

## Preparing a Permit Submission for Review

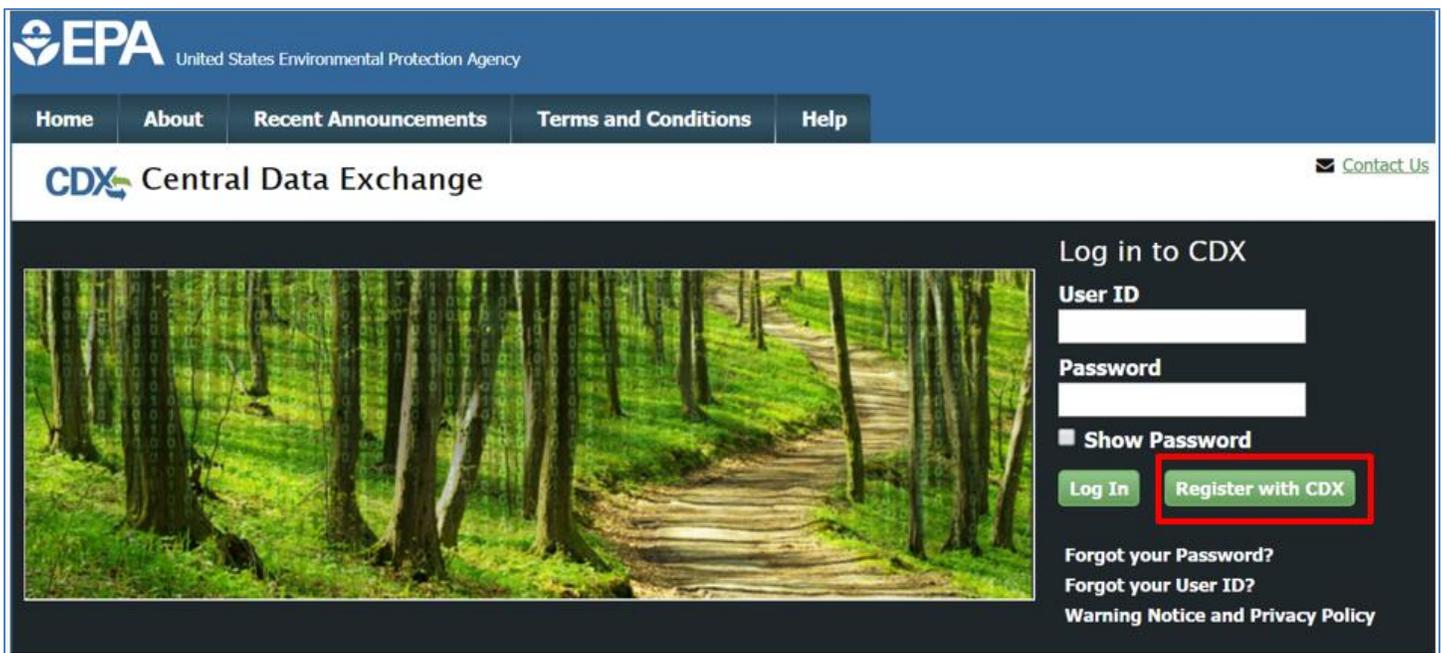
**Note:** There are several sections to this job aide. Select a hyperlink below to navigate to a specific section:

- [Registering for the Electronic Permit System – Air Permits Review Module](#)
- [Navigating the APRM Home Page](#)
- [Creating a Permit Submission](#)
- [Permit Action Submission Form: Specific Questions](#)
- [Permit Action Submission Form: Document Upload Page](#)
- [Update Permit Action](#)
- [Permit Review Page](#)
- [Support](#)

## Registering for the Electronic Permit System (EPS) – Air Permits Review Module (APRM)

1. If you don't already have a Central Data Exchange (CDX) account, go to CDX home page: <https://cdx.epa.gov/>. Select "Register with CDX" and agree to terms and condition and click "Proceed". If you already have a CDX account, see Figure 1.b.

