

CLEAN AIR ACT PERMIT SYSTEM (CAAPS) USER GUIDE



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1.0 Introduction

This user guide explains how to utilize the Clean Air Act Permit System (CAAPS), previously referred to as the Electronic Permit System (EPS).

The main purpose of CAAPS is to provide a centralized platform to collect, and store, documents and data from State/Local/Tribal Permitting Authorities (SLT PAs) and permit applicants, to allow EPA to provide permit review oversight and issue U.S. Environmental Protection Agency (EPA) permits. An additional objective of CAAPS is to provide permitting information to the public in accordance with the Clean Air Act (CAA). An SLT Permitting Authority (PA) is any SLT agency with an approved/delegated permitting program to issue CAA permits; there are also EPA-issued CAA permits, where EPA is the PA. Some of these permits, and associated documents, are submitted to meet regulatory requirements associated with permitting programs, and others are submitted voluntarily. For each submittal, when applicable, CAAPS tracks where the permit is in the review process for EPA's Title V permitting regulatory 45-day review and the petition period that follows.

CAAPS is broken into two modules: the Permits Module (PM) and the RBLC DEM. There are two distinct user roles within CAAPS: the Permitting Authority Preparer (PAP) role and the Reasonably Available Control Technology/Best Available Control Technology/Lowest Achievable Emission Rate Clearinghouse-Permitting Authority Preparer (RBLC-PAP) role. These roles involve different workflows and are separated to ensure that users interact only with the processes relevant to their air permitting activities.

When interacting with the Permits Module (PM), PAP users prepare and submit permit actions forms (PM form) for each step of the permitting lifecycle, receiving EPA's review during the process via the CAAPS application. Their work involves uploading required documentation to the PM, completing all required fields within the PM, and participating in the EPA permit review cycle.

When interacting with the PM, RBLC-PAP users focus on preparing and submitting only Final Permit data to EPA. These users enter limited permit-related information into CAAPS but will not upload supporting documentation in the PM. RBLC-PAP submissions do not undergo EPA review and follow a different, more streamlined workflow. RBLC-PAP users will not be able to edit or resubmit their PM form once submitted.

The Reasonably Available Control Technology/ Best Available Control Technology/Lowest Achievable Emission Rate Clearinghouse (RBLC) Data Entry Module (DEM) gives designated users from SLT PAs the opportunity to submit pollution prevention and control technology data and documentation for stationary air pollution sources to help future permit applicants and reviewers make pollution prevention and control technology decisions for similar stationary air pollution sources. DEM Forms made in the RBLC DEM must occur after a final permit is issued because the entries need to reflect the air pollution control technology requirements that are included in the final permit. All pollution prevention and control technology decision data and documentation will become available for the public to search for and view on the [RBLC Search Dashboard](#).

Because these roles serve distinct purposes, the system prevents users from registering for both RBLC-PAP and PAP roles for a given PA. This separation is designed to ensure that users only interact with the modules and workflow relevant to their assigned responsibilities, reducing

confusion and maintaining data integrity within CAAPS. Both PAP users and RBLC-PAP users complete the PM before moving on to the RBLC DEM. Not all permit actions require completion of the RBLC DEM. For more information on which permit actions require an RBLC DEM submission see the “Note” at the bottom of Section [2.1.9](#).

For additional information on how to register for CAAPS, please see find the “Registering as a Preparer” user guide in the CAAPS [CDX FAQ’s](#) subsection. Users should consult with their EPA and SLT PA Points of Contact (POCs) to determine which role best aligns with their work, as the PAP and RBLC-PAP roles involve different levels of data entry, documentation requirements, and interaction with the EPA review cycle. Depending on how your PA plans to interact with CAAPS will determine which role is appropriate: PAP users should navigate to Section [2.1](#) for detailed guidance, while RBLC-PAP users should refer to Section [2.2](#).

2.0 Permits Module

The PM is used by SLT PAs to prepare and submit clean air act permit actions. The PM supports both the complete permitting lifecycle activities performed by the PAP users and the streamlined final permit submissions performed by the RBLC-PAP users. All users, whether PAP or RBLC-PAP, start out in the PM. Depending on how your SLT PA plans to interact with, CAAPS will determine which role is appropriate: PAP users should navigate to Section [2.1](#) for detailed guidance, while RBLC-PAP users should refer to Section [2.2](#).

2.1 Permitting Authority Preparer Users

PAP users perform full permitting lifecycle work in the PM. Their workflow includes submission of draft, proposed permits, and final permits, with the system retaining each submission as part of one “Permit Package.” PAP users will enter data in multiple pages of a permit action and upload supporting documentation. PAP users then submit permit actions for EPA review. PAP users participate in the EPA review cycle, which may require responding to comments and/or revising permit actions via resubmission. PAP users manage ongoing interactions with EPA throughout the permitting process.

The subsequent sub-sections provide a walk-through of the user interface.

2.1.1 Navigating the Permitting Authority Landing Page

The “Permitting Authority Landing” (PAL) page “Air Permits” table houses all pending and submitted permit actions for a given PA. Permit actions submitted to EPA have a value of “Submitted” and “Resubmitted” in the “Status” column and pending permit actions that are still being worked on have statuses of “Pending” and “Revision in Progress.” The table also allows users to (1) sort, (2) search, and (3) export data to an Excel file (Figure 1).

The screenshot shows the EPA Air Permits table. Annotation 1 points to the 'Permit Title' column header. Annotation 2 points to the 'Search Permits' search bar. Annotation 3 points to the 'Export Excel' button.

Action	Permit Type	Permit Title	Facility	Owner/Operator	Submittal Date	Last Modified	Review Status	Date RBLC Added	Status
Update	Minor NSR Permit (Minor Mod at a Major NSR Source)	WSACC - Rocky River Regional WWTP Minor Mod	WSACC ROCKY RIVER REGIONAL WWTP	N/A	09/28/2023	05/14/2025	Received	Add RBLC Data	Submitted
Update	Title V Operating Permit	WSACC Rocky River WWTP - 04475T21	WSACC ROCKY RIVER REGIONAL WWTP	N/A	10/02/2020	05/14/2025	Received	N/A	Submitted
Update	Title V Operating Permit	World Cat Greenville TV Initial	WORLD CAT GREENVILLE	N/A	07/08/2022	05/14/2025	Received	N/A	Submitted

Figure 1

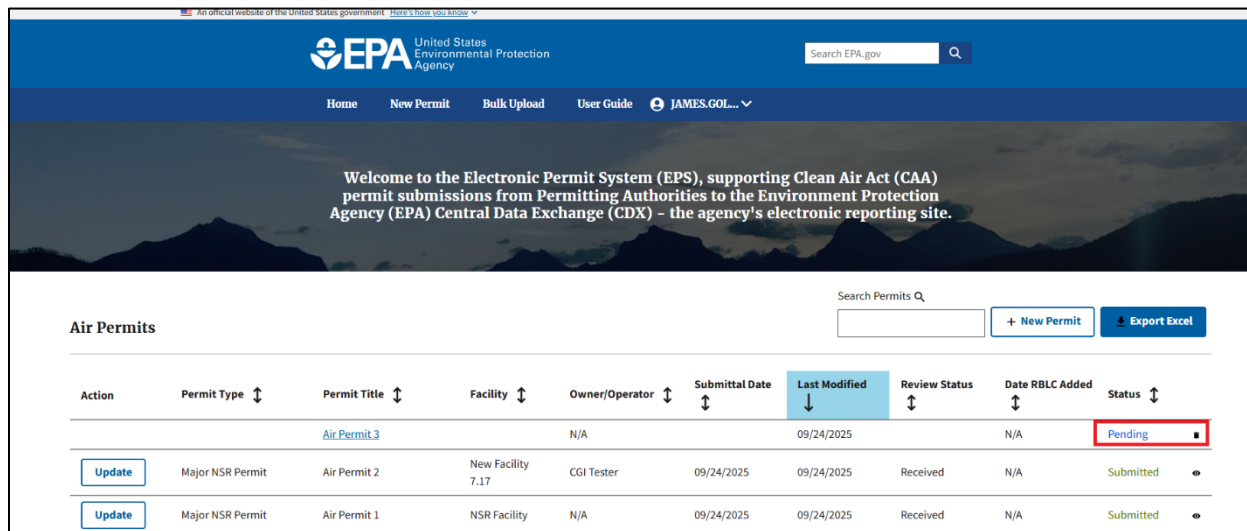
Users can click the “Permit Title” hyperlink for permit actions with a “Pending” or “Revision in Progress” status to be redirected to the in-progress permit action within the PM. There, users can finish data entry and submit their PM form. Users can click the eye icon for permit actions with a “Submitted” or “Resubmitted” status to be redirected to the “Permit Review Page”, which displays a summary of the PM form in a read-only state (Figure 2). For more information on the “Permit Review Page”, see Section 2.1.8.

The screenshot shows the EPA Air Permits table with different statuses. The 'Permit Title' column contains hyperlinks for 'Air Permit 3', 'Air Permit 2', and 'Air Permit 1'. The 'Status' column shows 'Pending', 'Submitted', and 'Submitted'.

Action	Permit Type	Permit Title	Facility	Owner/Operator	Submittal Date	Last Modified	Review Status	Date RBLC Added	Status
Update	Major NSR Permit	Air Permit 3	New Facility 7.17	CGI Tester	09/24/2025	09/24/2025	Received	N/A	Pending
Update	Major NSR Permit	Air Permit 2	NSR Facility	N/A	09/24/2025	09/24/2025	Received	N/A	Submitted
Update	Major NSR Permit	Air Permit 1							Submitted

Figure 2

For permit actions with a “Pending” or “Revision in Progress” status, users can click the trash can icon (Figure 3) and click the “Continue” button in the confirmation modal, to delete in progress permit actions (Figure 4.) When a permit action with “Revision in Progress” status is deleted, the table displays the most recently submitted version of the Permit Package. The resubmission feature and the “Revision in Progress” status are explained more in Section [2.1.7](#).



The screenshot shows the EPA Air Permits table with the following columns: Action, Permit Type, Permit Title, Facility, Owner/Operator, Submittal Date, Last Modified, Review Status, Date RBLC Added, and Status. The 'Status' column for 'Air Permit 3' is highlighted with a red box and shows 'Pending'.

Action	Permit Type	Permit Title	Facility	Owner/Operator	Submittal Date	Last Modified	Review Status	Date RBLC Added	Status
Update	Major NSR Permit	Air Permit 2	New Facility 7.17	CGI Tester	09/24/2025	09/24/2025	Received	N/A	Submitted
Update	Major NSR Permit	Air Permit 1	NSR Facility	N/A	09/24/2025	09/24/2025	Received	N/A	Submitted
		Air Permit 3		N/A		09/24/2025		N/A	Pending

Figure 3

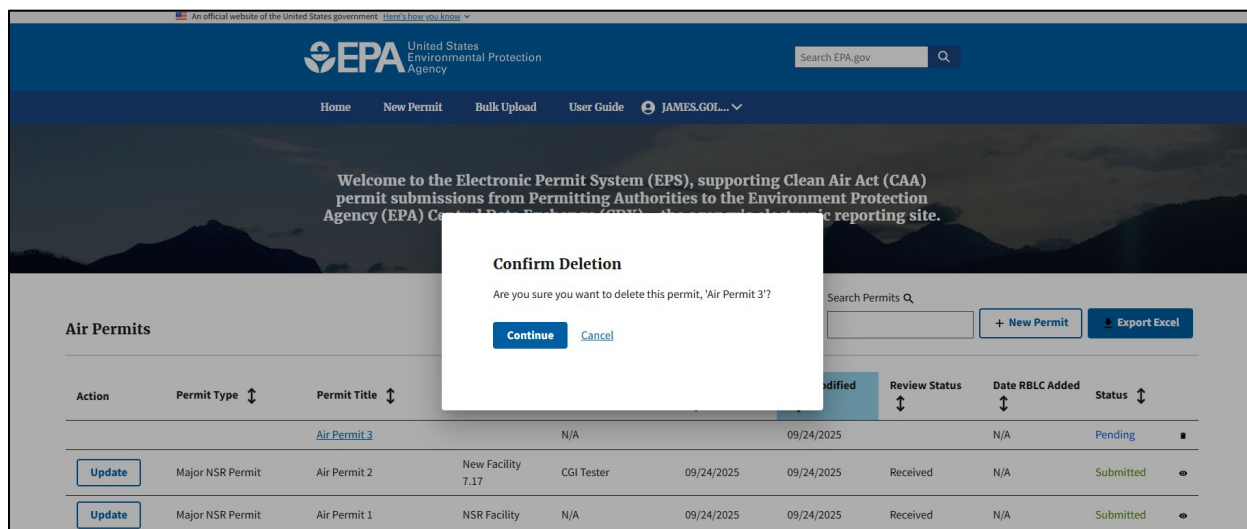


Figure 4

Note: The “Date RBLC Added” column on the PAL “Air Permits” table is related to actions that will be taken in the RBLC DEM. For detailed guidance, users should refer to Section [2.1.9](#).

2.1.2 Creating a New PM Form (Permits Module)

Clicking the “+ New Permit” button on the top right corner of the “Air Permits” table or clicking the “New Permit” tool bar link redirects users to a new PM form. From there, users can begin data entry (Figure 5.)

