

CHAPTER 5

The Contact/Responsible Official Form: S-002

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CHAPTER 5: THE CONTACT/RESPONSIBLE OFFICIAL FORM

S-002 CONTACT / RESPONSIBLE OFFICIAL

Form Type S-002 SRN Z9999 Contact 1 of 1

Contact Identification	Responsible Official Identification
First Name, Middle Initial	Last Name
Title	
Mailing Address (Street Number and Name or P.O. Box)	
Address Continued	
City	State Zip Code
Telephone Number	Ext Fax Number
E-mail Address	
Operator's Additional Information ID	

Copy Address

NOTE: The Contact must be properly authorized pursuant to Rule 204

Display Additional Information Form Clear Additional Information ID

Ready

FORM OVERVIEW

The Contact/Responsible Official Form, S-002, is used to collect information about the contact person and responsible official for the application and permit. The contact is the person the Air Quality Division (AQD) will contact if they have questions about the ROP application. The Responsible Official is the person that certifies that the information in the ROP application is truthful and accurate. Only certain individuals may be considered a "Responsible Official." Rule 118(j) provides the Responsible Official criteria (see Appendix C for Rule 118(j)). If there is more than one contact or responsible official for the source, or if there is a contact or responsible official for each section, information must be completed for each contact or responsible official. The S-002 form must be completed for all initial and renewal ROP applications.

Note: Some of the fields on this form may be pre-filled. If so, please make sure the information displayed is correct.

FORM RELATIONSHIP



Information entered on this form may populate drop-down lists for fields on the Section Identification Form (SI-001) and Certification Form (C-001).

FORM COMPLETION INSTRUCTIONS

The S-002 form consists of two editable sections: the Contact Identification section and the Responsible Official section.

The top of the form displays the **Form Type** that is open (S-002) as well as the facility's State Registration Number (SRN). This information is pre-filled and cannot be edited. In addition, a record counter, which identifies the record currently displayed, appears in the upper-right corner. On this form, "Contact 1 of 1" indicates that contact record 1 of 1 is currently displayed on the screen. If more than one contact record exists, the counter will keep track of the record displayed (e.g. Contact 2 of 2). To move to a different record, use the arrow buttons on the tool bar or click on the browse button.

Contact Identification Section

1. To enter information in this section make sure that the Contact Identification tab is highlighted; it will appear white (see picture above).
2. **Contact Identification:** Information about the source contact should be entered in these fields. The contact must be properly authorized pursuant to Rule 204 (see Appendix C for Rule 204).

Enter the name, mailing address, telephone number, fax number, and e-mail address. If the contact address is the same as the source or owner address entered on the S-001 form, click the "Copy Address" button and choose the address you would like to enter into these fields.

3. **Operator's Additional Information ID:** An Additional Information Form (AI-001) may be used to supplement any of the information required on this form. Click on the "Display Additional Information Form" button to associate this form with an AI-001 form. When you click on this button either a blank AI-001 form will be generated for you to complete or a display window that contains

AI-001 forms that have been created and not linked to another form will appear. If the display window appears select one of the AI-001 forms that have already been created and click “OK” or choose “New” to generate a blank AI-001 form. Refer to Chapter 11 for instructions on how to complete the AI-001 form and create an Operator’s Additional Information ID.

If an Operator’s Additional Information ID appears in this field and you would like to view the AI-001 form associated with it, click on the “Display Addition Information Form” button. If you would like to break the link to this form, click on the “Clear Additional Information ID” button. Although the ID will be cleared, the AI-001 form will still exist and can be linked to another form or deleted. Refer to Chapter 11 for guidance on deleting an AI-001 form.

ADDING A CONTACT RECORD

If you would like to identify more than one contact in your ROP application, you can add additional contact records by clicking **Edit** on the menu bar and selecting **Add Contact** (Figure 5-1). A new Contact Identification Section will be displayed. Complete the fields as explained in Steps 1 through 3.

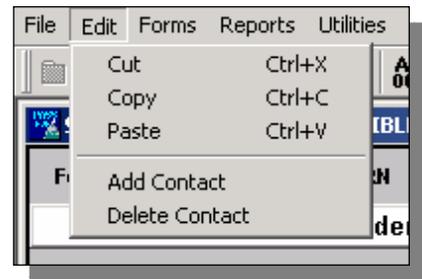


Figure 5-1: Edit Menu

DELETING A CONTACT RECORD

If you would like to delete a contact from your ROP application, click **Edit** on the menu bar and select **Delete Contact**.

Note: At least one contact must be entered on this form. A contact record can only be deleted when there is more than one contact listed.

Responsible Official Identification Section

S-002 CONTACT / RESPONSIBLE OFFICIAL

Form Type S-002 SRN Z9999 Responsible Official 1 of 1

Contact Identification Responsible Official Identification

5 First Name, Middle Initial Last Name

Title

Mailing Address (Street Number and Name or P.O. Box)

Address Continued

City State Zip Code

Telephone Number Ext Fax Number

E-mail Address

Copy Address

NOTE: A Responsible Official must meet the criteria specified in Rule 118(j)

6 Operator's Additional Information ID Display Additional Information Form Clear Additional Information ID

4. To enter information in this section make sure that the **Responsible Official Identification** tab is highlighted; it will appear white (see picture above).
5. **Responsible Official Identification:** Information about the source's Responsible Official should be entered in these fields. A responsible official must meet the criteria specified in Rule 118(j) (see Appendix C for Rule 118(j)).

Enter the name, mailing address, telephone number, fax number, and e-mail address for the Responsible Official. If the Responsible Official address is the same as the source or owner address entered on the S-001 form, click the "Copy Address" button and choose the address you would like to enter into these fields.

6. **Operator's Additional Information ID:** See Step 3.

ADDING A RESPONSIBLE OFFICIAL RECORD

If you would like to identify more than one Responsible Official in your ROP application, you can add additional Responsible Official records by clicking **Edit** on the menu bar and selecting **Add Responsible Official**. A new Responsible Official Identification Section will be displayed. Complete the fields as explained in Steps 4 through 6.

DELETING A RESPONSIBLE OFFICIAL RECORD

If you would like to delete a Responsible Official from your ROP application, click **Edit** on the menu bar and select **Delete Responsible Official**.

Note: At least one Responsible Official must be entered on this form. A Responsible Official record can only be deleted when there is more than one Responsible Official listed.

- REMEMBER TO SAVE YOUR CHANGES! -

