

Updating or Creating a Permit Application

Quick Tips

User Roles

- **Permit Manager:** You can view records in any program but ONLY within your regional office. There is no regional office column –the system will only display the permits from your regional office. You can create permits and edit permit records that correspond to your program and region (i.e., NPDES, Region 10).
- **Reviewer:** You can view and edit permit records in any program or region. You can create or delete permits for facilities in any region.

Applicability (What Permits Do I Enter?)

The purpose of this system is to track new permit applications that are pending with EPA. The system is set up to track the following new permit applications: NPDES, NSR, Title V, and UIC.

For NSR permits, please note that the “NSR/PSD” category on the tracker includes the following permits for new permits: major NSR and minor NSR permits on tribal lands. We are not tracking OCS permits (at this time).

For title V, please include initial title V applications under the permit type “Title V Operating Permit” and title V renewal applications under the permit type “Renewal title V.”

Backlog Calculations

The system includes formulas to calculate backlogged permit applications based on the following definitions:

- For new permit applications:
 - For the NPDES and UIC programs, backlog is defined as any application pending for > 180 days past the date of application receipt.
 - For Title V, backlog is defined as any application pending for > 18 months past the date of complete application.
 - For NSR, backlog is defined as any application pending for > 365 days past the date of complete application.
- For renewals, any existing permit is considered as backlogged as soon as it passes its expiration date.

Select a hyperlink below to navigate to a specific section of the Job Aid:

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- [Creating a New Permit Application](#)
- [Permit Application Form: Specific Questions](#)
- [Accessing the ePT Dashboard](#)
- [Backlogged UIC permits](#)
- [Support](#)

Updating a Permit Application

1. Within the 'Permit Tracker' table on the ePT dashboard, select the 'Permit ID' associated with the permit application that you would like to update (see Figure 2).
2. A page will open that will prompt you to log into CDX. Enter your CDX username and password.
 - a. If you are already logged into CDX, the applicable permit application page will appear.
3. The most recently saved permit application will open. Update the permit application as needed.
4. Click 'Save' or the 'Save and Exit' button to save all changes (see Figure 3).
5. Updated permit information will be reflected on the ePT dashboard within one hour of saving the permit application.

