



ACCESSDEQ USER GUIDE

ACI PERMIT APPLICATION

Department of Environmental Quality (DEQ)
Division of Air Quality (DAQ)
General Title V Permit, Air Curtain Incinerators (ACI)
Permitting Transformation Program (PTP)

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Document Overview

This document walks through creating an account in the AccessDEQ Portal as part of the Permitting Transformation Program (PTP).

A revision history and approvals for this document are recorded in [Appendix A](#).

Links to FAQs and other helpful information is found in [Appendix B](#).

Brief instructional videos can be found on DEQ's YouTube channel in the [AccessDEQ Portal Instructional Video](#) playlist.

General Instructions for Portal Users

- The left-hand navigation panel is accessible throughout AccessDEQ and can be toggled open or closed by clicking the hamburger icon ☰ in the top left of the screen.
- Clicking the **Action** button on the Applications grid displays available options, such as sharing, viewing, or editing.
- Fields or grid rows with a pencil icon ✎ allow editing upon clicking the icon.
- Fields displaying a down caret ▼ indicate a drop-down list is available. In some cases, an **+Add New** option displays indicating an option to create a new choice.
- Fields on the application marked with an **asterisk *** are mandatory fields and cannot be left blank. Users will not be able to proceed if a mandatory field is left blank.
- The **+Add Existing** option on grids will display a list of existing records that can be selected from a drop-down list and added to the grid.
- The **+Create New** option on grids can be used to create a new record which will then show up under the drop-down list when a user selects "Add Existing".
- Location and contact information records are stored with the portal user account allowing the user to select from their own list for certain fields. Upon using the portal for the first time, a user may have none of these associated records.
- Columns in most tables can be sorted by clicking the column heading. Where vertical ellipses (dots) appear in the column heading, clicking on the ellipses displays a menu of available options, such as column sorting and filtering.
- Text boxes appearing with diagonal lines at the bottom right can be expanded or reduced by clicking in the area then dragging the box's bottom line down or up.


A screenshot of a text input field. The field contains the text "5000 characters max" in a light gray font. At the bottom right corner of the input area, there is a small red square icon containing a pencil, indicating that the text can be edited.



Portal Registration

The home page for AccessDEQ is <https://accessdeq.nc.gov>. The user's portal homepage (My AccessDEQ) is <https://portal.deq.nc.gov/my-accessdeq>. If users navigate to the homepage while not logged in, they are automatically redirected to the login page.

Users can also navigate directly to the login page using the following URL: <https://portal.deq.nc.gov/login> and can use the **Register now** link to register for a new account in the AccessDEQ portal.

 NORTH CAROLINA
Environmental Quality

AccessDEQ Permit Portal

Email / Username


Password

[Forgotten Password](#)

Not registered yet?
[Register now](#)



Applicants can fill out required information and click **Register**.



Register

Registration

First name

Last name

Email

Password (must contain at least 1 lowercase letter, 1 uppercase letter, 1 number, and between 10 - 24 characters in length)

Repeat password

Already registered? [Log in](#)

A confirmation email from the address **DEQTPCAdmin@deq.nc.gov** containing a link to activate the account will be sent to the email address on the registration.

Upon logging in for the first time the user will be prompted to set up security questions and answers for their account.

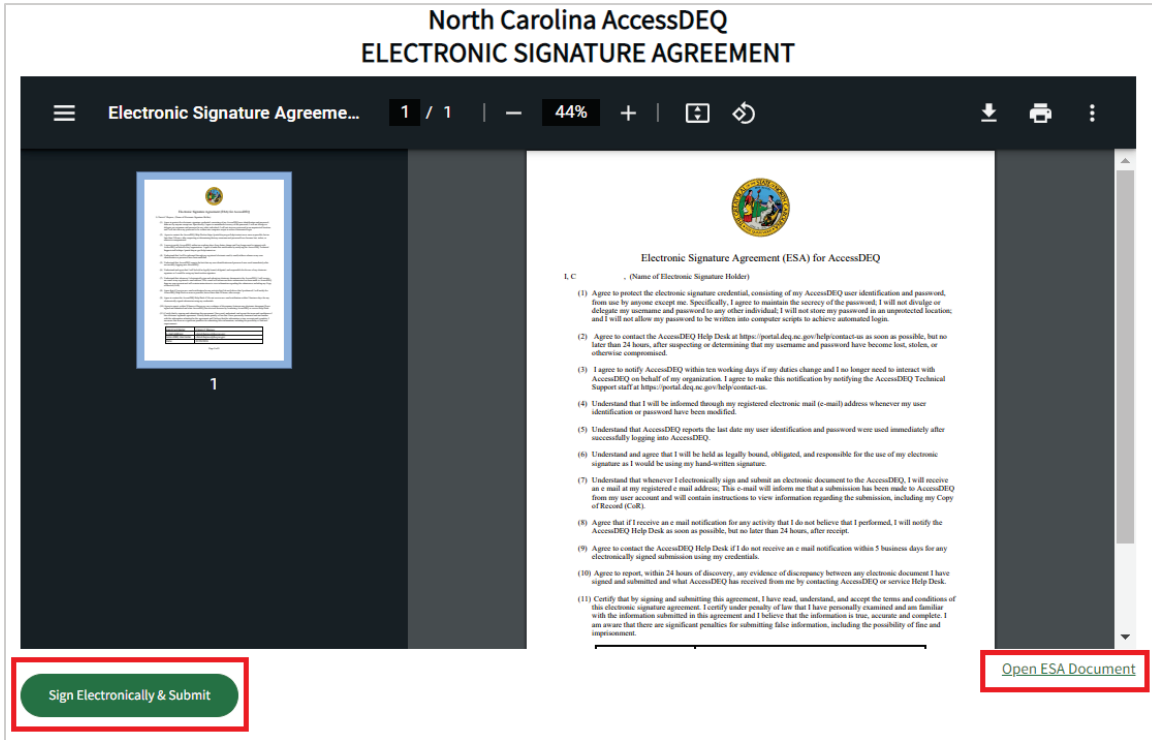
Manage Security Questions

Full Name
Elizabeth Orlando

Security Question 1 *	Security Answer 1 *
In what city did you meet your spouse/significant other?
Security Question 2 *	Security Answer 2 *
What is your oldest cousin's first name?
Security Question 3 *	Security Answer 3 *
Who was your first crush?
Security Question 4 *	Security Answer 4 *
What city were you born in?
Security Question 5 *	Security Answer 5 *
What color was your first car?

When logging in for the first time, the user must sign the Electronic Signature Agreement (ESA). This will only be required once. To sign the document click **Sign Electronically & Submit**.

The agreement can also be opened by clicking the **Open ESA Document** link. Some browsers may not display the preview of the agreement document. If that is the case, a link to open the ESA document will be provided.



Next, the user will enter their account password and answer a security question to complete signing.

Authenticate User ✕

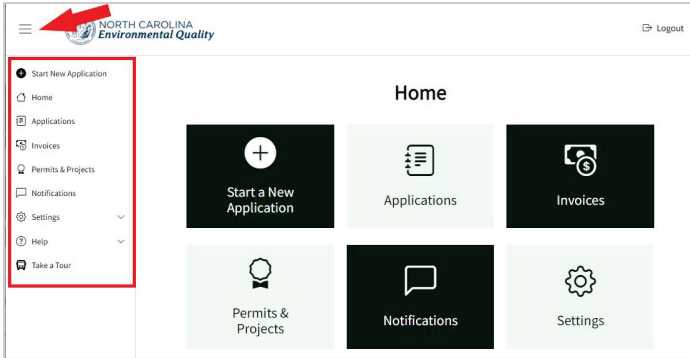
I certify, under penalty of law that the information provided in this document is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations.

Password:

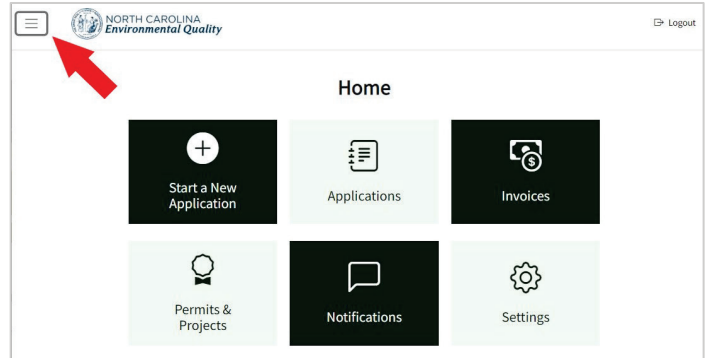
What is your mother's maiden name?

