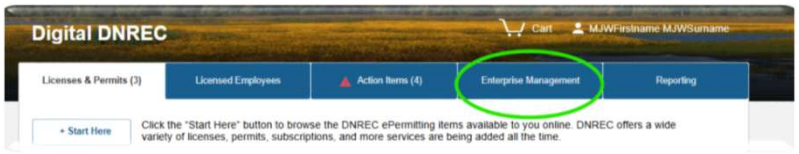
Digital DNREC (ePermitting) Application Submission Guide for External Customers

Example Application Submission for an Emergency Generator Air Permit

Please note that this guide is being provided as an example only. Any information included in this example is for instructional purposes.

Emergency Generator

Example Application

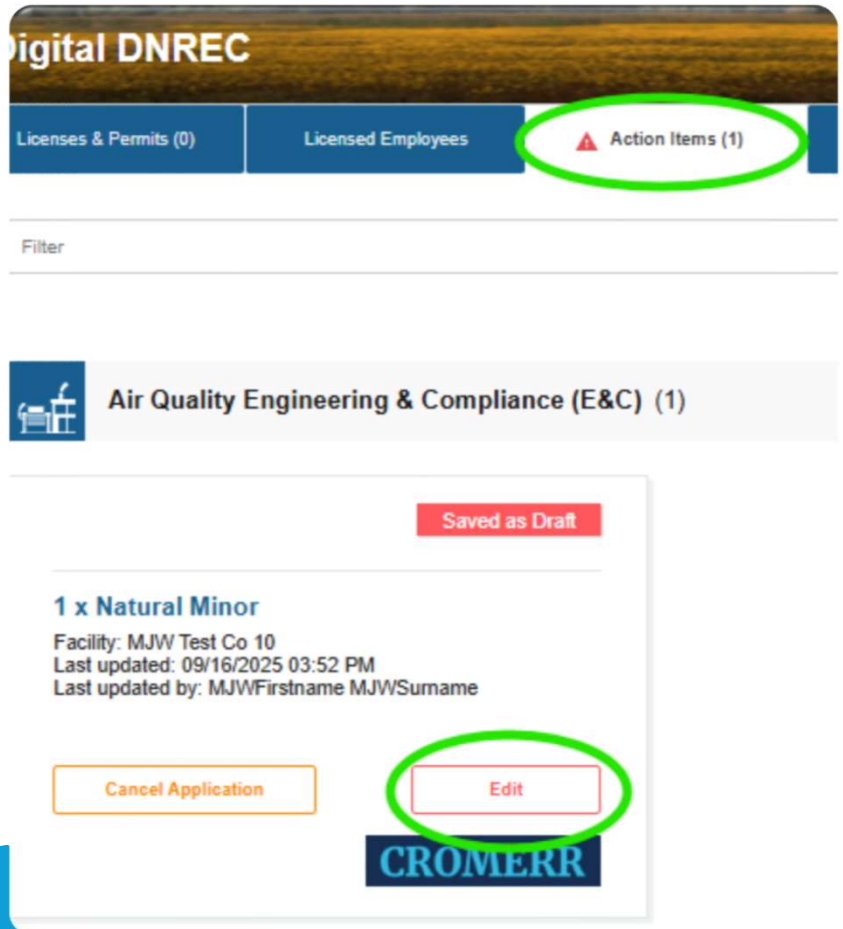


Before you Start

- CROMERR is required for application submission.
- We recommend submitting your CROMERR form before starting the application.
- On your Digital DNREC dashboard, navigate to 'Enterprise Management' to set up your CROMERR Account.
- CROMERR setup guidance can be found on the Digital DNREC ePermitting enterprise account login page. https://epermitting.dnrec.delaware.gov/dnrec-home/login/enterprise

Before you Start—CROMERR

- The Cross-Media Electronic Reporting Rule (CROMERR) was published on October 13, 2005.
- The United States Environmental Protection Agency (EPA) has established a framework by which EPA will accept electronic submissions.
- This applies for all electronic submissions to EPA and delegated agencies (DNREC)
- See https://www.epa.gov/cromerr



Before you Start— Reminders

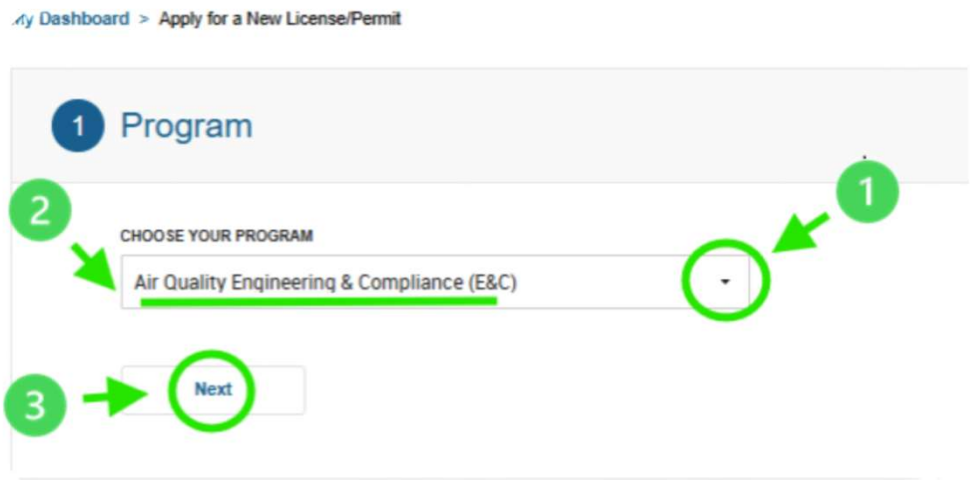
- Your application progress will be saved after completing each section. Access your saved application draft on the dashboard 'Action Items' tab.
- Detailed guidance for each application section can be located at https://dnrec.delaware.gov/air/permitting/permit-applications/.
- Warning: Uploads that are NOT pdf format will not be included in your dashboard downloadable application.
- Some sections require document uploads to complete. There is a size limit of 10mb per upload.
- Click 'Add Additional Document' to upload more documents.
- After the final step is completed, you can add the application to the Cart. **Cart entries expire after 24 hours.**
- Expired cart items turn into drafts and can be found on the dashboard 'Action Items' tab.
- Only one (1) cart item for a License/Permit type can be paid for at a time. (Only one Natural Minor application can be paid for at a time.)

