



CAMD Business System Certificate of Representation Tutorial



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Introduction

Purpose of Tutorial: This CAMD Business System (CBS) tutorial will guide you through the Certificate of Representation (COR) module of CBS.

It will step you through the CBS Login process and show you how to access information on the Home screen. It will also navigate through the screens related to facilities, representatives, units, owners/operators, programs and generators in the Certificate of Representation module.

Finally, it will describe the data submission process that will ensure edits to your CBS data are stored in the EPA database.

Navigational Note: You can jump to any topic you are interested in by clicking on the topic in the table of contents or by clicking on the labeled PDF links embedded within this document.

Conventions Used in this Document

The following acronyms are used throughout this document:

- CAMD means the Clean Air Markets Division;
- CBS means the CAMD Business System;
- COR means Certificate of Representation;
- DR means the Designated Representative (primary or alternate); and
- CROMERR means the Cross-Media Electronic Reporting Regulation.

[IMPORTANT MESSAGES WILL APPEAR HERE]

LOGIN

User Name:

Password:

[Forgot Password or Locked Out?](#)

[Click here to get instructions on obtaining a User ID for the CAMD Business System](#)

WARNING NOTICE

This is a United States Environmental Protection Agency (EPA) computer system, which may be accessed and used only for official Government business. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be monitored, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including law enforcement. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

Login

You must be a DR or an agent to access CBS. For more information see <http://www.epa.gov/airmarkets/business/industry/cbs.html>

This screen shot shows the CBS login screen. After entering your user name and password, click the Log On button to continue.

If you have forgotten your password or have become locked out of the system, you can click the highlighted link to reset your password. If you still need assistance, see <http://www.epa.gov/airmarkets/business/industry/cbs.html>.

CAMD will post important messages related to CBS or CAMD programs in the box above the login fields.

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CAMD Business System

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Note: You may not use the Internet browser buttons to operate within this application.
Note: Please enable pop-ups for this site.

Accounts, Allowances, and Compliance
[Allowance Transfers](#)
[General Accounts](#)
[Annual Compliance](#)
[View tutorial on recent changes to this module](#)

Annual SO2 Allowance Auction
[Submit Bids for the Acid Rain Program Auction](#)
[View tutorial on recent changes to this module \(10 mins.\)](#)

Source Management
[Certificate of Representation](#)
[View tutorial on recent changes to this module \(15 mins.\)](#)
[Agents](#)
[View tutorial on recent changes to this module \(10 mins.\)](#)
[Personal Information for Representatives or Agents](#)
[Facility Contacts](#)

[Getting Started](#)
[Your Profile](#)
[Exemptions](#)
[Customer Satisfaction Questionnaire](#) **EXIT CBS**

CBS Home Screen

This screen shot shows the Home screen with the link to the Certificate of Representation module highlighted.

You must be a DR or source management agent to view the Certificate of Representation link on the Home screen.

From the Home screen, you are able to access the different CBS modules and "Your Profile," which is used to manage your CROMERR challenge questions and your password. For more information about CROMERR, see <http://www.epa.gov/airmarkets/business/docs/forms/CROMERRonepager.pdf>. You may also view Reports, Help and Definitions by clicking the appropriate link at the top of the screen.

If you have questions about CBS, click the Contact Us link at the top of the screen to send an email to the appropriate CAMD staff.

Click on the highlighted Certificate of Representation link to continue.

CERTIFICATE OF REPRESENTATION PROCESS

All Certificate of Representation data is now contained in a single location. You will select a facility and update all data for that facility, including facility, unit, generator, and representative information. To add a facility, please contact Laurel DeSantis at desantis.laurel@epa.gov or (202) 343-9191.

****You will save your changes on each screen. Missing data and validation checks will be run so that you may correct the data before submitting. If you have any problems correcting data, contact CAMD for assistance. After you have corrected any errors and saved your data, you must submit your Certificate of Representation to the EPA. If you do not click the Submit button, enter your userid and password, and answer a challenge question, then click Submit again, your changes will not be submitted to the EPA database, and will not be accessible to you later.****

If you would like to view a report of the current Certificate of Representation data for a facility, go to the Reports module, select Facility and Unit Reports, and Certificate of Representation.

 [View tutorial on recent changes to this module \(15 mins.\)](#)

[Back](#)

[Continue](#)

Certification of Representation Process

This screen shot displays information about the module. If you click the Back button, you will return to the CBS Home screen. If you click Continue, you will be taken to the Certification Statement screen.

CERTIFICATE OF REPRESENTATION
Certification Statement

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 designated representative or alternate designated representative must sign (i.e., agree to) this certification statement. If you are an agent and you click on "Agree", you are not agreeing to the certification statement, but are submitting the certification statement on behalf of the designated representative or alternate designated representative who is agreeing to the certification statement. An agent is only authorized to make the electronic submission on behalf of the designated representative, not to sign (i.e., agree to) the certification statement.


