

## **CEOS PERMITTING SYSTEM GUIDELINES**

For Establishing and Maintaining A Stormwater Permit for Construction through the Colorado Department of Public Health and the Environment

#### Contents

BACKGROUND	2
STEPS TO COMPLETE PERMIT PROCESS	3
REGISTERING WITH THE CEOS SYSTEM	4
COMPANY NAME VS "ORGANIZATION"	4
REGISTRATION PROCESS.	4
SET-UP COMPLETION AND NEXT STEPS	8
ASSOCIATING A PROJECT WITH YOUR ACCOUNT (separate from registration)	9
SIGNING AND CERTIFYING THE PERMIT	10
DESIGNATING EARTH X ENVIRONMENTAL AS A CONSULTANT/PREPARER	14
Adding Consultant to Account	15
Adding Consultant to Project	16
End of Project Process Explanation	18
Terminating the permit	19
Transferring a Permit to Replace Operator with Owner.	20
Modifying a Permit to Replace Operator (and/or owner) with Third Party.	24
LOST OR FORGOTTEN USERNAME/PASSWORD	26
CHANGES TO RESPONSIBLE OFFICIAL INFORMATION	27
UPDATING BASIC INFORMATION	27
Changing Email Address (with/without other contact information)	28
Changing An R.O. From The Same Company	30
DEFINITIONS	31

### BACKGROUND

Since 1998 all construction sites over 1 acre, and some under 1 acre, have been required to obtain a construction stormwater permit by the U.S. Environmental Protection Agency (EPA). In Colorado, these permits are administered by the Colorado Department of Public Health & Environment (CDPHE). In April of 2019, the CDPHE implemented revised regulations that made significant changes regarding how the <u>OWNER</u> of projects are impacted by these rules by making them a co-permitee and co-signatory to the permit.

As a co-permittee, project "<u>owners</u>" (a concept dependent on the project type) are required designate a "<u>Responsible Official</u>" (RO) to register in the <u>Colorado Environmental Online Services (CEOS)</u> permitting

system. This "Responsible Official" is required to be a corporate officer responsible for the overall operation of the permitted facility; or any other person who performs similar policy- or decision-making functions for the corporation. Colorado further defines the "Responsible Official" as:

"...a person that can accept compliance liability on behalf of the permittee and make the decisions necessary to comply with the permit. RO's are the same as the legal contact and can sign on behalf of the company and agree to any compliance commitments. The RO is responsible for the overall operation of the facility from which the discharge described in the application originates." And.

"The RO needs to be someone who can make overall funding decisions for the project including how much funding the project gets overall, not just decisions regarding day-to-day operations. The RO must also have control over other resources, such as staffing needed for compliance with the permit." The permit requirements for the Operator, (contractor) and the Owner are as follows:

- Obtain Permit Coverage through the Colorado Environmental Online Services (CEOS).
- Prepare a Stormwater Management Plan prior to ground disturbing activities.
- Install appropriate control measures prior to ground disturbing activities.
- Regularly inspect (and maintain a record of those inspections) the facility repair/maintain control measures, adding new as work progresses.

• Maintain the permit and permit requirements until all disturbed areas are returned to a stabilized condition. This requires that all landscaped areas, including those seeded (vs. sod installation) must reach 70% of preexisting vegetation.

## STEPS TO COMPLETE PERMIT PROCESS

Allow me to start with the following warning: Everyone is complaining about the difficulty in registering and working through activities associated with this system. The bad news is that the initial registration and associating yourself with your project is the hardest part. The good news is once that is complete and Earth X Environmental is associated with your permit the bulk of the work with-in the system is performed by Earth X Environmental.

Following is a list of the steps in the order required to obtain the permit.

- ✓ Operator establishes the new permit within the CEOS System
- ✓ Earth X Environmental prepares the permit application
- ✓ Owner establishes an account with CEOS
- Owner "Associates" the new permit to their account and reports the success of this to Earth X Environmental
- ✓ Earth X Environmental forwards the permit to Operator for signature.
- ✓ Operator "Certifies" the permit and designates Owner as "Additional RO".
- ✓ Owner logs back into the system and "<u>Certifies</u>" the permit.
- ✓ Owner immediately "<u>submits</u>" the permit

There are three critical boxes to check as you move through the process. You are registering as a (1) <u>Responsible Official</u> and(2) <u>RO/ Owner for Clean Water Construction Permits</u> specific to the(3) <u>Online</u> <u>Construction Stormwater Permit</u>. In the step-by-step directions below these will be highlighted at the appropriate time.

## **REGISTERING WITH THE CEOS SYSTEM**

Please note: During the second part of the certification process the system is going to request information based on your personal address, not your corporation's address. This is designed to meet Federal online signature requirements for legal signatures. Make sure you use the information listed on your birth certificate and if you have moved recently you may need to use your old address.

#### COMPANY NAME VS "ORGANIZATION"

Upon submittal of an application the State of Colorado <u>will</u> research the Colorado Secretary of State's business data base to determine that the "organization" has a published Certificate of Good Standing for that entity. The "organization" may be separate from the company you "work for" (I.E. the company name listed on your paycheck stub.). For the purposes of registering in CEOS it is best to use the parent company. However, for the purposes of submitting the permit we need to use the "organization" name that is closest to the project. This may be the Parent company, a subsidiary, a registered DBA or a project specific LLC.

Examples of this, with color added for separation of individual certificates of good standing:

The Cool Guys Company: Cool Guy Snowboards LLC.: The Cool Guys Company DBA: Cool Guy Snowboards: or, 123 Cool Guys Drive LLC. (Note: A Certificate of Fact of Trade Name does not meet the "organization" standard.)

If the Owner of Cool Guys Company has a ski goggle division and it is anticipated the ski goggle division will build their new facility next, then the CEOS registration should be as The Cool Guys Company. If the Vice President of Cool Guy Snowboards LLC (separate from the ski goggle division) will be the "Owner" then use Cool Guy Snowboards LLC to register your account.

For the actual permit submittal Earth X Environmental will need to know what name the Owner will use for the project specific "Organization" Name.

If the project owner is employed by an out-of-state firm, then the registration would be listed to that company but the "organization" MUST be a Colorado registered company.

#### **REGISTRATION PROCESS.**

There are screen shots included as part of these directions. It is important to note that many of these are taken from the perspective of a Preparer. The <u>preparer</u> does not see the same screen in the same layout as a RO. There are some screens the Preparer never sees. As such, some of the screen shots were provided by other (frustrated) ROs. This means some of the items below make look different from what you are seeing. Hopefully, it will be enough to allow you to proceed to the next step.

The State's Website had several guides online at <u>https://www.colorado.gov/pacific/cdphe/cor400000-</u> <u>stormwater-discharge</u> if you would like additional "help". To begin go to the following web page. <u>CEOS webpage</u> and select the Create New Account option.



