In order to use CDX and CEDRI, the requirements include:

- **An email account**
- **Internet access**
- **Web browser** with *JavaScript and cookies enabled.*
  - Google Chrome 83 (recommended)
  - Mozilla Firefox 78
  - Microsoft Edge 83
  - Safari 13.1
  - Opera 69
  - Internet Explorer 11 (minor layout issues present)
- **Adobe Acrobat Reader 5.0 or higher**
- **Microsoft Office 2007 or higher**

Go to https://cdx.epa.gov/

From here, select "Register with CDX" to begin the registration process (see highlighted button below):
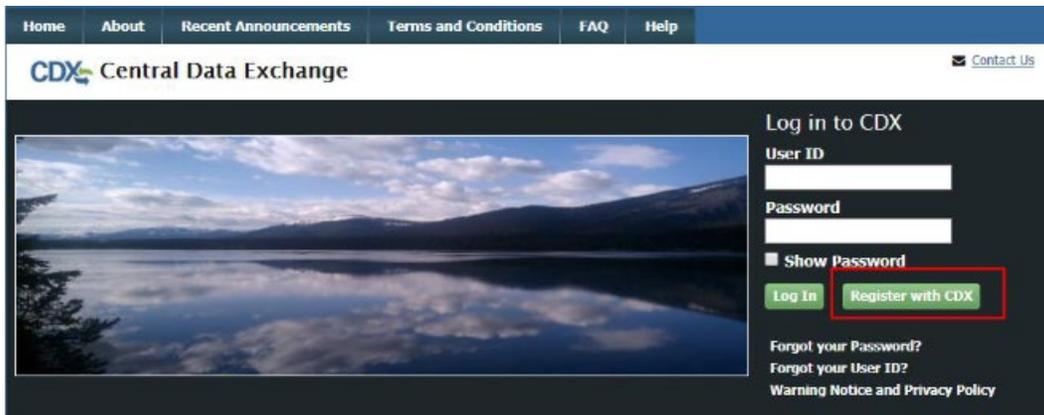
After selecting the 'Register with CDX' button, you are taken to the CDX Terms and Conditions page. To continue, select the checkbox confirming that you are registering for CDX, and click 'Proceed' (as shown below):
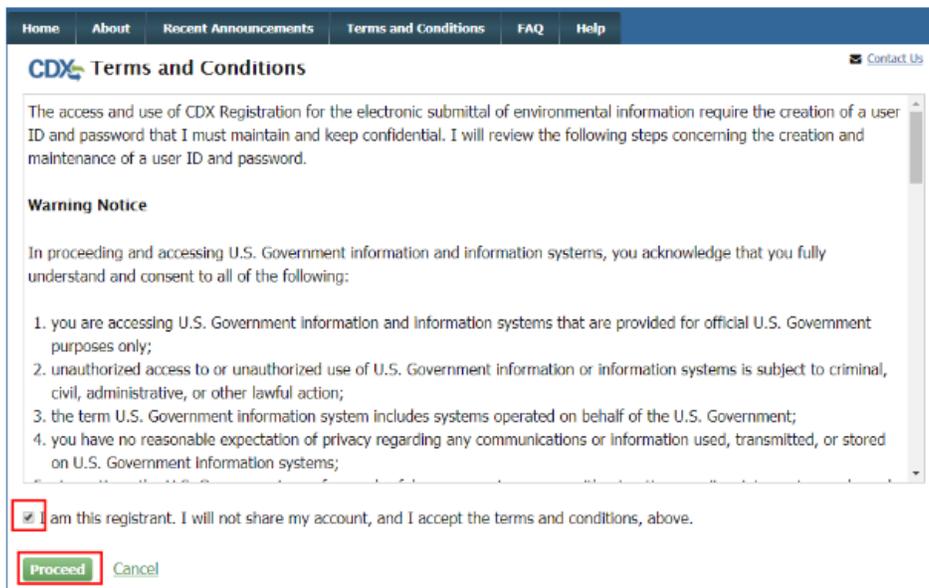
