

# ELECTRONIC PERMIT SYSTEM (EPS) USER GUIDE





## Electronic Permit System (EPS)

### Table of Contents

1.0 Introduction to the Electronic Permit System .....	2
2.0 Navigating the Permitting Authority Landing Page .....	2
2.1 Features that are not yet active.....	3
3.0 Creating a new Permit Action Form.....	4
3.1 Starting a new Permit Action Form.....	4
3.2 Permit Action Form data entry .....	4
3.3 Uploading Supporting Documentation: .....	6
3.4 Submitting a Permit Action Form.....	8
4.0 Accessing Permit Reviews .....	9
5.0 Glossary.....	11

# EPA

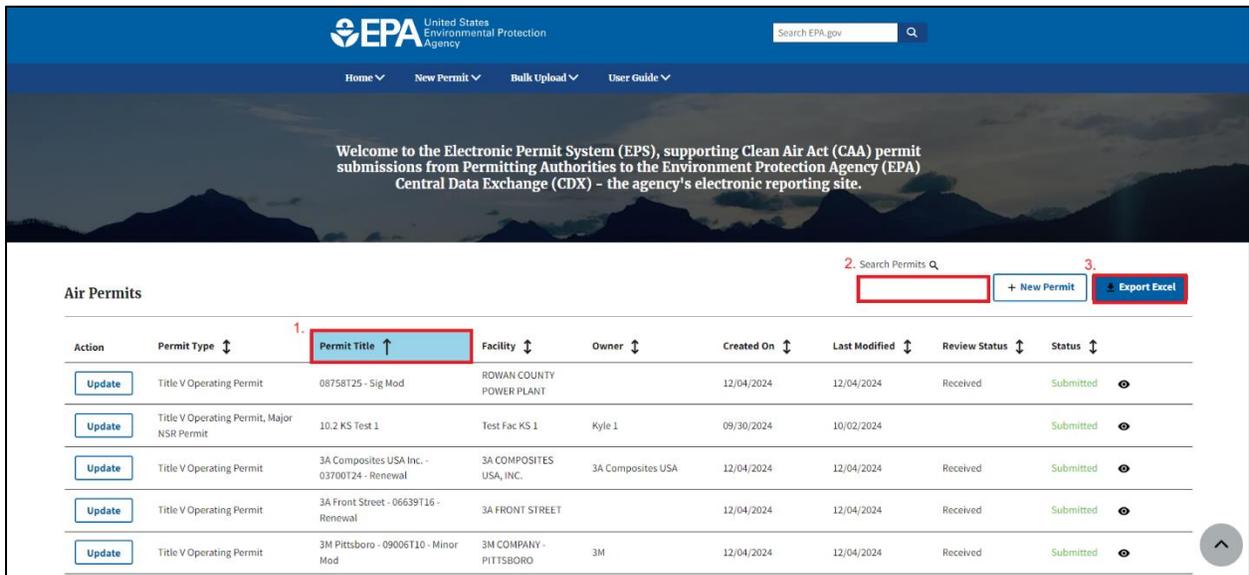
## Electronic Permit System (EPS)

### 1.0 Introduction to the Electronic Permit System

The main purpose of the Electronic Permit System (EPS) is to provide a centralized platform to collect documents from permitting authorities (PA) and permit applicants; for EPA to provide permit review oversight and issue EPA permits; and to provide permitting information to the public in accordance with the Clean Air Act (CAA). A PA is any State/Local/Tribal permitting authority with an approved/delegated permitting program to issue CAA permits, including EPA for EPA-issued CAA permits. Some of these documents are submitted to meet regulatory requirements associated with permitting programs, and others are submitted voluntarily. For each submittal, when applicable, EPS does additional tracking of where the permit is in the review process for EPA's Title V permitting regulatory 45-day review and the petition period that follows.

