

## Instructions for the Online Air Permitting Process General State Permit Reregistration

In order to begin the online registration process, you must first register to become a OneStop Data Provider at the NH DES website [www.des.state.nh.us](http://www.des.state.nh.us).

### For OneStop Data Provider Registration Procedures:

<http://des.nh.gov/onestop/documents/instrucs-one-stop-data.pdf>

1. Once you have been approved and have received your User Name, PIN and password, you can log into the OneStop Data Provider page. Visit: <https://www2.des.state.nh.us/OnestopDataProviders/DESLogin.aspx> and enter your User Name, PIN, and Password and click 'Submit'.

DES Login - Windows Internet Explorer  
http://hazdessubsit/OneStopDataProviders/DESLogin.aspx

an official NEW HAMPSHIRE government website

NEW HAMPSHIRE DEPARTMENT OF Environmental Services

DES Home

OneStop Data Provider Login [Data Provider Help](#)

Tuesday, Oct. 22, 2013

User Name:

PIN:

Password:

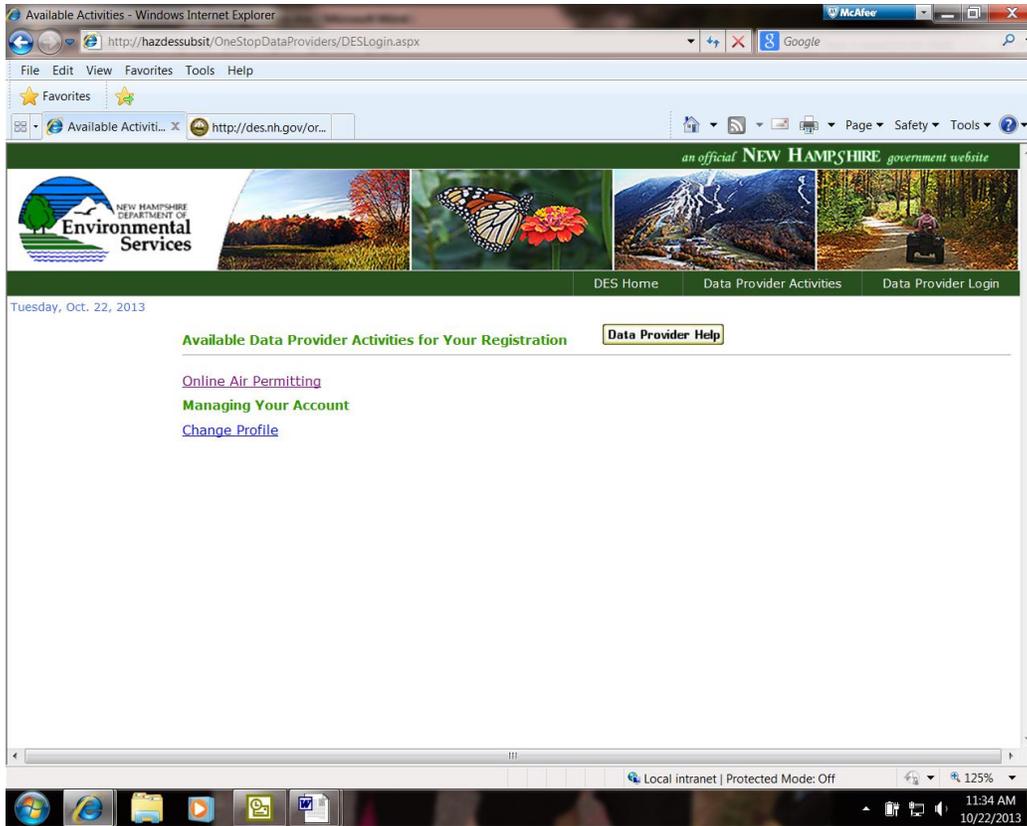
[Forgot your PIN or Password? Click here](#)

DES employees: You do not need to register to use GIS.  
Click the 'OneStop Menu' link and go directly to that application.

