The purpose of this document is to provide training to Responsible Officials, environmental contacts, and consultants in the usage of the Regulated Entities Portal (REP) of the Allegheny County Health Department Air Quality Program. Users will learn how to electronically submit Air Quality Operating Permit (OP) applications, review draft permits, make public comments, and view the final issued permit.

Click on a section of the CONTENTS below to jump to that section of the document.

CONTENTS

PART I: ACRONYMS, DEFINITIONS, REFERENCES
PART II: WARNING ABOUT CONFIDENTIAL BUSINESS INFORMATION DISCLOSURES
PART III: BRIEF OVERVIEW OF ACCOUNT TYPES IN REP
PART IV: BRIEF OVERVIEW OF REP DASHBOARD
PART V: OPERATING PERMIT APPLICATION PREPARATION AND SUBMITTAL
PART V-A: IMPORTANT SYMBOLS IN THE SUBMITTAL FORM
Part V-B: PREPARATION AND SUBMISSION OF OPERATING PERMIT APPLICATION BY RESPONSIBLE OFFICIAL
PART V-C: PREPARATION OF OPERATING PERMIT APPLICATION FORM BY A USER WHO IS NOT THE RESPONSIBLE OFFICIAL (FACILITY CONTACT, ENVIRONMENTAL CONTACT, OR THIRD PARTY)
PART V-D: REVIEW AND SUBMISSION OF AN OPERATING PERMIT PREPARED BY SOMEONE OTHER THAN THE RESPONSIBLE OFFICIAL
PART VI: WHAT TO EXPECT AFTER AN OPERATING PERMIT APPLICATION IS SUBMITTED
PART VI-A: THE ACHD'S PERMIT APPLICATION REVIEW PROCESS; HOW TO REVIEW DRAFTS, SUBMIT PUBLIC COMMENTS, AND VIEW FINAL ISSUED PERMITS
PART VI-B: REVISING OR WITHDRAWING SUBMITTALS AFTER SUBMISSION
PART VII: GENERAL PUBLIC VIEWING OF OPERATING PERMIT APPLICATIONS, DRAFT OPERATING PERMITS, ISSUED OPERATING PERMITS
PART VIII: RENEWING AN OPERATING PERMIT
PART IX: AMENDING AN ISSUED OPERATING PERMIT (SIGNIFICANT MODIFICATION, MINOR MODIFICATION, ADMINISTRATIVE AMENDMENT)



Rev 0: August 27, 2024

ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM

836 FULTON STREET • PITTSBURGH, PA 15233 PHONE (412) 578-8103 • Fax (412) 578-8144 24-HR (412) 687-ACHD (2243) WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT



PART X: CHANGING THE COMPANY NAME ON AN ISSUED OPERATING PERMIT OR TRANSFERRING	THE
PERMIT OWNERSHIP	97
PART XI: TERMINATING AN ISSUED OPERATING PERMIT	98
PART XII: HOW TO REACH OUT FOR HELP	99
APPENDIX A: LINK CONSULTANT ACCOUNT TO RO ACCOUNT	100
APPENDIX B: INSTRUCTIONS FOR RESPONSIBLE OFFICIAL TO CREATE NEW FACILITY (ALLOWS	
CONSULTANT TO PREPARE SUBMITTALS FOR A NEW FACILITY)	106

PART I: ACRONYMS, DEFINITIONS, REFERENCES

Acronyms:

- ACHD Allegheny County Health Department; also referred to as the Department
- BACT Best Achievable Control Technology
- CBI Confidential Business Information
- **IP** Installation Permit
- **OP** Operating Permit

REP – Regulated Entities Portal, the online portal for the Allegheny County Health Department Air Quality Program where facilities may submit permitting documents such as: Requests for Determination, Installation Permit applications, Operating Permit applications, and pay fees and submit required reports.

- RFD Request for Determination
- RO Responsible Official
- TSD Technical Support Document



Rev 0: August 27, 2024

ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM

836 FULTON STREET • PITTSBURGH, PA 15233 PHONE (412) 578-8103 • Fax (412) 578-8144 24-HR (412) 687-ACHD (2243) WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT



Definitions:

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

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

<u>Consultant/Preparer</u> – A consultant or preparer could be a facility contact, an environmental contact, or someone who works for a third-party consulting firm. The Consultant/Preparer may prepare an RFD, Installation Permit application, or Operating Permit application on behalf of an RO. The RO must sign and submit the RFD or application.

<u>Environmental Contact</u> – An environmental contact is employed or contracted by the facility. The environmental contact may work at the facility in question or may work from another office location (for example, outside Pennsylvania).

<u>Facility Contact</u> – A facility contact works at or services the facility and is employed or contracted by the company who owns the facility.

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

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

<u>Request for Determination (RFD)</u> – A request for determination is a document written by a company and sent to the Allegheny County Air Quality Program which asks whether a project or change that the company is planning will require an air quality permit to be compliant with Allegheny County regulations.

<u>Responsible Official</u> (RO)– Refer to Allegheny County Article XXI §2101.20 definitions, but briefly, an RO is the person with signature authority for the company who certifies that all information submitted to the ACHD is true and accurate.

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



Rev 0: August 27, 2024

ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM

836 FULTON STREET • PITTSBURGH, PA 15233 PHONE (412) 578-8103 • Fax (412) 578-8144 24-hr (412) 687-ACHD (2243) WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT



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

References:

Allegheny County Health Department Article XXI

Allegheny County Health Department Regulated Entities Portal website

On this website, the REP training document "Regulated Entities Portal User Guide" has information on account setup, emissions inventory submittal, and invoice payment.



Rev 0: August 27, 2024



836 Fulton Street • Pittsburgh, PA 15233 Phone (412) 578-8103 • Fax (412) 578-8144 24-hr (412) 687-ACHD (2243) WWW.Alleghenycounty.us/healthdepartment



PART II: WARNING ABOUT CONFIDENTIAL BUSINESS INFORMATION DISCLOSURES

In some instances, in the process of submitting a Request for Determination (RFD), Installation Permit (IP) application, or Operating Permit (OP) application, a facility may need to submit Confidential Business Information (CBI) in order for the Department to be able to comprehend and review the request or permit application. If a facility feels that any information it will submit qualifies as CBI, *it is imperative that the facility communicates this to the ACHD during the submission of the RFD, Installation Permit application, or Operating Permit application online.* The facility should review this description about what claiming confidentiality.

Not all information will qualify legally as CBI. Review the instructions regarding Confidential Business Information (linked above), and Article XXI, Section 2101.7(d) to determine if the information provided qualifies as CBI. Then, if the facility believes that the requested information constitutes CBI, complete and submit a CBI claim form with the RFD, Installation Permit, or Operating Permit submittal in REP. Legal review by the Department is necessary to grant the claim of confidentiality. Without notification to the ACHD of the possibility of CBI, <u>sensitive information may be disclosed</u> to the general public via the Regulated Entities Portal (REP). If at any point the facility has questions about its information qualifying as CBI, the facility is urged to contact the ACHD by phone at 412-578-8103 or by emailing <u>AQPermits@alleghenycounty.us</u>.



Rev 0: August 27, 2024

ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM

836 Fulton Street • Pittsburgh, PA 15233 Phone (412) 578-8103 • Fax (412) 578-8144 24-hr (412) 687-ACHD (2243) WWW.Alleghenycounty.us/healthdepartment



PART III: BRIEF OVERVIEW OF ACCOUNT TYPES IN REP

There are three different account types in REP, and each account type has different privileges assigned to it. The three types are Responsible Official (RO), Consultant, and General Public. The table below shows the privileges assigned to each.

	Account Type			
Account Privilege	Responsible	Responsible Preparer/ Gen		
	Official	Consultant	Public	
Prepare a Request for Determination (RFD),	Yes	Yes	No	
Installation Permit application, Operating Permit				
application, semiannual or quarterly reports, annual				
compliance certifications				
Certify, Sign and Submit an RFD, Installation Permit	Yes	No	No	
application, Operating Permit application				
View status on submitted RFDs and	Yes	No	No	
Installation/Operating Permit applications				
Initiate Amend/Revise/Withdraw an	Yes	Yes	No	
RFD/Installation/Operating Permit application once it has				
been submitted				
View RFD submittals and installation and operating	Yes	Yes	Yes	
permit applications that were submitted to the ACHD				
View Installation and Operating Permit Drafts, and	Yes	Yes	Yes	
Submit Public Comments on Installation and Operating				
Permit drafts				
View RFD decision from the ACHD	Yes	Yes	Yes	
View Issued Installation/Operating Permits	Yes	Yes	Yes	
Initiate Permit Amendments, Renewals, Name Changes,	Yes	Yes	No	
Transfers, Terminations				
Pay invoices	Yes	Yes	Yes	

Keep these privileges in mind when setting up the accounts for your facility.

- Each person may have only **one** account type. The type may be changed, but only by notifying the Department.
- Each facility may have only one RO assigned to it. An RO may also serve as a facility contact or environmental contact (i.e., perform multiple jobs).
- A facility may have multiple Consultant accounts and multiple General Public accounts.



Rev 0: August 27, 2024

ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM

836 FULTON STREET • PITTSBURGH, PA 15233 PHONE (412) 578-8103 • Fax (412) 578-8144 24-HR (412) 687-ACHD (2243) WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT



- For consultants to be able to prepare submittals, Consultant accounts must be linked to the RO's account. The RO must also assign facility privileges to whichever consultant account is responsible for a facility's submittal.
- Anyone without an account can still do the same things as someone with a registered General Public account, with the exception of paying invoices.

See <u>Appendix A</u> and <u>Appendix B</u> for help in linking Consultant accounts to an RO account and how to create a new facility in REP when a Consultant will be preparing the submittal.



Rev 0: August 27, 2024

ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM

836 FULTON STREET • PITTSBURGH, PA 15233 PHONE (412) 578-8103 • Fax (412) 578-8144 24-HR (412) 687-ACHD (2243) WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT



PART IV: BRIEF OVERVIEW OF REP DASHBOARD

This section provides an overview of the REP Dashboard screen after logging on as an RO or a Consultant (who has been linked to an RO and assigned facilities and privileges to prepare application submittals). Note that the first screen seen upon logging on to REP may vary, as the screen will default to whichever screen the user accessed prior to logging off.

A convenient way to navigate is to use the (\equiv) "hamburger" menu, three horizontal bars in the top lefthand corner of the screen (see red box below). Clicking the "hamburger" menu will navigate the user back to the Dashboard, shown below.



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

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





Rev 0: August 27, 2024

ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM

836 FULTON STREET • PITTSBURGH, PA 15233 PHONE (412) 578-8103 • Fax (412) 578-8144 24-hr (412) 687-ACHD (2243) WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT



ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM

836 FULTON STREET • PITTSBURGH, PA 15233 PHONE (412) 5788103 • Fax (412) 5788144

24-HR (412) 687-ACHD (2243)

WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT

This icon shows a timeline listing of the screens the user has accessed.





5

Rev 0: August 27, 2024



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

\leftrightarrow \rightarrow C \sim alleghenycounty.	us/Services/Health-Departme	nt/Air-Quality/Regulated-Entities-Portal		☆ 🛛 😩 :
🔇 New Tab 🔇 The Engineering To 😌	MACT Training 🛛 😪 Air Emission	s Invent 🦸 Air Pollution Trainin 🎪 Air Knowledge	😝 EPA Emission Stand	» 🛛 🗅 All Bookmarks
		ΙY	Search	Q
Government	Services	Projects and Initiatives	Parks an	nd Events
Home / Services / Hea	alth Department / Ai	r Quality / Regulated Entities Porta	I	
) a vita l	
In This Section	Re	gulated Entitles F	ortal	
Children and Families			I.	E
County Assistance				A
			A go of the	



Rev 0: August 27, 2024

ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM

836 FULTON STREET • PITTSBURGH, PA 15233 PHONE (412) 578-8103 • FAX (412) 578-8144 24-HR (412) 687-ACHD (2243) WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT





This icon shows your username. Clicking on it allows access to a pull-down menu

and to the Log-out button.





Rev 0: August 27, 2024

11

ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM

836 FULTON STREET • PITTSBURGH, PA 15233 PHONE (412) 578-8103 • Fax (412) 578-8144 24-HR (412) 687-ACHD (2243) WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT



Review of left-hand side column icons:



Dashboard screen, left-hand column

Insights

• Dashboard: shows user's obligations, submittals, and correspondence. It also lists recent and new submittals.

Submittals, each listing is an action that can be taken if clicked. These include:

- Start New Submittal
- Pending Submittals (ones started by the user but not submitted to the Department)
- Track Submittals (has the submittals sent into the Department through REP)
- Upcoming Obligations: leads to viewing reporting due, etc.
- Pay Invoices/Fees

Issuance

Permits/Licenses/Certificates leads to viewing permits and RFD decisions



ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM

836 FULTON STREET • PITTSBURGH, PA 15233 PHONE (412) 578-8103 • Fax (412) 578-8144 24-HR (412) 687-ACHD (2243) WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT



12

Rev 0: August 27, 2024

Utilities

 Public Records allows search of submittals, permits, RFD decisions, and making public comments on permit drafts

Settings

• My Account: allows viewing/modifying user's account setup

When any of these are clicked, REP will take the user to a different screen in order to complete the requested action.

≡ Dashboard		[] 🕤 🧿 🚺 Tester8
Insights	Info Messages	Submittals Permits/Licenses/Certificates & Transaction History Upcoming Obligations & Unpaid Submittals
Dashboard Views summary of work progress.	Info	Submittals
Submittals	Upcoming Obligation Sendback	MY SUBMITTALS (LAST 3 MONTHS) Pending Submitted NEW SUBMITTALS (My Favorite Popular
Start New Submittal Create new submittals.	02 Submittals	C [Air Quality] 3345 I 3/4/2024 2 days ago 0 ℓ ℓ Installation Permit
Pending Submittals Edit unfinished submittals.		O Installation Permit
Track Submittal Status	MONTHS)	Air Quality 3338 2/28/2024 7 days ago 2 Miscellaneous Submittals
Upcoming Obligations Submit compliance reports.	Open 3 4 Authority Unre 0	Construction C
Pay Invoices/Fees Make online payments.	Public Unread	Fake Goettman Park O Installation Permit 100 (Southing) 52 Difference 52
Issuance		Air Quality
Permits/Licenses/Certificates Track permits or licenses.	Messages	Air Quality 8314 🕞 2/23/2024 12 days ago 🔋 🖉 🖉 Operating Permit
Utilities	ANNOUNCEMENT	Test Site - Arsenal Park O Installation Permit
Public Records Search Public Submittals, Notices and Permits/Licenses/Certificates.		□ 2/6 39th St, Pittsburgh, PA 15201 □ △ △ Air Quality 3277 ▷ 2/21/2024 14 days ago ③ 2
Settings My Account Change account information.		

To the right (see red box)

Info

- Number of upcoming obligations a user has to complete (for example, reports or bills due)
- Submittals (example, requests for determinations, installation permits, etc.)
- Correspondence (communication between the RO and the ACHD)

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

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



Rev 0: August 27, 2024

ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM

836 FULTON STREET • PITTSBURGH, PA 15233 PHONE (412) 578-8103 • Fax (412) 578-8144 24-HR (412) 687-ACHD (2243) WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT



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

Any number may be clicked to take the user to another screen for further details.

Messages displays system announcements (such as planned outages, etc.)



- - Shows submittals in last three months (may toggle between Pending and Submitted).
 - Pending submittals may be deleted (red trash can icon) or edited (pencil icon).
 - Submitted submittals are submittals that have been prepared and sent by the RO for Department review.

New Submittals

• Lists submittal types the user is authorized to prepare for submission to the Department.

Click the yellow "+" **plus** button to initiate the action.



Rev 0: August 27, 2024

ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM

836 FULTON STREET • PITTSBURGH, PA 15233 PHONE (412) 578-8103 • Fax (412) 578-8144 24-hr (412) 687-ACHD (2243) WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT



Scroll down in the Dashboard:

≡	Dashboard			[] 🖒 🕜 🎑 Tester8
	Info Messages	Submittals Permits/Licenses/Certificates & Transaction History Upcoming Obligations & Unpaid Submit	ttals	
	Info Uscoming Obligation O Submittals CORRESPONDENCE (LAST 3 MONTHS) Open Authority Unre. 0	Permits/Licenses/Certificates & Transaction History MY ACTIVE PERMITS/LICENSES/CERTIFICATES 180167 fake final permit [installation Permit] Foke Grandview Perk Installation Permit (P) Installation	TRANSACTION HISTORY	
	Public Unread	180165 fakef.oP24 Operating Permit C Fake Goottman Park C 1/23/2029 4 years later 180165 fake proble IP draft Installation Permit C Fake Grandview Park C C C 180164 fake OP244 Operating Permit (P) C C 180164 fake.OP244 Operating Permit C C Fake Goottman Park C C C C Description Permit C Description Permit C Fake Soottman Park C Description Permit C C Description Permit Description Permit C		AT

Permits/Licenses/Certificates & Transaction History

These sections list permits associated with the user's facility(ies) and any transactions made (payments).

Click the red pdf icons to view the RFD decision or permits.



Rev 0: August 27, 2024

ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM

836 FULTON STREET • PITTSBURGH, PA 15233 PHONE (412) 578-8103 • Fax (412) 578-8144 24-HR (412) 687-ACHD (2243) WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT



Scroll down the Dashboard screen:

≡	Dashboard		🖸 🕉 🕐 🚺 Tester8
	Info Messages	Submittals Permits/Licenses/Certificates & Transaction History Upcoming Obligations & Unpaid Submitt	als
	Info	Upcoming Obligations & Unpaid Submittals	
<u>></u>	Upcoming Obligation Sendback	NEW OBLIGATIONS	UNPAID SUBMITTALS
	Submittals	No record found.	3366 Air Quality 3/6/2024
	CORRESPONDENCE (LAST 3 MONTHS)		2000 Julia St, Pittsburgh, PA 15210
™	Q Open 3 Authority Upre 0		3340 Air Quality 👔 3/1/2024 🥝
<u>≂</u>	Public Unread		276 39th St, Pittsburgh, PA 15201 Request for Determination
	Messages		Air Quality m] 2/29/2024 ♥ Big Minor Source, Inc. 3001 Penn Ave. Bidg 7, Pittsburgh, PA 15201 Image: Source Part of the
	ANNOUNCEMENT		3160 Air Quality) 1/2/2/2024 O Fake Goettman Park 1200 Goettmann St, Pittsburgh, PA 15212-5108
			Image: State

Upcoming Obligations

This section lists reporting obligations.

Unpaid Submittals

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



Rev 0: August 27, 2024

ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM

836 FULTON STREET • PITTSBURGH, PA 15233 PHONE (412) 578-8103 • Fax (412) 578-8144 24-HR (412) 687-ACHD (2243) WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT



PART V: OPERATING PERMIT APPLICATION PREPARATION AND SUBMITTAL

PART V-A: IMPORTANT SYMBOLS IN THE SUBMITTAL FORM

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

Section 2. Site Information



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

The screenshot below shows these red exclamation points on 1 Basic Info, Basic Info, Summary of Emissions, and 5 Submission.





-Click yellow question marks to activate help messages.

Section 1. Permit Description
New
O Required.
· · · · · · · · · · · · · · ·
After clicking:
Section 1. Permit Description
🔿 New 🛛 🔿 Renewal 🧕 🔿 Significant Modification O 🔄 Minor Modification O 🔿 Administrative Amendment O 🔿 Reactivation O
Required. Reissuance of an existing operating

Then click it again to hide the message.

Brief Description of Permit Applic

Reissuance of an existing operating permit at the end of its term



Rev 0: August 27, 2024

ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM

836 FULTON STREET • PITTSBURGH, PA 15233 PHONE (412) 578-8103 • Fax (412) 578-8144 24-HR (412) 687-ACHD (2243) WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT



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

C	perating Permit
	1) Basic Info 🗧 2) Attachment 3) Payment 4) Review 5) Submission 0
E	tasic Info 🜒 Stack Control Device Summary of Emissions 🌒
	Select data from facility inventory 🛩
	No record found.
(+ New

After clicking:

1) Basic Info 6 2) Attochment 3) Payment 4) Review (5) Submission 6									
Info 9 Stack 9 Control Device Sum	mary of Emissions								
Stack Identification									
Stack Name				Identifier		State	15		
						~	Active	~	
Required.				Required.					
Stack Type	Operat	tion Start Dat	e	Operation End Date		Dism	antle Date		
	► mm	/dd/yyyy		mm/dd/yyyy	•	m	m/dd/yyyy		
Outer stack material				Stack lining material					
				Ground level eleva	tion (f)			
							4		
Actual Stack Height Above Ground (feet)	Buildin	ng Height (fee	et)	Building Length (feet)		Insid	e Stack Diameter (feet)		
Stack Orientation			Angle (degree)		Shape				
		~							
Exit Gas Temperature (Fahrenheit)			Actual Exit Gas Flow Rate (cubic foot p	er second)	Exit Velocity of Gas	(foot	per second)		
% moisture			Distance to the nearest building (ft)						
For the nearest building:			Required.						

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



Rev 0: August 27, 2024

ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM

836 FULTON STREET • PITTSBURGH, PA 15233 PHONE (412) 578-8103 • FAX (412) 578-8144 24-HR (412) 687-ACHD (2243) WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT



To minimize, click the blue triangle.

