value="TESTING FOR BRUCE"/> <input type="button" value=""/> <input type="button" value=""/>		

5. Click the **Delete** button.

## View Uploaded EU Files/ Uploaded Facility Files



- 1) Click the View Uploaded EU Files or the View Uploaded Facility Files button.

Return to Upload Menu				
ELECTRONIC FILES THAT HAVE BEEN UPLOADED FOR ALL EUs Click on an Uploaded Document Name Below to View				
EU ID	EU Description	EU Additional Item	Document Description	Uploaded Document Name
003	NO.5 STEAM BOILER	PROCESS FLOW DIAGRAM	TESTING FOR EU	documentation.xls
1 Uploaded EU File(s) Found as of 7/21/2004 12:53:52 PM				

- 2) Click the Return to Upload Menu button. **Note:** this is only for viewing purposes. To update delete attachment, follow the delete attachment instructions
- 3) Under the heading Uploaded Document Name, click on the hyperlink of the file to be viewed. **Note:** changes made here do not change your original file.
- 4) Click the **Return to Main Menu** button to return to EPSAP main menu.

## View/Update Attachments

- 1) Click the **View Uploaded EU Files** or the **View Uploaded Facility Files** button.

View Emissions Unit Attachment Information (or) Modify the Electronic Flag then Click the Update Button				
Update      Return to Upload Menu				
EMISSIONS UNIT ATTACHMENTS LIST				
Supplemental Item	Attachment Description	File Name/Directory Path	Uploaded?	Electronic
EU003: NO.5 STEAM BOILER	PROCESS FLOW DIAGRAM	TESTING FOR EU	C:\Documents and Settings\livingston_s\Desktop\Documentation.xls	Y <input checked="" type="checkbox"/>
Page : 1				

- 2) This page is for viewing only. To delete an attachment, follow the delete attachment instructions. Click the **Return to Upload Menu** button to return.
- 3) Click the **Return to Main Menu** button to return to EPSAP main menu.

## Submit This Application

To submit an Application using EPSAP, the signing party(s) must have a Personal Identification Number (PIN) to represent their signature. To receive a personal identification number, the PIN Request form must be filled out and sent to DARM Application Support Desk. See **EPSAP PIN Request Form** section of this document.

**Note:** The Professional Engineer and the Responsible Official or Owner/Authorize Representative is the only users to see the Submit option.

**EPSAP MAIN MENU**  
Choose An Option Below to Continue Your Application

**Application Menu - Section I of Application**

**Facility Menu - Section II of Application**

**Emissions Unit List/Search - Section III of Application**

**Submit This Application**  
Submit your completed application to the Air permitting office.

**Upload Menu**  
Upload electronic documents and/or view electronic documents that have already been uploaded.

**Application Detail Report**  
Print your current application information. (Note: this printed copy is for your records only and is not intended to replace the electronic submission.)

**Print Instructions for DEP Form No. 62-210.900(1)**

**Print Attachments Report**  
Print report of facility and EU additional attachments and view uploaded documents.

**Print Fee Calculation Page**  
This page should be mailed to the Permitting Authority, along with applicable fees.

**Print Form to Request a PIN for Application Submittal**  
The Professional Engineer, Responsible Official, and Owner/Authorized Representative must have a PIN for Application Submittal.

**Update Your EPSAP User Account Information**

**Change Your EPSAP Password**

1. Click the **Submit This Application** hyperlink.

This is the Current 'Scope of Application' that will be Edited for Sufficiency

➤ [Click here to Add EU\(s\) to the Scope of this Application](#)  
➤ [Click here to Remove EU\(s\) from the Scope of this Application](#)

EU ID	Description	Permit Type
009	FACILITY GROUNDS AND MISCELLANEOUS OPERATIONS	AV05
011	FOUR 4.2 MMSTU/HR KETTLES (PROCESS FUGITIVE SOURCES)	AV05
013	KETTLE FIRING EXHAUST STACKS (PRODUCTS OF COMBUSTION)	AV05
014	SODA ASH SILO - SO2 INJECTION SYSTEM FOR BLAST FURNACE	AV05

4 Emissions Unit(s) Found as of 11/28/2005 10:46:21 AM

Note: Submit any required permit application fee, which you must calculate according to 62-4.050(4), F. A. C.. Contact the appropriate Permitting Office if you have any questions. ➤ [Click here to access the fee calculation page.](#)

2. Click the **Continue Application Submission** button or the **Return to Main Menu** button to return to the main menu.



3. Click **OK** to launch edit for sufficiency check.



APPLICATION PROBLEM LIST			
Click the 'Suggested Solution' Below to Go to the Appropriate Page for Problem Correction OR Click 'Continue' to Submit Your Application With No Further Changes			
		Continue	Return to Main Menu
EU ID	EU Description	Problem Description	Suggested Solution
001	CONCRETE BATCH PLANT, 2 DUST COLLECTORS SERVING 4 SILOS	No Application Contact Specified No Permit Type Was Selected	Add Application Contact Information Select a Permit Type for this EU

**Note:** the PE must submit before the Responsible Official (RO).

- Click the **Continue** button to continue with the submittal process or click the **Return to Main Menu** button to return to the main menu. **Note:** It is not necessary to correct all suggested problems listed on the Application Problem list page to complete the submittal process. If you choose to correct the suggested solutions, click on the problem hyperlink, correct the problem, click update then return to this section.

## Professional Engineer Submittal

### Professional Engineer Verification

Professional Engineer Verification											
<p><b>Important Note!</b> You are responsible for verifying the authenticity of this application data prior to submittal. Do NOT compare the authentication codes against a previously printed PE Signature Document. You should always print a new PE Signature Document for each verification attempt and dispense with the old one.</p> <p>Please Follow the Steps Below to Complete the Verification Process:</p> <ol style="list-style-type: none"> <li>Click Here to Print your PE Signature Document.</li> <li>Compare the <b>Final Signature File Authentication Code</b> shown below against the one on your PE Signature Document. (Note: the authentication code(s) for the other file(s) shown below are for referential purposes only.)</li> <li>Choose an option below to verify whether or not the Final Signature File Authentication Code shown below matches the one on your PE Signature Document: <ul style="list-style-type: none"> <li><input type="radio"/> The Final Signature File Authentication Code shown below exactly matches the one on my PE Signature Document.</li> <li><input checked="" type="radio"/> The Final Signature File Authentication Code shown below does NOT match the one on my PE Signature Document.</li> </ul> </li> <li>After you have compared the Final Signature File Authentication Code and selected an option above, click the 'Continue' button at the bottom of this page.</li> </ol>											
<p>The Authentication Codes for this Application are as Follows:</p> <table border="1"> <thead> <tr> <th>File Description</th> <th>Authentication Code</th> </tr> </thead> <tbody> <tr> <td>Submitted Application Data</td> <td>37F6C0E084A2D5BE5DD8857EC0F2E8229B7159A3</td> </tr> <tr> <td colspan="2" style="text-align: center;">This Application Has No Uploaded Facility Documents.</td> </tr> <tr> <td colspan="2" style="text-align: center;">This Application Has No Uploaded Emissions Unit Documents.</td> </tr> <tr> <td>Final Signature File</td> <td>A0005A5E4D994175889E73D5BA9CC1C81DF8EE1F</td> </tr> </tbody> </table>		File Description	Authentication Code	Submitted Application Data	37F6C0E084A2D5BE5DD8857EC0F2E8229B7159A3	This Application Has No Uploaded Facility Documents.		This Application Has No Uploaded Emissions Unit Documents.		Final Signature File	A0005A5E4D994175889E73D5BA9CC1C81DF8EE1F
File Description	Authentication Code										
Submitted Application Data	37F6C0E084A2D5BE5DD8857EC0F2E8229B7159A3										
This Application Has No Uploaded Facility Documents.											
This Application Has No Uploaded Emissions Unit Documents.											
Final Signature File	A0005A5E4D994175889E73D5BA9CC1C81DF8EE1F										
<p>Continue      Return to Main Menu</p>											

