FARR ONLINE REPORTING SYSTEM (FORS) WEBINAR

AGENDA

1. Sign up for a certifier account in FORS
2. Select a facility
3. Sponsor a preparer
4. Troubleshooting

REASONING FOR ONLINE SYSTEM

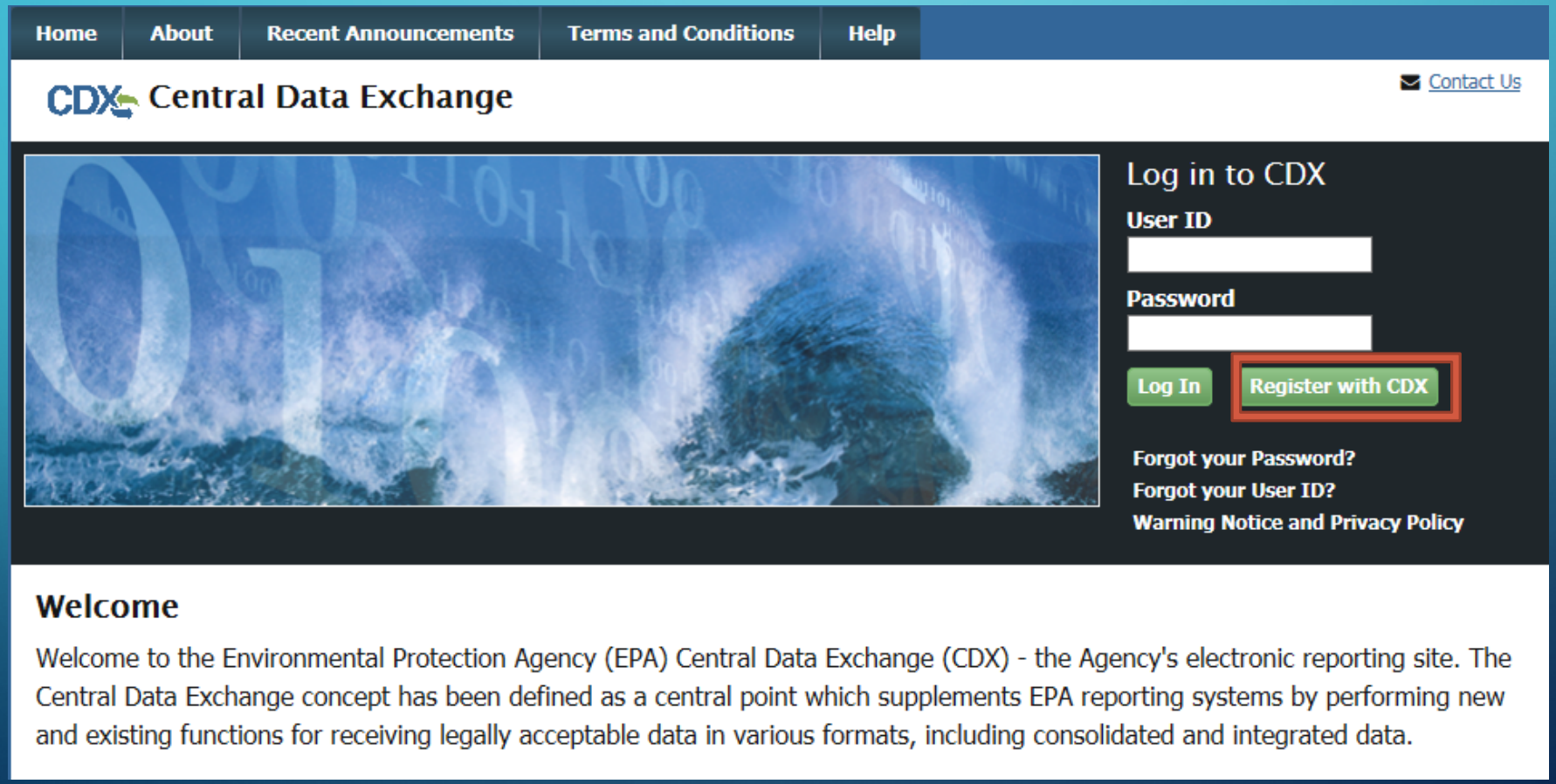
- Effort to save time and resources for both emission sources and EPA
- Provides online back up and retrieval of data
- Initially more time-intense but by next year it will cut down on time and resources
- Not mandatory, although we strongly suggest at least trying to sign up

ACCESSING FORS

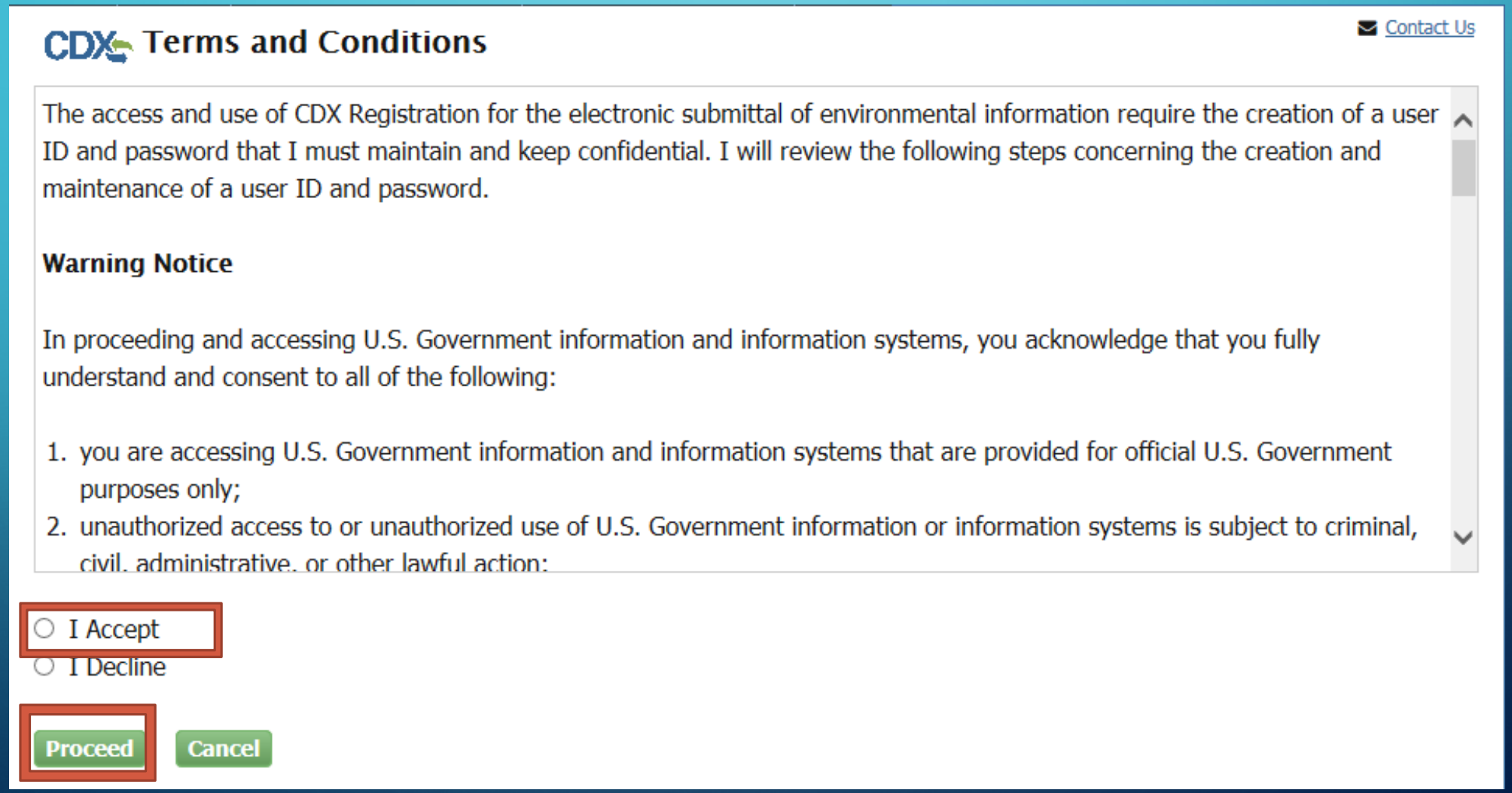
- If you did not receive an email with registration instructions, they are available online on FARR website
- You will be in one of two tracks:
  - On Monday, January 25th you received an email from the helpdesk@epacdx.net inviting you to join CDX, OR
  - You did not receive an email from CDX in your name and will have to enroll directly on the CDX website
- Due to the required identity proofing, please note you cannot use another person's email for registration.

1. SIGN UP FOR A CERTIFIER ACCOUNT IN FORS

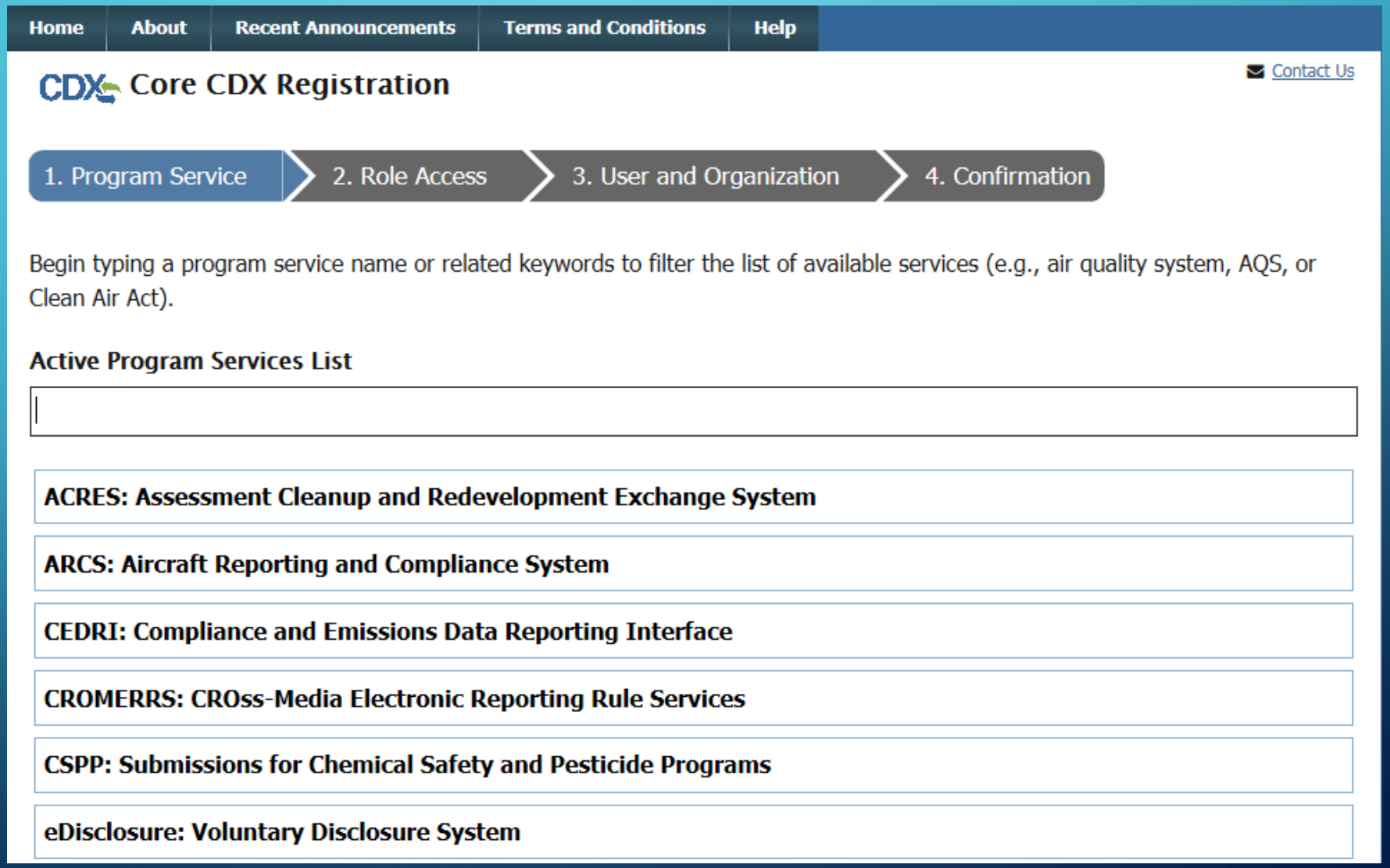
If you did not receive a CDX invitation in your name, go to https://cdx.epa.gov/. Click on "Register with CDX."



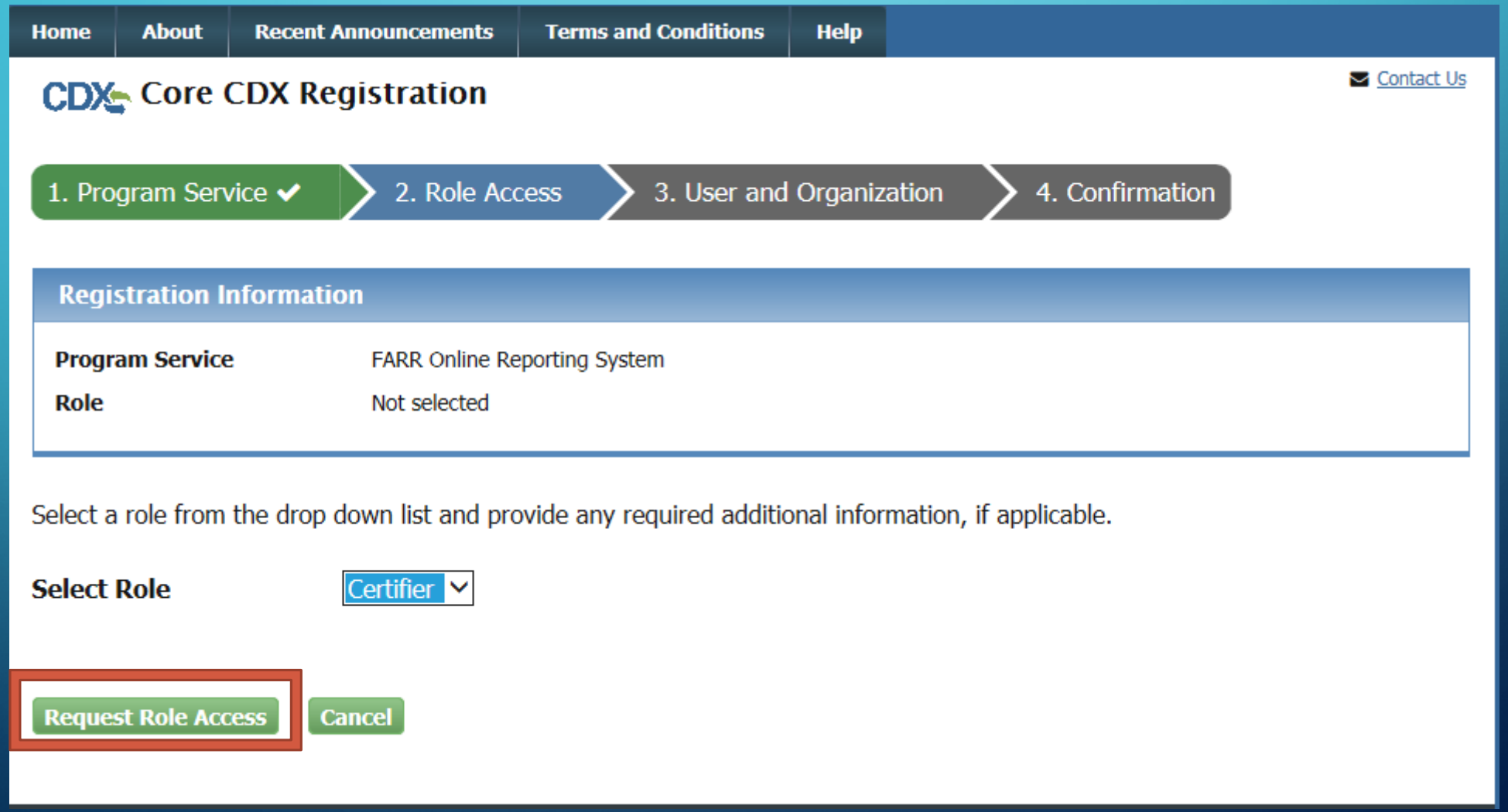
After reading the Terms and Conditions, click on "I Accept" if you agree to them. Then click "Proceed."



In the Active Program Services List, type FORS.



Select your role as “Certifier” and the click “Request Role Access.”

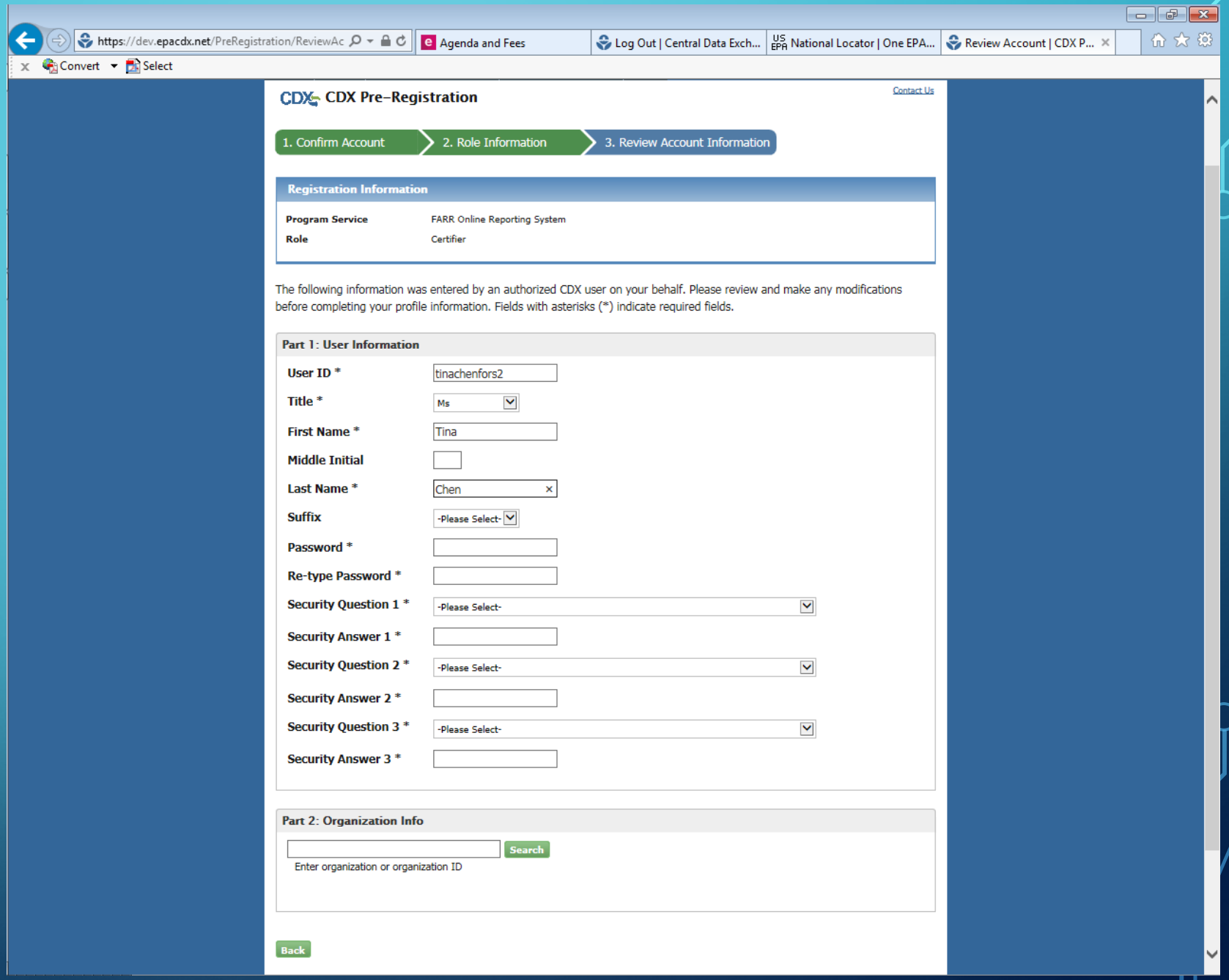


COMPLETE USER PROFILE

PART 1: USER INFORMATION

Provide the required information for all fields marked with an (*)

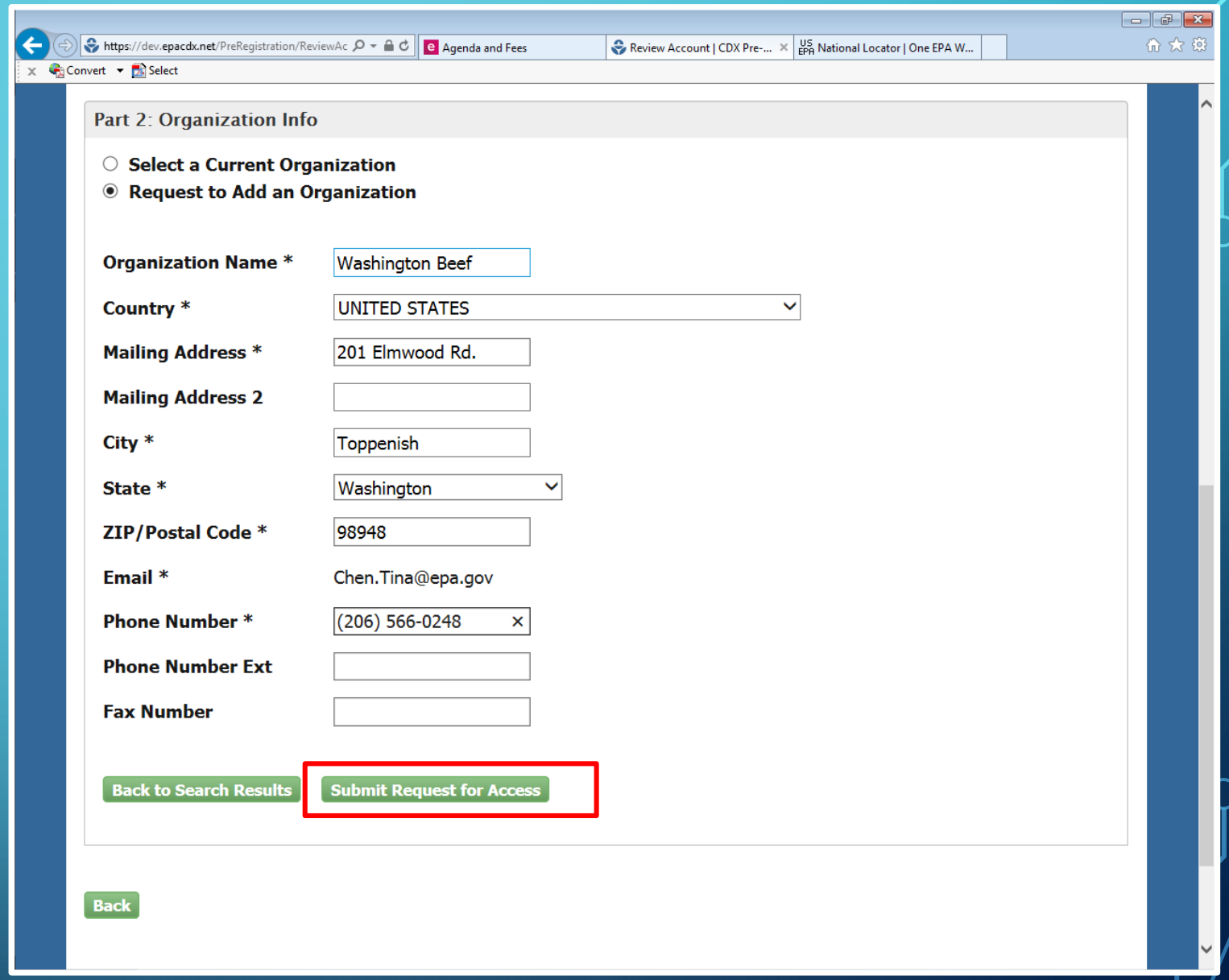
Note: You will create your own User ID.

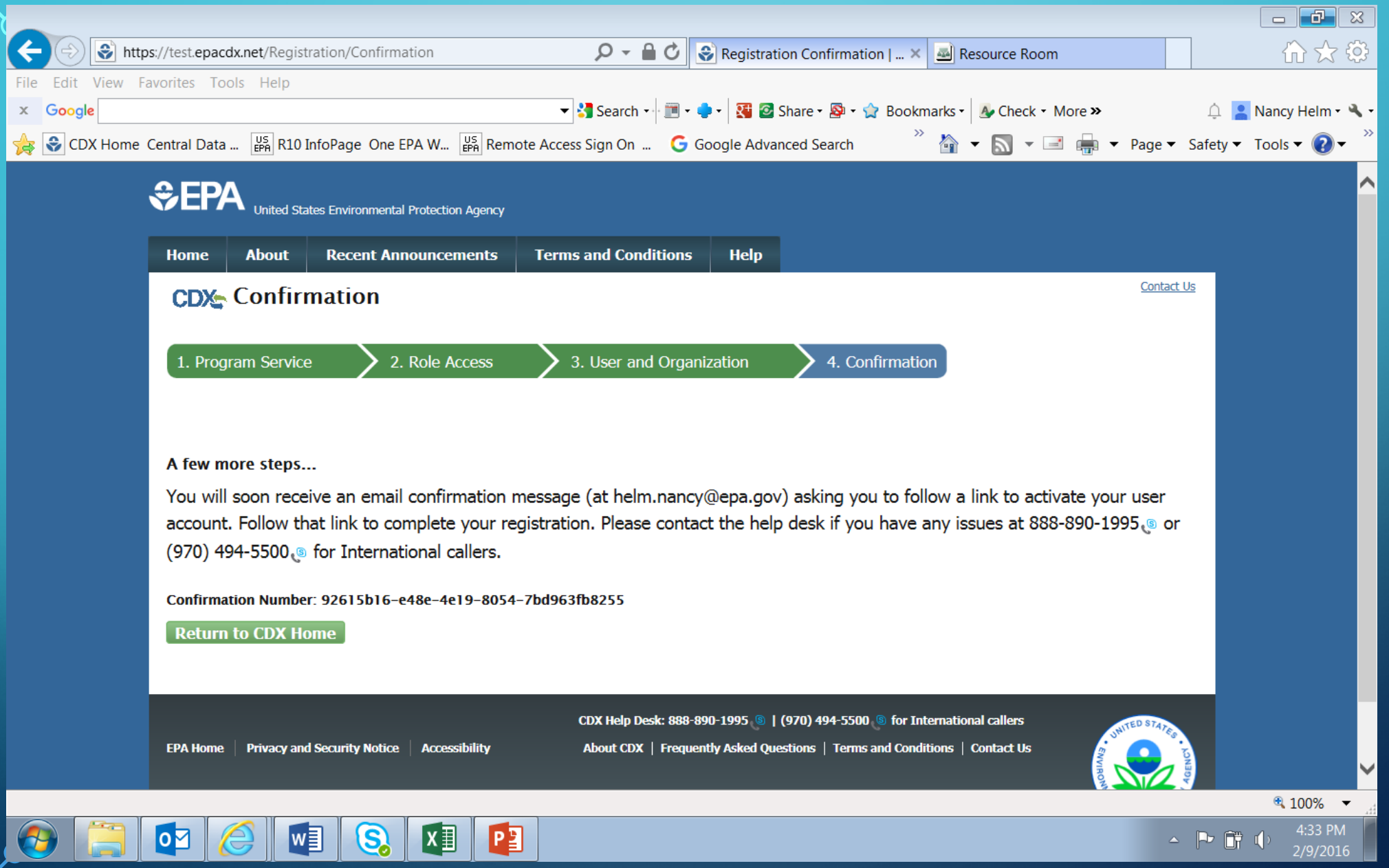


PART 2: ORG INFO

Provide the required information for your organization, all fields marked with an (*)

Select “Submit Request for Access” when done.




https://test.epacdx.net/Registration/Confirmation
Registration Confirmation | ...
Resource Room
File Edit View Favorites Tools Help
Search Share Bookmarks Check More
Nancy Helm
CDX Home Central Data ... R10 InfoPage One EPA W... Remote Access Sign On ... Google Advanced Search
Page Safety Tools
EPA United States Environmental Protection Agency
Home About Recent Announcements Terms and Conditions Help
Contact Us
CDX Confirmation
1. Program Service 2. Role Access 3. User and Organization 4. Confirmation
A few more steps...
You will soon receive an email confirmation message (at helm.nancy@epa.gov) asking you to follow a link to activate your user account. Follow that link to complete your registration. Please contact the help desk if you have any issues at 888-890-1995 or (970) 494-5500 for International callers.
Confirmation Number: 92615b16-e48e-4e19-8054-7bd963fb8255
Return to CDX Home
CDX Help Desk: 888-890-1995 | (970) 494-5500 for International callers
EPA Home | Privacy and Security Notice | Accessibility
About CDX | Frequently Asked Questions | Terms and Conditions | Contact Us
100%
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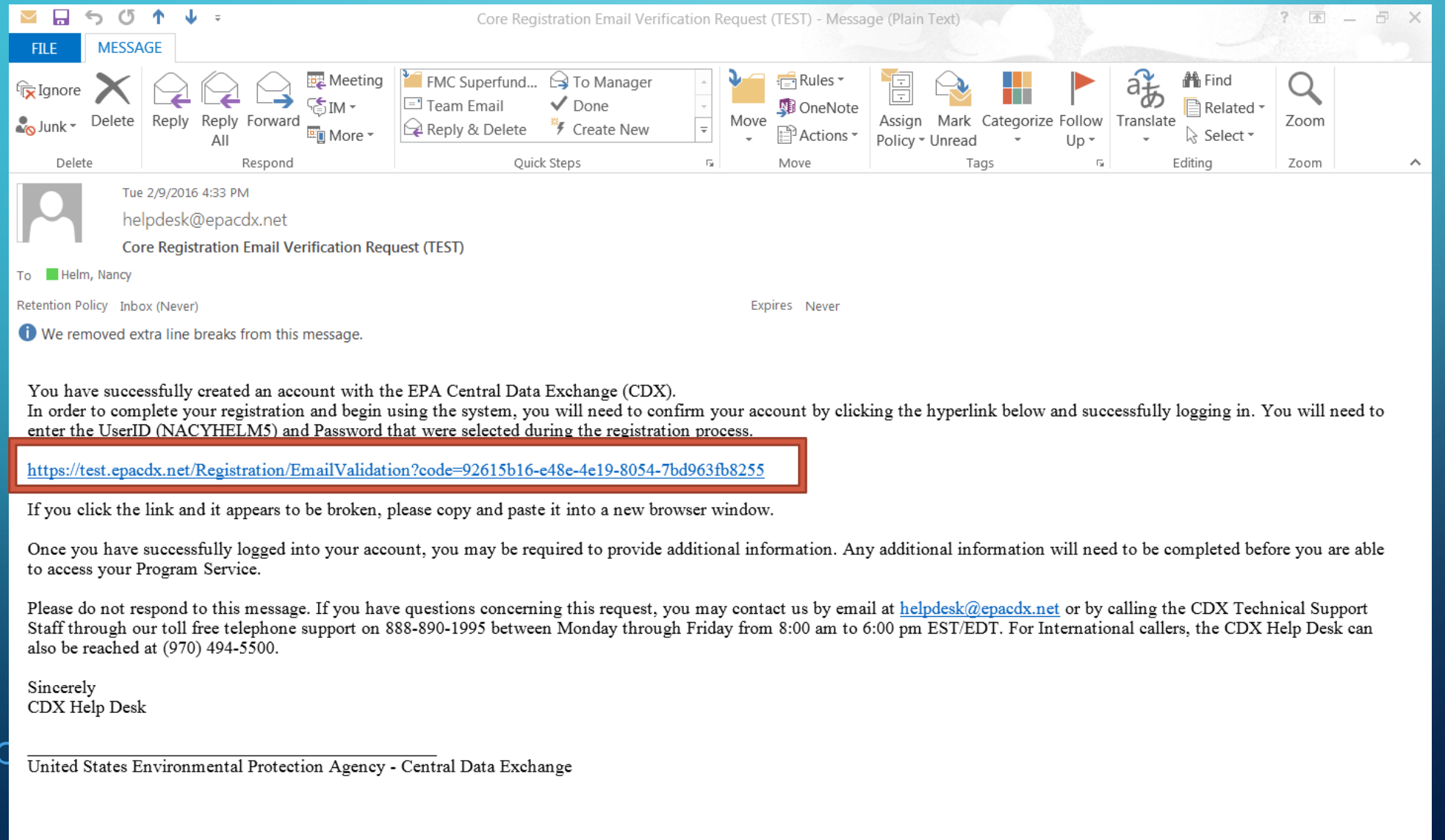
2/9/2016

You will receive a registration email. Click on the hyperlink to confirm your account.

