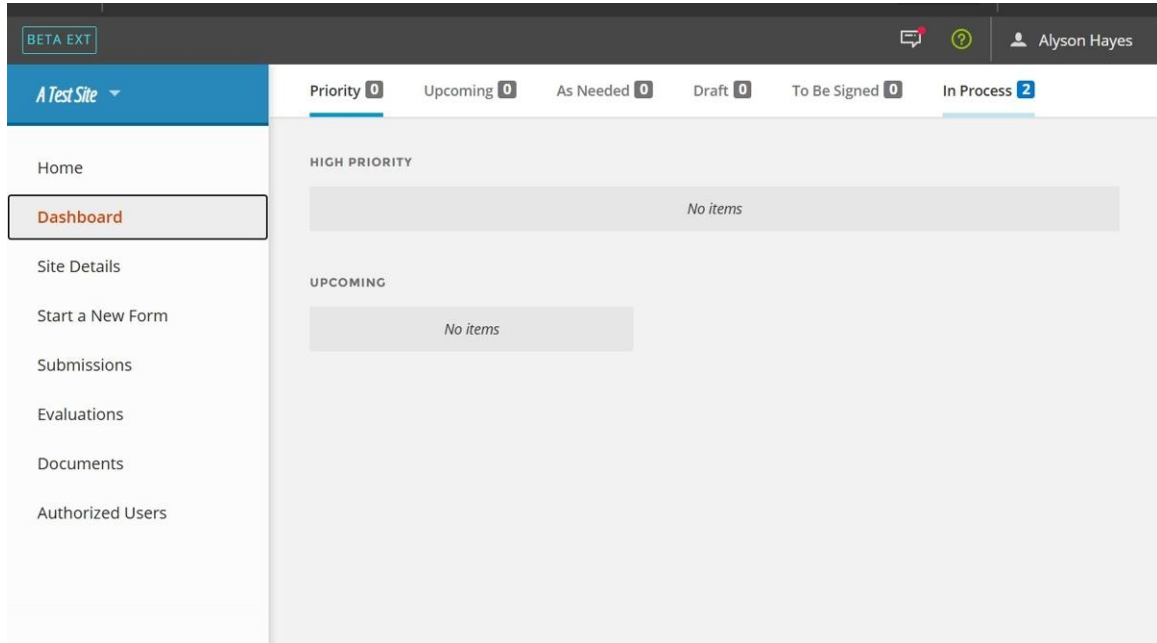


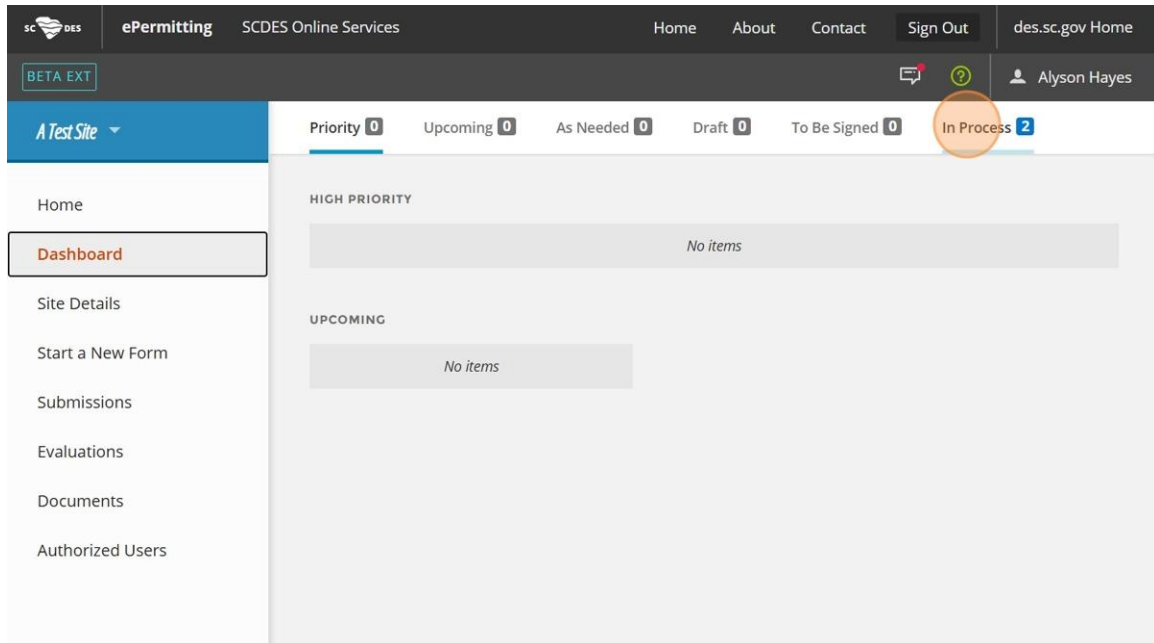
Submitting an “Air - Source Test Report”