Sign In

- Digital DNREC (ePermitting) sign in page: https://epermitting.dnrec.delaware.gov/dnrec-home/login/enterprise
- The Business ID can be found in the email “Your Digital DNREC account is ready”

+Start Here

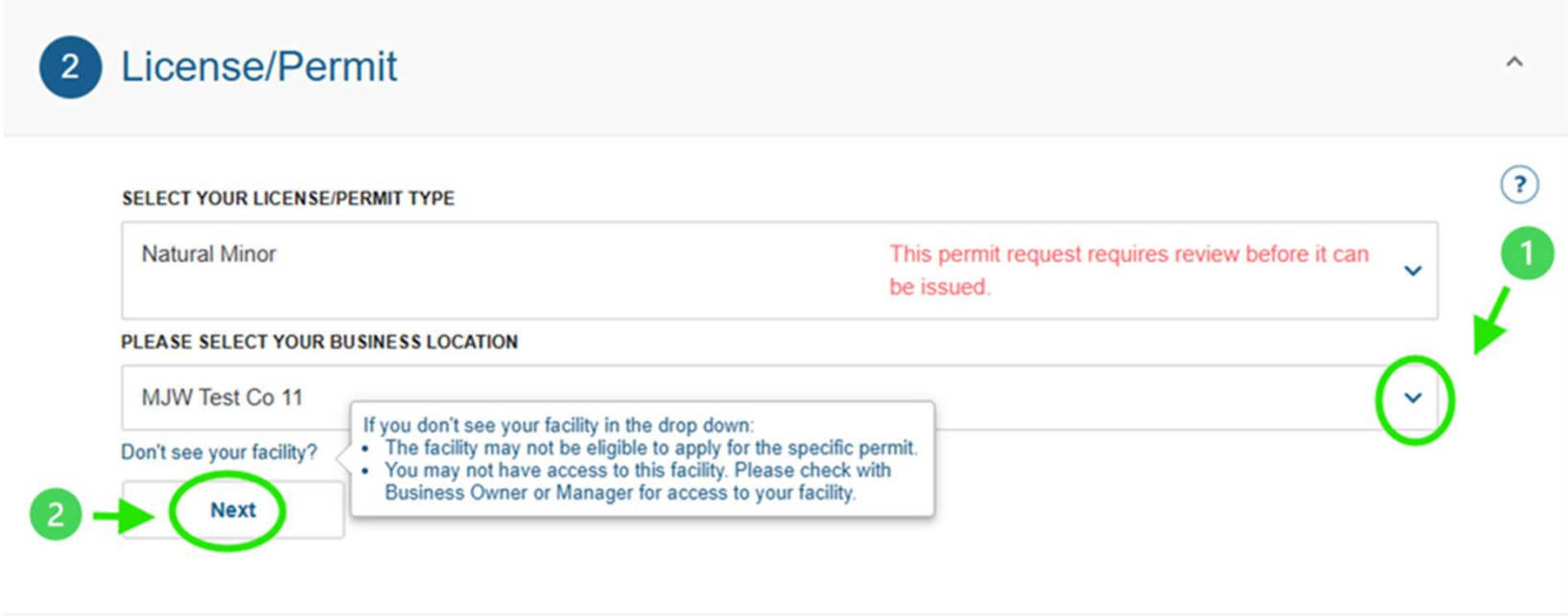
- From your Dashboard, click '+Start Here'
- Use the drop down to choose your program.
- Select 'Air Quality Engineering & Compliance (E&C)'
- Click 'Next'



Select Business Location

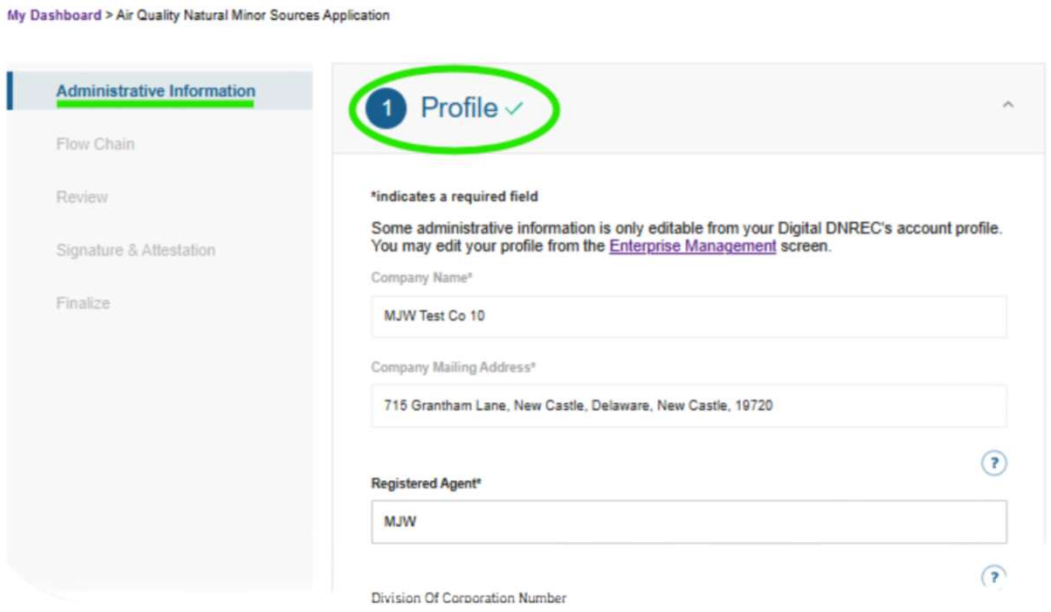
- The business location is the address where the equipment will be located.
- Use the drop down to select the appropriate business location
- Click ‘Next’

Please note, if the desired location is not listed you may not have access to that facility. Please contact the Business Owner or Manager (Primary Account User) for access to your facility.



Administrative Information – **Profile**

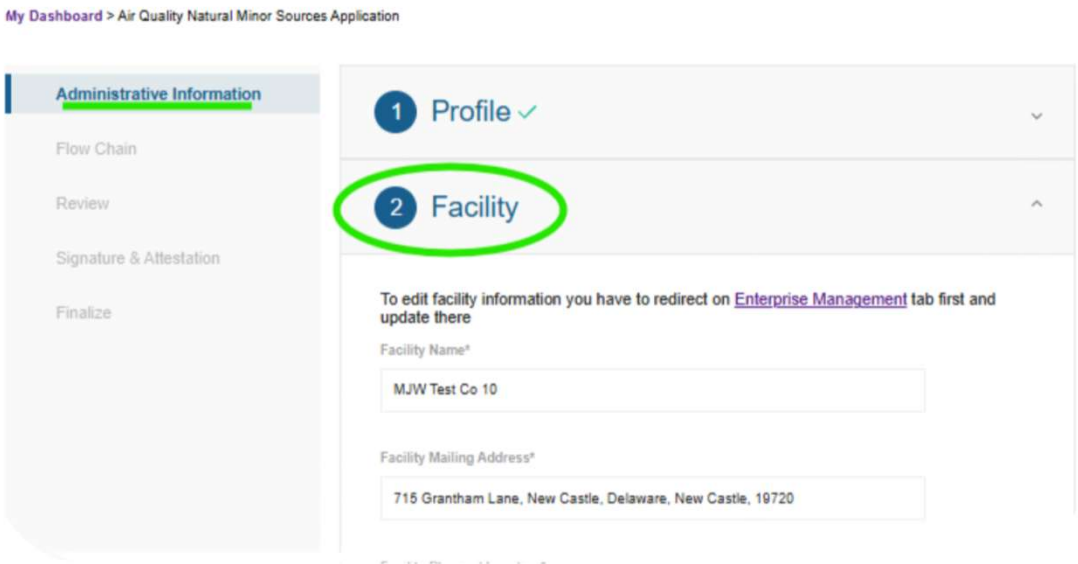
Profile section: Agent name, Business Owner or Facility Manager information



