**STATE OF OKLAHOMA**

**DEPARTMENT OF ENVIRONMENTAL QUALITY**

Air Quality Division - Online Excess Emissions Reporting System

FREQUENTLY ASKED QUESTIONS (FAQs)

**Q: Where can I find the Online Excess Emission Program?**

A: It is located at http://applications.deq.ok.gov/excessemissions/ or you can find it on the DEQ – Air Quality web page at http://www.deq.state.ok.us/ under the Compliance and Enforcement section.

**Q: Why electronic online excess emission reporting?**

A: Online excess emission reporting simply provides an alternate way for facilities to submit excess emission reports. Using the online reporting system for submitting immediate notifications and 30-day reports can represent significant labor savings while greatly increasing the timeliness, accuracy, and overall reliability of the information submitted.

**Q: When do I use the Online Excess Emission System?**

A: Whenever you have an emission of regulated air pollutants or opacity in excess of an applicable limitation or requirement as specified in state rules, your permit, or by order of the DEQ.

**Q: Where do I get a Company ID and Password to access the system?**

A: Contact a member of the DEQ Excess Emission Team by sending an email to excessemissions@deq.ok.gov or by calling 405-702-4100 to be directed to an Excess Emissions Team member who can help you. The excess emissions password is not the same as your DEQ Redbud password.

**Q: What are the system requirements in order to submit reports using the online reporting system?**

A: Since the online reporting system is web based, the only system requirement for a facility to gain access to the system is a web browser (Internet Explorer 6.0 or higher) and an internet connection (28.8 bps modem or greater). Additional system requirements include a printer for printing a copy of record and an email account.

**Q: Can more than one person in our company use the online reporting system?**

A: Yes, the login and password is created for your company and issued to the Responsible Official (RO) of your company. Any company representative who is duly authorized by the RO may enter and submit information. Therefore, it is important to protect your company ID and password.

**Q: Does the Responsible Official have to physically sign the excess emission submission?**

A: No. Under Oklahoma Statute (12A O.S. sec 15-101 et seq.) compliance with the Agreement page results in a legally binding electronic signature.

**Q: What if the person designated as the RO has changed?**

A: DEQ Form #100-882 "Designation of Responsible Official" or Form #100-883 "Administrative Change Notification-Request for Transfer and Administrative Amendment of Permit" located at http://www.deq.state.ok.us/AQDnew/resources/aqforms.htm will need to be completed and mailed to the DEQ.

**Q: Why do I have to mark "I Agree" on the agreement page?**

A: By selecting "I Agree" you acknowledge that you understand and agree to the electronic signature for submissions and have ensured that the information being submitted is accurate and wish to complete the transaction.

**Q: What do I do if I forget my password or want to have it changed/reset?**

A: Contact a member of the DEQ Excess Emission Team by sending an email to excessemissions@deq.ok.gov or call 405-702-4100 to be directed to an Excess Emissions Team member who can help you. Passwords are case sensitive.

**Q: Why do I sometimes have to login to the system twice before gaining access?**

A: Yes, sometimes the system requires you to login twice. This is an issue in our system that we are working to repair.

**Q: What do I do if I have tried to login multiple (3 or more) times and nothing is happening?**

A: The online system will lock out access to a user if the password has been incorrectly entered three (3) times. You will need to wait 15-minutes for the system to reset before attempting to re-login. Remember, passwords are case sensitive. If you still cannot gain access to the system after waiting 15-minutes, contact a member of the DEQ Excess Emission Team by sending an email to excessemissions@deq.ok.gov or by calling 405-702-4100.

**Q: How long do I have to submit the immediate notification?**

A: Per OAC 252:100-9-7(a), excess emissions shall be reported to the Division as soon as possible but no later than 4:30 p.m. the following working day of the first occurrence of excess emissions in each excess emission event.

**Q: How do I submit an immediate notice?**

A: Login to the excess emission online reporting system using your Company ID and Password. If you have more than one facility permitted under your Company, choose the reporting facility from the dropdown box. Click the "Add New Immediate Notification" button and enter information about the event and click the "Submit Immediate Notice" button.

**Q: Once I click "Submit" can I change the Immediate Notification information?**

A: You cannot change the start date or the submitted date, but you can change the end date and event reason.

**Q: What if I submit an Immediate Notification and then discover that there has not been an actual exceedance?**

A: You will need to retract the Immediate Notification in writing (via paper or email) within thirty (30) days of submission of the immediate notice. Please be sure to reference the excess emission ID Number of the Immediate Notice in your retraction.

**Q: How long do I have to submit the 30-day official written report?**

A: You have thirty (30) calendar days from the start of the excess emission event to submit a written report. You do not have to wait thirty days before submitting your report. If you have the information, you may submit the written report directly after submitting the immediate notification by clicking “Add 30-Day Report Information.”

**Q: How do I submit a 30-day report?**

A: Login to the excess emission online reporting system using your Company ID and Password and choose the reporting facility from the dropdown box. “Select” the Immediate Notice you want to add a 30-day report to. The Immediate Notice will appear on the screen then click “Add Official Report” and begin completing the form. When the form is completely filled in, add any attachments and click the “Save Current Data” button. If there are no error notifications, click “Submit Final Report.”

**Q: How do I claim Mitigation?**

A: To claim Mitigation with your report you will first need to download and complete a copy of the Mitigation form from the excess emissions login portal at http://applications.deq.ok.gov/excessemissions/. Then attach the completed Mitigation form to your 30-day report by clicking on the “Upload Attachments” button located at the bottom of the online report form. Click “Choose File” then click “Upload.” The status of your submission will be displayed on the screen indicating the Mitigation form has been uploaded successfully.

