

Submitting an “Air – Source Test Submission” Package

Source Evaluation has streamlined its ePermitting process for the submittal of stack testing related documents. This new process, "Submission Packages" will allow for multiple compliance forms to be submitted and "Approved" individually within the package. Think of the “Package” as the overall testing event and the forms (notification, test plans, etc.) are contained in it. We will be able to approve the individual forms and then the package at the end.

This will allow our customers to know the status of their forms more quickly and hopefully eliminate some confusion.

Each submission package must be submitted for each testing event. Please remember that you must submit forms in the correct submission package. **Do not** start a new one.

The following guide provides a step-by-step process for submitting an “Air – Source Test Submission Package”.

Navigate to your ePermitting home page for your facility.

BETA EXT Help Search Alyson Hayes

Air Test Site

Home

Dashboard

Site Details

Start a New Form

Submissions

Permits

Evaluations

Documents

Authorized Users

Submissions

Filter by status: All Active (6)

Form Name	Form Type	Created By	Received Date	Due Date	Reference Number	Agency Contact
PKG-0000589 Air Permitting - Construction Submission	Application	Alyson Hayes			PKG-0000589	
PKG-0000640 Air - Source Test Submission Package	Service Request	Alyson Hayes			PKG-0000640	
PKG-0000639 Air - Source Test Submission Package	Service Request	Alyson Hayes			PKG-0000639	

1. Click on arrow to get a list of your sites.

BETA EXT Help Search Alyson Hayes

Air Test Site

Home

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- Choose the site you wish to submit the source test information. Make sure you are under the site with the “Air” permit(s) for your facility.

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BETA EXT

Alyson Hayes

Air Test Site

(All) Manage

A Test Site

Air Test Site (Air Site)