### 2.0 Navigating the Permitting Authority Landing Page

The Permitting Authority Landing page (PAL) Permits table will house submitted permit actions within a user's permitting authority as well as pending permit actions currently being worked on by Permitting Authority users. The table will also allow users to (1) sort, (2) search, and (3) export data to a .xls file. (Figure 1)



Welcome to the Electronic Permit System (EPS), supporting Clean Air Act (CAA) permit submissions from Permitting Authorities to the Environment Protection Agency (EPA) Central Data Exchange (CDX) - the agency's electronic reporting site.

Air Permits

Action	Permit Type ↓	1. Permit Title ↑	Facility ↓	Owner ↓	Created On ↓	Last Modified ↓	Review Status ↓	Status ↓
<a href="#">Update</a>	Title V Operating Permit	08758125 - Sig Mod	ROWAN COUNTY POWER PLANT		12/04/2024	12/04/2024	Received	Submitted 
<a href="#">Update</a>	Title V Operating Permit, Major NSR Permit	10.2 KS Test 1	Test Fac KS 1	Kyle 1	09/30/2024	10/02/2024		Submitted 
<a href="#">Update</a>	Title V Operating Permit	3A Composites USA Inc. - 03700724 - Renewal	3A COMPOSITES USA, INC.	3A Composites USA	12/04/2024	12/04/2024	Received	Submitted 
<a href="#">Update</a>	Title V Operating Permit	3A Front Street - 06639T16 - Renewal	3A FRONT STREET		12/04/2024	12/04/2024	Received	Submitted 
<a href="#">Update</a>	Title V Operating Permit	3M Pittsboro - 09006T10 - Minor Mod	3M COMPANY - PITTSBORO	3M	12/04/2024	12/04/2024	Received	Submitted 

Figure 1

On the Permits table, users will select the “Permit Title” hyperlink for permit actions with a “Pending” status to be re-directed to the in-progress Permit Action form. There, users will finish data entry and submit their Permit Action form. Users will select the eye icon for permit actions with a “Submitted” status to be redirected to the Permit Review Page, which displays a summary of the Permit Action form in a read-only state (Figure 2).

# EPA

## Electronic Permit System (EPS)

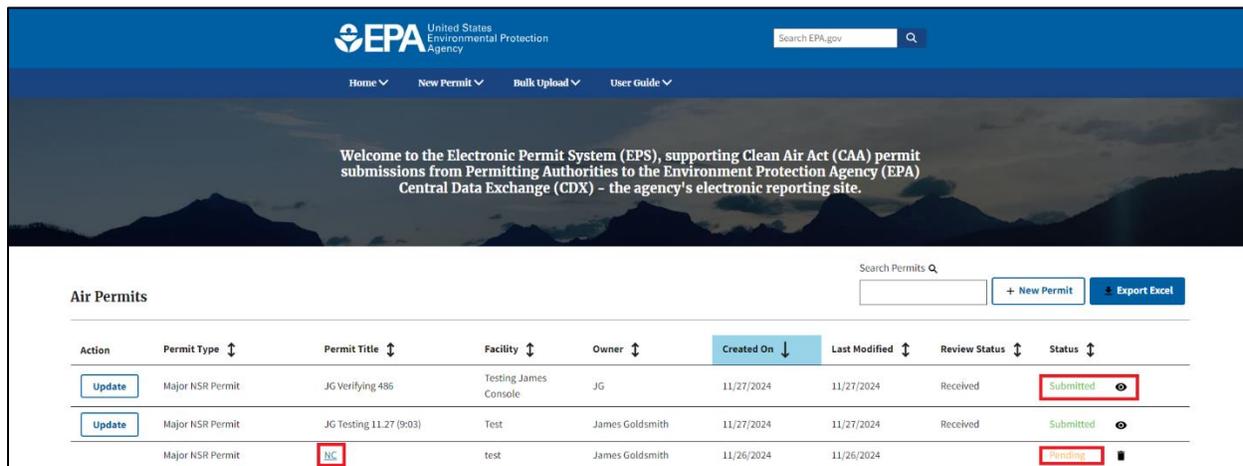


Figure 2

For permit actions with a “Pending” status, users can select the trash can icon to delete permit actions (Figure 3).