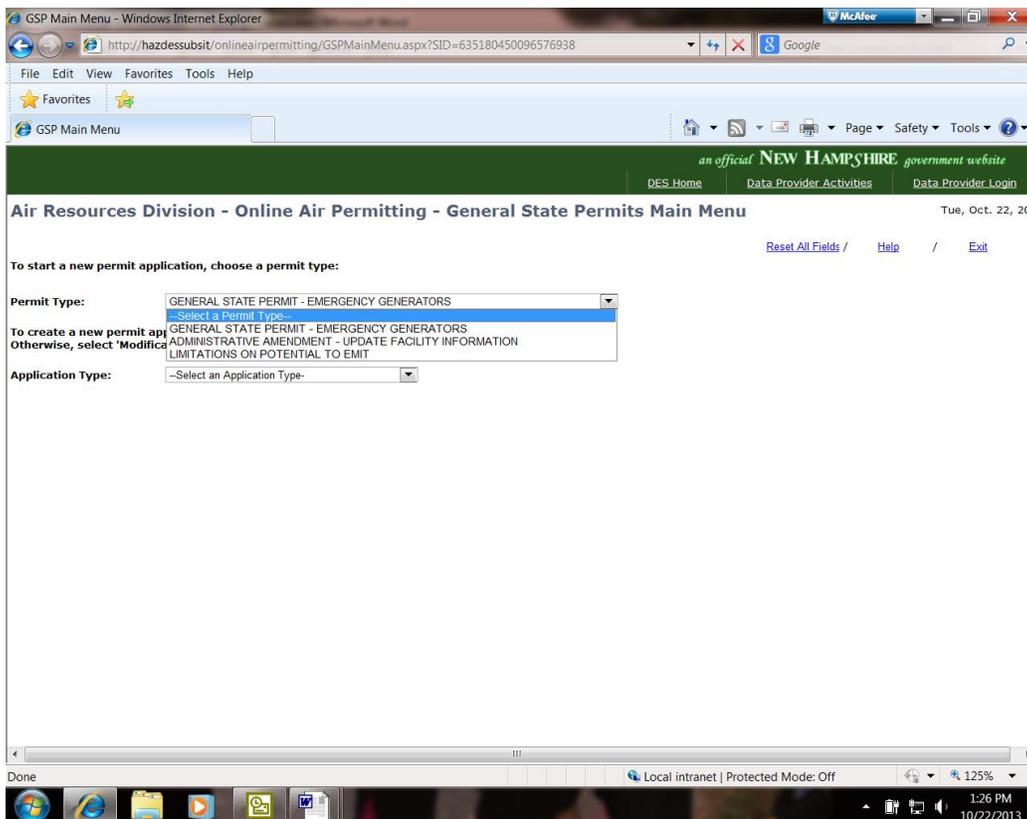
Local intranet | Protected Mode: Off | 125% | 11:21 AM 10/22/2013

**\*\*\* Please note that at no point in this process can you hit the back arrow button as it will result in the loss of all data inputted up to that point.**