Validate

The left-hand navigation menu is accessible anywhere within AccessDEQ. Users may toggle it open or closed by clicking the hamburger icon ☰ in the top left of the screen. Each tile on the **Home** page is also an entry in the navigation menu.

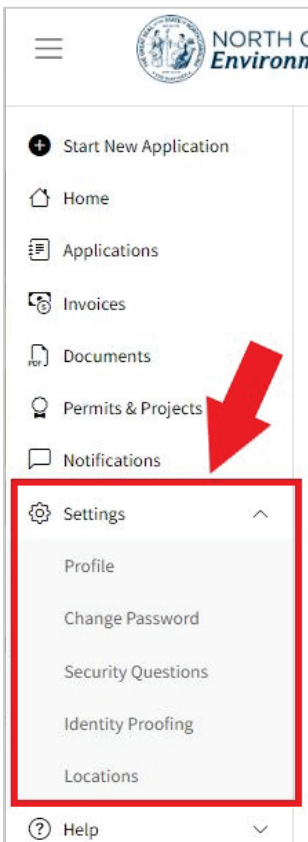


Left-hand Navigation Menu Expanded

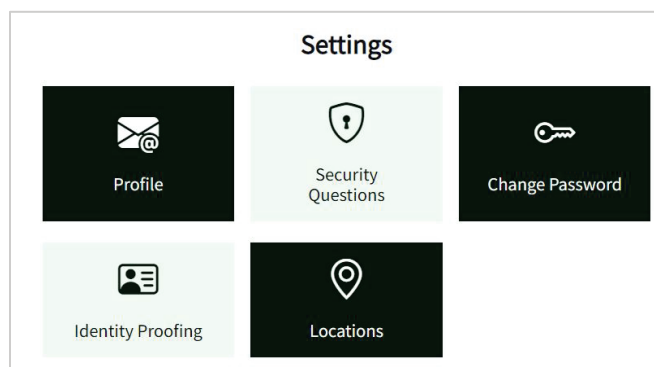
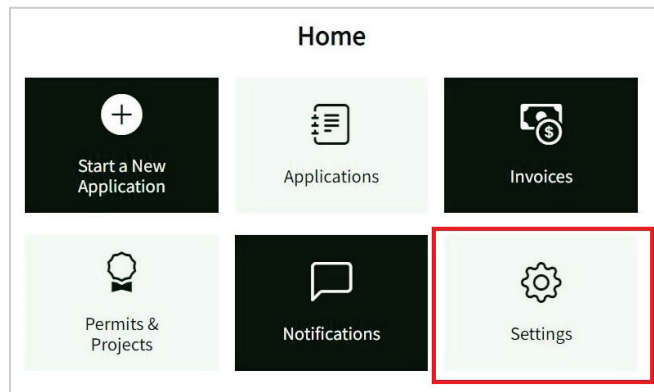


Left-hand Navigation Menu Collapsed

From the Settings menu users may perform operations such as updating their security questions. Settings can be reached anywhere within AccessDEQ from the **Settings** section in the left and navigation panel. Clicking the heading will toggle the collapse/expand of the section. Settings may also be reached by clicking the **Settings** tile on the Home page.



OR





Submitting An Application/CROMERR Compliance

ACI Title V permit applications are subject to compliance with the EPA's CROMERR (Cross-media Electronic Reporting Rule) policy.

All information for an ACI Title V permit can be provided entirely online in AccessDEQ.

The application is not complete and submitted to DEQ until

1. The online application is completed,
2. a hard copy of the application form has been signed in ink and mailed to DEQ,
3. and payment is received.

The signatory must be a Responsible Official (RO) or Designated Responsible Official (DRO) for the entity seeking the Title V permit.

A downloadable and printable PDF version of the completed application form is provided within the AccessDEQ application.

Coming soon: The ability to submit a CROMERR compliant application completely online is pending final EPA approval.

In AccessDEQ, users may fill out an online application then digitally share it with the AccessDEQ account of another user. If that other user is an RO or DRO, they can print out and sign the form to mail to DEQ.

Signed General Title V Permit applications for Air Curtain Incinerators should be mailed to:

Mark J. Cuilla
Title V Permitting Chief, Division of Air Quality
1641 Mail Service Center
Raleigh, NC 27699-1641

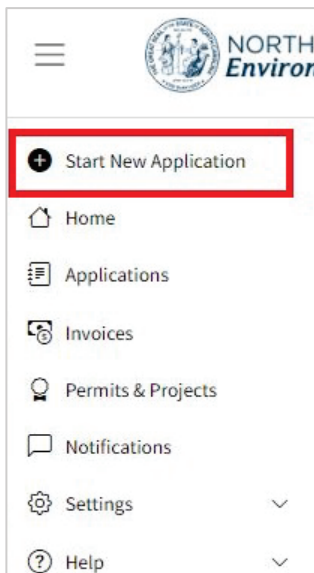
Starting an ACI Title V Permit Application

General Title V Permits are subject to the EPA’s CROMERR requirements. Certain qualifications must first be met before applying. Please see [this section](#) of this guide for more information.

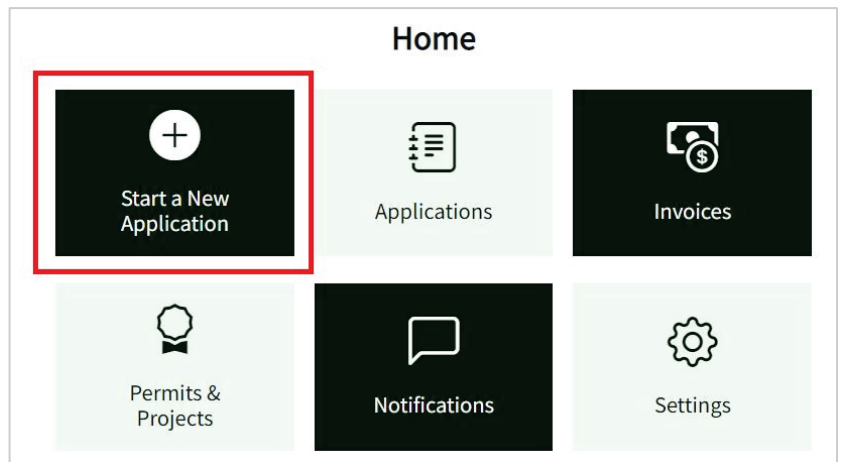
Eligibility requirements for this application:

- ACIs that burn less than 35 tons per day of only wood waste, clean lumber, and yard waste will not require a Title V Permit pursuant to [40 CFR 60.2966\(b\)](#) and are not eligible for this application. Please contact DEQ about other permitting requirements.
- This application is for new ACI permits only.

A user may create a new application from the application Directory by clicking **+** **Start New Application** from the left-hand navigation or by clicking the **Start a New Application** tile on the Home screen.



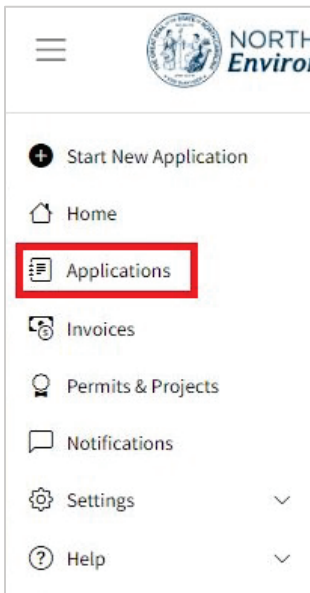
OR



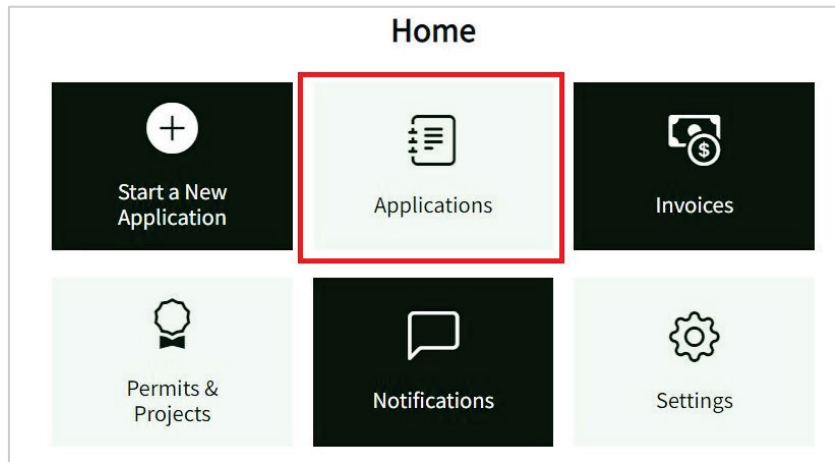
The application Directory will display. A new application for a General Title V Permit for Air Curtain Incinerators may be started by clicking **Start Application**.