Figure 2: Permit Tracker Table

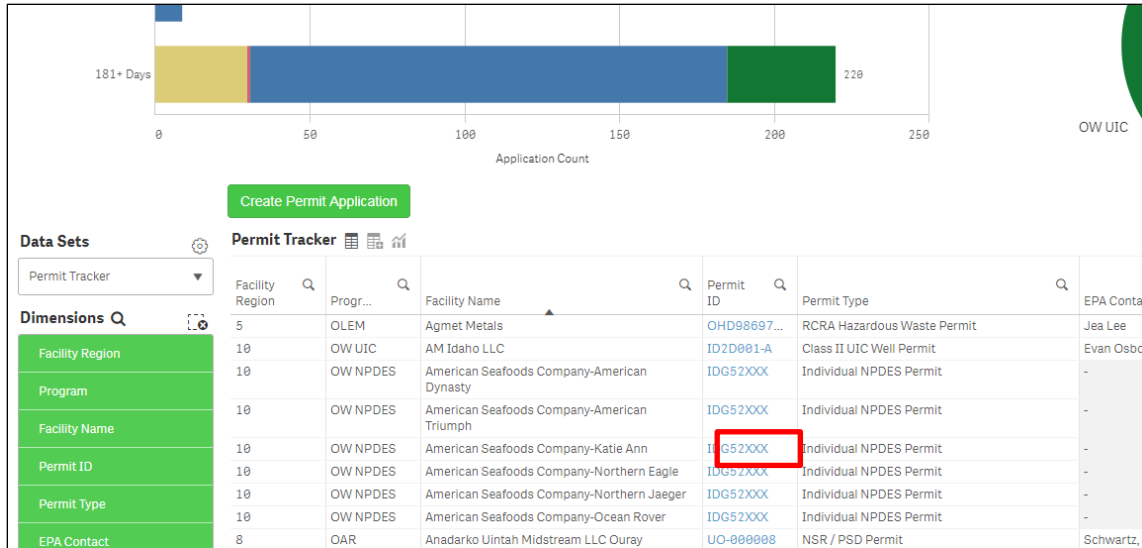


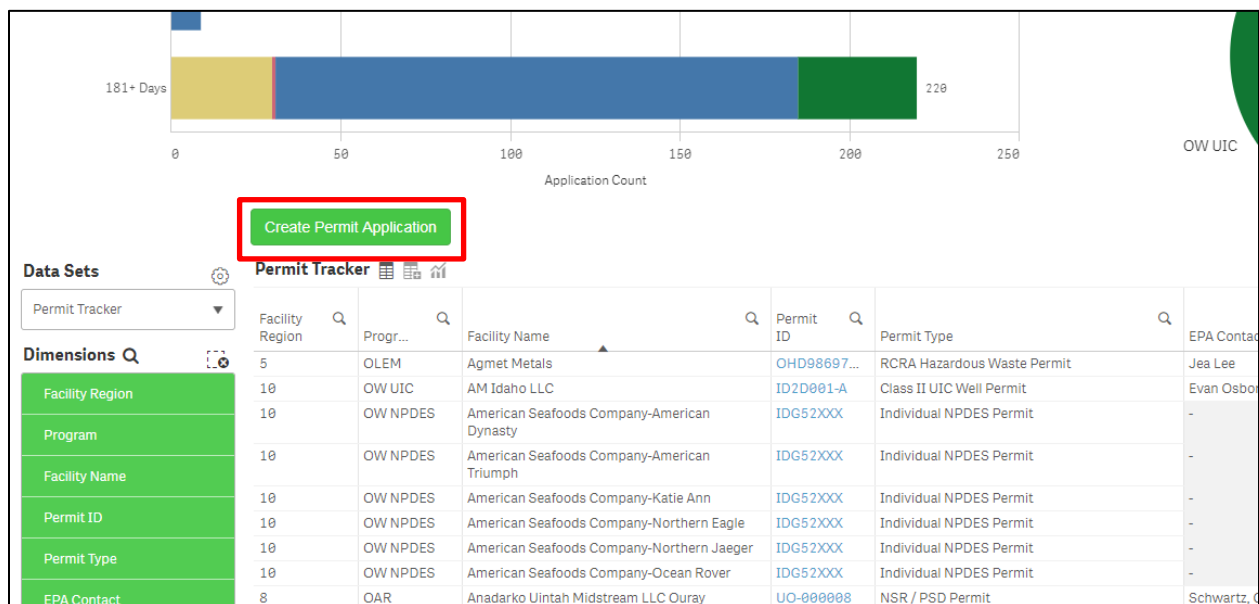
Figure 3: Saving a Permit Application

The screenshot shows the 'Basic Information' section of a permit application form for 'Blackland 9'. The form includes fields for Program (OW UIC), Facility Name (Blackland 9), Permit ID (0651262P6474), Permit Type (Class II UIC Well Permit), and Application Received Date (2017 Jun 5). There are also sections for Permit Decisions and Additional Information, including a comments field with the text 'Bird Creek AO; Backlog exception granted on 8/31/2018'. At the bottom, there are two buttons: 'Save' and 'Save and Exit', both highlighted with red boxes.

Creating a New Permit Application

1. On the ePT dashboard, select the ‘Create Permit Application’ button above the ‘Permit Tracker’ table (see Figure 4).
2. A page will open that will prompt you to log into CDX. Enter your CDX username and password.
 - a. If you are already logged into CDX, a blank permit application form will open.
3. A blank permit application form will open. Update any of the fields as necessary.
4. Click ‘Save’ or the ‘Save and Exit’ button to save all changes (see Figure 3).
5. New permit applications will be reflected on the ePT dashboard within one hour of saving the permit application.

Figure 4: Create Permit Application



Permit Application Form: Specific Questions

1. *Program*: Select from the drop-down list of programs.
 - a. This field is a required field. You cannot save the permit application without making a selection.
2. *Permit Type*: Select from the drop-down list of permit types.
 - a. This field is a required field. You cannot save the permit application without making a selection.

