

## AIR QUALITY ePERMITTING FAQ

The GP 5/5A ePermit applications were modeled after the paper applications. Please check the paper applications and their instructions for answers first. Any questions regarding the general navigation of the ePermitting System can be found in the User's Guide. This FAQ addresses the features unique to the electronic application that are not a direct translation from the paper applications and instructions.

Like the paper application, all required fields are marked with an asterisk (\*). For any number fields that should be filled in with Unknown or N/A, please enter 0 or 1 instead. For any date fields that should be filled in with Proposed, please enter 01/01/0001 instead.

**General Application Information** – In Contact Information, we require that at least one Permit contact be added.

**Attachments** – There is a section to upload attachments at every level of the application so that you may pair any technical documents, or necessary or related files with the appropriate module.

**Emissions Details** – If there is no control device, enter the same number in Pre-Control and Post-Control, and enter 0 in Efficiency.

**Fugitive Emissions** – Mirroring the format of the paper application, please enter emissions for Reciprocating Compressors, Pneumatic Controllers, Pneumatic Pumps, Pigging Operations, Wellbore Liquids Unloading Operations, and Centrifugal Compressors in this module. Please list all applicable Federal rules and all associated emission control equipment in the Remarks comment box. Please attach any technical documents related to each source and any associated emission control equipment.

**Single Source Determination** – There is currently a discrepancy between the paper and electronic versions of this section. EPA recently passed a new ruling on single source determination and there was not enough time for the ePermitting developers to implement the new version that is seen in the paper application. This change is on the list of future enhancements.

**Facility-Wide Emissions** – In the Overview page, there is an Emission Report button that will aggregate all the provided source emissions data and generate a comprehensive facility-wide emissions report. This function is for permitting purposes only in order to determine the applicability of the General Permit for the facility. This report does not replace the facility's annual emissions report which is due by March 1<sup>st</sup>.

**Payment** – We accept two methods of payment for ePermitting: a credit card or electronic check. If paying by credit card, please have ready the Cardholder Name, Credit Card Number, Expiry Date, Security Code, and Email you'd like to have the confirmation sent to. We take MasterCard, Visa, American Express, Discover, and JCB. If paying by electronic check, please have ready the Customer Name, Routing Number, Account Number, Check Number, Full Mailing Address, Telephone Number, ID Details, and the Email you'd like to have the confirmation sent to. For ID Details, please provide either a driver's license or a Tax ID/TIN.