

2021 National Emission Inventory (NEI) steps

1. Review and update the following information at <https://geco.gaepd.org> via the Emissions Inventory form:
 - a. Facility information
 - b. CAERS user contact information (Preparer(s) and Certifier)
2. GECO EI form will direct user to CDX to opt in or opt out in CAERS.

GECO EI Application/ CDX/ CAERS Troubleshooting

I have updated my facility's GECO EI information. My facility is:	I have an account in CDX.	I have access to CAERS.	I have access to my facility in CAERS.	What's my next step?
I haven't filled out the form yet, so I'm unsure.	Yes/No	Yes/No	Yes/no	<ol style="list-style-type: none">1. In GECO, review and update facility information and CAERS user contact information via the Emission Inventory form.2. Use link provided in GECO to complete opt in/opt out process in CAERS. Use the rows below for next steps.
Opting in	Yes	Yes	Yes	<ol style="list-style-type: none">1. In CAERS, click on "Begin/Continue Reporting" by the facility name.2. Click on "Create New Report" for the 2021 Report.3. Follow prompts as applicable. For opting in: select "Yes, Operating" then "No" to "Below all of the thresholds." Click on "Submit".4. Proceed to update your facility's 2021 EI.
	Yes	Yes	No	<ol style="list-style-type: none">1. In CAERS, click on "Request Access to a New Facility". Select only the following entries:<ol style="list-style-type: none">a. Agency: Georgia Department of Natural Resourcesb. Agency Facility ID (Your AIRS Number without dash e.g., 999999999 instead of 999-99999)

				<p>Note: Entering more search terms may hinder search.</p> <ol style="list-style-type: none"> 2. EPD will then grant you access to CAERS based on the CAERS user information submitted in the GECO EI form. 3. Once granted access, your facility name will now be listed. Click on "Create New Report" by 2021 Report. 4. Follow prompts as applicable. For opting in: select "Yes, Operating" then "No" to "below all of the thresholds." Click on "Submit". 5. Proceed to update your facility's 2021 EI.
	Yes	No	No	<ol style="list-style-type: none"> 1. In CDX, go to "Add Program Service" to add CAERS to your services. 2. In CAERS, click on "Request Access to a New Facility". Select only the following entries: <ol style="list-style-type: none"> a. Agency: Georgia Department of Natural Resources b. Agency Facility ID (Your AIRS Number without dash e.g., 99999999 instead of 999-99999) <p>Note: Entering more search terms may hinder search.</p> 3. EPD will then grant you access to CAERS based on the CAERS user information submitted in the GECO EI form. 4. Once granted access, your facility name will now be listed. Click on "Begin/Continue Reporting" by the facility name. 5. Click on "Create New Report" by 2021 Report.

				<p>6. Follow prompts as applicable. For opting in: select “Yes, Operating” then “No” to “Below all of the thresholds.” Click on “Submit”.</p> <p>7. Proceed to update your facility’s 2021 EI.</p>
	No	No	No	<p>1. Please register for an account in CDX.</p> <p>2. Once registered, go to “Add Program Service” to add CAERS to your services.</p> <p>3. In CAERS, click on “Request Access to a New Facility”. Select only the following entries:</p> <ul style="list-style-type: none"> a. Agency: Georgia Department of Natural Resources b. Agency Facility ID (Your AIRS Number without dash e.g., 99999999 instead of 999-99999) <p>Note: Entering more search terms may hinder search.</p> <p>4. EPD will then grant you access to CAERS based on the CAERS user information submitted in the GECO EI form.</p> <p>5. Once granted access, your facility name will now be listed. Click on “Begin/Continue Reporting” by the facility name.</p> <p>6. Click on “Create New Report” by 2021 Report.</p> <p>7. Follow prompts as applicable. For opting in: select “Yes, Operating” then “No” to “Below all of the thresholds.” Click on “Submit”.</p> <p>8. Proceed to update your facility’s 2021 EI.</p>

Opting out	Yes	Yes	Yes	<ol style="list-style-type: none"> 1. In CAERS, click on “Begin/Continue Reporting” by the facility name. 2. Click on “Create New Report” by 2021 Report. 3. Follow prompts as applicable. For opting out: select one of the following: <ol style="list-style-type: none"> a. “Yes, Operating” then “Yes” to “below all of the thresholds” b. “No, Temporarily Shutdown” c. “No, Permanently Shutdown” Then, click “Submit”. 4. Upload “Opt-out” form provided at GECO EI to “Attach Report Document”. 5. Click on “Certify and Submit to SLT”.
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