This guide provides a step-by-step process for submitting an “Air - Source Test Report in ePermitting.

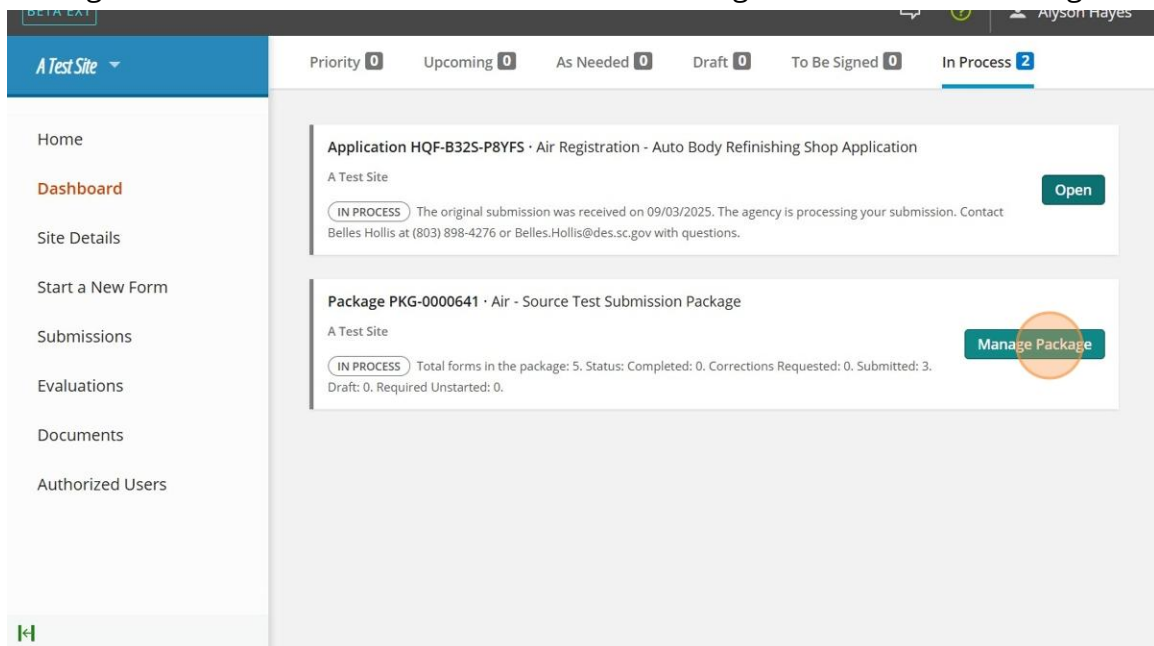
1. Navigate to your ePermitting home page for your facility.



2. Under the "Dashboard", click "In Process" to find the "Air – Source Test Submission Package" already started for the source testing event.



