SC DEPARTMENT *of* ENVIRONMENTAL SERVICES

Submission Packages

Agenda

- Starting the Package

- Working in the submission package

- Getting back to the submission package

- Submitting the submission package

- Once the submission package is ready to be submitted…

- Checking the status of your submission

Starting the package

Select Start a New Form in the left-hand menu. Select the appropriate option for the form type. Use the filter or scroll to locate the appropriate submission package. Packages have a button to the right: View Package. Click to start the submission.

Working in the submission package

You should see all forms associated with the submission package. If you are creating a new site, you need to start the first form first to get the new site created. You can then work on the forms in any order. All required forms need to be completed before the package can be submitted. Each form may or may not require a user to be Certified to submit the form. If they are required, it will be required to update the form's status from Draft to Staged. It is not required again to submit the submission package.

Submission Package test

^ HIDE INSTRUCTIONS

Testing 1, 2, 3

[▼ Filter]

Showing 2 of 2

Submission Package Test 1.19.24 Emission Point ❗ REQUIRED
Form Description: SC Emission Point Information Form D-2573
Program Area: Air
This form can only be submitted by an approved certifier for the site under which it is submitted.

[Begin]

Submission Package Test 1.19.24 RFD AS NEEDED (ONE TIME)
Form Description: Form to request a Determination (e.g., waiver)
Program Area: Air
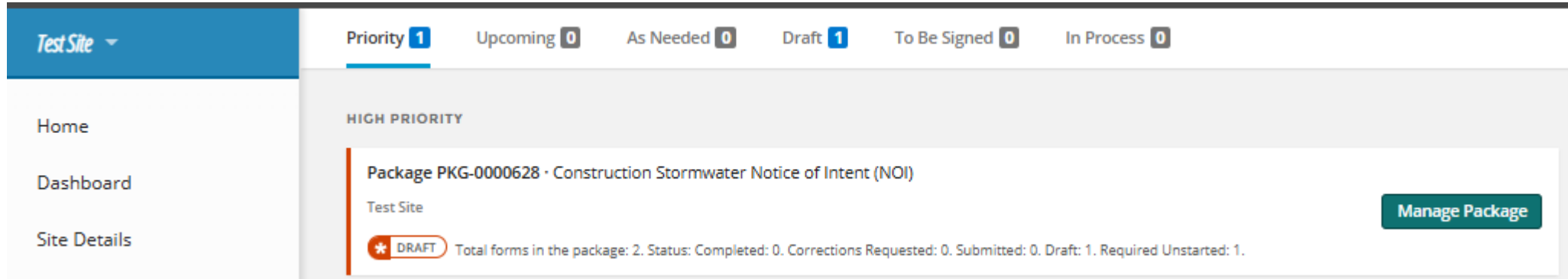*This form can only be submitted by an approved certifier for the site under which it is submitted.*
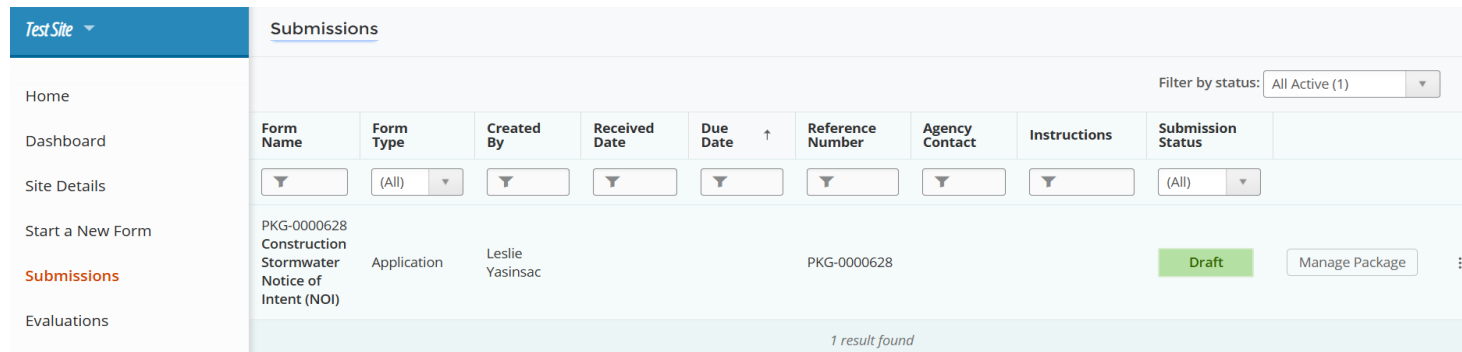
[Begin]