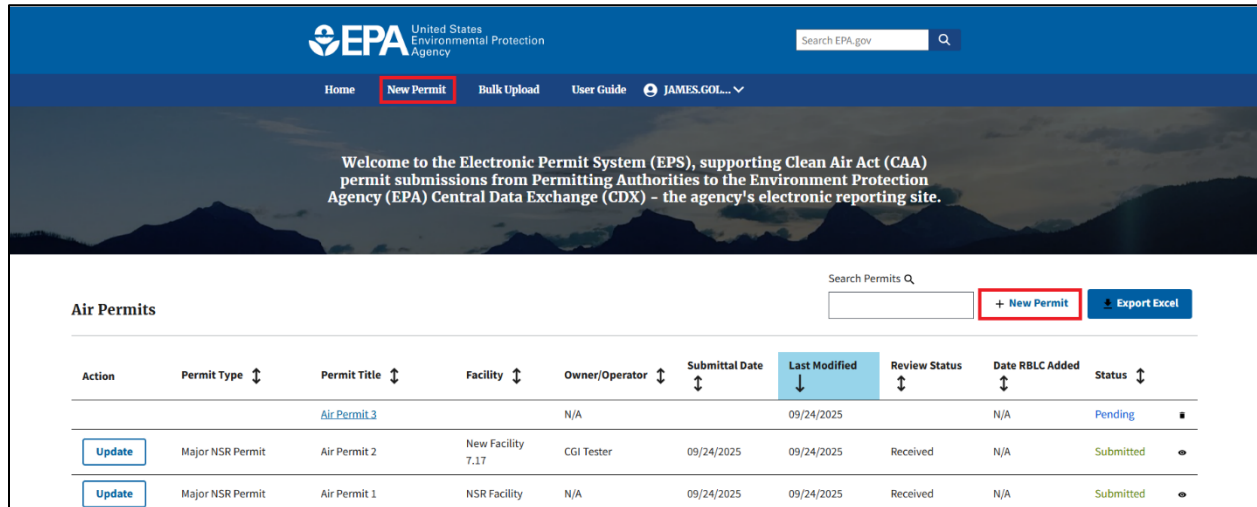


Figure 5

2.1.3 PM Form Data Entry (Permits Module)

Once users have initiated a new PM form, users can add information to the following pages of the form (Figure 6):

1. Permit Title and Source
2. Source Information
3. Permit Action Information
4. Supporting Information

The screenshot shows the EPA's New Permit Request Form interface. At the top is the EPA logo and navigation links: Home, New Permit, Bulk Upload, User Guide, and a user profile for JAMES.GOL... A search bar is also present. The main heading is "New Permit Request Form". Below it is a progress bar with five steps: 1. Permit Title and Source (highlighted with a red box), 2. Source Information, 3. Permit Action, 4. Supporting Information, and 5. Review and Submit. The current step, "1 of 5 Permit Title and Source", contains two sections: "Permit Title *" with a text input field and a description of the submission title format, and "Permitting Authority Point of Contact *" with a dropdown menu labeled "Select a permitting authority". At the bottom left is a "Cancel" link, and at the bottom right is a blue "Save and Continue" button.

Figure 6

After users complete all required fields on page 1, click the “Save and Continue” button to navigate to the next page within the form (Figure 7.) Users cannot navigate throughout the form until page 1 is saved. If at any point while entering data within the PM form users need to save and come back later, click the “Home” link on the top toolbar to be redirected to the “Air Permits” table. The permit action will display a status of “Pending” in the “Status” column.



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Agency

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[Home](#)[New Permit](#)[Bulk Upload](#)[User Guide](#)

JAMES.GOL...

New Permit Request Form

1

2

3

4

5

Permit Title and SourceSource InformationPermit ActionSupporting InformationReview and Submit

1 of 5

Permit Title and Source

Permit Title *

Submission titles will appear on the state landing page (in the submissions table). The submissions title can be modified at any time prior to submitting the form, but it cannot be modified again after submitting the permit. The recommended title of you plan should be in the following format: Facility short description

Permitting Authority Point of Contact *

This person will serve as the point of contact for this permit action. If a user is registered with EPS for your permitting authority, they will appear in the drop down. Otherwise, you can select other and input their contact information.

Select a permitting authority

[Cancel](#)

Save and Continue

Figure 7

2.1.4 Linking Existing Facilities (Permit Module)

After completing the fields on the first page, users will proceed to the “Source Information” page where users are able to link their permit action to a facility (Figure 8.)

The screenshot shows the EPA's "New Permit Request Form" interface. At the top is the EPA logo and navigation links: Home, New Permit, Bulk Upload, User Guide, and a user profile for JAMES.GOL... A search bar for EPA.gov is also present. The form is titled "New Permit Request Form" and features a progress bar with five steps: 1. Permit Title and Source, 2. Source Information (current step), 3. Permit Action, 4. Supporting Information, and 5. Review and Submit. Below the progress bar, the section "2 of 5 Source Information" contains a checkbox for "General Permit or Not Source Specific" with a descriptive text. A "Facility Linking *" section follows, with instructions to use the "Explore Facilities" button. At the bottom, there are "Cancel" and "Save and Continue" buttons.

Figure 8

Click the “Explore Facilities” button (Figure 9) to open the “Explore Facilities” modal. Users can search for facilities previously used in CAAPS via Zone Improvement Plan (ZIP) code. Additionally, if users are searching for an existing “Mobile” or “Offshore” facility, users can do so using the corresponding checkboxes (Figure 10.)

The screenshot shows the EPA's New Permit Request Form. At the top is the EPA logo and navigation links: Home, New Permit, Bulk Upload, User Guide, and a user profile for JAMES.GOL... A search bar is also present. The main heading is "New Permit Request Form". Below it is a progress bar with five steps: 1. Permit Title and Source, 2. Source Information (current step), 3. Permit Action, 4. Supporting Information, and 5. Review and Submit. The "2 of 5 Source Information" section contains a checkbox for "General Permit or Not Source Specific" with a description: "This permit action is a general permit or is not source specific." Below this is a "Facility Linking *" section with the instruction: "Please use the 'Explore Facilities' button to link this permit to an existing facility." A red box highlights the "Explore Facilities" button. Other buttons include "Cancel" and "Save and Continue".

Figure 9

The screenshot shows the "Explore Facilities" modal form. It has a red border and contains a "ZIP Code" input field, a "Search" button, and two checkboxes: "Mobile" and "Offshore". Below the input fields is the text: "To get started, search for facilities by ZIP code or facility type". At the bottom are two buttons: "Go Back" and "Save Selected Facility". The background shows the EPA website header and footer with the text "Discover. Connect. Ask." and a scroll-up arrow.

Figure 10

Once users enter the needed ZIP code or select one of the “Mobile” or “Offshore” options, click the “Search” button to return facilities matching the search parameters (Figure 11.) Users can select the appropriate facility and then click the “Save Selected Facility” button to link the facility to their PM form (Figure 12.)

Explore Facilities

ZIP Code
00000 Search

☐ Mobile ☐ Offshore

To get started, search for facilities by ZIP code or facility type

Go Back Save Selected Facility

[Contact Us to ask a question, provide feedback, or report a problem](#)

Figure 11

Explore Facilities

ZIP Code
00000 Search

☐ Mobile ☐ Offshore

Filter returned facilities:

Name ↑	Address ↓	EPA Registry ID ↑	EPS Program ID ↑
☒ PLATFORM HOLLY	UNKNOWN ELLWOOD, CA 00000	110041399974	EPS10086180
☐ W&T OFFSHORE, INC.	SUBMERGED TRACTS 111-112; 131 MOBILE BAY, AL 00000	110040899935	EPS10053240
☐ HOBBS LEASE	HOBBS LEASE SANTA BARBARA, CA 00000	110054275805	EPS10084240
☐ CALIFORNIA RESOURCES PRODUCTION CORP	HEAVY OIL WESTERN KERN COUNTY, CA 00000	110054197640	EPS10043334
☐ LINN OPERATING INC	HEAVY OIL CENTRAL KERN COUNTY, CA 00000	110058904315	EPS10043804

Showing 1-5 of 27 entries Items per page: 5 [< Previous](#) 1 2 3 4 5 6 [Next >](#)

Go Back Save Selected Facility

Figure 12

After clicking the “Save Selected Facility” button, users are taken back to the “Source Information” page where the selected facility’s data is now prepopulated (Figure 13.)

New Permit Request Form

1 Permit Title and Source 2 **Source Information** 3 Permit Action 4 Supporting Information 5 Review and Submit

2 of 5 Source Information

☐ **General Permit or Not Source Specific**
This permit action is a general permit or is not source specific.

Facility Linking
Please use the 'Explore Facilities' button to link this permit to an existing facility.

Explore Facilities

EPA Registry ID
110041399974

EPS Program ID
EPS10086180

Facility Name *
If this permit action is a general permit or not source specific, please provide a general title for the permit action that can be used to identify this permit action.

PLATFORM HOLLY

Figure 13

Users can make any necessary changes to the associated facility data on this page. Once the permit action is submitted, any updates to the facility are then applied to that facility’s record and will show on future permit actions that use the same facility. Permit actions associated with that facility that were submitted prior to their updates will maintain the same facility data that was associated with the facility at the time of their prior submission.

If users cannot find their facility or need to create a new facility, click the “Search” button and then click “here” at the bottom of the screen to complete manual data entry of the facility-related fields on the “Source Information” page (Figure 14.) Once submitted, the new facility will be available to search via ZIP code for any future user that needs to submit on behalf of the facility.

Explore Facilities

ZIP Code

☐ Mobile ☐ Offshore

No facilities found matching the search criteria.

If you can't find your facility, click [here](#) to go back to page 2 and manually input its details

Figure 14

Regardless of whether a user is linking to a facility or creating a new facility, users must select the “Verify Address” button (Figure 15) before being able to “Save and Continue” on the “Source Information” page.

Address Validation *

Please verify your entered address information. This facility will not be mapped in Permit Hub if you do not select one of the addresses presented.

Figure 15

Once “Verify Address” is selected, users will receive a modal with address suggestions based on the facility address data provided. If the service provides a match, users can select the suggested address to automatically fill in the remaining address data fields for the facility. Users can select “Close” to elect not to use the suggested address candidates returned and continue manually enter the remaining facility data (Figure 16.)

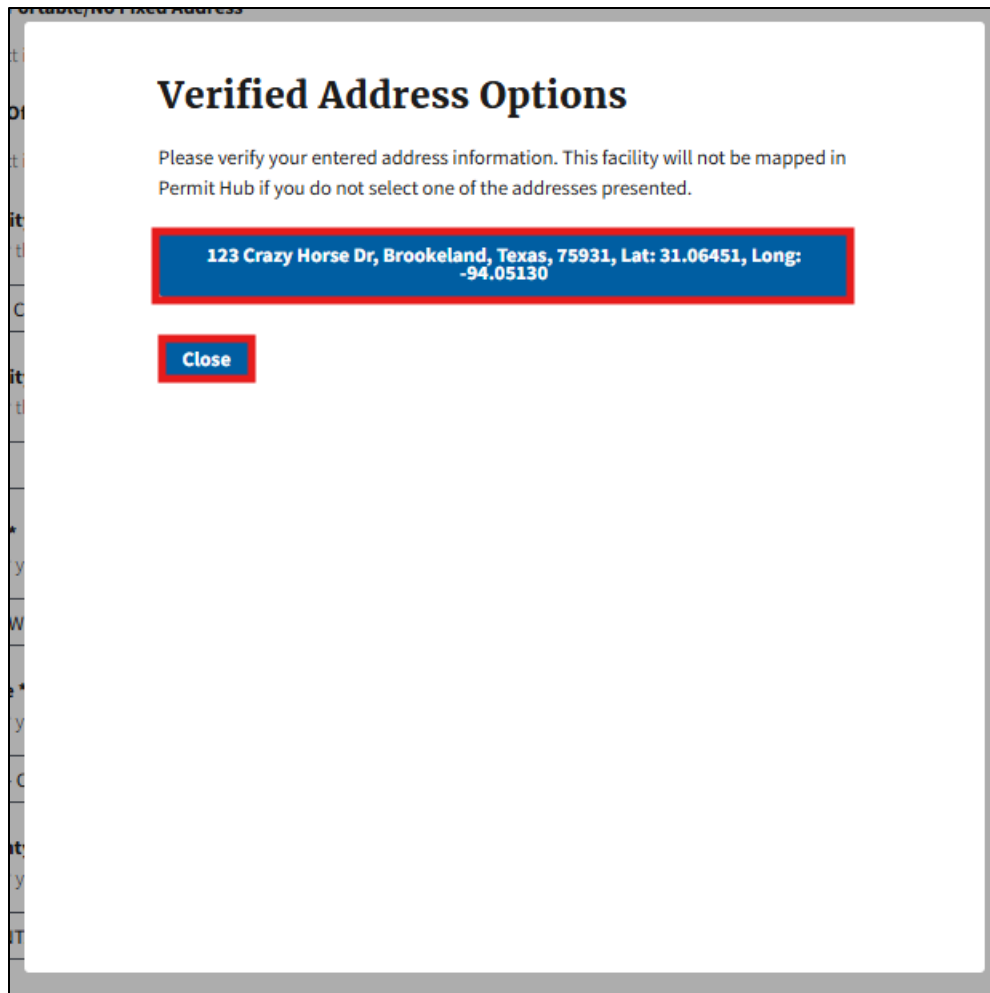


Figure 16

2.1.5 Uploading Supporting Documentation (Permits Module)

After completing all fields on the first three pages, users can proceed to the “Supporting Information” page (Figure 17) where they can upload all supporting documentation related to the submission. These documents help EPA review the permit action. Users can add as many supporting documents as needed on this page.

New Permit Request Form

Progress bar: 1 Permit Title and Source, 2 Source Information, 3 Permit Action Information, 4 **Supporting Information**, 5 Review and Submit

4 of 5 Supporting Information

Upload Document

Documents to be uploaded include, but are not limited to the items shown below:

- Proposed Permit for EPA's Review
- Draft Permit (from public comment period)
- Draft Technical Support Document/Statement of Basis/Engineering Analysis
- Public Comments (if any)
- Permitting authority's response to comments (if any)
- Permit application (if any)

Confidential Business Information (CBI) cannot be submitted through this application. Please contact your EPA Regional Point of Contact if you would like to submit CBI.