Colorado Environmental Online Services (CEOS) Public Portal



First screen is basic contact information. Fill this out and click next.

Second screen has two parts. The most important is the first part. Check boxes for **Responsible Official** on the first line and **RO/Owner for Clean Water Construction Permits** on the second line. (These are 1 & 2 of the 3 most critical selections.)

Create Account
For a public user to create a new user account. (1) Denotes a required field. A username will be suggested to you when you enter your first and last name. You may change the suggested username in the UserName field below. The ESA will be about 310 buildings days because it knows the mail debray, paper handling, human checks, and data entries.
* Account group: OPreparer @ Responsible Officiat Responsible Official . representation of on mally that is authorized to certify and sign a submitted to CEPHE.
Submittal Group:     BRO/Owner for Air Emission Permits 2 RO/Owner for Glean Water Construction Permits BRO/Owner for Tier II Chemical Inventory Report BRO/Owner for Water Pollution Control Revolving Fund     RO/Owner for Asbestos BRO/Owner for Drinking Water Revolving Fund
Associated Facility List
It is recommended that you associate all facilities that you are going to work on at this time
Name Mailing Address Physical Location Submittal Type Source Status
Associate Facility If you do not see your facility and need further assistance please contact your permit administrator.
Back To Login < Previous Next >>
Colorado Department of Public Health & Environment

OPTIONAL STEP: If a Permit name has been SUBMITTED by the operator and provided to you, then you may associate that facility at this time.

If not, Skip this step by clicking next.

If the project name has been provided to you this is a "shortcut" to speed up the process. Be sure to use the name exactly as provided, i.e. exact capitalization and any dashes or other marks. If that has not

been established skip to the next step as this can be done later.

Search Facility				
Account type determines t the correct account type. search. For user who would Please note that certain su the master database for use Facility for Tier II reportin	he submittal types available, i The system facility name migh like to enter State Revolving bmittal types might not be av e. For assistance, please cont g (SARA Title III) is the report	you do not see the sut t not exactly match wit Fund program, please n ailable for selection on act your regulatory rep ing entity.	mittal types that you would like to select, plea h your record. If you cannot find your facility u ake sure you select all submittal types. This screen, because those Sites/Locations/Faci esentatives.	ase close the window and double check if you have selected using the exact name, please use keyword or shorter name to HUGS have not been formally registered by the authority in
Facility Name: Carrier West Building A	Facility Identifier:	Address:	Organization Name:	
Registered / Non-registered:	~			
Search To go to the next s	tep you need to find your faci	iity using one of the sear	ch parameters above and then click the Search b	button.
Close				

The next screen has one of the three most critical steps

Check the box in front of the project name. Then under submission type check the **Online Construction Stormwater Permit Application** box. (that is the third crucial selection) then click OK.

f you are registering a NEW fac	ility, click this b	utton to proceed.		
s the submittal types available, e. The system facility name mig- suld like to enter State Revokir submittal types might not be a use. For assistance, please cor rting (SARA Title III) is the repor	if you do not see ht not exactly m ig Fund program, vailable for selec tact your regulat	the submittal types that you would like to atch with your record. If you cannot find y please make sure you select all submittal t foon on this screen, because those Sites/Lu tory representatives.	o select, please clu your facility using ypes. ocations/Facilities	use the window and double check if you have selected the exact name, please use keyword or shorter name to have not been formally registered by the authority in
Facility Identifier:	Address:	Organization Name:		
~				
em(s)				
Physical Locatio	n	Mailling Address	Source	Submission Type
930 North Newport Rd , colorado 80916	springs , CO	930 North Newport Rd , colorado springs , CO 80916	Non- Registered Entity	Select AL General Permit
	s the submittal types available, e. The system facility mane mi uid like to entry state. Arrowing use. For assistance, please con- tring (SARA Title III) is the repor- facility identifier: Facility identifier: tem(s) Physical Locatic 920 North Newport Rd , colorado	s the submittal types available, if you do not see e. The system facility name might not exactly the low once take Revolving Audor Porgram, use. For assistance, please contact your regular thing (SAVA Title III) is the reporting entity. Facility Identifier: Address: differentiation of the system of the system of the system term(s) Physical Location 90 North Newport Rd, colorado springs, CO	s the submittal types available, if you do not see the submittal types that you would like to c. The system facility name might not exactly match with your record. If you cannot find uite to onter state fevolving four program, please make sure you science at also mittal use. For axistance, please contact your regulatory representatives. This (SARA Title III) is the reporting entity. Facility Identifier: Address: Organization Name: dif dif Physical Location 900 North Newport Rd, colorado springs, CO 930 North Newport Rd, colorado springs, CO	s the submittal types available, if you do not see the submittal types that you would like to select, please cl e. The system facility name might not exactly match with your record. If you cannot find your facility using difficult to exist a favoring normal program, please make sure you science all submittal types. If a submittal types and t

A box will pop up telling you it was successful, close that box which will take you back to the previous screen which you will now close it using the button next to the three in above picture.

Your screen should look something like this and you can click the next button.

Creat	e Account								
For a p A userr The ES	ublic user to create a ne name will be suggested to A will take about 5~10 bu:	w user account. (*) Denotes a required field. you when you enter your first and last name. You ma iness days because it involves the mail delivery, pape	ay change the suggested username in the UserNa r handling, human checks, and data entries.	me field below.					
* Acco	unt group: OPreparer ( Responsible Officie	Responsible Official A representative of an entity that is authorized to certify and signals.	en a submittal to CDPHE.						
* Submi	ittal Group: Owner for Air Emircion P	armitr RPO/Owner for Clean Water Construction P	armitr  RO/Owner for Tier II Chemical Inventor	Report RO/Ouner for Water Pollution Cont	rol Revolving Fund				
	Owner for Asbestos	RO/Owner for Drinking Water Revolving Fur	id	y Report C ROTOWNEE for Water Pollution Cont	rot Revolving Fund				
Associat	ed Facility List								
	,								
- It i	s recommended that you	associate all facilities that you are going to work on	at this time						
	Name	Mailing Address	Physical Location	Submittal Type	Source	Status			
×	Carrier West Building A	930 North Newport Rd , colorado springs , CO 80916	2 930 North Newport Rd , colorado springs , CO 80916 930 North Newport Rd, colorado springs, CO, 80916 Online Construction Stormwater Permit Application Non-Registered Entity Pending						
Ass	ociate Facility If you do	not see your facility and need further assistance plea	se contact your permit administrator.						
Back	Back To Login <								
	Colorado Department of Public Health & Environment								

Sourch

Fill out the next screen of your security questions. You will be using these again, and again, and again.