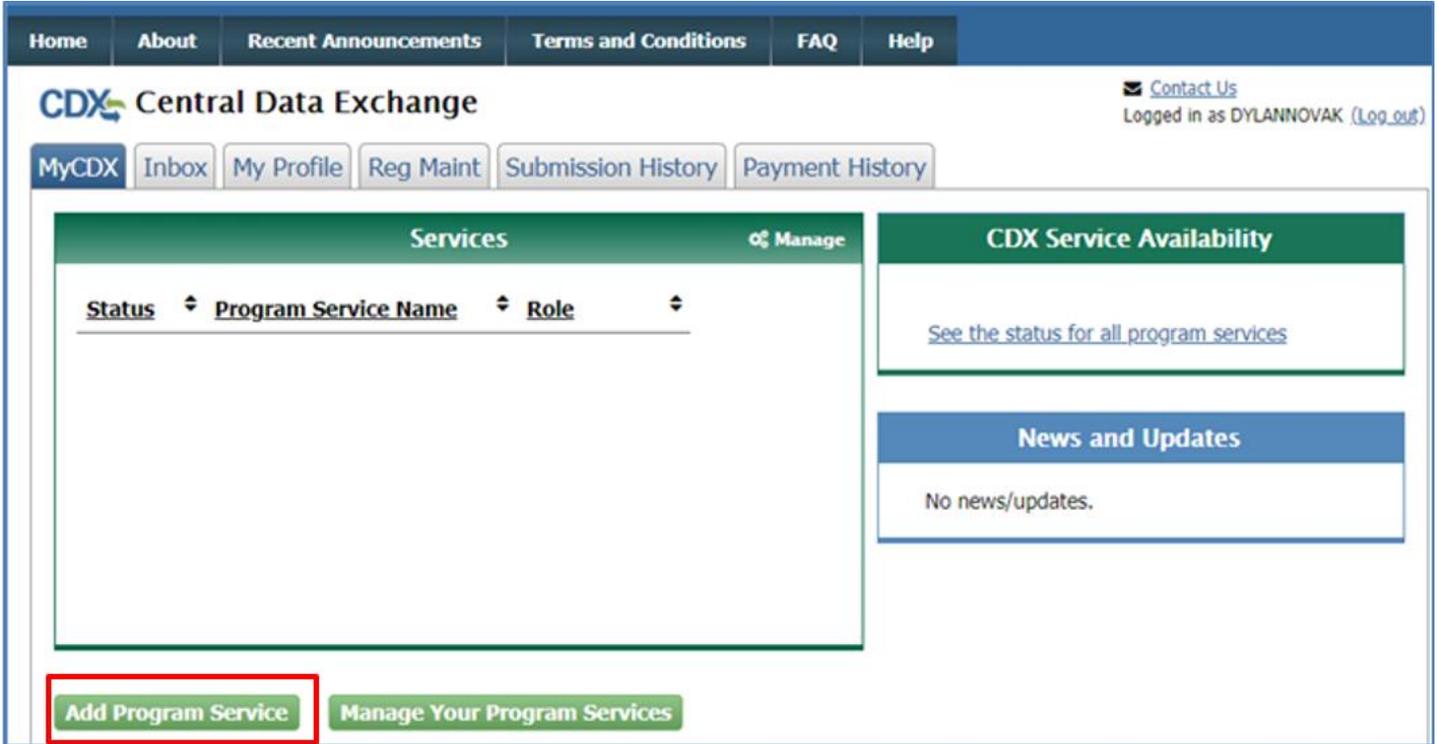
**Figure 1.a: CDX Home Page**



# Electronic Permit System (EPS) Air Permits Review Module (APRM)

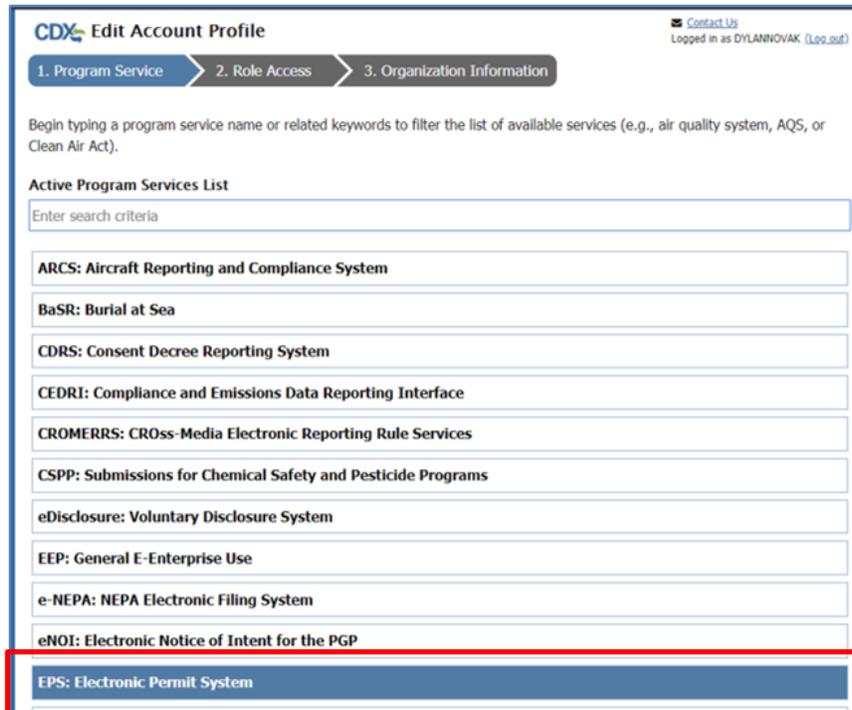
If you already have a CDX account, go to CDX home page and login: <https://cdx.epa.gov/>. Select “Add Program Service.”