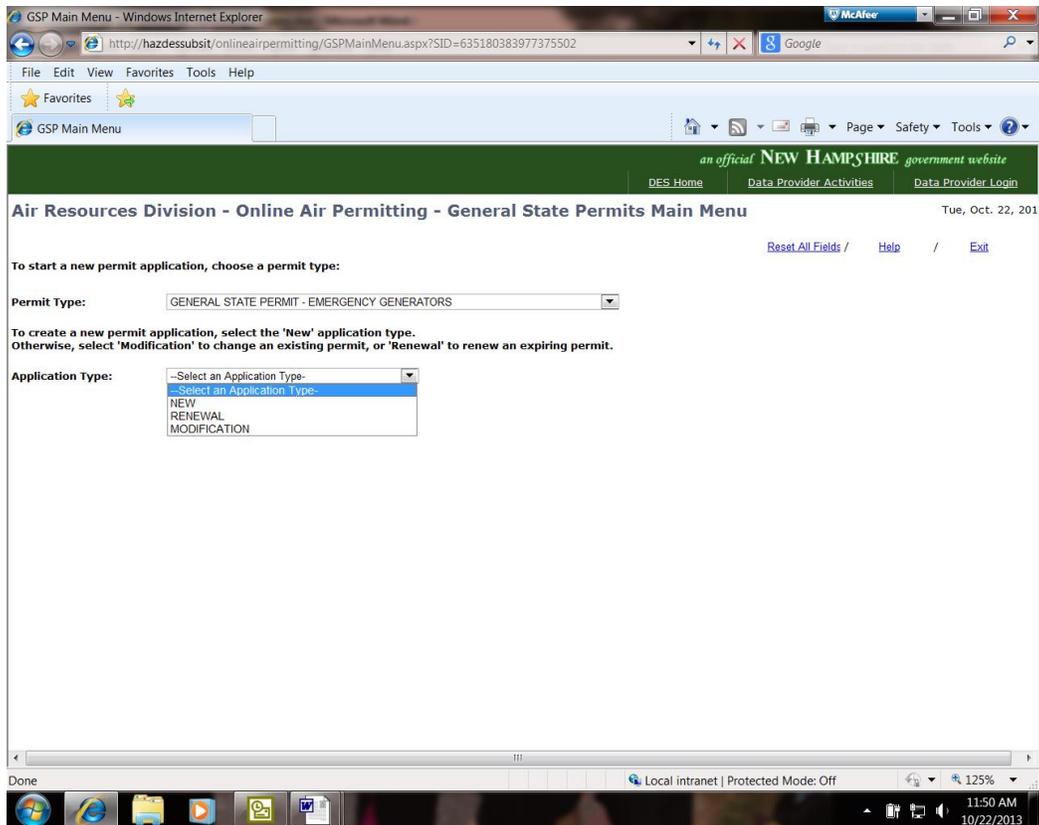
Click on 'Online Air Permitting':



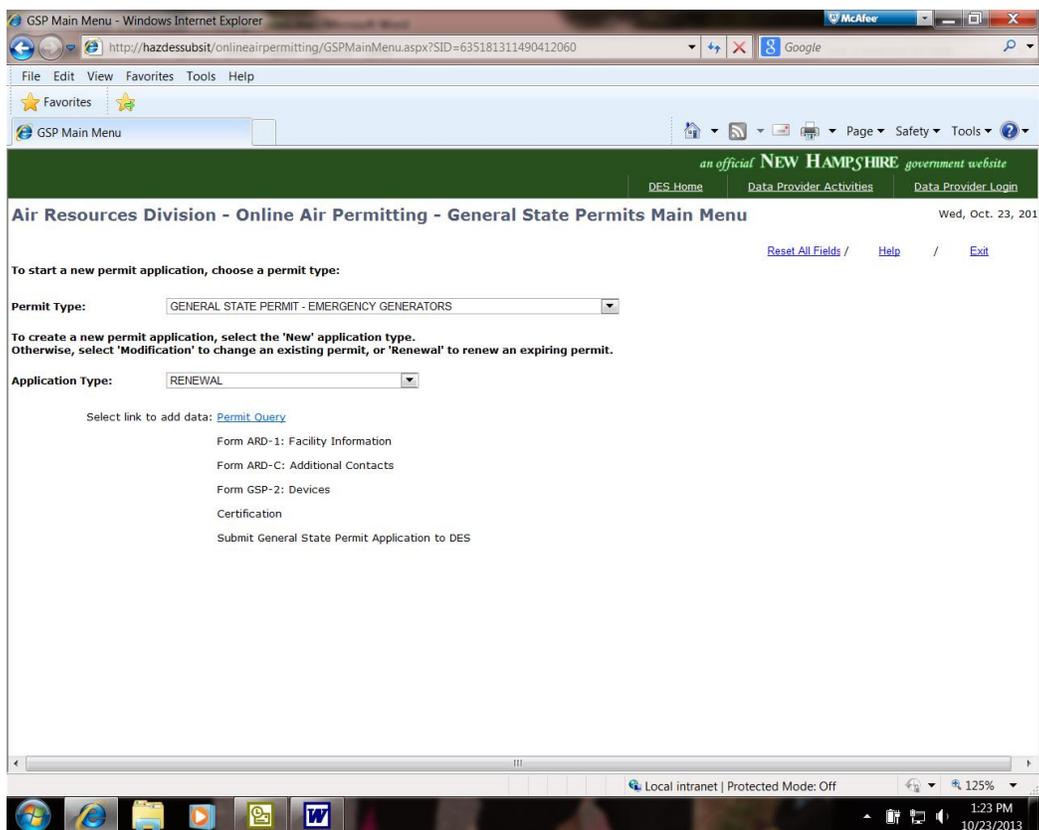
2. Under Permit Type, use the drop down menu and click on 'General State Permit – Emergency Generators'.