Disagree

Agree


Certification Statement

Prior to accessing the Certificate of Representation module, you must agree to the Certification Statement. This screen shot displays the Certification Statement. If you are a designated representative or alternate designated representative, you are agreeing to the certification statement by clicking the Agree button. If you are an agent for a designated representative or alternate designated representative, you are submitting the certification statement on behalf of the designated or alternate designated representative.

If you click the Disagree button, you will be taken back to the Certificate of Representation Process screen. If you click Agree, you will be taken to the Certificate of Representation module.



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Select Facility

My Facilities

Facility Name	Facility ID (ORISPL)	State
Arsenal Hill Power Plant	1416	LA
Big Sandy	1353	KY
Breed	984	IN
Cardinal	2828	OH
Ceredo Generating Station	55276	WV
Clinch River	3775	VA
Comanche (8059)	8059	OK
Conesville	2840	OH
Darby Electric Generating	55247	OH

?

Select

Page 1 of 5

Select Facility

On the Select Facility screen, you will see all facilities for which you are either a representative or a representative's source management agent. You may sort the columns by clicking on the column headings. You may scroll through the pages by clicking the arrows at the bottom of the grid.

You must click a row in the grid and then click the highlighted Select button to continue.

CAMD Business System CLEAN AIR MARKET PROGRAMS

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Facility: Clinch River, VA (3775)

Facility Information ?

* Facility ID (ORISPL) 3775

* Facility Name Clinch River

* State Virginia

* County Russell

EPA Region Region 3

* Latitude 36.9333

* Longitude -82.1997

State ID

EPA AIRS ID 511670003

FRS ID 110000585581

NERC Region East Central Area Reliability Coordination Agreement

Facility Description

* Indicates required field

Facility

My Facilities

Facility Information

Primary Representative

Alternate Representative

Units

1

2

3

Add a Unit

Generators

1

2

3

Add a Generator

Submit

Facility Information

The Facility Information screen displays information for the selected facility as well as a navigation panel on the right side of the screen that lists the main areas of the Certificate of Representation module -- facilities and facility information, representatives, unit information, including owners, operators, and programs, and generator information. The owner/operator and program information will appear when you select a unit.

You can return to the list of facilities at any time by clicking the "My Facilities" link, but first you must Save and Submit any edits to the current facility, or all of your changes will be lost. See the section titled '[Submit](#)'.

On the left side of the screen, you can add and edit detailed facility information. Asterisks indicate required fields.

If you are missing required information, you must add it before saving your data, or else you will receive errors when you try to submit to the EPA database. If you have questions about any of the required data fields, contact CAMD using the Contact Us link at the top of the screen.

After making edits to the Facility details, you must click the highlighted Save button before continuing to another panel or else your changes will be lost. At this point, the data have been saved, but not submitted to the EPA database. See the section titled '[Submit](#)'.

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Facility: Clinch River, VA (3775)

Facility Information

* Facility ID (ORISPL) 3775 Save

* Facility Name Clinch River

* State Virginia

* County Rockbridge

EPA Region Region 3

* Latitude 36.9333

* Longitude -82.1997

State ID

EPA AIRS ID 5116700003

FRS ID 110000585581

NERC Region East Central Area

Facility Description

* Indicates required field

Result

Your changes have been saved, but not submitted to the EPA.

To submit the changes to the EPA, click the Submit button and enter your CBS User Name, Password and the answer to your Challenge Question

Facility

My Facilities

Facility Information

Primary Representative

Alternate Representative

Units

1

2

3

Add a Unit

Generators

1

2

3

Add a Generator

Submit

Save

After clicking the Save button, a results message will appear. This results message will appear every time you save edits to a panel.

In this example, there were no errors so the message simply reminds you that your changes have been saved, but not submitted to the EPA database.


You will still need to click the Submit button after you have completed all of your edits to this facility to submit the saved data to the EPA database. See the section titled ['Submit'](#).

If there were errors on the panel, they would be displayed in the "Results" message.


You would need to correct those errors before attempting to save again.

Some errors can only be identified when you click the Submit button and you will have an opportunity to correct those errors prior to submitting your data to the EPA database.

To continue, click the highlighted Close button.



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Facility: Clinch River, VA (3775)

Facility Information
?

* Facility ID (ORISPL) 3775

Save

* Facility Name Clinch River

* State Virginia

* County Rockbridge

EPA Region Region 3

* Latitude 36.9333

* Longitude -82.1997

State ID

EPA AIRS ID 5116700003

FRS ID 110000585581

NERC Region East Central Area Reliability Coordination Agreement

Facility Description

* Indicates required field

Facility

My Facilities

Facility Information

Primary Representative

Alternate Representative

Units

1

2

3

Add a Unit

Generators

1

2

3

Add a Generator

Submit

Select Representative Panel

To edit your Primary Representative information, click the highlighted Primary Representative button in the right panel.

