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Building Compliance Confidence

October 27, 2026



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ePermitting Basics

October 27, 2026



Agenda

- ePermitting Account Basics
- Adding Sites
- ePermitting User Roles & Certifier Agreements
- Site Management
- Adding Users
- Document Management
- Submissions
- Financials

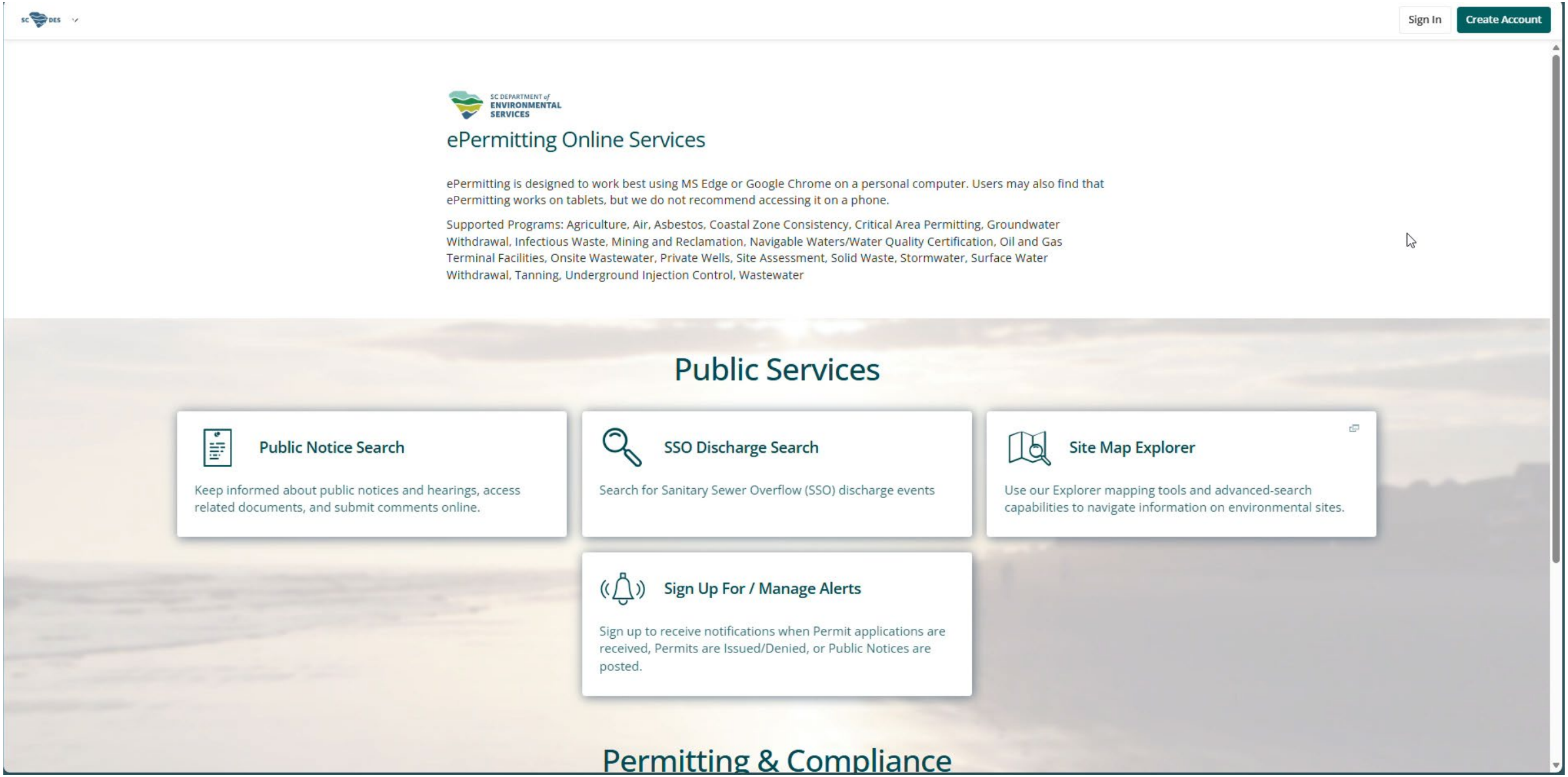
ePermitting Account Basics

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Programs Using ePermitting

Critical Area	Solid Waste
Coastal Zone Consistency	Onsite Wastewater
Agriculture	Industrial Stormwater
Wastewater	Air Quality
Asbestos	Underground Injection Control
Environmental Complaints	Stormwater Construction
Surface Water Withdrawal	Tanning
Private Wells	Infectious Waste
Navigable Waters/Water Quality Certification	Oil & Gas Terminal Facilities
Groundwater Withdrawal	Site Assessment
Environmental Response	Lab Certification
Recreational Waters	Mines