For a public coar to create a new coar account, (*) Donotes a required field. A commany field to opgetice to you who ap one may you find fund name. The map change the suggested commany in the UserManne field below. The Clash state advoired to Notoness and a locate it Indexes pairs a horders. The Clash state advoire.
* Security Questions
One of the following security questions will be referenced during the application submission process. Please answer all five questions below with unique responses.
Animers to the security questions are case sensitive.
Question 1:       Image: Second
Colorado Department of Public Health & Environment

The next screen begins the verification process and is as far as I can show since I am unable to e-verify as an Owner.

Create Account
For a public user to create a new user account. (*) Denotes a required field. A username will be suggested to you when you enter your first all bart name. You may change the suggested username in the UberName field below. The ESA will be about 5-10 buttimed sky Stexuse III winders he mail defery, paper handling, human checka, and data entrics.
Picture Verification
Enter the characters you see in the picture (case sensitive). The characters are drawn so that it's possible for a person to recognize them, but very difficult for a program to. This helps us prevent automated programs from creating large numbers of accounts and sending spam.
4 PUDT m Q
leentry Proofing
The System needs to verify your identity in order to grant you the Responsible Official privilege for the submittal types you have requested. You have these options to complete the verification as listed follows:
(1) E Verthy Option: You will be asked to provide your home address, birth date, and lat 4 digits of Social Security Number for the System to vertify your latentity. If you have moved in past 6 months, please use your providus home address before your latence to The E-Verthy full complete the vertification online. If zevertification online, if zevertification online, if zevertification on the entry on a construction on construction on the entry on the other of the System to a set of zevertification on the entry on the other of zevertification on the entry on the other of zevertification on the entry on the other of the entry of zevertification of the entry of zevertification on the entry of zevertification on the entry of zevertification of the entry of zevertification of the entry of zevertification of zevertification of zevertification of zevertification of the entry of zevertification of zevertificat
(2) ESA Option: You will be asked to print and sign an Electronic Signature Agreement and mail it to the Agency at the address shown on the ESA. The Agency will verify your identity and make a decision on your RO request. You will receive an email notificatic after an Agency's decision is made. The ESA will take some time because it involves the mail delivery, paper handling, human checks, and data entries. If you have not received any feedback for 6 weeks after submitting your ESA, please contact the Agency to follow up.
Please allow up to 6 weeks for your ESA request to be processed by COPHE. During this time, users will not be able to submit applications in CEOS. Users choosing to create their account with the e-verify method of identity confirmation, however, can submit applications in CEOS inmediately.
Back To Login « Previous Proceed with e Verify Option

There will be more questions to answer and you will establish a Pin Number. Once the process is complete you will see a final screen advising you of the next steps.

## SET-UP COMPLETION AND NEXT STEPS

This is the final screen of the initial registration process.

COLORADO Department of Public Health 6 Environment	Colorado Environmental Online
reate Account	
or a public user to create a new user account. (*) Denotes a required field. username will be suggested to you when you enter your first and last name. You may change the s he ESA will take about 5-10 business days because it involves the mail delivery, paper handling, hu	uggested username in the UserName field below. man checks, and data entries.
Congratulations! Your account has been Freated successfully. Please check your e-mail for yo (1) If you have registered as a <b>Prepare</b> The System will send you a login credential to your email address. You must inform the Responsible Official from the Entity of your interest to authorize Atter being authorized by the Responsible Official, you can then being in preparing subn	ur temporary password. To have your account fully functional, please follow the procedure below: you the access to prepare submittal for the Entity.
(2) If you have registered as a <b>Responsible Official</b> and <u>completed the identity proofing usin</u> • The System will send you a login credential to your email address.           21 year have proof the <b>Deprecipies</b> of <b>Deficial</b> and <b>have DAT</b> more through E-Verify control	Good-news!See-item-1-below¶
The System will send you a login credential to your email address.     You must print, sign and mail the Subscriber Agreement to the following address:     Colorado Department of Public Health and Environment     Attn: EIMU     4300 Cherry Creek Drive South     Denver, C0 80246	Bad·news!··See·item·2·below¶
<ul> <li>(4) If you have registered as a Viewer,</li> <li>The System will send you a login credential to your email address.</li> <li>You must inform the Responsible Official from the Entity of your interest to authorize the After being authorized by the Responsible Official, you will then be able to view info</li> </ul>	e you the access to view information related to for the Entity mation of the Entity.
But To Lotin	

- Congratulations! The worst is over! Please log back into the system and reset your password. Once you are done with this please notifiy the Operator and the Earth X Environmental so we can proceed to the next step.
- Capture any information the system might tell you about why the identity proofing failed. Then
  email or call Earth X Environmental. At which point an email will be sent to the State to
  determine what might have happened. The system only allows a certain number of attempts
  before you are locked out and go through a much longer and more annoying process.

# ASSOCIATING A PROJECT WITH YOUR ACCOUNT (separate from registration)

If this was not done during the registration process, or if this is a new project to your existing account follow these steps:

Login into the CEOS account from here: <u>CEOS webpage</u>

From the front page select the Associate/create facility button.



The next steps are ones I can't access, but it should look something similar to this:

Account type determines the submittal types available, if you do not see the submittal types that you would like to select, please close the window and double check if you have selected the correct account type. The system facility ranke might not exactly match with your record. If you cannot find your facility using the exact name, please use keyword or shorter name to search, for user to who would like to select a submittal types might not exactly match with your record. If you cannot find your facility using the exact name, please use keyword or shorter name to search, for user to who would like to select a state account type. The system facility runt of organization is the match addition of please control of the selection of the match addition of please control to the match addition of please control to the match addition of please control to the match addition of please control of the match addition of the match addition of please control of the match addition of please control of the match addition of the match a	Search Facility
Facility Hame:       Facility Identifier:       Address:       Organization Name:         Carrier West Building A       Facility Identifier:       Address:       Organization Name:         Registered / Non-registered:       Image: Carrier Management of the search parameters above and then click the Search button.         Sourch:       To go to the next step you need to find your facility using one of the search parameters above and then click the Search button.	Account type determines the submittal types available, if you do not see the submittal types that you would like to select, please close the window and double check if you have selected the correct account type. The system facility mane might not exactly match with your record. If you cannot find your facility using the exact name, please use keyword or shorter name to search. For user who would like there 'State Revolve find proforgina, please must submit as the same table of the system facility runner between the selected as a state that certain submittal types might not be available for selection of the same facility in the available for selection on this screen, because those Sites/Locations/Facilities have not been formally registered by the authority in the matter database for use. For availance, please control your equilatory representatives. Facility for Tier II reporting (SARA Tille III) is the reporting entity.
Registered / Kon-registered:	Facility Hame:         Facility identifier:         Address:         Organization Name:           Carrier West Building A
_	Argitetered / Non-registered:
Close	Cose

Colorado Department of Public Health & Environment

The next screen has one of the three most critical steps

Check the box in front of the project name. Then under submission type check the **Online Construction Stormwater Permit Application** box. (that is the crucial selection) the click the OK.