- Print the PE Signature Document by clicking step #1 on the Professional Engineer Verification page.

# Professional Engineer Signature Document

**Electronic Permit Submittal and Processing System (EPSAP)  
Professional Engineer Signature Document**

"This document is signed and sealed to secure the data in this permit application and any attached files that were submitted electronically as described in Florida Department of Business and Professional Regulation, Board of Professional Engineers, Procedures for Signing and Sealing Electronically Transmitted Plan, Specifications, Reports or other Documents, Rule 61G15-23.003, F.A.C."

**EPSAP Application Number:** 1122-1  
**Facility Identification Number:** 0  
**Facility Owner/Company Name:** MAY DATA CENTER

**Purpose of Application:**  
Air construction permit.

**Signature File Created:** 5/2/2006 3:10:15 PM

File Description	Authentication Code
Submitted Application Data	37F6CDE084A2D5BE5DD8857EC0F2E8229B7159A3
This Application Has No Uploaded Facility Documents.	
This Application Has No Uploaded Emissions Unit Documents.	
Final Signature File	A0005A5E4D994175889E73D5BA9CC1C81DF8EE1F

**Professional Engineer (PE):** SYLVIA LIVINGSTON **License No:** 12345

**PE Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

6. Compare the authentication codes on the printed copy to the authentication codes on the screen. **Note:** The PE is responsible for verifying the authenticity of this application data prior to submittal. Do not compare the authentication codes against a previously printed PE Signature Document.

**Professional Engineer Verification**

**Important Note! You are responsible for verifying the authenticity of this application data prior to submittal. Do NOT compare the authentication codes against a previously printed PE Signature Document. You should always print a new PE Signature Document for each verification attempt and dispense with the old one.**

**Please Follow the Steps Below to Complete the Verification Process:**

- 1) [Click Here to Print your PE Signature Document.](#)
- 2) Compare the **Final Signature File Authentication Code** shown below against the one on your PE Signature Document.  
(Note: the authentication code(s) for the other file(s) shown below are for referential purposes only.)
- 3) Choose an option below to verify whether or not the Final Signature File Authentication Code shown below matches the one on your PE Signature Document:
  - The Final Signature File Authentication Code shown below exactly matches the one on my PE Signature Document.
  - The Final Signature File Authentication Code shown below does NOT match the one on my PE Signature Document.
- 4) After you have compared the Final Signature File Authentication Code and selected an option above, click the 'Continue' button at the bottom of this page.

The Authentication Codes for this Application are as Follows:	
File Description	Authentication Code
Submitted Application Data	37F6C0E084A2D5BE5DD8857EC0F2E8229B7159A3
This Application Has No Uploaded Facility Documents.	
This Application Has No Uploaded Emissions Unit Documents.	
Final Signature File	A0005A5E4D994175889E73D5BA9CC1C81DF8EE1F

7. Choose the option to verify whether or not the Final Signature File Authentication Code shown below matches the one on your PE Signature Document then click **Continue**. **Note:** the PE Signature document can be printed from EPSAP Main Menu. As well as the ability to re-verify the Authentication Codes.



8. Click **OK** to verify Final Signature File Authentication Code. **Note:** If the wrong Final Signature File Authentication Code statement was selected, click **Cancel** to return to the PE Verification page.

# Professional Engineer Certification

Please read through the following Professional Engineer Certification Statement and check any applicable boxes, then enter your Username, PIN and Password at the bottom of the page to submit this application for Owner/Authorized Representative review. Following your submittal, the Owner/Authorized Representative will be sent an e-mail notification that the application is now ready for their review. When the Owner/Authorized Representative submits the application, you will be sent an e-mail notifying you to send in your sealed PE Signature Document. This document must be mailed in to the permitting authority in order to satisfy the statutory requirements of electronically certifying engineering documents, as specified in Rule 61G15-23.003, Florida Administrative Code. The application will be deemed incomplete if the PE Signature Document is not received during the initial completeness review time period. Do not send in the PE Signature Document prior to the submittal of the application by the Owner/Authorized Representative as they may request that you make changes to the application prior to submission. If you do make changes to this version of the application, you will be required to verify the application data again and re-print the PE Signature Document for the application. Only the most recently generated PE Signature Document should be mailed in.

Professional Engineer Certification:

I hereby certify, except as particularly noted herein\*, that:

(1) To the best of my knowledge, there is reasonable assurance that the air pollutant emissions unit(s) and the air pollution control equipment described in this application for air permit, when properly operated and maintained, will comply with all applicable standards for control of air pollutant emissions found in the Florida Statutes and rules of the Department of Environmental Protection; and

(2) To the best of my knowledge, any emission estimates reported or relied on in this application are true, accurate, and complete and are either based upon reasonable techniques available for calculating emissions or, for emission estimates of hazardous air pollutants not regulated for an emissions unit addressed in this application, based solely upon the materials, information and calculations submitted with this application.

(3) If the purpose of this application is to obtain a Title V air operation permit (check here , if so), I further certify that each emissions unit described in this application for air permit, when properly operated and maintained, will comply with the applicable requirements identified in this application to which the unit is subject, except those emissions units for which a compliance plan and schedule is submitted with this application.

(4) If the purpose of this application is to obtain an air construction permit (check here , if so) or concurrently process and obtain an air construction permit and a Title V air operation permit revision or renewal for one or more proposed new or modified emissions units (check here , if so), I further certify that the engineering features of each such emissions unit described in this application have been designed or examined by me or individuals under my direct supervision and found to be in conformity with sound engineering principles applicable to the control of emissions of the air pollutants characterized in this application.

(5) If the purpose of this application is to obtain an initial air operation permit or operation permit revision or renewal for one or more newly constructed or modified emissions units (check here , if so), I further certify that, with the exception of any changes detailed as part of this application, each such emissions unit has been constructed or modified in substantial accordance with the information given in the corresponding application for air construction permit and with all provisions contained in such permit.

