

CHAPTER 10

The Section Identification Form: SI-001

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- Adding a Section Identification Form
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CHAPTER 10: THE SECTION IDENTIFICATION FORM

SI-001 SECTION IDENTIFICATION

Form Type SI-001 SRN Z9999 Section 1 of 1

SECTION INFORMATION

Section Number Section Name

Section Description (Including address if different from Source address)

Operator's IDs For Emission Units Included In This Section

List All Contacts For This Section

List All Responsible Officials For This Section

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

Ready

FORM OVERVIEW

The Section Identification Form, SI-001, must be completed for all initial and renewal ROP applications that have **more than one section**. Refer to page 1-12 in Chapter 1 regarding instructions for sectioning a permit. You do not have to complete this form if your existing ROP is not sectioned or you do not want to divide your permit into sections.

FORM COMPLETION INSTRUCTIONS

The top of the form displays the **Form Type** that is open (SI-001) as well as the facility's State Registration Number (SRN). Make sure that your SRN appears in the SRN window. This information is pre-filled and cannot be edited.

A record counter, identifying the form currently displayed appears in the upper-right corner. On this form, "Section 1 of 1" indicates that Section Identification Form 1 of 1 total records is currently displayed on the screen. As you add section forms, the counter will track the form displayed (e.g. Section 2 of 2). To move to a different record click anywhere in the top portion of the form and use the arrow buttons on the tool bar, or click on the browse button.

SECTION INFORMATION	
1	Section Number <input type="text"/>
2	Section Name <input type="text"/>
3	Section Description (Including address if different from Source address) <input type="text"/>
Operator's IDs For Emission Units Included In This Section	
4	<input type="text"/>
List All Contacts For This Section	
5	<input type="text"/>
List All Responsible Officials For This Section	
6	<input type="text"/>

- Section Number:** Enter the section number into this field.
- Section Name:** Create and enter a specific name that identifies the Section of the application (e.g., building name, division, physical location within the source). If you are renewing your ROP, use the section name provided in your existing permit.
- Section Description (Including address if different from source address):** Enter a description of the section, such as the type of operation performed or the product produced. Also include the address for the physical location of the section if different from source address information listed on the S-001 form.
- Operator's IDs For Emission Units Included In This Section:** Click on this field and a list will appear containing all Emission Unit IDs that were created on the EU-001, EU-002, and EU-003 forms (Figure 10-1). Select all the emission units associated with this section. To add additional IDs, choose **Edit** on the menu bar and select **Add Emission Unit**. To delete an emission unit ID, choose **Edit** on the menu bar and select **Delete Emission Unit**.

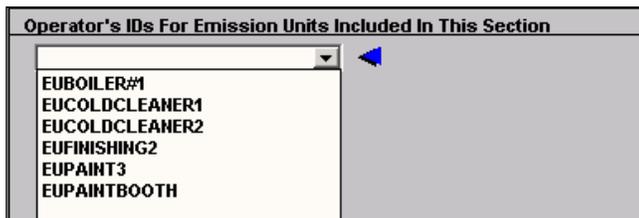


Figure 10-1: Operator's IDs Drop-down Box

5. **List All Contacts For This Section:** Click on this field and a drop-down list containing all contacts identified on the S-002 form will appear (Figure 10-2). Select at least one contact for this section. To add or delete another contact to the section, choose **Edit** on the menu bar and select **Add Contact** or **Delete Contact**.

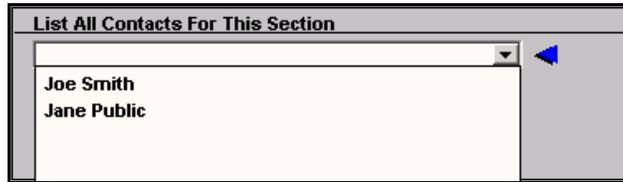


Figure 10-2: Contacts Drop-down Box

6. **List All Responsible Officials For This Section:** Click on this field and a drop-down list containing all Responsible Officials that were identified on the S-002 form will appear (Figure 10-3). Select at least one Responsible Official for this section. To add or delete Responsible Officials, choose **Edit** on the menu bar and select **Add Responsible Official** or **Delete Responsible Official**.

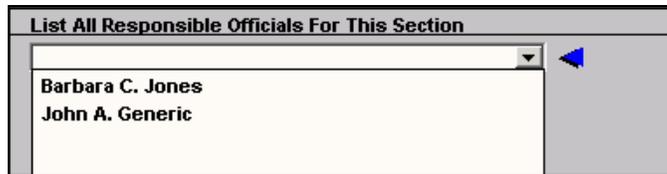


Figure 10-3: Responsible Officials Drop-down Box

7. **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 (Figure 10-4). 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.



Figure 10-4: Activity Information Buttons

ADDING A SECTION IDENTIFICATION FORM

Once you have completed the first section identification form, it will be necessary to enter information about the other sections. To add another Section Identification Form to your ROP application:

1. Choose **Edit** on the menu bar and select **Add Section Identification Form**.
2. A new Section Identification Form will be generated to complete.

DELETING A SECTION IDENTIFICATION FORM

If you would like to delete a Section Identification Form from your ROP application:

1. Select the record you would like to delete.
2. Choose **Edit** on the menu bar and select **Delete Section Identification Form**.
3. The Section Identification Form will be deleted.

- REMEMBER TO SAVE YOUR CHANGES! -

**NEED
HELP?**

For assistance with completing the SI-001 form, contact your AQD district office (see Appendix D) or the Clean Air Assistance Program at: (800) 662-9278.