Division ↑	Permit Type	Description	Action
Air Quality (DAQ)	Air Curtain Incinerators - General Title V Air Permit	New Air Curtain Incineration (ACI) Units only burning the following: 100 percent wood waste; 100 percent clean lumber, and 100 percent mixture of only wood waste, clean lumber and/or yard waste.	Start Application
Energy, Mineral, and Land Resources (DEMLR)	NCG01	Construction activities that disturb more than an acre of land are required to get an approved Erosion and Sedimentation Control Plan (E&SC) and coverage under the Construction General Stormwater Permit (NCG01).	Start Application
Energy, Mineral, and Land Resources (DEMLR)	Erosion and Sediment Control	No person may initiate any land-disturbing activity on one or more acres as covered by the Sediment Pollution Control Act (SPCA) of 1973 before this form and an acceptable	Start

The Directory may also be accessed from the **Applications** page of My AccessDEQ. It can be reached by selecting it from the left-hand navigation menu or the tile on the Home screen.



OR



Clicking the **Start New Application** link at the top of the list will open the application directory.

Applications

Use this page to start a new application, share an application, edit an existing application or check the status of a submitted application.

Status: All ▾

[+ Start New Application](#) [Export to Excel](#)

Application	Program	Application Type	Status	Application For	Primary Applicant
PA-019756	Air Curtain Incinerators	Air Curtain Incinerators - General Title V Air Permit	Completeness Review	Venus Trees	Gordon Sims

Upon starting a new application, the ACI application Introduction screen is shown including information about the General Title V Permit for Air Curtain Incinerators. It explains the requirements to obtain the permit. To continue with an ACI application click **Continue** at the bottom of the Introduction screen.

Division of Air Quality

General Title V Permit Application for Air Curtain Incinerators

Introduction

What Activities Require This Permit?

Air curtain incinerators (ACIs) that are not exempt under 40 CFR Part 60.2020, and burn only 100 percent wood waste, 100 percent clean lumber, and/or 100 percent mixture of wood waste, clean lumber and/or yard waste collected from the general public and from residential, commercial, institutional, and industrial sources. Facilities eligible for this General Title V Permit must meet certain conditions, and emissions must be below thresholds established by the rules (40 CFR Part 60 Subpart CCCC "Commercial and Industrial Solid Waste Incineration Units" and 15A NCAC 02D .1904).

What Is the Purpose of This Permit?

To reduce adverse effects of industrial and other activities on air quality and to protect the health of the citizens of North Carolina.

Who Issues This Permit?

N.C. Division of Air Quality (DAQ), Title V Permitting Section, Raleigh Central Office.

For a more detailed description of Applicability and Definitions, please refer to document [15A NCAC 02D .1904](#).

This application is for a new ACIs only. If you already have an ACI Permit and are looking to renew/modify, please contact Jeff Twisdale at jeff.twisdale@deq.nc.gov or call 919-707-8472.


If you are ready to begin the General Title V Permit Application for Air Curtain Incinerators, please click continue below.

Required fields are indicated by an asterisk *. Users will not be able to advance without completing required fields.

While entering the application, a user can step back or forward using the **Back** and **Save and Continue** buttons at the bottom of the screen. A user may leave the application and return to it later. Once **Save and Continue** is clicked, information entered up to that point is saved. Until an application has been submitted, previously entered information can be changed.

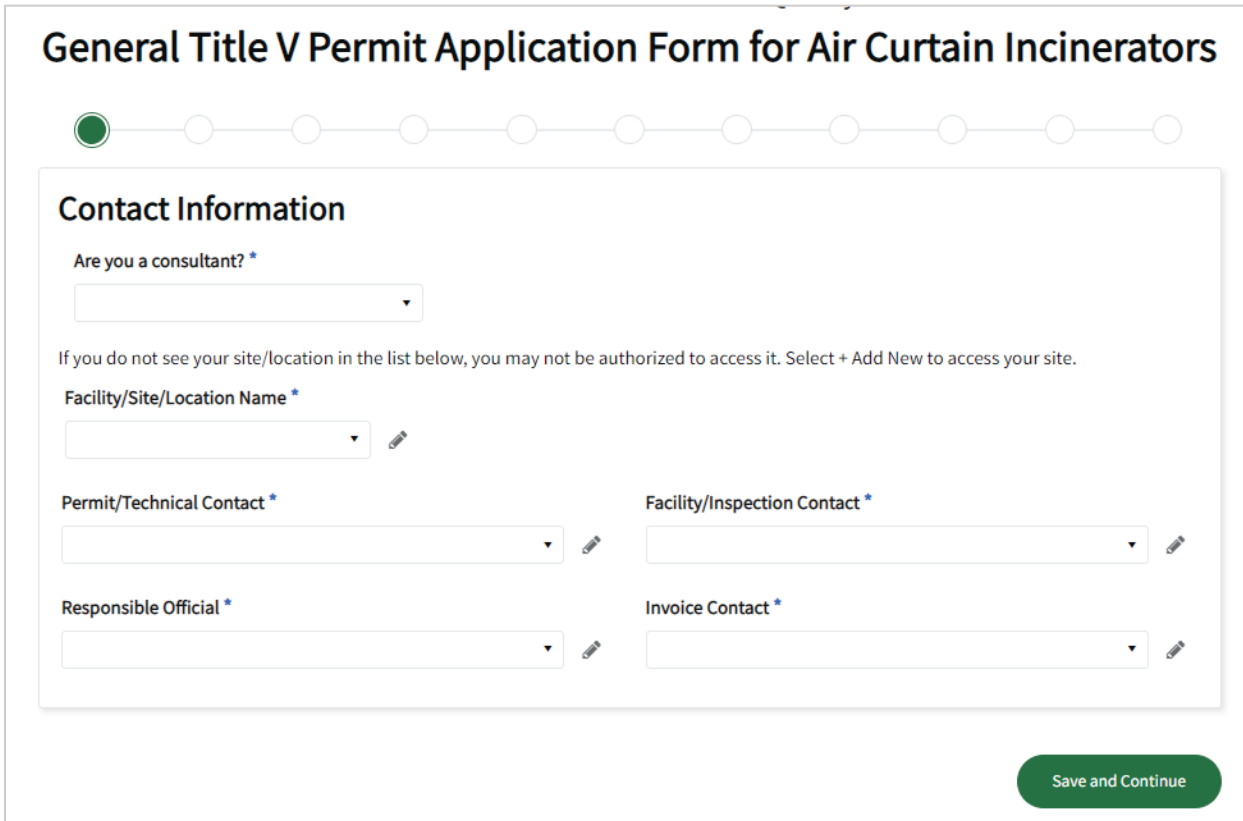
A user can see where they are in the application using the tracker circles toward the top of the screen.

General Title V Permit Application Form for Air Curtain Incinerators



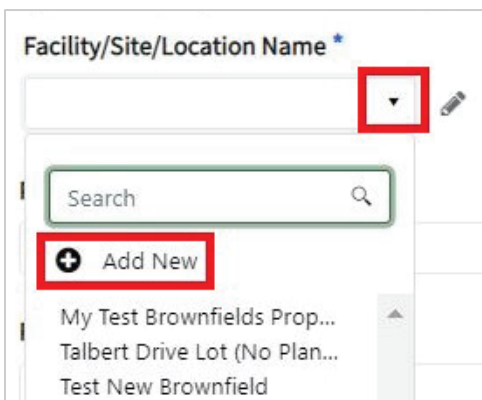
Facility/Site/Location Name

Step 1 of the application screen requires basic information about the facility and its contacts.