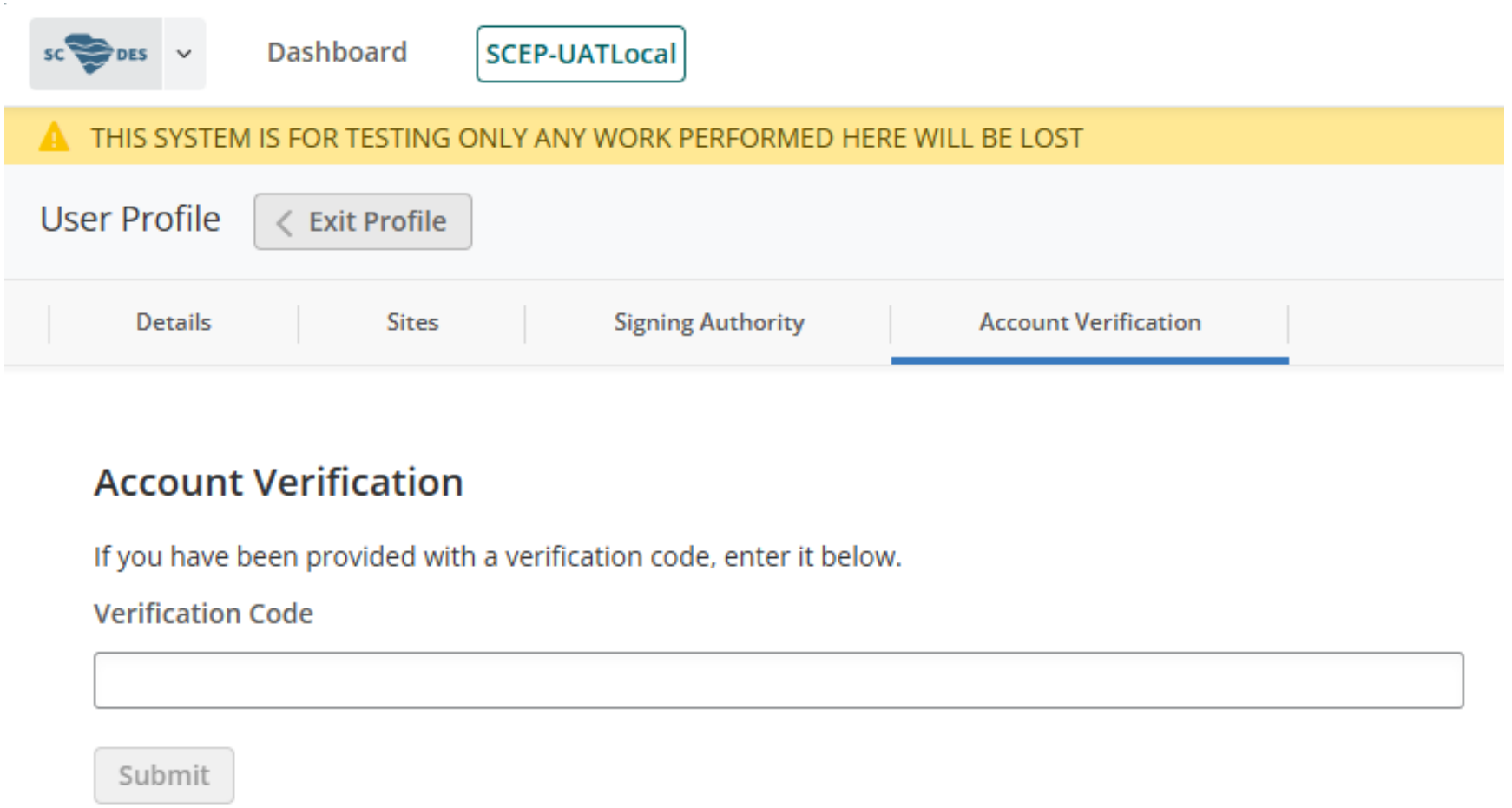
ePermitting Account Basics



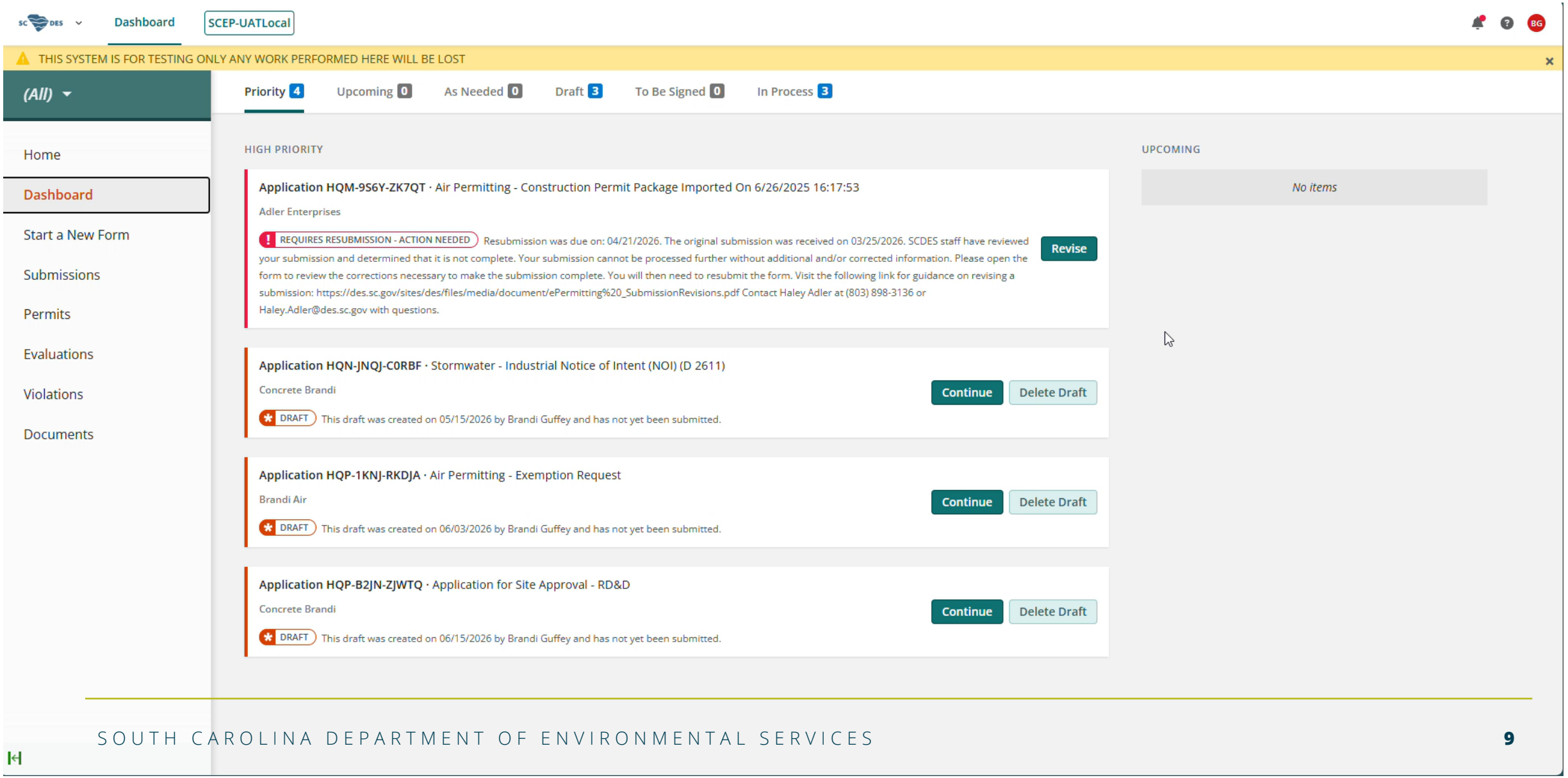
Adding Sites

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Adding Sites



Adding Sites



ePermitting User Roles & Certifier Agreements

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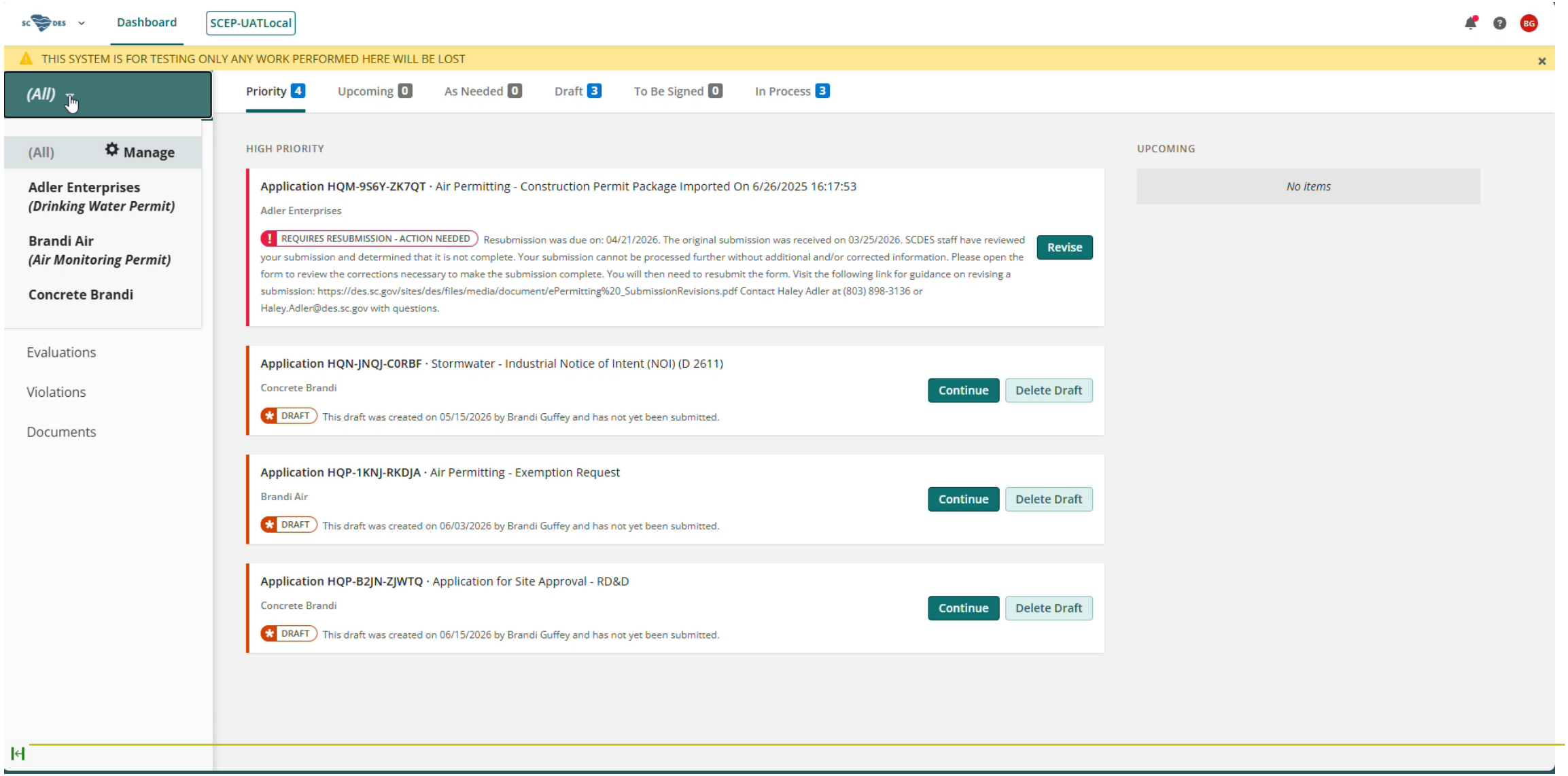
ePermitting Roles

- Administrator – This user can edit site information, invite other users to join the site, inactivate users, and request certifier permissions for users
- Editor – This user can fill out forms and reports. May require certifier permissions to submit some form types.
- Limited Editor – This user can fill out forms and reports, but not any submissions that are in “Draft” started by another user. May require certifier permissions to submit some form types.
- Viewer – Can view site information but can’t make any changes
- There is not a limit to how many individuals can have access to a site. Each person must create their own user account. Accounts should not be shared, especially the individual designated as the “Certified Administrator”
- Important to make sure all employees who will be submitting to ePermitting have access.
    - Accounts payable for fees, Certified Administrator to sign submissions, etc.

