



Instructions for the Agent Notice of Delegation

Note: Designated Representatives can submit the Notice of Delegation online through the CAMD Business System (CBS) at <https://camd.epa.gov/cbs/index.cfm>. You must have a user ID and password.

If you need a user ID and password, or if you have questions about CBS, contact Laurel DeSantis at desantis.laurel@epa.gov, or (202) 343-9191, or Alex Salpeter at salpeter.alex@epa.gov, or (202) 343-9157.

Any reference in these instructions to the Representative or Designated Representative means the Acid Rain Designated Representative and/or CAIR Designated, as applicable. Any reference to the Alternate Designated Representative means the Acid Rain Alternate Designated Representative and/or CAIR Alternate Representative, as applicable.

A Designated Representative may delegate, to one or more natural persons, his or her authority to make an electronic submission on his or her behalf, in a format prescribed by the Administrator. In order to delegate authority to make an electronic submission to the Administrator on his or her behalf, the Designated Representative must submit to the Administrator a notice of delegation. This notice shall be effective upon receipt by the Administrator and until receipt by the Administrator of a superseding notice of delegation. The superseding notice of delegation may replace any previously identified agent, add a new agent, or eliminate entirely any delegation of authority. Note that the agent delegation applies to all of the CAMD programs for which the Designated Representative has assumed responsibility.

Agents can be given the varying levels of authority, and a person may be designated as more than one type of Agent. In addition, a Representative may assign more than one person the same Agent type.

Please type or print. If you have any questions, please contact Laurel DeSantis at (202) 343-9191 or desantis.laurel@epa.gov.

- STEP 1** Enter the information for the Representative delegating authority to an Agent to make electronic submissions on his or her behalf. Note that the agent delegation applies to all of the CAMD programs for which the Representative has assumed responsibility.
- STEP 2** Enter the information for the Agent to whom the Representative is delegating authority to make electronic submissions on his or her behalf.
- STEP 3** Check the Agent types that apply for the Agent listed in Step 2.

*** Please note that for all three Emissions Collection and Monitoring Plan System (ECMPS) Submit Data agent types (see below), you MUST include a list of facilities and units for which the agent type applies. You MUST generate this list from the CAMD Business System (CBS). CAMD is requiring the use of the CBS generated list to avoid facility ID and unit ID discrepancies. Anyone with a CBS user id and password can generate this list for any Representative. To generate this list, log in to CBS and click the Reports button on the upper left side of the home page. In Step 1, select People Reports. In Step 2, select Units by Representative. Click the Continue button. Find the Representative in the list, highlight the name and click the Select button. Click the Print button to print the report. Once the report is printed, check the Facility Name/Unit ids as appropriate for the selected Agent type. If you wish to select all Facilities and Units, you can check the "Select All Units" box at the top of the list. You can NOT check the boxes on-line, you MUST check them manually after the report is printed.**

Source Management - An Agent who is given the authority to perform the following using the CAMD Business System (CBS): exempt units from programs (new and retired unit exemptions), add or edit facility, unit, owner, operator, representative information (Certificates of Representation), provide facility contact information, or assist with issues relating to the applicability of a unit to a given program.

Allowance Trading - An Agent who has the authority to perform allowance transfers using CBS.

General Account Management - An Agent who is given the authority to perform the following using CBS: add or edit account information for existing general accounts, representative and binding party information; or add a new general account.

Compliance - An Agent who is given the authority to perform the following annual compliance related tasks using CBS: submit annual compliance certifications (if required); submit allowance deduction information and submit common stack allowance deduction information.

Retrieve Monitoring Plan, QA and Emissions Data: An Agent who has the authority to retrieve monitoring plan, QA and emissions data from the EPA host system, and load it into their Emissions Collection and Monitoring Plan System (ECMPS) Client Tool. Retrieve agents have access to all facilities and units for a representative, since they are only able to retrieve data from the EPA host system, but CANNOT submit to the EPA host system.

Submit Monitoring Plan Data: An Agent who has the authority to submit monitoring plan data from the ECMPS Client Tool up to the EPA host system, for all units for which that responsibility has been assigned. **You MUST include a list of facilities and units for which this agent type applies. See instructions above. ***

Submit Monitoring Plan and QA Data: An Agent who has the authority to submit monitoring plan and QA data from the ECMPS Client Tool up to the EPA host system, for all units for which that responsibility has been assigned. If you assign a person as a Submit Monitoring Plan and QA Data agent, you do not need to also assign the person as a Submit Monitoring Plan Data agent. **You MUST include a list of facilities and units for which this agent type applies. See instructions above. ***

Submit Monitoring Plan, QA and Emissions Data: An Agent who has the authority to submit monitoring plan, QA and emissions data from the ECMPS Client Tool up to the EPA host system, for all units for which that responsibility has been assigned. If you assign a person as a Submit Monitoring Plan, QA, and Emissions Data agent, you do not need to also assign the person as a Submit Monitoring Plan Data or Submit Monitoring Plan and QA Data agent. **You MUST include a list of facilities and units for which this agent type applies. See instructions above. ***

STEP 4 Mark the box if you wish to remove all the agents currently assigned to the Representative listed in Step 1.

STEP 5 The Representative delegating authority to an Agent must read the certification statements, and sign and date the notice of delegation.

Submission Instructions

Email form to: (Emailed forms must include the signature pages)

Desantis.laurel@epa.gov

OR

Fax form to: (if the fax is greater than 20 pages, please email the completed forms, if you are able)

202-343-2381

Attention: Laurel DeSantis

If you have any questions, please contact Laurel DeSantis at (202) 343-9191 or desantis.laurel@epa.gov.