Figure 2.b: CDX Login Home Page



2. Select “EPS: Electronic Permit System.”

Figure 2: Registration Page



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3. Select the “Preparer” role, your permitting authority and then click “Request Role Access.”

Figure 3: EPS Registration Page

**CDX** Edit Account Profile [Contact Us](#)  
Logged in as DYLANNOVAK ([Log out](#))

1. Program Service ✓ 2. Role Access 3. Organization Information

Registration Information	
Program Service	Electronic Permit System
Role	Not selected

Select a role from the drop down list and provide any required additional information, if applicable.

Select Role

Permitting Authority \*

4. If you already have a CDX account, skip to Step 5. If you don't already have a CDX account, you will be taken to User and Organization page. Fill out your information in Step 1.

**CDX** Core CDX Registration [Contact Us](#)

1. Program Service ✓ 2. Role Access ✓ 3. User and Organization 4. Confirmation

Registration Information	
Program Service	Electronic Permit System
Role	Permitting Authority Preparer

Please fill out all required fields marked with an asterisk(\*)

Part 1: User Information

User ID \*

Title \*

First Name \*

Middle Initial

Last Name \*

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On Step 2, it will ask for Organization Info, you will most likely not find your district listed. Click “search” and then “request that we add your organization”

**Part 2: Organization Info**

Search

Enter organization or organization ID

Organization ID	Organization Name	Address	City	State	ZIP Code
Too many organizations found. Please refine your search using the advanced search below and try again.					

Can't find your organization? [Use advanced search](#) or request that we add your organization.

Fill out the information using your work email address and phone number, EPS will not show you as the contact for your organization, this is part of the registration process for CDX, separate from EPS. Then click “Submit Request for Access”

**Part 2: Organization Info**

**Organization Name \***

**Country \***

**Mailing Address \***

**Mailing Address 2**

**City \***

**State \***

**ZIP/Postal Code \***

**Email \***

**Re-enter Email \***

**Phone Number \***

**Phone Number Ext**

**Fax Number**

Back to Search Results
Submit Request for Access

- Your registration is now complete, and your EPA Region will review your request. While your EPA Region will be notified that you have requested access, you can also contact your regional office to let them know you are waiting for access. **You will not have access to your APRM homepage until your request is approved by your region. You will get a notification once your request is approved.**

## Navigating the APRM Home Page

1. On the APRM landing page, users can view all draft and submitted permits actions, create permit actions, upload permits actions in bulk, access notification settings, and find this job aid. The “Permits Pending Submission” table contains all permit action forms that were created and saved, but not officially submitted to the EPA. The “Permits Submitted” table contains all permit actions submitted to EPA for review. This table can be navigated using the hourglass to filter by each column, the search bar using natural language, and by clicking a column header to sort that column alphabetically or numerically. Users can also use the “Show/Hide Column” button to specify which columns the “Permits Submitted” table will display. Users can also export entries to a CSV file.

**Figure 4: State Landing Page**

Home [Create Permit Action](#)
Notification Settings [Return to CDX](#) [Job Aids](#) [Contact Us](#)

Air Permit Review Module



**CALAVERAS COUNTY APCD**

Welcome to the Electronic Permit System (EPS) supporting Clean Air Act (CAA) permit submissions from Permitting Authorities to the Environmental Protection Agency (EPA).

Hello **DYLANNOVAK** - Permitting Authority Preparer

Create Permit Action

### Permits Pending Submission

Show 10 Search:

ACTION	FACILITY NAME	PERMIT ACTION TITLE	SUBMISSION CATEGORY	OWNER/OPERATOR NAME	PERMIT TYPE	TITLE V PERMIT ACTION	NSR PERMIT ACTION	LAST MODIFIED
<a href="#">Delete</a>	MINERALS 10 #1 FACILITY	test Minerals	Proposed	Dylan Mataway-Novak	Title V Operating Permit	Renewal		02/25/20

Showing 1 to 1 of 1 entries

Export(.csv)

### Permits Submitted

Show 10 Show/Hide Columns Reset Table Filter
Search:

Showing 11 of 37 columns

ACTION	FACILITY NAME	PERMIT ACTION TITLE	SUBMISSION CATEGORY	OWNER/OPERATOR NAME	SUBMITTAL DATE	END OF EPA 45-DAY REVIEW	PERMIT TYPE	TITLE V PERMIT ACTION	NSR PERMIT ACTION
<a href="#">Update</a>	1007 PASADENA	Test Dylan 1	Proposed	Test Dylan owner	2018-12-04	2018-12-24	Major NSR Permit (PSD)   Title V Operating Permit	Initial	New Permit



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### Creating A Permit Submission

1. On the EPS state landing page, click on the 'Create Permit Action' button above the Permits Pending Submission Table or the 'Create Permit Action' hyperlink in the top navigation bar (see Figure 4).
2. Submissions are separated into two pages. The first page contains all of the form fields and the second page allows the permitting authority to upload attachments.

