



**ERC Form – 2 Instructions
Emission Reduction Credit (ERC)
Transfer Notification**

General Instructions:

As a participant of the ERC banking program you must submit this form if you want to transfer verified ERC(s) to another owner. When participating in the ERC banking program, only *verified* ERC(s) may be transferred to a new owner, pursuant to OAC rule 3745-111-04. The current owner and the subsequent new owner of the ERC transaction must provide information to Ohio EPA on ERC Form – 2, the information from both parties must be submitted on one form. Ohio EPA must receive the original copy of this form. If you are transferring your ERC(s) to another owner (you are the transferor), Sections I, II, III, VII, part B of Section VIII and IX are applicable to you. If you are the subsequent new owner (you are the transferee), Sections IV, V, VI, VIII and X are applicable to you. After all sections are completed please submit one copy to Ohio EPA. As an ERC banking participant, all transfers must meet the requirements contained in OAC Chapter 3745-111. Copies of this form can be found at www.epa.state.oh.us.

Original Generator and Current Owner Information
(The current owner is the transferor)

Section I. Original Generator’s Information

Identify the original generator of the ERC. This may be different than the current owner of the ERC. If you are transferring ERC(s) from more than one original generator please attach an additional sheet identifying these generators.

A.	Facility ID#:	The unique identification number assigned to the facility by the Ohio EPA. This number is located on the first page of your air permit. The Facility ID # should reflect the facility originally generating ERC(s).
B.	Legal Facility Name:	The legal name of the facility that generated the ERC(s). If the facility operates under a different alias also include it in this space.
C.	Owner/Operator of Facility:	The full name of the owner or operator, whichever is most appropriate, as registered with the Ohio Secretary of State’s office.
D.	Street Address:	The street address (physical location) of the facility that generated the ERC(s).
E.	City:	The city in which the facility that generated the ERC(s) is located.
F.	State:	The state in which the facility that generated the ERC(s) is located.
G.	Zip Code:	The postal zip code in which the facility that generated the ERC(s) is located.
H.	County:	The county in which the facility generated the ERC(s) is located.
I.	ERC Certificate ID:	Fill in the ERC Certificate ID(s) associated with the verified ERC(s) to be transferred. The ERC Certificate ID is associated with the deposit of verified ERC(s) by the original generator. This number is located on your ERC Certificate.

Section II. Transferor’s Information (if different from original generator information)

Complete this section if the facility or person that currently owns the ERC(s) is different than the original generator(s). For example, a facility or person may be different than the original generator if this is a second transfer for the same ERC(s).



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A.	Legal Facility/Person's Name:	The legal name of the facility that is transferring the verified ERC(s) to a new owner. If the facility operates under a different alias also include it in this space. If the transferor is not associated with a facility, then provide the person's legal name.
B.	Owner/Operator of Facility:	The full name of the owner or operator, whichever is most appropriate, as registered with the Ohio Secretary of State's office. If the current owner is not associated with a facility leave this blank.
C.	Mailing Address:	Address where the transferor may be contacted by mail.
D.	City:	The city corresponding to the transferor's mailing address.
E.	State:	The state corresponding to the transferor's mailing address.
F.	Zip Code:	The postal zip code corresponding to the transferor's mailing address.
G.	ERC Certificate ID(s):	Fill in the ERC Certificate ID(s) associated with the verified ERC(s) to be transferred. The ERC Certificate ID is associated with the deposit of verified ERC(s) by the original generator. This number is located on your ERC Certificate.

Section III. Transferor's ERC Transaction Contact Information (if different from transferor)

Identify the transaction contact person for the transferor. This information should be the same contact on the Ohio EPA Website – ERC Banking System page. You may fill in any information that is different than the transferor's information identified in Section I and/or II (whichever is applicable).

A.	Contact Name:	The full name of the transaction contact person.
B.	Facility/Company Name:	The facility or company name employing the transaction contact.
C.	Telephone:	Telephone number for the transaction contact.
D.	Mailing Address:	Address where the transaction contact may be contacted by mail.
E.	City:	The city corresponding to the transaction contact's mailing address.
F.	State:	The state corresponding to the transaction contact's mailing address.
G.	Zip Code:	The postal zip code corresponding to the transaction contact's mailing address.
H.	Email:	Email address for the transaction contact.

New Owner and Contact Information

Section IV. Transferee Information (the new owner)

Use this section to provide information regarding the new owner of the ERC(s) resulting from this transfer.

