

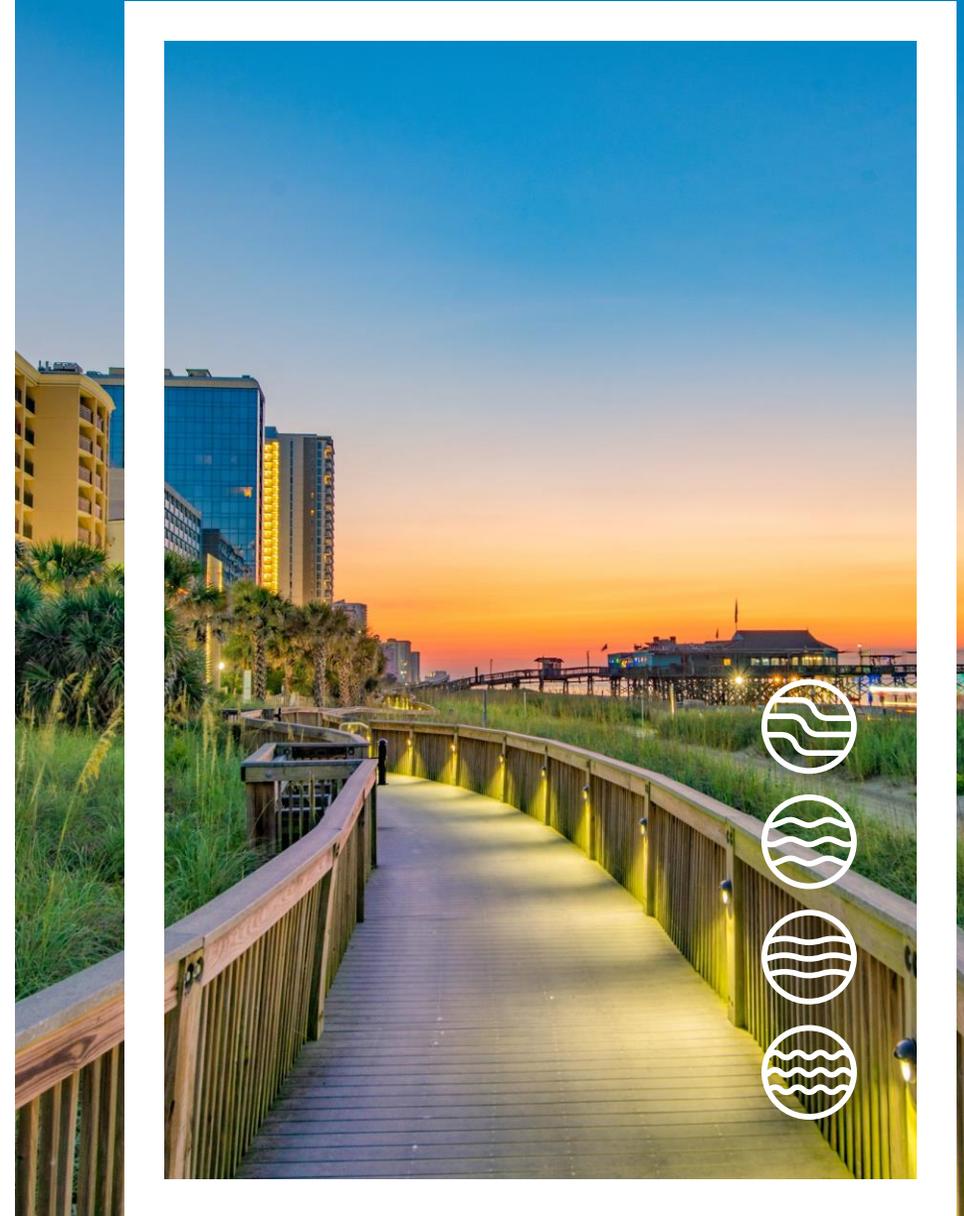


SC DEPARTMENT *of*  
**ENVIRONMENTAL  
SERVICES**

# Working with Submission Packages - External Users

2/25/2025

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# Agenda

- Starting the Package
- Working in the submission package
- Getting back to the submission package
- Submitting the submission package



# Starting the package

Select Start a New Form in the left-hand menu. Select the appropriate option for the form type. Use the filter or scroll to locate the appropriate submission package. Packages have a button to the right: View Package. Click to start the submission.