After the Terms and Conditions, you are prompted to select your CDX Program service. You should navigate to 'CEDRI: Compliance and Emissions Data Reporting Interface,' or enter 'CEDRI' as the search criteria, and click the link (shown below:
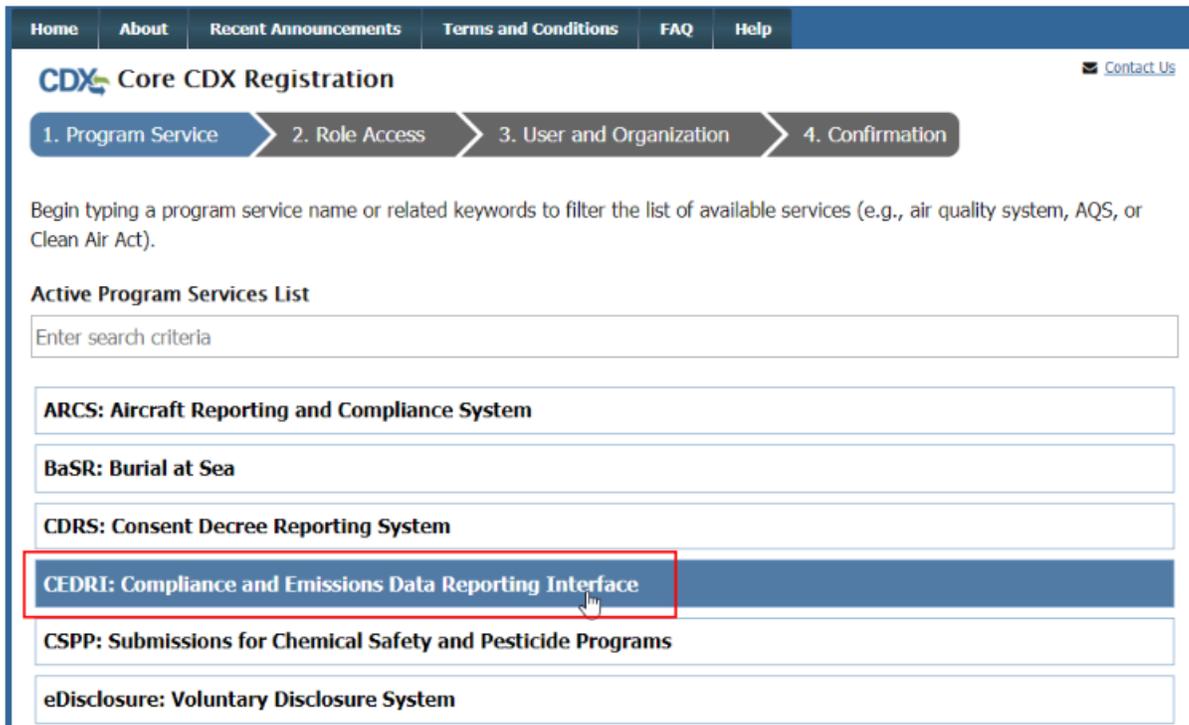
Selecting 'CEDRI: Compliance and Emissions Data Reporting Interface' takes you to the Core CDX Registration page which prompts you to select the role for which you are registering. Scroll to the bottom of the page. **Select "Certifier" if you are the owner or operator of the facility. The instructions below are for a "preparer". Find the instructions for the "owner –operator-certifiers at the website: https://epd.georgia.gov/outreach/outreach-educational-programs/small-business-environmental-assistance.**

