CAMD Business System (CBS) Tutorial

Welcome to the CAMD Business System. The purpose of this document is to guide CBS users through the modules in the updated CAMD Business System.

You may use the CAMD Business System to:

1. View and modify your user profile;
2. Manage general accounts;
3. Transfer allowances;
4. Submit annual compliance information;
5. Manage agent relationships;
6. Manage feedback recipient relationships;
7. Manage Certificates of Representation, including information regarding plants, units, designated representatives, owners/operators, and generators, and
8. Manage responsible officials.

You can jump to any topic you are interested in by clicking on the topic in the table of contents. Within the application, you may select the Help Link at the top of any page to open this document.

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CAMD BUSINESS SYSTEM (CBS) –LOGIN TUTORIAL

You must be recognized as a designated representative (primary or alternate) or an agent of a representative in the CAMD database in order to submit data to EPA using CBS.

Once you are recognized as either a designated representative or an agent in the CAMD database, you may register to use CBS. The necessary steps should be taken in the following order:

1. **Submit a hard copy Electronic Signature Agreement (ESA).**
   The ESA provides a wet-ink signature that identifies each CBS/ECMPS user and provides rules with which each user needs to comply to maintain his or her user name and password. You only need to submit the ESA once. EPA must receive the ESA in hard copy.
   Visit the section of the Clean Air Markets website containing forms to download the ESA form and see the mailing address. You are strongly encouraged to use overnight mail.

2. **Obtain a user name and temporary password for CBS/ECMPS.**
   After CAMD receives and processes your hard copy ESA form, you may obtain a user name and temporary password by **CALLING** Karen Vansickle at 202-343-9220 or Craig Hillock at 202-343-9105.

   User names and passwords cannot be sent via email and must be given directly to the recipient.

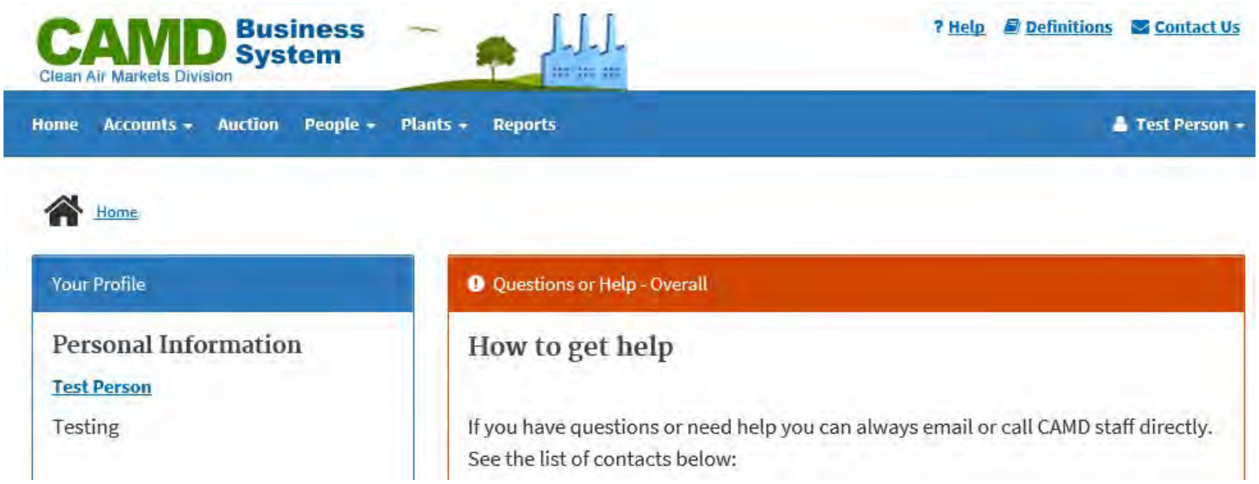
3. **Log into CBS and change your temporary password.**
   After receiving a user name and temporary password, you must log into CBS and change your temporary password. You must NOT share your user name and password with others. Please note that you must change your CBS password every 90 days. You will receive a reminder email 30 days before your password expires. Your user name and password are the same for CBS and ECMPS.

4. **Answer and maintain five challenge questions.**
   There is a list of 20 questions from which to select. These questions are similar to those you might see at a banking website and ask you for information only you should know. You may change your challenge questions and answers at any time, but you must always maintain at least five questions. If you do not select your challenge questions, you will not be able to submit data using CBS or ECMPS. CAMD cannot retrieve your challenge question answers for you.

5. **Providing security information upon the submission of data.**
   Upon submission of data through CBS or ECMPS, you will have to enter your user name, password, and the answer to one randomly chosen challenge question. You will have three chances to enter this information correctly, or you will be locked out of the data systems.

<u>**CAMD BUSINESS SYSTEM (CBS) – YOUR PROFILE TUTORIAL**</u>

The purpose of this tutorial is to guide CBS users through the ‘Your Profile’ module in the CAMD Business System (CBS). ‘Your Profile’ can be found on the left side of the landing screen after logging in.



You may also access this information by selecting your name on the far right-side of the Main Menu.

From the ‘Your Profile’ screen, you may:

- Edit your Personal Information
- Change your Password
- Edit your Challenge Questions/Answers

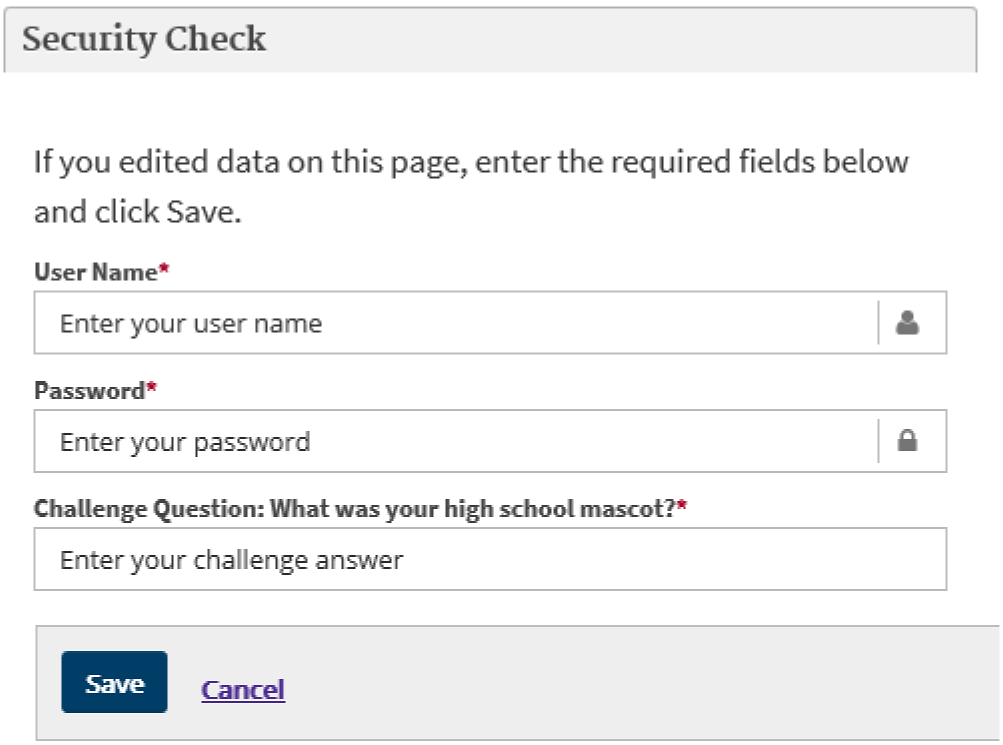
What if I have questions about managing sections of Your Profile?

If you have questions about managing sections of ‘Your Profile’, select the Contact Us link at the top right of your screen to send your question to CAMD.

YOUR PROFILE

PERSONAL INFORMATION

To edit your personal information, select your name. If you edit personal information, enter the required fields in the ‘Security Check’ section, and select the ‘Save’ button. If you are missing any required information, you will receive a warning message, and you must enter the missing information before you can proceed. If you do not edit any contact information, select the ‘Cancel’ button.

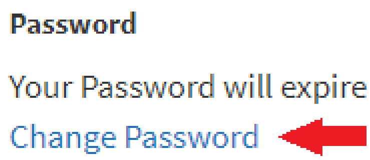


After selecting ‘Save’, an Authorization of Submission Certification Statement popover will be displayed. Read the certification statement and select ‘Agree’ to continue with the submission or select ‘Cancel’ to cancel the submission.

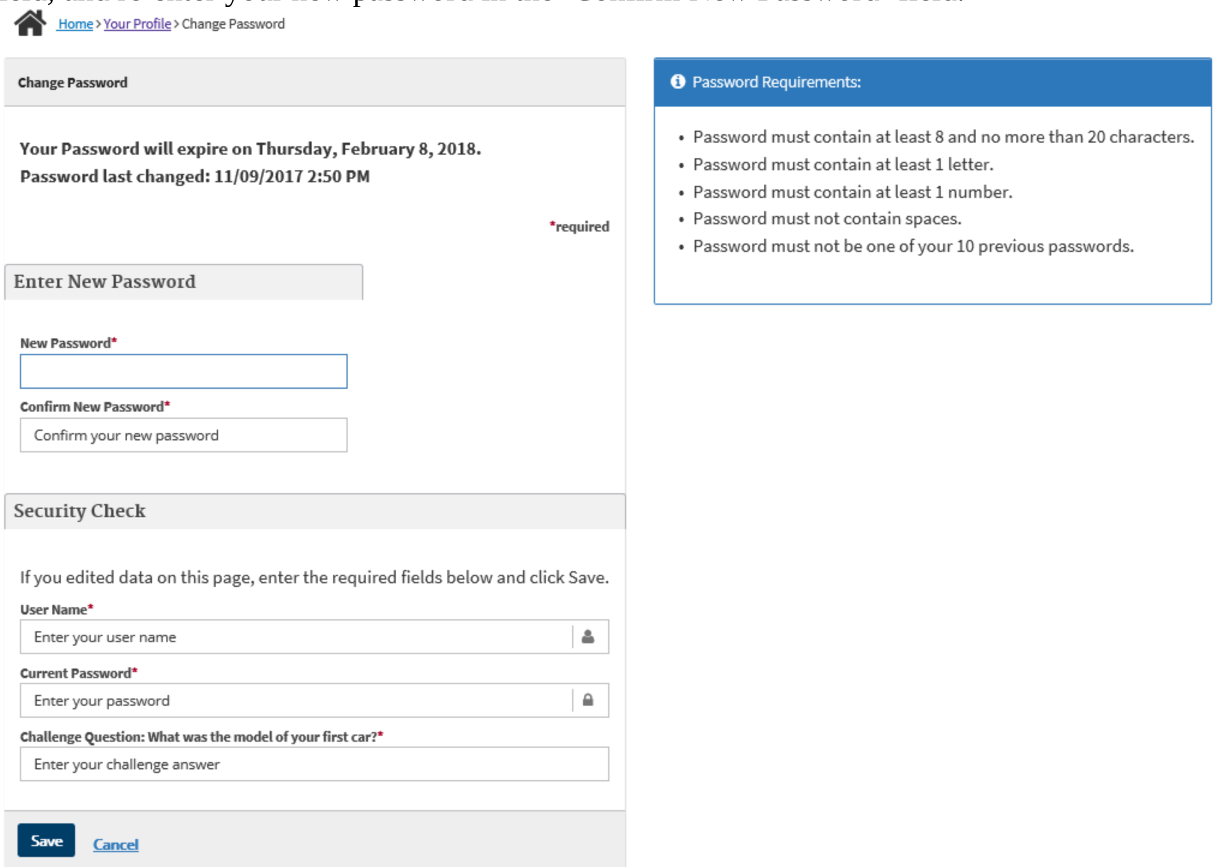
Once your data has been submitted successfully, you will see a ‘Your changes have been saved’ message. You will also receive an email for your records.

CHANGE YOUR PASSWORD

You must change your password every 90 days. CBS will display the date on which your password will expire.



Select the ‘Change Password’ link to change your password. The Password Requirements can be found on the upper right side of the screen. Enter your new password in the ‘New Password’ field, and re-enter your new password in the ‘Confirm New Password’ field.



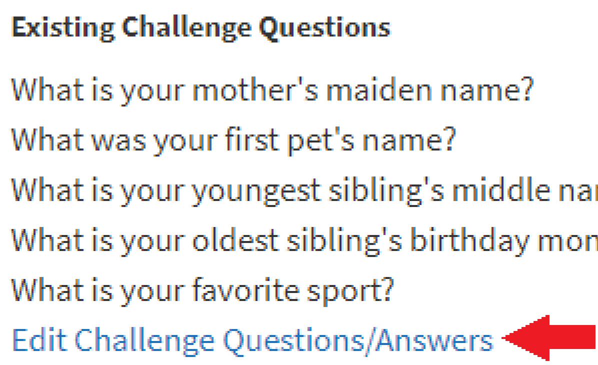
Enter the required fields in the ‘Security Check’ section, and select the ‘Save’ button. Please note that you should enter your current password in the ‘Current Password’ field of the ‘Security Check’ section, not the new password you are assigning. If you are missing any required information, you will receive a warning message, and you must enter the missing information before you can proceed.

Once your data has been submitted successfully, you will see a ‘Your changes have been saved’ message. You will also receive an email for your records.

EDIT YOUR CHALLENGE QUESTIONS/ANSWERS

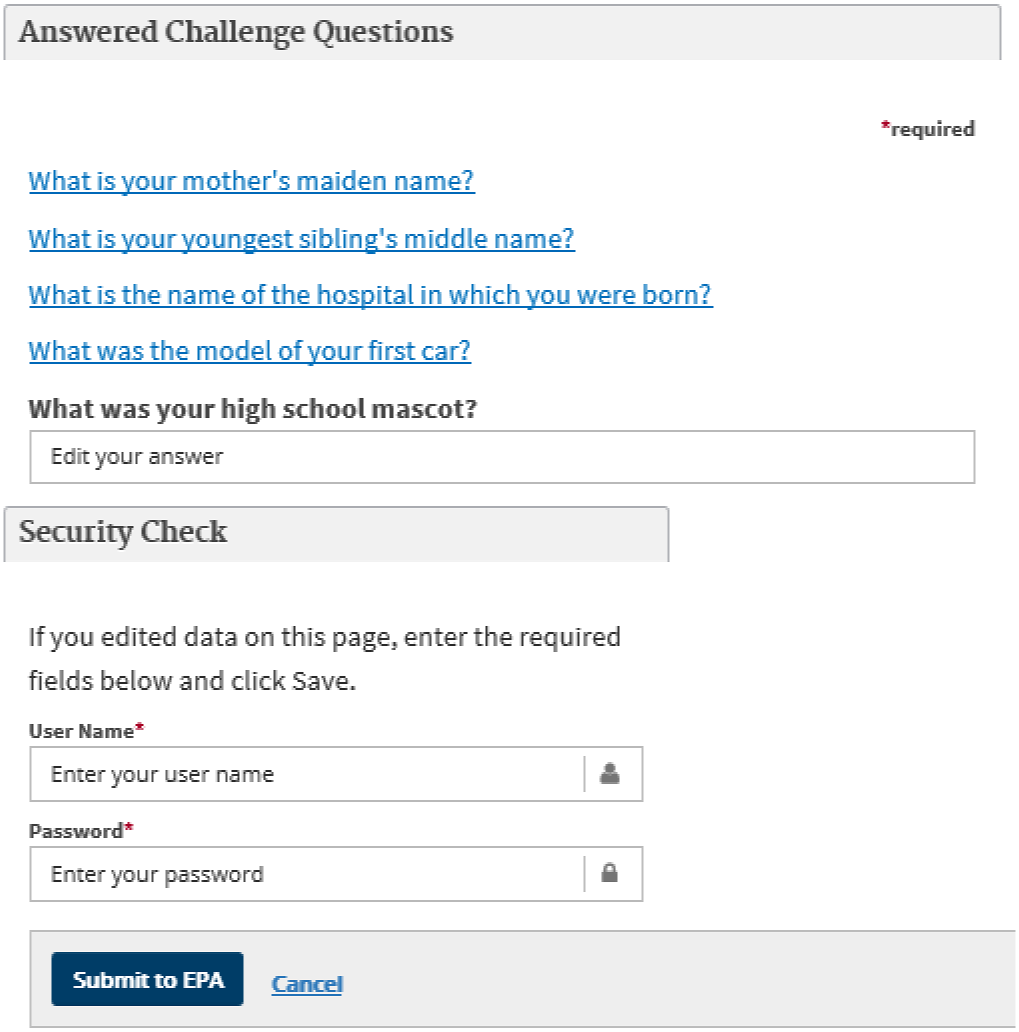
As part of the Security Check, you will be required to answer a randomly selected challenge question when you submit data to the EPA. You will choose your five challenge questions the first time you login to the application. You may change the answers to your questions, and you may remove and add challenge questions at any time. You must always maintain at least five challenge questions and answers as part of your user profile for CBS.

Select the ‘Edit Challenge Questions/Answers’ link. You will see the current list of ‘Answered Challenge Questions’ you have already selected.



EDIT AN ANSWER

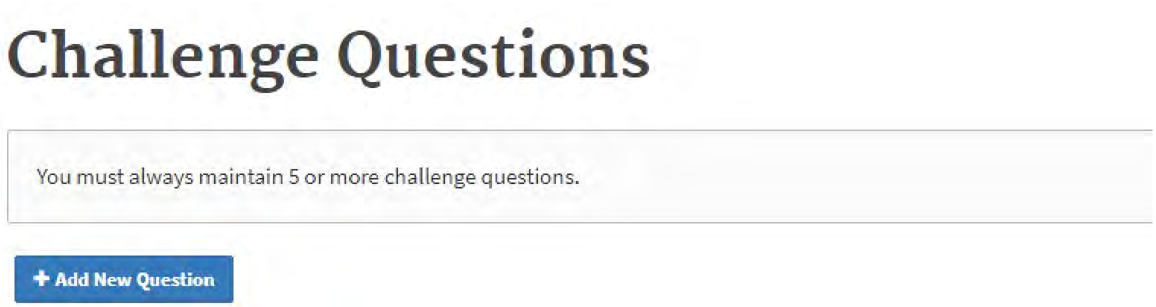
To edit the answer to an existing question, select the question link. Enter the new answer to the question you selected. Enter the required fields in the ‘Security Check’ section, and select the ‘Submit to EPA’ button. If you are missing any required information, you will receive a warning message, and you must enter the missing information before you can proceed.



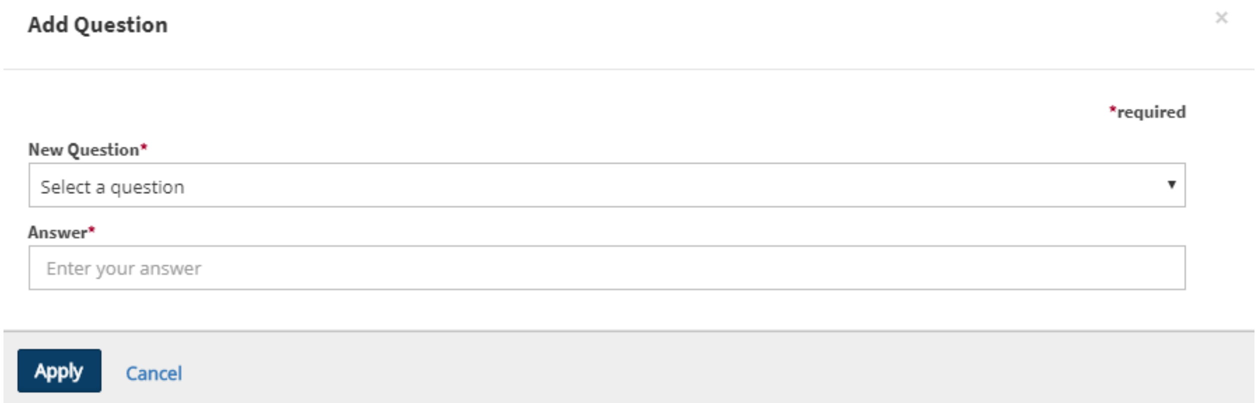
Once your data has been submitted successfully, you will see a ‘Your changes have been saved’ message. You will also receive an email for your records.

ADD A NEW QUESTION

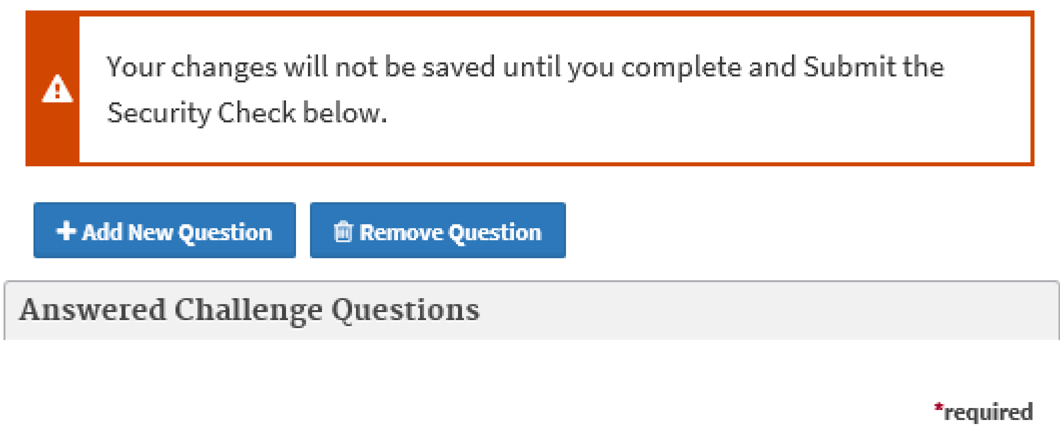
To add a new question, select the ‘Add New Question’ button.



A popover screen will appear. Select the 'New Question' field to see the list of available challenge questions. Select the question you wish to add to your profile. Enter your answer in the 'Answer' field, and select the 'Apply' button.



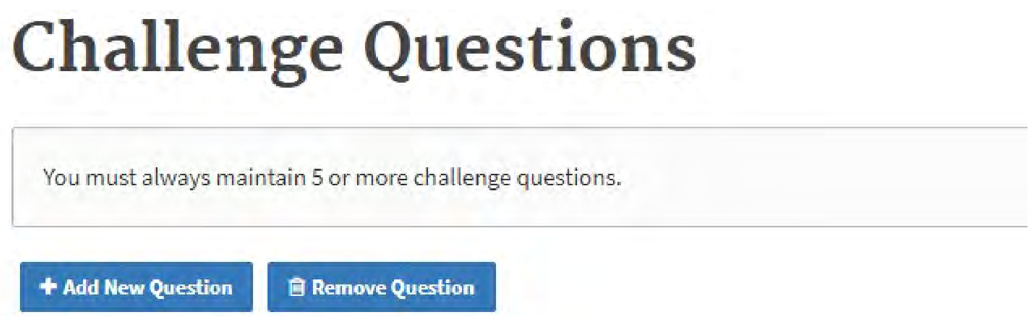
You will receive the warning message 'Your changes will not be saved until you complete and Submit the Security Check below.' Enter the required fields in the 'Security Check' section, and select the 'Submit to EPA' button. If you are missing any required information, you will receive a warning message, and you must enter the missing information before you can proceed.



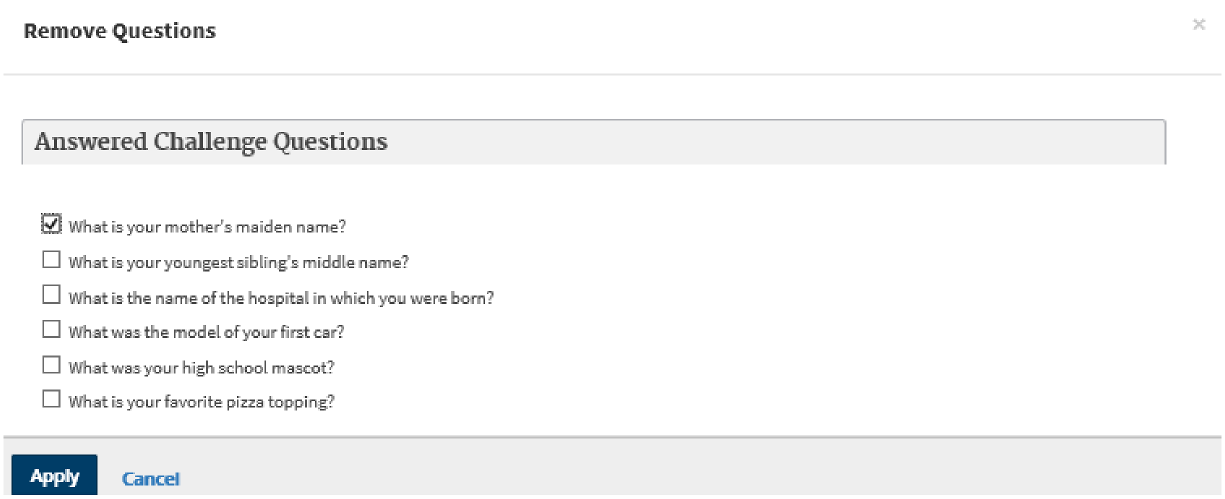
Once your data has been submitted successfully, you will see a 'Your changes have been saved' message. You will also receive an email for your records.

REMOVE A QUESTION

If you have more than five challenge questions selected, the 'Remove Question' button will appear. To remove a question, select the 'Remove Question' button.



A popover screen will appear listing your currently selected challenge questions. Select the checkbox next to the question(s) you wish to remove, and select the 'Apply' button. Remember, you must always maintain at least five challenge questions.



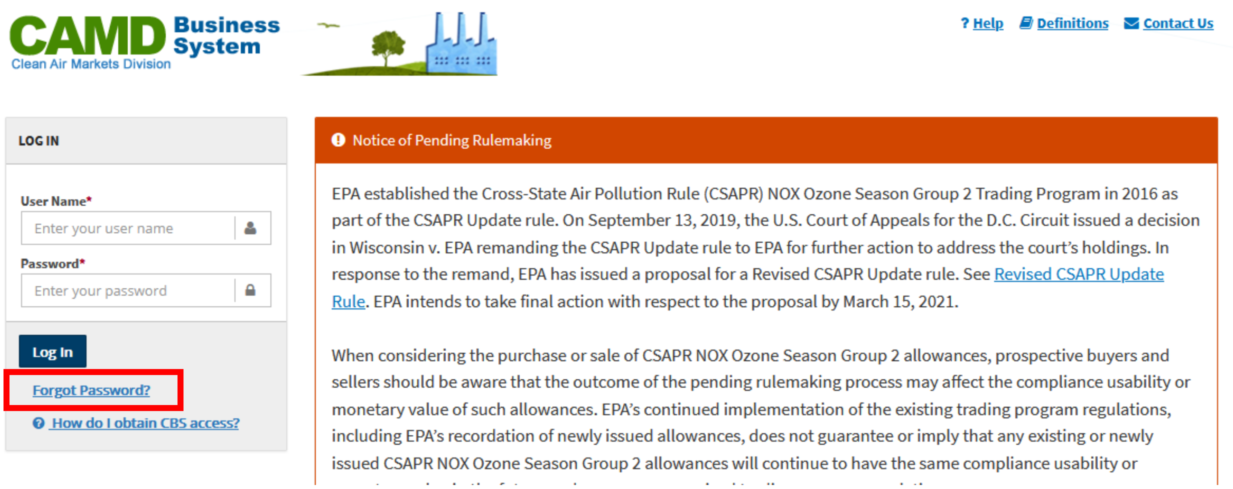
You will receive the warning message 'Your changes will not be saved until you complete and Submit the Security Check below.' Enter the required fields in the 'Security Check' section, and select the 'Submit to EPA' button. If you are missing any required information, you will receive a warning message, and you must enter the missing information before you can proceed.

Once your data has been submitted successfully, you will see a 'Your changes have been saved' message. You will also receive an email for your records.

RESETTING YOUR OWN PASSWORD

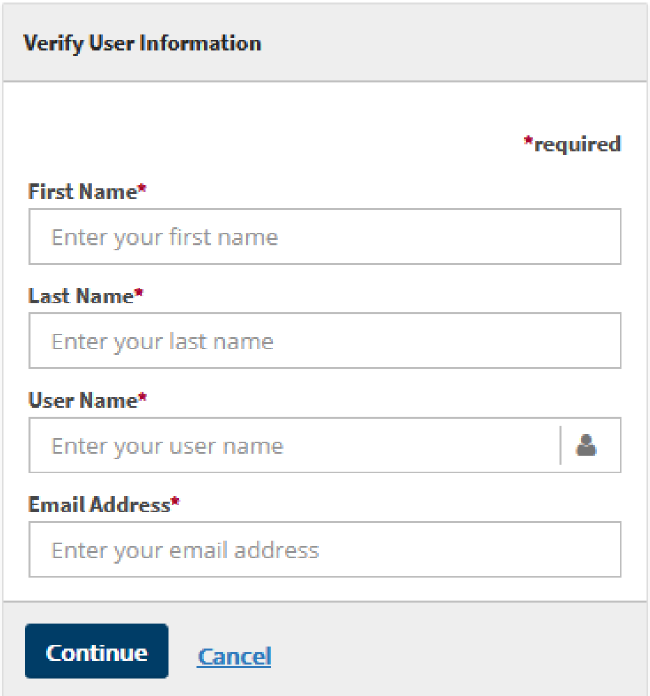
(For INDUSTRY users only)

If you have forgotten your CBS password, you can reset your password by clicking on the Forgot Password? link found on the CBS home page. If you have any questions about resetting your own password, send an email to CAMDForms@epa.gov for assistance.



VERIFY USER INFORMATION

You will need to enter your First Name, Last Name, User Name and Email Address, and select the Continue button. You must enter the information as it resides in the CAMD database. For example, if the CAMD database indicates 'Robert' as your first name, this functionality will NOT accept 'Bob.'



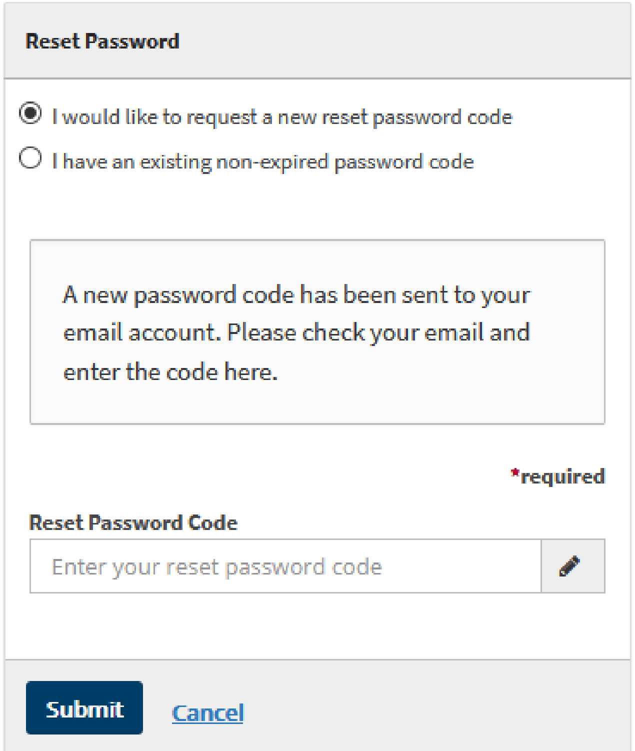
SECURITY CHECK

You will need to enter the answer to a randomly selected challenge question and then select the Submit Answer button.

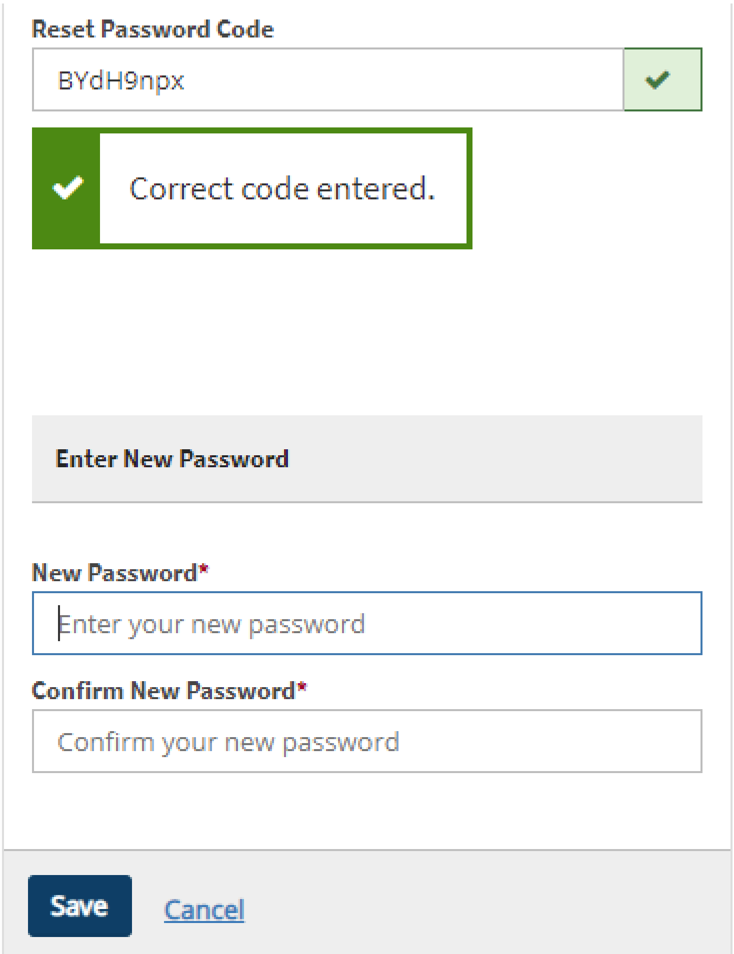
REQUEST A RESET PASSWORD CODE

To request a reset password code, select the radio button ‘I would like to request a new reset password code’, and select the Submit button.

The code will be sent to the email address associated with your CBS account. You will need to enter that code on this screen, so do not close your browser. If you do not receive the reset password code, check your junk/spam folder. The code will be valid for 30 minutes. After that time, the code is considered expired and you must request a new code.



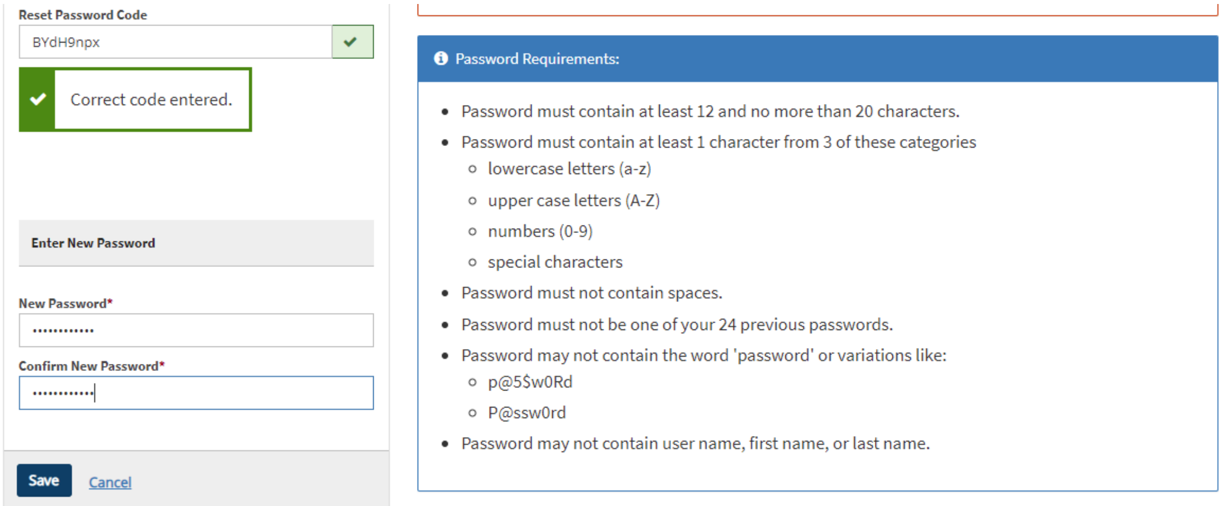
Enter the code in the Reset Password Code field and select the Submit button.



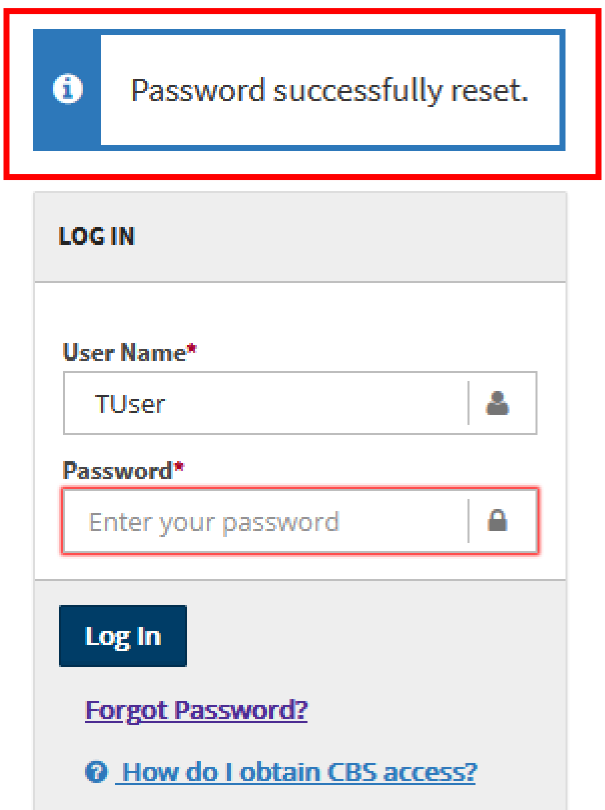
If you already requested and received a reset password code, select the radio button 'I have an existing non-expired password code', enter the Reset Password Code, and click the Submit button.

RESET PASSWORD

You will then be prompted enter your new password, confirm your new password, and select the Save button. Please note the password requirements shown on the right side of the screen.



Once you have successfully reset your password, you will be taken to the CBS home page to login.



CAMD BUSINESS SYSTEM (CBS) - MANAGE GENERAL ACCOUNTS TUTORIAL

The purpose of this tutorial is to guide CBS users through the 'Manage General Accounts' module in the CAMD Business System (CBS). 'Manage General Accounts' can be found under the Accounts tab of the Main Menu.