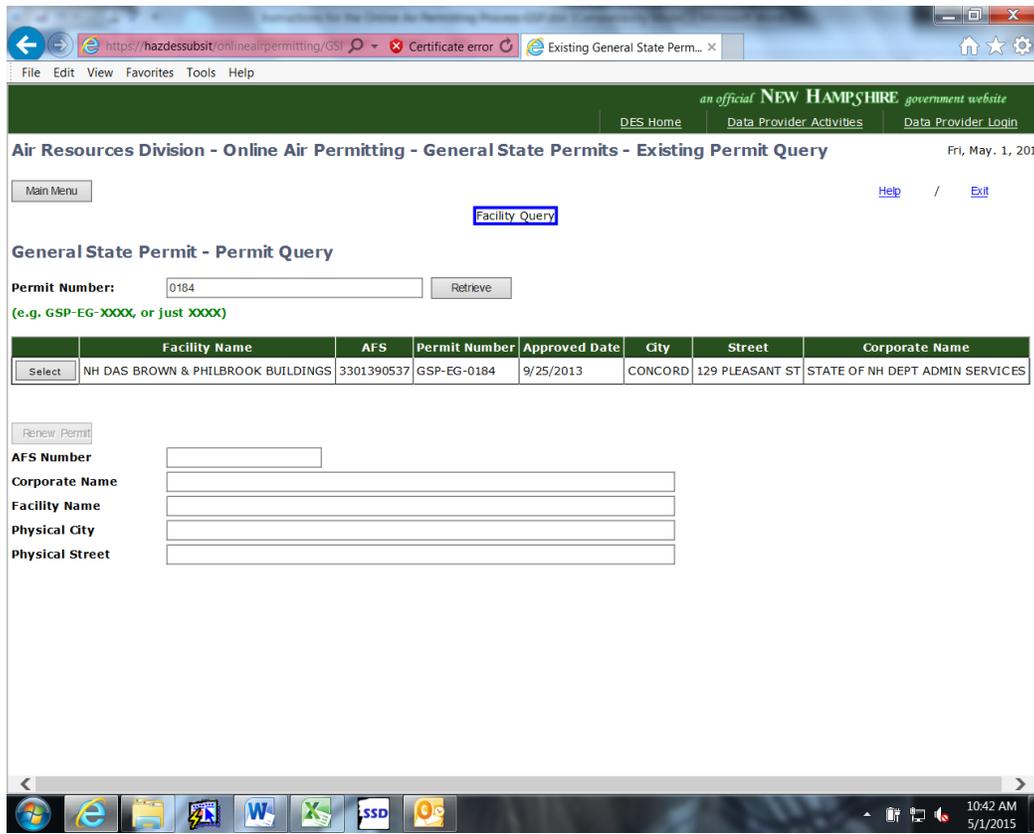
3. Under Application Type, use the drop down menu and click on 'Renewal'.



4. In order to identify the correct permitted location and fill in the information pertaining to that location, click on 'Permit Query'.

