

Air Quality Permitting

OKEIS Permitting Guide For External Users

September 11, 2026



Topics Covered

- ▶ Questions You Need to Ask Yourself Before Beginning
- ▶ How to Submit a Permit Application For a Created Facility
- ▶ How to Submit a Service Request
- ▶ Permitting Identifiers in OKEIS
- ▶ What Are Your Responsibilities Once You've Submitted a Form

Questions You Need to Ask Yourself Before Beginning

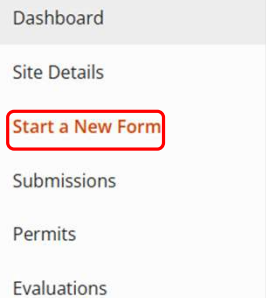
- ▶ Do I have an existing OKEIS account that has a role in my organization?
 - ▶ If yes, no action required
 - ▶ If no, follow the OKEIS General Guide to create an account and connect to your organization
- ▶ Am I authorized to electronically sign forms in OKEIS?
 - ▶ If yes, no action required
 - ▶ If no, follow the OKEIS General Guide on how to be given signing authority
- ▶ Does the facility for which I want to create an application or service request exist in OKEIS?
 - ▶ If yes, no action required
 - ▶ If no, follow the OKEIS General Guide to create a site

Questions You Need to Ask Yourself Before Beginning

- ▶ Is the facility for which I'd like to create an application or service request owned by my organization in OKEIS?
 - ▶ If yes, no action required
 - ▶ If no, follow the OKEIS General Guide to claim the facility
- ▶ Do you know what permit application you need to submit?
 - ▶ If yes, proceed with this document
 - ▶ If no, consult the guidance available at: <https://oklahoma.gov/deq/permits/air-permits/permit-guidance.html>
- ▶ Is there an existing permit for this facility?
 - ▶ If yes, what permit action do you need?
 - ▶ If no, what initial application needs to be submitted?
- ▶ If you have any other questions before beginning, contact information is available at the end of this document

How to Submit a Permit Application For a Created Facility

- ▶ If you have a facility created in OKEIS, open the site page
- ▶ Click “Start a New Form” on the left side of the page
- ▶ Click either “I want to start a new application” or “I want to renew, modify, or terminate an existing permit, license or registration” depending on your permit action
- ▶ “I want to renew, modify, or terminate an existing permit, license or registration” can be used to submit notice of modifications, notice of enforceabilities, Title V renewals, permit terminations, or other facility permit modifications
- ▶ Choose the appropriate permit action for your facility, then fill out and submit the necessary form(s)



What kind of form are you looking for?

I want to start a new application

Forms used to apply for a New Permit, License, or Entrance into a Program

I want to renew, modify or terminate an existing permit, license or registration

Forms used to reissue, modify, transfer or terminate a permit

I have a reporting obligation to fulfill

How to Submit a Service Request

- ▶ A service request can be used for applicability determinations, administrative notifications (i.e., new site registrations, site updates, facility transfers, & facility name changes), compliance reporting, test notifications and results, and voluntary disclosures
 - ▶ More information regarding Compliance & Enforcement submissions can be found under the Compliance & Enforcement Tab on the OKEIS Training & Resources page
- ▶ If you have a facility created in OKEIS, open the site page
- ▶ Click “Start a New Form” on the left side of the page
- ▶ Click “I want to make a service request”
- ▶ Choose the relevant service request, then fill out and submit the necessary form(s)

Start a New Form

Submissions

Permits

Evaluations

Violations

Compliance and
Enforcement Actions

I want to start a new application

Forms used to apply for a New Permit, License, or Entrance into a Program

I want to renew, modify or terminate an existing permit, license or registration

Forms used to reissue, modify, transfer or terminate a permit

I have a reporting obligation to fulfill

Reporting forms relating to current permits and active compliance actions

I want to make a service request

Forms used to make a service request

Permitting Identifiers in OKEIS

- ▶ Sites in OKEIS will now have two unique identifiers
 - ▶ Existing facilities will retain the previous facility ID, and new facilities will get a facility ID that follows the same convention
 - ▶ However, all facilities will have an additional identifier
- ▶ Both identifiers are located on the “Site Details” page, one in the top right corner, and the other under “Alternative Names”

The screenshot displays the 'Site Details' page for a facility named 'HUNTER 2 35 13 17 1RFH PAD'. The page features a sidebar with navigation links, a top navigation bar with tabs, and a main content area with various form fields. Two specific identifiers are highlighted with red boxes: '2CBC-DTEZ-W00' in the top right corner and '25533' under the 'Alternative Names' section, labeled as the 'Air Facility Identifier'.

