**Converting a Hardcopy Paper Form to an Electronic ePermitting Portal Form**

**Version Date: September 7, 2022**

If you have a fully completed hard copy form (version September 7, 2022 or later) and decided to submit via the Portal, or if you are modifying a facility and are working from the hard copy form (version September 7, 2022 or later) it’s easy to convert to a Portal submittal!

Section 1 (hardcopy submittals) 🡪 Replace with Section 1 for ePermitting Portal submittals (page 5).

Section 2 (hardcopy submittals) 🡪 Only include Table 2-B: Exempted Equipment. Discard all other tables.

(If you include the other tables from the Excel portion of the forms, **you will be required to delete them and resubmit**. You **cannot** submit these tables in lieu or in addition to entering the data in the Portal tables.)

Section 3 🡪 Clear Table A – “Equipment Operating Less than 8760 hours per year” and check the box for a Portal submittal.

🡪 Complete the Stack Calculator and upload as the required attachment called: Stack Calculator.

🡪 Fill out the information in the outlined box below “Verification of Compliance with Stack Parameter Requirements” and delete the rest of this section.

Section 4 🡪 Extract this section for the required attachment called: Process Flow Sheet.

Section 5 🡪 Keep this section text & extract the supporting documents for the required attachment: Air Emission Calculation Tool and Emission Calculation Forms

Section 6 🡪 Keep this section.

Section 7 🡪 Extract this section for the required attachment called: Map

Section 8A 🡪 Keep this section.

Section 8B 🡪 Keep this section.

Section 9 🡪 Keep this section, if public notice is required.

Section 10 🡪 Discard this section.

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