Search Facility				
Create New Facility	f you are registering a NEW facility, click this b	outton to proceed.		
Account type determine the correct account by search. For user who we Please note that certain the master database for Facility for Tier II repo	es the submittal types available, if you do not see pe. The system facility name might not exactly m ould like to enter State Revolving fund program, submittal types might not be available for selec- use. For assistance, please contact your regula rting (SARA Title III) is the reporting entity.	e the submittal types that you would like to sel atch with your record. If you cannot find your please makes ure you select all submittal types tion on this screen, because those Sites/Locat tory representatives.	ect, please cl facility using ions/Facilities	use the window and double check if you have selected the exact name, please use keyword or shorter name to have not been formally registered by the authority in
Facility Name:	Facility Identifier: Address:	Organization Name:		
Carrier West Building A	Α			
Registered / Non-registere	ed:			
Select Page All				
1 - 1 of 1 displayed, total i	tem(s)	1		
Select Name	Physical Location	Mailling Address	Source	Submission Type
Carrier West Building A	930 North Newport Rd , colorado springs , CO 80916	930 North Newport Rd , colorado springs , CO 80916	Non- Registered Entity	Select All General Permit Gonine Construction Stormwater Permit Application
Close		•		

A box will pop up telling you it was successful, close that box which will take you back to the previous screen which you will now close using the button next to the three in above picture.

You can check to make sure this worked by clicking on the My Dash Board Tab as shown with red X.

COLORAD Department of Pub Health & Environm	O lic ent	Colorado Environmental Onli	ne Service Put	es (CEOS) blic Portal
My Dayboard Submittal A	y Account	Hello, Brian	@ Help	🗱 Logout
Begin submittal	Submittal > Begin submittal > Start a new submittal			
Start a new submittal	Please select task. Click the "Start" button to create a new submittal or action. You can save a draft at any time.			
My favorite submittal types	Category: (All)			
Edit my pending items	Division: (All)			
	Keyword: example: construction, air, water, and land etc.			
Track submittal	Search			
Monitor agency pending items				

This will take you to the following screen which will hopefully show the new project as a Pending Item.

COL Departm Health &	ORADO ment of Public Environment						Colorado Environmental Onl	ne Servi Pi	ces (CEOS) ublic Portal
My Dashboard Sub	mittal My A	Account					Hello, Stuart	@ Help	🗱 Logout
	«								
MY DASHBOARD	Your dasht To view ol	ooard is a der docur	central lo nents see	ocation to view al your history.	l your currei	nt documents in one place.			
רא	My penc	ling ite	ms						
Associate/Create	1 - 1 of 1 dis Delete	Edit	ID #	Facility	Entity	Document	Action	D	ue date
Tachty	×	4		1875 Taylor		Online Construction Stormwater Permit Application	Editing in Progress		
Air Pollution Control	Departm	nent ite	ems						
	No i	items four	nd. Please	e try again.					
General permit updates	Complet	ted iter	ns						
Asbestos permits	No i	items four	nd. Please	e try again.					
Water Quality Control									

At this point notify Operator and Earth X Environmental this step is complete so that Operator may designate the owner as an "additional RO".

## SIGNING AND CERTIFYING THE PERMIT

Time for a quick recap. The following actions have occurred:

- ✓ Operator establishes the new permit within the CEOS System
- ✓ Earth X Environmental prepares the permit application
- ✓ Owner establishes an account with CEOS
- ✓ Owner "Associates" the new permit to their account and reports the success of this to Open 8
- ✓ Earth X Environmental forwards the permit to Operator for signature.
- ✓ Operator "Certifies" the permit and designates Owner as "Additional RO".

The Owner should receive a email notification from the system to go back into CEOS. Which will look something like this:

From: GovOnline@govonlinesaas.com <GovOnline@govonlinesaas.com> Sent: Wednesday, February 10, 2021 4:00 PM To: OWNER Subject: Notification of permit application co-signed is required

CEOS System Message: Dear OWNER: The following application need your help to co-sign and submit. Application ID: ????? Application Name: Online Construction Stormwater Permit Application Thank you for using the CDPHE CEOS System! If you have any questions, please contact CEOS System help center. Regards, CDPHE CEOS System PLEASE DO NOT RESPOND TO THIS MAIL. This mail has been automatically generated and you will not receive a response.

Otherwise, the Operator or Earth X Environmental will let you know to log in.

Log back into the CEOS system from here <u>CEOS webpage</u>.

This is a two-part process to first "Certify", or Sign the document and then to repeat the steps to "submit" the permit.

Click on the "Go to your dashboard" button.



Colorado Department of Public Health & Environment

The next screen should show your "Pending Items" which is hopefully the new project.

Departs Health	ORADO ment of Public & Environment				Colorado Environmental Onli	ne Services (CEC Public Por
My Dashboard Sub	mittal My Account				Hello, Brian	④ Help Sk Logout
MY DASHBOARD	Your dashboard is a central To view older documents se     My pending items     1-1 of 1 displayed, total 1 item	location to view all your current documents in e your history.	one place.			
Associate/Create facility	Delete Edit ID	# Facility	Entity	Document	Action	Due date
	× 🛛	Encompass Business Park - Building 171		Online Construction Stormwater Permit Application	Editing in Progress	
Air Pollution Control	Department items	n(5)				
	Submittal ID #	ID # Facility	Entity	Document	Status	Date received
		61 JL 60		Online Construction Stevenster Downit Application		

Click on the edit button to bring up the next screen. This next process will take you through four screens that Earth X Environmental has already completed, uploaded and submitted. All you have to do is click the "Next" button until you get to the final screen

	Criterale Environmental Dutters Services (2006) Patter Fordal No. Inc. 9 Mag. 2 Laured	Arrow and a
Attachment (Submittal ID: 37822)         Prove view, 1 subchwert gefors fint.         ************************************	writen can be clicked multiple there to "Other" option if it is not applicable.	in the second se
Linking Constructions of      MA     MA     Linking Constructions of      Linking Constructions     Construction     Con		Were real Were
Glorado Department of Public Health & Environment Submit Submittal (Submission ID: 37822) Click on the check box below Certification of Submission If you complete your submittal.	t time through p	Consult Deschart of Dalls insult A Industrant
Certification of Submission This submittal needs to be certified by at least 2 signer(s) before it can be su Multiple co-signers can be Manage Co-Signers Co-Signer List: 1 - 1 of 1 display=@stal 1 ticm(s) Detete entofy Signer Full Name Signer Email Certifi	ibmitted.	dress Notes
Check this Box Check this Box	73.95.232.40 r, of the described property. Furt	This submittal was created for the RO II arther, I consent to the work to be done as des
To prevent your Information from being used inappropriately, we maintain st safeguards are also powered by VeriSign's Certificates and Authorize. NET's P confidentiality of the password. Please note that access to these links, irresp <b>Disclaimer</b> The ECOS system, its agencies, officers, or employees would dedicate their t evolving area, and despite dedicated efforts, some mistakes and misundersta development company specifically disclaim any and all liability from damage	ringent CEOS's electronic safegu CI compliant processes. Once we exective of the issuance of the Use vest to protect your confidential indings may result. The visitor pr which may result from the acce	puards as well as physical and administrative prover provide you with a password, you are responser. If and Password, may be terminated by occurs and password, may be terminated by occurs and information. However personally identifiable proceeds to any external sites at their own ris cessing the web site, or from reliance upon an
Exit Previous Submit Certify		