dd d, fd

Test

Test B

Evaluations

Documents

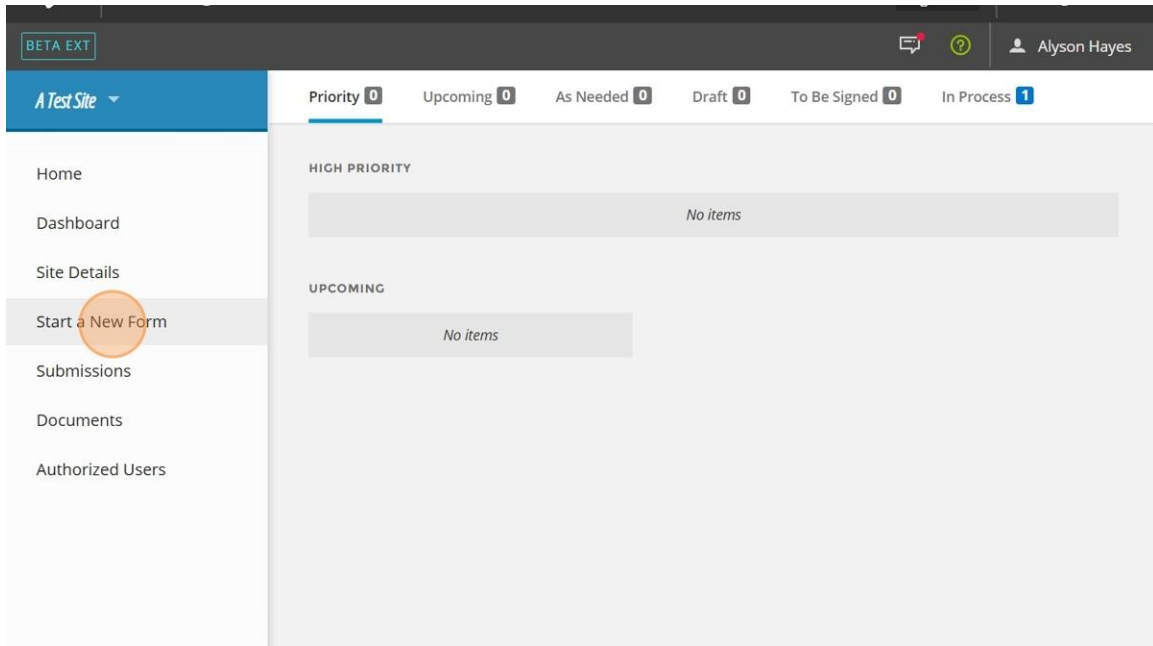
Authorized Users

Submissions

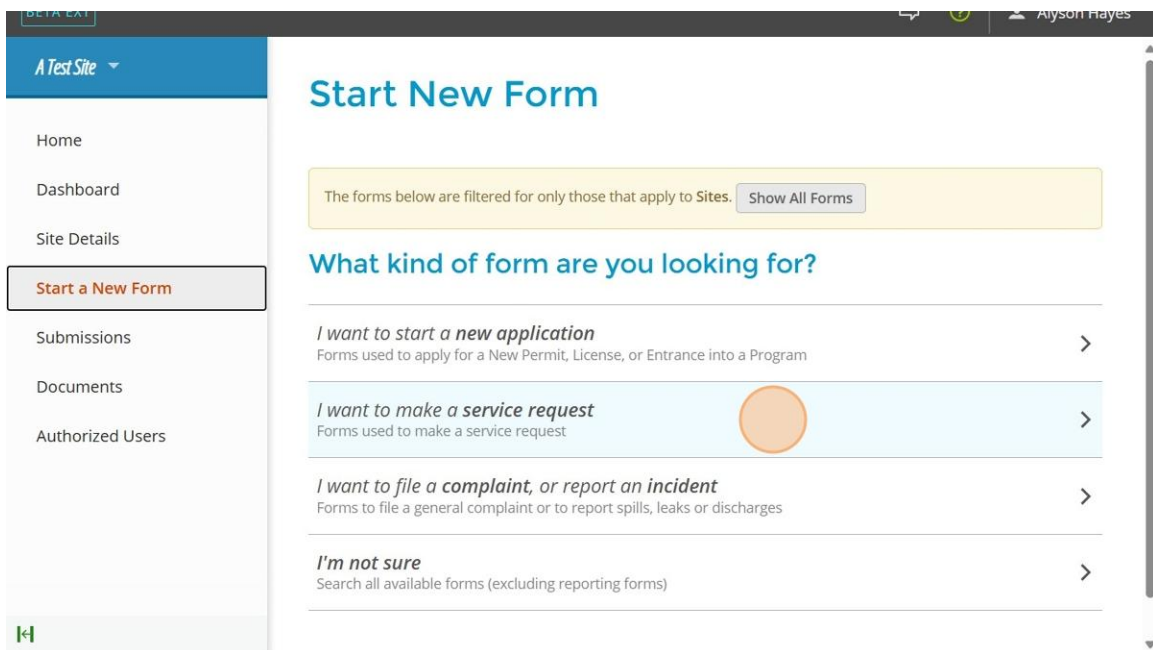
Filter by status: All Active (6)

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PKG-0000640 Air - Source Test Submission Package	Service Request	Alyson Hayes			PKG-0000640	
PKG-						

3. Click "Start a New Form"



4. Click "I want to make a service request"



5. Use the filter or scroll to locate the "Air Source Test Information" form. Click "View Package"

The screenshot shows the 'Service Request Forms' page in the 'A Test Site' application. The left sidebar contains navigation links: Home, Dashboard, Site Details, Start a New Form (highlighted), Submissions, Documents, and Authorized Users. The main content area has a 'BACK' button and a 'Filter' input. Below the filter, it says 'Showing 38 of 38'. The list of forms includes: (Do not use) Pools - Incident Report (Begin), Agriculture Preliminary Site Inspection Request (Form D-2623) (Begin), Air - Source Test Information (View Package), and BCM Federal Coastal Zone Consistency Certification Request (Begin). The 'Air - Source Test Information' form is highlighted with a blue background, and its 'View Package' button is circled in orange.

6. Once in the "Air – Source Test Submission Package", click "Begin"

The screenshot shows the 'Air - Source Test Submission Package' page in the 'A Test Site' application. The left sidebar is the same as the previous screenshot. The main content area has a 'BACK' button and a 'HIDE INSTRUCTIONS' button. Below the instructions, it says 'Showing 4 of 4'. The list of forms includes: Air - Source Test Information (REQUIRED) (Begin) and Air - Source Test Notification(s) (AS NEEDED (RECURRING - ALLOW MULTIPLE DRAFTS)) (Begin). The 'Air - Source Test Information' form is highlighted with a blue background, and its 'Begin' button is circled in orange.

7. A window will appear, make sure the correct site is listed under "Select Site".
If not choose from dropdown. Click select.