•	Operating Permit							
	* 7777 🗅							
	1) Basic Info 0 2 Attachment 3 Payment 4 Review 5 Submission 0							
	Bacic Info 0 Stack 0 Control Device Summary of Emissions 0							
(Stack1		Ö					
	Stack Identification							
	Stack Name Ident	ntifier s	Status					
1	Stack1 S0	5001	Active					
-	- Operating Permit							
•	* ????? -		>					
V	1) Basic Info 0 2 Attachment 3 Payment 4 Review 5 Submission 0							
8	Basic Info Stock Control Device Summary of Emissions							
	Select data from facility in	inventory 💙						
1	Stack Name							
	Stack1		Ō					
	1 Results	3						
	+ New							

- To delete a row of information, click the **Delete** icon (red trash can)
- Save button: Click the **Save** button in the bottom right of the screen (red floppy disk icon) at least once on each tab to save information as it is entered.





Rev 0: August 27, 2024

ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM

836 FULTON STREET • PITTSBURGH, PA 15233 PHONE (412) 578-8103 • Fax (412) 578-8144 24-hr (412) 687-ACHD (2243) WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT



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

These instructions review how a Responsible Official (RO) prepares and submits an Operating Permit Application using REP.

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

Preparation and submittal of the Installation Permit form:

- Log on to REP.
- Click on the (=) hamburger menu (three stacked horizontal bars at the top left corner)
- On the left-hand side of screen, under Submittals, click Start New Submittal
- On the New Submittal screen, scroll down on the right-hand side of screen to Operating Permit, and click the + sign. This takes the user to the Operating Permit screen. It is divided into tabs at the top (Basic Info (subdivided into Basic Info, Stack, Control Device, Summary of Emissions); Attachment; Payment; Review; Submission)
 - A general but very important note: Within the Operating Permit application submittal, anytime there is a field with an exclamation point marked Required next to it, that field must be completed, or the submittal will not go through. A red exclamation point on a tab means that required information is missing and must be completed.
 - Help messages are activated by clicking the yellow ? buttons throughout the form.
- Basic Info tab
 - Permit Description Section
 - Select the description which best matches the operating permit type (click the yellow ? buttons for a description of each).
 - Under Brief Description of Permit Application/Source, enter a description for the purpose of the permit (example: is it a new operating permit, a renewal, amendments requested, etc.). If more space is needed, an attachment with the information may be uploaded on the Attachments tab.
 - <u>Site Information</u> click on the appropriate button to select an existing facility, or to create a new facility.
 - For an <u>existing facility</u>, click the pull-down menu under **Select your facility**.



Rev 0: August 27, 2024

ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM

836 FULTON STREET • PITTSBURGH, PA 15233 PHONE (412) 578-8103 • Fax (412) 578-8144 24-HR (412) 687-ACHD (2243) WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT



- Click on the facility location for the operating permit
- For a <u>new facility</u>, select Create New Facility
 - Fill in the facility name, abbreviation if applicable, choose No for facility located on Native American Lands (none in Allegheny per EPA definitions), fill in general company email, general facility phone number, fax number, number of employees, and any comments.
 - Fill in the mailing address. If the address starts to autofill the correct city and state, allow the system to do this. Fill in any missing information.
 - Under Physical location, click the **Copy from Mailing Address** button if the physical address and mailing address are identical. If they are not, enter the full address. If in the (street) address box the system starts to autofill with the city and state, allow it and fill in any gaps in the full address.
 - Click the map to generate the latitude and longitude. Note: if the map is blank or shows a location in Oregon, go back to the street address, and start typing it in until it starts to autofill and let it autofill. Then click on the map again. [If there is still a problem, notify the ACHD].
- Fill in Federal Tax Identification Number
- Under <u>Municipality</u>, use the pulldown menu to select the municipality for the facility
- Fill in Block, Lot, and Parcel ID
- Provide a brief description of the business for the site
- <u>SIC codes:</u> Select by clicking the blue + sign, then enter a number or keyword to search. Click to select the code.
- <u>Type of source</u> Select the description of the source type (click the yellow **?** buttons for a description of each).
- Once one of those options is selected, a <u>fee table</u> will appear.
 - Click the checkboxes in the left hand column of the table for each item that applies to the permit application.
 - The total fee due will be automatically calculated based on what is selected.
 This total fee will also appear on the Payments tab which collects the payment due.
- <u>Contact Information section</u>:
 - Requester/Preparer Information
 - If the RO is preparing the application, click the box in front of "Same as Applicant Information?"
 - Also click the same box under the Responsible Official Section.



ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM

836 FULTON STREET • PITTSBURGH, PA 15233 PHONE (412) 578-8103 • Fax (412) 578-8144 24-HR (412) 687-ACHD (2243) WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT



Rev 0: August 27, 2024

- <u>Facility Contact Section</u>: A facility contact works for the company who owns the facility, and works at the facility for which the operating permit is written. Fill in the information for the facility contact.
- <u>Environmental Contact</u>: Fill in the information for the environmental contact (or click Same as Facility Contact button, if applicable). The environmental contact works for, or is contracted by, the company who owns the facility.
- <u>Emissions Inventory Contact section</u>: Fill in the emissions inventory contact. If the facility does not have one, click "Same as Facility Contact" button.
- Billing Contact section: Fill in the information for the billing contact.
- <u>Applicable Requirements</u> Section: This section describes what is needed in the applicable requirements document to be uploaded on the attachments tab.
- <u>Compliance Plan</u> section: Click Yes or No for whether the facility is in compliance at the time of application submission. If the facility is not in compliance, a document will need to be uploaded to the Attachments tab describing the plan to bring the facility into compliance.
- <u>Compliance Review</u> form: Download the Compliance Review Form, complete it, and upload it to the Attachments Tab.
- <u>Alternative Operating Scenarios</u>: Click Yes or No as to whether there is an alternative operating scenario to be approved. If there is, a document describing it will need to be uploaded to the Attachments tab.
- <u>Required Documents Section</u>: This directs the user to a blue "Get Information" button on the right hand side panel under Submittal Information. Click the "Get Information" button to open the summary table of attachments needed and emissions calculations instructions.
- <u>Process Operations Section</u>: Click checkboxes beside the emissions units/processes at the facility.
 - If the process/emission unit does not fit one of those categories, select General Process.
 - When a checkbox is clicked, it will open a new tab to complete.
 - Click all of the checkboxes needed, then Click the Save button (floppy disk icon inside a red circle in bottom right corner) to save the data.
 - If any required information is missing on the Basic Info tab, there will be a red exclamation point on the tab. If this happens, go back and review the contents and enter the missing information; click save, again.



ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM

836 FULTON STREET • PITTSBURGH, PA 15233 PHONE (412) 578-8103 • Fax (412) 578-8144 24-hr (412) 687-ACHD (2243) WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT



23

Rev 0: August 27, 2024

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



- If this operating permit application is following an installation permit that has been issued through REP, or if this is an operating permit renewal application, there will be emission units from the previous permit that can be loaded into the application.
- Click "Select data from Facility Inventory", then click the blue + button to reveal a list of Boilers



Rev 0: August 27, 2024



836 FULTON STREET • PHTSBURGH, PA 15233 PHONE (412) 578-8103 • FAX (412) 578-8144 24-HR (412) 687-ACHD (2243) WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT





 Click on the boiler(s) for this permit, from the list that appears, then click on the screen



Rev 0: August 27, 2024

ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM

836 FULTON STREET • PITTSBURGH, PA 15233 PHONE (412) 578-8103 • Fax (412) 578-8144 24-HR (412) 687-ACHD (2243) WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT



-
Total: 2

Click the green +Load Data button

8		
Operating Permit		
4296 Open		
1) Basic Info 2) Attachment 3) Payment 4) Review 5) Submission 9		
Basic Info 🜒 Boilers Stack Control Device Summary of Emissions 🚯		
Boilers Information		
	Select data from facility inventory 🔨	
& BL-001 (BL-001) & BL-002 (BL-002)	+	
+Lood Dota		
No record found.		
+ New		

 Click **Ok** to the question "Load Data from facility inventory will overwrite existing data. Are you sure to continue?"





Rev 0: August 27, 2024

ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM

836 FULTON STREET • PITTSBURGH, PA 15233 PHONE (412) 578-8103 • Fax (412) 578-8144 24-HR (412) 687-ACHD (2243) WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT



 This will load the data, and emission unit IDs, from any boilers selected. The blue arrows to the left of the emission unit IDs may be clicked to expand the record, to show the details for the boiler.

Operating Permit	
4296 Open	>
Easic Info Z Attachment S Payment Submission	
Basic Info 🛛 Bollers Stack Control Device Summary of Emissions O	
Bollers Information	
Select data from facility inventory 🔺	
2R BL-001 (BL-001) 2R BL-002 (BL-002)	+
+Load Data	
Emission Unit Identifier	
▶ BL001	Ô
▶ 8L-002	Ô
2 Results	

perating Permit						
4296 Open						
1 Basic Info 0 2 Attachment 3 Payment 4 Review 5 Submissi	on 🧕					
Basic Info 0 Boilers Stack Control Device Summary of Emissions 0						
Boilers Information						
	Select data from facility inventory					
🔀 BL-001 (BL-001) 🕅 BL-002 (BL-002)		+				
+ Load Data						
Emission Unit Identifier						
➡ BL-001						
Boiler Information						
Emission Unit Identifier						
BL-001						
Combustion Unit Type						
Boiler Heater Furnace Other						
Manufacturer	Model	Serial Number				
A March asset						
Alta Lavai	test	test				

- The fields for the boiler (all but the Emission Unit Identifier) can be updated if needed and saved.
- Click the blue triangle, again, to minimize the record.

perating Permit	
4296 Open	>
Descindo 0 2 Attachment 3 Payment 4 Review 3 Submission 0	
asic Info 🛛 Bollers Stack Control Device Summary of Emissions I	
Bollers Information	
Select data from facility inventory 🔨	
26 8L-001 (8L-001) 26 8L-002 (8L-002) +	
+Load Data	
Emission Unit Identifier	
▶ BL-001	ð
▶ BL-002	ð
2 Results	
+New	



ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM

836 Fulton Street • Pittsburgh, PA 15233 Phone (412) 578-8103 • Fax (412) 578-8144 24-hr (412) 687-ACHD (2243) WWW.Alleghenycounty.us/healthdepartment



27

Rev 0: August 27, 2024

- It is possible to add additional new boilers by clicking the yellow +New button.
 [Keep in mind this is done only if advised by the ACHD; typically, new emissions units must be approved by the installation permit process.]
- This will open a screen of questions to complete. Answer all required questions, and, if possible, answer any optional questions.

perating Permit					
Open Open					
Basic Info 🧕 🕘 Attachment (3) Paymen	nt (4) Review (5) Submiss	sion 🟮			
sic Info 9 Boilers 9 Stack Control Device	Summary of Emissions 9				
BL-003					ť
Boiler Information					
Emission Unit Identifier					
BL-003					
Combustion Unit Type					
O Boiler O Heater O Furnace O	Other				
Required.					
Manufacturer		Model		Serial Number	
Required.		Required.			
Fuel Type 😑					
 Natural gas 					
Fuel oil					
Other					
low NOX hurpert?	NOY oppo by which		CO pom by weight		Elue Cas Resisculation?
		pri.	COppin by weight		
Required.					Required.
Maximum Capacity (MMBTU/hr)	Date Equipment v	vas Manufactured 😶	Date of Installation at facility 😯		Yearly Hours of Operation
	mm/dd/yyyy		mm/dd/yyyy		
Required.	Required.		Required.		Required.

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

> ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM 836 FULTON STREET • PITTSBURGH, PA 15233 PHONE (412) 578-8103 • FAX (412) 578-8144

> > 24-HR (412) 687-ACHD (2243)

WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT



Rev 0: August 27, 2024

باط

Advancing public health performance

erating Permit						
296 Open						
) Basic Info 🧕 (2 Attachment (3 Payme	nt 👍 Review (5) Submission 😝					
ic Info 😝 Boilers 😝 Stack Control Device	Summary of Emissions \\ 9					
	~					~
Required.					Required.	
Maximum Capacity (MMBTU/hr)	Date Equipment was Manufactured 😣		Date of Installation at facility 🚱		Yearly Hours of Operation	
	mm/dd/yyyy	Ö	mm/dd/yyyy	Ö		
Required.	Required.		Required.		Required.	
How does the combustion unit vent?						
Indoors 📋 to Control Device 📀 🗌] to atmosphere directly 📋 to atmosphere via a stack 🧕					
Required.						
Additional Limits/Limit Requests						
Additional explanations						
						(Remaining Length: 400
Notes						
1000						
Please include a vendor specification shee	t including emissions data in the Attachments section.					
Please include a photo of the nameplate for Please include all emissions from this unit	r the emission unit. in the Emissions Summary/Spreadsheet to be included on the	e Attachm	ents tab.			
	· · · · · · · · · · · · · · · · · · ·					
		3 Re	sults			
+ New						

 To add additional boilers, minimize the previous boiler by clicking the blue arrow next to it. This will activate the +New button at the bottom of the screen so it can be clicked; and the steps repeated for an additional boiler.

	Operating Permit	
	4265 Open	>
ĩ	Basic Info Attachment Poyment Poyment Poyment Poyment Poyment Poyment Poyment Poyment Poyment	
ĩ	Basic Into Boilers Stack Control Device Summary of Emissions	
7	Bollers Information	
	Select data from facility inventory 💙	
	Emission Unit Identifier	
	▶ 8L-001	Ô
	▶ BL-002	Ô
	• BL-003	Ô
1	3 Results	
1		

After clicking +New



Rev 0: August 27, 2024

ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM

836 FULTON STREET • PITTSBURGH, PA 15233 PHONE (412) 578-8103 • Fax (412) 578-8144 24-HR (412) 687-ACHD (2243) WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT



- 0 ,	•				
: Info 0 Boilers 0 Stack Control Devi	ce Summary of Emissions 🧶				
BL-004					
		,			
Boiler Information					
Emission Unit Identifier					
BL-004					
Combustion Unit Type					
O Boller O Heater O Furnace	O Other				
Required.					
Manufacturer	Model			Serial Number	
Required.	Required.				
Fuel Type 😯					
 Natural gas 					
Fuel oil					
Other					
Required.					
Low NOX burners?	NOX ppm by weight		CO ppm by weight		Flue Gas Recirculation?
	~				
Required.					Required.
Maximum Capacity (MMBTU/hr)	Date Equipment was Manufactured 😔		Date of Installation at facility 📀		Yearly Hours of Operation
	mm/dd/yyyy		mm/dd/yyyy	8	
Required.	Required.		Required.		Required.

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



Rev 0: August 27, 2024

ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM

836 FULTON STREET • PITTSBURGH, PA 15233 PHONE (412) 578-8103 • Fax (412) 578-8144 24-HR (412) 687-ACHD (2243) WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT



• For another example, here is the General Process tab.



ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM 836 FULTON STREET • PITTSBURGH, PA 15233 PHONE (412) 578-8103 • FAX (412) 578-8144

24-HR (412) 687-ACHD (2243)

WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT



Rev 0: August 27, 2024

PHAB Advancing public health performance

Operating Permit	
4312 Open	>
0 Essic Irlo • (a) Attachment (a) Payment (a) Review (b) Submission •	
Basic Info General Process Stack Control Device Summary of Emissions	
Central Process Information	
Salect data from facility inventory 🔺	
P001 (P001)	
J P002 (P002)	
	Total: 2
	-
	Θ
From the list the appears, click on the process(es)for this permit, then click on	





Rev 0: August 27, 2024

ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM

836 FULTON STREET • PITTSBURGH, PA 15233 PHONE (412) 578-8103 • Fax (412) 578-8144 24-hr (412) 687-ACHD (2243) WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT



- Click the green +Load Data button
- Click **Ok** to the question "Load Data from facility inventory will overwrite existing data. Are you sure to continue?"
- This will load the data from any selected process(es), including emission unit IDs. The blue arrows to the left of the emission unit IDs may be clicked to expand the record to show the details for the process.

	Operating Permit
1	1912 Open
1	() Bosic into
ļ	Basic Info O General Process Stack Control Device Summary of Emissions O
,	General Process Information
	Saket data from facility inventory
	bR P001 (P001) bR P002 (P002) +
l	
1	Emission Unit Identifier
	► F02
	2 Results
	+1007



Rev 0: August 27, 2024

ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM

836 FULTON STREET • PITTSBURGH, PA 15233 PHONE (412) 578-8103 • Fax (412) 578-8144 24-HR (412) 687-ACHD (2243) WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT



33

Sing from the second se	Image: Server and and a server an	erating Permit		
Basic Ide	tank low O Attachment O Program O Review O Submittation O Carlo O Converd Process Index of Carlo Device Summary of Finisation O Carlo O Converd Process Index of Carlo Device Summary of Finisation O Carlo O Converd Process Index of Carlo Device Summary of Finisation O Carlo O Converd Process Index of Carlo Device Summary of Finisation O Carlo D Converd Process Index of Carlo Device Summary of Finisation O Carlo D Converd Process Index of Carlo Device Summary of Finisation O Carlo D Converd Process Index of Carlo Device Summary of Finisation O Carlo D Converd Process Index of Carlo Device Summary of Finisation O Carlo D Converd Process Index of Carlo Device Summary of Finisation I Carlo D Converd Process Index of Carlo Device Summary of Finisation I Process Index of Carlo Device Summary of Index of Carlo Device I Acid and metals Index of Carlo Device Summary of Carlo Device I Process Index of Carlo Device I Process Index of Carlo Device I Process Index Officia I Process Index Officia I Process I Process Index Officia I Process I Pro	0pen		
kind of enversion Process Teach	<pre>chine @ Demontal Process Record Davke & Summary of Emissions @ Demontal Process Record Davke & Summary of Emissions @ Demontal Process Record Davke & Summary of Emissions @ Demontal Process Record Davke & Summary of Emissions @ Demontal Process Record Davke & Summary of Emissions Unit Record Davke & Demontal Process Record Davke & Demontal Pro</pre>	Basic Info 😆 (2	Attachment 3 Payment 4 Review 3 Submission 9	
		ic Info 🟮 General	racess Stack Control Device Summary of Emissions 0	
Skiet data from facility inventory	Select data from facility inventory	Seneral Process Info	mation	
Resolution Resolution <td></td> <td></td> <td>Select data from facility inventory 🔨</td> <td></td>			Select data from facility inventory 🔨	
		X P001 (P001)	29 P002 (P002)	
		+ Load Data		
		Emission Unit Ider	lfjer	
Part - Description of Process Part - Description of Process Proces Proces Process Proces Process Proces Process Process P	Pool Pool Pool Pool Pool Pool Pool Poo			
Part - Description of Process Trinsition that identifier P002 Please attach a description of the process (including all emissions units, and including those that do not meet the other categories listed under the Process Operations section in the Basic Info tab) in the Attachments tab. Please also attach a (block) diagram of the process flow. In the diagram, please label the following but not limited to: each process segment (including any and all emissions units), raw material intake points, product discharge points, locations of emissions control devices, and emissions discharge points. Ust the row moterials used in the process (Remaining Langeh 2) Final Products Fin	Poo2 Fort - Description of Process Traisaion Unit Identifier POO2 Please attach a description of the process flow. In the diagram, please label the following but not limited to: each process operations section in the Basic Info tab) in the Attachments tab. Please also attach a (block) diagram of the process flow. In the diagram, please label the following but not limited to: each process segment (including any and all emissions units), raw material intake points, product discharge points. Ust the row moteriols used in the process final Products Final Products Time Products Time Product Time Product Tim			
Part I - Description of Process Final Products Final Products Final Products Final Product Final Product Fin	Part I - Description of Process Emission Unit Identifier P002 Please attach a description of the process (including all emissions units, and including those that do not meet the other categories listed under the Process Operations section in the Basic Info tab) in the Attachments tab. Please also attach a (block) disgram of the process flow. In the diagram, please label the following but not limited to: each process segment (including any and all emissions units), raw material intake points, product discharge points. List the row material used in the process Acid and metals Final Products Final Product Tenute Tenute Tenute	P002		
Please attach a description of the process (including all emissions units, and including those that do not meet the other categories listed under the Process Operations section in the Basic Info tab) in the Attachments tab. Please also attach a (block) diagram of the process flow. In the diagram, please label the following but not limited to: each process segment (including any and all emissions units), raw material intake points, product discharge points. Use the row materials used in the process ● Acid and metals Final Products Final Product Copper	Please attach a description of the process (including all emissions units, and including those that do not meet the other categories listed under the Process Operations section in the Basic Info tab) in the Attachments tab. Please also attach a (block) diagram of the process flow. In the diagram, please label the following but not limited to: each process segment (including any and all emissions units), raw material intake points, product discharge points. Use the row materials used in the process Categories and metals Final Products Final Product Tenute Tenute Tenute	Emission Unit Ider P002	for .	
Use the rook moderable used in the process Acid and metals (Remaining Largh: 1) Final Products Final Product Copper	Ust the row moterials used in the process Acid and metals (Remaining Large): 1 Final Products Final Product Copper Texaults Texaults	Please attach Please also a points, locatio	a description of the process (including all emissions units, and including those that do not meet the other categories listed under the Process Operations section in the Basic Info tab) in the Attachm ach a (block) diagram of the process flow. In the diagram, please label the following but not limited to: each process segment (including any and all emissions units), raw material intake points, prov to 6 emissions control devices, and emissions dischares onits.	nents tab. duct discharge
Acid and metals (Remaining Lengh 1) Final Products Final Product Copper (1 Results)	Acid and metals (Remaining Length 1) Final Products Final Product Copper Texating Te	List the raw mater	als used in the process 🚱	
(Remaining Length 1 Final Products Final Product Copper	Final Products Final Product	Acid and meta	5	
Final Products Final Product Copper	Final Products Final Product Copper TResults TResults		(P	emaining Length: ?
copper (1Results)	copper TResults	Final Products		
· · · · · · · · · · · · · · · · · · ·	1 Results	copper		
I DESULT	(results		1 Dec. 04	

- The fields in the process (excepting the Emission Unit Identifier) can be updated if needed and saved.
- Click the blue triangle again to minimize the record.

ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM 836 FULTON STREET • PITTSBURGH, PA 15233 PHONE (412) 578-8103 • FAX (412) 578-8144

24-HR (412) 687-ACHD (2243)

WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT

Deperating Permit	
4312 [Open]	>
0 Basic Info 🛛 2 Attachment 3 Peryment 4 Review 3 Submission 9	
Baulc Info 🧕 General Process 🛛 Stack Control Device Summary of Emissions I	
General Process Information	
Select data from facility inventory	
8R P001 (P001) 8R P002 (P002)	+
+ Lood Data	
Emission Unit Identifier	
▶ P001	Ô
▶ P002	Ô
2 Results	
	R



Rev 0: August 27, 2024



- It is possible to add additional new processes by clicking the yellow +New button. [Keep in mind, this may be done only if advised by the ACHD; typically, new emissions units must be approved by the installation permit process.]
- This will open a screen of questions to answer. Be certain to answer all required questions, as well as optional questions, if possible. The screenshot shows the start of the questions.

erating Permit	
0pen	
) Basic Info 🟮 (2 Attachm	ant (3) Payment (4) Review (5) Submission ()
ic Info 0 General Process 0	Stack Control Device Summary of Emissions 0
 P-003 	
Part I – Description of Proce	55
Emission Unit Identifier	
P-003	
Please attach a descrip	ion of the process (including all emissions units, and including those that do not meet the other categories listed under the Process Operations section in the Basic Info tab) in the Attachments tab.
Please also attach a (bl points, locations of emi	ock) diagram of the process flow. In the diagram, please label the following but not limited to: each process segment (including any and all emissions units), raw material intake points, product discharge ssions control devices, and emissions discharge points.
Link the new metadologic condi-	
	(Remaining Length -
Required.	(Remaining Length -
Required. Final Products	(Remaining Length -
Required. Final Products +New	(Remaining Length +
Required. Final Products + New	(Remaining Length +
Required. Final Products How Please add at least one	Plemaning Lengtr. +
Required. Final Products Heav Please add at least one Any additional notes or expla	Renaining Lengt -
Required. Find Products Here Please add at least one Any additional notes or explain	Remaining Lengt - record anations
Required. Find Products Track Rew Please add at least one Any additional notes or explore	record Indions
Required. Final Products Hoav Please add at least one Any additional notes or explo	Remaining Length of record innations
Required. Final Products Hose Please add at least one Any additional notes or exple	reard malors
Required. Final Products Heare Please add at least one Any odditional notes or exple Part II – Process Operation	Remaining Length - record mations Remaining Length - Remaining Length

• At the bottom of the screen is a brown box; be certain to upload the requested attachments on the **Attachments** tab.



Rev 0: August 27, 2024

ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM

836 FULTON STREET • PITTSBURGH, PA 15233 PHONE (412) 578-8103 • Fax (412) 578-8144 24-hr (412) 687-ACHD (2243) WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT



Dperating Permit	
4312 Open	
() Basic Info 🕘 (2) Attachment (3) Payment (3) Review (3) Substriktion 🔴	
Basic Info 🛛 General Process 🕒 Stack Control Device Summary of Emissions 🔴	
(Remaining Length	400
Part III - Emission Control Units	
How does the process equipment vent?	
📄 Indoors 🗋 to Control Device 💿 📋 to atmosphere directly 📋 to atmosphere via a stack 💿	
Required.	
Additional explanations	
Benalining Landt	4002
(consequence)	
Part V - Remarks	
Artilional Commants/Notes	
(Remaining Langth:	400
Please include all pollutant emissions (including hazardous air pollutant/HAPs) from this process/equipment in the Emissions Summary/Spreadsheet to be included on the Attachments tab. Cite sources for emissions factors.	Also
attach subset in they were used in determining emissions. Include any manufacturer specification sneets to the emissions producing equipment in the process. Please remember to include Process Description attachment and Dagram of the process flow on the Attachments tab.	
3 Results	
+ New	
	G

Click the Save button (red floppy disk icon)



Rev 0: August 27, 2024

ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM

836 FULTON STREET • PITTSBURGH, PA 15233 PHONE (412) 5788103 • Fax (412) 5788144 24HR (412) 687-ACHD (2243) WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT


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

Open		
asic Info 🕕	2) Attachment 3) Payment 4) Review 5) Submission 0)	
Info 🟮 Gene	ral Process 0 Stack Control Device Summary of Emissions 0	
Emission Unit I	dentifier	
P-003		
P-003		
P-003 Part I – Descrij	tion of Process	
9-003 Part I – Descrij Emission Unit I	ntion of Process	
P-003 Part I – Descrig Emission Unit I P-003	tion of Process Jentifier	
P-003 Part I – Descrip Emission Unit I P-003 Please attr under the I	tion of Process dentifier Inch a description of the process (including all emissions units, and including those that do not meet the other categories listed Process Operations section in the Basic Info tab) in the Attachments tab.	

After clicking the blue arrow

perating Permit	
12 Open	
Basic Info	
ic Info I General Process I Stack Control Device Summary of Emissions I	
Seneral Process Information	
Select data from facility inventory	y ^
X P001 (P001) X P002 (P002)	
+ Load Data	
Emission Unit Identifier	
▶ P001	
P002	
▶ P-003	
3 Results	
+ New	
	37



Rev 0: August 27, 2024

ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM

836 FULTON STREET • PITTSBURGH, PA 15233 PHONE (412) 578-8103 • FAX (412) 578-8144 24-HR (412) 687-ACHD (2243) WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT



After clicking the +New button

erating P	ermit
0pen	
) Basic Info 🏮	2 Attachment 3 Payment 4 Review 5 Submission 9
ic Info 🏮 🛛 G	eneral Process 0 Stack Control Device Summary of Emissions 0
P-004	
Part I – Des	scription of Process
Emission U	nit Identifier
P-004	
Please under t	attach a description of the process (including all emissions units, and including those that do not meet the other categories listed the Process Operations section in the Basic Info tab) in the Attachments tab.
Please (includ emissi	also attach a (block) diagram of the process flow. In the diagram, please label the following but not limited to: each process segment ling any and all emissions units), raw material intake points, product discharge points, locations of emissions control devices, and ons discharge points.
List the rav	v materials used in the process 😣
	(Remaining Length: 400-
Require	ed.

And so on.

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



Rev 0: August 27, 2024

ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM

836 FULTON STREET • PITTSBURGH, PA 15233 PHONE (412) 578-8103 • Fax (412) 578-8144 24-HR (412) 687-ACHD (2243) WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT



- Moving onto other tabs on the screen under 1 Basic Info tab:
- <u>Stack tab</u> Stack information is collected on this tab.
 - If this operating permit application is following an installation permit that has been issued through REP, or if this is an operating permit renewal application, there will be stacks from the previous permit that can be loaded into the application. Click the "Select data from Facility Inventory"

÷	Operating Permit	
	4300 Open	>
	Basic Info 6 2 Attachment 3 Peyment 4 Besiden 6	
	Basic Into Stack Control Device Summary of Emissions	
~	Select data from facility inventory V	
	No record found.	
-	+ Nor	
2		
2		

Click the blue + button to see a list of stacks

Operating Permit
4300 Open
Basic Info Attachment Attachment
Basic Into 🔹 Stack Control Device Summary of Emissions I
Select data from facility inventory 🔿
+Load Dota
No record found.
+ Nov

 Click on the stacks for this permit from the drop-down list, then click on the screen





AIR QUALITY PROGRAM 836 FULTON STREET • PITTSBURGH, PA 15233

PHONE (412) 5788103 • FAX (412) 5788144 24-HR (412) 687-ACHD (2243) WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT

ALLEGHENY COUNTY HEALTH DEPARTMENT



39

• Click the green +Load Data button

Operating Permit	
4300 Open	>
Basic Info 2 Attachment 3 Payment 4 Review 5 Submission	
Basic Info Ø Stack Control Device Summary of Emissions Ø	
Belect data from facility inventory 🔺	
	+
+Load Data	
No record found.	
+100	

 Click Ok to the question "Load Data from facility inventory will overwrite existing data. Are you sure to continue?"



- This will load the data from the selected stacks. Their stack IDs will be listed.
- The blue arrows to the left of the stack IDs may be clicked to expand the record to show the details for the stack. The fields in the stack (excepting the identifier) can be updated if needed and saved.



Rev 0: August 27, 2024

ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM

836 FULTON STREET • PITTSBURGH, PA 15233 PHONE (412) 578-8103 • Fax (412) 578-8144 24-hr (412) 687-ACHD (2243) WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT



	f Emissions	0						
			Select data fro	om fa	cility inventory 🔨			
+ Load Data								
Stack Name								
tack1								
· · · · · ·								
Stack Identification								
Stack Name					Identifier		Status	
stack1					S001		 Active 	
Stack Type		Operation Start Da	te		Operation End Date		Dismantle Date	
Vertical with Rain Cap	~	07/17/2024		•	mm/dd/yyyy	•	mm/dd/yyyy	
Outer stack material					Stack lining material			
carbon steel					carbon steel			
UTM East			UTM North			Ground level eleva	ion (ft)	
10			10			1000		
Actual Stack Height Above Ground (feet)		Building Height (fe	et)		Building Length (feet)		Inside Stack Diameter (feet)	
100		50			100		3	
Stack Orientation			Angle (degree)			Shape		
Vertical		~	90			cylinder		

• Click the blue triangle again to minimize the record

Operating Permit	
4300 Open	
1 Basic Info 0 2 Attachment 3 Payment 4 Review 3 Submission 0	
Basic Info 0 Stack Control Device Summary of Emissions 0	
Select data from facility inventory 🔨	
정 stack1 (5001) 장 stack2 (5002)	+
+ Load Deta	
∧ Stock Norme	
stack1	Ū
b) stack2	Ô
2 Results	

- It is possible to add a stack, by clicking +New button. [Keep in mind this may be done only if advised by the ACHD; typically, new stacks must go through the installation permit process.]
- This will open a series of questions to complete for the stack. Enter information for all Required fields.
 - For facilities that are required to submit emissions inventories, please include as much information as possible, <u>even if the questions are</u> <u>marked as optional.</u>
- Once completed, click the **Save** button



ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM

836 FULTON STREET • PITTSBURGH, PA 15233 PHONE (412) 578-8103 • Fax (412) 578-8144 24-HR (412) 687-ACHD (2243) WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT



41

- Click the yellow + New button to add another stack, if needed.
- Repeat steps until all stacks have been added.
- If any required information is missing for an individual stack, there will be a red exclamation point next to the Stack ID and on the Stacks tab. If this is the case, go back and review the contents and enter the missing information, and save again.
- If there are no stacks, there is no need to enter anything on the Stack tab.
- <u>Control Devices tab</u> Control device information for the facility is collected on this tab.
 - If this operating permit application is following an installation permit that has been issued through REP, or if this is an operating permit renewal application, there will be control devices from the previous permit to be loaded into the application. Click the "Select data from Facility Inventory"

Operating Permit
4300 [Open]
Basic Into 2 Attochment 3 Payment 4 Review 5 Submission
Basic Info 🚯 Stack Control Device Summary of Emissions O
Control Device
Belied data from facility inventory V
No record found.
4 New

Click the blue + button to see a list of control devices

Operating Permit
4 400 (Open
1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission
Basic Info 💿 Stack Control Device Summary of Emissions 💿
Centrol Device
Select data from facility inventory A
1
No record found.
3 ******

 Click on the control devices for this permit, from the list that appears, then click on the screen



Rev 0: August 27, 2024

ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM

836 FULTON STREET • PITTSBURGH, PA 15233 PHONE (412) 578-8103 • Fax (412) 578-8144 24-HR (412) 687-ACHD (2243) WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT



Operating Permit	
4300 (Dpm)	
1 Basic Inito 0 2 Attachment 3 Payment 4 Review 3 Submission 6	
Basic Info 🔴 Stack. Control Device Summary of Emissions 🛛	
Control Device	
Select data from facility inventory 🥆	
3R afterburner(AFT001) 3R condenser(C0N001) 3R cycloner(CVC001)	-
(q	
afterburner1 (AFT001)	
condenser1 (CON001)	
cyclone1 (CVC001)	
	Total: 3

Click the green +Load Data button

	Operating Permit	
1		>
	Bosic Info 2 Attachment 3 Payment 4 Review 5 Submission	
	Bosic Info 🚯 Stack Control Device Summary of Emilsions 🗣	
	Control Device	
	Select data from facility inventory 🔺	
	& R afterburner1 (AFT001) & R cyclone1 (CYC001)	+
I		
	No record found.	
	+ Nav	

 Click Ok to the question "Load Data from facility inventory will overwrite existing data. Are you sure to continue?"



• This will load the data from the selected control devices. Their control device IDs will be listed.



Rev 0: August 27, 2024



836 Fulton Street • Pittsburgh, PA 15233 Phone (412) 578-8103 • Fax (412) 578-8144 24-hr (412) 687-ACHD (2243) WWW.Alleghenycounty.us/healthdepartment



erating Permit				
00 Open				
) Basic Info () 2 Attachment	B) Payment (4) Review (5) Submission	0		
ic Info Stack Control Device	Summary of Emissions 🏮			
Control Device				
	Select data from facility i	nventory 🔨		
🗙 afterburner1 (AFT001) 🐹 co	ondenser1 (CON001) 🕅 cyclone1 (CYC001)			+
+ Load Data				
Name/ID Number	Туре	Manufacturer	Model Number	
afterburner1/ AFT001	Afterburner/Thermal Oxidizer	test	test	Ô
condenser1/ CON001	Condenser	test	test	Ô
cyclone1/ CYC001	Cyclone	Donaldson	test	Ō
J				
	3 Results			
+ New				

 The blue arrows to the left of the control device IDs can be clicked to expand the record to show the details for the control device. The information about the control device (except the ID number) can be updated, then saved.

erating Permit			
300 Open			
) Basic Info (9) (2) Attachment	3 Payment 4 Review 5 Submission (
sic Info 🟮 Stack Control Device	Summary of Emissions 🌖		
afterburner1/ AFT001	Afterburner/Thermal Oxidizer	test	test
Basic Information			
Name	ID Number or Label	Туре	
afterburner1	AFT001	Afterburner/T	Thermal Oxidizer 🗸 🗸
Manufacturer	Model Number	Serial Number	
test	test		
Equipment Information Type Afterburner O Therma	Oxidizer 🔿 Catalytic Oxidizer 🔿 Regene	rative Thermal Oxidizer 🔿 Othe	r (Specify)
Gas Stream Information			
Maximum Inlet Volumetric Gas Flor	w Rate (acfm) to the unit At deg	J F	
100	68		

• Click the blue triangle next to the control device name to minimize the record.



Rev 0: August 27, 2024

ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM

836 Fulton Street • Pittsburgh, PA 15233 Phone (412) 578-8103 • Fax (412) 578-8144 24-hr (412) 687-ACHD (2243) WWW.Alleghenycounty.us/healthdepartment



- A new control device can be added by clicking the yellow +New button. [Keep in mind this would be done only if advised by the ACHD; typically, new control devices must go through the installation permit process.]
- This will open a series of Basic information questions for the first added control device. Complete the required fields, and any optional fields, if possible.
- The **Type** question is a pull-down menu which includes:
 - Baghouse, Electrostatic Precipitator, Cyclone, Condenser, Wet Collector, Afterburner/Thermal Oxidizer, Adsorption Equipment, Absorber, SCR/SNCR/NSCR, Flares, Other
- Selecting a Type will open an additional series of questions. Make sure all required questions are answered, and answer any optional questions, if possible.
- At the bottom of the screen, the brown box lists what attachments are needed for the control device. Make sure to upload those on the Attachments tab.

Are any restrictions/limitations being requested for this unit? Please describe
(Kemaning Lengin, 400)
V Required
Please upload the manufacturer's specification sheet for the baghouse, a specification sheet for its filter materials, a Particle Size Removal Efficiency Curve and basis of determination, and emissions calculations in the Emissions spreadsheet to the Attachments Tab.

- Once all of information is entered for a device, click the **Save** button.
- If there are additional control devices, minimize the control device (click the blue arrow by the Name/ID number), then press +New (refer to Part V-A)
- Repeat the process until all of the control devices for the facility have been added.
 - If any required information is missing on any of the Control Devices, there will be a red exclamation point next to the Name/ID number. If this happens, go back and review the contents and enter the missing information; and click **Save**, again.
- Summary of Emissions tab The Emissions for the facility are entered on this tab.
 - Enter the facility name or name of company that operates the facility for the owner.
 - Follow the instructions in the brown box:
 - Click +New and add each pollutant for each release point.



ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM

836 Fulton Street • Pittsburgh, PA 15233 Phone (412) 578-8103 • Fax (412) 578-8144 24-hr (412) 687-ACHD (2243) WWW.Alleghenycounty.us/healthdepartment



- When one release point and associated pollutant's information have been entered, minimize the release point by clicking the blue triangle next to it.
- Repeat until all pollutants and release points have been entered
- The Total Emissions will be calculated automatically
- Click Save Button:
 - If any required information is missing on the Summary of Emissions tab, there will be a red exclamation point on the tab. If this happens, review the contents and enter the missing information; and click **Save**, again.
- <u>Attachment Tab:</u> Documents are uploaded to the submittal here. Which attachments are needed depends on the permit description (new permit, renewal versus amendment) and also what process units and control devices are included. Click the blue "Get Information" button on the right hand side panel to open/download a document that lists all needed attachments and emissions calculations instructions.

Operating Permit	[] 🕤 🕐 🚺 Tester8
4300 Open	Send Back Attachments ×
1 Basic Info 0 2 Attachment 3 Payment 4 Review 5 Submission 0	
Instruction ^	Submittal Information ×
Attachments are not required for current submittal. When uploading an attachment, first click the file record and select a document type option for the uploaded file. If you want to mail the documents to the authorized agency, please navigate to the Review tab and use the "Mail To" checkbox.	Operating Permit
	(i) f41002 New
🛧 Click to Upload or Drag Files Over Here	Operating Permit
	Operating Permit
	Operating Permit test
	Attachment Types ×
	* represents required attachments.
	Alternative Operating Scenario
	Alternative Operating Scenario
- Please disregard the blue message on the Attachments tab screen that sc	ivs.

- Please disregard the blue message on the Attachments tab screen that says,
 "Attachments are not needed for the current submittal" and follow the Get Information document.
- Since all attachments are treated as "optional" in the system, the submittal can be entered and go through without attachments. However, if attachments are listed as



Rev 0: August 27, 2024

ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM

836 FULTON STREET • PITTSBURGH, PA 15233 PHONE (412) 578-8103 • FAX (412) 578-8144 24-HR (412) 687-ACHD (2243) WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT



required in the Get Information document, and are not uploaded by the facility, <u>this will</u> <u>result in a delay</u> in the permit being issued.

- Upload each document by doing the following:
 - At the bottom of the screen, click the gray rectangle marked "Click to Upload or Drag Files Over Here" and upload or drag in the file.
 - Select Document Type: Pull down and select the type name which best describes the attachment from the available document types listing.
 - Enter a comment if desired, then click the Save button (floppy disk icon inside a red circle in bottom-right corner of screen).
 - If any attachment is mistakenly attached, a new attachment can be uploaded (as described above) and the incorrect file may be deleted (click the red trash can icon to the far right of the attachment)
- Repeat until all documents have been uploaded.
- Click the **Save** button (floppy disk icon inside a red circle in bottom-right corner of screen).
- Payment Tab
 - Note: If information is missing from the Basic Info, Attachments, Stacks, Control Devices, Summary of Emissions, or Tabs for Emissions Units, an error message will appear at the top of the Payments tab screen. <u>Before a payment can be made, errors on the previous</u> <u>tabs must be corrected. If the errors are not corrected, a payment amount may be</u> <u>shown but with no payment method enabled</u>.
 - Also note, if no boxes are checked in the fee table on the **Basic Info** tab, the Payment due would show as zero. **Please ensure boxes are checked in the fee table**.
 - After the various tabs (mentioned above) are complete, the RO must submit a payment.
 - To pay the submittal fee, follow these instructions:
 - Click blue Pay Amount Due button.
 - Select payment method.
 - For ACH, enter Account Type, Account Name, Routing Number, and Account Number, then click the Save icon in the bottom right of the screen. Click the Pay Now button.
 - For Credit Card payments, enter Card Number, Card Holder, Expiration Date, CVV, and Billing Address. Click the Save icon in the bottom right of the screen. Click the Pay Now button.



ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM

836 FULTON STREET • PITTSBURGH, PA 15233 PHONE (412) 578-8103 • Fax (412) 578-8144 24-hr (412) 687-ACHD (2243) WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT



47

- For Check by Mail, make check payable to the "ACHD Air Pollution Control Fund," and mail to the address shown in REP.
- Click the red Confirm Check By Mail Button, then Ok to "A New pending payment transaction of Check type will be created."

