

Oklahoma Department of Environmental Quality Lead-Based Paint nForm User Instructions

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Revised 12/20/2023

Getting Started – Registering for an Account

1. To access the new Lead-Based Paint Application and Reporting electronic submission system, you will need to register and create a user profile at <https://applications.deq.ok.gov/nviro/nform>

The screenshot shows the Oklahoma DEQ Online Reporting System registration page. At the top, there is a navigation bar with the DEQ logo and the text 'OKLAHOMA DEPARTMENT OF ENVIRONMENTAL QUALITY Oklahoma DEQ Home'. On the right side of the navigation bar are links for Home, Finder, Help, Sign In, and Register. The main content area is divided into two columns. The left column has two sections: 'Organizations' with a 'Select Organization' button and 'Forms' with a 'Form Finder' button. The right column has a heading 'Welcome to the Oklahoma DEQ Online Reporting System' followed by a note about limited compliance reports for the Air Quality Division. Below that is a 'Contact Information' section with an 'Address:' label and a 'Forms' section with a note about finding specific forms. At the bottom of the page, there is a footer with copyright information and a version number.

3. Please enter the required account information on this page. The information you provide will be the credentials you use to access the system. The email address you provide will be used for email alerts from the system and communication within your submissions with DEQ staff. Please use your business email not personal (unless they are the same)
4. Select Register:

Register for a new account

First name *

Last name *

Email *

Phone *

Password *

YOUR PASSWORD MUST CONTAIN

- One lower case letter
- One upper case letter
- One number
- One special character
- 8 characters minimum

5. A verification email will be sent to the email address provided. Your account will not be activated until you open the email and enter the CONFIRMATION CODE in the registration screen. The box to enter the code will display after Register has been selected. If you have not received the verification email, check junk or spam folders to ensure the mail was not redirected
6. When the confirmation code is entered, a message should appear indicating YOUR ACCOUNT HAS BEEN ACTIVATED
7. Enter the password set up in the previous steps
8. Complete the PROFILE information
9. Enter a physical street address for the Firm. **P.O. Boxes will not be accepted**
10. After entering your mailing address, please click on the Validate Address button, this will ensure the address is formatted correctly before saving the account information
11. After you have registered successfully and confirmed your email, you can sign into the system
12. Click Sign In at the top right corner of the page
13. You will be prompted to set up an electronic signature. This is optional and not currently required, however, it is recommended. If you choose to skip this step, at any point this selection can be changed through the Profile page. This is found by clicking on the name of the person signed in
14. The Edit Profile page is also where you may change the password or email associated with the account

Forms – Finding Forms & Filling Them Out

The electronic forms will have a similar appearance to the old paper forms you have seen in the past.

The easiest means of accessing the forms is through the DEQ website.

<https://www.deq.ok.gov/air-quality-division/forms-public-participation/air-forms/#LBPForms>

Select the blue nForm Home button

15. There are two options within nForm to access the forms you are needing. Use the Select Organization dropdown menu or Form Finder
16. Both options are found on the home page – you should see Welcome to the Oklahoma DEQ Online Reporting System
17. On the left side of the page use the Select Organization button. A dropdown menu will display. Select Air Quality Division > Lead Based Paint. A list of the available forms will be displayed:

The screenshot shows the Oklahoma DEQ Online Reporting System interface. The browser address bar displays the URL apps.deq.ok.gov/nviro/nform/. The page title is "Welcome to the Oklahoma DEQ Online Reporting System". On the left side, there is a "Select Organization" dropdown menu. The dropdown is open, showing the following options: "Oklahoma DEQ", "Air Quality Division", and "Land Protection Division". The "Air Quality Division" option is selected, and its sub-menu is visible, showing "Air Quality Compliance and Enforcement" and "Lead-Based Paint". Below the dropdown menu is a "Form Finder" button. On the right side, there is a "Contact Information" section with a "Address:" label. Below that, there is a "Forms" section with the text: "Can't find a specific form? Please use our Form Finder".