File Upload

[Add New Document](#)

Permit Package Documents

No files associated with the permit data were found.

[Cancel](#) [Save and Continue](#)

Figure 17

Click “Add New Document” (Figure 18) under the “File Upload” header to open the File Upload modal.

New Permit Request Form

1 Permit Title and Source 2 Source Information 3 Permit Action Information 4 **Supporting Information** 5 Review and Submit

4 of 5 Supporting Information

Upload Document

Documents to be uploaded include, but are not limited to the items shown below:

- Proposed Permit for EPA's Review
- Draft Permit (from public comment period)
- Draft Technical Support Document/Statement of Basis/Engineering Analysis
- Public Comments (if any)
- Permitting authority's response to comments (if any)
- Permit application (if any)

Confidential Business Information (CBI) cannot be submitted through this application. Please contact your EPA Regional Point of Contact if you would like to submit CBI.

File Upload

Add New Document

Permit Package Documents

No files associated with the permit data were found.

[Cancel](#) **Save and Continue**

Figure 18

A list of the supported file types is provided on the modal. Users can either drag and drop any supported file type or click the “Choose from folder” button to choose a file from their local hard drive. Users are required to assign uploaded files at least one, but can choose multiple, document category via the “Categories” field to help EPA better determine what each attachment represents. Users can also add a description to each file, if further details are needed (Figure 19.) Once a document category and description are added, users can select “Upload” to add the document to their permit action.

X

File upload

File Upload *

- Click the "Choose File" button to choose a file from your computer or a local hard drive. Files added to this page may become accessible to the public.
- Allowed file types: .doc, .docx, .pdf, .jpeg, .txt, .xls, .xlsx, .csv, .ppt, .pptx, .rar, .zip, .vsd, .xml, .png
- Max file size: 100,000 KB
- File names must be shorter than 125 characters, including the extension. Please use the Description field if you need more space.

Drag file here or [choose from folder](#)

Clear File Upload

Categories *

Select one or categories that best describe this document

- ☐ Draft Permit
- ☐ Draft Technical Support Document/Statement of Basis/Engineering Analysis
- ☐ Final Permit
- ☐ Final Technical Support Document/Statement of Basis/Engineering Analysis
- ☐ Permit Application
- ☐ Proposed Permit
- ☐ Public Comments
- ☐ Public Notice
- ☐ Response to Comments
- ☐ Supplemental Information
- ☐ Other

Description

This description may be used as a label on the link that will open this file.

Figure 19

Once uploaded, new files will display in the “Permit Package Documents” table with a status of “Pending.” Users can delete any “Pending” files by selecting the trash can icon in the “Remove” column (Figure 20.) Users can repeat this file upload process to add additional supporting documentation to the permit action as needed.

New Permit Request Form

1

2

3

4

5

Permit Title and Source

Source Information

Permit Action Information

Supporting Information

Review and Submit

4 of 5 Supporting Information

Upload Document

Documents to be uploaded include, but are not limited to the items shown below:

- Proposed Permit for EPA's Review
- Draft Permit (from public comment period)
- Draft Technical Support Document/Statement of Basis/Engineering Analysis
- Public Comments (if any)
- Permitting authority's response to comments (if any)
- Permit application (if any)

Confidential Business Information (CBI) cannot be submitted through this application. Please contact your EPA Regional Point of Contact if you would like to submit CBI.

File Upload

Add New Document

Permit Package Documents

File Name	Category	Description	Submission Date	Remove
378.2.png	Draft Permit	test	Pending	

Download all files

Cancel

Save and Continue

Figure 20

2.1.6 Submitting a PM Form (Permits Module)

Once all the required fields have been populated on the first four pages, proceed to page 5, “Review and Submit” by selecting “Save and Continue” at the bottom of page 4. Users can review key permit information within the “Permit Details” section as well as all files associated to the current submission within the “Permit Package Documents” table (Figure 21.)

New Permit Request Form

1 Permit Title and Source 2 Source Information 3 Permit Action Information 4 Supporting Information 5 **Review and Submit**

5 of 5 Review and Submit

Review your permit information and submit your application.

Permit Details

Permit Title: test	Permit Type: Major NSR Permit (PSD)
Title V Permit Action: N/A	NSR Permit Action: New Permit
Permitting Authority: NORTH CAROLINA DAQ	Permit Number: 123a
Facility Name: JG 1.26	Permitting Authority Facility ID: 123456
EPA Registry ID (FRS): 110070881953	Submission Category: Draft
EPS Program ID: EPS20047858	Primary NAICS Code: 33131 - Alumina and Aluminum Production and Processing
Facility Address:	Final Permitting Authority Action Date: N/A
Address Line 1: N Main St	Public Notice Period Start Date: N/A
Address Line 2: Ste 2	Public Notice Period End Date: N/A
City: Kernersville	Notes:
State: NC	
Zip: 27284	
Beginning of 45-day Review: N/A	
Estimated End Date of 45-day Review: N/A	

Permit Package Documents

File Name ↑	Category ↑	Description ↑	Submission Date ↑
378.2.png	Draft Permit	test	Pending

[Download all files](#)

Permitting Authority Point of Contact (POC)

POC Name: Eddie Zhou
Email: eddie.zhou@cgifederal.com
Phone Number: (337) 255-4763

[Cancel](#) [Submit Now](#)

Figure 21

If users see any data they would like to edit, they can click on the text in the progress tracker (top of the form) of the respective page, to navigate to that page and make the necessary edits. Click the “Save and Continue” button on any pages that received edits. Once users verify the data is accurate on page 5, they can click the “Submit Now” button on the bottom of the page (Figure 22) to complete their PM submission. Users will then receive the confirmation submission banner at the top of the page (Figure 23.) Users will also receive an email summarizing the submission. When navigating back to the “Air Permits” table via the “Home” link on the top toolbar, the submission displays as “Submitted” in the “Status” column.

If users are submitting an applicable Final permit, navigate to Section 2.1.9 of the user guide to learn how to complete the RBLC DEM.

New Permit Request Form

1

2

3

4

5

Permit Title and Source

Source Information

Permit Action Information

Supporting Information

Review and Submit

5 of 5 Review and Submit

Review your permit information and submit your application.

Permit Details

Permit Title: test

Title V Permit Action: N/A

Permitting Authority: NORTH CAROLINA DAQ

Facility Name: JG 1.26

EPA Registry ID (FRS): 110070881953

EPS Program ID: EPS20047858

Facility Address:

Address Line 1: N Main St

Address Line 2: Ste 2

City: Kernersville

State: NC

Zip: 27284

Beginning of 45-day Review: N/A

Estimated End Date of 45-day Review: N/A

Permit Type: Major NSR Permit (PSD)

NSR Permit Action: New Permit

Permit Number: 123a

Permitting Authority Facility ID: 123456

Submission Category: Draft

Primary NAICS Code: 33131 - Alumina and Aluminum Production and Processing

Final Permitting Authority Action Date: N/A

Public Notice Period Start Date: N/A

Public Notice Period End Date: N/A

Notes:

Permit Package Documents

File Name	Category	Description	Submission Date
378.2.png	Draft Permit	test	Pending

Download all files

Permitting Authority Point of Contact (POC)

POC Name: Eddie Zhou

Email: eddie.zhou@cgifederal.com

Phone Number: (337) 255-4763

Cancel

Submit Now

Figure 22

Home

New Permit

The permit request has been successfully submitted

✕

Permit Review Page

Figure 23

2.1.7 Resubmitting a PM Form (Permits Module)

If users need to resubmit a permit action (e.g., to update a permit action from proposed to final or to fix a data error), click the “Update” button in the “Air Permits” table to begin the resubmission process (Figure 24), then click the “Continue” button on the confirmation modal (Figure 25.)

Resubmissions can only be performed for permit actions with a status of “Submitted” or “Resubmitted.”

Search Permits Q

+ New Permit Export Excel

Action	Permit Type	Permit Title	Facility	Owner/Operator	Submittal Date	Last Modified	Review Status	Date RBLC Added	Status
Update	Major NSR Permit	JG testing 1204 Ext. Expedited	rename	N/A	09/24/2025	09/24/2025		N/A	Resubmitted
		Air Permit 3		N/A		09/24/2025		N/A	Pending
Update	Major NSR Permit	Air Permit 2	New Facility 7.17	CGI Tester	09/24/2025	09/24/2025	Received	N/A	Submitted
Update	Major NSR Permit	Air Permit 1	NSR Facility	N/A	09/24/2025	09/24/2025	Received	N/A	Submitted

Figure 24

Confirm Resubmit

Are you sure that you want to resubmit this permit 'Air Permit 1'?

Continue Cancel

Action	Permit Type	Permit Title	Facility	Owner/Operator	Submittal Date	Last Modified	Review Status	Date RBLC Added	Status
Update	Major NSR Permit	JG testing 1204 Ext. Expedited	rename	N/A	09/24/2025	09/24/2025		N/A	Resubmitted
		Air Permit 3		N/A		09/24/2025		N/A	Pending
Update	Major NSR Permit	Air Permit 2	New Facility 7.17	CGI Tester	09/24/2025	09/24/2025	Received	N/A	Submitted
Update	Major NSR Permit	Air Permit 1	NSR Facility	N/A	09/24/2025	09/24/2025	Received	N/A	Submitted
		Testing Facility 092325		N/A		09/23/2025		N/A	Pending

Figure 25

This reopens the previously submitted PM form for editing (Figure 26.) All data on pages 1-3 will be retained. Users can update any of the fields on these three pages as needed (e.g., change ‘Submission Category’ to “Final” on page 3, if adding the final permit.)

The screenshot displays the EPA's 'New Permit Request Form' interface. At the top, the EPA logo and 'United States Environmental Protection Agency' are visible, along with a search bar and navigation links: Home, New Permit, Bulk Upload, User Guide, and a user profile for JAMES.GOL... The main heading is 'New Permit Request Form'. Below this is a progress bar with five steps: 1. Permit Title and Source (active), 2. Source Information, 3. Permit Action, 4. Supporting Information, and 5. Review and Submit. The current step, '1 of 5 Permit Title and Source', contains two sections. The first, 'Permit Title *', includes a text box with 'Air Permit 1' and a note that submission titles will appear on the state landing page and can be modified before submission. The second section, 'Permitting Authority Point of Contact *', includes a dropdown menu with 'James Goldsmith' selected and a note that this person will serve as the point of contact. At the bottom of the form are 'Cancel' and 'Save and Continue' buttons.

Figure 26

Documentation that was uploaded in previous permit actions will be shown in the “Permit Package Documents” table. Users may upload new documentation (e.g., the final permit) on page 4 (Figure 27), following the steps provided in Section [2.1.5](#).

New Permit Request Form

1

2

3

4

5

Permit Title and Source

Source Information

Permit Action Information

Supporting Information

Review and Submit

4 of 5

Supporting Information

Upload Document

Documents to be uploaded include, but are not limited to the items shown below:

- Proposed Permit for EPA's Review
- Draft Permit (from public comment period)
- Draft Technical Support Document/Statement of Basis/Engineering Analysis
- Public Comments (if any)
- Permitting authority's response to comments (if any)
- Permit application (if any)

Confidential Business Information (CBI) cannot be submitted through this application. Please contact your EPA Regional Point of Contact if you would like to submit CBI.

File Upload

Add New Document

Permit Package Documents

File Name	Category	Description	Submission Date	Remove
CoR.test.14-04-2026.html			04/14/2026	
378.2.png	Draft Permit	test	04/14/2026	

[Download all files](#)
[Cancel](#)

Save and Continue

Figure 27

If at any point while editing the resubmitted permit action users need to view the “[Permit Review Page](#)” of a previous submission, click the “Home” link on the top toolbar (Figure 28) to be redirected to the “Air Permits” table. The permit action will display a status of “Revision In Progress” in the “Status” column. Clicking the “Review Previous” button in the “Action” column of the table (Figure 29) redirects users to the most recent submission’s “Permit Review Page” in a new window.

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New Permit Request Form

12345

Permit Title and SourceSource InformationPermit ActionSupporting InformationReview and Submit

1 of 5 Permit Title and Source

Permit Title *

Submission titles will appear on the state landing page (in the submissions table). The submissions title can be modified at any time prior to submitting the form, but it cannot be modified again after submitting the permit. The recommended title of you plan should be in the following format: Facility short description

Air Permit 1

Permitting Authority Point of Contact *

This person will serve as the point of contact for this permit action. If a user is registered with EPS for your permitting authority, they will appear in the drop down. Otherwise, you can select other and input their contact information.

James Goldsmith

[Cancel](#) [Save and Continue](#)

Figure 28

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Environmental Protection
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Welcome to the Electronic Permit System (EPS), supporting Clean Air Act (CAA) permit submissions from Permitting Authorities to the Environment Protection Agency (EPA) Central Data Exchange (CDX) – the agency's electronic reporting site.

