



South Carolina Department of Health and Environmental Control (DHEC)
ePermitting Certifier Agreement

This Certifier Agreement will allow you to electronically submit forms and schedules that require a signature using ePermitting. A separate ePermitting Certifier Agreement is required for each facility, or site they are referred to in ePermitting, if you are a certifier for multiple sites.

To receive the necessary authorization, a request to be a certifier must be made by the Administrator for the given site in ePermitting (under authorized users). You must fill out this form completely, sign it, have the verification signed by the Site Administrator (Page 3) and return the completed original to the following address:

Certifier Agreement Administrator
South Carolina Department of Health and Environmental Control
2600 Bull St
Columbia, SC 29201

Faxes, photocopies, scanned copies, and other facsimiles will not suffice.

This agreement is used by multiple DHEC programs. Only complete the applicable fields in the table below.

Table with 1 column and 9 rows for site information: ePermitting Site Name, Site Street Address, City, State, Zip, Agency Air Number, Asbestos License Number, NPDES or ND Permit Number, Solid Waste Management Permit Number, RCRA EPA ID Number.

Signatory Criteria:

Title V Facility: The roles of Site Administrator and Certifier must be in compliance with the requirements of S.C. Regulation 61-62.70, Title V Operating Permit Program. Specially, S.C. Regulation 61-62.70.5(d) requires any application form, report, or compliance certification submitted pursuant to these regulations shall contain certification by a responsible official of truth, accuracy, and completeness.

Non-Title V Facility: The role of Site Administrator shall be executed by site owner or operator (an individual who owns, leases, operates, controls, or supervises a stationary source). The role of Certifier shall be executed by the site owner or operator or designee.



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Professional Engineer: To sign a construction permit application, a Professional engineer must be in compliance with the requirements of S.C. Regulation 61-62.1, *Air Pollution Control Regulations and Standards - Definitions and General Requirements, Section II (C)(1)* and must be assigned the role of Certifier by the Site Administrator.

NPDES and ND Permittees and Applicants: The roles of Site Administrator and Certifier in ePermitting must be in compliance with Regulation 61-9.122.22, Signatories to permit applications and reports. Therefore, a Site Administrator must meet the requirements of R.61-9.122.22(a) – the part of the regulation that sets forth the requirements for signatories of applications. A Certifier must meet the requirements of R.61-9.122.22(b) – the part of the regulation that sets forth requirements for signatories of reports and other information requested by the Department.

RCRA - The roles of Site Administrator and Certifier must be in compliance with the requirements of S.C. Regulation 61-79.

I, _____, the undersigned, am submitting this Certifier Agreement to DHEC to receive authorization to electronically submit forms and schedules using ePermitting. This agreement cannot be used for the submission of documents associated with the negotiation or execution of administrative orders, consent judgments, and other legal pleadings. With this authorization, any and all other submissions made through ePermitting using the accounts identified by my e-mail address above will be the equivalent of my handwritten signature on all electronically submitted reports, documents, applications, files, or forms authorized under this agreement, and shall have the full legal force of an actual handwritten signature pursuant to DHEC's Administrative Electronic Records, Signatures and Transactions Policy ([S.C. Regulation 61-115, Environmental Electronic Reporting Requirements](#)). My account will be authorized to submit electronic submissions upon receiving approval from the DHEC.

I hereby agree to the following terms and conditions:

- 1) I agree to protect and keep secure my User ID, password, and all security question and answer pairs from compromise and from use by any other party, including anyone who may be acting as my agent.
- 2) I will notify DHEC within 24 hours in the event I become aware that any accounts for this facility become compromised.
- 3) I will review and, if necessary, repudiate by submission of a notice to DHEC any electronic reports, documents, applications, files, or forms that may have been submitted to DHEC after this loss, theft, or other compromise.
- 4) I will review within 24 hours the acknowledgments and copies of submitted documents generated by ePermitting.
- 5) I will notify DHEC within 24 hours after discovery of any evidence of discrepancy between any information electronically submitted by my accounts and what was received by DHEC.
- 6) Notifications required by paragraphs 2, 3, and 5 above shall be made by sending an e-mail to ePermittingHelp@dhec.sc.gov.



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I understand and agree that I shall be legally bound, obligated, and responsible, and subject to all penalties and reimbursements under law, for any unauthorized use or false or misleading submissions made under my ePermitting account. I understand that whenever I electronically sign and submit an electronic document to DHEC, acknowledgments and a copy of my submissions will be made available to me. I agree to review the acknowledgments and copies of documents I electronically sign and submit to DHEC. I agree to report to DHEC, within twenty-four hours of discovery, any evidence of discrepancy between an electronic document I have signed and submitted and DHEC has received from me.

CERTIFIER CONTACT INFORMATION		
Title/Position:		
Salutation:	First Name:	Last Name:
E-mail Address ⁽¹⁾ :		
Primary Phone No.:	Alternate Phone No.:	

Notes:

- (1) The e-mail address is that which is used for your ePermitting account. It should be the e-mail address for the person listed here and should not be a group, general, or company e-mail address.

CERTIFIER'S SIGNATURE

Signature of Certifier

Date

Site Administrator Verification

I, _____, am the Site Administrator for the site identified in this Agreement. I verify that the applicant has been designated as a certifier for the site and should be granted authority to electronically submit forms and reports as a certifier through the ePermitting System on behalf of the site.

I understand and agree that as the Site Administrator, it is my responsibility to promptly deactivate the applicant's access to the ePermitting site if his/her status as certifier for the ends.

SITE ADMINISTRATOR'S INFORMATION AND SIGNATURE	
Name (printed):	Title:

Signature of Site Administrator

Date