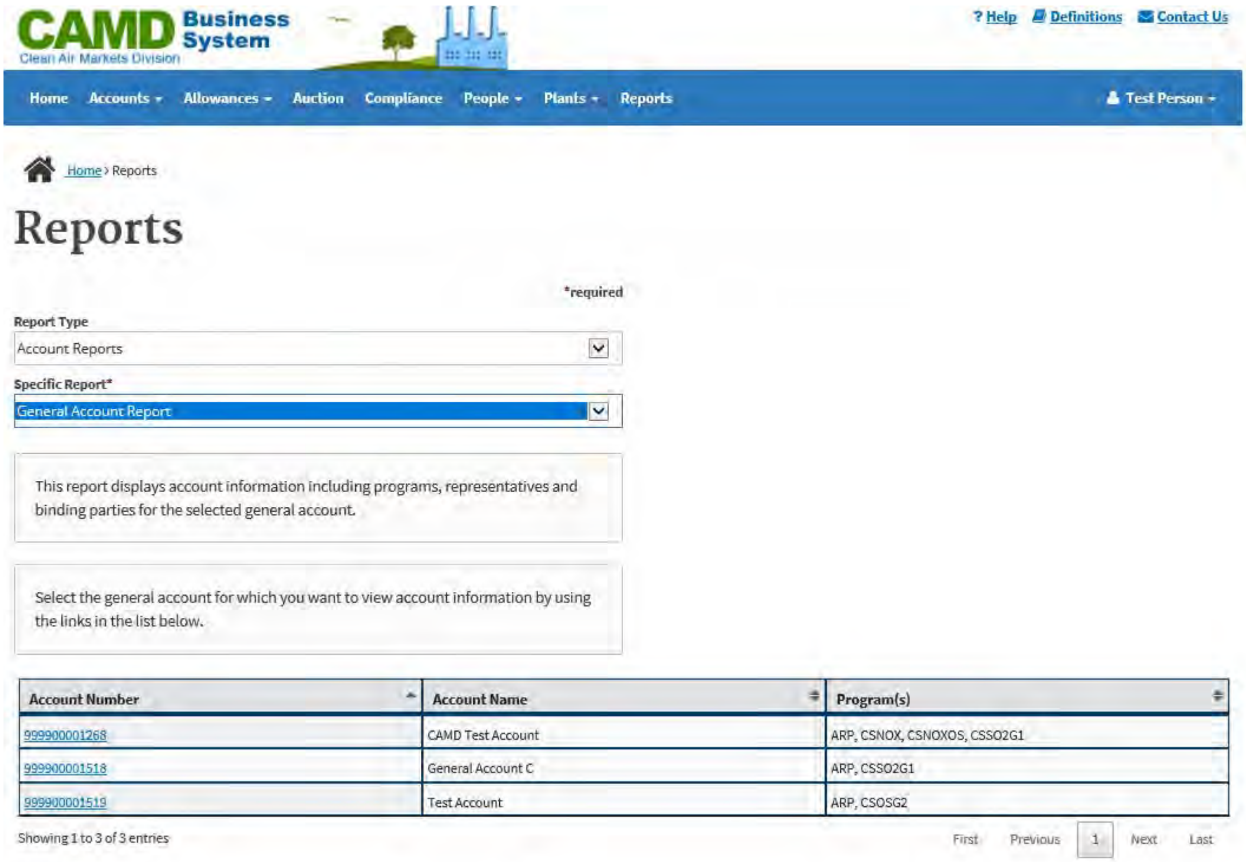
What are General Accounts?

A general account may be opened by any person, company, or organization to hold and transfer allowances. General accounts are not tied to specific plants and are not considered compliance accounts.

A general account management agent has the authority to add or edit account information for existing general accounts (e.g., adding or editing designated representatives and binding party information), or they can add a new general account. General account management agents have access to all accounts for a representative.

Reports

General Account Report: You can generate a 'General Account Report' to view all the general account information including account representatives, programs, and binding parties for a selected general account. Select 'Reports' in the Main Menu. Under 'Report Type' select 'Account Reports.' Under 'Specific Report,' select 'General Account Report.' A grid will appear that displays all general accounts for which you can run a General Account Report. Select the general account by using the links in the grid.

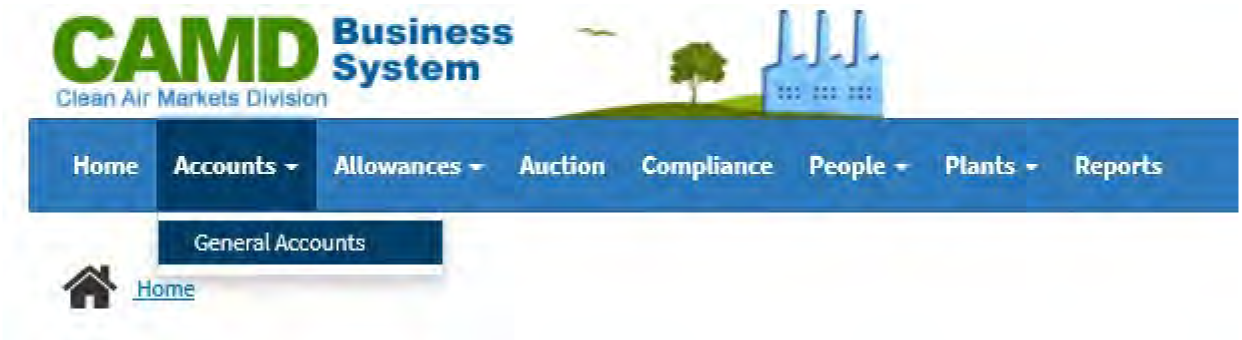


What if I have questions about managing General Accounts?

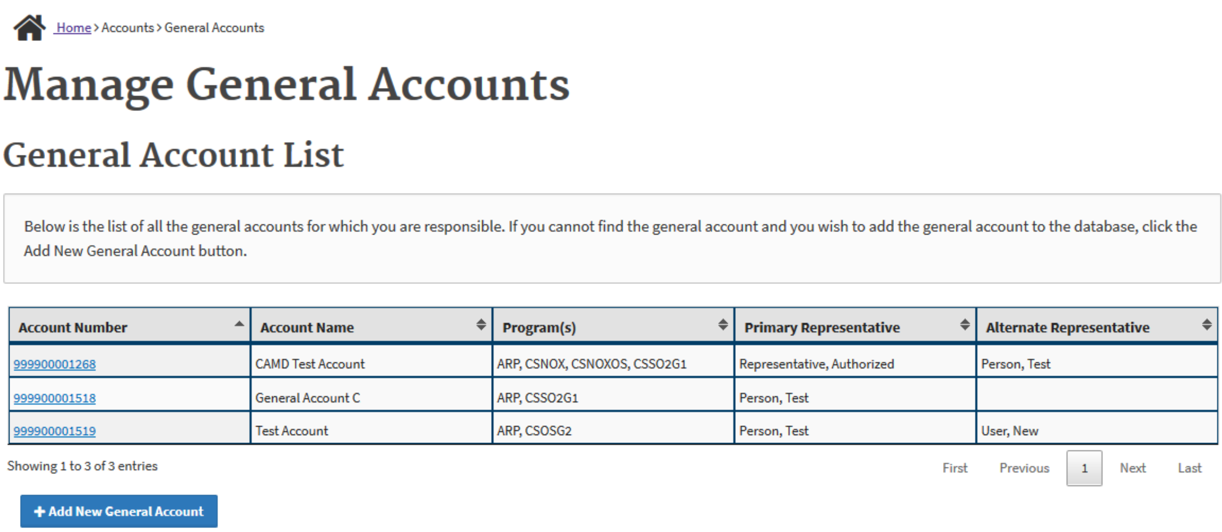
If you have questions about managing general accounts, select the Contact Us link in the upper right-hand corner of your screen to send your question to CAMD.

MANAGING GENERAL ACCOUNTS

To manage general accounts, select ‘General Accounts’ under the Accounts tab in the Main Menu.

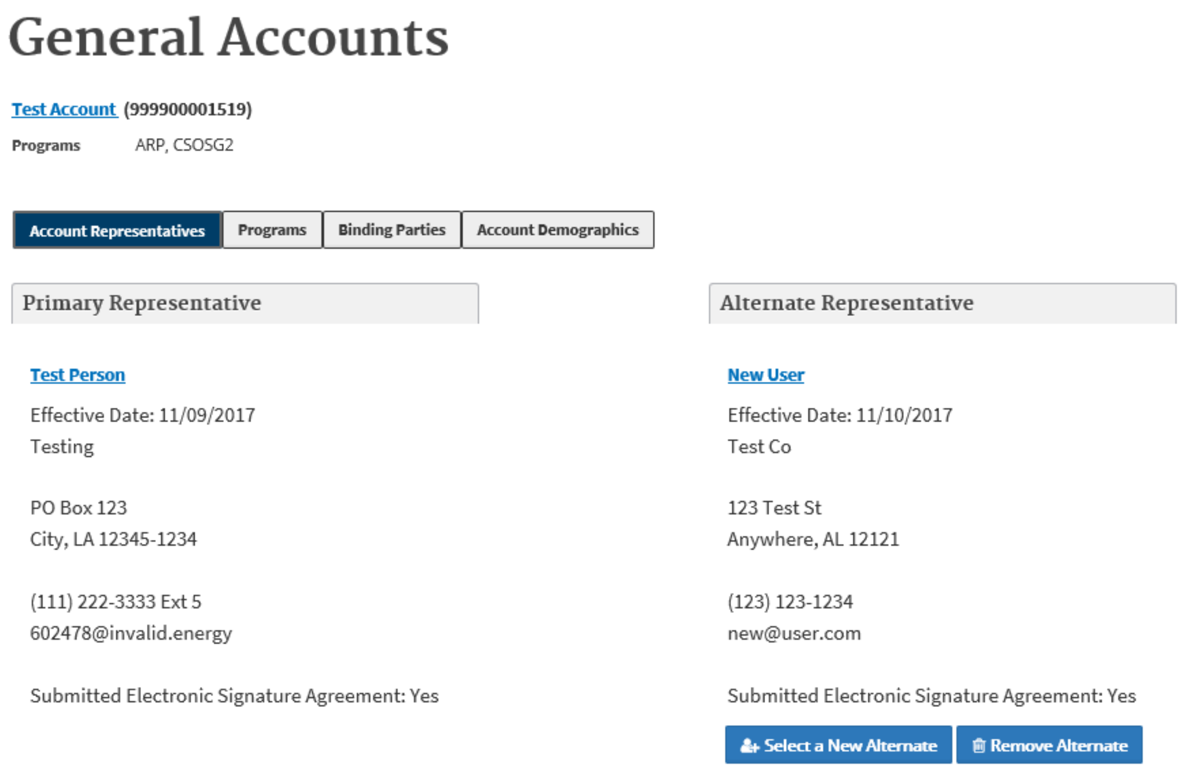


A grid will appear that displays all the general accounts you can manage. Select the general account for which you want to add or update account information by using the links in the grid.



Update an Existing General Account

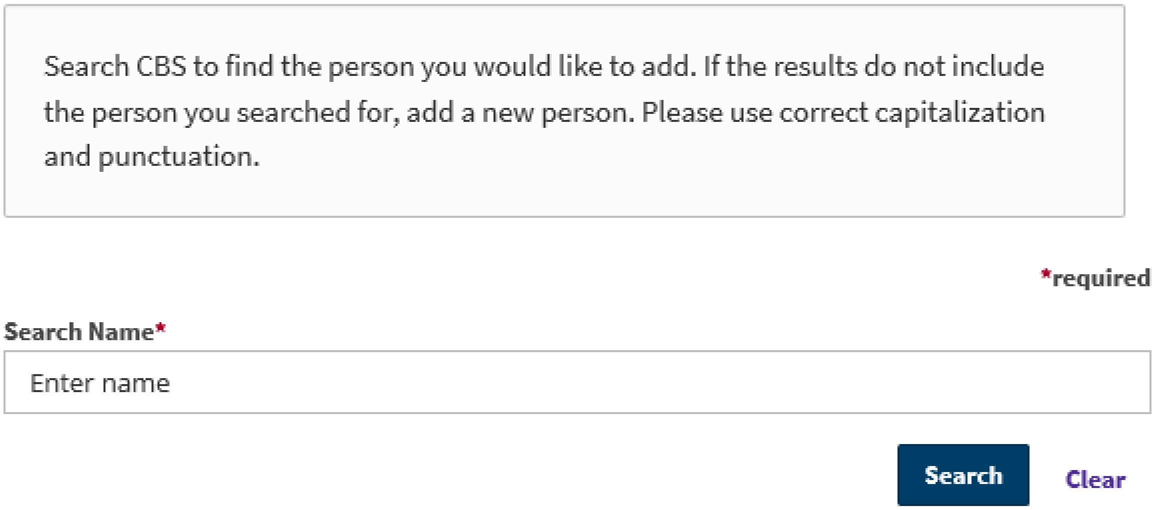
After selecting the General Account by using the links in the grid, you can update the following information: Account Representatives, Programs, Binding Parties and Account Demographics by selecting the appropriate link, button or tab.



To edit existing account representatives, select the representative's name to access the Edit Contact Information screen for that representative. You can edit the primary representative's contact information, but cannot remove the primary representative. Be sure to select the 'Add to Pending Submissions' button at the bottom of the edit contact information screen to save the changes entered before navigating to a different tab/section. The changes will be added to the pending submissions queue, but still need to be submitted to EPA. See section titled **REVIEW AND SUBMIT**.

To remove an alternate representative, select the 'Remove Alternate' button. A popover message will appear to confirm your removal of the alternate representative. The change will be added to the pending submissions queue, but still needs to be submitted to EPA. See section titled **REVIEW AND SUBMIT**.

To choose an alternate representative, select the 'Select a New Alternate' button. A popover message will appear to confirm that you want to assign a new alternate representative. Begin by searching the database for the person you wish to add as an alternate representative.



Type the person’s last name into the ‘Search Name’ box and select the ‘Search’ button. You may search by first name, but searching by last name may narrow the number of matches. Select the alternate representative you want to add by using the links in the search results grid. A popover message will appear to confirm your selection for alternate representative. The alternate representative selection will be added to the pending submissions queue, but still needs to be submitted to EPA. See section titled **REVIEW AND SUBMIT**.

Missing Contact Information

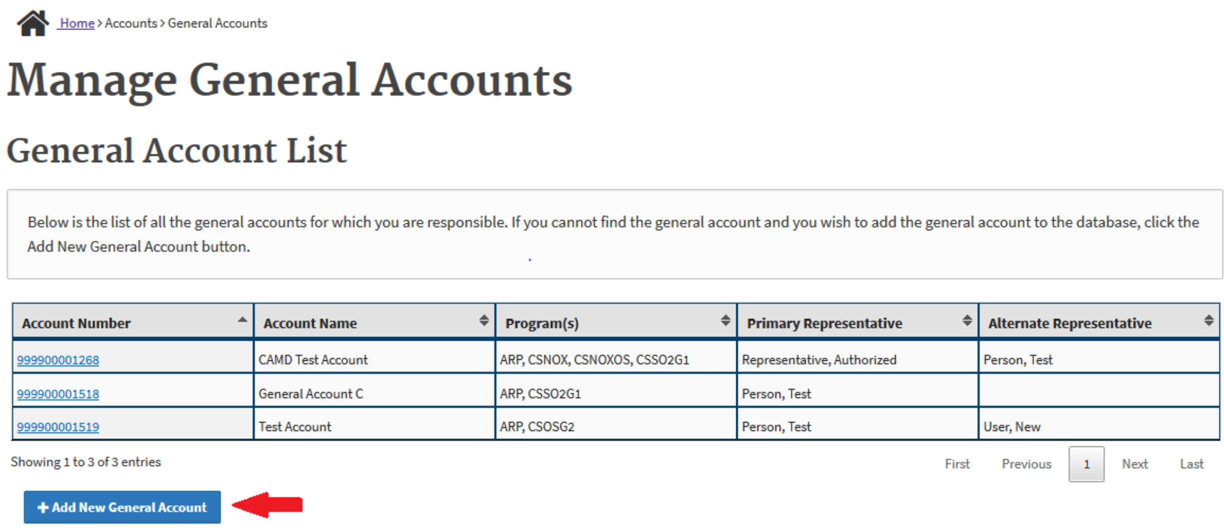
If the person you selected as the alternate representative is missing contact information, you must first enter the missing information on the ‘Edit Contact Information’ screen. Then, select the ‘Add to Pending Submissions’ button to continue and return to the General Accounts screen. Your contact information update and selection for alternate representative will be added to the pending submissions queue, but still need to be submitted to EPA. See section titled **REVIEW AND SUBMIT**.

No Matching Results or Person is not in the List of Matching Results

If your search returns no matching results or the person you are searching for does not appear in the search results grid, you can add the person to the database. The ‘Add New Person’ button will appear after you search. Select the ‘Add New Person’ button to enter all the required contact information for the new person on the ‘Add New Person’ screen. Then select the ‘Add to Pending Submissions’ button to continue. A popover message will appear to confirm you want to make the newly added person the alternate representative. The updates will be added to the pending submissions queue, but still need to be submitted to EPA. See section titled **REVIEW AND SUBMIT.**

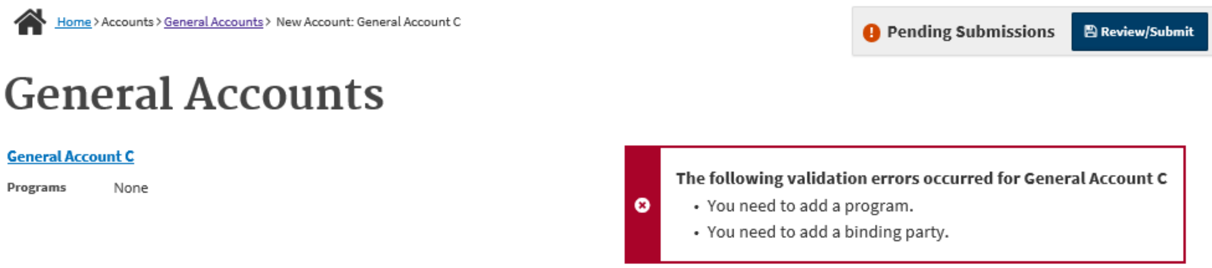
Add a New General Account

If you do not find the general account in the grid, you may add a new general account to the database. To add a new general account, select the ‘Add New General Account’ button.



A popover message will appear to confirm you want to add a general account and become the primary representative for that account. Next, enter the account name and select the ‘Add to Pending Submissions’ button.

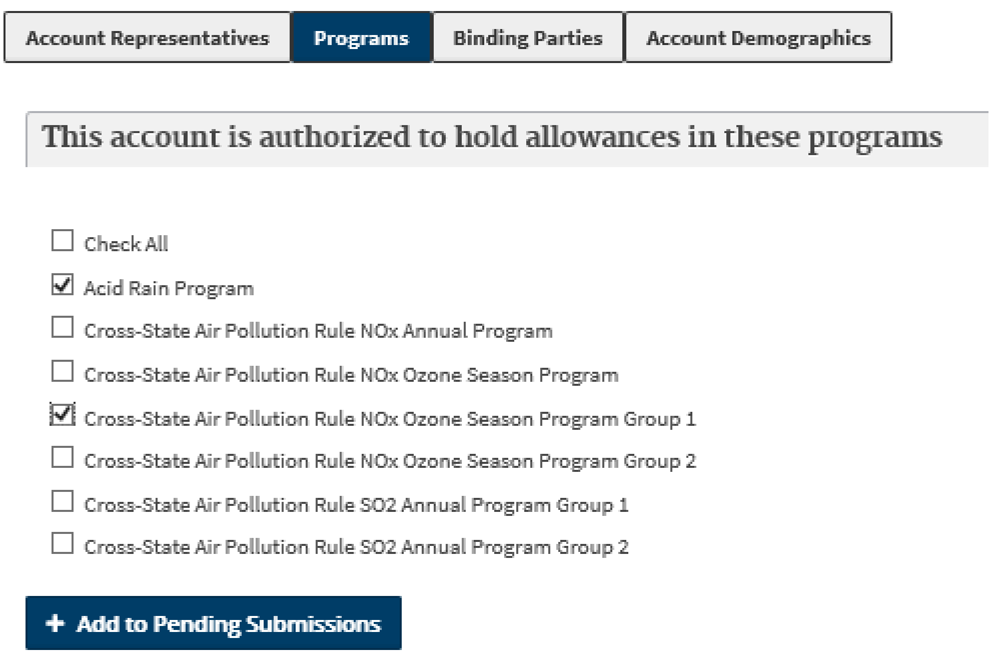
You must add a program or programs for which the account is authorized to hold allowances and a binding party or parties.



Add Programs

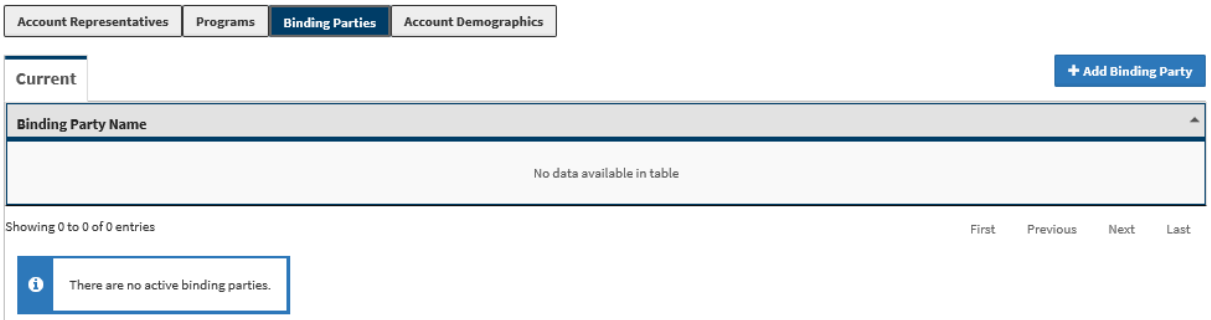
To add a program(s), select the Programs tab. Select one or more programs by using the checkboxes on the screen. Then select the ‘Add to Pending Submissions’ button. The updates will be added to the pending submissions queue, but still need to be submitted to EPA. See section titled **REVIEW AND SUBMIT.**

If you are editing programs, you may not uncheck a program if the general account currently holds allowances for that program.

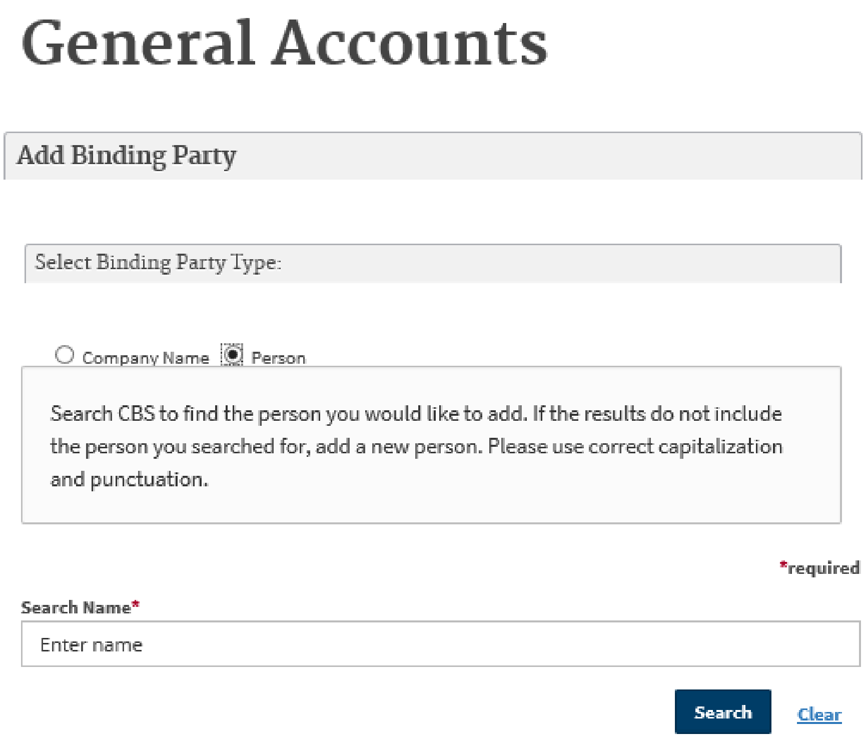


Binding Parties

To add the binding party or parties, select the Binding Parties tab. Then select the ‘Add Binding Party’ button to add a binding party.

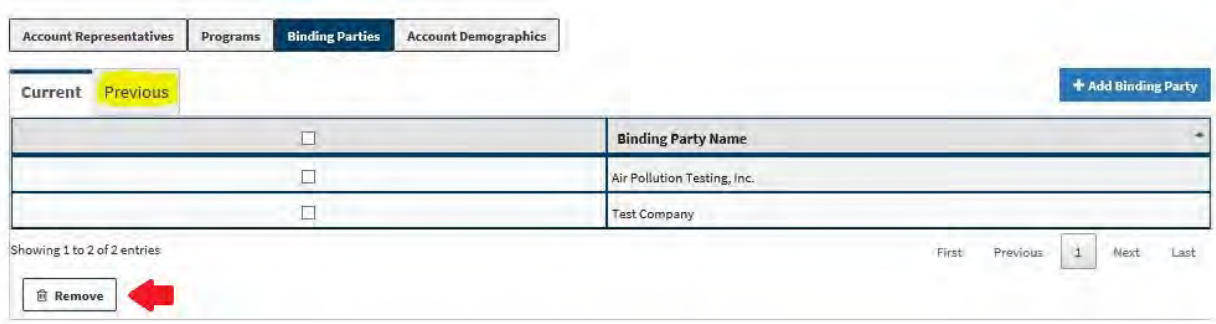


You must search the database for the binding party. You may search by company name or person.



Select the company or person as the binding party by using the links in the search results grid. If the company or person you are searching for does not appear in the search results grid you can add the company or person to the database by selecting the ‘Add New Company’ or ‘Add New Person’ buttons that appear after searching. Enter the required information in the popover message and select the ‘Apply’ button to continue.

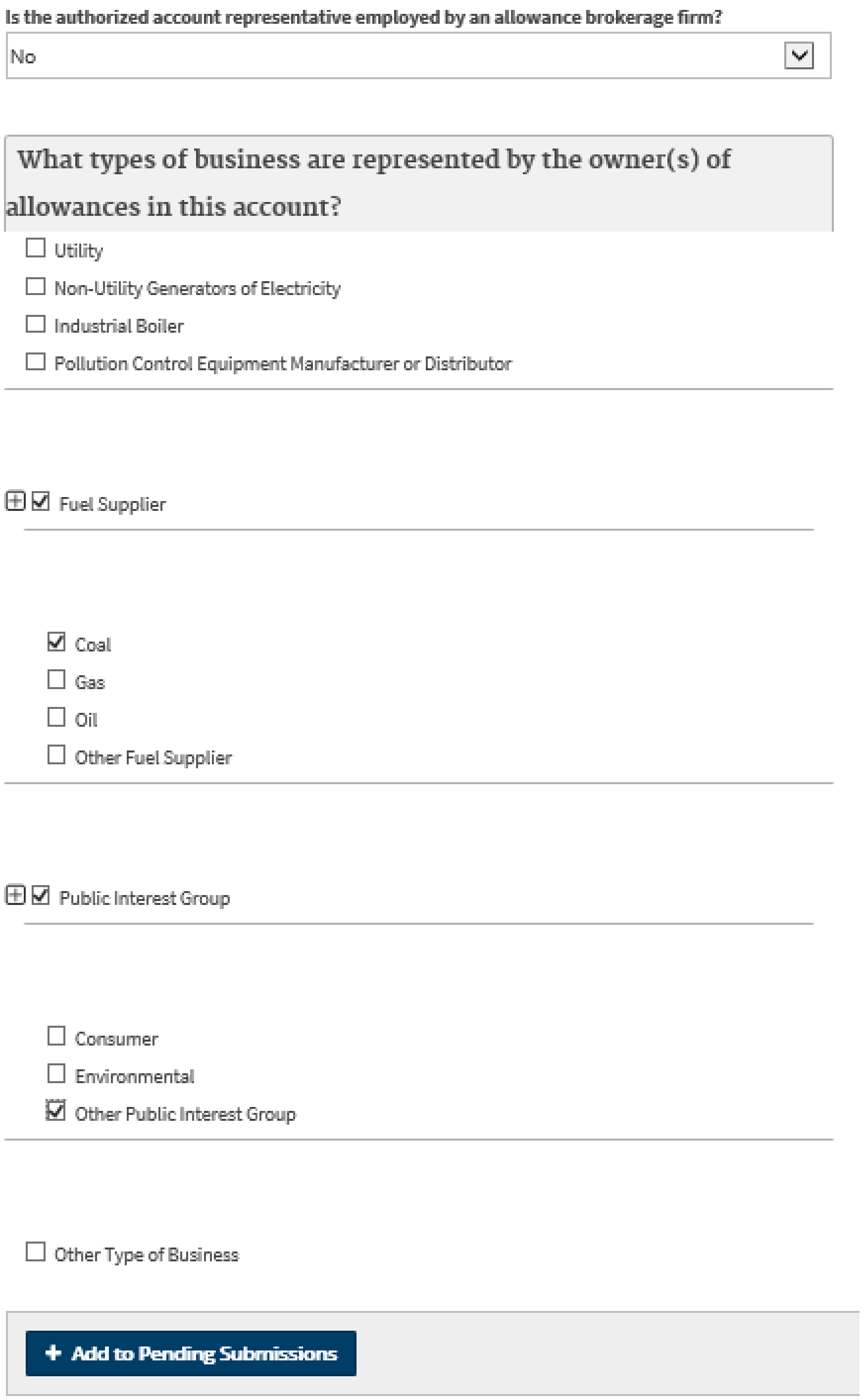
Each account must have at least one binding party. If more than one binding party exists, a ‘Remove’ button will appear. To remove a binding party, use the checkboxes on the screen and select the ‘Remove’ button. Select the ‘Previous’ tab to view binding parties that have been removed.



The binding party or parties that were added or removed will be added to the pending submissions queue, but still need to be submitted to EPA. See section titled **REVIEW AND SUBMIT.**

Account Demographics

You may also add or edit account demographics by selecting the Account Demographics tab. This screen contains information about how the account will be used if the authorized account representative is employed by an allowance brokerage firm and what types of businesses are represented by the owner(s) of allowances in the account.



Make selections by using the dropdown and checkboxes on the screen. Then save the data to the pending submissions queue by selecting the ‘Add to Pending Submissions’ button. To submit the data to EPA, see the section titled **REVIEW AND SUBMIT.**

REVIEW AND SUBMIT

Once you have made all the required changes in the General Accounts module, you must review and submit the data to EPA. You must submit the data to EPA before you navigate to a different module within CBS, or all changes will be lost.

To review your changes, select the 'Review/Submit' button in the upper right-hand corner of your screen.

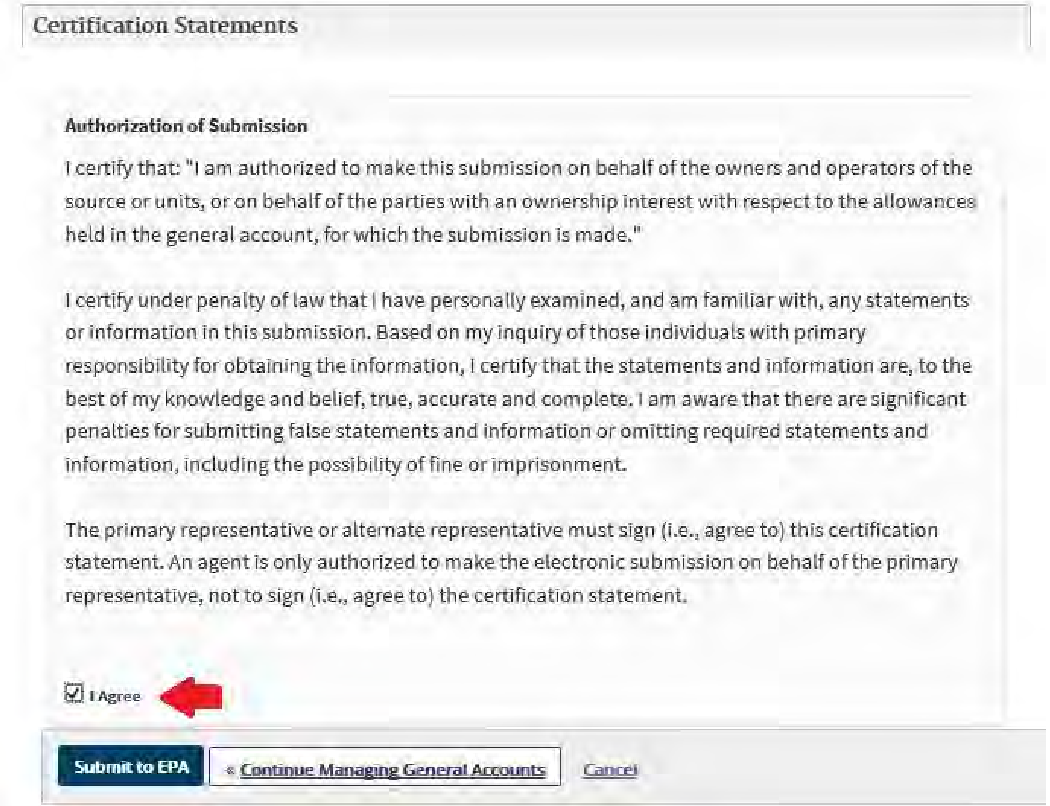
The 'Confirm General Account Changes' screen will appear displaying all of your pending submissions.

Continue Managing General Accounts

If you determine after reviewing your pending changes that you need to continue managing General Accounts, select the 'Continue Managing General Accounts' button to return to the 'Manage General Accounts' grid. Your changes will remain in the pending submissions queue.

Submit to EPA

If you determine after reviewing your pending changes that you are ready to submit the data to EPA, read the Certification Statements, check the 'I Agree' box, and select the 'Submit to EPA' button. If you are missing any required information, you will receive a warning message. You must enter the missing information before you can proceed.



Certification Statements

Authorization of Submission

I certify that: "I am authorized to make this submission on behalf of the owners and operators of the source or units, or on behalf of the parties with an ownership interest with respect to the allowances held in the general account, for which the submission is made."

I certify under penalty of law that I have personally examined, and am familiar with, any statements or information in this submission. Based on my inquiry of those individuals with primary responsibility for obtaining the information, I certify that the statements and information are, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false statements and information or omitting required statements and information, including the possibility of fine or imprisonment.

The primary representative or alternate representative must sign (i.e., agree to) this certification statement. An agent is only authorized to make the electronic submission on behalf of the primary representative, not to sign (i.e., agree to) the certification statement.

☑ I Agree

Submit to EPA | « Continue Managing General Accounts | Cancel

Once your data have been submitted successfully, you will be returned to the 'Manage General Accounts' grid where you will see a 'Submission Successful' message. You will also receive a confirmation email for your records.

CAMD BUSINESS SYSTEM (CBS) – ALLOWANCE TRANSFER TUTORIAL

The purpose of this tutorial is to guide CBS users through the 'Allowance Transfer' module in the CAMD Business System (CBS). 'Allowance Transfer' can be found under the Allowances tab of the Main Menu.

Who can Submit Allowance Transfers?
Primary and alternate representatives and their Allowance Transfer agents can use the Allowance Transfer module to transfer allowances.

What if I have questions about allowance transfers?

If you have questions about transferring allowances, select the Contact Us link at the top right of your screen to send your question to CAMD.

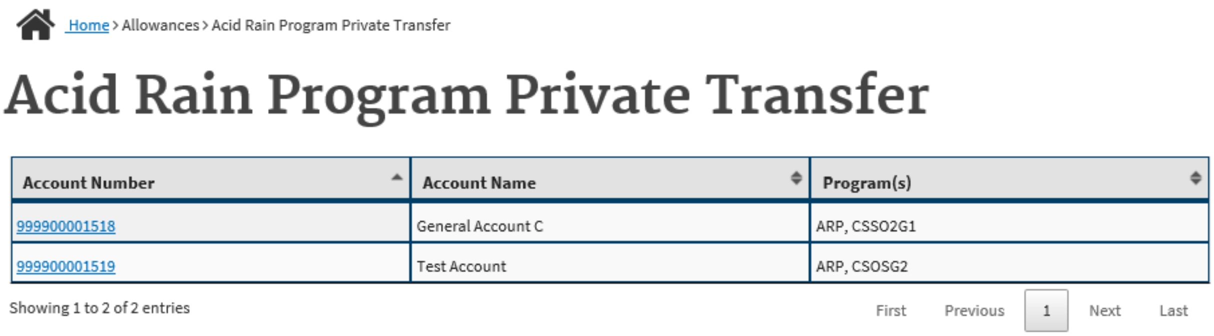
Allowance Transfer

Allowances may be transferred in one of two ways. To submit an XML file containing transfer details, select File Submission under the Allowances tab of the Main Menu. To submit transfers interactively, select the program for which you plan to submit allowances from the options presented under the Allowances tab from the Main Menu.

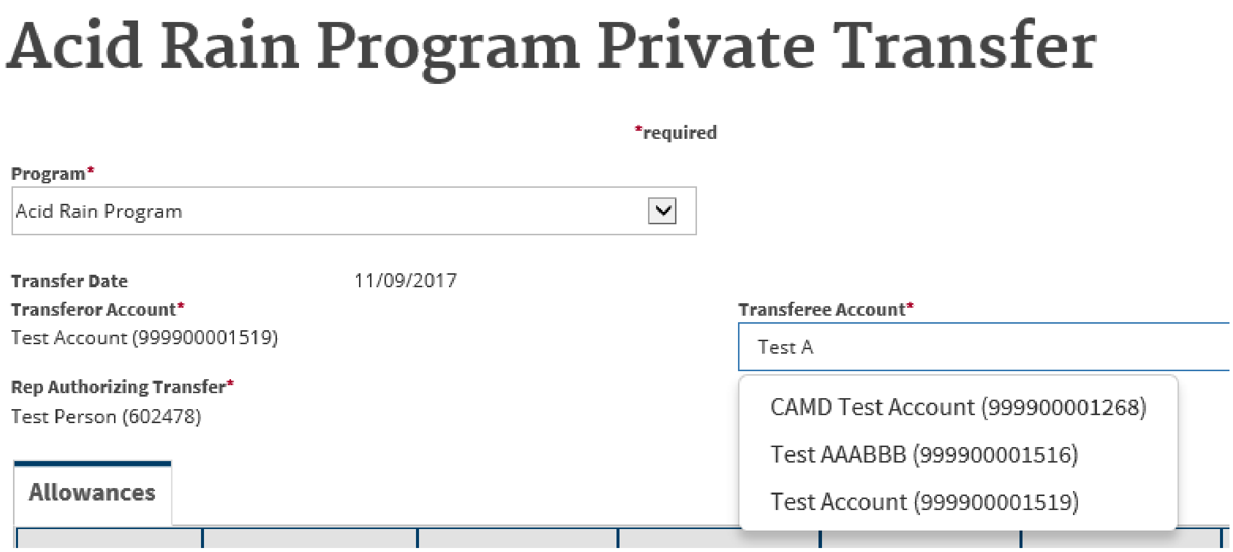
Acid Rain Program Private Transfer

To transfer allowances interactively for the Acid Rain Program, select Acid Rain Program Private Transfer under the Allowances tab of the Main Menu.

A table will appear, displaying your Acid Rain Program Accounts. Select the Account you wish to transfer allowances from by selecting the account number.

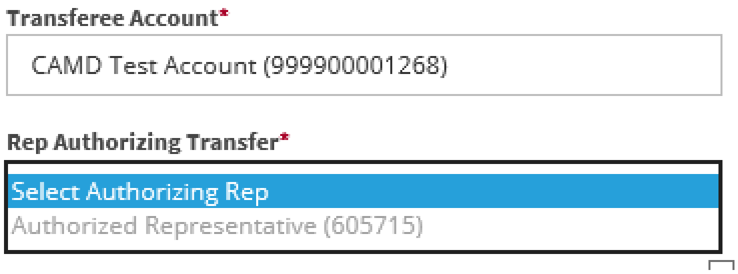


Use the search box under Transferee Account to find the account you want to transfer allowances to. You can search by the account name or the account number.