\* Explain any exception to the certification statement.

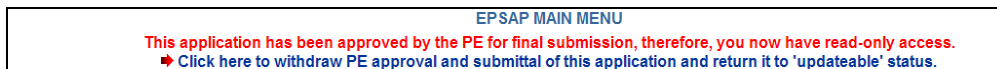
- The professional engineer (PE) must read the Professional Engineer Certification statement and enter in their Username, PIN (Personal Identification Number) and Password to certify that the information in the application is correct. Click the **Submit** button to submit or the **Cancel** button to cancel. **Note:** Following the submittal, the Owner/Authorized

Representative (AR) or Responsible Official (RO) will be sent an e-mail notification that the application is now ready for their review. When the AR or RO submits the application, the PE will be sent an e-mail notifying the PE to send in their sealed PE Signature Document. This document must be mailed in to the permitting authority in order to satisfy the statutory requirements of electronically certifying engineering documents, as specified in Rule 61G15-23.003, Florida Administrative Code. If the PE Signature Document is not received in the permitting office, a request will be made for this document with an incompleteness letter soliciting submittal of any items necessary, but not included in the original submittal. Do not send in the PE Signature Document prior to the submittal of the application by the AR or RO as they may request that the PE make changes to the application prior to submission. If the PE does make changes to the current version of the application, the PE will be required to verify the application data again and re-print the PE Signature Document for the application. Only the most recently generated PE Signature Document should be mailed in.



10. Click **OK** button and be returned to EPSAP Main Menu. As the Professional Engineer you will be navigated back to the EPSAP Main Menu so that you can work on additional applications if needed.

## Withdraw PE Approval



## Professional Engineer Submittal

To make changes to the application after it has been submitted, the PE can withdraw the application by clicking on the statement “Click here to withdraw PE approval and submittal of this application and return it to ‘Updateable’ status.” A notifying email will be sent to the AR/RO that the PE has withdrawn the submitted application.

## Final Signature File Authentication Code

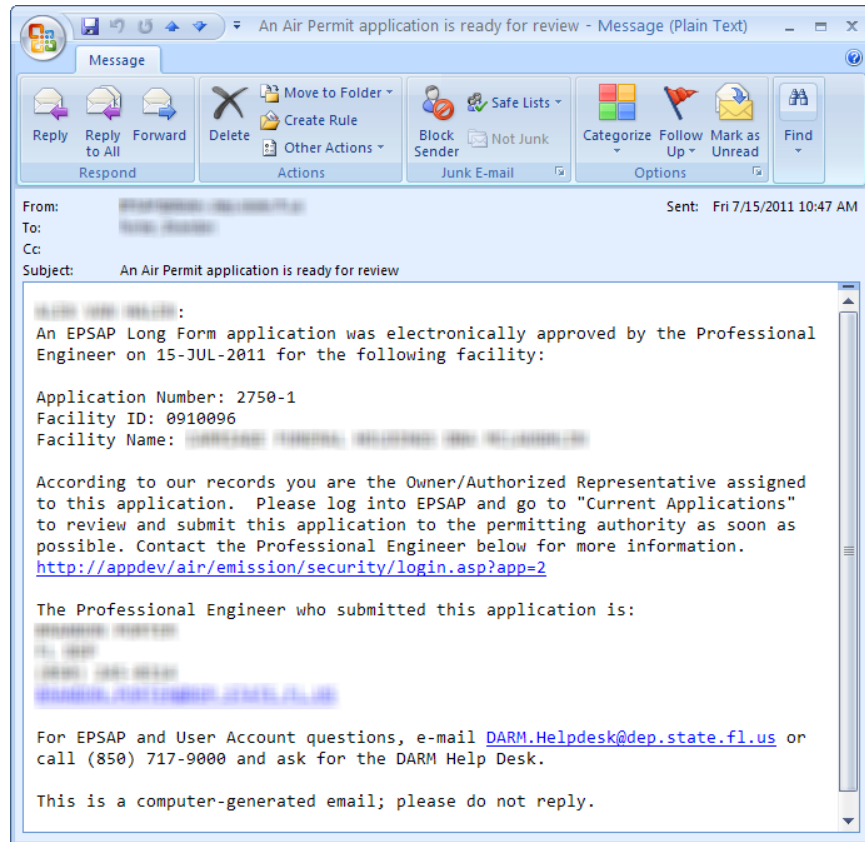
The screenshot shows the 'EPSAP MAIN MENU' with a red notification at the top: 'This application has been approved by the PE for final submission, therefore, you now have read-only access. Click here to withdraw PE approval and submittal of this application and return it to 'updateable' status.' The menu items include: 'Application Menu - Section I of Application', 'Facility Menu - Section II of Application', 'Emissions Unit List/Search - Section III of Application', 'Submit This Application', 'Upload Menu', 'Application Detail Report', 'Print Instructions for DEP Form No. 62-210.900(1)', 'Print Attachments Report', 'Print Fee Calculation Page', 'Print PE Signature Document', 'Confirm Final Signature File Authentication Code', 'Print Form to Request a PIN for Application Submittal', 'Update Your EPSAP User Account Information', and 'Change Your EPSAP Password'. Two callout boxes on the left point to 'Print PE Signature' and 'Confirm Final Signature File Authentication Code'.

When the AR or RO submits the application, the PE will be sent an e-mail notifying the PE to send in their sealed PE Signature Document.

1. To complete this task the PE must open EPSAP, click “Confirm Final Signature File Authentication Code” hyperlink on EPSAP Main Menu to confirm that the application was not changed
2. Print the PE Signature document, sign, date and mail in to the permitting authority. Once this task has been done, an email will be sent to the AR/RO and PE confirming that the application has been submitted.

**Note:** if the File Authentication code was not changed, the PE does not have to re-print the PE Signature document.

## Owner/Authorized Representative or Responsible Official Submittal



When an application has been electronically signed by the PE, an email message similar to the one displayed above is sent to the next signatory (the *Owner Authorized Representative* or a *Responsible Official*) indicating that the application is ready for submittal to the permitting authority.

To perform the final submittal, the signatory will log in to EPSAP and select the "Current Applications" to find and select the application to be submitted. Then follow these steps to submit to the permitting authority:

**EPSAP MAIN MENU**  
Choose An Option Below to Continue Your Application

**Application Menu - Section I of Application**

**Facility Menu - Section II of Application**

**Emissions Unit List/Search - Section III of Application**

**Submit This Application**  
Submit your completed application to the Air permitting office.

**Upload Menu**  
Upload electronic documents and/or view electronic documents that have already been uploaded.

**Application Detail Report**  
Print your current application information. (Note: this printed copy is for your records only and is not intended to replace the electronic submission.)