Air Permits

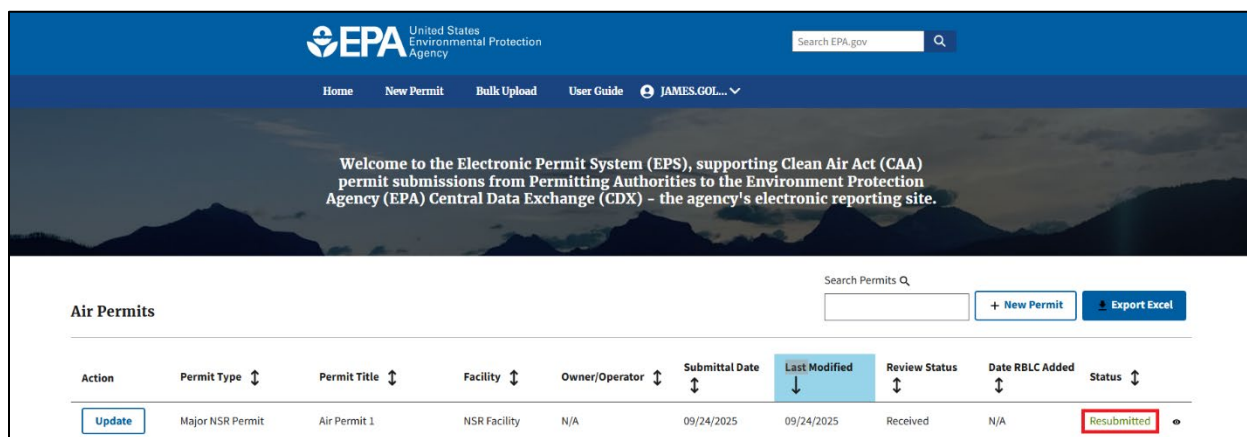
Search Permits Q

[+ New Permit](#) [Export Excel](#)

Action	Permit Type	Permit Title	Facility	Owner/Operator	Submittal Date	Last Modified	Review Status	Date RBLC Added	Status
Review Previous	Major NSR Permit	Air Permit 1	NSR Facility	N/A		09/24/2025		N/A	Revision In Progress
Update	Major NSR Permit	JG testing 1204 Ext. Expedited	rename	N/A	09/24/2025	09/24/2025	Received	N/A	Resubmitted
		Air Permit 3		N/A		09/24/2025		N/A	Pending
Update	Major NSR Permit	Air Permit 2	New Facility 7.17	CGI Tester	09/24/2025	09/24/2025	Received	N/A	Submitted

Figure 29

Once users have updated their permit action and completed the resubmission process by selecting “Submit Now” on the “Review and Submit” page, both the resubmitted and original permit action become part of the same “Permit Package.” Users can resubmit a permit action multiple times, and there is no limit to the number of resubmissions for a given action. Every resubmission made during the permit’s lifecycle are linked together as a part of the same “Permit Package.” Users can view all documentation associated to the Permit Package in the “Permit Package Documents” table on the “Permit Review Page.” When navigating back to the “Air Permits” table, the submission displays as “Resubmitted” in the “Status” column (Figure 30.) Once a PM form is resubmitted, only the data associated with the most recent permit action in the package is displayed on the “Air Permits” table.



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Welcome to the Electronic Permit System (EPS), supporting Clean Air Act (CAA) permit submissions from Permitting Authorities to the Environment Protection Agency (EPA) Central Data Exchange (CDX) - the agency's electronic reporting site.

Air Permits

Search Permits Q

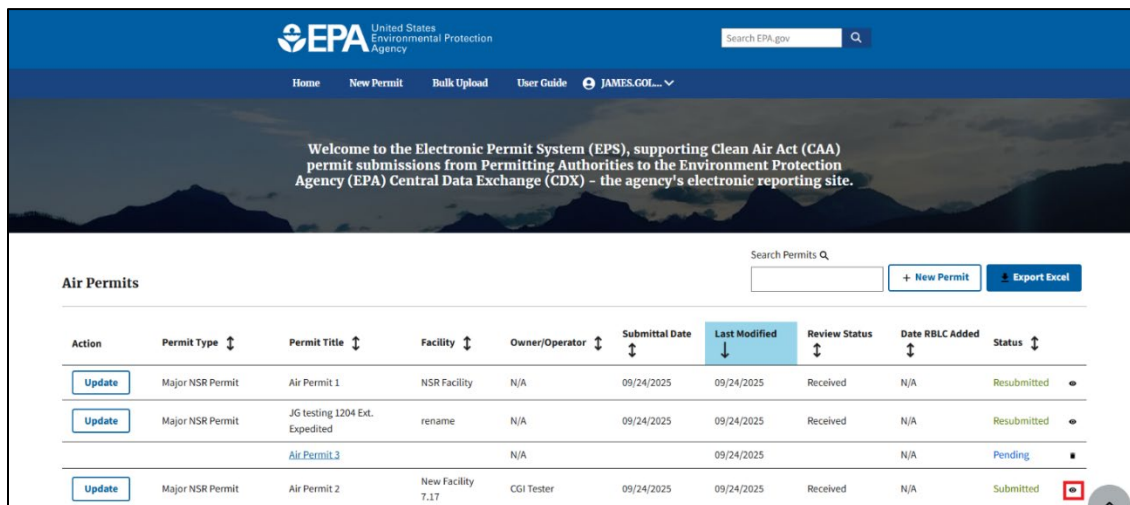
+ New Permit Export Excel

Action	Permit Type	Permit Title	Facility	Owner/Operator	Submittal Date	Last Modified	Review Status	Date RBLC Added	Status
Update	Major NSR Permit	Air Permit 1	NSR Facility	N/A	09/24/2025	09/24/2025	Received	N/A	Resubmitted

Figure 30

2.1.8 Accessing the Permit Review Page

Click the eye icon (Figure 31) in the “Air Permits” table for a given permit action to navigate to that permit’s “Permit Review Page”. This option is only available for permit actions with a status of “Submitted” or “Resubmitted.”



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Welcome to the Electronic Permit System (EPS), supporting Clean Air Act (CAA) permit submissions from Permitting Authorities to the Environment Protection Agency (EPA) Central Data Exchange (CDX) - the agency's electronic reporting site.

Air Permits

Search Permits Q

+ New Permit Export Excel

Action	Permit Type	Permit Title	Facility	Owner/Operator	Submittal Date	Last Modified	Review Status	Date RBLC Added	Status
Update	Major NSR Permit	Air Permit 1	NSR Facility	N/A	09/24/2025	09/24/2025	Received	N/A	Resubmitted
Update	Major NSR Permit	JG testing 1204 Ext. Expedited	rename	N/A	09/24/2025	09/24/2025	Received	N/A	Resubmitted
		Air Permit 3		N/A		09/24/2025		N/A	Pending
Update	Major NSR Permit	Air Permit 2	New Facility 7.17	CGI Tester	09/24/2025	09/24/2025	Received	N/A	Submitted

Figure 31

Users can view the permit details, permit review status, and the date EPA completed the review of the most recent permit action in the Permit Package. Comments from EPA, the EPA Point of Contact (POC), and documentation provided from EPA (“EPA Shared Files” table) will all be displayed, regardless of which permit action in the Permit Package the data is associated with (Figure 32.)

Permit Review Page

Permit Details

Permit Title: test
Title V Permit Action: N/A
Permitting Authority: NORTH CAROLINA DAQ
Facility Name: JG 1.26
EPA Registry ID (FRS): 110070881953
EPS Program ID: EPS20047858
Facility Address:
Address Line 1: N Main St
Address Line 2: Ste 2
City: Kernersville
State: NC
Zip: 27284
Beginning of 45-day Review: N/A
Estimated End Date of 45-day Review: N/A
Petition Start Date: N/A
Petition End Date: N/A
Submission Date 04/14/2026

Permit Type:
Major NSR Permit (PSD)
NSR Permit Action: New Permit
Permit Number: 123a
Permitting Authority Facility ID: 123456
Submission Category: Draft
Primary NAICS Code: 33131 - Alumina and Aluminum Production and Processing
Final Permitting Authority Action Date: N/A
Public Notice Period Start Date: N/A
Public Notice Period End Date: N/A
Notes:

Review Status and Comments

Review Status: Received

Comments:

Date EPA Review Complete:

This submission has no associated comment.

Permit Package Documents

File Name	Category	Description	Submission Date
CoR-test_14-04-2026.html			04/14/2026
378.2.png	Draft Permit	test	04/14/2026

Download all files

EPA Shared Files

Permit has no EPA shared files

Permitting Authority Point of Contact (POC)

POC Name: Eddie Zhou
Email: eddie.zhou@cgifederal.com
Phone Number: (337) 255-4763

EPA Point of Contact (POC)

POC Name:
Email:
Phone Number:

Permit Package

Permit Title	Submitted Date	Action
test	04/14/2026	Viewing

Figure 32

The “Permit Package Documents” table allows users to download documentation that was uploaded by the PAP user as part of the Permit Package, as well as the Copy of Record from each submission made in the Permit Package (Figure 33.)

Permit Package Documents			
File Name ↑	Category ↑	Description ↑	Submission Date ↑
CoR.test.14-04-2026.html			04/14/2026
378.2.png	Draft Permit	test	04/14/2026
Download all files			

Figure 33

The “Permit Package” table at the bottom of the page displays all permit actions within the Permit Package, as well as the date they were submitted. Users can click the links within the “Action” column to view any permit action within the package. If there is only one permit in the package, there will only be one row in the table (Figure 34.)

Permit Package		
Permit Title	Submitted Date	Action
test	04/14/2026	Viewing

Figure 34

2.1.9 Navigating to the RACT/BACT/LAER Clearinghouse (RBLC) Data Entry Module (DEM)

After submitting a permit action with a “Submission Category” of “Final”, users with applicable permits (see note below) should navigate to the RBLC DEM to begin entering their RBLC information for the corresponding permit/facility, in one of three ways:

1. Click the “Add RBLC Data” button in the “Date RBLC Added” column in the “Air Permits” table (Figure 35.)
2. Click the link in the banner at the top of the “Permit Review Page” (Figure 36.)
3. Click the “+RBLC” button under the “RBLC Data” section on the “Permit Review Page” (Figure 36.)

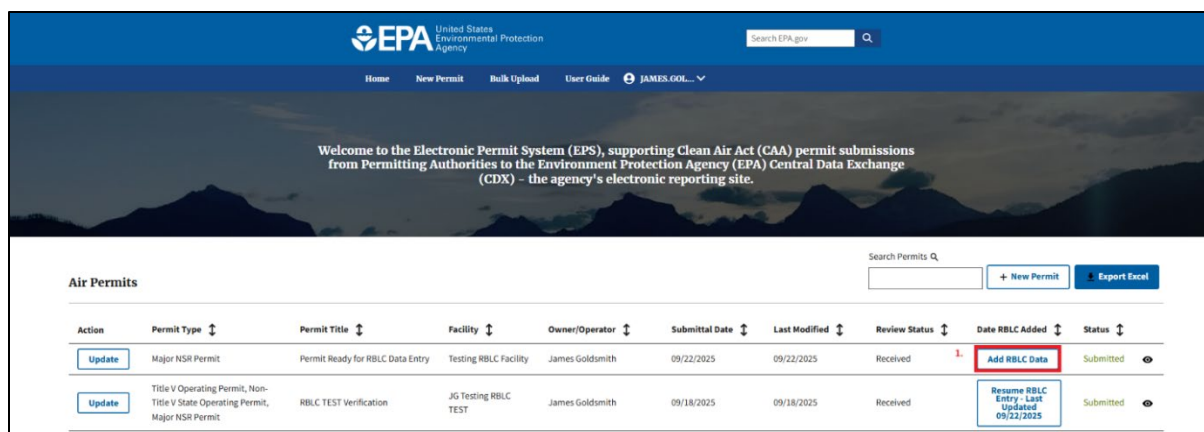


Figure 35

Permit Review Page

Please Enter RBLIC Data
This permit is marked as final, but doesn't yet have RBLIC information added. Please click [here](#) to add your facility's RBLIC information.

Permit Details

Permit Title: WSACC - Rocky River Regional WWTP Minor Mod
Permit Type: Minor NSR Permit (Minor Mod at a Major NSR Source)
Title V Permit Action: N/A
NSR Permit Action: Modification
Permitting Authority: NORTH CAROLINA DAQ
Permit Number: 04475723
Facility Name: WSACC ROCKY RIVER REGIONAL WWTP
Permitting Authority Facility ID: N/A
EPA Registry ID: 110001475653
Submission Category: Final
EPS Program ID: EPS10055632
Primary NAICS Code:
Facility Address:
Address Line 1: 6400 BREEZY LANE
Expedited Review Requested: No
Address Line 2:
Final Permitting Authority Action Date: 09/19/2023
City: CONCORD
Public Notice Period Start Date: N/A
State: NC
Public Notice Period End Date: N/A
Zip: 28025-6972
Notes:
Beginning of 45-day Review: N/A
Estimated End Date of 45-day Review: N/A
Petition Start Date: N/A
Petition End Date: N/A
Submittal Date: 09/28/2023

Review Status and Comments

Review Status: Received
Comments:
Date EPA Review Complete:
 This submission has no associated comment.

Permit Package Documents

File Name	Category	Description	Submission Date	Download File
CoR.html				Download
CoR.html			12/10/2024	Download

[Download all files](#)

EPA Shared Files

Permit has no EPA shared files.

Permitting Authority Point of Contact (POC)

POC Name:
Email:
Phone Number:

EPA Point of Contact (POC)

POC Name:
Email:
Phone Number:

Permit Package

Permit Title	Submitted Date	Action
WSACC - Rocky River Regional WWTP Minor Mod	09/28/2023	Viewing

RBLIC Data

This permit is marked as final, but doesn't yet have RBLIC information added. Please click the button to add your facility's RBLIC information.