3. *Facility Name*: The public or commercial name of a facility site (i.e., the full name that commonly appears on invoices, signs, or other business documents, or as assigned by the state when the name is ambiguous).
 - a. This field is a required field. You cannot save the permit application without entering content.
4. *Application Received Date*: Date that the application was received by regional office.
5. *Permit ID*: ID number that will be used by the respective regional or program office to track the permit.
6. *Facility Region*: Select from the drop-down list of regions.
 - a. This field is only displayed for users with a Reviewer role.
 - b. This field is a required field. You cannot save the permit application without making a selection.
7. *EPA Contact*: Name of the person responsible for developing the permit and moving it forward in the process, or name of anyone who could provide such information.
8. *Date of Determination that Application is Complete*: Date on which EPA determines that the information provided by the applicant is sufficient to process the application.
 - a. This field is only displayed for users that have selected the following permit types:
 - i. NSR / PSD Permit
 - ii. Title V Major Operating Permit
 - iii. Renewal Title V
9. *Permit Issued or Denied by EPA, or Withdrawn by Applicant*: Action taken. EPA issued or denied the permit (i.e., RA or other authorized official signed), or the applicant withdrew.
10. *Date of Permit Action*: Date of EPA decision to issue or deny, or applicant withdrawal.
11. *Permit Effective Date*: Date on which the permit becomes effective.
12. *Date of Permit Expiration*: Date on which the permit will expire.
13. *Permit Appealed*: Date of permit appeal.
14. *Comments*: General comments associated with the permit application.

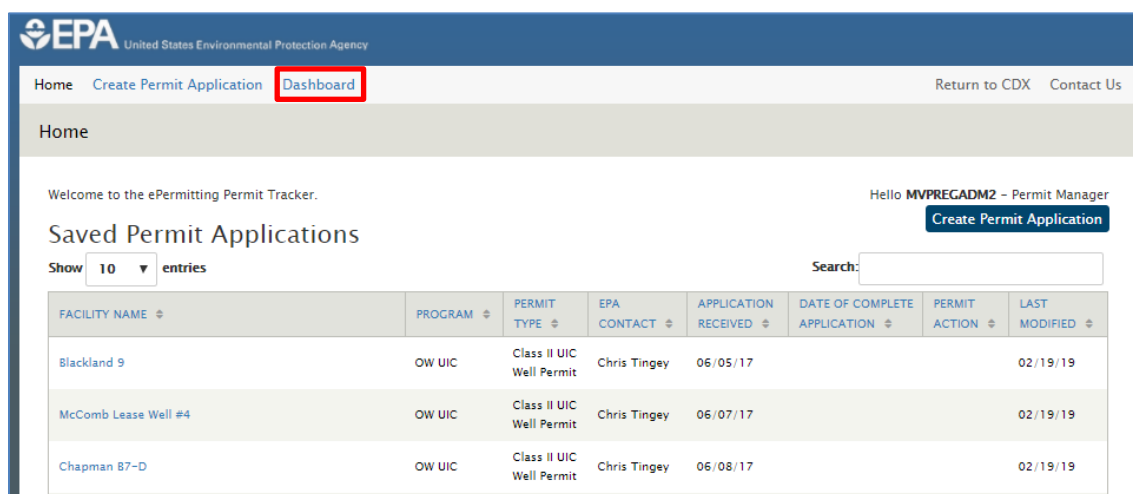
Accessing the ePT Dashboard

Note: You must be on the EPA network in order to access the ePT dashboard.

The ePT Dashboard may be accessed:

1. By visiting the following site:
<https://qlikviz.epa.gov/extensions/PermitTracker/PermitTracker.html> *or*
2. By selecting the ‘Dashboard’ hyperlink on the ePT permit tracker homepage (see Figure 1).
 - a. You must be logged into the ePT program service via CDX to access the permit tracker homepage.

