


MEMO TO : Asphalt Plants

FROM : James L. Semerad   
Director  
Division of Air Quality

RE : Change of Status Notifications

DATE : March 11, 2021

The North Dakota Department of Environmental Quality - Division of Air Quality (Department) requires all asphalt plants operating within North Dakota to submit a Change of Status Notification (CSN) whenever there is a change in location or operating status.

### **Change of Status Notifications (CSNs)**

As required in each asphalt plant operating permit, *“The owner/operator shall notify the Department as to the approximate starting date and location of all projects involving the production of asphalt concrete in the State of North Dakota. A subsequent change in location or operating status is to be reported to the Department within 48 hours of the change via Form SFN8455 or by telephone. Locations should be selected that will minimize any adverse effects of plant operations on nearby houses/residences.”*

### **CERIS-ND**

The Department has recently adopted the Combined Environmental Regulatory Information System – North Dakota (CERIS-ND). CERIS-ND allows for the secure submittal of forms online, including CSNs, by authorized facility personnel. Beginning April 1, 2021, the Department requests that all asphalt plants submit CSNs through the CERIS-ND website.

### **Authorization and Submittal**

To become an authorized user in CERIS-ND follow the steps below:

1. Go to CERIS-ND: <https://ceris.deq.nd.gov/ext/ncore/external/home>
2. Click: CREATE A CERIS-ND ACCOUNT
3. Enter the required information
4. When finished, click: CREATE ACCOUNT
5. Log into your email to confirm account creation
6. Log in to your account
7. Navigate to the HOME tab, and click: ADD A SITE
8. Search for your site using the map or search box provided

9. When you have found your site, click: CLAIM SITE
10. The Department will then verify the user and grant access to the site.

To submit a CSN through CERIS-ND follow the steps below:

1. Log in to CERIS-ND
2. From the dropdown menu, select the facility for which you wish to submit a CSN
3. From the left-hand menu, click: APPS, REQUESTS AND REPORTS
4. Click: NEW AND DRAFT ASSIGNED FORMS
5. Select the appropriate form for a CSN
6. Add the necessary information to the electronic form and submit when complete
7. The Department will then review the submitted form and “acknowledge” the CSN

If you have any questions about CERIS-ND, please contact your permit or compliance manager, or call the Department at 701-328-5188 or email [CERIS-ND@nd.gov](mailto:CERIS-ND@nd.gov).

JAK:saj