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Figure 5: Overview of Permit Action Submission Form

The screenshot shows the 'Permit Action' submission form. The form is divided into several sections: 'Permit Details', 'Source Information', and 'Permit Action Information'. The 'Permit Details' section includes a 'Document Upload' button and a 'Collapse Sidebar' button. The 'Source Information' section includes fields for 'Facility Name', 'Owner/Operator Name', 'Permitting Authority Point of Contact', and 'Source Type'. The 'Permit Action Information' section includes fields for 'Permit Number', 'Project Number', 'Application Number', 'Permit Type', 'Title V Permit Action', 'NSR Permit Action', 'Beginning of 45-day Review', 'Estimated End Date for EPA 45-day Review', 'Submission Category', 'Application Receipt Date', 'Application Completeness Date', 'Did you have a public notice period?', 'Public Notice Period Start Date', 'Public Notice Period End Date', and 'Expedited Review'. The form also includes a 'Notes' section at the bottom. Callouts are present: 'Enter your submission title here' points to the 'Brief Title of Your Permit Action' field; 'Required questions will be labeled with a red asterisk' points to the 'Facility Name' field; 'Save and remain on the current page' points to the 'Save' button; 'Save and proceed to the next page' points to the 'Save and Continue >' button; and 'Save and return to the homepage' points to the 'Save and Exit' button.

Home Create Permit Action Notification Settings Return to CDX Job Aids Contact Us

### Permit Action

Permit Details

Document Upload

\* Indicates required question for official submissions

Collapse Sidebar <<

**Brief Title of Your Permit Action \***

Example Permit Action

**Source Information**

**Facility Name \*** TEST FACILITY AT EPA Choose...

**Owner/Operator Name** EPA

**Permitting Authority Point of Contact** - None -

**Source Type \***  
(Please indicate source status with regard to NSR, Title V and HAP thresholds)

NSR Major Source x Title V Major Source x

### Permit Action Information

**Permit Number** XX-111

**Project Number**

**Application Number**

**Permit Type \***  
(For agencies with integrated/combined programs, please check all that apply)

Major NSR Permit (PSD) x Title V Operating Permit x

**Title V Permit Action \*** Initial

**NSR Permit Action \*** Modification

**Beginning of 45-day Review** Mar 24 2020

**Estimated End Date for EPA 45-day Review** 2020/05/08

**Submission Category \*** Proposed

**Application Receipt Date** Dec 17 2018  
(Please indicate when the the permitting authority received the permit)

**Application Completeness Date** Feb 16 2019  
(Please indicate when the permit was determined to be complete for Title V or NSR purposes)

**Did you have a public notice period? \*** Yes  
(Please indicate the public notice period for a draft permit or other permits)

**Public Notice Period Start Date** Apr 21 2019

**Public Notice Period End Date** May 21 2019

**Expedited Review**  
 Expedited Review

**Notes**

Save Save and Continue > Cancel and Exit Save and Exit



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1. You may navigate to the next page using the “Save and Continue” button available at the bottom of the page.
2. The “Save and Exit” button allows you to save the submission in its current condition and return to your APRM landing page.
3. If you want to exit the form without saving any changes you’ve made, please click the “Home” link at the top left of the screen.
4. All questions marked with a red asterisk (\*) are required questions, which must be filled out before moving to the document upload page.