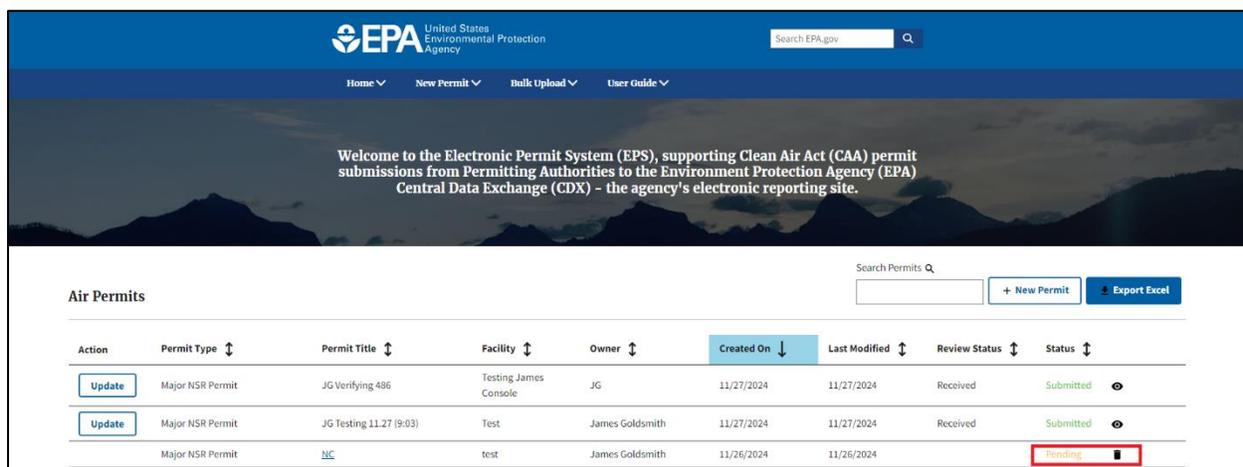


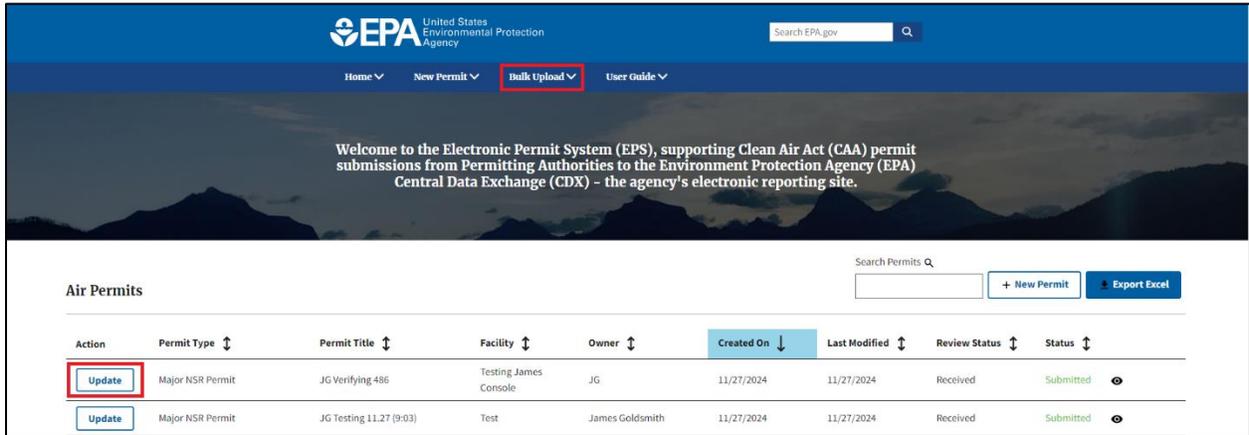
Figure 3

### 2.1 Features that are not yet active

The “Update” button is not currently operable. In the future, this button will allow PA users to update previously submitted permit actions (Figure 4). Additionally, the “Bulk Upload” feature is not operable. In the future, Bulk Upload will allow PA users to populate a spreadsheet with multiple facilities’ permit action data. Users can then upload the spreadsheet, and relevant permit documentation, into the system.



