



Submission Revisions

By: ePermitting implementation staff, PMO

South Carolina Department of Health and Environmental Control
Healthy People. Healthy Communities.

Course Objective

The purpose of this training is for users to learn how to revise external applications online in the ePermitting system.



If an application, permit change form, or schedule your facility submitted to the Department has comments from the reviewer, you will receive a notification such as the one below.

SCDHEC ePermitting User,

This notification is to inform you of a status change on your submission of "Infectious Waste Generator New Registration Form" (submission **HNC-Y725-MN5Y3**) for BLWM Test Site 2. The status has been updated to status "On Hold" on 6/18/2019 4:29:00 PM.

Reason for Status Change: Your submission review has been completed and it was determined that your application could not be considered administratively complete. Your application cannot be processed further without additional and/or corrected information.

Please click the open button on the form to review the corrections necessary to make the application complete. You will then need to revise and resubmit the form.

The processor assigned to your submission is Fatimah N. Curry.

This is an automated notification generated by the SCDHEC ePermitting system.

Thank you,





A reviewed application or permit change form will be in the site's dashboard in 'On hold - Action Needed' status (see below, top notification).

A reviewed schedule will be on the site's dashboard in 'Not Approved' status (see below, bottom notification).

Reach out to the DHEC staff member listed in the notification for questions.

BLWM Test Site 2

Application HP0-69KA-X0E92 — Wastewater - Construction Permit Application Wastewater Facilities - Industrial (D-1970)

*** ON HOLD - ACTION NEEDED** The submission was received on 06/01/2020. Your submission review has been completed and it was determined that your application could not be considered administratively complete. Your submission cannot be processed further without additional and/or corrected information. Please open the form to review the corrections necessary to make the submission complete. You will then need to revise and resubmit the form.. Contact Leslie E Yasinsac at (803) 238-8134 or YASINSLE@dhec.sc.gov with questions.

Open

BLWM Test Site 2

Schedule HP0-68PR-VNW2A on Permit IWG000412 v3.0 — Contact Update

! NOT APPROVED The schedule was not approved. TestThe submission was received on 06/01/2020. The agency is processing your submission. Contact Leslie E Yasinsac at (803) 238-8134 or YASINSLE@dhec.sc.gov with questions.

Revise



To see the reviewer's comments, click on 'Apps, Requests, and Reports' on the left side.

The screenshot shows the DHEC ePermitting interface. At the top, there is a blue header with the DHEC logo and the text "South Carolina Department of Health and Environmental Control Healthy People. Healthy Communities." Below the header, a navigation bar contains "ePermitting" and "DHEC Online Services". A sidebar on the left lists various menu items: "Home", "Dashboard", "Notifications", "Details", "Contacts List", "Apps, Requests and Reports" (highlighted in red with a red arrow pointing to it), "Permits", and "Evaluations". The main content area is titled "Forms" and contains two sections: "Applications, Service Requests & Permit Change Forms" and "Assigned Forms and Schedules". Each section has two action boxes with icons and text descriptions.

ePermitting DHEC Online Services

Forms

Applications, Service Requests & Permit Change Forms
Begin filling out a **new form** or view or revise a **previous submission**

- Start New Form**
Permit Applications, Service Requests and Permit Change Forms
- Draft & Submitted Forms**
View or revise **draft and submitted** Applications, Service Requests, Permit Change Forms and Reports

Assigned Forms and Schedules
Reporting forms relating to **current submissions, permits and active compliance actions**

- New and Draft Assigned Forms**
Browse **reporting forms** relating to a submission, permit or compliance action
- Submitted Reporting Forms**
View or revise **previously submitted reports**

Apps, Requests and Reports



To see comments and edit an application or permit change form, select 'Draft & Submitted Forms' under 'Applications , Service Requests, & Permit Change Forms'.

