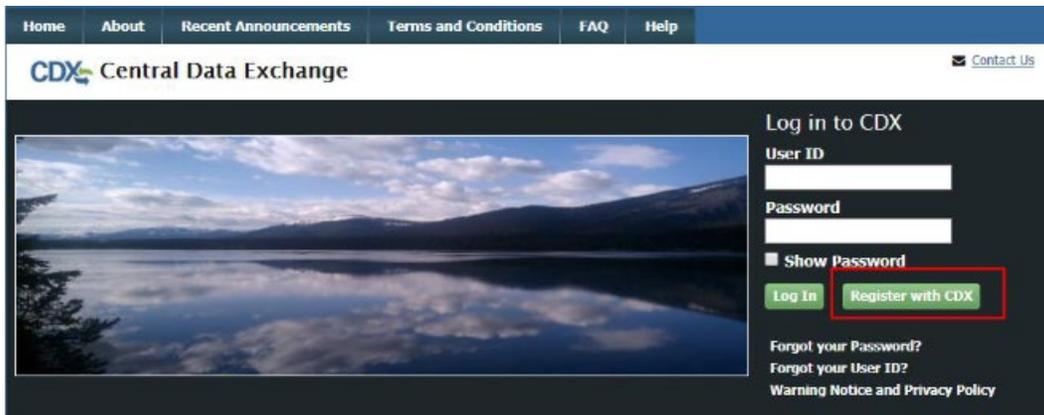


In order to use CDX and CEDRI, the requirements include:

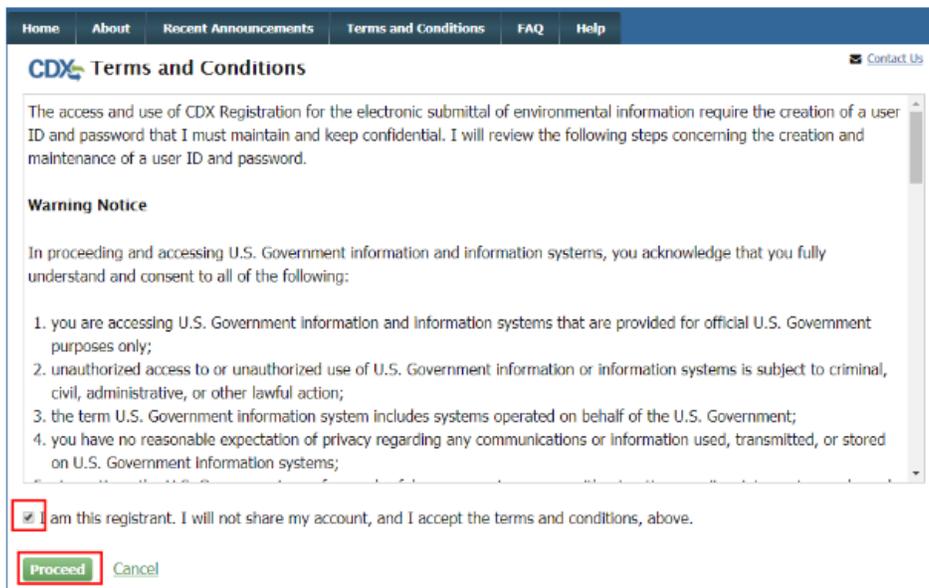
- **An email account**
- **Internet access**
- **Web browser with JavaScript and cookies enabled.**
 - Google Chrome 83 (recommended)
 - Mozilla Firefox 78
 - Microsoft Edge 83
 - Safari 13.1
 - Opera 69
 - Internet Explorer 11 (minor layout issues present)
- **Adobe Acrobat Reader 5.0 or higher**
-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

