



**South Carolina Department of Health and
Environmental Control
Electronic Registration Agreement for
Emissions Inventory Reporting – Standard User
For Inventory Year 20__**

Facility Name: _____

Physical Address: _____

Applicable Air Permit Number: _____

Name of Standard User: _____

Phone No.: _____ Drivers License: State: _____ No.: _____

E-Mail Address: _____

(DHEC will use this e-mail address to send out notifications and confirmations)

I, _____, do hereby affirm on this
(Printed Name of Standard User)

_____ Day of _____, 20__ that I understand and agree to the

following:

1. I have been designated by _____ to enter
(Facility Name)

Emissions Inventory Data electronically into the South Carolina Department of Health and Environmental Control (SC DHEC) Emissions Inventory Collection Tool.

2. I agree to protect and keep secure my User ID and password and in the event that they become compromised, I will promptly report to the appropriate DHEC program.

(Signature of Standard User)

(Signature of Responsible Official)

(Printed name of Responsible Official)

Instruction for Electronic Registration Agreement:

This form requests specific information from a facility’s Responsible Official pertaining to selection of a person known as a ‘Standard User,’ able to enter data into the Emissions Collection Tool. Because there is some personal information provided on this form, it will be treated as a confidential document and secured in a locked cabinet. It will be kept as long as the current retention schedule allows, and no copies will be made as none are needed. This Electronic Registration agreement must contain original signatures. It is best not to use black ink for the signatures.

- Facility Name: Company name that is used for mailing. Many companies own two or more facilities. If this is the case for this facility, please indicate the specific name/identifier for this facility.
- Physical Address: Street address or highway number if no street address is available. Not the mailing address if different.
- Air Permit Number: Provide the Air Quality Operating Permit number for the facility.
- Standard User: Print the name of the person who will be entering data into the Emissions Collection Tool.
- Phone No.: Telephone number, including area code, of Standard User. Please include an extension, if applicable.
- Drivers License: Enter the state and drivers license number of the Standard User.
- E-mail Address: Enter the e-mail address of the Standard User. This will be used to send notices by the Emission Collection tool. **These will originate from ‘EI_submittals@dhec.sc.gov’.**
- Affirmation section: Print the name of the Standard User and date that the form is signed. Include the printed name of the facility (same as above).
- Responsible Official: Signature and printed name of the responsible official. This is an officer or employee of the company who has been legally designated as the Responsible Official with the Bureau of Air Quality as defined in Regulation 61-62.7 Title V Operating Permit Program and designated as such on DHEC form 2951 – “Responsible Official (RO) Notification Form Bureau of Air Quality”.

Mail this completed form to:

Manager
Emission Inventory Section
Bureau of Air Quality
SC DHEC
2600 Bull Street
Columbia, SC 29201

All previous User IDs and passwords will be invalidated for a facility when a new User ID/password is issued for the current inventory collection cycle. The new userid/password will retain view-only access to any Copy of Record submissions from previous inventory cycles for your facility.