



**Connecticut Department of
Energy & Environmental Protection**
Bureau of Air Management
Engineering & Enforcement Division

Instructions for Completing the Electronic Signature Application and Subscriber Agreement

Use these instructions to complete the editor(s) and submitter application and subscriber agreement to facilitate electronic filing of specified documents with DEEP (DEEP-AIR-ESIG-APP-003A). All applicable regulations should be reviewed prior to completing this application and subscriber agreement. It is the regulated entity's responsibility to comply with all applicable regulations. Subsequent electronic submissions shall be on forms furnished or prescribed by the commissioner.

Introduction

Owners and operators of entities subject to the Regulations of Connecticut State Agencies (RCSA) pertaining to the control of air pollution are required to submit reports to the Connecticut Department of Energy and Environmental Protection's (DEEP) Bureau of Air Management. *The Electronic Signature Application and Subscriber Agreement* provides a mechanism to leverage existing technology to allow electronic submission of reports to the DEEP using the DEEP's Emissions Inventory Reporting System (EMIT).

Submittal - When complete, please send one copy of this electronic signature application and subscriber agreement with original signatures to the following address:

**Air Quality, Modelling and Emissions Inventory
(Formerly called the
Technical Services)
Bureau of Air Management
Connecticut Department of Energy and Environmental
Protection 79 Elm St., 5th Floor
Hartford, CT 06106
Attn.: E-Reporting**

Electronic Reporting - The EMIT system accommodates submission of Emissions Statement, Title V and GPLPE air permit compliance reporting.

Part I: General Information

Indicate what you are applying for by checking the appropriate box.

Registration Information – Provide the registration information for the site you are applying for.

If a submitter or editor is to be deactivated, provide the name(s) in the box provided. Provide the site name that the application is for. Enter the total number of submitters and/or editors that are being added or deactivated. Please note that you must complete and sign the signature sheet for each submitter and/or editor. If the change is just for an editor, you do not need a signature sheet for the submitter.

Existing Submitters and Editors - The new Electronic Signature Application and Subscriber Agreement is not required to be submitted to the DEEP unless any of the information changed in the previous year. If so, please explain the change(s) in a cover letter.

EMIT Online helpdesk - If you need assistance or have questions specific to emissions statement or compliance reporting, contact the EMIT support personnel at 860-424-4152 or via email at DEEP.BAM.TS@ct.gov. CT DEEP ezFile assistance is available from the EMIT Online helpdesk between 8:30 am and 4:30 pm Monday through Friday at 860-424-3882. You can also contact the EMIT Online helpdesk via email using the deep.helpdesk@ct.gov address.

Part II: Site Information

1. Site Name and Location – Provide the site or facility name and location. The site name should be

the name by which the site is commonly known and/or uniquely identified.

The information given as the location address should be the address of the property at which the proposed activity will take place. Include the street address and municipality. If the property does not have a street number, describe the location in terms of the distance and direction from the nearest intersection with another roadway. For example, “. . . on River Street, approximately 1000 feet north of its intersection with Bear Swamp Road.”

Part III: Applicant Information

If there are any changes or corrections to your company/facility or individual mailing or billing address or contact information, please complete and submit the [Request to Change Company/Individual Information](#) to the address indicated on the form. If there is a change in name of the entity holding a DEEP license or a change in ownership, contact the Office of Planning and Program Development (OPPD) at 860-424-3003. For any other changes you must contact the specific program from which you hold a current DEEP license.

When completing this part, please use the following standards:

- *Name* - Provide the full, legal *company/firm* name. (If identifying an entity registered with the Secretary of the State, fill in the name exactly as it is shown on the registration. Please note, for those entities registered with the Secretary of State, the registered name will be the name used by DEEP. This information can be accessed at [CONCORD](#).) If identifying an *individual*, provide the legal name (include suffix) in the following format: First Name; Middle Initial; Last Name; Suffix (Jr, Sr., II, III, etc.). If the applicant is a governmental body, identify the city or town of such body followed by the relevant department, board or division.
- *Phone* - Unless otherwise indicated, the phone number provided should be the number where the corresponding individual can be contacted during daytime business hours.
- *Contact Person* - Provide the name of the specific individual within the company whom DEEP may contact.
- *E-Mail* – Applicants must provide an accurate company e-mail address when completing their application form. The e-mail address may be used for future correspondence from the DEEP to your business.

Note: By providing this e-mail address you are agreeing to receive official correspondence from the department, at this electronic address, concerning the subject application. Please remember to check your security settings to be sure you can receive e-mails from “.ct.gov” addresses. Also, please notify the department if your e-mail address changes.

1. **Applicant Information** – Complete the information concerning the applicant. *The applicant must be either the owner or operator of the equipment.*
 - **Applicant Type** – Indicate the applicant’s entity type (check one).
If the applicant is a business entity:
 - a. Indicate the business type or list type as “Other”.
 - b. Provide the entity’s Secretary of State Business Identification Number. This information can be accessed at [CONCORD](#).
 - c. Indicate if the business is NOT registered with the Secretary of State’s Office.
 - **Applicant’s Interest** – Indicate the applicant’s interest in the property at which the proposed activity is to be located. If other, specify.
 - **Co-Applicants** - If there are any co-applicants, check the appropriate box and attach additional sheet(s) providing the required information.
2. **Billing Contact** – Complete the information concerning the applicant’s billing contact, if different than the applicant.
3. **Primary Contact for Departmental Correspondence and Inquiries** - If you have authorized a consultant, engineer, attorney or other individual to act for *you* during the processing of the permit application, complete this section. DEEP will direct copies of all correspondence and inquiries to this primary contact. Please be aware that for legal reasons there will be circumstances when DEEP will notify the applicant instead of the primary contact.
4. **Engineer or Consultant Employed or Retained to Assist in Preparing This Application**- It is not required that an applicant be represented by a consultant or any other agent. Complete the information for any engineer or consultant employed or retained to assist in preparing this application, if different than the applicant.