Electronic Reporting

- U.S. EPA's Cross-Media Electronic Reporting Rule (CROMERR)
  - EPA has delegated SCDES to implement requirements of environmental programs
- S.C. Regulation 61-115 – Environmental Electronic Reporting Requirements
  - SCDES will accept, manage, and enforce electronic record submissions from the regulated community
- To meet CROMERR requirements, electronic submissions may require a signature
  - Certifier Agreement: The individual who assumes responsibility for anything submitted to the Department (CertifierAgreement.pdf)

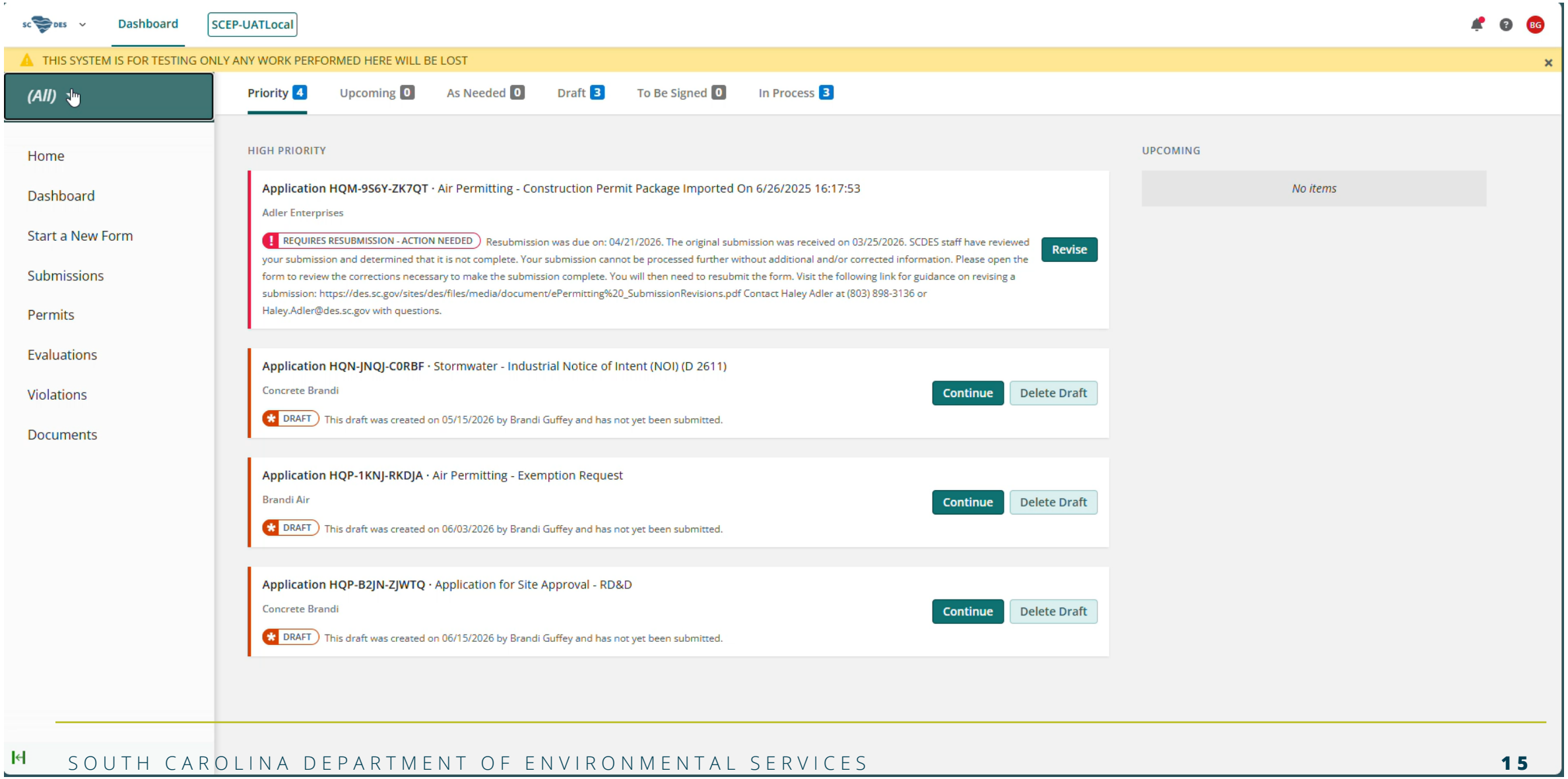
ePermitting Certifier Agreement



Add Site Nicknames

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Add Site Nicknames



Adding Users

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Adding Users

About Inviting Users

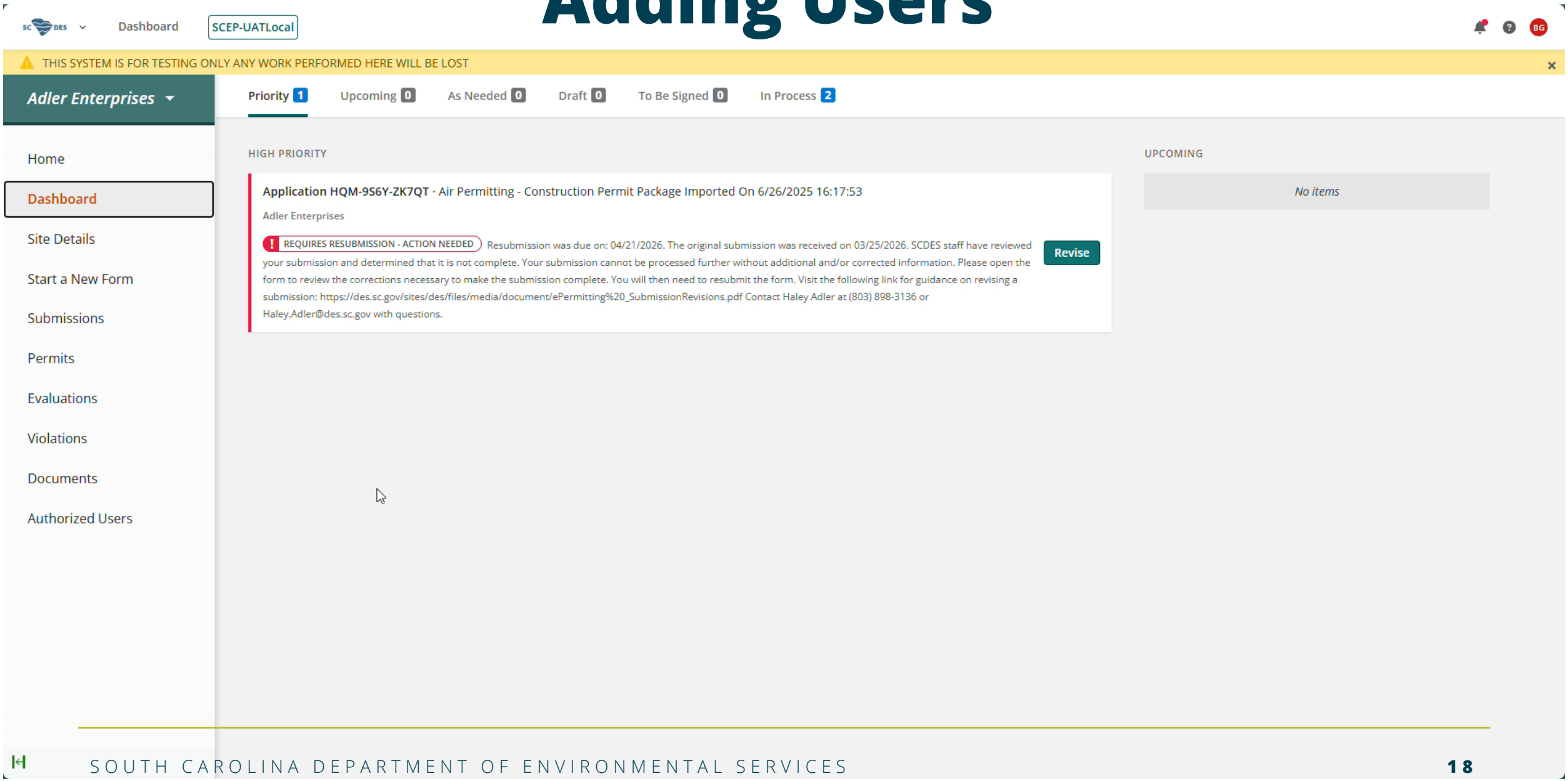
Invite users to view or edit a site's information. An email will be sent to the address you supply. The email will contain a link for the invitee to activate the invitation. The invitee will be asked to make an account if they do not have one already. You may wish to contact the invitee to ensure they look out for the invitation email.

