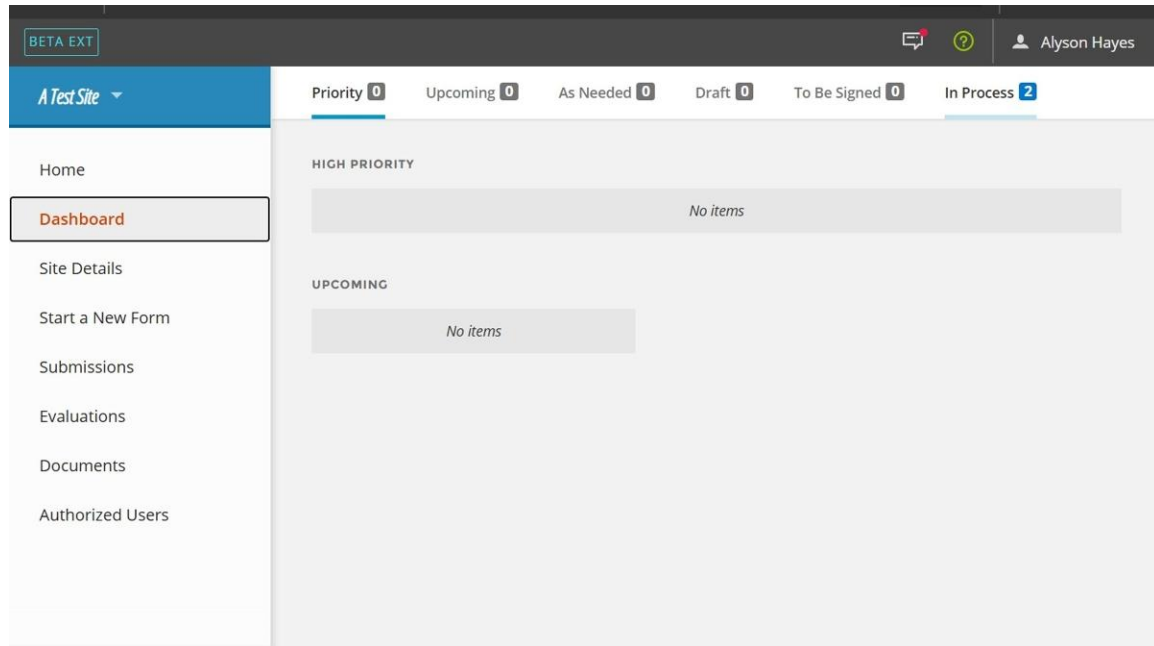


Submitting “Air – Source Test Notification(s)”

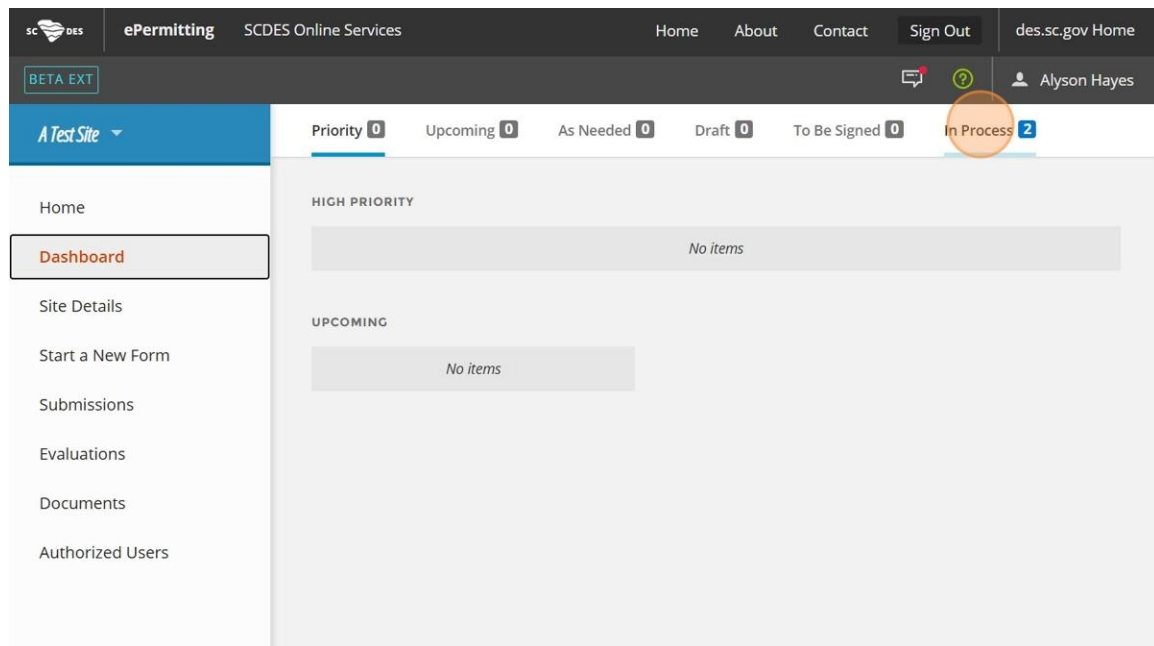
This guide provides a step-by-step process for submitting the “Air – Source Test Notification(s)” form. The Air - Source Test Notification(s) form contains the following options.