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

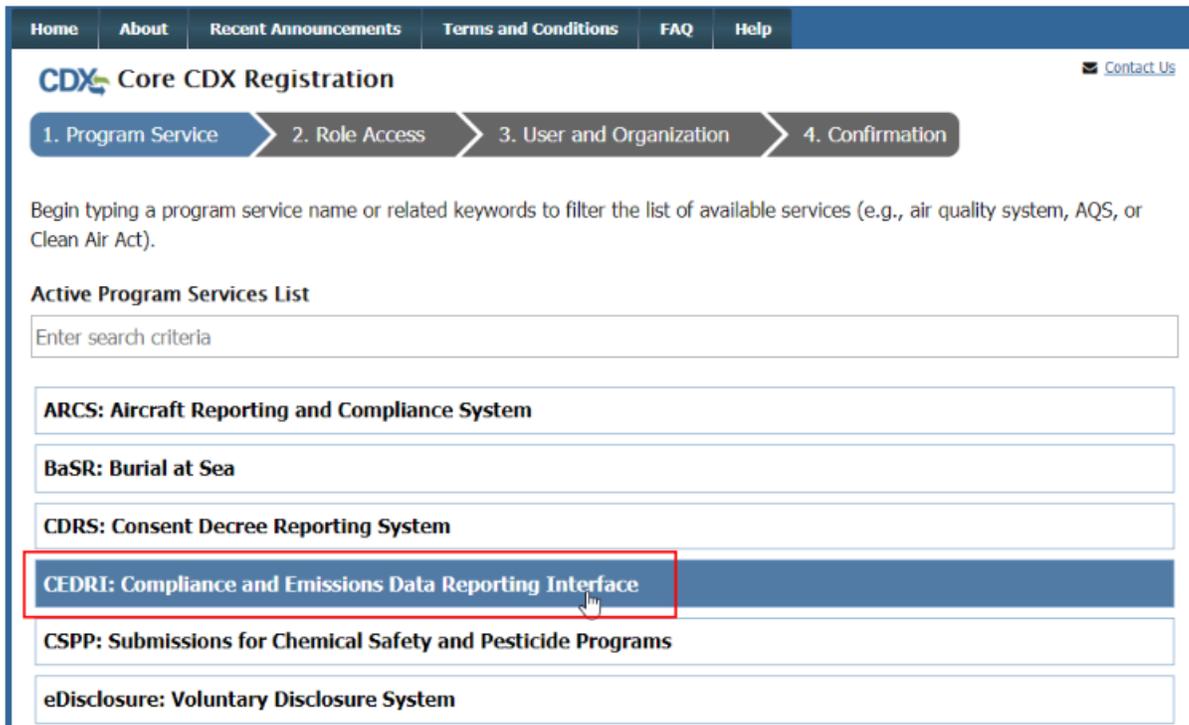
From here, select “Register with CDX” to begin the registration process (see highlighted button below):



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

[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:

The screenshot displays the CDX Core CDX Registration interface. At the top, there is a navigation bar with links for Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. Below this, the title "CDX Core CDX Registration" is shown. A progress indicator consists of four steps: 1. Program Service (checked), 2. Role Access (checked), 3. User and Organization (current step), and 4. Confirmation. A "Registration Information" section contains the following details:

| | |
|-----------------|---|
| Program Service | Compliance and Emissions Data Reporting Interface |
| Role | Preparer |

At the bottom of the registration section, there are two buttons: "Add Facilities" and "Continue Without Facilities". The "Continue Without Facilities" button is highlighted with a red rectangular border. The footer of the page includes links for EPA Home, Privacy and Security Notice, and Accessibility, along with contact information for the CDX Help Desk (888-890-1995 | (970) 494-5500) and other resources like About CDX, Frequently Asked Questions, and Terms.

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.

The screenshot displays the CDX Core CDX Registration interface. At the top, there is a navigation bar with links for Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. Below this is a progress indicator showing four steps: 1. Program Service (checked), 2. Role Access (checked), 3. User and Organization (current step), and 4. Confirmation. The main content area is titled "Registration Information" and shows the selected Program Service as "Compliance and Emissions Data Reporting Interface" and the Role as "Preparer". A note states: "Please fill out all required fields marked with an asterisk(*)".

