

CBS TUTORIAL - ASSOCIATING DESIGNATED REPRESENTATIVES WITH THE TRANSPORT RULE PROGRAMS

This CAMD Business System (CBS) tutorial will guide you through the steps necessary to associate Designated Representatives with the Transport Rule (TR) programs.

Please keep the following in mind when using CBS to submit data to the EPA Host System:

1. Primary Designated Representatives must log into CBS using their own user id and password. This user id and password must NOT be shared with anyone else. If there are questions about CBS user ids or passwords, contact Karen VanSickle at 202-343-9220, or Kirk Nabors at 202-343-9171 or Paula Branch at 202-343-9168.

2. Your Password is case-sensitive.

3. A Designated Representative may not replace himself with someone else;

An Alternate Representative can make himself the Primary Representative;

A Source Management Agent can make himself the Primary or Alternate Representative;

A Primary Representative can associate the Alternate Representative with new programs;

A Primary Representative can add or remove an Alternate Representative;

Facilities must have the same Primary and Alternate Representative for all programs.

4. You must SAVE and SUBMIT data one facility at a time. If you navigate away from a facility or from the Certificate of Representation module without Saving **AND** Submitting, your data will be lost.
5. You may be missing data for a facility/unit. You will receive error messages when you click Save and/or Submit if you are missing data. You must enter the missing data before you can complete the Certificate of Representation process.
6. The most common missing data is the Generator Information. For instructions on how to resolve missing generator information, see section below labeled **Missing Generator Information**.

LOG ON TO THE CAMD BUSINESS SYSTEM (CBS)

- Go to <http://www.epa.gov/airmarkets/business/industry/cbs.html> and click on the link CAMD Business System at the top of the page.
- Enter your **User Name** and **Password** and click the **Log On button**.
- Click the **Certificate of Representation link** under the section labeled **Source Management**.
- Read the '**Certificate of Representation Process**' information, and click the **Continue button**. For more information about the Certificate of Representation process, watch the tutorial found on this screen.
- Read the **Certification Statements** and click the **Agree button**.
- Highlight a facility on the '**My Facilities**' screen, and click the **Select button**.

PRIMARY REPRESENTATIVES

Please note you must assign the TR programs for the Primary Representative **before** you assign the TR programs for the Alternate Designated Representative.

- Click the **Primary Representative button** on the right side of the screen under the section labeled **Facility**. The programs for which the existing Primary Representative has already certified will be displayed.

IF YOU ARE THE EXISTING PRIMARY REPRESENTATIVE FOR OTHER CAMD PROGRAMS AND WISH TO ASSOCIATE YOURSELF WITH THE TR PROGRAMS (please note you cannot replace yourself with someone else):

- Click the **Associate Rep w/Programs button**.
- Check all the Program boxes that are blank.
- Read the **Certification Statements** and click the **I Agree button** at the bottom of the page.
- Read the message in the Result box and click the 'X'.

At this point, your changes have been Saved, but have not yet been submitted to the EPA Host System. If there are no other changes for THIS FACILITY, see the section labeled SUBMITTING DATA TO THE EPA HOST SYSTEM.

IF YOU ARE REPLACING THE EXISTING PRIMARY REPRESENTATIVE FOR ALL PROGRAMS INCLUDING THE TR PROGRAMS (please note you can only replace the existing Primary Representative with yourself):

- Click the **Replace Representative button**.
- Check all the Program boxes that are blank.
- Read the **Certification Statements** and click the **I Agree button** at the bottom of the page.
- Read the message in the Result box and click the 'X'.

At this point, your changes have been Saved, but have not yet been submitted to the EPA Host System. If there are no other changes for THIS FACILITY, see the section labeled SUBMITTING DATA TO THE EPA HOST SYSTEM.

ALTERNATE REPRESENTATIVE S

Please note you must assign the TR programs for the Primary Representative **before** you assign the TR programs for the Alternate Designated Representative.

- Click the **Alternate Representative button** on the right side of the screen. The programs for which the existing Alternate Representative has already certified will be displayed.

IF YOU ARE RETAINING THE EXISTING ALTERNATE REPRESENTATIVE, AND WISH TO ASSOCIATE THE EXISTING ALTERNATE REPRESENTATIVE WITH THE TR PROGRAMS:

- Click the **Associate Representative w/Programs button**.
- Check all the Program boxes that are blank.
- Click the **Save button**.
- Read the message in the Result box and click the 'X'.

At this point, your changes have been Saved, but have not yet been submitted to the EPA Host System. If there are no other changes for THIS FACILITY, see the section labeled SUBMITTING DATA TO THE EPA HOST SYSTEM.

IF YOU WANT TO REMOVE THE EXISTING ALTERNATE REPRESENTATIVE WITHOUT APPOINTING A REPLACEMENT:

- Click the Remove Representative button.
- Read the message in the Result box and click the 'X'.