To see comments and edit a schedule form, select 'Submitted Reporting Forms' under 'Assigned Forms and Schedules'

The screenshot shows the DHEC ePermitting web application interface. At the top, there is a dark blue header with the DHEC logo, 'ePermitting', and 'DHEC Online Services'. Below the header is a light blue sidebar with a 'SITE' dropdown menu currently set to 'BLWM Test Site 2'. The sidebar contains a list of navigation options: Home, Dashboard, Notifications, Details, Contacts List, 'Apps, Requests and Reports' (highlighted in red), Permits, and Evaluations. The main content area is titled 'Forms' and features two primary sections. The first section, 'Applications, Service Requests & Permit Change Forms', includes a sub-header 'Begin filling out a new form or view or revise a previous submission' and two action boxes: 'Start New Form' (with a document icon and a plus sign) and 'Draft & Submitted Forms' (with a stack of documents icon). The second section, 'Assigned Forms and Schedules', includes a sub-header 'Reporting forms relating to current submissions, permits and active compliance actions' and two action boxes: 'New and Draft Assigned Forms' (with a document icon and a plus sign) and 'Submitted Reporting Forms' (with a stack of documents icon).



The application or permit change form should have a status of 'On Hold'.

The schedule should have a status of 'Not Approved'.

Click the 'View or Revise' button to open the appropriate form.

Application - Wastewater - Construction Permit Application Wastewater Facilities - Industrial (D-1970)	Leslie Yasinsac	06/01/2020	06/01/2020	HP0-69KA- X0E92	Leslie E Yasinsac YASINSLE@dhec.sc.gov (803) 238-8134	On Hold	View or Revise Submission
IWG000412 v3.0 - Contacts Update - NPDES/ND - Contact Update (HP0-68PR- VNW2A)	Leslie Yasinsac	06/01/2020	06/01/2020	HP0-68PR- VNW2A	Leslie E Yasinsac YASINSLE@dhec.sc.gov (803) 238-8134	Not Approved	View or Revise Unapproved Submission





You will be taken to the 'Submission Overview' screen. The 'Notes & Issues' Section will show you comments made by the reviewer.


SUBMISSION OVERVIEW

Schedule Contacts Update - Billing, Facility, Emergency, and Other

ID # HP0-68PR-VNW2A



 **View Form**
A complete view of the submitted form data 

Summary


SUBMISSION ALIAS	Contact Update
SUBMITTED	06/01/2020 (0 days ago) by  Leslie Yasinsac
SUBMISSION ID	HP0-68PR-VNW2A
SUBMISSION REASON	Survey/Other

Notes & Issues


CONTACT UPDATE > WHICH CONTACT HAS CHANGED AT THIS FACILITY?

 **Please confirm this contact.** 


Added by Leslie E Yasinsac 2020-06-01 1:54 PM


Status 

SUBMITTED

 **Revise Submission**
Your form requires corrections. Please address them by modifying your form and resubmitting.

 **Print**

 **Download / Export**

 **View Confirmation**



You can click 'View Form' to see all comment(s) on the form, next to the associated question(s).

Overview SUBMISSION **Schedule Contacts Update - Billing, Facility, Emergency, and Other** ID # HP0-68PR-VNWZA

Print Download / Export

Revise Submission
Your form requires corrections. Please address them by modifying your form and resubmitting.

Review

CONTACT UPDATE

Please enter additional contact information.

INSTRUCTIONS

Please check contacts associated with your Permit and provide updated information, as needed. At a minimum, the permit contacts should include a Wastewater Billing Contact, DMR Contact, Emergency Contact, Second Emergency Contact, Wastewater Facility Contact and Wastewater Permit Contact.

Note: To check contacts on your permit, please open your 'In Effect' or 'Extended' permit, then click on the 'Contacts' tab that appears at the top.

Which contact has changed at this facility?
No Contacts need to be updated **Please confirm this contact.**