3. Filter through the "In Process" tasks and find the "Air – Source Test Submission Package". Click "Manage Package"



4. Under the "Air – Source Test Report" form, click "Begin"

The screenshot shows a web application interface for 'A Test Site'. On the left is a sidebar with navigation links: Home, Dashboard, Site Details, Start a New Form, Submissions (highlighted in orange), Evaluations, Documents, and Authorized Users. The main content area displays four forms, each with a status indicator and action buttons:

- Air - Source Test Notification(s)** (AS NEEDED (RECURRING - ALLOW MULTIPLE DRAFTS)): Status 'Received' (yellow). Buttons: 'View or Revise' and a download icon.
- Air - Source Test Plan** (AS NEEDED (ONE TIME)): Status 'Received' (yellow). Buttons: 'View or Revise' and a download icon.
- Air - Source Test Notification(s)** (AS NEEDED (RECURRING - ALLOW MULTIPLE DRAFTS)): Status 'Not Started' (light blue). Button: 'Begin'.
- Air - Source Test Report** (AS NEEDED (ONE TIME)): Status 'Not Started' (light blue). Button: 'Begin' (highlighted with a red circle).

5. Click "Begin Form Entry"

The screenshot shows the 'Air - Source Test Report' form entry page. The header includes the title 'Air - Source Test Report' and 'VERSION 1.1'. The page is divided into three main sections:

- INSTRUCTIONS**:
 - Please use this form to submit all relevant information for the source test report. Also, please attach the entire source test report, including all relevant data and analyses.
 - Submissions for Test Reports are required to have a Bureau of Air Quality approved certifier signature.
- CONTACT INFORMATION**:
 - Main Address**: Source Evaluation, Bureau of Air Quality, 2600 Bull Street, Columbia, SC 29201.
 - CONTACTS**: Source Evaluation phone: 803-898-1789; Source Evaluation Program questions: Michael.Verzwyvelt@des.sc.gov
- Action Button**: A large teal button with a document icon and the text 'Begin Form Entry' (highlighted with a red circle).

6. Select whether this report will also be submitted to the EPA's Electronic Reporting Tool (ERT). For more information: (<https://www.epa.gov/electronic-reporting-air-emissions/electronic-reporting-tool-ert>)

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EXIT FORM

Air - Source Test Report ?
Submission HQG-80GC-7D4KY Revision 1 Form Version 1.1

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laboratory analyses.

Are the results of this source test required to be submitted to the EPA's Electronic Reporting Tool (ERT)?

☐ Yes
☒ No

Test Start Date
*

Test End Date
*

Test Summary

Fullscreen

7. Click the calendar icon next to "Test Start Date". Select the date testing began.

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laboratory analyses.

Are the results of this source test required to be submitted to the EPA's Electronic Reporting Tool (ERT)?

☐ Yes
☒ No

Test Start Date
* mm/dd/yyyy

Test End Date
*

Test Summary

Fullscreen

POLLUTANTS ▲ TEST TYPE ▲ SOURCE NAME ▲ EMISSION UNIT ID ▲ EQUIPMENT ID ▲ RESULT DETERMINATION ▲

8. Click the calendar icon next to "Test End Date". Select the date testing ended.

The screenshot shows the 'Air - Source Test Report' form. The left sidebar contains a progress indicator with steps: Test Report Information (selected), Signatory Authority, Review, and Signing. The main content area includes a 'Test End Date' field with a calendar icon, which is highlighted by an orange circle. Above this field is a question: 'Are the results of this source test required to be submitted to the EPA's Electronic Reporting Tool (ERT)?' with radio buttons for 'Yes' and 'No' (selected). Below the 'Test End Date' field is a 'Test Summary' section. At the bottom, there is a table with headers: POLLUTANTS, TEST TYPE, SOURCE NAME, EMISSION UNIT ID, EQUIPMENT ID, and RESULT DETERMINATION. A 'Fullscreen' button is located in the bottom right corner.