# Electronic Permit System (EPS)



Welcome to the Electronic Permit System (EPS), supporting Clean Air Act (CAA) permit submissions from Permitting Authorities to the Environment Protection Agency (EPA) Central Data Exchange (CDX) - the agency's electronic reporting site.

Air Permits

Action	Permit Type ↓	Permit Title ↓	Facility ↓	Owner ↓	Created On ↓	Last Modified ↓	Review Status ↓	Status ↓
<a href="#">Update</a>	Major NSR Permit	JG Verifying 486	Testing James Console	JG	11/27/2024	11/27/2024	Received	Submitted
<a href="#">Update</a>	Major NSR Permit	JG Testing 11.27 (9-03)	Test	James Goldsmith	11/27/2024	11/27/2024	Received	Submitted

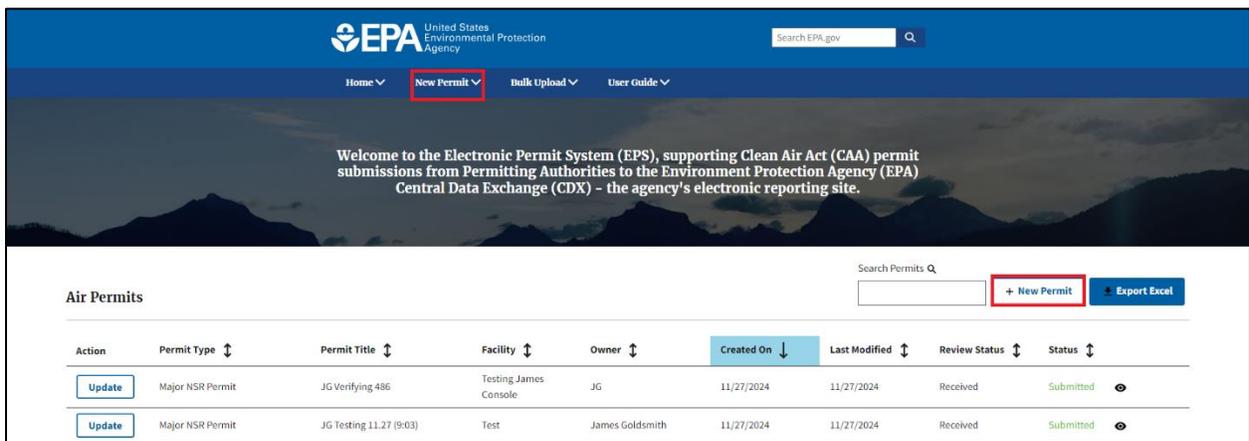
Figure 4

### 3.0 Creating a new Permit Action Form

Permitting Authority users wishing to create a new permit action can do so using this application. As mentioned in the introduction, EPA users will also be creating and submitting permit actions. However, they will be creating and submitting those permit actions from a different EPS application, that is solely for EPA users.

#### 3.1 Starting a new Permit Action Form

Selecting the “+ New Permit” on the top right corner of the Permits table or selecting the “New Permit” tool bar link will redirect users to a new permit action form. From there, users will be able to begin data entry (Figure 5).



Welcome to the Electronic Permit System (EPS), supporting Clean Air Act (CAA) permit submissions from Permitting Authorities to the Environment Protection Agency (EPA) Central Data Exchange (CDX) - the agency's electronic reporting site.