Select Site ✖

Please provide a name for the site before beginning your submission.

New Site Name

[   ]

[Continue] [Cancel]

Getting back to the submission package

If you need to access the submission package after getting out of it, you can see it on your Dashboard or under Submissions. If a form has been started but not submitted, it will be in Draft status. Click Manage Package to see the status of all forms in the package.

Submitting the submission package

Once all required forms in the submission package have been submitted and moved to Staged status, the package itself can be submitted. Click "Submit Package"

Construction Stormwater Notice of Intent (NOI)

PKG-0000594

Draft
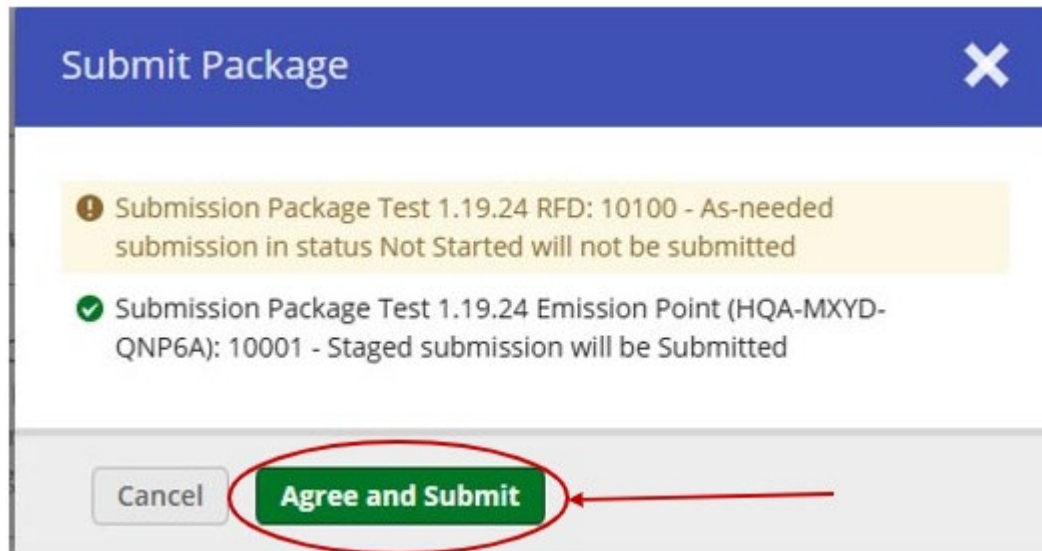
Submit Package

Delete Package

ˇ SHOW INSTRUCTIONS

Filter

Showing 2 of 2

Construction Stormwater NOI ! REQUIRED
Site Name: Testing 1, 2, 3
Form Description: Application
Program Area: Water - Stormwater

Staged

View or Revise

Stormwater - Construction Activities - Supplemental Information and Documents ! REQUIRED
Site Name: Testing 1, 2, 3
Form Description: Package Form
Program Area: Water - Stormwater

Staged

View or Revise

Notice: Agency Staff can't see the forms or begin review until the entire package has been submitted!

Once the submission package is ready to be submitted...

Click Agree and Submit to finalize submission.

Once the package has been submitted, you will know it has been received by the Department when the status changes to Received or In Process.

Checking the Status of your Submission

To confirm the status of the submission, click on

the Submissions item in the left-hand menu.

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Get in touch

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