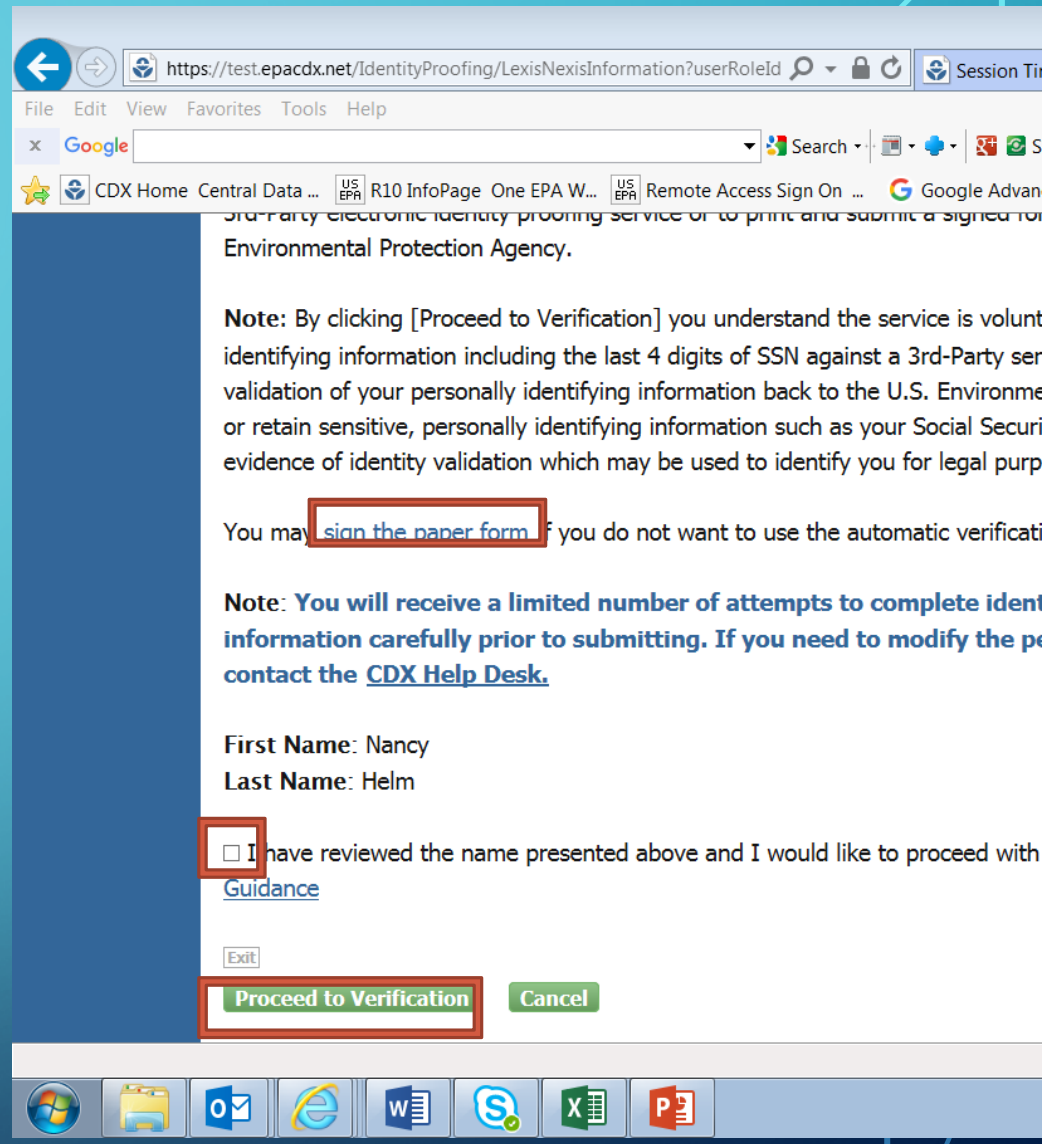


Once you sign in, you have two options for registration:

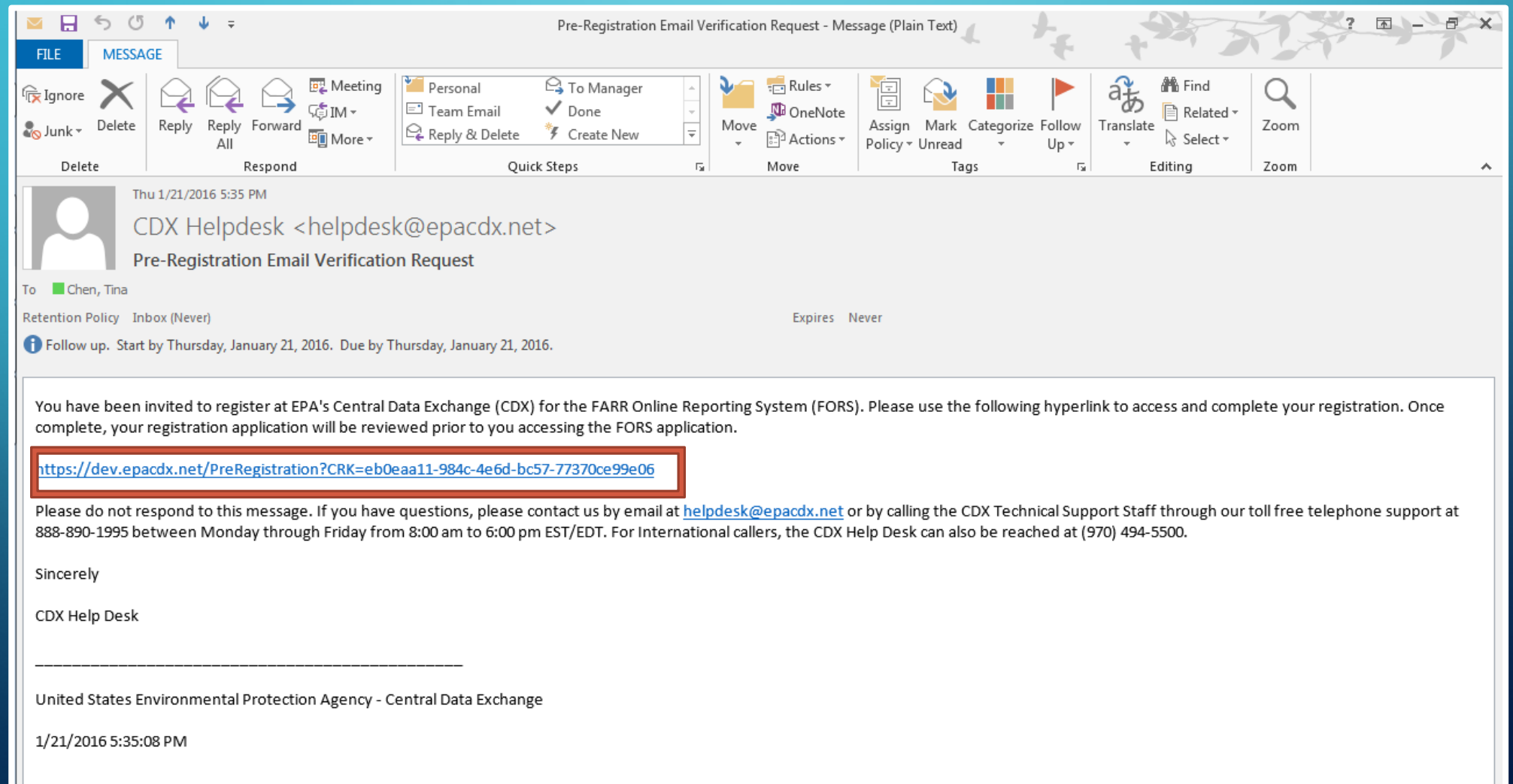
a) Paper form
Click “sign the paper form,” then print the paper, sign, and send through regular mail to EPA, where we will approve your online registration.

OR

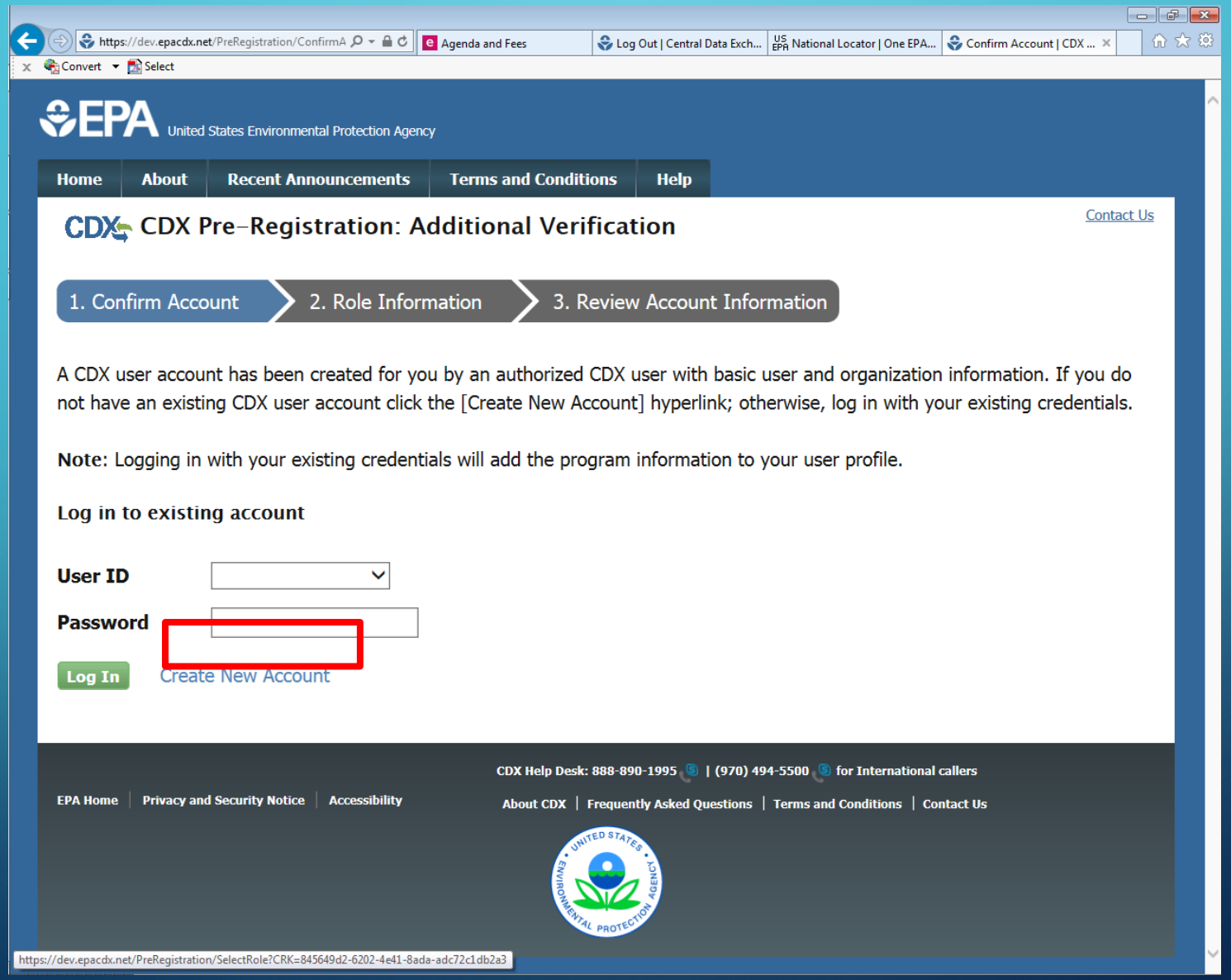
b) Electronic verification through Lexis Nexis
Click square and “Proceed to Verification” with Lexis Nexis. This service is voluntary and identifying information such as the last 4 digits of SSN will not be seen by the EPA. Follow the rest of the instructions on screen.



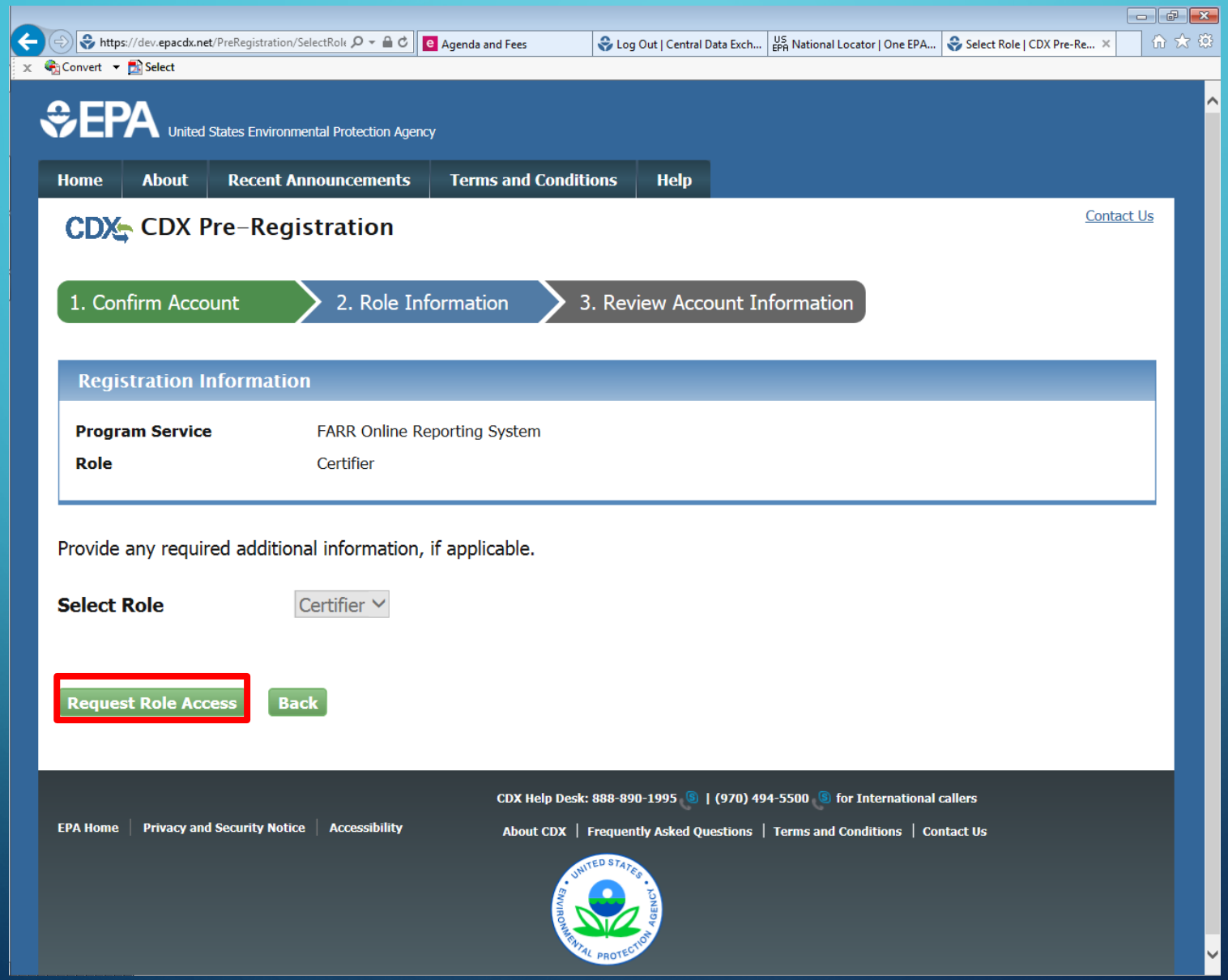
If you received an invitation from CDX, with your name, click on the hyperlink.



Click on “Create New Account.”



Click on “Request Role Access.”

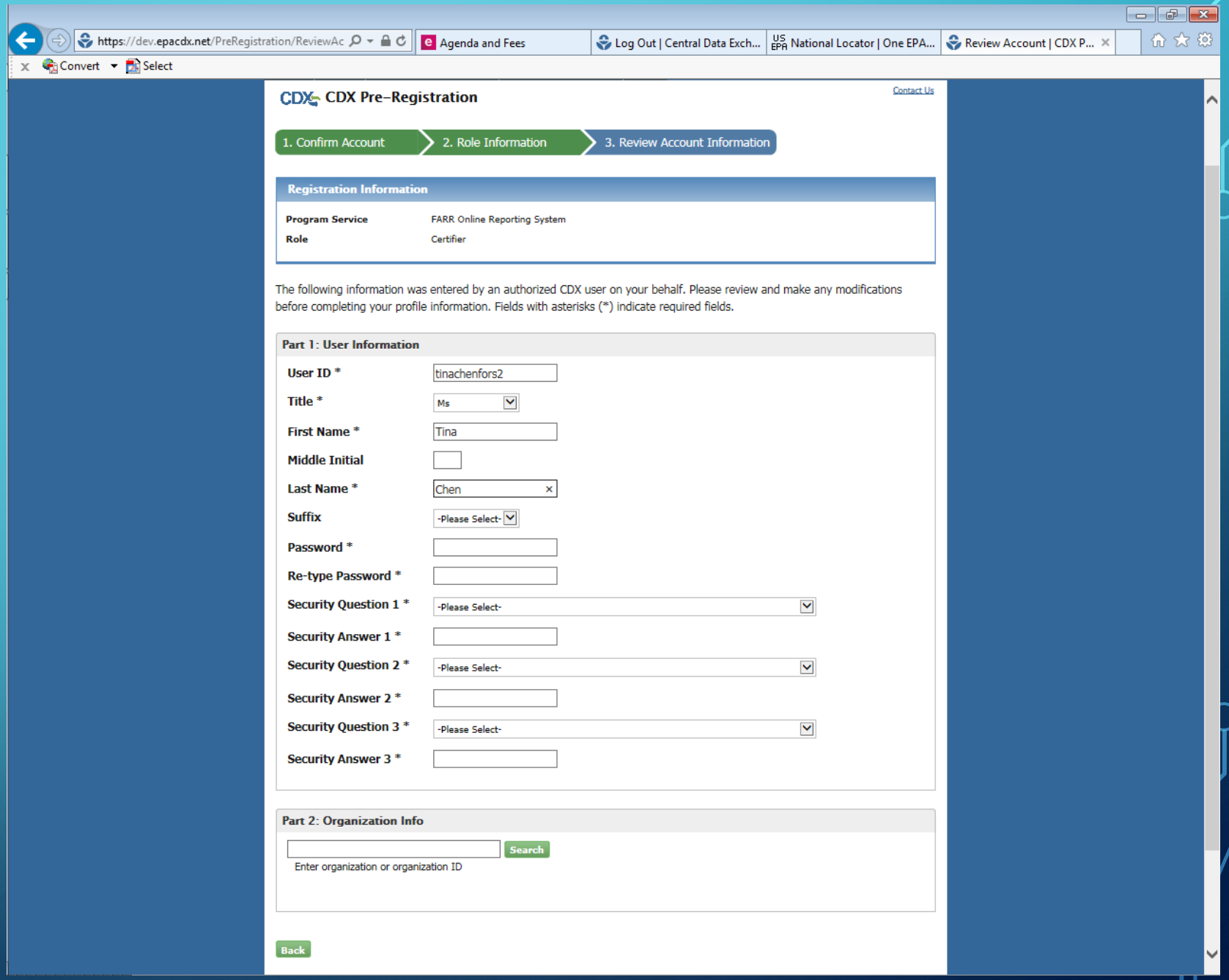


COMPLETE USER PROFILE

PART 1: USER INFORMATION

Complete all required information, fields marked with an (*).

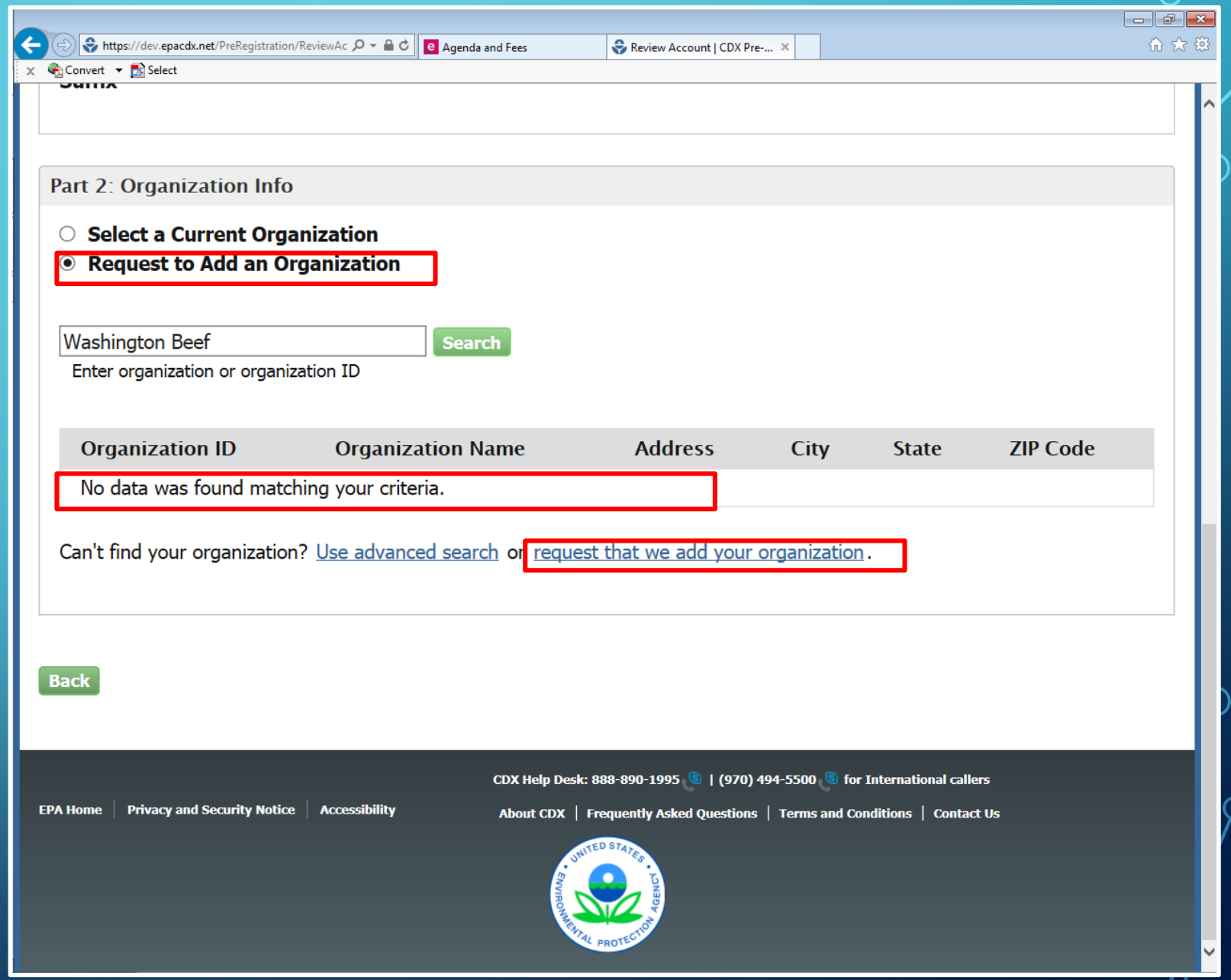
Please note: you will create your own User ID.



PART 2: ORGANIZATION INFO.

Select your organization.

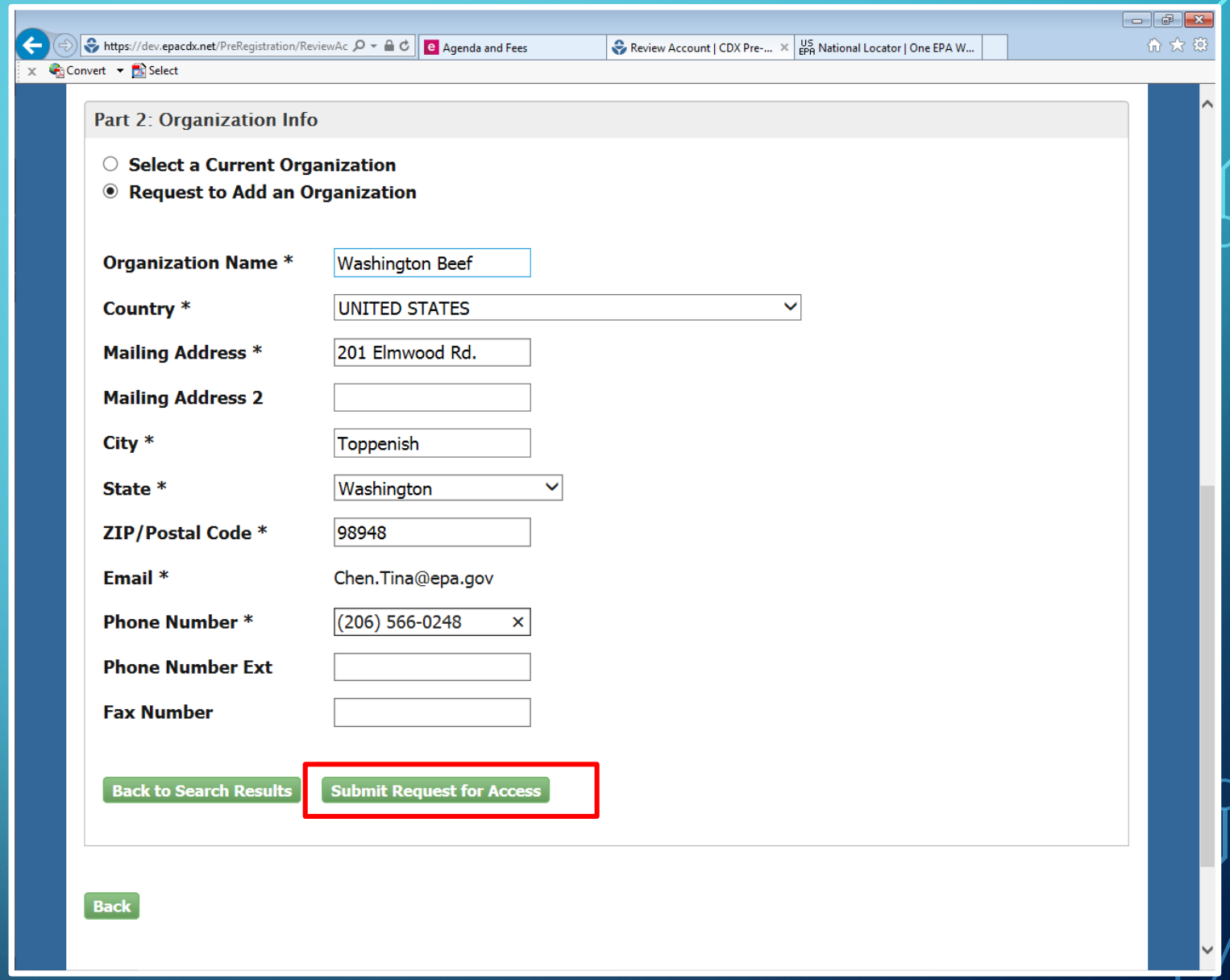
If you selected "request to add an organization", please search for your organization by name and then click "request that we add your organization."