 If you are preparing the submittal for the owner or operator select 'Preparer' from the 'Select Role' dropdown and click 'Request Role Access' to continue as shown below:

| 1. Program Service ✔ | 2. Role Access | 3. User and Organization | 4. Confirmation |

Registration Information

Program Service   Compliance and Emissions Data Reporting Interface
Role   Not selected

Select a role from the drop down list and provide any required additional information, if applicable.

A summary of roles that apply to the CEDRI program service are listed below. Please note that registration for a State Reviewer and an EPA Regional Reviewer should be requested outside of the CEDRI application by contacting EPA via email: CEDRI@epa.gov. Please provide the required information provided within the role descriptions shown below.

Preparer: The Preparer is the person responsible for the preparation of reports for signature. Contractors are permitted to register as a Preparer and may assemble submission packages, such as files generated by the Emissions Reporting Tool (ERT), for the Certifier's approval and signature. A Preparer may not sign and submit a submission package. The Preparer may only access packages which they have prepared.

Certifier: The Certifier is the duly authorized representative of the source/facility or more commonly referred to as the "owner" or "operator" of the facility. The Certifier is authorized to modify the package a Preparer has assembled, and sign and submit the package to CDX. To view a package created by a Preparer, the Preparer and Certifier must share the same facility. The Certifier may perform all the tasks the Preparer may perform, but also has signing and submission authority. Contractors are prohibited from registering as a Certifier.

Delegated Certifier: The Delegated Certifier is a person granted authority by a registered Certifier to sign and submit packages on behalf of the Certifier. The Delegated Certifier is authorized to modify the package a Preparer has assembled, and sign and submit the package to CDX. The Delegated Certifier may perform all the tasks the Preparer may perform, but also has signing and submission authority. Contractors are prohibited from being appointed as a Delegated Certifier.

State Reviewer: The State Reviewer role encompasses regulatory officials who service local, state, and/or tribal areas. State Reviewers are authorized to review all submissions that are applicable to the states and/or territories for which they are registered. The State Reviewer role should be requested outside of the CEDRI application by contacting EPA via email: CEDRI@epa.gov. The email should include the following information: Applicable State(s) and/or Territories in which registration is needed, First and Last Name, phone number, organization information (name, address, and phone number), and email address.

EPA Regional Reviewer: The EPA Regional Reviewer role encompasses EPA regulatory officials who service EPA regional areas and need access to CEDRI submissions. EPA Regional Reviewers are authorized to view all submissions to CEDRI that are applicable to the Region for which they are registered. The EPA Regional Reviewer role should be requested outside of the CEDRI application by contacting EPA via email: CEDRI@epa.gov. The email should include the following information: Region Number, First and Last Name, Phone number, Organization Information (name, address, and phone number), and email address.

Contact EPA via email: CEDRI@epa.gov for access to the State Reviewer or EPA Regional Reviewer roles.

Select a role from the drop down list and provide any required additional information, if applicable:

Select Role   [Preparer ▼]

[Request Role Access] [Cancel]

After selecting "Request Role Access', you are taken to the user and Organization step of the registration process. This can take a few seconds; just wait for it to load. First, you are prompted to add a facility. Facilities can be added in this step, or from the MyCEDRI Dashboard after you have completed registration. To continue registration, select 'Continue without Facilities' as shown below to continue to the next step:

Complete the highlighted sections as shown below. All information marked with an asterisk is required information, and will result in your login information. The User ID is an ID you pick yourself to be able to log on later. Record your security questions so that if you need help these correct answers can be confirmed by the CDX Help Desk in the event you need a password reset. CDX accounts are locked after three unsuccessful log in attempts or if the password expires (expires within 90 days if the password is not changed).

See below for extra help with Part 2.

Part 2: Organization info. This is your company's information. If your company is likely to have already submitted something via CEDRI, put your facility name and state in the blank box. If that results in no matches click 'Use advanced search' as shown below to find it in the system's database. Otherwise, Click "request that we add your organization".

Clicking "request that we add your organization' results in the following form fields:

Fill out the information above, using your facility (work) information. The information with an asterisk is required. After filling out all required information, click "Submit Request for Access." This will result in the following screen:

City *	Atlanta
State *	Georgia
ZIP/Postal Code *	30354
Email *	rry.waldron@dnr.ga.gov
Re-enter Email *	
Phone Number *	
Phone Number Ext	
Fax Number	

⚙ **Processing Request**

[Back to Search Results] [Processing...]

And eventually a confirmation page:

Home	About	Recent Announcements	Terms and Conditions	FAQ	Help	Virtual Assistant
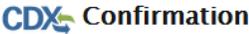
✉ Contact Us

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 [sherry.waldron@dnr.ga.gov] with a validation code. Enter the validation code below or follow the link provided in the email to activate your user account.

Resend validation code

User ID: GEORGIAGAL

Code: [   ]

[Create Account] [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

Now check the email account that you submitted in the previous step above. An e-mail such as the one below will result.

