

HAWAII DEPARTMENT OF HEALTH EPERMITTING PORTAL APPLICATION FORMS INSTRUCTIONS FOR ELECTRONIC SIGNATURE

ABOUT CROMERR/EHA ELECTRONIC SIGNATURE

The Department of Health, Environmental Health Administration (EHA) e-Permitting Portal received Cross-Media Electronic Reporting Rule (CROMERR) certification by the Environmental Protection Agency (EPA) for Electronic Signature. This allows applicants to submit electronically through the EHA e-Permitting Portal without the need to physically send in an ink signature and a CD/DVD/flash drive. EHA e-Permitting Electronic Signature forms may only be submitted by an account approved for Electronic Signature. For more information on CROMERR, please visit <https://www.epa.gov/cromerr>.

E-PERMITTING PORTAL REGISTRATION

To access and use forms on the e-Permitting Portal, you must register on the e-Permitting Portal to create an account.

To register, go to: <https://eha-cloud.doh.hawaii.gov/epermit>, then click on the Register button in the top right. Follow the instructions to register and create an account on the e-Permitting Portal.

WHO NEEDS ELECTRONIC SIGNATURE APPROVAL?

E-Permitting Portal users can be separated into two roles/groups: Application Preparer and Application Submitter. The requirement to get Electronic Signature approval depends on what role(s) an individual is fulfilling. Individuals may be fulfilling one or both roles depending on the submission.

Application Preparer: The Application Preparer is the person that is filling out/preparing the e-Permitting submission for submittal. Application Preparers are commonly staff members or third-party groups (such as contractors or consultants) who are filling out/preparing the e-Permitting submission for later approval and submission by the Application Submitter.

The Application Preparer may also be the Application Submitter, provided they meet the requirements for an Application Submitter for that type of submission.

The Application Preparer:

1. Must have a registered e-Permitting Portal account;
2. Shares the submission with the Application Submitter when the submission is ready for submittal (when they are not also the Application Submitter); and
3. Does not apply for Electronic Signature approval unless they will also be an Application Submitter for the submission or any future submissions.

Application Submitter: The Application Submitter is the person that will be submitting the e-Permitting submission. By submitting on the e-Permitting Portal, the Application Submitter is electronically signing and certifying the submission. For those who used the previous wet-signature forms, this would be the person who had been signing the certification form.

The Application Submitter may also be the Application Preparer if they are preparing the submission themselves.

The Application Submitter:

1. Must have a registered e-Permitting Portal account;
2. Must meet the requirements in Hawaii Administrative Rules Chapter 11-55-07(a) and/or (b) [HAR 11-55-07(a) or HAR 11-55-07(b)] depending on the type of submission;
3. Must request and obtain Electronic Signature approval to submit on the e-Permitting Portal;
4. Once approved, is able to submit on the e-Permitting Portal; and
5. When submitting on the e-Permitting Portal, they are certifying the submission with the same legal force as a wet-signature.

For National Pollutant Discharge Elimination System (NPDES) submittals, the Application Submitter will always either be the Certifying Person [pursuant to HAR 11-55-07(a)] or a duly Authorized Representative [pursuant to HAR 11-55-07(b)] who has been authorized by the Certifying Person in the initial NPDES individual permit application or Notice of Intent (NOI) for NPDES general permit coverage, or is later authorized by the Certifying Person after issuance of the permit coverage.

See the Signatories to NPDES Submissions table at the end of this document for a breakdown of what submissions can be signed by the Certifying Person and Authorized Representative.

Anyone who will be an Application Submitter must request and obtain Electronic Signature approval to electronically submit through the e-Permitting Portal. See the chart at the end of this document for brief guidance on how to determine whether you need Electronic Signature approval.

REQUESTING ELECTRONIC SIGNATURE APPROVAL

To request Electronic Signature approval, the Application Submitter must download the form from the e-Permitting Portal (click on the Finder button and type "Electronic Signature Subscriber Agreement") and mail the completed, notarized Electronic Subscriber Agreement (ESA) as directed in the ESA. Electronic Signature approval/denial will be sent via email.

Upon receipt of Electronic Signature approval, the Application Submitter should log into the e-Permitting Portal and set up Security Questions by clicking on the account name in the top navigation bar and then clicking on Manage Identifying Questions and Answers. The Application Submitter will need to select five (5) questions and provide an answer for each. Please remember your selections and responses. When submitting forms, the Application Submitter will be asked one or more of these questions and the responses must match in order to prove their identity and complete the submission.