[+ RBLIC](#)

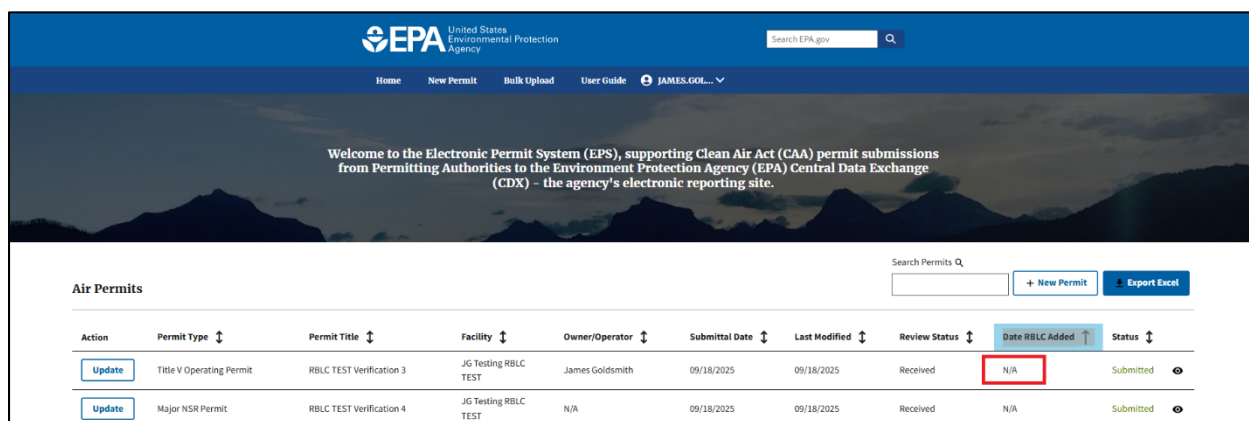
[Contact Us](#) to ask a question, provide feedback, or report a problem.

Figure 36

If at any point during the RBLC data entry process, users save and leave their DEF in an in-progress state, they will be able to navigate back to their in-progress DEM form in one of three ways:

1. Click the “Resume RBLC Entry – Last Updated MM/DD/YYYY” button in the “Date RBLC Added” column on the “Air Permits” table.
2. Click the “Finish RBLC Data” button under the “RBLC Data” section of the “Permit Review Page.”
3. Click the “here” link in the banner at the top of the “Permit Review Page”.

Note: At this time, final permit actions that are Title V Operating Permits (OPs), Minor New Source Review (NSR): General Permits (GPs), or permits with the “General Permit (GP) or Not Source Specific” checkbox selected on the “Source Information” page, do not have the capability to report RBLC information in the RBLC DEM. If a user’s permit is not eligible for RBLC data entry, the “RBLC Date Added” column of the “Air Permits” table will display as “N/A” (Figure 37.) The number of permit types that are eligible for RBLC data entry will likely increase in the future.



The screenshot shows the EPA Air Permits interface. At the top, there's a navigation bar with links like Home, New Permit, Bulk Upload, User Guide, and JAMES.GOL. Below this is a welcome message for the Electronic Permit System (EPS). The main section is titled 'Air Permits' and contains a table with columns: Action, Permit Type, Permit Title, Facility, Owner/Operator, Submittal Date, Last Modified, Review Status, Date RBLC Added, and Status. Two rows are visible. The first row is for a 'Title V Operating Permit' with 'RBLC TEST Verification 3' as the permit title. The second row is for a 'Major NSR Permit' with 'RBLC TEST Verification 4' as the permit title. In both rows, the 'Date RBLC Added' column contains the text 'N/A', which is highlighted with a red rectangular box. The 'Status' column for both rows shows 'Submitted' with an eye icon.

Action	Permit Type	Permit Title	Facility	Owner/Operator	Submittal Date	Last Modified	Review Status	Date RBLC Added	Status
Update	Title V Operating Permit	RBLC TEST Verification 3	JG Testing RBLC TEST	James Goldsmith	09/18/2025	09/18/2025	Received	N/A	Submitted
Update	Major NSR Permit	RBLC TEST Verification 4	JG Testing RBLC TEST	N/A	09/18/2025	09/18/2025	Received	N/A	Submitted

Figure 37

Proceed to Section 3.0 RBLC DEM for information on how to enter and submit RBLC data.

2.2 RBLC Permitting Authority Preparer Users

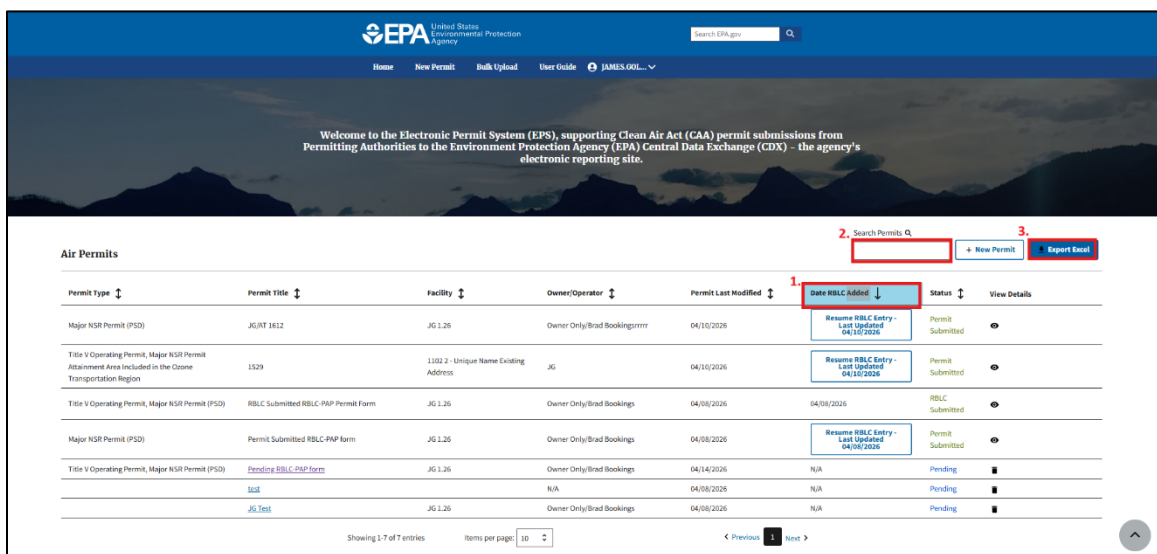
RBLC-PAP users utilize the PM in a more streamlined capacity than PAP users. The PM for RBLC-PAP users contain a workflow that is restricted to preparing and submitting **Final** permit data solely for RBLC DEM data entry purposes. RBLC-PAP users create permit actions by completing a subset of data entry fields across multiple pages, but unlike PAP users they cannot upload supporting documents in the PM and do not participate in EPA review cycles. All PM submissions for these users are automatically categorized as “Final,” and certain permit types (e.g., Minor NSR: GPs and Title V OPs that are not combined with an NSR permit action) are unavailable for selection. Once users submit through the PM, RBLC-PAP users are immediately routed into the RBLC DEM to complete RBLC data entry.

The subsequent sub-sections provide a walk-through of the user interface.

2.2.1 Navigating the Permitting Authority Landing Page

The “Permitting Authority Landing” (PAL) page, “Air Permits” table houses all pending and submitted permit actions for a given PA. Permit actions submitted to EPA have a value of either “Permit Submitted” or “RBLC Submitted” in the “Status” column. “Permit Submitted” indicates that the RBLC-PAP user has submitted their PM form. “RBLC Submitted” indicates that the RBLC-PAP user has submitted their PM form as well as their DEM Form (DEF). For more information on the RBLC DEM see section 3.0.

Pending permit actions that are still being worked on have a status of “Pending” in the “Status” column. The table also allows users to (1) sort, (2) search, and (3) export data to an Excel .xlsx file (Figure 38.)

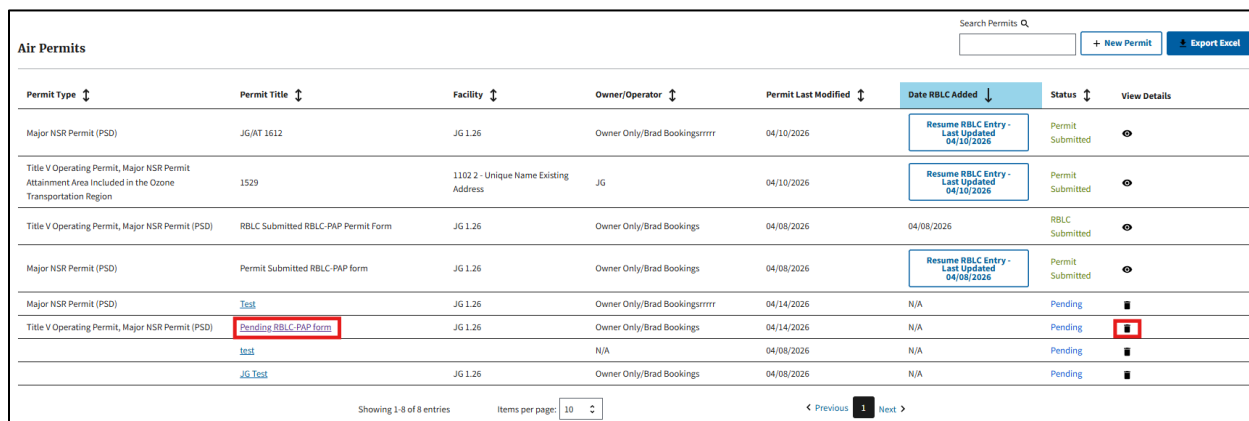


The screenshot shows the EPA Air Permits table with the following columns: Permit Type, Permit Title, Facility, Owner/Operator, Permit Last Modified, Date RBLC Added, Status, and View Details. Annotations are present: '1' points to the 'Date RBLC Added' column header, '2' points to the search bar, and '3' points to the 'Export Excel' button.

Permit Type	Permit Title	Facility	Owner/Operator	Permit Last Modified	Date RBLC Added	Status	View Details
Major NSR Permit (PSD)	JG/AT 1612	JG 1.26	Owner Only/Brad Bookingsrrrr	04/10/2026	Resume RBLC Entry - Last Updated 04/10/2026	Permit Submitted	
Title V Operating Permit, Major NSR Permit Attainment Area Included in the Ozone Transportation Region	1529	1102.2 - Unique Name Existing Address	JG	04/10/2026	Resume RBLC Entry - Last Updated 04/10/2026	Permit Submitted	
Title V Operating Permit, Major NSR Permit (PSD)	RBLC Submitted RBLC-PAP Permit Form	JG 1.26	Owner Only/Brad Bookings	04/08/2026	04/08/2026	RBLC Submitted	
Major NSR Permit (PSD)	Permit Submitted RBLC-PAP form	JG 1.26	Owner Only/Brad Bookings	04/08/2026	Resume RBLC Entry - Last Updated 04/08/2026	Permit Submitted	
Title V Operating Permit, Major NSR Permit (PSD)	Pending RBLC-PAP form	JG 1.26	Owner Only/Brad Bookings	04/14/2026	N/A	Pending	
	test	N/A	N/A	04/08/2026	N/A	Pending	
	JG Test	JG 1.26	Owner Only/Brad Bookings	04/08/2026	N/A	Pending	

Figure 38

Users can click the “Permit Title” hyperlink for permit actions with a “Pending” status to be redirected to the in-progress PM form within the PM. There, users can finish data entry and submit their permit action. Additionally, users can delete “Pending” permit actions by selecting the trash icon in the “View Details” column (Figure 39.)



The screenshot shows the EPA Air Permits table with the following columns: Permit Type, Permit Title, Facility, Owner/Operator, Permit Last Modified, Date RBLC Added, Status, and View Details. The 'Pending RBLC-PAP form' link in the 'Permit Title' column is highlighted with a red box.

Permit Type	Permit Title	Facility	Owner/Operator	Permit Last Modified	Date RBLC Added	Status	View Details
Major NSR Permit (PSD)	JG/AT 1612	JG 1.26	Owner Only/Brad Bookingsrrrr	04/10/2026	Resume RBLC Entry - Last Updated 04/10/2026	Permit Submitted	
Title V Operating Permit, Major NSR Permit Attainment Area Included in the Ozone Transportation Region	1529	1102.2 - Unique Name Existing Address	JG	04/10/2026	Resume RBLC Entry - Last Updated 04/10/2026	Permit Submitted	
Title V Operating Permit, Major NSR Permit (PSD)	RBLC Submitted RBLC-PAP Permit Form	JG 1.26	Owner Only/Brad Bookings	04/08/2026	04/08/2026	RBLC Submitted	
Major NSR Permit (PSD)	Permit Submitted RBLC-PAP form	JG 1.26	Owner Only/Brad Bookings	04/08/2026	Resume RBLC Entry - Last Updated 04/08/2026	Permit Submitted	
Major NSR Permit (PSD)	test	JG 1.26	Owner Only/Brad Bookingsrrrr	04/14/2026	N/A	Pending	
Title V Operating Permit, Major NSR Permit (PSD)	Pending RBLC-PAP form	JG 1.26	Owner Only/Brad Bookings	04/14/2026	N/A	Pending	
	test	N/A	N/A	04/08/2026	N/A	Pending	
	JG Test	JG 1.26	Owner Only/Brad Bookings	04/08/2026	N/A	Pending	

Figure 39

To find additional information on permit actions with a “RBLC submitted” status, navigate to Section 3.3 of the user guide.

2.2.2 Creating a New PM Form (Permits Module)

Clicking the “+ New Permit” button on the top right corner of the “Air Permits” table or clicking the “New Permit” tool bar link redirects users to a new permit action. From there, users can begin data entry (Figure 40.)