18. Select the form needed from the list:

Additional Links

The Lead-Based Paint (LBP) and Renovation, Repair, and Painting (RRP) Programs' main webpage. [↗](#)

Forms

110-121 Lead-Based Paint and Renovator Course Notification

Air Quality Division Notification of Lead-Based Paint Course

110-122 Lead-Based Paint and Renovator Course Completion Notification

Air Quality Division Notification of Lead-Based Paint Course Completion

110-301 Lead-Based Paint Individual Certification Application

Air Quality Division Lead-Based Paint Certification - Application for Individuals

110-303 Lead-Based Paint Firm Certification Application

Air Quality Division Lead-Based Paint Certification - Application for Firms

110-305 Renovation, Repair, and Painting Program Firm Application

Air Quality Division Lead-Based Paint Certification - Application for RRP Firms

110-501 Lead-Based Paint Abatement Notification

Air Quality Division Notification of Lead-Based Paint Abatement

110-502 Lead-Based Paint Quarterly Report (Inspector/Risk Assessor)

Air Quality Division Lead-Based Paint Activity Quarterly Report - Inspector/Risk Assessor

110-503 Lead-Based Paint Quarterly Report (Supervisor/Project Designer)

Air Quality Division Lead-Based Paint Activity Quarterly Report - Project Designer/Supervisor

Can't find a specific form? Please use our [Form Finder](#)

Oklahoma Department of Environmental Quality | [Contact Us](#) | [Disclaimer and Terms of Use](#) [↗](#)
 ©Copyright 2022 Windsor Solutions, Inc. | Version: 4.12 (g-2a2d33c0e74) | Built on 2/10/2022 7:50:17 PM CT

19. The second option is to select the Form Finder button, and enter the number or name of the form:

Forms

To locate a specific form please use our form finder.

[🔍 Form Finder](#)

Frequently Asked Questions

- ? [How do I gain access to the form I need?](#)
- ? [What is my user name?](#)
- ? [How do I reset my password?](#)

[view more FAQs](#)

Help

Use this page to identify the forms which may be most appropriate for your needs.

If you know the form you are looking for, enter the name of the form in the Form Search area.

If you are not sure which forms you need, describe the activity you are looking to in the Form Search area and the system will recommend the forms that may be needed.

Once the appropriate forms are identified, click on the name of a form to view the details of that form and to initiate the form submission process.

Organization Browser

To find information specific to an organization, please identify the organization using the Select Organization button below.

[Select Organization](#) ▾

Form Search

To search, type in what you are looking for and results will appear automatically.

You can search for:

Form names
 Keywords
 Description of the activity you need to perform

Matching forms will appear in a list below.

Recommended Forms

Based on your description, the following 1 forms may match your needs.

110-301 Lead-Based Paint Individual Certification Application

Air Quality Division Lead-Based Paint Certification - Application for Individuals

20. After selecting the form, you want to submit, read the instructions page. Scroll to the bottom and select Begin Form Entry. There is a lot of valuable information on the landing or instruction pages, it is recommended you read and understand the information before beginning to fill out the forms:

110-301 Lead-Based Paint Individual Certification Application

VERSION 1.11

INSTRUCTIONS

ATTENTION: This Oklahoma Department of Environmental Quality resource supports User Acceptance Testing. All use of this application and linked resources are for experimental and testing purposes only. Any and all submissions to this resource are considered tests and in no way satisfy regulatory reporting requirements.