Roles

Roles provide different capabilities:

- **Viewer** - Can view site information but can't make any changes
- **Editor** - Can fill out forms and reports. May require certifier permissions to submit, depending on the form
- **Limited Editor** - Can fill out forms and reports but the user **cannot edit drafts initiated by others.** May require certifier permissions to submit, depending on the form
- **Administrator** - Can edit site information, invite other users to join the site, inactivate users, and request certifier permissions for users

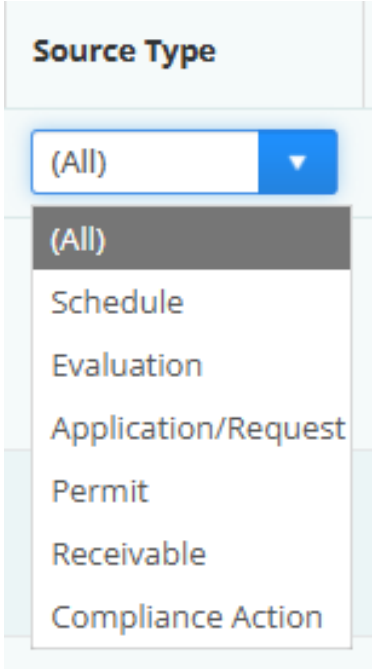
Adding Users



Document Management

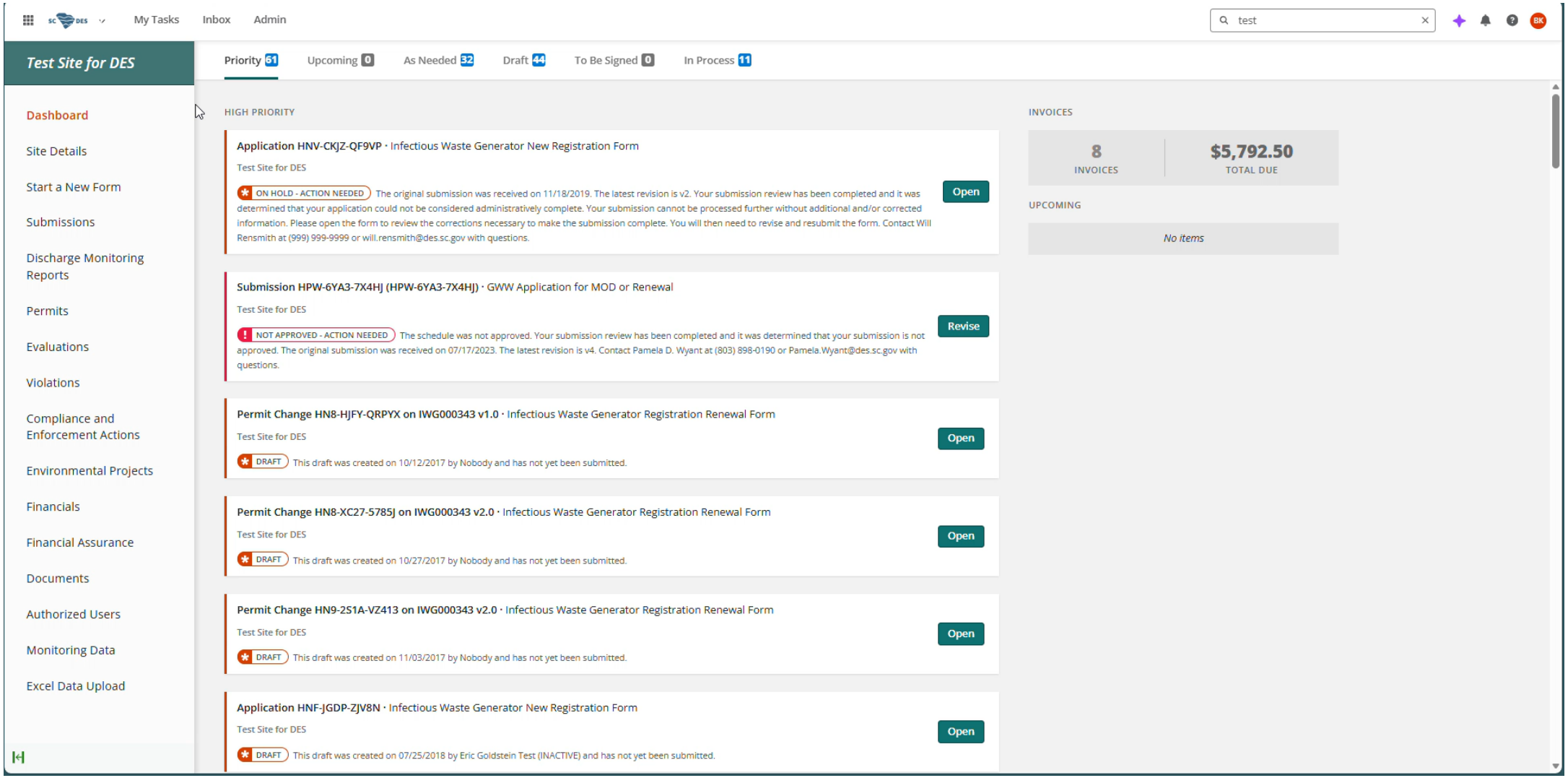
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Document Management