Permit Type	Permit Title	Facility	Owner/Operator	Permit Last Modified	Date RBLC Added	Status	View Details
Major NSR Permit (PSD)	JG/RT 1612	JG 1.26	Owner Only/Brad Bookingsarrm	04/10/2026	Resume RBLC Entry - Last Updated 04/10/2026	Permit Submitted	View Details
Title V Operating Permit, Major NSR Permit Attainment Area included in the Ozone Transportation Region	1529	1102 2 - Unique Name Existing Address	JG	04/10/2026	Resume RBLC Entry - Last Updated 04/10/2026	Permit Submitted	View Details
Title V Operating Permit, Major NSR Permit (PSD)	RBLC Submitted RBLC-PAP Permit Form	JG 1.26	Owner Only/Brad Bookings	04/08/2026	04/08/2026	RBLC Submitted	View Details
Major NSR Permit (PSD)	Permit Submitted RBLC-PAP form	JG 1.26	Owner Only/Brad Bookings	04/08/2026	Resume RBLC Entry - Last Updated 04/08/2026	Permit Submitted	View Details
Title V Operating Permit, Major NSR Permit (PSD)	Pending RBLC-PAP form	JG 1.26	Owner Only/Brad Bookings	04/14/2026	N/A	Pending	View Details
	test		N/A	04/08/2026	N/A	Pending	View Details
	JG Test	JG 1.26	Owner Only/Brad Bookings	04/08/2026	N/A	Pending	View Details

Figure 40

2.2.3 PM Form Data Entry (Permits Module)

Once users have initiated a new permit action, users can add information to the following pages of the form:

1. Permit Title and Source
2. Source Information
3. Permit Action Information

After users complete all required fields on page 1, click the “Save and Continue” button to navigate to the next page within the form (Figure 41.) Users cannot navigate throughout the form until page 1 is saved. If at any point while entering data for the permit action users need to save and come back later, click the “Home” link on the top toolbar to be redirected to the “Air Permits” table. The permit action will display a status of “Pending” in the “Status” column.

New Permit Request Form

1 2 3 4
Permit Title and Source Source Information Permit Action Information Review and Submit

1 of 4 Permit Title and Source

Permit Title *
Submission titles will appear on the state landing page (in the submissions table). The submissions title can be modified at any time prior to submitting the form, but it cannot be modified again after submitting the permit. The recommended title of you plan should be in the following format: Facility short description

Permitting Authority Point of Contact *
This person will serve as the point of contact for this permit action. If a user is registered with EPS for your permitting authority, they will appear in the drop down. Otherwise, you can select other and input their contact information.

Select a permitting authority

[Cancel](#) [Save and Continue](#)

Figure 41

2.2.4 Linking Existing Facilities (Permits Module)

After completing the fields on the first page, users will proceed to the “Source Information” page where users are able to link their permit action to a facility (Figure 42.)

New Permit Request Form

1 2 3 4
Permit Title and Source **Source Information** Permit Action Information Review and Submit

2 of 4 Source Information

Facility Linking *
Please use the 'Explore Facilities' button to link this permit to an existing facility.

[Explore Facilities](#)

[Cancel](#) [Save and Continue](#)

Figure 42

Click the “Explore Facilities” button (Figure 43) to open the “Explore Facilities” modal. Users can search for facilities previously used in CAAPS via Zone Improvement Plan (ZIP) code. Additionally, if users are searching for an existing “Mobile” or “Offshore” facility, users can do so using the corresponding checkboxes (Figure 44.)

New Permit Request Form

1 Permit Title and Source **2 Source Information** 3 Permit Action Information 4 Review and Submit

2 of 4 Source Information

Facility Linking *
Please use the 'Explore Facilities' button to link this permit to an existing facility.

Explore Facilities

[Cancel](#)

Save and Continue

Figure 43

Explore Facilities

ZIP Code

☐ Mobile ☐ Offshore

Search

To get started, search for facilities by ZIP code or facility type

[Go Back](#) [Save Selected Facility](#)

Figure 44

Once users enter the needed ZIP code or select one of the “Mobile” or “Offshore” options, click the “Search” button to return facilities matching the search parameters (Figure 45.) Users can select the appropriate facility and then click the “Save Selected Facility” button to link the facility to their permit action (Figure 46.)

Explore Facilities

ZIP Code
00000 Search

☐ Mobile ☐ Offshore

To get started, search for facilities by ZIP code or facility type

Go Back Save Selected Facility

Contact Us to ask a question, provide feedback, or report a problem.

Figure 45

Explore Facilities

ZIP Code
00000 Search

☐ Mobile ☐ Offshore

Filter returned facilities:

Name ↑	Address ↓	EPA Registry ID ↑	EPS Program ID ↑
☒ PLATFORM HOLLY	UNKNOWN ELLWOOD, CA 00000	110041399974	EPS10086180
☐ W&T OFFSHORE, INC.	SUBMERGED TRACTS 111-112; 131 MOBILE BAY, AL 00000	110040899935	EPS10053240
☐ HOBBS LEASE	HOBBS LEASE SANTA BARBARA, CA 00000	110054275805	EPS10084240
☐ CALIFORNIA RESOURCES PRODUCTION CORP	HEAVY OIL WESTERN KERN COUNTY, CA 00000	110054197640	EPS10043334
☐ LINN OPERATING INC	HEAVY OIL CENTRAL KERN COUNTY, CA 00000	110058904315	EPS10043804

Showing 1-5 of 27 entries Items per page: 5 < Previous 1 2 3 4 5 6 Next >

Go Back Save Selected Facility

Figure 46

After clicking the “Save Selected Facility” button, users are taken back to the “Source Information” page where the selected facility’s data is now prepopulated (Figure 47.)

New Permit Request Form

1 Permit Title and Source 2 **Source Information** 3 Permit Action Information 4 Review and Submit

2 of 4 Source Information

Facility Linking
Please use the 'Explore Facilities' button to link this permit to an existing facility.

Explore Facilities

EPA Registry ID (FRS)
110041399974

EPS Program ID
EPS10086180

Facility Name *
If this permit action is a general permit or not source specific, please provide a general title for the permit action that can be used to identify this permit action.
PLATFORM HOLLY

Facility Description
Describe your facility's process

Owner
Include the name of the owner of the facility.

Operator
Include the name of the operator of the facility.

Figure 47

Users can make any necessary changes to the associated facility data on this page. Once the permit action is submitted, any updates to the facility are then applied to that facility's record and will show on future permit actions that use the same facility. Permit actions associated with that facility that were submitted prior to their updates will maintain the same facility data that was associated with the facility at the time of their prior submission.

If users cannot find their facility or need to create a new facility, click the "Search" button and then click "here" at the bottom of the screen to complete manual data entry of the facility related fields on the "Source Information" page (Figure 48.) Once submitted, the new facility will be available to search via ZIP code for any future user that needs to submit on behalf of the facility.

Explore Facilities

ZIP Code

Search

☐ Mobile ☐ Offshore

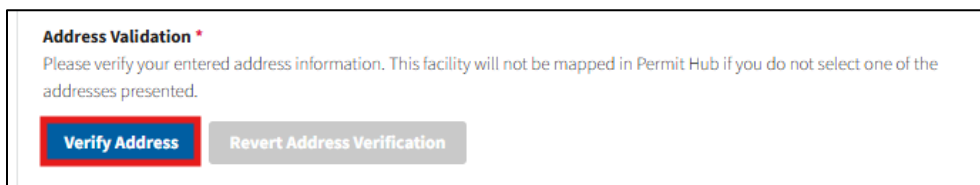
No facilities found matching the search criteria.

Go Back Save Selected Facility

If you can't find your facility, click [here](#) to go back to page 2 and manually input its details.

Figure 48

Regardless of whether a user is linking to a facility or creating a new facility, users must select the “Verify Address” button before being able to “Save and Continue” on the “Source Information” page (Figure 49.)

A modal window titled "Address Validation" with a red asterisk. It contains a message: "Please verify your entered address information. This facility will not be mapped in Permit Hub if you do not select one of the addresses presented." Below the message are two buttons: "Verify Address" (highlighted with a red border) and "Revert Address Verification" (disabled, greyed out).

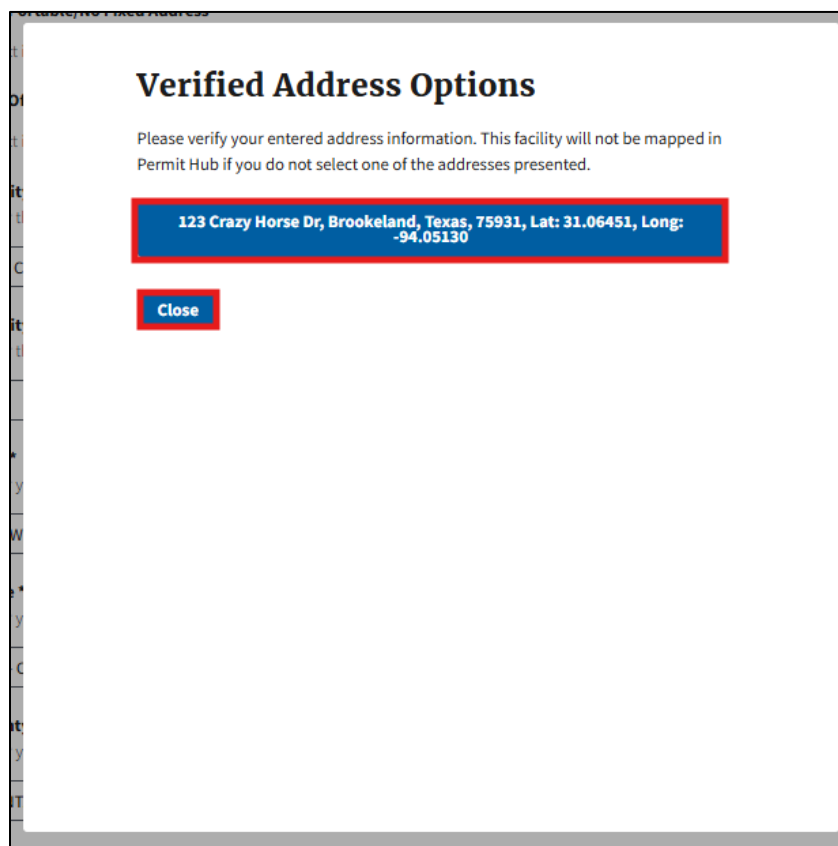
Address Validation *

Please verify your entered address information. This facility will not be mapped in Permit Hub if you do not select one of the addresses presented.

Verify Address Revert Address Verification

Figure 49

Once “Verify Address” is selected, users will receive a modal with address suggestions based on the facility address data provided. If the service provides a match, users can select the suggested address to automatically fill in the remaining address data fields for the facility. Users can select “Close” to elect not to use the suggested address candidates returned and continue manually entering the remaining facility data (Figure 50.)

A modal window titled "Verified Address Options". It contains a message: "Please verify your entered address information. This facility will not be mapped in Permit Hub if you do not select one of the addresses presented." Below the message is a blue button with white text: "123 Crazy Horse Dr, Brookeland, Texas, 75931, Lat: 31.06451, Long: -94.05130". Below the button is a "Close" button (highlighted with a red border).

Verified Address Options

Please verify your entered address information. This facility will not be mapped in Permit Hub if you do not select one of the addresses presented.

123 Crazy Horse Dr, Brookeland, Texas, 75931, Lat: 31.06451, Long: -94.05130

Close

Figure 50

Note: RBLC-PAP users will not be required to enter mailing address data within the “Source Information” page. Additionally, RBLC-PAP users will also not be able to submit permit data on behalf of “General or Not Source Specific” facilities.

2.2.5 Entering Final Permit Data (Permits Module)

After completing the fields on the “Source Information” page, users will proceed to the “Permit Action Information” page to enter critical permit data for the submission such as permit number, permit type, and date fields that may have taken place during the permitting lifecycle outside of CAAPS (Figure 51.)

The screenshot displays the 'New Permit Request Form' with a progress bar at the top showing four steps: 1. Permit Title and Source, 2. Source Information, 3. Permit Action Information (current step), and 4. Review and Submit. The current step is labeled '3 of 4 Permit Action Information'. Below the progress bar, there are four input fields: 'Permit Number' (with a placeholder 'Enter the permit number'), 'Project Number' (with a placeholder 'Enter the project number'), 'Application Number' (with a placeholder 'Enter the application number'), and 'Permit Type *' (with a note 'For agencies with integrated/combined programs, select all that apply *'). The 'Permit Type *' section contains a list of checkboxes for various permit types: Major NSR Permit (PSD), Major NSR Permit (Nonattainment), Major NSR Permit Attainment Area Included in the Ozone Transportation Region, Minor NSR Permit (True Minor), Minor NSR Permit (Synthetic Minor), Title V Operating Permit, Non-Title V State Operating Permit, Outer Continental Shelf (OCS) Permit, Federal Air Rules for Indian Reservations (FARR) Operating Permit, and Plantwide Applicability Limit Permit (PAL).

Figure 51

RBLC-PAP users will not be able to select a “Submission Category” for their submission as all RBLC-PAP PM submissions will be defaulted to “Final.” Additionally, all RBLC-PAP users are required to enter the “Final Permitting Authority Action Date” on the “Permit Action Information” page to signify when the permit data was finalized outside of CAAPS.

RBLC-PAP users are unable to select the Minor NSR: General Permit “Permit Type” option as this type of permit is not eligible for RBLC data entry. Additionally, user’s will not be able to select “Title V OP” unless the selection is combined with an NSR “Permit Type.”

2.2.6 Submitting a PM Form (Permits Module)

Once all the required fields have been populated on the first three pages, proceed to page 4, “Review and Submit” by selecting “Save and Continue” at the bottom of page 3. Users can review key permit information on this page (Figure 52.) If users see any data users would like to edit, they can click on the text in the progress tracker (top of the form) of the respective page, to navigate to that page and make the necessary edits. Click the “Save and Continue” button on any pages that received edits.

New Permit Request Form

Progress Tracker: 1 Permit Title and Source, 2 Source Information, 3 Permit Action Information, 4 Permit Review and Submit

4 of 4 Permit Review and Submit

Review your permit information and submit your application.

Permit Details

Permit Title: JG Testing	Permit Type:
Title V Permit Action: N/A	NSR Permit Action: N/A
Permitting Authority: VIRGIN ISLANDS DPNR	Permit Number:
Facility Name: JG 1.26	Permitting Authority Facility ID: 123456
EPA Registry ID (FRS): 110070881953	Submission Category: N/A
EPS Program ID: EPS20047858	Primary NAICS Code: 33131 - Alumina and Aluminum Production and Processing
Facility Address:	Final Permitting Authority Action Date: N/A
Address Line 1: N Main St	Public Notice Period Start Date: N/A
Address Line 2: Ste 2	Public Notice Period End Date: N/A
City: Kernersville	Notes:
State: NC	
Zip: 27284	
Beginning of 45-day Review: N/A	
Estimated End Date of 45-day Review: N/A	

Permitting Authority Point of Contact (POC)

POC Name: James Goldsmith
Email: james.goldsmith@cgifederal.com
Phone Number: (336) 423-4784

Please note that once submitted, final permit data cannot be edited.