The screenshot shows a web application interface for 'Air - Source Test Submission Package'. A modal window titled 'Select Site' is open in the center. The modal contains the text: 'Select a context for your submission from the following options. Or, select **Create New Site** to begin a submission for an entirely new site.' Below this text is a 'Select Site' section with a dropdown menu currently showing 'A Test Site'. At the bottom of the modal are two buttons: 'Select' (highlighted with an orange circle) and 'Cancel'. In the background, the main interface is dimmed, showing a sidebar with navigation links like 'Home', 'Dashboard', 'Site Details', 'Start a New Form', 'Submissions', 'Documents', and 'Authorized Users'. The main content area has a header 'Air - Source Test Submission Package' and a '< BACK' button. Below the modal, there are two sections: 'Air - Source Test Information' (marked as REQUIRED) and 'Air - Source Test Notification(s)' (marked as AS NEEDED). Each section includes fields for 'Site Name' and 'Form Description', and a 'Begin' button.

8. Click "Begin Form Entry"

The screenshot displays the 'Air - Source Test Information' form entry page. The page has a blue header with the SC DES logo, 'ePermitting', and 'SCDES Online Services'. The main content area is white. On the left, under the heading 'Air - Source Test Information' (VERSION 1.1), there is an 'INSTRUCTIONS' section that says 'Please complete as appropriate.' In the center, there is a large teal button with a document icon and the text 'Begin Form Entry', which is highlighted with an orange circle. On the right side, there is a 'CONTACT INFORMATION' section. Under 'Main Address', it lists: 'Source Evaluation Section', 'Bureau of Air Quality', '2600 Bull Street', 'Columbia, SC 29201'. Below that, under 'CONTACTS', it lists: 'Source Evaluation Phone : 803-898-1789', 'Source Evaluation Program Questions:', and the email 'Michael.Verzwyvelt@des.sc.gov'.

9. Fill in the fields for "Site Name" and "Permit Number".

EXIT FORM

Air - Source Test Information ⓘ
Submission HQG-8090-MK3QJ Revision 1 Form Version 1.1

Last saved a few seconds ago
SAVE PROGRESS

Site and Permit Information

Section Auto-fill CLEAR SECTION

This form along with the Air - Source Test Notification(s), Air - Source Test Plan, and Air - Source Test Report forms are part of the Source Test Submission Package. **One submission package should be submitted for each testing event.**

You may revise as necessary throughout each step in the process for the testing event. This will ensure all appropriate documentation and supporting information including the notification, test plan, test date changes, extension requests, test reports, etc. for each source's testing event is stored in a single location.

Please note, the Department reserves the right to request paper copies of submitted documentation.

Site Name ⓘ

Permit Number

10. Fill in the information for "Testing Contact." This will be the person responsible at your facility during the stack test.

EXIT FORM

Air - Source Test Information ⓘ
Submission HQG-8090-MK3QJ Revision 1 Form Version 1.1

Last saved a few seconds ago
SAVE PROGRESS

Site and Permit Information

Test Information

Review

Certify & Submit

You may revise as necessary throughout each step in the process for the testing event. This will ensure all appropriate documentation and supporting information including the notification, test plan, test date changes, extension requests, test reports, etc. for each source's testing event is stored in a single location.

Please note, the Department reserves the right to request paper copies of submitted documentation.

Site Name

A Test Site

Permit Number

TV-1234-5678

Testing Contact

Contact Auto-fill

* First Name * Last Name

Title

11. Click "Yes" to enter the information for an "additional testing contact" person. Click "No" if there is only one "testing contact".

The screenshot shows a web form titled "Air - Source Test Information" with a submission ID of HQG-8090-MK3QJ and form version 1.1. The left sidebar indicates the current step is "Site and Permit Information". The form fields include: First Name (gfg), Last Name (gfd), Title (gds), Phone Type (Other), Phone Number (8038983836), and Email (apeebles.jpholley@gmail.com). At the bottom, the question "Is there an additional Testing Contact?" is displayed with two radio button options: "Yes" (which is selected) and "No". A "NEXT SECTION" button is visible at the bottom of the form area.

12. Click "Next Section Test Information"

This screenshot shows the same form as the previous one, but the "No" radio button for the question "Is there an additional Testing Contact?" is now selected. The "NEXT SECTION" button at the bottom of the form area is highlighted with a large green circle, and the text "Test Information" is visible below it.