## Permit Action Submission Form: Specific Questions

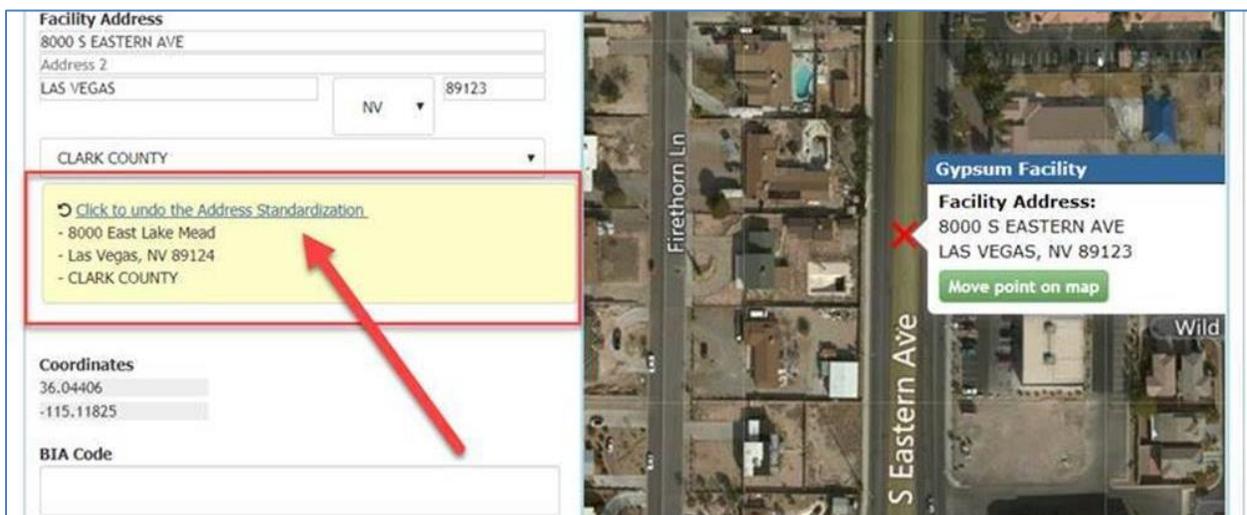
1. *Brief Title of Your Permit Action.* The first form field on the ‘Permit Action Submission Form’ requires you to enter a title for your submission. Submission titles will appear on the state landing page (in the submissions tables). The submission title can be modified at any time prior to submitting the form and may be modified again when updating a submission.
  - i. The recommended title of your plan should be in the following format: Facility Name\_Short Description\_MMDDYYYY.
  - ii. This field cannot contain any of the following special characters: / \ : \* ? “ < > | # %
2. *Facility Name.* Click ‘Choose’ to open the Facility Registry Service (FRS) tool. Click the radial button of the facility you are submitting a permit for and select ‘Confirm Selection.’

If this is the first time you are submitting a permit for a facility, you will need to click ‘Add Facility’ on the bottom left. Locate the facility by entering the Facility ID, Facility Name, Facility Address, City, State, and/or Zip Code and then click ‘Search Facilities.’ If the facility is not already in the system, you can add the facility now.

If the FRS widget cannot find the address entered by the user, it will attempt to put the point on the map at the closest nearby valid address and return the following message: “Address not found. Standardized address and point on the map shown for the closest nearby address. Please verify standardized address and move the point on the map to the correct location (center of facility).”

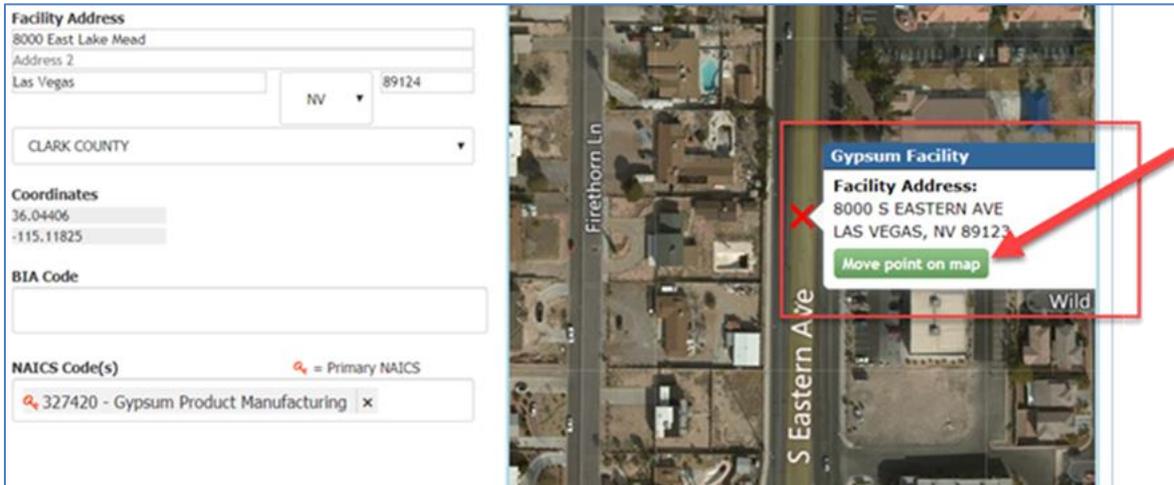
This is the only way the system can put a point on the map if the address entered is determined to be invalid. Upon clicking ‘Ok’ on the message above, the user can choose to “...undo the Address Standardization” to revert the address back to the entered data by clicking the “Click to undo the Address Standardization” link:

**Figure 6: Undo Address Standardization**



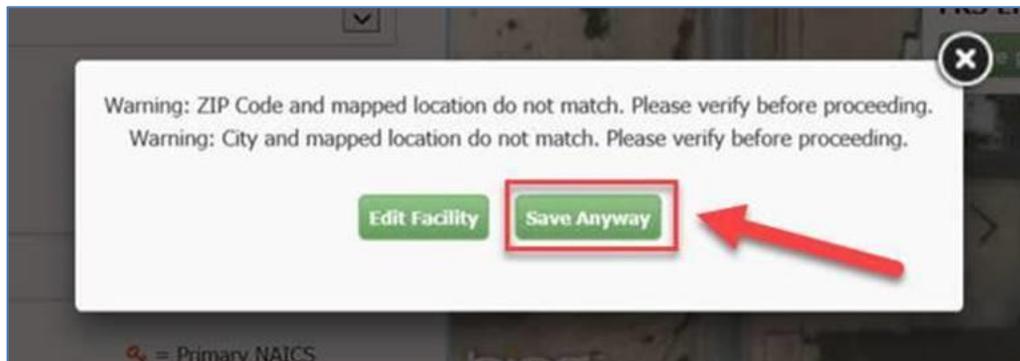
The address data will revert back and the user will receive a message that states that the point on the map is still shown for the closest nearby address (since the entered address cannot be mapped). The user is prompted to move the point on the map to the correct location. After clicking ‘Ok’ on the message, the user can click the ‘Move point on map’ button on the map pop-up to move the point to the actual location.

**Figure 7: Move Point on Map**



Upon clicking submit, the user may receive warning(s) that indicate that the ZIP Code and mapped location do not match, the City and mapped location do not match, etc. These messages will not prevent submission and the user can click the ‘Save Anyway’ button to proceed.

**Figure 8: Save Anyway**



3. *Owner/Operating Name.* Include the name of the owner/operating for the permit action.
4. *Permitting Authority Point of Contact.* Select from the drop-down list the user that will serve as the point of contact on this permit action. If a user is registered with EPS for your permitting authority, they will appear in the dropdown. Otherwise, you can select other and input their contact information. This field automatically includes their name, email, and telephone.

- 
5. *Source Type.* This is a multi-select dropdown field. Select each source type that applies to the facility subject to this permit action. This field is independent of the current permit action. For example, if the current permit action is for a PSD permit only but the facility is also subject to title V and is a HAP major source, then the permitting authority should check ‘NSR Major Source,’ ‘Title V Major Source,’ and ‘HAP Major Source.’
    - i. NSR Major Source
    - ii. NSR Synthetic Minor Source
    - iii. NSR True Minor Source
    - iv. Title V Major Source
    - v. Non-Title V Minor Source
    - vi. HAP Major Source
    - vii. HAP Area Source
  6. *Permit Number.* Enter the permit number for the current permit action.
  7. *Project Number.* Enter the project number for the current permit action (if there is one).
  8. *Application Number.* Enter the project number for the current permit action (if there is one).
  9. *Permit Type.* This is a multi-select dropdown field. Select each type of permit for current action. Selection affects dynamic fields below.
    - i. Major NSR Permit (PSD)
    - ii. Major NSR Permit (Nonattainment)
    - iii. Minor NSR Permit (True Minor)
    - iv. Minor NSR Permit (Synthetic Minor)
    - v. Minor NSR Permit (General Permit)
    - vi. Minor NSR Permit (Minor Mod at a Major NSR Source)
    - vii. Title V Operating Permit
    - viii. Non-Title V State Operating Permit
    - ix. Outer Continental Shelf (OCS) Permit
    - x. Federal Air Rules for Indian Reservations (FARR) Operating Permit
    - xi. Plantwide Applicability Limit Permit (PAL)
  10. *Title V Permit Action.* Select the type of permit action that applies to this submittal. Dynamic drop-down field, only appears if Title V Operating Permit or Non-Title V State Operating Permit is selected under Permit Type.
    - i. Initial

- 
- ii. Renewal
  - iii. Significant Modification
  - iv. Minor Modification
  - v. Administrative Amendment
  - vi. Termination
  - vii. Off-Permit Changes (505(b)(2))
  - viii. Other (please specify in the notes section of the form)
11. *NSR Permit Action*. Dynamic drop-down field, only appears if one of the NSR permit types were selected under Permit Type (everything except ‘Title V Operating Permit’ and ‘Non-Title V State Operating Permit’).
- i. New Permit
  - ii. Modification
  - iii. Permit Amendment
  - iv. Permit Extension
  - v. Permit Revision
  - vi. Administrative Amendment
  - vii. Other
12. *Submission Category*.
- i. Application
  - ii. Pre-Draft for EPA Review
  - iii. Draft
  - iv. Proposed (Only for title V permits)
  - v. Final
  - vi. Draft/Proposed for Concurrent Review (Only for title V permits)
  - vii. Draft/Proposed for Enhanced NSR
  - viii. Proposed for Enhanced NSR
  - ix. Withdrawn (select if you are updating a previous submission and withdrawing the permit from EPA review).
13. *Beginning of 45-day Review*. Dynamically calculated date field, only appears if Title V Operating Permit was selected along with certain title V permit actions or if an enhanced NSR submission category was selected. You can change this date to a future date but not a previous date.