The screenshot shows the 'General Title V Permit Application Form for Air Curtain Incinerators'. At the top, there is a progress indicator with ten circles, the first of which is filled green. Below this is a 'Contact Information' section. It starts with a dropdown menu for 'Are you a consultant? *'. Below that is a text box with a note: 'If you do not see your site/location in the list below, you may not be authorized to access it. Select + Add New to access your site.' The main section contains four dropdown menus: 'Facility/Site/Location Name *', 'Permit/Technical Contact *', 'Facility/Inspection Contact *', 'Responsible Official *', and 'Invoice Contact *'. Each dropdown menu has a small edit icon to its right. At the bottom right of the form is a green button labeled 'Save and Continue'.

One of the first fields to complete is the **Facility/Site/Location Name** field (referred to subsequently as **Location**). The **Location** is the facility to which DEQ will associate the permit, and for which the signer and submitter of the application must be a Responsible Official (RO) or Designated Responsible Official (DRO).

A list of locations the user is already associated with in the AccessDEQ system will appear in the drop-down list. If the application is for a location the user's account is not already associated with, they can add an association to an existing one, or add a brand-new location.

This is a close-up of the 'Facility/Site/Location Name *' dropdown menu. The dropdown arrow is highlighted with a red box. Below the dropdown is a search bar with the placeholder text 'Search' and a magnifying glass icon. Below the search bar is a button with a plus sign and the text 'Add New', also highlighted with a red box. Below the 'Add New' button is a list of location names: 'My Test Brownfields Prop...', 'Talbert Drive Lot (No Plan...', and 'Test New Brownfield'.

Clicking **Add New** brings up the Location grid. From here users can search for a location already in the system. Clicking **Select** then **Confirm** will add access to an existing location.

Search for your location using the Search box, click "Select" & "Confirm" if you find it.

Select	Location	Facility I	Address	Mailing	Parent L	Type(s)
Select	Medina Station		1234 Test Ave Wake Forest, NC 27587			Facility

Search for your location using the Search box, click "Select" & "Confirm" if you find it.

Select	Location	Facility I	Address	Mailing	Parent L	Type(s)
Confirm	Medina Station		1234 Test Ave Wake Forest, NC 27587			Facility

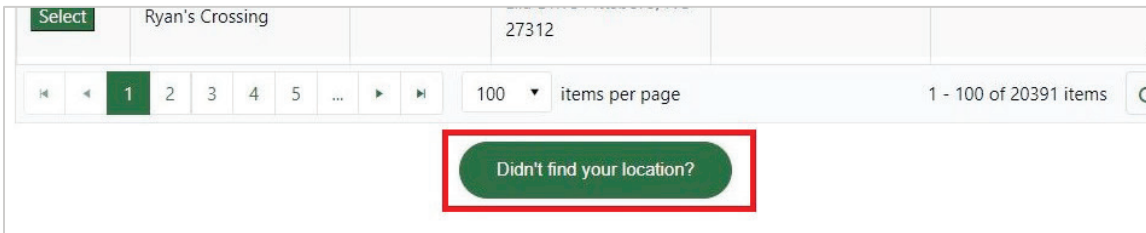
The location will then be added to the user's Location dropdown list in the application.

Facility/Site/Location Name *

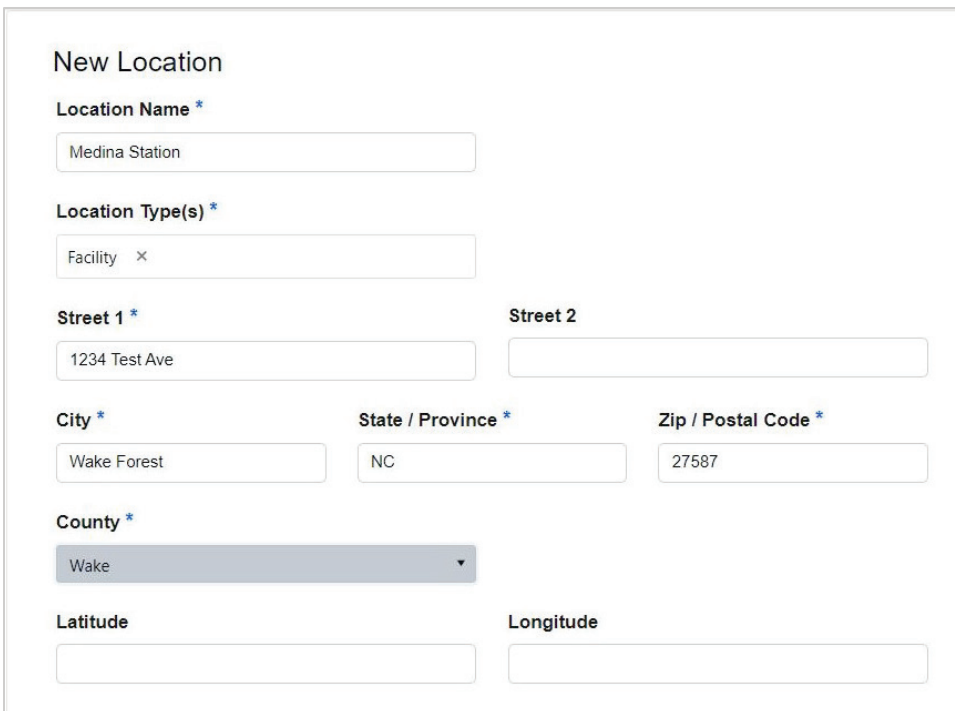
+ Add New

- Medina Station
- My Test Brownfields Prop...
- Talbert Drive Lot (No Plan...
- Test New Brownfield
- Tycho Station
- Wake Forest Food Hall

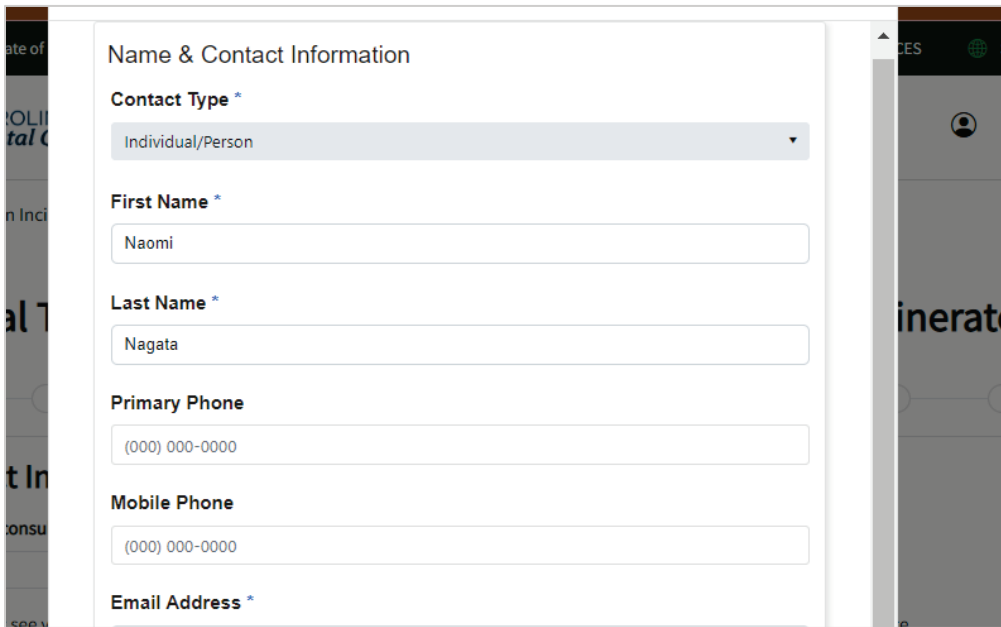
If the user's location is not found, the user can click **Didn't find your location?** to create a new one.

A screenshot of a search results interface. At the top, there is a search bar with the text 'Ryan's Crossing' and a zip code '27312'. Below the search bar is a pagination control showing '1' as the current page, with options for 2, 3, 4, and 5 pages. To the right of the pagination, it says '100 items per page' and '1 - 100 of 20391 items'. A green button with the text 'Didn't find your location?' is highlighted with a red rectangular border.

The New Location modal window displays. The user can fill out and submit the form to create the new location.

A screenshot of a 'New Location' form. The form has a title 'New Location' and several input fields. The 'Location Name' field contains 'Medina Station'. The 'Location Type(s)' field contains 'Facility'. The 'Street 1' field contains '1234 Test Ave'. The 'Street 2' field is empty. The 'City' field contains 'Wake Forest', the 'State / Province' field contains 'NC', and the 'Zip / Postal Code' field contains '27587'. The 'County' field is a dropdown menu with 'Wake' selected. The 'Latitude' and 'Longitude' fields are empty.