<u>Review tab</u>

- Review the instructions and make any necessary corrections on previous tabs (any incomplete tab will show a red exclamation point next to the tab name).
 - Disregard the blue box that states, "Attachments are not required for this submittal."
 - If any attachments need to be mailed (which should be extremely rare), click
 Select All Mail to and then mail to the address shown in the pale blue box.

<u>Submission tab</u>

- Read Certification Statement and click "I have read and agree to the certification."
- Enter Security Question answer and PIN number.
- Click on Yes or No regarding Confidential Business Information. Please refer to <u>Part II</u> of this document for assistance on how to answer this question. If the answer is Yes, go to the **Attachments** tab and attach a document as type, "Claim for Confidentiality." For any questions, please email <u>AQPermits@alleghenycounty.us</u> for assistance *prior to submitting the RFD in REP.*
- Click Submit.
- The screen will update with the message, Submission Successful! in green, at the top of the screen.
- Click on red **Receipt** button to obtain a receipt. It will note the payment method, amount due, and names of attachments uploaded to the submittal. (This receipt is occasionally slow to load). The receipt can be downloaded if desired.
- At the bottom-right corner of the screen, click the red button to print a summary of the Submittal Form. It will include all information entered into the application, but it will not include any uploaded attachments. Note, the submittal will continue to be viewable in your account under **Track Submittals**.
- Click the Finish button.
- A system-generated email from <u>GovOnline@govonlinesaas.com</u> will be sent to the RO to acknowledge receipt of the operating permit application submittal.



Rev 0: August 27, 2024



836 FULTON STREET • PITTSBURGH, PA 15233 PHONE (412) 578-8103 • Fax (412) 578-8144 24-hr (412) 687-ACHD (2243) WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT



PART V-C: PREPARATION OF OPERATING PERMIT APPLICATION FORM BY A USER WHO IS NOT THE RESPONSIBLE OFFICIAL (FACILITY CONTACT, ENVIRONMENTAL CONTACT, OR THIRD PARTY)

These instructions assume the following:

- The preparer is not the Responsible Official for the facility, but instead is a facility contact, the environmental contact, or third-party consultant;
- The preparer has an account approved in REP, and their account type is Consultant;
- The Responsible Official for the facility already has an account approved in REP, and their account type is RO;
- The Responsible Official has linked the facility contact, environmental contact, or third-party consultant, as Consultants on the Responsible Official's account, and the facility contact/environmental contact/third-party consultant has been given permission to prepare Operating Permit application submittals for specific facilities linked to the RO's account.

Please ensure the accounts have been set up as listed above before attempting to prepare an Operating Permit submittal. Refer to <u>Appendix A</u> of this document for how to link and assign submittal and facility privileges to a Consultant Account.

However, if the Operating Permit is for a new facility, the facility must be set up in REP for the consultant to be able to prepare the Operating Permit. See <u>Appendix B</u> for the steps that the RO must complete for this step.

General notes:

Given that the assumptions above have been met, please be aware that:

- The Facility Contact/Environmental Contact/Third-Party consultant may only prepare (fill out the submittal, add attachments, make payment for) the Operating Permit submittal.
- It is still the responsibility of the Responsible Official to review the submittal draft and attached documents; agree to the certification statement; confirm whether there may be confidential business information, and submit the submittal.
 - Confidential Business Information: If it is possible that confidential business information (CBI) will be included in the submittal, please refer to <u>Part II</u> of this training for further instruction. If still unsure if the submittal may contain CBI, contact the ACHD by calling (412) 578-8103 or emailing <u>AQPermits@alleghenycounty.us</u> prior to submitting the Operating Permit submittal in REP.



ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM

836 FULTON STREET • PITTSBURGH, PA 15233 PHONE (412) 578-8103 • Fax (412) 578-8144 24-HR (412) 687-ACHD (2243) WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT



49

- The only person who will receive system-generated email communications about the submittal status and final permit issuance is the Responsible Official.
- The Responsible Official and Consultants can withdraw, correct, or revise an Operating Permit submittal. The "altered" submittal must be reviewed and submitted by the Responsible Official.
- Important disclosure: Once the Operating Permit submittal has been reviewed by the ACHD, the submittal summary (the information typed into the Operating Permit submittal), the permit draft published for public comment, and the final permit and corresponding technical support document (TSD), will be viewable by the RO, the Facility Contact/Environmental Contact/Third Party Consultant, <u>and</u> the general public through the Public Records Module. The General Public will be unable to view attachments included in the submittal.

Preparation of the Operating Permit submittal by a Facility Contact/Environmental Contact/Third-Party Consultant

- Log on to REP.
- Click (≡) hamburger menu (three stacked horizontal bars in the top-left corner)
- On left-hand side, under Submittals, click Start New Submittal
- On the New Submittal screen, scroll down on the right-hand side to Operating Permit and click the + sign. This click will take the user to the Operating Permit screen. It is divided into tabs at the top (Basic Info (subdivided into Basic Info, Stack, Control Device, Summary of Emissions), Attachment, Payment, Review, and Submission)
 - A general, but very important note: Inside the Operating Permit application submittal, anytime there is a field with an exclamation point marked Required next to it, that field must be completed, or the submittal cannot go through. A red exclamation point on a tab means required information is missing and must be completed.
 - Help messages are activated by clicking the yellow ? buttons throughout the form.
- Basic Info tab:
 - Permit Description Section
 - Select the description which best matches the operating permit type (click the yellow ? buttons for a description of each).
 - Under Brief Description of Permit Application/Source, enter a description of what the permit is for (example: is it a new operating permit, a renewal, amendments requested, etc.). If more space is needed, an attachment with the information can be uploaded on the Attachments tab.
 - <u>Site Information</u> click on the appropriate button to select an existing facility or to create a new facility:



ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM

836 FULTON STREET • PITTSBURGH, PA 15233 PHONE (412) 578-8103 • Fax (412) 578-8144 24-HR (412) 687-ACHD (2243) WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT



- For an <u>existing facility</u>, click the pull-down menu under Select your facility (project site).
 - If the operating permit is for a new facility, and the facility does not appear in the existing facility list, then the **RO** needs to:
 - set up the facility in REP;
 - *link the consultant/facility contact/environmental contact to the RO account, and*
 - assign permissions to the consultant/facility contact etc. for operating permit submittal for the new site. Refer to Appendices <u>A</u> & <u>B</u>.
- Fill in Federal Tax Identification Number.
- Under <u>Municipality</u>, use the pull-down menu to select the municipality for the facility.
- Fill in Block, Lot, and Parcel ID.
- Provide a <u>brief description of the business</u> for the site.
- <u>SIC codes</u>: Select by clicking the blue + sign, and enter the code number or use a keyword to search. Click to select the code.
- <u>Type of source</u> Select the description of the source type (click the yellow ? buttons for a description of each).
- When any of these options is selected, a **<u>fee table</u>** will appear.
 - Click the checkboxes in the left-hand column of the table for each item that applies to the permit application.
 - The total fee due will be automatically calculated based on what is selected. This total fee will also appear on the Payments tab which collects the payment due.
- <u>Contact Information section</u>:
 - Requester/Preparer Information section:
 - Leave the box in front of Same as Applicant Information? unchecked.
 - Complete all fields marked **!Required**.
 - <u>Responsible Official</u> section:
 - Leave the box in front of Same as Applicant Information? unchecked.
 - Complete all fields marked **!Required**.
 - Facility Contact section:
 - : A facility contact works for the company who owns the facility and works at the facility for which the operating permit is written.
 - Fill in the information for the facility contact.



ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM

836 FULTON STREET • PITTSBURGH, PA 15233 PHONE (412) 578-8103 • Fax (412) 578-8144 24-HR (412) 687-ACHD (2243) WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT



- <u>Environmental Contact</u> section: The environmental contact works for, or is contracted by, the company that owns the facility.
 - If the Environmental Contact is the same as the Facility Contact, click the yellow **Copy from Facility Contact** button.
 - Otherwise, complete all fields marked !Required.
- <u>Emissions Inventory Contact</u> section:
 - Fill in the emissions inventory contact. If the facility does not have one, click "Same as Facility Contact" button.
- Billing Contact section: Fill in the information for the billing contact.
- <u>Applicable Requirements section</u>: This section describes what is needed in the applicable requirements document to be uploaded on the **Attachments** tab.
- <u>Compliance Plan</u> section: Click Yes or No as to whether the facility is in compliance at the time of application submission. If the facility is not in compliance, a document must be uploaded in the **Attachments** tab describing the plan to bring the facility into compliance.
- <u>Compliance Review</u> form: Download the Compliance Review Form, complete it, and upload it on the **Attachments** Tab.
- <u>Alternative Operating Scenarios</u>: Click Yes or No for whether there is an alternative operating scenario, needing approval. If YES, a document describing the scenario must be uploaded to the **Attachments** tab.
- <u>Required Documents Section</u>: This will direct the user to a blue "Get Information" button on the right-hand side panel under Submittal Information. Click the "Get Information" button to open the summary table of attachments needed and emissions calculations instructions.
- <u>Process Operations</u> Section: Click checkboxes besides the emissions units/processes at the facility:
 - If the process/emission unit does not fit one of those categories, select General Process.
 - When a checkbox is clicked, it will open a new tab to complete.
 - Click all of the necessary checkboxes, then Click the Save button (floppy disk icon inside a red circle in bottom-right corner).
 - If any required information is missing on the Basic Info tab, there will be a red exclamation point on the tab. If this happens, go back and review the contents and enter the missing information; Click **Save**, again.
 - As an example of a tab created by selecting a process operation, here is an example where Boilers have been selected. A tab labeled "Boilers" is created at the top of the screen.



ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM

836 FULTON STREET • PITTSBURGH, PA 15233 PHONE (412) 578-8103 • Fax (412) 578-8144 24-HR (412) 687-ACHD (2243) WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT



÷	Operating Permit
	* 7777
	1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission 9
	Basic Info 🗧 Boilers Stack Control Device Summary of Emissions 0
	Boilers Information
	Select data from facility inventory 🗸
	No record found.
-	
8	+ New
*	

- If this operating permit application is following an installation permit that has been issued through REP, or if this is an operating permit renewal application, there will be emission units from the previous permit to be loaded into the application.
- Click the "Select data from Facility Inventory"
- Then click the blue + button



Rev 0: August 27, 2024

ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM

836 FULTON STREET • PITTSBURGH, PA 15233 PHONE (412) 578-8103 • Fax (412) 578-8144 24-hr (412) 687-ACHD (2243) WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT





 Click on the boiler(s) for this permit, from the list that appears, then click on the screen



Rev 0: August 27, 2024

ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM

836 FULTON STREET • PITTSBURGH, PA 15233 PHONE (412) 578-8103 • Fax (412) 578-8144 24-HR (412) 687-ACHD (2243) WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT





- Click the green +Load Data button
- Click **Ok** to the question "Load Data from facility inventory will overwrite existing data. Are you sure to continue?"



 This will load the data from any boilers selected. Their emission unit IDs will be listed. The blue arrows to the left of the emission unit IDs may be clicked to expand the record to show the details for the boiler. The fields (except for the Emission Unit Identifier) may be updated, and saved.





Rev 0: August 27, 2024

ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM

836 FULTON STREET • PITTSBURGH, PA 15233 PHONE (412) 578-8103 • Fax (412) 578-8144 24-HR (412) 687-ACHD (2243) WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT



Operating Permit				
4296 Open				
1) Basic Info \varTheta (2) Attachment (3) Payment (4)) Review (5) Submission \varTheta			
Basic Info O Boilers Stack Control Device Summar	y of Emissions 🕚			
Boilers Information				
	Select da	ata from facility inventory 🔨		
🔀 BL-001 (BL-001) 🔀 BL-002 (BL-002)				+
+ Load Data				
Emission Unit Identifier				
₽ L-001				Ō
Boiler Information				
Emission Unit Identifier				
BL-001				
Combustion Unit Type				
Boiler Heater Furnace Other				
Manufacturer	Model		Serial Number	
Alfa Laval	test		test	
Fuel Type 😡				

Click the blue triangle, again, to minimize the record.

Operating Permit	
4296 (Open	>
1 Basic Info Ø 2 Attachment 4 Review 6 Submission Ø	
Basic Info Basic	
Boilers Information	
Select data from facility inventory 🔨	
& BL-001 (BL-001) & BL-002 (BL-002)	+
+Load Deta	
Emission Unit Identifier	
▶ 8L-001	Ō
BL-002	Ô
2 Results	

- It is possible to add additional new boilers by clicking the yellow +New button.
 [Keep in mind this would be done only if advised by the ACHD; typically, new emissions units must go through the installation permit process.]
- This will open a screen of questions to answer. Answer all required questions, and any optional questions, if possible.



Rev 0: August 27, 2024

ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM

836 Fulton Street • Pittsburgh, PA 15233 Phone (412) 578-8103 • Fax (412) 578-8144 24-hr (412) 687-ACHD (2243) WWW.Alleghenycounty.us/healthdepartment



perating Permit					
4296 Open					
1 Basic Info 🛛 🔇 Attachment 3 Payment 4 Revi	iew (5) Submission 🛛				
Basic Info 😝 Boilers 😝 Stack Control Device Summary a	of Emissions 😝				
• RL 002				Ô	
BE-003					
Boiler Information					
Emission Unit Identifier					
BL-003					
Combustion Unit Type					
Boiler Heater Furnace Other					
Required.					
Manufacturer	Model		Serial Number		
Required.	Required.				
Fuel Type 😣					
 Natural gas 					
Fuel oil					
Other					
Required.					
Low NOX burners?	NOX ppm by weight	CO ppm by weight		Flue Gas Recirculation?	
Pequired				Required	
Required.	Date Faultement was Manufactured	Date of loctaliation at facility		Vegety Reurs of Constalion	
maximum cupucity (mmb/0/mr)	mm/dd/www	mm/dd/www		really nous of operation	
Required.	Required.	Required.	U	Required.	

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

Open					
isic Info 0 2 Attachment 3 Payme	ent (4) Review (5) Submission (9)				
nfo 0 Boilers 0 Stack Control Device	Summary of Emissions 0				
	~				~
V Required.				U Required.	
Maximum Capacity (MMBTU/hr)	Date Equipment was Manufactured 😡	•	Date of Installation at facility 😔	 Yearly Hours of Operation	
	mm/dd/yyyy	•	mm/dd/yyyy		
V Required.	Required.		Required.	U Required.	
low does the combustion unit vent?					
Indoors I to Control Device 😖 [to atmosphere directly to atmosphere via a	a stack 😣			
Required.					
Additional Limits/Limit Requests					
lotes					(Remaining Length: 400
votes Please include a vendor specification she	et including emissions data in the Attachments sect	tion.			(Remaining Length: 400
Notes Plesse include a vendor specification she Plesse include a photo of the namejate f Plesse include all emissions from this uni	et including emissions data in the Attachments sector for the emission unit. It in the Emissions Summary/Spreadsheet to be inclu	tion. uded on the Attachm	ents sab.		(Remaining Larget: 400
Notes Please include a vendor specification she Please include a photo of the nameplate f Please include all emissions from this uni	et including emissions data in the Attachments sect or the emission unit. I'm the Emissions Summary/Spreadsheet to be inclu	tion. uded on the Attachm	enta tab.		(Remaining Length: 40g
Notes Please include a vendor specification she Please include a photo of the nameplate f Please enclude all emissions from this un	et including emissions data in the Attachments sector for the emission unit. It in the Emissions Summery/Spreadsheet to be inclu	tion. uded on the Attachm	ents tab.		(Remaining Length, 400
Notes Please include a vendor specification she Please include a photo of the nameplate f Please include all emissions from this un New	et including emissions data in the Attachments sect for the emission unit. It in the Emissions Summery/Spreadsheet to be inclu	tion. uded on the Attachm	ents tab.		(Remaining Largeh: 400
Notes Please include a vendor specification she Please include a photo of the nameplate for Please include all emissions from this unit New	et including emissions data in the Attachments sect or rithe emission unit. I'm the Emissions Summary/Spreadsheet to be inclu	tion. uded on the Attachm 3 Re	ents tab.		(Remaining Length, 40)

57



Rev 0: August 27, 2024

ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM

836 FULTON STREET • PITTSBURGH, PA 15233 PHONE (412) 578-8103 • Fax (412) 578-8144 24-HR (412) 687-ACHD (2243) WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT



 To add additional boilers, minimize the previous one by clicking the blue arrow next to it. This should activate the +New button at the bottom of the screen so it can be clicked. Repeat all steps for adding an additional boiler.

	Operating Permit	
I	4266 (Öpan	>
r	Basic Info • 2 Attachment 2 Poyment 4 Review 5 Submission •	
z	Basic Into 🛛 Bollers 🗣 Stack Control Device Summary of Emissions 🛛	
ĩ	Boilers Information	
	Select data from facility inventory 💙	
l	Emission Unit Identifier	
	▶ 8L-001	
Ċ	▶ BL-002	Ô
	BL003	Ô
]	3 Results	
1		

After clicking +New

sic Info Boilers Stack Control Device	Summary of Emissions 😑			
- BL-004				
Boiler Information				
Emission Unit Identifier				
BL-004				
Combustion Unit Type				
○ Boiler ○ Heater ○ Furnace ○	Other			
Required.				
Manufacturer	Model		Serial Number	
Required.	Required.			
Fuel Type 😣				
 Natural gas 				
Fuel oil				
Other				
Required.				
Low NOX burners?	NOX ppm by weight	CO ppm by weight		Flue Gas Recirculation?
	~			
Required.				Required.
Maximum Capacity (MMBTU/hr)	Date Equipment was Manufactured 😔	Date of Installation at facility 😏		Yearly Hours of Operation
	mm/dd/yyyy	t mm/dd/yyyy	•	
Required.	 Required. 	Required.		Required.





836 Fulton Street • Pittsburgh, PA 15233 Phone (412) 578-8103 • Fax (412) 578-8144 24-hr (412) 687-ACHD (2243) WWW.Alleghenycounty.us/healthdepartment



Rev 0: August 27, 2024

GHENY

H DEPAR

- When finished, click the red Save button in the bottom-right corner of the screen:
 - If any required information is missing for an individual emission unit, there will be a red exclamation point next to the Emission Unit Identifier and on the emissions units tab. If this happens, go back and review the contents and enter the missing information. Click **Save**, again.
- For another example, here is the General Process tab

	Operating Permit
I	432 Open
ł	Basic into 2 Attachment 3 Payment 4 Review 5 Submission
z	Basic Info General Process Stack Control Device Summary of Emissions
	General Process Information
1	Calesd data from facility investory
	No record found.
ł	
	4 New
1	
Ĵ	
1	

- If this operating permit application is following an installation permit that has been issued through REP, or if this is an operating permit renewal application, there will be emission units from the previous permit to be loaded into the application.
- Click the "Select data from Facility Inventory," then click the blue + button to see a list of processes.