**Print Instructions for DEP Form No. 62-210.900(1)**

**Print Attachments Report**  
Print report of facility and EU additional attachments and view uploaded documents.

**Print Fee Calculation Page**  
This page should be mailed to the Permitting Authority, along with applicable fees.

**Print Form to Request a PIN for Application Submittal**  
The Professional Engineer, Responsible Official, and Owner/Authorized Representative must have a PIN for Application Submittal.

**Update Your EPSAP User Account Information**

**Change Your EPSAP Password**

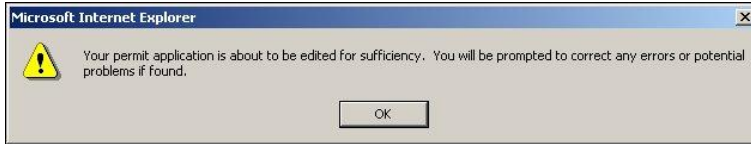
1. To submit the application, click the **Submit This Application** hyperlink.

**This is the Final 'Scope of Application' Being Submitted to the Permitting Authority in this Permit Application**  
Please be Sure this List is Correct Before Continuing the Submission Process!  
➔ [Click here to Remove EU\(s\) from the Scope of this Application](#)

EU ID	Description	Permit Type	Processing Fee
001	CONCRETE BATCH PLANT, 2 DUST COLLECTORS SERVING 4 SILOS		
<b>Total Processing Fee:</b>			<b>\$0.00</b>
1 Emissions Unit(s) Found as of 6/2/2004 12:14:57 PM			

2. Click the **Continue Application Submission** button or the **Return to Main Menu** button to return to the main menu.





3. Click **OK**.

APPLICATION PROBLEM LIST			
Click the 'Suggested Solution' Below to Go to the Appropriate Page for Problem Correction OR Click 'Continue' to Submit Your Application With No Further Changes			
		Continue	Return to Main Menu
EU ID	EU Description	Problem Description	Suggested Solution
001	CONCRETE BATCH PLANT, 2 DUST COLLECTORS SERVING 4 SILOS	No Application Contact Specified No Permit Type Was Selected	<a href="#">Add Application Contact Information</a> <a href="#">Select a Permit Type for this EU</a>

**Note: the PE must submit before the AR or RO**

4. Click the **Continue** button to continue with the submittal process or click the **Return to Main Menu** button to return to the main menu. **Note:** It is not necessary to correct all suggested problems listed on the Application Problem list page to complete the submittal process. If you choose to correct the suggested solutions, click on the problem hyperlink, correct the problem, click update then return to this section.

## Owner/Authorized Representative Statement

Please read the Owner/Authorized Representative Statement below, and enter your Username, Password and PIN at the bottom of the page for submittal to the Permitting Authority.

**Owner/Authorized Representative Statement:**

By entering my PIN below, I certify that I am the owner or authorized representative of the corporation, partnership, or other legal entity submitting this air permit application. To the best of my knowledge, the statements made in this application are true, accurate and complete, and any estimates of emissions reported in this application are based upon reasonable techniques for calculating emissions. I understand that a permit, if granted by the department, cannot be transferred without authorization from the department.

**Login**

**PLEASE LOGIN FOR APPLICATION SUBMITTAL**

Username:

PIN:

Password:

---

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Connected to EPSAP Database at: DEV  
[www.brandtinfo.com](http://www.brandtinfo.com)

## Responsible Official Statement

Please read the Responsible Official Certification below, and enter your Username, Password and PIN at the bottom of the page for submittal to the Permitting Authority.

**Responsible Official Certification:**

By entering my PIN below, I certify that I am a responsible official of the Title V source addressed in this air permit application. I hereby certify, based on information and belief formed after reasonable inquiry, that the statements made in this application are true, accurate and complete and that, to the best of my knowledge, any estimates of emissions reported in this application are based upon reasonable techniques for calculating emissions. The air pollutant emissions units and air pollution control equipment described in this application will be operated and maintained so as to comply with all applicable standards for control of air pollutant emissions found in the statutes of the State of Florida and rules of the Department of Environmental Protection and revisions thereof and all other applicable requirements identified in this application to which the Title V source is subject. I understand that a permit, if granted by the department, cannot be transferred without authorization from the department, and I will promptly notify the department upon sale or legal transfer of the facility or any permitted emissions unit. Finally, I certify that the facility and each emissions unit are in compliance with all applicable requirements to which they are subject, except as identified in compliance plan(s) submitted with this application.

**Login**

PLEASE LOGIN FOR APPLICATION SUBMITTAL

Username:

PIN:

Password:

---

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Connected to EPSAP Database at: WETA  
[www.brandtinfo.com](http://www.brandtinfo.com)

5. The Owner/Authorized Representative (AR) or Responsible Official (RO) must read the Certification statement and enter their Username, PIN and Password to certify that the information in the application is correct. Click the **Submit** button to submit or the **Cancel** button to cancel. **Note:** after the AR/RO submits, an email is sent notifying the PE to verify the final authentication code and to mail the PE Signature Document to the permitting authority.

**AIR PERMIT OFFICE SELECTION**

This information will be used to direct the application to the appropriate permitting authority. It is not part of the permit application form. If your application needs to be routed to another permitting office, you will be notified via e-mail of the transfer and the new contact information. For additional help, [click here to view permit office contact information](#).

County where air pollution source is located: COLLIER (11) [view district map](#)

If you know which Permit Office should receive this application, please select it:

-- OR --

**Select an air permit source type below:**

- Option 1: Sources requiring: a) Prevention of significant deterioration (PSD) permits; or b) non-PSD construction permits for the following new sources: 1) any source that participates in the allowance transfer system (Acid Rain); or 2) municipal waste combustors
- Option 2: Sources requiring: Title V operation permits and/or non-PSD construction modification permits in the following source categories: a) Power Plant Siting electrical power plants; or b) any source that participates in the allowance transfer system (Acid Rain); or c) municipal waste combustors
- Option 3: Sources that are county-owned; or sources that belong to Major Group 26, (Paper and Allied Products); or sources that belong to Major Group 28, (Chemicals and Allied Products), as defined in the Standard Industrial Classification Manual, 1987, and are not included in option (1) or (2)
- Option 4: Sources that belong to Industry Number 2061, (Cane Sugar, Except Refining), as defined in the Standard Industrial Classification Manual, 1987, and are not included in option (1) or (2)
- Option 5: All other sources: Any source not included in option (1), (2), (3), or (4)