A modal window will appear allowing the user to complete information for the contact and click **Submit** to save it. The newly added contact will now be available to be selected from contact field drop down lists.

A screenshot of a modal window titled "Name & Contact Information". The form contains the following fields:

- Contact Type ***: A dropdown menu with "Individual/Person" selected.
- First Name ***: A text input field containing "Naomi".
- Last Name ***: A text input field containing "Nagata".
- Primary Phone**: A text input field with a placeholder "(000) 000-0000".
- Mobile Phone**: A text input field with a placeholder "(000) 000-0000".
- Email Address ***: A text input field (partially visible).

A close-up of a green "Submit" button located at the bottom right of the modal window.

Once a contact is selected for **Permit/Technical Contact**, that value is automatically filled in for the remainder of the contact fields. A user may change the other fields by selecting a different contact from the dropdown list, adding new contacts as appropriate.

When the contact fields have been completed correctly the user can click **Save and Continue** to save their entries and continue with the rest of the application.


Contact Information

Are you a consultant? *


No ▾

If you do not see your site/location in the list below, you may not be authorized to access it. Select + Add New to access your site.


Facility/Site/Location Name *

Medina Station x ▾ 


Permit/Technical Contact *

Naomi Nagata x ▾ 


Facility/Inspection Contact *

Naomi Nagata x ▾ 

Responsible Official *

Camina Drummer x ▾ 

Invoice Contact *

Naomi Nagata x ▾ 

[Save and Continue](#)


The next screen allows the user to add additional contacts.

Additional Contacts

If there are any additional contacts related to this application, please enter them here. Otherwise select "Save and Continue"

[+ Add](#) [+ Add Existing](#)

	Name	Mailing 1	Mailing 2	Mailing 3	Mailing 4	Business	Email Ad
No Data Available							

◀ ▶ 0 ▶▶ 100 items per page No items to display 


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

Completing the Application

Steps 3 through 5 of the application allow the user to provide information about their facility and its qualification for the General Title V permit.

Step 6 of the application asks for information about the ACI unit. For permanent units, additional information is required to be provided in the document upload part of the application.

General Title V Permit Application Form for Air Curtain Incinerators

A horizontal progress bar with ten circular markers. The sixth marker from the left is filled with green, indicating the current step. The other markers are empty white circles.

Air Curtain Incinerator Information

<p>Make/Model of Air Curtain Incinerator *</p> <input type="text" value="Super ACI"/>	<p>Site Locations of Air Curtain Incinerator *</p> <input type="text" value="Description of the location(s) of the ACI"/>
<p>Manufacture Date of Air Curtain Incinerator *</p> <input type="text" value="2/26/2024"/>	
<p>Maximum Charge Rate (in tons per hour) *</p> <input type="text" value="10"/>	<p>Will the Air Curtain Incinerator be operated at one facility or site for the term of the permit? *</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p>
<p>Estimated Amount Burned Per Day (in tons) *</p> <input type="text" value="50"/>	<p>On the Document Upload screen, please submit the required air dispersion modeling, or at a minimum, Modeling Request Form D3 for the model input parameters (e.g., unit location noting distances to the property boundaries, stack data, emissions data, etc.) pursuant to 15A NCAC 02D .1904(c)(5), so that compliance can be determined using the modeling procedures in 15A NCAC 02D .1106.</p>

Step 7 of the application is where the user can provide information about the presence of zoning at the facility's location. For facilities subject to zoning, a link providing templates to present to relevant local government agencies is included. Completed zoning determination documents can be added to the application on the Upload Documents part of the application.

Zoning Consistency Information

Is this facility located in an area with zoning regulations? *

Yes

If the facility is located in an area with zoning regulations, you must include a request for a zoning consistency determination with the permit application. As described in [15A NCAC 2Q .0507\(d\)\(1\)](#), and according to [G.S. 143-215.108\(f\)](#), the request shall either:

1. Include a copy of the [zoning consistency determination request](#) submitted to the local government agency which bears the date of receipt entered by the clerk of the agency; or,
2. Consist of a letter from the local government agency indicating that all zoning or subdivision ordinances are met by the facility.

If the facility is located in an area in which more than one agency has jurisdiction over local zoning regulations, you shall include a zoning consistency determination request, as described above, from each of the governing agencies.

Will you include all required zoning consistency determination requests with this permit application, as described above as an attachment on the document upload page? *

Yes

Step 8 is the **Upload Documents** screen. The user may attach the files required for the application.

Upload Documents

Now it is time to upload documents to complete your application. The application will not be complete without certain documents. Documents marked with (*) are mandatory for an application to be complete. Below is a list of common documents. There may be additional documents required depending on your project.

- [Zoning consistency determination request](#)
- [Modeling Request Form D3](#)

Upload Modeling Request Form D3

Select files... Drop files here to upload

Upload Zoning Consistency Determination Request

Select files... Drop files here to upload

Upload Site Map

Select files... Drop files here to upload

Upload Additional Documents

Select files... Drop files here to upload

Clicking **Select files...** allows the user to add additional documents. Uploaded documents appear in the grid at the bottom of the screen. The user may remove documents from the application by clicking the **minus** symbol. Until the application is submitted in AccessDEQ the user may continue to add and remove documents to the application.

Upload Modeling Request Form D3

Select files...
✓ Done

D3.pdf

File(s) uploaded successfully.

Upload Zoning Consistency Determination Request

Select files...
Drop files here to upload

Upload Site Map

Select files...
✓ Done

Example1.pdf

File(s) uploaded successfully.

Upload Additional Documents

Select files...
✓ Done

Example2.pdf

File(s) uploaded successfully.

Example3.pdf

File(s) uploaded successfully.

	Original File Name	Created On	Portal Control Name
-	D3.pdf	6/27/2024 7:58 AM	49a11bd3d0dd412a8ba433d1be0b0a3b-1
-	Example3.pdf	6/27/2024 8:00 AM	8e694820b69d4998a47571a2993bc2c4-1
-	Example1.pdf	6/27/2024 7:59 AM	988d65d938f0469aac6ee587f37b12b4-1
-	Example2.pdf	6/27/2024 7:59 AM	8e694820b69d4998a47571a2993bc2c4-1

1
100 items per page

1 - 4 of 4 items

Back

Save and Continue



Review, Payment, Submission

Step 9 is the Acknowledgements and Review screen. The user must answer the questions to complete the application.

Acknowledgements and Review

Permit Application Number	Responsible Official
<input type="text" value="PA-019692"/>	<input type="text" value="Camina Drummer"/>

I have completed this General Permit application to the best of my knowledge *

No
 Yes

I will include the appropriate permit processing fee (either by paying online or mailing in a check), as determined pursuant to 15A NCAC 02Q .0200 and Session Law 2018-114, House Bill 374 "Cap Certain Title V Air Quality Permit Fees," with this application? *

No
 Yes

The "Responsible Official" as defined in 40 CFR 70.2 that signed Section 6 of this permit application pursuant to 15A NCAC 02Q .0520 meets the qualification of being a Responsible Official *

No
 Yes

Please review your application before submitting.

Please Note: Until DEQ receives full CROMERR compliant status for its application portal, DAQ will require that you print a hard copy of this application, sign with a wet signature and send to:

**Mark J. Cuilla, Title V Permitting Chief, Division of Air Quality,
1641 Mail Service Center,
Raleigh, NC 27699-1641.**



The user may open a PDF version of their completed application by clicking **Review Application** before clicking **Sign and Proceed to Payment**.

Important: The user should download and save their application here before the application is submitted online. The PDF form will not be available once the online form has been submitted.

Please review your application before submitting.

Please Note: Until DEQ receives full CROMERR compliant status for its application portal, DAQ will require that you print a hard copy of this application, sign with a wet signature and send to:

Mark J. Cuilla, Title V Permitting Chief, Division of Air Quality,
1641 Mail Service Center,
Raleigh, NC 27699-1641.