Rev 0: August 27, 2024

ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM

836 Fulton Street • Pittsburgh, PA 15233 Phone (412) 578-8103 • Fax (412) 578-8144 24-hr (412) 687-ACHD (2243) WWW.Alleghenycounty.us/healthdepartment



sic Info 0 General Process Stack Control Davice Sur	many of Emissions		
State Control Device Sun			
General Process Information	Select data fr	om facility inventory 🔺	
			+
+Load Data			\bigcirc
No record found.			
+ Now			
perating Permit 4312 (Open) Basic Info • (2) Attachment (3) Payment () Review (1) Submission (9)		-
Perating Permit 4312 Open) Basic Info • ③ Attachment ③ Payment ④ asic Info ● General Process Stack Control Device Control Device) Review 🚯 Submission 🛛		-
perating Permit 4312 [Dem]] Balc Info • (2) Attachment (3) Payment (asic Info • General Process Stack Control Device General Process Information) Review 🚯 Submission 🛛	Select data from facility investory 🔥	-
Perating Permit 4312 [Open]) Balcinto • (2) Attachment (3) Payment (asic Into • Oeneral Process Etack Control Device General Process Information) Review (5) Submission (9) Summary of Emissions (9)	Select data from facility inventory 🔺	
Porating Permit 4312 [Open]] Balcinte @ (2) Attachment (3) Payment (Salc Into @ General Process Stack Control Device General Process Information	D) Review (1) Submission (1) Summary of Emissions (1)	Select data from facility inventory A	
porating Permit 4112 [Open]) Basic Into () (2) Attachment (3) Payment (asic Into (4) General Process stack Control Device General Process Information) Review (1) Submission (1) Summary of Emissions (1)	Select data from facility inventory 🔺	
Perceting Permit 4112 Open Basic Info Catachment Attachment Page Ceneral Process Stack Control Device Ceneral Process Stack Control Device Page Page Page) Review (*) Submission (*) Summary of Emissions (*)	Select data from facility investory 🔺	
Perceting Permit 4312 Open 1 Basic Info 0 2 Attachment 3 Poor (Poor) Poor (Poor) Poor (Poor)) Review () Submission () Summary of Emissions ()	Select data from facility inventory A	
Perciting Permit 4312 Open D Basic Info Attachment Provess Itack Control Device General Process Information Q Poor (Poor) Poor (Poor) Poor (Poor)) Review (5) Submission () Summary of Emissions ()	Select data from facility inventory in	
Poroting Permit 4312 0Pen 3 Back Into 3 Attachment 3 Payment Cask Info General Process Information General Process Information PD01 (P001) P002 (P002)) Review () Submission () Summary of Emissions ()	Select data from facility inventory in	
Porating Permit 4112 Dem Bada Into Attachment Process Information General Process Information Poor (Poor) Poor (Poor (Poor)) Poor (Poor) Poor (Poor) Poor (Poor (Poor (Poor)) Poor (Poor (Roview Submission	Select data from facility investory A	
Perating Permit 4312 [Dem] Balcinto Attachment Permit Control Device General Process Information Poot (poot) Poo2 (Poot)) Review (5) Submission (8) Summary of Emissions (8)	Select data from facility investory in	
Porating Permit 4312 [Opin] Basic Into Catalantian Catalantian) Review (1) Submission (1) Summary of Emissions (1)	Select data from facility inventory A	
Perceting Permit 4312 Open Basic Info Casic Info) Review (3) Submission () Summary of Emissions ()	Select data from facility investory 🧥	Toto
Perceting Permit 4112 [Open] Basic Into Percess Information General Process Information PD01 (P001) P002 (P002)) Review Submission Summary of Emissions	Select data from facility inventory A	Toto
Perceting Permit 4312 ©Per Back Info Attachment Attachment Paceas Attachment Atta) Review () Submission) Summary of Emissions)	Select data from facility inventory in	Tote
Porating Permit 4312 Open 3 Back Into 3 Attachment 3 Payment (ask Info 9 General Process Information General Process Information 9001 (P001) P002 (P002)) Review () Submission () Summary of Emissions ()	Select data from facility inventory in	Toto
Porating Permit 4312 Dem 3 Balc Info 3 Attachment 3 Payment General Process Information Poor (Poor) Poor (Poor) Poor (Poor) Poor (Poor)) Review (1) Submission (1) Summary of Emissions (1)	Select data from facility inventory A	Toto
Perating Permit 4312 [Open] Balcinto Oeneral Process Information General Process Information Poot (Poot) Poot (Poot)) Review 1 Submission Summary of Emissions	Select data from facility investory A	Tots
Porating Permit) Review (3) Submission (*)	Select data from facility inventory A	Toto
Peroting Permit 312 0em 3 Basic Info 3 Attachment 3 Payment 3 Attachment 4 Payment) Beview Summary of Emission	Select data from facility inventory A	Tote
Porcting Permit) Review (*) Submission (*) Summary of Emissions (*)	Select data from facility inventory A	Tote
Perciting Permit		Select data from facility inventory in	Toto
Perciting Permit	Preview Submission Summary of Emissions	Select data from facility investory A	Toto



Rev 0: August 27, 2024

ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM

836 FULTON STREET • PITTSBURGH, PA 15233 PHONE (412) 578-8103 • Fax (412) 578-8144 24-HR (412) 687-ACHD (2243) WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT



Operating Permit	
4312 Open	>
Bosic Info 2 Attachment 3 Payment 4 Review 3 Eubmission	
Basic Info Orneral Process Stack Control Device Summary of Emissions	
General Process Information	
Select data from facility investory 🖍	
282 P001 (P001) 282 P002 (P002)	+
+Load Deta	
No manufactured	
no record round.	
+ New,	
	U

- Click the green +Load Data button.
- Click Ok to the question "Load Data from facility inventory will overwrite existing data. Are you sure to continue?"
- This will load the data from any processes selected. Their emission unit IDs will be listed. The blue arrows to the left of the emission unit IDs can be clicked to expand the record to show the details for the process.



Rev 0: August 27, 2024

ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM

836 FULTON STREET • PITTSBURGH, PA 15233 PHONE (412) 578-8103 • Fax (412) 578-8144 24-HR (412) 687-ACHD (2243) WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT



Set of a balance in the construction	
<pre>books of (b) show (b) sho</pre>	
<pre>developments</pre>	
And a	
<pre>Review of the results of the re</pre>	
<pre>centered control of the control</pre>	
<pre>standard in the standard in the standard inter in</pre>	
<pre>securing format information informatio information information information informatio</pre>	
biological densities and and a second of densities and	
Calcel Control Cont	
Desc Desc Desc Desc Desc Desc Desc Desc Desc Desc Desc	
Image: Second powers!	
Intermediation	
arcting Pornit Image: Second Secon	
Section of Permit	
Second Process	
Troiling formit Image: Second Seco	
Proting Permit © form Back data home & O pageset Back data home & O pageset © starter Process Back data home halfs youngery >	
Statisting Parmit Statisting Parmit <td></td>	
Indiag Permit Composition of Process Fortic - Secong plant of Proces Fortic - Secong plant of Proces Fortic - Secong plant of Proces	
rading Permit	
Including Permit	
Including Permit: Constr Static side 0 Static side 0 <t< td=""><td></td></t<>	
reting Parmit	
racing Permit Com Second Process Control Devices Control Device	
reting Permit Com	
recting Permit	
Interior Unit denotes:	
Section Permit	
	_
<pre>Id</pre>	
back info	
Rest Proof (Proof) Rest Proof (Proof)	
C Kou (Mark) C Ko	
	+
Envision Unit UserSifer	
OD2 Part I - Description of Process Emissions Unit Identifier PO02 Please stack a description of the process (including all emissions units, and including those that do not meet the other categories listed under the Process Operations section in the Basic info tab) in the Attachments tab. Please stack a description of the process flow. In the diagram, please label the following but not limited to: each process segment (including any and all emissions units), raw material intake points, product discharge points. Use the row motorials used in the process Final Products Final Product Final Products Final Products Final Product Final Products Final Products Final Products Final Products Final Products Final Product Final Products Final Products Final Product F	
Pert I - Description of Process Emissions Unit dentifier P002 Please attach a description of the process (including all emissions units, and including those that do not meet the other categories lated under the Process Operations section in the Basic Info tab) in the Attachments tab. Please attach a description of the process (including all emissions discharge points, including but not limited to: each process segment (including any and all emissions units), raw material intake points, product discharge points. List the row materials used in the process Acid and metals [flemaning large Final Products Final Product Final Products Final Product Final Products Final Product Final Products Final Product Final Pr	
Process Proces Process Proces Process Process Process Process Process Process Process Proces	
Port - Description of Process Emission Unit Identifier PO22 Please attach a description of the process (including all emissions units, and including those that do not meet the other categories listed under the Process Operations section in the Basic Info tab) in the Attachments tab. Please attach a description of the process flow. In the diagram, please label the following but not limited to: each process segment (including any and all emissions units), raw material intake points, product discharge points. Utat the raw motarials used in the process Acid and metals Final Products Final Products Final Product	ť
Pert I - Description of Process Emission Unit Identifier P002 Please attach a description of the process (including all emissions units, and including those that do not meet the other categories listed under the Process Operations section in the Basic Info tab) in the Attachments tab. Please also attach a (block) diagram of the process flow. In the diagram, please label the following but not limited to: each process segment (including any and all emissions units), raw material intake points, product discharge points. List the row moterials under in the process ● Acid and metals Prior Products Final Product Final Produ	
Trivit - Watch spontant modes Emission that identifier P002 Please attach a description of the process (including all emissions units, and including those that do not meet the other categories listed under the Process Operations section in the Easic info tab) in the Attachments tab. Please also attach a (block) dagram of the process flow, in the diagram, please label the following but not limited to: each process segment (including any and all emissions units), raw material intake points, product discharge points. Uatt the row motaride und in the process Acid and metals (terreming Large Final Products Final Products Final Product Comparison Final Product Final Product Final Product Final Product Final Product Final Product Final Pr	
Evidence Unit distributed P002 Please stack a decription of the process (motion) in the Attachments table. Please stack a (lock) jagsam of the process flow: In the diagram, please label the following but not limited to: each process segment (including any and all emissions units), raw material intake points, product discharge points. Exist the now materials used in the process Acid and metals Find Industs Find Indust Fin	
P002 Please attach a description of the process (including all emissions units, and including those that do not meet the other categories listed under the Process Operations section in the Basic Info tab) in the Attachments tab. Please also attach a (block) diagram of the process flow. In the diagram, please label the following but not limited to: each process segment (including any and all emissions units), raw material intake points, product discharge points. List the row motorida used in the process ● Acid and metals Please in Prode Products Pred Products Pred Products Point Products Pred Pred Products Pred	
Please attach a description of the process (including all emissions units, and including those that do not meet the other categories listed under the Process Operations section in the Basic Info tab) in the Attachments tab. Please also attach a (block) dispans of the process flow. In the diagram, please label the following but not limited to: each process segment (including any and all emissions units), raw material intake points, locations of emissions control devices, and emissions discharge points. Utatter now motorials used in the process	
Please attach a description of the process (including all emissions units, and including those that do not meet the other categories listed under the Process Operations section in the Basic Info tab) in the Attachments tab. Please allos attach a (block) diagram of the process flow, in the diagram, please label the following but not limited to: each process segment (including any and all emissions units), raw material intake points, product discharge points, locations of emissions control devices, and emissions discharge points. Usit the row materials used in the process Acid and metals (Remaining Large Final Products Final Product Devices Device Device Device Device	
Please also attach a (block) diagram of the process flow. In the diagram, please label the following but not limited to: each process segment (including any and all emissions units), naw material intake points, product discharge points. Use the row motaride used in the process Acid and metals Final Products Final Products Final Products Final Product Final Products Final Product Final Product Final Product Final Product Final Product Final Product	b .
find Products find Product	sharpe
List the row materials used in the process	anarge
Lat the row motivities used in the process Acid and metals Final Products F	
Acid and metals (Pemaning Larg Final Products Final Product 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	
final Products Final Product Final Product Final Product	
Penang Leg	
Final Product Final Product CODEF	
Final Products Final Product b copper	ength: 398
Find Product CODDEF	
copper	
	Ô
	-
1 Results	
La Vaura	

- The fields in the process (except the Emission Unit Identifier) can be updated if needed and saved.
- Click the blue triangle, again, to minimize the record.



Rev 0: August 27, 2024

ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM

836 FULTON STREET • PITTSBURGH, PA 15233 PHONE (412) 578-8103 • Fax (412) 578-8144 24-HR (412) 687-ACHD (2243) WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT



Operating Permit	
4332 Open)
① Bosic Info @ ② Attochment ③ Poyment ④ Review ⑤ Submission ●	
Basic Info 0 General Process Stack Control Device Summary of Emissions 0	
General Process Information	
Select data from facility inventory 🔺	
8R P001 (P001) 8R P002 (P002)	+
+ tood Data	
Emission Unit Identifier	
▶ P001	
▶ P002	Ē
2 Results	
	A
I de la construcción de la constru	

- It is possible to add a process by clicking +New button. [This would be done only if advised by the ACHD; typically, new emissions units must go through the installation permit process.]
- This will open a screen of questions to answer. Answer all required questions and any optional questions, if possible. The screenshot shows the start of the questions.



Rev 0: August 27, 2024

ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM

836 FULTON STREET • PITTSBURGH, PA 15233 PHONE (412) 578-8103 • Fax (412) 578-8144 24-hr (412) 687-ACHD (2243) WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT



Operating Permit
4312 Open
O Basic Into (2) Attochment (3) Payment (4) Review (5) Submission (4)
Basic Info 0 General Process 0 Stack Control Device Summary of Emissions 0
• P003
Part I - Description of Process
Enission Unit Identifier
P-003
Please attach a description of the process (including all emissions units, and including those that do not meet the other categories listed under the Process Operations section in the Basic Info tab) in the Attachments tab.
Please also attach a (block) diagram of the process flow. In the diagram, please label the following but not limited to: each process segment (including any and all emissions units), raw material intake points, product discharge points, locations of emissions control devices, and emissions discharge points.
List the row motorials used in the process 9
Remains Lenger 40
Required.
Final Products
+ tan
Please add at least one record
- Any additional notes or explanations
(Remaining Length 400)
Port II - Process Operation Schedule
If this is a chemical process, is R

• At the bottom of the screen is a brown box; be certain to upload the requested attachments on the **Attachments** tab.

berating Permit	
Kar2 Open	
) Basic Info • ③ Attachment ③ Payment ④ Review ⑤ Submission ●	
stic Info General Process Stock Control Device Summary of Emissions	
(Remaining Leigh	400
POT III - Emission Control Units	
How does the process equipment vent?	
🔄 Indoors 📄 to Control Device 💿 📋 to atmosphere directly 📄 to atmosphere via a stack 💿	
Required.	
Additional explanations	
(Remaining Length	400
Part V - Remarks	
Additional Comments/Notes	
(Remaining Length	400%
	_
Please include all pollutant emissions (including hazardous air pollutant/HAPs) from this process/equipment in the Emissions Summary/Spreadsheet to be included on the Attachments tab. Cite sources for emissions factors.	Also
attach SDSes if they were used in determining emissions. Include any manufacturer specification sheets for the emissions producing equipment in the process. Please remember to include Process Description attachment and Diagram of the process flow on the Attachments tab.	
3 Results	
T NW	
	-





Rev 0: August 27, 2024

ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM

836 FULTON STREET • PITTSBURGH, PA 15233 PHONE (412) 578-8103 • Fax (412) 578-8144 24-HR (412) 687-ACHD (2243) WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT



- Click the Save button (red floppy disk icon)
- To add more processes, minimize (click the blue arrow by the emission unit identifier), then click + New button. A new Process appears.
- After clicking the blue arrow:

Operating Permit	
4312 Open	>
1) Basic Info 0 2) Attachment 3) Payment 4) Review 5) Submission 0	
Basic Info 🜒 General Process 🌒 Stack Control Device Summary of Emissions 🌒	
General Process Information	
Select data from facility inventory 🔨	
X P001 (P001) X P002 (P002)	+
+ Load Data	
Emission Unit Identifier	_
▶ P001	Ξ
▶ P002	Ô
• P-003	Ô
3 Results	
+ New	
After clicking the +New button	



Rev 0: August 27, 2024

65

ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM

836 FULTON STREET • PITTSBURGH, PA 15233 PHONE (412) 578-8103 • Fax (412) 578-8144 24-HR (412) 687-ACHD (2243) WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT



erating Pe	ermit
312 Open	
) Basic Info 🟮	(2) Attachment (3) Payment (4) Review (5) Submission (9)
sic Info 🏮 🛛 G	eneral Process 🜖 Stack Control Device Summary of Emissions 🌖
P-004	
Part I – Des	cription of Process
Emission Ur	nit Identifier
P-004	
Please under t	attach a description of the process (including all emissions units, and including those that do not meet the other categories listed he Process Operations section in the Basic Info tab) in the Attachments tab.
Please (includi emissio	also attach a (block) diagram of the process flow. In the diagram, please label the following but not limited to: each process segment ng any and all emissions units), raw material intake points, product discharge points, locations of emissions control devices, and ons discharge points.
List the raw	materials used in the process 📀
	(Remaining Length: 400
Require	d.

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

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

- Stack tab Stack information is collected on this tab.
 - If this operating permit application is following an installation permit that has been issued through REP, or if this is an operating permit renewal application, there will be stacks from the previous permit to be loaded into the application. Click the "Select data from Facility Inventory"

←	Operating Permit
	4300 Open >
3	Sosic Info Attachment S Payment Attachment Submission
	Basic Info 🛛 Stack Control Device Summary of Emissions O
<i></i>	Extent data from facility inventory 📎
1	No record found.
	+100
2	

Click the blue + button to see a list of stacks



ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM

836 FULTON STREET • PITTSBURGH, PA 15233 PHONE (412) 578-8103 • Fax (412) 578-8144 24-hr (412) 687-ACHD (2243) WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT



66

Operating Permit	
Operating Permit	
4300 Open	>
1 Basic Info 0 2 Attachment 3 Payment 4 Review 5 Submission 0	
Basic Info 0 Stack Control Device Summary of Emissions 0	
Salart data firm fanility inventory	
	\frown
	(+)
+ Load Data	
No record found	
+ New	

 Click on the stacks for this permit, from the list that appears, then click on the screen

Operating Permit	
4300 (Den	>
1 Bosic Info 2 Attachment 3 Payment 4 Review 5 Submission	
Basic Info 🗧 Stack Control Device Summary of Emissions 🥥	
Select data from facility inventory 🧥	
ेरि stack1 (5001) रिर stack2 (5002)	-
٩	
stackt (S001)	
stack2 (5002)	
	Total: 2

Click the green +Load Data button

4300 Open	
1) Basic Info 0 (2) Attachment (3) Payment (4) Review (5) Submission (0)	
Basic Info 🜒 Stack Control Device Summary of Emissions 🌒	
Select data from facility inventory 🔨	
ेरि stack1 (S0)1) ेरि stack2 (S002)	+
\leq	
+Load Data	
No record found.	
+ New	

 Click **Ok** to the question "Load Data from facility inventory will overwrite existing data. Are you sure to continue?"



Rev 0: August 27, 2024

ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM

836 FULTON STREET • PITTSBURGH, PA 15233 PHONE (412) 578-8103 • Fax (412) 578-8144 24-HR (412) 687-ACHD (2243) WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT





- This will load the data from the selected stacks. Their stack IDs will be listed.
- The blue arrows to the left of the stack IDs can be clicked to expand the record to show the details for the stack. The fields in the stack (except the Identifier) can be updated if needed and saved.

ating Permit						
Open						
tasic Info 🧧 😢 Attachment (3) Payment (4) R	eview (5) Submissi	ion 🥹				
Info ① Stack Control Device Summary of Emission	15 🔒					
		Palaet data fram	faailitu inunataan			
		Jeleci dala Irun				
🕅 stack1 (S001) 🤯 stack2 (S002)						+
Light Data						
Stack Name						
stack1						
Stack (deptification						
stack identification						
Stack Name			Identifier		Status	
stack1			5001		Active	~
Stack Type	Operation Start Da	ite	Operation End Date		Dismantle Date	
Vertical with Rain Cap	• 07/17/2024	^{II}	mm/dd/yyyy	Ö	mm/dd/yyyy	
Outer stack material			Stack lining material			
carbon steel			carbon steel			
UTM East		UTM North		Ground level eleva	tion (ft)	
10		10		1000		
Actual Stack Height Above Ground (feet)	Building Height (fe	ot)	Building Length (feet)		Inside Stack Diameter (feet)	
100	50		100		3	
Stack Orientation		Angle (degree)		Shape		
Vertical	~	90		cylinder		
Exit Gas Temperature (Fahrenheit)		Actual Exit Gas Flow Rate (cubic foot p	er second)	Exit Velocity of Gas	(foot per second)	
100		100		15		
% moisture			Distance to the nearest building (ft)			F
18			1000			

- Click the blue triangle again to minimize the record.
- It is possible to add a stack by clicking +New button.
- This will open a series of questions to complete for the stack. Enter information for all Required fields.



Rev 0: August 27, 2024

ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM

836 FULTON STREET • PITTSBURGH, PA 15233 PHONE (412) 578-8103 • Fax (412) 578-8144 24-HR (412) 687-ACHD (2243) WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT



- For facilities required to submit emissions inventories, please include as much information as possible, even if the questions are marked as optional.
- Once completed, click the **Save** button.
- Click the yellow + **New** button to add another stack, if needed.
- Repeat steps until all stacks have been added.
- If any required information is missing for an individual stack, there will be a red exclamation point next to the Stack ID and on the Stacks tab. If this happens, go back and review the contents and enter the missing information. Click Save, again.
- If there are no stacks, there is no need to enter anything on the Stack tab.
- <u>Control Devices</u> Control device information for the facility is collected on this tab:
 - If this operating permit application is following an installation permit that has been issued through REP, or if this is an operating permit renewal application, there will be control devices from the previous permit to be loaded into the application. Click the "Select data from Facility Inventory"

Operating Permit	
4300 Open	ľ
Basic Infe 6 2 Attachment 3 Payment 4 Review 5 Submission	
Basic Info 💿 Stock Control Device Summary of Emissions O	
Control Device	
Select data from facility inventory 🔌	
No record found.	

Click the blue + button to see a list of control devices

· Operating Permit	
4300 Open	>
1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission	
Basic Info 🜒 Stack Control Device Summary of Emissions 🌒	
Control Device	
Select data from facility inventory 🥆	\bigcirc
+Lood Data	\smile
2 No record found.	
1 + New	

 Click on the control devices for this permit, from the list that appears, then click on the screen



Rev 0: August 27, 2024

ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM

836 FULTON STREET • PITTSBURGH, PA 15233 PHONE (412) 578-8103 • Fax (412) 578-8144 24-hr (412) 687-ACHD (2243) WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT



ор	Operating Permit	l .
4	4300 [Open]	
0	Control B C	
Ba	Basic Info Stack Control Device Summary of Emissions	
(Control Device	
	Select data from facility inventory 🔨	
	& & afterburner1 (AFT001) & & condenser1 (CON001) & & & cyclone1 (CYC001)	-
	٩	
	afterburneri (AFT001)	
	condenser1 (CON001)	
	cyclone1 (CYC001)	
		Total: 3

Click the green +Load Data button

	Operating Permit	
1	4300 (Open	>
	Basic Into 2 Attachment 3 Payment 3 Review 3 Submission	
	Basic Info © Black Control Davice Summary of Emissions	
	Control Device	
	Belicit data from facility inventory 🤿	
	2R afterburner1 (AFT001) 2R condenser1 (CON001) 2R cyclone1 (CVC001)	+
I.		
	No record found.	
	+ Now	

 Click Ok to the question "Load Data from facility inventory will overwrite existing data. Are you sure to continue?"



 This will load the data from the selected control devices. Their control device IDs will be listed.