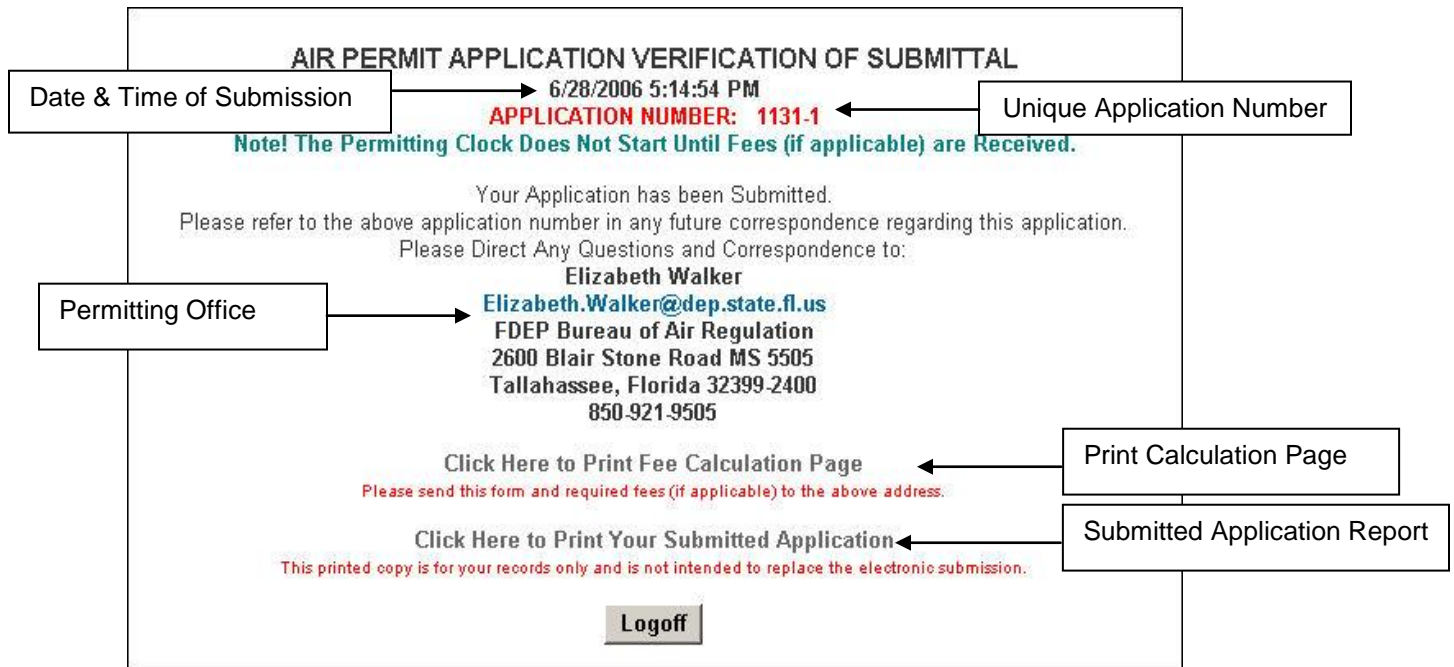
Select a Permit Office from the drop-down selection box or select an Air Permit Source Type by clicking an appropriate radio box. **Note:** the County is pre-filled and read-only; however, Marion County will be required to select one of the following counties: Marion – East of I-75 or Marion – West of I-75.

5. Click the **Submit** button to continue the submittal process.



6. When the message "We recommend that you print this page for your records as a verification of your application submittal" message appear, click **OK** to confirm and print the Air Permit Application Verification of Submittal page. **Note:** after the RO submits, an email is sent notifying the PE to verify the final authentication code and to mail the PE Signature Document to the permitting authority.

## Air Permit Application Verification of Submittal



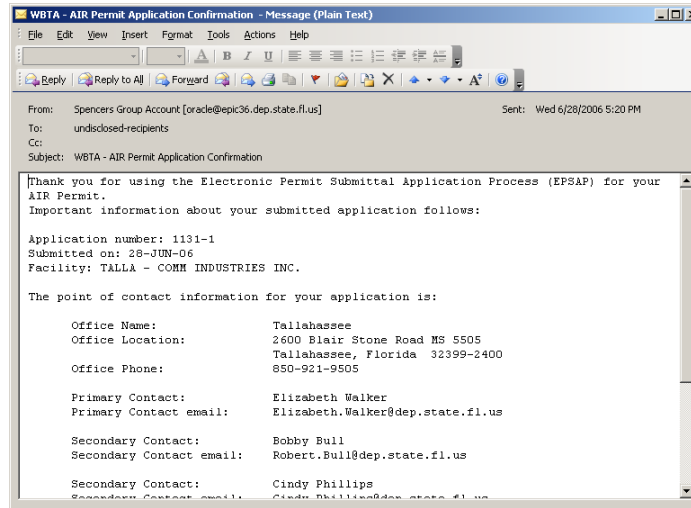
The Air Permit Application Verification of Submittal page confirms that your application has been submitted and to which office the application has been submitted along with that person's name. Also located on this page is a link to the *Application Detail Report* page where you can print and or save the information that has been submitted. If you have questions regarding your submitted application, contact the office written on your application Air Permit Application Verification of Submittal page and refer to the application number in your inquiry. **Note:** after submittal you are able to print the Fee Calculation page and Submitted Application. The printed Submitted Application is for the applicant's records only and is not intended to replace the electronic submission.

### Submittal Confirmation Email

A series of confirmation email messages will be sent once the application has been submitted by the Professional Engineer, Owner/Authorized Representative or Responsible Official. This email gives the status of the application as well as the information on whom to contact in regards to the submitted application.

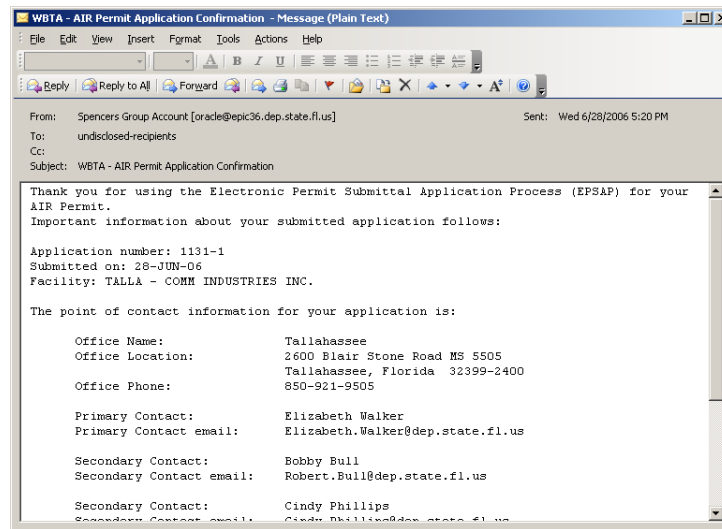
**Note:** The application data and electronic certifications will have been sent to the permitting office, but the application will not be considered "Received" unless any required permit fees are submitted with the application.