Review Application

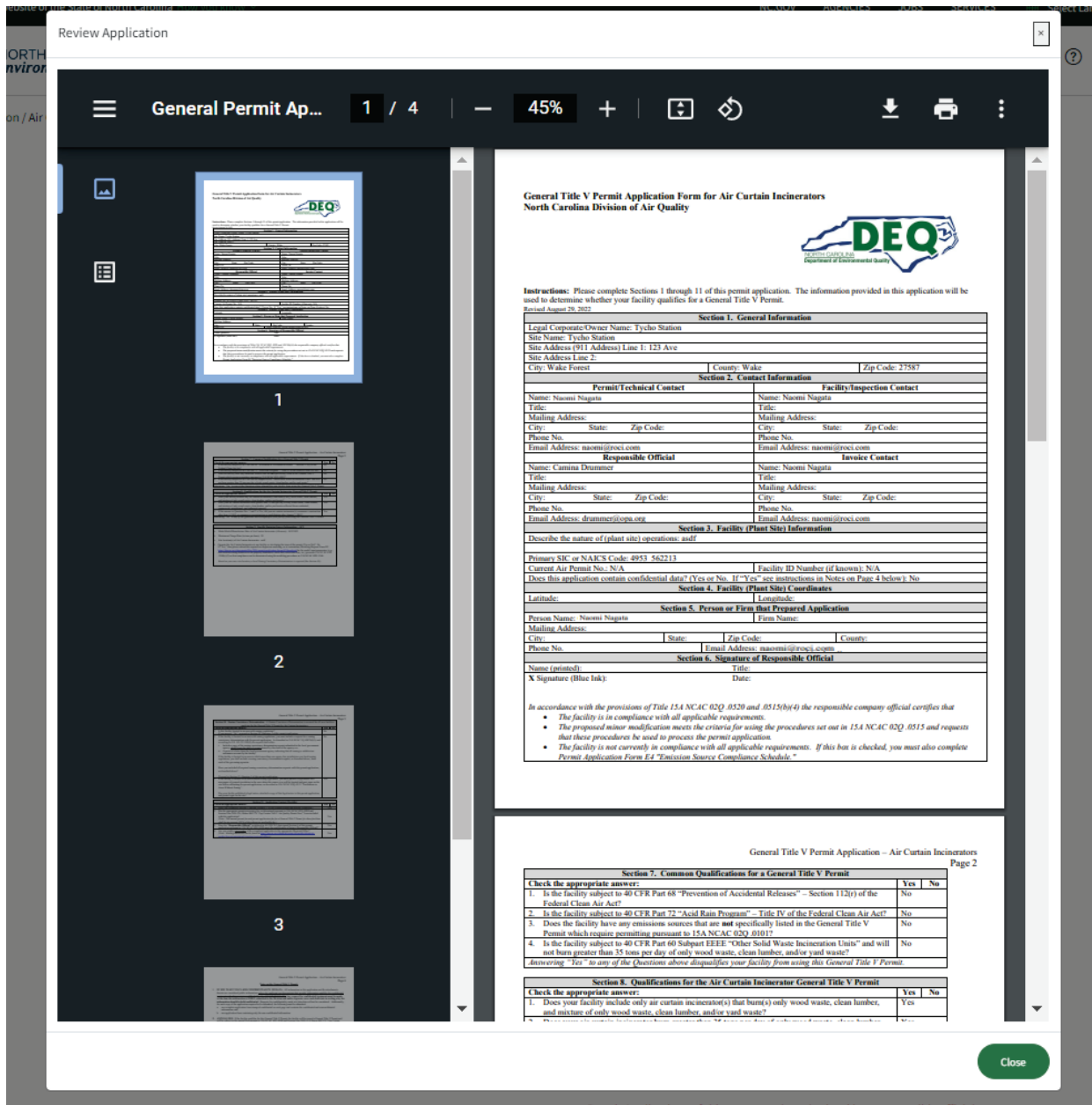
By clicking the 'Sign and Proceed to Payment' button, I certify that the information provided in this application is true and correct to the best of my knowledge and belief and was provided by me under oath (This form must be submitted by the Financially Responsible Person if an individual or his attorney-in-fact, or if not an individual, by an officer, director, partner, or registered agent with the authority to execute instruments for the Financially Responsible Person). Should there be any change in the information provided herein I agree to submit the corrected information.

PLEASE NOTE: Once the application has been submitted, you will not be able to make any changes.

Back

Sign and Proceed to Payment

After clicking **Review Application** users can review the PDF version of the filled application. Clicking the download button will allow users to save the PDF form. Clicking the **X** in the upper right corner or **Close** in the lower right corner closes the modal window and returns the user to the application.



The screenshot shows a PDF viewer window titled "Review Application" displaying a "General Title V Permit Application Form for Air Curtain Incinerators" from the North Carolina Division of Air Quality. The form is divided into several sections:

- Section 1. General Information:** Includes fields for Legal Corporate/Owner Name (Tycho Station), Site Name (Tycho Station), Site Address (911 Address) Line 1 (123 Ave), Site Address Line 2, City (Wake Forest), County (Wake), and Zip Code (27587).
- Section 2. Contact Information:** Divided into Permit/Technical Contact, Facility/Inspection Contact, Responsible Official, and Invoice Contact, each with fields for Name, Title, Mailing Address, City, State, Zip Code, Phone No., and Email Address.
- Section 3. Facility (Plant Site) Information:** Includes a description of operations and a table for Primary SIC or NAICS Code (4933 56211) and Current Air Permit No. (N/A).
- Section 4. Facility (Plant Site) Coordinates:** Includes Latitude and Longitude fields.
- Section 5. Person or Firm that Prepared Application:** Includes fields for Permit Name (Naomi Nagata), Firm Name, Mailing Address, City, State, Zip Code, Country, and Phone No.
- Section 6. Signature of Responsible Official:** Includes fields for Name (printed), Title, and X Signature (Blue Ink).
- Section 7. Common Qualifications for a General Title V Permit:** A table with 4 rows and 3 columns (Check the appropriate answer, Yes, No).

Check the appropriate answer:	Yes	No
1. Is the facility subject to 40 CFR Part 68 "Prevention of Accidental Releases" - Section 112(i) of the Federal Clean Air Act?		No
2. Is the facility subject to 40 CFR Part 72 "Acid Rain Program" - Title IV of the Federal Clean Air Act?		No
3. Does the facility have any emissions sources that are not specifically listed in the General Title V Permit which require permitting pursuant to 15A NCAC 02Q 0101?		No
4. Is the facility subject to 40 CFR Part 60 Subpart EEEE "Other Solid Waste Incineration Units" and will not burn greater than 35 tons per day of only wood waste, clean lumber, and/or yard waste?		No
- Section 8. Qualifications for the Air Curtain Incinerator General Title V Permit:** A table with 1 row and 3 columns (Check the appropriate answer, Yes, No).

Check the appropriate answer:	Yes	No
1. Does your facility include only air curtain incinerator(s) that burn(s) only wood waste, clean lumber, and mixture of only wood waste, clean lumber, and/or yard waste?	Yes	

Callouts 1, 2, and 3 point to the top left, middle left, and bottom left sections of the form, respectively. A "Close" button is visible in the bottom right corner of the PDF viewer.



Step 10 displays information about permit fees. Step 11 is the application invoice. On this screen a user may make their payment online by clicking **Make Payment** or indicate they will be mailing a check by selecting “Yes” on the **Pay by Mailing in Check** field.

Once the payment has been made, or the user has indicated payment will be made by check, the user may submit the application by clicking the **Submit Application** button.

Invoice

Invoice Header

Application Number	Invoice Number	Invoice Date	Due Date
PA-022105	INV-002952	06/25/2024	
Invoice Total	Total Paid	Remaining Balance	Status
\$1,207.00	\$0.00	\$1,207.00	Active

Invoice Line Items

Product Name	Description	Quantity	Amount
DAQ - Air Curtain Incinerator New Permit	Application Fee for new General Title V Air Curtain Incinerator Permit. 10% of otherwise applicable Title V fee.	1.00	\$1,207.00

