

Instructions for the Online Permit-by-Notification Process

The first step is to make a request to be a “OneStop Data Provider.”

OneStop Data Provider Registration Procedures:

1. Go to <http://des.nh.gov>.
2. On the left side, under the menu, click on the green One Stop Data and Information icon and select OneStop Data Provider.
3. Select “New User” and complete the required fields. For Instructions and Help, click on the Data Provider Help button.
4. Under the “Available Provider Activities” you must click on the “Apply” link to the left of the “Online Air Permit-by-Notification.” When prompted for a reason, type in that you are a rock crusher operator who wishes to submit required information on-line.
5. After you click “Submit,” you will be notified whether you have received authorization for the activities requested. You will receive two emails: the first will indicate if your registration as a OneStop User has been approved along with your user name and password; and the second one will provide you with your PIN number.
6. Once you have received these emails, you can log into the OneStop Data Provider page.

Application Type

A **New** application type is to be used when first applying for a permit and for regaining access to an application that has yet to be approved by NH DES ARD. An **Existing** application type is used once the PBN has been approved by NH DES ARD and for updating component information, changing locations, or submitting test results.

Tracking Number

This is a randomly generated number that will be provided to the user once Form PBN-1 is initially saved. This number will be used in conjunction with the Access Code to regain access to an application that has yet to be submitted to, or that was deemed incomplete by NH DES ARD. Once the application has been approved by NH DES ARD the Tracking Number becomes obsolete and is replaced by the Permit by Notification ID.

Access Code

This is a randomly generated number that will be provided to the user once they make the initial save on the Form PBN-1. This number will be used in conjunction with the Tracking Number to regain access to an application that has yet to be submitted, or that was deemed incomplete by NH DES ARD. This number will also be used in conjunction with the Permit by Notification ID to gain access to an approved application to make changes to devices, provide test results or a notice of relocation. The access code serves as an additional level of security and remains throughout the application process and lifetime of the Permit by Notification ID.

Permit by Notification ID (PBN ID)

This is the ID assigned by NH DES ARD once the application has been approved, the fee has been processed, and the permit by notification has been issued. This number will be used in conjunction with the Access Code to gain access to an existing Permit by Notification to make changes to devices, provide test results or a notice of relocation.

Error Indicators

If required data has been omitted or provided incorrectly on the application forms the program will indicate errors using the following symbols:

- ! – indicates that a field is required
- * – indicates that the data format is invalid

Saving your Progress

The program is designed to allow users to save their progress throughout the entire process. For new applications the users must provide the following minimum information to save the application; a contact name, email address and plant name on Form PBN-1. Although the application will be incomplete and error indicators will be present, the program will allow the application to be saved. An automated email will be sent to the user that will include the Tracking Number and the Access Code.

Automated Emails

The online system has been designed to send out emails at various stages in the process. These emails are automated and will contain information including Tracking Numbers, Access Codes and Permit Numbers. You should receive emails after the following steps:

1. When an initial application is saved,
2. When an application that is in process (but not yet submitted) is saved,
3. When a new application is submitted to NH DES ARD,
4. When NH DES ARD approves your new application,
5. When NH DES ARD deems the application incomplete and requests additional information,
6. When modifications to an existing permit are submitted,
7. When NH DES ARD approves the modifications, including notification of relocation, removal or replacement of devices, or submittal of visible emissions test results to an existing permit,
8. When NH DES ARD deems that the modifications, including notification of relocation, removal or replacement of devices, or submittal of visible emissions test results are incomplete.