The screenshot displays the CAMD Business System interface. At the top, there is a header with the EPA logo and the text "CLEAN AIR MARKET PROGRAMS" and "CAMD Business System". Below the header is a navigation bar with links: Home, Reports, Help, Definitions, and Contact Us. The user is logged in as "DUser" and can click "Logout".

The main content area shows the "Facility: Clinch River, VA (3775)". Below this is the "Current Primary Representative" panel. It contains a table with the following data:

Name	Programs
Demo User	Edit Contact Information
	Acid Rain Program CAIR NOx Annual Program CAIR NOx Ozone Season Program CAIR SO2 Annual Program Transport Rule NOx Annual Transport Rule NOx Ozone Season Transport Rule SO2 Annual Group 1

There is a button labeled "Associate Rep w/Programs" next to the "Edit Contact Information" link. On the right side of the interface is a navigation panel with the following sections:


- Facility**
 - My Facilities
 - Facility Information
 - Primary Representative
 - Alternate Representative
- Units**
 - 1
 - 2
 - 3
 - Add a Unit
- Generators**
 - 1
 - 2
 - 3
 - Add a Generator

At the bottom of the navigation panel is a "Submit" button.


Select Representative Panel (continued)

You can edit the primary representative's contact information by clicking the highlighted Edit Contact Information link.

You may also edit information for the alternate representative by clicking the Alternate Representative link from the navigation panel on the right, and then clicking the Edit Contact Information link.



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Facility: Clinch River, VA (3775)

Current Primary Representative ?

Name Demo User

Programs
Acid Rain Program
CAIR NOx Annual Program
CAIR NOx Ozone Season Program
CAIR SO2 Annual Program
Transport Rule NOx Annual
Transport Rule NOx Ozone Season
Transport Rule SO2 Annual Group 1

Edit Primary Representative Profile Information ?

* Name Demo User

Title VP - Environmental Services

* Person Type Facility/Staff Management

Save

Edit Primary Representative Profile Information ?

* Name Demo User

Title VP - Environmental Services

* Person Type Facility/Staff Management

Save

* Company Name AEP

Similar Names Already in the Database

* Country United States

* Address 1 Riverside Plaza

* City/State/Zip Anywhere Ohio 12345

* Email demo.user@test.com

* Phone (555) 555-5555 Ext.

Alternate Phone

Fax

* Indicates required field

Facility

My Facilities

Facility Information

Primary Representative

Alternate Representative

Units

1

2

3

Add a Unit

Generators

1

2

3

Add a Unit

Generators

1

2

3

Add a Generator

Submit

Edit Contact Information

You can edit the representative's contact information, including address, phone number, fax number, title, company name, and email address. You cannot edit a representative's name. If a name change is needed, contact CAMD by clicking on the Contact Us link at the top of the screen. After making edits to the contact information, click the highlighted Save button before continuing to another panel or else your changes will be lost. At this point, the data have been saved, but not submitted to the EPA database. See the section titled '[Submit](#)'.

The screenshot shows the CAMD Business System interface. At the top, there's a header with the EPA logo and 'United States Environmental Protection Agency'. Below that is a navigation bar with links: Home, Reports, Help, Definitions, Contact Us. A status bar indicates 'Logged in as (DUser)' and a 'Logout' link. The main content area is titled 'Facility: Clinch River, VA (3775)'. On the left, under 'Current Alternate Representative', there's a table with columns 'Name' and 'Programs'. The 'Name' column shows 'Test User' with a link 'Edit Contact Information'. The 'Programs' column lists several programs: Acid Rain Program, CAIR NOx Annual Program, CAIR NOx Ozone Season Program, CAIR SO2 Annual Program, Transport Rule NOx Annual, Transport Rule NOx Ozone Season, and Transport Rule SO2 Annual Group 1. To the right of this table are three buttons: 'Remove Representative', 'Replace Representative' (highlighted with a red box), and 'Associate Rep w/Programs'. On the right side of the interface, there's a sidebar with sections: 'Facility' (containing links for My Facilities, Facility Information, Primary Representative, and Alternate Representative), 'Units' (containing a list of units 1, 2, 3 and an 'Add a Unit' link), and 'Generators' (containing a list of generators 1, 2, 3 and an 'Add a Generator' link). At the bottom right of the sidebar is a 'Submit' button.

Replace Representative

To replace the Primary or Alternate Representative, click the highlighted Replace Representative button.

The rules about assigning Primary Representatives are as follows:

- A representative may not replace himself/herself with someone else;
- An Alternate Representative or a Source Management Agent can make himself/herself the Primary Representative;
- A Primary Representative can associate herself with new programs;
- A Primary Representative can associate the Alternate Representative with new programs;
- A Primary Representative can add or remove an Alternate Representative; and
- Facilities must have the same Primary and Alternate Representative for all programs.