- Complete the required fields as indicated with the asterisk (*)
- Please note, some fields are only editable from the Digital DNREC account profile under the 'Enterprise Management' tab/screen.
- Detailed guidance for different types of emission units can be found here.
- Click 'Save & Continue' to progress

Administrative Information – **Facility**

Facility section: facility address, facility contact, billing contact, SIC & NAICS codes

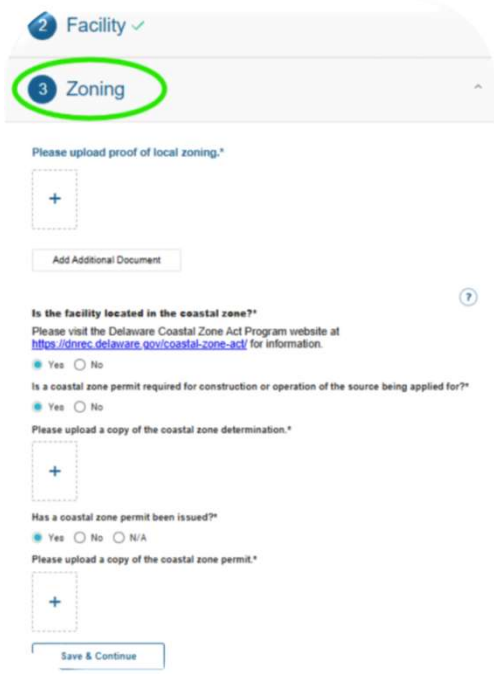


- Complete the required fields as indicated with the asterisk (*)
- Fields with grayed titles can only be edited in your 'Enterprise Management' tab. Locate the 'Enterprise Management' tab on your dashboard or use the link to navigate there.
- Click 'Save & Continue' to progress

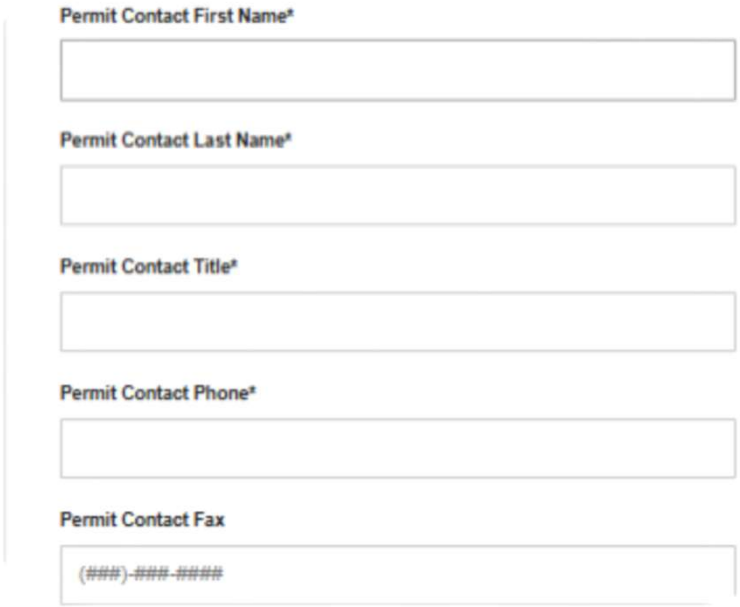
Administrative Information – **Zoning**

Zoning section: proof of local zoning, coastal zone questions

- Please upload proof of local zoning
- The ‘Add Additional Document’ button will appear in different sections throughout the application process. Use as needed.
- If you respond ‘Yes’ to the Coastal Zone question, the section will expand. Additional information will be required.
- Please note, some sections require document uploads to complete.
- Click ‘Save & Continue’ to progress

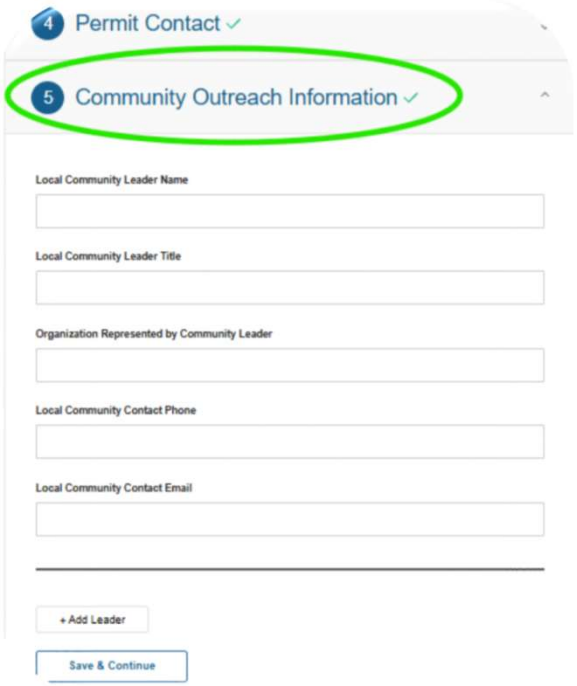


Administrative Information – **Permit Contact**



- The Permit Contact will be the primary point of contact for DNREC & will manage permitting and compliance issues.
- Click ‘Save & Continue’ to progress