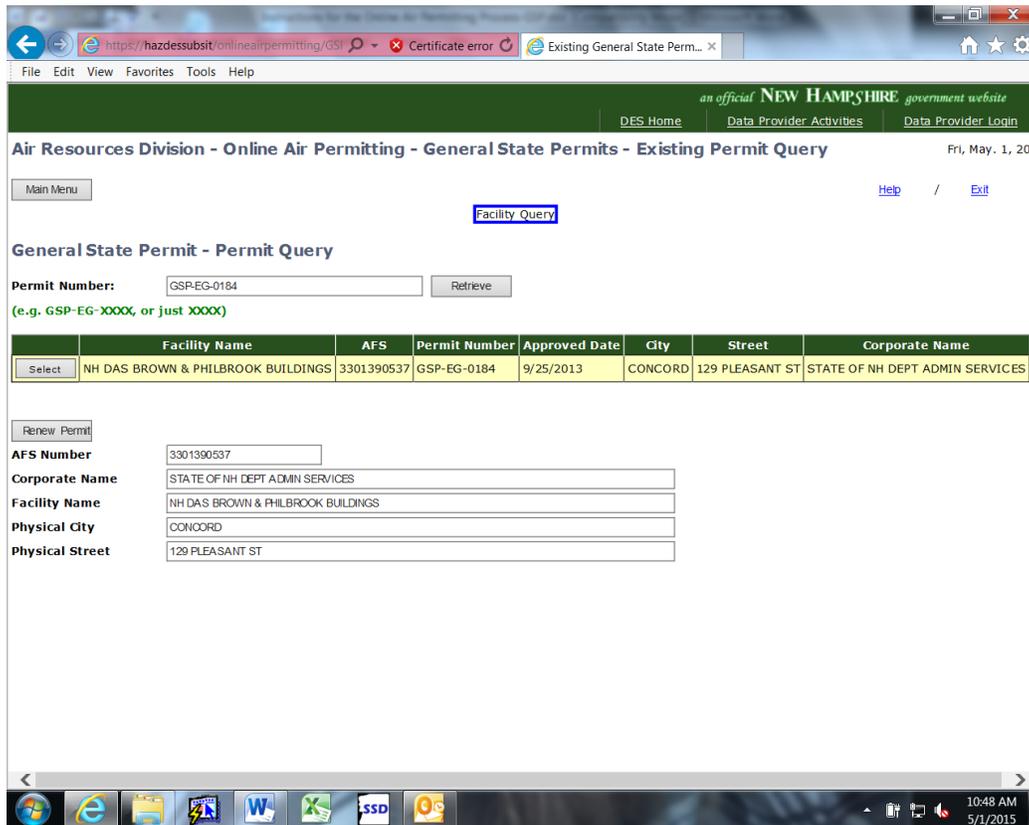


5. Enter the current GSP Permit Number for the facility that is reregistering for the GSP and click on **'Retrieve'**.



6. The GSP Permit Number should pull up a facility associated with the Permit Number. If the Facility Name is correct, clicking on the **'Select'** button to the left of the Facility Name will populate the following information:
  - a. AFS Number;
  - b. Corporate Name;
  - c. Facility Name;
  - d. Physical City; and
  - e. Physical Street.

The information that gets populated in these fields comes from the NHDES database. Generally speaking, NHDES uses either a specific format for municipal locations or the Corporate Name that is registered with at the NH Secretary of State's Office for those required to be registered. Only those entities which are a Corporation, Limited Liability Company, Professional Corporation, Professional LLC, Limited Liability Partnership, NH Investment Trust, Consumer Cooperative, or Cooperative Marketing and Rural Electrification Association must register with the NH Secretary of State's Office.



7. Verify the information and click on '**Renew Permit**'
  - a. You will be prompted to confirm that you are sure this is the permit you want to renew.
  - b. Click on the '**OK**' button.
8. At this point, the '**Form ARD-1: Facility Information**', '**Form ARD-C: Additional Contacts**' and '**Form GSP-2: Devices**' links open up and are labeled "Incomplete". The applicant is then required to select each one and complete the required information on each form. Some of the data may be already populated in the forms if the facility has previously had a GSP processed through the online system.

<https://hazdessubst/onlineairpermitting/GSI> Certificate error GSP Main Menu

File Edit View Favorites Tools Help

an official **NEW HAMPSHIRE** government website

[DES Home](#) [Data Provider Activities](#) [Data Provider Login](#)

### Air Resources Division - Online Air Permitting - General State Permits Main Menu

Fri, May. 1, 201

[Reset All Fields](#) / [Help](#) / [Exit](#)

To start a new permit application, choose a permit type:

**Permit Type:**

To create a new permit application, select the 'New' application type. Otherwise, select 'Modification' to change an existing permit, or 'Renewal' to renew an expiring permit.