Begin Form Entry

21. Once you have selected the form, you want to submit, the next step is to fill in the required information (Anything with a red asterisk is a required entry)
22. The Firm and Individual email are not a required field, the email entered during registration will be used as the means of communication from the DEQ. An email will be sent to you when your form is submitted, when payment has been made, and as a notification the submission has been reviewed and accepted. An email will also be sent providing a link to the new firm or individual certification letter and certificate. You will be able to print these
23. There are areas that require documents to be uploaded. These documents consist of training certificates, citizenship affidavits, and other forms that may be required (There are links in the appropriate sections to access blank General Affidavits, Citizenship Affidavits, and Government Exemption Affidavits)
24. At any time, the SAVE PROGRESS button, on the top right of the form, may be selected. This will allow you to leave the submission and return later to where you left off, which is handy for the next step
25. Before uploading the required affidavits, ensure they have been filled out, **notarized, and signed** just as if you were sending in a paper form. Any unsigned or non-notarized paperwork will result in a Correction Request to be sent to your email. The form cannot be processed until this has been completed
26. After completing a section, use the NEXT SECTION button to continue
27. The Review section will allow you to review the form and confirm the information provided is complete and accurate

28. When a required field is not populated it will be highlighted in red. Click on the section name at the left side of the form to navigate back to the missing information:

110-301 Lead-Based Paint Individual Certification Application ⓘ
 Alternate Identifier: Jacquie McDonald: undefined - undefined Submission HPG-20MA-22KVH Revision 1 Form Version 1.12

Calculated Fee
 Computed at Payment ⚙️

- ⊗ Applicant Information
- ⊗ Training
- ⊗ Staff Only
- Review
- Certify & Submit

PREVIOUS SECTION
 Staff Only

Review

This step allows you to review the form to confirm the form is populated completely and accurately, prior to certification and submission.

Please note: Any work you perform filling out a form will not be accessible by Oklahoma DEQ staff or the public until you fully submit the form in the final step. At the time of submission, it will be transmitted to Oklahoma DEQ and it will become part of the public record, accessible per the Freedom of Information Act.

APPLICANT INFORMATION	
Application Type <i>None Specified</i>	⚠️ Select one.
Discipline <i>None Specified</i>	⚠️ Select one.

- 29. When the Review is complete, select NEXT SECTION
- 30. If you need to retain a physical copy of the form, select Print Review. If not, select Certify & Submit
- 31. In the Certify & Submit section the submitter will acknowledge the information on the form is true, accurate, and complete. After reading, select the Submit Form button on the bottom left
- 32. The submission may also be saved and can be returned to later, this is accomplished by selecting Save and Exit on the bottom right
- 33. When Certify and Submit has been selected a box will pop up with a Submission Received message. This is the confirmation for the form submission, it is recommended to print this for your records:

Submission Received Print Confirmation

110-301 Lead-Based Paint Individual Certification Application AWAITING PAYMENT

03/10/2022 Alternate Identifier Jacquie McDonald: Inspector/Risk Assessor - Renewal
 Submission HPG-20MA-22KVH Revision 2 Form Version 1.13

Your submission has been received. It is recommended to [print](#) and retain a copy of this confirmation.

! Payment Required to Complete Submission

Payment must be received before your submission can be processed.