9. Click the drop-down menu next to "Pollutants".

The screenshot shows the 'Air - Source Test Report' form. The left sidebar contains a progress indicator with steps: Test Report Information (selected), Signatory Authority, Review, and Signing. The main content area includes a 'Test End Date' field with a calendar icon. Below this is a 'Test Summary' section. A table with headers: POLLUTANTS, TEST TYPE, SOURCE NAME, EMISSION UNIT ID, EQUIPMENT ID, and RESULT DETERMINATION is shown. The 'POLLUTANTS' header is highlighted with an orange circle. Below the table is an 'ADD ROW' button. At the bottom, there is a question: '* Does the test report contain confidential information?' with radio buttons for 'Yes' and 'No'.

10. Type which pollutants were tested for.

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Air - Source Test Report ⓘ
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Test Report Information

Signatory Authority

Review

Signing

Test End Date
10/31/2025

Test Summary ⓘ

Full Screen

POLLUTANTS ⓘ	TEST TYPE ⓘ	SOURCE NAME ⓘ	EMISSION UNIT ID ⓘ	EQUIPMENT ID ⓘ	RESULT DETERMINATION ⓘ
* yod CANCEL	* Select...	*	*	*	* Select...
Volatile Organic Compounds [VOCs]					

* Does the test report contain confidential information?

☐ Yes

☐ No

11. In the "Test Type" drop-down menu, select the appropriate test.

EXIT FORM

Air - Source Test Report ⓘ
Submission HQG-80GC-7D4KY Revision 1 Form Version 1.1

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Test Report Information

Signatory Authority

Review

Signing

Test End Date
10/31/2025

Test Summary ⓘ

Full Screen

POLLUTANTS	TEST TYPE ⓘ	SOURCE NAME ⓘ	EMISSION UNIT ID ⓘ	EQUIPMENT ID ⓘ	RESULT DETERMINATION ⓘ
Volatile Organic Compounds [VOCs]	* Sea CANCEL	*	*	*	* Select...

ADD ROW

* Does the test report contain confidential information?

☐ Yes

☐ No

Monitoring System (PM CPMS)

Continuous Opacity Monitoring System (COMS) Audit

Flow

Visible Emissions (Opacity)

Capture Efficiency

12. Under "Source Name", "Emission Unit ID", and "Equipment ID", please include the permitted name of the unit. (ie: Boiler 1, 01, 05)

The screenshot shows the 'Air - Source Test Report' form. The 'Test End Date' is 10/31/2025. The 'Test Summary' section contains a table with the following columns: POLLUTANTS, TEST TYPE, SOURCE NAME, EMISSION UNIT ID, EQUIPMENT ID, and RESULT DETERMINATION. The 'SOURCE NAME' field is highlighted with an orange circle. Below the table, there is a question: '* Does the test report contain confidential information?' with radio buttons for 'Yes' and 'No'.

POLLUTANTS	TEST TYPE	SOURCE NAME	EMISSION UNIT ID	EQUIPMENT ID	RESULT DETERMINATION
Volatile Organic Compounds [VOCs]	Capture Efficiency				Select...

13. Under "Result Determination", indicate whether the source test was "In Compliance", "Not in Compliance", or "Emissions Factor Development".

The screenshot shows the 'Air - Source Test Report' form. The 'Test End Date' is 10/31/2025. The 'Test Summary' section contains a table with the following columns: POLLUTANTS, TEST TYPE, SOURCE NAME, EMISSION UNIT ID, EQUIPMENT ID, and RESULT DETERMINATION. The 'RESULT DETERMINATION' dropdown menu is open, and 'In Compliance' is selected. Below the table, there is a question: '* Does the test report contain confidential information?' with radio buttons for 'Yes' and 'No'.