The Primary Representative may remove the Alternate Representative by clicking the Remove Representative button. Note: a facility must always have an active Primary Representative. Alternate Representatives are optional.

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Facility: Clinch River, VA (3775)

Current Alternate Representative ?

Name Demo User

Programs Acid Rain Program
 CAIR NOx Annual Program
 CAIR NOx Ozone Season Program
 CAIR SO2 Annual Program
 Transport Rule NOx Annual
 Transport Rule NOx Ozone Season
 Transport Rule SO2 Annual Group 1

Replace Alternate Representative ?

Search by Last Name for similar names before adding a new person to the database Save

Last Name Smith

* Similar Names Already in the Database
 Smith, John (SRA International, Inc.)

Add New Person

Programs
☐ Acid Rain Program
☐ CAIR NOx Annual Program
☐ CAIR NOx Ozone Season Program
☐ CAIR SO2 Annual Program
☐ Transport Rule NOx Annual
☐ Transport Rule NOx Ozone Season
☐ Transport Rule SO2 Annual Group 1

Facility
 My Facilities
 Facility Information
 Primary Representative
 Alternate Representative

Units
 1
 2
 3
 TEST
 Add a Unit

Generators
 1
 2
 3
 Add a Generator


Submit

Replace Representative (continued)


On this screen, you are able to search the database for the person that is going to replace the Alternate representative. If the person is not in the EPA database, you may click the Add New Person button to enter his or her contact information. **Please note that you will not be able to add a new person to the EPA database if his or her email address already exists in the EPA database.**

If you search for the person and they are in the EPA database, select the person by clicking that person's name in the list so they appear in the Last Name field.

After selecting the person, you must select all the applicable programs by clicking the highlighted program checkboxes.



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Facility: Clinch River, VA (3775)

Current Alternate Representative

Name

Test User

Programs

Acid Rain Program
CAIR NOx Annual Program
CAIR NOx Ozone Season Program
CAIR SO2 Annual Program
Transport Rule NOx Annual
Transport Rule NOx Ozone Season
Transport Rule SO2 Annual Group 1

Replace Alternate Representative

Search by Last Name for similar names before adding a new person to the database

Last Name

Smith

* Similar Names Already in the Database

Smith, John (US EPA)

Add New Person

Programs

☒ Acid Rain Program
☒ CAIR NOx Annual Program
☒ CAIR NOx Ozone Season Program
☒ CAIR SO2 Annual Program
☒ Transport Rule NOx Annual
☒ Transport Rule NOx Ozone Season
☒ Transport Rule SO2 Annual Group 1

Save

Facility

My Facilities
Facility Information
Primary Representative
Alternate Representative

Units

1
2
3
Add a Unit


Generators

1
2
3
Add a Generator


Submit

Replace Representative (continued)

To continue, click the highlighted Save button. At this point, the data have been saved, but not submitted to the EPA database. See the section titled '[Submit](#)'.



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Facility: Clinch River, VA (3775)

Facility Information

* Facility ID (ORISPL) 3775

* Facility Name Clinch River

* State Virginia

* County Russell

EPA Region Region 3

* Latitude 36.9333

* Longitude -82.1997

State ID

EPA AIRS ID 5116700003

FRS ID 110000585581

NERC Region East Central Area Reliability Coordination Agreement

Facility Description

Save

Facility

My Facilities

Facility Information

Primary Representative

Alternate Representative

Units

1

2

3

Add a Unit

Generators

1

2

3


Add a Generator

Submit


* Indicates required field

Select Unit

To edit unit data for the selected facility you must select a unit from the menu on the right, which lists all units that currently exist in the CAMD database for this facility. Click the highlighted unit to continue.



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Facility: Clinch River, VA (3775)

Unit Information

* Unit ID 3

State Unit ID

* Type of Unit

Dry bottom vertically-fired boiler

* Source Category

Electric Utility

* NAICS Code

Fossil fuel electric power generation

* Was the unit moved from another facility?

