Area Source Boiler Notification of Compliance Status

In this document you will find out how to create and submit the Notification of Compliance Status under citation 63.11225(a)(4) by using the EPA’s Compliance and Emissions Data Reporting Interface.

Before you can start this process you need to have already set up a user account with the Central Data Exchange (CDX) at the following website https://cdx.epa.gov/. After you have set up your CDX account you will need to register for the CEDRI data flow following the steps in the CEDRI users guide found on the area source boilers compliance assistance website (http://www.epa.gov/boilercompliance/).
Step 1: Log into the CDX website or register with CDX (https://cdx.epa.gov/)
Step 2: Select the CEDRI Program Service from your list of program services on the “MyCDX” page
Step 3: Click Create New submission package
Step 4: Enter a Package Name that you choose for your Reporting Package

- **Manage Submission Package**

  - **Package Name**
    - Enter a Package Name

  - **Select Template**
    - Select Facility

- **Select applicable subparts**
  - **Select options**
    - Apply Suboptions

- **Buttons**
  - **Refresh**
  - **Save As Template**
  - **Save And Complete Later**
  - **Submit**
Step 5: Select a Facility from your Facility List and click “Set Facility”. (Note: that Facilities are added under My Profile in the CDX landing page seen in Step 2)
Step 6: Add a mailing address by clicking “Edit Facility Details”
Step 7: Apply the Subpart for the Area Source Boiler Rule, Part 63 Subpart JJJJJJ by first clicking the drop down list arrow
Step 8: You can filter the list of subparts by typing in “JJJJJJ” into the filter box at the top of the pick list.
Step 9: Check the selection box for Subpart JJJJJJ and then click "Apply Subpart"
Step 10: Apply the Report you want to submit by first clicking the drop down list arrow.
Step 11: Select the Reports that you want to submit using the selection box next to the report name and then click “Apply Reports”. If you are submitting a Notification of Compliance Status for tune-ups, energy assessments, or emission limits, you would only select Air Emission Report Citation 63.11225(a)(4). (Note: Both reports are shown being selected for this walk though however you may only need to select one, as you will see in the next step.)
Step 12: Click the “Create/Edit Report” button
Step 13: Click “Create New Form” unless you have previously submitted this report for another facility. You can read more about this in the CEDRI users guide found on the Boiler Compliance website.
Step 14: Once you are in the Form you will see instructions on how to proceed. Click the Next Page Button to start filling out the Information and Certification Required for the Notification of Compliance Status under 40 CFR 63.11225(a)(4)
Step 15: Fill out the information as it applies to you in the Notification. For item 1, fill in the methods used to determine compliance (e.g. if you only have an initial tune-up requirement, you would enter biennial or 5 year tune-up).

<table>
<thead>
<tr>
<th>Information and Certification Required for Notification</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The methods that were used to determine compliance</td>
</tr>
<tr>
<td>2. The methods that will be used for determining continuing compliance, including a description of monitoring and reporting requirements and test methods</td>
</tr>
<tr>
<td>3. Has the source complied with the relevant standard or other requirements?</td>
</tr>
<tr>
<td>- Yes</td>
</tr>
<tr>
<td>- No</td>
</tr>
<tr>
<td>4. &quot;This facility complies with the requirements in §63.11214 to conduct an initial tune-up of the boiler?&quot;</td>
</tr>
<tr>
<td>- Yes</td>
</tr>
<tr>
<td>- No</td>
</tr>
<tr>
<td>5. &quot;This facility has had an energy assessment</td>
</tr>
<tr>
<td>- Yes</td>
</tr>
<tr>
<td>- No</td>
</tr>
</tbody>
</table>
Step 16: Continue to fill out information. (Note: For item 6, section 63.11224(f) is for facilities using a fabric filter bag leak detection system to comply with Subpart JJJJJJ)

5. "This facility has had an energy assessment performed according to §63.11214(c)."
   - Yes
   - No

6. a. Has a post or amended energy assessment been performed on or after January 1, 2009 and by March 21, 2014 to meet the energy assessment requirements in §63.11214(c)?
   - Yes
   - No

6. b. Does your facility operate under an energy program compatible with ISO 50001 that includes the affected units to meet the energy assessment requirements of §63.11214(c)?
   - Yes
   - No

6. "This facility complies with the requirements in §63.11224(f)."
   - Yes
   - No
   - Not Applicable
Step 17: Continue to fill out information. For item 8, if you are using a previously conducted emission test to serve as documentation of conformance with the emissions standard and operating limits, you are required to fill in the date of the test and report a summary of the test results. If you have any additional information you wish to attach or include in the report you may do so in the text box or file upload box. Once you have finished filling out the form click the “Mark as Complete” button.
Step 18: Once you have finished filling out the form and selected “Mark as Complete” in Step 17 you will be taken back to the “Manage Submission Package” Page. Your “Report Status” should now read as “Complete”. If it does not re-open the report and make sure you have answered all the questions. Now to submit the report click “Submit”.
Step 19: If you agree to the submittal and verification text click “Accept”
Step 20: Enter your Login Password and Secret Question Answer so that you can electronically sign the report. These answers will be specific to your profile that you set up when you were registering for CEDRI. After you enter the Password and Answer click “Sign”
Step 21: After you sign the package you will see the submittal in your “Pending Submissions” on the CEDRI landing page.
Step 22: After your submittal gets processed you will get a confirmation email to the email address you registered for CDX with. This email means that you have successfully submitted your notification to the EPA. (Note: Check your Junk email or Spam email folders if you do not see this email within 6 hours.)
Step 23: After you get the Submission Confirmation email you will no longer see the Submission Package in the Pending Submissions area. It will now be in your CEDRI History if you want to view it then click the CEDRI History navigation tab.
Step 24: Click “View” to see your Submission in the CEDRI History

<table>
<thead>
<tr>
<th>Facility</th>
<th>Package Name</th>
<th>Report</th>
<th>Date Submitted</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trinity Park</td>
<td></td>
<td></td>
<td>11:46:50 94</td>
<td>View</td>
</tr>
</tbody>
</table>
Step 25: You can now review your report in either XML or PDF forms by clicking on the name of the report. If you need to make changes click the Revise & Re-Submit Report button. If not you are done with viewing your submission.