If more than one engineer or consultant employed or retained is being added in the subscriber agreement, please identify the total number to be added on the first page of the agreement and attach additional sheets providing the required information.

Part IV: Submitter Certification

Identify the Submitter - This will often be the person who is responsible for environmental reporting. The Submitter must have the requisite authority, signatory authority under section 22a-174-2a of the Regulations of Connecticut State Agencies as applicable, to originate the transaction at the time of transmittal on behalf of the company/regulated entity identified in *Part III: Applicant Information* paragraph 1.

Terms & Conditions – The Submitter shall understand and/or agree, as applicable, with the terms and conditions of the application and subscriber agreement as provided in *Part IV; Submitter Certification* paragraphs 1 through 21.

Sign & Date - The Submitter shall sign and date the *Electronic Signature Application and Subscriber Agreement*.

Print or type - The Submitter's name shall be printed or typed. Provide a separate form for each Submitter. The title shall be provided, if applicable.

E-mail Address - The Submitter's E-mail address is a required input for EMIT and is also required for the submitter to create a user account in ezFile.

DEEP's ezFile Account User Name - The DEEP ezFile Portal is the convenient, secure way to manage your DEEP licenses, permits and notifications. Each user seeking access to EMIT must create or have created an account to use the portal. This account belongs to the individual and must exist to allow the EMIT administrator to configure the authorizations specified by the signatory authority for the EMIT site covered by the subscriber agreement. Instructions on creating a new user account in ezFile can be found by clicking the Account, Password & Security Questions tile in DEEP ezFile help:

<https://filings.deep.ct.gov/DEEPPortal/Help/Index>

Company Name - The company name of the entity for which electronic submittal authorization is being sought shall be included. This company

name should match the company name provided in *Part III: Applicant Information* paragraph 1.

Phone Number - Provide the phone number and extension (if applicable) of the Submitter for better communication with the agency.

Part V: Editor Certification

The Editor is a person or persons responsible for compiling the environmental reporting for the submitter.

Terms & Conditions – Each Editor shall understand and/or agree, as applicable, with the terms and conditions of the application and subscriber agreement as provided in *Part V; Editor Certification* paragraphs 1 through 6, which includes *Part IV; Submitter Certification* paragraphs 2 through 5 and paragraph 18.

Sign & Date - The Editor shall sign and date the *Electronic Signature Application and Subscriber Agreement*.

Identify the Editor(s) – Print or type the name of the Editor. Provide a separate form for each Editor. The title shall be provided, if applicable.

Company Name - The company name of the entity for which electronic submittal authorization is being sought shall be included. This company name should match the company name provided in *Part III: Applicant Information*.

E-mail Address - is a required input for EMIT and is also required for the editor to create a user account in ezFile.

DEEP's ezFile Account User Name - The DEEP ezFile Portal is the convenient, secure way to manage your DEEP licenses, permits and notifications. Each user seeking access to EMIT must create or have created an account to use the portal. This account belongs to the individual and must exist to allow the EMIT administrator to configure the authorizations specified by the signatory authority for the EMIT site covered by the subscriber agreement.

Instructions on creating a new user account in DEEP ezFile can be found by clicking the Account, Password & Security Questions tile in DEEP ezFile help:

<https://filings.deep.ct.gov/DEEPPortal/Help/Index>

Phone Number - Provide the phone number and extension (if applicable) of the Editor for better communication with the agency.

Authorization – A representative of the company/entity for which editor status is being sought shall sign the *Electronic Signature Application and Subscriber Agreement* authorizing the editor to edit on behalf of the company/entity.

EMIT ONLINE

Electronic Access- Your access to emissions statement or compliance reporting is accessible at <https://filings.deep.ct.gov/DEEPPortal/>

Note: Please use the Google Chrome web browser to access the EMIT system. Use of alternate browsers may result in errors or reduced system functionality.

New Submitters and Editors – All new Submitters and Editors will have to have created or create an ezFile account to gain access to EMIT online. Instructions on creating a new user account in ezFile can be found at https://selfserve.deep.ct.gov/SelfService/UserHelp/User_Help_v3.0.0.4.pdf

Existing Submitters and Editors - The new *Electronic Signature Application and Subscriber Agreement* is not required to be submitted to DEEP unless key information such as ownership change or new submitters or editors are needed. If changes such as account deactivations are needed, please explain the change(s) in a cover letter.

EMIT Online helpdesk - If you need assistance or have questions specific to emissions statement or compliance reporting, contact the EMIT support personnel at 860-424-4152 or via email at DEEP.BAM.TS@ct.gov. CT DEEP ezFile assistance is available from the EMIT Online helpdesk between 8:30 am and 4:30 pm Monday through Friday at 860-424-3882. You can also contact the EMIT Online helpdesk via email using the deep.helpdesk@ct.gov address.