## Owner/ Authorized Representative or Responsible Official Confirmation E-Mail



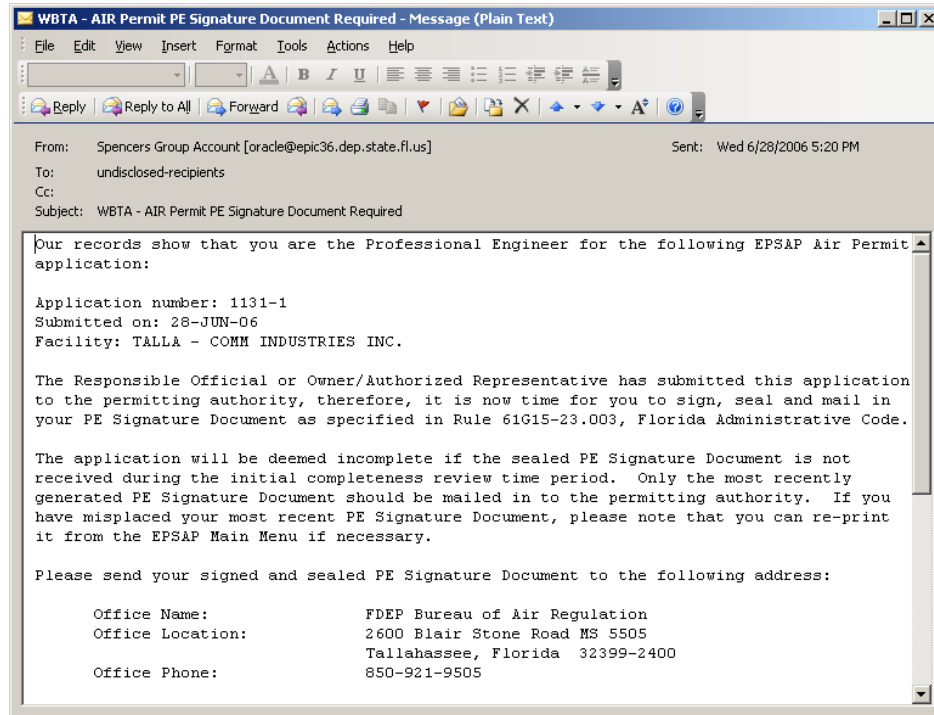
The Owner/ Authorized Representative or Responsible Official confirmation email lists the primary and secondary contacts along with pertinent information about the application.

## Application Owner Confirmation E-Mail



The Application Owner will also receive a confirmation email which will list primary and secondary contacts along with pertinent information.

## Professional Engineer Confirmation E-Mail



The email message that the PE receives after the AR/RO submits, reminds them to sign, seal and mail in their PE Signature Document. This email also lists primary and secondary contacts along with the address of the permitting office to send the PE Signature Document.

## Print Instructions for DEP Form No. 62-210.900(1)

This option allows you to print out the instructions for the filing of a Long Form application. These instructions are from the Long Form application and are not a part of the user documentation.

## Application Detail Report

**EPSAP MAIN MENU**  
Choose An Option Below to Continue Your Application

**Application Menu - Section I of Application**

**Facility Menu - Section II of Application**

**Emissions Unit List/Search - Section III of Application**

**Submit This Application**  
Submit your completed application to the Air permitting office.

**Upload Menu**  
Upload electronic documents and/or view electronic documents that have already been uploaded.

**Application Detail Report**  
Print your current application information. (Note: this printed copy is for your records only and is not intended to replace the electronic submission.)

**Print Instructions for DEP Form No. 62-210.900(1)**

**Print Attachments Report**  
Print report of facility and EU additional attachments and view uploaded documents.


**Print Fee Calculation Page**  
This page should be mailed to the Permitting Authority, along with applicable fees.

**Print Form to Request a PIN for Application Submittal**  
The Professional Engineer, Responsible Official, and Owner/Authorized Representative must have a PIN for Application Submittal.

**Update Your EPSAP User Account Information**

**Change Your EPSAP Password**

1. Click the **Application Detail Report** hyperlink. **Note:** this printable copy is for your records only and is not intended to replace the electronic submission.



**Department of  
Environmental Protection**

Division of Air Resource Management

**APPLICATION FOR AIR PERMIT - LONG FORM**

--- Detail Report ---

Application not submitted. Data current as of 6/3/2004

**I. APPLICATION SECTION**

**APPLICATION IDENTIFICATION INFORMATION**

**Application Number:** 701-1  
**Application Name:** SYLVIA'S TEST  
**Purpose of Application:** INITIAL TITLE V AIR OPERATION PERMIT.  
**Application Comment:**

Are you requesting a multi-unit or facility-wide emissions cap for one or more pollutants? NO

**SCOPE OF APPLICATION**

EU ID	Description	Permit Type	Processing Fee
001	CONCRETE BATCH PLANT, 2 DUST COLLECTORS SERVING 4 SILOS		
<b>Total Processing Fee:</b>			<b>\$0.00</b>

2. Click the **Print Report** button to print or click the **Save Report** button to save. To close the report, close the window.



## Attachment Report

**Note:** attachments are attached in the Facility and EU Additional Information sections.

Report: Facility and EU Attachments - Microsoft Internet Explorer

Print Report Save Report

FACILITY: PROGRESS ENERGY FLORIDA, INC. (#0010001)  
APPLICATION: SYLVIA'S SUBMITTAL TEST (#715-1)

Facility Attachments				
Supplemental Item	Electronic File Name	Attachment Description	Electronic Document?	Date Uploaded
RULE APPLICABILITY ANALYSIS	<a href="#">facility_information_attachments.doc</a>	FACILITY ATTACHMENT.	Yes	7/26/2004

Emissions Unit Attachments				
Emissions Unit: 003 - NO.5 STEAM BOILER				
Supplemental Item	Electronic File Name	Attachment Description	Electronic Document?	Date Uploaded
PROCESS FLOW DIAGRAM	<a href="#">documentation.xls</a>	TESTING FOR EU	Yes	7/21/2004

Report Completed as of: 7/26/2004 2:43:44 PM

This report lists all attachments in your application.

## Print Fee Calculation Page

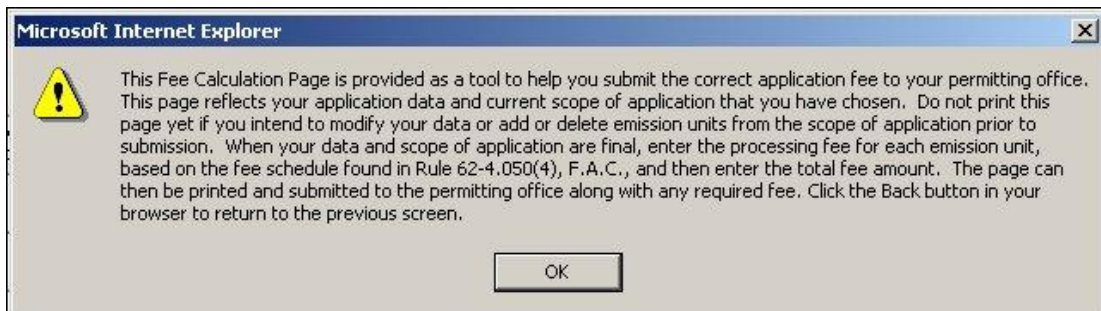
The Fee Calculation Page option only appears when permit fees are required, such as Air construction permits and Initial federally enforceable state air operation permits (FESOP).