Payments Make Payment

Payment ID	Transaction #	Payment Method	Payment Amount	Date Received	Status

Pay by Mailing in Check

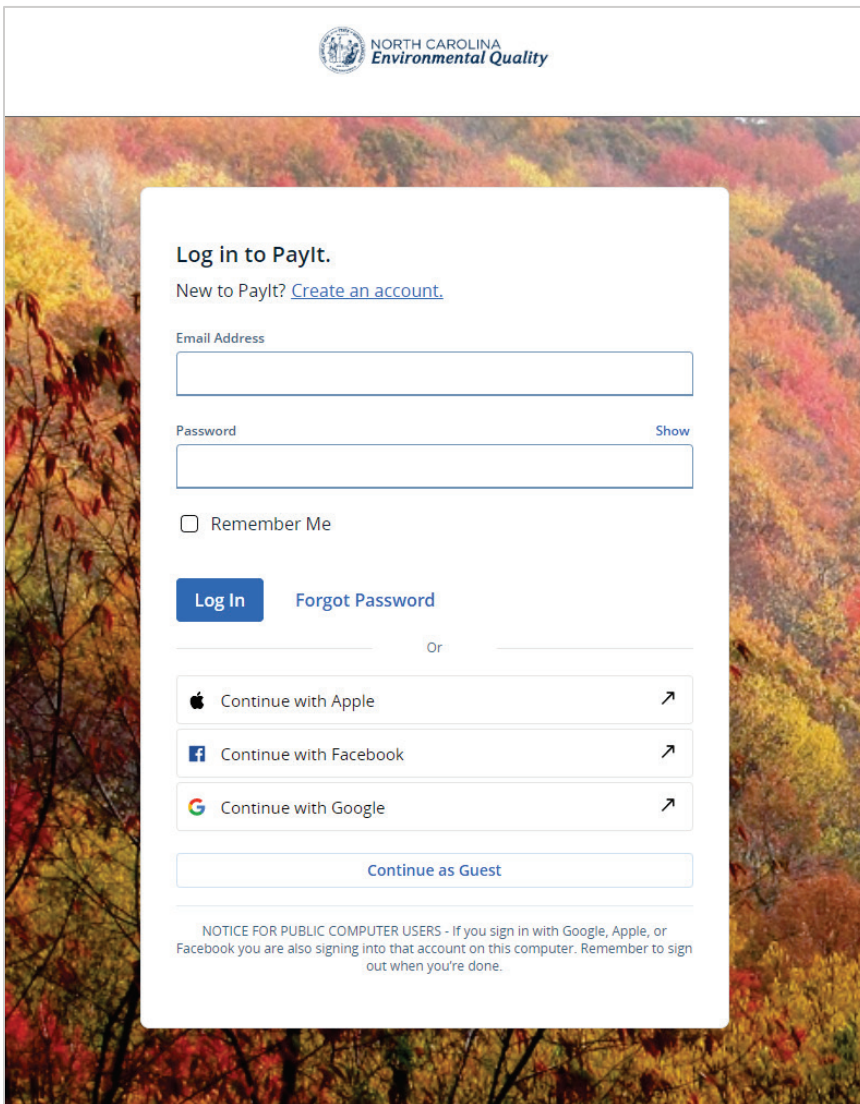
Yes

Submit Application

Checks should be payable to “Department of Environmental Quality” and mailed to the following address:

Attn: Mark Cuilla, Chief, Permitting Section
Division of Air Quality
1641 Mail Service Center
Raleigh, NC 27699-1641

When **Make Payment** is selected, the user may make their payment using Paylt. The user may use an account or click **Continue as Guest** to pay without signing into an account.

A screenshot of the Paylt login interface. At the top, the North Carolina Department of Environmental Quality logo is visible. The main content area has a background image of a forest with vibrant autumn foliage in shades of red, orange, and yellow. Overlaid on this is a white login form. The form is titled "Log in to Paylt." and includes a link for "New to Paylt? Create an account." Below the title are two input fields: "Email Address" and "Password". The password field has a "Show" link to its right. Underneath the password field is a checkbox labeled "Remember Me". A blue "Log In" button is positioned to the left of a "Forgot Password" link. Below these options is a horizontal separator with the word "Or" in the center. Under the separator are three social login options: "Continue with Apple", "Continue with Facebook", and "Continue with Google", each with its respective logo and an external link icon. At the bottom of the form is a button labeled "Continue as Guest". A small notice at the very bottom of the form reads: "NOTICE FOR PUBLIC COMPUTER USERS - If you sign in with Google, Apple, or Facebook you are also signing into that account on this computer. Remember to sign out when you're done."

A \$3 convenience fee is applied to all electronic payments. There is an additional fee of 1.85% if paying by credit or debit card. For ACH, there is an additional flat fee of \$1.25 per ACH payment.

Applications are not considered complete and submitted until the following has been received:

1. Payment
2. An application form signed in ink by a Responsible Official or Designated Responsible Official

Applications Grid

Once the application has been submitted in AccessDEQ, the user is presented with the Applications grid showing the applications associated with their account. Applications that have been worked on but not yet submitted will also appear in the Applications grid.

Applications which have been submitted cannot be edited unless DEQ returns the application for changes or additional information or documents. The user will receive a notification email if that occurs, and any other time the status of the application changes.

Applications

Use this page to start a new application, share an application, edit an existing application or check the status of a submitted application.

Status: Submitted ▾

➕ Start New Application
📄 Export to Excel

Application	Program ↑	Application Type	Status	Location	Primary Applicant	Submitted On	Created On	
PA-022105	Air Curtain Incinerators	Air Curtain Incinerators - General Title V Air Permit	Application Submitted	Tycho Station	Camina Drummer	6/25/2024 2:51 PM	6/25/2024 2:19 PM	Actions ▾
PA-021349	Erosion & Sediment Control	Financial Responsibility/O... Form (DEMLR E&SC)	Application Submitted	Wheat Fields	John Caravella (Dr.)	3/11/2024 4:25 PM	2/29/2024 4:17 PM	Actions ▾

The user may view their application, its current progress, and associated invoices by clicking the permit application link (**PA-#####**). Summary information is available by selecting **View Details** from the **Action** menu.

Application	Program ↑	Application Type	Status	Location	Primary Applicant	Submitted On	Created On	
PA-022105	Air Curtain Incinerators	Air Curtain Incinerators - General Title V Air Permit	Application Submitted	Tycho Station	Camina Drummer	6/25/2024 2:51 PM	6/25/2024 2:19 PM	Actions ▾ View Details Share Application
		Financial						

If the application has not been submitted, or has been returned to the applicant for revision, clicking the permit application link (**PA-#####**) will open the application for editing. Also, the option to edit will be available on the **Actions** menu.

New - Pending Submission	Tycho Station		Camina Drummer			7/19/2024 1:24 PM		Actions ▾ View Details Edit Application Share Application
New - Pending Submission	Anson County Facility		Gordon Sims			3/12/2024 4:03 PM		



Applications that have been submitted and have not been returned to the user for revisions are read-only. Clicking the permit application (**PA-#####**) link will display the contents of the application along with status and invoice information.

Application	Program ↑	Application Type	Status	Location	Primary Applicant
PA-022105	Air Curtain Incinerators	Air Curtain Incinerators - General Title V Air Permit	Application Submitted	Tycho Station	Camina Drummer

1 Pending
2 Application Submitted
3 Technical Review
4 Decision

Permit Application Number

Status

Invoices

	Invoice Num	Invoice Date	Due Date	Invoice Total	Total Paid (DE)
<input checked="" type="checkbox"/>	INV-002951			\$0.00	\$0.00
<input checked="" type="checkbox"/>	INV-002952	6/25/2024 2:51 PM		\$1,207.00	\$0.00

100 items per page | 1 - 2 of 2 items

Project Information

Environmental Interest Name	Environmental Interest Type
<input type="text" value="Tycho Station"/>	<input type="text"/>
Physical Address	Mailing Address
<input type="text" value="123 Ave"/> <input type="text" value="Wake Forest, NC 27587"/>	<input type="text"/>
County	
<input type="text" value="Wake"/>	

Primary Applicant	Permit/Technical Contact
<input type="text" value="Camina Drummer"/>	<input type="text" value="Naomi Nagata"/>
Invoice Contact	Facility/Inspection Contact
<input type="text" value="Naomi Nagata"/>	<input type="text" value="Naomi Nagata"/>

Name	Physical Street 1	Email Address
<input type="text"/>	<input type="text"/>	<input type="text"/>

Selecting View Details from the **Actions** menu shows the application’s status, invoice information, and the information and summary information about the application.

Status	Location	Primary Applicant	Submitted On	Created On	
Application Submitted	Tycho Station	Camina Drummer	6/25/2024 2:51 PM	6/25/2024 2:19 PM	<div style="border: 1px solid black; padding: 2px;">Actions ▾</div> <div style="border: 1px solid gray; padding: 2px; margin-top: 2px;">View Details</div>

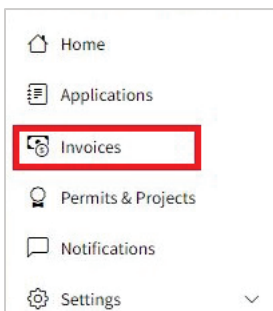
View Application Details

This is an overview of your application. From here you can see the current status and related invoices or records.