Paperwork Burden Estimate

The public reporting and record keeping burden for this collection of information is estimated to average 1 hour per response annually. Burden means the total time, effort, or financial resources expended by persons to generate, maintain, retain, or disclose or provide information to or for a Federal agency. This includes the time needed to review instructions; develop, acquire, install, and utilize technology and systems for the purposes of collecting, validating, and verifying information, processing and maintaining information, and disclosing and providing information; adjust the existing ways to comply with any previously applicable instructions and requirements; train personnel to be able to respond to a collection of information; search data sources; complete and review the collection of information; and transmit or otherwise disclose the information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Send comments on the Agency's need for this information, the accuracy of the provided burden estimates, and any suggested methods for minimizing respondent burden, including through the use of automated collection techniques to the Director, Collection Strategies Division, U.S. Environmental Protection Agency (2822T), 1200 Pennsylvania Ave., NW., Washington, D.C. 20460. Include the OMB control number in any correspondence. **Do not send the completed form to this address.**



Agent Notice of Delegation

Read instructions.

STEP 1

Enter the information for the Designated Representative or Alternate Designated Representative delegating authority to an Agent to make electronic submissions on his or her behalf.

Representative Name (First, Middle Initial, Last)	
Representative Company Name	
Representative Address	
Representative Email Address	
Representative Phone Number	Representative Fax Number

STEP 2

Enter the information for the Agent to whom the Designated Representative or Alternate Designated Representative is delegating authority to make electronic submissions on his or her behalf.

Agent Name (First, Middle Initial, Last)	
Agent Company Name	
Agent Address	
Agent Email Address	
Agent Phone Number	Agent Fax Number

STEP 3

Check the CBS Agent Types that apply for the Agent listed in Step 2. See instructions for description of Agent Types.

<p>Add CBS Agent Type(s) for Agent listed above:</p> <p><input type="checkbox"/> Source Management</p> <p><input type="checkbox"/> Allowance Trading</p> <p><input type="checkbox"/> General Account Management</p> <p><input type="checkbox"/> Compliance</p>	<p>Remove CBS Agent Type(s) for Agent listed above:</p> <p><input type="checkbox"/> Source Management</p> <p><input type="checkbox"/> Allowance Trading</p> <p><input type="checkbox"/> General Account Management</p> <p><input type="checkbox"/> Compliance</p>
--	---

STEP 3 (continued)

Check the ECMPs Agent Types that apply for the Agent listed in Step 2. See instructions for description of Agent Types.

<p>Add ECMPs Agent Type(s) for Agent listed above:</p> <p><input type="checkbox"/> Retrieve Monitoring Plan, QA and Emissions Data</p> <p><input type="checkbox"/> Submit Monitoring Plan Data You must specify Facilities and Units – See instructions for details)</p> <p><input type="checkbox"/> Submit Monitoring Plan and QA Data (You must specify Facilities and Units – See instructions for details)</p> <p><input type="checkbox"/> Submit Monitoring Plan, QA and Emissions Data (You must specify Facilities and Units – See instructions for details)</p>	<p>Remove ECMPs Agent Type(s) for Agent listed above:</p> <p><input type="checkbox"/> Retrieve Monitoring Plan, QA and Emissions Data</p> <p><input type="checkbox"/> Submit Monitoring Plan Data (You must specify Facilities and Units – See instructions for details)</p> <p><input type="checkbox"/> Submit Monitoring Plan and QA Data (You must specify Facilities and Units – See instructions for details)</p> <p><input type="checkbox"/> Submit Monitoring Plan, QA and Emissions Data (You must specify Facilities and Units – See instructions for details)</p>
--	--

STEP 4

Mark the box if appropriate.

Remove all Agents currently assigned for this Representative

STEP 5

The Designated Representative or Alternate Designated Representative must read the certification statements, sign, and date.

Acid Rain Program (as applicable)

I agree that any electronic submission to the Administrator that is by an agent identified in this notice of delegation, and of a type listed for such agent in this notice of delegation, and that is made when I am an Acid Rain designated representative or alternate Acid Rain designated representative, or when I am an Acid Rain authorized account representative or alternate Acid Rain authorized account representative, and before this notice of delegation is superseded by another notice of delegation, shall be deemed to be an electronic submission by me. Until this notice of delegation is superseded by another notice of delegation, I agree to maintain an e-mail account, and to notify the Administrator immediately of any change to my e-mail address unless all delegation of authority by me is terminated.

CAIR NO_x Annual Trading Program, CAIR SO₂ Trading Program, CAIR NO_x Ozone Season Trading Program (as applicable)

I agree that any electronic submission to the Administrator that is by an agent identified in this notice of delegation, and of a type listed for such agent in this notice of delegation, and that is made when I am a CAIR designated representative or alternate CAIR designated representative, or when I am an CAIR authorized account representative or alternate CAIR authorized account representative, and before this notice of delegation is superseded by another notice of delegation, shall be deemed to be an electronic submission by me. Until this notice of delegation is superseded by another notice of delegation, I agree to maintain an e-mail account, and to notify the Administrator immediately of any change to my e-mail address unless all delegation of authority by me is terminated.

Representative Name	
Representative Signature	Date
<p>Submission Instructions:</p> <p>Email form to: (Emailed forms must include the signature pages)</p> <p>Desantis.laurel@epa.gov</p> <p>OR</p> <p>Fax form to: (if the fax is greater than 20 pages, please email the completed forms, if you are able)</p> <p>202-343-2381</p> <p>Attention: Laurel DeSantis</p> <p>If you have any questions, please contact Laurel DeSantis at (202) 343-9191 or desantis.laurel@epa.gov.</p>	