Submission Fees

Fee	\$150.00
Total Due \$150.00	

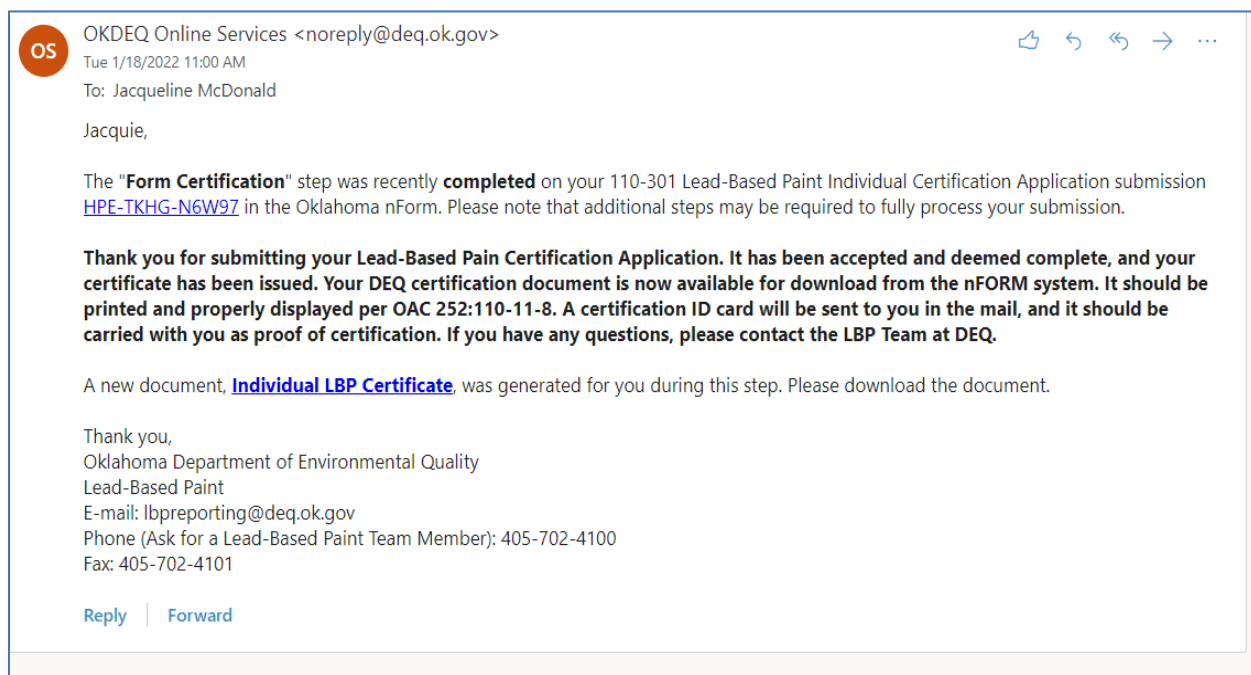
Pay Online

Pay by Mail

[No thanks, I'll pay later.](#)

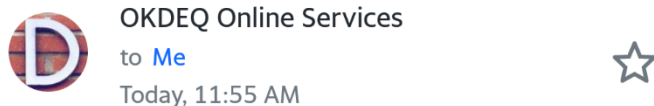
34. Payment Required to Complete Submission will also be a section of the above box. Submission fees are listed in this area. If fees are due select either Pay Online or Pay by Mail
35. Selecting Pay Online will take you to a payment portal. Fill in the required information.
- a. **IMPORTANT – Be sure to print the payment confirmation, this is your receipt and proof of payment**
36. Selecting Pay by Mail will direct you to instructions on the payment process. Download Payment Voucher, print the voucher, and send to the address listed in the box along with a check for the fees
37. Make a copy of the payment voucher and retain with your records
38. If paying with a Purchase Order (PO):
- a. In the Submission Received box, select Print Confirmation
 - b. Print the Confirmation page
 - c. In the Payment Required to Complete Submission box select **No Thanks, I'll pay later**
 - d. Select the View Submission Box
 - e. This will return you to the Submission Overview Summary page
 - f. Scroll down the page to the Download Payment Voucher button, below the Fees area on the right side of the page
 - g. Print the Payment Voucher
 - h. Mail the PO with payment, and the payment voucher, to the address at the bottom of the voucher
 - i. Applications will not be processed until all fees are received by DEQ
39. Credit Card payments may still be made by calling (405) 702-1130, when necessary

An email will be generated when the DEQ has completed processing the application. A link will be provided to direct the submitter to where the Certification Letter and Certificate can be downloaded and printed. Below is an example:



How to complete Correction Requests on your submitted forms

During the review of your form submitted to DEQ (applications, quarterly reports, abatement notifications, class notices), the processor (staff member at DEQ) may see an issue with your submission. If this occurs, correction requests and/or notes may be sent back to you to view and correct. You will receive an email with this information:



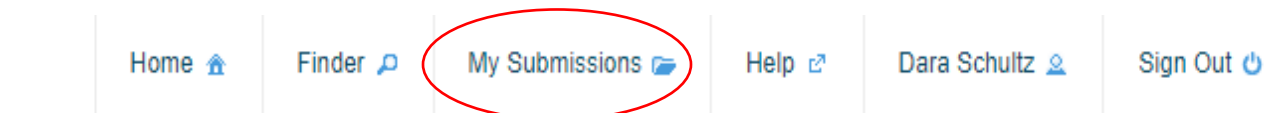
Dara,

Lead-Based Paint has completed its review of the contents of your 110-301 Lead-Based Paint Individual Certification Application submission [HPH-3PVE-Q2CRP](#) in the Oklahoma Department of Environmental Quality Oklahoma nForm System.

