



**ERC Form – 1 Instructions  
Emission Reduction Credit (ERC)  
Generation Notification and Deposit Form**

**General Instructions**

The ERC Generation Notification and Deposit Form is for stationary sources that have generated ERC(s) through an emission reduction activity and wish to deposit verified ERC(s) and/or un-verified ERC(s) in the ERC banking system. In addition, if you already have un-verified ERC(s) in the banking system you may request to verify the existing un-verified ERC(s) and deposit the newly verified ERC(s) into the banking system.

This form is required if you elect to be a participant in the ERC banking program as specified in OAC 3745-111-02(A)(2). Sections I through IX must be completed (unless otherwise noted in the instructions) along with a calculation table applicable to the type of ERC(s) you will be depositing. You can use ERC Form – 1 per one facility and per one type of emission reduction activity associated with one 24-month consecutive time period. See Section VII for examples of acceptable emission reduction activities (e.g., permanent shutdown) and Section VIII instructions for details on determining your consecutive 24-month period. If you need to deposit ERC(s) for more than one facility and/or more than one emission reduction activity please submit multiple forms. The generating facility must meet the eligibility requirements for the ERC banking program, and the reduction in emissions must meet the requirements outlined in OAC Chapter 3745-31 and OAC Chapter 3745-111. Copies of this form can be found at [www.epa.state.oh.us](http://www.epa.state.oh.us).

**Section I. Facility Information**

Identify the owner or operator of a facility wishing to deposit verified and/or un-verified ERC(s) generated at this facility.

A.	Facility ID #:	The unique identification number assigned to the facility by the Ohio EPA. This number is located on the first page of your air permit. The facility ID # should reflect the facility generating ERC(s).
B.	Legal Facility Name:	The legal name of the facility that is generating the emission reduction. If the facility operates under a different alias also include it in this space.
C.	Owner/Operator of Facility:	The full name of the owner or operator, whichever is most appropriate, as registered with the Ohio Secretary of State's office.
D.	Street Address:	The street address (physical location) of the facility that is generating ERC(s).
E.	City:	The city in which the facility generating ERC(s) is located.
F.	State:	The state in which the facility generating ERC(s) is located.
G.	Zip Code:	The postal zip code in which the facility generating ERC(s) is located.
H.	County:	The county in which the facility generating ERC(s) is located.
I.	Facility Description:	A description of the type of primary operation at this facility. (eg. steel plant, paint line, coal boiler)

**Section II. Contact Information**

Complete this section if the main contact person is different than the owner or operator of the facility. The main contact is the person who should receive final correspondences regarding this form. (e.g., receiver of ERC certificate and final verification and/or banking letter for ERC(s))

A.	Contact Name:	The full name of the main contact.
B.	Telephone:	Telephone number of the main contact.
C.	Mailing Address:	Address where the main contact may be contacted by mail.
D.	City:	The city corresponding to the main contact's mailing address.
E.	State:	The state corresponding to the main contact's mailing address.
F.	Zip Code:	The postal zip code corresponding to the main contact's mailing address.
G.	Email:	The email address of the main contact.



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**Section III. Technical Contact Information** (if different from main contact information in Section II)

Identify a technical contact for questions regarding the ERC(s) during Ohio EPA’s review of this notification. This person should be able to answer technical questions pertaining to the emission reduction calculations.

A.	Contact Name:	The full name of the technical contact.
B.	Telephone:	Telephone number of the technical contact.
C.	Mailing address:	Address where the technical contact may be contacted by mail.
D.	City:	The city corresponding to the technical contact’s mailing address.
E.	State:	The state corresponding to the technical contact’s mailing address.
F.	Zip Code:	The postal zip code corresponding to the technical contact’s mailing address.
G.	Email:	The email address of the technical contact.

**Section IV. ERC Transaction Contact Information** (if different from main contact information in Section II)

Identify a transaction contact for questions regarding any future transactions of ERC(s). The information provided in this section will be posted on the Ohio EPA website and used by third parties who are interested in available ERC(s). If this section is left blank then the main contact listed in Section II will be posted on the Ohio EPA website.

