

## **Transferring a Dust Control Operating Permit (DCOP)**

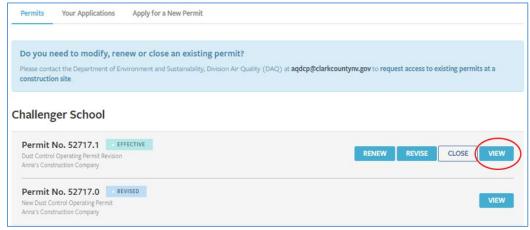
In order to transfer a DCOP, the existing/current permittee and new permittee must coordinate with each other. Below are the steps that each must make in order to transfer the permit.

A DCOP with outstanding fees cannot be transferred.

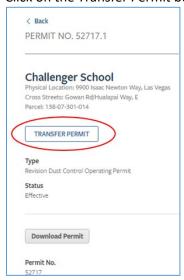
An expired DCOP cannot be transferred.

## **Existing/Current Permittee**

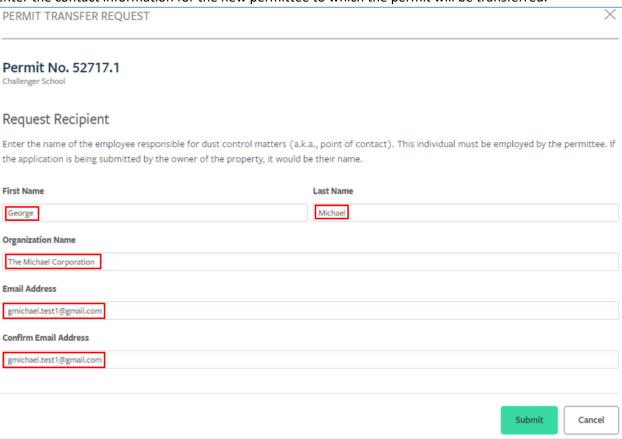
- 1. Existing/current permittee must initiate the transfer.
- 2. Login to the Dust Control Permitting Portal.
- 3. Click on the View button of the permit that you would like to transfer.



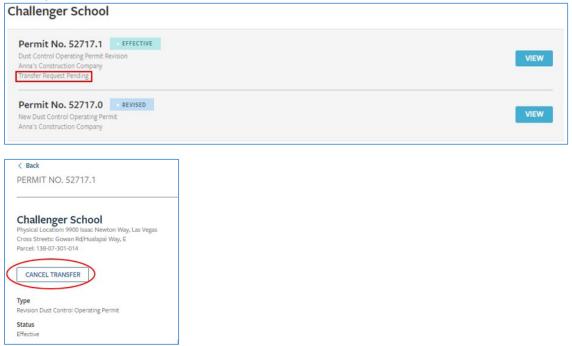
4. Click on the Transfer Permit button.



5. Enter the contact information for the new permittee to which the permit will be transferred.

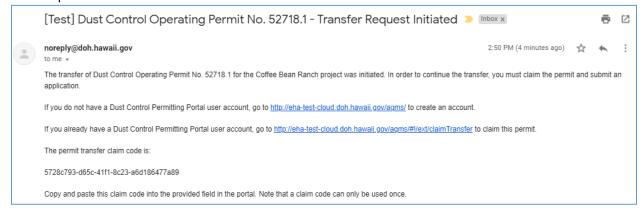


6. You will no longer be able to perform an action on the Dust Control Operating Permit (DCOP) unless you Cancel Transfer.



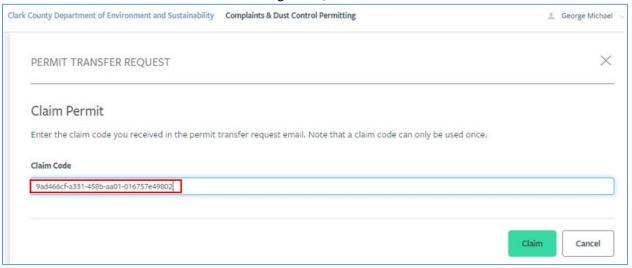
## **New Permittee**

1. The recipient will receive an email that includes a claim code.

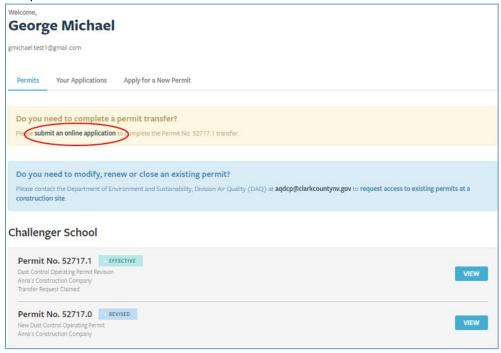


- \*\*\*If the recipient that the current permittee listed is not the responsible party, they can forward the email to someone who is. However, the claim code can only be used once.
- \*\*\*If the recipient does not yet have an account in the Dust Permitting Online Portal, they will need to create one, then return to the email and click on the ...claimTransfer link.

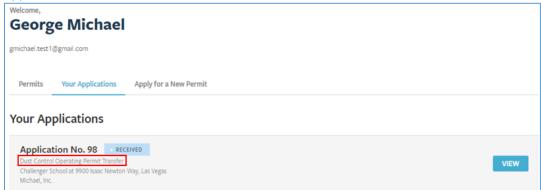
2. When the link opens, you will be prompted to enter the claim code. Copy and paste the code from the email into the Dust Control Permitting Portal, and select Claim.



- 3. The DCOP will be added to your Permits tab.
- 4. Click on the "submit an online application" link in the yellow box at the top of the page to complete the submittal of the transfer.



5. Complete all of the required fields and click Submit. You will be able to view the status in the Applications tab.



6. The transfer application will require approval by Air Quality staff. You will receive an email once it is approved.