Core Registration Email Verification Request (TEST)

N noreply-test@epacdx.net
To: Waldron, Sherry

Tue 4/11/2023 3:43 PM

You have successfully created an account with the EPA Central Data Exchange (CDX). In order to complete your registration and begin using the system, you will need to confirm your account bycompleting either of the following options:

a) Click the following link. You may need to enter the UserID (GEORGIAGAL) and Password that were selected during the registration process. https://test.epacdx.net/Registration/EmailValidation?code=5E7tQ0Rg2MKC If you click the link and it appears to be broken, please copy and paste it into a new browser window.

b) In your existing browser window, copy and paste the following code into the "Code" field on the web page: 5E7tQ0Rg2MKC

Once you have successfully logged into your account, you may be required to provide additional information. Any additional information will need to be completed before you are able to access your Program Service.

Please do not respond to this message. 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, Monday through Friday from 8:00 am to 6:00 pm ET. For International callers, the CDX Help Desk can also be reached at (970) 494-5500 or you may contact the CDX Helpdesk https://test.epacdx.net/Chat. The CDX Helpdesk Chat service is available during our regular open hours of Monday through Friday, 8:00am to 6:00pm EST/EDT.

Click the link provided in the e-mail (as shown above in the box) or enter the validation code provided in your e-mail (as the circled example above indicates) in the box on the account confirmation page. Then click the "Create Account" button.

| Home | About | Recent Announcements | Terms and Conditions | FAQ | Help | Virtual Assistant |

CDX Confirmation

☑ Contact Us

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 [sherry.waldron@dnr.ga.gov] with a validation code. Enter the validation code below or follow the link provided in the email to activate your user account.

Resend validation code

User ID: GEORGIAGAL

ode: 5E7tQ0Rg2MKC

Create Account   **Return to CDX Home**

CDX Help Desk: 888-890-1995 | (970) 494-5500 for International callers

After a few seconds, this will give you your CDX dashboard so that you can now submit your notification and/or report.

Now click the "Preparer" (or "Certifier" for owners and operators) as shown below:

After a few seconds, this will take you to the CEDRI dashboard as shown below. You will not have any facilities added yet; to add your facility you will click that tab as circled below:

MyCEDRI **My Reports** **CEDRI History**   ⚠ **CBI Disclaimer**   **Return to CDX**   **Logout**

What would you like to do?

Create a Report	Complete Reports Under Development	View Submitted Reports	Manage Facilities
Create a new report.	View and edit reports in progress.	View, Revise, or Withdraw previously submitted reports.	Add, edit, or delete your facilities.

My Notifications

0 Reports Pending Signature

View Reports →

0 Reports Under Development

View Reports →

Provide Feedback

My Profile   Manage My Profile

Name   **Role**
Sherry Waldron   Preparer

CDX User Name
GEORGIAGAL

Email
sherry.waldron@dnr.ga.gov   Edit Email

My Regulations

Feature Coming Soon

My Resources

CEDRI Help   >

CEDRI Homepage >

CEDRI Change Log
                      ＼
List of Rules   >

FAQ Document   >

ERT   >

WebFIRE   >

My Facilities

My Facilities   **Add Facilities**

Manage Facilities (0 facilities managed)   List View | **Map View**

The facilities selected for this data flow and role are listed below. You may add facilities by clicking the 'Add Facilities' button or tab. The ability to edit a facility and any sub-facility data is available from the 'Facility Details' screen which is accessible by clicking the 'Details' link for a facility in the table view or by clicking the 'Details'

Once you have selected "add facilities" you will see a page that will allow you to search for your facility.

My Facilities

| My Facilities | **Add Facilities** |

Find Existing Facility
< Back to My Facilities

For best results, please fill in at least two search criteria.

Facility ID

Facility Name

Facility Address

City

State

ZIP Code

Search Facilities

\>

First place your facility information (such as facility name, facility address, city, state, and zip code) in the "search facilities" on the screen as shown above. The next steps assume that you have only one facility for which this will be your first time submitting anything. After hitting the "search facilities" button, you are likely to see something like this (with your specific search criteria):

My Facilities

| My Facilities | **Add Facilities** |

Facility Search Results (0 facilities found)   List View | Map View
< Back to My Facilities

Search Criteria: COLLISION REPAIR | ELLAVILLE, GA | SCHLEY COUNTY   Change

No Facilities Found
Your search criteria did not match any facility records. You may return to the 'Find Existing facility' form, and refine your search, by clicking the 'Change' button. If the facility doesn't exist, you may create a facility by clicking the 'Can't find your facility? Click here to create it' link.