ENTERING DATA FOR A NEW APPLICATION

Form PBN-1: Facility Information

Column Name	Description	Required
Type of Plant	Whether or not the plant is stationary or portable.	YES
Corporate Name	The corporate name of owner or operator of the plant.	YES
Mailing Address	The corporate mailing address.	YES
Plant Name	Name of the plant.	YES
Physical Address	Physical location of the crushing plant. When possible, please provide a valid street address. For portable plants, state the physical location that the plant will initially be located.	YES
Contact First Name	First name of the contact for the plant.	YES
Contact Middle Initial	Middle initial of the contact for the plant.	NO
Contact Last Name	Last name of the contact for the plant.	YES
Contact Type	Whether or not the contact is the owner, operator or both.	YES
Telephone Number	Work phone number for the contact at the plant.	YES
Fax Number	Fax number for the plant contact.	YES
Contact Email Address	Email address for the plant contact.	YES
Secondary Email Address	Additional email address, entry to be used for consulting companies that have worked on the application.	NO
Previous Permit Number	If applicable, please provide the previous permit number for the plant.	NO
Maximum Capacity, pounds per hour	The maximum capacity of the plant, provided in pounds per hour.	YES
Maximum Capacity, tons per year	The maximum capacity of the plant, provided in tons per year.	YES

Once all data has been entered, the user would click on the “Save” button and a message will appear indicating that “Form PBN-1 has been saved.” At this point the user would then click on the “Return” button to be brought back to the Main Menu. Once Form PBN-1 is saved, Form PBN-2 becomes available. Please note that Form PBN-1 does not need to be completely filled out before PBN-2 is available.

Form PBN-2: Equipment Inventory

For new applications, when the user arrives at this form it is blank. The user must click on the “Add Device” button in the top left of the screen. The user has the ability to enter as much or as little information as possible with the caveat that the application will not be able to be submitted until all required fields, as listed in the following table, are filled in.

Column Name	Description	Required
Device Name	Descriptive name for the device, such as Conveyor #1.	YES
Device Description	Pick list that provides the various types of devices.	YES
Manufacturer	Manufacturer of the device.	NO
Serial #	Serial number of the device.	NO
Parameter	Automatically provided based on the type of device selected in the Device Description column.	YES
Value	Column name and units will vary based on the type of device selected in the Device Description Column. User must provide a numeric value.	YES
Primary Controls	The primary emissions controls used for the device. (wet suppressions, enclosure, etc)	YES
Initial Construction or Installation in NH Date	The initial construction date or the installation date in NH for the device. A date in the future is not allowed. If an exact date is not known you may enter 01/01/YEAR.	YES
Modified Date	Date the device was modified. <i>This is not applicable for new devices.</i>	NO
Replacement/Removal	Date the device was removed or replaced. <i>This is not applicable for new devices.</i>	NO
Previous Device Capacity	If the device is replacing an existing device then please provide the capacity of the device that is being replaced. <i>This is not applicable for new devices.</i>	NO
Most Recent Successful Compliance Date	Date of the most recent successful compliance date. This is not the date you expect to have the compliance testing completed. A date in the future is not allowed. For new plants this field should remain blank.	NO

Once testing has been completed, then the company must submit the information on form PBN-3. After entering each piece of equipment the user must click on the “Save” button. To enter the next piece of equipment the user would click on the “New” button. If a mistake is noticed after clicking on the “Save” button, they may change information by clicking on the “Edit” or “Remove” buttons to the left of the applicable device.

After the data has been entered, the user will click on the “Save” button. At this point the user will then click on the “Return” button to be brought back to the Main Menu. Form PBN-2 will be completed, allowing access to the Certification Form.

Certification Form

This form becomes available only after the all required fields on PBN-1 and PBN-2 are complete. This form is to be completed by the responsible official for the company. The responsible official must check off all three boxes, provide their name, title, and their PIN (this is the PIN used to access the application from the NH DES OneStop Data Provider Website).

Once all data has been entered the user will click on the “Save” button and the message “Certification by a responsible official has been completed” will appear on the form. At this point the user will then click on the “Return” button to be brought back to the Main Menu. The Certification Form will be complete, allowing access to the Pay Permit by Notification Fee form.

Pay Permit by Notification Fee

Payment must be made by check. The user will be able to display and print an invoice. The user will not be able to submit the application until they view/print the invoice.