POLLUTANTS	TEST TYPE	SOURCE NAME	EMISSION UNIT ID	EQUIPMENT ID	RESULT DETERMINATION
Volatile Organic Compounds [VOCs]	Capture Efficiency	Boiler 1	03	B-1	In Compliance

14. If more than one "Pollutant" or "Test Type" was tested for, click "Add Row". Repeat Steps 9 – 13.

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EXIT FORM

Air - Source Test Report ?
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POLLUTANTS	TEST TYPE	SOURCE NAME	EMISSION UNIT ID	EQUIPMENT ID	RESULT DETERMINATION
Volatile Organic Compounds [VOCs] x	Capture Efficiency x	Boiler	03	B-1	In Compliance x

ADD ROW

* Does the test report contain confidential information?

☐ Yes

☐ No

NEXT SECTION
Signatory Authority

15. Select whether the “Air – Source Test Report” has information that is deemed confidential by your business.

Please note: if a report has confidential information, two copies of the report will need to be submitted. One copy will be the “Public” copy, which includes the confidential information redacted (blacked out). The public copy can be submitted onto ePermitting. The confidential report contains the entire report, with no information redacted. Both reports must contain the same number of pages and the same information. Only the confidential information shall be redacted in the “public copy”. The confidential copy of the report must be mailed to:

Michael Verzwylt

BAQ – Source Evaluation

2600 Bull Street, Columbia, SC 29201

EXIT FORM

Air - Source Test Report ⓘ

Submission HQG-80GC-7D4KY Revision 1 Form Version 1.1

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POLLUTANTS	TEST TYPE	SOURCE NAME	EMISSION UNIT ID	EQUIPMENT ID	RESULT DETERMINATION
Volatile Organic Compounds [VOCs]	Capture Efficiency	Boiler	03	B-1	In Compliance
Carbon monoxide [CO]	CEMS Relative Accuracy Test Audit (RATA)	Boiler	03	B-2	In Compliance

ADD ROW

* Does the test report contain confidential information?

☒ Yes

☐ No

16. Attach the file for the "Source Test Report".

The screenshot shows the 'Air - Source Test Report' form. The left sidebar has a vertical navigation menu with four items: 'Test Report Information' (selected), 'Signatory Authority', 'Review', and 'Signing'. The main content area has a header with 'EXIT FORM', 'Air - Source Test Report' (with a help icon), 'Submission HQG-80GC-7D4KY', 'Revision 1', 'Form Version 1.1', and a 'SAVE PROGRESS' button. Below the header, there is a red asterisk and the text '* Please attach the complete Test Report.' followed by a blue information icon. A detailed instruction paragraph follows: 'Please upload the complete test report including all relevant lab analyses, production data, and/or control device parameters. If any one file, or the sum of the files to be attached, is larger than 500MB, please contact the Source Evaluation Program for an alternate method of uploading.' Below this is another instruction: 'Please be aware that files exceeding 500 MB in size are not allowed'. A dashed box contains the text 'Drop files here to upload' with a circular arrow icon, followed by 'OR' and a blue 'CHOOSE FILE' button. Below the dashed box is a 'Comment' text area. At the bottom of the form, a light blue bar contains a green downward arrow icon and the text 'NEXT SECTION Signatory Authority'.

17. After file has uploaded, click "Next Section Signatory Authority"

This screenshot is identical to the previous one, but with an additional file attached. Below the 'CHOOSE FILE' button, a file name 'SubmitsServiceRequestforAirQualityTesting.docx' is displayed in a light gray box with a blue 'X' icon to its right. The 'NEXT SECTION Signatory Authority' button at the bottom is now circled in orange, indicating it is the next step to click.

18. Fill out the information for the “Approved Certifier”. Please note: this individual must be an “Approved Certifier” on file with the Bureau of Air Quality. This individual will be the one deemed to serve as the signatory authority (ie: Responsible Official) for your facility.

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EXIT FORM Air - Source Test Report Submission HQG-80GC-7D4KY Revision 1 Form Version 1.1 Last saved a few seconds ago SAVE PROGRESS

Test Report Information

Signatory Authority

Review

Signing

Certifier Agreement Form

Approved Certifier

Prefix * First Name

Middle Name * Last Name

* Title

* Phone Type * Phone Number

ADD PHONE

* Email

* Are you a Title V Facility?