PREPARING, SHARING, AND SUBMITTING FORMS

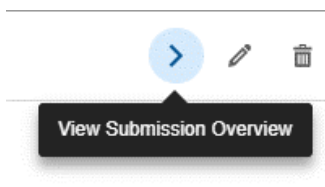
To prepare a submission:

- Log into the e-Permitting Portal located at: <https://eha-cloud.doh.hawaii.gov/epermit>.
- Click on Form Finder button, search for the applicable form “e.g. Electronic Signature CWB NOI Form”, click on form link, read the instructions, and click on the Begin Form Entry button.
- Once you have completed review of all sections, you will be presented with a certification statement. Click on the Save Progress button. You will not be able to continue unless you are the Application Submitter. If you are the Application Submitter, you may continue to follow the instructions in the form to complete submitting the submission.

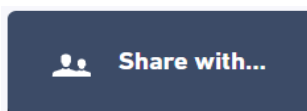
To share a submission:

(Note: sharing is not required if no other individuals are assisting in the preparation of the submission or if the Application Preparer is also the Application Submitter)

- Press My Submissions in the top menu to bring up the submissions list. Look for the submission and press the View Submission Overview button.



- In the Access menu on the bottom right of your screen, press Share with..... button.

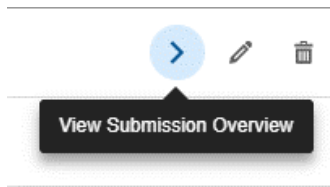


- Share the submission with the Application Submitter and project team.
- Check off the Can Manage Access to Submission? button to allow the Application Submitter to submit.
- Notify the Application Submitter that the application is ready to be submitted.

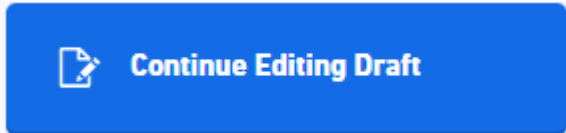
To submit a submission:

- The Application Submitter logs into the e-Permitting Portal at: <https://eha-cloud.doh.hawaii.gov/epermit/> if not already logged in.

- Press My Submissions in the top menu to bring up the submissions list. Look for the submission and press the View Submission Overview button.



- Click on the Continue Editing Draft button.



- Review the submission and make any necessary edits.
- Continue to the final signing/certification section. Provide the required answers to the security questions. Once completed, click Submit. The e-Permitting submission will be submitted and electronically signed by the Application Submitter, with the full legal force of a wet signature.

Signatories to NPDES Submissions¹

	Submission Type	Certifying Person	Authorized Representative
Initial	Notice of Intent	X	
	Individual NPDES Permit Application	X	
	Notification of Start	X	X
	Notification of Non-Compliance	X	X
	Discharge Monitoring Report	X	X
	Certifying Person Information	X	
	Authorized Representative Information	X	
	General Contact Information	X	X
	Reports and Other Documents	X	X
	Transfer of Ownership	X	
	Owner Name Change	X	
	Modification Request	X	
	Notice of Cessation	X	X
Revised ²	Notice of Intent	X	X
	Individual NPDES Permit Application	X	X
	Notification of Start	X	X
	Notification of Non-Compliance	X	X
	Discharge Monitoring Report	X	X
	Certifying Person Information	X	
	Authorized Representative Information	X	
	General Contact Information	X	X
	Reports and Other Documents	X	X
	Transfer of Ownership	X	X
	Owner Name Change	X	X
	Modification Request	X	X
	Notice of Cessation	X	X