Part 1: User Information

This section contains the following fields, with asterisks indicating required fields:

- User ID * (text input, highlighted with a red box)
- Title * (dropdown menu, currently set to "Mr", highlighted with a red box)
- First Name * (text input, highlighted with a red box)
- Middle Initial (text input, highlighted with a red box)
- Last Name * (text input, highlighted with a red box)
- Suffix (dropdown menu, currently set to "-Please Select-", highlighted with a red box)
- Password * (text input, highlighted with a red box)
- Re-type Password * (text input, highlighted with a red box)
- Security Question 1 * (dropdown menu, currently set to "-Please Select-", highlighted with a red box)
- Security Answer 1 * (text input, highlighted with a red box)
- Security Question 2 * (dropdown menu, currently set to "-Please Select-", highlighted with a red box)
- Security Answer 2 * (text input, highlighted with a red box)
- Security Question 3 * (dropdown menu, currently set to "-Please Select-", highlighted with a red box)
- Security Answer 3 * (text input, highlighted with a red box)

There is a checkbox labeled "Show Passwords and Answers" which is currently unchecked.

Part 2: Organization Info

This section contains a text input field with "CGI FEDERAL" entered, a "Search" button, and a "Cancel" button. The text input field is highlighted with a red box. Below the input field, there is a red error message: "Enter organization or organization ID".

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".

Part 2: Organization Info

Enter organization or organization ID

| Organization ID | Organization Name | Address | City | State | ZIP Code |
|--|-------------------|---------|------|-------|----------|
| Too many organizations found. Please refine your search using the advanced search below and try again. | | | | | |

Can't find your organization? [Use advanced search](#) or [request that we add your organization](#).

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

Part 2: Organization Info

Organization Name *

Country *

Mailing Address *

Mailing Address 2

City *

State *

ZIP/Postal Code *

Email *

Re-enter Email *

Phone Number *

Phone Number Ext

Fax Number

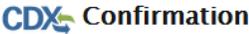
Fill out the information above, using your facility (work) information. The information with an asterisk is required. After filling out all required information, click "Submit Request for Access." This will result in the following screen:

City *
 State * ▼
 ZIP/Postal Code *
 Email *
 Re-enter Email *
 Phone Number *
 Phone Number Ext
 Fax Number



And eventually a confirmation page:

Home
About
Recent Announcements
Terms and Conditions
FAQ
Help
Virtual Assistant


✉ [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

Code:

[EPA Home](#) | [Privacy and Security Notice](#) | [Accessibility](#)

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

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

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 by completing 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

Code: 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.

Home About Recent Announcements Terms and Conditions FAQ Help Virtual Assistant

CDX Central Data Exchange

Contact Us
Logged in as GEORGIAGAL (Log out)

MyCDX Inbox My Profile Submission History Payment History

| Status | Program Service Name | Role |
|--------|--|-------------------------|
| | CEDRI: Compliance and Emissions Data Reporting Interface | Prepare |

Add Program Service Manage Your Program Services

CDX Service Availability
[See the status for all program services](#)

News and Updates
No news/updates.

CDX Help Desk: 888-890-1995 | (970) 494-5500 for International callers
About CDX | Frequently Asked Questions | Terms and Conditions | Contact Us

EPA Home Privacy and Security Notice Accessibility

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

Home About Recent Announcements Terms and Conditions FAQ Help Virtual Assistant

CDX Central Data Exchange

Contact Us
Logged in as GEORGIAGAL (Log out)

MyCDX Inbox My Profile Submission History Payment History

| Status | Program Service Name | Role |
|--------|--|-------------------------|
| | CEDRI: Compliance and Emissions Data Reporting Interface | Prepare |

Add Program Service Manage Your Program Services

CDX Service Availability
[See the status for all program services](#)

News and Updates
No news/updates.

CDX Help Desk: 888-890-1995 | (970) 494-5500 for International callers
About CDX | Frequently Asked Questions | Terms and Conditions | Contact Us

EPA Home Privacy and Security Notice Accessibility

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:

What would you like to do?

Create a Report

Create a new report.

Complete Reports Under Development

View and edit reports in progress.

View Submitted Reports

View, Revise, or Withdraw previously submitted reports.

Manage Facilities

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 Sherry Waldron Role Preparer

CDX User Name GEORGIAGAL

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

My Regulations

Feature Coming Soon

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' link in the map view.

