

ERMS Account Officer Designation Instructions

GENERAL INFORMATION

The information requested in this form is to be submitted when a participant or general participant wishes to designate one or more account officers to represent their account.

ACCOUNT INFORMATION

This section identifies the account you will be designating account officers to.

ERMS Account Number – Enter the account number that has been assigned to you by the Agency.

BOA Id Number – Enter the nine digit identifier assigned to you by the Illinois EPA Division of Air Pollution Control Permit Section. This number is included on your permit. General and Special participants do not have a BOA Source ID.

Name – Enter the name of the company on the account.

DESIGNATION INFORMATION

This section is used to list the account officers you wish to add or delete from your transaction account.

Account Officer Number – Enter the account officer number that has been assigned to the account officer.

Account Officer Name – Enter the name of the account officer you wish to add or delete.

Add and Delete Columns – If you wish to associate the account officer with your transaction account, check the “add” column. If you wish to remove the account officer from the transaction account, check the “delete” column.

Effective Date – Enter the date you wish to have the changes be effective.

SIGNATURE BLOCK

Provide the information in this section. When the form is completed, mail to:

Illinois EPA
Bureau of Air
Air Quality Planning Section
PO Box 19276
Springfield, Illinois 62794-9276