A.	Legal Facility/Person's Name:	The legal name of the facility, if applicable, that is receiving the ERC. If the facility operates under a different alias also include it in this space. If the transferee is not associated with a facility, provide the person's legal name.
B.	Facility ID#:	A Facility ID# is the unique identification number assigned to the transferee's facility by the Ohio EPA. This number is located on the first page of your air permit. The facility ID # should reflect the facility receiving the ERC(s). If the transferee is not a facility then leave this space blank.



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C.	Bank ID# or I need a Bank ID#:	Enter your Bank ID# if you are not a facility. A Bank ID# is a unique number Ohio EPA assigned to you for the purposes of the ERC Banking Program. If you need a Bank ID# check the box that states, "I need a Bank ID#". A Bank ID# will be assigned to you when Ohio EPA processes your ERC transfer.
D.	Owner/Operator of Facility:	The full name of the new owner, whichever is most appropriate, as registered with the Ohio Secretary of State's office. If the transferee is not associated with a facility leave this blank.
E.	Street Address:	The street address (physical location) of the new transferee that is receiving the ERC(s). If the transferee is not associated with a facility then provide the new owner's mailing address.
F.	City:	The city corresponding to the transferee's address.
G.	State:	The state corresponding to the transferee's address.
H.	Zip Code:	The postal zip code corresponding to the transferee's address.
I.	County:	The county corresponding to the transferee's address.

Section V. Contact Information

Complete this section if the main contact person is different than the transferee of the ERC(s) identified in Section IV. The main contact is the person who should receive final correspondences regarding this form. (e.g., receiver of ERC certificate and final verification and/or banking letter for ERC(s))

A.	Contact Name:	The full name of the main contact.
B.	Telephone:	Telephone number of the main contact.
C.	Mailing Address:	Address where the main contact may be contacted by mail.
D.	City:	The city corresponding to the main contact's mailing address.
E.	State:	The state corresponding to the main contact's mailing address.
F.	Zip Code:	The postal zip code corresponding to the main contact's mailing address.
G.	Email:	The email address of the main contact.

Section VI. ERC Transaction Contact Person (If different from the main contact information in Section V.)

Identify a transaction contact for questions regarding any future transactions of ERC(s). The information provided in this section will be posted on the Ohio EPA website and used by third parties who are interested in available ERC(s). If this section is left blank then the main contact listed in Section V will be posted on the Ohio EPA website.

A.	Contact Name:	Name of the new owner's transaction contact. This person will answer questions regarding the current and future transactions of the ERC(s).
B.	Telephone:	Telephone number for the transferee contact.
C.	Facility/Company Name:	The facility name corresponding to the new owner's transaction contact.
D.	Mailing address:	Address where the transaction contact may be contacted by mail.
E.	City:	The city corresponding to the transaction contact's mailing address
F.	State:	The state corresponding to the transaction contact's mailing address
G.	Zip Code:	The postal zip code corresponding to the transaction contact's mailing address.
H.	Email:	Email address for the transaction contact.

Section VII. ERC(s) to be Transferred



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This section should be completed by the transferor of the ERC(s). Under each ERC Certificate ID and pollutant type, enter the transferred amount of ERC(s), in tons per year (TPY), based on the associated Emission Unit ID (EU ID) listed on each ERC Certificate. Please refer to your ERC Certificate for each applicable EU ID and ERC amount. If the verified ERC(s) are currently in the ERC banking system then the ERC(s) indicated in this Section will be withdrawn from your account balance either upon the date the transfer notification is approved or the acquisition date indicated in Section VIII, whichever is later.

Top Row: ERC Certificate ID	Indicate the ERC Certificate ID associated with the verified ERC(s) to be withdrawn from your account and transferred to the transferee (new owner). The ERC Certificate ID is associated with the deposit of verified ERC(s) by the original generator. This number is located on your ERC Certificate. If the ERC(s) being withdrawn are un-verified then there will be no ERC Certificate ID. Indicate these ERC(s) are un-verified by completing this section with 'unverified' in replace of the ERC Certificate ID.
Second Row: Pollutant	Indicate the pollutant type to be withdrawn from your account and transferred to the transferee (new owner). Choose from one of the applicable criteria pollutants: PM 2.5, PM10, VOC, NOx, SO ₂ , CO or PB.
Column 1: EU ID	Provide the Emission Unit Identification (EU ID(s)) listed on each ERC Certificate. The EU ID on each ERC Certificate is the original generator's EU ID from which the ERC(s) were originally generated. The EU ID should correspond with the transferred amount of ERC(s) indicated in Column 2 and the pollutant indicated in the second row.
Column 2: Amount Transferred	Provide the total amount of ERC(s), in tons per year (TPY), you are transferring. The amount of ERC(s) should correspond to the pollutant, ERC and associated EU ID in Column 1.
Bottom Row: TOTAL (TPY)	Enter the total amount of ERC(s) to be withdrawn for the pollutant indicated in the Top Row.