Correction Requests were identified and must be addressed in order for the agency to continue processing. Please use the link shown above to open, revise, and resubmit.

You can either click on the submission number link in the email or sign on to nForm using your email address and password.

Once logged on, click on My Submissions in the top right-hand corner of the page:



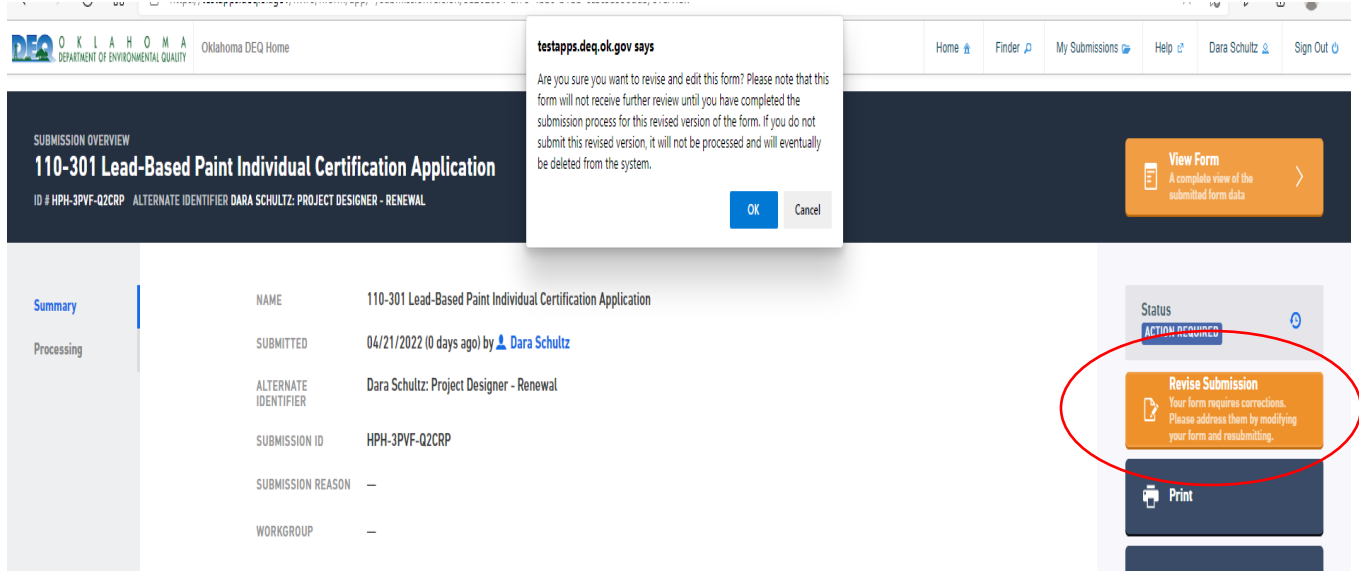
Click on the Submission Number of the form that needs corrections.

You will then see the Overview section of the submission. Under Notes & Issues, you will see a list of Correction Requests or Notes that the processor is requesting you to address:

Notes & Issues

ALL (4)	CORRECTION REQUEST (3)	NOTE (1)
TRAINING > CLASS COMPLETION CERTIFICATE(S) / EQUIVALENCY REVIEW DOCUMENTS (IF APPLICABLE)		
	wrong — you uploaded the wrong document Added by Dara Schultz 2022-04-21 11:55 AM	 ACTION REQUIRED >
APPLICANT INFORMATION > GENERAL AFFIDAVIT (110-301)		
	wrong — you need to fill this out, have notarized, then upload Added by Dara Schultz 2022-04-21 11:54 AM	 ACTION REQUIRED >

Click on Revise Submission located on the right side of the form. You will see a pop-up box in the middle of the screen notifying you that your submission will not be reviewed without **correction and resubmission** of this version of the form:



The screenshot shows the Oklahoma DEQ Home page with a submission overview for a "110-301 Lead-Based Paint Individual Certification Application". The submission ID is HPH-3PVF-Q2CRP, and the alternate identifier is DARA SCHULTZ: PROJECT DESIGNER - RENEWAL. The submission was submitted on 04/21/2022 (0 days ago) by Dara Schultz. The submission reason and workgroup are currently blank. A pop-up dialog box is displayed in the center of the screen, asking for confirmation to revise the submission. The dialog box text reads: "testapps.deq.ok.gov says Are you sure you want to revise and edit this form? Please note that this form will not receive further review until you have completed the submission process for this revised version of the form. If you do not submit this revised version, it will not be processed and will eventually be deleted from the system." The dialog box has "OK" and "Cancel" buttons. On the right side of the application, a "Revise Submission" button is circled in red. The status of the submission is "ACTION REQUIRED".

Once you have begun to revise the submission, you will receive an email from nForm stating that you have begun the revision process:



OKDEQ Online Services

to Me

Today, 11:57 AM



Dara,

Your 110-301 Lead-Based Paint Individual Certification Application submission [HPH-3PVF-Q2CRP](#) in the Oklahoma Department of Environmental Quality Oklahoma nForm System has **begun the revision process**. To continue processing your submission please complete any revisions and resubmit the form. Failure to resubmit will prevent further processing and the draft revision will eventually be deleted from the system.

Back in nForm, you will see the list of Correction Requests on the right side of your screen:

A screenshot of the 'Correction Requests' section in the nForm system. The section has an orange header with the text 'Correction Requests' and a small circle containing the number '3'. Below the header, there are three items, each with an orange exclamation mark icon. The first item is 'CREATED APPLICANT INFORMATION > CERTIFICATION NUMBER wrong'. The second item is 'CREATED APPLICANT INFORMATION > GENERAL AFFIDAVIT (110-301) wrong'. The third item is 'CREATED TRAINING > CLASS COMPLETION CERTIFICATE(S) / EQUIVALENCY REVIEW DOCUMENTS (IF APPLICABLE) wrong'.

Correction Requests 3	
	CREATED APPLICANT INFORMATION > CERTIFICATION NUMBER wrong
	CREATED APPLICANT INFORMATION > GENERAL AFFIDAVIT (110-301) wrong
	CREATED TRAINING > CLASS COMPLETION CERTIFICATE(S) / EQUIVALENCY REVIEW DOCUMENTS (IF APPLICABLE) wrong

Click on each Correction Request to view the issue. Once you have made the corrections and uploaded documentation as needed, click on Mark Complete:

The screenshot shows a mobile application interface for a 'CORRECTION REQUEST'. At the top, there is an orange header with a back arrow, the text 'CORRECTION REQUEST', and the word 'wrong' in a larger font. Below the header, the text reads 'you need to fill this out, have notarized, then upload'. Underneath, there is a section labeled 'CREATED' with the date and time '2022-04-21 11:54 AM by Dara Schultz'. At the bottom of the form, there are two buttons: a blue 'Add Comment' button and a teal 'Mark Complete' button. The 'Mark Complete' button is circled in red.

A pop-up box will show up on the bottom right of the screen once all Correction Requests were marked complete:

The screenshot shows a dark grey pop-up box with a close button (x) in the top right corner. The main text reads 'Corrections complete — Resubmission required'. Below this, there is a line of text: 'If you are finished making changes, you must resubmit the form in order to allow processing to resume.' At the bottom right of the box, there is a blue button labeled 'PROCEED TO REVIEW'.


You can then click on Proceed to Review in the bottom of that box to review your corrections. Once reviewed, click on Review at the bottom of the screen then click on Submit Form at the bottom of the screen:

Certify & Submit

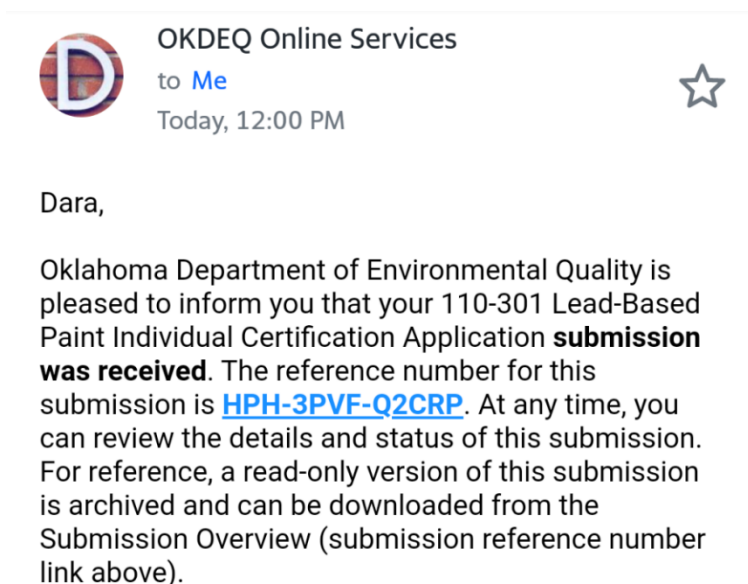
This step allows you to certify the form as complete and accurate and to submit the form to Oklahoma DEQ for review and processing.

Please note: Any work you perform filling out a form will not be accessible by Oklahoma DEQ staff or the public until you fully submit the form in the final step. At the time of submission, it will be transmitted to Oklahoma DEQ and it will become part of the public record, accessible per the Freedom of Information Act.

I hereby certify under penalty of law that this application and any attachments contain neither willful nor negligent misrepresentation nor falsification and that all information is true, accurate, and complete. I understand that any misrepresentation or falsification may result in rejection of my application or revocation of any certificate issued as a result of this application. I certify that as a Certified Lead-Based Paint Contractor, I will comply with all requirements established in OAC 252:110.

 FINALIZE SUBMISSION Submit Form	 FINISH LATER Save and Exit
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You will then receive an email stating that your revised submission was received by DEQ:



Amendments and Cancellations for Forms 121 and 501

To make amendments or to cancel a submission, please follow the instructions below.

First Steps for Both Amendments and Cancellations

1. Contact DEQ LBP staff by phone or email to request the submission be re-opened. Please include the submission ID #
2. Staff will set the status of the submission to IN PROCESS
3. When this is completed, an email will be sent informing you the revision process has been activated
4. Sign-in to nForm and select the My Submissions tab
5. Look for the submission with the status of IN PROCESS
6. Open the submission
7. Select REVISE SUBMISSION on the right side of the page
8. Select OK when the advisory box pops-up asking if you are sure you want to revise
9. The form will open, there will be a red box with Amendment or Cancellation selections available

Next Steps For Amendments:

10. Select the Amendment option
11. Give a brief explanation of the change, e.g., Change end date
12. On the left side of the summary page select Project Description
13. Scroll to the information needing changed
14. Scroll to the bottom of the screen, select Review
15. Review the form and ensure it is correct
16. Select Certify and Submit
17. Select Submit Form – this step must be completed. If it is not, the new submission cannot be processed, and will be considered incomplete

Next Steps For Cancellations:

11. Follow the procedures at the top of this page, however, select Cancellation instead of Amendment
12. Give a brief description of the reason for cancelling
13. Follow steps 13-17 above

FAQ's

There are several Frequently Asked Questions and answers available from the Lead-Based Paint Electronic Forms page. Help, located at the top right of the page, is also a good place to look when needing some additional assistance.

If there are any questions needing to be answered or if assistance is needed, please do not hesitate to contact a member of the LBP Team by calling (405) 702-4100.