13. Fill out the fields to indicate what sources are being tested. Please make sure to enter the source information as it is listed within your permit.

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EXIT FORM

Air - Source Test Information ⓘ
Submission HQG-8090-MK3QJ Revision 1 Form Version 1.1

Last saved a few seconds ago
SAVE PROGRESS

Site and Permit Information

Test Information

Review

Certify & Submit

Please provide the Source Name (equipment description), Emission Unit ID, and Equipment ID as labeled in the permit. Duplicate or add new for each source that is part of this testing event.

Source to be tested (Use equipment description as listed on permit): ⓘ

Emission Unit ID

Equipment ID: ⓘ

Applicable permit condition(s):

14. Click to indicate whether the source test is a CEMS/COMS audit.

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EXIT FORM

Air - Source Test Information ⓘ
Submission HQG-8090-MK3QJ Revision 1 Form Version 1.1

Last saved a few seconds ago
SAVE PROGRESS

Site and Permit Information

Test Information ⓘ

Review

Certify & Submit

Equipment ID:

B-01

Applicable permit condition(s):

* Is this testing event a CEMS/COMS performance audit? ⓘ

Yes

No

* Select Applicable Regulations

40 CFR 60

40 CFR 61

40 CFR 63

South Carolina Air Pollution Control Regulations and Standards

15. Click all the applicable regulations this source test is for.

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EXIT FORM Air - Source Test Information [?] Last saved a minute ago SAVE PROGRESS

Submission HQG-8090-MK3QJ Revision 1 Form Version 1.1

Site and Permit Information

Test Information ¹

Review

Certify & Submit

☐ Yes

☒ No

* Select Applicable Regulations [?]

☐ 40 CFR 60

☐ 40 CFR 61

☐ 40 CFR 63

☐ South Carolina Air Pollution Control Regulations and Standards

☐ Other Air Pollution Control Regulations and Standards

Test Type (Select all applicable for this source):

Pollutant (Select all applicable for this source):

Optional: Additional information about the Test Type / Pollutant(s)

16. For each selected "Applicable Regulation" box, a drop-down menu will appear.

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EXIT FORM Air - Source Test Information [?] Last saved a minute ago SAVE PROGRESS

Submission HQG-8090-MK3QJ Revision 1 Form Version 1.1

Site and Permit Information

Test Information ¹

Review

Certify & Submit

☐ Yes

☒ No

Select Applicable Regulations [?]

☒ 40 CFR 60

☐ 40 CFR 61

☐ 40 CFR 63

☒ South Carolina Air Pollution Control Regulations and Standards

☐ Other Air Pollution Control Regulations and Standards

Test Type (Select all applicable for this source):

Pollutant (Select all applicable for this source):

17. Under each drop-down menu, select the correct regulations this test will cover.

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EXIT FORM Air - So Submission

Site and Permit Information

Test Information 1

Review

Certify & Submit

40 CFR 60

- ☐ 40 CFR 60 Subpart A General Provisions
- ☐ 40 CFR 60 Subpart AA Steel Plants: Electric Arc Furnaces Constructed After October 21, 1974 and on or Before August 17, 1983
- ☐ 40 CFR 60 Subpart AAA New Residential Wood Heaters
- ☐ 40 CFR 60 Subpart AAa Steel Plants: Electric Arc Furnaces and Argon-Oxygen Decarburization Vessels Constructed After August 7, 1983, and On or Before May 16, 2022
- ☐ 40 CFR 60 Subpart AAAA Small Municipal Waste Combustion Units for which Construction is Commenced After August 30, 1999 or for which Modification or Reconstruction is Commenced after June 6, 2001
- ☐ 40 CFR 60 Subpart AAb Steel Plants: Electric Arc Furnaces and Argon-Oxygen Decarbonization Vessels Constructed After May 16, 2022
- ☐ 40 CFR 60 Subpart BB Kraft Pulp Mills
- ☐ 40 CFR 60 Subpart BBa Kraft Pulp Mill Affected Sources for which Construction, Reconstruction, or Modification Commenced after May 23, 2013
- ☐ 40 CFR 60 Subpart BBB Rubber Tire Manufacturing Industry
- ☐ 40 CFR 60 Subpart BBBB Emission Guidelines and Compliance Times for Small Municipal Waste Combustion Units Constructed on or Before August 30, 1999
- ☐ 40 CFR 60 Subpart Cb Emissions Guidelines and Compliance Times for Large Municipal Waste Combustors That are