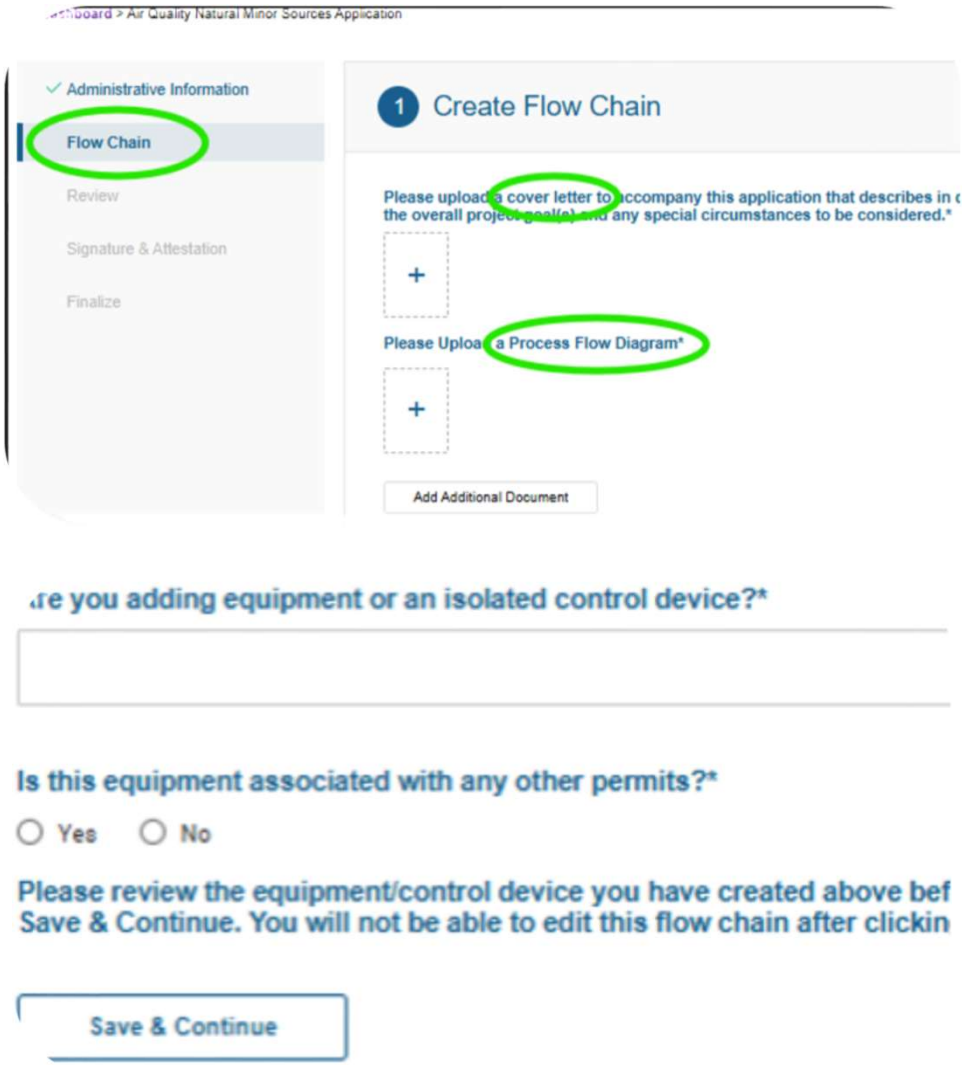
Administrative Information – **Community Outreach Information**



- Guidance for this section can be found here.
- Community outreach information can also be sent to DAQ.DNRECtory@delaware.gov. Please remember to include the facility name and application date with the email.
- Click ‘Save & Continue’ to progress

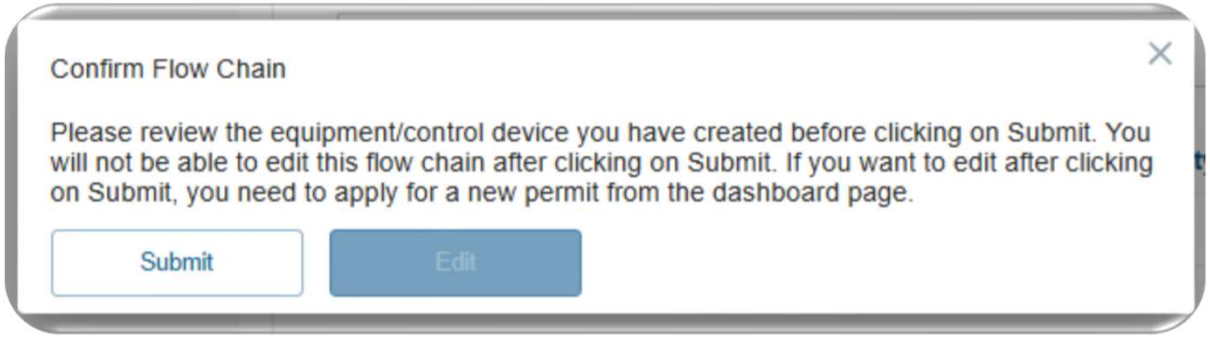
Flow Chain - Creation

- The **process flow chain** is where you will define the equipment in the process and how it is related.
- In this example, the only equipment in the process flow is an emergency generator.
- Upload a detailed cover letter.
- A blank process flow diagram can be downloaded here.
- After you select **equipment** the section will expand, and a **control device** can be added to the application.
- It is important to note if this equipment is related to other permits at the facility.



