



Electronic Submission Process for Request for Determination (RFD) For Exemption from Plan Approval/Operating Permit

The RFD*Online project creates a new RFD process that will:

- Provide facility owner/operators with information to assist them in understanding the RFD process and a real-time online feature to view the exemption status for a new or modified emission source or process.
- Provide DEP staff with a refocused RFD submission process that reduces variation and misinterpretation of regulatory exemption criteria and tools to assist them in evaluating submitted RFD information.
- Capture and maintain RFD data electronically to facilitate overall permit management within DEP.

Additionally, the RFD*Online process will:

- Reduce submission and evaluation confusion.
- Accelerate the RFD evaluation process and decrease turn-around time.
- Improve data quality by reducing data processing errors and incomplete submissions.
- Prepare submitted data for use with other permit-related processes.
- Leverage the use of automated, web-based tools.

If an exemption approval is desired, the facility representative accesses the online RFD*Online application via the DEP Greenport. Each user has a unique user ID and password. When information about a source proves conclusively that the source qualifies for one of the RFD*Online automatic exemptions from a plan approval or operating permit, the web-based system will provide an exemption approval to the facility immediately. If the source does not qualify for an automatic exemption, the web-based application will request information about the source for additional review by the Regional Office.

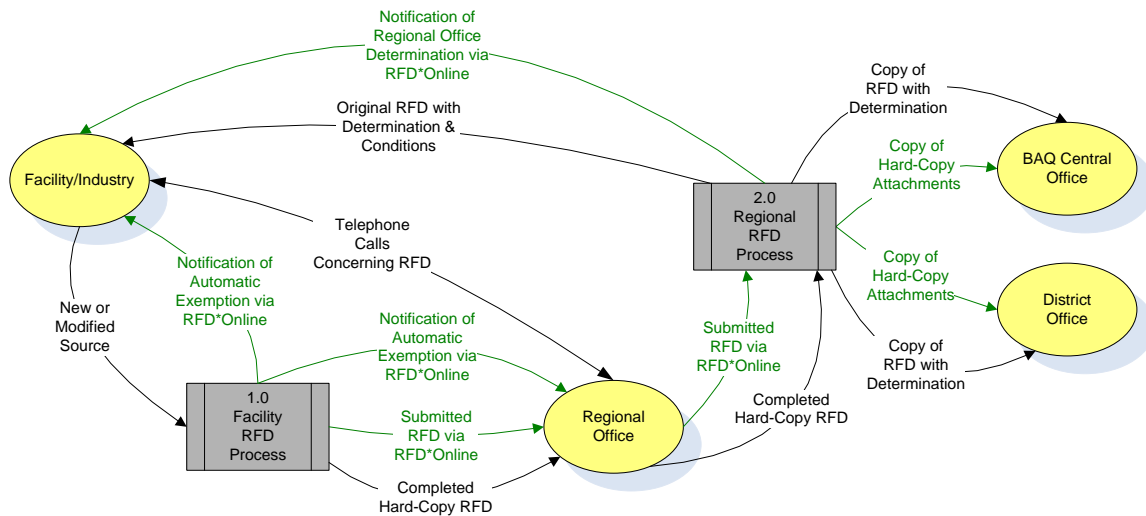
Any electronic attachments supporting the request for determination may be stored with the electronic RFD. Upon completion of the electronic RFD, the facility owner/operator submits the RFD to their Regional Office online. If hard-copy



attachments are to be attached, the user can print a cover page with the submitted RFD number and send the cover letter with the hard-copy attachments to the Regional Office. The Regional Office will receive an email that the facility staff has electronically submitted an RFD.

The electronic RFD is then assigned to an Air Quality Permits Engineer for review and determination. If hard-copy attachments are indicated in the electronic RFD, the completion of the review will be suspended until the reviewer receives the attachments. A determination to approve or deny the requested exemption is made after evaluating and validating the contents of the electronic RFD and its related attachments. An email is sent to the submitting facility contact person informing them of the determination for the RFD.

The Regional Office maintains a copy of the hard-copy attachments. They also send a copy of all hard-copy attachments for completed RFDs to the Central Office, the District Office, and Field Operations staff (if applicable).



Integrated RFD*Online System Overview Diagram

To self register go to: www.depgreenport.state.pa.us

Click on the blue “Click here to self-register” button and follow the instructions on the screen.