A.	Contact Name:	The full name of the transaction contact person.
B.	Telephone:	Telephone number for the transaction contact.
C.	Facility/Company Name:	Facility or company name employing the transaction contact.
D.	Mailing Address:	Address where the transaction contact may be contacted by mail.
E.	City:	The city corresponding to the transaction contact’s mailing address.
F.	State:	The state corresponding to the transaction contact’s mailing address.
G.	Zip Code:	The postal zip code corresponding to the transaction contact’s mailing address.
H.	Email:	Email address for the transaction contact.

**Section V. ERC Deposit Request**

Indicate if you want to deposit verified ERC(s), un-verified ERC(s) or if you already have un-verified ERC(s) in the banking system you may request to verify the existing un-verified ERC(s) and deposit them as verified ERC(s) into the ERC banking system. You may choose all three requests for the facility indicated in Section I per one emission reduction activity indicated in Section VII. For each request, include the total amount of ERC(s) under each applicable pollutant in the embedded table provided in this Section. The instructions below will outline the subsequent calculation tables you must complete, dependent on the type of deposit you request in this Section.

√	Request to deposit verified ERC(s)	<p>Check this box if you are requesting to deposit <u>verified</u> ERC(s) into the banking system. A verified ERC is a generated emission reduction that is surplus and quantifiable, and will be verified by Ohio EPA prior to deposit into the ERC banking system. Indicate the total amount of ERC(s) requested for deposit in the nested table under each pollutant type (in TPY).</p> <p>1) If the facility’s ERC(s) are generated as a result of a permanent shutdown then put a check in box A of Section VII and complete the calculation tables in Section X.</p>
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		2) If the facility's ERC(s) are generated as a result of a reduction other than a permanent shutdown, then identify the appropriate box of Section VII and complete the calculation tables in Section XI.
√	Request to deposit un-verified ERC(s)	<p>Check this box if you are requesting to deposit <u>un-verified</u> ERC(s) into the banking system. An un-verified ERC is a generated emissions reduction that may be surplus and quantifiable, and will not be verified by Ohio EPA at the time of deposit. Indicate the total amount of ERC(s) requested for deposit in the nested table under each pollutant type (in TPY).</p> <p>1) You must identify one emission reduction activity in Section VII and complete the estimation table in Section XII. This information will not be verified by Ohio EPA and will be posted on the Ohio EPA website as "un-verified ERC(s)."</p>
√	Request to verify un-verified ERC(s)	<p>This request is for the verification of un-verified ERC(s) already in the banking system from a previous generation notification and deposit form. A verified ERC is a generated emission reduction that is surplus and quantifiable, and will be verified by Ohio EPA. After Ohio EPA verifies your request Ohio EPA will withdraw your un-verified ERC(s) and deposit the verified amount as verified ERC(s) into the banking system. Indicate the total amount of ERC(s) requested for deposit in the nested table under each pollutant type (in TPY).</p> <p>1) If the facility's ERC(s) are generated as a result of a permanent shutdown then put a check in box A. of Section VII and complete the calculation tables in Section X.</p> <p>2) If the facility's ERC(s) are generated as a result of any permanent reductions other than a permanent shutdown, then identify the appropriate box of Section VII and complete the calculation tables in Section XI.</p>

**Section VI. Intended Use**

Indicating your intended use will help persons wishing to obtain ERC(s) narrow down their viable options. This information will be especially helpful when a person searches for available ERC(s) on the Ohio EPA website. Please note that your ERC(s) will be posted on the Ohio EPA website if you indicate 'trading' as your intended use and there is no legally binding agreement associated with selecting an intended use.

√	Netting	Check this box if you intend to use your ERC(s) for netting purposes in a New Source Review project. (e.g., Netting can only occur within the same stationary source. A stationary source as defined in OAC rule 3745-31-01, is a source with all emission units in the same industrial grouping, is located on one or more contiguous or adjacent properties and is under the control of the same person(s)).
√	Offsetting	Check this box if you intend to use your ERC(s) as offsets. An offset can be used if the ERC is from same or different stationary source in which the ERC was generated. A stationary source, as defined in OAC rule 3745-31-01, is a source with all emission units in the same industrial grouping, is located on one or more contiguous or adjacent properties and is under the control of the same person(s).
√	Trading	Check this box if you intend to trade your ERC(s) on the open market.



