



**Instructions For Form ERC-4
Contact Information Update Notification
Emission Reduction Credits
North Carolina Division Of Air Quality**

This form is used by holders of emission reduction credit certificates to update contact information for one or more ERC certificates. If the contact information for more than three certificates is being updated, please attach additional pages containing the information requested in Section III. This form cannot be used to transfer emission reduction credits from one holder to another; if credits are being transferred, please use form ERC-3.

I. Facility Information

This section provides updated information on the holding facility's name and/or mailing address. Please complete this section for all notification forms and use the check boxes at the top of this section to indicate if the facility name and/or official mailing address have changed.

- A. Current /Former Site Name: Provide the name of the facility holding the ERC certificate. In the event that the facility site name is changing, please provide the current or former facility site name in this field and provide the new facility site name in Item B.
- B. New Facility Name: If the name of the facility holding the emission reduction certificate has changed, please check the appropriate box at the top of this section and provide the new facility name in this field.
- C. Site Address: The 911 street address (physical location) of the plant or facility, not the corporate mailing address. Where the Division Of Air Quality (DAQ) would go to inspect the facility.
- D. City: The city in which the plant or facility is located.
- E. State: North Carolina already entered.
- F. Zip Code: The postal zip code for the plant or facility.
- G. County: The county in which the plant or facility is located.
- H. Facility ID No. The unique identification number assigned to the facility by the DAQ. This number is located on the first page of the air permit.

II. Contact for Sale of Certificate

Complete this section if the contact person or his/her address or telephone numbers are changing. It is only necessary to provide the contact information that is changing; for example, if only the mailing address of the contact is new then only items E through H need to be completed.

- A. Contact Name: In the event that the name of the contact is changing, please provide the name of the new contact in this field.
- B. Title: If the title of the contact is changing, please provide the new title in this field.



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- C. Telephone: If the telephone number of the contact is changing, please provide the new telephone number in this field.
- D. Fax: If the fax number of the contact is changing, please provide the new fax number in this field.
- E. Mailing Address: If the mailing address of the contact is changing, please provide the new street address or P.O. Box in this field.
- F. City: If the mailing address of the contact is changing, please provide the new city in this field.
- G. State: If the mailing address of the contact is changing, please provide the new state in this field.
- H. Zip Code: If the mailing address of the contact is changing, please provide the new zip code in this field.

III. Emission Reduction Credits Affected By These Changes

Use this section to list the ERC certificates that are being affected by this change in facility name or mailing address or contact information. If more than three ERC certificates are affected, please attach additional pages containing the information requested in the table of this section.

- Column 1: List the ERC certificate numbers in this field.
- Column 2: Provide the date(s) on which the certificate(s) were issued.
- Column 3: Provide the amount of credits associated with the certificate(s).
- Column 4: Provide the pollutant(s) associated with the certificate(s).

IV. Certification by Responsible Official

This notification to change the facility name, corporate address or contact information for one or more emission reduction credit certificates must be signed by an authorized representative of the company that currently holds the ERC certificate. If this facility is a major source subject to the federal Title V operating permit program, then the signatory must meet the regulatory criteria for "Responsible Officials" listed in 40 CFR Part 70.2 (definition of "Responsible Official"). If the facility is a non-Title V facility, then preferably an officer or company official as defined in 15A NCAC 2Q .0304. Please provide the name, title and signature of the company's authorized representative or Responsible Official and the date on which the notification was signed. Complete this section for all applications.