Air Permits

Action	Permit Type ↓	Permit Title ↓	Facility ↓	Owner ↓	Created On ↓	Last Modified ↓	Review Status ↓	Status ↓
<a href="#">Update</a>	Major NSR Permit	JG Verifying 486	Testing James Console	JG	11/27/2024	11/27/2024	Received	Submitted
<a href="#">Update</a>	Major NSR Permit	JG Testing 11.27 (9-03)	Test	James Goldsmith	11/27/2024	11/27/2024	Received	Submitted

Figure 5

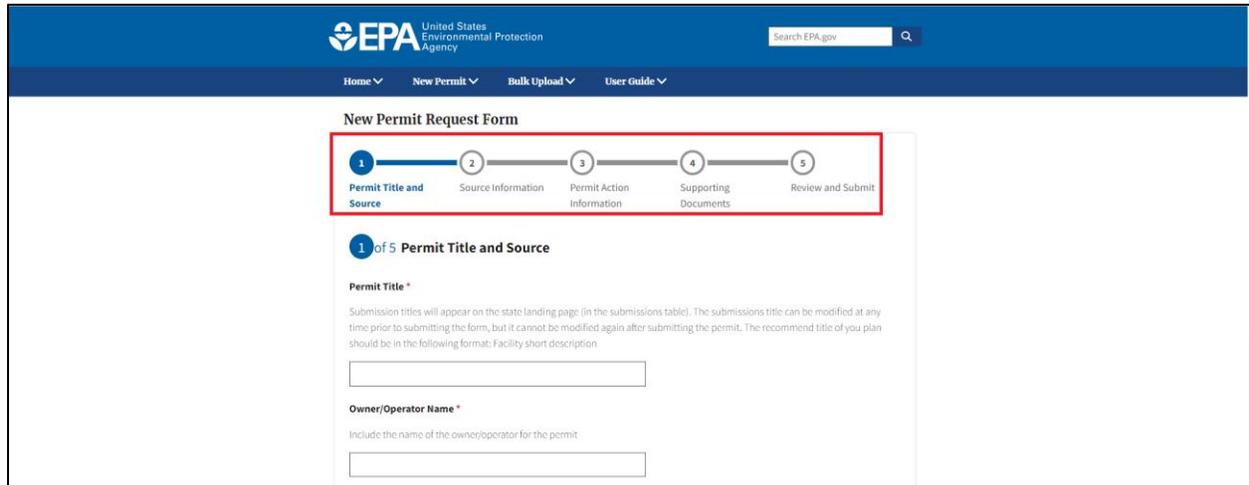
#### 3.2 Permit Action Form data entry

Once the user has initiated a new permit action form, they will be able to add permit information to the following pages of the form (Figure 6):

1. Permit Title and Source
2. Source Information

# EPA Electronic Permit System (EPS)

3. Permit Action Information
4. Supporting Documents



The screenshot displays the 'New Permit Request Form' interface. At the top, there is a navigation bar with the EPA logo and the text 'United States Environmental Protection Agency'. Below the navigation bar, there are links for 'Home', 'New Permit', 'Bulk Upload', and 'User Guide'. The main content area is titled 'New Permit Request Form' and features a progress bar with five steps: 1. Permit Title and Source, 2. Source Information, 3. Permit Action Information, 4. Supporting Documents, and 5. Review and Submit. Step 1 is currently active and highlighted with a red box. Below the progress bar, the form fields for 'Permit Title' and 'Owner/Operator Name' are visible.

Figure 6

After the user completes all required fields on page 1, they will be able to select “Save and Continue” to navigate to the next page within the form (Figure 7). Users will not be able to navigate throughout the form until page 1 is saved.



## Electronic Permit System (EPS)

### New Permit Request Form

1

**Permit Title and Source**

2

Source Information

3

Permit Action Information

4

Supporting Documents

5

Review and Submit

**1 of 5 Permit Title and Source**

**Permit Title \***

Submission titles will appear on the state landing page (in the submissions table). The submissions title can be modified at any time prior to submitting the form, but it cannot be modified again after submitting the permit. The recommend title of you plan should be in the following format: Facility short description

**Owner/Operator Name \***

Include the name of the owner/operator for the permit

**Permitting Authority Point of Contact. \***

This person will serve as the point of contact for this permit action. If a user is registered with EPS for your permitting authority, they will appear in the drop down. Otherwise, you can select other and input their contact information.