My Resources

CEDRI Help >

CEDRI Homepage >

CEDRI Change Log >

List of Rules >

FAQ Document >

ERT >

WebFIRE >

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 | <input type="text"/> |
| Facility Name | <input type="text"/> |
| Facility Address | <input type="text"/> |
| City | <input type="text"/> |
| State | <input type="text" value="▼"/> |
| ZIP Code | <input type="text"/> |

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 screenshot shows a web application interface for creating a facility. On the left is a form titled "Create Facility" with a "Back to Search Results" link. The form includes fields for "Facility Name *" (containing "Collision Repair"), "Owner", "Operator", "Facility Address" (with sub-fields for "Address 1 *", "Address 2", "City" (containing "ellaville"), "State" (containing "GA"), and "ZIP *"), "Coordinates" (with "Latitude" and "Longitude" fields), "Operating Status *" (a dropdown menu), "Operating Status Change Year", "BIA Code" (with a message "No tribal lands associated with selected state."), and "NAICS Code(s)" (with a search icon and "= Primary NAICS"). On the right is a satellite map showing a rural landscape with a road labeled "Highway 128". The map includes a "Tribal Lands Layer" toggle, a scale bar (0 to 1 mile), and copyright information for Microsoft, Maxar, and CNES. A "Map Legend" link is located below the map.

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).

Longitude

Operating Status *
OPERATING

Operating Status Change Year

BIA Code ⓘ
No tribal lands associated with selected state.

NAICS Code(s) ⓘ = Primary NAICS

Source Type

Responsible Agency Facility ID
(e.g., State Facility Identifier)

Responsible Agency

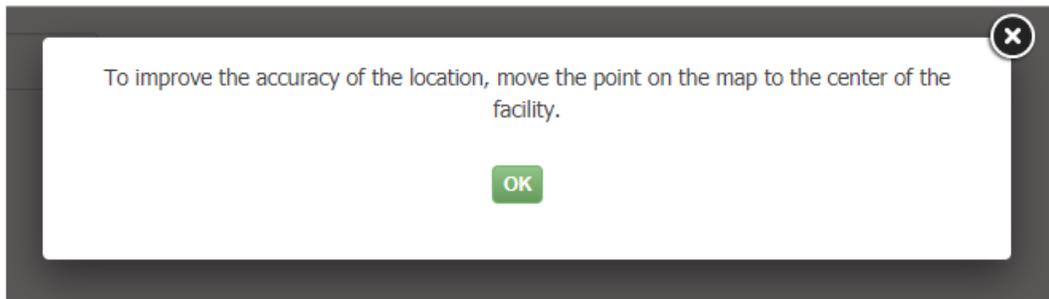
Is Mailing Address Same as Facility Address? *
 Yes No

Sub-facility Components [Add Sub-facility Component\(s\)](#)

| # of Units | # of Release Points | # of Processes | # of Control Measures |
|------------|---------------------|----------------|-----------------------|
| 0 | 0 | 0 | 0 |

Map Facility

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.

My Facilities

177-371343

Operating Status
OPERATING

Operating Status Change Year

RIA Code

NAICS Code(s) = Primary NAICS

Responsible Agency Facility ID
(e.g., State Facility Identifier)
ID Not Available

Responsible Agency

Is Mailing Address Same as Facility Address?
 Yes No

Sub-facility Components [Add Sub-facility Components](#)

| # of Units | # of Release Points | # of Processes | # of Control Measures |
|------------|---------------------|----------------|-----------------------|
| 0 | 0 | 0 | 0 |

Submit

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 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:

The screenshot shows the EPA CEDRI dashboard interface. At the top, there is a navigation bar with the EPA logo and 'CEDRI Compliance and Emission Data Reporting Interface'. Below this, a 'What would you like to do?' section contains four buttons: 'Create a Report' (highlighted with a red box), 'Complete Reports Under Development', 'View Submitted Reports', and 'Manage Facilities'. The 'My Facilities' section is visible below, showing a table with one facility entry. On the right side, there are 'My Notifications' and 'My Resources' sections.