Proceed with Selection   Can't find your facility? Click here to create it

\>

Click on "Can't find your facility? Click here to create it" as circled above. Clicking the link takes you to the View/Edit Facility screen where you can enter your facility information.

The minimum information required is the facility name, address, operating status, and mailing address, Once you have entered the required information, scroll (scroll bar shown as circled below) to the bottom of the page and click the 'Map Facility' button (indicated below).

Clicking 'Map Facility' prompts you to move the point on the map to the center of your facility to accurately reflect its location, as shown below. Select "OK" to continue.
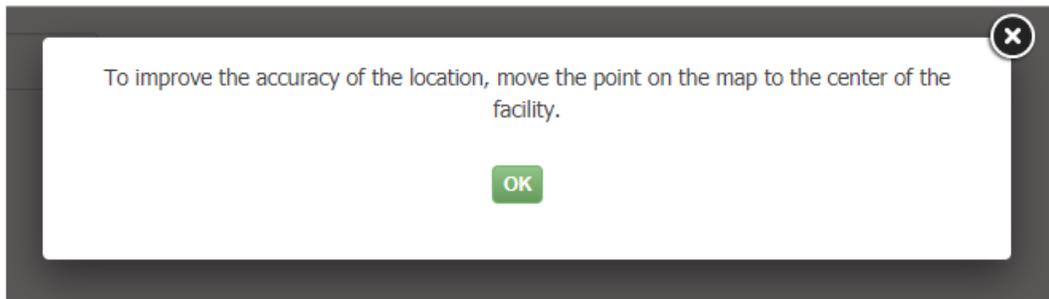
You are then prompted to move the red 'X' on the map. To do so, click the 'Move point on map' button (shown below) and click and drag the red 'X' over the center of your facility (shown on next picture).

After moving the red 'X' to the appropriate position on the map, scroll to the bottom of the form and select the 'submit' button at the bottom of the form to submit your facility.

This will result in an unsaved facility tab:

| My Facilities | Add Facilities | Unsaved Facilities |

Selected Facilities (1 unsaved facility)   List View | Map View
< Add Additional Facilities

Clicking the 'Save Selected Facilities ' button saves the facilities you have selected in the current session so they are available to you the next time you log in. You may view a facility's details by clicking the 'View/Edit Details' link on the table view or the 'Details' button on the map view. You may also remove a facility by clicking the 'Remove' link or button for that facility. Please note that a facility with insufficient location information may not appear on the map view.

Filter: [   ]

EPA Registry ID	Pending
Program ID	Pending
Facility Name	COLLISION REPAIR
Facility Address	111 MAIN ST ELLAVILLE, GA 31806 SCHLEY COUNTY
	View/Edit Details Remove

Showing 1 to 1 of 1 facilities

Previous   1   Next

Save Selected Facilities

Now click "Save Selected Facilities". After a few seconds, the facility will be added and will take you to the "my facilities" tab, showing the information for the facility you just added.

My Facilities | Add Facilities

Manage Facilities (1 facility managed)   List View | **Map View**

The facilities selected for this data flow and role are listed below. You may add facilities by clicking the 'Add Facilities' button or tab. The ability to edit a facility and any sub-facility data is available from the 'Facility Details' screen which is accessible by clicking the 'Details' link for a facility in the table view or by clicking the 'Details' button on the map view. Please note that facilities with insufficient location information may not appear on the map view.

Filter: [   ]

EPA Registry ID	999983197832
Program ID	CEDRI10044184
Facility Name	COLLISION REPAIR
Facility Address	111 MAIN ST ELLAVILLE, GA 31806 SCHLEY COUNTY
	View/Edit Details Remove

Showing 1 to 1 of 1 facilities

Previous   [1]   Next

Add Facilities

Now scroll all the way to the top. You now have a facility for which to submit information for. To familiarize yourself with the dashboard, you can go to:
https://www.epa.gov/sites/production/files/2020-11/documents/mycedri_dashboard_job_aide.pdf.
To add an initial notification, of the page and click "create report" as shown below:

This takes you to a report selection popup. You will want to select "notification report" as shown below:

This takes you to this screen. Step 1: In the "Parts" box, select "Part 63 – National Emission Standards for Hazardous Air Pollutants for Source Categories." Step 2: In the "Subparts" box, select "Subpart HHHHHH – Paint Stripping and Miscellaneous Surface Coating Operations Area Sources" as shown below. Step 3: Then click "Search for Reports."