Select a permitting authority
⇅

[Cancel](#)

Save and Continue

Figure 7

### 3.3 Uploading Supporting Documentation

After responding to all questions on the first three pages, the user will proceed to the Supporting Documents page where they will upload all supporting documentation related to the submission. These documents will help EPA review the permit. A list of the types of supporting documents is provided on this page. You can either drag and drop one ZIP file (including all documentation) or select the “Choose File” button to choose the .ZIP file from your local hard drive. Users are required to assign a category to the file that helps EPA better determine what each attachment is. You can also add a description to each file if further details are needed (Figure 8).



# Electronic Permit System (EPS)

Search EPA.gov

Home New Permit Bulk Upload User Guide

### New Permit Request Form

1 Permit Title and Source
2 Source Information
3 Permit Action Information
4 Supporting Documents
5 Review and Submit

#### 4 of 5 Supporting Documents

**Upload Document**

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)

Confidential Business Information (CBI) cannot be submitted through this application. Please contact your EPA Regional Point of Contact if you would like to submit CBI.

**File Depot**

No files associated with the permit data were found.

**File Upload**

- User can select the "Browse" link to choose a file from your computer or a local hard drive. Files added to this page may become accessible to the public.
- Allowed file types: .zip
- Max file size: 128000 KB
- File names must be shorter than 125 characters, including the extension. Please use the Description field if you need more space.

Choose File No file chosen

Clear File Upload

**Category**

Select a category that best describes this document

- Permit Application
- Draft Permit
- Draft Technical Support Document/Statement of Basis
- Public Comments
- Response to Comments
- Proposed Permit
- Final Permit
- Final Technical Support Document/Statement of Basis
- Public Notice
- Other

**Description**

This description may be used as a label on the link that will open this file.

Cancel
Save and Continue

[Contact Us](#) to ask a question, provide feedback, or report a problem.



**Discover.**

- [Accessibility Statement](#)
- [Budget & Performance](#)
- [Contracting](#)
- [EPA www Web Snapshot](#)
- [Grants](#)
- [No FEAR Act Data](#)
- [Plain Writing](#)
- [EPA Privacy Policy](#)
- [CDX Privacy Policy](#)

**Connect.**

- [Data](#)
- [Inspector General](#)
- [Jobs](#)
- [Newsroom](#)
- [Regulations.gov](#)
- [Subscribe](#)
- [USA.gov](#)
- [White House](#)

**Ask.**

- [Contact EPA](#)
- [EPA Disclaimers](#)
- [Hotlines](#)
- [FOIA Requests](#)
- [Frequent Questions](#)

**Follow.**







Figure 8



## Electronic Permit System (EPS)

### 3.4 Submitting a Permit Action Form

Once all the required fields have been populated on the first four pages, users will be able to proceed to page 5, “Review and Submit”. Users will be able to review key permit information within the “Permit Details” section as well as all files associated to the submission, within the “File Depot”. If a user sees any data they would like to edit, they will be able to select the text on the progress tracker of the respective page, to navigate to that page and make the necessary edits. They will then need to select “Save and Continue” on any pages that received edits. Once users verify their data is accurate on page 5, they will select the “Submit Now” button on the bottom of the page (Figure 9). You will then receive the confirmation of submission banner at the top of the page (Figure 10).

