

Instructions for filling out Online Registration for General State Permit for Emergency Generator

In order to begin the online registration process, you must first register to become a OneStop Data Provider at the NHDES website <http://des.nh.gov>.

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 Go to OneStop Data Provider Site.
3. Select “New User” and complete the required fields. For Instructions and Help, click on the Data Provider Help button.
4. After you click “**Submit**,” you will be notified whether you have received authorization for the activities requested. In this case, the activity requested would be the Online Air Permitting feature. 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.
5. Once you have received these emails, you can log into the OneStop Data Provider page. Click on Online Air Permitting and you will see the following page.

Permit Application/Registration Information Procedures:

The screenshot shows a web form titled "Permit Application Information". At the top, there are two radio buttons: "Pending" (unselected) and "New" (selected). A blue instruction text says "Select 'Pending' to resume work on a permit application saved under a tracking ID". Below this are several input fields: "Facility Name" with the value "Some Company" and a link "Find facility legal name"; "Physical Address" with the value "100 Test St"; "Town / City" with a dropdown menu showing "CONCORD"; "State" with a dropdown menu showing "NH"; and "Zip Code" with the value "03301". At the bottom, there are two dropdown menus: "Permit Type" with the value "General State Permit" and "Application Type" with the value "New". Three black arrows point to the "New" radio button, the "Facility Name" field, and the "Permit Type" dropdown menu.

1. Select “New” application. “New” in this case indicates that this is the first time you as the data provider have logged on to this site and begun the application/registration process. “Pending” would indicate that you had started filling in the online form and saved it before completing and submitting it and you are now back to finish the submittal.
2. Type the legal facility name exactly how it appears on legal documents and is registered at the Secretary of State – it may be helpful to use the link to look it up.
3. Fill in the blanks for the physical address of the facility.
4. Select permit type (General State Permit) and application type.
 - a. The application/registration type is “New” if the facility has never been issued a permit for an emergency generator before. Even if the facility has had an

emergency generator on site for several years, the application is considered new if the generator has never been permitted before.

- b. The application/registration type is “Renewal” if the owner or operator of the facility has held a permit for the emergency generator(s) from NHDES in the past. If you select “Renewal,” you will be required to enter the most recent previous permit number held for the emergency generator(s) in the form specified ((App-type-number, i.e. GSP-EG-0012). If the permit number is not four digits, add a 0 before the number.
- c. The application/registration type is “Modification” if the facility has made a change (e.g., changed ownership, removed devices, added new devices, etc.). If you select “Modification,” you will be required to enter the most recent previous permit number held for the emergency generator(s) in the form specified ((App-type-number, i.e. GSP-EG-0012). If the permit number is not four digits, add a 0 before the number.
- d. Once you have received a permit through the online registration system, the information provided in the GSP-1 and GSP-2 forms should self populate, which will make the online system even easier to use as time goes on.

5. Select “Next.”

Facility Information

- 1. **General State Permit Registration Information:** Check the box for “Internal Combustion Engines Used as Emergency Generators” and fill in the quantity of emergency generators at the address.
- 2. **Facility Name:** State the full legal name of the facility (same as on previous page).

General State Permit Registration Information
General Facility Information All Registrations

Form GSP-1

Source Category of requested General State Permit:

Internal Combustion Engines Used as Emergency Generators Qty: 1

Facility Name: Some Company

Physical Address: 100 Test St

Town / City: CONCORD State: NH Zip Code: 03301

- 3. **Physical Address:** State the physical location of the device, including the facility USGS coordinates. The coordinates may be given in UTM coordinates (Easting and Northing – meters or feet) or in Latitude and Longitude, (degrees, minutes and seconds). The link allows you to search for the USGS coordinates by address.

Facility Coordinates (Enter UTM or Latitude/Longitude)

UTM Easting [] m

UTM Northing [] m

Zone []

N Latitude 43 Deg 12 Min 55 Sec

W Longitude 71 Deg 30 Min 56 Sec

[Find Latitude and Longitude](#)

- Mailing Address:** State the mailing address to which all correspondence should be directed if different from physical address. If the mailing address is an international address, check the international address box and a different format for the mailing address will be provided.
- Contact Person:** State the name of the person that should be contacted for questions concerning this registration. This contact person should work for the company that is registering for the permit and will be the person to whom DES will address correspondence regarding the permit. Fill in the contact person's email address, telephone number and fax number.

Contact Person	Eyre Clean			
E-mail Address	cleanmyair@des.nh.gov			
Telephone #	(800)	800 -	8000	Ext. <input type="text"/>
Fax #	(<input type="text"/>)	<input type="text"/> -	<input type="text"/>	<input type="checkbox"/> Specify international phone & fax

- Facility Owner:** State the legal name of the owner of the facility along with the mailing address. If the owner is the same as stated above, copy the information. Click the check box if the address is international.