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**Section VII. Emission Reduction Activity**

This section provides Ohio EPA with general information on the type of emission reduction activity that resulted in the generation of ERC(s) (e.g. permanent shutdown, permanent curtailment of production hours, etc.). You may choose only one emission reduction activity for the facility indicated in Section I of this form.

- *If your emission reduction activity is associated with a permanent SHUTDOWN with VERIFIED ERC(s) complete ERC Calculation Table X.*
- *If your emission reduction activity is associated with a permanent REDUCTION other than a permanent shutdown with VERIFIED ERC(s) complete ERC Calculation Table XI.*
- *If your emission reduction activity is associated with UN-VERIFIED ERC(s) complete Emission Estimation Table XII.*

Permanent Shutdown		
A.	Permanent Shutdown:	<p>Check box A to indicate that the ERC(s) were generated by a permanent shutdown of an emissions unit(s) or an entire facility and provide the date of the permanent shutdown. Then indicate if the entire facility permanently shutdown by placing a check in the yes or no box. Check yes, if <i>ERC(s) are generated</i> from a subset of all emission units and the entire facility permanently shutdown. Complete Calculation Table X.</p> <p><u>Important Information about permanent shutdowns:</u></p> <p>By checking box A you are indicating that the emissions unit(s) or entire facility will not operate at all in the future. Permanently shutting down an emission unit(s) relieves you of future permit obligations for the subjected emission unit(s), including future reporting obligations.</p> <p><i>If this is a request for verified ERC(s)</i> you must permanently shutdown, “formally”, for any emissions unit(s) or the entire facility as part of this ERC Generation Notification and Deposit Form, if you have not already done so. This requires submittal of a separate request, in the form of a letter, and signed certification from the authorized official, as defined in OAC rule 3745-31-04(B), or OAC rule 3745-77-01 (for Title V facilities), that identifies the emission unit ID(s) and the date on which the emission unit(s) or facility was permanently shut down. If you have already formally notified Ohio EPA, include a copy of the notification (e.g. letter) with this form.</p> <p><i>If this request is for un-verified ERC(s)</i> you are not required to “formally” permanently shutdown the emission unit(s) or facility. However, prior to verification you are required to “formally” permanently shutdown the emission unit(s) or facility as described above. Please note that the time period determination for verified ERC(s) will be based on the date the emission reduction was deemed permanent. Please go to Section VIII for more details on determining the correct time period.</p> <p>Ohio EPA may modify your permit to ensure permanence and federal enforceability of your permanent shut down. Authorization to operate</p>



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		the affected emissions unit(s) or facility shall cease upon the date certified by the authorized official that the emissions unit(s) or facility was permanently shut down. No emissions unit(s) certified by the authorized official as being permanently shut down may resume operation without first applying for and obtaining a permit pursuant to OAC Chapter 3745-31.
Permanent Reduction (non-shutdown)		
B.	Permanent curtailment of operating hours:	Check box B to indicate that the ERC(s) were generated by a permanent reduction in current operating hours. Provide the date of the reduction. Also provide both the current operating hours and the proposed curtailed operating hours. For verified ERC(s), complete Calculation Table XI. For un-verified ERC(s), complete Estimation Table XII.
C.	Permanent curtailment of production or operating rates:	Check box C to indicate that the ERC(s) were generated by a permanent reduction in production. Provide the date of the reduction. Also provide both the current production and the proposed curtailed production. For verified ERC(s), complete Calculation Table XI. For un-verified ERC(s), complete Estimation Table XII.
D.	Addition of pollution control device(s):	Check box D to indicate that the ERC(s) were generated by the installation of an air pollution control device and provide a brief description of the control device (e.g., regenerative thermal oxidizer, selective catalytic reduction, etc.). Also provide the date of reduction. For verified ERC(s), complete Calculation Table XI. For un-verified ERC(s), complete Estimation Table XII.
E.	Technologies, materials, processes or process equipment modification:	Check box E to indicate that the ERC(s) were generated by some type of permanent process improvement (such as product substitution) and provide a brief description. Also provide the date of reduction. For verified ERC(s), complete Calculation Table XI. For un-verified ERC(s), complete Estimation Table XII.
F.	Other:	Check box F to indicate that the ERC(s) were generated by a method not listed above and provide a brief description of the method. Also provide the date of reduction. For verified ERC(s), complete Calculation Table XI. For un-verified ERC(s), complete Estimation Table XII. All 'other' methods must be approved by the director.
G.	Netting or offset question:	<p>If any emission reductions have been previously used for netting purposes in a NSR project applicability determination that was relied upon by the director in issuing a nonattainment NSR or PSD permit then check this box.</p> <p>If any emission reductions have been previously used as emission offsets in a major NSR permit then check this box.</p> <p>If the emission reductions on this form were not previously used for netting or offsets then check the 'none of the above' box.</p> <p>If you checked the netting and/or offset box, please indicate which emission units involved and provide an explanation as an attachment.</p>
H.	Federally enforceability and permanence:	Indicate if the reduction above (B through F) is permanent and federally enforceable. In accordance with OAC rule 3745-111-04(D)(3), if the reductions above (B through F) are not permanent and federally enforceable then you must submit the generated ERC(s) as un-verified and complete Estimation Table XII. Upon ERC(s)