- 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).

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"

The screenshot shows the 'A Test Site' dashboard with the 'In Process' filter selected. The dashboard lists two items: 'Application HQF-B32S-P8YFS · Air Registration - Auto Body Refinishing Shop Application' and 'Package PKG-0000641 · Air - Source Test Submission Package'. The 'Package PKG-0000641' item is highlighted with a red circle around the 'Manage Package' button.

4. Under the "Air – Source Test Notification(s)" form, click "Begin".

The screenshot shows the 'Air - Source Test Information' page. The page displays the 'Air - Source Test Notification(s)' form, which is marked as 'AS NEEDED (RECURRING - ALLOW MULTIPLE DRAFTS)'. The 'Begin' button is highlighted with a red circle.

5. Click "Begin Form Entry"

Air - Source Test Notification(s)
VERSION 1.0

INSTRUCTIONS
Please use this form for submitting the initial test date notification as well as any rescheduling or extension requests.

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

Buttons:
Begin Form Entry (highlighted with an orange circle)
Print Blank Form

6. Begin filling out the fields for the "Source to be Tested". Please make sure this information matches the equipment names/IDs listed within your permit. The "Source to be Tested" field can have multiple units listed, if they are all being tested in the same source testing event.

Air - Source Test Notification(s)
Submission HQG-80DH-3YR1Z Revision 1 Form Version 1.0

Last saved a few seconds ago
SAVE PROGRESS

Notification Request(s) **CLEAR SECTION**

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

Emission Unit ID

Equipment ID:
*

* **Type of Notification:**
☒ Submit Initial Notification

Left Sidebar:
Notification Request(s) (selected)
Review
Certify & Submit

7. Select the “Type of Notification”. Clarification on each can be found on the first page of this document.

← EXIT FORM

Air - Source Test Notification(s) ?

Submission HQG-80DH-3YR1Z Revision 1 Form Version 1.0

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SAVE PROGRESS

Notification Request(s)

Review

Certify & Submit

Emission Unit ID

Equipment ID:
B-01 and B-02

*Type of Notification:

☒ Submit Initial Notification

☐ Request Changes to Test Date

☐ Request Test Date Extension

NEXT SECTION
Review

8. Click the calendar icon, select the “Requested Test Date”.

← EXIT FORM

Air - Source Test Notification(s) ?

Submission HQG-80DH-3YR1Z Revision 1 Form Version 1.0

Last saved a minute ago

SAVE PROGRESS

Notification Request(s)

Review

Certify & Submit

Type of Notification:

☒ Submit Initial Notification

☐ Request Changes to Test Date

☐ Request Test Date Extension

Requested Test Date:

* 

Test Plan Approval Date (If referencing previously approved plan):



NEXT SECTION
Review

9. Click the "Test Plan Approval Date (If referencing previously approved plan):" field. Please be sure to fill out the "Air – Source Test Plan" form if a test plan has not been previously approved for this source test.