**Application Type:**

**Please be sure to record the Tracking Number and Access Code, as they are required to regain access to your incomplete General State Permit once you exit the program.**

**Tracking Number:**

**Access Code:**

**Corporate Name:**

**Facility Name:**

**Facility City:**

**Facility Street:**

Select link to add data:

<a href="#">Permit Query</a>	<b>Complete</b>
<a href="#">Form ARD-1: Facility Information</a>	<b>Incomplete</b>
<a href="#">Form ARD-C: Additional Contacts</a>	<b>Incomplete</b>
<a href="#">Form GSP-2: Devices</a>	<b>Incomplete</b>
Certification	
Submit General State Permit Application to DES	

10:56 AM  
5/1/2015

9. **Form ARD-1: Facility Information** - The information provided in the table below lists all data elements that may appear on the Form ARD-1 depending on the application type. The table also includes a description of the data element and whether the data element is required.

**Form ARD-1**

Column Name	Description	Required
Facility Name	The name of the facility.	Yes
Facility Name Change	Check box only if the facility name is being changed from what was originally permitted.	No
Effective Date	Date the facility name change went into effect	Conditional
Physical Address	Physical address for the facility	Yes
Town/City	Town/City in which the facility is physically located	Yes
State	State in which the facility is physically located (default: NH)	Yes
Zip Code	Zip Code for the physical location of the facility	Yes
Government Facility Code	Pick List – Facility's 'Government Facility Code' 0-Facility not Government Owned 1-Source owned by the Federal Government 2-Source owned by the State 3-Source owned by the County 4-Source owned by the Municipality 5-Source owned by the District	Yes
Responsible Official	First and Last Name of the Responsible Official for the facility. Middle name initial is optional.	Yes
Title	Responsible Official's title	Yes
Mailing Address: Same as facility physical address?	Check box used to indicate if the Responsible Official's mailing address is the same as the physical address	No
International Address	Check box used to indicate if the Responsible Official's mailing address is an international mailing address	No
Street Name and Number	Mailing address for the Responsible Official	Yes
Town/City	Town/City portion of the Responsible Official's mailing address	Yes
State	State portion of the Responsible Official's mailing address	Yes
Zip Code	Zip Code portion of the Responsible Official's mailing address	Yes
E-mail Address	E-mail address for the Responsible Official	Yes
Telephone Number	Telephone number for the Responsible Official	Yes
Extension	Telephone number extension for the Responsible Official	No
Fax Number	Fax number for the Responsible Official	No
Owner Name	Name of the individual, partnership, limited liability company, corporation or municipality that owns or operates the equipment that is the subject of the permit. This <b>MUST</b> be the name that is registered with the NH Secretary of State as the legal entity. Municipalities (which are not required to register with NH Secretary of State) shall list 'Town/City of ...'	Yes
Owner Name Change	Check box only if the owner name is being changed from what was originally permitted.	No
Effective Date	Date the owner name change went into effect	Conditional
Mailing Address: Same as facility physical address?	Check box used to indicate if the owner's mailing address is the same as the physical address	No
International Address	Check box used to indicate if the owner's mailing address is an international mailing address	No
Street Name and Number	Mailing address for the owner	Yes
Town/City	Town/City portion of the owner's mailing address	Yes
State	State portion of the owner's mailing address	Yes
Zip Code	Zip Code portion of the owner mailing address	Yes
SIC Code	Facility's primary SIC Code (includes a link to look this up)	Yes
NAICS Code	Facility's primary NAICS Code (includes a link to look this up)	No
Form filled out by RO?	Yes or no box indicating if the form was filled out by the Responsible Official	Yes
Application Composed By	First and Last name of the individual that filled out the form if not filled out by the Responsible Official	Conditional
Email Address	E-mail address for the individual that filled out the form if not filled out by the Responsible Official	Conditional

10. When the form is completed, select '**Save**' and then the '**Main Menu**' to return to the list of links to the other application forms.

11. **Form ARD-C: Additional Contacts** - This section is labeled COMPLETE once Form ARD-1 has been saved and there is a responsible official listed.