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		<p>becoming permanent and federal enforceable, you may submit a request for ERC(s) to be deposited as ‘verified’ in the ERC banking system.</p> <p>If you checked yes then identify the federally enforceable permit # and the date the permit was issued.</p>
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**Section VIII. Time Period Used for ERC Calculation**

The time period indicates the 24-month consecutive period you will use to calculate the ‘actual emissions’ of your facility prior to the emission reduction activity indicated in Section VII. As specified in OAC 3745-31-24, the baseline for determining credit for emission reductions is the ‘actual emissions’ of the source. The definition of actual emissions can be found in OAC 3745-31-01.

A.	What 24-month consecutive period are you using to calculate your actual emissions?	<p>To calculate your actual emissions, use the immediately preceding 24-month period prior to the reduction activity date that is representative of normal operation. You may use a different consecutive 24 month period within 5 years prior to the date of the emission reduction activity if it is more representative of normal operation. If you are using a 24 month consecutive period that is not immediately preceding the reduction activity, you must submit a rationale for why you are using an alternate time period, as an attachment.</p> <p>Complete the start and end date of the consecutive 24 month period you will use as your baseline.</p> <p>Please note, if you are requesting to deposit un-verified ERC(s) you are not required to submit calculations; however, you will identify the time period used for your estimations in this Section.</p> <p>For further reference, see the definition of “actual emissions” in OAC rule 3745-31-01.</p>
B.	Please list your current permit information:	List the most recent permit(s) applicable to the emission unit(s) for which this ERC notification is being submitted, e.g., PTI, Title V permit. List permit #(s) associated with this permit(s).

**Section IX. Other Trading Programs**

This information will help us confirm your facility is not using the same emission reductions used for the purpose of another trading program.

Is your facility banking or transferring emission reductions with any other trading program?	Check yes only if other trading program participation applies to the same pollutants that you are now applying for ERC(s) in the future. These could include, for example, NOx Sip Call, CAIR or Acid Rain Program, etc.
Please list applicable trading programs.	List any applicable trading programs you participate in or will participate in the future that are associated with trading criteria pollutants.



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**Table X. Permanent Shutdown ERC Calculation Table for VERIFIED Reductions** (Emission Activity A only)

Complete the Calculation Tables for the time period identified in Section VIII for a permanent shutdown of an emission unit(s) or facility. If you need more room to complete the calculation tables, attach additional calculation table(s). As specified in OAC rule 3745-111-01(J) ERC(s) must be quantifiable. *Therefore, please be sure to attach information showing how the data was calculated for each emission unit and pollutant, based on actual emissions in A) lbs per hour or, B) tons per month or, C) tons per year.* This may include, but is not limited to operation hours, material input data, CEMS data or emission factors per emission unit, per pollutant.