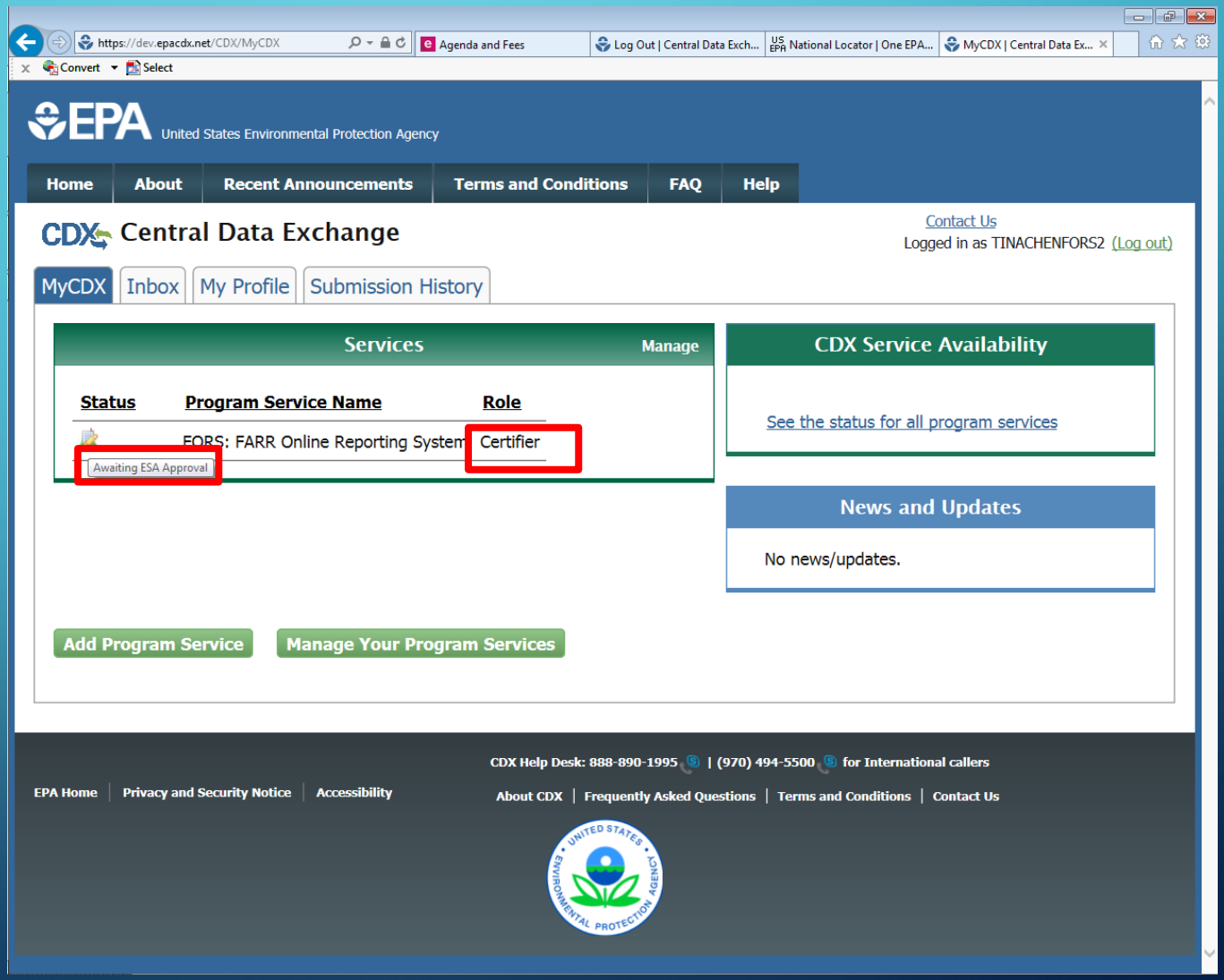
PART 2: ORG INFO

Provide the required information for your organization, all fields marked with an (*)

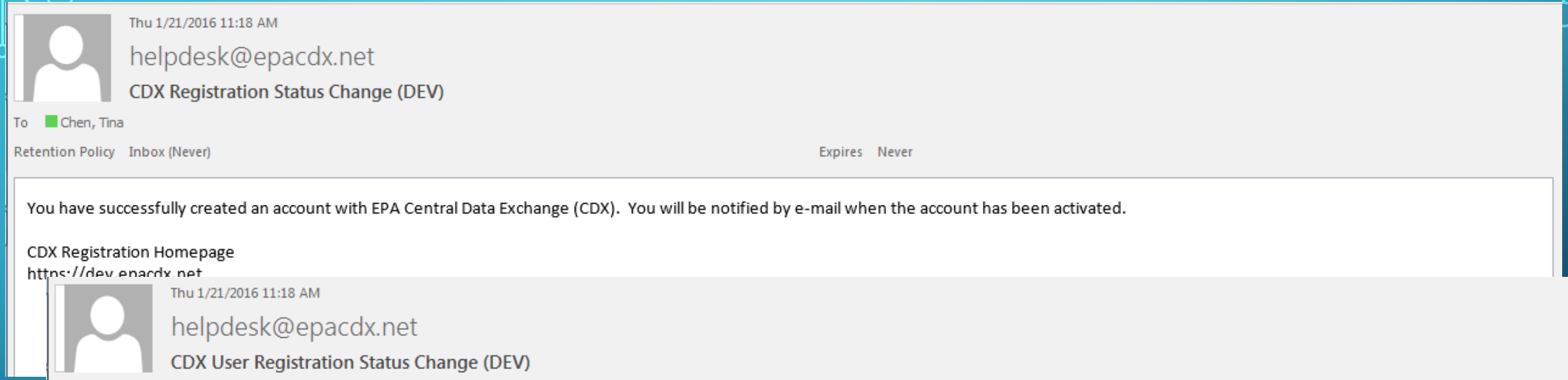
Select “submit request for access” when done.



Your certifier role is not active yet and will require R10 staff approval; typically approved within a few hours during business hours.



You will receive email notifications to confirm creating and activation of account



Thu 1/21/2016 11:18 AM

helpdesk@epacdx.net

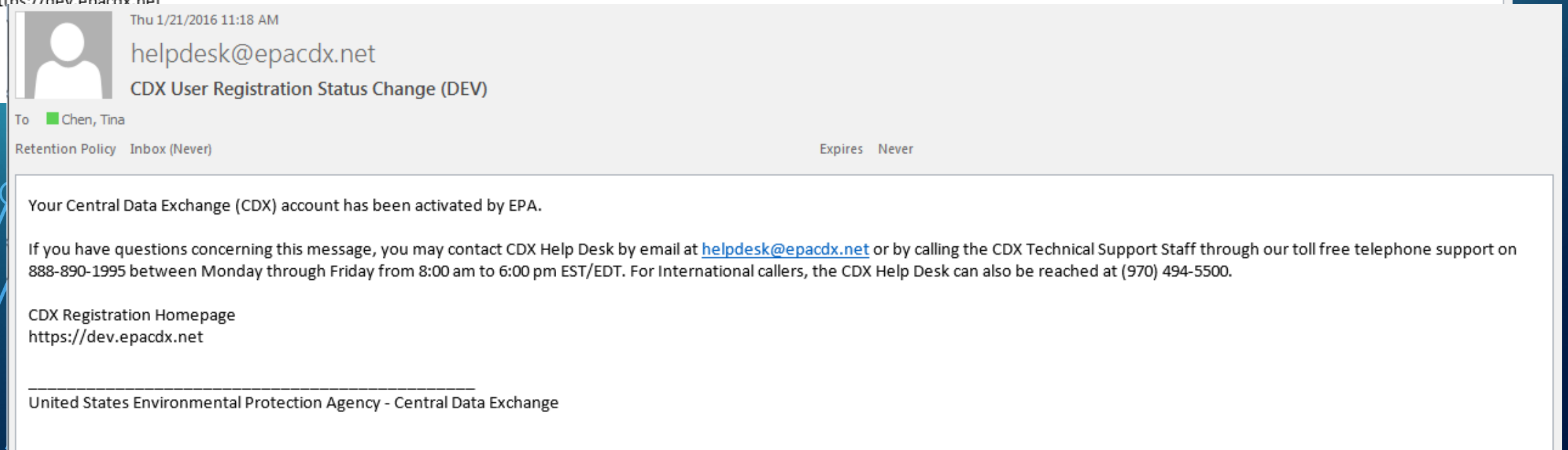
CDX Registration Status Change (DEV)

To Chen, Tina

Retention Policy Inbox (Never) Expires Never

You have successfully created an account with EPA Central Data Exchange (CDX). You will be notified by e-mail when the account has been activated.

CDX Registration Homepage
https://dev.epacdx.net



Thu 1/21/2016 11:18 AM

helpdesk@epacdx.net

CDX User Registration Status Change (DEV)

To Chen, Tina

Retention Policy Inbox (Never) Expires Never

Your Central Data Exchange (CDX) account has been activated by EPA.

If you have questions concerning this message, you may contact CDX Help Desk by email at helpdesk@epacdx.net or by calling the CDX Technical Support Staff through our toll free telephone support on 888-890-1995 between Monday through Friday from 8:00 am to 6:00 pm EST/EDT. For International callers, the CDX Help Desk can also be reached at (970) 494-5500.

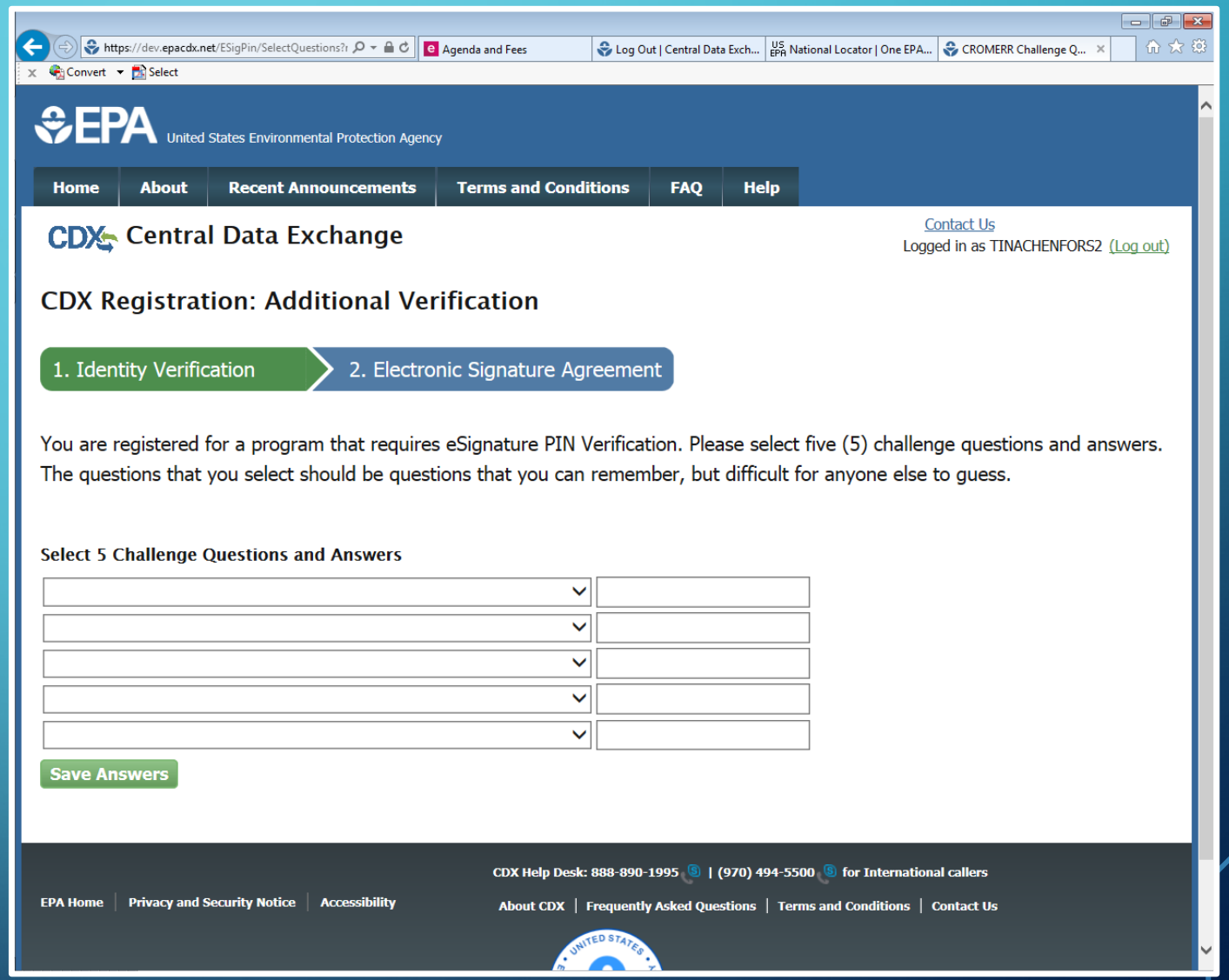
CDX Registration Homepage
https://dev.epacdx.net

_____
United States Environmental Protection Agency - Central Data Exchange

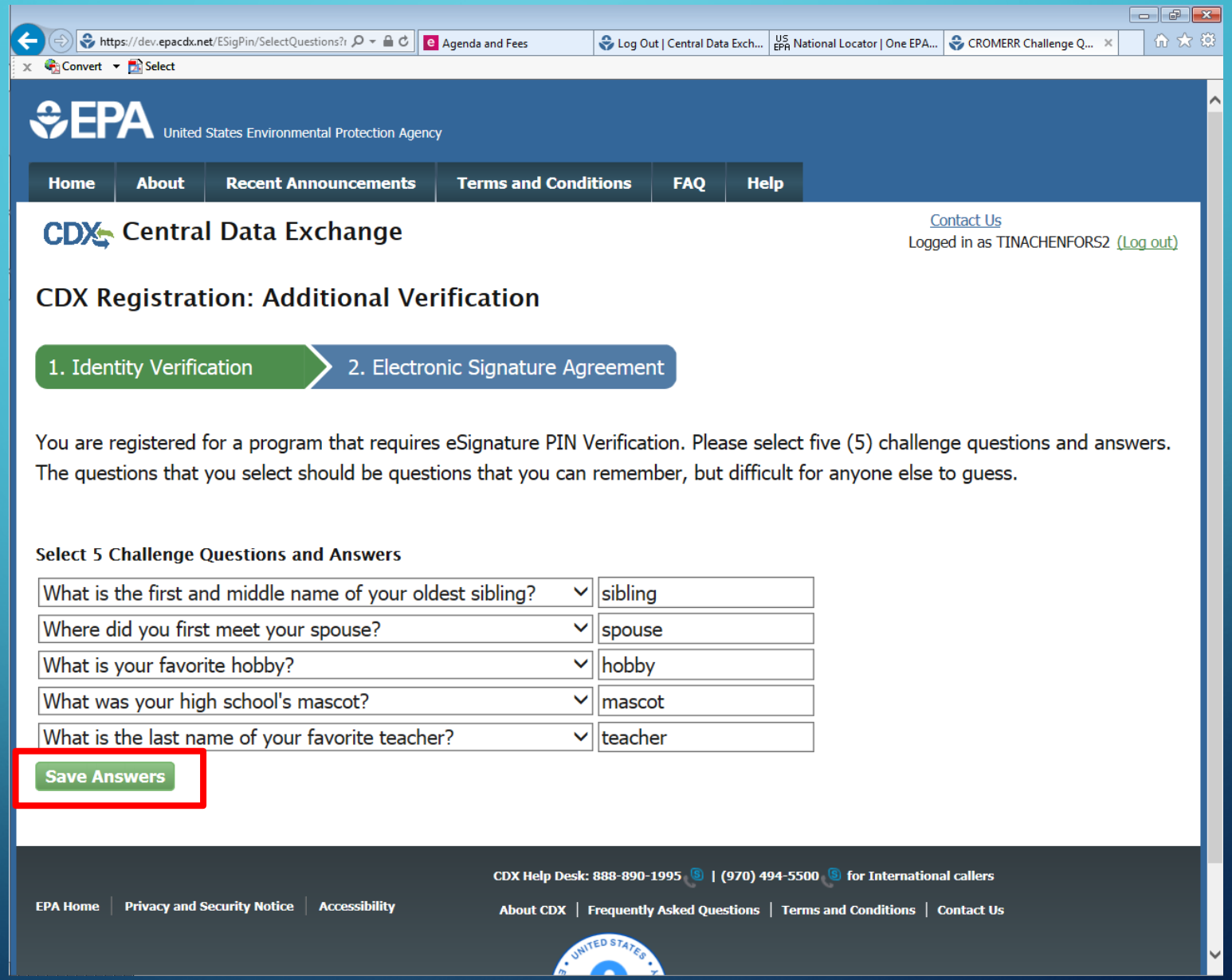
After you receive account approval, log into CDX.

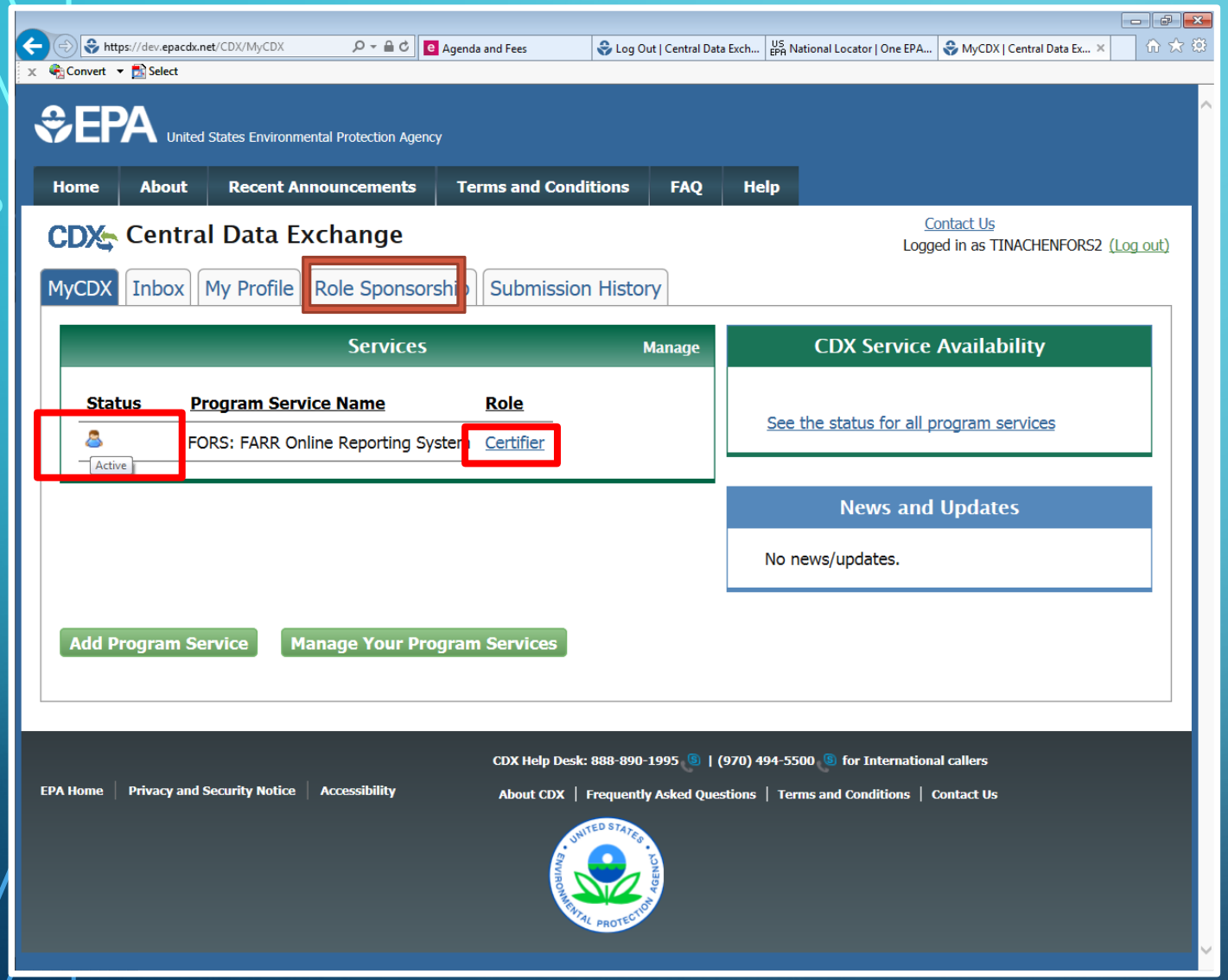
You need to provide challenge questions and answers that will be used as an eSignature PIN to certify your FARR report.

These questions will remain in your CDX inbox and you will receive an email stating that you have chosen your questions.



Click on “Save Answers” when done.





Your role is now active, role name (Certifier) is hyperlinked.

Status is “active”.

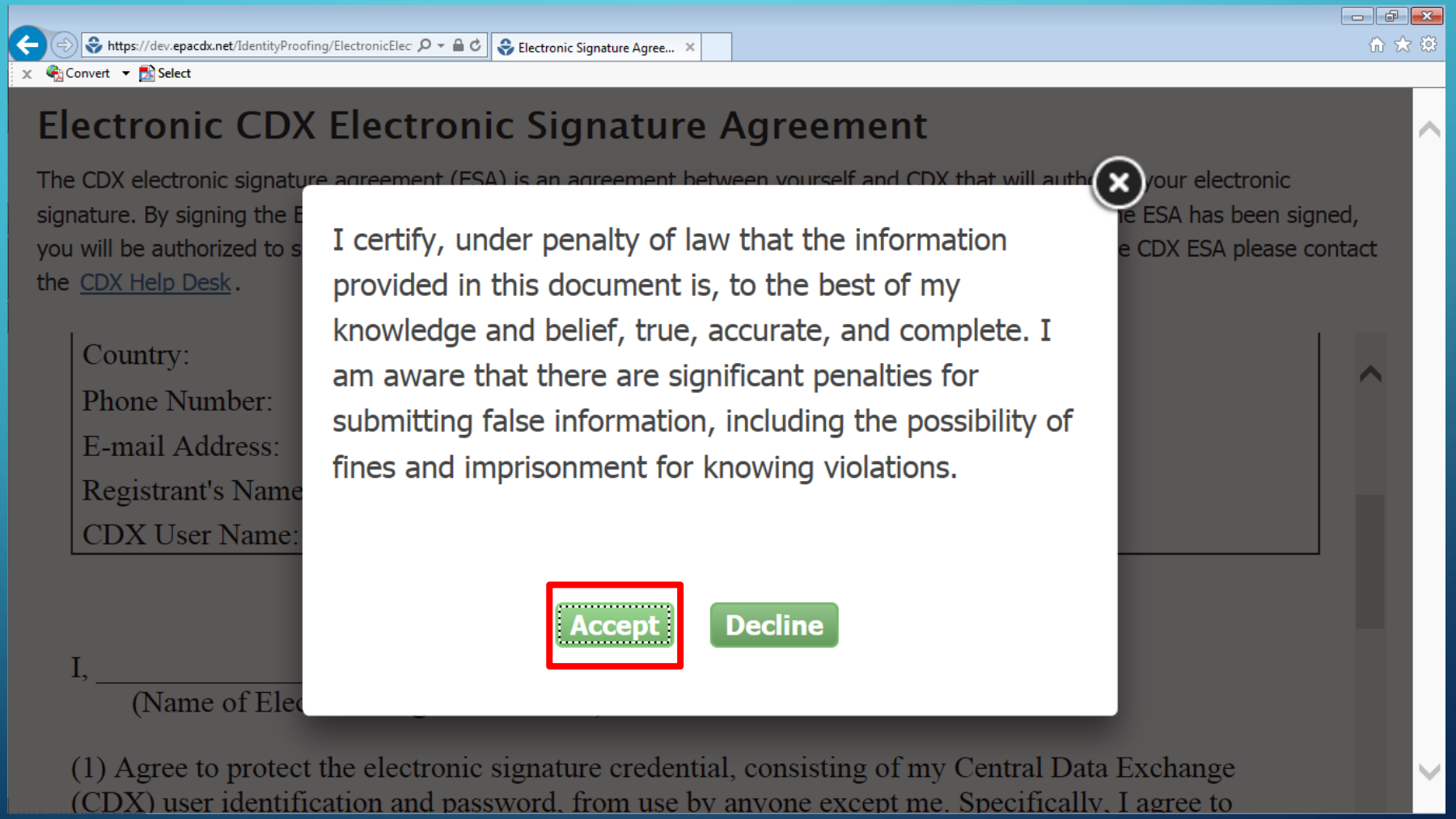
“Role sponsorship” tab is present.

Click on the “certifier” role link to access to FORS application.

The first time you click on the “Certifier” role link, you will be prompted to sign an electronic CDX electronic signature agreement (ESA).

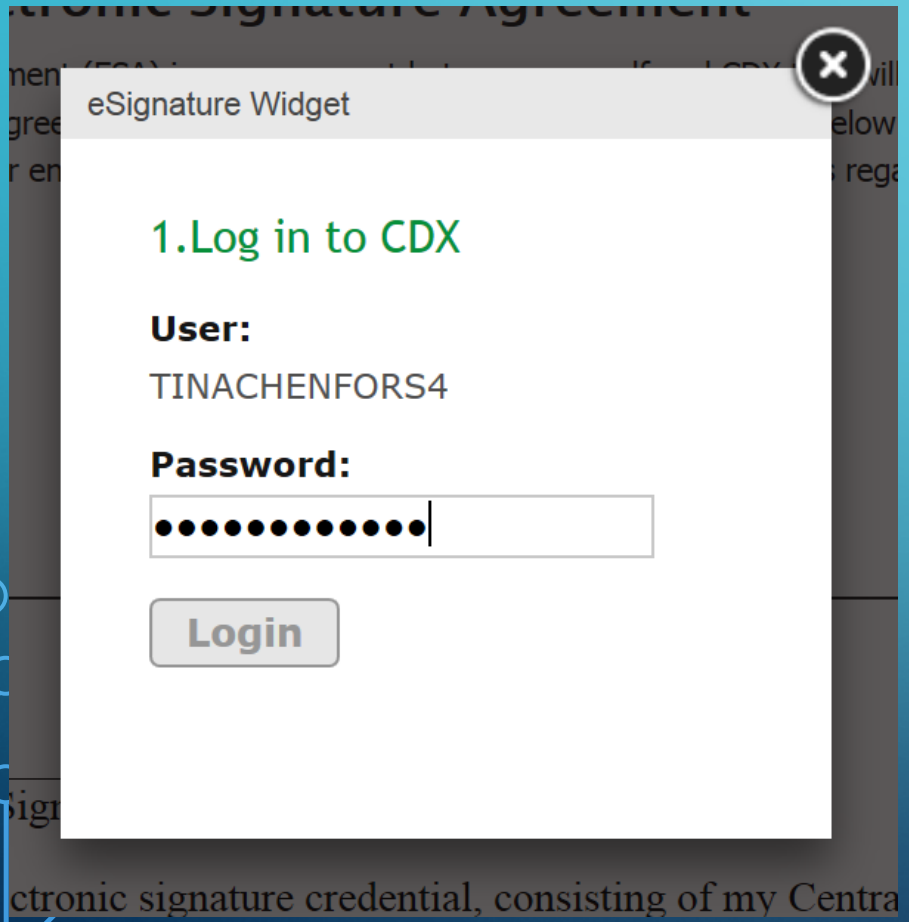
Please review the terms of the entire ESA by scrolling, ensure information about yourself and your organization is correct, and click on “Sign Electronically” to continue.

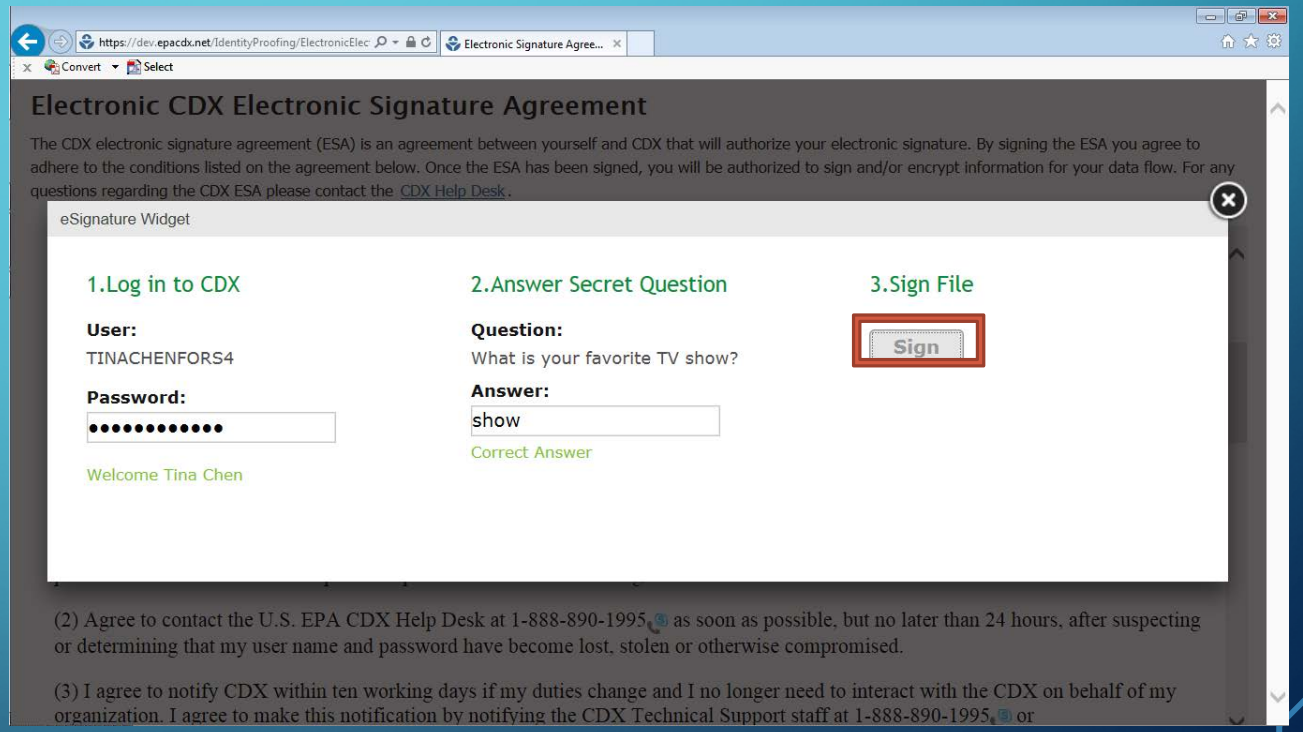
Review this certification statement and click on “Accept” to continue



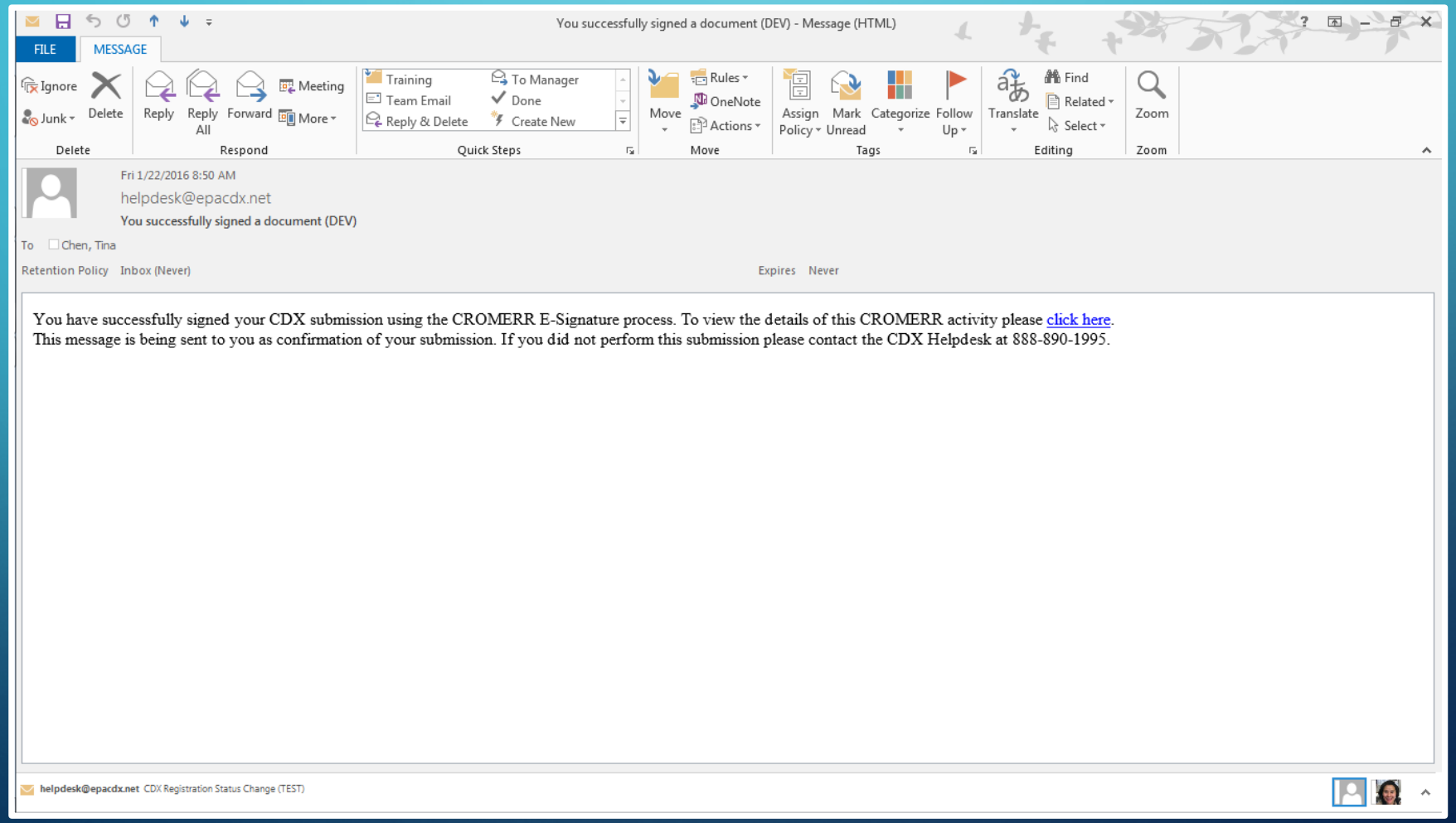
ELECTRONIC SIGNATURE PROCESS

To complete electronic signature, you will need provide your CDX account password and the answer to your secret question. Click “Sign” to sign and submit.