As soon as your signature is accepted, there will be a date next to your name. From there you "submit" the permit by repeating these above steps (checkbox, question, PIN) this time

## selecting "SUBMIT" instead of certify.

	check box below Cert ur submittal.	tification of	Submission if you				the SUBMIT butto
Certification	of Submission						
This submit	tal needs to be certifie	ed by at leas	t 2 signer(s) before it o	can be submitted.			
Multiple co-	signers can be						
Manage (	co-Signers	nore th	nis				
Co-Signer L	ist:						
1 - 1 of 1 di	isplayed, total 1 item(s	;)					
Delete	eNotify Signer	r Full Name	Signer Email	Certified Date	Certification IP Address		Notes
		ummins	derek@alcornci.com		73.95.232.40	This submittal w	as created for the RO
L Ch	eck this Box	<i></i>					
Answer: PIN:			Forgot your Pin Numbe	er?			
Security Prec	autions						
To prevent	your information from are also powered by Vi lity of the password. P	being used i eriSign's Ceri lease note ti	inappropriately, we ma tificates and Authorize hat access to these lini	aintain stringent Cl NET's PCI complia ks, irrespective of	COS's electronic safeguards int processes. Once we pro the issuance of the User ID	as well as physica vide you with a pa and Password, ma	l and administrative issword, you are resp iy be terminated by
safeguards confidentia Disclaimer							
The CEOS so evolving ard development	ystem, its agencies, of ea, and despite dedica nt company specifically	ficers, or em ted efforts, s y disclaim an	ployees would dedicat some mistakes and mis y and all liability from	te their best to pro sunderstandings m damages which m	tect your confidential info ay result. The visitor proce ay result from the accessin	rmation. However eds to any externa g the web site, or	personally identifia al sites at their own from reliance upon

If it is successful you should see a screen that looks similar to this.

	COLORADO Department of Public Health & Environment	Colorado En	vironmental Online Services (CEC Public Por
Ay Dashboard	Submittal My Account		Hello, Stuart 🔮 Help 😂 Logout
o to Submitted	List		
CONFIRMATI	ON OF SUBMITTAL		
1. Your appli 2. Check you Thank you fo	cation has been received and v ir account, email and text mest or using the CEOS system.	rill be reviewed shortly. age for system notification at various mile stones.	
Please click	HERE to print your receipt.		
Submittal ID: 3	39349		
Submitted By:		Owner Info:	
Derek Cumm Alcorn Const 12081 W Ala Lakewood Cl 720-417-595 derek@alcor	tins ruction meda Pkwy 0 80228- 7 7 nci.com	Derek Cummins Alcorn Construction Work Site: 1875 Taylor Avenue Louisville CO 80027 720-417-5957 derek@alcorncl.com	
Form Detail	n: 271672021 2:00:26 PM		
Attachment De	tail		
1.Map - O	nline Upload Only (Required) (	Inline	
• 18	75 Taylor LOC (2).pdf		
Additional	Documents (Optional)		
Certification R	eccipt		
Certifica Statemer	tion I hereby certify that nt: of the described pro	am the owner, or authorized agent of the owner, erty. Further, I consent to the work to be done as	

At this point the permit should be submitted for Administrative Review with a permit certification to follow soon!

#### DESIGNATING EARTH X ENVIRONMENTAL AS A CONSULTANT/PREPARER

Designating Earth X Environmental as a consultant/preparer is optional but will allow Earth X Environmental to assist you directly as the project moves forward. This is most useful at the end of the project if the operator needs to be removed or replaced. Like most things this is a two-step process where you have to link Earth X Environmental to your account and then assign Earth X Environmental to the specific project.

## Adding Consultant to Account

First from any screen click on the <u>My Account Tab</u>, Then from the side bar select the <u>Manage</u> <u>Consultants and Preparers</u> button and finally click on the <u>Add User</u> button.

COLORAD Department of Pub Health & Environm	0 tic sent	Colorado Environmental Online Services (CEOS) Public Porta
My Dashboard Submittal.	y Account	Hello, Stuart 🛛 👰 Help 🛛 😹 Logout
Profile management	W Account - Profile management - Hanage consultants and preparers	
Basic information Banage account information	Consultants List	
Password Manage your password	() No items found. Mease try again.	
Change security questions/answers	Add ser	
Angle consultants and process	-	
Request consultants and preparers		

On the next screen you will be asked to enter an email address. Use <u>bgarber@earthx.us</u> and accept it.



Once this is done the screen should look like below

Profile management	Wy Account > Profile management > Manage consultants and preparers
Basic information Manage account information	Back to Consultant List
Password Manage your password	Managing consultants & preparers - for Responsible Officials
Security questions Change security questions/answers	Consultant permission type: <ul> <li>Prepare Only <ul> <li>Authorized to fill out forms for the Responsible Official.</li> </ul> </li> </ul>
Manage consultants and preparers	<ul> <li>Once completed, you will be notified by email of the sul The consultant must have a CEOS account before you can add them to</li> </ul>
Request consultants and preparers	After you add the consultant to your list, you can add authorizations fo Requesting authorization - for Consultants/Preparers
	Consultant can request authorization though CEOS. This sends a notific
	* Denotes a required field
	Consultant Information
	Effective Date Expiration Date 04/24/2020
	Save Email Notify
	Authorized Submittal Types
	No items found. Please try again.
	Add Authorizations If you are registered as an RO, and you have failed or have not gone throu

at which point you go to the next step to link the specific project with the preparer.

#### Adding Consultant to Project

From here click on the edit button



This will bring up a screen showing each of the permits and permit types. Click the buttons as highlighted and click the OK button.



After that you will see a screen asking for a date range. You have to fill out the start date, but can leave the end and click on Save.



## End of Project Process Explanation

Once work is complete and stabilization requirements are met the permit can be terminated.