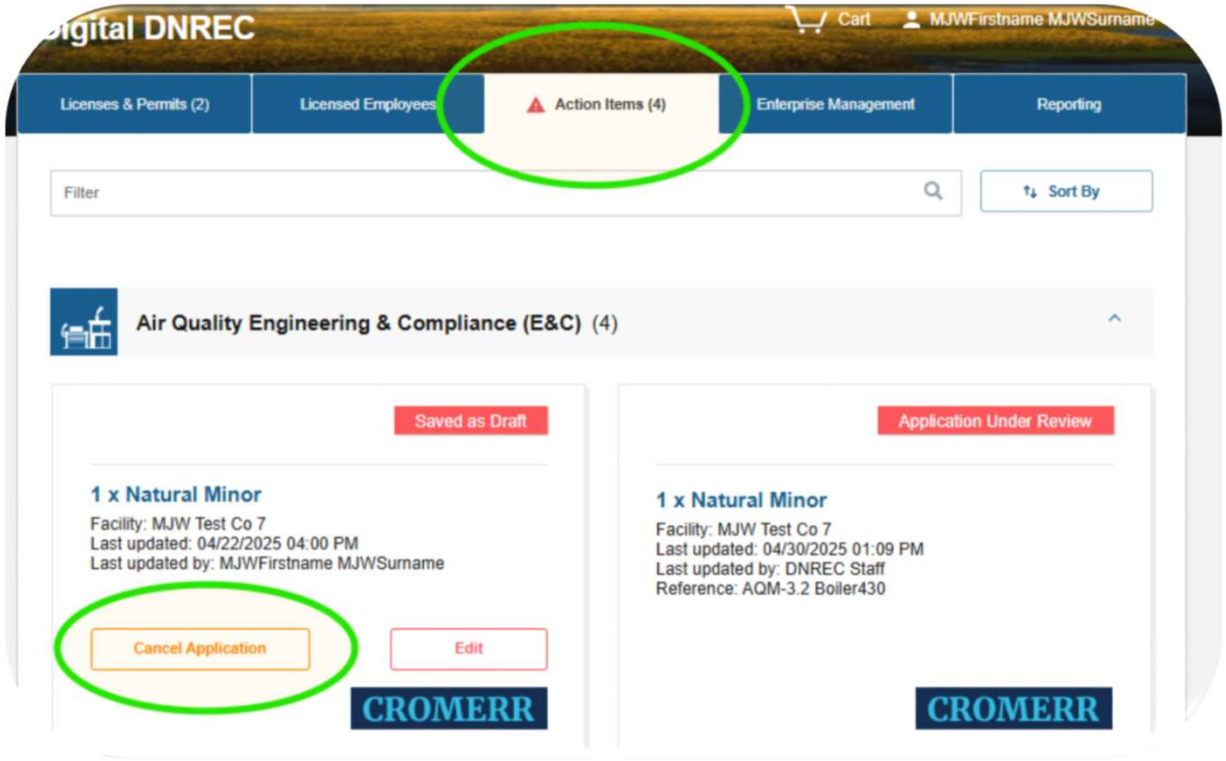
Flow Chain – Creation, Part 2

- After clicking ‘Save & Continue’ there will be a pop-up to review the selections.
- The **equipment** & control device selections **cannot** be edited after submission.



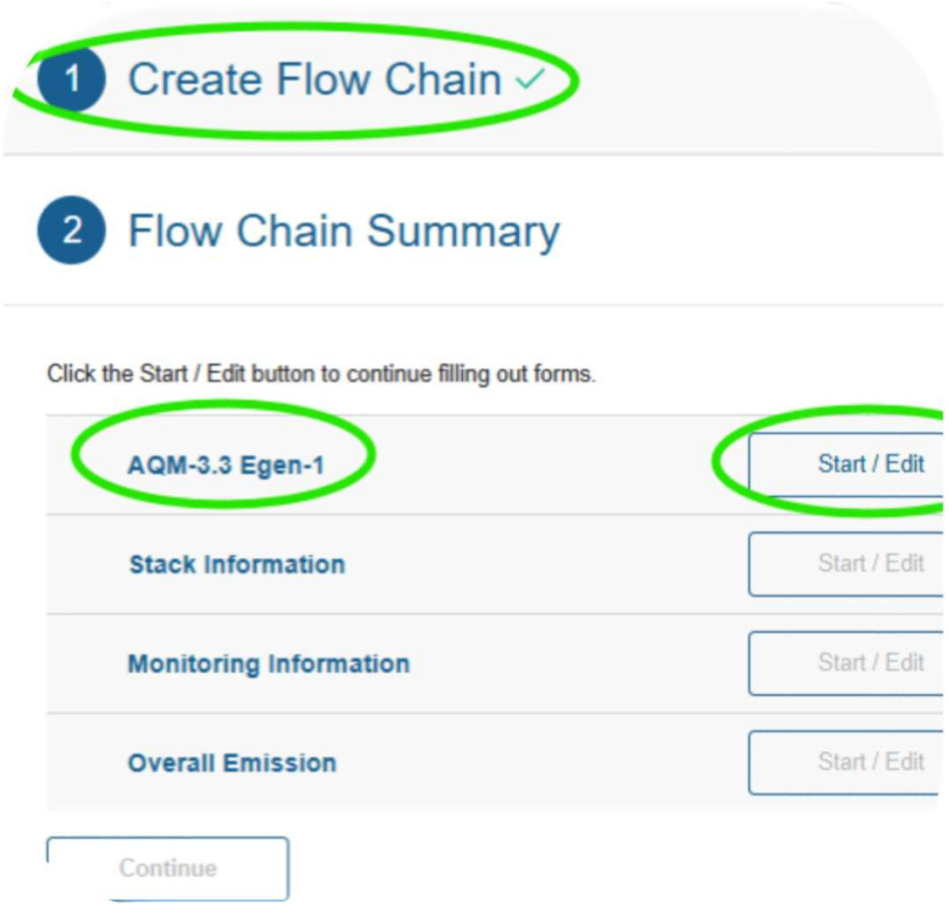
Flow Chain – Creation, Part 3

- If incorrect equipment or control device selections have been confirmed in error, we recommend stopping the application and starting over.
- The draft application can be cancelled by the applicant before it is submitted. Locate the draft in the dashboard ‘Action Items’ tab.



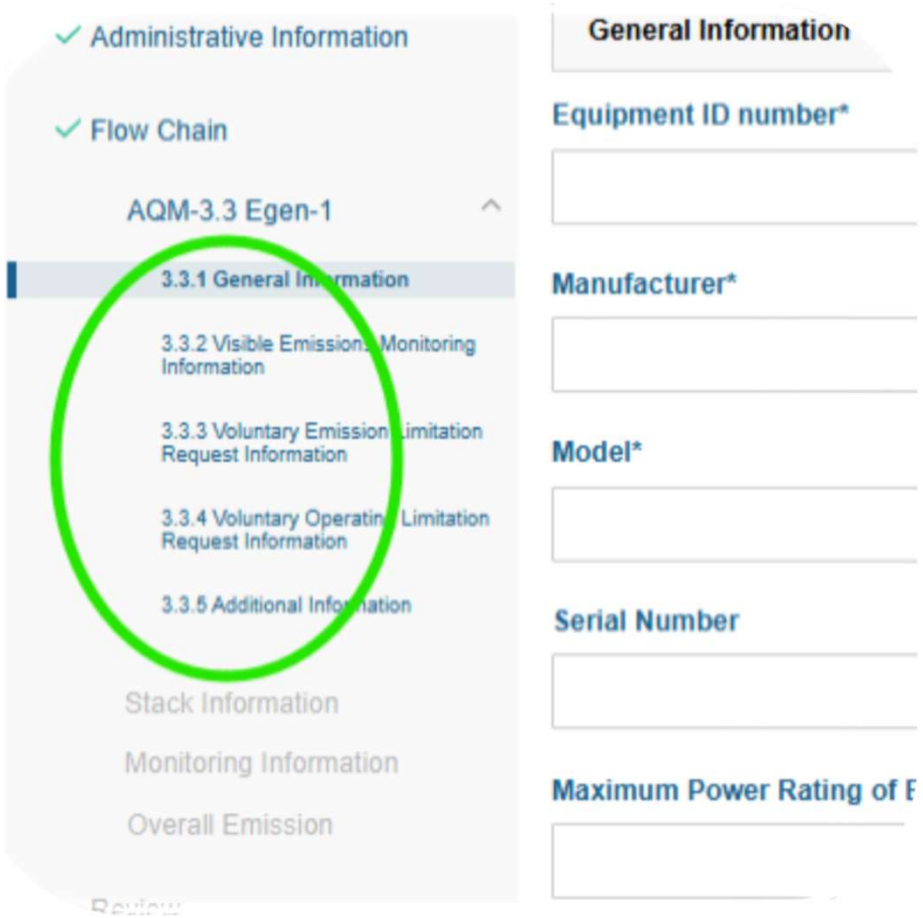
Flow Chain - Summary

- Each **subsection** of the Flow Chain Summary can be reviewed & edited until the final application is submitted.
- The **equipment application form** and the **equipment name** that appear on the Summary are imported from the first Flow Chain Creation selections. They cannot be changed.
- Click 'Start / Edit' to provide information for each item in the process flow chain.