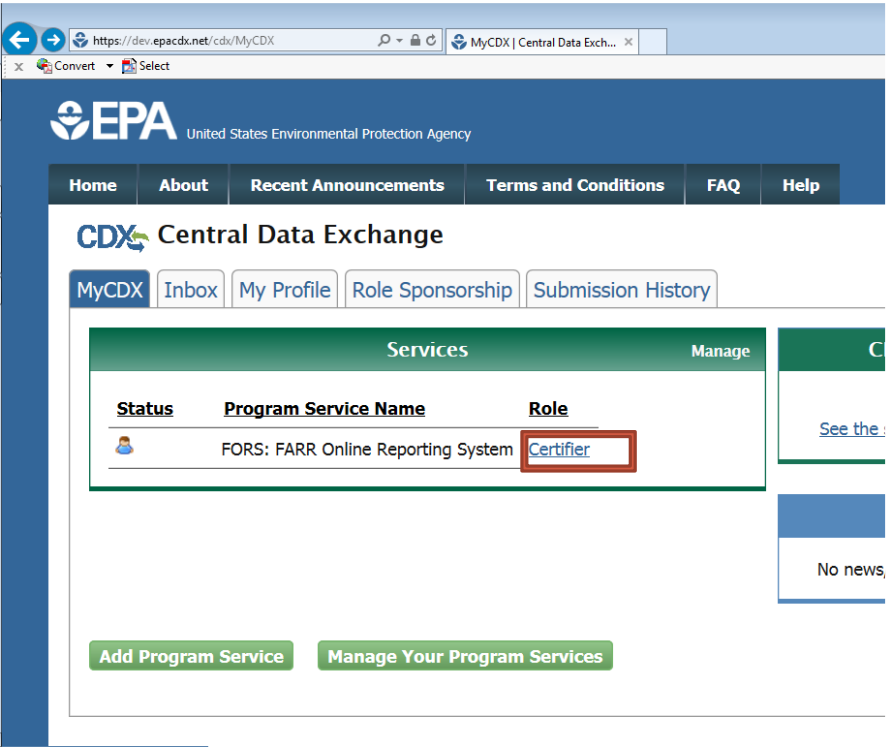


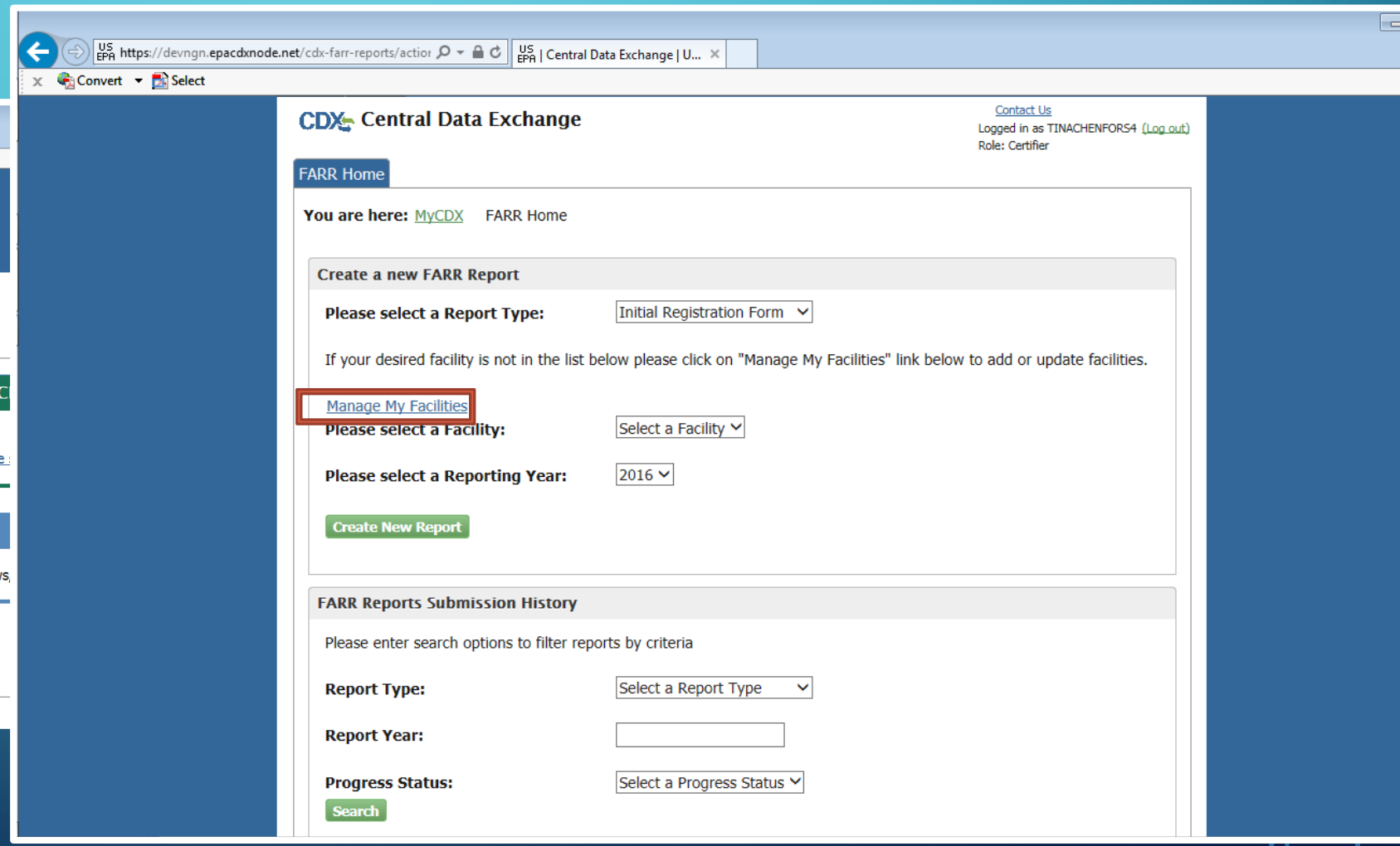
You will receive an email notification to confirm that you have successfully signed a document with your eSignature.



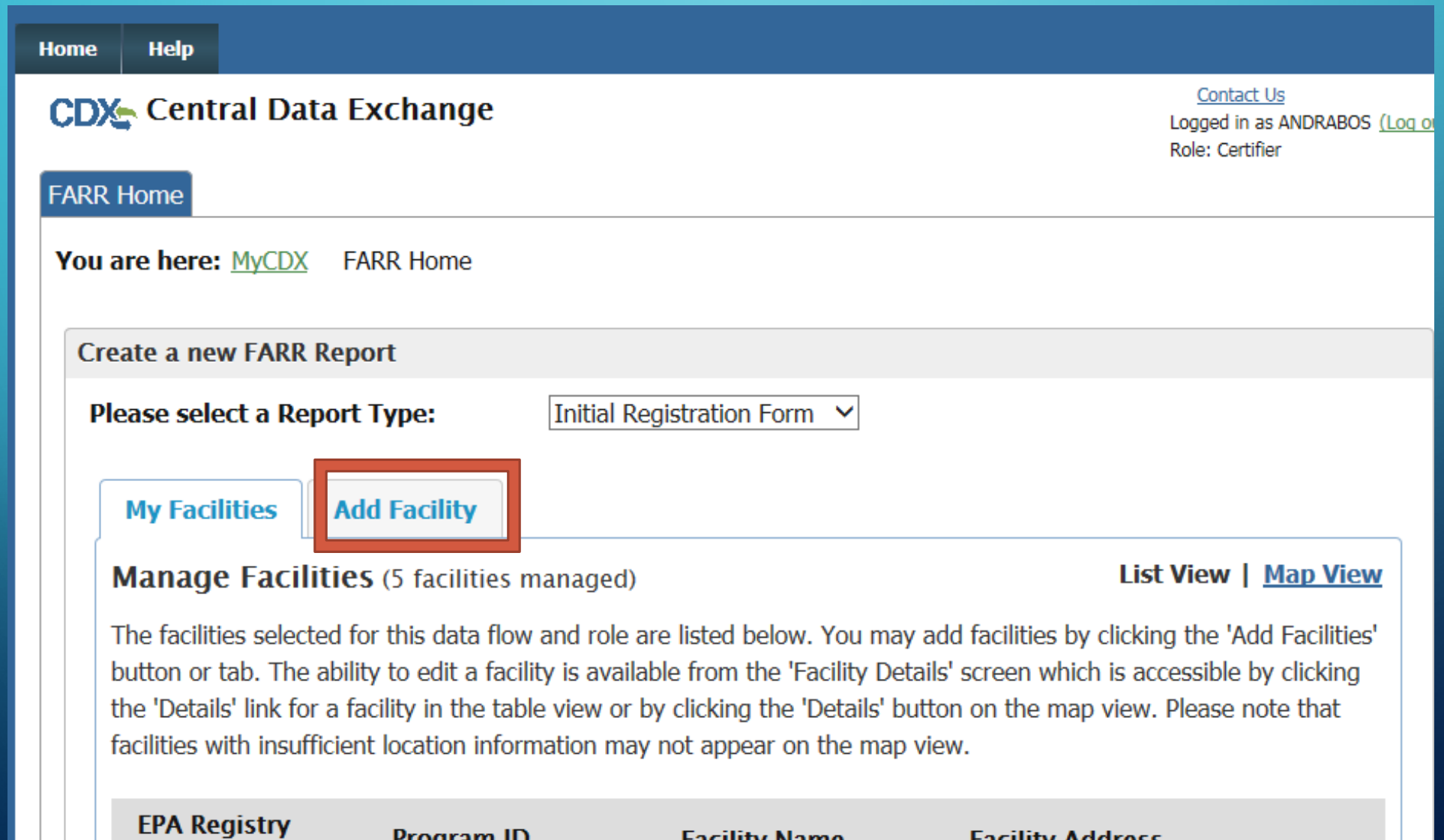
2. SELECT A FACILITY

Log into https://cdx.epa.gov. Click "Certifier" and then click "Manage My Facilities."

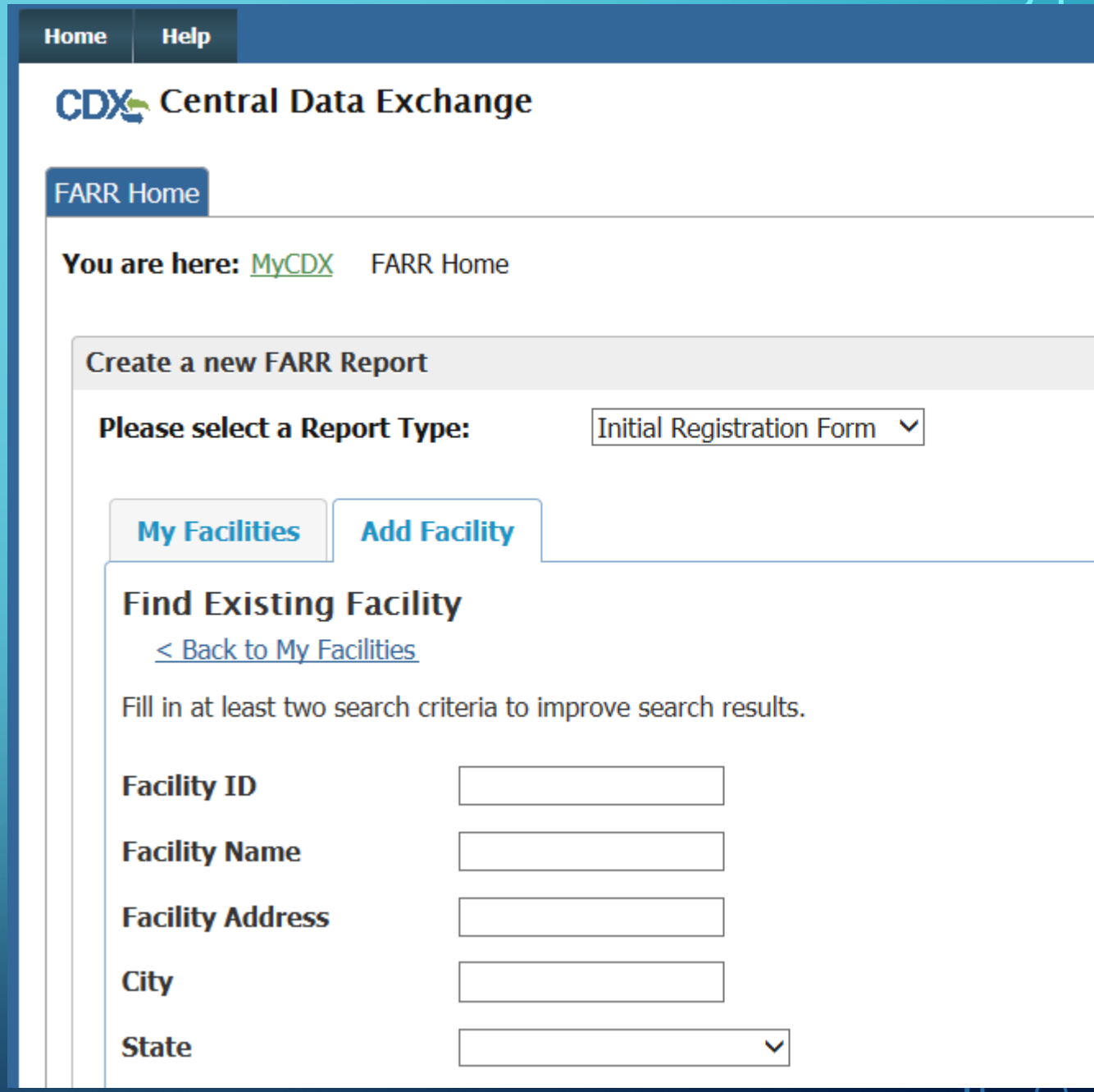




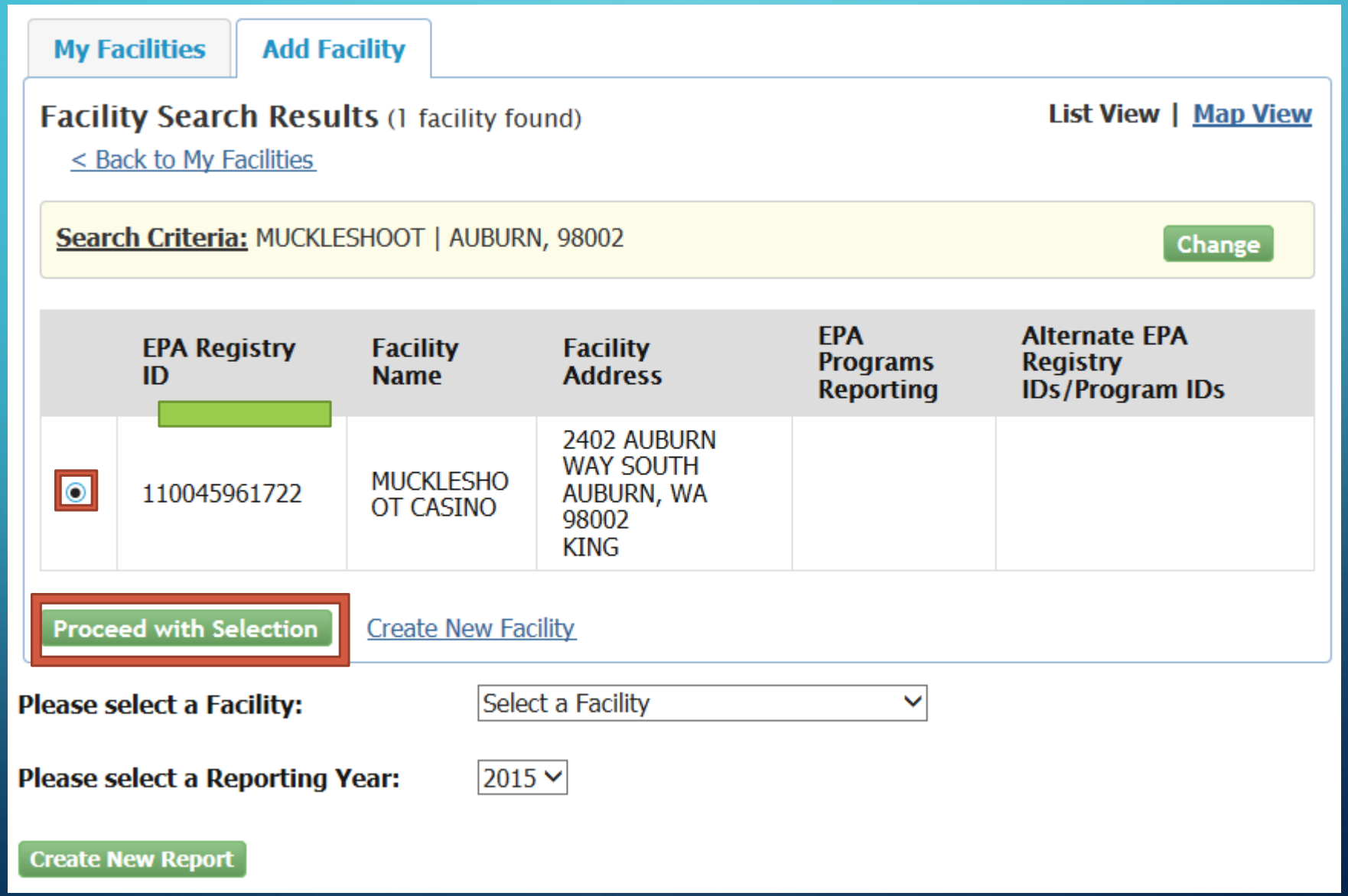
Click the “Add Facility” tab.

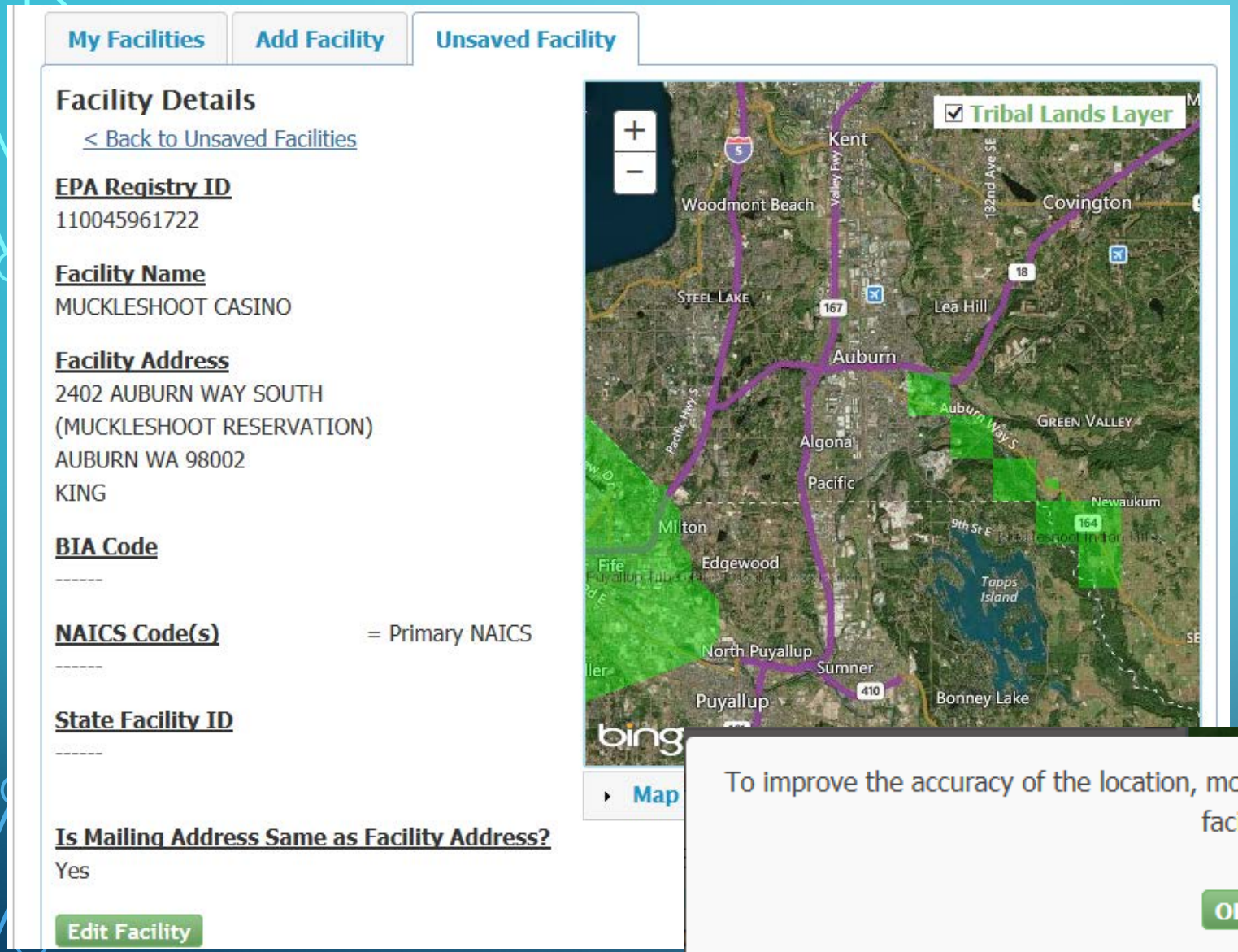


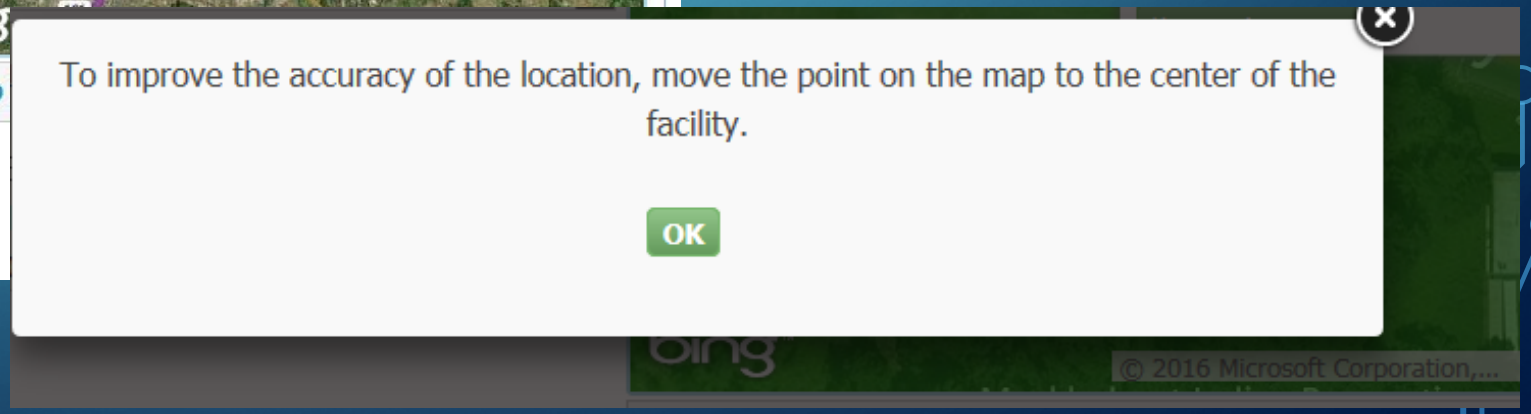
- To find your facility, fill in Facility Name, City, and Zip Code.
- A briefer name might be best. For example don't include LLC in a Facility Name as that might not show up.



Choose your facility and click “Proceed with Selection.”

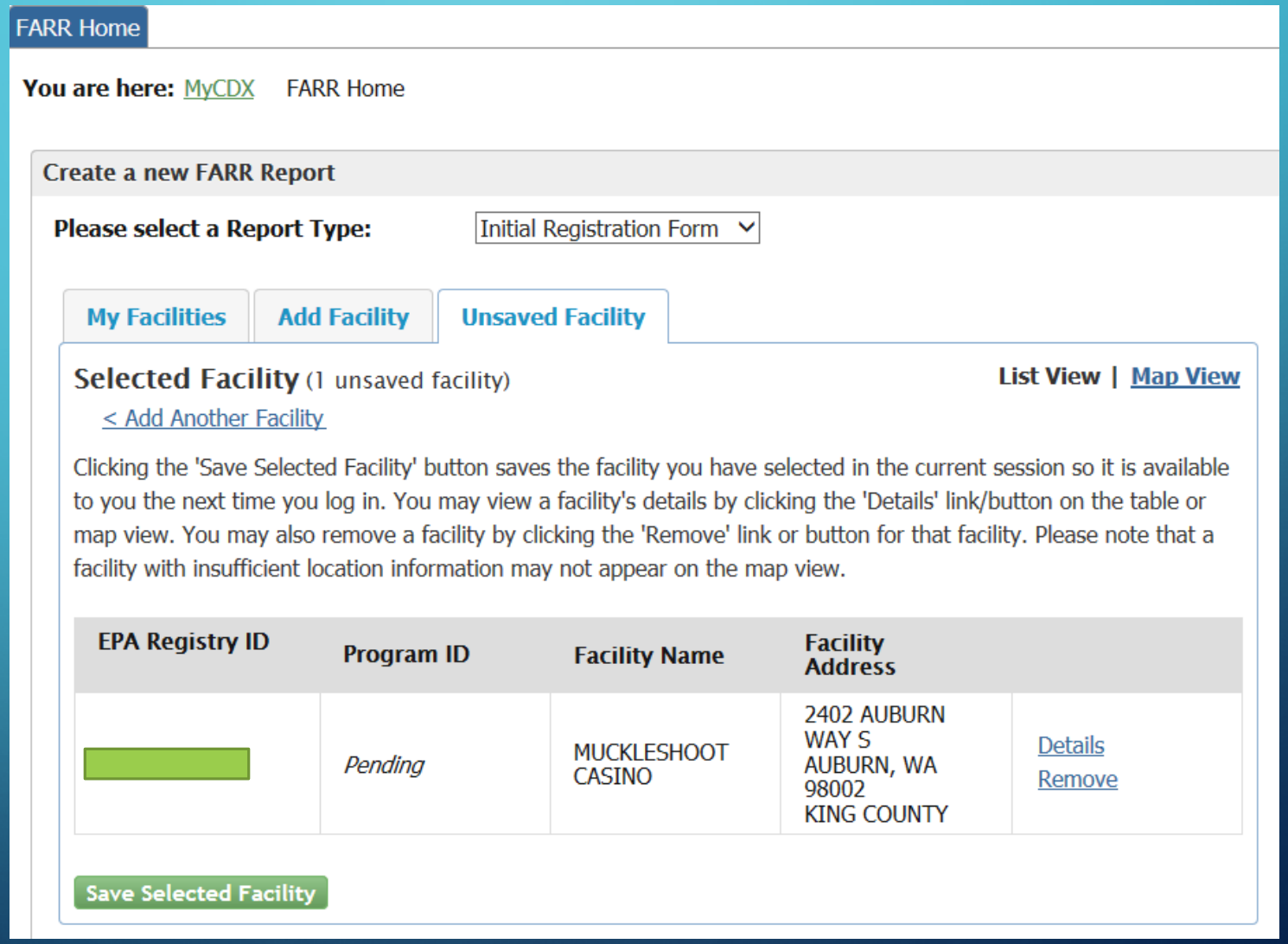




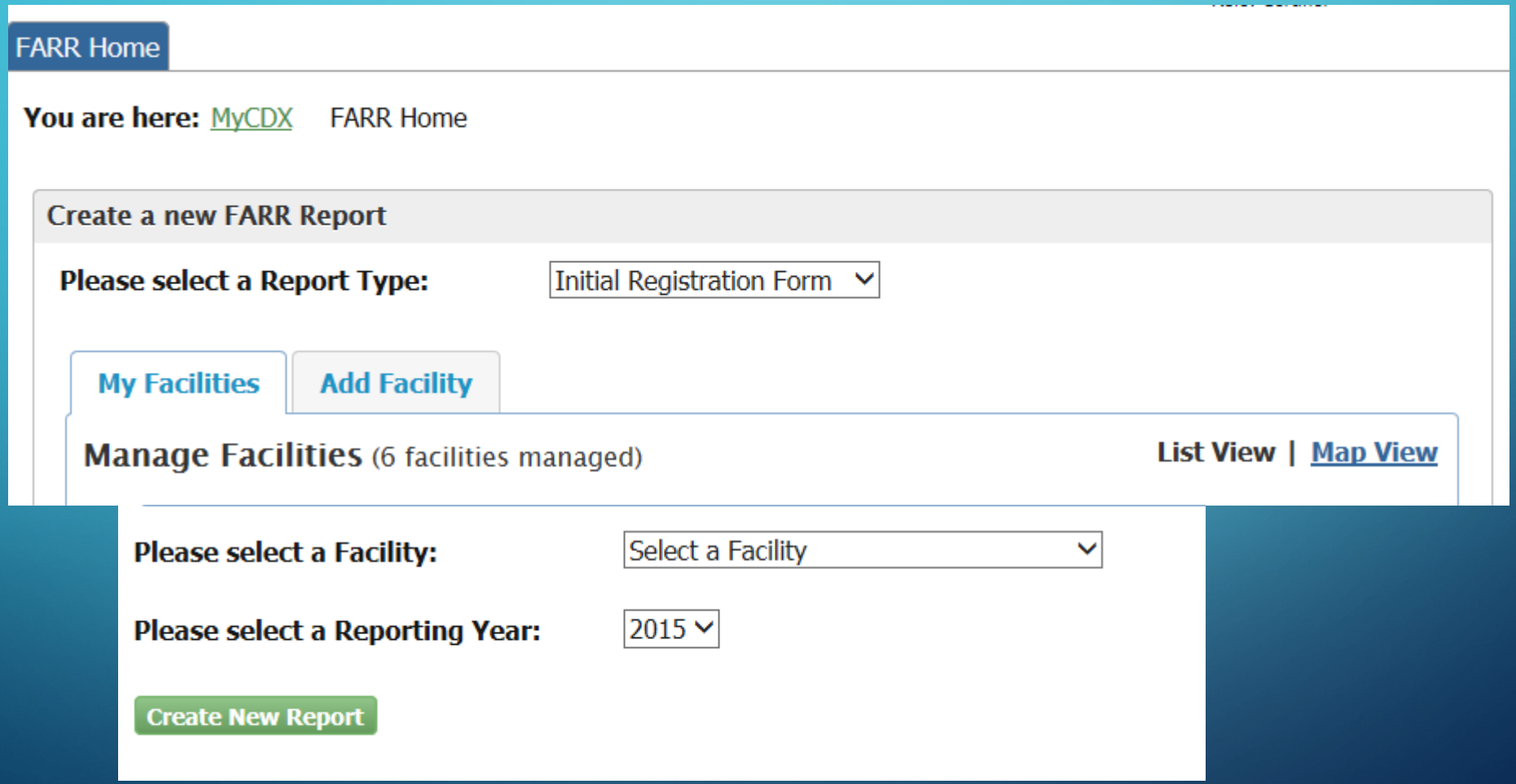


1. Click Edit Facility
2. Write in “BIA Code” or choose reservation from drop down list.
3. Write in “NAICS Code” or choose from drop down list.
4. Click “Map Facility”.