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14. *Estimated End Date for EPA 45-day Review.* Dynamically calculated date field, only appears if Title V Operating Permit was selected along with certain title V permit actions or if an enhanced NSR submission category was selected.
15. *Application Receipt Date.*
16. *Application Completeness Date.* Automatically calculated 60 days out, but this can be edited.
17. *Do you have a public notice period?*
18. *Public Notice Period Start Date.* Only appears if you selected Yes under public notice period.
19. *Public Notice Period End Date.* Only appears if you selected Yes under public notice period. Automatically calculated 30 days out, but this can be edited.
20. *Expedited Review is Requested.* Only select if expedited review is necessary.
21. *Final Agency Action Date.* Once a permit is final, please update the submission to include the date the permit was issued.
22. *Notes.* Enter any information you want to provide to the EPA that was not covered in the previous form fields.

### Permit Action Submission Form: Document Upload Page

1. Once you have responded to all questions on the first page, you should advance to the Document Upload Page and upload all documents related to your submission. (For additional information on how to upload documents, please refer to the ‘Uploading Documents’ job aide.)
2. Include all documents that will be necessary for the EPA to review your permit. A list of these document is provided on the Document Upload Page.
3. You can either drag and drop a file or select the ‘Browse’ button and choose the file from your local hard drive that you would like to upload from the pop-up modal. Once the file has been selected, click on the ‘Open’ button.
4. Please assign a category to the file to help EPA better determine what each attachment is. You can also add a description to each file if further details are needed. The available categories are:
  - a. Permit Application
  - b. Draft Permit
  - c. Draft Technical Support Document/Statement of Basis
  - d. Public Comments
  - e. Response to Comments
  - f. Proposed Permit
  - g. Final Permit
  - h. Final Technical Support Document/Statement of Basis
  - i. Other

**Figure 9: Document Upload**

#### Document Upload

Documents to be uploaded include, but are not limited to the items shown below:

- Proposed Permit for EPA's Review
- Draft Permit (from public comment period)
- Draft Technical Support Document/Statement of Basis
- Public Comments (if any)
- Permitting authority's response to comments (if any)
- Permit application (if any)

Please do not submit Confidential Business Information (CBI) using EPS. Contact your EPA Regional Office to arrange for submittal of CBI.

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#### ATTACHMENTS Show row weights

FILE INFORMATION	OPERATIONS
<div style="display: flex; align-items: flex-start;"> <div style="margin-bottom: 5px;"> <span style="font-size: small;">*</span> <span style="font-size: x-small;">Proposed Permit - Test upload facility.pdf (63.82 MB)</span> </div> <div style="margin-bottom: 5px;"> <b>Category</b> <input style="width: 80%;" type="text" value="Proposed Permit"/> </div> <div style="font-size: x-small; margin-bottom: 5px;">Files added to this page may allow the file to be publicly accessible.</div> <div> <b>Description</b> <input style="width: 80%;" type="text"/> </div> <div style="font-size: x-small; margin-top: 5px;">The description may be used as the label of the link to the file.</div> </div>	<input type="button" value="Remove"/>



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5. Prior to uploading a file, please verify that the file type supported by the EPS. Allowed file types are displayed below the 'Upload' button in the file upload section.
6. You may upload multiple files to the document upload page.
7. The maximum file size for each uploaded file is 200MB. If you would like to include a larger file with your submission, please contact your EPA regional contact.
8. Select the 'Save to Submission' button on the bottom-left of the page to save the uploaded files to your submission.
  - a. You may remove files by selecting the 'Remove' button associated with each file.

## Update Permit Action

1. When you need to update a permit action (e.g., to add a final permit to a previously submitted proposed permit), click 'Update' next to the permit action in the 'Permits Submitted' table.
2. This will reopen a previously submitted permit action form. Update any of the fields that need to be updated (e.g., change 'Submission Category' to 'Final' if you are adding the final permit).
3. Upload the any new attachments (e.g., the final permit).
4. Submit the changes as you did with the initial permit action.

**Figure 11: Updating a Permit Action**

Permits Submitted										
Show 10 entries		Search: <input type="text"/>								
ACTION	PERMIT ACTION TITLE	SUBMISSION CATEGORY	OWNER, OPERATOR NAME	FACILITY NAME	PERMIT TYPE	TITLE V PERMIT ACTION	NSR PERMIT ACTION	SUBMITTAL DATE	END OF EPA 45-DAY REVIEW	REVIEW STATUS
<a href="#">Update</a>	Test	Proposed	owner		Major NSR Permit (PSD), Title V Operating Permit	Initial	New Permit	11/08/18	12/23/18	Received

Showing 1 to 1 of 1 entries

## Permit Review Page

1. Clicking on a specific permit action (as shown below in Figure 6) will take you to the Permit Review Page for that permit action (see Figure 7 below).