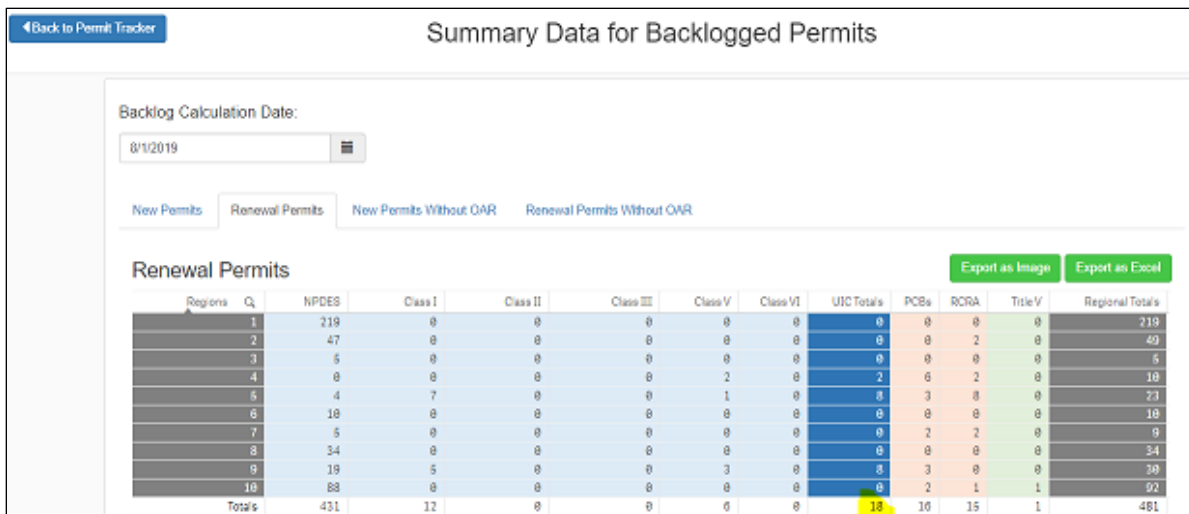
Figure 1: Permit Tracker Homepage



Backlogged UIC permits

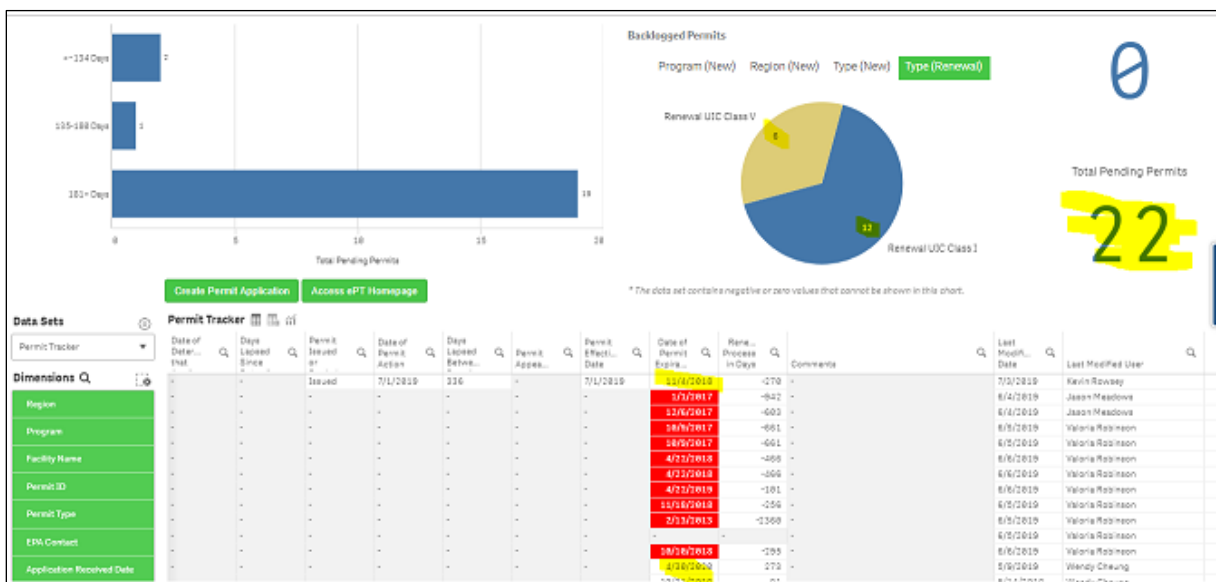
1. To view the number of backlogged UIC permits (12 Class I and 6 Class V), go to the Summary Data for Backlogged Permits.
 - a. The ‘Backlogged Permits’ pie chart also reflects 12 Class I and 6 Class V backlogged permits

Figure 5: Summary Data for Backlogged Permits



- b. Within the permit tracker table at the bottom of the page of the dashboard, you may see another total of UIC renewal permits, but only a certain # of them are backlogged (as indicated by the red 'Date of Permit Expiration' cell).
- c. The # shown in the 'Total Pending Permits' counter includes ALL pending UIC renewal permits, not just backlogged permits.

Figure 6: Total Pending Permits for Backlogged Permits





Support

If you have any questions related to permit application development, please contact Sandra Rivera at rivera.sandra@epa.gov or by telephone at 202-564-1054.

If you have any questions related to CDX electronic Permit Tracker, please contact the CDX Help Desk at helpdesk@epacdx.net, by telephone at 888-890-1995 or via a [Chat service](#). Once the link is clicked, it will start an immediate connection to the Help Desk.