- Filter documents by:
  - **Name** – Specific name of the document
  - **Source Type:**
    - **Schedules** – document related to a submission with a set due date
    - **Evaluation** – documents related to inspections
    - **Application/Request** – Documents related to any applications/requests submitted to the permit programs
    - **Permit** – Copies of your permit and corresponding documents
      - Please note: Permits may not be accessible on ePermitting due to the environmental program area or if the permit was issued before ePermitting was implemented.
    - **Receivable** – Documents related to anything related to financials and fees. This is the easiest way to search for invoice documents.
    - **Compliance Action** – Documents related to any additional action requested by the Department. Often where enforcement related documents are found.

Document Management



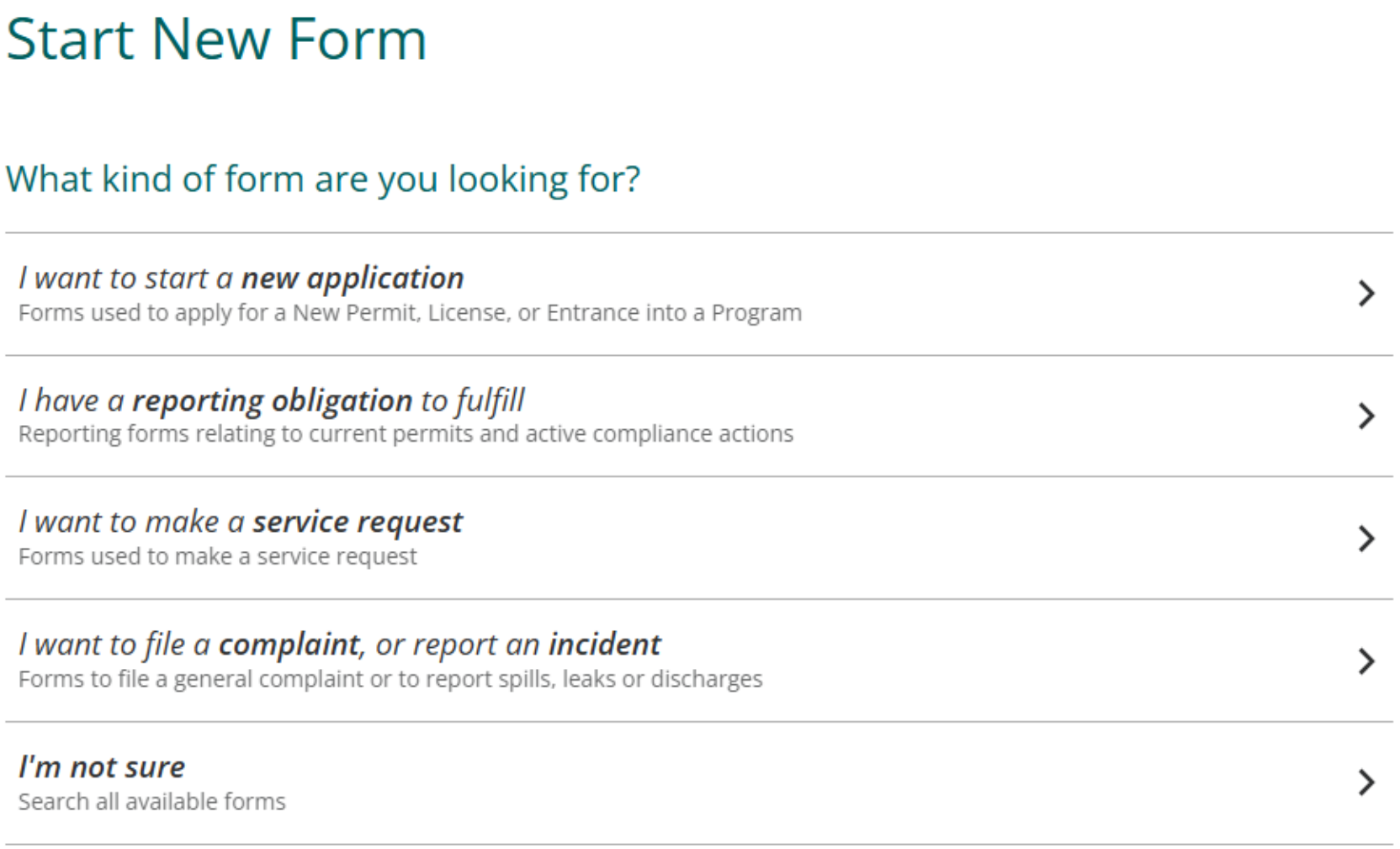
Submissions