No

Commence Operation Date

12/31/1961 Actual

Commence Commercial Operation Date

12/31/1961 Actual

Actual 90th Operating Day

* Operating Status

Operating as of 12/31/1961

Generator IDs associated with this Unit

3

Unit Description

* Indicates required field

Save

Owner(s) and Operator for Unit 3

Appalachian Power Company

Add New Owner/Operator

Program(s) for Unit 3

Acid Rain Program

CAIR NOx Annual Program

CAIR NOx Ozone Season Program

CAIR SO2 Annual Program

NOx Budget Trading Program

Transport Rule NOx Annual

Transport Rule NOx Ozone Season

Transport Rule SO2 Annual Group 1

Facility

My Facilities

Facility Information

Primary Representative

Alternate Representative

Units

1

2

3

Add a Unit

Generators

1

2

3

Add a Generator

Submit

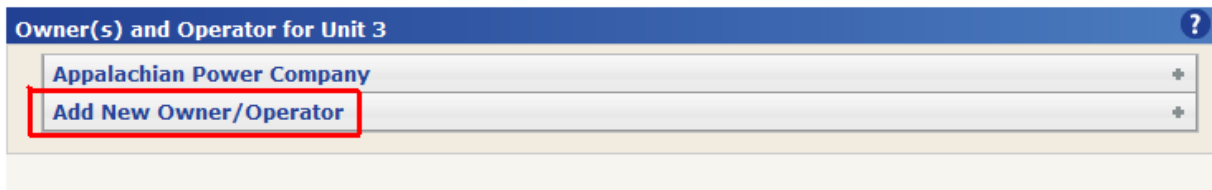
Unit Information

All unit information is displayed on this panel. Asterisks indicate required fields. As with other screens, required data must be entered.

If you edit the unit information, click the Save button. At this point, the data have been saved, but not submitted to the EPA database. See section titled '[Submit](#)'.

If you need to make edits to a field that is not editable, for example, commence operation date, you must contact CAMD by clicking the Contact Us link at the top of the screen. The lower panels on this screen allow you to edit Owners, Operators, and Programs for this unit.

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Add New Owner/Operator

The Owner/Operator panel displays existing Owners and Operators for the selected unit. You may also add a new Owner/Operator for the selected unit on this panel.

To continue, click the highlighted Add New Owner/Operator link.

Owner(s) and Operator for Unit 3 ?

Appalachian Power Company +

Add New Owner/Operator -

* Company Name

Similar Names Already in the Database

- AEP United Sciences Testing Inc.
- Air Compliance Testing, Inc.
- Al Perry & Associates, Inc.
- Albany Cogeneration Associates, LP
- American Environmental Testing Inc.
- ATC Associates
- Bates College
- Batesville Generation Facility
- Borger Energy Associates, LP
- Cartwright Associates

* Owner or Operator? ☐ Operator ☐ Owner ☐ Owner/Operator

Save

Add New Owner/Operator (continued)

You must always have an owner and operator present so you must add a new owner or operator before you remove an existing one.

On this screen, you are able to search the EPA database for company names. You should first search the EPA database for the company name. If it exists in the database, it will appear in the box titled 'Similar Names Already in the Database'. If it does not exist, type the Company Name in the Company Name field. Click on the name, select the appropriate Owner/Operator radio button, and click the Save button. If there is more than one owner, make the next selection and click the Save button.

At this point, the data have been saved but not submitted to the EPA database. See the section titled '[Submit](#)'.

Owner(s) and Operator for Unit 4		?
American Energy Fuels & Services		+
Test Company		+
Add New Owner/Operator		+

Remove Owner/Operator

To remove an existing Owner or Operator, click the highlighted Company Name to expand the panel.

Owner(s) and Operator for Unit 4

American Energy Fuels & Services

Test Company

Company Name Test Company

* Owner or Operator? ☐ Operator ☐ Owner ☒ Owner/Operator

Remove

Save

Add New Owner/Operator

Remove Owner/Operator (continued)

To remove the Company, click the highlighted Remove button.

Remember, you must always have an Owner or Operator present so you must add a new Owner or Operator before you remove an existing one.

When you are finished with your Owner/Operator changes for the unit, click the Save button. At this point, the data have been saved but not submitted to the EPA database. See the section titled '[Submit](#)'.

Program(s) for Unit 4	
Acid Rain Program	+
CAIR NOx Annual Program	+
Add New Program	+

Add New Program

This screen shot displays the current Programs associated with the unit. To add another program, click the highlighted Add New Program button.


If you have any questions about program applicability, contact CAMD by clicking the Contact Us link at the top of any screen.

Program(s) for Unit 4

Acid Rain Program

CAIR NOx Annual Program

Add New Program

* Program 

EGU ☐ Yes ☐ No

Save

Add New Program (continued)

The Add New Program panel allows you to select a program from the highlighted drop down. It also allows you to select whether the unit is an Electric Generating Unit.

Program(s) for Unit 4

Acid Rain Program

CAIR NOx Annual Program

Add New Program

* Program Transport Rule NOx Annual

EGU ☐ Yes ☒ No

Save

Add New Program (continued)

After selecting the program to add for the unit, click the highlighted Save button. You will have to add and save one program at a time.

At this point, the data have been saved but not submitted to the EPA database. See the section titled [Submit](#).

Note that you cannot remove programs through CBS; you must contact CAMD for help with removing programs.

Program(s) for Unit 3	
Acid Rain Program	+
CAIR NOx Annual Program	+
CAIR NOx Ozone Season Program	+
CAIR SO2 Annual Program	+
NOx Budget Trading Program	+
Transport Rule NOx Annual	+
Transport Rule NOx Ozone Season	+
Transport Rule SO2 Annual Group 1	+

Program(s) for Unit

The Program(s) for Unit section displays the existing programs for the selected unit. You may view detailed program information by expanding each panel.

