



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.

Showing 1 of 155

Air - Emission Point Information

Submission Package Name: Submission Package test

Program Area: Air

This form can only be submitted by an approved certifier for the site under which it is submitted.

[View Package](#)

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

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.

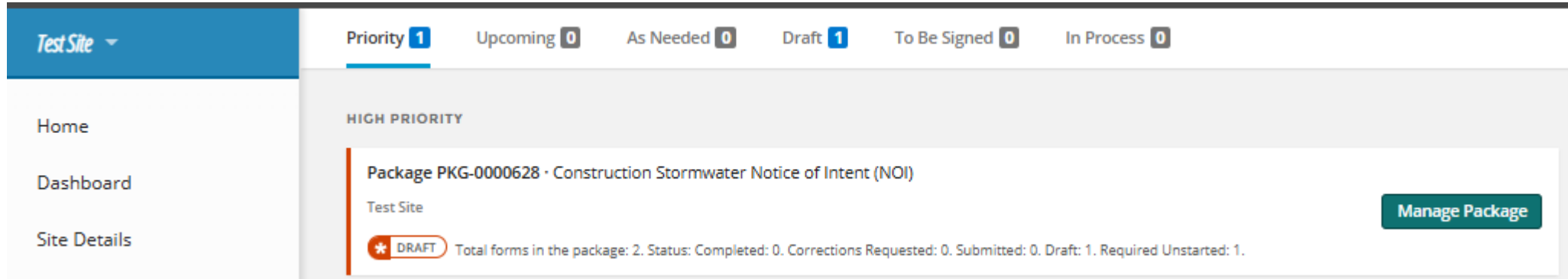
Begin

Select Site

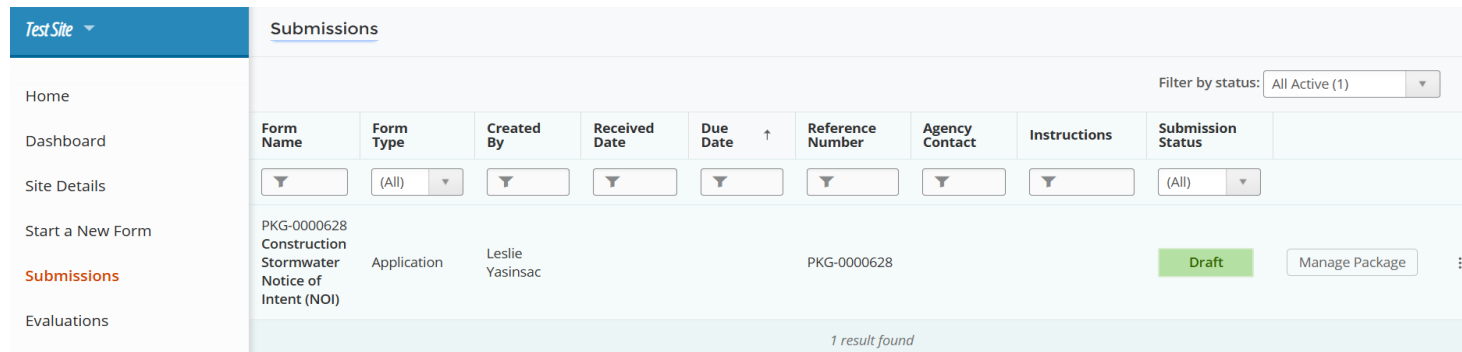
Please provide a name for the site before beginning your submission.

New Site Name

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)

▼ SHOW INSTRUCTIONS

PKG-0000594

Draft

Submit Package

Delete Package

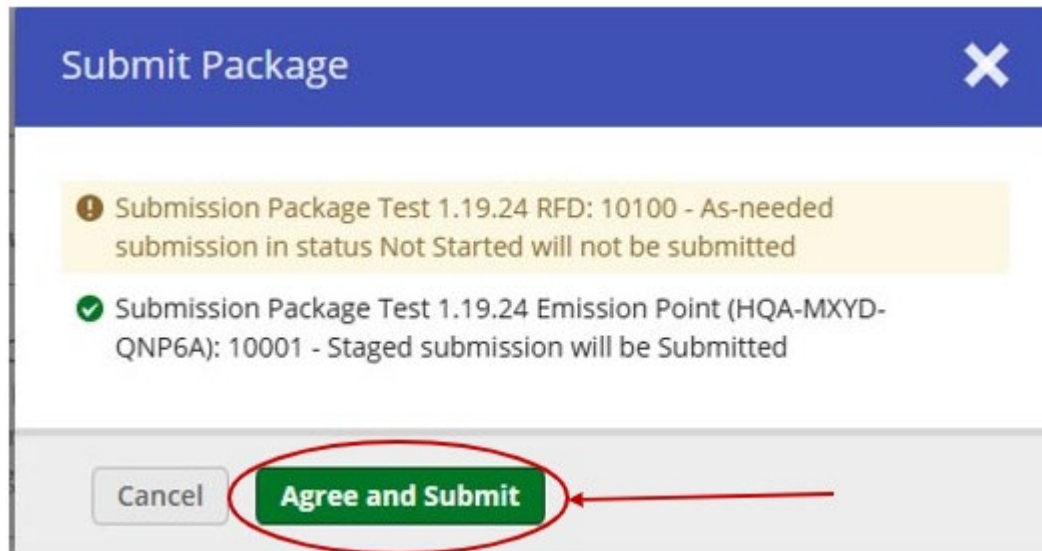
Filter

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 Download
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 Download

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...



Submit Package

ⓘ Submission Package Test 1.19.24 RFD: 10100 - As-needed submission in status Not Started will not be submitted

✓ Submission Package Test 1.19.24 Emission Point (HQA-MXYD-QNP6A): 10001 - Staged submission will be Submitted

Cancel Agree and Submit

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

(All) ▾

Home

Dashboard

Start a New Form

Submissions

Discharge Monitoring Reports

Permits

Submissions

Filter by status: In Process (10) ▾

Site Name	Form Name	Form Type	Created By	Received Date	Due Date ↑	Reference Number	Agency Contact	Instructions	Submission Status	
<input type="text"/>	<input type="text" value="noi"/>	(All) ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(All) ▾	
Gaffney High School Baseball & Softball Renovation	Application - Stormwater Notice of Intent (NOI) - Construction Activities (D 2617) SCDES Full Review	Application	Jones, Brooke	04/02/2025 3:10 PM		HQB-J26C-C6YJS	Sloan E. Jackson Sloan.Jackson@des.sc.gov (803) 898-4005		In Process	<button>View</button>

1 result found

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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@SouthCarolinaDES