Rev 0: August 27, 2024

ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM

836 FULTON STREET • PITTSBURGH, PA 15233 PHONE (412) 578-8103 • Fax (412) 578-8144 24-HR (412) 687-ACHD (2243) WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT



Operating Permit				
4300 Open				
1 Basic Info 0 2 Attachment (3 Payment 4 Review 5 Submission	9		
Basic Info 🜖 Stack Control Device	Summary of Emissions 🟮			
Control Device				
	Select data from facility in	nventory 🔨		
🔀 afterburner1 (AFT001) 🕅 c	ondenser1 (CON001) 🐹 cyclone1 (CYC001)			+
+ Load Data				
Name/ID Number	Туре	Manufacturer	Model Number	
afterburner1/ AFT001	Afterburner/Thermal Oxidizer	test	test	Ē
condenser1/ CON001	Condenser	test	test	Ô
cyclone1/ CYC001	Cyclone	Donaldson	test	Ô
	3 Results			
+ New				

 The blue arrows to the left of the control device IDs can be clicked to expand the record to show the details for the control device. The information about the control device (except the ID number) can be updated, and saved.

erating Permit			
00 Open			
Basic Info () (2) Attachment	3 Payment 4 Review 5 Submission 9		
ic Info 🜒 Stack Control Device	Summary of Emissions 🟮		
afterburner1/ AFT001	Afterburner/Thermal Oxidizer	test	test
Basic Information			
Name	ID Number or Label	Туре	
afterburner1	AFT001	Afterburner/T	hermal Oxidizer 🗸 🗸
Manufacturer	Model Number	Serial Number	
test	test		
Equipment Information Type Afterburner Thermal	Oxidizer 🔿 Catalvtic Oxidizer 🔿 Regener	ative Thermal Oxidizer 🔿 Other	· (Specify)
Gas Stream Information	/ Pate (acfm) to the unit At dag	F	
waximammiet volumetric dus riov	At deg	r	

Click the blue triangle next to the control device name to minimize the record.



Rev 0: August 27, 2024

ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM

836 FULTON STREET • PITTSBURGH, PA 15233 PHONE (412) 578-8103 • Fax (412) 578-8144 24-HR (412) 687-ACHD (2243) WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT



- It is also possible to add a new control device by clicking the yellow +New button [Keep in mind, this would be done only if advised by the ACHD; typically, new control devices must go through the installation permit process.]
- This will open a series of Basic information questions for the control device.
 Complete the required fields, and the optional fields, if possible.
- The Type question is a pulldown menu which includes
 - Baghouse, Electrostatic Precipitator, Cyclone, Condenser, Wet Collector, Afterburner/Thermal Oxidizer, Adsorption Equipment, Absorber, SCR/SNCR/NSCR, Flares, Other
- Selecting a Type will open an additional series of questions. Make sure all required questions are answered, and answer any optional questions, if possible.
- At the bottom of the screen, the brown box lists what attachments are needed for the control device. Make sure to upload these files on the **Attachments** tab.



- Once all of the information is added for a device, click the **Save** button.
- If there are additional control devices to be added, minimize the control device (click the blue arrow by the Name/ID number), then press +New (refer to <u>Part V-</u> <u>A</u>)
- Repeat the process until all of the control devices for the facility have been added.
 - If any required information is missing on any of the Control Devices, there will be a red exclamation point next to the Name/ID number. If this happens, go back and review the contents and enter the missing information. Click **Save**, again.
- Summary of Emissions tab: The Emissions for the facility are entered on this tab.
 - Enter the facility name, or the name of the company that operates the facility for the owner.
 - Follow the instructions in the brown box
 - Click +New and add each pollutant for each release point



ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM

836 FULTON STREET • PITTSBURGH, PA 15233 PHONE (412) 578-8103 • Fax (412) 578-8144 24-HR (412) 687-ACHD (2243) WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT


- When one release point and associated pollutant's information have been entered, minimize the release point by clicking the blue triangle next to it
- Repeat until all pollutants and release points have been entered
- The Total Emissions will be calculated automatically
- Click Save Button:
 - If any required information is missing on the Summary of Emissions tab, there will be a red exclamation point on the tab. If this happens, go back and review the contents and enter the missing information. Click **Save**, again.
- Attachment tab: Documents are uploaded to the submittal here. Which attachments are needed depends on the permit description (new permit or renewal versus an amendment), and also what process units and control devices are included. Click the blue "Get Information" button on the right-hand side panel to open a list of attachments and emissions calculations instructions.



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



Rev 0: August 27, 2024

ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM

836 FULTON STREET • PITTSBURGH, PA 15233 PHONE (412) 578-8103 • Fax (412) 578-8144 24-hr (412) 687-ACHD (2243) WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT



- Upload each document by doing the following:
 - At the bottom of the screen, click the gray rectangle, "Click to Upload or Drag Files Over Here" and upload or drag in the file.
 - Select Document Type: Pull down and select the Type name which best describes the attachment from the available document Types listing.
 - Enter a comment, if desired, then click on the Save button (floppy disk icon inside a red circle in bottom-right corner).
 - If any attachment is mistakenly attached, a new attachment can be uploaded as described above, and the incorrect one can be deleted (click the red trash can icon to the far right of the attachment).
- Repeat until all documents are attached.
- Click the **Save** button (floppy disk icon inside a red circle in the bottom-right corner).
- Payment tab:
 - Note: If information is missing from the Basic Info, Attachments, Stacks, Control Devices, Summary of Emissions, or Tabs for Emissions Units opened by clicking Process Units, an error message will appear at the top of the Payments tab screen. <u>Before a payment can</u> <u>be made, errors on the previous tabs must be corrected, else a payment amount might</u> <u>be shown but with no payment method enabled</u>.
 - Also note, if no boxes were checked in the fee table on the Basic Info tab, the Payment due field will show as zero. Please make sure boxes are checked in the fee table.
 - After the various tabs (mentioned above) are complete, there are two options for payment: Payment by the facility contact/environmental contact/third-party consultant at time of submission; or payment by the RO when the submittal is submitted.
 - **To have the Responsible Official make the payment,** click the Save button without choosing the payment method.
 - To pay the submittal now:
 - Click blue Pay Amount Due button.
 - Select payment method.
 - For ACH, enter Account Type, Account Name, Routing Number, and Account Number, then click the red Save button in the bottom right of the screen. Click the Pay Now button.
 - For Credit Card, enter card number, card holder, expiration date, CVV, and full billing address, then click the red Save button in the bottom right of the screen. Click the Pay Now button.



ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM

836 FULTON STREET • PITTSBURGH, PA 15233 PHONE (412) 578-8103 • Fax (412) 578-8144 24-HR (412) 687-ACHD (2243) WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT



74

 For Check by Mail, make check payable to "ACHD Air Pollution Control Fund," and mail the payment to the address shown in REP. Click the red Confirm Check By Mail Button, then Ok to "A New pending payment transaction of Check type will be created."

<u>Review tab:</u>

- Review the instructions and make any corrections needed to previous tabs (an incomplete tab shows a red exclamation point next to the tab name):
 - Disregard the blue box stating, "Attachments are not required for this submittal."
 - If any attachments need to be sent via mail (which is rare), click Select All Mail to and mail to the address shown in the pale blue box.
- At the bottom of the screen (left side), under Send Notification to RO:
 - Use the pull-down menu to select the Responsible Official.
 - Click the blue eNotify button. This initiates a system-generated email from GovOnline@govonlinesaas.com to the Responsible Official. This provides a notification to the Responsible Official so that the person can log on, make payment (if not already done), review the submittal, and submit it.
- You may still want to contact the Responsible Official outside of REP via email, phone, etc. to ensure that the Responsible Official is aware that the operating permit application submittal has been prepared in REP and is ready for review and submission by the RO.
 - The Responsible Official will need to log on to REP, find the RFD submittal in Pending Submittals, review it (including making payment if that has not been made), and complete the submission.
 - Once the submission is sent in the system, the Responsible Official will receive a system-generated email from <u>GovOnline@govonlinesaas.com</u> to acknowledge the receipt of the operating permit application submittal. The preparer (Facility Contact/Environmental Contact/Third-Party Consultant) will not.



Rev 0: August 27, 2024

ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM

836 FULTON STREET • PITTSBURGH, PA 15233 PHONE (412) 578-8103 • Fax (412) 578-8144 24-HR (412) 687-ACHD (2243) WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT



PART V-D: REVIEW AND SUBMISSION OF AN OPERATING PERMIT PREPARED BY SOMEONE OTHER THAN THE RESPONSIBLE OFFICIAL

These instructions describe how to review a submittal prepared by someone other than the Responsible Official, and how to submit an operating permit application using REP. These instructions assume that the Responsible Official was notified via an email from <u>GovOnline@govonlinesaas.com</u> that the facility contact/environmental contact/third-party consultant has prepared an operating permit application submittal, or has otherwise learned from the preparer directly that the operating permit application submittal is ready for the Responsible Official's review.

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

- Log onto REP.
- Click (≡) hamburger menu (three stacked horizontal bars in the top left corner)
- On left-hand side, under Submittals, click Pending Submittals.
- Find the Pending submittal to approve in the list that appears, and click the green pencil button labeled, **Edit Submittal Form**
- The screen that opens is titled Operating Permit. It is divided into tabs at the top (Basic Info (subdivided into Basic Info, Stack, Control Device, Summary of Emissions); Attachment; Payment; Review; Submission)
 - A general note: inside the Operating Permit application submittal, anytime there is a field with ! Required next to it, that field must be completed, or the submittal will not be able to be submitted. A red exclamation point on a tab means required information is missing and must be completed.
 - Help messages are activated by clicking yellow ? buttons throughout the form.
- For the <u>Basic Info</u> tab, <u>Stack</u> tab, <u>Control Device</u> tab, <u>Summary of Emissions</u> tab, and any other tabs such as those describing emission units:
 - Scroll through and ensure all information is correct and complete; make edits as needed.
 - When finished, click the **Save** button (floppy disk icon inside a red circle in the bottomright corner of the screen) to save the data.
- On the <u>Attachment</u> tab, review any documents that have been uploaded. To download them, click the yellow button that looks like a down arrow with *.* next to it.



Rev 0: August 27, 2024

ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM

836 FULTON STREET • PITTSBURGH, PA 15233 PHONE (412) 578-8103 • Fax (412) 578-8144 24-HR (412) 687-ACHD (2243) WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT



 A list of attachments needed for the submittal is found on the right-hand side panel under Submittal Information, accessed by clicking the blue **Get Information** button. If an attachment is missing, it can be uploaded by dragging and dropping a file, or by clicking the gray rectangular button marked, "Click to Upload or Drag Files Over Here."



- Please disregard the blue message on the screen that states, "Attachments are not needed for the current submittal" and follow the Get Information document.
- Since all attachments are treated as optional in the system, the submittal can be entered and go through without attachments. However, if attachments are indicated as required in the Get Information document, and are not uploaded by the facility, <u>this will result in a delay</u> in the permit being issued.
- Select Document Type: Pull down and select from the available document type.
- Enter a comment if desired, then click the Save button (floppy disk icon inside a red circle in bottom-right corner).
- Repeat until all documents are attached.
- If it is possible that the submittal contains CBI, ensure that a document explaining this per the guidance in Part II of this document has been uploaded as CBI Claim Form.
- If any attachment was mistakenly uploaded, or needs to be corrected, a new attachment can be uploaded, as described above, and the incorrect one can be deleted (click the red trash can icon to the far right of the attachment).
- In the rare case that any attachment hard copies are to be mailed to the ACHD, it is the Responsible Official's duty to review this information outside REP.



ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM

836 FULTON STREET • PITTSBURGH, PA 15233 PHONE (412) 578-8103 • Fax (412) 578-8144 24-hr (412) 687-ACHD (2243) WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT



- On the **Payment** tab, verify if payment has been made. If it has not, there will be a blue button in the top-right corner that states Pay Amount Due.
 - Select payment method:
 - For ACH, enter Account Type, Account Name, Routing Number, and Account Number, then click the red Save button in the bottom right of the screen. Click the **Pay Now** button.
 - For Credit Card, enter card number, card holder, expiration date, CVV, and full billing address, then click the red **Save** button in the bottom right of the screen. Click the **Pay Now** button.
 - For Check by Mail, make check payable to "ACHD Air Pollution Control Fund," and mail to the address shown in REP. Click the red Confirm Check By Mail button, then click Ok to "A New pending payment transaction of Check type will be created."
- On the **Review** Tab, ensure that payment has been recorded and the uploaded attachments are listed. (*Please disregard the message that says Attachments are not required for this Submittal*). Please be advised that before the ACHD will process the operating permit, payment and all attachments must be received by the ACHD.
 - If any documentation (including payment) needs to be mailed to the ACHD, please ensure it has been completed.
- On the Submission Tab,
 - Read Certification Statement and click "I have read and agree to the certification."
 - Enter Security Question answer and PIN number.
 - Click Yes or No to whether the submittal contains Confidential Business Information. If unsure, please refer to <u>Part II</u> for assistance on how to answer this question. If the answer is Yes, click the **Attachments** tab and upload the document, naming it "Claim for Confidentiality." If there are further questions or concerns, please email <u>AQPermits@alleghenycounty.us</u> for assistance, *prior to submitting the operating permit application in REP.*
 - Click Submit.
 - The screen will update to state, "Submission Successful!" in green at the top of the screen.
 - If there are errors, look for error messages on the right-hand side of the screen in a red box.
 - Click red **Receipt** button to obtain a receipt. It will note the payment method, amount due, along with the names of attachments uploaded to the submittal. Note, it may be slow to load.



ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM

836 FULTON STREET • PITTSBURGH, PA 15233 PHONE (412) 578-8103 • Fax (412) 578-8144 24-HR (412) 687-ACHD (2243) WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT



- At the bottom-right corner of the screen, click the red button to print a summary of the Submittal form. It will include all of the information entered into the application, but it will not list any uploaded attachments. Note, the submittal will still be viewable later in your account under the Track Submittals button.
- Click the Finish button.
- A system-generated email from <u>GovOnline@govonlinesaas.com</u> will be sent to acknowledge receipt of the Operating Permit application submittal. Note that the preparer (Facility Contact/Environmental Contact/Third-Party Consultant) will not receive this notice, only the RO. Furthermore, the preparer will not receive any status updates from the ACHD; these updates will be sent in REP to the Responsible Official **only.**

ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM 836 FULTON STREET • PITTSBURGH, PA 15233 PHONE (412) 578-8103 • FAX (412) 578-8144

24-HR (412) 687-ACHD (2243)

WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT



Rev 0: August 27, 2024



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

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

After the RO submits the operating permit application online, the submittal will be received by the ACHD. Once received, it will be assigned to a permit engineer for review.

- If information is missing or there are questions:
 - The permit engineer will send a request to the RO through REP for additional information. This will happen in the form of a system-generated email notification from <u>GovOnline@govonlinesaas.com</u>. The email text will contain a brief description of what is needed.
 - If the information requested is complicated, the permit engineer may opt to send an email directly to the RO outside of REP.
 - The next steps for the RO would be:
 - Log onto REP.
 - Click on **Pending Submittals** icon on left-hand side of the screen.
 - Locate the submittal and click on the green pencil icon to edit the submittal.
 - Review each tab, and add in information or attachments that were requested.
 - Submit the operating permit application again, following the instructions on the Submittal tab.
 - Submission error messages will appear in a red box on the right-hand side of the screen.
 - The permit engineer will then resume submittal review.
- The next communication from the Department will be sent when the permit draft is ready for public comment via an email from the permit engineer:
 - In the meantime, if it is necessary to contact the permit engineer during the review process (note, this can be done by the RO or consultant-type account):
 - Log onto REP.
 - Select Track Submittals icon from left-hand side of the screen.
 - Once the submittal is located, click on the orange eye icon to the far right of the submittal, "View Submittal Detail."
 - Inside the submittal, click the **Correspondence** tab.
 - Enter message, then click the **Post** button on the right.



ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM

836 FULTON STREET • PITTSBURGH, PA 15233 PHONE (412) 578-8103 • Fax (412) 578-8144 24-HR (412) 687-ACHD (2243) WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT



80

- This will send a message through REP to the permit engineer and trigger a system-generated email to notify the ACHD of the message. The engineer may respond by using the **Correspondence** tab. This will cause a system-generated email from <u>GovOnline@govonlinesaas.com</u> to be sent to the RO to notify the RO to log onto REP and view the reply message on their Correspondence tab.
- To view the public comment permit draft (and corresponding technical support document):
 - Log on to REP.
 - Click the (\equiv) hamburger menu, then select the "Public Records" module

≡ Dashboard
Insights
Dashboard Views summary of work progress.
Submittals
Start New Submittal Create new submittals.
Pending Submittals Edit unfinished submittals.
Track Submittal Status Monitor submittal status
Upcoming Obligations Submit compliance reports.
Make online payments.
Issuance
Permits/Licenses/Certificates Track permits or licenses.
Utilities
Public Records Search Public Submittals, Notices and Permits/Licenses/Certificates.
Settings
My Account Change account information.

• The following screen will appear. Under **Keywords**, type in the facility name. Checking the Public Notice Only checkbox may also be helpful.

ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM 836 FULTON STREET • PITTSBURGH, PA 15233 PHONE (412) 578-8103 • FAX (412) 578-8144

24-HR (412) 687-ACHD (2243)

WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT



Rev 0: August 27, 2024



Dashboard	Q Search		< (■ = ?)			0 1 ~ 2 of 2 0 Subr	nitted Date (New-	-Old) 🗸
 Views summary of work progress. 	Search Criteria		Submittal RID	Site/Location	Dept./E.s. /Submittal Type	Submittal Date /Submitter/Public Notice Date	Status	
bmittals	Public Notice Only						-	6
Start New Submittal	Public Notice Only		4007	2000 Julia St. Pittsburgh, PA	(1) Air Quality	■ 6/7/2024 5 days ago	Approved	
Create new submittals.	Keywords			15210	Installation Permit	A Tester8 Tester8		
Pending Submittals Edit unfinished submittals.	fake south				Installation Permit	ⓑ 6/7/2024, 10:31 AM ∼ 6/14/2024, 10:31 AM		
Track Submittal Status		1.						
Monitor submittal status	Environmental Interest		3958	Fake South Side Park	(i) Air Quality	6/6/2024 6 days ago	Approved	6
Upcoming Obligations Submit compliance reports.		+		2000 Julia St, Pittsburgh, PA 15210	Installation Permit	S Tester8 Tester8		
Pay Invoices/Fees	Submittal Status					6/6/2024, 02:02 PM		
Make online payments.		+				6/13/2024, 02:02 PM		
uance	Submittal Types							
Permits/Licenses/Certificates		+			O 1~2 of 2 O			
hack permits of noensea.	Region							
lities	All							

Once the submittal is located, click the blue i icon to the far right. This opens a screen with three (3) different tabs. Click the tab that states, "Public Notice Documents." There will be a draft permit, draft technical support document, and possibly draft calculations to review.



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



Rev 0: August 27, 2024

ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM

836 FULTON STREET • PITTSBURGH, PA 15233 PHONE (412) 578-8103 • Fax (412) 578-8144 24-HR (412) 687-ACHD (2243) WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT



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

←	Public Submittal Records	
III e kn II	Submitted Submittals Permits/Licenses/Certificates	
	4268 Operating Permit	>
-	Submittal Info Public Notices Documents Comments	
-3	My Message	
21	You may enter the comments below and submit to authority for review if you wish to participate in the Public Comment process for this case.	
	Comment	
-		
8		
~	Required.	(Remaining Length: 400%
	Attachment	
	Submit Comment	

- <u>After the public comment period is over</u>, the permit engineer will create a comment response document to address the public comments received and revise the draft permit, if needed.
 - For Title V operating permits, the comment response document and proposed permit (the revised draft permit) will be sent to the EPA for the required 45-day review.

• <u>To view the final issued permit:</u>

- The RO will receive a system-generated email from <u>GovOnline@govonlinesaas.com</u> that provides notification that the permit has been issued.
- To view the final permit, technical support document, and comment response document:
 - Users with RO or Consultant accounts can view these via the submittal:
 - Log on to REP.



ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM

836 FULTON STREET • PITTSBURGH, PA 15233 PHONE (412) 578-8103 • Fax (412) 578-8144 24-HR (412) 687-ACHD (2243) WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT



83

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



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



Rev 0: August 27, 2024

ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM

836 FULTON STREET • PITTSBURGH, PA 15233 PHONE (412) 578-8103 • Fax (412) 578-8144 24-HR (412) 687-ACHD (2243) WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT



PART VI-B: REVISING OR WITHDRAWING SUBMITTALS AFTER SUBMISSION

If the facility realizes that some information was incorrect, omitted, etc., *after* the operating permit application submittal was submitted to the ACHD in REP (and prior to a permit being drafted and put into public comment), there are steps that can be used in REP to alter the submittal.

Likewise, the submittal can be withdrawn in REP, if necessary.

Both of the above scenarios are managed in REP starting the same way.

- Responsible official or consultant logs onto REP.
- Click Track Submittals (left-hand side):
 - Find the operating permit application submittal.
 - Click the orange eye button on the far right by the facility name.
 - Scroll to the bottom of the screen where it states, "Send the request for Revision/Withdrawal/Amend to the administrator."

← 9	Submitted Submittal Info	
	4260 Authority Review Completed	e e e e e e e e e e e e e e e e e e e
	Submittal Summary Attachment 🥘 Issuance 🕕 Email History 📜 Payment Correspondence	
	Case Review Summary	Submittal Summary
	Payment Due No Payment Due at This Time	Operating Permit Operating Permit Operating Termit
► <u>8</u> ⊡	Status Authority Review Completed by Super Admin [6/28/2024]	•• ••<
۵	Heatory (6/28/2024) Super Admin T (6/28/2024) Super Admin Submit	
	Send the request for Revision/Withdrawal/Amend to the administrator Care Amend Request Reason	Send Request

- Click the yellow question mark help button to pick the appropriate action.
 - Amend will request that the submittal can be reopened, altered, and resubmitted [Please note, this is different from amending a final issued permit; this is for changing an application that has been submitted but no permit has been drafted, to date.]
 - Revision opens a new submittal under a new submittal number, pre-populated with the contents of the original submittal, which also is then altered and resubmitted.



ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM

836 FULTON STREET • PITTSBURGH, PA 15233 PHONE (412) 578-8103 • Fax (412) 578-8144 24-hr (412) 687-ACHD (2243) WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT



- Withdrawal will request that the ACHD stop its review of the submittal and prevents any further editing of the submittal.
- For Amend:
 - Select the Amend button.
 - Type in a comment about why the submittal needs to be amended.
 - Click Send Request button.
 - The RO (even if request is made by consultant) will receive a system-generated email from <u>GovOnline@govonlinesaas.com</u>, indicating the Amend request has been sent to the ACHD.
 - The ACHD will review the request.
 - If the request is approved:
 - A system-generated email will be sent from <u>GovOnline@govonlinesaas.com</u> to the RO to provide notification that the Amend request has been approved.
 - RO must log onto REP (a linked Consultant could also do this step).
 - The submittal will now be viewable under Pending Submittals on the left-hand side of the screen.
 - Click the green pencil button to Edit the Submittal.
 - Edit submittal, as needed.
 - Note, the RO is still required to submit the submittal. If the consultant made edits, the consultant must use the e-Notify button on the Review tab, so that the RO receives an email to submit the submittal.
 - RO will submit the submittal (if a consultant prepared it, submittal will be in Pending Submittals).
 - This will trigger a system-generated email from <u>GovOnline@govonlinesaas.com</u> that the submittal was sent to the ACHD.
 - If the request was rejected:
 - This will trigger a system-generated email from <u>GovOnline@govonlinesaas.com</u> to the RO that the Amend request was rejected.
 - The submittal will still be viewable under Track Submittals.
- For Revision:
 - Select the **Revise** button.
 - Type in comment to explain reason for request.
 - Click **Send Request** button.



ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM

836 Fulton Street • Pittsburgh, PA 15233 Phone (412) 578-8103 • Fax (412) 578-8144 24-hr (412) 687-ACHD (2243) WWW.Alleghenycounty.us/healthdepartment



- This will trigger a system-generated email to the RO from <u>GovOnline@govonlinesaas.com</u> indicating the Revision request has been sent to the ACHD.
- The ACHD will review the request.
- If the request was approved:
 - A system-generated email from <u>GovOnline@govonlinesaas.com</u> will be sent to the RO to provide notification that the Revision request has been approved.
 - A new submittal number will appear under Pending Submittals with status Revision.
 - Click the green pencil icon Edit Submittal form to edit it.
 - Edit submittal as needed.
 - Note, the RO still must submit the submittal. If the consultant made edits, the consultant must use the e-Notify button on the Review tab so the RO gets an email to submit the submittal.
 - RO submits the submittal. (If a consultant prepared it, the submittal to approve will be in Pending Submittals).
- If the request was rejected:
 - A system-generated email from <u>GovOnline@govonlinesaas.com</u> will be sent to the RO to provide notification that the Revision request has been rejected.
 - The submittal will still be viewable under Track Submittals but cannot be edited.
- For Withdrawal:
 - Select the Withdraw button.
 - Type in a comment.
 - Click Send Request button.
 - This will trigger a system-generated email from <u>GovOnline@govonlinesaas.com</u> stating the request has been sent to the ACHD.
 - The ACHD will review the request.
 - If the request was approved:
 - A system-generated email from <u>GovOnline@govonlinesaas.com</u> will be sent to the RO to provide notification that the Withdraw request has been approved.
 - The submittal will still be viewable under Track Submittals.



ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM

836 FULTON STREET • PITTSBURGH, PA 15233 PHONE (412) 578-8103 • Fax (412) 578-8144 24-HR (412) 687-ACHD (2243) WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT



- Once the submittal is approved for withdrawal, the submittal cannot be amended or revised and resubmitted (essentially the submittal is locked).
- If the request was rejected:
 - A system-generated email from <u>GovOnline@govonlinesaas.com</u> will be sent to the RO to provide notification that the Withdraw request has been rejected.
 - The submittal will still be viewable under Track Submittals.



Rev 0: August 27, 2024

ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM

836 FULTON STREET • PITTSBURGH, PA 15233 PHONE (412) 578-8103 • Fax (412) 578-8144 24-HR (412) 687-ACHD (2243) WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT



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

For your information, anyone in the public may register for a General Public account in REP or even access REP anonymously.

Usually, the general public can view a summary of the Operating Permit Application submittal (the information typed directly into the form; not any of the attachments) and can always view the draft permits and final issued permits. *This is why it is important to initiate a discussion with the ACHD if a submittal might include Confidential Business Information ahead of sending a submittal to the Department via REP.*

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



ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM 836 FULTON STREET • PITTSBURGH, PA 15233 PHONE (412) 578-8103 • FAX (412) 578-8144

24-HR (412) 687-ACHD (2243)

WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT

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



Rev 0: August 27, 2024

Advancing public health performance

- Click the Submitted Submittals icon on the left-hand side of the screen, "Public Submittal Records."

) ÷	Public Submittal Records 🔋				
-	Q Search	< (
Submitted Submittals	Statement Public notices are one of many ways Allegheny County Health Department (ACHD) can communicate about current activities and invite the public to be part of the	Sub			
Permits/Lic enses/Certif icates	discussion about our environmental issues The user is able to comment on permit applications issued after Sept. 30, 2022.	1			
Search Criteria					
	Dublic Notice Only	2			
	Keywords	2			
	Filter by Submittal ID, Site ID, Site/Property Name, Site/Property Address .	3			
	Environmental Interest	2			
	Submittal Status	4			
	Submittal Types	2			
	+	5			
	All				
		6			

- There are various filters under Search Criteria:
 - o Select Operating Permit under Submittal Types
 - Enter facility name under Keywords



Rev 0: August 27, 2024

ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM

836 FULTON STREET • PITTSBURGH, PA 15233 PHONE (412) 578-8103 • Fax (412) 578-8144 24-HR (412) 687-ACHD (2243) WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT



-Once submittal is located

0

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

	Public Subn	nittal Records						
	4268 Operat	ting Permit						
	Submittal Info	Public Notices Documents	Comments					
Submitted Submittals								
-								
Permite/Lie				Operating Permit				
enses/Certif			S.					
			ID 426	8 Submitted Date 2024-06-28				
			Basic	c Information				
			Select th	e Responsible Official for the facility				
			Teste	r8 Tester8				
			🗷 Ma	ry.Gleason@alleghenycounty.u	S			
			& 412	5555555				
			101	39th St, Bldg 7, Pittsburgh, PA 15	201-1811			
			Section 1	I. Permit Description				
			New					
			Brief De	escription of Permit Application/Sourc	0			
			test					
			Section 2	2. Site Information				
			Name		Facility ID			
			fake f	all run park	195004			
			Physico 187 Fa	al Location Ill Run Rd, Glenshaw, PA 15116-25	43 (40.528398,-79.948854)			
			Federa	I Tax Identification Number	Municipality		Λ	
			test		Shaler			

- Click the tab Public Notices Documents
 - If the permit is in public comment, this tab will show the names of the permit draft and supporting documents (e.g., technical support document, calculations).
 - If the permit has been issued, the tab will show the permit draft, its supporting draft documents, plus the issued permit, its supporting documents, and a comment/response document.



Rev 0: August 27, 2024



836 FULTON STREET • PITTSBURGH, PA 15233 PHONE (412) 578-8103 • Fax (412) 578-8144 24-hr (412) 687-ACHD (2243) WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT



- Documents can be downloaded by clicking the yellow circular download button to the far right of the document name.
- o If the submittal is in Public Comment, the Comment tab will appear
 - This is where the general public can submit public comments on the draft permit to the ACHD.

ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM 836 FULTON STREET • PITTSBURGH, PA 15233 PHONE (412) 578-8103 • FAX (412) 578-8144

24-HR (412) 687-ACHD (2243)

WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT



Rev 0: August 27, 2024



PART VIII: RENEWING AN OPERATING PERMIT

Renewing an operating permit in REP can be performed by the RO or by a linked consultant.

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

Renewal of an issued operating permit:

- Log onto REP.
- Click on the (=) hamburger menu (three stacked horizontal bars in the top-left corner).
- On left-hand side, click Permits/Licenses/Certificates.
- This will open a new screen.
- Search for the permit to be renewed by keyword (could use facility name). PLC type is Operating Permit. For example, Fake Fall Run Park has been searched, below.
- To initiate renewal of the permit (the example is operating permit # 1011-OP24), click the dark blue button with three dots.

≡	Permit/License/Certificate (PLC)		[] 🕤 🗿 🚺 Tester8
	Q Search	© 1~3 of	3 🛇 (Issued Date (New-Old) 🗸 🗸
	Saved Queries	fake fail run park Issued @ 6/28/2024 PLO No 1011-0P24 Envirtnetest Operating Permit @ 6/28/2024 ~ 6/27/2029 4 years later	© C 🔲 😇
	Criteria	Operating Permit (OP) - Minor	
	Keywords Ealer	Fake fail run park 0 Issued all (2/25/2024) PLC No. 1011-0P23 Env Interest Operating Permit the 6/25/2024 - (6/23/2029) 4 years later Comparing Permit (OP) - SM80 Comparing Permit (OP) - SM80 the fail of the f	o 🕒 🚥 😁
<u>8</u>	PLC Status	Facke fail run park Issued 6/25/2024 FLO.No. 1011-0P24 Env Interest. Operating Permit. 10/7/2/2024 6/23/2029 4 years later Image: Specific Systems Image: Specific Systems 10/7/2/2024 6/23/2029 4 years later	<mark>© 🕒 💷 😁</mark>
<u></u>	Operating Permit (OP) - Minor Operating Permit (OP) - SM Operating Permit (OP) - SM80 Operating Permit (OP) - SM80 Operating Permit (OP) - Trile V PLC tasked Date	© 1~3 of 3 ©	

• Then select the second option, Renew (light blue pencil icon)

=	E Permit/License/Certificate	(PLC)			[] 🕲 🕐 Tester8
11 Los	Q Search		<		© 1 ~ 3 of 3 ◎ (Issued Date (New-Old) ∨
	Saved Queries		fake fall run park	③ Issued ④ 6/28/2024	
	(Pick Saved Queries)	~	View PLC No. 1011-0P24 Env Interest Operating Permit	(ii) 6/28/2024 ~ 6/27/2029 4 years later	
-	Criteria	2	Operating Permit (OP) - Minor		
		-			02
					93
GHENY CO.					
THE MA	NA	ALL	LEGHENY COUNTY HEALTH	DEPARTMENT	
* # 4	A		AIR QUALITY PROGR	AM	
		83	36 FULTON STREET • PITTSBUR	сн РА 15233	PHAB

836 Fulton Street • Pittsburgh, PA 15233 Phone (412) 578-8103 • Fax (412) 578-8144 24-hr (412) 687-ACHD (2243) WWW.Alleghenycounty.us/healthdepartment

Advancing public health

performance

- This will open a new operating permit application submittal with a new submittal number. It will be pre-populated with the information typed into the submittal form from the previous operating permit submittal. The attachments will still be available in the issued permit's submittal.
- On the **Basic Info** tab, the permit description will need to be re-selected to be Renewal.
- Below the question, "Is this source a Title V source, Synthetic Minor Source (non SM-80), SM80 Source, or Minor Source?", re-check the appropriate boxes in the fee table for the permit renewal.
- Review and add to the Basic Info tab, as needed.
- Go through and update tabs of the submittal as in *Parts <u>V-B</u> and <u>V-C</u> of this document.*
- Be sure to upload documents, as needed, per the blue **Get Information** button on the **Attachments** tab.
- When finished, submit the application.
 - If a non-RO is preparing the application, the RO will need to be notified by clicking the eNotify button on the **Review** tab so the RO can review and submit the application.
- The RO will receive a system-generated email from <u>GovOnline@govonlinesaas.com</u> acknowledging submittal of the application.
- Then the permit renewal application will be processed by the ACHD as in Part VI



Rev 0: August 27, 2024

ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM

836 Fulton Street • Pittsburgh, PA 15233 Phone (412) 578-8103 • Fax (412) 578-8144 24-hr (412) 687-ACHD (2243) WWW.Alleghenycounty.us/healthdepartment



PART IX: AMENDING AN ISSUED OPERATING PERMIT (SIGNIFICANT MODIFICATION, MINOR MODIFICATION, ADMINISTRATIVE AMENDMENT)

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

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

Amendment of an issued operating permit:

- Log on to REP.
- Click on the (=) hamburger menu (three stacked horizontal bars in the top-left corner).
- On left-hand side, click Permits/Licenses/Certificates.
- This will open a new screen.
- Search for the permit to be amended by keyword (could use facility name). PLC type is Operating Permit. For example, Fake Fall Run Park has been searched, below.
- To initiate amendment of the permit (example is 1011-OP24), click the **dark blue button with three dots.**



• Select the first option, Amend (green icon)



≡	Permit/License/Certificate (PLC)					[] 🕤 🕐 🚺 Tester8
	Q Search		<			© 1 ~ 3 of 3 ○ Issued Date (New-Old) ∨
	Saved Queries		00	<mark>fake fall</mark> run park	(i) Issued 6/28/2024	
-	(Pick Saved Queries)	~	VALUE	PLC No. 1011-0P24 Env Interest Operating Permit	6/28/2024 ~ 6/27/2029 4 years later	
_>	Criteria		2	Operating Permit (OP) - Minor		0 0 0 🕹

- This will open a new operating permit application submittal with a new submittal number. It
 will be pre-populated with the information typed into the submittal form from the previous
 operating permit submittal. The attachments will still be available in the issued permit's
 submittal.
- On the Basic Info tab, the permit description will need to be re-selected. An option (other than New) should be selected now, based on the permit descriptions (the yellow question mark icons can be clicked for descriptions).
- Below the question, "Is this source a Title V source, Synthetic Minor Source (non SM-80), SM80 Source, or Minor Source?" re-check the appropriate boxes in the fee table for the amended permit.
- Review and add to the Basic Info tab, as needed.
- Go through and update tabs of the submittal as in <u>Part V-B</u> / <u>Part V-C</u> of this document.
- Upload documents, as needed, per the blue **Get Information** button on the **Attachments** tab.
- When finished, submit the application.
 - If a non-RO is preparing the application, the RO will need to be notified by clicking the eNotify button on the Review tab so the RO may review and submit the application.
- The RO will receive a system-generated email from <u>GovOnline@govonlinesaas.com</u> acknowledging submittal of the application.
- Then the permit amendment application will be processed by the ACHD as in Part VI



Rev 0: August 27, 2024

ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM

836 Fulton Street • Pittsburgh, PA 15233 Phone (412) 578-8103 • Fax (412) 578-8144 24-hr (412) 687-ACHD (2243) WWW.Alleghenycounty.us/healthdepartment



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

Please contact the ACHD by email <u>AQPermits@alleghenycounty.us</u> or call the Department at (412) 578-8103 for assistance with this task.



Rev 0: August 27, 2024

97

ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM

836 FULTON STREET • PITTSBURGH, PA 15233 PHONE (412) 578-8103 • Fax (412) 578-8144 24-HR (412) 687-ACHD (2243) WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT



PART XI: TERMINATING AN ISSUED OPERATING PERMIT

Please contact the ACHD by email <u>AQPermits@alleghenycounty.us</u> or call the Department at (412) 578-8103, for assistance with this task.



Rev 0: August 27, 2024

98

ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM

836 FULTON STREET • PITTSBURGH, PA 15233 PHONE (412) 578-8103 • Fax (412) 578-8144 24-HR (412) 687-ACHD (2243) WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT



PART XII: HOW TO REACH OUT FOR HELP

For general questions about REP; account setup (changing who is the RO account vs Consultant accounts); something is not working, etc.:

- Email AQPermits@alleghenycounty.us, type "REP account help" in the subject line, or
- Call the Department at (412) 578-8103

For Questions about Confidential Business Information prior to operating permit application submittal, and general questions about the operating permit application:

- Email <u>AQPermits@alleghenycounty.us</u>, and type "CBI help" or "Operating Permit Application questions" in the subject line, or

- Call the Department at (412) 578-8103



Rev 0: August 27, 2024

ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM

836 FULTON STREET • PITTSBURGH, PA 15233 PHONE (412) 578-8103 • Fax (412) 578-8144 24-HR (412) 687-ACHD (2243) WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT



APPENDIX A: LINK CONSULTANT ACCOUNT TO RO ACCOUNT

*Note, if the RO needs to link a Consultant to a facility that is brand new (it has not been set up in REP yet), please refer to <u>Appendix B</u> for instructions.

- RO logs onto REP and clicks (=) hamburger menu (red square), then clicks on My Account (blue square)

≡□	Dashboard				🚼 🏷 🕐 🅡 Benjamin
in the second se	Info Messages	Submittals Permits/Licenses/Certificates & Transac	tion History Upcoming Obligations & Unpaid Submit	ttals	
57	Info	Submittals			
	Upcoming Obligation Sendback	MY SUBMITTALS (LAST 3 MONTHS)	Pending Submitted	NEW SUBMITTALS	My Favorite Popular
	Submittals	Air Quality 3484 Installation Permit	3/12/2024 Yesterday	Air Quality Installation Permit	*
• <u>•</u> •	CORRESPONDENCE (LAST 3 MONTHS)	Air Quality 3482 Installation Permit	3/12/2024 Yesterday	Air Quality Miscellaneous Submitta	ls +
	 Authority Unre Public Unread 0 	Air Quality 3481 Installation Permit	▶ 3/12/2024 Yesterday 🔒 🖉	Online Enforcement Pen	alty Payment
â	Messages	Air Quality 3472 () Installation Permit	3/11/2024 2 days ago 🔋 🖉 🧷	Online Invoice Payment	
	ANNOUNCEMENT	Air Quality 3469 Installation Permit	3/11/2024 2 days ago 🔒 🖉	Air Quality Request for Determination	+ on
	My Account 484 PO Benjamin Maine Besic Info Account Type Password/PIN Besic Info Account Type Password/PIN	ruestions Consultants Verification Linked Licensee		> ×	User saved.
5	Basic mo				
	Title: First Name	M.I. Last Name			
	User Nome	Email			
	benjaminmaine	Gregson.Vaux@AlleghenyCounty.u	is State Sta		
	Employer	Job Title			
	ACHD	Tester			
	Mobile Phone Number	Office Phone Number			
ŵ	000-000-0000	412-555-1212	🟝 Upload or D	Drag File Over	
	Mailing Address				
	Address				
	301 39th Street				
	City	State	Zip Code		
	Pittsburgh	PA (Pennsylvania)	✓ 15201		





Rev 0: August 27, 2024

ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM

836 FULTON STREET • PITTSBURGH, PA 15233 PHONE (412) 578-8103 • FAX (412) 578-8144 24-HR (412) 687-ACHD (2243) WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT



Which results in a screen like this:

Click on Add Consultants button.

≡	My Accou		53	Э	?	🗃 Benjamir
	484 RO B in Maine	>				
	Basic Info AA Type Password/PIN Security Questions Consultants Verification Linked Licensee					
3	Add Consultants 7					
-						
8						
Q						

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

Click the yellow link button (blue arrow).

≡	My Account	0	5) 🇑 Benjamin
	* 484 RO Benjamin Maine			
	Basic Info Account Type Pass N Security Questions Consultants Verification Linked Licensee			
-	Add Consultants 1			
_ >	Search Consultant by Email:			
	Email mgleason2@alleghenycounty.us Find Consultant			
	Tester6 Tester6 ☐ mgleason2@illeghenvcounty.us			
-	B 301 39th Street, Bldg 7, Pittsburgh 🔒 4125551212			
2				
				
L <u>A</u>				



The message in red states to <u>click the row</u> – click the **blue right-pointing triangle** (red arrow).

≡	My Account		0	D (🕑 🏹 Benjamin
	* 484 RO Benjamin Maine	>			
	Basic Info Account Type Password/PIN Security Questions Consultants Verification Links	ed Licensee			
-	Name	Permissions			
	Image: State of	Click on the row to add permissions for this consultant.			
	1 Results				
8	Add Consultants 🖡				

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

≡	ly Account			[] 🕲 🕢 Benjamin
	484 RO Benjamin Maine		>	
	Basic Info Account Type Password/PIN Security Questions Consultan	s Verification Linked Licensee		
Q .	Name	Permissions		
	 Tester6 Tester6 mgleason2@alleghenycounty.us 4125551212 4125551212 301 39th Street, Bldg 7, Pittsburgh 15201 	▲ Click on the row to add permissions for this consultant. Consultants without permissions will be removed when saved.	ô	
2	Submittal/Site Permissions			
_	Add Permissions ±			
5	Submittal	Site		
		×	✓ +	
		1 Results		

ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM 836 FULTON STREET • PITTSBURGH, PA 15233 PHONE (412) 578-8103 • FAX (412) 578-8144

24-HR (412) 687-ACHD (2243)

WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT



Rev 0: August 27, 2024

Advancing public health

performance

≡	My A	ccount							0	Э	?	🗃 Benjamin
	• 484	RO Benjamin M	laine					>				
	Basic I	nfo Account Type	Password/PIN Security Questions	Consultants	Verificatio	n Linked Licensee						
φ./		Name				Permissions						
	•		Tester6 Tester6 □ mgleason2@alleghenycounty.us 0, 4125551212 □ 412-555-1212 ③ 01 39th Street, Bidg 7, Pittsburgh	15201		▲ Click on the row to add permissions for this consultant. Consultants without permissions will be removed when saved.		â				
►	Sub	mittal/Site Permiss dd Permissions 1 Submittal	lions			Site		-				
		٩					✓ +					
	Add	AQD Installation AQD Miscellane AQD Operating I	I Permit Ious Submittals Permit Ir Determination			sults						
		AQD Submit a R	lequired Report									-

Now click the facility that is needed.