To continue, click the highlighted expand symbol.

Program(s) for Unit 3
?

Acid Rain Program

* Program Acid Rain Program
Unit Classification Phase 2
Initial Unit Monitor Certification Begin Date 01/01/1995
Unit Monitor Certification Deadline 01/01/1995
Emissions Recording Begin Date 01/01/1995
Trueup Begin Year
Deferred? No
Deferment End Date
Opt-in? No
EGU Yes
Repowered?
Current Exemption

CAIR NOx Annual Program

CAIR NOx Ozone Season Program

CAIR SO2 Annual Program

NOx Budget Trading Program



Transport Rule NOx Annual

Transport Rule NOx Ozone Season

Transport Rule SO2 Annual Group 1

Program(s) for Unit (continued)

The Program(s) for Unit panel displays detailed information for the selected program and unit. You may collapse this panel by clicking the highlighted minus symbol in the top right corner.

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Facility: Clinch River, VA (3775)

Unit Information

* Unit ID 4

Save

State Unit ID

* Type of Unit
Other turbine

* Source Category
Industrial Turbine

* NAICS Code
Electric power distribution

* Was the unit moved from another facility?
No

* Commence Operation Date
05/19/2012
(MM/DD/YYYY)
☐ Actual
☒ Projected

Commence Commercial Operation Date
(MM/DD/YYYY)
☐ Actual
☐ Projected

Actual 90th Operating Day

* Operating Status
Future
as of 05/19/2012

Generator IDs associated with this Unit
1

Unit Description

* Indicates required field

Owner(s) and Operator for Unit 4

Test Company

Add New Owner/Operator

Program(s) for Unit 4

Transport Rule NOx Annual

Add New Program

Facility

My Facilities
Facility Information
Primary Representative
Alternate Representative

Units

1
2
3
4
TEST
Add a Unit

Generators


1
2
3
Add a Generator

Submit


Add a Generator

All generators associated with this facility's units are listed in the right menu.

To add a new one, click the highlighted Add a Generator button in the right panel.



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Facility: Clinch River, VA (3775)

Enter the Generator ID and the Nameplate Capacity value (electrical generating output capacity, expressed in MWe). Assign the Generator to a Unit ID(s) or check the Unit does not Serve an Electrical Generator box. See the definition of Nameplate Capacity in 40 CFR 72.2 for more information.

Generator Information
?

* Generator ID

Save

* Nameplate Capacity

Acid Rain
 MWe

CAIR/Transport Rule
 MWe

Assigned To Unit ID

☐ 1
☐ Unit does not Serve an Electrical Generator

☐ 2
☐ Unit does not Serve an Electrical Generator

☐ 3
☐ Unit does not Serve an Electrical Generator

☐ 4
☐ Unit does not Serve an Electrical Generator

☐ TEST
☐ Unit does not Serve an Electrical Generator

* Indicates required field

Facility

My Facilities

Facility Information

Primary Representative

Alternate Representative

Units

1

2

3

4

TEST

Add a Unit

Generators

1

2


3

Add a Generator


Add a Generator (continued)

This screen displays the Generator Information screen. You must enter a Generator ID and Nameplate Capacity and then associate the generator with a unit by clicking the checkbox to the left of the unit name. Multiple units can be associated with a generator. If a unit is not currently associated with any generators, the “Unit does not Serve an Electrical Generator” checkbox should be checked on this screen.

To continue, click the highlighted Save button. At this point, the data have been saved, but not submitted to the EPA database. See the section titled ‘[Submit](#)’.



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Facility: Clinch River, VA (3775)

Unit Information

* Unit ID 3

State Unit ID

Save

* Type of Unit Dry bottom vertically-fired boiler

* Source Category Electric Utility

* NAICS Code Fossil fuel electric power generation

* Was the unit moved from another facility? No

Commence Operation Date 12/31/1961 Actual
Commence Commercial Operation Date 12/31/1961 Actual
Actual 90th Operating Day
* Operating Status Operating as of 12/31/1961

Generator IDs associated with this Unit 3

Unit Description

* Indicates required field

Owner(s) and Operator for Unit 3

Appalachian Power Company
Add New Owner/Operator

Program(s) for Unit 3

Acid Rain Program
CAIR NOx Annual Program
CAIR NOx Ozone Season Program
CAIR SO2 Annual Program
NOx Budget Trading Program
Transport Rule NOx Annual
Transport Rule NOx Ozone Season
Transport Rule SO2 Annual Group 1

Facility

My Facilities
Facility Information
Primary Representative
Alternate Representative

Units

1
2
3
Add a Unit

Generators


1
2
3
Add a Generator

Submit


Add a Unit

You can also add new units to the selected facility in this module.

To continue, click the highlighted Add a Unit button in the right panel.



