

MEMORANDUM

DATE : March 14, 2024

SUBJECT: Responsible Official Certification In ePermitting

TO: All Title V (Part 70) Permit Holders

This memorandum is to clarify the Responsible Official certification process for all Title V (TV) permit holders in the SCDES ePermitting system. As we transitioned to the ePermitting system, we contacted each TV facility to confirm if the Responsible Official (RO) listed in our database is up to date. If necessary, updated RO documentation was requested and entered in ePermitting. After completing our updates, each RO was asked to submit an ePermitting Certifier Agreement and was emailed an invitation allowing access to air files in ePermitting. The agreement will be retained on file as the final “wet ink” signature and satisfies the EPA requirement for acceptance of electronic submittals. All ROs that have submitted an agreement to the Air Permitting Program will see “Administrator (Certifier status Approved)” under Authorized Users in the system.

Going forward, reports and forms requiring submission with a Responsible Official signature will include the window in the screenshot below. For air permitting, this will be added to our construction permit form, 502(b)(10) form, and the Title V applications (new, renewal, and modification).

Designated Title V Responsible Official

Prefix

First Name*

Last Name*

Title*

Phone Type*

Phone Number*

Ext.

+ Add Phone

Email*

How do you qualify as a Title V Responsible Official?*

President, secretary, treasurer, vice-president, or duly authorized representative in charge of a principal business function, or any other person who performs similar policy or decision-making functions.

A duly authorized representative, if the representative is responsible for the overall operation of one or more manufacturing, production, or operating facilities applying for or subject to a permit and The facilities employ more than 250 persons or have gross annual sales or expenditures exceeding \$25 million (in second quarter 1980 dollars).

A duly authorized representative, if the representative is responsible for the overall operation of one or more manufacturing, production, or operating facilities applying for or subject to a permit and The delegation of authority to such representative is approved in advance by the Department (Air Quality).

For a municipality, state, federal, or other public agency; either principal executive officer or ranking elected official. For the purposes of this Part, a principal executive officer of a federal agency includes the chief executive officer having responsibility for the overall operations of a principal geographic unit of the agency (for example, a Regional Administrator of EPA).

Other

This will replace the D-2951 Form to add, remove, or update RO information. The RO will enter their information and select the role that qualifies them as a Responsible Official.

Please note, new ROs will need to submit a certifier agreement form with wet ink signatures by mail prior to submitting reports and forms in ePermitting. At some point in the future, a facility with multiple permits in different media will be merged together and this change will assist with this transition.