**\*\*\*Please note that in order to avoid having important contacts deleted from the NHDES database, please add all contacts that you wish to have associated with this permitting action. At a minimum, please make sure information is provided for the Technical and Invoicing Contacts through this form at this time. Please note that one person could have more than one role and this form allows the applicant to assign multiple roles to one contact.**

12. Click on '**Form ARD-C: Additional Contacts**' and then '**Add**' to add a new contact or '**Edit**' to edit any of the elements for contacts already associated with the application. Then input all required data elements listed in the following table for each contact. The table also includes a description of the data element and whether the data element is required.

**Form ARD-C**

Column Name	Description	Required
Contact Name	First and Last Name of the contact. Middle name initial is optional.	Yes
Title	Contact's title	Yes
Wish to Receive Electronic Correspondence	Check box used to indicate if the contact wishes to receive electronic correspondence in regards to this application.	No
Company Name	Name of the company for whom the contact works.	Yes
Street Name and Number	Mailing address for the contact	Yes
International Address	Check box indicating whether or not this is an international mailing addresses.	No
Town/City	Town/City portion of the contact's mailing address	Yes
State	State portion of the contact's mailing address	Yes
Zip	Zip Code portion of the contact's mailing address	Yes
Telephone Number	Telephone number for the contact	Yes
Extension	Telephone number extension for the contact	No
Fax Number	Fax number for the contact	No
Email Address	E-mail address for the contact	Yes
Roles:	Check box used to indicate if the contact is:	
Responsible Official	The Responsible Official	Conditional
Technical	The Technical contact for the facility	Conditional
Invoicing	The Invoicing contact for the facility	Conditional
Legal	The Legal contact for the facility	Conditional
Prepared Application	The person that prepared the application for the facility	Conditional
Corporate	The Corporate contact for the facility	Conditional
Owner/Operator	The Owner or Operator for the facility	Conditional
Consultant	A Consultant representing the facility	Conditional

13. When the form is completed, select '**Save**'. At this point, you can add another contact by selecting '**New**' or you can select '**Done**' and then the '**Main Menu**' to return to the list of links to the other application forms.

14. **Form GSP-2: Devices** - The information provided in the table below lists all data elements that will appear on the Form GSP-2. A Form GSP-2 must be edited for each emergency generator listed. The table also includes a description of the data element and whether the data element is required.

**\*\*\*Please note that if this is a Renewal or Modification most<sup>1</sup> of the information in the form will be pre-populated with existing data from prior applications. Users must review and update as needed. The Online Air Permitting System requires the application preparer to “Edit” each device, verifying the data contained in the system.**

15. Click on '**Form GSP-2: Devices**' and then '**Add**' if the device isn't listed on the pre-populated form or '**Edit**' if the device is on the list and needs updating. Then input all required data elements listed in the following table for each device.

**Form GSP-2**

Column Name	Description	Required
Installation Description	Name/description of the device to be permitted (i.e. Emergency Generator #1)	Yes
Device Type	The type of device as defined by the pick list: Emergency Engine Emergency Generator (Device is used to generate electricity for emergency situations) Emergency Fire Pump (Device is used as mechanical power for a fire pump)	Yes
Manufacturer	Name of the manufacture that built the device	Yes
Manufacture Date	Date the device was manufactured	Yes
Date Installed	Date the device was installed at the facility	Yes
Device is no longer active	Check box only if the device has been removed or sufficiently rendered inoperable and can be removed from the list of devices covered by the GSP.	Yes
Model Number	Model number for the device	Yes
Serial #	Serial number for the device	Yes
Max Engine Output Rating	Maximum engine output rating of the device. Must be between 1 and 2000.	Yes
Max Engine Output Rating Unit	Pick list for the units: Horsepower (hp) Kilowatts (kW)	Yes
Primary Fuel Type Used	Primary fuel type used by the device	Yes
Heat Value & Unit	Numeric value for the heat value of the primary fuel type. This field is automatically populated based on the primary fuel selected. If Other is selected as the primary fuel then user must enter a value.	Yes
Max Fuel Flow Rate & Unit	Numeric value for the maximum fuel flow rate for the primary fuel type	Yes
Max Gross Heat Input Rate & Unit (Automatically Calculated)	Numeric value for the maximum gross heat input rate of the primary fuel type. This field is automatically calculated based on the Heat Value and the Max Fuel Flow Rate.	Yes
Secondary Fuel Type Used	Secondary fuel type used by the device	No
Heat Value & Unit	Numeric value for the heat value of the secondary fuel type. This field is automatically populated based on the secondary fuel selected. If Other is selected as the secondary fuel then user must enter a value.	Conditional
Max Fuel Flow Rate & Unit	Numeric value for the maximum fuel flow rate for the secondary fuel type	Conditional
Max Gross Heat Input Rate & Unit (Automatically Calculated)	Numeric value for the maximum gross heat input rate of the secondary fuel type. This field is automatically calculated based on the Heat Value and the Max Fuel Flow Rate.	Conditional