[Cancel](#) [Submit & Continue to RBLC](#)

[Contact Us](#) to ask a question, provide feedback, or report a problem.

Figure 52

Once users verify the data is accurate on page 4, they can click the “Submit & Continue to RBLC” button on the bottom of the page to complete their PM submission (Figure 53.) Users will then be redirected immediately to the RBLC DEM to complete their DEM form. Users will also receive an email summarizing the PM submission.

New Permit Request Form

1

2

3

4

Permit Title and Source

Source Information

Permit Action Information

Permit Review and Submit

4 of 4

Permit Review and Submit

Review your permit information and submit your application.

Permit Details

Permit Title: test	Permit Type:
Title V Permit Action: N/A	NSR Permit Action: N/A
Permitting Authority: VIRGIN ISLANDS DPNR	Permit Number:
Facility Name: N/A	Permitting Authority Facility ID: N/A
EPA Registry ID (FRS):	Submission Category: N/A
EPS Program ID:	Primary NAICS Code:
Facility Address:	Final Permitting Authority Action Date: N/A
Address Line 1:	Public Notice Period Start Date: N/A
Address Line 2:	Public Notice Period End Date: N/A
City:	Notes:
State:	
Zip:	
Beginning of 45-day Review: N/A	
Estimated End Date of 45-day Review: N/A	

Permitting Authority Point of Contact (POC)

POC Name: James Goldsmith
Email: james.goldsmith@cgifederal.com
Phone Number: (336) 423-4784

Please note that once submitted, final permit data cannot be edited.

[Cancel](#)

Submit & Continue to RBLC

Figure 53

Navigate to Section [3.0](#) of the user guide to learn how to complete the RBLC DEM.

2.2.7 Accessing the Permit Review Page

Click the eye icon (Figure 54) in the “Air Permits” table for a permit action to navigate to that permit’s “Permit Review Page.” This option is only available for permit actions with a status of “Permit Submitted” or “RBLC Submitted.”

Air Permits							
Search Permits					+ New Permit	Export Excel	
Permit Type	Permit Title	Facility	Owner/Operator	Permit Last Modified	Date RBLC Added	Status	View Details
Major NSR Permit (PSD)	JG/AT 1612	JG 1.26	Owner Only/Brad Bookingsrrrrr	04/10/2026	Resume RBLC Entry - Last Updated 04/10/2026	Permit Submitted	
Title V Operating Permit, Major NSR Permit Attainment Area Included in the Ozone Transportation Region	1529	1102 2 - Unique Name Existing Address	JG	04/10/2026	Resume RBLC Entry - Last Updated 04/10/2026	Permit Submitted	
Title V Operating Permit, Major NSR Permit (PSD)	RBLC Submitted RBLC-PAP Permit Form	JG 1.26	Owner Only/Brad Bookings	04/08/2026	04/08/2026	RBLC Submitted	
Major NSR Permit (PSD)	Permit Submitted RBLC-PAP form	JG 1.26	Owner Only/Brad Bookings	04/08/2026	Resume RBLC Entry - Last Updated 04/08/2026	Permit Submitted	
Major NSR Permit (PSD)	Test	JG 1.26	Owner Only/Brad Bookingsrrrrr	04/14/2026	N/A	Pending	
Title V Operating Permit, Major NSR Permit (PSD)	Pending RBLC-PAP form	JG 1.26	Owner Only/Brad Bookings	04/14/2026	N/A	Pending	
	test	N/A	N/A	04/08/2026	N/A	Pending	
	JG Test	JG 1.26	Owner Only/Brad Bookings	04/08/2026	N/A	Pending	
Showing 1-8 of 8 entries Items per page: 10 Previous Next							

Figure 54

For permit actions with a status of “Permit Submitted” and “RBLC Submitted,” users can view the permit details on the “Permit Review Page” (Figure 55.) EPA will not be able to provide permit reviews on PM submissions made by RBLC-PAP users, however, EPA will have the ability to update the “Beginning of 45-day Review” date, if applicable. If EPA does alter these dates, RBLC-PAP users will be able to view any changes on the “Permit Review Page” and be notified via email.

Permit Review Page

Please Enter RBLC Data
This permit is marked as final, but doesn't yet have RBLC information completed. Please click [here](#) to finish adding your facility's RBLC information.

Permit Details

Permit Title: 1529
Title V Permit Action: Significant Modification
Permitting Authority: VIRGIN ISLANDS DPNR
Facility Name: 1102 2 - Unique Name Existing Address
EPA Registry ID (PMS): 11067082873
EPS Program ID: EPS00047921
Facility Address:
Address Line 1: 239 Water Lily Cir
Address Line 2: 123 test st
City: Winston Salem
State: NC
Zip: 27107
Beginning of 45-day Review: N/A
Estimated End Date of 45-day Review: N/A
Petition Start Date: N/A
Petition End Date: N/A
Submittal Date: 04/10/2026

Permit Type: Title V Operating Permit
Major NSR Permit Attainment Area Included in the Ozone Transportation Region
NSR Permit Action: Permit Amendment
Permit Number:
Permitting Authority Facility ID: N/A
Submission Category: Final
Primary NAICS Code:
Final Permitting Authority Action Date: 04/17/2026
Public Notice Period Start Date: N/A
Public Notice Period End Date: N/A
Notes:

Permit Package Documents

File Name	Category	Description	Submission Date
CofI.1529-18-04-2026.html			04/16/2026

[Download all files](#)

Permitting Authority Point of Contact (POC)

POC Name: James Goldsmith
Email: james.goldsmith@epa.gov
Phone Number: (336) 423-4754

RBLC Data
This permit is marked as final, but doesn't yet have RBLC information completed. Please click the button to finish adding your facility's RBLC information.
[Finish RBLC Data](#)

Figure 55

2.2.8 Navigating to the RACT/BACT/LAER Clearinghouse (RBLC) Data Entry Module (DEM)

After selecting the “Submit & Continue to RBLC” button on the “Review and Submit” page of the PM, users will be navigated directly to the RBLC DEM to begin entering their RBLC information for the corresponding permit/facility. Additionally, users can navigate to the RBLC DEM to begin entering their RBLC information for the corresponding permit/facility, in one of three ways.

1. Click the “Add RBLC Data” button in the “Date RBLC Added” column on the “Air Permits” table (Figure 56.)
2. Click the link in the banner at the top of the “Permit Review Page (Figure 57.)
3. Click the “+RBLC button under the “RBLC Data” section on the “Permit Review Page” (Figure 57.)

Air Permits							
				Search Permits Q			
				+ New Permit		Export Excel	
Permit Type ↓	Permit Title ↓	Facility ↓	Owner/Operator ↓	Permit Last Modified ↓	Date RBLC Added ↓	Status ↓	View Details
Major NSR Permit (PSD)	JG/AT 1612	JG 1.26	Owner Only/Brad Bookingsrrrr	04/15/2026	Resume RBLC Entry - Last Updated 04/15/2026	Permit Submitted	🔗
Title V Operating Permit, Major NSR Permit Attainment Area Included in the Ozone Transportation Region	1529	1102 2 - Unique Name Existing Address	JG	04/10/2026	Resume RBLC Entry - Last Updated 04/10/2026	Permit Submitted	🔗
Title V Operating Permit, Major NSR Permit (PSD)	RBLC Submitted RBLC-PAP Permit Form	JG 1.26	Owner Only/Brad Bookings	04/08/2026	04/08/2026	RBLC Submitted	🔗
Major NSR Permit (PSD)	Permit Submitted RBLC-PAP form	JG 1.26	Owner Only/Brad Bookings	04/08/2026	Resume RBLC Entry - Last Updated 04/08/2026	Permit Submitted	🔗
Major NSR Permit (PSD)	1623 New	JG 1.26	Owner Only/Brad Bookings	04/15/2026	Add RBLC Data	Permit Submitted	🔗
Major NSR Permit (PSD)	JG Test	JG 1.26	Owner Only/Brad Bookings	04/15/2026	Add RBLC Data	Permit Submitted	🔗
Title V Operating Permit, Major NSR Permit (PSD)	Pending RBLC-PAP form	JG 1.26	Owner Only/Brad Bookings	04/15/2026	Add RBLC Data	Permit Submitted	🔗
Major NSR Permit (PSD)	Test	JG 1.26	Owner Only/Brad Bookingsrrrr	04/14/2026	N/A	Pending	🔗
	test		N/A	04/08/2026	N/A	Pending	🔗

Figure 56

Permit Review Page

Please Enter RBLC Data

This permit is marked as final, but doesn't yet have RBLC information added. Please click [here](#) to add your facility's RBLC information.

Permit Details

Permit Title: 1623 New	Permit Type: Major NSR Permit (PSD)
Title V Permit Action: N/A	NSR Permit Action: New Permit
Permitting Authority: VIRGIN ISLANDS DPNR	Permit Number: 123e
Facility Name: JG 1.26	Permitting Authority Facility ID: 123456
EPA Registry ID (FRS): 110070881953	Submission Category: Final
EPS Program ID: EPS20047858	Primary NAICS Code: 33131 - Alumina and Aluminum Production and Processing
Facility Address:	Final Permitting Authority Action Date: 04/15/2026
Address Line 1: 2000 S Main St	Public Notice Period Start Date: N/A
Address Line 2: Site 2	Public Notice Period End Date: N/A
City: Kernersville	Notes:
State: GA	
Zip: 27284	
Beginning of 45-day Review: N/A	
Estimated End Date of 45-day Review: N/A	
Petition Start Date: N/A	
Petition End Date: N/A	
Submittal Date: 04/15/2026	

Permit Package Documents

File Name ↑	Category ↑	Description ↑	Submission Date ↑
CoR 1623 New 15-04-2026.html			04/15/2026

[Download all files](#)

Permitting Authority Point of Contact (POC)

POC Name: James Goldsmith
Email: james.goldsmith@cgfederal.com
Phone Number: (336) 423-4794

RBLC Data

This permit is marked as final, but doesn't yet have RBLC information added. Please click the button to add your facility's RBLC information.

[+ RBLC](#)

Figure 57

If at any point during the RBLC data entry process, users save and leave their Data Entry Form (DEF) in an in-progress state, they will be able to navigate back to their in-progress DEM form in one of three ways:

4. Click the “Resume RBLC Entry – Last Updated MM/DD/YYYY” button in the “Date RBLC Added” column on the “Air Permits” table.
5. Click the “Finish RBLC Data” button under the “RBLC Data” section of the “Permit Review Page.”
6. Click the “here” link in the banner at the top of the “Permit Review Page.”

Proceed to Section [3.0 RBLC Data Entry Module \(RBLC DEM\)](#) for information on how to enter and submit RBLC data.

3.0 RBLC Data Entry Module (RBLC DEM)

The RBLC DEM gives SLT agency users the opportunity to input their RBLC information. All RBLC data entries must occur after a final permit is issued because the entries need to reflect the air pollution control technology requirements that are included in the final permit. After RBLC data is submitted via the DEM, it will be made available within the [RBLC Search Dashboard](#). The RBLC Search Dashboard was designed to help permit applications and reviewers search for and review all pollution prevention and control technology decisions, enabling them to make decisions for stationary air pollution sources. The RBLC DEM is nearly identical for both user (RBLC-PAP and PAP) groups.

3.1 RACT/BACT/LAER Information DEF

Once users have navigated to the RBLC DEM, users will add control technology data within the following sections (Figure 58 & Figure 59):

- Process
- Unit
- Pollutants
- Emission Limits
- Control Method

The screenshot displays the 'Facility Processes' form. At the top right, there are two buttons: 'Collapse All' and 'Add New Process'. Below these, a section titled 'Process 1' contains a trash icon, a copy icon, and a minus sign. The main form area includes a 'Process Name' field with a dropdown menu and a 'Process Notes' text area. Below this is a 'Unit' section with four fields: 'Unit Type' (dropdown), 'Unit Capacity' (text input), 'Unit Capacity Unit of Measure' (dropdown), and 'Throughput Material' (dropdown). Each field has a corresponding label and instruction.

Facility Processes

Process 1

Process Name *
Select process applicable to this permit action.
-- Search/Select Process Name --

Process Notes
Add details about the facility's process.

Unit

Unit Type *
Select an emission unit for this permit action.
-- Search/Select Unit Type --

Unit Capacity *
Select the capacity (size of the emission/production unit) for the unit.
[Text Input]

Unit Capacity Unit of Measure *
Select the unit of measure for the specified unit.
-- Search/Select Unit Capacity UoM --

Throughput Material *
Select the fuel type/input material for specified unit.
-- Search/Select Throughput Material --

Throughput *
Enter throughput of material/fuel passing through the system.
[Text Input]

Figure 58

Pollutants Add New Pollutant

Pollutant 1.1 🗑️ 📄

Pollutant Name *
Select the pollutant that will be emitted by the emission unit.
-- Search/Select Pollutant --

Applicable Control Requirement *
Select the statutory or regulatory requirement for the pollutant.
-- Search/Select Control Requirement --

Emission Limits Add New Emission Limit

1. *

Magnitude *
Enter the numerical value for each emission limit applicable to the unit.
[Text Input]

Unit of Measure *
Enter the unit of measure for each emission limit applicable to the unit.
-- Search/Select UoM --

Averaging Time *
Enter the averaging time used for the emission limit.
-- Search/Select Averaging T... --

Control Method

Control Methods *
Select the control technology or work practice standard for the emission unit.
-- Search/Select Control Method(s) --

Control Description
Describe the control method for the unit as desired.
[Large Text Area]

Cost per Ton of Pollutant
Enter the cost per ton of pollutant for each control measure if applicable.
\$ [Text Input]

Percent Efficiency *
Enter the percent efficiency for a unit as a percentage. Use a value between 0-100, and if necessary, add only one decimal place.
[Text Input]

Compliance Verified *
Confirm with a yes or no if the facility was built as permitted in the permit action.
☐ Yes
☐ No

Compliance Verified Additional Information
Enter any comments for the facility compliance determination or for any compliance verification performed for a unit.
[Large Text Area]

Figure 59

The data is organized so that multiple processes may be added where each process has capacity and throughput data, and can have one or many pollutants, with underlying emission limit and control method data. To add a new “Process,” “Pollutant,” or “Emission Limit” to their DEM form, click the “Add New Process,” “Add New Pollutant,” and/or “Add New Emission Limit” buttons (Figure 60 & Figure 61.)