The screenshot shows the 'EPSAP MAIN MENU' with a red instruction: 'Choose An Option Below to Continue Your Application'. The menu items are:

- Application Menu - Section I of Application**
- Facility Menu - Section II of Application**
- Emissions Unit List/Search - Section III of Application**
- Submit This Application**  
Submit your completed application to the Air permitting office.
- Upload Menu**  
Upload electronic documents and/or view electronic documents that have already been uploaded.
- Application Detail Report**  
Print your current application information. (Note: this printed copy is for your records only and is not intended to replace the electronic submission.)
- Print Instructions for DEP Form No. 62-210.900(1)**
- Print Attachments Report**  
Print report of facility and EU additional attachments and view uploaded documents.
- Print Fee Calculation Page**  
This page should be mailed to the Permitting Authority, along with applicable fees.
- Print Form to Request a PIN for Application Submittal**  
The Professional Engineer, Responsible Official, and Owner/Authorized Representative must have a PIN for Application Submittal.
- Update Your EPSAP User Account Information**
- Change Your EPSAP Password**

- 1) Click the **Print Fee Calculation Page** hyperlink. **Note:** this page should be mailed to DEP, along with applicable fees.



- 2) Click **OK** to acknowledge the Fee Calculation page instructions.

- 3) Fill in all appropriate fields. **Note:** Submit any required permit application fee, which you must calculate according to 62-4.050(4), F.A.C. Contact the appropriate Permitting Office if you have any questions. If you have questions regarding rule 62-4.050(4), F.A.C., click the text hyperlink to read the rule.

DEP Form No. 62-210.900(1) - Form  
Effective: 6/16/03

**Department of  
Environmental Protection**

Division of Air Resources Management

APPLICATION FOR AIR PERMIT - LONG FORM  
APPLICATION NUMBER: 715-1  
FEE CALCULATION PAGE

**Identification of Facility**

1. Facility Owner/Company Name:  
PROGRESS ENERGY FLORIDA, INC.

2. Site Name:  
U OF FL COGEN

3. Facility Identification Number:  
0010001

4. Facility Location:  
Street Address or Other Locator: MOWERY RD AT U OF FL  
City: GAINESVILLE County: ALACHUA Zip Code: 32611

5. Relocatable Facility? No      6. Existing Permitted Facility? No

**Application Contact**

1. Application Contact Name:

2. Application Contact Mailing Address:  
Organization/Firm:  
Street Address:  
  
City:      State:      Zip Code:

3. Application Contact Telephone Numbers:      Telephone:      Fax:

4. Application Contact Email Address:

**Purpose of Application**

Air construction permit.

**Scope of Application**

EU ID	Description of Emissions Unit	Permit Type	Enter Processing Fee For Each EU
002	NO.4 STEAM BOILER.TEST		

**Application Processing Fee:**  
Check one:  Attached - Enter Total Amount:        Not Applicable

**Note:** Submit any required permit application fee, which you must calculate according to 62.4.050(4), F. A. C.. Contact the appropriate Permitting Office if you have any questions.

- 4) Click the **Print** button at the bottom of page to print.
- 5) To return to EPSAP main menu, click the back button in your browser.

## Print Form to Request a PIN for Application Submittal

Print this Form

**Mail To:**  
**DARM Application Support Desk**  
**Department of Environmental Protection**  
**2600 Blair Stone Rd, MS: 5500**  
**Tallahassee, FL 32399-2400**

**PIN REQUEST FORM**

**User Login Name: HOWES\_J**  
First Name: JUDY  
Last Name: HOWES  
Job Title: Programmer Analyst  
Name of Organization/Firm: BISI  
Telephone: 850 - 309 - 0201 ext. 1234  
Fax: 850 - 890 - 6787  
E-mail: judyh@brandtinfo.com  
**Florida PE #: PE454**

**Mailing Address:**  
Street: 1112 S. MAGNOLIA DRIVE  
City: TALLAHASSEE  
State: FL  
Zip: 32301 - 5435

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

1. Click the *Print Form to Request a PIN for Application Submittal* hyperlink located on EPSAP's Main menu page.
2. Print Form.
3. Sign and date form.
4. Mail to: **DARM Application Support Desk**  
**Department of Environmental Protection**  
**2600 Blair Stone Road MS 5500**  
**Tallahassee Florida 32399-2400**

## Change Your EPSAP Password



The image shows a 'Change Password' dialog box with a dark blue title bar. Below the title bar, there are four text input fields stacked vertically, each with a label to its left: 'User Name:', 'Old Password:', 'New Password:', and 'Repeat New Password:'. At the bottom of the dialog, there are two buttons: 'Submit' and 'Cancel'.

To change your EPSAP password, click the *Change your EPSAP Password* hyperlink. **Note:** your password can be changed at the log in screen as well as inside of the application.

1. Fill in your Username, Old Password, New Password and the repeat of your New Password.
2. Click the **Submit** button to save or **Cancel** to abandon.

Once the submit button is press, a confirmation message that your password has been successfully changed appears. Click the **OK** button to verify message.

## Update Your EPSAP User Account Information

**MODIFY EPSAP USER ACCOUNT INFORMATION**

User Login Name: SYLVI

\*\* First Name: SYLVIA

\*\* Last Name: LIVINGSTON

\*\* Job Title: RO

\*\* Name of Organization/Firm: TAMPA ELECTRIC

\*\* Telephone: 813 - 123 - 1548 ext.

FAX: 813 - 123 - 1234

\*\* E-Mail: sylvia.livingston@dep.state.fl.us

Mailing Address:

\*\* Street: 1234 TAMPA AVE.  
SUITE 23

\*\* City: TAMPA

\*\* State: FLORIDA (FL)

\*\* Zip: 12345 - 1254

PE Number: 012 Required for Professional Engineers.

Note: If you change your PE number you must submit another PIN Request Form before you will be allowed to submit an application.

\*\* Mother's Maiden Name: Russ

To update your account information, click on “Update Your EPSAP User Account Information” hyperlink from either EPSAP Home page or Main Menu page. When you update your PE Number your ability to submit an application will be suspended until you send the Help Desk a new PIN Request form. **Note:** Information marked with two red \*\*asterisks are required information

Click **Update** to save changes.

## Viewing Submitted Applications

**Choose an Option Below:**

**Update Your EPSAP Account Information**

**Select a Current Long Form Permit Application**  
Continue work on an unsubmitted application or one returned to you by the permitting authority.

**Select a Submitted Long Form Permit Application**  
View and print a previously submitted application.

**Start a New Long Form Permit Application**

**Air Construction Permit** - Use this form to apply for any air construction permit:

- » For any required purpose at a facility operating under a federally enforceable state air operation permit (FESOP) or Title V air operation permit;
- » For a proposed project subject to prevention of significant deterioration (PSD) review, nonattainment new source review, or maximum achievable control technology (MACT);
- » To assume a restriction on the potential emissions of one or more pollutants to escape a requirement such as PSD review, nonattainment new source review, MACT, or Title V; or
- » To establish, revise, or renew a plantwide applicability limit (PAL).