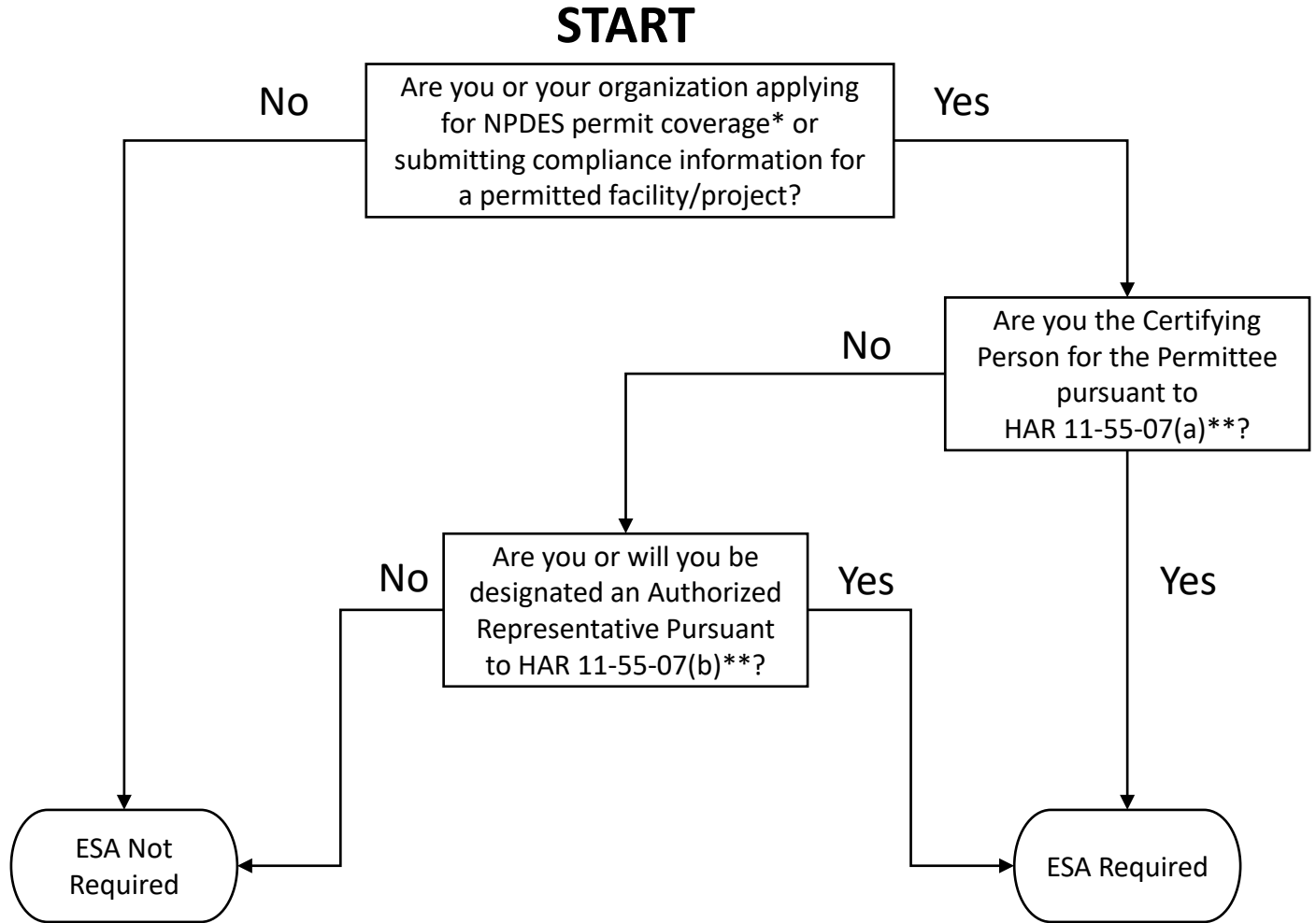
¹For NPDES forms only and does not specify any signatory authorizations specified in the applicable permit (individual or general) such as signatory requirements for pollution plans.

Where a compliance submission contains multiple submittal types, the most stringent signatory requirement shall apply (i.e., Certifying Person).

²A revised submission is a submission that has been fully submitted and received by the Clean Water Branch, who after reviewing, has required the submitter to revise and re-submit.

The Authorized Representative may not sign revised submissions if the initial submission was not correctly signed by the Certifying Person (if the initial submission required the Certifying Person to sign). For example, the Authorized Representative may not sign a revised Notice of Intent if the initial Notice of Intent was incorrectly signed by someone other than the Certifying Person. The Certifying Person will be required to sign the revised Notice of Intent.

Who Needs to Submit an ESA?



* You or your organization will be specified as the Permittee (i.e., permit coverage will be issued to you or your organization) and will be recognized as the legal entity responsible for NPDES permit compliance.

** See Hawaii Administrative Rules Chapter 11-55 at:

<https://health.hawaii.gov/cwb/hawaii-administrative-rules-har/har-11-55/>

The Certifying Person may sign and submit all types of NPDES forms for their permitted facility and is a member of the Permittee's organization (the legal entity the permit coverage is or will be issued to) .

Authorized Representatives must be authorized by the Certifying Person and may sign and submit certain types of NPDES forms.