At this point, your changes have been Saved, but have not yet been submitted to the EPA Host System. If there are no other changes for THIS FACILITY, see the section labeled SUBMITTING DATA TO THE EPA HOST SYSTEM.

IF THERE IS NO EXISTING ALTERNATE REPRESENTATIVE AND YOU WISH TO ADD AN ALTERNATE REPRESENTATIVE:

- Click the **Add New Alternate Representative button.**
- Search the database to see if the replacement representative is in the CAMD database. Type the person's last name in the Last Name field.

If the person already exists in the CAMD database, you will see the person's name in the **'Similar Names Already in the CAMD Database' box**. If the person does NOT appear in the **'Similar Names Already in the CAMD Database' box**, see the section below labeled **'Person does not exist in the CAMD Database'**.

- Highlight that person's name.
- Check all the Program boxes that are blank.
- Click the **Save button**.
- Read the message in the Result box and click the 'X'.

At this point, your changes have been Saved, but have not yet been submitted to the EPA Host System. If there are no other changes for THIS FACILITY, see the section labeled SUBMITTING DATA TO THE EPA HOST SYSTEM.

IF YOU WANT TO REPLACE THE EXISTING ALTERNATE REPRESENTATIVE:

- Click on the **Replace Representative button**.
- Search the database to see if the replacement representative is in the CAMD database. Type the person's last name in the Last Name field.

If the person already exists in the CAMD database, you will see the person's name in the **'Similar Names Already in the CAMD Database' box**. If the person does NOT appear in the 'Similar Names Already in the CAMD Database' box, see the section below labeled **'Person does not exist in the CAMD Database'**.

- Highlight that person's name.
- Check all the Program boxes that are blank.
- Click the **Save button**.
- Read the message in the Result box and click the 'X'.

At this point, your changes have been Saved, but have not yet been submitted to the EPA Host System. If there are no other changes for THIS FACILITY, see the section labeled SUBMITTING DATA TO THE EPA HOST SYSTEM.

PERSON DOES NOT EXIST IN THE CAMD DATABASE

- If you searched for the person in the CAMD database, and the person does not exist, click the **Add New Person button**. Please note you will not be able to add a person with an email address that already exists in the CAMD database.
- Enter the replacement representative's personal contact information. Required fields are indicated with a red asterisk.
- Click the **Save button**.
- Read the message in the Result box and click the 'X', and wait for the page to refresh.
- Check all the Program boxes that are blank.
- Click the **Save button**.
- Read the message in the Result box and click the 'X'.

At this point, your changes have been Saved, but have not yet been submitted to the EPA Host System. If there are no other changes for THIS FACILITY, see the section labeled SUBMITTING DATA TO THE EPA HOST SYSTEM.

SUBMITTING DATA TO THE EPA HOST SYSTEM

Once you have made all the necessary revisions for a facility and have Saved the data:

- Click the **Submit button** on the lower right side of the screen. It may take a few moments for the system to validate your data.
- The **'Review and Submit Facility Workspace Data'** will appear on the screen.
- Carefully review the information on the screen.
- Enter your **User Name and Password** and answer the **Challenge Question** presented to you.
- Click the **Submit button**.
- If your changes are successfully submitted, you will see a message box with the message **'Your changes have been submitted to the EPA'**.
- Read the message in the Result box and click the 'X'.
- If the message in the Result box indicates you are missing data, enter the missing data as appropriate, Save the data, and Submit the data to the EPA Host System. The data most often missing is the generator data. See section below labeled **Missing Generator Information** for more details.
- If you are not missing data, and your data was successfully submitted to the EPA Host System, you will be taken back to your list of facilities.

MISSING GENERATOR INFORMATION

- If any of your units are not actively linked to a generator in the CAMD database, you will receive an error message that reads ‘Unit XYZ is not actively linked to at least one generator. Link the unit to a generator or indicate on a generator screen that it is not linked to a generator.’
- On the right side of the screen under the **Generator** section, click on the generator id to which the unit in the error message is linked.
- On the **Generator Information** screen, check the unit boxes to which the generator is linked. If the unit does not serve an electrical generator, click the ‘Unit Does Not Serve An Electrical Generator’ box.
- Click the **Save button**.
- Read the message in the Result box and click the ‘X’.

At this point, your changes have been Saved, but have not yet been submitted to the EPA Host System. If there are no other changes for THIS FACILITY, see the section labeled SUBMITTING DATA TO THE EPA HOST SYSTEM.

CONTACT US

If you still need assistance after reading these instructions, please click the **Contact Us link** displayed across the top of all the screens in CBS. Provide as much information as possible. CAMD personnel will respond to your request.