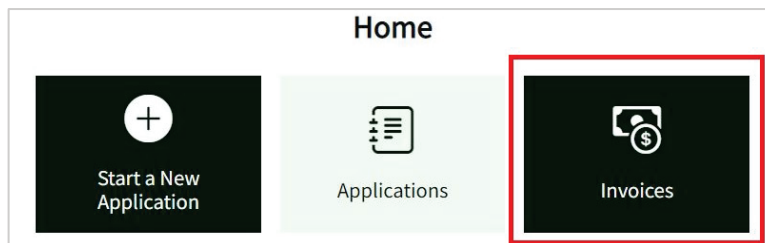
✓ 1 Pending — 2 Application Submitted — 3 Technical Review — 4 Decision

Application Details	Invoices																		
Application Number PA-022105	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Invoice N</th> <th>Invoice D</th> <th>Due Date</th> <th>Voide</th> <th>Total Paic</th> <th>Invoice Tr</th> </tr> </thead> <tbody> <tr> <td>INV-002951</td> <td></td> <td></td> <td>No</td> <td></td> <td></td> </tr> <tr> <td>INV-002952</td> <td>06/25/2024</td> <td></td> <td>No</td> <td>\$0.00</td> <td>\$1,207.00</td> </tr> </tbody> </table>	Invoice N	Invoice D	Due Date	Voide	Total Paic	Invoice Tr	INV-002951			No			INV-002952	06/25/2024		No	\$0.00	\$1,207.00
Invoice N	Invoice D	Due Date	Voide	Total Paic	Invoice Tr														
INV-002951			No																
INV-002952	06/25/2024		No	\$0.00	\$1,207.00														
Application Type Air Curtain Incinerators - General Title V Air Permit																			
Sub Type Air Curtain Incinerators - General Title V Air Permit																			

A user can access their invoices by selecting **Invoices** from the left-hand navigation or the **Invoices** tile on the Home screen.



OR



The invoices grid displays the user's invoices. Clicking the invoice link (**INV-#####**) opens the invoice.

Invoices

Use this page to pay invoices related to applications and permits.

Export to Excel

Invoice	Invoice Date	Due Date	Invoice Total	Total Paid	Remaining Balance	Status	Application	
INV-002948	06/25/2024		\$1,207.00	\$0.00	\$1,207.00	Active	PA-021805	Actions
INV-002951			\$0.00	\$0.00		Voided/Cancel...	PA-022105	Actions
INV-002952	06/25/2024		\$1,207.00	\$0.00	\$1,207.00	Active	PA-022105	Actions
INV-002956	06/27/2024		\$1,207.00	\$0.00	\$1,207.00	Active	PA-022109	Actions

Application Sharing

Applications can be shared digitally with another user by selecting the Share option from the Actions menu on the application grid. If the application is not in a read-only state, the share recipient will be able to edit the application.

Application	Program ↑	Application Type	Status	Location	Primary Applicant	Submitted On	Created On	
PA-021805	Air Curtain Incinerators	Air Curtain Incinerators - General Title V Air Permit	Issued	FCR Eastern Extention	J. Marlowe Consulting	6/25/2024 2:12 PM	5/16/2024 10:27 AM	Actions
PA-022109	Air Curtain Incinerators	Air Curtain Incinerators - General Title V Air Permit	Issued	Medina Station	Camina Drummer	6/27/2024 8:51 AM	6/25/2024 3:59 PM	Actions
PA-022267	Air Curtain Incinerators	Air Curtain Incinerators - General Title V Air Permit	New - Pending Submission	Tycho Station	Camina Drummer		7/19/2024 1:24 PM	Actions
PA-021428	Air Curtain Incinerators	Air Curtain Incinerators - General Title V Air Permit	New - Pending Submission	Anson County Facility	Gordon Sims		3/12/24 3:58 PM	View Details Edit Application Share Application



After selecting Share Application, a modal window appears allowing the user to enter the email address of the share recipient, select their role, and click **Send Sharing Invitation**. The email address that is/will be associated with the share recipient's AccessDEQ portal account should be entered.

Fill out the information below and then click "Send Sharing Invitation". This will generate an email to the email address provided with a link to redeem the sharing invitation.

Initiating Contact

Email Address Of The Person You Would Like To Share The Application With *

Role(s) *

Comments

optional comments that will be included in the share invitation

When an applicant shares an application, the recipient will receive a message from the email address **DoNotReply-DEQPermits@deq.nc.gov** which will include a link to redeem the share invitation. The subject line of the email will include **[name of sharer] Has Requested For You To Register With Access DEQ**.

If the recipient does not already have a portal account in AccessDEQ, they will first need to sign up.

It is important that the email address used for the sharing invitation matches the email address that is/will be associated with the recipient's portal account. In the event a user sends a sharing request to an email address the recipient does not, or will not, associate with an AccessDEQ portal account, the sharer should re-send the invitation using the correct email address for the recipient.



An email message is sent which includes instructions to register an account then return to the email to redeem the invitation:

Request to Register with AccessDEQ

AccessDEQ user PTP Test User 3 (ptp.test.user3@deq.nc.gov) has invited you to join AccessDEQ to access a permit application for Wheat Fields.

Location Name: Wheat Fields

Permit Application Number: PA-021349

In order to join AccessDEQ, you must register first. Once you have completed the registration and activated your AccessDEQ account, return to this email and use the link in Step 2 below to redeem the invitation to join the environmental interest.

Step 1: [Register with AccessDEQ](#)

Step 2: After completing your registration, [Click Here](#) to redeem your invitation to join Wheat Fields.

[AccessDEQ Home Page](#)

Thank You,
North Carolina Department of Environmental Quality

A slightly different message is sent to a share recipient whose email address matches a current AccessDEQ portal account:

Request to contribute on AccessDEQ

AccessDEQ user Julie Coco (julie.coco@deq.nc.gov) has invited you to gain access to a permit application for Archdale Renovation Project.

Environmental Interest/Organization: Archdale Renovation Project

Permit Application Number: PA-019647

It looks like you already have an account with AccessDEQ so all you need to do is use the link below to redeem your invitation to join Archdale Renovation Project.

[Click Here](#) to redeem your invitation to join Archdale Renovation Project.

[AccessDEQ Home Page](#)

Thank You,
North Carolina Department of Environmental Quality

Once the redemption link is clicked, access to the permit application will be granted and the shared permit application will appear in the recipient's **Applications** section in My AccessDEQ.

Appendix A – Document Management

Document History

The change history of the document is recorded in the Revision History Table.

Version	Version Description	Details
1.0	The initial document instance for this initiative was created leveraging the standard Specifications Team template.	
2.0	Initial creation	Author: Haritha Nannaka Date: 01/26/2024
3.0	Revisions for <ul style="list-style-type: none"> • Portal UX Enhancements • EPA ACI Title V Rule Changes • Completion of the guide 	Author: Christi Haynes Date: 07/19/24
3.1	<ul style="list-style-type: none"> • Updates for AccessDEQ user experience improvements: adding left-hand navigation menu, improved document upload styling. • Add reference to AccessDEQ YouTube playlist • Minor revisions to wording and formatting 	Author: Christi Haynes Date: 10/17/24



Appendix B – Helpful Information

Description	Web Address
North Carolina AccessDEQ homepage	https://deq.nc.gov/accessdeq
Sign into or sign up for an AccessDEQ portal account	https://portal.deq.nc.gov/login
My AccessDEQ user portal homepage	https://portal.deq.nc.gov/my-accessdeq
General guide to the My AccessDEQ portal	https://portal.deq.nc.gov/help/getting-started-guide
Answers to FAQs and commonly used acronyms	https://portal.deq.nc.gov/help/faqs-and-acronyms
Links to all AccessDEQ portal application user guides	https://portal.deq.nc.gov/help/user-guides
North Carolina DEQ YouTube Playlists	https://youtube.com/@NCDEQ/playlists

The North Carolina Department of Environmental Quality (DEQ) Permitting Transformation Program (PTP) is the initiative behind AccessDEQ. Information about it can be found at <https://www.deq.nc.gov/accessdeq/permitting-transformation-program>.

Information about all DEQ permitting and a link to a list of all permits, including those not currently part of AccessDEQ, can be found at this web address: <https://www.deq.nc.gov/accessdeq/permit-directory>.