This gives you a search results screen similar to this one:

NOTE: At the time of this tutorial, the search results will have changed from the test environment from which I am producing it. Therefore, your selection choices will be different than that shown above.

However, for applicable facilities, you will want to select from the search results the Exemption Petition or Notification as required by §63.11170(a)(2). This will allow you to certify that you do not spray apply any target HAP containing coatings, as defined in §63.11180 [materials that contain any individual target HAP that is a carcinogen (chromium (Cr), lead (Pb), nickel (Ni), or cadmium (Cd)) at a concentration greater than 0.1% by mass, or greater than 1.0% by mass for any other individual target HAP (manganese, (Mn)].

Select the appropriate "Add" button on the right. This will produce the selection for the next step, uploading documents. Select the "Next: Upload Documents" button:

At this point, if you have not already, go to the following link and fill out the Subpart 6H petition:

https://epd.georgia.gov/document/document/subpart-6h-petition/download

You will have to print it, fill it out, have it signed by the owner or operator (certifying official). Send a paper copy to the Georgia Dept. of Natural Resources, Environmental Protection Division at the address on the form. Then scan and save the petition on your computer and remember the location you save it. You will need to find that location by clicking the "browse" button as shown below:

Once you have found the file, click on it, then you will likely have to click "Open" from your file manager, and then click on the "upload" button shown above next to the "Browse" button. A "Success: Document was Successfully Uploaded" popup will briefly appear on the screen.

This takes you to the next step, selecting the facility. You will now see that option at the top of your screen as shown:

After clicking on "Next: Select Facility" the following instructions pop up:

Select "Continue" and follow the instructions above, as shown in the following three pictures:

Then select the "Send Notification to Certifier(s) button shown below:

This will provide a place to add the email address for the owner/operator that will be certifying the notification as shown below:

Enter the e-mail(s) of the owner/operator (certifier) in the designated area, select "add certifier" and then select "Notify Certifiers."