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

The image shows a screenshot of the EPA CEDRI web application. A modal window titled "Select Report Type" is open in the center. The modal has a blue header with a close button (X) in the top right corner. Below the header, the text "What type of report would you like to create?" is displayed. There are five blue buttons stacked vertically, each with white text: "Notification Report", "Periodic Report", "Performance Test / Evaluation Report", "State/Local/Tribe Rule or Permit", and "Information Collection Request (ICR)". The "Notification Report" button is circled with a red oval. At the bottom of the modal, there is a red italicized link: "Need help finding your report?".

EPA CEDRI

MyCEDRI My Reports CEDRI

What would you like to do?

Create a Report
Create a new report.

My Profile

| Name | Role |
|----------------|----------|
| Sherry Waldron | Preparer |

CDX User Name
GEORGIAGAL

Email
sherry.waldron@dnr.ga.gov [Edit Email](#)

Get Help On This Page

[Return to CDX](#) [Logout](#)

My Notifications

0 Reports Pending Signature
[View Reports →](#)

0 Reports Under Development
[View Reports →](#)

My Resources

[CEDRI Help >](#)

[CEDRI Homepage >](#)

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.”

Next, click “Add” to move desired reports to the Selected Report(s) table.

Note: All reports in the Selected Report(s) table will be included when proceeding to the next step of the workflow.

Search for Report(s) to Create *Need help finding your report?*

Search Criteria

Sectors

Source Categories

Report Type

× Major MACT to Area (MM2A) ×
× Notification Report
× Notification and Periodic Report

Step 1.

Parts

× Part 63 - National Emission Standards for Hazardous Air Pollutants for Source Categories

Step 2.

Subparts

× Subpart HHHHHH - Paint Stripping and Miscellaneous Surface Coating Operations Area Sources

Report Names

2 Results (10 Required) i

Reset Search
Search for Reports

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

| Search Results | | | | | | |
|--|--------------------------|---------------------------|--|--|--|---|
| Select the report(s) you want to create. | | | | | | |
| Sector | Source Category | Report Type | Part | Subpart | Available Reports | Action |
| Consumer and Commercial Products Manufacturing | Solvent Use and Cleaning | Major MACT to Area (MM2A) | Part 63 - National Emission Standards for Hazardous Air Pollutants for Source Categories | Subpart HHHHHH - Paint Stripping and Miscellaneous Surface Coating Operations Area Sources | 63.9(b) Initial notifications for an area source reclassifying to major source who had previously been subject to major source rule (a major to area back to major transition) | Add |
| Consumer and Commercial Products Manufacturing | Solvent Use and Cleaning | Major MACT to Area (MM2A) | Part 63 - National Emission Standards for Hazardous Air Pollutants for Source Categories | Subpart HHHHHH - Paint Stripping and Miscellaneous Surface Coating Operations Area Sources | 63.9(j) Change in information already provided (required for major source to area source reclassification) | Add |

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:

Step 1 Step 2 Step 3 Step 4 Step 5

Select Report Type Select Your Report Upload Documents Select Facility Select Certifiers

[← Return to Select Report Type](#)
 [Save and Return to My Reports](#)
 [Next: Upload Documents >](#)

Select the report(s) you want to create.

| Sector | Source Category | Report Type | Part | Subpart | Available Reports | Action |
|--|--------------------------|---------------------------|--|--|--|---------------------|
| Consumer and Commercial Products Manufacturing | Solvent Use and Cleaning | Major MACT to Area (MM2A) | Part 63 - National Emission Standards for Hazardous Air Pollutants for Source Categories | Subpart HHHHHH - Paint Stripping and Miscellaneous Surface Coating Operations Area Sources | 63.9(b) Initial notifications for an area source reclassifying to major source who had previously been subject to major source rule (a major to area back to major transition) | Add |
| Consumer and Commercial Products Manufacturing | Solvent Use and Cleaning | Major MACT to Area (MM2A) | Part 63 - National Emission Standards for Hazardous Air Pollutants for Source Categories | Subpart HHHHHH - Paint Stripping and Miscellaneous Surface Coating Operations Area Sources | 63.9(j) Change in information already provided (required for major source to area source reclassification) | Add |

Selected Report(s)