Click “Save Selected Facility.”



You can now create a new FARR Report!

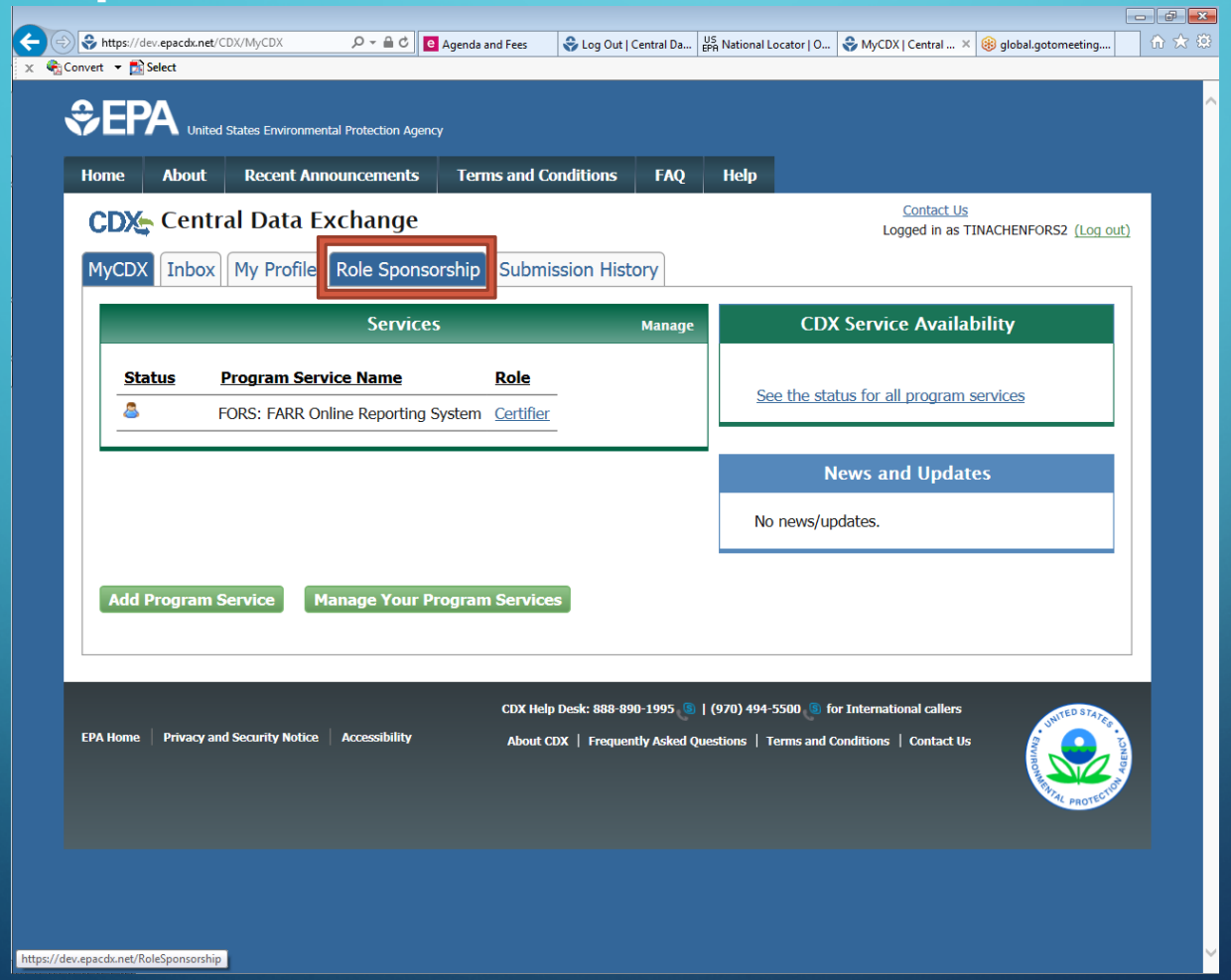


Certifier and Preparer Roles

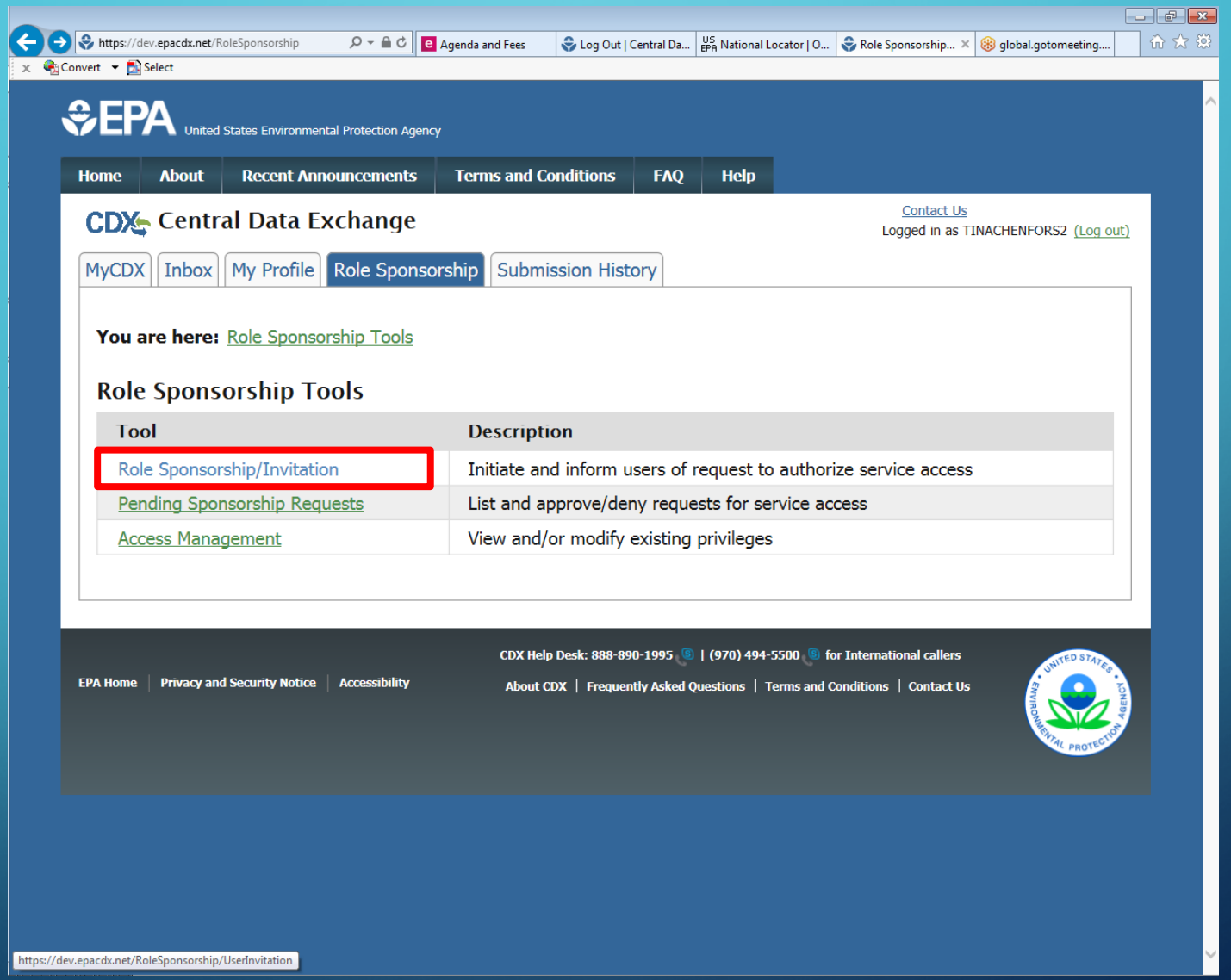
- If as a certifier you will complete the entire process, then you follow the instructions to add a facility and complete the entire report and certify the accuracy of the report on your own, without ever adding a preparer.
- If as a certifier you will have a preparer fill out the report, then you need to add that preparer in FORS, they complete the report, and then in your account you attest to the accuracy of the report and send it in.

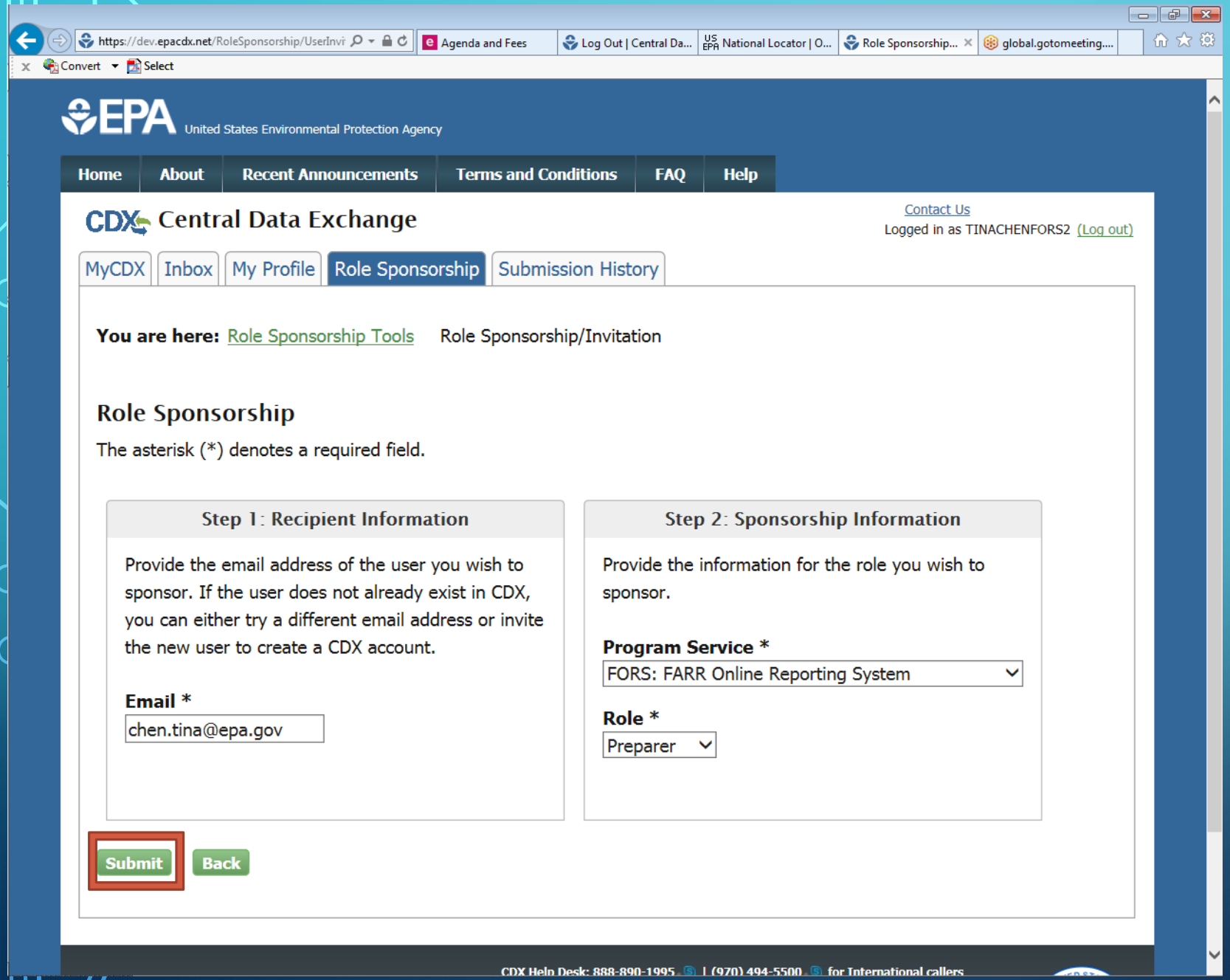
3. SPONSOR A PREPARER

Certifiers: Log into CDX and click on “Role Sponsorship” tab.

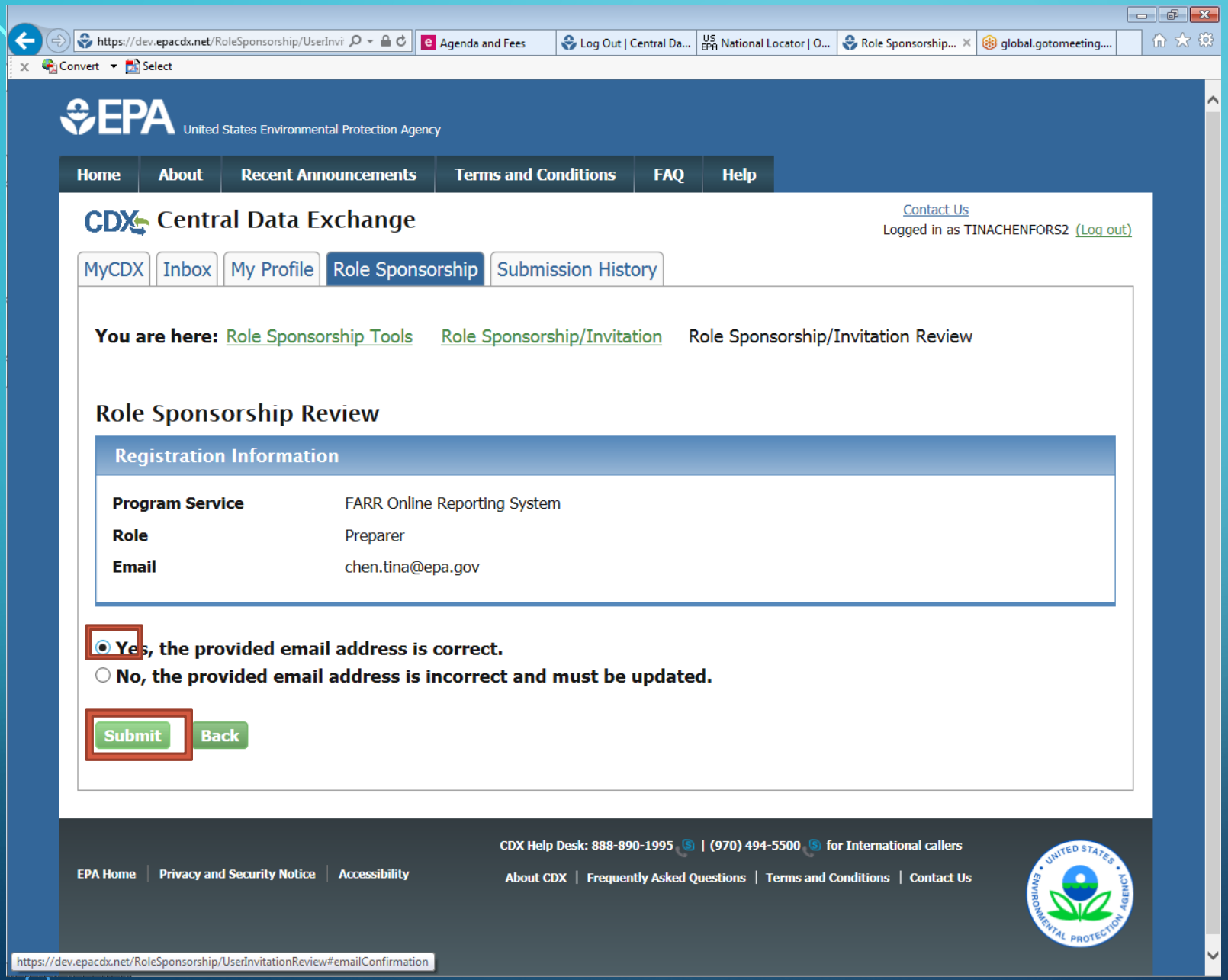


Click on “Role Sponsorship/Invitation” link.

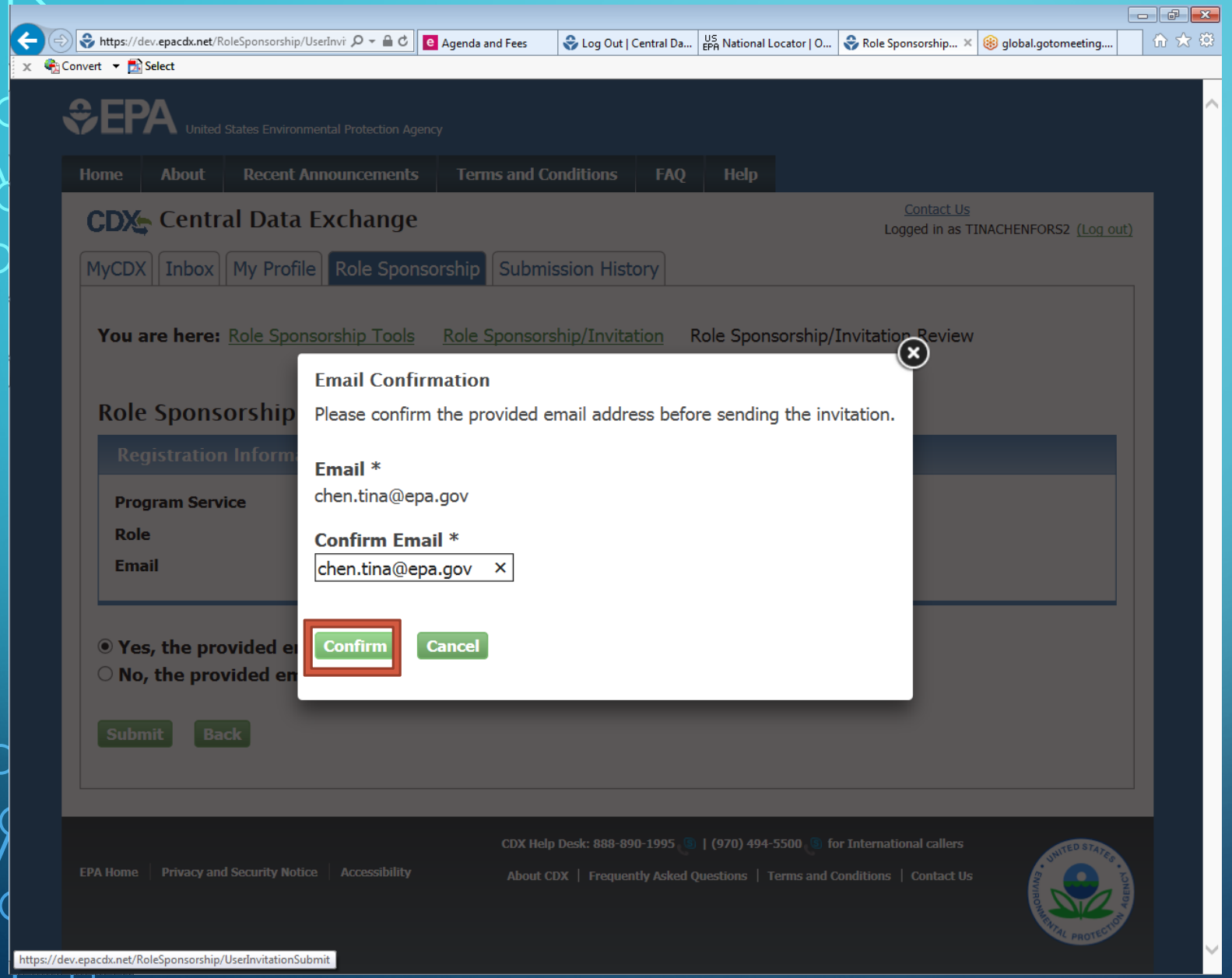




1. Fill in the preparer's email.
2. Make sure to choose "FORS" as the Program Service and "Preparer" as Role.
3. Click "Submit."

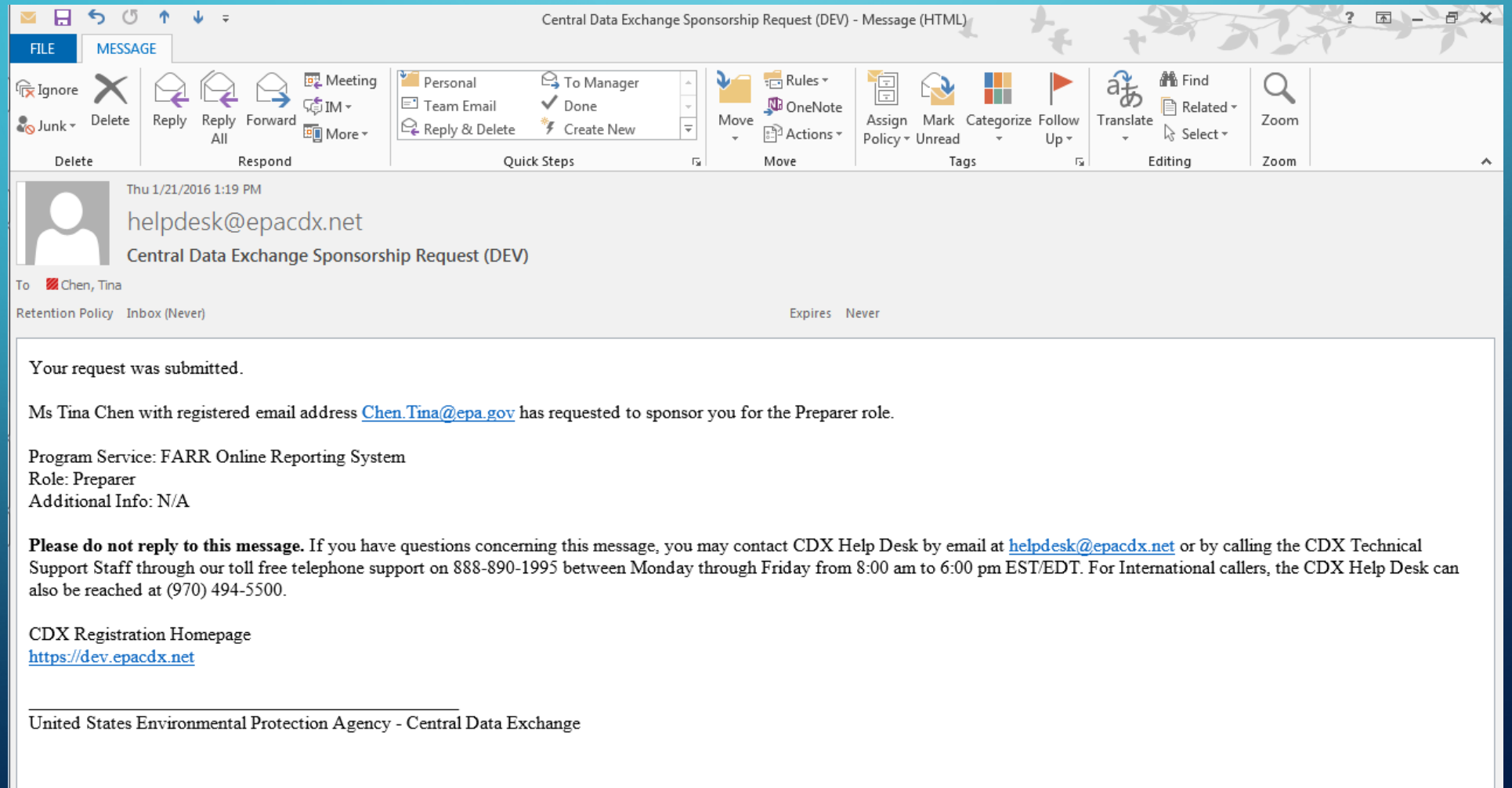


Verify the email address and click "Submit."

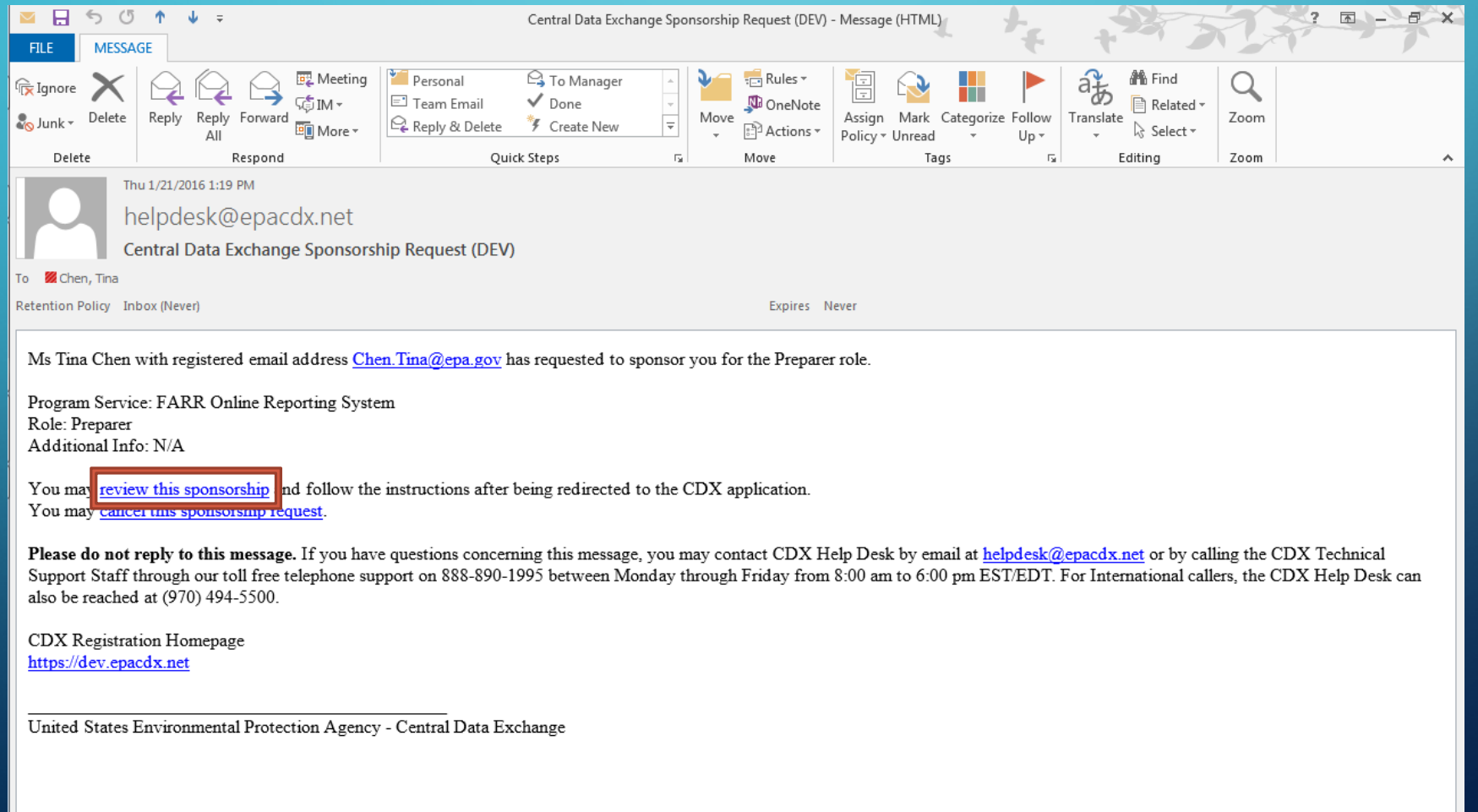


Click “Confirm.”

Email to sponsoring certifier – your request was submitted

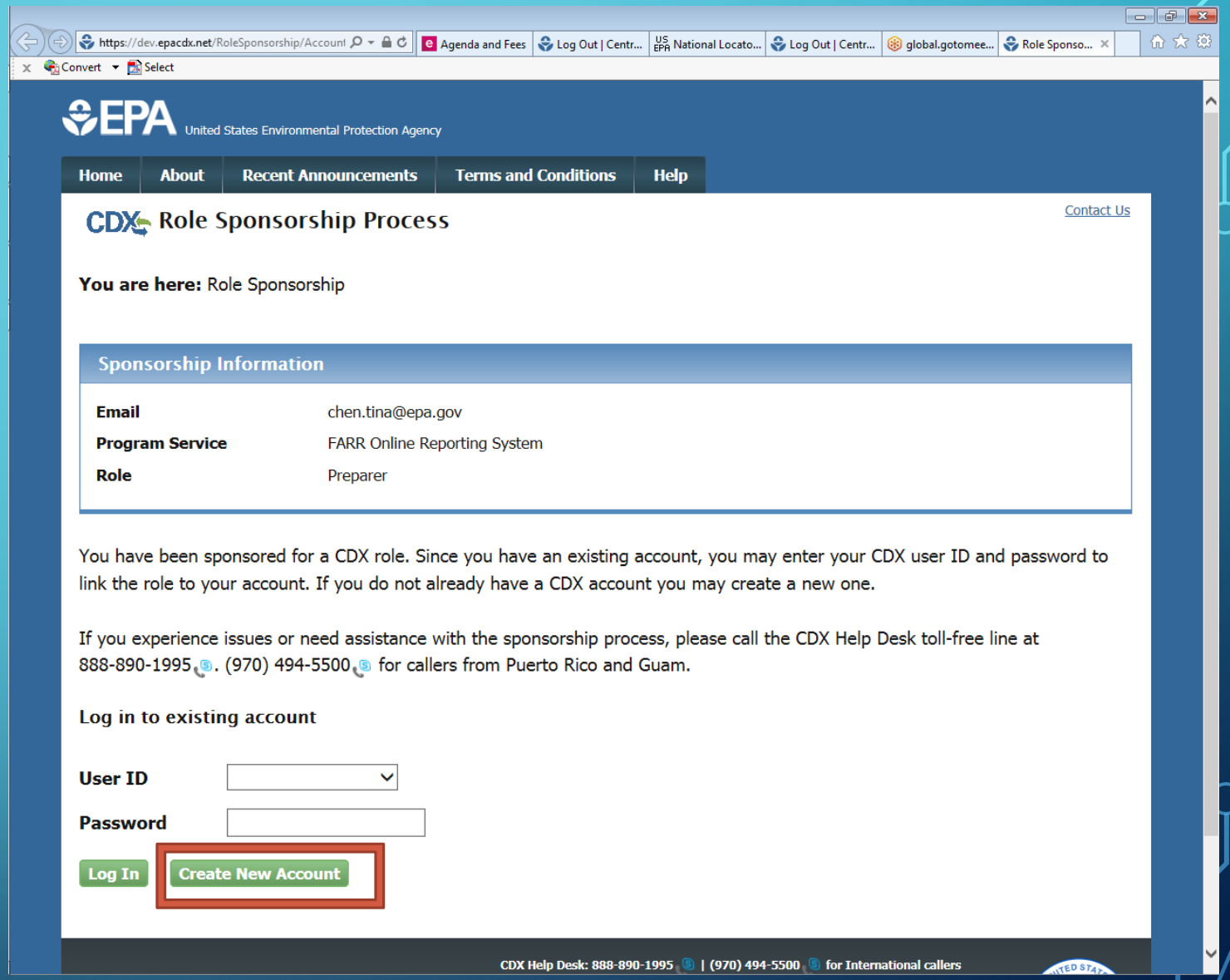


Email notification to sponsored preparer – Click on "Review this sponsorship" hyperlinked text to continue.