Showing 1 of 155

## Air - Emission Point Information

Submission Package Name: Submission Package test

Program Area: Air

*This form can only be submitted by an approved certifier for the site under which it is submitted.*

View Package

# Working in the submission package

You should see all forms associated with the submission package. If you are creating a new site, you need to start the first form first to get the new site created. You can then work on the forms in any order. All required forms need to be completed before the package can be submitted. Each form may or may not require a user to be Certified to submit the form. If they are required, it will be required to update the form's status from Draft to Staged. It is not required again to submit the submission package.

## Submission Package test

[^ HIDE INSTRUCTIONS](#)

Testing 1, 2, 3

▼ Filter

Showing 2 of 2

### Submission Package Test 1.19.24 Emission Point REQUIRED

Form Description: SC Emission Point Information Form D-2573

Program Area: Air

*This form can only be submitted by an approved certifier for the site under which it is submitted.*

Begin

### Submission Package Test 1.19.24 RFD AS NEEDED (ONE TIME)

Form Description: Form to request a Determination (e.g., waiver)

Program Area: Air

*This form can only be submitted by an approved certifier for the site under which it is submitted.*

Begin

### Select Site ✕

Please provide a name for the site before beginning your submission.

**New Site Name**

Continue Cancel

# Getting back to the submission package

If you need to access the submission package after getting out of it, you can see it on your Dashboard or under Submissions. If a form has been started but not submitted, it, and the submission package, will be in Draft status. Once that form has been submitted, it will move to Staged status.

## Submission Package test

▼ SHOW INSTRUCTIONS

▼ Filter

Showing 2 of 2

### Submission Package Test 1.19.24 Emission Point ! REQUIRED

Site Name: Submission Package test site  
Form Description: Application  
Program Area: Air

Staged

View or Revise

### Submission Package Test 1.19.24 RFD AS NEEDED (ONE TIME)

Site Name: Submission Package test site  
Form Description: Application  
Program Area: Air

Not Started

Begin

PKG-0000053

Draft

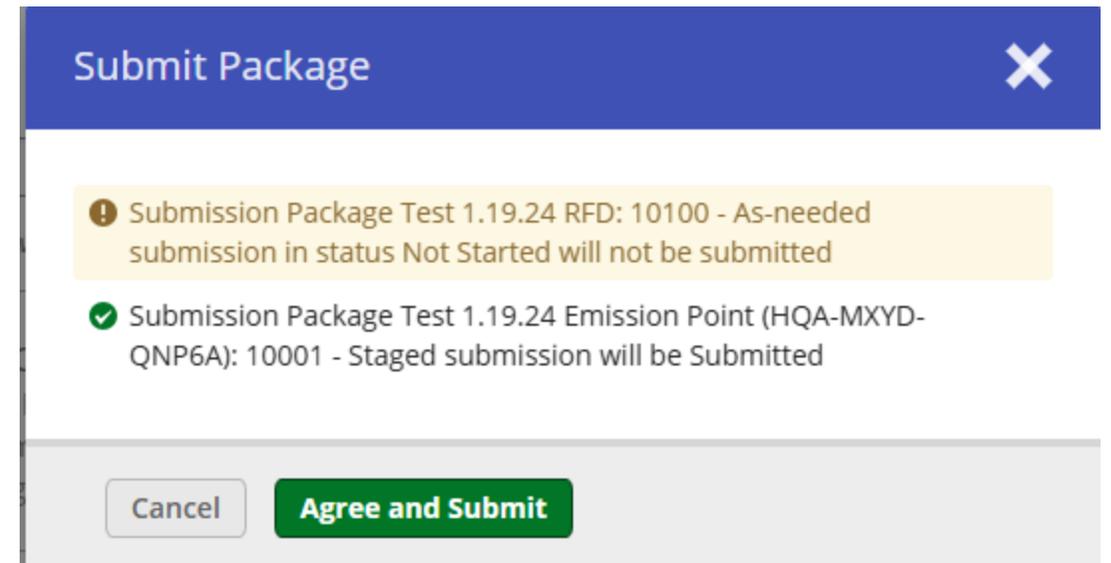
Submit Package

Delete Package

# Submitting the submission package

Once all required forms have been completed, the submission package can be submitted. From inside the submission package, click Submit Package. You will then be given an information about the forms and given an opportunity to confirm or cancel the submission.

Once the package has been submitted, you will know it has been received by the Department when the status changes to Received or In Process.





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# Get in touch

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