18. Click the applicable regulations.

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EXIT FORM Air - So Submission

Site and Permit Information

Test Information 1

Review

Certify & Submit

40 CFR 60 Subpart XX Bulk Gasoline Terminals That Commenced Construction, Modification, or Reconstruction After December 17, 1980, and On or Before June 10, 2022

☒ 40 CFR 60 Subpart XXa Bulk Gasoline Terminals that Commenced Construction, Modification, or Reconstruction After June 10, 2022

☐ 40 CFR 60 Subpart XXX Municipal Solid Waste Landfills That Commenced Construction, Reconstruction, or Modification After July 17, 2014

Select Applicable Regulations

☒ 40 CFR 60 ☐ 40 CFR 61

☐ 40 CFR 63 ☒ South Carolina Air Pollution Control Regulations and Standards

☐ Other Air Pollution Control Regulations and Standards

40 CFR 60

40 CFR 60 Subpart XXa Bulk Gasoline Terminals that Commenced Construction, Modification, or Reconstruction After June 10, 2022

Test Type (Select all applicable for this source):

Pollutant (Select all applicable for this source):

19. Click "Test Type (Select all applicable for this source)". Select what kind of testing is going to take place.

The screenshot shows the 'Air - Source Test Information' form. On the left sidebar, the 'Test Information' step is highlighted with a blue circle and a '1' next to it. The main content area has a section titled 'Regulations and Standards' with a checkbox for 'Other Air Pollution Control Regulations and Standards'. Below this is a dropdown menu for '40 CFR 60' with the selected option being '40 CFR 60 Subpart XXa Bulk Gasoline Terminals that Commenced Construction, Modification, or Reconstruction After June 10, 2022'. The 'Test Type (Select all applicable for this source):' dropdown menu is open, showing a list of options. An orange circle with a blue '1' is placed over the dropdown arrow. Below this is a 'Pollutant (Select all applicable for this source):' dropdown menu and an 'Optional: Additional information about the Test Type / Pollutant(s)' text area. The top right of the form indicates 'Last saved a minute ago' and has a 'SAVE PROGRESS' button. The bottom of the form has a vertical scrollbar.

20. Click "Pollutant (Select all applicable for this source)".

The screenshot shows the 'Air - Source Test Information' form. On the left sidebar, the 'Test Information' step is highlighted with a blue circle and a '1' next to it. The main content area has a section titled 'Regulations and Standards' with a checkbox for 'Other Air Pollution Control Regulations and Standards'. Below this is a dropdown menu for '40 CFR 60' with the selected option being '40 CFR 60 Subpart XXa Bulk Gasoline Terminals that Commenced Construction, Modification, or Reconstruction After June 10, 2022'. The 'Test Type (Select all applicable for this source):' dropdown menu is open, showing a list of options. The 'Pollutant (Select all applicable for this source):' dropdown menu is open, showing a list of options. An orange circle with a blue '1' is placed over the dropdown arrow. Below this is an 'Optional: Additional information about the Test Type / Pollutant(s)' text area. The top right of the form indicates 'Last saved 2 minutes ago' and has a 'SAVE PROGRESS' button. The bottom of the form has a vertical scrollbar.

21. Select which pollutant(s) are going to be tested for.

The screenshot shows the 'Air - Source Test Information' form. On the left is a navigation sidebar with 'Test Information' selected. The main area has a header 'Pollutant (Select all applicable for this source):' with a search bar. Below is a list of pollutants with checkboxes:

- ☐ 1-(3-Chloroallyl)-3,5,7-Triaza-1-azoniaadamantane chloride
- ☐ 1, 1, 1, 3, 3-Pentafluoropropane (460731)
- ☐ 1, 1, 1-Trifluoroethane (HFC-143a) [C2H3F3]
- ☐ 1,1,1,2,3,3,3-heptafluoropropane (HFC-227ea) [C3HF7]
- ☐ 1,1,1,2,3,3-hexafluoropropane/HFC-236ea [C3H2F6]
- ☐ 1,1,1,2,3-Pentafluoropropane (431312)
- ☐ 1,1,1,2-Tetrachloroethane (acetylene tetrachloride) [C2H2Cl4]
- ☐ 1,1,1,3,3,-pentafluorobutane (406586)
- ☐ 1,1,1-Trichloroethane
- ☐ 1,1,2,2,3-Pentafluoropropane (679867)
- ☐ 1,1,2,2-Tetrachloroethane

Buttons for 'EXIT FORM', 'SAVE PROGRESS', and 'NEXT SECTION Review' are visible.