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Logged in as (DUser)
Logout

Facility: Clinch River, VA (3775)

Unit Information

* Unit ID

State Unit ID

* Type of Unit

* Source Category

* NAICS Code

* If this is the first time the unit has been identified on the Certificate of Representation for this facility, was the unit moved from another facility?
☐ Yes
☒ No

* Commence Operation Date
 (MM/DD/YYYY) Projected

Commence Commercial Operation Date
 (MM/DD/YYYY) Projected

* Operating Status
Future as of 03/05/2012

Unit Description

Save

Facility

My Facilities

Facility Information

Primary Representative

Alternate Representative

Units

1

2

3

Add a Unit

Generators

1

2

3

Add a Generator

Submit

* Indicates required field

Add a Unit (continued)

This screen shot shows the Add a Unit screen. All fields marked with an asterisk are required. You must enter the new unit information and click the Save button to continue.

The screenshot displays the CAMD Business System interface. At the top, the header includes the 'CLEAN AIR MARKET PROGRAMS' logo, the 'CAMD Business System' title, and the EPA logo with 'United States Environmental Protection Agency'. A navigation bar contains links for Home, Reports, Help, Definitions, and Contact Us. The user is logged in as '(DUser)'.

The main content area is titled 'Facility: Clinch River, VA (3775)'. Below this, the 'Unit Information' form is visible. A 'Result' message box is overlaid on the form, containing the following text:

Result

Please enter Owner/Operator, Generator, and Program Information, as appropriate.

Your changes have been saved, but not submitted to the EPA.

To submit the changes to the EPA, click the Submit button and enter your CBS User Name, Password and the answer to your Challenge Question

The form includes fields for Unit ID (4), Commence Commercial Operation Date (MM/DD/YYYY), and Operating Status (Future as of 03/05/2012). A 'Unit Description' text area is also present. A 'Save' button is located in the top right corner of the form.

On the right side, a sidebar menu lists 'Facility' options (My Facilities, Facility Information, Primary Representative, Alternate Representative) and 'Units' (1, 2, 3). Below this, there are sections for 'Generators' (1, 2, 3) and a 'Submit' button.

* Indicates required field

Add a Unit (continued)

When you add a new unit, you will have to provide the owner/operator and program information for the new unit. The message in the results box will remind you to do so.

After closing the message, you will see the Unit Information screen with menus for Owner and Operator(s) and Program(s) for the new unit.

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Facility: Clinch River, VA (3775)

Unit Information ?

* Unit ID 4 Save

State Unit ID

Type of Unit Cell burner boiler

Source Category

NAICS Code

* Was the unit moved from another facility? No

Commence Operation Date (MM/DD/YYYY) ☐ Actual ☒ Projected

Commence Commercial Operation Date (MM/DD/YYYY) ☐ Actual ☐ Projected

Actual 90th Operating Day as of

Operating Status as of

Generator IDs associated with this Unit

Unit Description

* Indicates required field

Owner(s) and Operator for Unit 4 ?

Add New Owner/Operator

Program(s) for Unit 4 ?

Add New Program

Facility

My Facilities

Facility Information

Primary Representative

Alternate Representative

Units

1

2

3

4

Add a Unit

Generators

1

2

3

Add a Generator

Submit

Add New Owner/Operator, Program, and Generator for New Unit

The menus for Owner/Operator and Program will now be visible.

To add new owner/operator information, see section titled '[Add New Owner/Operator.](#)'

To add new program information, see section titled '[Add New Program.](#)'

To add new generator information, see section titled '[Add a Generator.](#)'

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Facility: Clinch River, VA (3775)

Enter the Generator ID and the Nameplate Capacity value (electrical generating output capacity, expressed in MWe). Assign the Generator to a Unit ID(s) or check the Unit does not Serve an Electrical Generator box. See the definition of Nameplate Capacity in 40 CFR 72.2 for more information.

Generator Information

* Generator ID

* Nameplate Capacity

Acid Rain

CAIR/Transport Rule

Assigned To Unit ID ☐ 1 ☐ 2 ☐ 3 ☒ 4

* Indicates required field

Result

Your changes have been saved, but not submitted to the EPA.

To submit the changes to the EPA, click the Submit button and enter your CBS User Name, Password and the answer to your Challenge Question

Facility

My Facilities

Facility Information

Primary Representative

Alternate Representative

Units

1

2

3

4

Add a Unit

Generators

1

2

3

Add a Generator

Submit

When you have completed all edits to the Certificate of Representation data for this facility, you need to submit your changes to the EPA database.

If you do not submit your changes, even the data that you saved temporarily on each panel will be lost when you navigate away from this module.

To continue, click the highlighted Submit button.