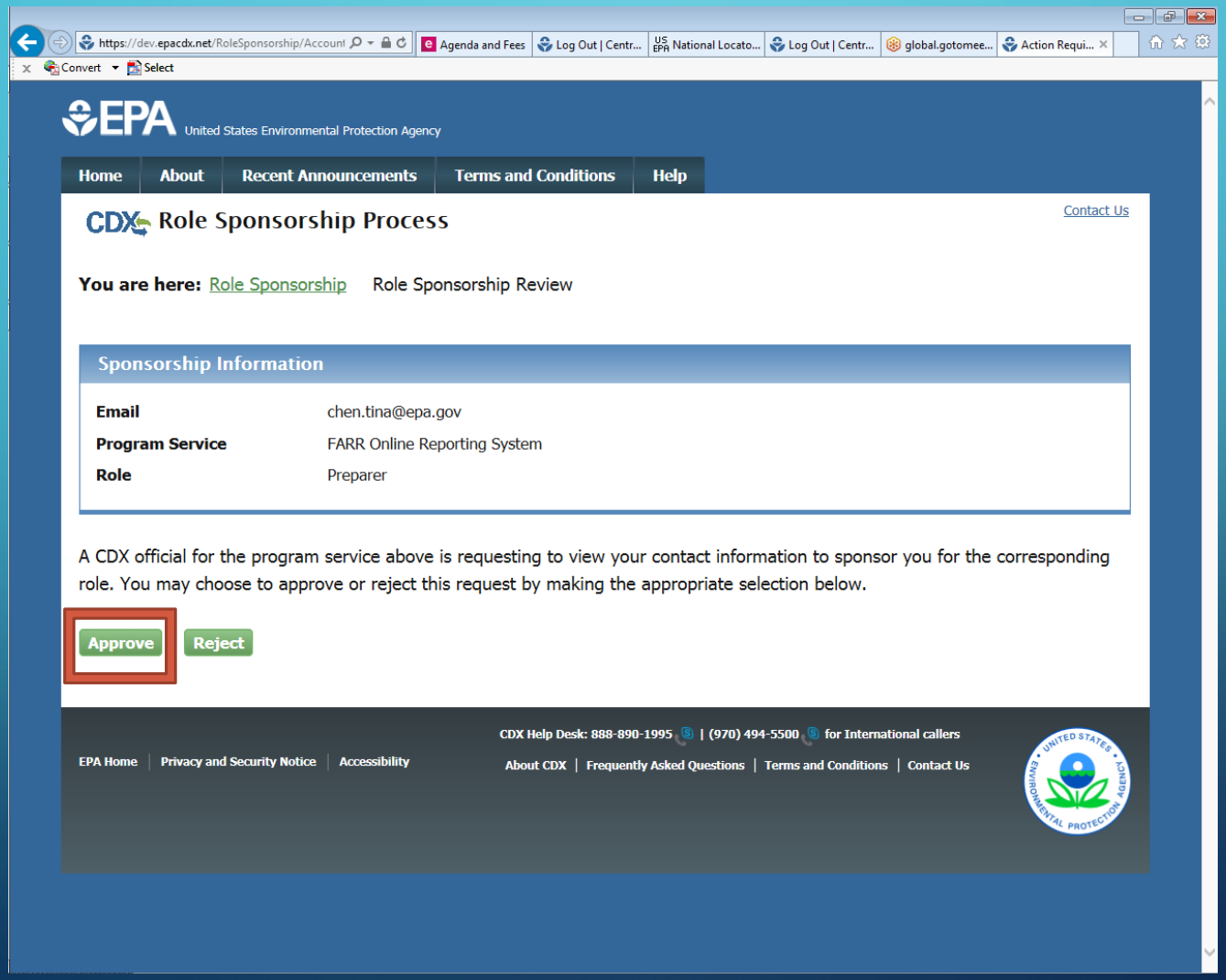


CREATE NEW USER

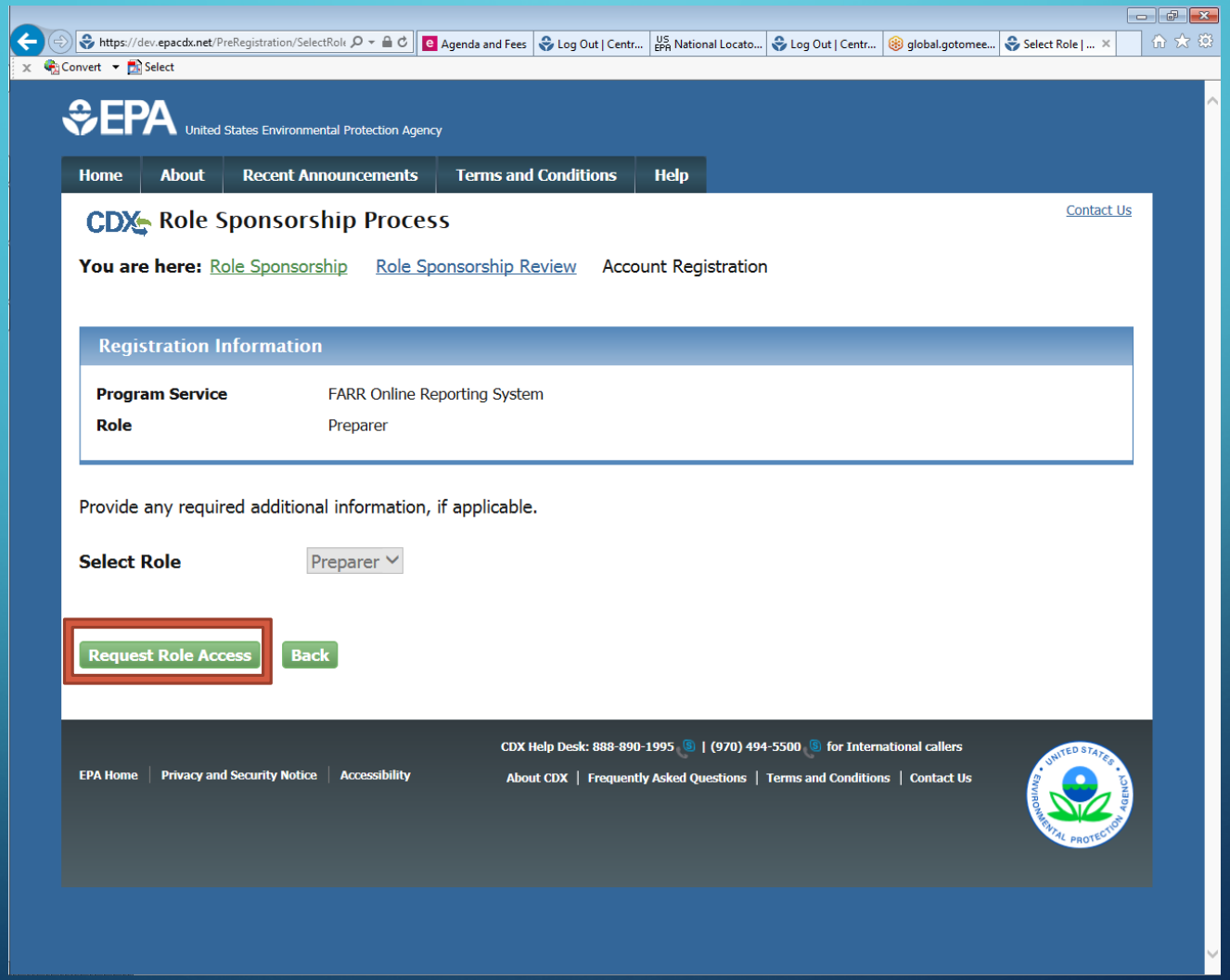
Click on “Create New Account.”



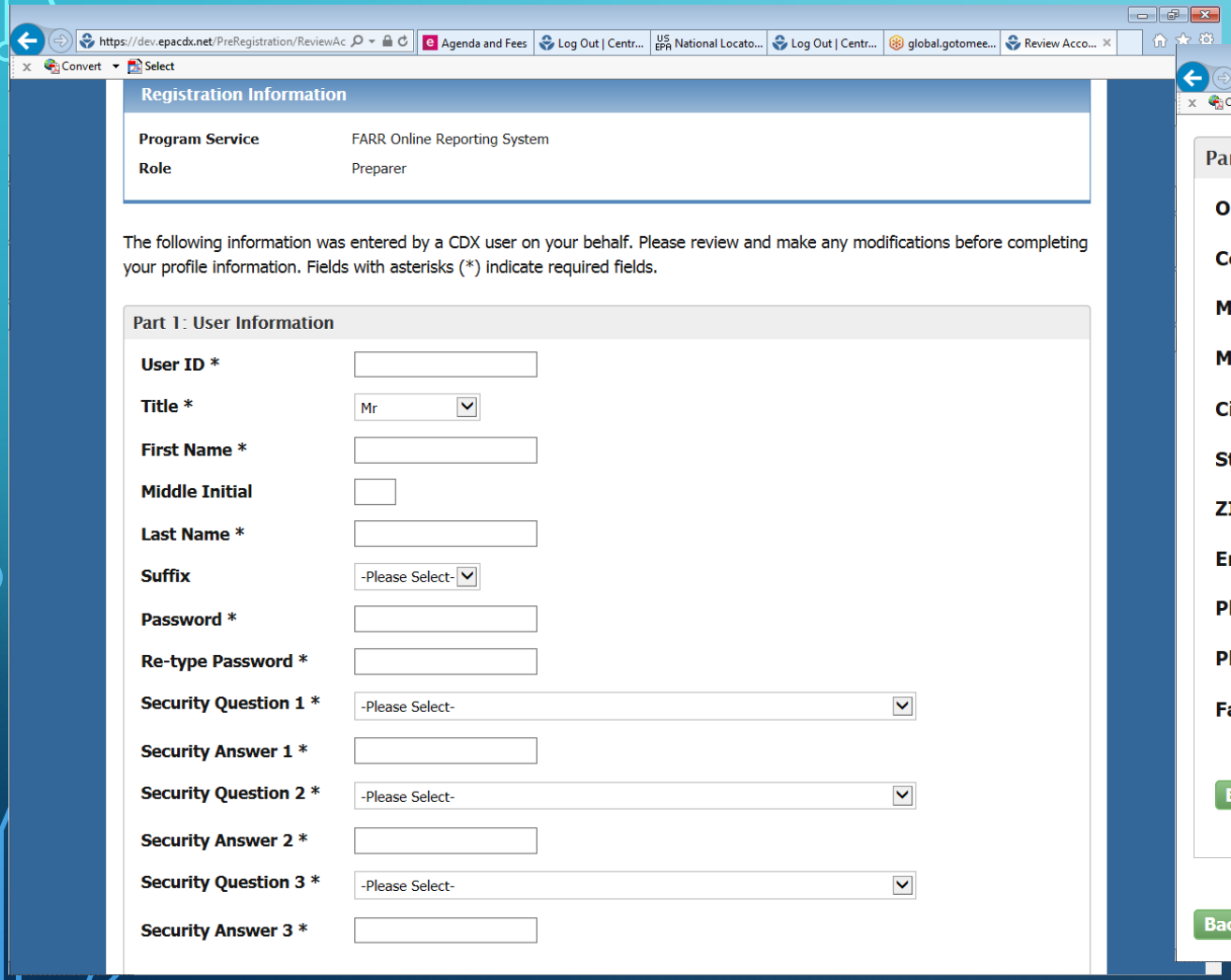
Select “Approve” to continue.



Select “Request Role Access.”



PART 1: USER INFO



Registration Information

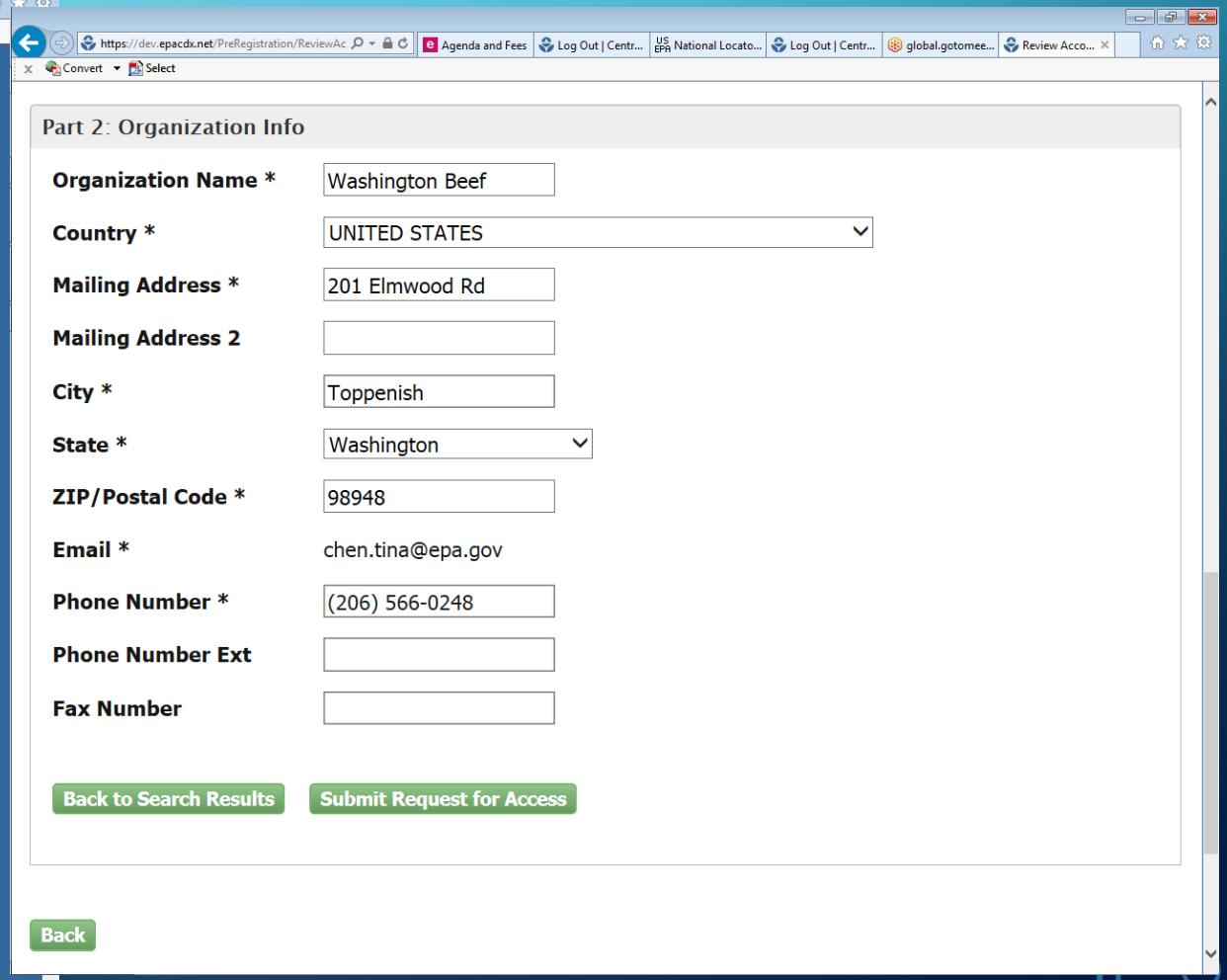
Program Service	FARR Online Reporting System
Role	Preparer

The following information was entered by a CDX user on your behalf. Please review and make any modifications before completing your profile information. Fields with asterisks (*) indicate required fields.

Part 1: User Information

User ID *	
Title *	Mr
First Name *	
Middle Initial	
Last Name *	
Suffix	-Please Select-
Password *	
Re-type Password *	
Security Question 1 *	-Please Select-
Security Answer 1 *	
Security Question 2 *	-Please Select-
Security Answer 2 *	
Security Question 3 *	-Please Select-
Security Answer 3 *	

PART 2: ORG INFO



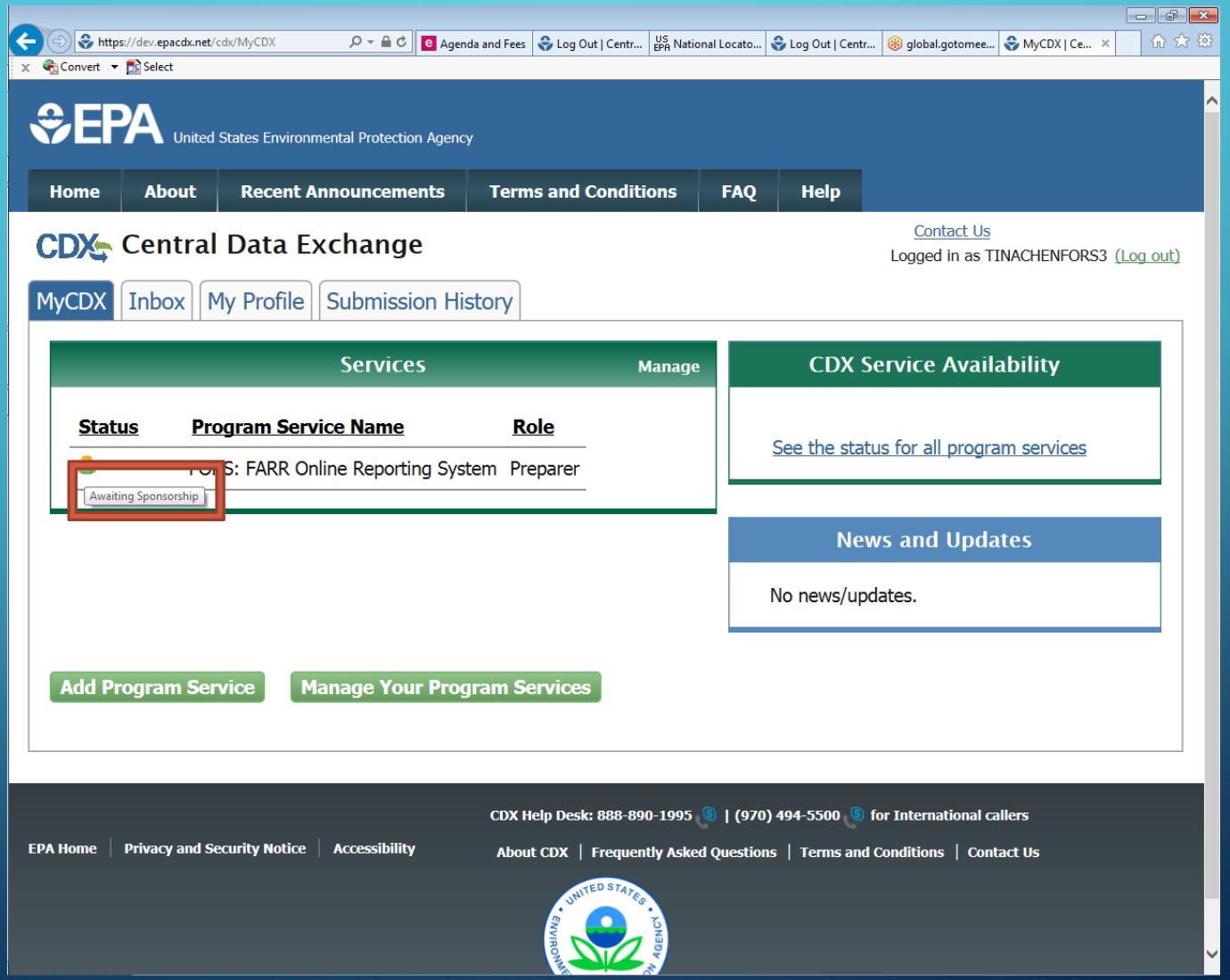
Part 2: Organization Info

Organization Name *	Washington Beef
Country *	UNITED STATES
Mailing Address *	201 Elmwood Rd
Mailing Address 2	
City *	Toppenish
State *	Washington
ZIP/Postal Code *	98948
Email *	chen.tina@epa.gov
Phone Number *	(206) 566-0248
Phone Number Ext	
Fax Number	

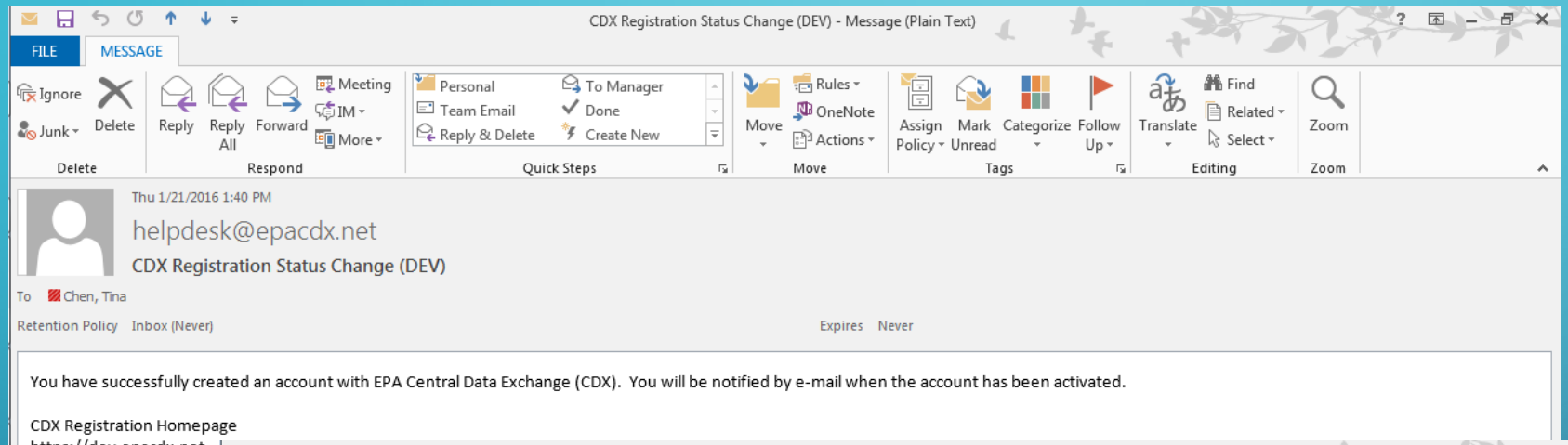
Back to Search Results | Submit Request for Access

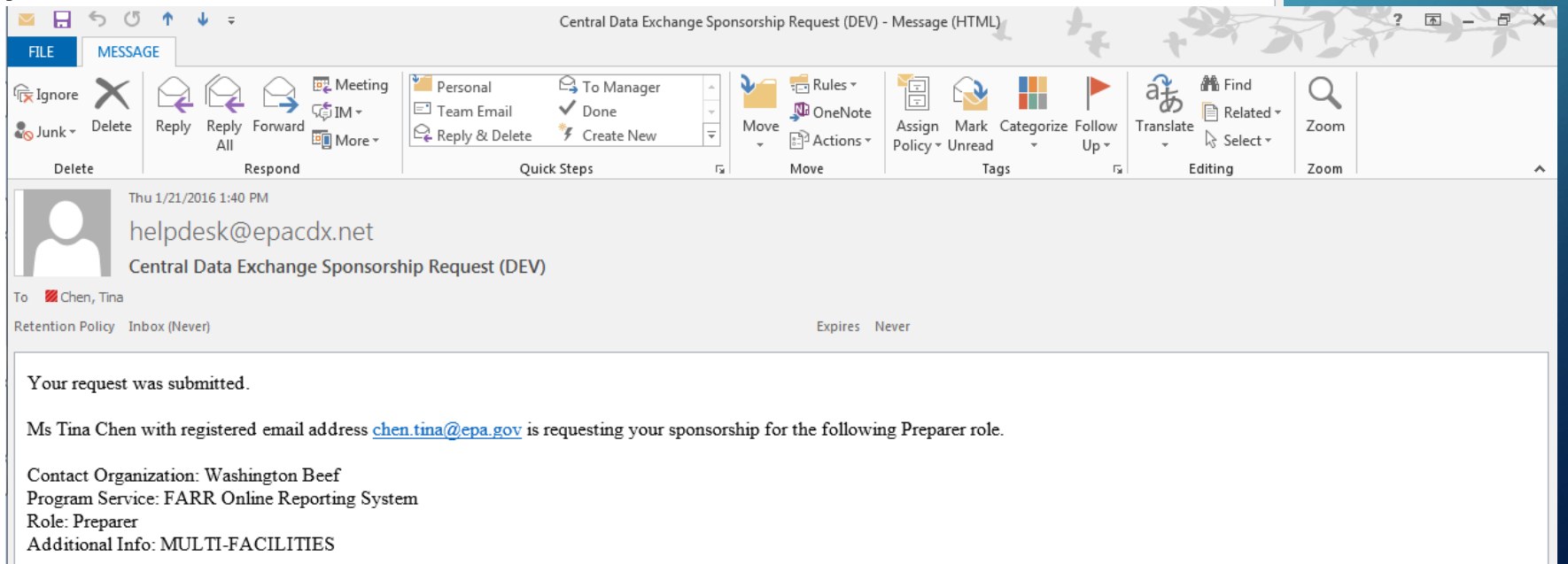
Back

Role status: awaiting sponsorship. Not active yet.