≡	My Account		[] 🕤 🕜 豰 Benjamin
	* 484 RO Benjamin Maine		>
	Basic Info Account Type Password/PIN Security Questions Consultan	Verification Linked Licensee	
Q .	Name	Permissions	
_≯ □]	▼	▲ Click on the row to add permissions for this consultant. Consultants without permissions will be removed when saved.	Ö
	☐ 412-555-1212 ☐ 301 39th Street, Bidg 7, Pittsburgh 15201		
2	Submittal/Site Permissions		
=•	Add Permissions 1		
R	Submittal	Site	
	AQD Request for Determination	× +	
		Rearden Steel, Inc. (FIS RID:194590)	
		1 Res	

Now, click the yellow + sign.



≡ My Account		[] 🧐 🇑 Benjamin
484 RO Benjamin Maine		>
Basic Info Account Type Password/PIN Security Questions Cons	sultants Verification Linked Licensee	
Name	Permissions	
Tester6 Tester6 Image: Construction of the state o	▲ Click on the row to add permissions for this consultant. Consultants without permissions will be removed when saved.	ē
Submittal/Site Permissions Add Permissions 1		
Submittal	Site	
AQD Request for Determination	✓ Rearden Steel, Inc. (FIS RID:194590) i ✓ +	
	1 Results	
Add Consultants ∓		

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

≡	My Account			i j 🛈 🔘 🙃 Benjanji
	484 RO Benjamin Maine			ve Required
lan m	Paris lafe Account Turns Descured (2011 Counting	Consultante Verlies del disesse	Cha reco	nges have been made to this rd. Remember to click Save
0	Name	Dermissione	Butt	on 📵 to commit to server.
	Nume	Permissions		•
-2	Tester6 Tester6	Rearden Steel, Inc. 1	If yo	u wish to discard the change,
-1	☐ mgleason2@alleghenycounty.us		sim	ply exit the form.
	4125551212			
	III 301 39th Street, Bldg 7, Pittsburgh	15201		
i na	<u> </u>			
	Submittal/Site Permissions			
8	Submittals	Sites		
Q	AQD Request for Determination	Rearden Steel, Inc. 🐞	Ö	
m		1 Results		
	Add Permissions 1			
	Submittal	Site		
	AQD Request for Determination	✓ Rearden Steel, Inc. (FIS RID:194590) i	· +	
		1 Results		
	Add Consultants T			

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

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



≡	My Account					Z 115	C3 1	<u>ک</u>	? (🗑 Benja	min
	484 RO Benjamin Ma	aine		>							
	Basic Info Account Type	Password/PIN Security Questions Consultan	ts Verification Linked Licensee								
	Name		Permissions								
3		Tester6 Tester6	Rearden Steel, Inc. 1								
		mgleason2@alleghenycounty.us 4125551212									
		 412-555-1212 301 39th Street, Bldg 7, Pittsburgh 15201 									
1			1 Results								
8	Add Consultants ∓										
5											
۵											

*Note, similar instructions on how to set up an account and assign privileges for specific facilities and submittals to consultant accounts, can be found on the <u>Department's webpage on REP</u>. Please refer to the document, "Regulated Entities Portal User Guide."



Rev 0: August 27, 2024

105

ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM

836 FULTON STREET • PITTSBURGH, PA 15233 PHONE (412) 578-8103 • FAX (412) 578-8144 24-HR (412) 687-ACHD (2243) WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT



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

These instructions are to provide information for entities that are seeking to use a consultant, facility contact, environmental contact, or some other person registered with a consultant account in REP, to create a new submittal (RFD, Installation Permit application, Operating Permit application, etc.) for a facility not currently registered with the ACHD Air Quality Program.

These instructions do not apply to a scenario where the RO of the facility intends to submit the submittal for a new facility (a facility not currently registered with the ACHD Air Quality Program) without using a Consultant.

The RO needs to do the following:

- Send an email to <u>AQPermits@alleghenycounty.us</u> that includes the information shown as !Required in the screenshot below:
 - Longitude and latitude fields are not required; these will automatically generate once the correct address is entered
 - For environmental interest:
 - For an RFD, select Installation Permit or Area Sources.
 - For an Installation Permit, selection Installation Permit.
 - For Operating Permit, select Operating Permit.
 - For all other permits, select Area Sources.

Basic Info				 Physical Location					
Site Name	Site Type		Number of Employees	Address		Unit, Suite	e, or Floor #		
		~	0	Enter a location					
Required.	Required.			8 Required.					
				City	State		Zip Code		S
Environmental Interest					PA (Pen	insylva 👻	00000-0000		
Plaga colort at least and anyin	ormontal interact			Required.			Required.		
Flease select at least one enviro	onmental interest.			Latitude	Long	gitude			
Area sources		mission li	nventory					Google	Map data @2024 Google
Installation Permit		iperating i	Permit	Required.	0	Required.			
				County (Region)					
				 Required. 					
Before continuing to create a new	v site, please check nearby master s	sites by cli	cking 🍳 first.						

• The RO will be notified via email from <u>AQPermits@alleghenycounty.us</u> once this information has been entered.



Rev 0: August 27, 2024

ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM

836 FULTON STREET • PITTSBURGH, PA 15233 PHONE (412) 578-8103 • Fax (412) 578-8144 24-hr (412) 687-ACHD (2243) WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT



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

≡	Dashboard		[] 🕤 🕐 🕛 Chris 🤇
	Info Messages	Submittals Permits/Licenses/Certificates & Transaction History Upcoming Obligations & Unpaid Submittals	
	Info	Submittals	
3	Upcoming Obligation Sendback	MY SUBMITTALS (LAST 3 MONTHS) Pending Submitted	NEW SUBMITTALS (My Favorite Popular)
	Submittals Submittals	Ar Quality 3450 Installation Permit	Air Quality Abrasive Blasting Permit Application
-	CORRESPONDENCE (LAST 3 MONTHS)	Air Quality 3376 Air Quality 3376 Air Quality 3376 Air Quality 3376	Air Quality Abrasive Blasting Start/Completion Notice Application
<u>8</u>	Authority Unre	() ITEXANDUOT PETITE () ITEXANDUOT PE	Air Quality Installation Permit
	Public Unread		Air quality Miscelloneous Submittals
\smile	Messages	Constallation Permit	Covonine Cov
	ANNOUNCEMENT	 ○ Air Quality 2223 ○ Installation Permit 	Online Invoice Payment
		Permits/Licenses/Certificates & Transaction History	
		MY ACTIVE PERMITS/LICENSES/CERTIFICATES	TRANSACTION HISTORY
		No record found.	
>		Upcoming Obligations & Unpaid Submittals	

• Click on the Account Type tab.



• On the "Account Type" tab on the "My Account" page, scroll down and click the "Add Permissions" button.

≡	My Ac	count				[] 🕤 🕐 🚇 Chris
	* 480	RO Chris Rapp			>	
	Basic Inf	The Account Type Password/PIN Security Questions Consultants mittal group will attect your access right of submittals.	Verification Linked Licensee			
*		3 Air Area Source 📫 🗌 🚺	Air Emission Inventory	S Air Title V Permit	10	
	You	ty-Submittal Group Permissions (9) are only allowed to add submittal groups from your selected submittal gro	ups above.			
-	T	Quick filtered by site name, site rid, or submital group name				
8	Ô	Mystery Magic, LLC 606 South Ave 3, Pittsburgh, PA 15221-2816	194580	5 Air Title V Permit 🔿		
5	Ō	Sterling Cooper and Partners 707 Duncan Ave 414, Pittsburgh, PA 15237	194583	5 Air Title V Permit 🔿		
ŵ	Ō	King's Landing 707 Duncan Ave 414, Pittsburgh, PA 15237	194585	5 Air Title V Permit 🔿		
	Ô	Los Pollos Hermanos 100 Beaver Grade Rd, Carnot-Moon, PA 15108	194586	5 Air Title V Permit 🔿		
	Ô	Hamlin, Hamlin, McGill 303 Penn Ave, Pittsburgh, PA 15221	194588	5 Air Title V Permit 🔿		
	Ô	Paddy's Pub 3500 Butler St, Pittsburgh, PA 15201	194589	5 Air Title V Permit 🔿		
	Ô	Satriale's 806 Fulton St, Pittsburgh, PA 15233-2124	194581	5 Air Title V Permit 🔿		
	Ō	Big Minor Source, Inc. 3901 Penn Ave. Bldg 7, Pittsburgh, PA 15201	194574	5 Air Title V Permit 🔿		
	Ō	The Citadel 223 13th St, Pittsburgh, PA 15215-2418	194991	5 Air Title V Permit 🔿		
< ,	Add	Permission 1			8	UAT

- Next, type the site/facility name provided to the ACHD in the "Available Sites" box.
- Click on it [Refer to arrow #1 in the screenshot on the next page.]
- Click on the correct submittal type in the "Available Submittal Groups" [Refer to arrow #2 in the screenshot on the next page.]
- Click on the "Add" button next to the "Picked Submittal Groups" box [Refer to arrow #3 in the screenshot on the next page.]
- Click the **Save** button on the bottom right of the screen [Refer to arrow #4 in the screenshot on the next page.]
 - *Disclaimer* Choosing "Air Title V Permit" does not mean the applicant is applying for a Title V permit; it is just a submittal category where RFDs, IPs, and OPs are located. When completing a submittal, the user will have the option to choose the classification (Title V, Minor, Synthetic Minor, etc.)



Rev 0: August 27, 2024



836 Fulton Street • Pittsburgh, PA 15233 Phone (412) 578-8103 • Fax (412) 578-8144 24-hr (412) 687-ACHD (2243) WWW.Alleghenycounty.us/healthdepartment


Ay Account					53	D ()	•
480 RO Chris Rapp			>				
Basic Info Account Type Password/PIN Security Questions Consultants Verification	Linked Licensee						
100 Beaver Grade Rd, Carnot-Moon, PA 15108	194586	5 Air Title V Permit 🔿	1 de				
Hamlin, Hamlin, McGill 303 Penn Ave, Pittsburgh, PA 15221	194588	5 Air Title V Permit 🔿					
Paddy's Pub 3500 Butler St, Pittsburgh, PA 15201	194589	5 Air Title V Permit 🔿					
B06 Fulton St, Pittsburgh, PA 15233-2124	194581	5 Air Title V Permit					
Big Minor Source, Inc. 3901 Penn Ave. Bldg 7, Pittsburgh, PA 15201	194574	5 Air Title V Permit	14				
The Citadel 223 13th St, Pittsburgh, PA 15215-2418	194991	5 Air Title V Permit 🔿	-				
Picked Siles (1):	Picked Submittal Groups (1): Ar Title V Permit Available Submittal Groups Ar Ara Source • Ar Title V Permit •	4 2 Tota: 2		3	4	7.	1

• After the previous step has been completed, the permission for the site will show as pending (yellow triangle with an exclamation point, in the screenshot below).

My Account				[] 🕤 🕜 🚺 Chris
Basic Info Account Type Password/PIN Securit	y Questions Consultants Verification Linked Ucensee	Air I itle V Permit		
You are only allowed to add submittal groups from	your selected submittal groups above.			
Quick filtered by site name, site rid, or su	bmital group name			
Mystery Magic, LLC 606 South Ave 3, Pittsburgh, PA 15221-2810	194580	5 Air Title V Permit 🔿		
Sterling Cooper and Partners 707 Duncan Ave 414, Pittsburgh, PA 15237	194583	5 Air Title V Permit 🔿		
Tor Duncan Ave 414, Pittsburgh, PA 15237	194585	5 Air Title V Permit 🔿		
Los Pollos Hermanos 100 Beaver Grade Rd, Carnot-Moon, PA 151	08 194586	5 Air Title V Permit 🔿		
Hamlin, Hamlin, McGill 303 Penn Ave, Pittsburgh, PA 15221	194588	5 Air Title V Permit 🔿		
Paddy's Pub 3500 Butler St, Pittsburgh, PA 15201	194589	5 Air Title V Permit 🔿		
Satriale's 806 Fulton St, Pittsburgh, PA 15233-2124	194581	5 Air Title V Permit 🔿		
Big Minor Source, Inc. 3901 Penn Ave. Bldg 7, Pittsburgh, PA 1520	194574	5 Air Title V Permit 🔿		
The Citadel 223 13th St, Pittsburgh, PA 15215-2418	194991	5 Air Title V Permit 🔿		
Test Site 2024 10 Babcock Blvd, Pittsburgh, PA 15237	194993	5 Air Title V Permit 🔿		
Add Permissions 2			0	UAT
	Allegheny Co Air G 836 Fulton Str	DUNTY HEALTH DEPA QUALITY PROGRAM REET • PITTSBURGH, PA	RTMENT	PHA
DEPARTH	Phone (412) 578 24-hr (4 www.allegheny	8-8103 • Fax (412) 57 112) 687-ACHD (2243) COUNTY.US/HEALTHDEP.	78-8144 ARTMENT	Advanc public he perform
ev 0: August 27, 2024				

- Once this pending sign is visible, email <u>aqpermits@alleghenycounty.us</u> to inform the ACHD that you have requested permissions for the newly created site.
- Once the ACHD has approved the change in permissions, you will receive a system-generated email from <u>govonline@govonlinesaas.com</u> notifying you that "your user account information has been changed."
- Once the system-generated email has been received, the RO should view the permissions page to confirm that permissions can now be granted for the site (icon should have changed to green "thumbs up" icon, as indicated in the screenshot).



- Click on the **Consultants** tab (refer to screenshot below).
- Enter the consultant's email address (if consultant is not already linked to your account).
- Click on the arrow next to name of consultant whom you want to prepare the submittal.
- Click on yellow Add Permissions button (See blue rectangle in screenshot below).
- Click on the correct submittal type and site.
- Click on the yellow add button [+] next to the "Site" text box.
- Click the **Save** button. Note: Add permissions to consultant account *before* saving. **Saving the** consultant account with no added permissions will result in unlinking the consultant account.



ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM

836 FULTON STREET • PITTSBURGH, PA 15233 PHONE (412) 578-8103 • Fax (412) 578-8144 24-hr (412) 687-ACHD (2243) WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT



Rev 0: August 27, 2024

*If the RO account does not have a consultant account linked to it, please refer to the "Regulated Entities Portal User Guide" located at <u>https://www.alleghenycounty.us/Services/Health-Department/Air-</u> <u>Quality/Regulated-Entities-Portal</u> for instructions on linking account, or <u>Appendix A</u> of this document.

Sile Chris Rapp > Back Info Account Type Password/fWI Security Question Consultants Inked Licensee Image: Lice Image: Lice Peddy's Pub (image: Lice) Satrale's (image: Lice) Image: Lice Image: Lice Peddy's Pub (image: Lice) Satrale's (image: Lice) Image: Lice Image: Lice Peddy's Pub (image: Lice) Satrale's (image: Lice) Image: Lice Image: Lice Peddy's Pub (image: Lice) Satrale's (image: Lice) Image: Lice Image: Lice Peddy's Pub (image: Lice) Satrale's (image: Lice) Image: Lice Image: Lice Peddy's Pub (image: Lice) Satrale's (image: Lice) Image: Lice Image: Lice Peddy's Pub (image: Lice) Satrale's (image: Lice) Image: Lice Image: Lice Image: Lice Satrale's (image: Lice) Satrale's (image: Lice) Image: Lice Image: Lice Image: Lice Image: Lice) Satrale's (image: Lice) Satrale's (image: Lice) Image: Lice Image: Lice Image: Lice Image: Lice) Image: Lice) Satrale's (image: Lice) Image: Lice) Image: Lice Image: Lice Image: Lice Image: Lice) </th <th></th>	
Note ktol Account type Peakword/PM Security Questley Consultons Wystery Magic; LLC Peakwise Image: Part of the security Image: Part of the security Image: Part of the security Image: Part of the security Image: Part of the security Submitted /Site Permissions Sites Image: Part of the security Image: Part of the security Image: Part of the security Mystery Magic, LLC # Image: Part of the security Image: Part of the security Image: Part of the security Mystery Magic, LLC # Image: Part of the security Image: Part of the security Image: Part of the security Mystery Magic, LLC # Image: Part of the security Image: Part of the security Image: Part of the security Mystery Magic, LLC # Image: Part of the security Image: Part of the security Image: Part of the security Part of the security Image: Part of the security Image: Part of the security Image: Part of the security Mystery Magic, LLC # Image: Part of the security Image: Part of the security Image: Part of the security Mystery Magic, LLC # Image: Part of the security Image: Part of the security	
Image: Sector 7 Dester 7 Image: Sector 7 Image: Sector 7 Dester 7 Image: Sector 7 Image: Sector 7 Image: Sector 7 Image: Sector 7 Sector 7 <td></td>	
Chapping Alleghern County us 12555555 12555555 12 301 39th 82, Bildg 7, Pittsburgh 15201 Sterring Cooper and Patriers Sterring Cooper and Patriers The second	
Image: Start Start Submittal/Site Permissions Submittal/Site Permissions Image: Submittal Site Permission Sites Image: Submittal Site Permission Startialo's sites Image: Submittal Site Permission Startialo's sites Image: Startial Request for Determination Startialo's site Image: Startial Request for Determination Startialo's site Image: Startial Request for Determination Startialo's site Image: Start Site Site Site Site Site Site Site Sit	
Submitta/Site Permissions Submitta/Site Permission Submitta/Site Permission Acop Installation Permit Mystery Magic, LLC # Acop Request for Determination Paddy's Pub # Acop Request for Determination Stringlo's # Acop Request for Determination Stringlo's # Acop Request for Determination Sterling Cooper and Partners #	
Submitted/Site Permissions Submitted is State Accol Request for Determination Paddy's Pub # Accol Request for Determination Strilling Cooper and Partners # Accol Request for Determination Strilling Cooper and Partners #	
Actor Mystery Magic, LLC # Actor Request for Determination Paddy's Pub # Actor Request for Determination Satrialo's # Actor Request for Determination Satrialo's # Actor Request for Determination Satrialo's # Actor Request for Determination Sterling Cooper and Partners # Actor Image: Cooper and Partners # Image: Cooper and Partners #	
Add Request for Determination Paddy's Pub # Add Request for Determination Satriale's # Add Request for Determination Satriale's # Add Request for Determination Sterling Cooper and Partners # Add Request for Determination Sterling Cooper and Partners # Add Request for Determination Sterling Cooper and Partners # Sterling	
Add request for Determination Add request for Determination Stringle's set	
Acob Request for Determination Satrialo's s	
Acab Request for Determination Sterling Cooper and Partners #	
Add Permissions 1	
Add Permissions 1	
Submitted Site	
AQD Request for Determination	
• The submittal type with the correct site should now be visible under the consultant's	
'Submittal/Site Permissions' table	
	-
Add Consultants T	
ly Account	💽 Chr
Keing Root >	
Basic Info Account Type Password/PIN Security Questions Consultants Verification Linked License	
Tester7 Tester7 Mystey Magic, LLC Paddys Pub Satriales	
CRape@AllegheryCounty.us SterlingCooper and Partners Test Site 2024	
🖩 301 39th St, Bidg 7, Pittsburgh 15201	
Submittol/Site Permissions	
Submittale Sites	
Kapp Installation Permit Mystery Mogic, LLC	
Add Request for Determination Paddy's Pub e	
All heques to betermination	
💿 д Request for Determination Sterling Cooper and Partners 🏚	
AqD Request for Determination Test Site 2024 #	
5 Results	
S Results	
S Results Add Permissions 2 Submitted State	
S Results Add Permissions 1 Submittal Adp Request for Determination Test Site 2024 (FIS RID:194993) 10	
State Permissions 1 Submittal Submittal ACD Request for Determination V Test Site 2024 (FIS RID:194993) 10	
Sade Permissions 1 Submitted Submitted Site ACD Request for Determination	
S Results Add Permissions 1 Submittal Submittal Test Site 2024 (FIS RID:194993) 1 +	
S Results Axid Permissions 1 Submitted Submitted Acto Request for Determination V Test Site 2024 (FIS RID:194993) 10 2 Results	Т
S Results Add Permissions 1 Submitted Submitted AdD Request for Determination 2 Results	Т

111



Rev 0: August 27, 2024

ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM

836 FULTON STREET • PITTSBURGH, PA 15233 PHONE (412) 578-8103 • FAX (412) 578-8144 24-HR (412) 687-ACHD (2243) WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT



• Now the selected consultant account will be able to prepare a submittal on behalf of the RO for the new site. Please contact the Department (email <u>AQPermits@alleghenycounty.us</u>) if there are any issues with establishing a consultant account, or assigning a consultant account to a particular facility.



Rev 0: August 27, 2024

112

ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM

836 FULTON STREET • PITTSBURGH, PA 15233 PHONE (412) 578-8103 • FAX (412) 578-8144 24-HR (412) 687-ACHD (2243) WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT