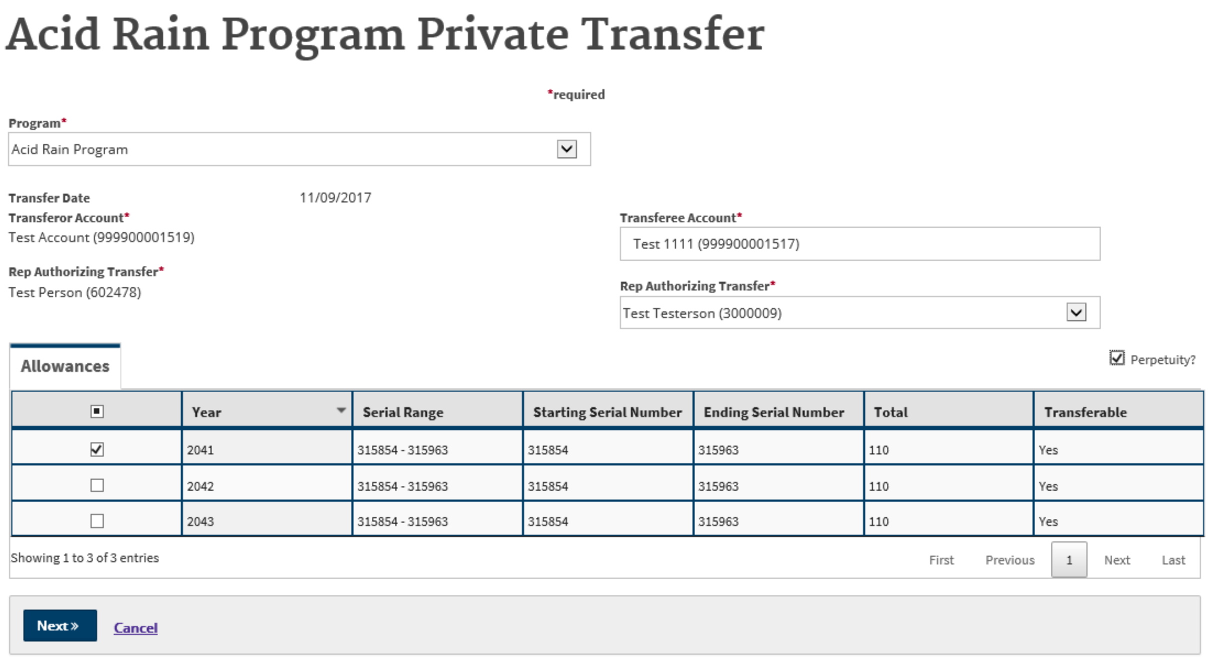


Pick the Representative authorizing the transfer from the dropdown under Transferee Account. If the Representative's name is greyed out (i.e., not selectable) you will not be able to perform a transfer to that account until the representative corrects whatever is needed. Sometimes, you may be unable to select the representative you want to. Some reasons you may not be able to select a representative include

- The representative has not signed all required certification statements
- The representative does not have a username
- Or, the representative does not have a valid unexpired password.



Select the allowance block(s) you wish to transfer from the grid. If you want the allowances to be transferred in perpetuity, check the box next to ‘Perpetuity?’ above the grid.



Select Next at the bottom of the page to continue.

Use the Review Transfer page to confirm the details of the allowance transfer. You can edit the Starting or Ending Serial Number or the Total Allowances to be transferred. To do so, select the appropriate box and either type in the correct number, or use the up or down arrows within the box to get to the desired number. Select ‘Submit to EPA’ when you are ready to submit, or ‘Cancel’ to be taken back to the Private Transfer starting page.

Acid Rain Program Private Transfer

Review Transfer

Transfer Date 11/14/2017
Program Acid Rain Program

Transferor Account*
Test Account (999900001519)

Rep Authorizing Transfer*
Test Person (602478)

Transferee Account*
CAMD Test Account (999900001268)

Rep Authorizing Transfer*
Test Person (602478)

Perpetuity? No

Year	Starting Serial Number	Ending Serial Number	Total
2043	315854	315963	110

Total: 110

Certification Statements

Authorization of Submission

I certify that: "I am authorized to make this submission on behalf of the owners and operators of the source or units, or on behalf of the parties with an ownership interest with respect to the allowances held in the general account, for which the submission is made."

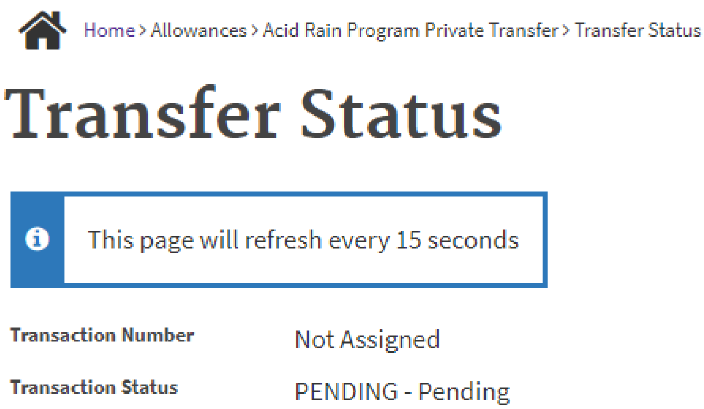
I certify under penalty of law that I have personally examined, and am familiar with, any statements or information in this submission. Based on my inquiry of those individuals with primary responsibility for obtaining the information, I certify that the statements and information are, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false statements and information or omitting required statements and information, including the possibility of fine or imprisonment.

The primary representative or alternate representative must sign (i.e., agree to) this certification statement. An agent is only authorized to make the electronic submission on behalf of the primary representative, not to sign (i.e., agree to) the certification statement.

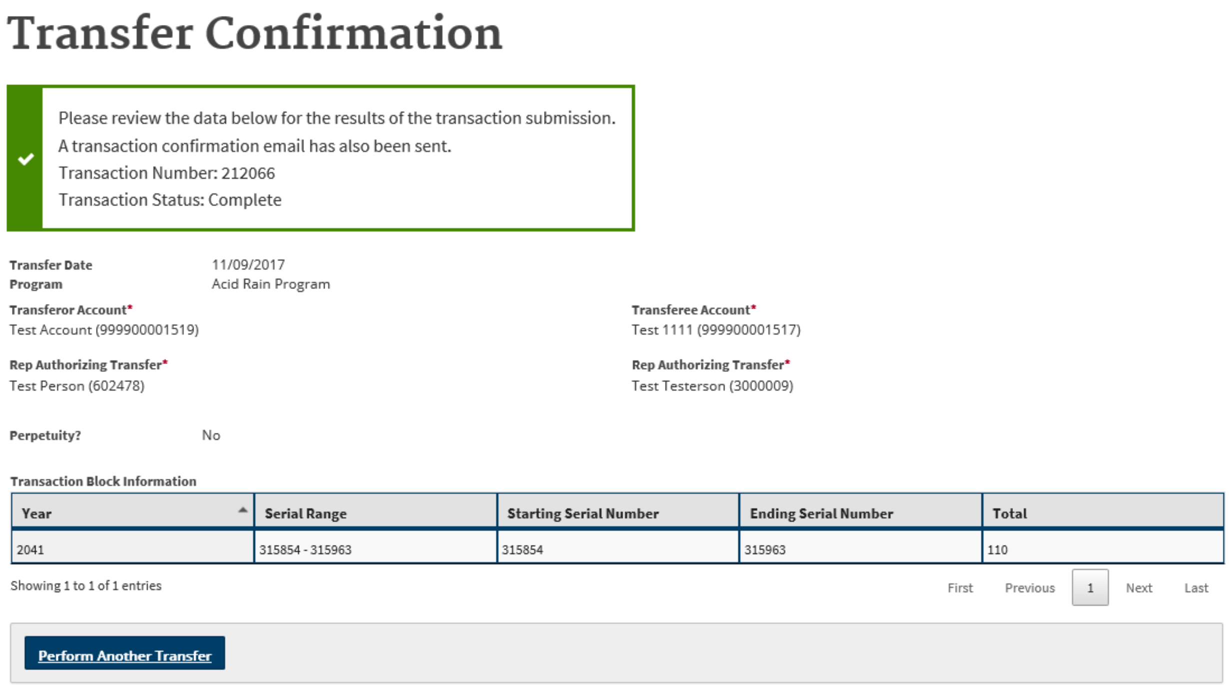
☐ **I Agree**

Submit to EPA Cancel

You may see a Transfer Status page which will refresh automatically every 15 seconds until the transfer has completed processing.



When the transfer is complete, you will be shown the Transfer Confirmation Page. This will have the Transaction Number, a Transaction Status of either Complete or Rejected, and the details of the transfer. If the transfer was rejected, messages will explain any errors.

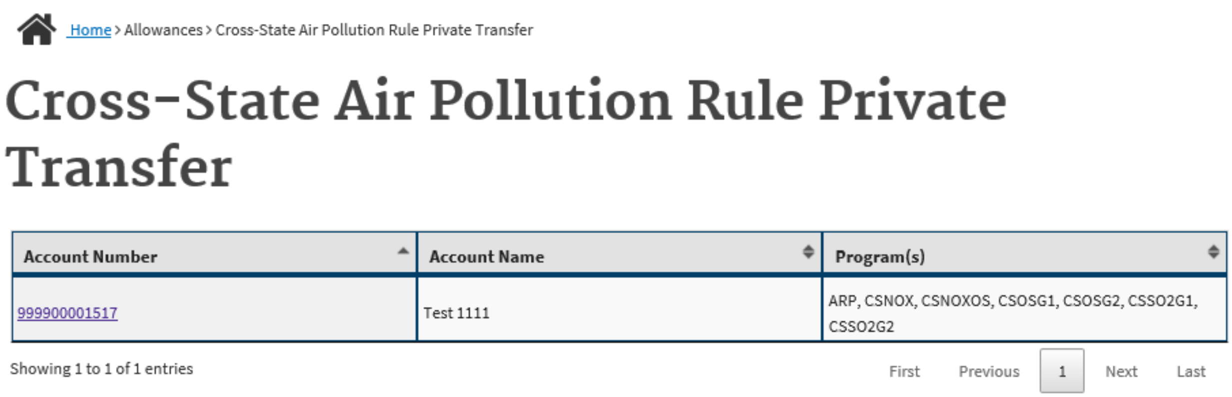


Select 'Perform Another Transfer' if you wish to submit another allowance transfer, or use the Main Menu to navigate elsewhere within the application if you are finished transferring allowances.

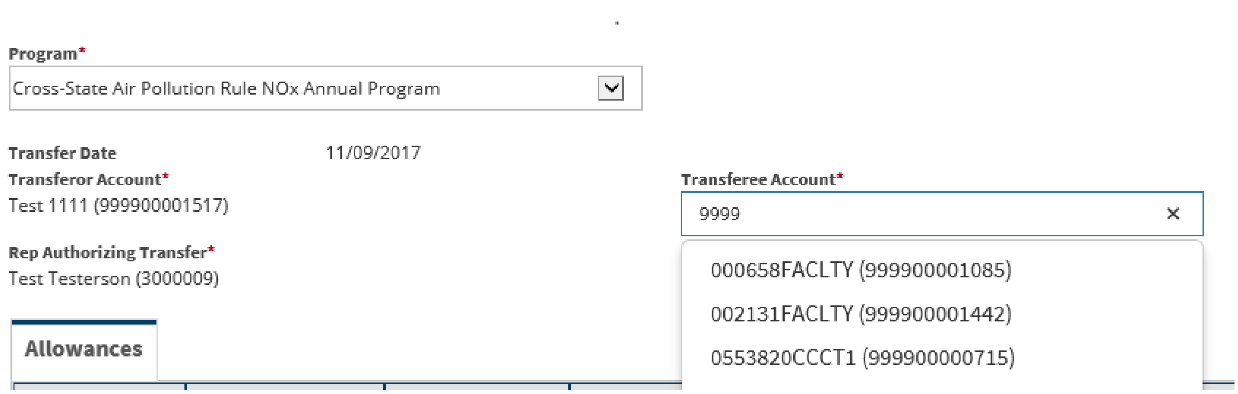
Cross-State Air Pollution Rule Private Transfer

To transfer allowances interactively for the Cross-State Air Pollution Rule, select Cross-State Air Pollution Rule Private Transfer under the Allowances tab of the Main Menu.

A table will appear, displaying your Cross-State Air Pollution Rule Accounts. Select the Account you wish to transfer allowances from by selecting the account number.



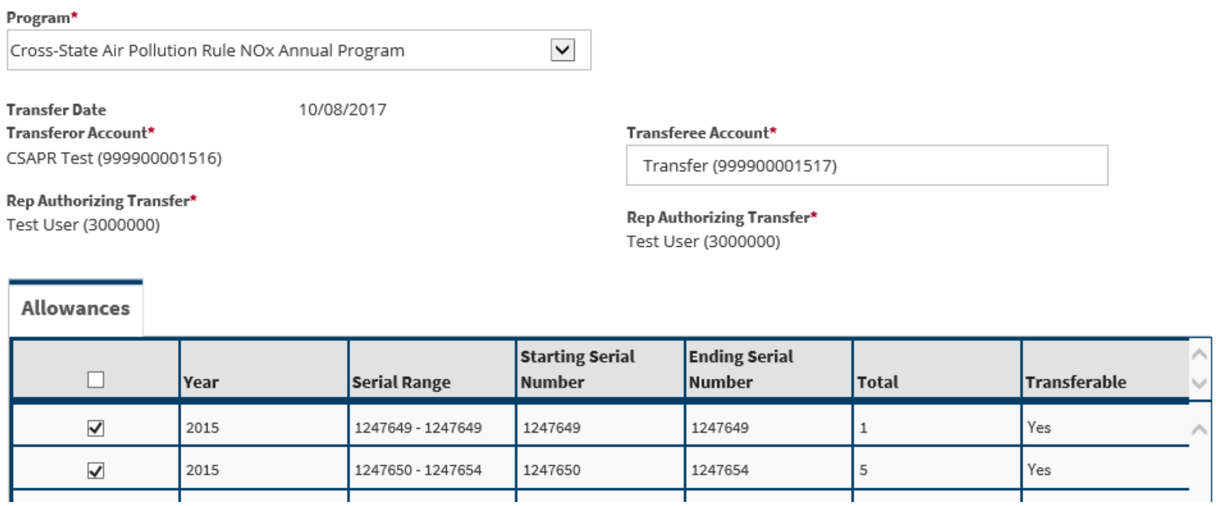
Use the search box under Transferee Account to find the account you want to transfer allowances to. You can search by the account name or the account number.



Pick the Representative authorizing the transfer from the dropdown under Transferee Account. If the Representative's name is greyed out (i.e., not selectable) you will not be able to perform a transfer to that account until the representative corrects whatever is needed. Sometimes, you may be unable to select the representative you want to. Some reasons you may not be able to select a representative include

- The representative has not signed all required certification statements
- The representative does not have a username
- Or, the representative does not have a valid unexpired password.

Select the allowance block(s) you wish to transfer from the grid.


Program*
Cross-State Air Pollution Rule NOx Annual Program

Transfer Date 10/08/2017
Transferor Account*
CSAPR Test (999900001516)

Rep Authorizing Transfer*
Test User (3000000)

Transferee Account*
Transfer (999900001517)

Rep Authorizing Transfer*
Test User (3000000)

Allowances

☐	Year	Serial Range	Starting Serial Number	Ending Serial Number	Total	Transferable
☑	2015	1247649 - 1247649	1247649	1247649	1	Yes
☑	2015	1247650 - 1247654	1247650	1247654	5	Yes

Select Next at the bottom of the page to continue.

Use the Review Transfer page to confirm the details of the allowance transfer. You can edit the Starting or Ending Serial Number or the Total Allowances to be transferred. To do so, select the appropriate box and either type in the correct number, or use the up or down arrows within the box to get to the desired number. Select ‘Submit to EPA’ when you are ready to submit, or ‘Cancel’ to be taken back to the Private Transfer starting page.

Review Transfer

Transfer Date	11/14/2017
Program	Cross-State Air Pollution Rule NOx Annual Program

Transferor Account*
TestCT (001230FACLTY)

Rep Authorizing Transfer*
Test Person (602478)

Transferee Account*
CAMD Test Account (999900001268)

Rep Authorizing Transfer*
Test Person (602478)

Year	Starting Serial Number	Ending Serial Number	Total
2018	909949	910082	134

Total: 134

Certification Statements

Authorization of Submission

I certify that: "I am authorized to make this submission on behalf of the owners and operators of the source or units, or on behalf of the parties with an ownership interest with respect to the allowances held in the general account, for which the submission is made."

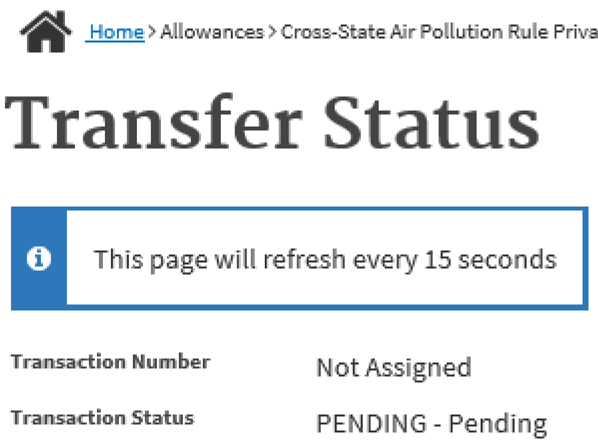
I certify under penalty of law that I have personally examined, and am familiar with, any statements or information in this submission. Based on my inquiry of those individuals with primary responsibility for obtaining the information, I certify that the statements and information are, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false statements and information or omitting required statements and information, including the possibility of fine or imprisonment.

The primary representative or alternate representative must sign (i.e., agree to) this certification statement. An agent is only authorized to make the electronic submission on behalf of the primary representative, not to sign (i.e., agree to) the certification statement.

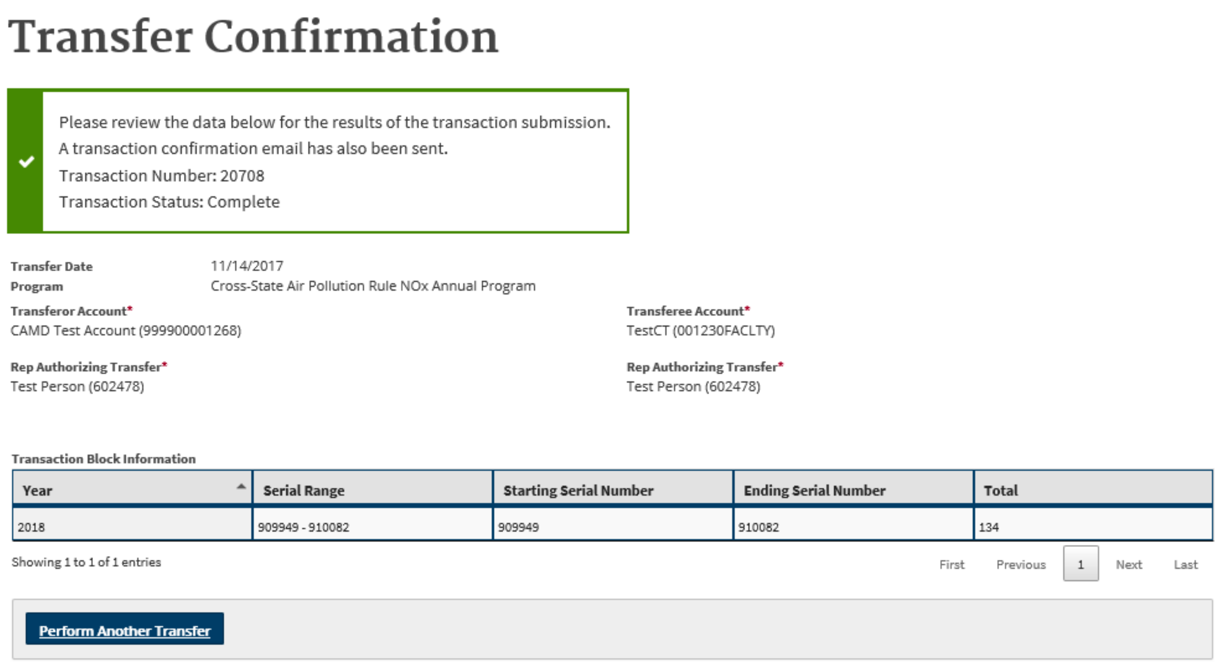
☐ **I Agree**

Submit to EPA Cancel

You may see a Transfer Status page which will refresh automatically every 15 seconds until the transfer has completed processing.



When the transfer is complete, you will be shown the Transfer Confirmation Page. This will have the Transaction Number, a Transaction Status of either Complete or Rejected, and the details of the transfer. If the transfer was rejected, messages will explain any errors.



Select ‘Perform Another Transfer’ if you wish to submit another allowance transfer, or use the Main Menu to navigate elsewhere within the application if you are finished transferring allowances.

File Submission

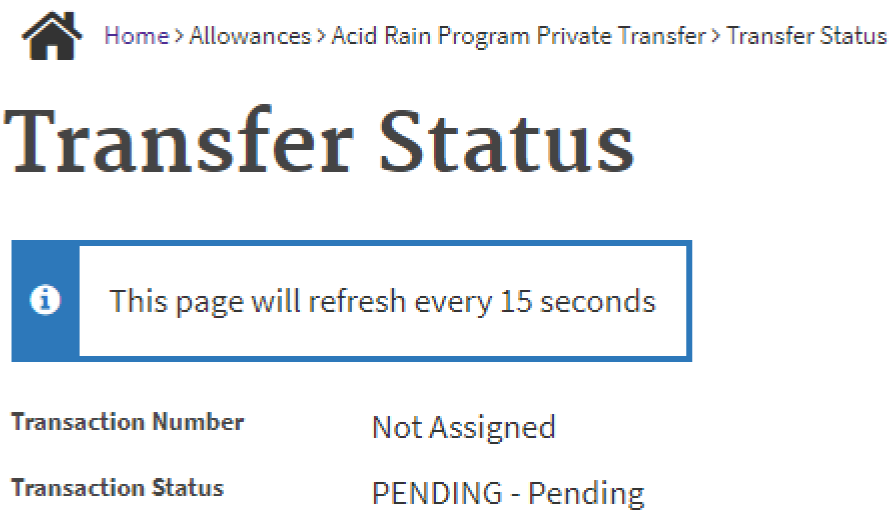
To submit allowance transfers using an XML file containing transfer details, select ‘File Submission’ under the Allowances tab of the Main Menu.

From the File Submission landing page, select 'Choose File' to browse for the XML file you wish to submit. The name of the selected file will appear to the right of the 'Choose File' button. Select the box for 'Submit for Validation Only' if you just want to check that your XML file has proper formatting.' See the sections **XML File Format** and **XML File Requirements** for information on the appropriate formatting for the file.

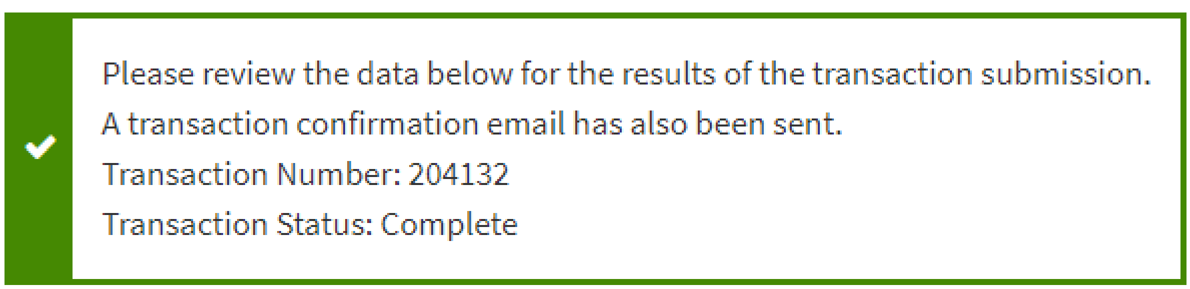
Once you are ready to submit, read the Certification Statements, select the ‘I Agree’ box and select ‘Submit to EPA’.

The application verifies that you have authority to transfer the allowances in the account, that the account contains the specified allowances and that the account receiving the allowances is valid and under the control of the specified authorized representative. If the transfer is validated, you will see a confirmation page and you and the transferee will receive an email confirming the transfer. If the transfer is not valid, the application displays a transaction error page and an email is sent to the transferor.

You will be taken to the Transfer Status page, which will refresh automatically every 15 seconds until the allowance transfer is complete and either accepted or rejected.



If there are no errors, the Confirmation Page will show a Transaction Number, a status of 'Complete,' and all the details of the transaction.



If you have another file to submit, select 'Perform another transfer' at the bottom of the page.

XML File Format

The .xml file format contains all of the information which you would submit interactively, including account numbers, serial blocks, etc.

XML File Requirements

The following .xml file specifications must be used for files containing allowance transfers.

```
<!ELEMENT Transactions>
<!ELEMENT Transaction (PrgCd, SellAcct, BuyAcct, SellAAR,
  BuyAAR, Perpetuity, SerialBlocks)>
<!ELEMENT PrgCd (##PCDATA)>
<!ELEMENT SellAcct (##PCDATA)>
```

```
<!ELEMENT BuyAcct (##PCDATA)>
<!ELEMENT SellAAR (##PCDATA)>
<!ELEMENT BuyAAR (##PCDATA)>
<!ELEMENT Perpetuity (##PCDATA)>
<!ELEMENT SerialBlocks (SerialBlock)+>
<!ELEMENT SerialBlock (AllwYear, SerStart, SerEnd)>
<!ELEMENT AllwYear (##PCDATA)>
<!ELEMENT SerStart (##PCDATA)>
<!ELEMENT SerEnd (##PCDATA)>
```

Example .XML File

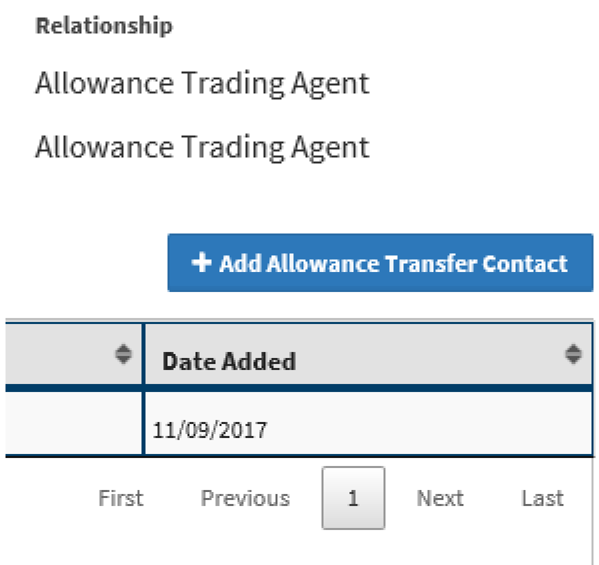
```
<Transactions>
<Version>1.0</Version>
<Transaction xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xsi:noNamespaceSchemaLocation="somexsd.xsd">
<PrgCd>ARP</PrgCd>
<SellAcct>999900000141</SellAcct>
 <BuyAcct>999900000140</BuyAcct>
 <SellAAR>975</SellAAR>
 <BuyAAR>500056</BuyAAR>
 <Perpetuity>N</Perpetuity>
 <SerialBlocks>
  <SerialBlock>
   <AllwYear>2000</AllwYear>
   <SerStart>250001</SerStart>
   <SerEnd>250010</SerEnd>
  </SerialBlock>
  <SerialBlock>
   <AllwYear>2001</AllwYear>
   <SerStart>253831</SerStart>
   <SerEnd>253850</SerEnd>
  </SerialBlock>
 </SerialBlocks>
</Transaction>
</Transactions>
```

Please note that for CSAPR Allowance transfers, the Perpetuity flag should be set to "N."

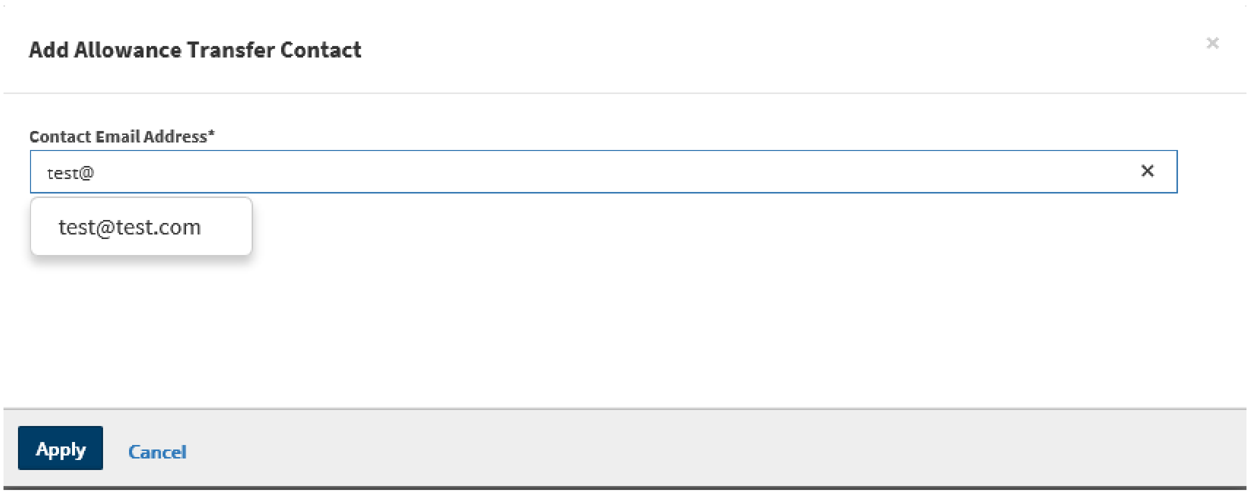
Manage Allowance Transfer Contacts

An Allowance Transfer Contact is someone who receives notification regarding allowance transfers for your accounts. To manage allowance transfer contacts, select ‘Manage Allowance Transfer Contacts’ under the Allowances tab of the Main Menu.

The table at the top of Manage Allowance Transfer Contacts displays the individuals who already receive notification based on their existing relationships. You may add up to five other individuals by email address using the ‘Add Allowance Transfer Contact’ button.

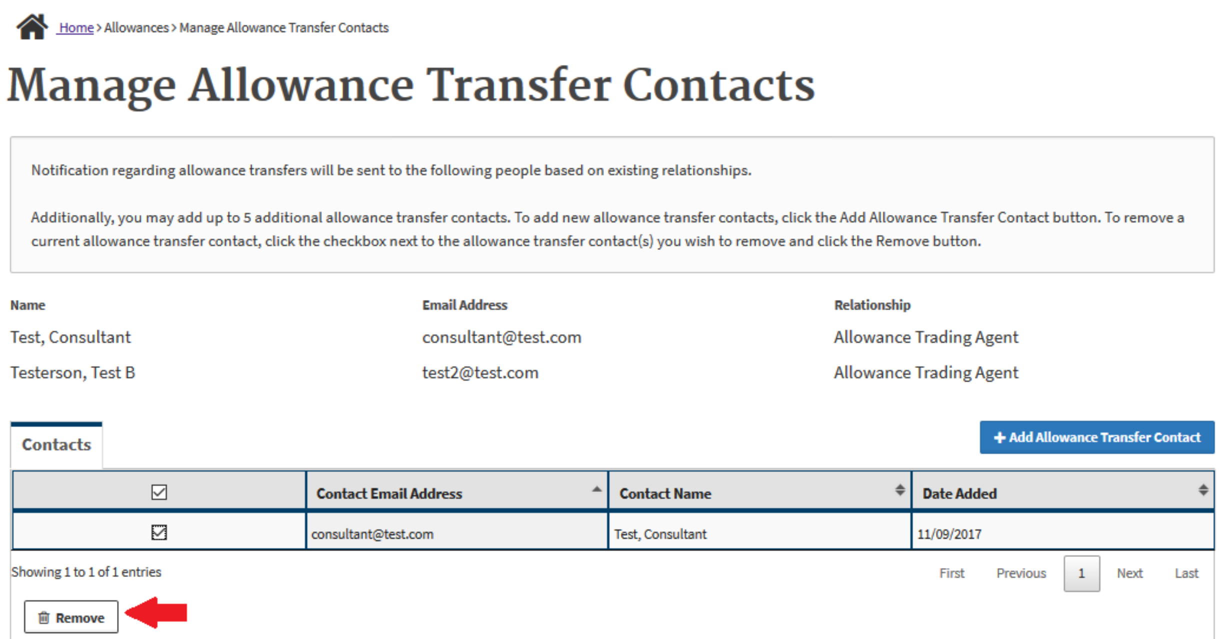


Begin by searching the database for the email address of the person you wish to add as an allowance transfer contact. Select the email address from the drop-down list of results, and select ‘Apply’. If the email address is not already in the database, type it in the search box and select ‘Apply’.



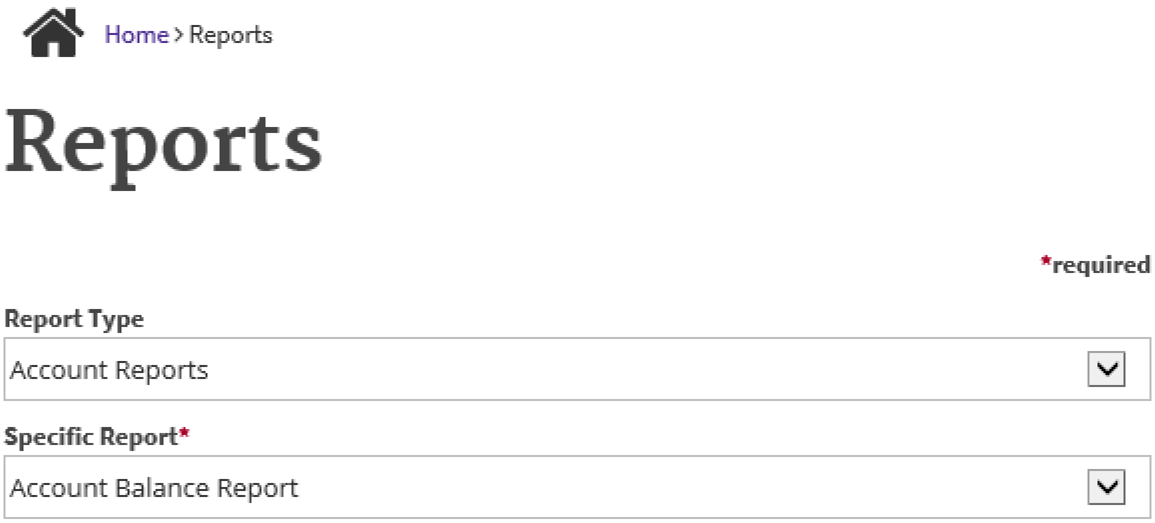
If the user you want to add as an allowance transfer contact is in the table of users who already receive allowance notifications, you will not be able to add that person as a contact in the lower table.

You may remove individuals by selecting the checkbox next to the person in the Contacts grid and selecting ‘Remove’.



Reports

Details concerning your Allowance accounts can be viewed via various reports. Select ‘Reports’ in the Main Menu. Under ‘Report Type’ select ‘Account Reports’.



Account Balance Report

Use the Account Balance Report to view designated and alternate representative information as well as the allowance holdings for that account by program.

Allowance Accounts by User

Run the Allowance Accounts by User Report to view all the accounts with which you are associated.

Allowance Accounts by Plant

Run the Allowance Accounts by Plant Report to view the allowance accounts associated with a particular plant.

Total Allowances Report

Use the Total Allowances Report to view the total allowances held per program by account for any selected year.

Transfer Confirmation Report

The Transfer Confirmation Report can be used to view the report originally generated after an allowance transfer. Search by program, transaction number and/or date to find the report.

CAMD BUSINESS SYSTEM (CBS) – COMPLIANCE TUTORIAL

The purpose of this tutorial is to guide CBS users through the 'Compliance' module in the CAMD Business System (CBS).

What is Compliance?

Compliance allows you to submit draft or final Acid Rain Program (ARP) or Cross State Air Pollution Rule (CSNOX, CSSO2G1, CSSO2G2, CSOSG1, CSOSG2) annual compliance information for your facilities or units respectively, and allows you to identify allowances to be deducted for annual compliance.

What is draft compliance?

Draft compliance is a compliance "dry run" that enables a primary representative, alternate representative, or compliance agent to see whether his or her facilities have enough allowances to cover emissions for a specific program and control period without actually deducting allowances to account for emissions. If draft compliance is run before the allowance transfer deadline, and running draft compliance shows that there are not enough allowances to cover emissions for a facility, additional allowances can be transferred to the compliance account for the facility before the transfer deadline to prevent costly excess emissions penalties.

When can I run draft compliance for my facilities?

Draft compliance can be run after all data for the quarters covered by the control period is successfully submitted to CAMD and before final compliance is run (either by the primary and alternate representatives, or compliance agent(s)) associated with the facilities or by CAMD).

What is final compliance?

Final compliance is deducting allowances to cover emissions for a specific program and control period for a facility or facilities.

When can I run final compliance for my facilities?

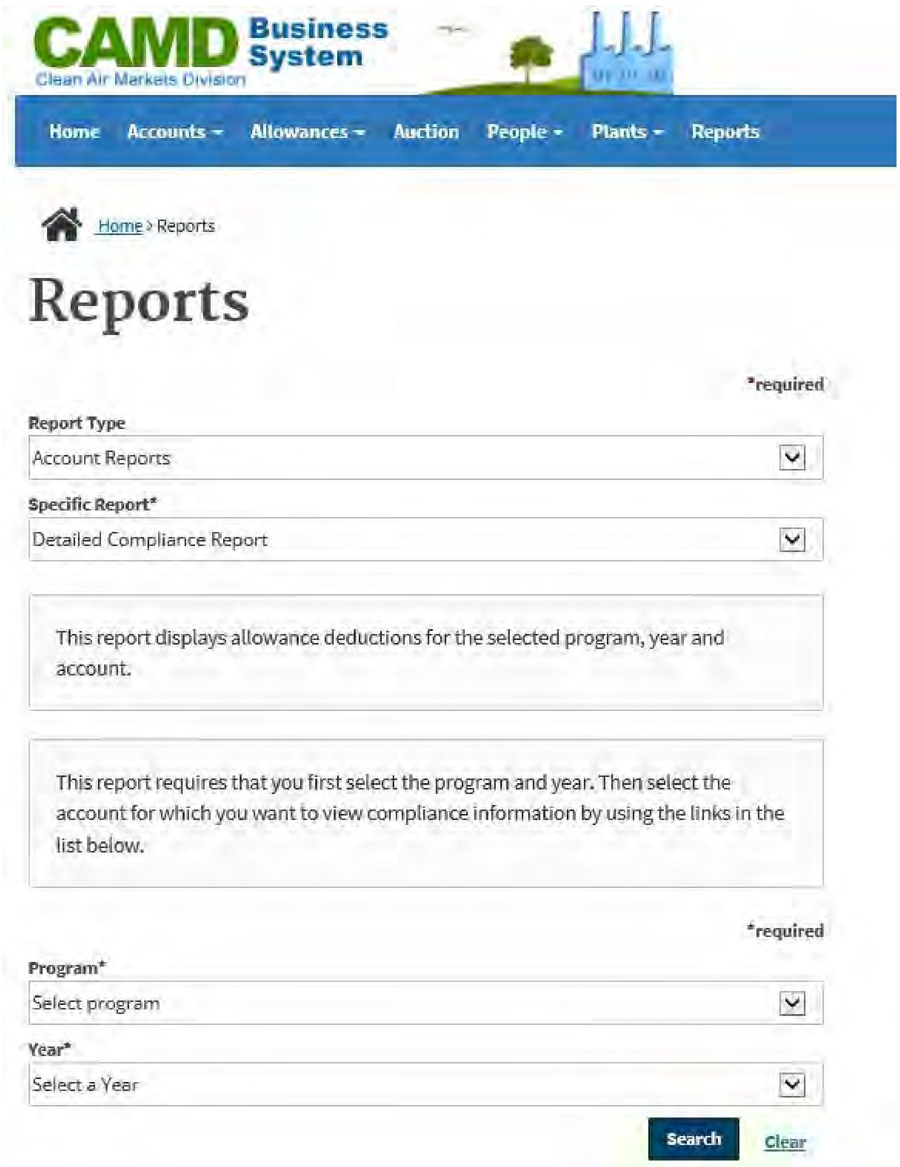
Final compliance can be run by the primary and alternate representatives or their compliance agent(s) associated with the facilities after the allowance transfer deadline for the program, and after all data for the quarters covered by the control period are successfully submitted to, and accepted by CAMD and before final compliance is run by CAMD.

Who has access to Compliance?

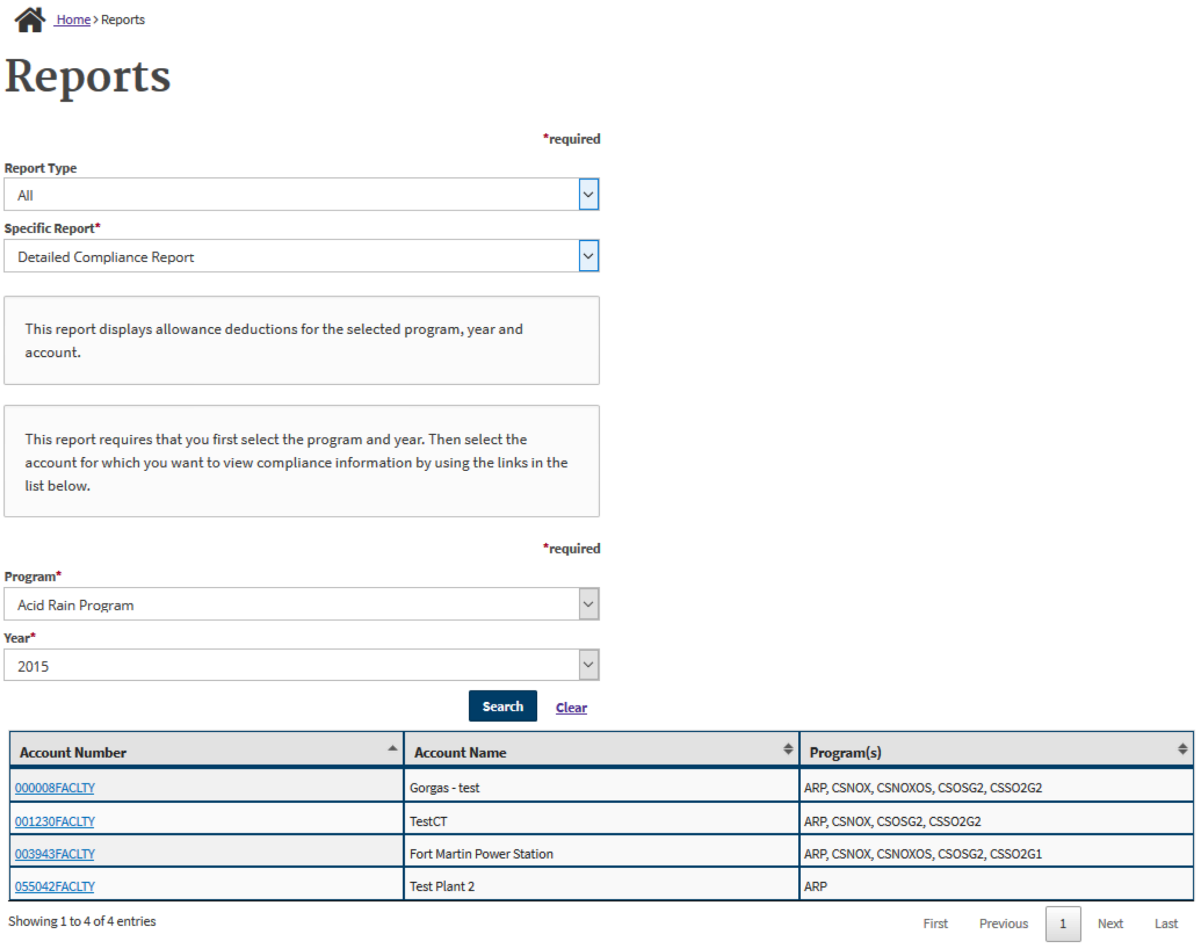
Compliance is available for primary representatives, alternates representatives, and compliance agents.

Reports

Detailed Compliance Report: You can generate a 'Detailed Compliance Report' to view the compliance history for all your accounts by program and year. Select 'Reports' in the Main Menu. Under 'Specific Report', select 'Detailed Compliance Report'.



A program and year dropdown will appear. Select a program and year to display a grid of all accounts for which final compliance was run for that program and year. Select the Account Number to view the Detailed Compliance Report for the account. Select 'Clear' to clear the results grid and selections from the program and year dropdown.


Home > Reports

Reports

*required

Report Type

All

Specific Report*

Detailed Compliance Report

This report displays allowance deductions for the selected program, year and account.

This report requires that you first select the program and year. Then select the account for which you want to view compliance information by using the links in the list below.

*required

Program*

Acid Rain Program

Year*

2015

Search Clear

Account Number	Account Name	Program(s)
000008FACLTY	Gorgas - test	ARP, CSNOX, CSNOXOS, CSOSG2, CSSO2G2
001230FACLTY	TestCT	ARP, CSNOX, CSOSG2, CSSO2G2
003943FACLTY	Fort Martin Power Station	ARP, CSNOX, CSNOXOS, CSOSG2, CSSO2G1
055042FACLTY	Test Plant 2	ARP

Showing 1 to 4 of 4 entries

First Previous 1 Next Last

What if I have questions about Compliance?

If you have questions about running compliance or specifying deductions, select the Contact Us link at the top right of your screen to send your question to CAMD.

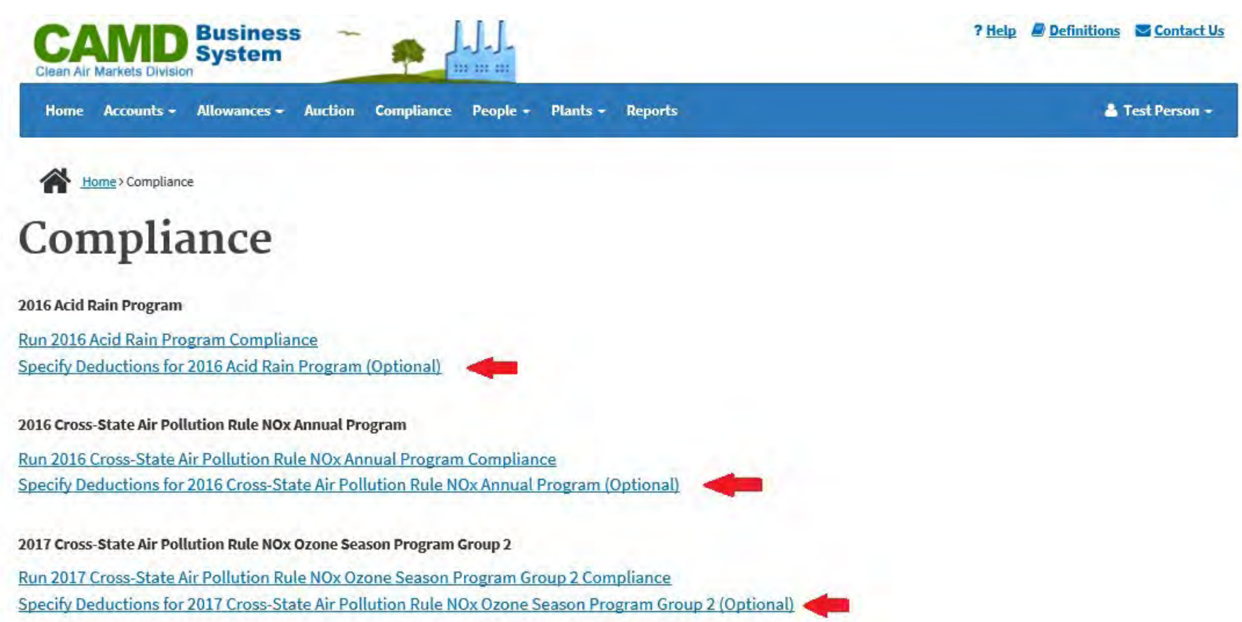
COMPLIANCE

Select Compliance on the Main Menu. The ‘Compliance’ landing page will appear, displaying all available programs.

Compliance is available for programs depending on the date. For annual programs (ARP, CSNOX, CSSO2G1, CSSO2G2), compliance is available starting January 1st for the previous year (example, on January 1, 2018, draft compliance is available for CSNOX 2017). For ozone programs (CSOSG1, CSOSG2), compliance is available starting October 1st for the current year (for example, on October 1, 2017, draft compliance is available for CSOSG2 2017). Compliance for a specific program will be unavailable after the program end date.

SPECIFY DEDUCTIONS

From the ‘Compliance’ landing page, select “Specify Deductions for…” for any program to navigate to the Specify Deductions landing page for that program.



You may submit allowance deduction information in two manners. Please note that any subsequent submissions overwrite previous submissions.

1. Interactive Deductions - Use this option to deduct allowances using on-screen information. Allows you to submit deduction information interactively, in an informed

manner. You must provide the required deduction information in a specified order, one facility at a time. Select the link for the account number to select the account for which you wish to specify allowances for deduction.

2. File Submission - Use this option to deduct allowances by submitting previously prepared files. Consult the Help area of this site for more information about file formatting requirements. Allows you to submit an .xml or .csv file containing the annual deduction information. The .xml file format contains all of the information which you would submit interactively, and you may submit one file for multiple facilities. The .csv file is account specific and therefore can only be submitted for a single facility.

Interactive Deductions

The Specify Deductions landing page displays an interactive grid containing all available accounts with allowances available for deduction. Only accounts for which final compliance has not been run may be selected from the grid. Accounts for which final compliance has been run may not be selected.

Select an Account Number from the grid to select allowance deductions for that account.

Account Number	Account Name
000127FACLTY	General Test Account
003476FACLTY	General Account 2
003477FACLTY	ARP Test Account
003478FACLTY	Test Account
006139FACLTY	Test Account 2
007902FACLTY	Test Account 3

Showing 1 to 6 of 6 entries First Previous 1 Next Last

+ File Submission

Check the allowances that you would like to identify for deductions. You may select all the rows by selecting the checkbox in the column header.

Allowances

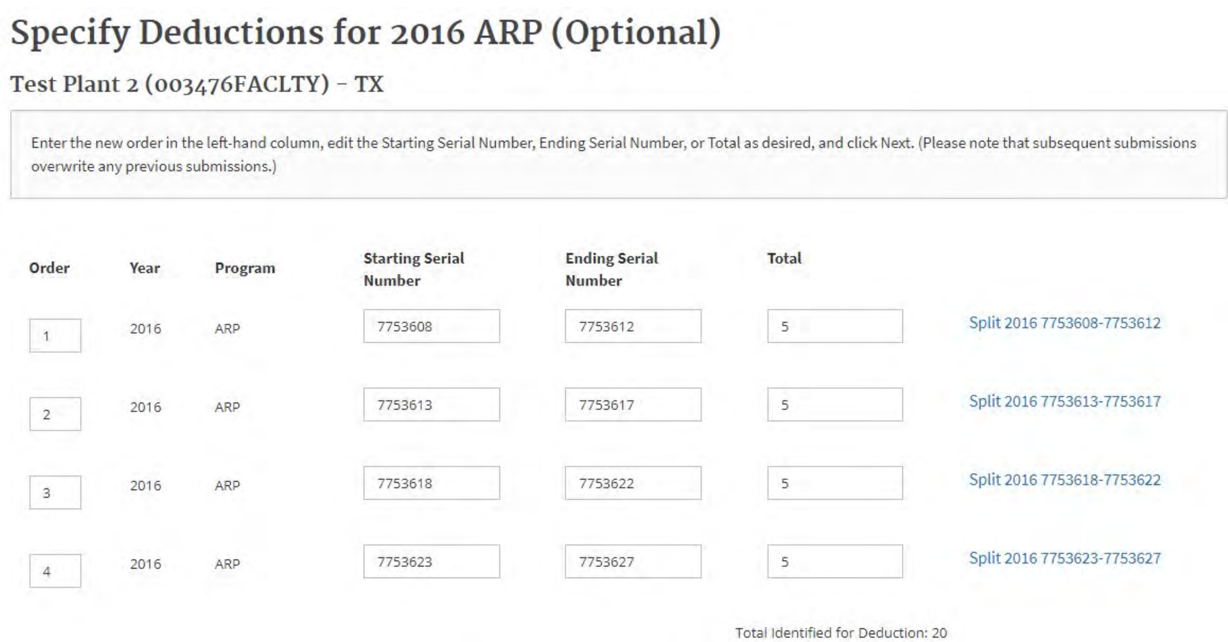
☐	Order	Program	Year	Starting Serial Number	Ending Serial Number	Total	Identified for Deduction
☑		CSSO2G2	2015	667123	667123	1	No
☑		CSSO2G2	2016	178214	178214	1	No
☐		CSSO2G2	2016	354510	354514	5	No
☐		CSSO2G2	2016	354515	354518	4	No
☐		CSSO2G2	2016	354519	354519	1	No
☐		CSSO2G2	2016	354520	354524	5	No
☐		CSSO2G2	2016	907706	907706	1	No

Showing 1 to 7 of 7 entries First Previous 1 Next Last

Next » Cancel

If you want to identify additional allowances for deduction, or change those previously identified, select the blocks you wish to identify for deduction and select ‘Next’. Select ’Cancel’ to return to the Specify Deductions landing page.

Enter the new order in the left-hand column. You may edit the Starting Serial Number, Ending Serial Number, or Total as desired.



Specify Deductions for 2016 ARP (Optional)

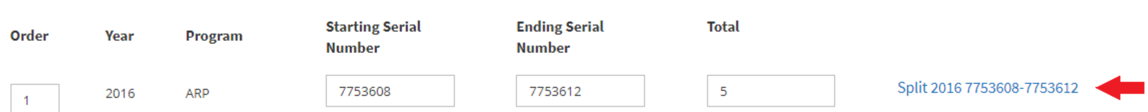
Test Plant 2 (003476FACLTY) – TX

Enter the new order in the left-hand column, edit the Starting Serial Number, Ending Serial Number, or Total as desired, and click Next. (Please note that subsequent submissions overwrite any previous submissions.)

Order	Year	Program	Starting Serial Number	Ending Serial Number	Total	
1	2016	ARP	7753608	7753612	5	Split 2016 7753608-7753612
2	2016	ARP	7753613	7753617	5	Split 2016 7753613-7753617
3	2016	ARP	7753618	7753622	5	Split 2016 7753618-7753622
4	2016	ARP	7753623	7753627	5	Split 2016 7753623-7753627

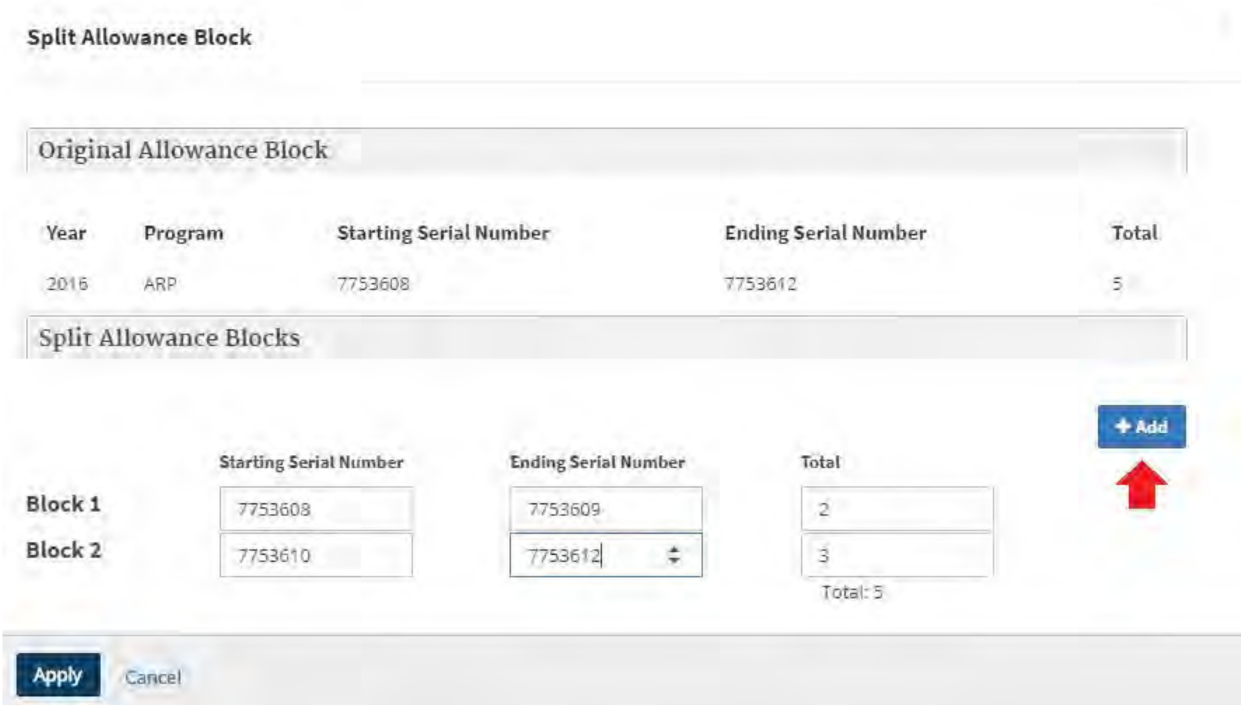
Total Identified for Deduction: 20

In the right-hand column, select ‘Split [Year] [Serial Number Range]’ to open a ’Split Allowance Block’ popover.



Order	Year	Program	Starting Serial Number	Ending Serial Number	Total	
1	2016	ARP	7753608	7753612	5	Split 2016 7753608-7753612

In the popover, edit the Starting Serial Number, Edit Serial Number, or Total. By default, the original allowance block may be split into two blocks. Select “Add” to add additional blocks.



Select ‘Apply’ to save all changes, or ‘Cancel’ to exit from the popover without saving. Select ‘Next’ when you have identified all deductions. Select ‘Cancel’ to return to the previous screen. If you have already designated order numbers before splitting an allowance block, you must re-enter the order numbers.

Review and Submit

Once you have selected all allowances for deductions, review and submit the data to EPA. You must submit the data before you can move on to a different module within CBS, or all your changes will be lost. To re-order the blocks of allowances, select back in your browser or use the breadcrumbs at the top of the page.

Home > Compliance > Specify Deductions for 2016 ARP (Optional) > Select Allowances for Test Plant 2 (003476FACLTY) - TX > Order Allowances > Review Allowances

Compliance

Specify Deductions for 2016 ARP (Optional)

Test Plant 2 (003476FACLTY) – TX

Review the allowance deduction information below. To re-order the blocks of allowances, click back in your browser or use the breadcrumbs at the top of the page. To save and submit the allowance deductions, click the Submit to EPA button.

Order	Year	Program	Starting Serial Number	Ending Serial Number	Total
1	2016	ARP	7753608	7753609	2
2	2016	ARP	7753610	7753612	3
3	2016	ARP	7753613	7753617	5
4	2016	ARP	7753618	7753622	5
5	2016	ARP	7753623	7753627	5
				Total Identified for Deduction:	20

If you determine after reviewing your allowance deduction selections that you are ready to submit to the EPA, read the Certification Statements, select the ‘I Agree’ box and the ‘Submit to EPA’ button.

Certification Statements

Authorization of Submission

I certify that: "I am authorized to make this submission on behalf of the owners and operators of the source or units, or on behalf of the parties with an ownership interest with respect to the allowances held in the general account, for which the submission is made."

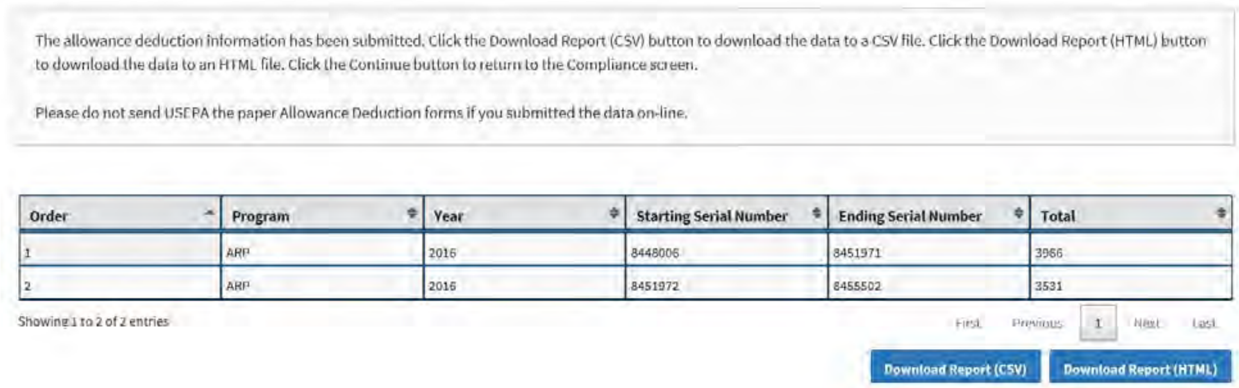
I certify under penalty of law that I have personally examined, and am familiar with, any statements or information in this submission. Based on my inquiry of those individuals with primary responsibility for obtaining the information, I certify that the statements and information are, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false statements and information or omitting required statements and information, including the possibility of fine or imprisonment.

The primary representative or alternate representative must sign (i.e., agree to) this certification statement. An agent is only authorized to make the electronic submission on behalf of the primary representative, not to sign (i.e., agree to) the certification statement.

☑ **I Agree**

Submit to EPA   Cancel

Once your data has been submitted successfully, you will be taken back to the Specify Deductions landing page where you will see a ‘Successful Submission’ message. You will also receive an email for your records.



The allowance deduction information has been submitted. Click the Download Report (CSV) button to download the data to a CSV file. Click the Download Report (HTML) button to download the data to an HTML file. Click the Continue button to return to the Compliance screen.

Please do not send USEPA the paper Allowance Deduction forms if you submitted the data on-line.

Order	Program	Year	Starting Serial Number	Ending Serial Number	Total
1	ARP	2016	8448006	8451971	3966
2	ARP	2016	8451972	8455502	3531

Showing 1 to 2 of 2 entries

First Previous 1 Next Last

Download Report (CSV) Download Report (HTML)

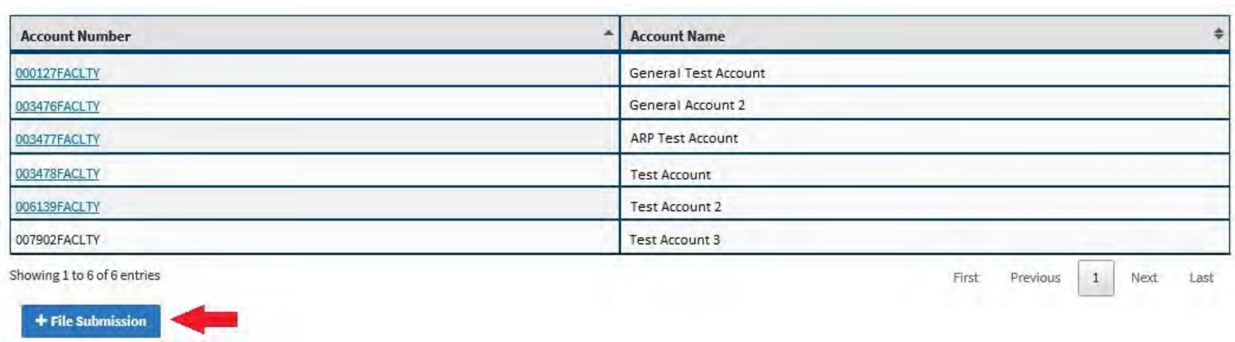
Use the ‘Download Report’ buttons to download the table from the confirmation page as a CSV or HTML file.

File Submission

There are two options for file submission. The first is by using an XML file that allows for submission of multiple accounts and blocks for a program. The second is by using a CSV file that allows specification of multiple block deductions for a single account and program.

XML File Submission

To deduct allowances by submitting a previously prepared XML file, select ’File Submission’ from the Specify Deductions landing page.



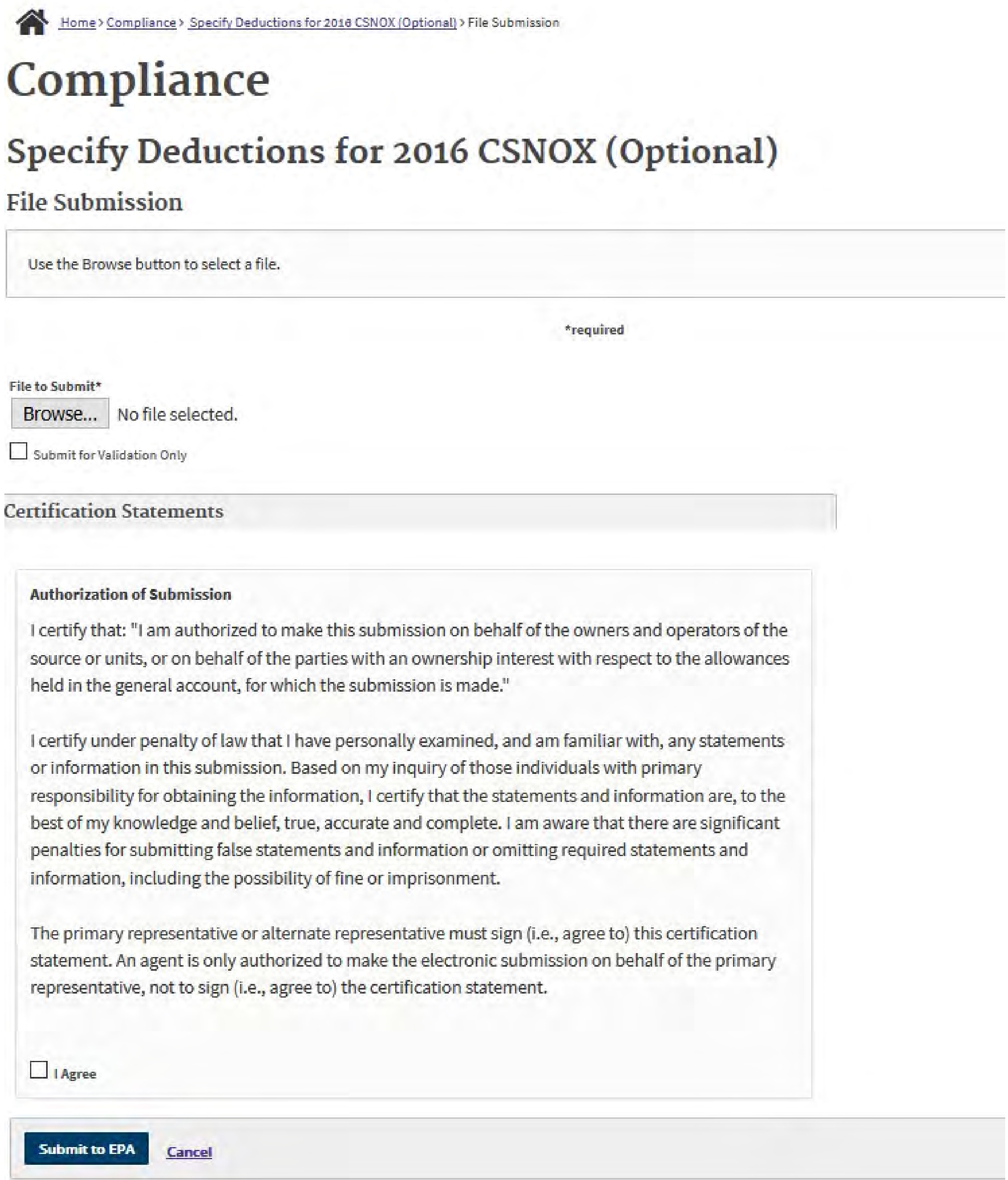
Account Number	Account Name
000127FACLTY	General Test Account
003476FACLTY	General Account 2
003477FACLTY	ARP Test Account
003478FACLTY	Test Account
006139FACLTY	Test Account 2
007902FACLTY	Test Account 3

Showing 1 to 6 of 6 entries

First Previous 1 Next Last

+ File Submission

On the File Submission page, select ‘Browse’ to select a file from your computer. Select ’Submit for Validation Only’ to submit the file for validation without identifying deductions. Then read the Certification Statements, select the ‘I Agree’ box, and select the ‘Submit to EPA’ button to initiate processing. Select ‘Cancel’ to return to the Specify Deductions landing page for the program.



Home > Compliance > Specify Deductions for 2016 CSNOX (Optional) > File Submission

Compliance

Specify Deductions for 2016 CSNOX (Optional)

File Submission

Use the Browse button to select a file.

*required

File to Submit*

Browse... No file selected.

☐ Submit for Validation Only

Certification Statements

Authorization of Submission

I certify that: "I am authorized to make this submission on behalf of the owners and operators of the source or units, or on behalf of the parties with an ownership interest with respect to the allowances held in the general account, for which the submission is made."

I certify under penalty of law that I have personally examined, and am familiar with, any statements or information in this submission. Based on my inquiry of those individuals with primary responsibility for obtaining the information, I certify that the statements and information are, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false statements and information or omitting required statements and information, including the possibility of fine or imprisonment.

The primary representative or alternate representative must sign (i.e., agree to) this certification statement. An agent is only authorized to make the electronic submission on behalf of the primary representative, not to sign (i.e., agree to) the certification statement.

☐ I Agree

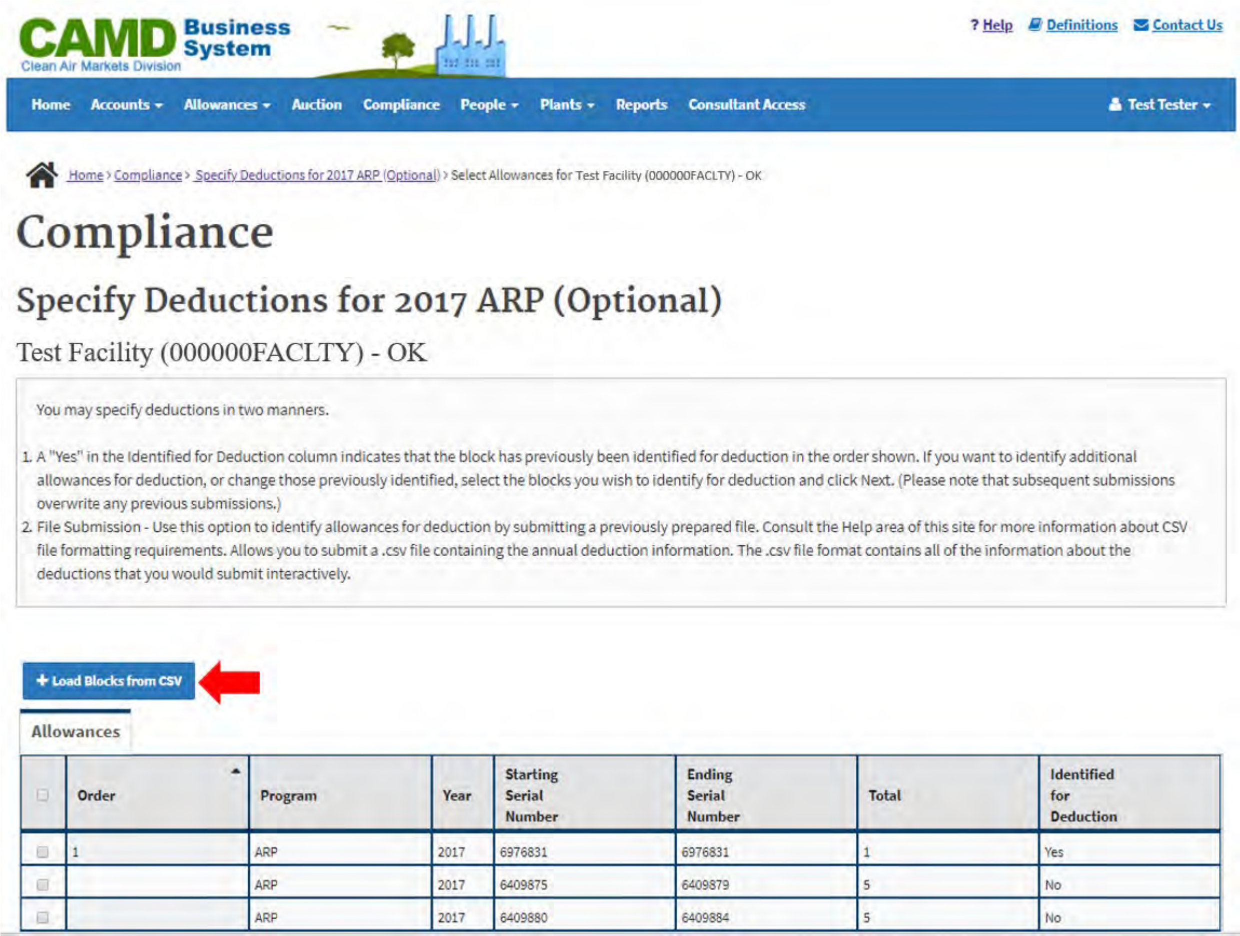
Submit to EPA Cancel

The application verifies that you have authority to deduct the allowances in the account and that the account contains the specified allowances. See section titled **XML File Format** and **XML File Requirements** for information on the appropriate formatting.

If the transaction is validated, you will be taken back to the Specify Deductions Landing page where you will see a 'Successful Submission' message. You will also receive an email confirming the allowance deduction for you records. If the transaction is not valid, the application displays a transaction error page.

CSV File Submission

To deduct allowances by submitting a previously prepared CSV file, choose the desired account and then click the 'Load Blocks from CSV' button.



Select .csv file from file browser and click the 'Apply' button. The application verifies that you have authority to deduct the allowances in the account and that the account contains the specified allowances. See section titled **CSV File Format** for information on the appropriate formatting.

If the transaction is validated, you will be brought to a page where you can edit and split blocks. If a block in the .csv file is in the middle of a larger block, the system will automatically split it. This will be shown on the edit page. From this screen, the submission of blocks is the same as in the **Interactive Deductions** section.

XML File Formats

The .xml file format should contain all the information which you would submit interactively, including account numbers, serial blocks, etc. The following .xml file specifications must be used for files containing allowance deductions. The deduction type code must be COMP (ARP Compliance).

XML File Requirements

```
    #htmleditformat("
    <!ELEMENT Transactions (Transaction)+>
    <!ELEMENT Transaction (Account, DeductType, SerialBlocks)>
    <!ELEMENT Account (##PCDATA)>
    <!ELEMENT DeductType (##PCDATA)>
    <!ELEMENT SerialBlocks (SerialBlock)+>
    <!ELEMENT SerialBlock (Sequence, PrgCode, AllwYear, SerStart, SerEnd)>
    <!ELEMENT Sequence (##PCDATA)>
    <!ELEMENT PrgCode (##PCDATA)>
    <!ELEMENT AllwYear (##PCDATA)>
    <!ELEMENT SerStart (##PCDATA)>
    <!ELEMENT SerEnd (##PCDATA)>
    ")#
```

Example .XML File

```
<?xml version="1.0"?>
<Transactions xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xsi:noNamespaceSchemaLocation="somexsd.xsd">
    <Transaction>
        <Account>000003000003</Account>
        <DeductType>COMP</DeductType>
        <SerialBlocks>
            <SerialBlock>
                <Sequence>1</Sequence>
                <PrgCode>ARP</PrgCode>
                <AllwYear>2003</AllwYear>
                <SerStart>150001</SerStart>
                <SerEnd>203851</SerEnd>
            </SerialBlock>
            <SerialBlock>
                <Sequence>2</Sequence>
                <PrgCode>ARP</PrgCode>
                <AllwYear>2003</AllwYear>
                <SerStart>353831</SerStart>
                <SerEnd>353850</SerEnd>
            </SerialBlock>
            <SerialBlock>
                <Sequence>3</Sequence>
                <PrgCode>ARP</PrgCode>
                <AllwYear>2003</AllwYear>
```

```
                <SerStart>303831</SerStart>
                <SerEnd>303850</SerEnd>
            </SerialBlock>
        </SerialBlocks>
    </Transaction>
    <Transaction>
        <Account>000003000001</Account>
        <DeductType>COMP</DeductType>
        <SerialBlocks>
            <SerialBlock>
                <Sequence>1</Sequence>
                <PrgCode>ARP</PrgCode>
                <AllwYear>2003</AllwYear>
                <SerStart>250001</SerStart>
                <SerEnd>253851</SerEnd>
            </SerialBlock>
            <SerialBlock>
                <Sequence>2</Sequence>
                <PrgCode>ARP</PrgCode>
                <AllwYear>2003</AllwYear>
                <SerStart>253831</SerStart>
                <SerEnd>253850</SerEnd>
            </SerialBlock>
        <SerialBlocks>
    </Transaction>
</Transactions>
```

CSV File Format

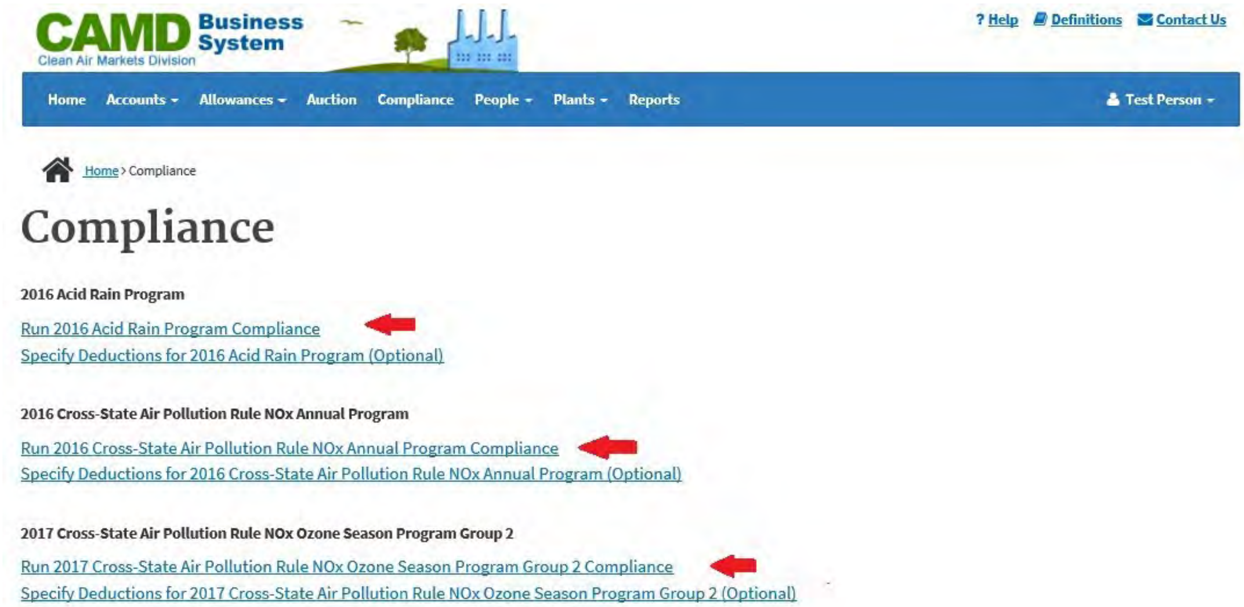
The comma separated file is organized by order of deductions, bock year, starting serial number, and ending serial number. A header containing these titles starts the .csv file and the data for each block follows in a new line. Because the .csv file specifies order, the first deduction doesn't need to be the first listed. Additionally, because you have already chosen the program and account to get to the page where a .csv file can be uploaded, this information doesn't need to be included in the file.

Example .csv File

```
Order,Year,StartSerialNumber,EndSerialNumber
2,2017,418912,418918
1,2016,530183,530188
3,2017,530176,530182
```

RUN COMPLIANCE

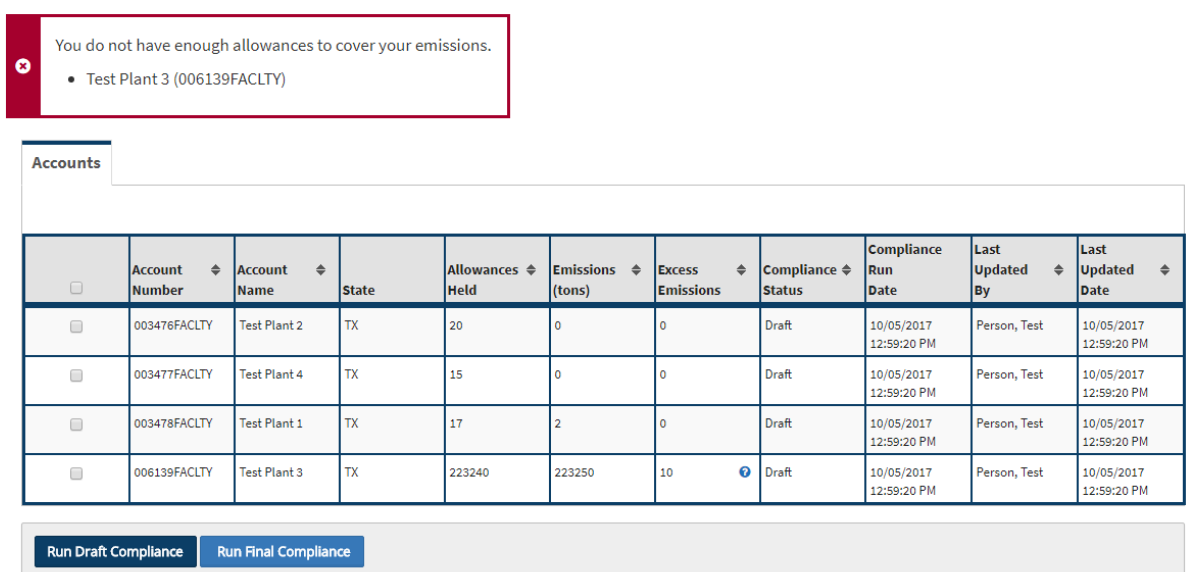
From the 'Compliance' landing page, select "Run [Year] [Program] Compliance" for any program to automatically run draft compliance for the selected program.



Run Draft Compliance

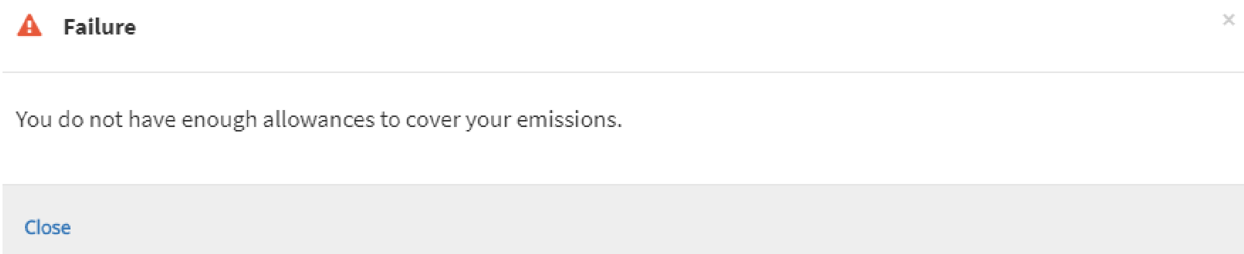
Draft compliance is automatically run for all accounts for which all of the appropriate emissions data for the compliance period has been submitted. The results are displayed in the Accounts table. For each facility, the grid displays the number of allowances held, total emissions for the control period, and whether you have enough allowances to cover those emissions. The compliance status column will show "Draft," and if there is a 0 (zero) in the excess emissions column, you have enough allowances in your compliance account to cover emissions for that facility.

Any accounts with excess emissions are listed above the table.

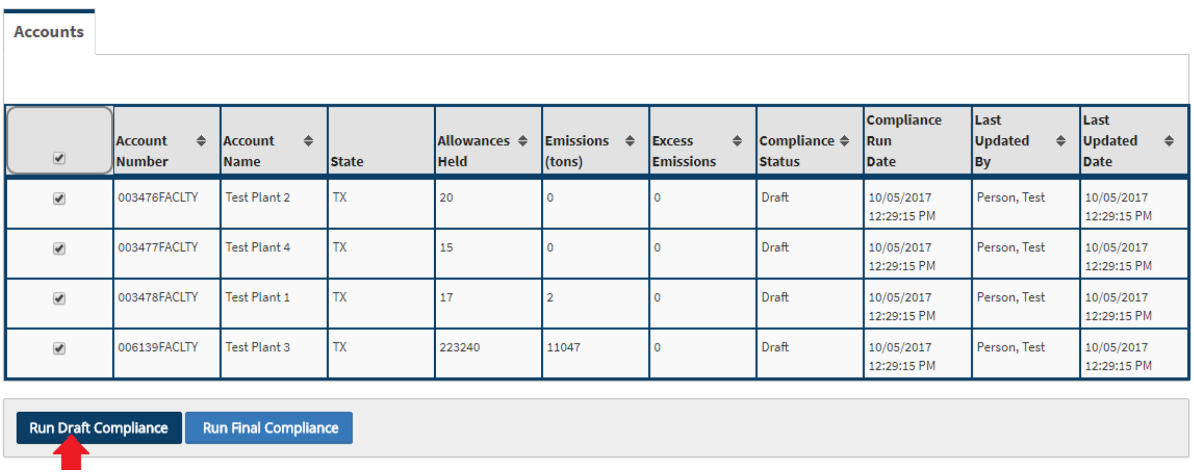


	Account Number	Account Name	State	Allowances Held	Emissions (tons)	Excess Emissions	Compliance Status	Compliance Run Date	Last Updated By	Last Updated Date
	003476FACLTY	Test Plant 2	TX	20	0	0	Draft	10/05/2017 12:59:20 PM	Person, Test	10/05/2017 12:59:20 PM
	003477FACLTY	Test Plant 4	TX	15	0	0	Draft	10/05/2017 12:59:20 PM	Person, Test	10/05/2017 12:59:20 PM
	003478FACLTY	Test Plant 1	TX	17	2	0	Draft	10/05/2017 12:59:20 PM	Person, Test	10/05/2017 12:59:20 PM
	006139FACLTY	Test Plant 3	TX	223240	223250	10	Draft	10/05/2017 12:59:20 PM	Person, Test	10/05/2017 12:59:20 PM

Select the '?' icon in the Excess Emissions column to open an overlay describing the failure.



To run draft compliance again for an account manually, select the corresponding checkbox in the left-hand column. You may select all the rows by selecting the checkbox in the column header. Only accounts for which final compliance has not been run may be selected from the grid.



☑	Account Number	Account Name	State	Allowances Held	Emissions (tons)	Excess Emissions	Compliance Status	Compliance Run Date	Last Updated By	Last Updated Date
☑	003476FACLTY	Test Plant 2	TX	20	0	0	Draft	10/05/2017 12:29:15 PM	Person, Test	10/05/2017 12:29:15 PM
☑	003477FACLTY	Test Plant 4	TX	15	0	0	Draft	10/05/2017 12:29:15 PM	Person, Test	10/05/2017 12:29:15 PM
☑	003478FACLTY	Test Plant 1	TX	17	2	0	Draft	10/05/2017 12:29:15 PM	Person, Test	10/05/2017 12:29:15 PM
☑	006139FACLTY	Test Plant 3	TX	223240	11047	0	Draft	10/05/2017 12:29:15 PM	Person, Test	10/05/2017 12:29:15 PM

You may not see all the accounts that you expect to see. This may be because your emissions data has not been submitted for all the units at the facility for the entire compliance period.

After selecting accounts, select 'Run Draft Compliance'. A confirmation message or an excess emissions message will display above the table for the accounts on which draft compliance has been executed.

Draft Compliance has executed.

- Test Plant 2 (003476FACLTY)
- Test Plant 4 (003477FACLTY)
- Test Plant 1 (003478FACLTY)
- Test Plant 3 (006139FACLTY)

Accounts

☐	Account Number	Account Name	State	Allowances Held	Emissions (tons)	Excess Emissions	Compliance Status	Compliance Run Date	Last Updated By	Last Updated Date
☐	003476FACLTY	Test Plant 2	TX	20	0	0	Draft	10/05/2017 12:27:57 PM	Person, Test	10/05/2017 12:27:57 PM
☐	003477FACLTY	Test Plant 4	TX	15	0	0	Draft	10/05/2017 12:27:57 PM	Person, Test	10/05/2017 12:27:57 PM
☐	003478FACLTY	Test Plant 1	TX	17	2	0	Draft	10/05/2017 12:27:57 PM	Person, Test	10/05/2017 12:27:57 PM
☐	006139FACLTY	Test Plant 3	TX	223240	11047	0	Draft	10/05/2017 12:27:57 PM	Person, Test	10/05/2017 12:27:57 PM

Run Draft Compliance | Run Final Compliance

You may run draft compliance for an account as many times as you wish (e.g., after allowance transfers or emissions data resubmissions) until final compliance is run for that account.

Run Final Compliance

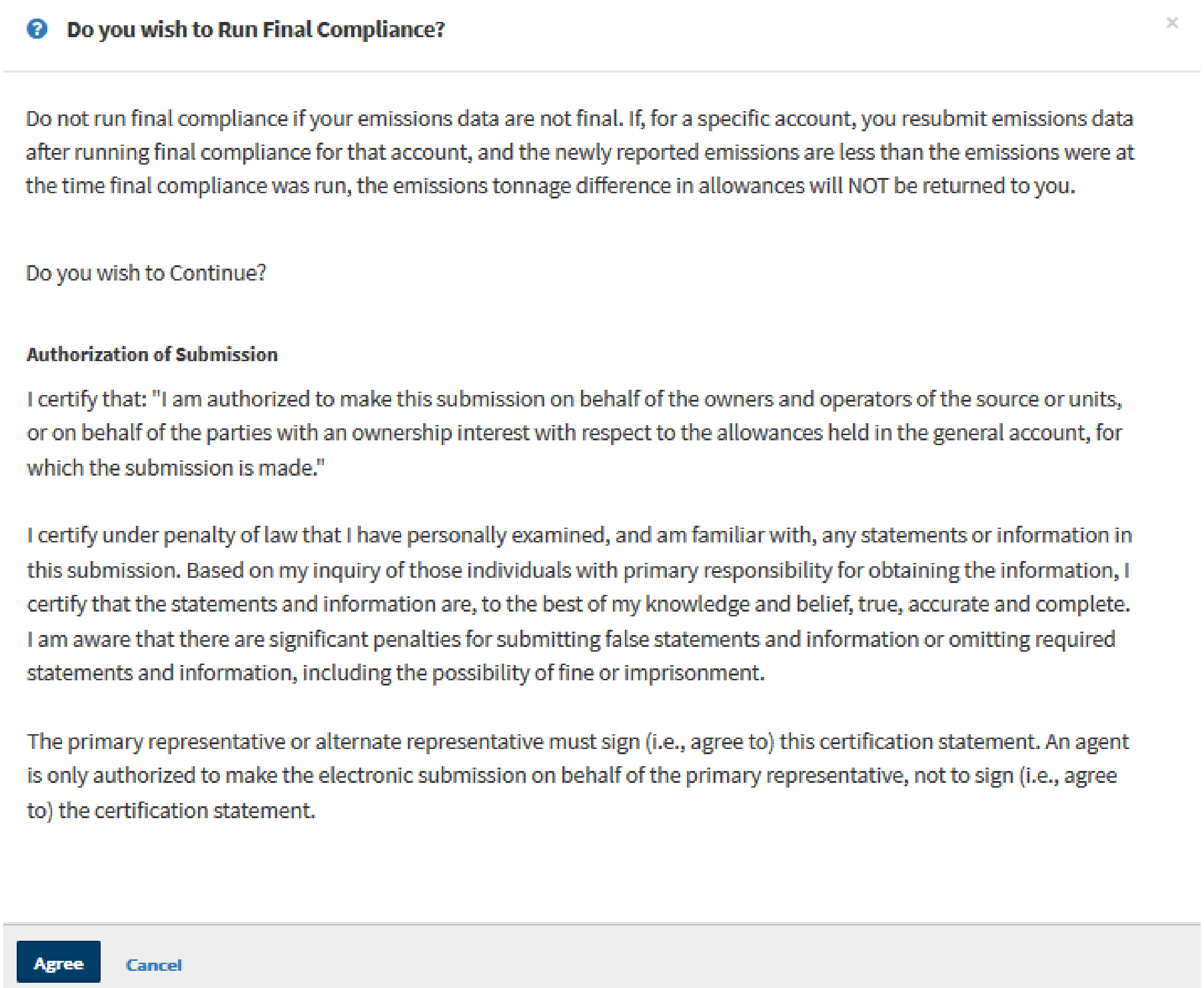
After the allowance transfer deadline, you may run final compliance for an account. Select the checkbox next to the accounts for which you would like to run final compliance. Select the ’Run Final Compliance’ button below the table.

Accounts

☑	Account Number	Account Name	State	Allowances Held	Emissions (tons)	Excess Emissions	Compliance Status	Compliance Run Date	Last Updated By	Last Updated Date
☑	003476FACLTY	Test Plant 2	TX	20	0	0	Draft	10/05/2017 12:29:15 PM	Person, Test	10/05/2017 12:29:15 PM
☑	003477FACLTY	Test Plant 4	TX	15	0	0	Draft	10/05/2017 12:29:15 PM	Person, Test	10/05/2017 12:29:15 PM
☑	003478FACLTY	Test Plant 1	TX	17	2	0	Draft	10/05/2017 12:29:15 PM	Person, Test	10/05/2017 12:29:15 PM
☑	006139FACLTY	Test Plant 3	TX	223240	11047	0	Draft	10/05/2017 12:29:15 PM	Person, Test	10/05/2017 12:29:15 PM

Run Draft Compliance | Run Final Compliance

A popover will display on the page, verifying that you wish to run final compliance. After reviewing the text, select ’Agree’ to continue with running final compliance. All facilities that have been selected will undergo final reconciliation. Select ’Cancel’ to close the popover without running final compliance.



Do you wish to Run Final Compliance?

Do not run final compliance if your emissions data are not final. If, for a specific account, you resubmit emissions data after running final compliance for that account, and the newly reported emissions are less than the emissions were at the time final compliance was run, the emissions tonnage difference in allowances will NOT be returned to you.

Do you wish to Continue?

Authorization of Submission

I certify that: "I am authorized to make this submission on behalf of the owners and operators of the source or units, or on behalf of the parties with an ownership interest with respect to the allowances held in the general account, for which the submission is made."

I certify under penalty of law that I have personally examined, and am familiar with, any statements or information in this submission. Based on my inquiry of those individuals with primary responsibility for obtaining the information, I certify that the statements and information are, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false statements and information or omitting required statements and information, including the possibility of fine or imprisonment.

The primary representative or alternate representative must sign (i.e., agree to) this certification statement. An agent is only authorized to make the electronic submission on behalf of the primary representative, not to sign (i.e., agree to) the certification statement.

Agree Cancel

You may be unable to select an account to run final compliance for. The reasons for this could include:

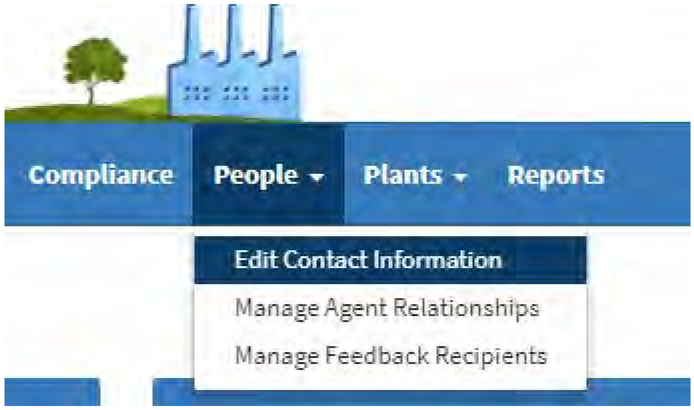
- Your emissions are in excess of your allowances held for the account.
- Your emissions data have not been accepted.
- The current date is not past the allowance transfer deadline.

A confirmation message or an excess emissions message will display above the table for the accounts on which final compliance has been executed.

For any facility, if emissions data is resubmitted after running final compliance and your emissions are lower than was originally reported, allowances will NOT be returned to you.

CAMD BUSINESS SYSTEM (CBS) – EDIT CONTACT INFORMATION TUTORIAL

The purpose of this tutorial is to guide CBS users through the 'Edit Contact Information' module in the CAMD Business System (CBS). 'Edit Contact Information' can be found under the People tab of the Main Menu.



Whose contact information may I edit?

Representatives and Source Management Agents may edit contact information for users associated with plants they are representatives of.

What if I have questions about managing Contact Information?

If you have questions about managing agents, select the Contact Us link at the top right of your screen to send your question to CAMD.

EDIT CONTACT INFORMATION

To edit contact information, select the person's name. If you edit contact information, enter your username, password, and challenge question answer and select the 'Save' button to submit changes to the EPA. You must agree to the Certification Statement that pops up after selecting 'Save' in order for your submission to be complete. Select the 'Cancel' button to return to the Edit Contact Information grid without saving any changes.

Security Check

If you edited data on this page, enter the required fields below and click Save.

User Name*

Enter your user name

Password*

Enter your password

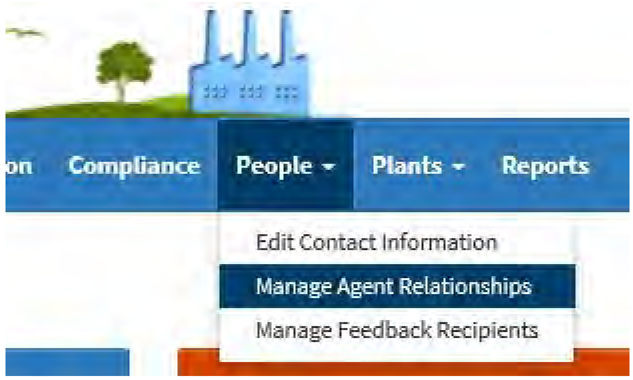
Challenge Question: What is your youngest sibling's middle name?*

Enter your challenge answer

Save Cancel

CAMD BUSINESS SYSTEM (CBS) - MANAGE AGENT RELATIONSHIPS TUTORIAL

The purpose of this tutorial is to guide CBS users through the 'Manage Agent Relationships' module in the CAMD Business System (CBS). 'Manage Agent Relationships' can be found under the People tab of the Main Menu.



What are Agents?

An agent is someone authorized to act on behalf of a primary or alternate representative. Agents can be given varying levels of authority, and a person may be assigned more than one area of responsibility. In addition, a representative may assign more than one person the same agent type. A representative is legally responsible for actions taken by his agent(s).

Please note that a representative can only assign agents for himself. Representatives can also end their agent relationships.

Source Management agents can end agent responsibilities for their representative(s), and all agents can end their own agent responsibilities. Source Management agents cannot assign agents for a representative.

What are the Different Agent Types?

Allowance Trading – An allowance trading agent has the authority to perform allowance transfers. Allowance trading agents have access to all accounts for a representative.

Compliance – A compliance agent has the authority to submit optional allowance deduction information and to run compliance (includes both draft 'what if' and official compliance deduction options). Compliance agents have access to all facilities for a representative.

General Account Management – A general account may be opened by any person, company, or organization for the purpose of holding and transferring allowances. General accounts are not tied to specific plants, and are not considered compliance accounts. In addition to the compliance accounts established for them by the EPA, members of the regulated community may also open general accounts to hold or transfer allowances.

A general account management agent has the authority to add or edit account information for existing general accounts (e.g., editing designated representative and binding party information), or they can add a new general account. General account management agents have access to all accounts for a representative. A general account management agent can replace his account representative with himself.

Source Management – A source management agent has the authority to add or edit facility, unit, owner, operator, or representative information (Certificates of Representation); and provide facility contact information. Source management agents have access to all facilities and units for a representative. A source management agent can replace his representative with himself.

Retrieve Monitoring Plan, QA, and Emissions Data – A retrieve agent has the authority to retrieve monitoring plan, QA, and emissions data from the EPA host system and load it into the ECMPS Client Tool. Retrieve agents have access to all facilities and units for a representative but CANNOT submit to the EPA host system. ECMPS Retrieve only agents DO NOT receive ECMPS feedback.

Retrieve and Submit Monitoring Plan Data – This type of submit agent has the authority to submit monitoring plan data from the ECMPS Client Tool to the EPA host system for units for which this responsibility has been assigned. All submit agents may also retrieve data from the EPA host system, and will receive ECMPS feedback for the plants/units to which they are assigned.

Retrieve and Submit Monitoring Plan and QA Data – This type of submit agent has the authority to submit monitoring plan and QA data from the ECMPS Client Tool to the EPA host system for units for which this responsibility has been assigned. All submit agents may also retrieve data from the EPA host system, and will receive ECMPS feedback for the plants/units to which they are assigned.

Retrieve and Submit Monitoring Plan, QA and Emissions Data – This type of submit agent has the authority to submit monitoring plan, QA and emissions data from the ECMPS Client Tool to the EPA host system, for units for which this responsibility has been assigned. All submit agents may also retrieve data from the EPA host system, and will receive ECMPS feedback for the plants/units to which they are assigned.

Tips for Assigning Agents

Primary and alternate representatives should assign the same agents. This is useful if one or the other representative is unavailable or leaves the company.

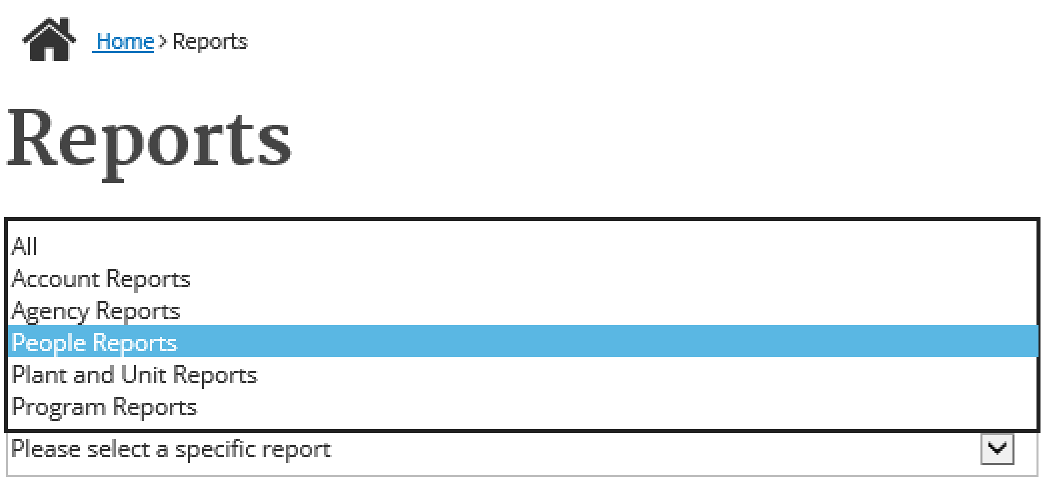
Previous representative's agents do not automatically transfer to a newly assigned representative. Newly assigned representatives must assign their own agents.

If a representative is assigned to a new plant, or a new unit is added to an existing plant, that representative's current ECMPS Submit agents should be reviewed, as ECMPS Submit agents are assigned on a plant/unit basis, and agents may need to be added for the new plant and/or unit.

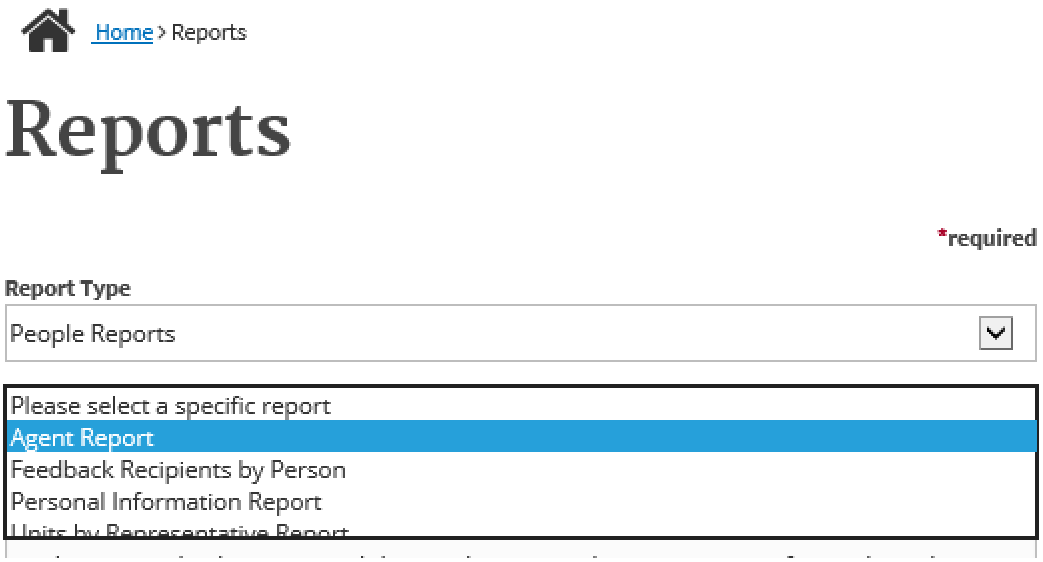
Reports

Agent Report: You can generate an 'Agent Report' to view all the agent responsibilities currently and previously assigned to a person. Select 'Reports' in the Main Menu.

Under 'Report Type' select 'People Reports'.

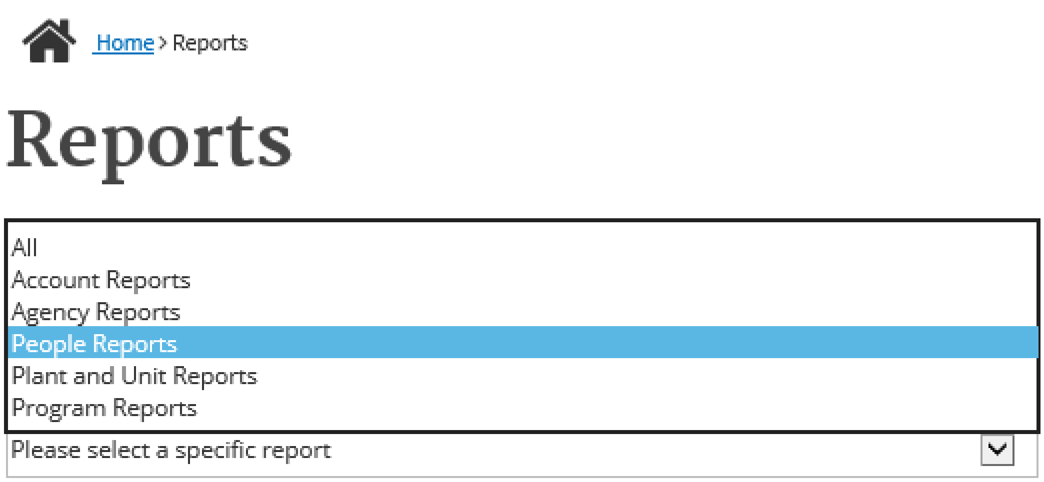


Under 'Specific Report', select 'Agent Report'.

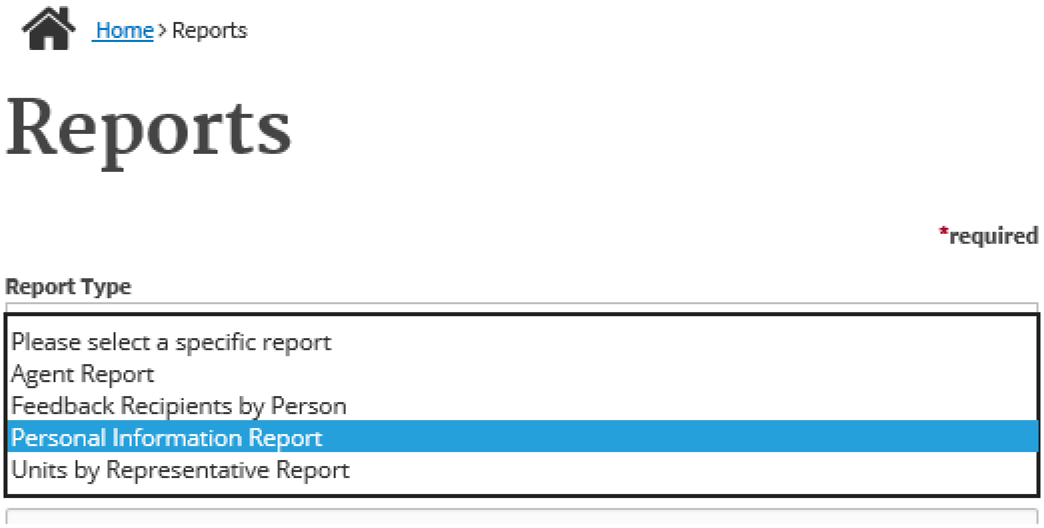


A grid will appear, displaying all of the agents for whom you can run an Agent Report. Select the name of the agent to view his or her Agent Report.

Personal Information Report: You can generate a ‘Personal Information Report’ to view all agent responsibilities currently and previously assigned to a person, as well as all the other responsibilities assigned to a person. You can also view all of the agents currently assigned to a representative. Select ‘Reports’ in the Main Menu. Under ‘Report Type’ select ‘People Reports’.



Under ‘Specific Report’, select ‘Personal Information Report’.



A grid will appear, displaying all of the people for whom you can run a Personal Information Report. Select the name of a person to view his or her Personal Information Report.

What if I have questions about managing Agents?

If you have questions about managing agents, select the Contact Us link at the top right of your screen to send your question to CAMD.

MANAGING AGENT RELATIONSHIPS

To manage agents, select 'Manage Agent Relationships' under the People tab of the Main Menu.

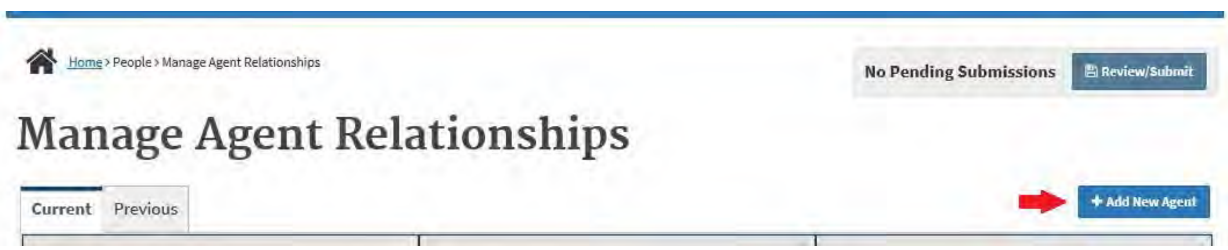
The 'Manage Agent Relationships' grid will appear, displaying all of the agents you can currently manage. Select the 'Previous' tab to view previous agent relationships.

MANAGE EXISTING AGENT RELATIONSHIPS

To manage existing agent relationships, select the name of the agent in the grid. You will be taken to the 'Agent Profile' page. See section titled **'Agent Profile'**.

ADD A NEW AGENT

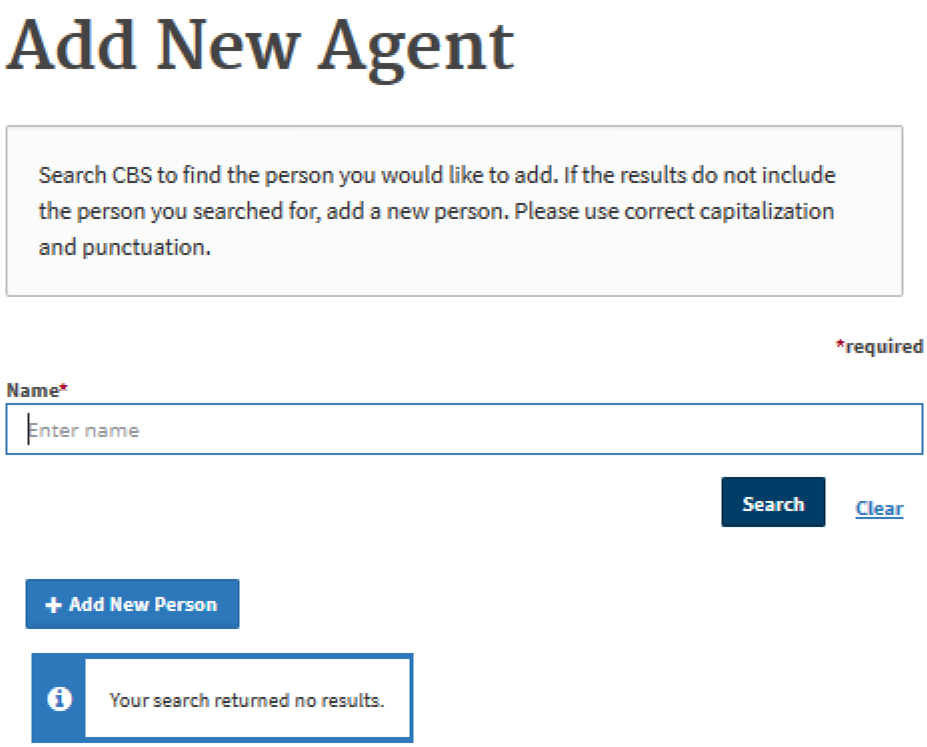
From the 'Manage Agent Relationships' screen, you can add new agents and relationships. To add a new agent, select the 'Add New Agent' button.



Begin by searching the database for the person you wish to add as an agent. Type the person's last name into the search box and select the 'Search' button. All the matching names will appear in a grid. You may search by first name, but searching by last name may narrow the number of matches.

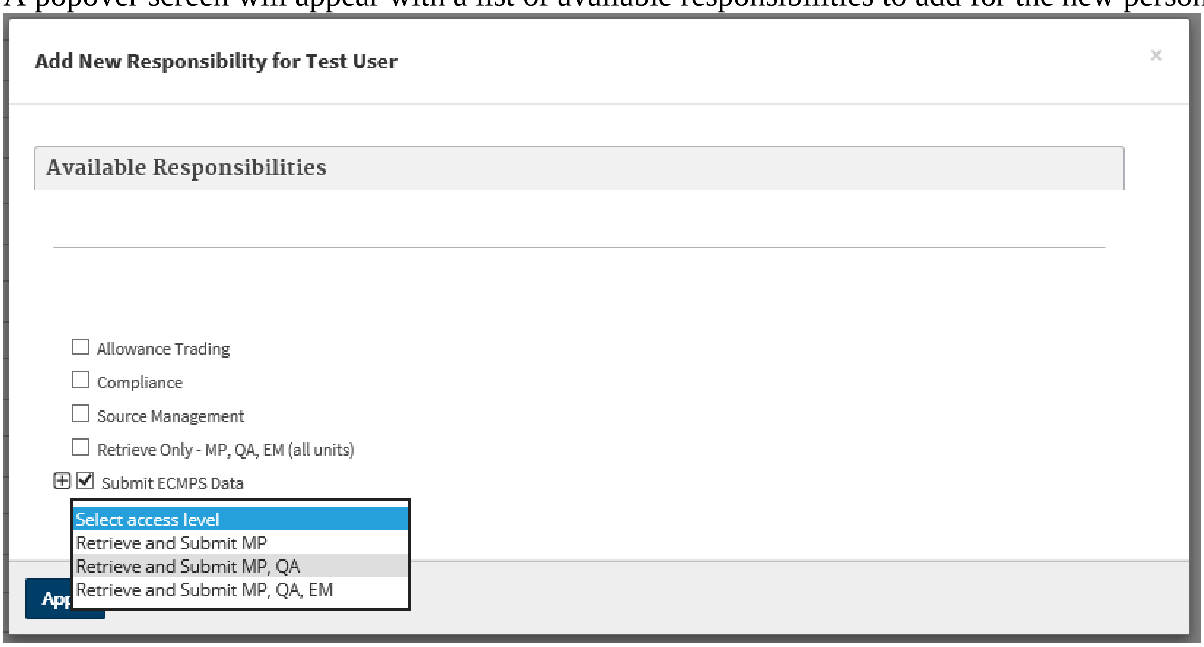
No Matching Results or Person is not in the List of Matching Results

If your search returns no matching results or the person you are searching for does not appear in the grid of matching results, you can add the person to the database. The 'Add New Person' button will appear after you search. Select the 'Add New Person' button to continue.



You will be taken to the ‘Add New Person’ screen. Enter all the required contact information for the new person, and select the ‘Add New Responsibility’ button.

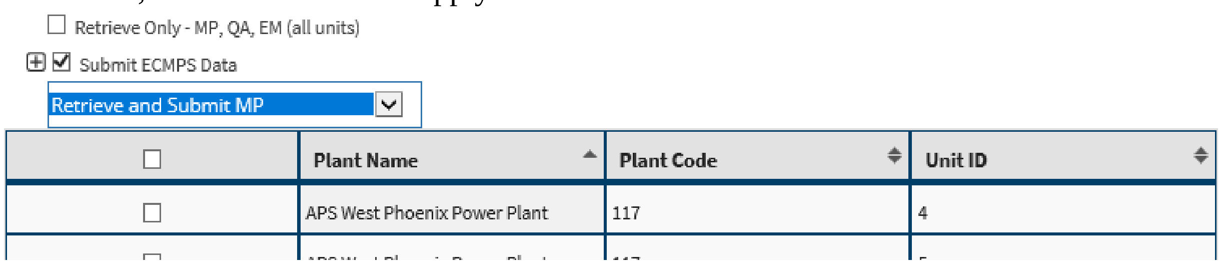
A popover screen will appear with a list of available responsibilities to add for the new person.



Select the check boxes next to the agent types you wish to assign to the new agent, and select the ‘Apply’ button. If you select ‘Submit ECMPS Data’, you will need to select an access level.

You may not see all possible responsibilities in this list. That could be due to the Agent already having that area of responsibility assigned or that responsibility might not be available based on the representatives' assignments. If the person is a representative, they can already perform all CBS/ECMPS tasks.

After you select an access level, a grid will appear below with the list of plants/units available for that access level. Select the plant name(s)/unit id(s) for which you want to grant the selected access level, and then select the 'Apply' button below.



You may select all the rows by selecting the checkbox next to the Plant Name column, and selecting the 'Apply' button. The changes will be added to the Pending Submission queue, but still need to be submitted to the EPA. See section titled **'Review/Submit'**.

The grid may not show all units for which you are an agent or representative. This could happen for several reasons:

- The agent has already been assigned the selected area of responsibility for that unit.
- This person is a representative, and can already perform all CBS/ECMPS tasks.
- The representative does not represent the plant/unit.
- The unit has been Cancelled.

Matching Results

If the person you are looking for appears in the grid, select that person's name. If there is no missing contact information, you will then be taken to the 'Agent Profile' screen. See section titled **'Agent Profile'**.

Missing Contact Information

If the person you selected is missing contact information, you will first be taken to the 'Edit Contact Information' screen. You will need to enter the missing contact information and select the 'Add to Pending Submissions' button before you can continue. You will then be taken to the 'Agent Profile' screen. The contact information changes will be added to the Pending Submission queue, but still need to be submitted to the EPA. See section titled **'Review/Submit'**.

AGENT PROFILE

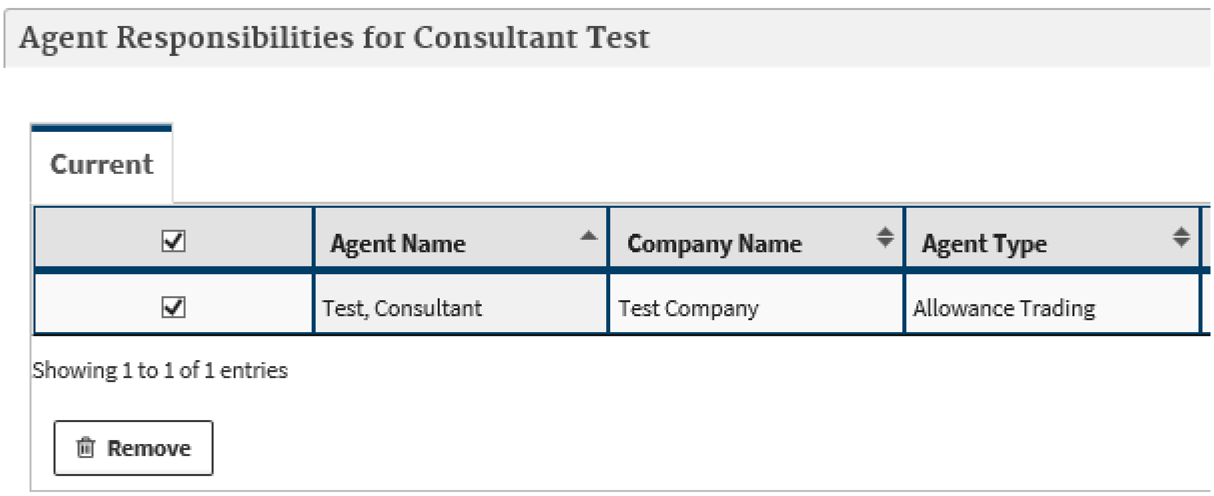
On the ‘Agent Profile’ screen, you may edit contact information and add or remove responsibilities.

Edit Contact Information

To edit contact information, select the person’s name. If you edit contact information, select the ‘Add to Pending Submissions’ button. The changes will be added to the Pending Submission queue, but still need to be submitted to the EPA. See section titled **‘Review/Submit’**. If you do not edit any contact information, select the ‘Cancel’ button to go back to the ‘Agent Profile’ screen.

Remove an Existing Responsibility

To remove an existing responsibility, select the checkboxes next to the rows you wish to remove, and select the ‘Remove’ button.

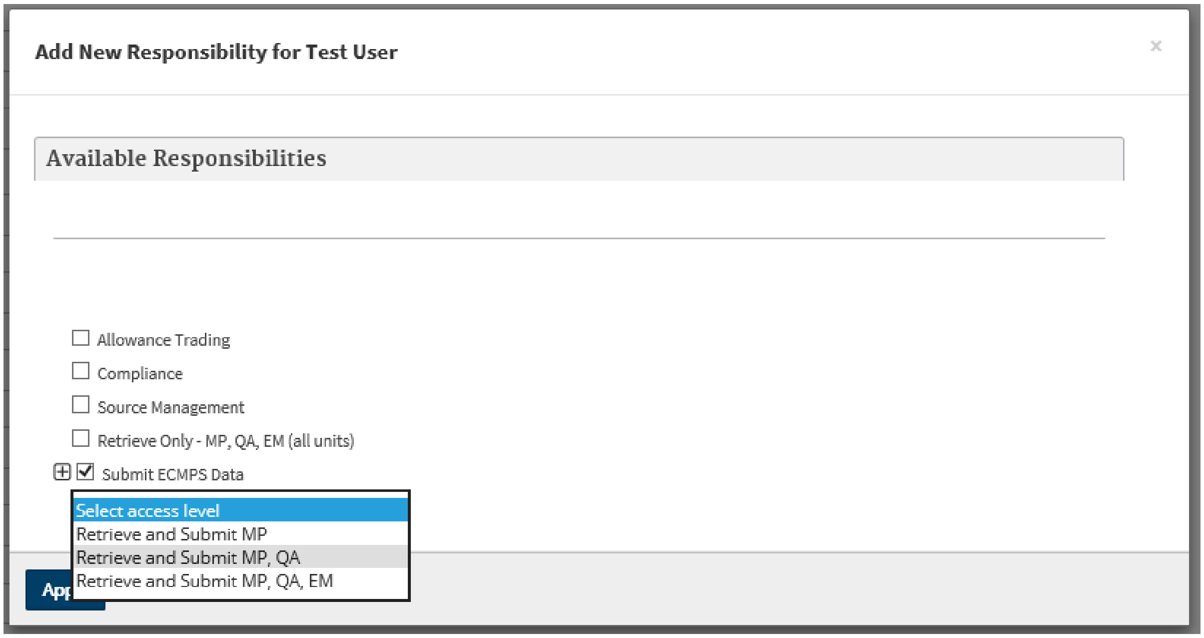


You may remove all rows by selecting the checkbox to the left of the Agent Name column, and selecting the ‘Remove’ button. The changes will be added to the Pending Submission queue, but still need to be submitted to the EPA. See section titled **‘Review/Submit’.**

Add a New Responsibility

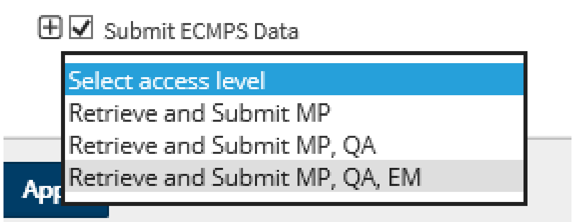
To add a new responsibility for the selected person, select the ‘Add New Responsibility’ button.

A popover screen will appear with a list of available responsibilities.



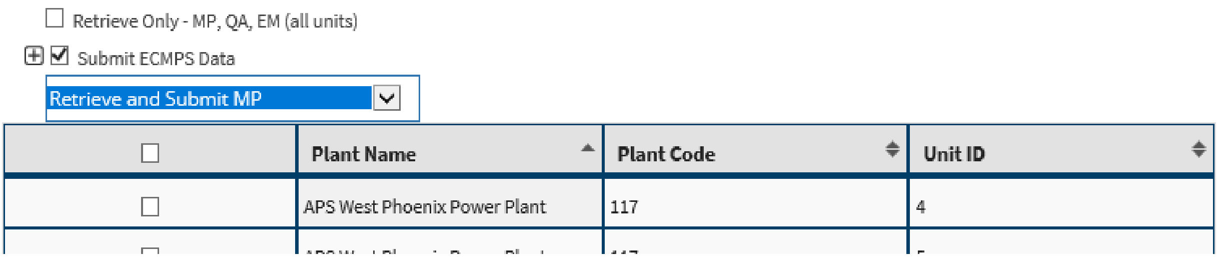
Select the check boxes next to the agent types you wish to assign, and select the ‘Apply’ button. You may not see all possible responsibilities in this list. That could be due to the Agent already having that area of responsibility assigned or that responsibility might not be available based on the representatives’ assignments. If the person is a representative, they can already perform all CBS/ECMPS tasks.

If you select ‘Submit ECMPS Data’, you will need to select an access level from the dropdown.



After you select an access level, a grid will appear below with the list of plants/units available for that access level. Select the plant name(s)/unit id(s) for which you want to grant the selected access level, and then select the ‘Apply’ button below.
The grid may not show all units for which you are an agent or representative. This could happen for several reasons:

- The agent has already been assigned the selected area of responsibility for that unit.
- This person is a representative, and can already perform all CBS/ECMPS tasks.
- The representative does not represent the plant/unit.
- The unit has been Cancelled.



You may select all the rows by selecting the checkbox next to the Plant Name column, and selecting the 'Apply' button. The changes will be added to the Pending Submission queue, but still need to be submitted to the EPA. See section titled **'Review/Submit'**.

REVIEW/SUBMIT

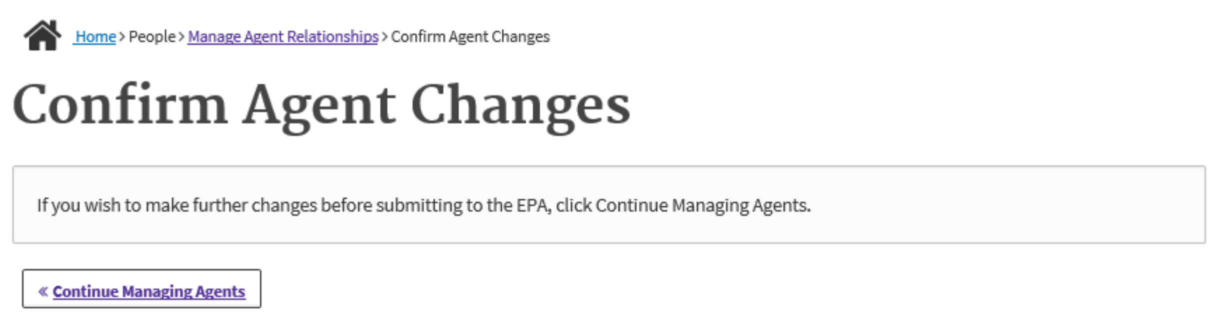
Once you have made all the required changes in the Agents module, you must review and submit the data to EPA. You must submit the data before you can move on to a different module within CBS, or all your changes will be lost.

To review your changes, select the 'Review/Submit' button on the upper right side of your screen.

The 'Confirm Agent Changes' screen will appear displaying all of your pending submissions.

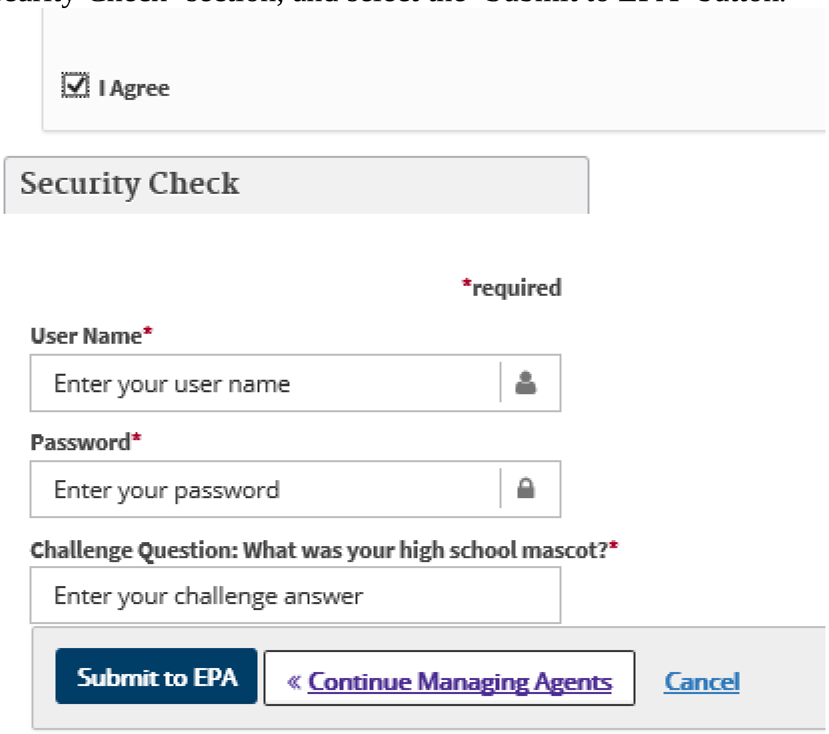
Continue Managing Agents

If you determine after reviewing your pending changes that you need to continue managing agents, select the 'Continue Managing Agents' button to return to the 'Manage Agent Relationships' grid.



Submit to the EPA

If you determine after reviewing your pending changes that you are ready to submit to the EPA, read the Certification Statements, select the ‘I Agree’ box, enter the required fields in the ‘Security Check’ section, and select the ‘Submit to EPA’ button.



If you are missing any required information, you will receive a warning message, and you must enter the missing information before you can proceed.

Once your data has been submitted successfully, you will be taken back to the ‘Manage Agent Relationships’ grid where you will see a ‘Successful Submission’ message. You will also receive an email for your records.

CAMD BUSINESS SYSTEM (CBS) - MANAGE FEEDBACK RECIPIENTS TUTORIAL

The purpose of this tutorial is to guide CBS users through the 'Manage Feedback Recipients' module in the CAMD Business System (CBS). 'Manage Feedback Recipients' can be found under the People tab of the Main Menu.

What are Feedback Recipients?

Primary and alternate representatives and their Source Management agents may assign individuals to receive ECMPS feedback. Assignments are made at the plant-level.

Representatives and Source Management agents can also end feedback recipient relationships, and feedback recipients can end their own feedback recipient relationships.

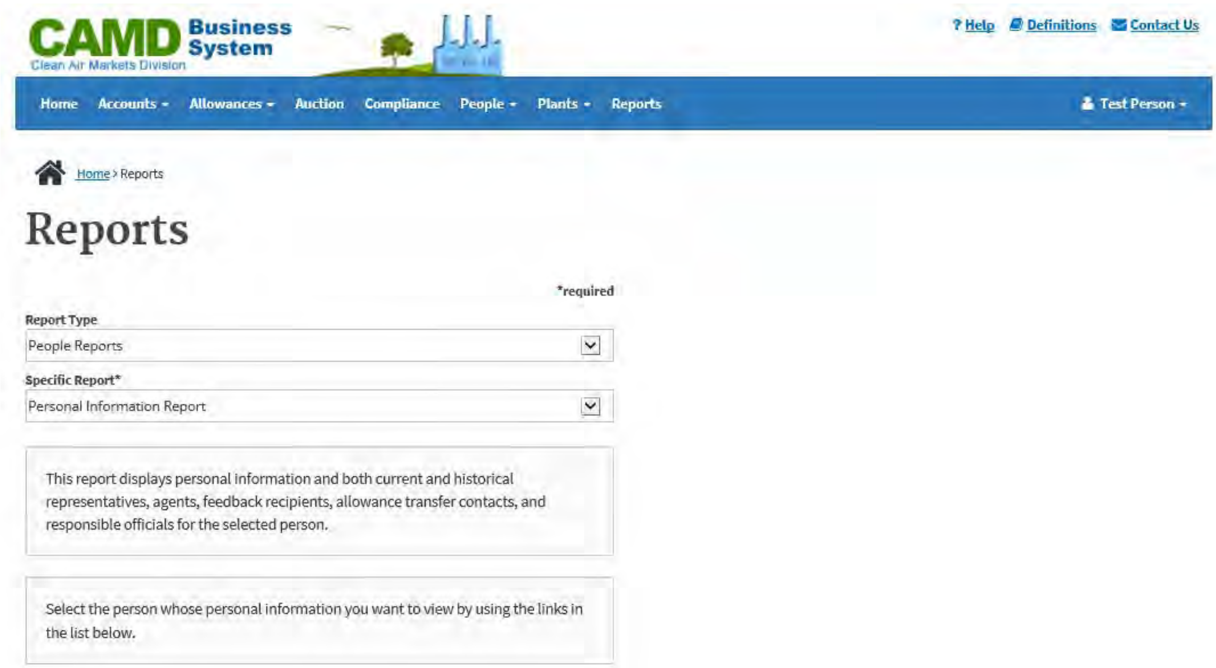
Please note that representatives and ECMPS agents may not be assigned as feedback recipients, as they already receive ECMPS feedback.

What are the Different Feedback Recipient Types?

Feedback recipients can receive ECMPS feedback related to Monitoring Plant/QA or Emissions or both.

Reports

Personal Information Report: You can generate a 'Personal Information Report' to view all feedback recipient assignments currently and previously assigned to a person, as well as all the other responsibilities assigned to a person. Select 'Reports' in the Main Menu. Under 'Report Type' select 'People Reports'. Under 'Specific Report', select 'Personal Information Report'. A grid will appear, displaying all of the people for whom you can run a Personal Information Report.



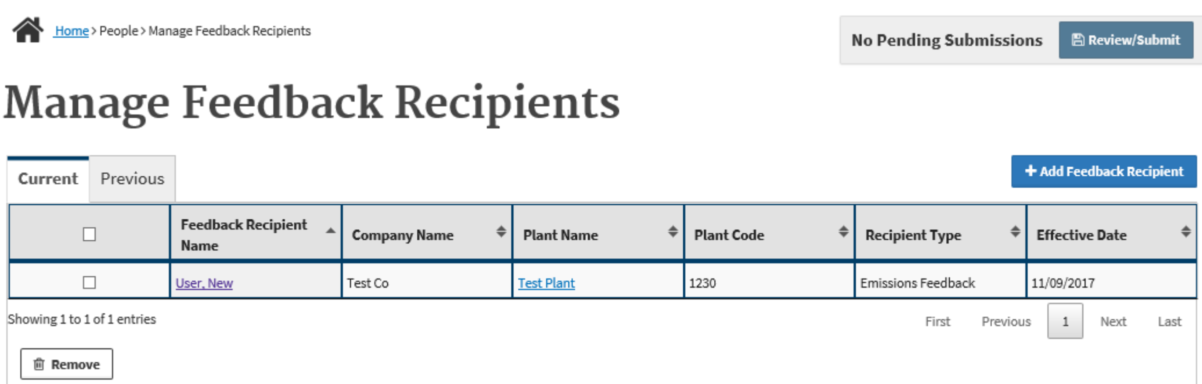
What if I have questions about managing Feedback Recipient relationships?

If you have questions about managing feedback recipients, select the Contact Us link at the top right of your screen to send your question to CAMD.

MANAGING FEEDBACK RECIPIENTS

To manage feedback recipients, select ‘Manage Feedback Recipients’ under the People tab of the Main Menu.

The ‘Manage Feedback Recipients’ grid will appear, displaying all of the feedback recipients you can currently manage. Select the ‘Previous’ tab to view previous feedback recipient relationships.



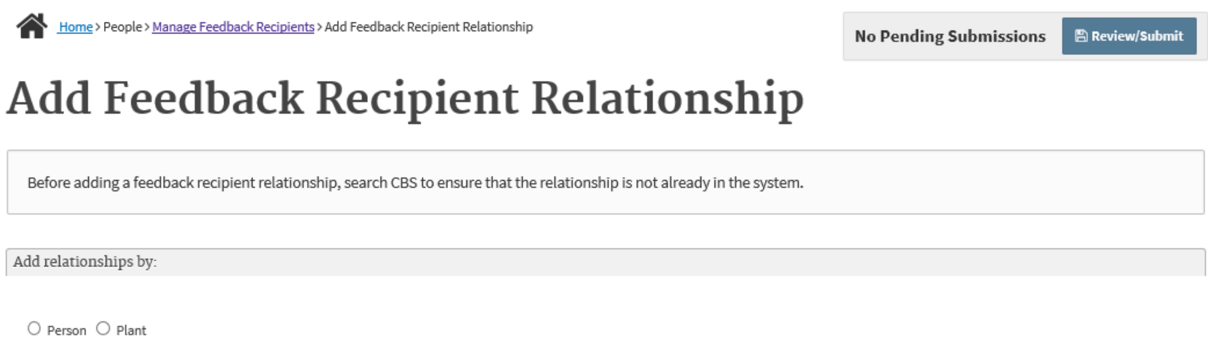
MANAGE EXISTING FEEDBACK RECIPIENTS

To manage existing feedback relationships, select the name of the feedback recipient in the grid. You will be taken to the ‘Feedback Recipient Profile’ page. See section titled **‘Feedback Recipient Profile’.**

ADD A NEW FEEDBACK RECIPIENT

From the ‘Manage Feedback Recipients’ screen, you can add new feedback recipients and relationships. To add a new feedback recipient, select the ‘Add Feedback Recipient’ button.

You can add feedback recipient relationships by Person or by Plant.

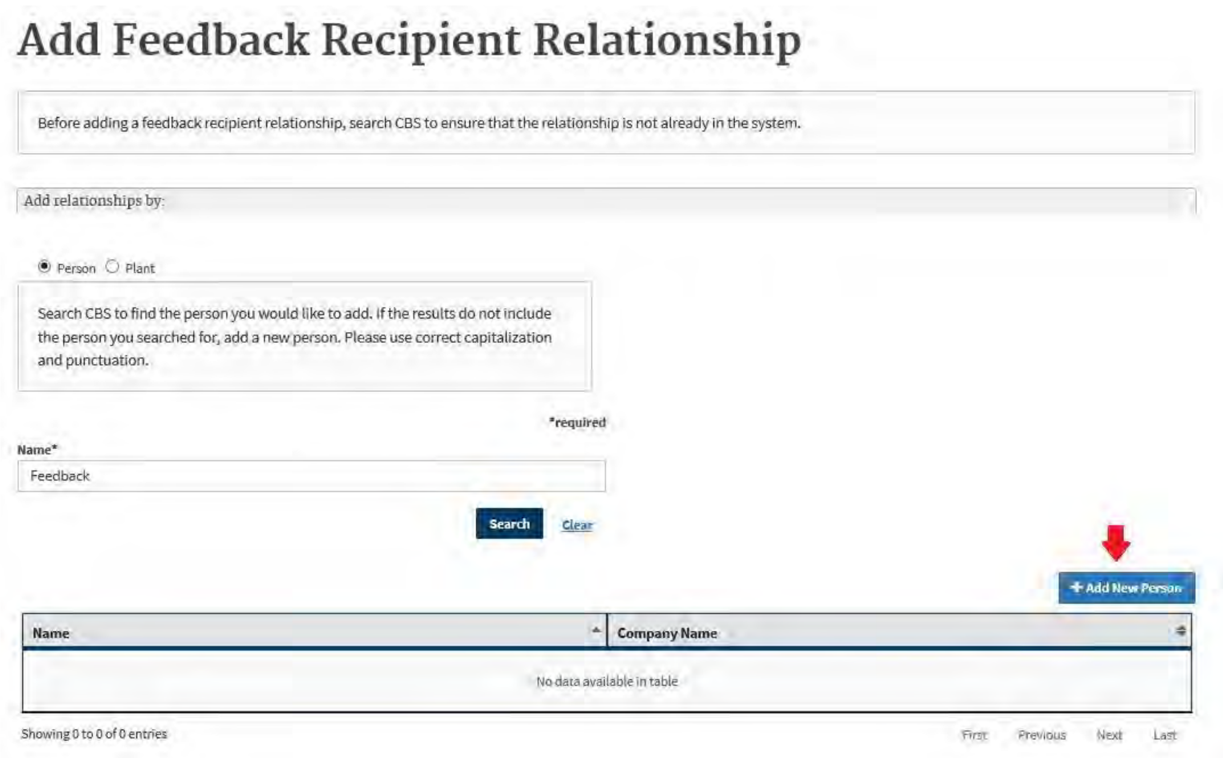


Add a Feedback Recipient by Person

If you choose to add relationships by person, select the ‘Person’ radio button. You will then see a ‘Name’ field. Type the person’s last name into the search box and select the ‘Search’ button. All the matching names will appear in a grid. You may search by first name, but searching by last name may narrow the number of matches.

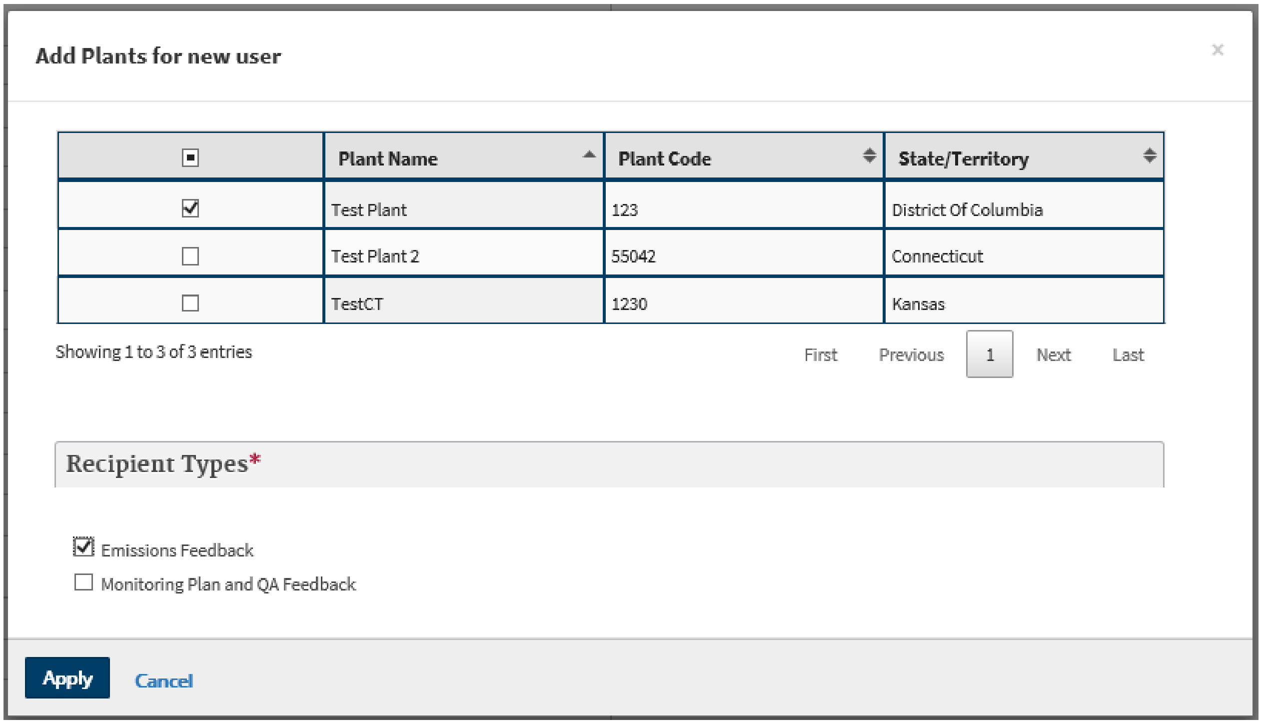
No Matching Results or Person is not in the List of Matching Results

If your search returns no matching results or the person you are searching for does not appear in the grid of matching results, you can add the person to the database. The ‘Add New Person’ button will appear after you search.



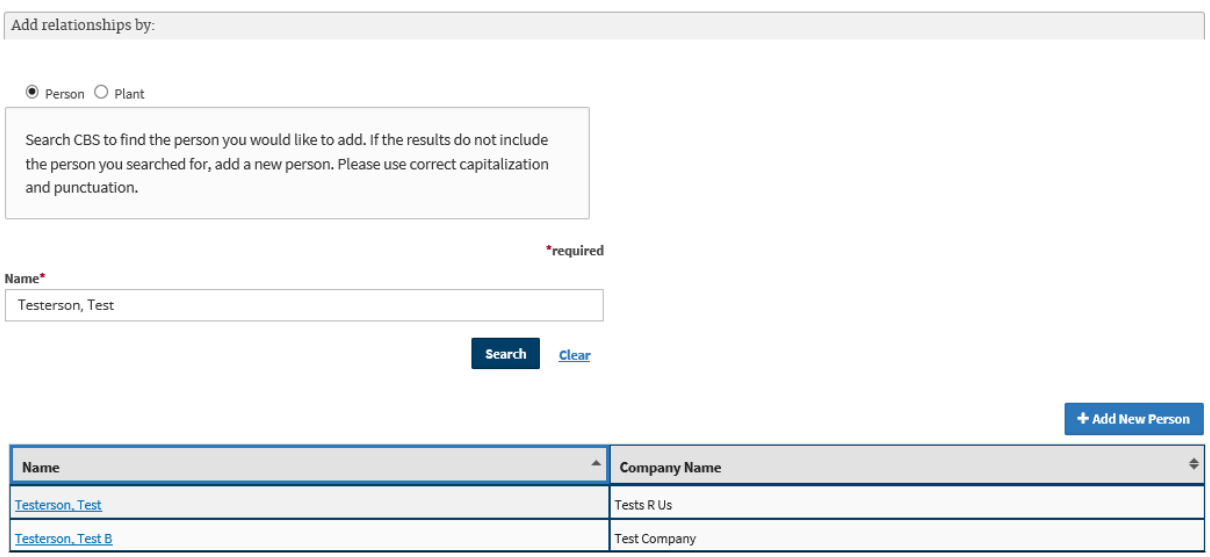
Select the 'Add New Person' button to continue. You will be taken to the 'Add Industry Person' screen. Enter all the required contact information for the new person, and select the 'Add Plants' button.

A popover screen will appear with a list of available plants. Select the check boxes next to the plants you wish to assign to the new feedback recipient. You may select all rows by selecting the checkbox next to the Plant Name column. Select the Recipient Type(s) at the bottom of the popover, and select the 'Apply' button. The changes will be added to the Pending Submission queue, but still need to be submitted to the EPA. See section titled **'Review/Submit'**.



Matching Results

If the person you are looking for appears in the grid, select that person's name. If there is no missing contact information, you will then be taken to the 'Feedback Recipient Profile' screen. See section titled **'Feedback Recipient Profile'.**

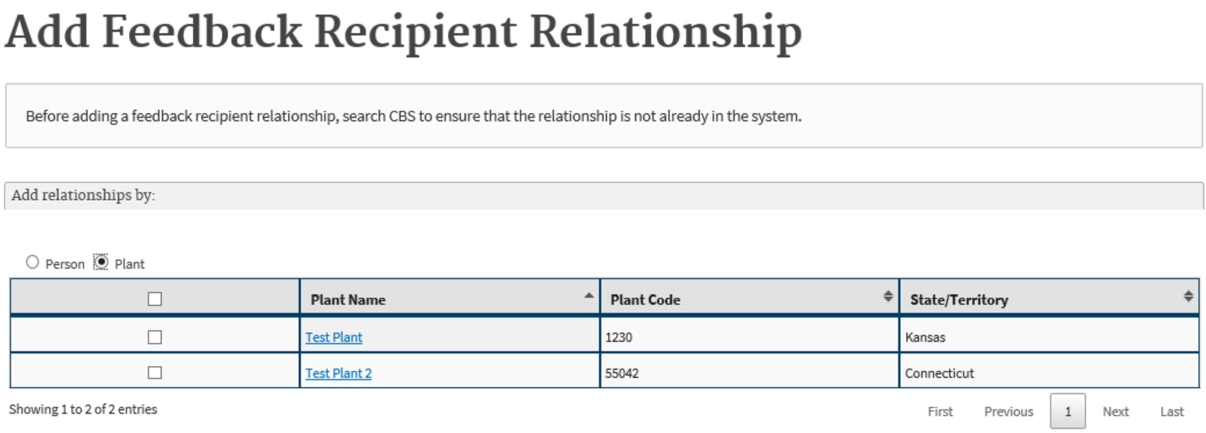


Missing Contact Information

If the person you selected is missing contact information, you will first be taken to the 'Edit Contact Information' screen. You will need to enter the missing contact information and select the ‘Add to Pending Submissions’ button before you can continue. You will be taken to the ‘Feedback Recipient Profile’ screen. The contact information changes will be added to the Pending Submission queue, but still need to be submitted to the EPA. See section titled **‘Review/Submit’**.

Add Feedback Recipient Relationships by Plant

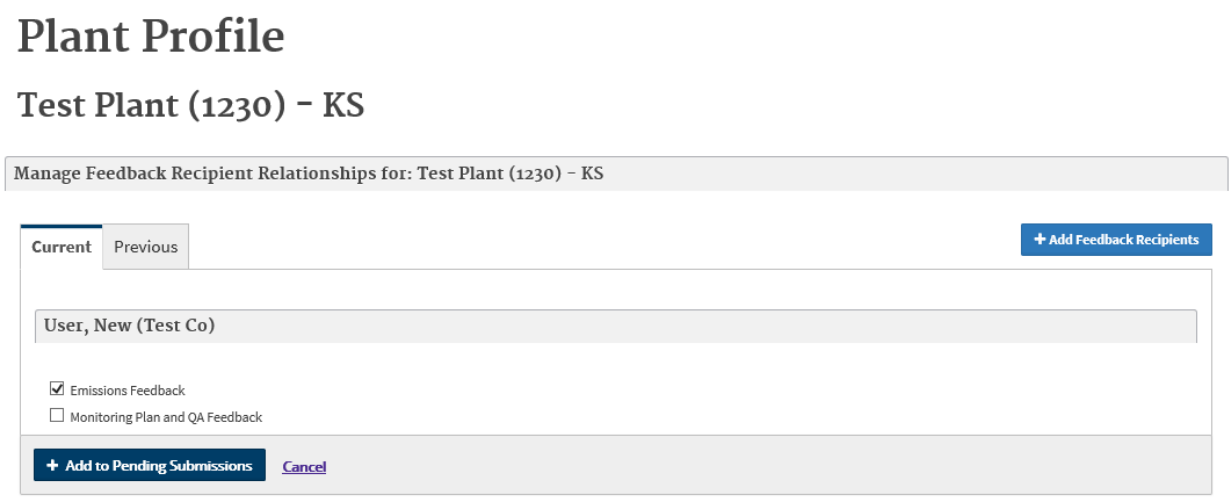
If you choose to add relationships by plant, select the ‘Plant’ radio button. You will then see the list of your plants for which you can manage feedback recipients.



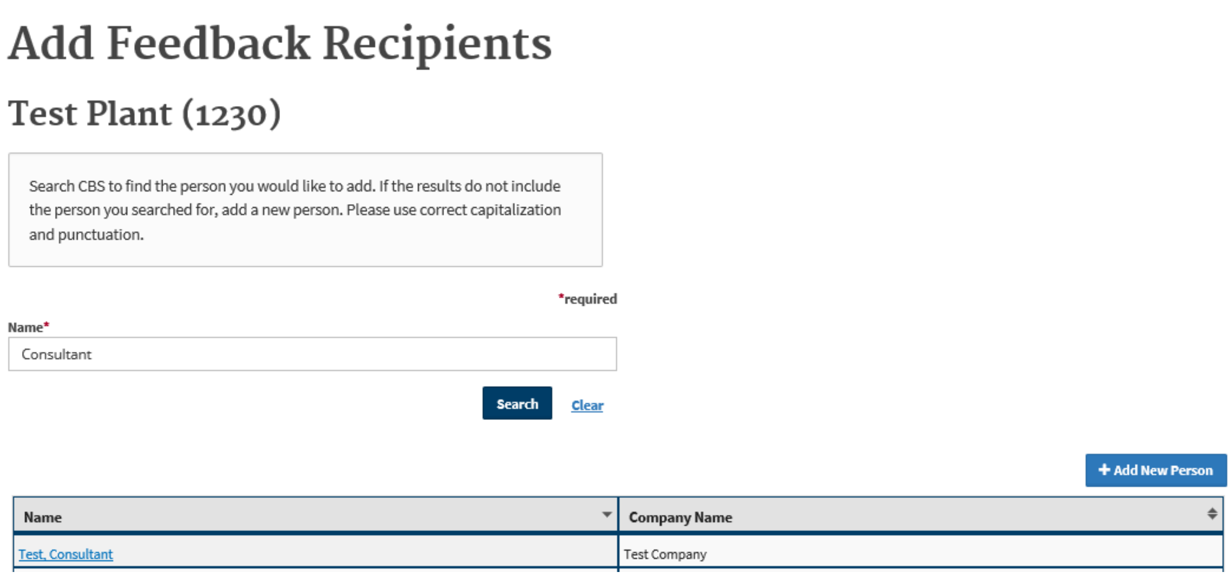
After you select the plant to which you wish to assign the feedback recipient, you will be taken to the ‘Plant Profile’ screen for that plant.

Plant Profile

The ‘Plant Profile’ screen displays all the current feedback recipients for the plant you selected. On this screen, you may add or remove responsibilities for existing feedback recipients by selecting or deselecting the checkboxes and selecting the ‘Add to Pending Submissions’ button. The changes will be added to the Pending Submissions queue, but still need to be submitted to the EPA. See section titled **‘Review/Submit’**, Select the ‘Previous’ tab to view previous feedback recipient relationships.

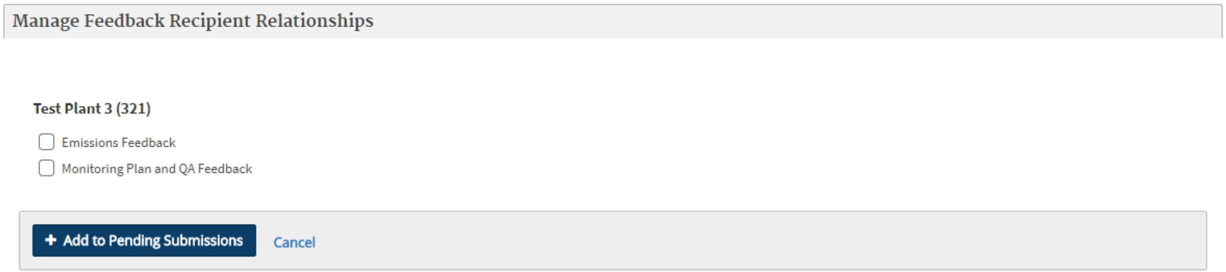


To add feedback recipients for the plant, select the ‘Add Feedback Recipients’ button. You will then see a ‘Name’ field. Type the person’s last name into the search box and select the ‘Search’ button. All the matching names will appear in a grid. You may search by first name, but searching by last name may narrow the number of matches.



No Matching Results or Person is not in the List of Matching Results

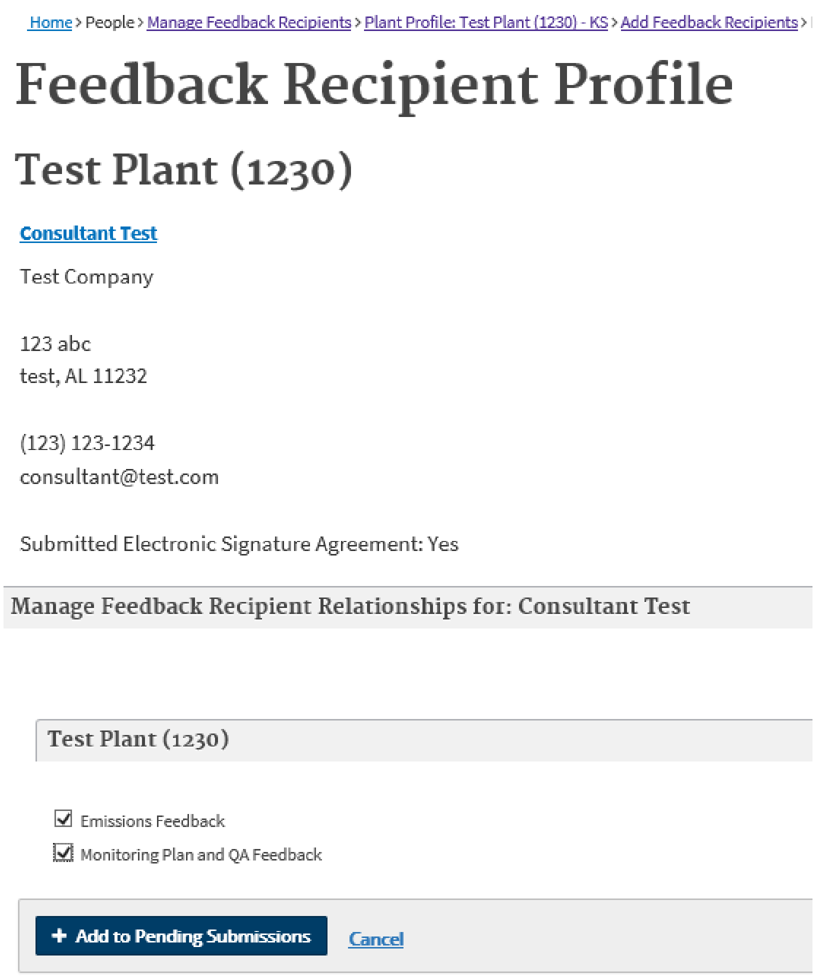
If your search returns no matching results or the person you are searching for does not appear in the grid of matching results, you can add the person to the database. The ‘Add New Person’ button will appear after you search. Select the ‘Add New Person’ button to continue. You will be taken to the ‘Add New Person’ or ‘Add Industry Person’ screen, depending on your user type. Enter all the required contact information for the new person, and select the type(s) of feedback you want this new person to receive.



Select the ‘Add to Pending Submissions’ button. The changes will be added to the Pending Submission queue, but still need to be submitted to the EPA. See section titled **‘Review/Submit’**.

Matching Results

If the person you are looking for appears in the grid, select that person’s name. If there is no missing contact information, you will then be taken to the ‘Feedback Recipient Profile’ screen. From this screen, you can select the type of feedback you wish the person to receive for the selected plant.

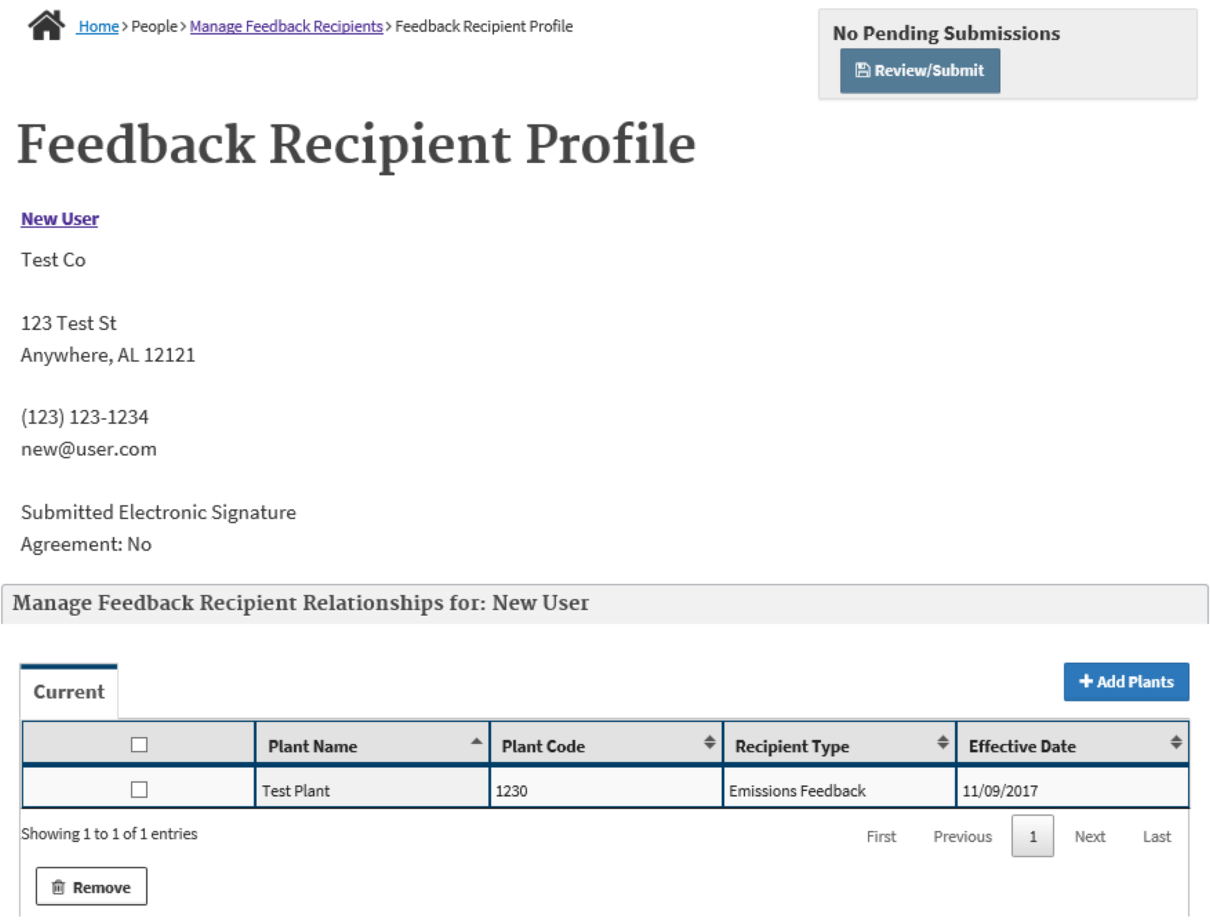


Missing Contact Information

If the person you selected is missing contact information, you will first be taken to the ‘Edit Contact Information’ screen. You will need to enter the missing contact information and select the ‘Add to Pending Submissions’ button before you can continue. You will be taken to the ‘Feedback Recipient Profile’ screen. The contact information changes will be added to the Pending Submission queue, but still need to be submitted to the EPA. See section titled **‘Review/Submit’.**

FEEDBACK RECIPIENT PROFILE

On the ‘Feedback Recipient Profile’ screen, you may edit contact information and add or remove feedback recipient responsibilities.

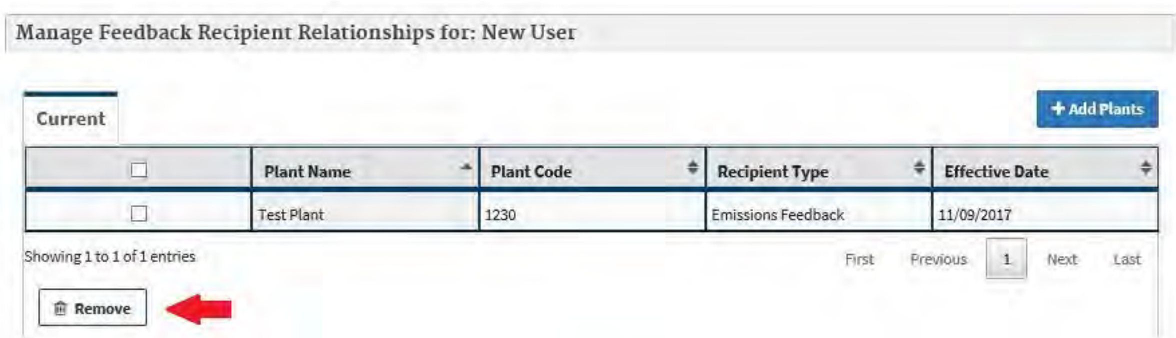


Edit Contact Information

To edit contact information, select the person’s name. If you edit contact information, select the ‘Add to Pending Submissions’ button. The changes will be added to the Pending Submission queue, but still need to be submitted to the EPA. See section titled **‘Review/Submit’**. If you do not edit any contact information, select the ‘Cancel’ button to go back to the ‘Feedback Recipient Profile’ screen.

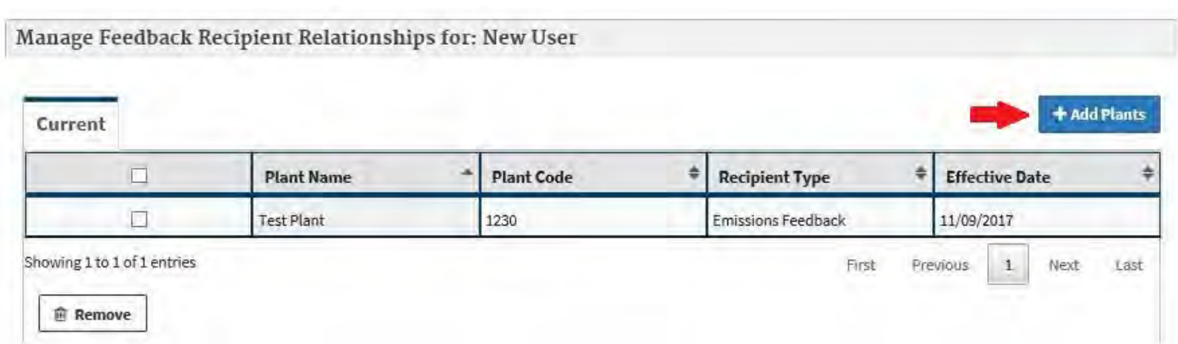
Remove an Existing Relationship

To remove an existing relationship, select the checkboxes next to the rows you wish to remove, and select the 'Remove' button. You may remove all rows by selecting the checkbox to the left of the Plant Name column and selecting the 'Remove' button. The changes will be added to the Pending Submission queue, but still need to be submitted to the EPA. See section titled **'Review/Submit'.**

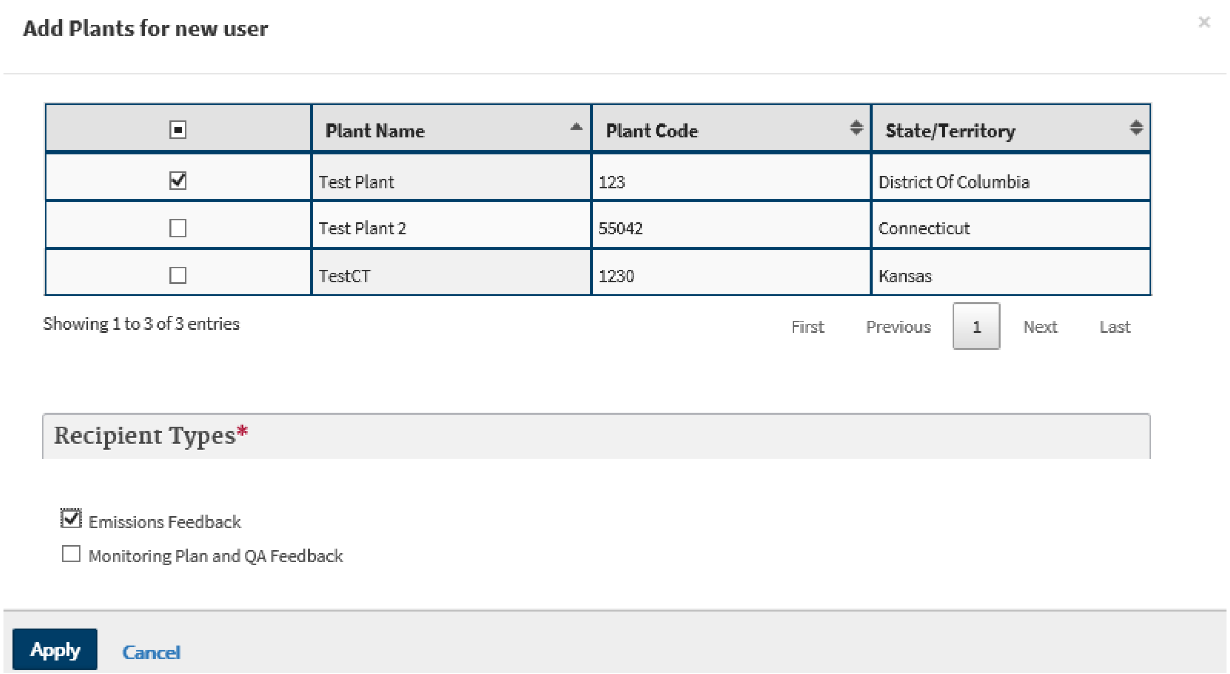


Add a New Relationship

To add a new relationship for the selected person, select the 'Add Plants' button.



A popover screen will appear with a list of available plants. Select the check boxes next to the plants you wish to assign to the new feedback recipient. You may select all rows by selecting the checkbox next to the Plant Name column. Select the Recipient Type(s) at the bottom of the popover, and select the 'Apply' button. The changes will be added to the Pending Submission queue, but still need to be submitted to the EPA. See section titled **'Review/Submit'.**

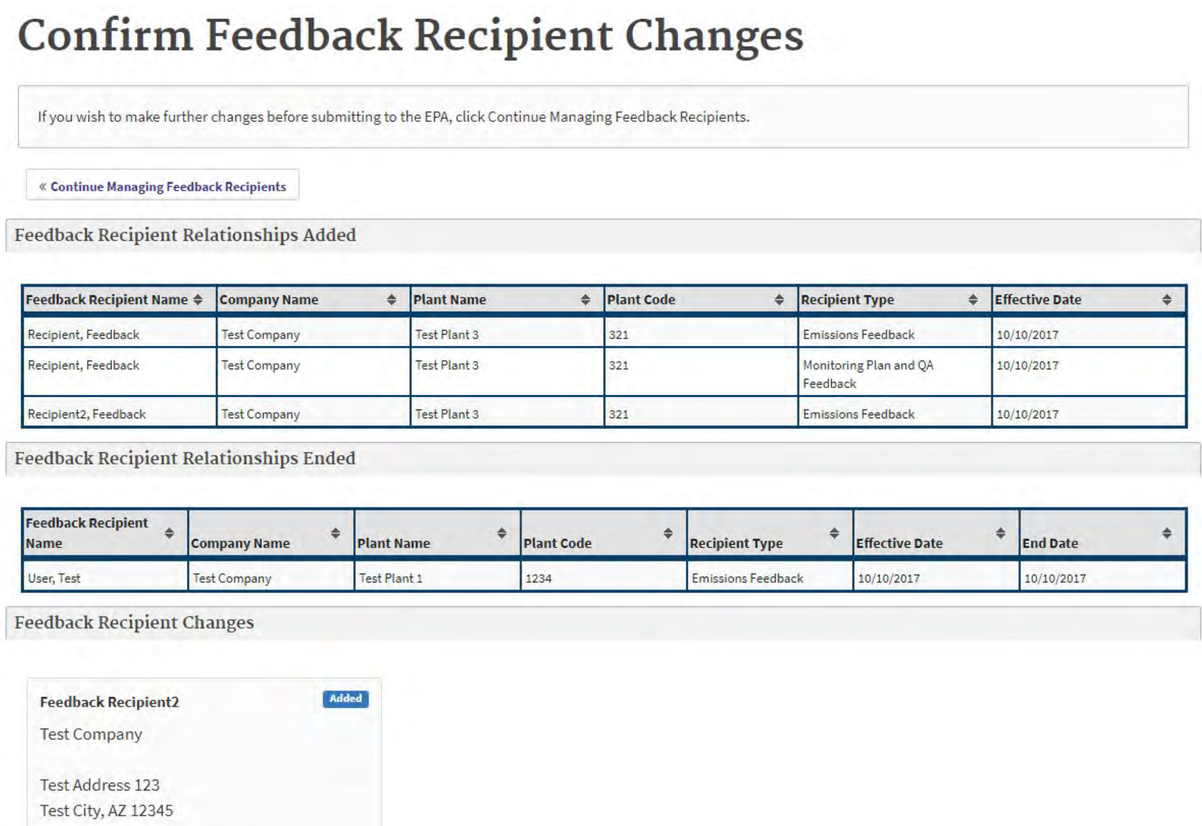


You may not see all of the feedback types in this list. This could be because the person you wish to add is an ECMPS agent and already receives feedback for the missing recipient type.

REVIEW/SUBMIT

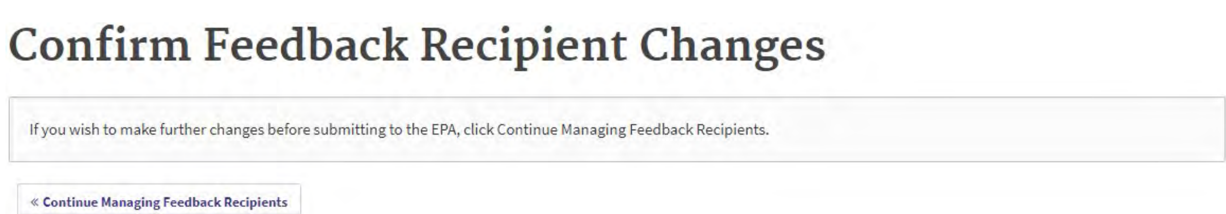
Once you have made all the required changes in the Feedback Recipients module, you must review and submit the data to the EPA. You must submit the data before you can move on to a different module within CBS or all your changes will be lost.

To review your changes, select the ‘Review/Submit’ button on the upper right side of your screen. The ‘Confirm Feedback Recipient Changes’ screen will appear displaying all of your pending submissions.



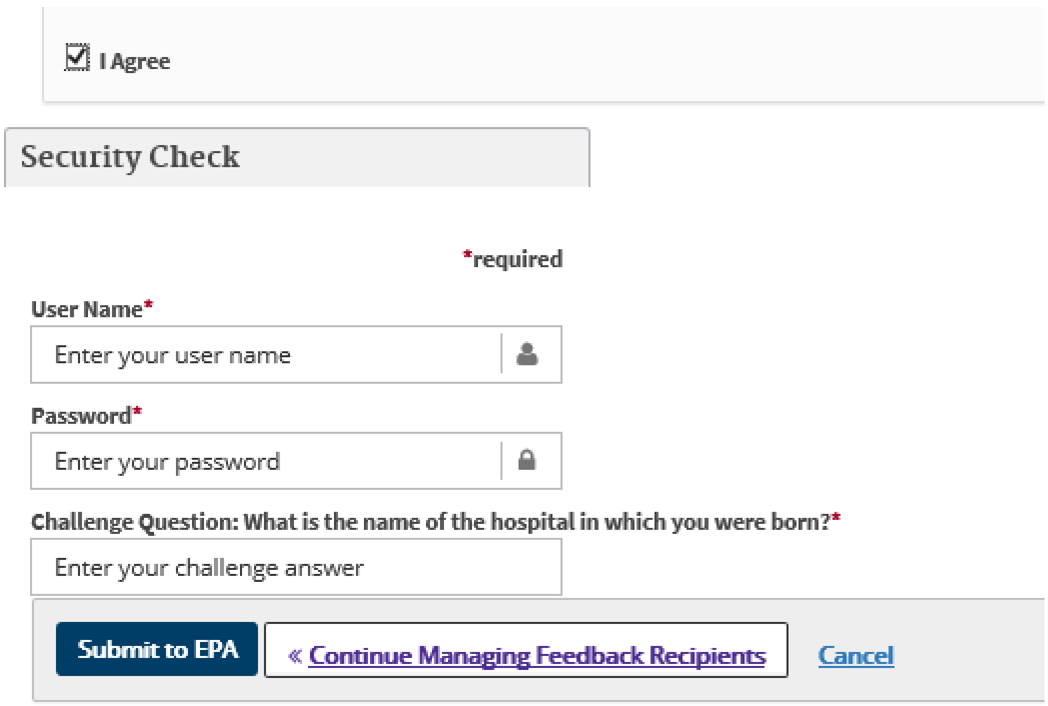
Continue Managing Feedback Recipients

If you determine after reviewing your pending changes that you need to continue managing feedback recipients, select the ‘Continue Managing Feedback Recipients’ button to return to the ‘Manage Feedback Recipients’ grid.



Submit to the EPA

If you determine after reviewing your pending changes that you are ready to submit to the EPA, read the Certification Statements, select the ‘I Agree’ box, enter the required fields in the ‘Security Check’ section, and select the ‘Submit to EPA’ button. If you are missing any required information, you will receive a warning message, and you must enter the missing information before you can proceed.



Once your data has been submitted successfully, you will be taken back to the ‘Manage Feedback Recipients’ grid where you will see a ‘Successful Submission’ message. You will also receive an email for your records.

CAMD BUSINESS SYSTEM (CBS) – CERTIFICATE OF REPRESENTATION TUTORIAL

The purpose of this tutorial is to guide CBS users through the 'Certificate of Representation' module in the CAMD Business System (CBS). 'Manage Certificate of Representation' is found under the Plants tab of the Main Menu.

What is a Certificate of Representation?

The Certificate of Representation is used to appoint the designated representatives for a plant (primary and alternate), and edit plant, unit, owner/operator, and generator information. You may also view unit-level program details.

Who can submit Certificate of Representation data?

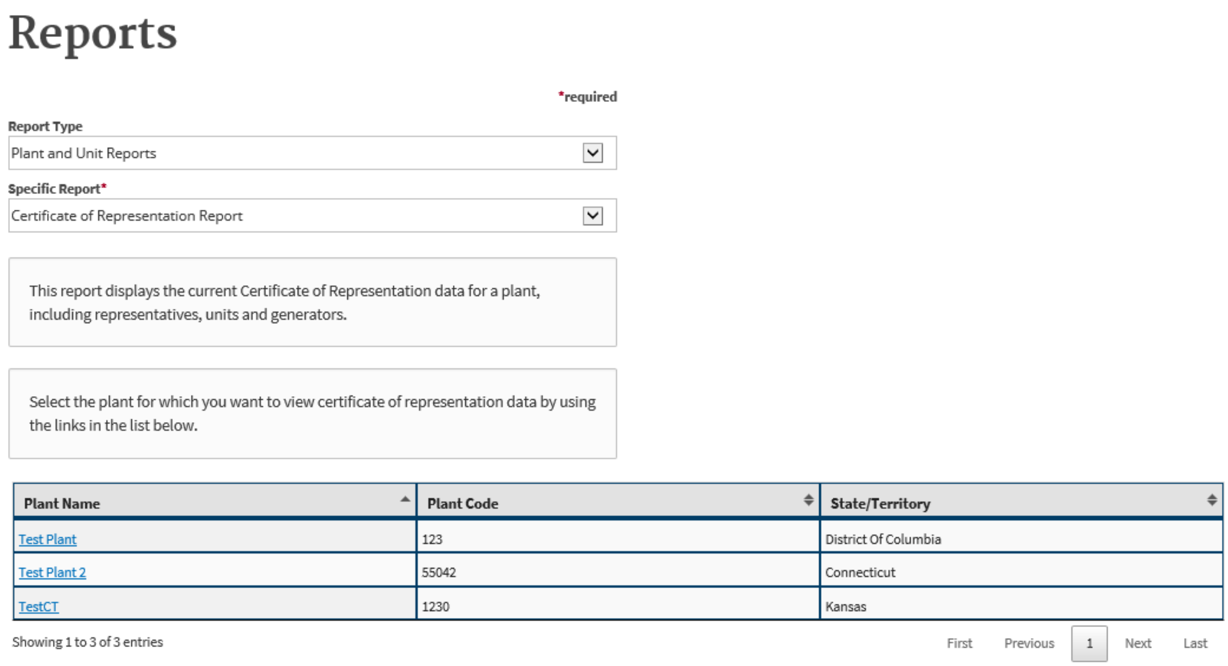
Primary and alternate representatives and their source management agents can use the Certificate of Representation module to manage plant and unit-level data.

How do I submit a Certificate of Representation for a new Plant or a new Unit?

To submit a Certificate of Representation for a new plant, you must submit the paper 'Certificate of Representation' form. Select the 'Forms' tab on the Clean Air Markets Business Center website at https://www.epa.gov/airmarkets/business-center for the paper form. The completed and signed Certificate of Representation can be emailed to Laurel DeSantis at desantis.laurel@epa.gov or Craig Hillock at hillock.craig@epa.gov

Reports

Certificate of Representation Report: You can generate a 'Certificate of Representation Report' to view the current designated representatives, plant, unit, owner/operator, and generator information for a plant. Select 'Reports' in the Main Menu. Under 'Report Type' select 'Plant and Unit Reports.' Under 'Specific Report,' select 'Certificate of Representation Report.' A grid will appear that displays all plants for which you can run a Certificate of Representation Report. Select the plant by using the links in the grid.



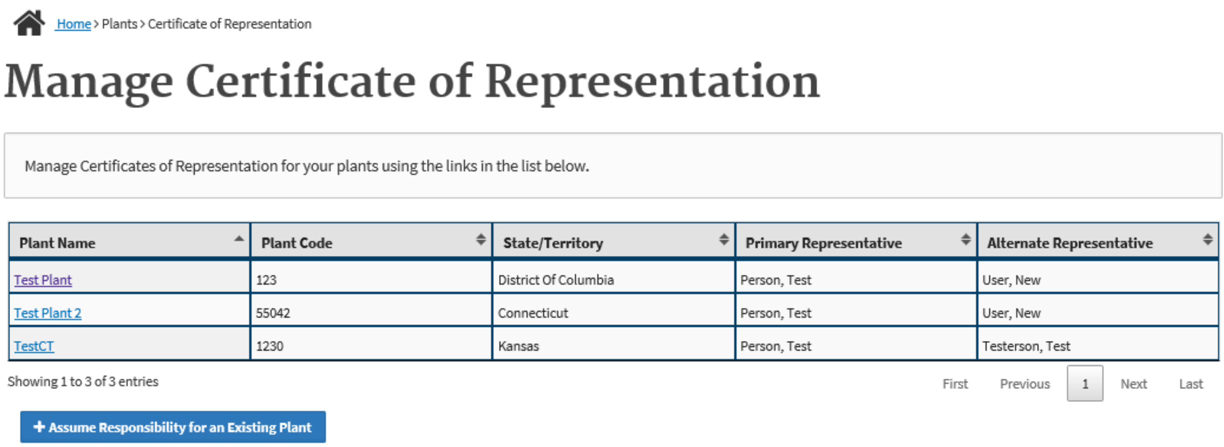
<u>What if I have questions about managing Certificates of Representation?</u>

If you have questions about managing Certificates of Representation, select the Contact Us link in the upper right-hand corner of your screen to send your question to CAMD.

MANAGE CERTIFICATE OF REPRESENTATION

To manage Certificates of Representation, select 'Certificate of Representation' under the Plants tab of the Main Menu.

A grid will appear that displays all the plants you can manage. Select the plant for which you want to add or edit certificate of representation information by using the links in the grid.



Assume Responsibility for an Existing Plant

If you do not see the plant you want to select in the grid, select the 'Assume Responsibility for an Existing Plant' button. This functionality allows you to search for any plant in the database and make yourself the primary representative for that plant. Doing so will end all responsibilities for the current primary representative. You can then manage plant, unit, owner/operator, and generator information for that plant.

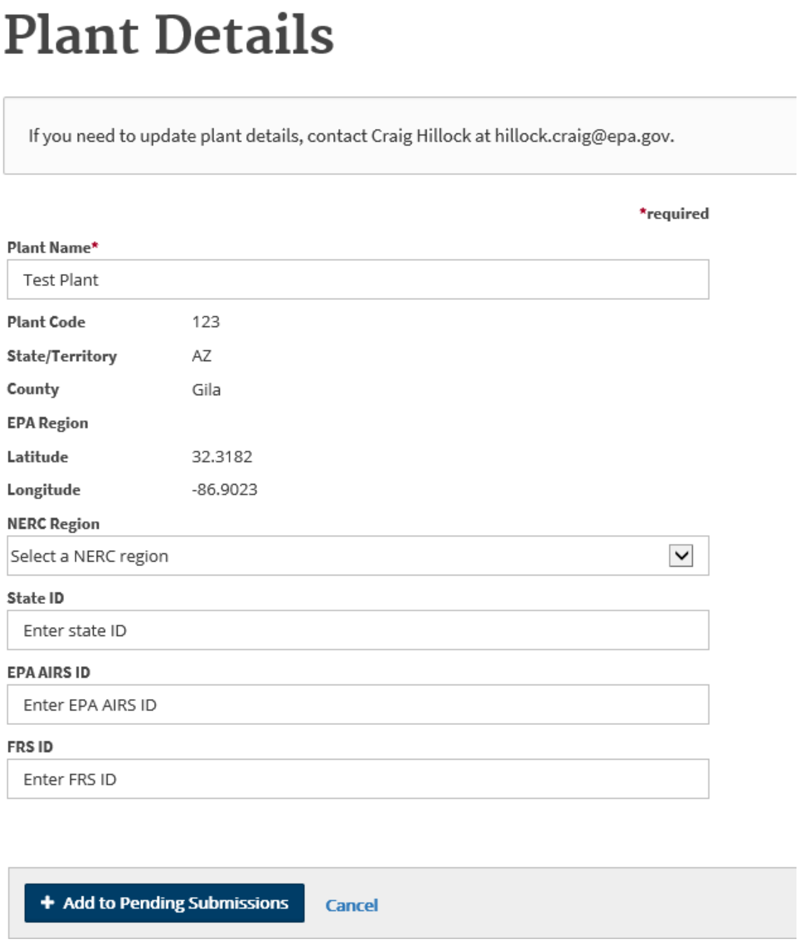
After selecting a plant by using the links in the grid, you will navigate to the 'Manage Certificate of Representation' screen where you can view and update the following information:

- Plant-level data
- Representative data
- Unit-level data
- Owner/Operator data
- Generator data

You can also view unit-level program data from this screen. If you need to update unit program details, contact Craig Hillock at hillock.craig@epa.gov.

MANAGE PLANT DATA

To edit plant data, select the plant name to access the 'Plant Details' screen.



If you modify any of the editable fields, you must select the ‘Add to Pending Submissions’ button before you can continue. The changes will be added to the pending submission queue, but still need to be submitted to EPA. See section titled **REVIEW AND SUBMIT**. If you do not edit any plant information, select the ‘Cancel’ button to return to the ‘Manage Certificate of Representation’ screen.
If changes are required to non-editable fields, contact Craig Hillock at hillock.craig@epa.gov,

MANAGE REPRESENTATIVE DATA

To manage representative data for the selected plant, select the ‘Representatives’ tab on the ‘Manage Certificate of Representation’ screen. The current primary and alternate representatives will be displayed.

Edit Contact Information

To edit contact information for a representative, select the person’s name. If you enter changes on the ‘Edit Rep Contact’ screen, you must select the ‘Add to Pending Submissions’ button. The changes will be added to the pending submission queue, but still need to be submitted to EPA. See section titled **REVIEW AND SUBMIT**. If you do not edit any contact information, select the ‘Cancel’ button to return to the ‘Manage Certificate of Representation’ screen.

Changing Designated Representatives

A plant must always have a primary representative. Assigning an alternate representative is optional, but is highly recommended. The primary representative is a person chosen by the owner(s) and operator of a plant to act on their behalf to provide required submissions to EPA. Although the primary representative may assign an alternate representative to act on his or her behalf, the primary representative is ultimately responsible for ensuring that accurate, complete, and timely submissions are made.

The actions you can take with regards to changing the designated representatives depend upon your relationship to the plant and/or representatives. The following rules govern representative assignments:

- A representative may not replace himself with someone else.
- A primary representative can add or remove an alternate representative.
- An alternate representative or a source management agent can make himself the primary representative.
- An alternate representative can remove himself.
- A source management agent can remove an alternate representative.
- A source management agent can make himself the alternate.
- Primary representatives, alternate representatives, and source management agents can make themselves a primary representative for any plant in the database.
- A plant must have the same primary and alternate representatives for all programs.

Replacing the Primary Representative

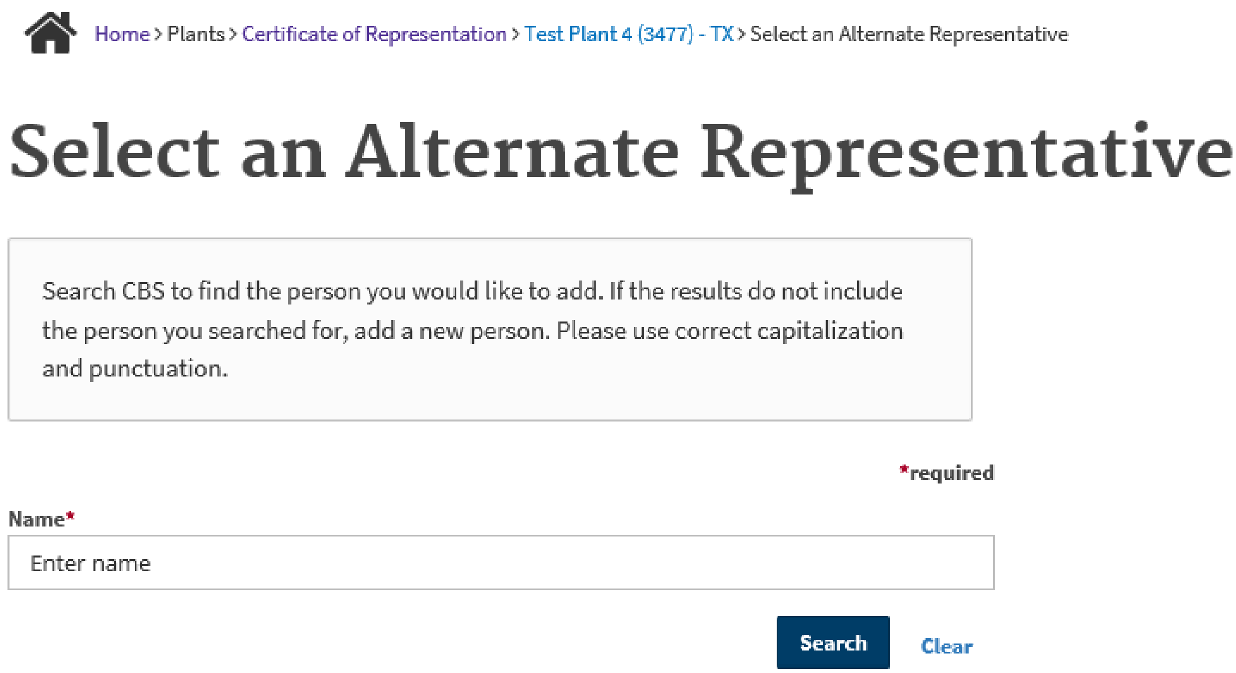
If you can replace the primary representative, you will see the ‘Make Myself the Primary’ button on the Representatives screen.

If you wish to become the primary representative, select the ‘Make Myself the Primary’ button. A popover message will appear confirming that you want to assign yourself as the primary representative and end all responsibilities for the current primary representative. Select the ‘Yes’ button and the changes will be added to the pending submission queue, but still need to be submitted to EPA. See section titled **REVIEW AND SUBMIT**.

Select a New Alternate Representative

If you can select a new alternate representative, you will see the ‘Select a New Alternate’ button on the Representatives screen. Select the button to select a new alternate representative.

A popover message will appear confirming that you want to assign a new alternate representative. Select the ‘Yes’ button and the ‘Select an Alternate Representative’ screen will appear. Begin by searching the database for the person you wish to designate as an alternate representative.



Type the person’s last name into the ‘Name’ box and select the ‘Search’ button. You may search by first name, but searching by last name may narrow the number of matches. All the matching names will appear in a grid. Select the alternate representative by using the links in the grid. The alternate representative selection will be added to the pending submissions queue, but still needs to be submitted to EPA. See section titled **REVIEW AND SUBMIT**.

Missing Contact Information

If the person you selected as the alternate representative is missing contact information, you must first enter the missing information on the ‘Edit Rep Contact’ screen and select the ‘Add to Pending Submissions’ button. You will then be returned to the ‘Manage Certificate of Representation’ screen. The contact information updates and alternate representative selection will be added to the pending submission queue, but still need to be submitted to EPA. See section titled **REVIEW AND SUBMIT**.

No Matching Results or Person is not in the List of Matching Results

If your search returns no matching results or the person you are searching for does not appear in the search results grid, you can add the person to the database. The ‘Add New Person’ button will appear after you search.

Select the ‘Add New Person’ button to access the ‘Add Rep Contact’ screen. Enter all the required contact information for the new person and select the ‘Add to Pending Submissions’ button. You will return to the ‘Manage Certificate of Representation’ screen where you will see the new alternate representative. The changes will be added to the pending submission queue, but still need to be submitted to EPA. See section titled **REVIEW AND SUBMIT**.

Removing the Alternate Representative

If you want to remove the alternate representative, select the ‘Remove Alternate’ button.

A popover message will appear confirming that you want to remove the alternate representative. Select the ‘Yes’ button and you will return to the ‘Manage Certificate of Representation’ screen where you will see the alternate representative has been removed. The changes will be added to the pending submission queue, but still need to be submitted to EPA. See section titled **REVIEW AND SUBMIT**.

MANAGE UNIT-LEVEL DATA

To manage unit-level data for the selected plant, select the ‘Units’ tab on the ‘Manage Certificate of Representation’ screen. The units currently associated with the plant will be displayed in a grid. To view unit details, select the unit ID in the grid.

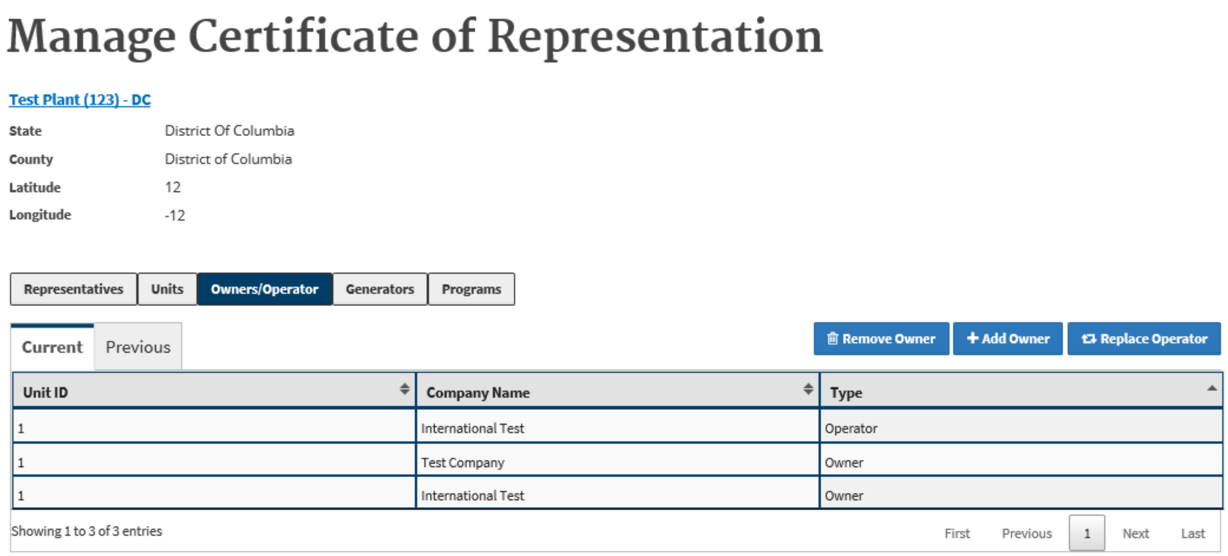
A popover screen will appear displaying unit details. Select the unit ID link to view editable fields.

If you make any revisions to the unit data, select the ‘Add to Pending Submissions’ button. The changes will be added to the pending submission queue, but still need to be submitted to EPA. See section titled **REVIEW AND SUBMIT**. If you do not edit information, select the ‘Cancel’ button to return to the ‘Manage Certificate of Representation’ screen.

If changes are required to non-editable fields or to add a new unit, contact Craig Hillock at hillock.craig@epa.gov.