The permit must be maintained until such time as all areas disturbed as part of the construction project are stabilized to a uniform 70% of the pre-existing vegetative conditions, or that of a nearby area representative of the native vegetation. Any landscaped areas that were finished with seed and a mulch, blanket or other temporary measures must have a uniform growth of the appropriate grass seed. The amount of time this will take depends on the seed type used, if any permanent or temporary irrigation is used and the time of year the seed is started.

Unfortunately, the completion of the operator's contractual work does not always correlate to the end of the State of Colorado (and Municipal in some cases) Stormwater Permit requirements for Construction Projects. As the Operator's construction operations related to the State Stormwater Permit actions nears or has ended this company no longer meets the definition of "operator" it is necessary to modify the permit to remove/replace the original Operator with the entity that will serve in that capacity until such time as all the stabilization requirements have been met. This may either be the originally listed Owner or some other management entity. (Once the permit requirements for final stabilization are met the permit may be closed.)

If the permit is transferred the new Owner and Operator is required by the permit to, at a minimum, prepare and maintain a Stormwater Management Plan and perform monthly inspections on the property.

#### Terminating the permit

If all stabilization requirements are met an Application for Termination can be prepared and submitted.

Once you have been notified that the Termination Application has been prepared and is ready for your Signature/Certification you will need to Log-In CEOS account from here: <u>CEOS webpage</u>.

Click on the "Go to your dashboard" button.



Colorado Department of Public Health & Environmen

The next screen should show your "Pending Items" which is hopefully the Modification form for the appropriate project.



Click on the edit button to bring up the next screen. This next process will take you through several screens that Earth X Environmental has already completed, uploaded and submitted. All you have to do is click the "Next" button until you get to the final screen

				F, NATURE OF CONSTRUCTION ACTIVITY
No Deviced Sciences No.	Cel	Iorado Environmental Online Services (CEOS) Public Portal Mon. Non. 94 Res.   20 Insert	Pg?	On the sequence beneficies of proteins a bind description that indicates the salares of the continuities existing. The definition of the activities must be included as the Starmeenter  Encounter of the included as the Starmeenter  Content of
March Reed	Manatter Asses application     Manatter Asses application     Manatter Asses application			Provide an and Hilling of the lange of the lange whether the lange and a constant is abreved     Ot and Gan Explorations and Well Peol Development
O Pola Extry To TEM al Data Extry To east	Submittal Form List (Submittal ID: 37822)			Bron structural and other development E.e. parks, train, dream realignment, bank stabilization, denoition, etc.)      Ditter
Colline Construction Staronomous Pareit	The part is only to early if it is the right from you need. This torm will be completing the taboring process. Part is the deviation we you, indexed that we do.			G. ANTIONED CONTRUCTON SORDALE
Attachment     In solution mattern     Teached Incommittees	All Applicable forms List			Generaturchen Start Date: * Fault Examination Date:     G2/16/2023     12/31/2022
O Widelan To salation at regions form	🔄 🔁 Online Construction Statementer Formit - F			<ul> <li>Conduction flast below the object provided to begin provided by the provided problem, set using problem, set using provided, set provided and all objected area.</li> <li>Final diabitation have in terms of parent corresponds on the labels finally objective. This resust have all using provided provided area to the provided and all objected area.</li> <li>The diabitation of the provided on a uniform resultance of the matching of the provided provided and all objected area.</li> </ul>
O Submission To submit				<ul> <li>Ferrel coverage read by mantaneous until the site is finally stabilized. Coverify our are only doing one part of the project, the estimated thai stabilization date must be fur the overall project. If perrell coverage is dill required on a your part is considered, the perrell coverage to dill required on a your part is considered. The perrell coverage is dill required on a your part is considered.</li> </ul>
	Extendo Separtment of Partic Hastle 1 Entronment			Come Revenue West

Attachment (Submittal ID: 37822)				
Please select attachment option first. - "Online": To include your attachment(s), click on the - "Mall/Other": Please enter additional information for - "N/A": If no attachment will be included in the category	* "Upload" button and follow the instructions to upload. "Upload" button can be clicked multiple times to the attachment category. For required attachment, please select "Other" option Wit is not applicable. pry, please select 'N/A'.			
Attachment				
The maximum file size allowed is 300%. Please make sure the f	file you want to upload is smaller than 30MB.			
1.Map - Online Upload Only (Required) For more information in	Online Hall Other N/A	Draw a Restaure	m	
Limits of Construction.pdf	N/A N/A	My Dehboard Submittal My	Account	Belo, I
Upload (Please upload one file at a time, Re Attachment description:	peat the Upload process if you have multiple files.)	Wtzard Panel	2) Southers: From 12 Southers Streams Wildoalson (Southerstall De 274222) Prove one Solution of a planting streams from when the follow when the follow of the solution of a planting streams of the solution of the	
Additional Documents (Optional) For more information 😧	Online Mail Other OWA	Attachment     Tousload or mail in at     required accumentations     Velidetic     To validate at required data	Under an beiten geschlichen Bernet under Bernet under die Bernet under Bernet	
Edit Save Previous Heat	Colorado Department of Public Health & Environment	and documentations     Submission     To submit	Jan-Coltre Relation:     Auto-Location     Pog 4     Control Description of Parks     Control Description of Parks     Control Description of Parks	

Once through these screens you should see a screen similar to this:



#### Transferring a Permit to Replace Operator with Owner.

It is best If the Owner has designated the Operator's third-party consultant as a preparer under their profile the paperwork may be completed on the Owners behalf and then submitted for the Owners Signature/Certification. At which point the original Operator will be sent an email to Sign and Certify the modification.

Once you have been notified that the Modification has been prepared and is ready for your Signature/Certification you will need to Log-In CEOS account from here: <u>CEOS webpage</u>.

#### Click on the "Go to your dashboard" button.



Colorado Department of Public Health & Environment

The next screen should show your "Pending Items" which is hopefully the Modification form for the appropriate project.