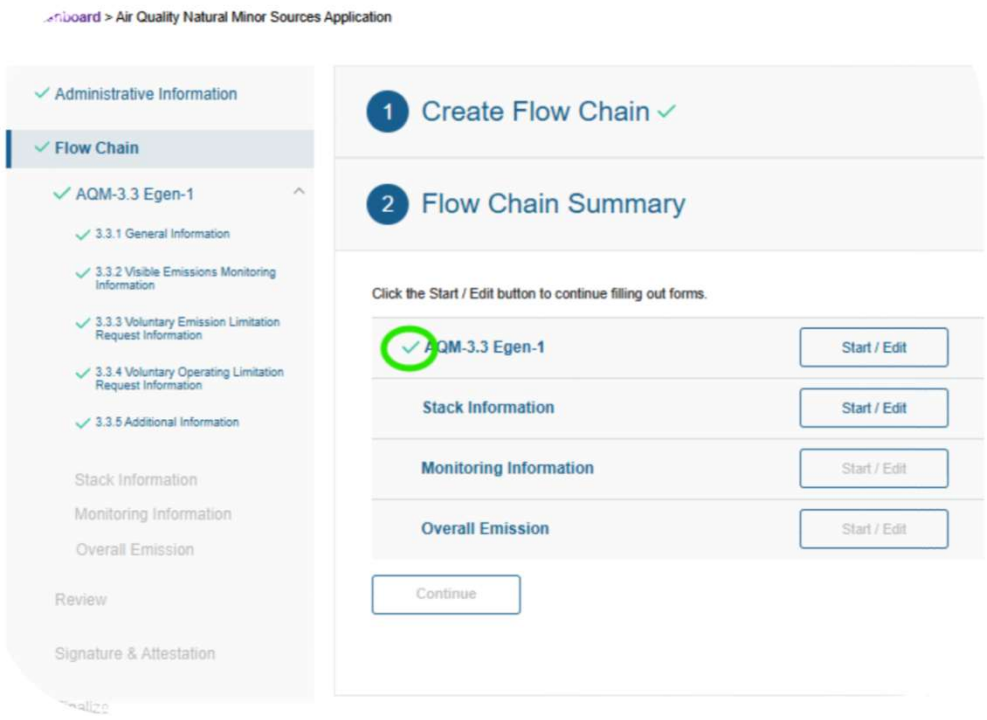
AQM-3.3 Egen-1

- This is where you will provide information specific to the equipment that you are applying for.
- The navigation panel on the left side of the window will expand as you complete each section.
- Clicking on the navigation panel will relocate you to a different section.
- Please remember to click ‘Save & Continue’ to save your work in each section.