22. Click the "Optional: Additional information about the Test Type / Pollutant(s)" field, if additional information needs to be added.

The screenshot shows the 'Air - Source Test Information' form. The 'Pollutant' dropdown is set to 'Volatile Organic Compounds [VOCs]'. The 'Optional: Additional information about the Test Type / Pollutant(s)' field is highlighted with an orange circle. Below this field are buttons for 'DUPLICATE "BOILER 1"' and 'ADD NEW TEST INFORMATION'. The 'NEXT SECTION Review' button is at the bottom.

23.If you have another unit or different test taking place during this testing event, please click “Add New Test Information.” Repeat the previous steps listed.

24.Once all the test information fields have been completed, click “Review”.

25. Review the information for accuracy. Once complete, click "Next Section Certify & Submit".

SCDES Online Services

EXIT FORM

Air - Source Test Information ⓘ

Submission HQG-8090-MK3QJ Revision 1 Form Version 1.1

Last saved a few seconds ago

SAVE PROGRESS

Yes

Select the Performance Audit Type
CEMS Relative Accuracy Test Audit (RATA)

Select Applicable Regulations
South Carolina Air Pollution Control Regulations and Standards
40 CFR 60

40 CFR 60
40 CFR 60 Subpart XXa Bulk Gasoline Terminals that Commenced Construction, Modification, or Reconstruction After June 10, 2022

Test Type (Select all applicable for this source):
CEMS Relative Accuracy Test Audit (RATA)

Pollutant (Select all applicable for this source):
Carbon monoxide [CO]

Optional: Additional information about the Test Type / Pollutant(s)
None Specified

NEXT SECTION
Certify & Submit

Print Review

26. Click "Finalize submission: Submit Form".

SCDES Online Services

EXIT FORM

Air - Source Test Information ⓘ

Submission HQG-8090-MK3QJ Revision 1 Form Version 1.1

Last saved a few seconds ago

SAVE PROGRESS

PREVIOUS SECTION
Review

Certify & Submit

This step allows you to certify the form as complete and accurate and to submit the form to SCDES for review and processing.

At the time of submission, it will be transmitted to SCDES and it will become part of the public record.

I certify the information contained in this submission to be accurate and true to the best of my knowledge.

FINALIZE SUBMISSION
Submit Form

FINISH LATER
Save and Exit

27. Click "Return to ePermitting Home".

Submission Complete

Print Confirmation

Air - Source Test Information
Submission HQG-8090-MK3QJ Revision 1 Form Version 1.1

Your submission has been received. It is recommended to print and retain a copy of this confirmation.

View Submission Return to ePermitting Home

28. The "Air - Source Test Information" form will now show as "Staged" and the "Air - Source Test Submission Package" is in "Draft" status. Click "Submit Package".

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BETA EXT

Alyson Hayes

A Test Site

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Air - Source Test Submission Package