Click on the edit button to bring up the next screen. This next process will take you through several screens that Earth X Environmental has already completed, uploaded and submitted. All you have to do is click the "Next" button until you get to the final screen

	Calorab Environmental Online Services (2006) Pablic Archit Nill, Nov. (1975) 2004	<b>F</b> g2	2	Next MC CONSCIPATION	
Attachment (Submittal ID: 37822) Piege avel, startment applied frei. - "Wald" (Dar') Fiese ester additional identific date the "byless" botton and folser the instructions to - "Wald" (Dar') Fiese ester additional identific the date startment of the "the instructions to - "Wald" (Dar') Fiese ester additional identific the date startment of the startment at the date date the - "Wald" (Dar') Fiese ester additional identific the category, para starter 10/4".	n ugkad. Tuljskaf kutten om he clifted multigle times ta mæst, plene støct-1700er (ogkon V ti net agsledde.			Calcula Bourt test of Daleh Shalls & Derivound	
Attachment					
The maximum file size allowed is 3008. Please make sure the file you want to upload is smaller than 3008.					
For more information (a)	SVA -			NA 7 LANDAURA	
Limits of Construction.pdf		My Dehboer	rd	Abmittal My Account	Helo, I
Upland (Please upload one file at a time. Repeat the Upload process if you have multiple fit Attachment description:		Mizerd Panel Data 1 To hill in Forms M Online O Stormwer	Entry In al De Gonstr	Summary Streps Have: Statem Haves     Widdender (Schemittal III: 57822)      How any Kulturia and any Alto Statem. Learner year andre Suffer extension to this prace.     Revery and Kulturia and any Alto Statem. Learner year andre Suffer extension to this prace.     Revery and Kulturia and any Alto Statem.     Revery Alto Statemary Statemary     Statemary     Statemary     Statemary     Statemary     Statemary	
Additional Documents (Optionol) Online Julii Other O	N/A	2 Attack To uplo require 3 Valida To valid	hment oad or i red door ation idate al	and a fair and the second second part is the fair of the second second part is the fair of the second secon	
East Saw Printox Here: Coloredo Department of Public Health	t & Endronment	and do	ission mit	Autor State State State State State Autor State	

Once submitted the system will send a notification to the first R.O. who must certify and e-notify the next R.O.

Eac	h RO will have to log in to	Certification	f Schenistice				
CE(	DS and certify the mittal	This sales in algorithm Configure ()	ed peerde, he het gemethen he liggenen ander het Die Lande ge Staggenen de de	of legal 2 agosetijs kelene if oan op oakeellen man	£.		
1	Fill in the certification	Basis.	America Sugar La	Apres Super Local Cold	And Testing and A	The identity was considered by the bit table of the set.	
	The in the certification		-	erero.mmellom.cl.a	a1.06141.02	The advector was constant to the RF solid on the self.	
	check box		E-BORN VA	and the second second private second	41.786.01.12	The salestial was considered by the Hill interface law sets.	
2.	Complete the security	*	E.Bothy	annet a la risel (chain es ar	ACORDE DE	The same the rest of the Richted on the left.	
	question	Gaussian S	the certific the last the or fast is prior factories (autor)	frequi par Pe Support	and the property further, I	connect to the work to be down as described.	
3.	Enter their pin number.	Security Irea	adhin				
4.	Click blue Certify button	Protestant parameters Disclutence	nig principation from being as ant responsible for east	point insummerskelet, og næmlan sinngar Samng De omfræmladty i De passon, P	rittels, okastenens, unlegenerik o Naser nater that access is their	<ul> <li>and a physical and electrostation posteriors, is certains, for second late, strapertise of the import of the star it and function, may be the</li> </ul>	set-points are producted for as
5	The last person to sign	the CON a strend the	pitter, No. agencers, officer, presider, USPAC and USO	a staloven neet delade ber test a p system development company spectruly d	nden yne owfeinige ster Nore et antal 18202; Ye	ution. Note recording the other of events of the set of a remain in the set of the set o	undireg area, a benerogist arg
5.	will click the submit			2			
	button.						

## Submittal

10.00

As soon as your signature is accepted, there will be a date next to your name. From there you "submit" the permit by repeating these above steps (checkbox, question, PIN).

## Managing the Signers

Each RO - from the old permittees and the new permittees should be associated with the facility of the permit.

Do not click the blue Replace RO link until the transfer is processed. If they are not associated with the facility, they will not show up as a signer.

Once the transfer is processed the old permittees can take themselves off the facility by deleting the facility from their list by clicking on the red x.

Once at the Digital Signature Page you need to confirm both individuals are shown on the Co-Signer List. If not please follow the directions below.

			<b>Digital Signature Page</b>
Certification of Submission			
This subwrittel hernis to be certified by Huttiglio or dysers can be the been po Manuer Co Signers Codapter Late 1 - 1 of 1 dictayed, 1000 T Berris Gelete alutary Signer Tol	al kasil 2 syseensi befare il can be substitud 1900. Nace Systembrad Centri	n) Dele Certification IP Address	Rés.
E-Motey, VK	servica, kenket Bistate Jointi	47.195.52.52 This set	unitial value or a band on the Influence of the Influence
* I hereby sectory that I are the or Question: What is your test livered's in Answer:  PDG.	iner, or authorized agent of the owner, of the si name? Porgot your Pits Number?	devolued property, hurdier, I consent is the	way to be obtain as described.
Security Precestions			
To provert your information from bein password, you are responsible for man Ohictoliener	g word imagoropriating, we mainfain stringent t manning the confidentiasity of the postword. Po	COS's shechorsic safeguards as well as physic nate note that access to these links, intespec	al and administrice protocole. In addition, the event's unique due are due prevention in Writige's Confliction and Authorize ACTs PO simplified precession. Once we prevaile you with a effect to assess a close Over D and Tamoria, new to thereaded by and discritions all and tool.
The COS system, its apencies, officer sites at their own rok, COPHE and CO	<ol> <li>or employees would deduate their test to p 5 system development company specifically db</li> </ol>	etest yvar oerfidential Information. Hevere claim any and all lability from demages who	In personally identifiable information privacy is a year and existing uses, and despite defaulted efforts, some mitistains and volumedenzianching may result. The visitar proceeds to any external chiney result from the accessing the verticals, or them relative agos any such informations.
Eat Provine Salarit Con	lify .		
You will people ic applicati	click the dentified on and th	Manage as legal/ ne supple	Co-Signers button and add all of the owner/operator on the transfer emental page.
ALC: N.S.			

## Submittal

Each RO will have to log in to CEOS and certify the submittal

- 1. Fill in the certification check box
- 2. Complete the security question
- 3. Enter their pin number.
- 4. Click blue Certify button
- 5. The last person to sign will click the submit button.

<b>Bake</b>	-	Square Date Space	m Righter Facult	Cattline Balle	Cartolication IP Address	in the second
	1.0.05	N.K.	www.akeienBittocal.id		61/903152	The extent to concentrate for the H1 is the tree of $_{\rm D}$
	C.Bully	11.1	ererchenettranol.c		strength.	The advector was restant to the RE MAX of the off.
	E.Bolly	11.8	and the latter prists, to or		61386314	This salestical was considered by the Hill index or the sets.
*	E.Notty	11	and a large little state		SCHOOL ST	The same the rest content to the Hittension the lark.
***			- faced your the Nacional			
inter it	ecodiete:					
-	t one printed	the loss loss and	e ingeneration, or cardin of	regare (EDT) an	there who are not	a physical and advantations protection, in anothing, the second interpretion of the tangenus of the Juny II and Second 1, page 54

As soon as your signature is accepted, there will be a date next to your name. From there you "submit" the permit by repeating these above steps (checkbox, question, PIN).