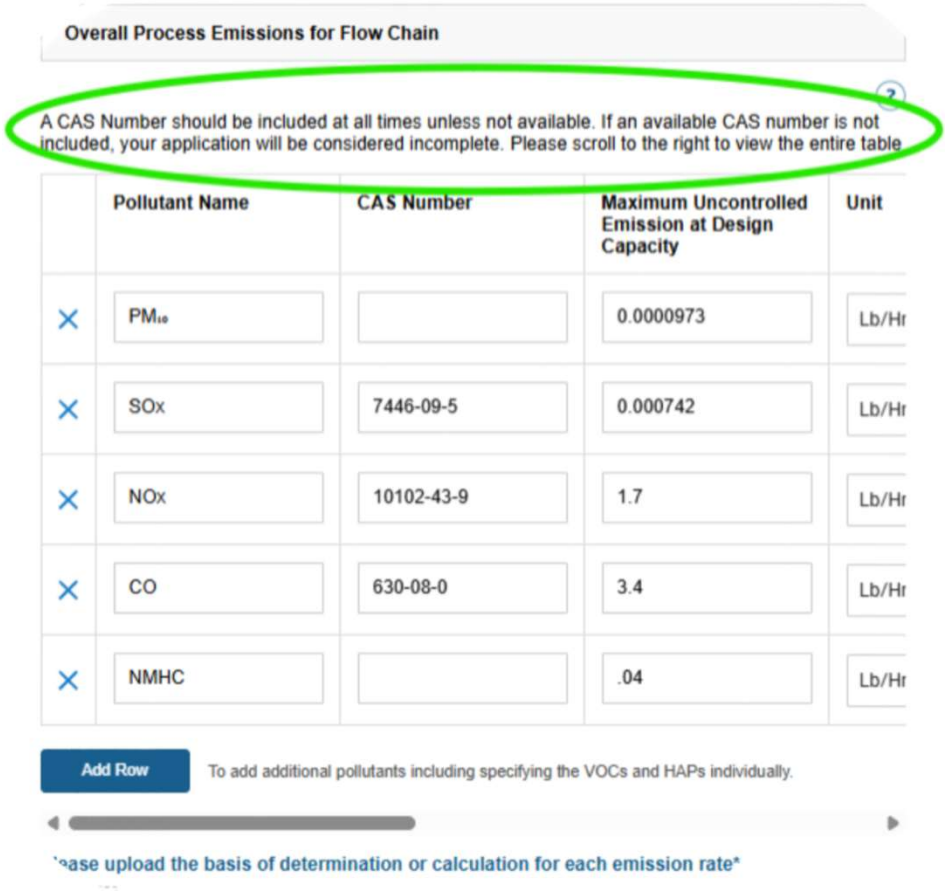
AQM-3.3 Egen-1, Continued

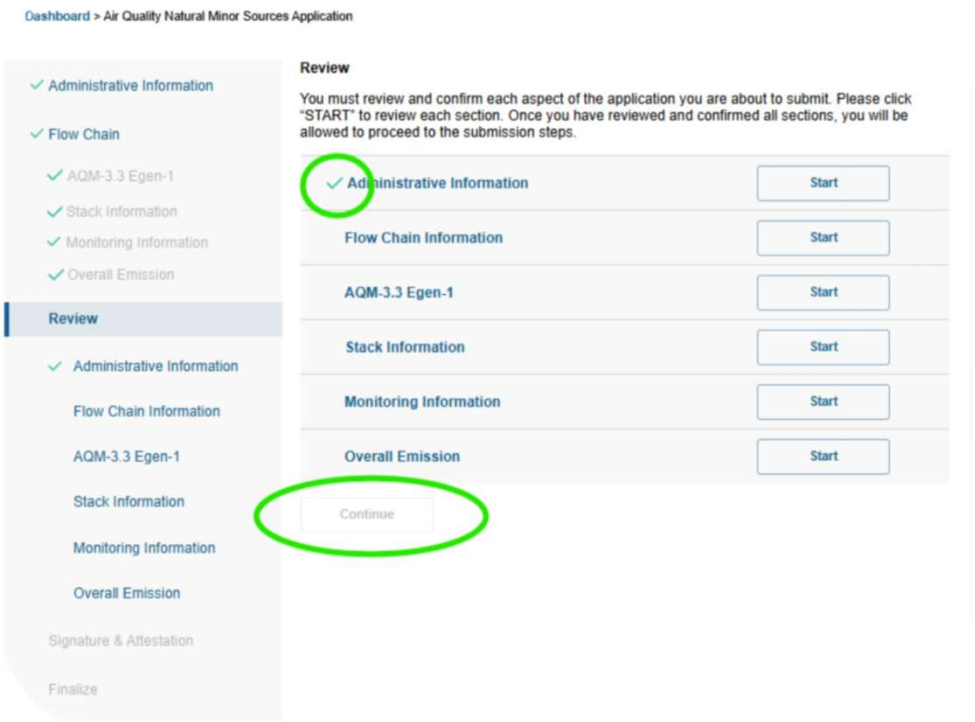
- A green checkmark will display next to each section with saved information.
- A pdf version of the paper application form with detailed instructions is available here and can be downloaded for use in preparing the information required to complete the form within the ePermitting system, ahead of time.
- Click ‘Start / Edit’ to progress to the next section.



Overall Emissions

- This is where you will provide emissions information for the equipment in the process flow chain.
- The pdf of the paper application AQM-5 form, and detailed instructions can be found here for reference.
- A CAS Number for each pollutant should always be included unless not available. If an available CAS number is not included, your application will be considered incomplete.





Review

- The review section is where you will review the information that you submitted to ensure that it is correct.
- Each subsection in the Review section must be confirmed. Click 'Start' to begin the review process.
- Click 'Edit' during review to change responses. Please remember to click 'Save & Continue' after updating.
- Click 'This information is Accurate and Complete' to confirm each subsection.
- After each subsection is confirmed, a green checkmark will appear.
- The 'Continue' button will not activate until all subsections have a green checkmark.

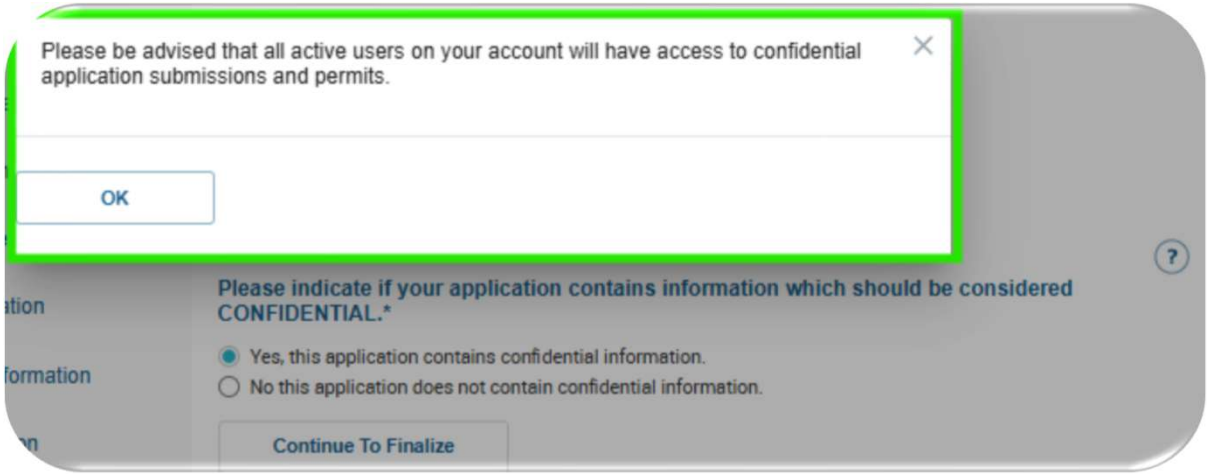
Government Association, Title V or Synthetic Minor Source

- Please be advised, a 'Yes' response without qualifying as a Delaware State Agency, Title V or Synthetic Minor Source **will require a full resubmission of the application**.

  Please make certain that you qualify before selecting 'Yes'.
- Title V or Synthetic Minor Sources with questions about their standing can contact the Division of Air Quality at: DAQ.DNRECtory@Delaware.gov

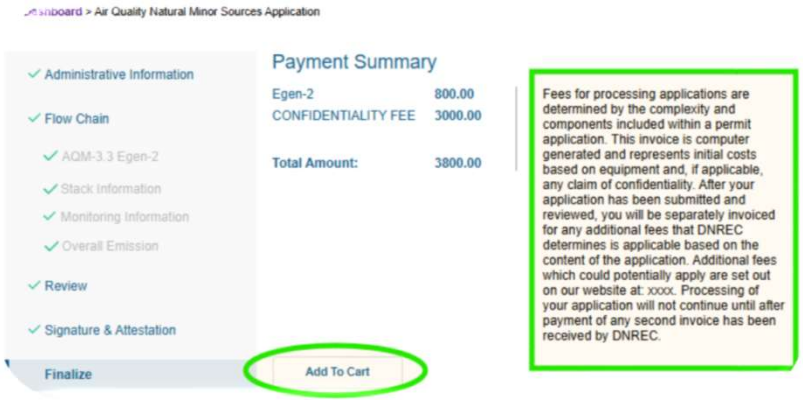
Signatures & Attestation

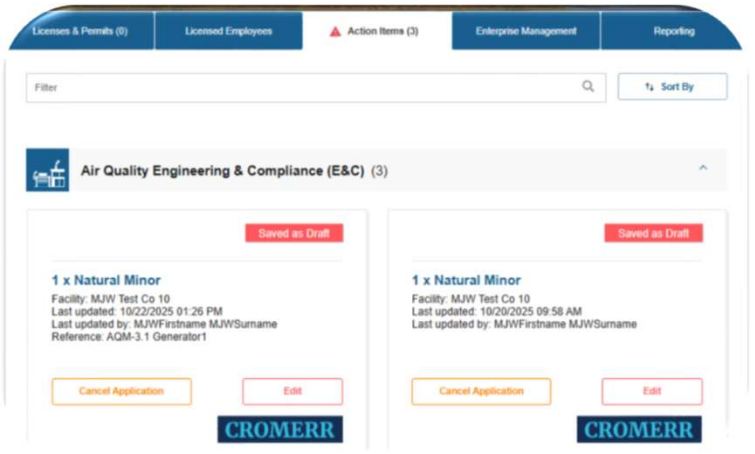
- You must indicate Yes/No whether application contains confidential information, to finalize this step.
- An advisory pop-up will display if confidentiality is selected.
- Please note that there is a non-refundable fee of $3,000 as well as additional required information, for claims of confidentiality on information in the application.