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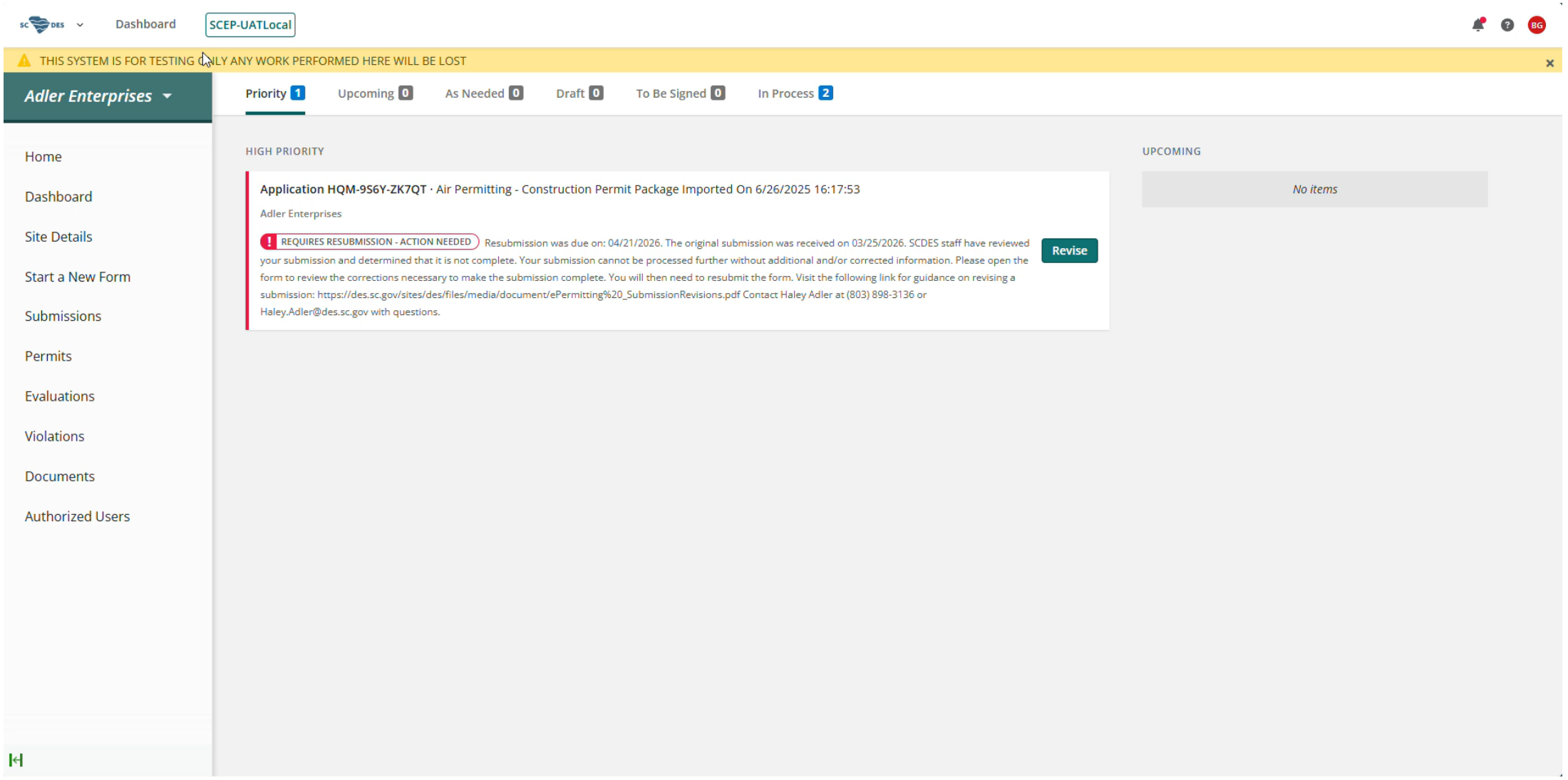
Submission Types on Dashboard

- Priority – Applications you are actively working on or anything that has been reviewed by agency staff and returned for revisions. Note the "Revise" option for resubmittals.
- Upcoming – Submissions that have a set due date in ePermitting. Some will also note the date the submission opens.
- As Needed – Submissions that are designated in the permit to be submitted upon request by the Department. A common example is a malfunction report.
- Draft – Any submission that you have started but have not yet submitted. Drafts do have the ability to be deleted by the site user.
- To Be Signed – Any submission requiring the "Certified User" to sign off on a submission before being routed to agency staff for review.
- In Process – Any submission which has been deemed complete by the user and is with agency staff for review.