Selected Report(s)

Below you will find the selected reports you have created.

| Sector | Source Category | Report Type | Part | Subpart | Report Name | Action |
|--|--------------------------|---------------------------|--|--|--|------------------------|
| Consumer and Commercial Products Manufacturing | Solvent Use and Cleaning | Major MACT to Area (MM2A) | Part 63 - National Emission Standards for Hazardous Air Pollutants for Source Categories | Subpart HHHHHH - Paint Stripping and Miscellaneous Surface Coating Operations Area Sources | 63.9(b) Initial notifications for an area source reclassifying to major source who had previously been subject to major source rule (a major to area back to major transition) | Delete |

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:

an Excel template, save the report as a ZIP file, and then upload the ZIP file.

Note: When uploading a Periodic Report, or certain Notification Reports that requires an Excel template upload, you CANNOT upload a reporting template that is a different major version number than the one provided at the "Report Template" link below. (e.g. If the version number in the template provided by CEDRI is 2.00, you CANNOT upload previous template versions 1.00, 1.01, or 1.02).

63.9(b) Initial notifications for an area source reclassifying to major source who had previously been subject to major source rule (a major to area back to major transition)

| Information | |
|--|---|
| Report | 63.9(b) Initial notifications for an area source reclassifying to major source who had previously been subject to major source rule (a major to area back to major transition) - Part 63 Subpart HHHHHH - Paint Stripping and Miscellaneous Surface Coating Operations Area Sources Edit Report Name |
| Date Updated | Apr 11 2023 05:47:13 PM |
| Status | Under Development |
| Paperwork Reduction Act (PRA) | PRA Information - Rules, OMB Numbers, and Burden Estimates |
| Office and Management and Budget (OMB) Control Number | 2060-0607 |

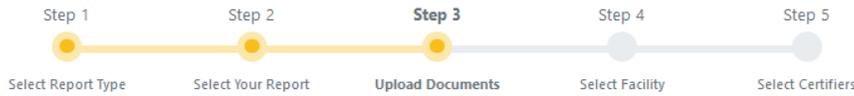
Upload

File Upload * [Click browse or drop file here...](#)

The acceptable file format(s) include: .pdf, .doc, .zip, .xls

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:



[Return to Select Your Report](#)

[Save and Return to My Reports](#)

[Next: Select Facility >](#)

Provide Feedback

an Excel template, save the report as a ZIP file, and then upload the ZIP file.

Note: When uploading a Periodic Report, or certain Notification Reports that requires an Excel template upload, you CANNOT upload a reporting template that is a different major version number than the one provided at the "Report Template" link below. (e.g. If the version number in the template provided by CEDRI is 2.00, you CANNOT upload previous template versions 1.00, 1.01, or 1.02).

63.9(b) Initial notifications for an area source reclassifying to major source who had previously been subject to major source rule (a major to area back to major transition)

| Information | |
|--|--|
| Report | 63.9(b) Initial notifications for an area source reclassifying to major source who had previously been subject to major source rule (a major to area back to major transition) - Part 63 Subpart HHHHHH - Paint Stripping and Miscellaneous Surface Coating Operations Area Sources Edit Report Name |
| Date Updated | Apr 11 2023 06:03:57 PM |
| Status | Under Development |
| Paperwork Reduction Act (PRA) | PRA Information - Rules, OMB Numbers, and Burden Estimates |
| Office and Management and Budget (OMB) Control Number | 2060-0607 |

| Upload | |
|---------------|---|
| File Upload * | <input type="text" value="PDF-OP-28296.pdf"/> Remove |

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

Step 4: Instructions to Select Facility

To complete this step:

1. Scroll to the 'Select Facility Submitting Your Report' section.
2. Click the 'Select' button in the Action column to specify the facility submitting the report
3. Click 'Continue' in the 'Add Submitting Facility' dialog box to confirm your selection.
4. Click 'Send Notificaton to Certifier(s)' to email Certifier(s) of reports pending signature.