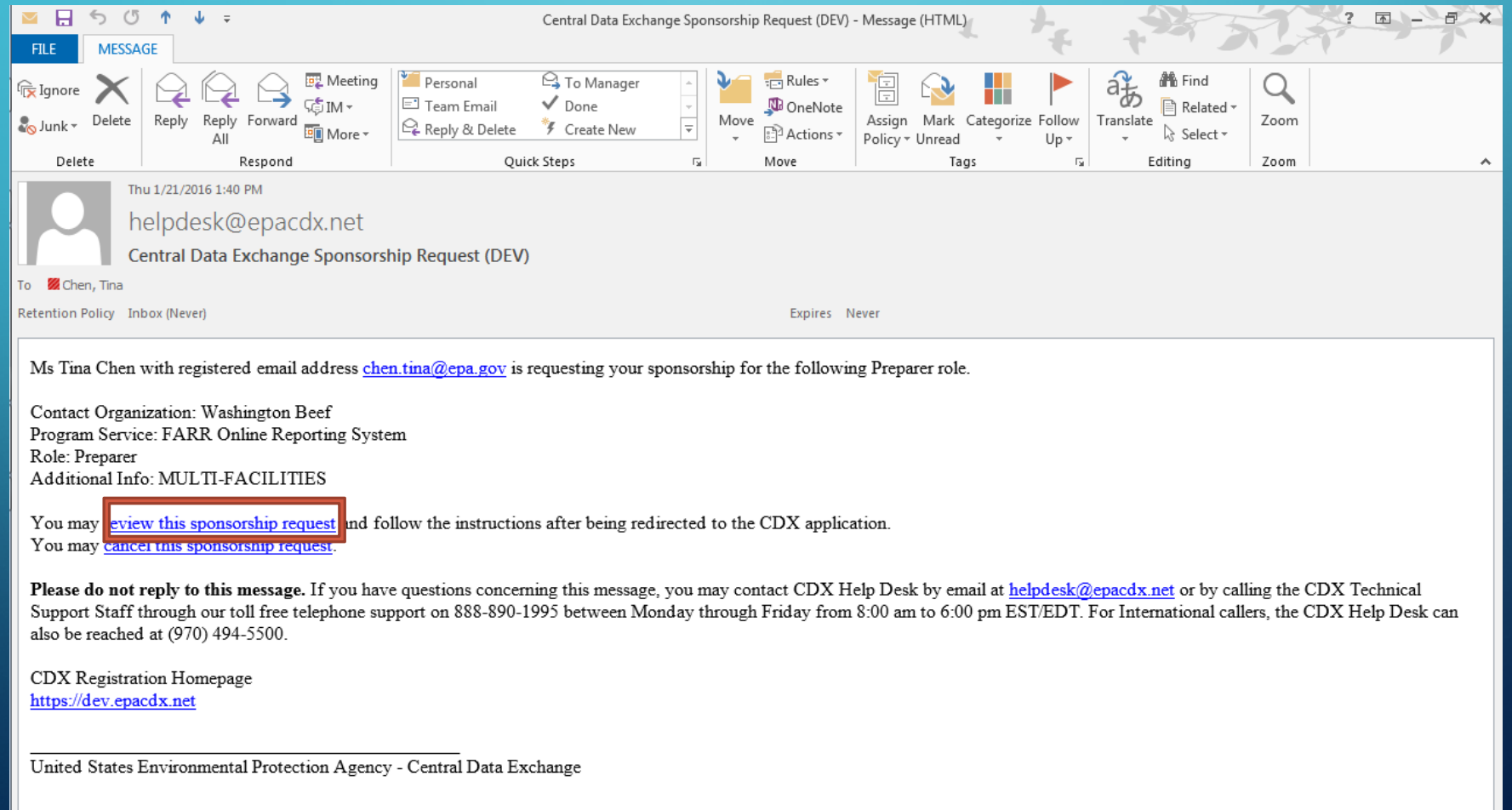


Preparer notification emails

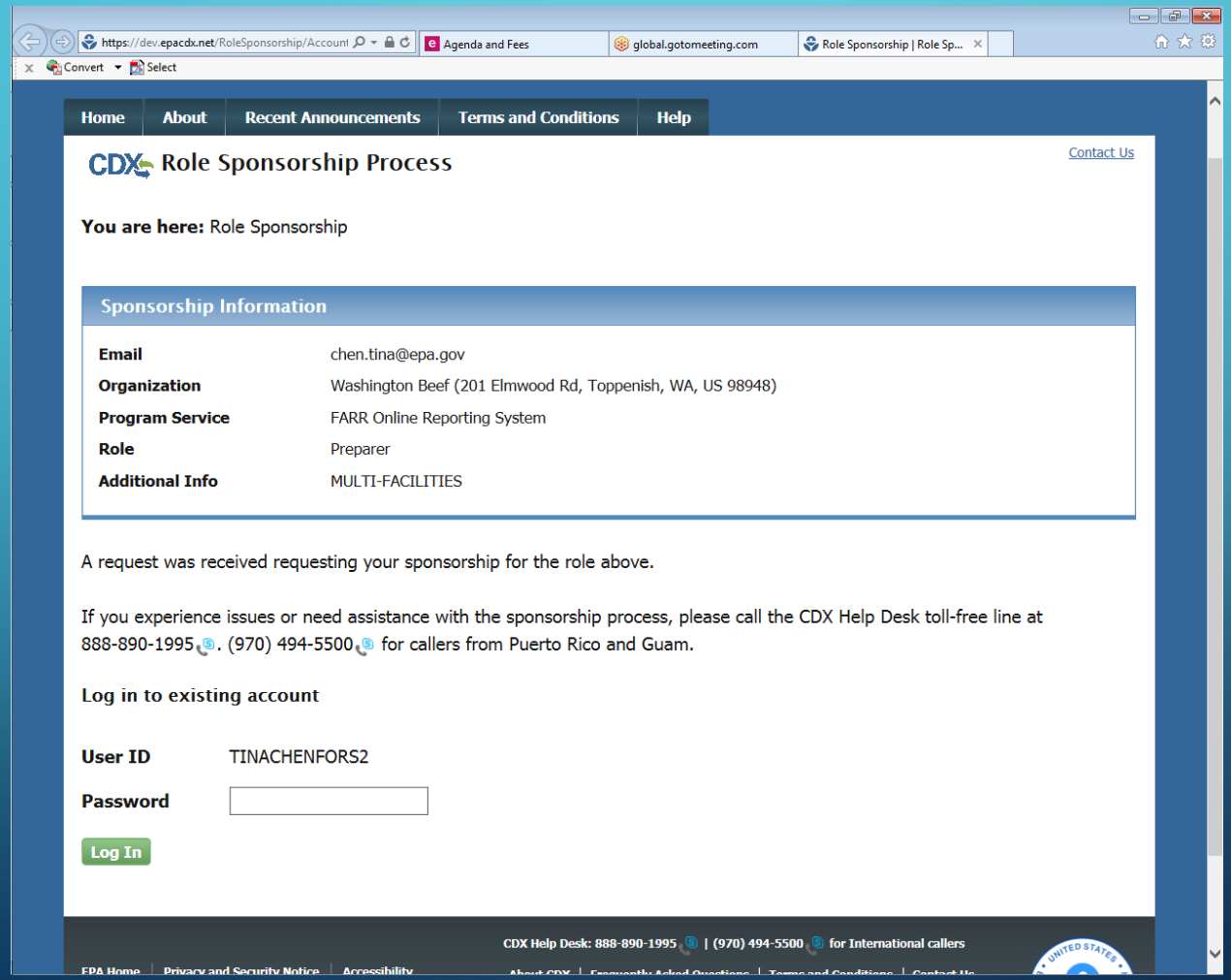




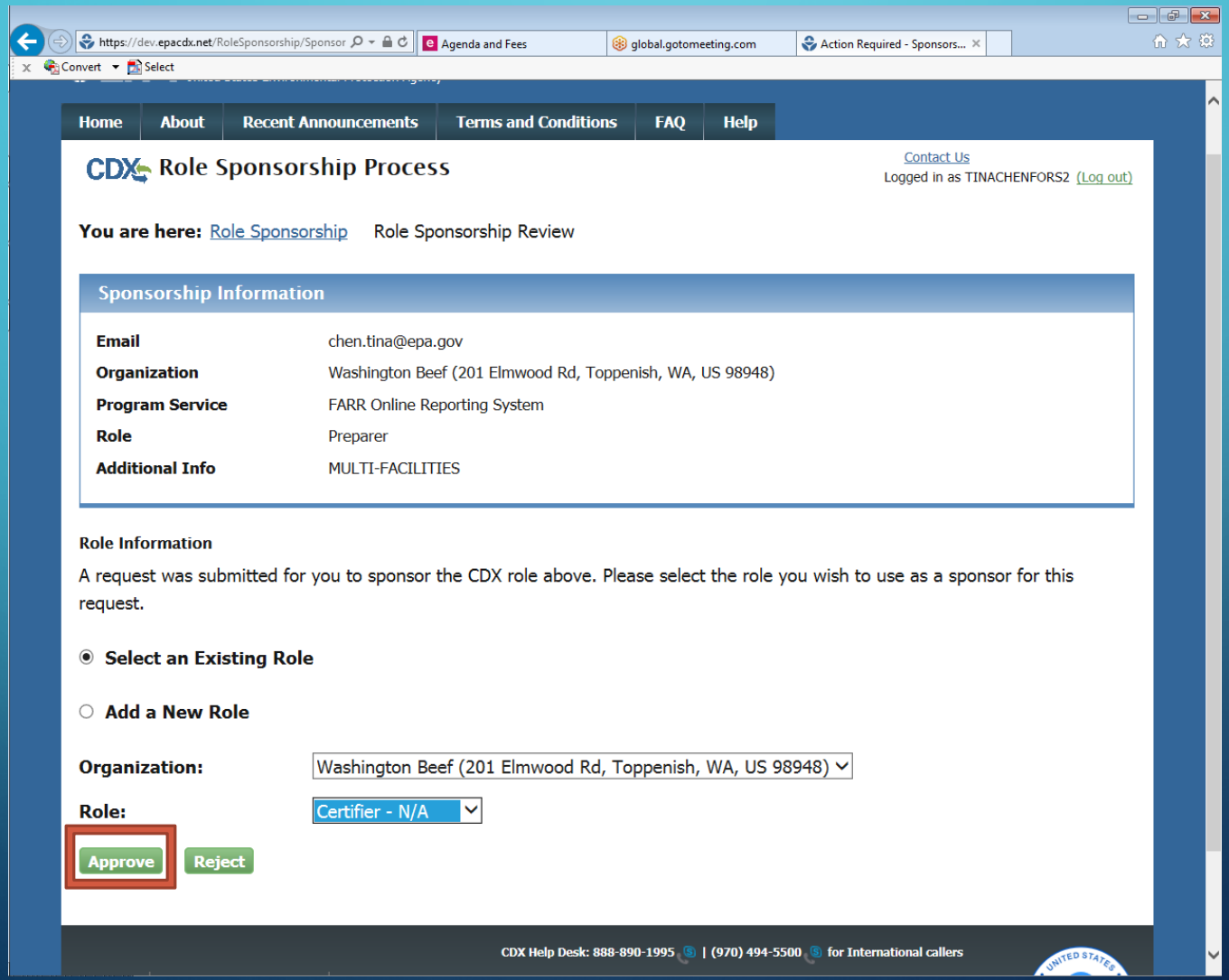
Certifier notification email. Select “review this sponsorship request”.



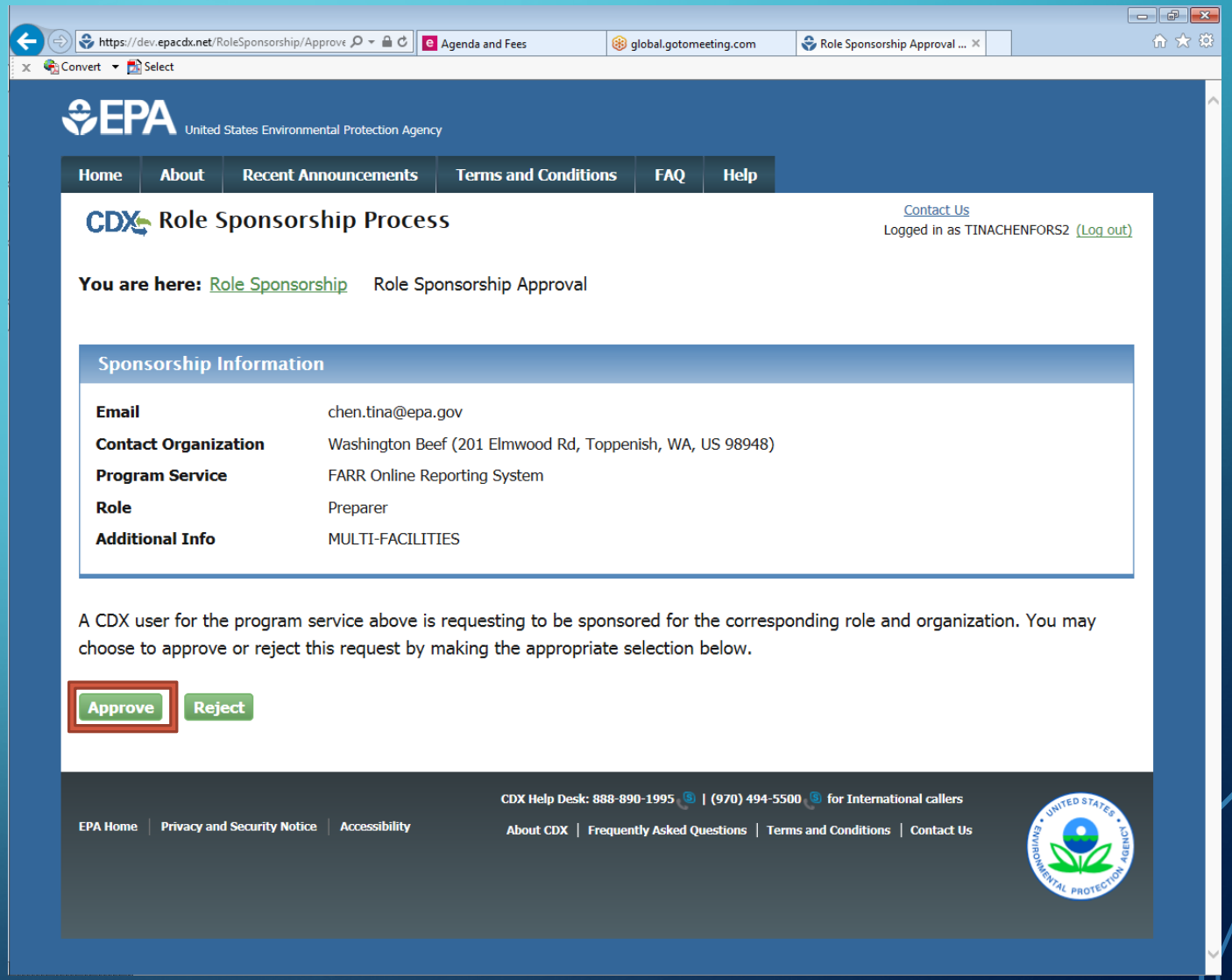
Review the sponsorship request. Provide your password to continue.



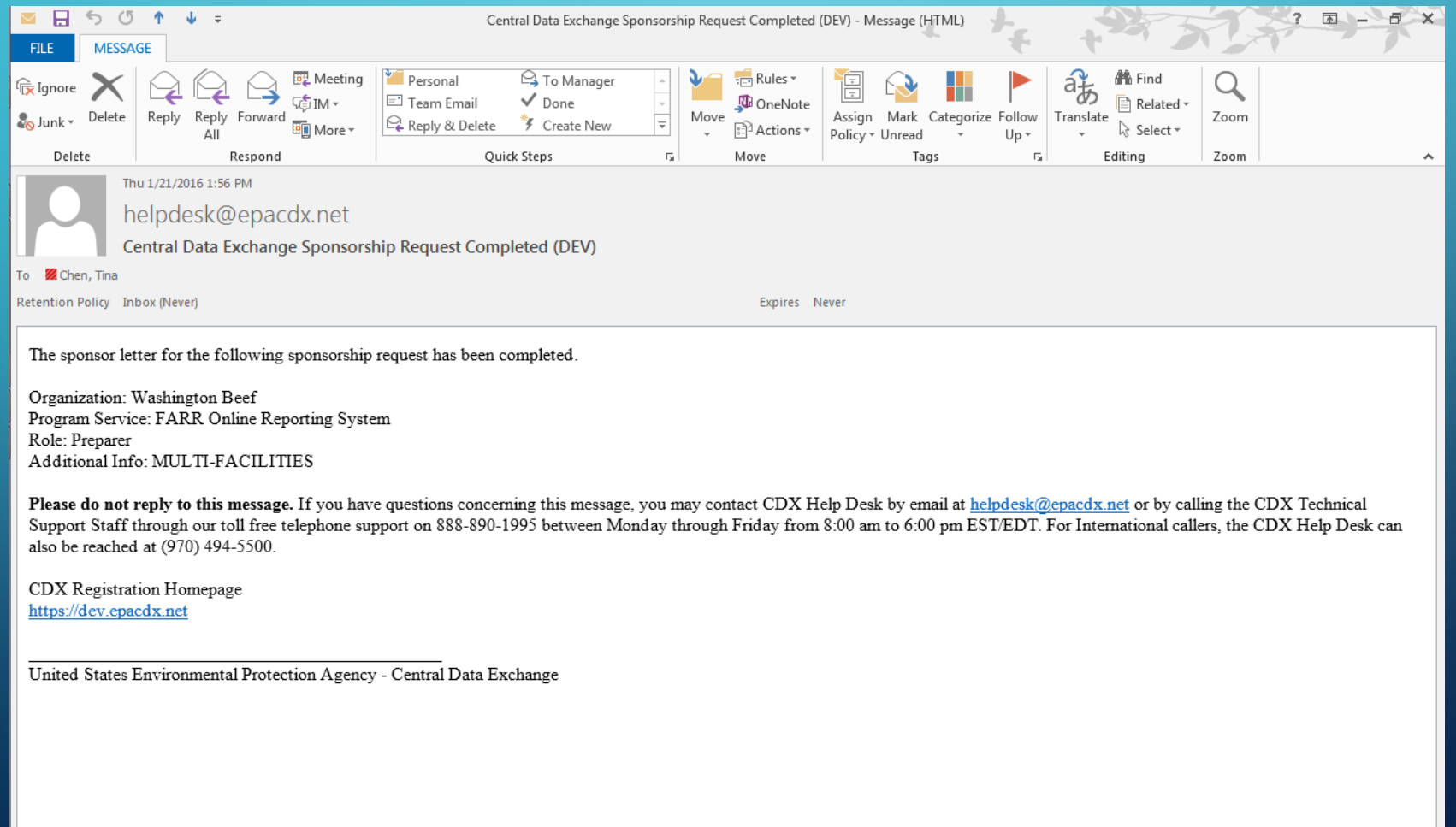
Select “Approve” if all the information is correct.



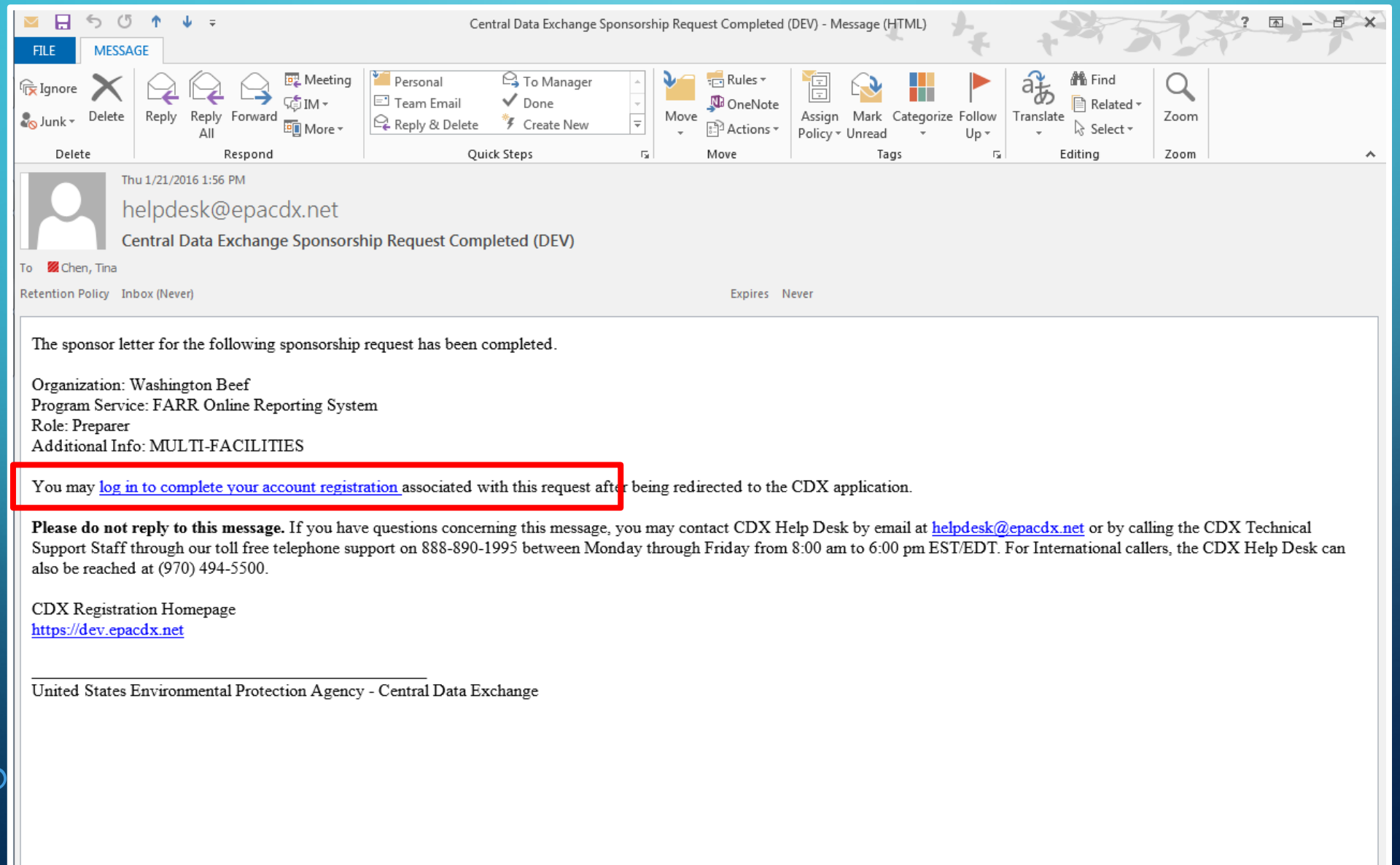
Select “Approve.”



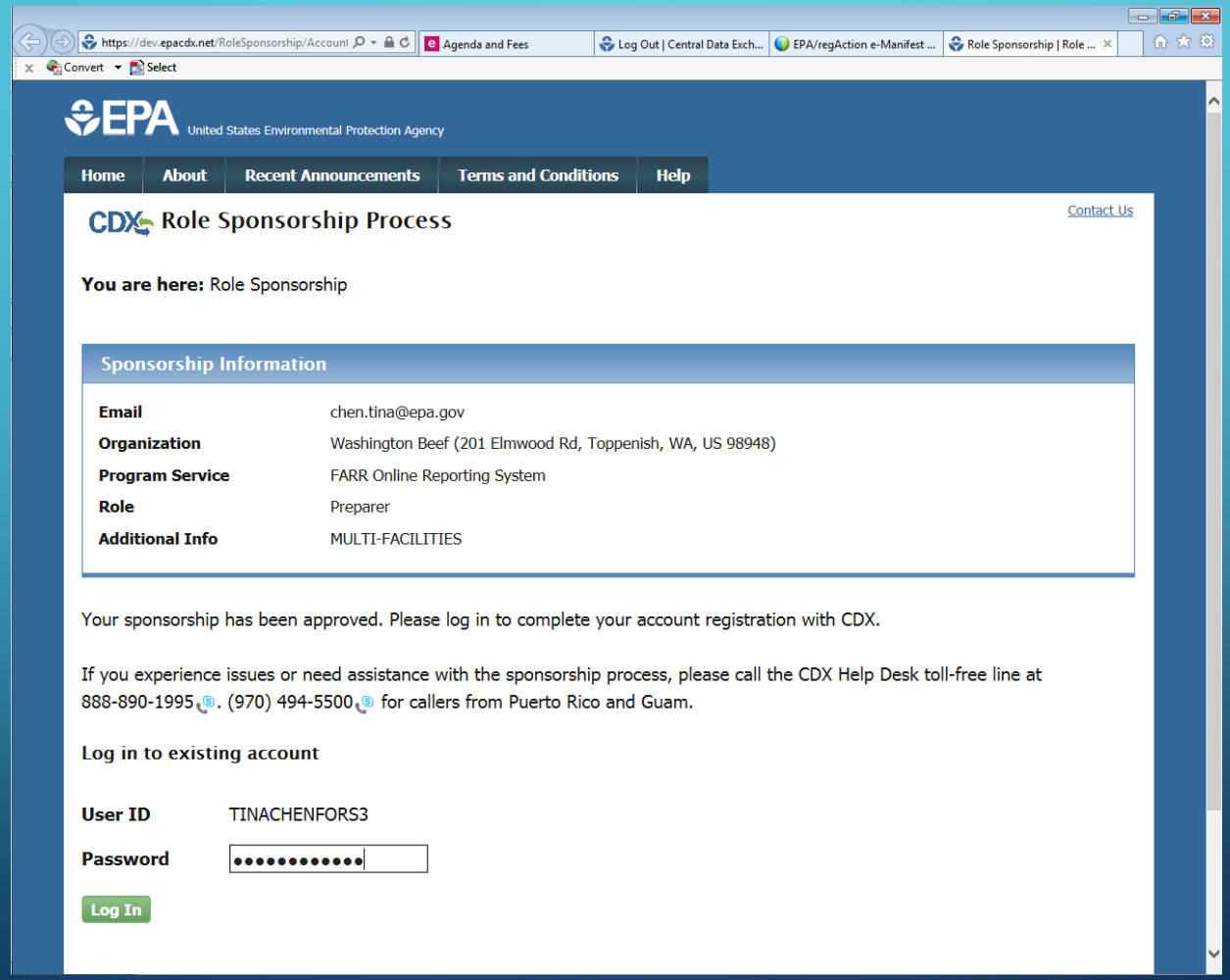
Certifier notification email



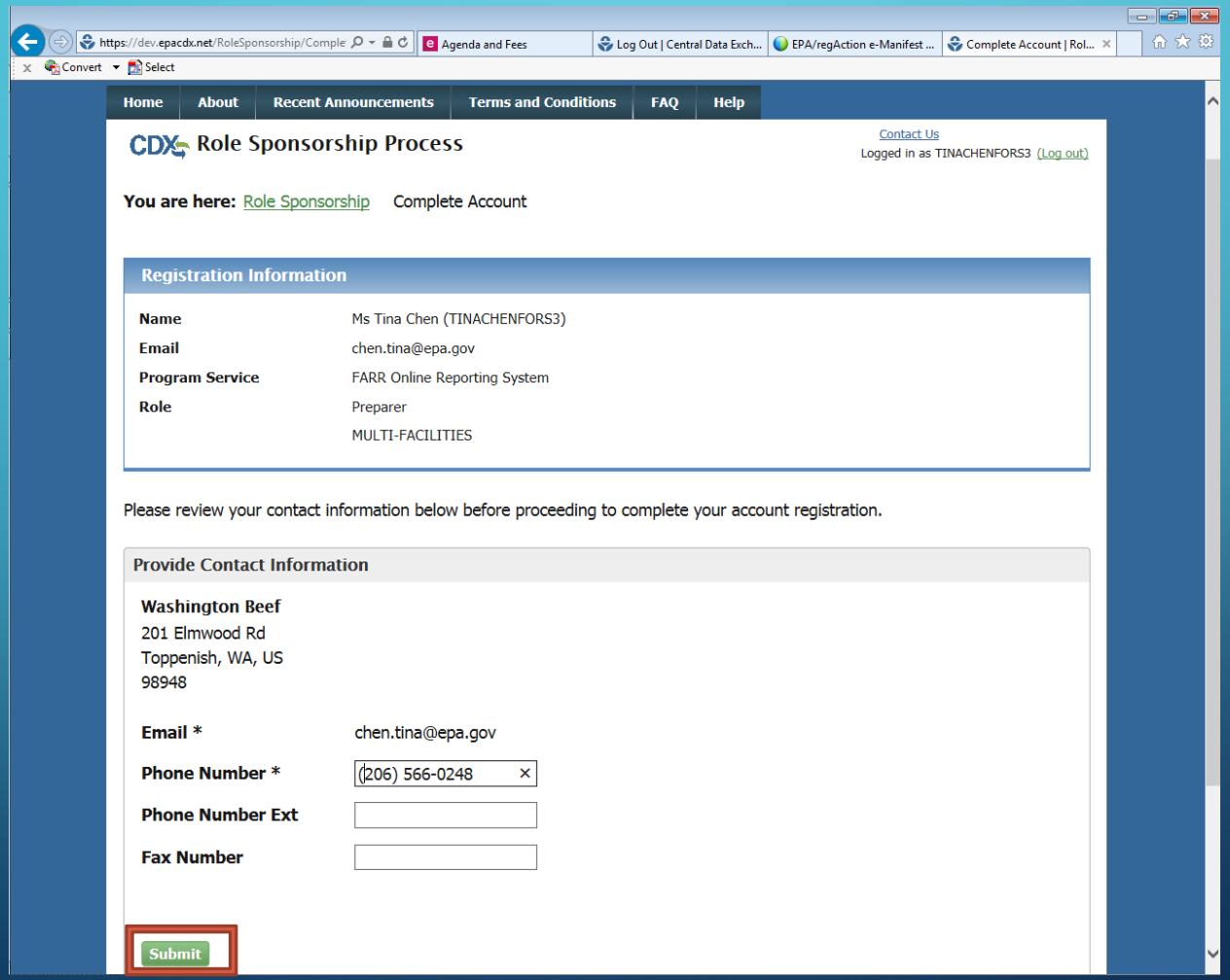
Preparer notification email – you MUST click on the hyperlinked text in this email to complete your account registration



Provide your password and select “Log in” to continue.

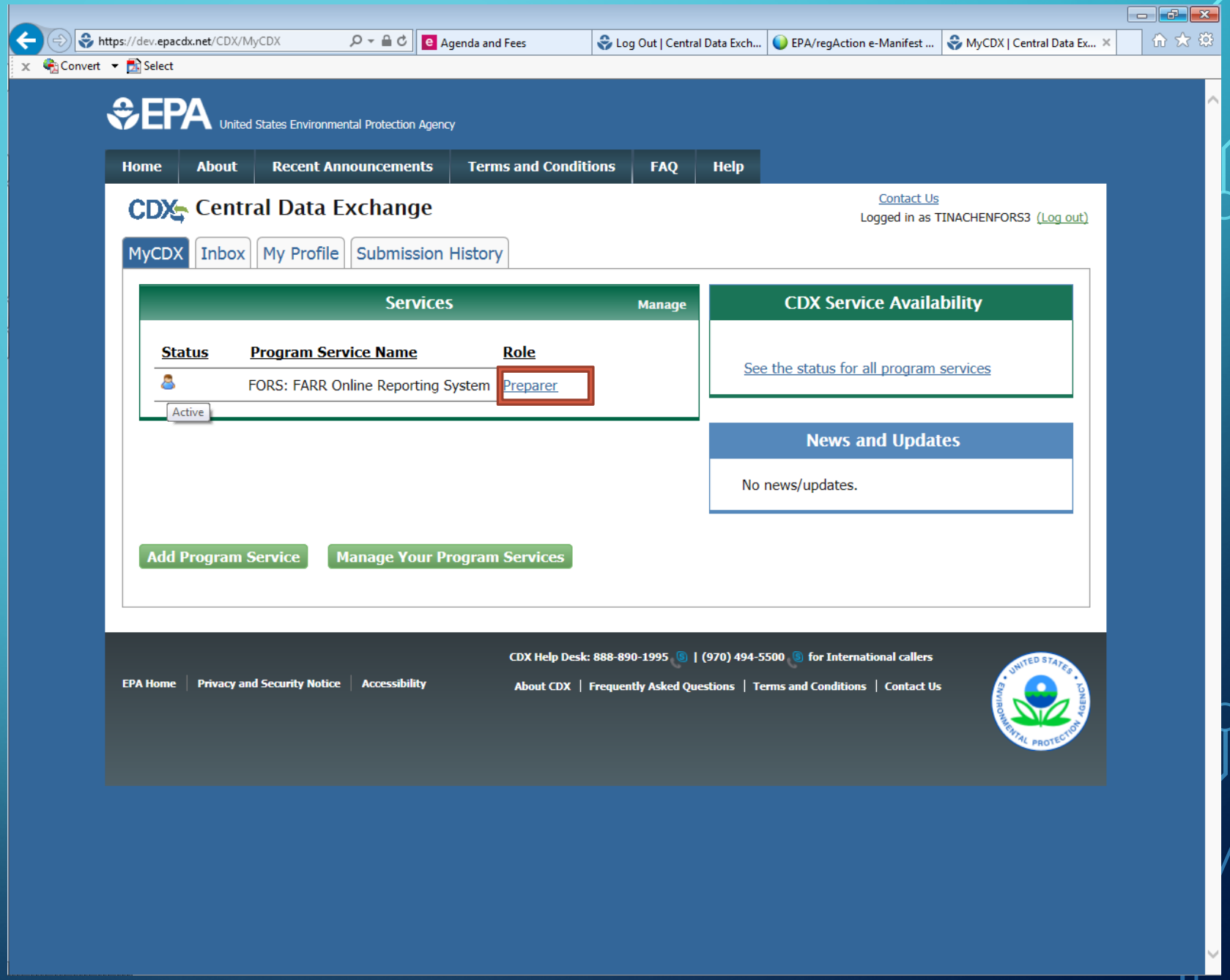


Review information and select “Submit” to continue.

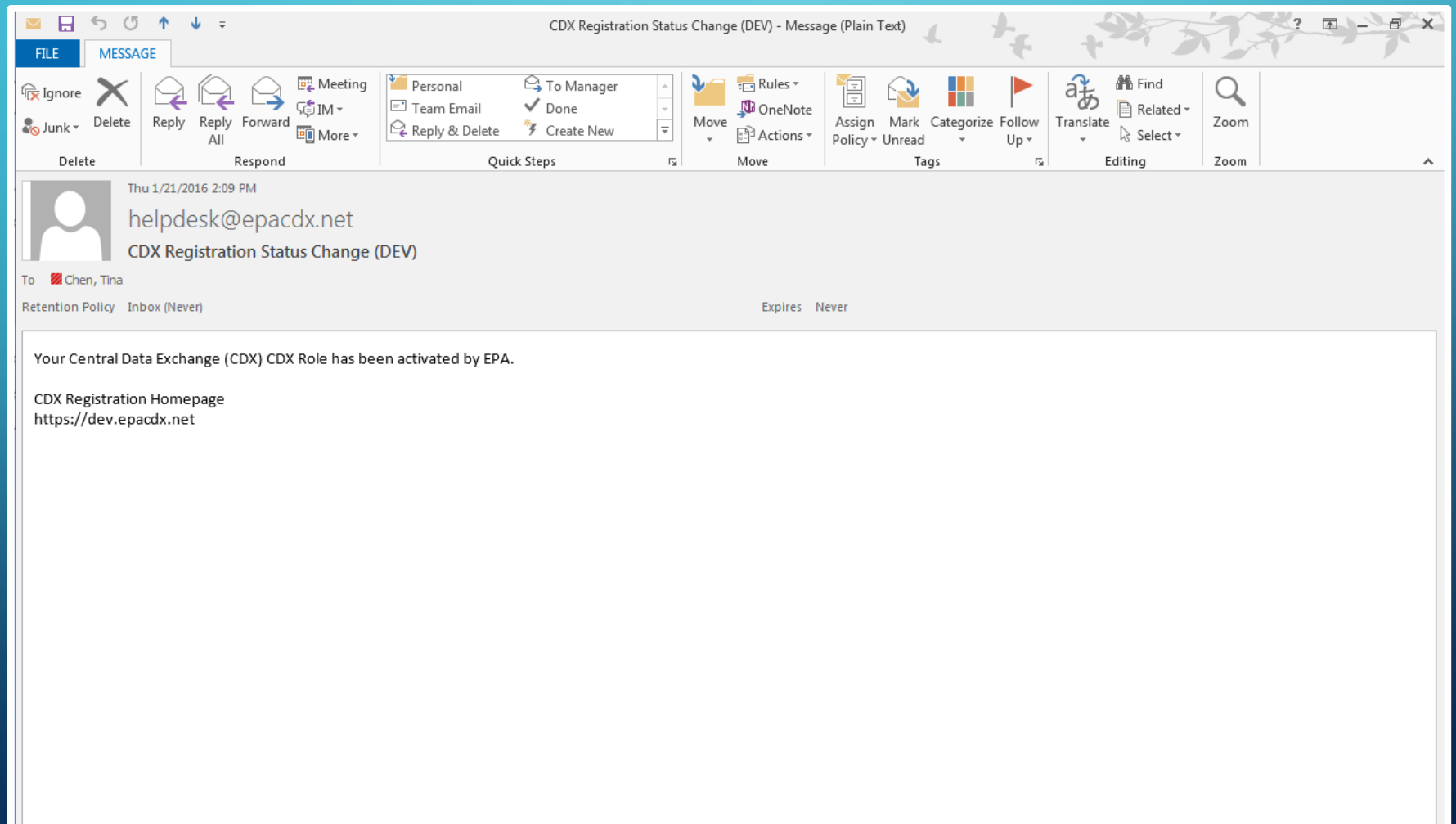


Role status is active.