The following popup will be seen:
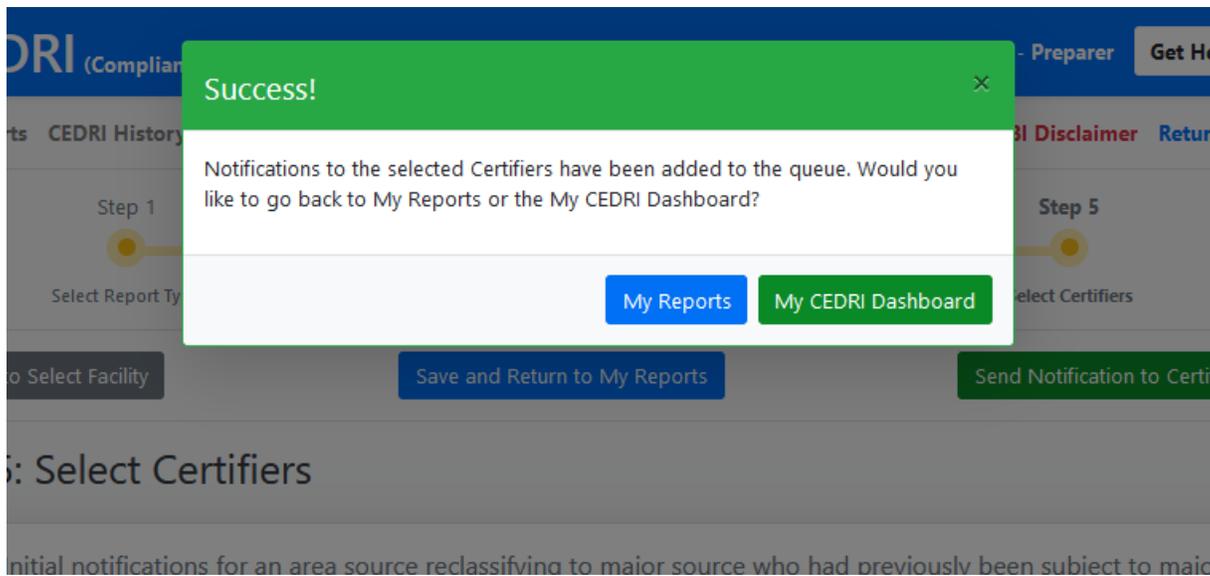
At this point, the certifier should get an e-mail. You may want to send an individual e-mail from your own e-mail address to that person to expect it so that they know to look for it (have them look in their spam folder if not). The e-mail will look like this:
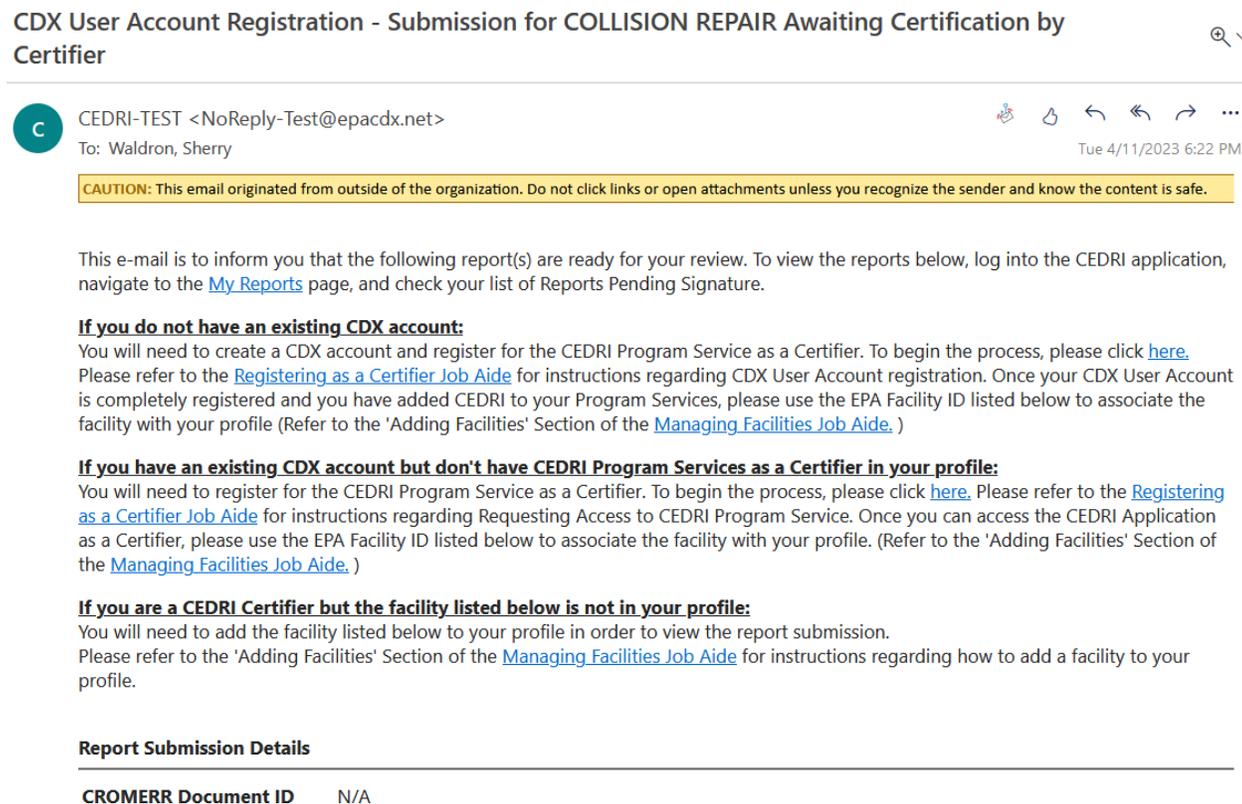
You would have the certifier then follow the steps above to create their own account on CEDRI. When they look up the facility, however, they will be able to find it and select it.