Once the invoice is printed, the user will then click on the “Return” button to be brought back to the Main Menu. The Submit Permit by Notification to DES link is now available. The user will click on this link and the application will then be sent to DES for processing.

ENTERING DATA FOR EXISTING PERMITS

Entities will have to use their Permit by Notification ID (PBN ID) and access code to log into the online application system to make changes to devices, notify DES of relocations and/or provide test results. Users can make changes to one, two or all three forms at this point. The certification form must be completed by a responsible official, after which the changes can be submitted to NH DES ARD for review.

Form PBN-2: Equipment List

Modifications

To make modifications to an existing device, click on the “Edit” button to the left of the device that you wish to update. This will bring the device data down from the table and place it in the edit mode. You can change data such as the capacity, controls or even the device name. Once all changes have been made you must enter the date the modifications were made and then click on the “Save” button. Please note that modification dates cannot be entered for a future date.

Equipment Replacement

To replace a piece of equipment you must first enter the replacement/removal date on the piece of equipment that is being removed/replaced. Click on the “Edit” button to the left of the device was replaced/removed and enter the date in the appropriate location. Click on the “Save” button to confirm the changes to the table. Next, you should click on the “New” button to add the new device to the list. Please be sure to enter the device name, device description, rated capacity, primary controls, construction date, replacement date and previous device capacity. Once all data has been entered, click on the “Save” button to confirm the addition.

Form PBN-3: Test Result List

You have the ability to click on the “Add Emission” button to add more than one observed visible emission point. By clicking on the button it will copy the device name, device description, manufacturer and serial # into a new row for you to complete. You should complete the row and then click on the “Add Emission” button until you have all visible emission emissions points accounted for.

Column Name	Description	Required
Device Name	Descriptive name for the device. Automatically populated by the program.	YES
Device Description	Pick list that provides the various types of devices. Automatically populated by the program.	YES
Manufacturer	Manufacturer of the device. Automatically populated by the program.	NO
Serial #	Serial number of the device. Automatically populated by the program.	NO
Visible Emission Point Observed	Description of the observed visible emission point. i.e. “Top of crusher”	YES
Actual Throughput During VE Test (tons/hr)	Throughput during the VE test in tons/hr.	YES
Visible Emissions Pass/Fail	Whether or not the visible emissions passed or failed.	YES
Test Date	Date the test was conducted.	YES
Tested By	Name of the person that conducted the test.	YES
Certification Date	Date the person that conducted the test was certified.	YES
Complete	Automated field. Indicates whether or not the record contains all of the required information for submittal to NH DES.	YES

Form PBN-4: Notice of Relocation

This form takes the current location of the portable plant and automatically populates the first portion of the form. You must enter the new location, city and state for the plant. If the plant is moving out of state, select the Out of State option from the New Town/City drop down pick list. For your convenience it is located at the top of the drop down list. Once the location has been entered, click on the “Save” button to return to the main menu.

Column Name	Description	Required
PBN ID	Permit-by-Notification ID for the plant. Automatically populated by the program.	YES
Plant Name	Plant name that is being moved. Automatically populated by the program.	YES
Previous Location	Previous physical address that the plant just moved from. Automatically populated by the program.	YES
Previous Town/City	Previous town/city that the plant just moved from. Automatically populated by the program.	YES
Previous State	Previous state that the plant just moved from. Automatically populated by the program.	YES
New Location	The new physical location that the plant is moving to.	YES
New Town/City	The new town/city that the plant is moving to. If the plant is moving out of state, select the Out of State option from the New Town/City drop down pick list.	YES
New State	The new state that the plant is moving to.	YES

Once forms have been submitted, NH DES ARD will review and process. For questions regarding the Permit by Notification Online Process, please contact the Air Resources Division by phone at (603) 271-1370, or by email at AIRPermitByNotification@des.nh.gov.