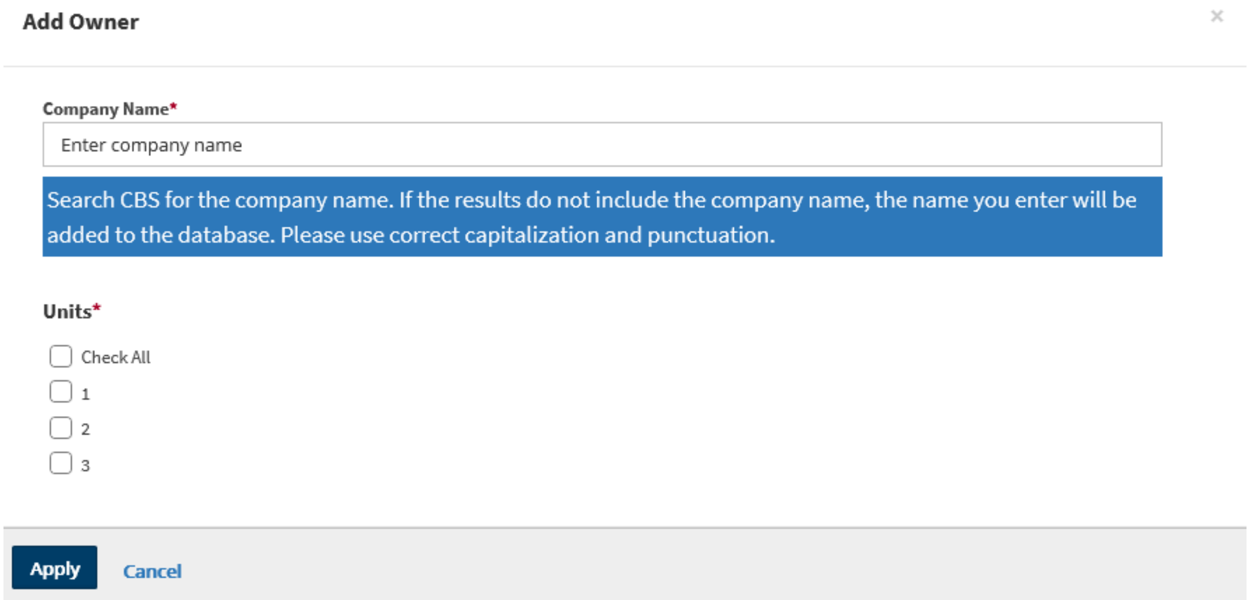
MANAGE OWNERS/OPERATOR DATA

To manage owner or operator data, select the ‘Owners/Operator’ tab on the ‘Manage Certificate of Representation’ screen. The current owner(s) and operator for each unit will be displayed in a grid. There must be at least one owner assigned to each unit. Multiple owners may be assigned. There can be only one operator assigned to a unit. To view previous owner and operator data, select the ‘Previous’ tab.



Add Owner

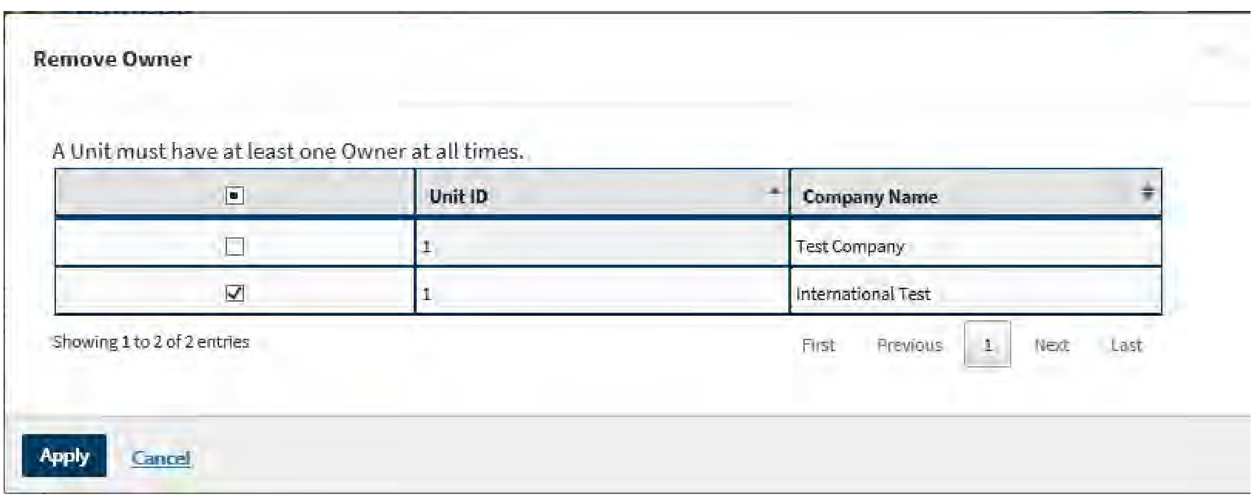
To add an owner, select the ‘Add Owner’ button and a popover screen will appear. Search the database for the owner you wish to add by company name. Select the owner from the dropdown list that appears. Or you may enter a new company name in the search box and that company will be added to the database.



Select the unit(s) to which you want to add the owner by using the checkboxes on the screen and select the 'Apply' button. The changes will be added to the pending submission queue, but still need to be submitted to EPA. See section titled **REVIEW AND SUBMIT**.

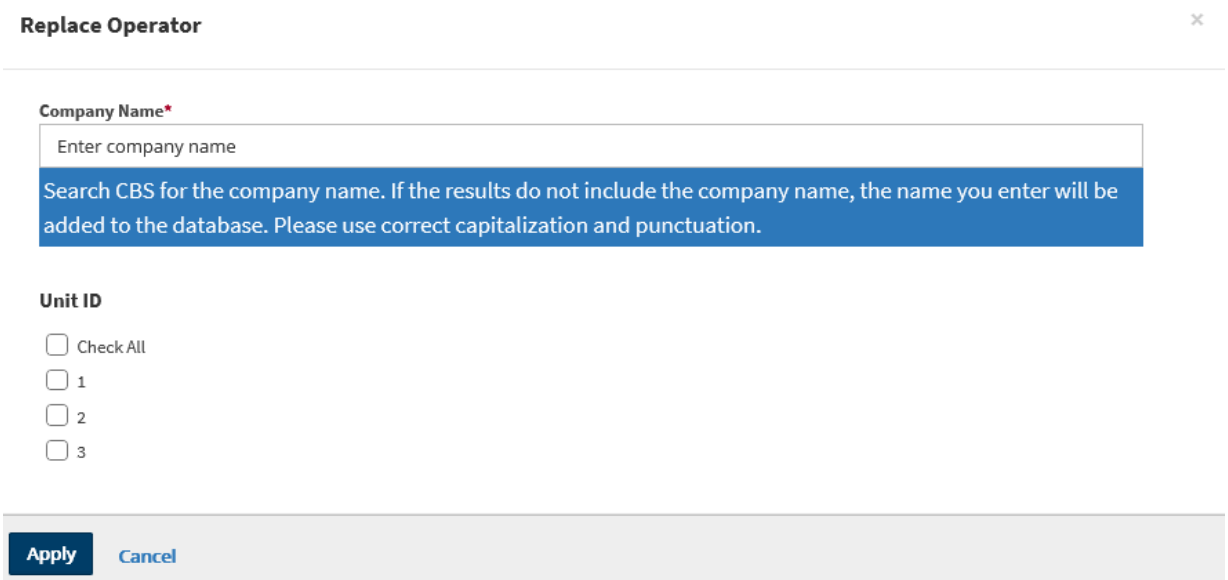
Remove Owner

If there is more than one owner assigned to a unit, the 'Remove Owner' button will appear. To remove an owner, select the 'Remove Owner' button. A popover screen will appear. Units that have only one owner will not appear in the grid. Select the owner(s) you wish to remove by using the check boxes in the grid. Select the 'Apply' button. You will receive an error message if you attempt to remove all owners for a unit. The changes will be added to the pending submission queue, but still need to be submitted to EPA. See section titled **REVIEW AND SUBMIT**.



Replace Operator

There can be only one operator assigned to a unit. You can replace the current operator by selecting the ‘Replace Operator’ button. A popover screen will appear.



Search the database for the operator you wish to designate by company name. Select the operator from the dropdown list that appears. Or you may enter a new company name in the search box and that company will be added to the database.

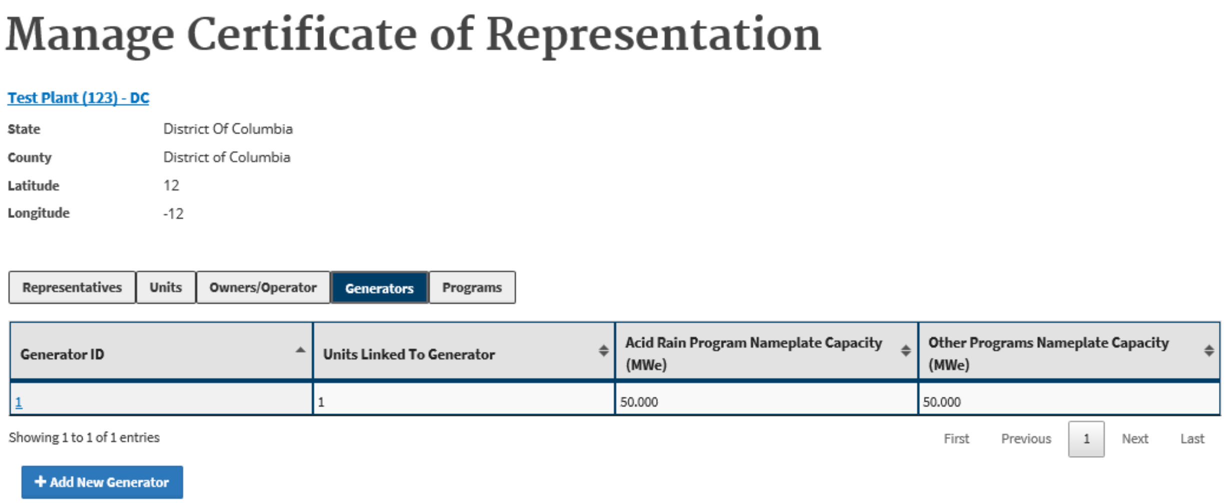
Select the unit(s) to which you want to designate the operator by using the checkboxes on the screen and select the ‘Apply’ button. The changes will be added to the pending submission queue, but still need to be submitted to EPA. See section titled **REVIEW AND SUBMIT**.

MANAGE GENERATOR DATA

To manage generator data, select the ‘Generators’ tab on the ‘Manage Certificate of Representation’ screen. The current generators and the list of units linked to the generators will appear in a grid. If you have questions about generators, contact Craig Hillock at hillock.craig@epa.gov.

Add a New Generator

To add a new generator, select the ‘Add New Generator’ button. Enter the new generator ID in the ‘Generator ID’ field. Select the unit(s) to link to the new generator by using the checkboxes on the screen. Some units may not be listed. If a unit is already linked to this generator, is not marked as ‘affected’ for any EGU programs or has been cancelled, it will not be listed.


Manage Certificate of Representation

Test Plant (123) - DC

State	District Of Columbia
County	District of Columbia
Latitude	12
Longitude	-12

Representatives | Units | Owners/Operator | Generators | Programs

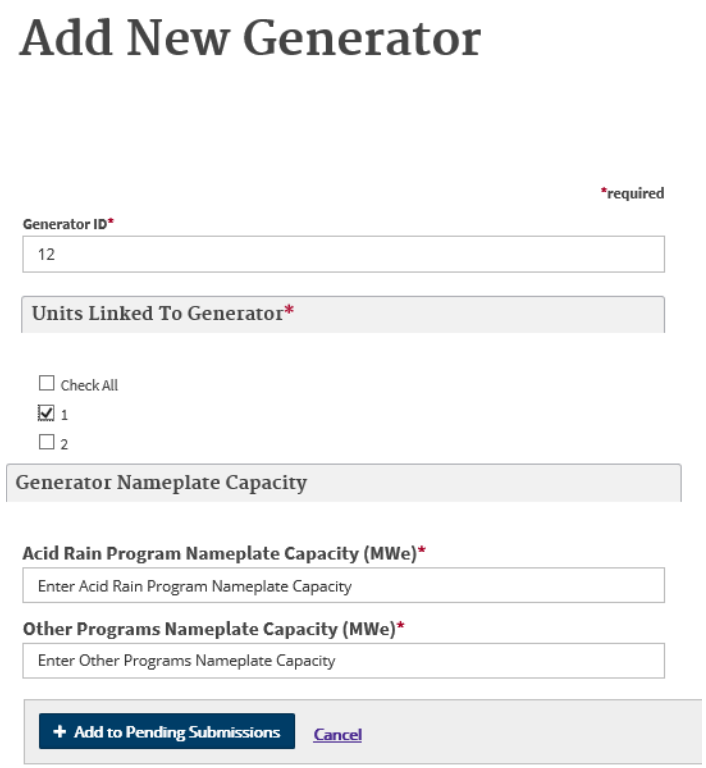
Generator ID	Units Linked To Generator	Acid Rain Program Nameplate Capacity (MWe)	Other Programs Nameplate Capacity (MWe)
1	1	50.000	50.000

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

+ Add New Generator

After selecting the unit(s), the ‘Generator Nameplate Capacity’ fields will appear for the appropriate program(s). Enter the nameplate capacity for the appropriate program(s), and select the ‘Add to Pending Submissions’ button. The changes will be added to the pending submissions queue, but still need to be submitted to EPA. See section titled **REVIEW AND SUBMIT**.


Add New Generator

*required

Generator ID*

12

Units Linked To Generator*

☐ Check All

☑ 1

☐ 2

Generator Nameplate Capacity

Acid Rain Program Nameplate Capacity (MWe)*

Enter Acid Rain Program Nameplate Capacity

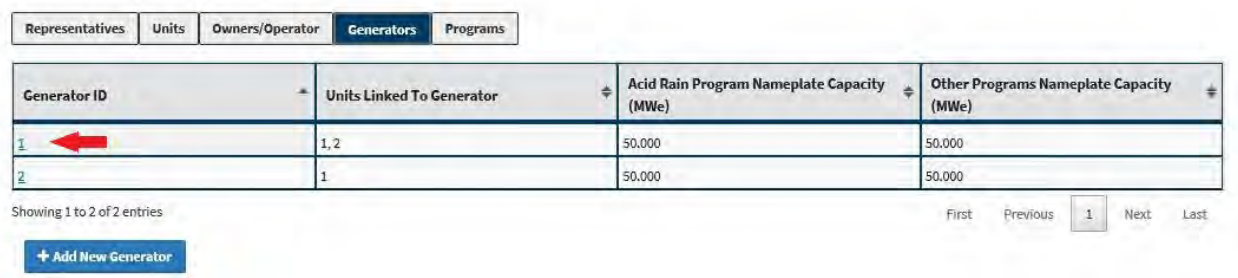
Other Programs Nameplate Capacity (MWe)*

Enter Other Programs Nameplate Capacity

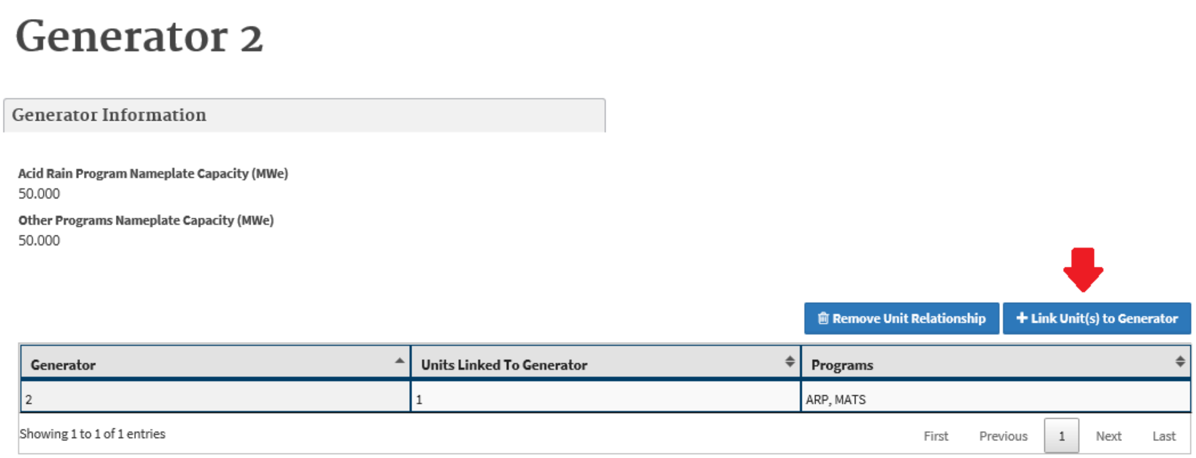
+ Add to Pending Submissions Cancel

Link Unit to a Generator

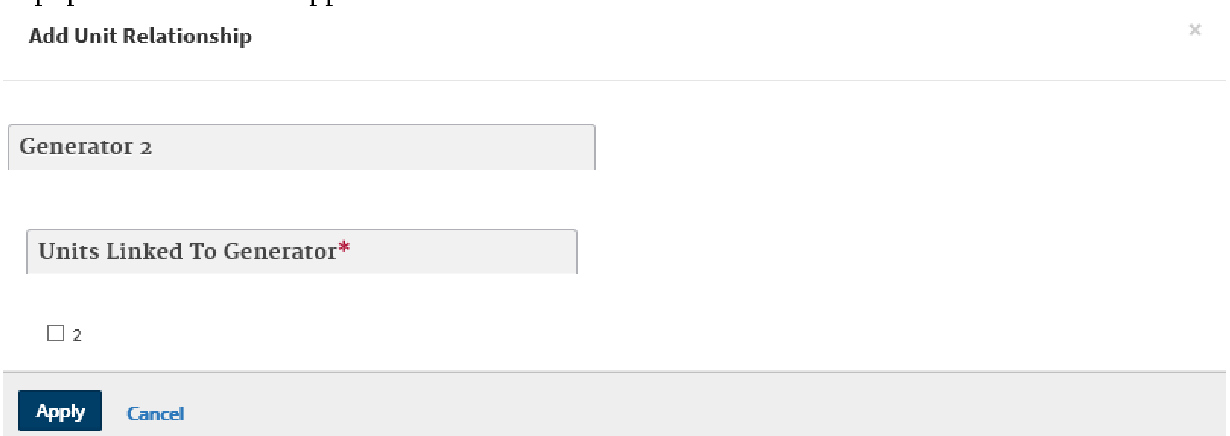
To link a unit to a generator, select the generator ID in the grid.



On the generator screen, select the ‘Link Unit(s) to Generator’ button.



A popover screen will appear.

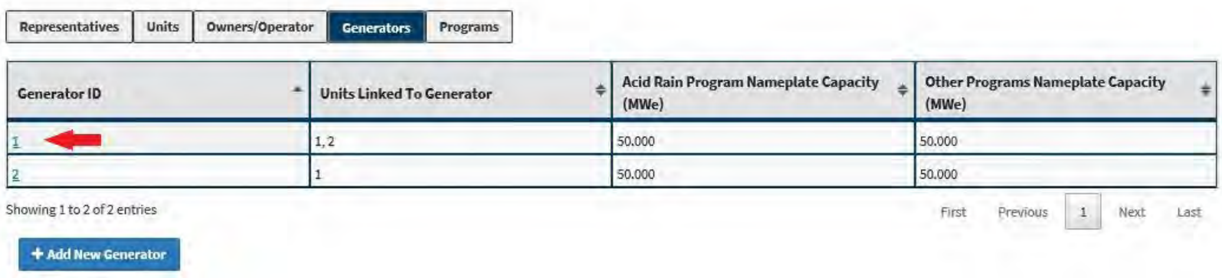


Select the unit(s) to which you want to link the generator by using the checkboxes on the screen and select the ‘Apply’ button. The changes will be added to the pending submission queue, but still need to be submitted to EPA. See section titled **REVIEW AND SUBMIT**.

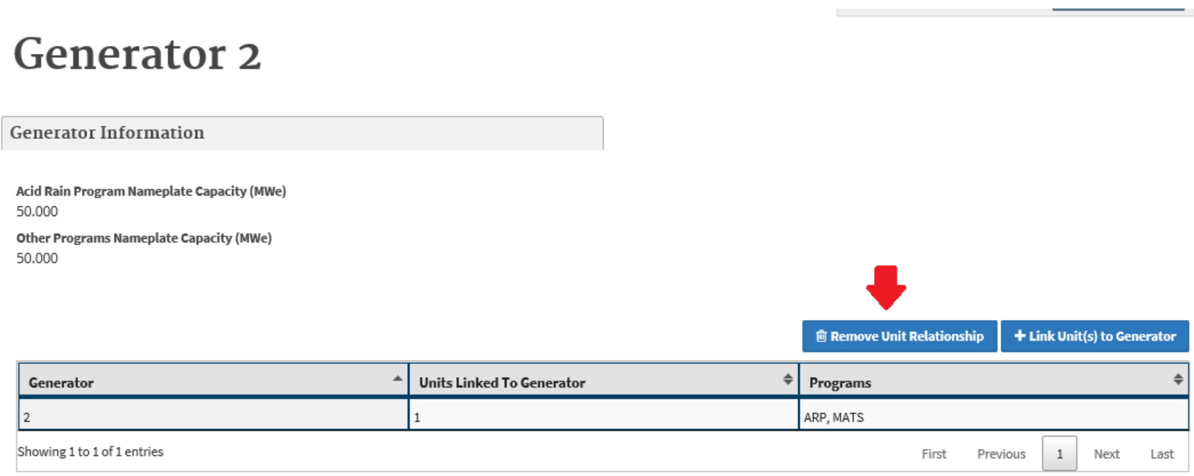
You may not see all units in the popover display as available to link to the generator. This could be because the unit is already linked to this generator, the unit is not marked as ‘Affected’ for any EGU programs, or the unit has been cancelled.

Remove a Unit Relationship

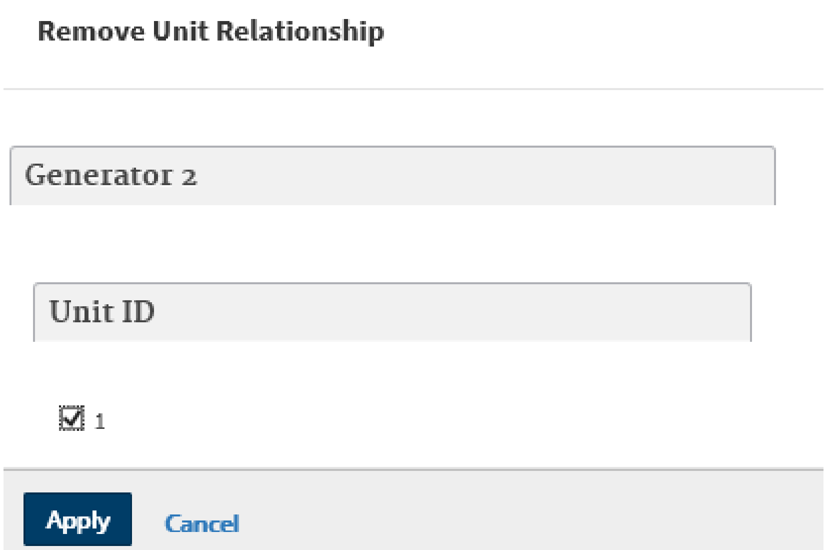
To remove a Unit Relationship, select the generator ID in the grid.



On the generator screen, select the ‘Remove Unit Relationship’ button.



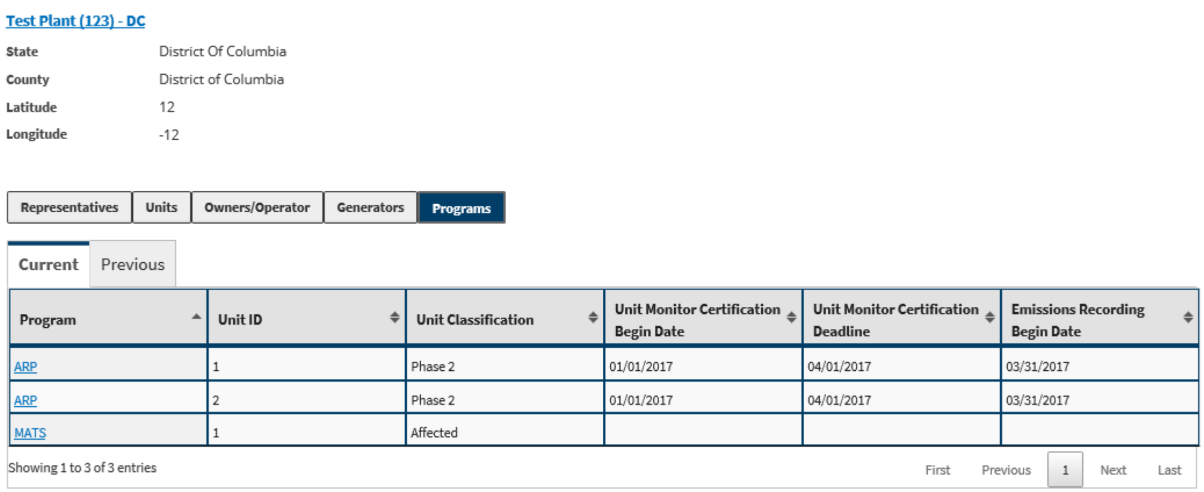
A popover screen will appear.



Select the unit(s) for which you want to remove the unit relationship by using the checkboxes on the screen and select the ‘Apply’ button. The changes will be added to the pending submission queue, but still need to be submitted to EPA. See section titled **REVIEW AND SUBMIT**.

VIEW PROGRAM DATA

To view program data, select the ‘Programs’ tab on the ‘Manage Certificate of Representation’ screen.


Test Plant (123) - DC

State	District Of Columbia
County	District of Columbia
Latitude	12
Longitude	-12

Representatives | Units | Owners/Operator | Generators | Programs

Current | Previous

Program	Unit ID	Unit Classification	Unit Monitor Certification Begin Date	Unit Monitor Certification Deadline	Emissions Recording Begin Date
ARP	1	Phase 2	01/01/2017	04/01/2017	03/31/2017
ARP	2	Phase 2	01/01/2017	04/01/2017	03/31/2017
MATS	1	Affected			

Showing 1 to 3 of 3 entries

First Previous 1 Next Last

Use the links in the grid to view unit-level program data. To view previous program data, select the ‘Previous’ tab. To add a program to a unit, you must submit a revised Certificate of Representation form. If you need to update unit program details, contact Craig Hillock at hillock.craig@epa.gov.

REVIEW AND SUBMIT

Once you have made all the desired changes for the plant in the Certificate of Representation module, you must review and submit the data to EPA. You must submit the data to EPA before you navigate to a different module within CBS, or all changes will be lost.

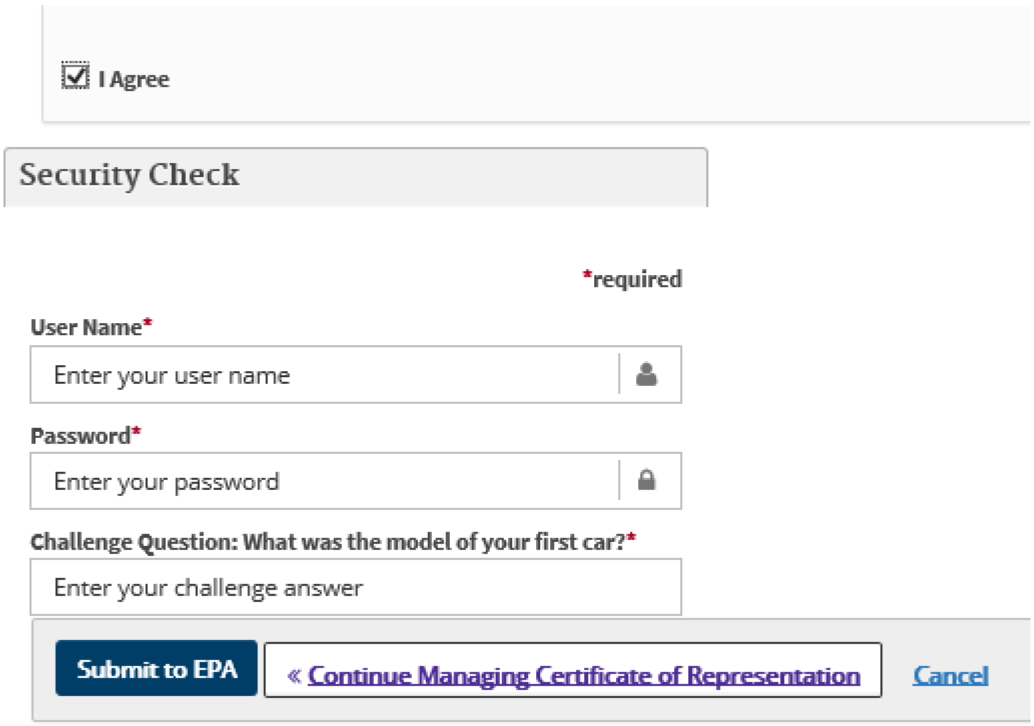
To review your changes, select the ‘Review/Submit’ button in the upper right-hand corner of your screen. The ‘Confirm Plant Changes’ screen will appear displaying all of your pending submissions.

Continue Managing Certificate of Representation

If you determine after reviewing your pending changes that you need to continue managing Certificate of Representation, select the ‘Continue Managing Certificate of Representation’ button to return to the ‘Manage Certificate of Representation’ grid. Your changes will remain in the pending submissions queue.

Submit to EPA

If you determine after reviewing your pending changes that you are ready to submit to EPA, read the Certification Statements, check the ‘I Agree’ box, enter the required fields in the ‘Security Check’ section, and select the ‘Submit to EPA’ button.



If you are missing any required information, you will receive a warning message. You must enter the missing information before you can proceed.

Once your data have been submitted successfully, you will return to the ‘Manage Certificate of Representation’ grid where you will see a ‘Submission Successful’ message. You will also receive a confirmation email for your records.

CAMD BUSINESS SYSTEM (CBS) –MANAGE RESPONSIBLE OFFICIALS TUTORIAL

If you have questions about the Manage Responsible Officials Module, please select the Contact Us link at the top right of your screen to send your question to CAMD.

CAMD BUSINESS SYSTEM (CBS) –UNIT EXEMPTIONS TUTORIAL

For information about Retired Unit and New Unit Exemptions, please go to the Clean Air Markets Business Center page and click on the Forms tab.

For the Retired Unit Exemption form, go to the section ‘View and Download Forms,’ and select the ‘Acid Rain Program, CSAPR, and MATS Forms’ link.

For the New Unit Exemption form, go to the section ‘View and Download Forms’ and select the ‘Acid Rain Permitting’ link.

If you have questions about the Unit Exemptions Module, please select the Contact Us link at the top right of your screen to send your question to CAMD.

CAMD BUSINESS SYSTEM (CBS) –REPORTS TUTORIAL

Details about some reports (General Account Report, Detailed Compliance, Allowance Transfers, etc.) can be found within their respective Help topics. For all other questions concerning Reports, please select the Contact Us link at the top right of your screen to send your question to CAMD.

CAMD BUSINESS SYSTEM (CBS) MANAGE CONSULTANT ACCESS TUTORIAL

The purpose of this tutorial is to guide CBS users through the 'Consultant Access' module in the CAMD Business System (CBS).

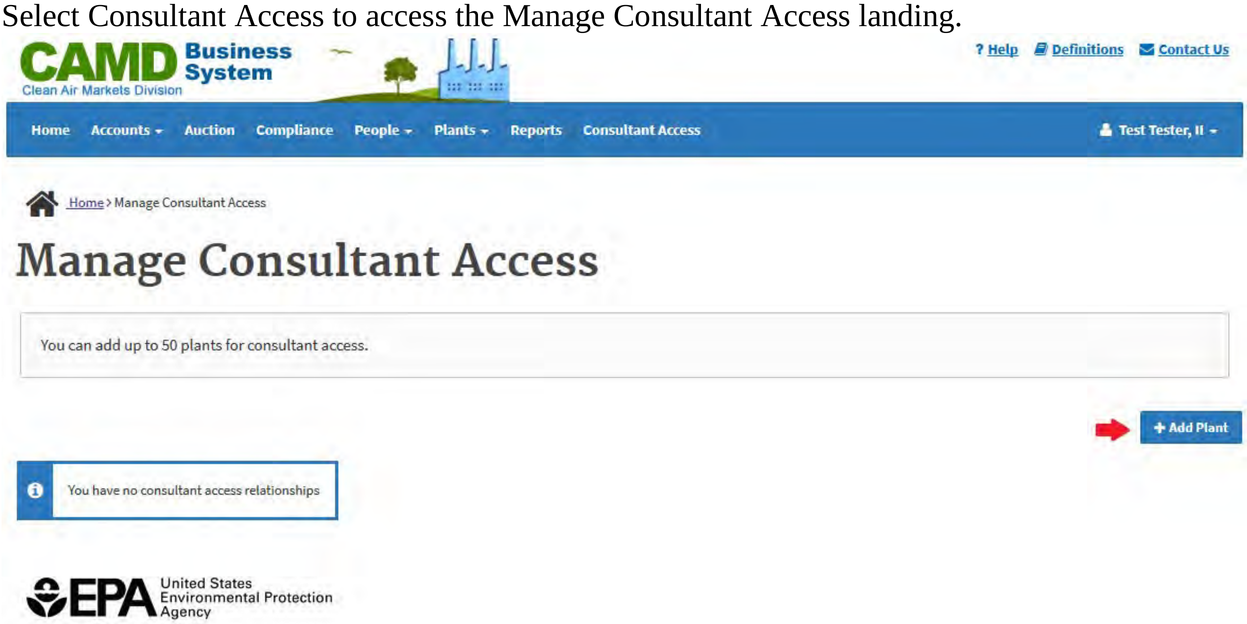
What is Consultant Access?

CAMD Business System (CBS) allows test contractors and environmental consultants to use the Emissions Collection and Monitoring Plan System Client Tool (ECMPS). The intent is to provide test contractors and environmental consultants the ability to enter test data into ECMPS in the required format, and run meaningful electronic validation checks on the data, before forwarding that data to their clients. A test contractor or environmental consultant must request consultant access to CBS/ECMPS in writing. Note, test contractors and environmental consultants WILL NOT have ECMPS Client Tool data submission rights, and therefore will not be able to submit data to EPA on behalf of their clients. In order to submit monitoring plan, QA, or emissions data to the EPA on a client's behalf, the Primary or Alternate Representative must appoint the test contractor or environmental consultant as his/her Agent.

CBS users with consultant access will see Consultant Access in the Main Menu.

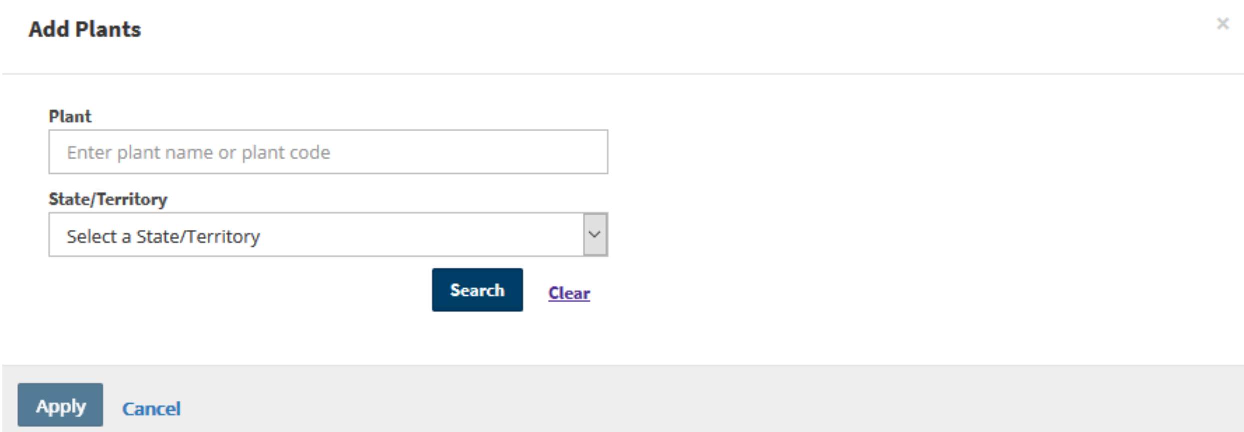
Manage Consultant Access

Select Consultant Access to access the Manage Consultant Access landing.

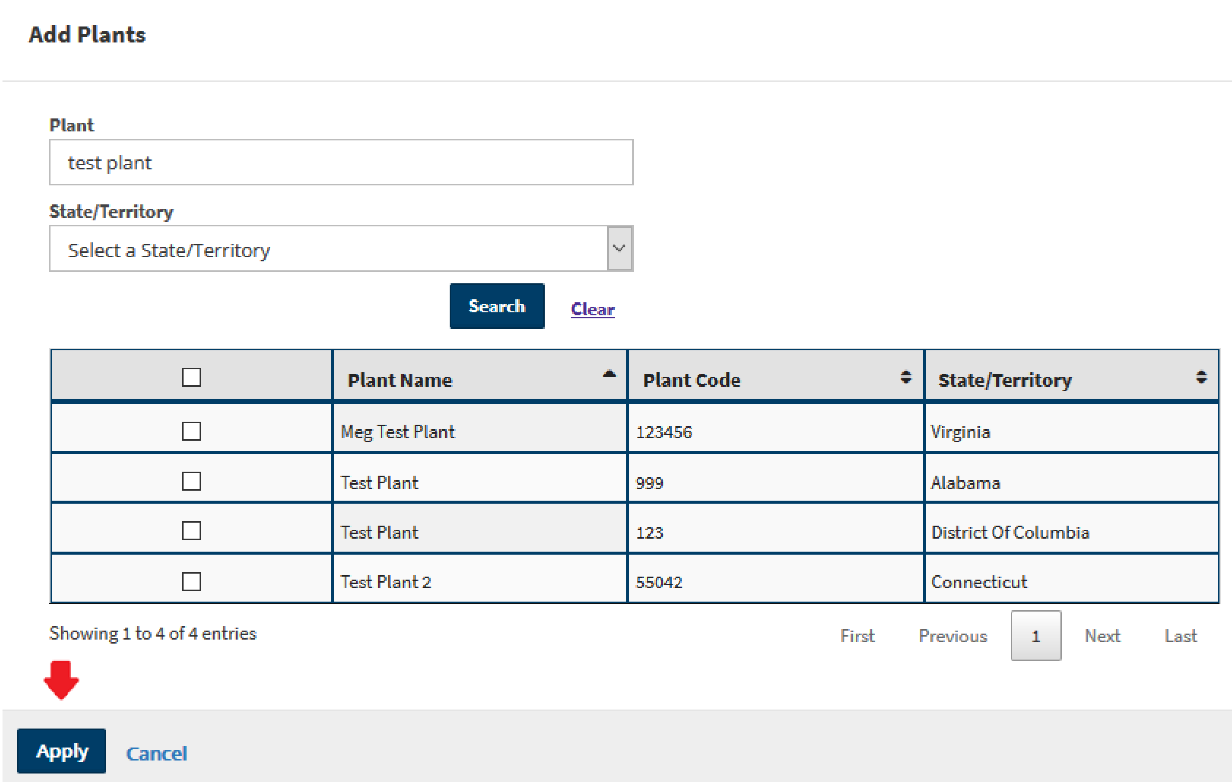


Add Plants

CBS allows you to add up to 50 plants for consultant access. To add plants, select the Add Plant button.



Search for the plant(s) you want to add by plant name, plant code or state/territory. Use the checkboxes in the search results grid to select the plant(s) you want to add and select the Apply button.



To remove plants from the list, use the checkboxes in the grid to select the plant(s) you want to remove and select the Remove button.