EU ID	Indicate each affected Emission Unit ID in this column. List all Emission Unit IDs that resulted in the generation of ERC(s).
PM 2.5	List the 24-month average actual emissions of PM 2.5 in tons per year (TPY) from this EU ID for your selected 24-month time period.
SO <sub>2</sub>	List the 24-month average actual emissions of SO <sub>2</sub> in tons per year (TPY) from this EU ID for your selected 24-month time period.
VOC	List the 24-month average actual emissions of VOC in tons per year (TPY) from this EU ID for your selected 24-month time period.
NO <sub>x</sub>	List the 24-month average actual emissions of NO <sub>x</sub> in tons per year (TPY) from this EU ID for your selected 24-month time period.
Other	List the 24-month average actual emissions of another criteria pollutant (CO, PB, SO <sub>2</sub> ) in tons per year (TPY) from this EU ID for your selected 24-month time period. Identify the pollutant.
Quantification Method for Calculating Emissions	OAC rule 3745-111-03(C) identifies acceptable initial quantification methods. Please choose from one of the following quantification methods for calculating emissions for each EU ID: Continuous emissions monitoring (CEMS), stack testing, calculations using process and control equipment, mass balance calculation, emission factors, or other. If you choose other, this method must be approved by the director.
Total actual emissions	Calculate the sum of actual emissions from each pollutant for your selected 24-month time period at the bottom of the calculation table.

**Table XI. NON-Shutdown ERC Calculation Table for VERIFIED Reductions** (Emission Reduction Activity B thru F)

Complete this Calculation Table for the time period identified in Section VIII if you are generating ERC(s) via emission reduction activities B through F in Section VII and you want to deposit ERC(s) as verified. In accordance to OAC rule 3745-111-04(D)(3), verified ERC(s) generated as a result of a 'non-shutdown' must be permanent and federally enforceable. If your ERC(s) are not permanent and federally enforceable then complete Estimation Table XII for unverified ERC(s).

If you need more room to complete the calculation table, attach additional calculation table(s). As specified in OAC rule 3745-111-01(J) ERC(s) must be quantifiable. *Therefore, please be sure to attach information showing how the data was calculated for each emission unit and pollutant, based on actual emissions in A) lbs per hour or, B) tons per month or, C) tons per year.* This may include, but is not limited to operation hours, material input data, CEMS data or emission factors per emission unit, per pollutant.

Emission Reduction Activity	Indicate the emission reduction activity you selected in Section VII. The list can also be found at the bottom of this page.
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	EU ID	Indicate each affected Emission Unit ID in this column. List all Emission Unit IDs associated with the emission reduction activity that will generate verified ERC(s).
<b>Emission Reduction Calculation</b>		
Due to space consolidation, if you are generating ERC(s) of pollutants not listed in Table XI (e.g., SO <sub>2</sub> , CO or PB) you may cross out one of the listed pollutants and write in the appropriate pollutant for your ERC calculation. Use additional tables if necessary.		
SO <sub>2</sub>	Pre-Actual Emissions (TPY)	List the 24-month average actual emission of SO <sub>2</sub> in tons per year from this EU ID.
SO <sub>2</sub>	Post Allowable/Potential Emissions (TPY)	List the new allowable or potential emissions, in tons per year, from your modified permit. This new allowable figure will be your new federally enforceable emission limitation listed in the terms and conditions section of your permit. If your new federally enforceable emission limitation is achieved through another mechanism please specify as an attachment.
SO <sub>2</sub>	Creditable Emission Reduction (TPY)	Subtract the Pre-Actual Emissions, in tons per year, from the Post Allowable/Potential Emissions. (i.e., pre-change actual emissions <i>minus</i> post-change allowable/potential emissions) The difference is your creditable emission reduction.
PM 2.5	Pre-Actual Emissions (TPY)	List the 24-month average actual emissions of PM 2.5, in tons per year, from this EU ID.
PM 2.5	Post Allowable/Potential Emissions (TPY)	List the new allowable or potential emissions, in tons per year, from your modified permit. This new allowable figure is your new federally enforceable emission limitation listed in the terms and conditions section of your permit. If your new federally enforceable emission limitation is achieved through another mechanism please specify as an attachment.
PM 2.5	Creditable Emission Reduction (TPY)	Subtract the Pre-Actual Emissions, in tons per year, from the Post Allowable/Potential Emissions. (i.e., pre-change actual emissions <i>minus</i> post-change allowable/potential emissions) The difference is your creditable emission reduction.
VOC	Pre-Actual Emissions (TPY)	List the 24-month average actual emissions of VOC, in tons per year, from this EU ID.
VOC	Post Allowable/Potential Emissions (TPY)	Fill in the new allowable or potential emissions, in tons per year, from your modified permit. This new allowable figure is your new federally enforceable emission limitation listed in the terms and conditions section of your permit. If your new federally enforceable emission limitation is achieved through another mechanism please specify as an attachment.
VOC	Creditable Emission Reduction (TPY)	Subtract the Pre-Actual Emissions, in tons per year, from the Post Allowable/Potential Emissions. (i.e., pre-change actual emissions <i>minus</i> post-change allowable/potential emissions) The difference is your creditable emission reduction.
NOx	Pre-Actual Emissions (TPY)	List the 24-month average actual emissions of NOx, in tons per year (TPY) from this EU ID.
NOx	Post Allowable/Potential Emissions (TPY)	List the new allowable or potential emissions, in tons per year, from your modified permit. This new allowable figure is your new federally enforceable emission limitation listed in the terms and conditions section of your permit. If your new federally enforceable emission limitation is achieved through another mechanism please specify as an attachment.
NOx	Creditable Emission Reduction (TPY)	Subtract the Pre-Actual Emissions, in tons per year, from the Post Allowable/Potential Emissions. (i.e., pre-change actual emissions <i>minus</i> post-change allowable/potential emissions) The difference is your creditable emission reduction.
	Method for Calculating	OAC rule 3745-111-03(C) lists acceptable initial quantification methods. Please choose from one of the following quantification methods for