HUNTER 2 35 13 17 1RFH PAD

Site Details 2CBC-DTEZ-W00

Details | Site Plan | Documents | Events | Contacts | Program Components | Relations | Preferences

• = Required

Designated Name
HUNTER 2 35 13 17 1RFH PAD

Site Types
Air Facility

Address Line 1
E 1020 RD AND N 4TH ST

Address Line 2

City/Locality
CLINTON

Country

Status
ACTIVE

Alerts
Edit Alerts

Alternative Names
Air Facility Identifier
25533
View All / Edit

Permitting Identifiers in OKEIS

- ▶ In OKEIS, the submission and the permit will each have a different identifier
 - ▶ New permit numbers will no longer be denoted in the form 2026-XXXX-O
- ▶ The submission identifier can be found by going to the “Submissions” on the site page, and looking under the “Reference Number”
 - ▶ If you click on the submission, it will also be shown in the top right corner of the “Submission Details” page

HUNTER 2 35 13 17
1RFH PAD

Dashboard

Site Details

Start a New Form

Submissions

Permits

Submissions

Filter by status: All Submissions (1) Program Areas: Mine All

Form Name	Form Type	Created By	Received Date	Due Date ↑	Reference Number	Agency Contact	Instructions	Submission Status
	(All)							(All)
Application - Air - General Permit - Oil & Gas Facilities GP-C	Application		07/29/2026 8:48 AM		HQQ-DEWJ-6FWJ5			In Process

Permitting Identifiers in OKEIS

- ▶ To find the permit identifier, click on “Permits” on the site page, and look under the “Permit Number”
 - ▶ If you click on the permit, it will also be in the top right corner of the “Permit Details” page
- ▶ This will be the new permit numbering convention going forward
 - ▶ Some applications and permits may still show the previous identifier depending on when they were submitted

HUNTER 2 35 13 17
1RFH PAD

Dashboard

Site Details

Start a New Form

Submissions

Permits

Permits

Program Areas: Mine All

Permit Number	Category/Type/Program	Agency Contact	Issue Date	Effective Date	Expiration Date	Permit Status
GP-C000008959 v1.0	General Permit NOI Authorization to Construct Oil & Gas Facilities Air					In Process

1 result found

What Are Your Responsibilities Once You've Submitted a Form?

- ▶ Once a form has been submitted, it will be reviewed by the DEQ to confirm completeness and accuracy
- ▶ During the review process, the submission will be locked to prevent changes
- ▶ The reviewer may leave a note or correction request for the applicant to flag any information that may be incorrect or need to be changed
- ▶ The submission will be unlocked to give the applicant the ability to correct and/or change any responses

SUBMISSION OVERVIEW

Air - General Permit - Air Curtain Incinerators

ID # HQP-HC7V-ZADEK

 **LOCKED FOR REVIEW**

What Are Your Responsibilities Once You've Submitted a Form?

- ▶ To make changes, open the “Submissions” on the site page, click on the submission, then “Manage Submission” on the right side of the page
- ▶ The note and/or correction request will be listed under “Notes & Issues”
- ▶ To make revisions click “Revise Submission”, then make any changes, and submit the form (“Begin Review” option is not available for external users)

NAME Air - General Permit - Air Curtain Incinerators

SUBMITTED 06/23/2026 (13 days ago) by 

REFERENCE # —

SUBMISSION ID HQP-HC7V-ZADEK

PREFILL CONTEXT SUBM:-5028939821219009199

DUE DATE —

Notes & Issues

Add New

FACILITY INFORMATION » PRIMARY SIC CODE

 **Wrong SIC Code** — This SIC code is not right for this facility.
Added by  2026-07-07 9:13 AM

 **ACTION REQUIRED**



Status

IN PROCESS



Begin Review



Prevents submitter(s) from revising until review is completed.

Revise Submission



Your form requires corrections. Please address them by modifying your form and resubmitting.



Print



Download / Export



View Submission

What Are Your Responsibilities Once You've Submitted a Form?

- ▶ If more information is required for an application, the assigned permit writer will reach out to you
- ▶ The applicant will receive an email when a permit is ready for their review from the assigned permit writer (TBD)
- ▶ The issued permit/acknowledgement letter will be uploaded in the "Documents" tab under "Permits" (TBD)
- ▶ For Applicability Determinations, it will be uploaded in the "Documents" tab under "Submissions"

Dashboard

Site Details

Start a New Form

Submissions

Permits

Permit Number

▼

PBR-00000120 v1.0

00000023 v1.0

Permit Details < Permits

Details Documents Events Contacts Program Components Schedule

Documents

▼ ☐ Name Category / Type

▼

Uploaded and Generated Documents

☐ PBR-00000120 v1.0-Permit By Rule - Oil & Gas.docx Public PBR Acknowledgement Letters

Frequently Asked Questions

► TBD



Additional Help & Contact Information

- ▶ The OKEIS General Guide may be helpful in answering application related questions
- ▶ If you have any technology support questions, please contact OKEIS support at okeissupport@deq.ok.gov
- ▶ Air Permits Section: 405-702-4100 (ask for permit assistance)