The screenshot shows the top section of the CAMD Business System interface. It features a blue header with the 'CLEAN AIR MARKET PROGRAMS' and 'CAMD Business System' logos on the left, and the 'EPA United States Environmental Protection Agency' logo on the right. Below the header is a green navigation bar with links for 'Home', 'Reports', 'Contact Us', 'Help', and 'Definitions'. On the right side of the navigation bar, it says 'Logged in as (DUser)' and 'Logout'. Below the navigation bar is a light brown banner with the text 'Review and Submit Facility Workspace Data'.

Please review all of your data prior to submitting. To submit your data, enter your CBS user name and password and answer your challenge question, then click the Submit button.

The screenshot shows a 'Confirm Submission' form. It has a blue header with a question mark icon. The form contains four fields: '* CBS User Name' with the value 'DUser', '* Password' with masked characters, 'Challenge Question' with the text 'What is the middle name of your youngest child?', and '* Answer' with masked characters. A red box highlights the 'Submit' button in the top right corner of the form.

Review and Submit Facility Workspace Data

After clicking the Submit button, you have the opportunity to review all of your Certificate of Representation data for the facility on the Review and Submit Facility Workspace Data screen. You should carefully check your edits and make any further changes prior to submitting your data to the EPA database.

At the top of the Review and Submit screen is the Confirm Submission panel.

You must enter your CBS User Name and Password, and then answer one of your challenge questions, which are selected randomly by the application.

You have three chances to correctly enter your user name, password, and answer to a challenge question. After three failed attempts, you will be locked out of the CBS system.

To continue, click the highlighted Submit button.

The header features the CAMD Business System logo on the left, the text "CLEAN AIR MARKET PROGRAMS" in the center, and the EPA logo with "United States Environmental Protection Agency" on the right. Below this is a green navigation bar with links: Home, Reports, Contact Us, Help, Definitions. On the right side of the navigation bar, it says "Logged in as (DUser)" and a "Logout" link. Below the navigation bar is a light brown banner with the text "Review and Submit Facility Workspace Data".

Please review all of your data prior to submitting. To submit your data, enter your CBS user name and password and answer your challenge question, then click the Submit button.

The "Confirm Submission" form contains fields for:

- * CBS User Name: DUser
- * Password: masked with dots
- Challenge Question: What is
- * Answer: masked with dots

 A "Submit" button is located to the right of the form. A modal window titled "Result" is overlaid on the form, displaying the message "Your changes have been submitted to the EPA." The modal has a close button (X) in its top right corner, which is highlighted with a red box.

Review and Submit Facility Workspace Data (continued)

CBS will validate the data.

If there are no incorrect or missing data, you will receive the message, "Your changes have been submitted to the EPA."

Your edited data are now stored in the EPA database and will be populated in related systems.

If there were any errors in your data, the "Results" message will display the errors.

You must correct these errors, and then click the Submit button again to submit your data to the EPA database.

To continue, click the highlighted Close button.

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Select Facility

My Facilities

Facility Name	Facility ID (ORISPL)	State
Arsenal Hill Power Plant	1416	LA
Big Sandy	1353	KY
Breed	984	IN
Cardinal	2828	OH
Ceredo Generating Station	55276	WV
Clinch River	3775	VA
Comanche (8059)	8059	OK
Conesville	2840	OH
Darby Electric Generating	55247	OH

Select

Page 1 of 5

Review and Submit Facility Workspace Data (continued)

After your changes are submitted, you automatically return to the My Facilities page where you can select another facility.

If you want to review data for a facility in report format, you can do so using the Certificate of Representation Report in the Reports module.

To continue, click the highlighted Reports link.

REPORTS AND QUERIES

Select Report

Select the report type, the specific report, and the report criteria.

Report outputs can be best printed when the print settings on your computer are set to a landscape orientation. If the report can be downloaded (Download button appears at the top of the report) you may download the report to an Excel file, and then print.

Step 1: Select a Report Type

* All Reports

Step 2: Select a Specific Report

Certificate of Representation
 Certificate of Representation -- Historical
 ECMPs Submissions by Facility
 Events Associated with a Facility
 Facility Unit Data (Combined)

Step 3: Specify the Criteria For Your Report

Certificate of Representation
 Certificate of Representation

Facility

This report requires that you select a facility.
 Click continue to find and select your facility.

Continue

Back

[Customer Satisfaction Questionnaire](#)
EXIT CBS

Certificate of Representation Report

In the Reports module, select Certificate of Representation as shown in Step 2, and then click the highlighted Continue button.

You would then highlight the desired facility, and click the Select button.

This will display all of the Certificate of Representation information for that facility. You can print the report or save the report to a file.

Conclusions

In this tutorial, you have learned how to navigate through the Certificate of Representation module to add and edit Certificate of Representation data, including facility and unit information, representatives, owner/operators, programs and generators.

You have learned how to save your data temporarily on each panel, and you have learned how to submit your data to the EPA database.

Finally, you learned how to access the Certificate of Representation report.

If you have any questions, click the Contact Us link at the top of any CBS screen to send an email to the appropriate CAMD staff.