**Air Operation Permit** - Use this form to apply for:

- » An initial federally enforceable state air operation permit (FESOP); or
- » An initial, revised, or renewal Title V air operation permit.

**Print Form to Request a PIN for Application Submittal**  
**Note:** The Professional Engineer, Responsible Official, and Owner/Authorized Representative must have a PIN to submit an application to the Permitting Authority.

**Logoff EPSAP**

After the application has been submitted to the permitting authority, the user is not able to view or update the application in the *Current Long Form Permit Application* section. To view the submitted application the user must click on the *Select a Submitted Long Form Application* hyperlink.

EPSAP Home Logoff EPSAP Help

FACILITY: CITY OF TALLAHASSEE (#0730003)  
APPLICATION: JUDY TESTING UPLOAD FOR REQ #103 (#1700-1)

**EPSAP MAIN MENU**

This application was submitted to the Permitting Authority on 4/28/2008.

**Print Submitted Application**  
This printed copy is for your records only and is not intended to replace the electronic submission.

**Print Instructions for DEP Form No. 62-210.900(1)**  
Form Effective Date: 3/16/2008

**Print Attachments Report**  
Print report of facility and EU additional attachments and view uploaded documents.

**Print Fee Calculation Page**  
This page should be mailed to the Permitting Authority, along with applicable fees.

**Print PE Signature Document**  
This document should be signed and sealed by the PE and mailed to the Permitting Authority.

**Confirm Final Signature File Authentication Code**  
Confirm that the data in this application is unchanged since the PE submittal.

**Print Form to Request a PIN for Application Submittal**  
The Professional Engineer, Responsible Official, and Owner/Authorized Representative must have a PIN for Application Submittal.

**Update Your EPSAP User Account Information**

**Change Your EPSAP Password**

The read-only application can be viewed by clicking on the *Print Submitted Application* hyperlink. **Note:** to make updates to the application, contact the

permitting office to have them release the application back to the user. When the application is returned to the applicant there will be a dash 2 (-2) behind the application number which indicates that it is the second version and will be located in the *Current Long Form Permit Application* section.

Department of  
Environmental Protection  
Division of Air Resource Management

**SUBMITTED APPLICATION REPORT**  
**APPLICATION FOR AIR PERMIT - LONG FORM**

--- Form Effective 02/02/06 ---  
Application Number: 1131- 1  
Application Name: FAC1  
Date Submitted: 28 June 2006

**I. APPLICATION INFORMATION**

**Air Construction Permit** - Use this form to apply for any air construction permit at a facility operating under a federally enforceable state air operation permit (FESOP) or Title V air permit. Also use this form to apply for an air construction permit:

- For a proposed project subject to prevention of significant deterioration (PSD) review, nonattainment area (NAA) new source review, or maximum achievable control technology (MACT) review, or
- Where the applicant proposes to assume a restriction on the potential emissions of one or more pollutants to escape a federal program requirement such as PSD review, NAA new source review, Title V, or MACT; or
- Where the applicant proposes to establish, revise, or renew a plantwide applicability limit (PAL).

**Air Operation Permit** - Use this form to apply for:

- an initial federally enforceable state air operation permit (FESOP); or
- an initial/revise/renewal Title V air operation permit.

The Submitted Application Report gives the submitted application information in the form of a hard-copy application. The printed Submitted Application is for the applicant's records only and is not intended to replace the electronic submission.



# Index

## A

**Add a New Segment**, 51  
**Add EU's to the scope**, 20  
Add New EU, 38  
add new facilities, 33  
adding Professional Engineer Information, 27  
Application Contact Information, 21  
*Application Detail Report*  
Reports, 82  
Application Menu, 15  
**Application Owner Confirmation E-Mail**, 80  
assign edit rights, 16  
Assign/Remove Edit Rights, 16  
*Attachment Report*  
Reports, 83

## C

Certification Statements  
Authorized Representative, 74  
Change EPSAP Password, 6  
**Confirmation Email**  
Submit, 78  
Contact the EPSAP Help Desk, 1  
Continuous Monitor Information, 56  
Create a new facility, 13

## D

Delete an Application, 15  
**Delete Attachment**  
Attachments, 65  
**Delete Attachments**, 60  
Delete Emission Units, 46  
delete the Professional Engineer from  
Application, 28  
**Download a Facility**, 12  
Duplicate Emission Unit, 39

## E

*Edit for Sufficiency*, 61  
Emission Unit List/ Search Menu, 37  
Entering Application Purpose, 18  
EU Additional Information, 57  
Attachments, 57  
EU Description and Detail Information, 48  
EU Pollutant Information, 53  
EU Sections, 47

## F

Facility Contact, 32  
Facility Identification, 29  
Facility Location and Type, 30  
**Facility Major Group SIC**, 31  
Forget Your Password, 7

## G

**Governmental Facility Code**, 31

## H

**Help Desk Information**, 1

## L

Log In to EPSAP, 2  
*Login Name/ Password*, 6

## N

Navigational Tools, 7  
Negate PE Approval, 72  
*New Users*, 3

## O

Operating Capacity and Schedule, 49  
**Option 1 Create a Duplicate EU**, 39  
**Option 2 Replace the Data in EU**, 41  
**Owner/ Authorized Representative or  
Responsible Official Confirmation E-Mail**,  
79  
Owner/Authorized Representative Information, 23  
Owner/Authorized Representative Statement, 75,  
76  
Owner/Authorized Representative Submittal, 74

## P

**PE Confirmation E-Mail**, 81  
Personal Identification Number Submittal  
Authorized Representative, 74  
Point (Stack/Vent) Information, 50  
*Print Fee Calculation Page*, 84  
Professional Engineer Certification  
Submit, 71  
Professional Engineer Signature Document, 69  
Professional Engineer Submittal, 68  
Professional Engineer Verification, 68

## R

remove edit rights, 17  
Replace Continuous Monitors, 45  
Replace Emissions Unit, 41  
Replace Point Descriptions, 42  
Replace Pollutant Allowables, 44  
*Request a PIN for Application Submittal*, 86  
Responsible Official (RO) Information, 24

## S

Search for submitted applications, 9

Search for unsubmitted applications, 9  
Segment (Process/Fuel) Information, 51  
Set Up An Account, 3  
Start a New Long Form Permit Application, 10  
*Submit This Application*, 67

## **T**

Transfer Ownership of this Application, 17

## **U**

Update Your EPSAP User Account Information,  
88

**Upload Electronic Files**

**Attachments**, 63  
*Upload Menu*  
Attachments, 63

## **V**

Verification of Submittal  
Submit, 78  
View Uploaded EU Files/ Uploaded Facility Files  
Attachments, 66  
View/Update Attachments, 66  
Viewing Submitted Applications, 89  
Visible Emissions Information, 55