

## GEOS Responsible Official (RO) and Preparer Scenarios

The following three scenario types have been identified for the different application types and account groups.

### Scenario 1:

This is the traditional RO/Preparer relationship. In this scenario the following hold true –

1. These application types requires that there is an RO account in order to submit the application to EPD
2. The RO must associate a facility with their account in order to complete the application
3. There must be a facility associated with the submittal
4. A preparer may be designated by the RO to prepare for the facility
5. When finished the preparer will notify the RO that the application is ready to be submitted to EPD
6. The preparer **cannot** submit directly to EPD
7. There is a subscriber agreement required for the RO for each facility

### Scenario 2:

In this scenario the main point that we found is that if a preparer is designated then they can directly submit to EPD without the RO knowing or ever being able to see the submission. In this scenario the following hold true –

1. These application types requires that there is an RO account in order to submit the application to EPD
2. The RO is not required to associate a facility with the account depending on the application type
3. No facility is required to submit to EPD
4. If the RO has associated a facility and has also requested these particular applications then:
  - a. A preparer may be designated by the RO to prepare on behalf of the RO
  - b. When finished the preparer **can** submit directly to EPD
  - c. There is a **no** subscriber agreement required for the RO for each facility

*\*It is our recommendation that if you are an RO and have associated with a facility that you not designate a preparer for any of the application types listed under Scenario 2 on the reverse side of this document.*

### Scenario 3:

This is the least common scenario. It is only used for Brownfield Application (PPCAP or PPCSR). In this scenario the following hold true –

1. This scenario does not require an RO account
2. There is no facility association with this application
3. If the RO has associated a facility and has also requested these particular applications then:
  - a. A preparer may be designated by the RO to prepare on behalf of the RO
  - b. When finished the preparer **can** submit directly to EPD
  - c. There is a **no** subscriber agreement required for the RO for each facility

*\*It is our recommendation that if you are an RO and have associated with a facility that you not designate a preparer for any of the application types listed under Scenario 3 on the reverse side of this document.*

**Scenario 1:**

Scrap Tire Processor Permit Application  
Scrap Tire Sorter Permit  
Tire Carrier Permit  
Application for Training Providers of Renovation Activities Accreditation  
Application for Accreditation of Lead-Based Paint Training Programs  
Application for NTP for Lead-Based Paint Abatement Project  
Application for lead services firm certification  
Annual Blanket Notification Application  
Project Completion notification for Abatement of Lead-Based Paint  
Project Completion Notification for Removal /Encapsulation of Asbestos  
Application for asbestos contractor license  
Application for asbestos contractor license renewal  
Application for asbestos contractor company name / address change  
Application for asbestos contractor agent replacement  
Local Government Scrap Tire Abatement Reimbursement Application  
Local Government Scrap Tire Abatement Reimbursement Report  
HWTF Request for Reimbursement  
HWTF Request for Advance  
SIP  
Title V  
NPDES  
GUST Trust Fund - Request for Reimbursement

**Scenario 2:**

Retail Tire Dealer/Scrap Tire Generator ID Number Application  
Scrap Tire Processor Permit Pre-application  
Tire Retreader Registration  
Brownfield Cost Certification  
Application for Renovator Certification  
Application for Renovation Firm Certification  
Dust Sampling Technician Application for Certification (Includes provisional)  
Application for lead discipline certification (Includes provisional)  
Application for lead discipline certification Spanish lead worker  
Asbestos Project Notification Abatement  
Asbestos Project Notification Courtesy  
Asbestos Project Notification Demolition  
Asbestos Project Notification Live Fire Training  
Pre-post training Notification  
GUST Trust Fund - Application  
RRP Pre-Post Training Notification

**Scenario 3:**

Brownfield Application (PPCAP or PPCSR)