Additional Information (Outdated Wastewater Contacts, etc.)
None Specified

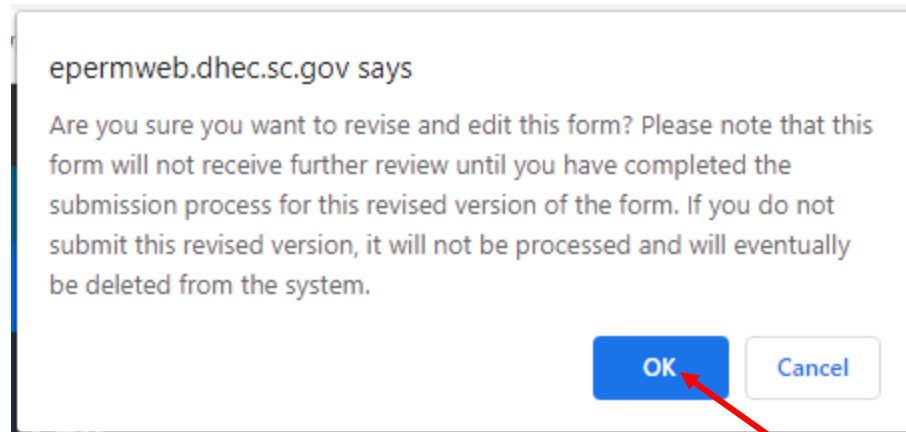
EMERGENCY CONTACTS

Please provide all appropriate information for the listed contacts.

Correction Requests 1

CREATED CONTACT UPDATE - WHICH CONTACT HAS CHANGED AT THIS FACILITY?
Please confirm this contact.

Click 'Revise Submission' to move into the form for review and update, if needed. You will get a confirmation notification. Click 'OK' to move into the form.




You will be taken to the beginning of the form. The correction request(s) will be listed on the right. You can click on each correction request to be taken directly to the question that needs review. Once you have reviewed each correction request or note on the left side, click 'Mark Complete' for the Correction Request or Note on the right side.

EXIT FORM to Home

Contact Update ?

Submission HP0-68PR-VNW2A Revision 2 Form Version 3.0

Last saved 2 minutes ago

 SAVE PROGRESS

Processing Info

Please specify the following:

- The reason for the submission, e.g., new permit or permit modification. If no options are available, the default value is shown and cannot be changed.
- The relevant fee if requested below. Not all forms will indicate a fee at this point. This does not indicate a fee is not required at a later time; you will be notified of any additional necessary fees.

Submission Reason
Survey/Other

Correction Requests 1


CREATED
CONTACT UPDATE > WHICH CONTACT HAS CHANGED AT THIS FACILITY?
Please confirm this contact.

EXIT FORM to Home

Contact Update ?

Submission HP0-68PR-VNW2A Revision 2 Form Version 3.0

Last saved a few seconds ago

 SAVE PROGRESS

SECTIONS


Which contact has changed at this facility?


<input type="checkbox"/> Wastewater Billing Contact	<input type="checkbox"/> DMR Contact
<input type="checkbox"/> Wastewater Facility Contact (Primary contact for permitting)	<input type="checkbox"/> Emergency Contact
<input type="checkbox"/> Second Emergency Contact	<input type="checkbox"/> Third Emergency Contact
<input type="checkbox"/> Wastewater Permit Contact (Responsible Official)	<input type="checkbox"/> Other
<input checked="" type="checkbox"/> No Contacts need to be updated	

CORRECTION REQUEST

Please confirm this contact.

CREATED
2020-06-01 1:54 PM by Leslie E Yasinsac

 Add Comment

 Mark Complete



Once all corrections have been reviewed and made, if needed, click the 'Proceed to Review' button to move to the end of the form, review, and resubmit. Be sure to click 'Certify & Submit' then 'Submit Form' to resubmit the form to the reviewer. A certifier may be needed to submit the form.

After the application is resubmitted, it is now returned internally to DHEC. The original application processor will get a notification identical to the notification sent to the applicant.

SC ePermitting DHEC Online Services

Infected Waste Generator New Registration Form ⓘ
Submission HNC-Y725-MN5Y3 Revision 2 Form Version 3.10

Calculated Fee
Computed at Payment

Last saved 3 minutes ago
SAVE PROGRESS

Microbiologicals	150
Blood/Blood Products	100
Pathological, including products of conception	150
Animal Waste	100
Isolation Waste	150
Other Waste	100
Sum:	850

Total Fee Amount:
\$150

Enter the Total Fee Amount (above):

1 corrected correction request

Corrections complete — Resubmission required

You appear to have addressed ALL requested corrections. If you are finished making changes please resubmit your form.

PROCEED TO REVIEW

EXIT FORM

SECTIONS

NEXT SECTION
Review



South Carolina Department of Health and Environmental Control
Healthy People. Healthy Communities.

CONTACT US

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Stay Connected