The screenshot displays the EPA Electronic Permit System (EPS) interface for a 'New Permit Request Form'. The top navigation bar includes the EPA logo, 'United States Environmental Protection Agency', a search bar, and menu items for 'Home', 'New Permit', 'Bulk Upload', and 'User Guide'. The main content area features a progress tracker with five steps: 1. Permit Title and Source, 2. Source Information, 3. Permit Action Information, 4. Supporting Documents, and 5. Review and Submit. The current step, 'Review and Submit', is highlighted with a red box. Below the progress tracker, the page title is '5 of 5 Review and Submit'. The main content is divided into three sections: 'Permit Details', 'File Depot', and 'Permitting Authority Point of Contact (POC)'. The 'Permit Details' section contains various fields such as Permit Title, Permit Type, Title V Permit Action, NSR Permit Action, Permit Number, Facility Address, Address Line 1 and 2, City, State, Zip, Beginning of 45-day Review, Estimated End Date of 45-day Review, Expediting Review Requested, Final Permitting Authority Action Date, Public Notice Period Start Date, and Public Notice Period End Date. The 'File Depot' section shows a file named 'JG Testing 444 (11.11).zip' with a 'Draft Permit' status and a 'test' description, along with a 'Download all files' link. The 'Permitting Authority Point of Contact (POC)' section lists the POC Name as Jacob Lowenthal, Email as jacob.lowenthal@cgifederal.com, and Phone Number as 4106109633. At the bottom of the form, there are 'Cancel' and 'Submit Now' buttons, with the 'Submit Now' button highlighted by a red box. A footer at the bottom of the page provides a link to 'Contact Us' for questions, feedback, or reporting a problem.

Figure 9

# EPA

## Electronic Permit System (EPS)

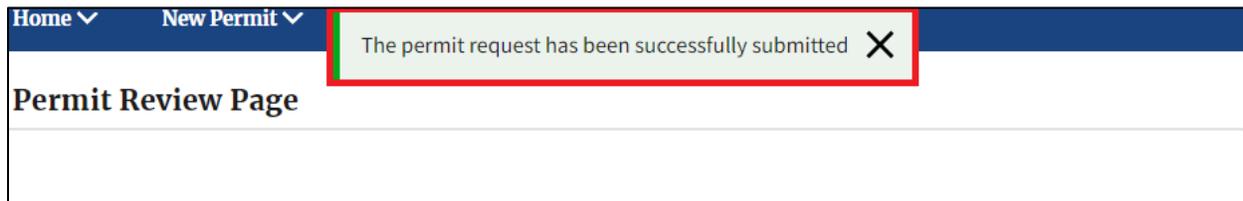


Figure 10

### 4.0 Accessing Permit Reviews

Clicking on the “eye icon”(Figure 11) in the Permits table will take you to that permit’s Permit Review Page. This option will only be available for permits with a status of “Submitted”.