**Figure 12: Accessing Permit Review Page**

Permits Submitted

Show 10 entries Search:

ACTION	PERMIT ACTION TITLE	SUBMISSION CATEGORY	OWNER/OPERATOR NAME	FACILITY NAME	PERMIT TYPE	TITLE V PERMIT ACTION	NSR PERMIT ACTION	SUBMITTAL DATE	END OF EPA 45-DAY REVIEW	REVIEW STATUS
<a href="#">Update</a>	<a href="#">Title</a>	Proposed	Test		Major NSR Permit (PSD), Title V Operating Permit	Initial	New Permit	11/06/18	12/23/18	Received

Showing 1 to 1 of 1 entries

**Figure 13: Permit Review Page**

Home [Create Permit Action](#)
Notification Settings [Return to CDX](#) [Job Aids](#) [Contact Us](#)

### Permit Review Page

Hello: **DYLANNOVAK** - Preparer

#### Permit Details

- Permit Action Title:** Example Permit Action
- Permitting Authority:** Calaveras County APCD
- State:** CA
- Submittal Date:** 06/06/19
- End of EPA 45-day Review Clock:** 07/22/19
- Submission Category:** Proposed
- Permit Type:** Title V Operating Permit
- Title V Permit Action:** Initial
- Owner/Operator Name:** EPA
- Facility Name:** TEST FACILITY AT EPA
- Permit Number:** XX-111
- Expedited Review Requested**

#### Review Status

Comments Provided

#### Status Comment

See attached comments.

[Review Status & Comment Log](#)

#### EPA Point of Contact

- Name: Dylan Mataway-Novak
- Email: mataway-novak.dylan@epa.gov
- Phone Number: (919) 541-5795

#### Permitting Authority Point of Contact

- Name: Dylan Mataway-Novak
- Email: mataway-novak.dylan@epa.gov
- Phone Number: (919) 541-5795

-- Select Permitting Authority ...

#### File Depot

State Submitted Files

**Example Permit Action - 06/06/2019**

Download

FILE	FILE CATEGORY	FILE DESCRIPTION
<a href="#">Proposed Permit - Test upload facility.pdf</a>	Proposed Permit	none
<a href="#">113127300-P10_Responses_to_Comments_on_Proposed.pdf</a>	Response to Comments	none
<a href="#">HTML</a>	none	none

#### Shared Files

Share with Permitting Authority

[EPA Comments - Test Facility.pdf](#)

2. *Permit Details.* This section displays certain details of the permit action, based on the information provided by the state or local agency permitting authority that submitted the permit.
3. *File Depot.* This section contains the documents associated with each permit action, organized by submittal date. Clicking on the folder link for a submission will expand to show you all the attachments you provided and an HTML of the form. In the event that a permitting authority submits additional documents or updates a submission, these subsequent submittals for the permit action will appear under a separate folder.
4. *Shared Files.* When EPA provides a files for the permitting authority to view (such as a comment letter), they will appear in the “Shared Files” section.
5. *Review Status.* This section displays the current review status of the permit action. By default, the permit review status will remain “received” if no further action is taken on the part of EPA staff. Once the review status is changed or updated, EPS will generate a notification email to both the Permitting Authority Point of Contact indicating the updated review status. The Review Statuses are:
  - a. Received: default option when a submission is received.
  - b. No Comments: EPA does not have comments on the permit (typically used when a draft permit is provided).
  - c. Incomplete: The permit action submission does not have all necessary information/documents for the EPA to conduct its review.
  - d. Comments Provided: EPA has comments on the permit (typically used when a draft permit is provided). The comments will be shared with the permitting authority through the Shared Files.
  - e. Objection: For title V permits only during the EPA’s 45-day review period. The objection letter will be shared with the permitting authority through the Shared Files.
  - f. EPA Will Not Object: For title V permits only during the EPA’s 45-day review period. If EPA provides a letter explaining that it will not object, that letter will be shared with the permitting authority through the Shared Files.
  - g. Reviewed: Indicates that EPA has reviewed the permit action.
  - h. Not Reviewed: Indicates that EPA will not review the permit action.
6. *Review Status and Comment Log:* Click this link if you want to view historical review statuses and comments provided on this permit actions.
7. *EPA Point of Contact.* This section allows EPA staff to designate themselves as the point of contact for the permit action. Once updated, the point of contact will be visible to you as the permitting authority. EPS will also generate a notification email alerting the permitting authority that submitted the permit that a point of contact has been provided.



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8. *Permitting Authority Point of Contact.* You can change the point of contact originally provided in the permit action form.



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### Support

If you have any questions related to submission development, please contact your EPA Regional Contact as listed on your state landing page.

If you have any questions related to CDX or the EPS program service, please contact the CDX Help Desk at [helpdesk@epacdx.net](mailto:helpdesk@epacdx.net) or by telephone at 888-890-1995.