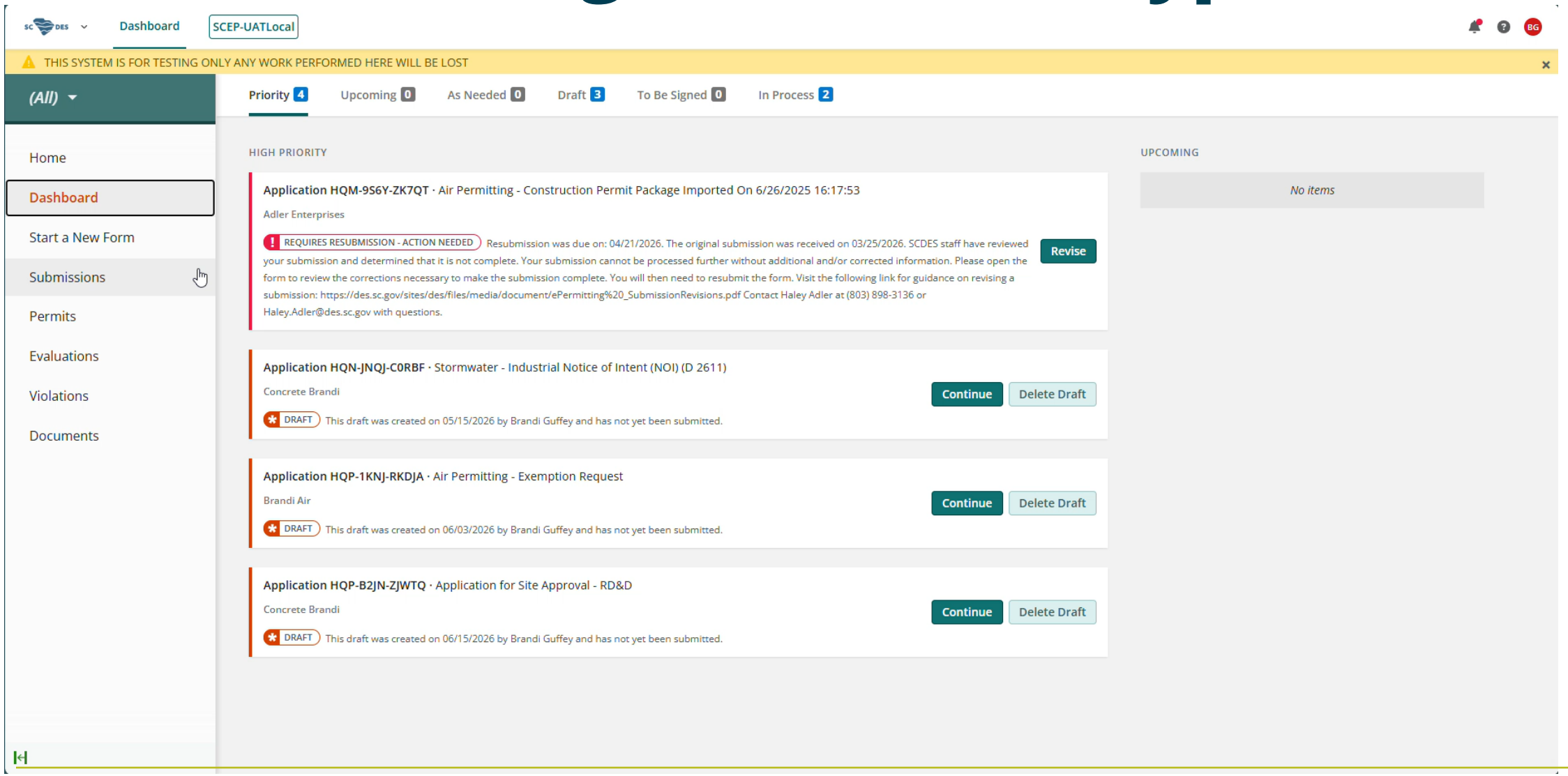
Starting New Submissions



Managing Submissions



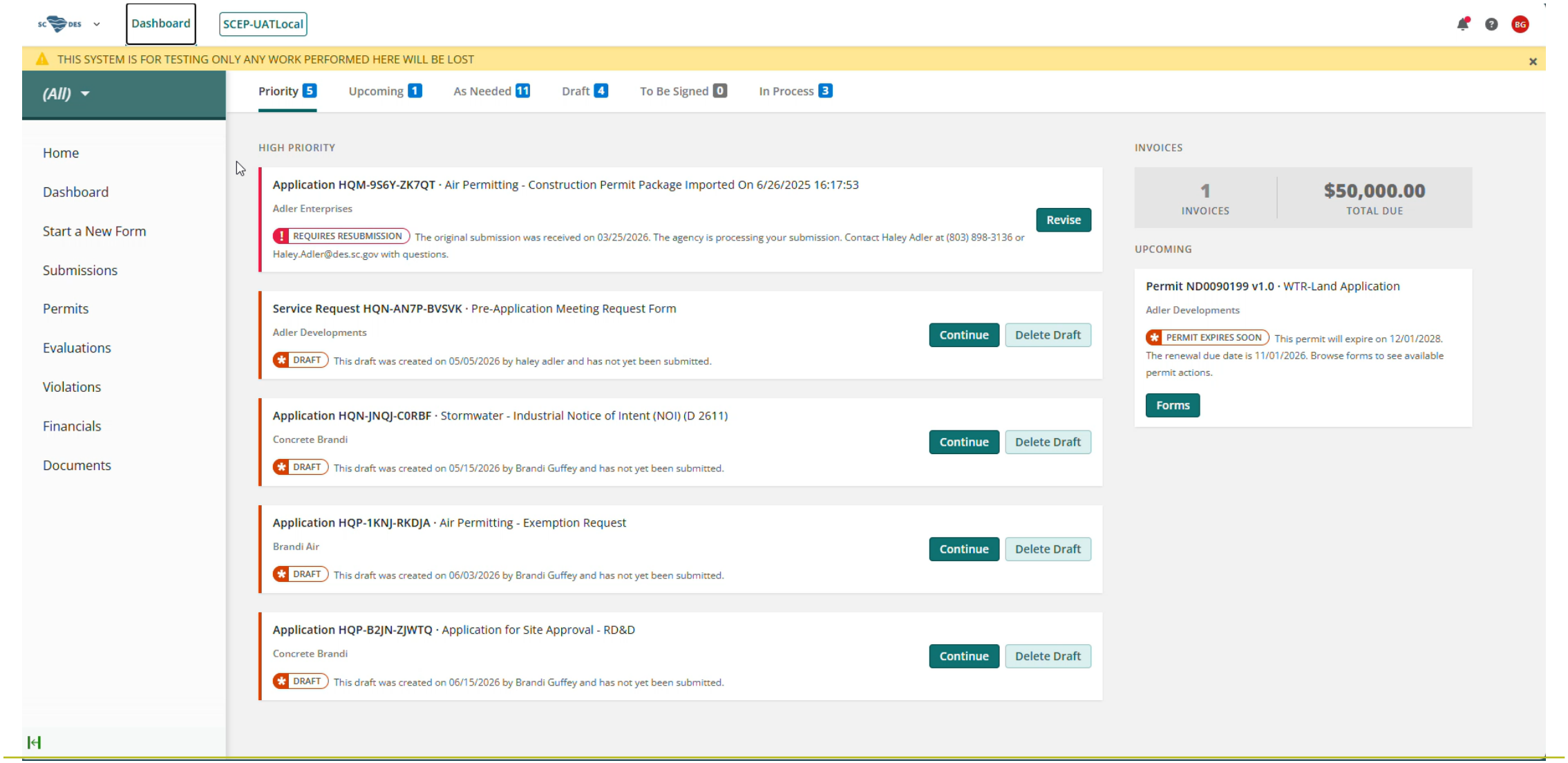
Searching Submission Types



Financials

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Paying Invoices



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Get in touch

Brandi Guffey// Compliance Assistance Lead

Brandi.guffey@des.sc.gov

803.898.3856

des.sc.gov

South Carolina Department of Environmental Services

@SouthCarolinaDES

@SouthCarolinaDES

South Carolina Department of Environmental Services

@SC_EnvServices