



**ERC Form – 3 Instructions
Emission Reduction Credit (ERC)
Use Notification**

General Instructions:

As a participant in the ERC banking program you must submit an ERC Use Notification Form to Ohio EPA if your facility is ready to use ERC(s) contained in the banking system pursuant to OAC chapter 3745-31. You can also utilize this form to retire ERC(s) in your possession for a net air quality benefit. In order to use ERC(s) contained in the banking system you must be the current owner of the ERC(s), as identified in the banking system, and submit this complete form. If you are not the current owner of the ERC(s) you, and the current owner, will also need to submit ERC Form - 2, "ERC(s) Transfer Notification" to transfer ownership of the ERC(s).

Instructions for Transferring ERC(s) Before Use

If the ERC(s) needed for use are not currently in your possession then you and the current owner must complete ERC Form – 2, 'ERC Transfer Notification Form'. ERC Form -2 and ERC Form – 3 may be submitted simultaneously to Ohio EPA. If you are transferring your ERC(s) to another facility/person you must complete Sections I, II, III, VII, part B of Section VIII and Section X of ERC Form -2. If you are receiving ERC(s) as a result of the transfer you must complete Sections IV, V, VI, VIII and IX of ERC Form - 2. Please consult "ERC Form – 2 Instructions" for more details on completing ERC Form – 2. It is important to remember that, when participating in the ERC banking program pursuant to OAC Chapter 3745-111, only verified ERC(s) may be transferred.

Please Note:

All ERC(s) will go through a final verification determination by Ohio EPA to verify the total amount of ERC(s) available for use pursuant of OAC chapter 3745-31; this includes any previously verified ERC(s) deposited or transferred through the ERC banking system. Submitting an ERC use notification in the beginning stages of the permitting application process will help ensure ample time for Ohio EPA to verify ERC(s) and will give your facility assurance that enough ERC(s) are available for your project early on in the permitting process. If you need assistance with this form, please consult the instructions below or contact your District Office or Local Air Agency. A copy of this form can be found at www.epa.state.oh.us.

Section I. User of ERC Information

Indicate the information for the facility that will use the ERC(s). Only stationary sources may use ERC(s) for the purpose of offsets or netting pursuant to OAC Chapter 3745-31.

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 using the ERC(s).
B.	Legal Facility Name:	The legal name of the facility that is using the ERC(s). 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 using the ERC(s).
E.	City:	The city in which the facility using the ERC(s) is located.
F.	State:	The state in which the facility using the ERC(s) is located.
G.	Zip Code:	The postal zip code for the facility that is using the ERC(s).
H.	County:	The county in which the facility using the ERC(s) is located.
I.	Are you also the original generator of the ERC(s)?	Check yes if the ERC were generated from the same stationary source that will use the ERC(s) indicated on this form. Check no if the ERC were generated from a stationary source other than the one identified in this section.



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Section II. User Contact Information

Complete this section if the user contact information is different than information filled out in Section I. The user contact will receive all correspondences regarding the use of ERC(s) and/or can respond to any technical questions.

A.	Contact Name:	The full name of the main contact for questions regarding the <i>use</i> of the ERC(s).
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 where the main contact may be reached.

Section III. Intended Use of ERC(s)

Identify the intended use of ERC(s) in this section.

A.	As offsets under nonattainment NSR permitting	Check this box if you intend to use your ERC(s) as offsets. If your facility is subject to major nonattainment New Source Review and will be constructing a new build or a modification in a nonattainment area, check this box. You must follow the offset requirements outlined in OAC Chapter 3745-31. Indicate your application #, if applicable, and/or your permit # if your permit # has been established.
B.	As creditable reductions in a netting demonstration by the facility that generated the credits	If your facility wants to use ERC(s) to 'net out' of major new source review, check this box. You may only use ERC(s) generated from the same stationary source that is proceeding with a netting demonstration. 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). Please list your application # if applicable and/or your permit # if your permit # has been established.
C.	These ERC(s) are being permanently retired	Check here if you want to permanently retire the ERC(s) as a net air quality benefit. When ERC(s) are retired they permanently can no longer be used or traded in the future. List the Facility ID of the original generator of ERC(s) if retired ERC(s) are un-verified.
D.	Other use not specified above, please describe in detail	If one of the intended uses identified above is not applicable, please describe the intended use. Any use of ERC(s) must meet the requirements of rule and law.

Section IV. Amount of ERC(s) For Use

Indicate the amount of ERC(s) you will be using by ERC Certificate ID and by pollutant type. Under each ERC Certificate ID and pollutant type, enter the amount of ERC(s), in tons per year (TPY), based on the associated Emission Unit ID (EU ID). Please refer to your ERC Certificate for each applicable EU ID and



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ERC amount. If the verified ERC(s) are currently in the ERC banking system then the ERC(s) indicated in this section will be withdrawn from your account balance upon the date the ERC(s) are incorporated in a permit issued as a final action by the director. If you are using this form to retire ERC(s), indicate the amount of ERC(s) you will be retiring by ERC Certificate ID and pollutant type as instructed above. If the retired ERC(s) are verified, also indicate the ERC Certificate ID. If the retired ERC(s) are un-verified, indicate "un-verified" in the ERC Certificate blank. Verified or un-verified ERC(s) that are retired will be withdrawn from your account balance upon the date of review and approval of this form.

Top Row: ERC Certificate ID	Indicate the ERC Certificate ID associated with the verified ERC(s) to be withdrawn from your account. The ERC Certificate ID is associated with the deposit of verified ERC(s) by the original generator. This number is located on your ERC Certificate.
Second Row: Pollutant	Indicate the pollutant type to be withdrawn from your account. Choose from one of the applicable criteria pollutants: PM 2.5, PM10, VOC, NOx, SO ₂ , CO or PB.
Column 1: EU ID	Provide the Emission Unit Identification (EU IDs) listed on each ERC Certificate. The EU ID on each ERC Certificate is the original generator's EU ID from which the ERC(s) were originally generated. The EU ID should correspond with the amount of ERC(s) indicated in Column 2 and Pollutant indicated in the second row.
Column 2: Amount Used	Provide the total amount of ERC(s) in tons per year (TPY) your facility is using. The amount of ERC(s) should correspond to the ERC Certificate ID, pollutant, and associated EU ID.
Bottom Row: TOTAL (TPY)	Enter the total amount of ERC(s) to be withdrawn for the pollutant indicated in the Top Row.

Section V. Legal Authorization

This Section must be signed by a person who is currently the legal authority of the ERC(s) indicated in this notification. This person is the responsible party ensuring that the information entered in this notification is correct to the best of his/her knowledge. A person is legally authorized to use verified ERC(s) if they signed the Legal Authorization Section in either Section XIII of ERC Form -1 or Section IX in ERC Form – 2. The legal authority 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. Signing this Section indicates to Ohio EPA that the ERC(s) contained in this notification will be used by the facility in Section I of this form and will be withdrawn from any applicable account balances in the ERC banking system upon use.