**Q: Can I submit other attachments with my report?**

A: Yes, you may submit supporting documentation in various formats (.xls, word, .pdf, etc.) with your report by clicking on the “Upload Attachments” button located at the bottom of the online 30-day report form. Click “Choose File” then click “Upload.” A message will appear indicating the name of the document and that it has been uploaded successfully.

**Q: Can I save an uncompleted report and go back to filling out the form at another time?**

A: Yes, you can save a 30-day report form and retrieve it later to continue filling out the form or to modify its contents. Be sure to click “Save Current Data” before closing the browser. Upon your return to the system, you will need to “Select” the immediate notice associated with the 30-day report and then click “View Details.” You will then have the option to “Edit,” “Delete,” or “View/Submit Report.”

**Q: I reported my immediate notice by telephone; can I use the online reporting system to submit my 30-day report?**

A: Yes, you may submit your report using the online system; however, you will need to submit an electronic immediate notice to access the report page. Be advised that the electronic immediate notice will reflect the notification date of when you created it and not the date you reported by telephone. To correct this, simply make note in the written explanation section of the report that immediate notification was made by telephone and provide the date. Once the DEQ has received and reviewed the report, we will correct the immediate notice to the date when it was phoned in. All telephone notifications are logged and can be verified.

**Q: Whose name should be entered in the "Reporter" field of the report?**

A: The name of the person filling out the report online. This is who DEQ will contact if there are questions about the report.

**Q: What if the Point of Emission associated with the excess emission is not listed on the dropdown list?**

A: The points of emissions listed in the dropdown list are based off the equipment listed on the emission inventory you submit. If you do not find the appropriate equipment on the list, contact an Excess Emissions Team member at DEQ by sending an email to excessemissions@deq.ok.gov or by calling 405-702-4100 for assistance. You may proceed to submit your report by selecting "Other" from the dropdown list and then describing the point of emission in the explanation section of your report.

**Q: What if the Pollutant I emitted is not on the dropdown list?**

A: The list of pollutants is compiled of any substance or group of substances listed in Appendix P of OAC 252:100, or any substance regulated as an air pollutant under any federal regulation for which the Department has been given authority, or any other substance for which an air emission limitation or equipment standard is set by an enforceable permit. If you cannot find the appropriate pollutant, contact a DEQ Excess Emissions Team member by sending an email to excessemissions@deq.ok.gov or by calling 405-702-4100 for assistance.

**Q: What if we emitted more than one Pollutant during this excess emission event?**

A: You may add multiple pollutants for the event to the 30-day report by clicking on the "Add Pollutant" button to create a new field(s) below the information already entered. In this new field you can enter the additional pollutant information.

**Q: What if I accidentally enter too many pollutants?**

A: You can delete the unwanted pollutant as long as the report has not been submitted. Once you login to the system and choose your facility, you will need to select "Open Current Events" from the dropdown box. Select the event that you want to edit and it will take you to the Immediate Notification you previously submitted. Click on the "View Details" button to see a summary of the report. Click the "Pollutants" link to see a summary of all the pollutants for the event. Click the "Delete" button to delete the unwanted pollutant information. If the report has already been submitted, contact a member of the DEQ Excess Emission Team for assistance by sending an email to excessemissions@deq.ok.gov or by calling 405-702-4100.

**Q: Which Pollutant units do I use?**

A: The units of measurement of the emission magnitude of the applicable limitation that you have exceeded. Select the unit(s) from the dropdown box.

**Q: What if we had several excess emission events with different explanations that relate to the same immediate notification? How do we report this information?**

A: Each excess emission event should be reported separately. If you find that you need additional immediate notifications once you start entering the 30-day reports, contact a member of the DEQ Excess Emission Team for assistance by sending an email to excessemissions@deq.ok.gov or by calling 405-702-4100.

**Q: What does the red asterisk mean? Why can't I proceed?**

A: If you have a red asterisk on the page or an error message below, you have entered something incorrectly. The error message will indicate the type of error or the field in which the error was encountered. Once the item is corrected click on "Save Current Data" to clear the red asterisks and proceed to "Submit Final Report." The most common errors involve data formats. For example, all dates must be entered as mm/dd/yy, time of event must be entered as hh:mm, and the event duration must be entered in total minutes only.

**Q: How will I know if my Excess Emission has been submitted successfully?**

A: When you click on "Print and Submit," you will get a message stating that your report has been successfully submitted and you will have an opportunity to print a copy for your own records. Once the DEQ has received and reviewed the report, we will contact the person reporting the excess emission event if there are any questions.

**Q: What if I want a copy for my records?**

A: Once you click "Print and Submit" you will have the option of printing a copy out for your records. If you want a copy of the record with the "Event Report Date" on it, you should go to the "View Previously Submitted Events" dropdown menu and print a copy from that list.

**Q: What if I am looking for information I submitted earlier? Is there a way for me to view a report previously submitted?**

A: Once you login to the system and choose your facility, you will need to choose "Previously Submitted Events." From there you will see a dropdown list of the events you have submitted. The information in these reports can be viewed, but they cannot be changed.

**Q: Why do I get a page expired message if I click on the back button?**

A: You cannot go back in the program by using the browser back button. Using it might lead to duplicate reporting. Please use the links provided at the bottom of each page.