<sup>1</sup> For those engines that were entered into the Air E-Permitting system in the early stages, the installation date information may not be currently populated in the database since it was a newly added element. This information will have to be added at the time of reregistering. Installation date must be a date after the engine manufacture date.

16. When the form is completed, select '**Save**'. At this point, you can add another device by selecting '**New**' or you can select '**Done**' and then the '**Main Menu**' to return to the list of links to the other application forms.
17. **Certification** - The certification page must be completed by the Responsible Official using their own PIN number for submittal.  
**\*\*\*Please note that the certification information changes depending on the permit type. All certification boxes, with 1 exception<sup>2</sup>, need to be checked off.**
18. When the form is completed, select '**Save**' and then the '**Main Menu**'.
19. **Submit Application** - Once all forms are completed then the application can be submitted by clicking on the '**Submit General State Permit Application to DES**' link. Wait for the system to notify you that you have successfully submitted the application to NHDES. You will receive an automatically generated email with pdf attachments of all the forms for your records. DES also receives the email and will process the application.

---

<sup>2</sup> The exception is an optional statement regarding not receiving the correspondence electronically, but instead on paper.

**Existing Permit Applications – For those Applications that have been Started but not Completed/Submitted**

1. This applies to:
  - a. Any facility that wants to continue working on an existing permit application that hasn't been submitted; or
  - b. Any facility that needs to make changes to an existing permit application that has been deemed incomplete by NHDES, Air Resources Division.
2. User must enter the Access Code and Tracking Number that they received in the e-mail notifying them of an application that has been saved but not submitted.

**\*\*\* Do not pick an Application Type – Go directly to Tracking Number and Access Code.**

Click on 'Retrieve'. The following screen appears:

The screenshot shows a web browser window displaying the 'GSP Main Menu' for the New Hampshire Air Resources Division. The page title is 'Air Resources Division - Online Air Permitting - General State Permits Main Menu'. The interface includes a navigation bar with links for 'DES Home', 'Data Provider Activities', and 'Data Provider Login'. The main content area contains a form for starting a new permit application. The 'Permit Type' dropdown is set to 'GENERAL STATE PERMIT - EMERGENCY GENERATORS'. The 'Application Type' dropdown is set to 'NEW'. Below this, there are input fields for 'Tracking Number' (450) and 'Access Code' (848825). Further down, there are fields for 'Corporate Name' (OWNER NAME), 'Facility Name' (FACILITY NAME), 'Facility City' (CONCORD), and 'Facility Street' (PHYSICAL ADDRESS). A green 'Complete' button is visible. At the bottom, there are links for 'Form ARD-1: Facility Information', 'Form ARD-C: Additional Contacts', and 'Form GSP-2: Devices', along with a 'Certification' link and a 'Submit General State Permit Application to DES' button. The browser's address bar shows the URL 'http://hazdessubsit/onlineairpermitting/GSPMainMenu.aspx?SID=635182215706372546'. The system tray at the bottom right shows the date and time as '2:29 PM 10/24/2013'.

3. All previously entered and saved data for the application is returned to the online application system.
4. Go to the appropriate section and complete each section following the procedures for that page as listed in Section I as applicable.