Facility Processes Add New Process

Process 1 🗑️ 📄

Process Name *
Select process applicable to this permit action.
-- Search/Select Process Name --

Process Notes
Add details about the facility's process.
[Large Text Area]

Figure 60

Pollutants Add New Pollutant

Pollutant 1.1 [Trash] [Copy] [Collapse]

Pollutant Name *
Select the pollutant that will be emitted by the emission unit.
-- Search/Select Pollutant --

Applicable Control Requirement *
Select the statutory or regulatory requirement for the pollutant.
-- Search/Select Control Requirement --

Emission Limits Add New Emission Limit

	Magnitude * Enter the numerical value for each emission limit applicable to the unit.	Unit of Measure * Enter the unit of measure for each emission limit applicable to the unit.	Averaging Time * Enter the averaging time used for the emission limit.
1.*		-- Search/Select UoM --	-- Search/Select Averaging Ti...

Figure 61

If multiple pollutants or processes have been entered within the DEM form, users can collapse or expand a single process or pollutant by selecting the “-” or “+” buttons in the header of the selected pollutant or process (Figure 62.) Additionally, users can select the “Collapse All” or “Expand All” button to collapse or expand all processes and/or pollutants entered within the DEM form (Figure 63.)

Create a New Determination

1 2 3

1 of 3 RACT/BACT/LAER Information

Facility Processes Collapse All Add New Process

Process 1 [Trash] [Copy] [Collapse]

Process Name *
Select process applicable to this permit action.
-- Search/Select Process Name --

Process Notes
Add details about the facility's process.

Figure 62

Figure 63

Users also can delete or duplicate, completed processes and pollutants by using the buttons located in the accordion within the DEM form (Figure 64 & Figure 65.) The “Duplicate” button can be used when users have multiple processes that are similar. This will copy the underlying data into a new process, shown at the bottom of their screen, where users can then edit underlying data, as needed. Users can also duplicate pollutant data, however, users can only duplicate pollutants within the same process.

Figure 64

Figure 65

3.2 Uploading Supporting Documentation

After completing all fields on the first page, users can proceed to the “Supporting Information” page where they can upload all supporting documentation related to the submission. Users can add as many supporting documents as needed on the “Supporting Information” page (Figure 66.)

Figure 66

Click “Add New Document” to open the File Upload modal (Figure 67.)

Create a New Determination

1 RACT/BACT/LAER Information **2 Supporting Information** 3 RBLC Review and Submit

2 of 3 Supporting Information

Does a BACT Cost Effectiveness Analysis exist for this permit? *
BACT Cost Effectiveness Analysis

☐ Yes
☐ No

Did you receive public comments? *
Response to Comments

☐ Yes
☐ No

Upload Document

Add New Document

[Permit Package Documents](#)

File Name ↑↓	Category ↑↓	Description ↑↓	Submission Date ↑↓	Remove
CoR.JG_AT_1612.10-04-2026.html			04/10/2026	

[Download all files](#)

[Cancel](#) [Save and Continue](#)

Figure 67

A list of the supported file types is provided on the modal. Users can either drag and drop any supported file type or click the “Choose from Folder” button to choose a file from their local hard drive. Users are required to assign uploaded files at least one, but can choose multiple, document category via the “Categories” field to help EPA better determine what each attachment represents. Users can also add a description to each file, if further details are needed (Figure 68.) Once a document category and description are added, users can select “Upload” to add the document to their DEM form.

File upload

File Upload *

- Click the 'Choose File' button to choose a file from your computer or a local hard drive. Files added to this page may become accessible to the public.
- Allowed file types: .doc, .docx, .pdf, .jpeg, .txt, .xls, .xlsx, .csv, .ppt, .pptx, .rar, .zip, .vsd, .xml, .png
- Max file size: 100,000 KB
- File names must be shorter than 125 characters, including the extension. Please use the Description field if you need more space.

Drag file here or [choose from folder](#)

Clear File Upload

Categories *

Select one or categories that best describe this document

- ☐ Draft Permit
- ☐ Draft Technical Support Document/Statement of Basis/Engineering Analysis
- ☐ Final Permit
- ☐ Final Technical Support Document/Statement of Basis/Engineering Analysis
- ☐ Permit Application
- ☐ Proposed Permit
- ☐ Public Comments
- ☐ Public Notice
- ☐ Response to Comments
- ☐ Supplemental Information
- ☐ Other

Description

This description may be used as a label on the link that will open this file.

Figure 68

All users in the RBLC DEM will be required to upload the (bulleted list) below documents. The documents can all be in the same file (e.g., ZIP file) or in separate files. Prior to saving and continuing to the final page, users must ensure they have selected checkboxes for the following document categories:

- Permit Application
- Draft Permit
- Final Permit
- Final Technical Support Document/Statement of Basis/Engineering Analysis

On this page, users will be asked “Did you receive public comments?” (Figure 69.) If yes, users will be required to select the “Response to Comments” document category to at least one document upload before being able to submit their RBLC DEM form.

Did you receive public comments? *

Response to Comments

☐ Yes

☐ No

Figure 69

Additionally, if users selected “Best Available Control Technology” (“BACT”) in the “Applicable Control Requirement” field for at least one pollutant on the “RACT/BACT/LAER Information” page, users will be asked “Does a BACT Cost Effectiveness Analysis exist for this permit?” (Figure 70.) If

yes, users will be required to add the “BACT Cost Effectiveness Analysis (CBI Redacted)” document category for at least one file upload before being able to save or submit their RBLC DEM form.

Does a BACT Cost Effectiveness Analysis exist for this permit? *
 BACT Cost Effectiveness Analysis

☐ Yes
☐ No

Figure 70

Once a file is uploaded, the new file will display in the “Permit Package Documents” table with a status of “Pending” in the “Submission Date” column. Users can delete any “Pending” file by selecting the trash can icon in the “Remove” column of the table. Associated “Document Categories” and “Descriptions” will also display in the “Permit Package Documents” table (Figure 71.) Users can repeat this process to add additional supporting documentation to the RBLC DEM form as needed.

Create a New Determination

1 RACT/BACT/LAER Information | **2 Supporting Information** | 3 RBLC Review and Submit

2 of 3 Supporting Information

Does a BACT Cost Effectiveness Analysis exist for this permit? *
 BACT Cost Effectiveness Analysis

☐ Yes
☐ No

Did you receive public comments? *
 Response to Comments

☐ Yes
☐ No

Upload Document
[Add New Document](#)

Permit Package Documents

File Name ↑	Category ↑	Description ↑	Submission Date ↑	Remove
13136 FE.png	Draft Permit, Final Permit, Final Technical Support Document/Statement of Basis/Engineering Analysis	test	Pending	
CoR_JG_AT 1612-10-04-2026.html			04/10/2026	

[Download all files](#)
[Cancel](#) [Save and Continue](#)

Figure 71

Note: For PAP users, all files uploaded on the “Supporting Information” page of the PM will display with a submission date in the “Permit Package Documents” table on the “Supporting Information” page of the DEM form.

3.3 Submitting a DEM form

Once all the required fields have been populated on the first two pages, users will proceed to page 3, “Review and Submit” (Figure 72.) On this page, users can review all RBLC data as well as all files uploaded on the previous page, shown in the “Permit Package Documents” table.

Create a New Determination

1 BACT/BACT/ADR Information 2 Supporting Information 3 RBLC Review and Submit

3 of 3 RBLC Review and Submit

Facility Name: JG 1.26 EPA Registry ID (FBI): 130070882953 State: NC EPA Region: Region 2 Permitting Authority: VIRGIN ISLANDS DPNR

Permit URL: <http://www.epa.gov/permit-details/41302>

Processes

Process Notes:

Unit

Unit Type: Unit Capacity: 22 10,000 SQUARE FEET Throughput Material: 1.4 Subtotal Throughput: 22 100 POUNDS

Pollutants

[+] Fluorides

Emission Limits

Emission Limit #	Magnitude	Unit of Measure	Averaging Time	Applicable Control Requirement:
1	22	% mass	3 Hr	BACT

Control Method

Control Description:

Cost per Ton of Pollutant	Percentage Efficiency	Compliance Verified	Compliance Verified Additional Information
22	22	YES	test

Cost Verified	Cost Verified Additional Information
YES	test

Emissions Limit Notes:

Facility Details

Facility Name: JG 1.26 SIC Code: 6733 - Trusts, Except Educational, Religious, And Charitable Primary NAICS Code: 33121 - Alumina and Aluminum Production and Processing BIA Code: Village of Wainwright EPA Registry ID (FBI): 130070882953 Facility Description: test

Facility Address: Address Line 1: 14 Main St Address Line 2: Box 2 City: Kernersville County: Forsyth County State: NC Zip: 27284 Owner: Owner Only Operator: Brad Bookinger Operator Phone: (336) 423-4784 Operator Email: james.goldsmith@cgfederal.com

Permit Information

Permit Type: Major NSR Permit (PSD) Permit Title: JG12 1812 Permit Number: 1234 Submittal Date: 04/04/2026 Application Receipt Date: 04/03/2026 Application Completeness Date: 04/11/2026 Final Permitting Authority Action Date: 04/17/2026

Permitting Authority Point of Contact: POC Name: James Goldsmith Email: james.goldsmith@cgfederal.com Phone Number: (336) 423-4784 Notes:

Permit Package Documents

File Name	Category	Description	Submission Date
13126.FS.pdf	Draft Permit, Final Permit, Final Technical Support Document, Statement of Basis/Engineering Analysis	test	Pending
Conf_JG_AT_1812.10-04-2026.html			04/10/2026

[Download all files](#)

[Back](#) [Submit](#)

Figure 72

If users see any data they would like to edit, they can click on the text in the progress tracker (at the top of the form) of the respective page, to navigate to that page and make the necessary edits. Click the “Save and Continue” button on any pages that received edits. Once users verify the data is accurate on page 3, click the “Submit” button on the bottom of the page to complete their RBLC DEM submission (Figure 73.)

Permit Information

Permit Type:
Major NSR Permit (PSD)

Permit Title:
JG/AT 1612

Permit Number:
123a

Submittal Date:
04/10/2026

Application Receipt Date:
04/03/2026

Application Completeness Date:
04/11/2026

Final Permitting Authority Action Date:
04/17/2026

Permitting Authority Point of Contact:
POC Name: James Goldsmith
Email: james.goldsmith@cgifederal.com
Phone Number: (336) 423-4784
Notes:

Permit Package Documents

File Name ↑	Category ↑	Description ↑	Submission Date ↑
13136 FE.png	Draft Permit, Final Permit, Final Technical Support Document/Statement of Basis/Engineering Analysis	test	Pending
CoR_JG_AT_1612_10-04-2026.html			04/10/2026

[Download all files](#)

Back

Submit

Figure 73

Users will be navigated to the “Permit Review” page. The RBLC COR and all supporting documentation submitted in the RBLC DEM will be available in the “Permit Package Documents” table.

Note: For RBLC-PAP users, when navigating back to the “Air Permits” table, the submission displays as “RBLC Submitted” in the “Status” column.

All submitted RBLC data will become available for the public to view within the [RBLC Search Dashboard](#). All documentation provided in the RBLC DEM will be accessible to the public via the Permit Hub within the PM record associated to the respective RBLC DEM submission.

4.0 Glossary

Below is a glossary of acronyms and terms found throughout the CAAPS application and this user guide.

Acronyms/Terms	Definitions
BIA	Bureau of Indian Affairs
CAA	Clean Air Act
CAAPS	Clean Air Act Permit System
COR	Copy of Record
DEF	Data Entry Form
EPA	U.S. Environmental Protection Agency
EPA POC	U.S. Environmental Protection Agency Point of Contact
EPS	Electronic Permit System
FARR	Federal Air Rules for Indian Reservations
GP	General Permit
HAP	Hazardous Air Pollutants
NAICS	North American Industry Classification System
NSR	New Source Review
OCS	Outer Continental Shelf
OP	Operating Permit
PA	Permitting Authority
PM form	PM Form
PAL	Permitting Authority Landing
PAL (Source and Permit Type)	Plantwide Applicability Limit
PAM	Permitting Authority Manager
PM	Permits Module
PAP	Permitting Authority Preparer
RBLC	Reasonably Available Control Technology/ Best Available Control Technology/Lowest Achievable Emission Rate Clearinghouse
RBLC DEM	Reasonably Available Control Technology/ Best Available Control Technology/ Lowest Achievable Emission Rate Clearinghouse Data Entry Module
RBLC-PAP	Reasonably Available Control Technology/ Best Available Control Technology/ Lowest Achievable Emission Rate Clearinghouse Permitting Authority Preparer

Acronyms/Terms	Definitions
SLT	State/ Local/Tribal
SLT PA	State/Local/Tribal Permitting Authority
ZIP	Zone Improvement Plan