The screenshot shows the 'Air - Source Test Notification(s)' form. The left sidebar has three steps: 'Notification Request(s)' (selected), 'Review', and 'Certify & Submit'. The main content area has a 'Type of Notification' section with three radio buttons: 'Submit Initial Notification' (selected), 'Request Changes to Test Date', and 'Request Test Date Extension'. Below this is the 'Requested Test Date' field with a calendar icon and the date '10/31/2025'. The 'Test Plan Approval Date (If referencing previously approved plan):' field is highlighted with an orange circle and contains a date picker showing 'mm/dd/yyyy'. At the bottom, there is a light blue bar with a downward arrow icon and the text 'NEXT SECTION Review'. A 'SAVE PROGRESS' button is in the top right corner.

10. Click "Next Section Review".

This screenshot is identical to the previous one, but the 'Test Plan Approval Date' field now contains the date '10/31/2024'. The 'NEXT SECTION Review' button at the bottom of the light blue bar is highlighted with a green circle.

11. After reviewing the information entered for accuracy, click "Certify & Submit".

The screenshot shows the 'Air - Source Test Notification(s)' form in the 'Review' step. The left sidebar has three steps: 'Notification Request(s)', 'Review' (selected), and 'Certify & Submit'. The main content area contains the following information:

- Source to be tested (Use equipment description as listed on permit):** Boiler 1 and Boiler 2
- Emission Unit ID:** None Specified
- Equipment ID:** B-01 and B-02
- Type of Notification:** Submit Initial Notification
- Requested Test Date:** 10/31/2025
- Test Plan Approval Date (If referencing previously approved plan):** 10/31/2024

At the bottom, there is a 'NEXT SECTION: Certify & Submit' button with a downward arrow, a 'Print Review' button with a printer icon, and a 'SAVE PROGRESS' button in the top right corner.

12. Click "Finalize submission". This will send the "Air - Source Test Notification(s)" form to the Department of Source Evaluation for review.

The screenshot shows the 'Air - Source Test Notification(s)' form in the 'Certify & Submit' step. The left sidebar has three steps: 'Notification Request(s)', 'Review', and 'Certify & Submit' (selected). The main content area contains the following text:

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 report to be accurate and true to the best of my knowledge.

At the bottom, there is a 'FINALIZE SUBMISSION: Submit Form' button with a checkmark icon, a 'FINISH LATER: Save and Exit' button with a person icon, and a 'SAVE PROGRESS' button in the top right corner.

13. Click "Return to ePermitting Home" to return to the "Air – Source Test Submission Package" page.

The screenshot shows a 'Submission Complete' modal window. At the top left, it says 'Submission Complete'. On the top right is a 'Print Confirmation' button. Below this is a section titled 'Air - Source Test Notification(s)' with the text 'Submission HQG-80DH-3YR1Z Revision 1 Form Version 1.0'. A message states: 'Your submission has been received. It is recommended to print and retain a copy of this confirmation.' At the bottom of the modal are two buttons: 'View Submission' and 'Return to ePermitting Home', with the latter circled in orange. The background shows a sidebar with 'Notification Request(s)', 'Review', and 'Certify & Submit' options, and a main area with 'FINALIZE SUBMISSION' and 'FINISH LATER' buttons.

14. Please note: the "Air – Source Test Notification(s)" form will reappear on the "Air – Source Test Submission Package" page. This allows for additional source testing notifications (ie: request change of test date, request test date extensions), if needed.

The screenshot shows the 'Air - Source Test Submission Package' page. On the left is a sidebar with a dropdown menu 'A Test Site' and links for Home, Dashboard, Site Details, Start a New Form, Submissions (highlighted), Evaluations, Documents, and Authorized Users. The main content area lists several forms: 'Air - Source Test Notification(s)' (AS NEEDED (RECURRING - ALLOW MULTIPLE DRAFTS)) with 'Preprocessing' status and 'View or Revise' button; 'Air - Source Test Plan' (AS NEEDED (ONE TIME)) with 'Not Started' status and 'Begin' button; another 'Air - Source Test Notification(s)' (AS NEEDED (RECURRING - ALLOW MULTIPLE DRAFTS)) with 'Not Started' status and 'Begin' button (circled in orange); and 'Air - Source Test Report' (AS NEEDED (ONE TIME)) with 'Not Started' status and 'Begin' button. Each form entry includes 'Site Name: A Test Site', 'Form Description: Package Form', and 'Program Area: Air'. The top right shows the user 'Alyson Hayes' and a 'View or Revise' button.

The "Air – Source Test Notification(s) form has now been submitted for review by the Department of Source Evaluation.

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