SHOW INSTRUCTIONS

Filter

Showing 4 of 4

Air - Source Test Information REQUIRED

Site Name: A Test Site
Form Description: Service Request
Program Area: Air

Staged

View or Revise

Download

PKG-0000641

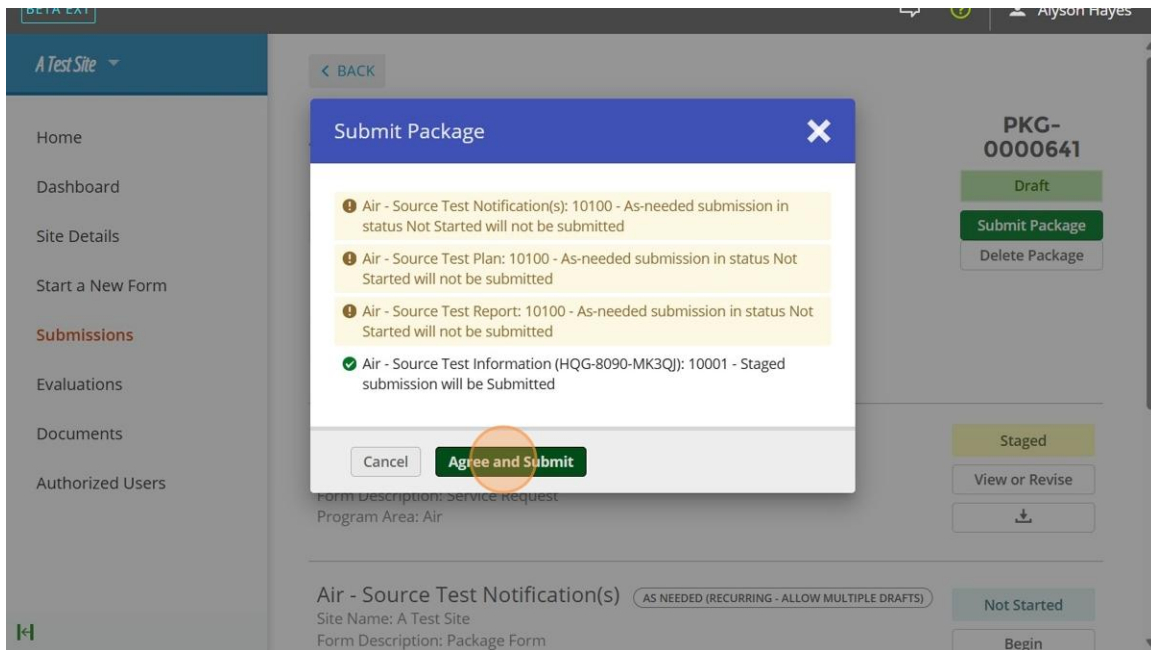
Draft

Submit Package

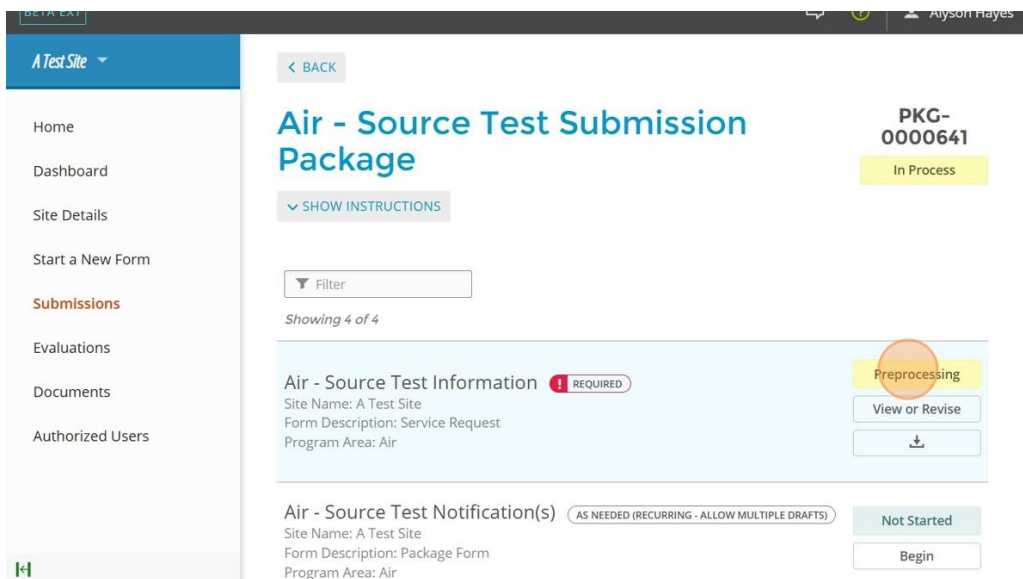
Delete Package

29. Click "Agree and Submit" to submit the "Air – Source Test Submission Package" to the Department.

****We cannot review any part of the submission package until it has been submitted. Your regulatory submittal requirements are not satisfied without submitting it. ****



30. Once the "Air – Source Test Submission Package" is submitted. The status of the package will change from "Draft" to "In Process".



The “Air – Source Test Submission Package” is now submitted. Now you can submit any of the following forms to Source Evaluation within the package:

- **Air- Source Test Notification(s)**
 - Submit an initial testing notification
 - Request change of test date (i.e.: test date changes from original notification date)
 - Request test date extension (i.e.: if the originally established or regulatory required test date cannot be met, this notification will be needed)
- **Air – Source Test Plan**
- **Air – Source Test Report**

Contact Us:

Baq_epermitting@des.sc.gov

Call – (803) 898-3856