#### Modifying a Permit to Replace Operator (and/or owner) with Third Party.

This process is similar to the above but adds several steps.

The first step being that the new RO must have a CEOS account and must associate themselves with the project. If needed, follow the instructions above for <u>Creating a CEOS Account</u> and/or <u>Associating A</u> <u>Project with your Account</u> and <u>Associating EarthX Environmental with Your Account</u>.

#### **New CEOS Transfer Application Process**

All transfer applications in CEOS will have new requirements:

- 1. Each transfer will require a supplemental attachment that includes:
  - the contact information for the previous legal contact; or
  - in the case of Construction Stormwater the previous owner and operator contact information.
- 2. Each transfer will need the digital signature of BOTH:
  - New legal/owner/operator; and
  - Old legal/owner/operator

## How will this work?

- 1. You will fill out the supplemental attachment with the previous permittee's contact information.
- 2. You will make sure that the signers page of the transfer application includes signatures from all of the new and old permittees
- 3. You will submit the application through CEOS, like now





button.

## How do I know who has or has not signed?

Once someone signs it will have a certified date in the list of signers. If you are the last one without a date - then click the submit button instead of certify.

If you need to let someone know they need to sign - you can click the E-Notify Button and it will send a email to address the system has on file.

Delete	eNotify	Signer Full Name	Signer Email	Certified Date	Certification IP Address	Notes
	E-Notify	VK	veronica.kenkel@state.co.us		67.190.92.52	This submittal was created for the RO listed on the left.
×	E-Notify	VK	veronica.kenkel@state.co.us		67.190.92.52	This submittal was created for the RO listed on the left.
×	E-Notify	VK	veronica.kenkel@state.co.us		67.190.92.52	This submittal was created for the RO listed on the left.
×	E-Notify	VK	veronica.kenkel@state.co.us		67,190,92,52	This submittal was created for the RO listed on the left.

#### LOST OR FORGOTTEN USERNAME/PASSWORD

If you need assistance with your username or password go to <u>CEOS webpage</u> and click on the "Forgot your login username or password" link shown below.



## CHANGES TO RESPONSIBLE OFFICIAL INFORMATION

While a R.O. has the ability to change/update their Phone, Fax and Title by going through the CEOS Portal. Changes to a R.O.'s Email has to be submitted via email. (it appears that you can change the email address in the Basic Information area. Any changes in that field will not be accepted.)

#### If you are updating your email address and other information skip to the next section.

#### UPDATING BASIC INFORMATION

To change basic information log into CEOS and click on the Dash Board button



Then select the Basic Information option under the My Account tab.



From there you can change your Phone, Business Name and Job Title. (you will be able to View, but not change your email address).

eral Information			
First Name: Brian	M.I.:	★ Last Name: Garber	
Business Name:		Job Title:	
EarthX Environmental		Vice President	
rimary Phone Number (55)	5-555-5555)	Extension:	Mobile Phone Number (555-555-5555):
303-495-8336			303-495-8336
lobile Provider: Verizon v Do you want to receive	e SMS messa	iges through a mob	bile phone?
ax Number (555-555-5555)	: 🖈 Ema	uil:	
t		ber@earthx.us	

Changing Email Address (with/without other contact information)

To change your email in CEOS you have to send an email to the support line <u>cdphe\_ceos\_support@state.co.us</u>. In the email you have to provide the "User name" for the portal.

	Add Website to Bookmarks						
	Public Login						
	User name						
	Password						
A Loral	Login						
N.C.	Weed more help?						
	Online Tutorial     Greate a new account						
f	<ul> <li>Forgot your login user name or password?</li> </ul>						
	Release Date: December 26, 2019 Version: 4.00.19.1226.29524						
	CDPHE-CEOS uses Adobe Reader for some online document viewing. Please click the following link to install Adobe Reader Plug-in software.						

Below is a sample email:

Subject: Request for change in email address for Derek Peterson

My company has recently implemented new email addresses for all employees. At this time, I am requesting the email on my CEOS account be updated as follows:

My user name: ???????

My new email address is: example@company.com

Thank you for your assistance in this.

You should get a note back indicating they have made the change. You can double check it by logging in and clicking on the dashboard button



Then select the Basic Information Under the My Account tab.



From there you will be able to View, (but not change your email address). Once you have confirmed the email address has been updated you can change your Business Name, Phone and/or Job Title.

eral Information				
<b>k First Name:</b> Brian	M.I.:	<b>★ Last Name:</b> Garber		
Business Name:		Job Title:		
EarthX Environmental		Vice President		
Primary Phone Number (55	5-555-5555)	Extension:	Mobile Phone Number (555-555-5555):	
303-495-8336			303-495-8336	
Mobile Provider: Verizon v Do you want to receive	e SMS messa	ages through a mot	bile phone?	
Fax Number (555-555-5555)	: * Ema	ail:		
	bgar	ber@earthx.us		

Changing An R.O. From The Same Company

If an R.O. needs to be replaced and as long as it is from the same company it can be handled as a change of contact. If they do not already have one, the new R.O (would need to create an account) associate their account with the facility. Then submit a change of contact application under the "submittal" tab "manage permits/certs" page.

From there, they would just update the permit info to their own info and sign. If there is another RO on the permit from a different entity (owner or operator) they will also need to sign. Unlike with a transfer the prior RO will not need to sign.

## DEFINITIONS

CEOS - Colorado Environmental Online Services: State's online permitting system. Available at <a href="https://ceos.colorado.gov/CO/CEOS/Public/Client/CO\_CIMPLE/Shared/Pages/Main/Login.aspx">https://ceos.colorado.gov/CO/CEOS/Public/Client/CO\_CIMPLE/Shared/Pages/Main/Login.aspx</a>

RO - Responsible Official: Person(s) designated by the Operator and Owner to sign the permit. (This can be the same if the Owner and Operator are the same person, such as a developer self-performing the onsite work or a home building company.)

Owner–The party that has overall control of the activities and that has funded the implementation of the construction plans and specifications. This is the party that may have ownership of, a long term lease of, or easements on the property on which the construction activity is occurring (e.g., the developer).

Operator – The Constructor. A company that controls the site and subcontractors during the construction process. (while there are exceptions, the earth moving contractor should not be listed as the Operator on the permit.)

Preparer – Category of user in CEOS that has **limited** ability to complete forms and monitor progress to assist the RO(s). Associating a preparer with a project allows them to fill out forms on your behalf and submit them to you for submittal and certification.

Certify/Certifying/Certification – This is the submittal of the RO's "signature". If all required RO's have "certified" the form the RO will be allowed to repeat the same process to submit the permit or other form.

Submit/Submitting – This step forwards the "certification" to the State Staff for Administrative review.