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Emissions	calculating emissions for each EU ID; continuous emissions monitoring (CEMS), stack testing, mass balance calculation, emission factors or other. If you choose 'other', this method must be approved by the director.
Total Creditable Emission Reductions (TPY)	Add the sum of all creditable emission reductions in tons per year (TPY) for each pollutant in the selected 24-month time period at the bottom of the calculation table.

**Table XII. Emission Estimation Table for UN-VERIFIED Reductions**

Complete this section for Un-verified ERC(s). You only need to submit the *estimated* amount of emission reductions from a 24-month consecutive period you identified in Section VIII. If you are depositing verified and un-verified ERC(s) resulting from the same emission reduction activity you must use the same consecutive 24 month period. Please complete Section VIII, indicating the time period you chose for your estimation. When participating in the ERC banking program, un-verified ERC(s) may not be transferred or used until they are verified by Ohio EPA.

EU ID	Indicate each affected Emission Unit ID in this column. List all Emission Unit IDs that resulted in the generation of ERC(s).
PM 2.5	List the 24-month average actual emissions estimation of PM 2.5, in tons per year, from this EU ID.
SO <sub>2</sub>	List the 24-month average actual emissions estimation of SO <sub>2</sub> in tons per year (TPY) from this EU ID.
VOC	List the 24-month average actual emissions estimation of VOC in tons per year (TPY) from this EU ID.
NOx	List the 24-month average actual emissions estimation of NOx in tons per year (TPY) from this EU ID.
Other	List the 24-month average actual emissions estimation of another criteria pollutant (CO, PB, SO <sub>2</sub> ) in tons per year, from this EU ID. Indicate the pollutant.
Basis for Estimating Emissions	Identify the basis for the estimated emissions.
Emission Reduction Activity	Indicate the emission reduction activity you selected in Section VII. The list can also be found at the bottom of this page.
Total actual emission estimation	Calculate the sum of all 24-month average actual emissions estimation from each EU ID and pollutant at the bottom of the page.

**Section XIII. Legal Authorization**

This Section must be signed by a person within the company responsible for the generated ERC(s). This person(s) is the responsible party ensuring that the information entered in this notification is correct to the best of his/her knowledge. This person(s) is legally authorized to transfer verified ERC(s) to another owner in the future, will meet the requirements of OAC Chapter 3745-31, and when participating in the ERC banking program for the purpose of offsets will meet the requirements of OAC Chapter 3745-111. You may designate more than one person to legally be authorized to transfer or withdrawal ERC(s) in the future, any additional persons should sign in spaces provide under this Section. Please note that only one person is needed to sign a Request to Transfer ERC(s) Form (ERC Form – 2). Lastly, the legally authorized person(s) are responsible for understanding the requirements in OAC Chapter 3745-31 and OAC Chapter 3745-111 when participating in the ERC banking program for the purpose of offsets.