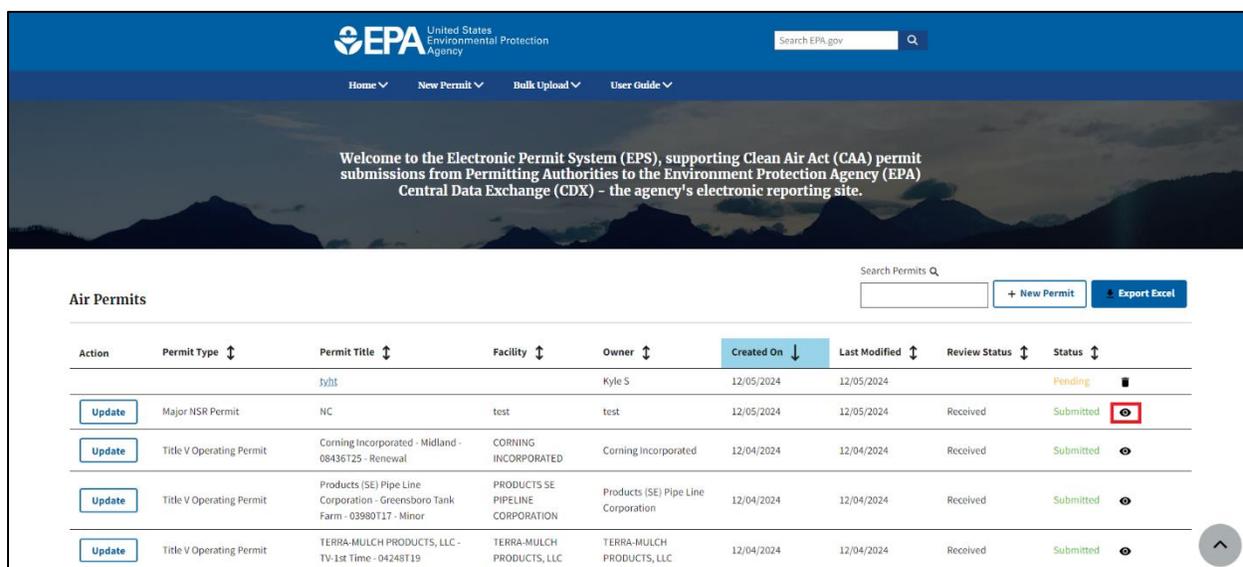


Figure 11

From there, users will be able to view the permit’s review status, comments from EPA, and any documentation provided from EPA. Users will also have access to the “File Depot” to download any associated files related to their permit, and the Copy of Record (Figure 12).



### Permit Review Page

---

#### Permit Details

<p><b>Permit Title:</b> James Goldsmith Permit</p> <p><b>Title V Permit Action:</b> Initial</p> <p><b>Permitting Authority:</b> North Carolina DAQ</p> <p><b>Facility Address:</b></p> <p style="margin-left: 20px;"><b>Address Line 1:</b> 123 address st</p> <p style="margin-left: 20px;"><b>Address Line 2:</b> N/A</p> <p style="margin-left: 20px;"><b>City:</b> Kernersville</p> <p style="margin-left: 20px;"><b>State:</b> North Carolina</p> <p style="margin-left: 20px;"><b>Zip:</b> 27284</p> <p><b>Beginning of 45-day Review:</b> 10/10/2024</p> <p><b>Estimated End Date of 45-day Review:</b> 11/25/2024</p> <p><b>Petition Start Date:</b> 11/26/2024</p> <p><b>Petition End Date:</b> 01/27/2025</p> <p><b>Submittal Date:</b> 10/04/2024</p>	<p><b>Permit Type:</b> Title V Operating Permit/Major NSR Permit (PSD)</p> <p><b>NSR Permit Action:</b> New Permit</p> <p><b>Permit Number:</b> 123</p> <p><b>Permitting Authority Facility ID:</b> 123456</p> <p><b>Submission Category:</b> Final Draft/Proposed for Concurrent Review</p> <p><b>NAICS Code:</b> 111191</p> <p><b>Expedited Review Requested:</b> Yes</p> <p><b>Final Permitting Authority Action Date:</b> 10/04/2024</p> <p><b>Public Notice Period Start Date:</b> 10/04/2024</p> <p><b>Public Notice Period End Date:</b> 10/31/2024</p>
--	--

---

#### Review Status and Comments

Review Status	Comments

---

#### File Depot

<b>JG 2PM Testing.zip</b>	Draft Technical Support Document/Statement of Basis, Public Comments	test
<b>CoR.html</b>	N/A	
<b>CoR.html</b>	N/A	

[Download all files](#)

---

#### Shared Files

No shared files associated with the permit data were found

---

#### Permitting Authority Point of Contact (POC)

**POC Name:** Kyle Speight

**Email:** kyle.speight@cgifederal.com

Figure 12



## Electronic Permit System (EPS)

### 5.0 Glossary

Below is a glossary of terms and acronyms found throughout the EPS application.

BIA	Bureau of Indian Affairs
CAA	Clean Air Act
CoR	Copy of Record
EPS	Electronic Permit System
FARR	Federal Air Rules for Indian Reservations
HAP	Hazardous Air Pollutants
NAICS	North American Industry Classification System
NSR	New Source Review
OCS	Outer Continental Shelf
PA	Permitting Authority
PAL	Permitting Authority Landing page
PAL (Source and Permit Type)	Plantwide Applicability Limit
PAP	Permitting Authority Preparer
PAM	Permitting Authority Manager
TV (i.e. TV Area Source)	Title V