

Alabama Department of Environmental Management

Air Emissions Electronic Reporting System (AEERS) Responsible Official Registration

INSTRUCTIONS: This form should be used to identify or change authorized responsible officials who will perform validation for data and documentation through ADEM AEERS. The form may be used in order to register a responsible official to one or multiple facilities. If registration for multiple Responsible Officials is required, please use separate forms for each individual. A responsible official is defined in the ADEM Administrative Code r. 335-3-16-.01 as:

1. For a Corporation: a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation, or a duly authorized representative of such person if the representative is responsible for the overall operation of one or more manufacturing, production, or operating facilities applying for or subject to a permit and either (i) the facilities employ more than 250 persons or have gross annual sales or expenditures exceeding \$25 million (in second quarter 1980 dollars); or (ii) the delegation of authority to such representative is approved in advanced by the Department;
2. For a partnership or sole proprietorship: a general partner or the proprietor respectively;
3. For a municipality, State, Federal, or other public agency: Either a principal executive officer or ranking elected official. For the purposes of the ADEM Administrative Code r. 335-3-16-.01, a principal executive officer of a Federal agency includes the chief executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., a Regional Administrator of EPA); or
4. For affected sources (i) the designated representative in so far as actions, standards, requirements, or prohibitions under Title IV (Acid Deposition Control) of the Act or the regulations promulgated thereunder are concerned; and (ii) The designated representative for any other purposes under the ADEM Administrative Code r. 335-3-16-.01.

Within AEERS, a responsible official will have the authority to designate data preparers to calculate and input data into AEERS, but validation and submission of data and documentation using AEERS must be performed by the responsible official. Please note, this form does not provide any proof of identity, and further verification will be required to obtain an AEERS account. After completion of the following form, please either mail a hard copy to the address below or email a copy to your air contact within ADEM :

Alabama Department of Environmental Management
 Air Division
 Attn: [Your ADEM Air Contact]
 P. O. Box 301463
 Montgomery, Alabama 36130-1463

Part A. Responsible Official Contact Information (legal name only)

Add Update

*Last Name:		Suffix:	
*First Name:		Middle Name/Initial:	
Title:	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Dr.		
Job Title:			
Employer's Name:			
*E-mail:			
*Mailing Address	Street: _____		
	City: _____ State: _____ Zip: _____		
*Phone Number(s):			

E-mail address must match registration in AEERS

* indicates required information

Part B. Facility Information

Permit Number*	Facility Name	Managing Preparer	
		Name: _____ Email: _____	<input type="checkbox"/> New Application <input type="checkbox"/> Revised Information <input type="checkbox"/> Reactivation Request
		Name: _____ Email: _____	<input type="checkbox"/> New Application <input type="checkbox"/> Revised Information <input type="checkbox"/> Reactivation Request
		Name: _____ Email: _____	<input type="checkbox"/> New Application <input type="checkbox"/> Revised Information <input type="checkbox"/> Reactivation Request

Part C. Registration

I attest that I meet the standards defined in the ADEM Administrative Code r. 335-3-16-.01 to be considered a Responsible Official of the facilities listed in Part B. and request to be registered for future use of the ADEM Air Emissions Electronic Reporting System (AEERS). I understand that further identity proofing and a signed electronic signature agreement will be necessary to use this system.

I certify under penalty of law that I have personally examined and am familiar with the information submitted in this application and all attachments and that I believe that the included information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.

_____ Name of Responsible Official <i>(Type or print legibly)</i>	_____ Signature	_____ Date Signed
_____ Official Title <i>(Type or print legibly)</i>		

For ADEM use only

Validation Method: Permit Application Facility Contacted

Validated by: _____ Date: _____ Signature: _____

Entered by: _____ Date: _____