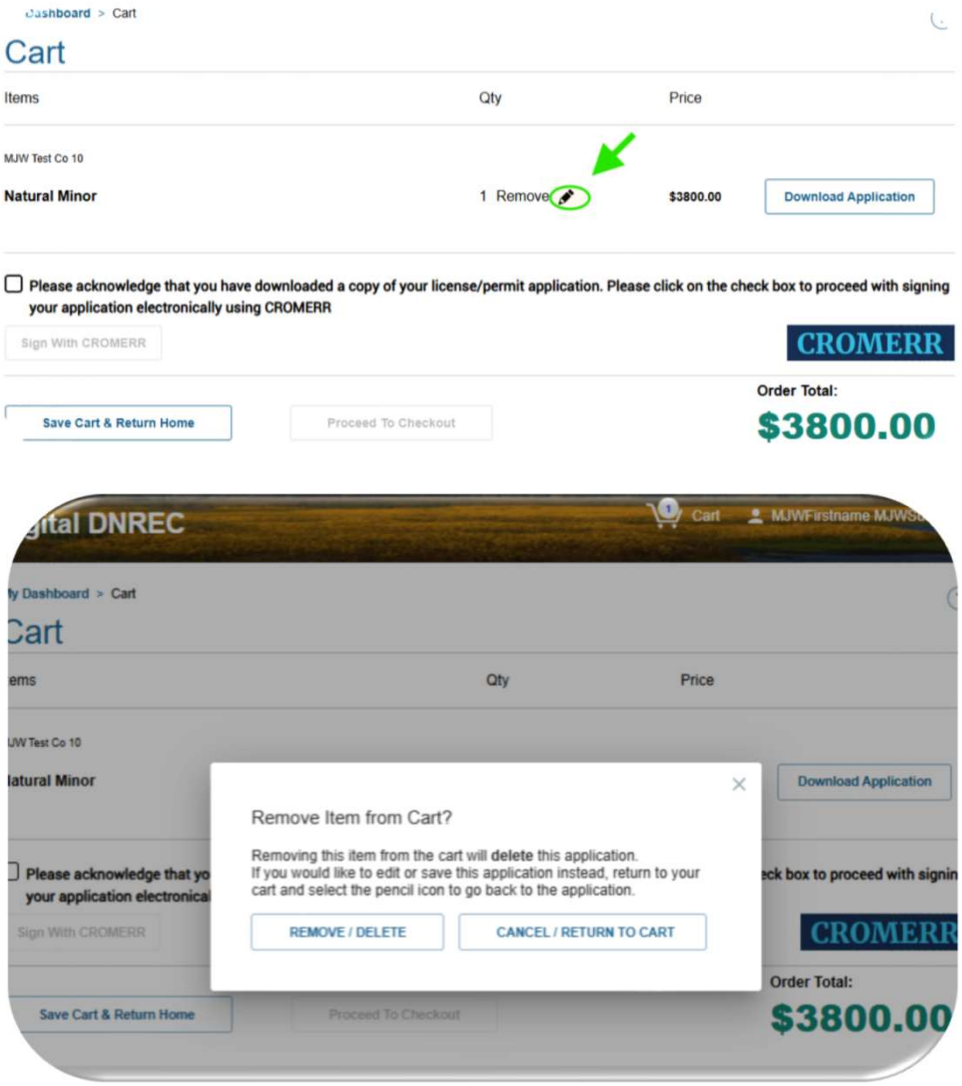


Finalize

- An itemized payment summary will display.
- If you do not click ‘Add to Cart’ on this page, the ‘Review’ and ‘Signature & Attestation’ sections will need to be completed again.
- Click ‘Add to Cart’ to progress to checkout.
- Please be advised, that **a CROMERR signature is required to complete your checkout.** Approval of CROMERR can take up to 3 business days to complete.
- **Do not click ‘Add to Cart’ until after you have received CROMERR approval**
- Please be advised that Cart items only remain available for **24 hours**.
- If you do not checkout within 24 hours, the application will turn into a draft.
- **Expired cart items can be found as drafts in your dashboard ‘Action Items’ tab.**





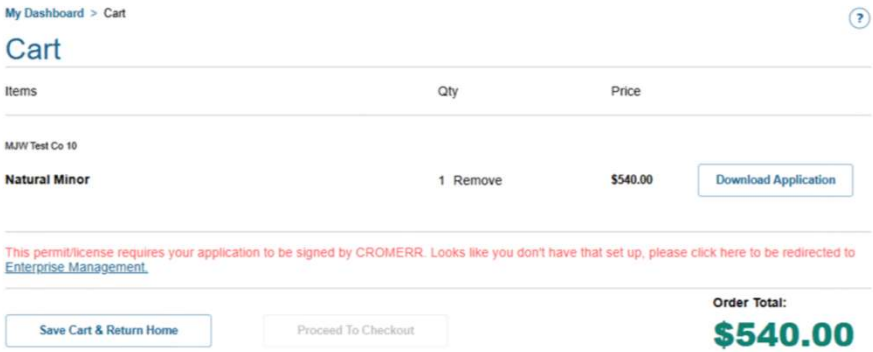


Cart

- To edit an application in the cart, click on the pencil icon.
- Clicking ‘Remove’ on the application will display a warning dialogue box.

Cart, Part 2

- If you have not setup CROMERR, you will see a red reminder.
- Checkout cannot be completed without CROMERR.
- Fees for processing applications are determined by the complexity and components included within a permit application. This invoice is computer generated and represents initial costs based on equipment and, if applicable, any claim of confidentiality. After your application has been submitted and reviewed, you will be separately invoiced for any additional fees that DNREC determines is applicable based on the content of the application. Additional fees which could potentially apply are set out on our website at: https://dnrec.delaware.gov/admin-law/permit-fees/. Processing of your application will not continue until after payment of any second invoice has been received by DNREC.



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