Air Quality GP5 & 5A ePermitting Operator Training
June 12, 2018, 1:00 pm EST
Responses to Questions

Question: *Where is the transition document that you mentioned at the start of the session?*
Question: *What is the fastest way to modify my current GP5 which needs new equipment added?*
Question: *Is the application available now?*

DEP Response: The transition document is a paragraph on the Air Quality Program's General Permits webpage. It explains the transition period from the 2015 GP-5 to the 2018 GP-5. You can still apply for the 2015 GP-5 (only paper) and if the Department can grant authorization by August 7, 2018, then you will be able to get the 2015 GP-5.

The 2018 GP-5 was issued on June 9, 2018 and is already available (paper and electronic). However, the 2018 GP-5 is not effective until August 8, 2018, so no construction or installation under the 2018 GP-5 may begin until on or after August 8, 2018. If you wish to apply electronically, you must first have a Greenport account and submit an Electronic Filing Administrator (EFA) Registration Form to the Department. All prospective users need to submit a User Registration Form to his/her EFA. Links to these can be found on the Air Quality Program's General Permits webpage.

Question*: If a parent company has multiple subsidiaries that operate facilities in PA, can just one EFA form be submitted for the multiple subsidiaries or must a separate EFA form be submitted for each subsidiary?*

DEP Response: Only one EFA Registration Form needs to be submitted for the parent company. The EFA may designate multiple subsidiaries to be linked to the Greenport User ID.

Question: *My Responsible Official will just want to approve the application. Can I be the EFA and just assign him the ability to approve it or would he have to be the one to submit and pay too?*
Question: *Is the EFA the only role that can submit an application? Or can they assign the ability to submit to other users?*

DEP Response: As the EFA, you can assign roles to your approved users, and modify and/or limit each User's security and access to the application. So, the EFA can assign the task to fill out the Responsible Official section in the General Information module or the ability to submit the application to another User. A User must first submit a User Registration Form to his/her EFA in order to get access to ePermitting. An EFA User Guide can be found on the Air Quality Program's General Permits webpage.

Question: *Number 11 on the EFA form says the EFA has to submit forms each month. Can you clarify what this means?*

DEP Response: The EFA will be responsible for the registration and management of their Users and all related recordkeeping. An EFA may receive many User Registration Forms throughout a month. The EFA can compile all the forms (hard copies) from that month and mail them together. This is for the Department's records.

Question: *How does the responsible official approve?*
Question: *What you are describing does not meet the requirements for the responsible official requirements.*

DEP Response: The responsible official approves each application by completing the Responsible Official Contact Information and Affidavit section in the General Application Information module. For information about who can be a responsible official, please see the definition of Responsible Official in 25 Pa. Code § 121.1. Please note that an EFA is not required to be a responsible official as that term is defined in 25 Pa. Code § 121.1.

Question: *Will you be able to filter by year as well as by type (multiple filters)?*

DEP Response: Currently, it can only be filtered by authorization type. We will add this to our list of future enhancements. You can, however, sort the list in ascending/descending order by clicking on the different column headers.

Question: *Will you be able to export applications and approvals?*
Question: *Is there a way to print a record of the draft application?*
Question: *When you click on View permit button (eyeball), can you print it from there?*

DEP Response: You will not be able to export or print a comprehensive record/report of the application. The application will be maintained electronically and will always be available online.

When you click on the View (eyeball) button, you can see the application as it appears in the draft stage with all the completed modules. You may web browser print each module and can view and download all the attachments that were uploaded with the application. You can also view and download communications from the Department, e.g. Correction Notice, Approval, Withdrawal, Denial.

Question: *Does being able to link to the application satisfy keeping a hard copy record as required for 5 years?*

DEP Response: Yes, in the Recordkeeping sections of GP-5 and GP-5A, it states that "All records required must be maintained onsite or at the nearest local field office for a minimum of 5 years and may be maintained in electronic format."

Question: *Can you clone (or copy) information from a different application?*
Question: *Is it possible to copy or clone an application as a way to avoid completing a whole new application for similar facilities?*

DEP Response: No, you cannot clone an application at this time. This is on the list of future enhancements.

When you submit an electronic application for the first time for a facility, ePermitting will be able to retrieve the facility data, but not the sub-facility/source data. If an existing facility is selected in the Facility Information module, the facility data will auto-populate. After you manually enter all the sub-facility/source data, the Department reviewer will be able to make the appropriate links to the existing sub-facility/source data in eFACTS. In the future, any modifications to the facility will have the sub-facility/source data auto-populate.

Question: *Do we enter facility wide emission separately or does the website only require emissions to be entered on a source specific basis?*

DEP Response: 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 1st.

Question: *What if you can't pay by credit card or wire transfer?*

DEP Response: You will have to complete and submit a paper application.

Question: *Will the presentation be posted online to watch again?*

DEP Response: The presentation is already posted on the Air Quality Program's General Permits webpage.