Role name (preparer) is hyperlinked.



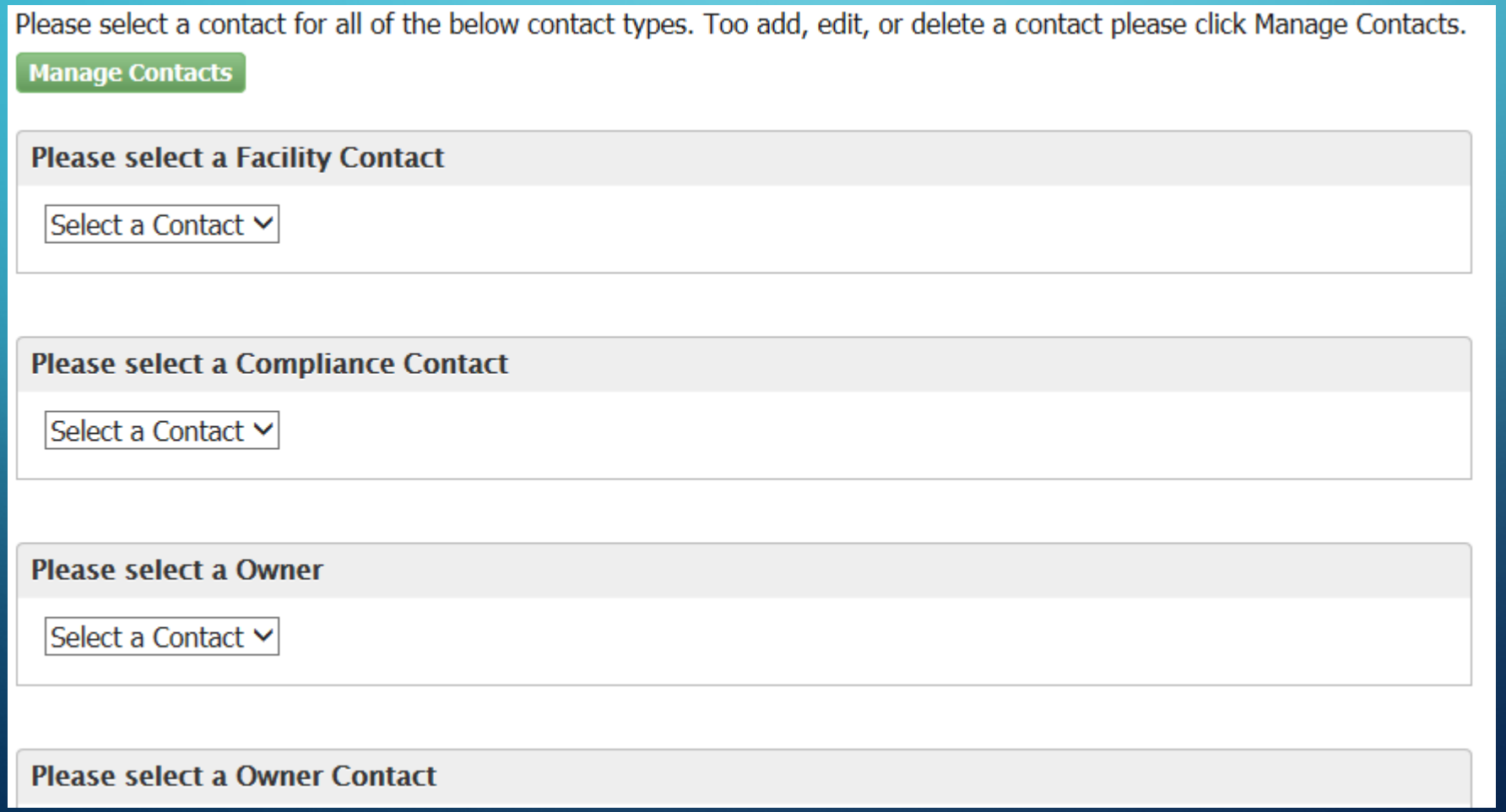
Notification email to confirm role activation

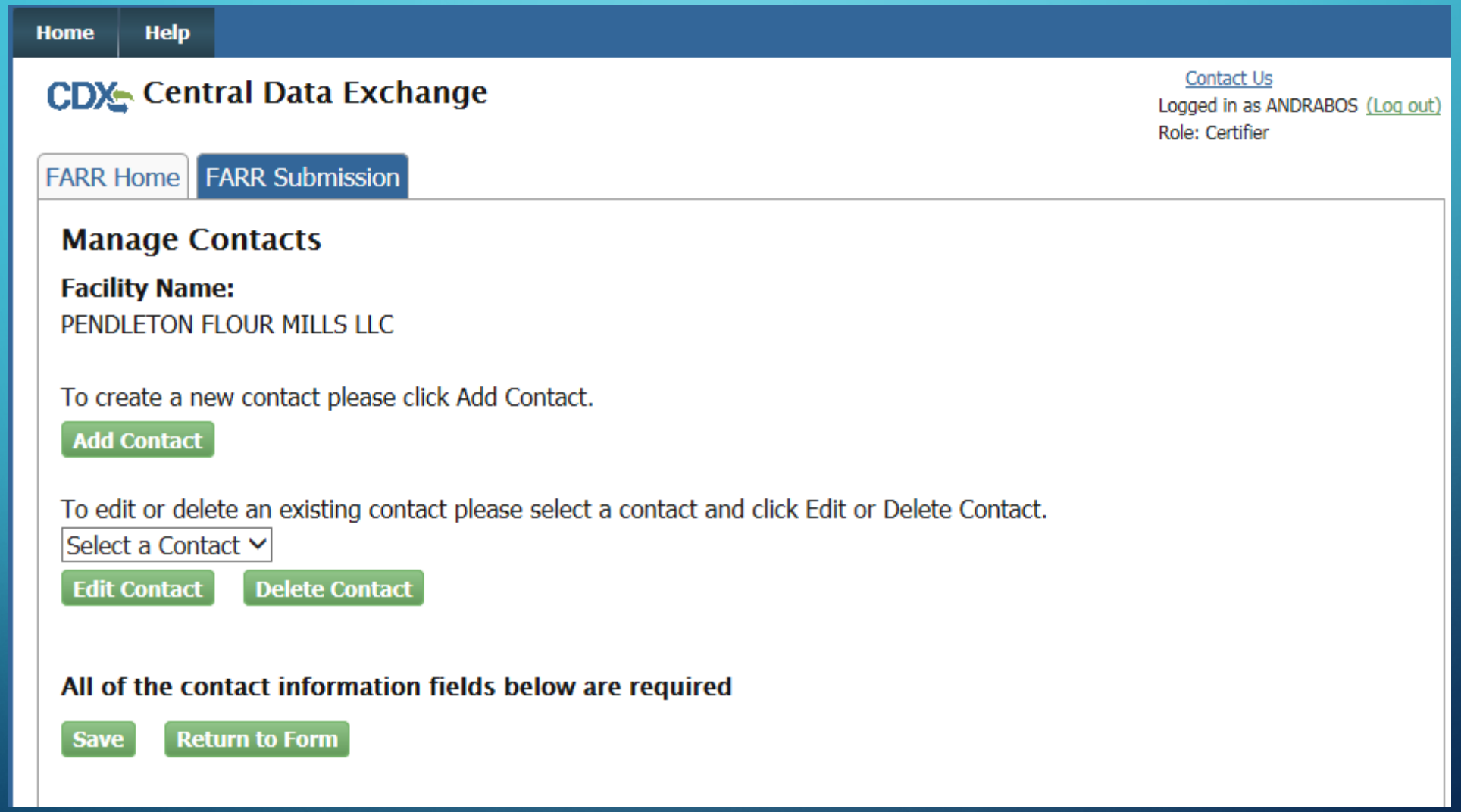


4. TROUBLESHOOTING

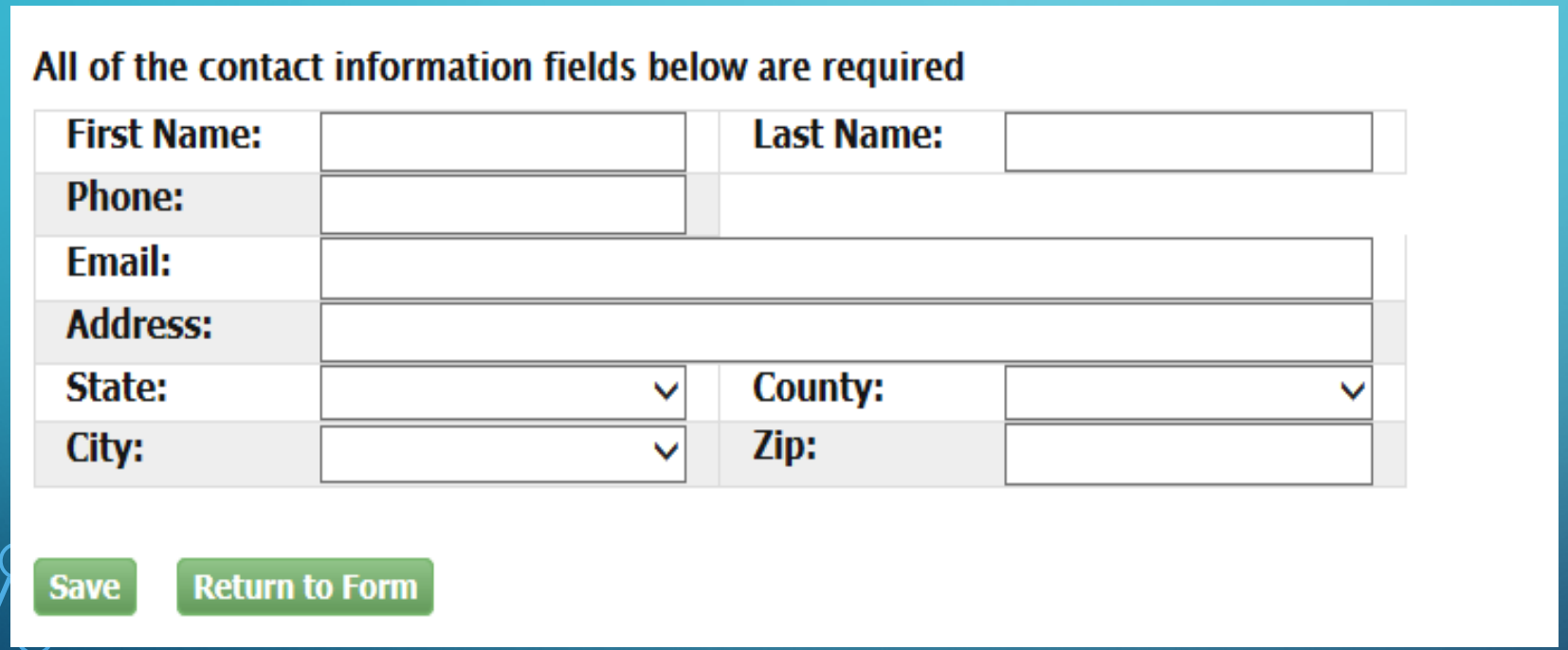
When you click on your role in CDX (either certifier or preparer) you will get to the FARR Report.

Please make sure you have a contact for each section. The same person can be repeated as needed.




Home
Help
CDX Central Data Exchange
Contact Us
Logged in as ANDRABOS (Log out)
Role: Certifier
FARR Home
FARR Submission
Manage Contacts
Facility Name:
PENDLETON FLOUR MILLS LLC
To create a new contact please click Add Contact.
Add Contact
To edit or delete an existing contact please select a contact and click Edit or Delete Contact.
Select a Contact
Edit Contact
Delete Contact
All of the contact information fields below are required
Save
Return to Form

ADD A CONTACT



Click Save and add as many of contacts as necessary then click Return to Form.

Make sure you add a contact for each Contact field. Some contacts can be added to more than one Contact field.

B. ATTACHMENTS

Instructions

All Attachments except of type 'Other' are required.

Include all of the following information as attachments to this form:

- Process flow chart identifying all processing, combustion, handling, storage, and emission control equipment
- Narrative description of the production processes and air pollution control equipment
- List of all emission units and air pollution generating activities; include model and serial numbers for portable equipment
- Plot Plan
  - Location of all emission units and air pollution generating activities
  - Property lines for the air pollution source
  - Elevation above grade for each emission release point
  - Distance and direction to nearest residential or commercial property
- Type and quantity of fuels, including sulfur content of fuels, used on a daily, annual and maximum hourly basis
- Type and quantity of raw materials used or final product produced on a daily, annual and maximum hourly basis
- Typical operating schedule, including number of hours per day, number of days per week and number of weeks per year
- List of estimated efficiency of air pollution control equipment under present or anticipated operating conditions
- Estimates of the total actual emissions from the air pollution source for the following air pollutants: particulate matter, PM10, PM2.5, sulfur oxides (SOx), nitrogen oxides (NOx), carbon monoxide (CO), volatile organic compound (VOC), lead (Pb) and lead compounds, ammonia (NH3), fluorides (gaseous and particulate), sulfuric

Add New Attachment

Select Attachment Type: Process Flow

Select File: Browse... Upload

Make sure you have an attachment for all required sections:

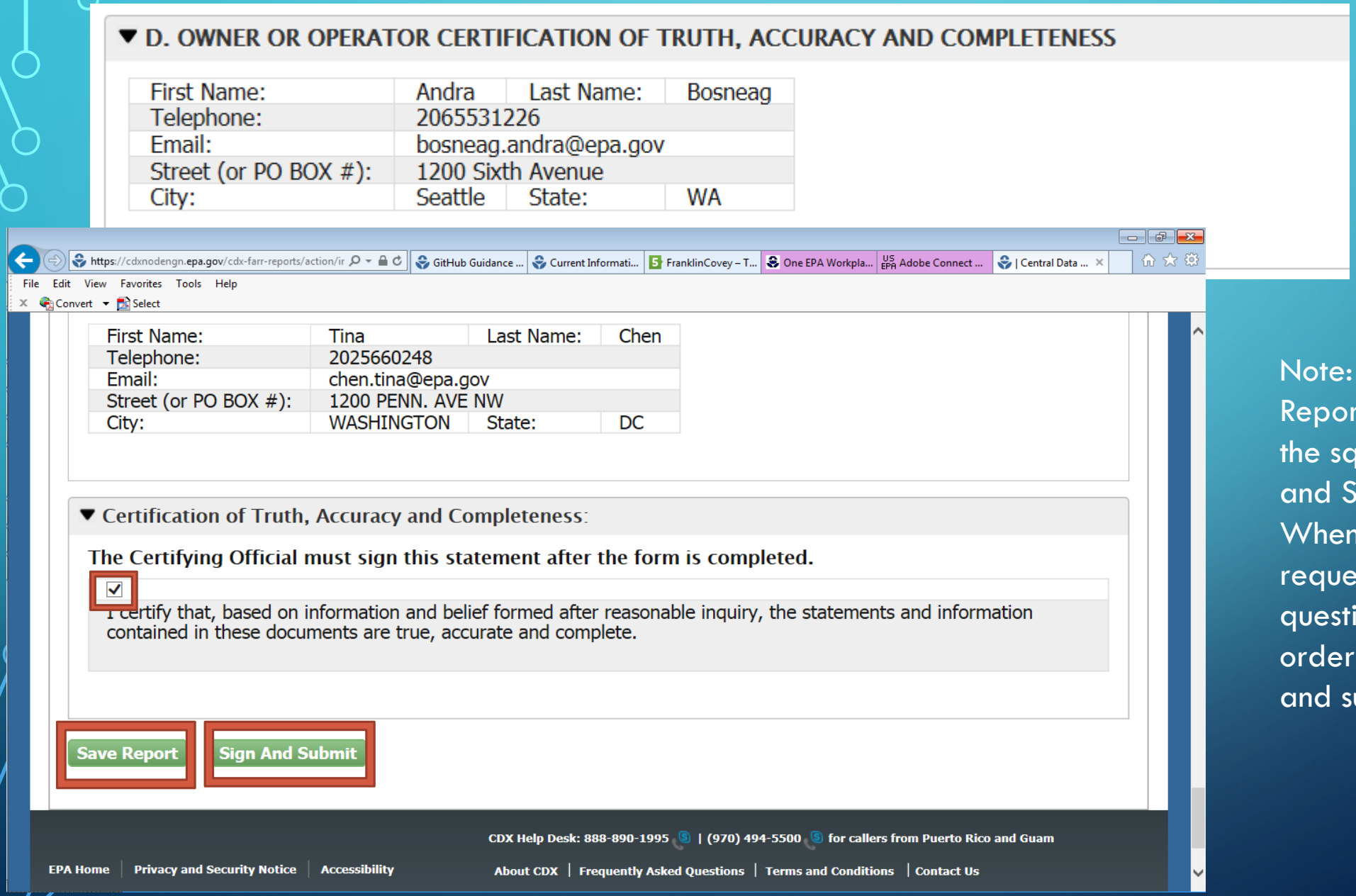
1. Process Flow
2. Narrative
3. Emission Units
4. Plot Plan
5. Fuel Inventory
6. Raw Materials
7. Schedule
8. Efficiencies and Calculations

- If your facility does not emit a certain pollutant, put in 0. Make sure to fill in all the boxes!
- Total emissions are in tons per year.

▼ C. TABLE OF ANNUAL EMISSIONS

The following table should be completed by inserting estimates of the total actual emissions in tons/year for all pollutants.

Pollutant	Definition of Acronym	Total Emissions
PM	Particulate Matter	
PM10	Particulate Matter less than 10 microns in size	
PM 2.5	Particulate Matter less than 2.5 microns in size	
SOx	Sulfur Oxides	
NOx	Nitrogen Oxides	
CO	Carbon Monoxide	
VOC	Volatile Organic Compound	
Pb	Lead and lead compounds	
NH3	Ammonia	
Fluorides	Gaseous and particulates	
H2SO4	Sulfuric Acid Mist	
H2S	Hydrogen Sulfide	
TRS	Total Reduced Sulfur	
RSC	Reduced Sulfur Compounds	



Note: First, click "Save Report". Only once you click the square, will the "Sign and Submit" button appear. When you click on it, a request for your security questions will come up in order to certify the report and submit it.

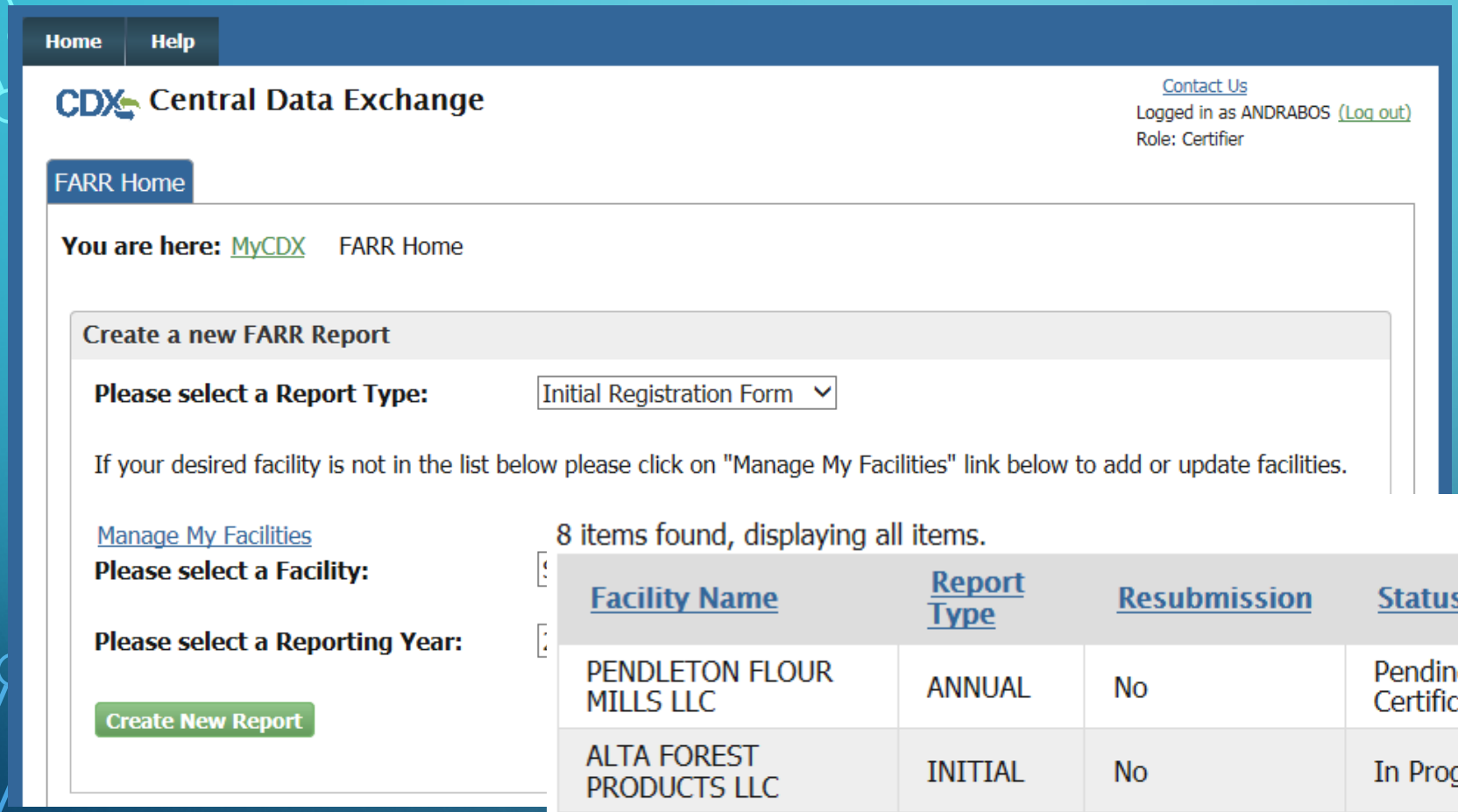
CERTIFYING PREPARER'S REPORT

1. Once preparer has completed report, the certifier signs into their account at https://cdx.epa.gov and clicks on Certifier.

2. **Scroll all the way to the bottom of the page!**

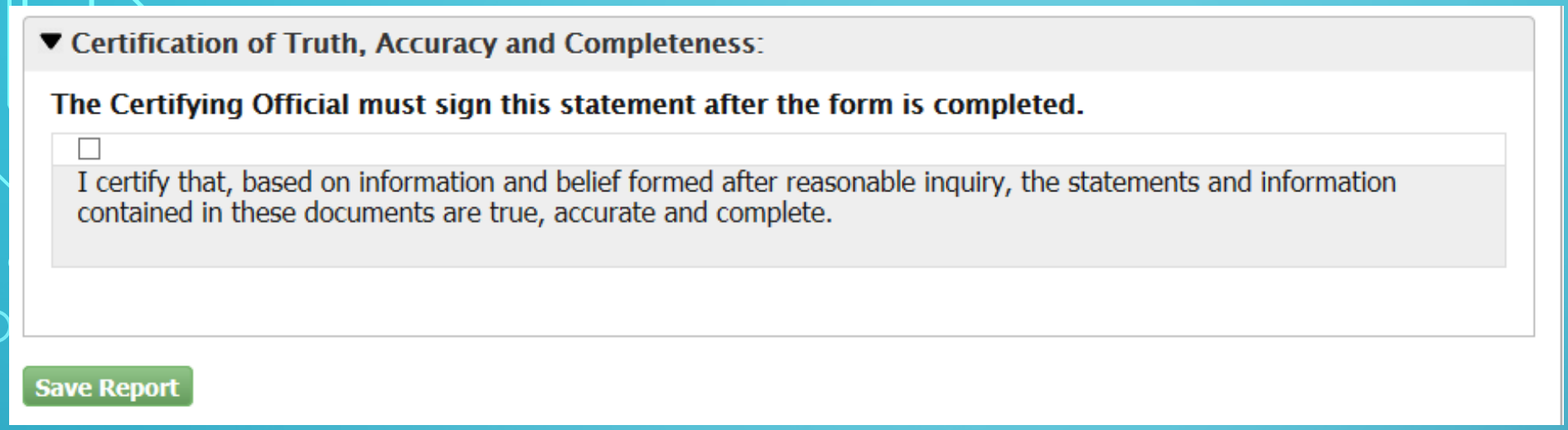
3. Click Edit for the respective Facility

4. Examine Report

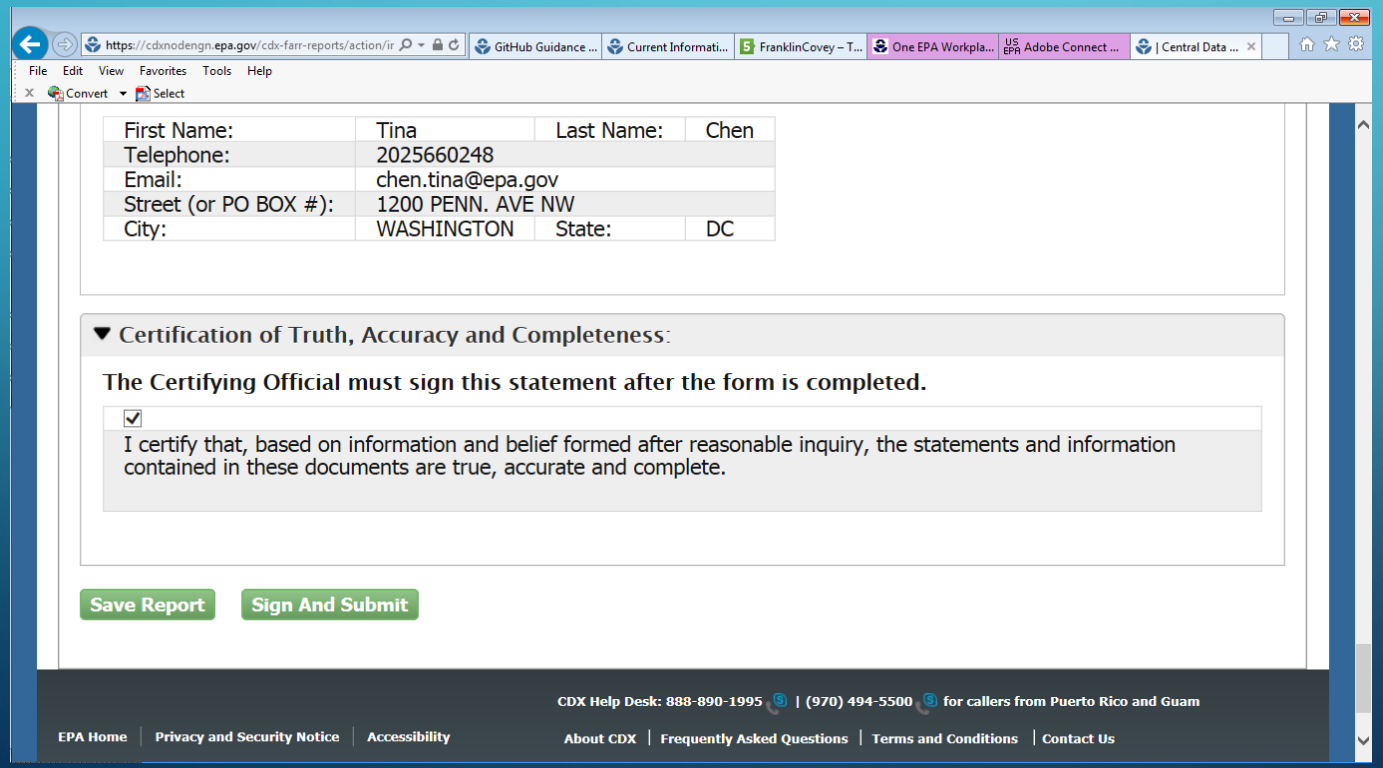


8 items found, displaying all items.

Facility Name	Report Type	Resubmission	Status	Year	Actions	Resubmit
PENDLETON FLOUR MILLS LLC	ANNUAL	No	Pending Certification	2015	Edit	N/A
ALTA FOREST PRODUCTS LLC	INITIAL	No	In Progress	2015	Edit	N/A
PENDLETON FLOUR MILLS LLC	INITIAL	No	In Progress	2016	Edit	N/A
TWIN TOTEMS CONVENIENCE STORE	INITIAL	No	Pending Certification	2015	Edit	N/A



5. Click square to certify truth, accuracy, and completeness.



6. Once you click the square, a “Sign and Submit” button will appear. When you click on it, a request for your security questions will come up.

7. Enter the information and the report will be submitted.

TIPS

- Fill in all required sections ex. Contacts, Attachments, etc.
- After you have completed registration to access the FARR Online Reporting System (FORS) application, please go to: https://cdx.epa.gov/
- Do not share your CDX User ID and Password
- Do not share your CDX account
- All system email notifications will be sent from: helpdesk@epacdx.net
  - Please check your spam/junk folders
  - Please save this email address in your contacts list
- If you require technical assistance with your CDX account or need assistance completing the FARR registration online, you can contact the CDX Help Desk or EPA.

CONTACTS

CDX Technical Support Staff

- Toll free telephone support at 888-890-1995 (Mon- Fri from 8:00 am to 6:00 pm EST/EDT) or https://cdx.epa.gov/Help (For technical issues, password support, etc.)

Bill Todd

- Todd.bill@epa.gov or 206-553-6914

Andra Bosneag

- Bosneag.andra@epa.gov or 206-553-1226

Nancy Helm

- Helm.nancy@epa.gov or 206-553-6908