Section VIII. Intended Use, Acquisition Dates and Price Data

Indicating your intended use will help facilities wishing to purchase ERC(s) narrow down their viable options and there is no legally binding agreement associated with selecting an intended use. This information will be helpful when a facility searches for available ERC(s) on the Ohio EPA website. If you select trading or offsets as your intended use, the ERC(s) will be posted on the Ohio ERC Website as available verified ERC(s).

Acquisition dates for ERC(s) will provide us an accurate record of new ownership. Completing price data is optional. Ohio EPA may use price data for an annual report. Facility's and owner's names will not be included in this report.

A. Intended Use of ERC(s) (optional)	
√	Offsets Check this box if you intend to use your ERC(s) for a new major source or new major modification project within a nonattainment area.
√	Trading Check this box if you intend to trade your ERC(s) on the open market.
B. Acquisition Date of the ERC(s)	
Acquisition Date of ERC(s)	Provide the date, using "mm/dd/yyyy" format, the ERC(s) will be transferred to the new owner. Please be aware, OAC rule 3745-111-04 contains the ERC transfer and use rules. When participating in the ERC banking program ERC(s) may not be transferred unless they are verified by Ohio EPA. Verified ERC(s) resulting in a permanent shutdown may not be transferred until the shutdown source has been



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		<p>certified as permanently shutdown by the appropriate facility representative. Verified ERC(s) resulting in a permanent emission reduction other than a permanent shutdown may not be transferred until the verified ERC(s) are made federally enforceable and permanent in an existing permit.</p> <p>If the verified ERC(s) are currently in the ERC banking system then the ERC(s) indicated on this form will be withdrawn from the current owners account balance either upon the date the transfer notification is approved or the acquisition date indicated in this Section, whichever comes earlier.</p>
C.	Price Data	
	Price of ERC(s) Acquired or to be Acquired:	There are four spaces to enter the price you paid per ton of ERC per pollutant. Providing price data is optional. This information will be used in Ohio EPA's annual report; however, the exact date and the names of parties involved with the transfer will not be incorporated in the report.
	Per Pollutant:	Identify the pollutant type being transferred. Choose from one of the applicable criteria pollutants: PM 2.5, PM10, VOC, NOx, SO ₂ , CO or PB.

Section IX. Current Owner Transfer Authorization

This Section must be signed by a person who is currently the legal authority of the ERC(s) being transferred. This person is the responsible party ensuring that the information entered in this notification is correct to the best of his/her knowledge. A person is legally authorized to transfer verified ERC(s) to another owner if they signed the Legal Authorization Section in either Section XIII of ERC Form -1 or Section IX in ERC Form – 2 from a previous transfer. The legal authority will meet the requirements of OAC Chapter 3745-31, and when participating in the ERC banking program for the purpose of offsets will meet the requirements of OAC Chapter 3745-111. Signing this Section indicates to Ohio EPA that the ERC(s) contained on this notification will be released from the current owner and transferred to the new owner indicated in Section XI of this form.

Section X. New Legal Authorization

This Section must be signed by a person within the company responsible for the transferred ERC(s) indicated on this notification. The legal authority is the responsible party ensuring that the information entered in this notification is correct to the best of his/her knowledge. This person is legally authorized to transfer verified ERC(s) to another owner in the future, will meet the requirements of OAC Chapter 3745-31, and when participating in the ERC banking program for the purpose of offsets will meet the requirements of OAC Chapter 3745-111. You may designate more than one person to legally be authorized to transfer or withdrawal ERC(s) in the future, any additional persons should sign in spaces provide under this section. Please note that only one person is needed to sign a Request to Transfer ERC(s) Form. In addition, the legally authorized person(s) are responsible for understanding the requirements in OAC Chapter 3745-31 and OAC Chapter 3745-111 when participating in the ERC banking program for the purpose of offsets.