		<input type="checkbox"/> Specify international address		
Facility Owner	Noah Clouds			
Mailing Address	100 Test Street			
Town / City	Concord	State	NH	Zip Code 03301 - <input type="text"/>
Country	UNITED STATES			

- Major Activity or Product Descriptions:** List any applicable descriptions of the source according to its standard industrial classification (SIC) code, as specified in the SIC Manual dated 1987. To look up SIC codes, click the [Find SIC code](#) link below. To look up NAICS codes, click the [Find NAICS code](#) link below. When the SIC or NAICS code # field is filled in, the activity description automatically generates. You only need to fill out one of the sections, either SIC or NAICS.

Provide SIC or NAICS code(s) for activities performed at this facility	
SIC Code	Activity Description
<input type="text" value="3724"/>	Aircraft Engines and Engine Parts
<input type="text" value="3569"/>	General Industrial Machinery and Equipment, Not Elsewhere
<input type="text"/>	<input type="text"/>
	Find SIC code
NAICS Code	Activity Description
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
	Find NAICS code

8. **Proof of Ownership:** A proof of ownership must be sent to the State via regular mail in order for the application to be complete and for a permit to be issued. A sample ownership affidavit is linked below.

Proof of ownership or permissible use pursuant to [Env-A 605.02](#) sent under separate cover
[Sample ownership affidavit](#)

9. **Installation description:** State the name that the source uses to identify the device (e.g., Emergency Generator #1)

Facility Name: Some Company
Town / City: CONCORD

Installation Description

10. **Device history and fuel usage:** Fill in all fields with information pertaining to the device (in this case, Emergency Generator #1). Be sure to fill this in as completely as possible.

Date Installed		Date of Manufacture			
Month	June	Month	September	Manufacturer	Caterpillar
Day	26	Day	unknown	Model Number	X2930
Year	1987	Year	prior to April 1, 2006	Serial Number	02390-49
Fuel Type Used		#2 fuel oil 140000 Btu / gal		Additional Fuel Type Used	
				none	

11. **Engine information:** Fill in the required fields with regard to the emergency generator. Most engines will have this information on a nameplate or owner's manual.

Maximum Gross Heat Input Rate	<input type="text" value="10.5"/>	<input type="text" value="MMBtu / hr"/>
Maximum Fuel Flow Rate	<input type="text" value="5.4"/>	<input type="text" value="gal / hr"/>
Maximum Engine Output Rating	<input type="text" value="500"/>	<input type="text" value="horsepower"/>

If the Maximum Gross Heat Input Rate is unspecified, it will be automatically calculated

12. **Prepare to submit permit application/registration:** Once the engine information has been filled out for all emergency generators at a facility, a screen like this will appear. If you are the responsible official, see A below, if you are not, see B.

13.

Prepare to Submit Permit Application

Facility Name: Some Company
Town / City: CONCORD

Your permit application is complete and ready to submit.
The application must be electronically signed by a "responsible official" upon submittal.

If you are a "responsible official" for this facility, press [Definition of "responsible official"](#)

If you are not a "responsible official" for this facility, press

- A. If you are the **responsible official**, click "Next." The next screen will use your login credentials (PIN and Password) to electronically sign the certified statements. Please read and check all of the statements, as applicable. Once the statements have been electronically signed, click "Next."

Permit Application Submittal Complete!

Facility Name: Some Company
Town / City: CONCORD

Thank you for submitting your permit application online.

Your permit application has been saved under Application Tracking ID **893116MG**. Save this ID for future reference.

An e-mail will be sent to your OneStop 'Applicant Email' address to confirm receipt of your permit application.

This screen informs you that you have successfully submitted a permit application/registration. Be sure to save the Tracking ID number provided on the screen. An email is sent providing you with PDF copies of all information provided during the application/registration process. If you elected regular US Mail copies as well, those will be sent to the Responsible Official.

- B. If you are **not** the responsible official, select “Save.” The next screen will look like this:

Permit Application Changes Saved

Facility Name: Made Up Co.
Town / City: ALTON

Your permit application changes have been saved under Application Tracking ID 926347TI. Save this ID for future reference.

To continue with permit application changes, select the 'Pending' option from the Permit Application Information page and enter the Application Tracking ID.

[Next Permit](#)

The permit will be saved under the Application Tracking ID. The responsible official will need to sign in, check the pending application box, and use this application tracking ID to pull up the pending application/registration. The responsible official will then need to electronically sign all certified statements in order to complete the application/registration process as described in A. above.