19. Select whether your facility is deemed as Title V.

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Test Report Information

Signatory Authority

Review

Signing

Title

ePermitting Superuser

Phone Type Business Phone Number 8038983836 Ext.

ADD PHONE

Email

alyson.hayes@des.sc.gov

* Are you a Title V Facility?

Yes

No

NEXT SECTION Review

20. Click "Next Section – Review".

Air - Source Test Report ?
Submission HQG-80GC-7D4KY Revision 1 Form Version 1.1

EXIT FORM

Test Report Information

Signatory Authority

Review

Signing

Title
ePermitting Superuser

Phone Type
Business

Phone Number
8038983836

Ext.

ADD PHONE

Email
alyson.hayes@des.sc.gov

Are you a Title V Facility?

☐ Yes

☒ No

NEXT SECTION Review

21. Click "Next Section Signing".

Air - Source Test Report ?
Submission HQG-80GC-7D4KY Revision 1 Form Version 1.1

EXIT FORM

Test Report Information

Signatory Authority

Review

Signing

Certifier Agreement Form

Approved Certifier

Prefix First Name
Ms. Alyson

Middle Name Last Name
None Specified Hayes

Title
ePermitting Superuser

Phone Type Phone Number Ext.
Business 8038983836 None Specified

Email
alyson.hayes@des.sc.gov

Are you a Title V Facility?
No

NEXT SECTION Signing

Print Review

22. If you are the "Approved Certifier" for your facility, you will be able to sign off on the form in the "Signing" section. If you are not the "Approved Certifier", when prompted please select "Someone else". Enter the prompted contact information for the "Approved Certifier". They will then receive an email prompting them with steps to sign off on the "Air – Source Test Report".

The screenshot shows the 'Air - Source Test Report' form in the 'Signing' section. The left sidebar indicates the progress: Test Report Information, Signatory Authority, Review, and Signing (current). The main content area shows a 'PREVIOUS SECTION Review' button and a 'Signing' heading. Below the heading is a section titled '1 Choose Signers' with the question 'Who will be signing this form?'. There are two radio button options: 'Me' (selected) and 'Someone else'. A 'Finish Later' link is at the bottom.

EXIT FORM

Air - Source Test Report ?
Submission HQG-80GC-7D4KY Revision 1 Form Version 1.1

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Test Report Information
Signatory Authority
Review
Signing

PREVIOUS SECTION Review

Signing

1 Choose Signers

Who will be signing this form?

☒ Me ☐ Someone else

Finish Later

23. Click "Next Section- Signing".

The screenshot shows the 'Air - Source Test Report' form in the 'Review' section. The left sidebar indicates the progress: Test Report Information, Signatory Authority, Review (current), and Signing. The main content area shows a 'Certifier Agreement Form' with fields for 'Approved Certifier' information. The 'Approved Certifier' section includes fields for Prefix, First Name, Middle Name, Last Name, Title, Phone Type, Phone Number, Ext., and Email. The 'Are you a Title V Facility?' section has a 'No' response.

EXIT FORM

Air - Source Test Report ?
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Test Report Information
Signatory Authority
Review
Signing

Certifier Agreement Form

Approved Certifier

Prefix	First Name
Ms.	Alyson
Middle Name	Last Name
None Specified	Hayes
Title	
ePermitting Superuser	

Phone Type	Phone Number	Ext.
Business	8038983836	None Specified
Email		
alyson.hayes@des.sc.gov		

Are you a Title V Facility?

No

NEXT SECTION Signing

Print Review

The “Air – Source Test Report” form is now submitted.

Please note: Source Evaluation **cannot review any submission forms until the “Air – Source Test Submission Package” is submitted. For instructions regarding this process, please review the “Air – Source Test Submission Package” guide or contact us.**

Contact Us:

Baq_epermitting@des.sc.gov

Call – (803) 898-3856

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