

# Electronic Reporting and Online Information Submission

ARD Compliance Bureau



# Presentation Outline

- Where we started from
- What records the Compliance Bureau receives
- What has changed recently
- Where we are going
- Why are we doing this
- Where we will be



# W H E R E W E STARTED



- Receive, save and file paper reports.
- Paper report submitted
  by mail or hand delivery.
- Receipt of paper report required by deadline.
- Reporting requirements in individual permits.



#### REPORTS/SUBMITTALS RECEIVED BY ARD COMPLIANCE BUREAU

# STATIONARY SOURCES

#### **Emissions Reports**

All permitted sources, except for GSPs, submit an annual emissions report (may include VOC or NOx annual report)

#### **300 reports per year**

### **Annual/Semi-Annual Reports**

60 sources that are subject to Title V, MACT, or NSPS submit most of their compliance reports annually or semi-annually.

**220 reports per year** 

#### **Stack Test Reports**

Permitted sources conduct stack tests and RATAs each year requiring pretest protocols, final repots, report revisions and other correspondence.

### 75 tests per year

### **Permit Deviation Reports**

Permitted sources may need to submit reports of deviations from permit requirements..

### 75-100 reports per year





### **CEMS Reports**

14 CEMS sources (all TV), which submit quarterly emission and audit reports

### 180 reports per year

#### REPORTS/SUBMITTALS RECEIVED BY ARD COMPLIANCE BUREAU

# ASBESTOS

#### Notifications

Submittal of notifications for asbestos abatement and demolition projects

#### 1,800 per year

Air Clearance Results

Waste Shipment Records

OTHER

### **FFTB Notifications**

Notifications for firefighting training burns being conducted.

15-30 per year



## Applications

Submittal of applications for asbestos licenses and certifications

## 1,200 per year

# WHAT'S NEW

### Updated Record Retention Policy

ARD updated its Record Retention Policy in July 2022 to allow:

- Receipt and saving of electronic submittals to e-source files.
- Scanning of hardcopy submittals to be saved electronically and discarding the paper submittals.

### TV Sources

ARD must still receive hand-signed, original cover letters with Certification of Accuracy statements.

#### Asbestos Program

- Scan and save the paper notifications and certification/license applications to an electronic file.
- File the paper document and after 5 year, discard the paper document.





# WHERE WE ARE GOING



- Transition to receiving, saving and storing electronic reports.
- Electro
  email f
  <u>AirRep</u>
  <u>AirEmi</u>
- Electronic system to track
  reporting requirements and
  submittals.
- ✓ Asbestos Electronic Submittal System (AESS)



- ✓ Electronic report submittal by
  - email for stationary sources
  - <u>AirReporting@des.nh.gov</u>
  - <u>AirEmissions@des.nh.gov</u>

# WHY ARE WE DOING THIS?

- ✓ Easier for sources to use electronic submittal to ensure reports are received on time.
- ✓ Reduce costs since do not need to use expedited delivery to ensure timely submittal.
- ✓ Environmental benefits of reduced paper use and transportation.
- ✓ Electronic reporting is preferred, but not mandatory.







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# WHERE WE WILL BE

✓ By 2027, most of the reports we

regularly receive will be received

electronically and only saved in the

electronic source files.

✓ Next step to allow for online payment

submittal.







# Thank you!

## Ray Walters

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