[Continue](#)

63.9(b) Initial notifications for an area source reclassifying to major source who had previously been subject to major source rule (a major to area back to major transition)

| Information | |
|---------------|--|
| Report | 63.9(b) Initial notifications for an area source reclassifying to major source who had previously been subject |

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

Select Facility Submitting Your Report Add Facility

| EPA Registry ID | Program ID | Facility Name | Facility Address | Action |
|-----------------|---------------|------------------|---|--------|
| 999983197832 | CEDRI10044184 | COLLISION REPAIR | 111 MAIN ST ELLAVILLE, GA 31806 SCHLEY COUNTY | Select |

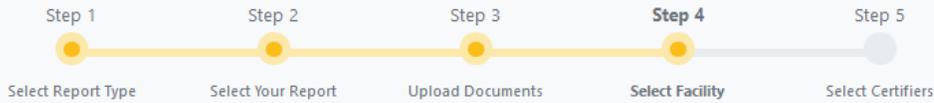
Add Submitting Facility

Selected Facility

You have selected the following facility. To submit your report under this facility, please select 'Continue'.

| EPA Registry ID | Program ID | Facility Name | Facility Address | Registered Certifiers | Registered Preparers |
|-----------------|---------------|------------------|--|-----------------------|----------------------|
| 999983197832 | CEDRI10044184 | COLLISION REPAIR | 111 MAIN ST ELLAVILLE, GA 31806 SCHLEY COUNTY | None found. | Sherry Waldron |

Cancel Continue



[← Return to Upload Documents](#)

[Save and Return to My Reports](#)

[Next: Select Certifiers >](#)

Step 4: Select Facility

63.9(b) Initial notifications for an area source reclassifying to major source who had previously been subject to major source rule (a major to area back to major transition)

Information

| | |
|---------------------|--|
| Report | 63.9(b) Initial notifications for an area source reclassifying to major source who had previously been subject to major source rule (a major to area back to major transition) - Part 63 Subpart HHHHHH - Paint Stripping and Miscellaneous Surface Coating Operations Area Sources Edit Report Name |
| Date Updated | Apr 11 2023 06:12:49 PM |
| Status | Pending Signature |

Select Facility Submitting Your Report

[Add Facility](#)

| EPA Registry ID | Program ID | Facility Name | Facility Address | Action |
|-----------------|--------------|------------------|---|--------|
| 999983197832 | CEDR10044184 | COLLISION REPAIR | 111 MAIN ST ELLAVILLE, GA 31806 SCHLEY COUNTY | |

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

Step 1 Step 2 Step 3 Step 4 Step 5

Select Report Type Select Your Report Upload Documents Select Facility Select Certifiers

[Return to Select Facility](#) [Save and Return to My Reports](#) [Send Notification to Certifier\(s\)](#)

Step 5: Select Certifiers

63.9(b) Initial notifications for an area source reclassifying to major source who had previously been subject to major source rule (a major to area back to major transition)

Review Report Information

Certifier(s)

Preparer(s) Sherry Waldron [Add/Remove Preparers](#)

Report 63.9(b) Initial notifications for an area source reclassifying to major source who had previously been subject to major source rule (a major to area back to major transition) - Part 63 Subpart HHHHHH - Paint Stripping and Miscellaneous Surface Coating Operations Area Sources [Edit Report Name](#)

Date Updated Apr 11 2023 06:15:20 PM

Status Pending Signature

Download File to Review [PDF-OP-28296.pdf](#)

Select Facility Submitting Your Report [Add Facility](#)

| EPA Registry ID | Program ID | Facility Name | Facility Address | Action |
|-----------------|---------------|------------------|------------------------------------|--------|
| 999983197832 | CEDRI10044184 | COLLISION REPAIR | 111 MAIN ST ELLAVILLE, GA 31806 | |

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

Notify Certifiers

To select an existing certifier, click the checkbox next to their name in the Select from Existing Certifiers section. To add new certifier(s), input the email address of the desired Certifiers and click the 'Add Certifier' button.

63.9(b) Initial notifications for an area source reclassifying to major source who had previously been subject to major source rule (a major to area back to major transition) for COLLISION REPAIR

Select from Existing Certifier(s)

Existing Certifier(s)

Add New Certifier(s)

New Certifier Email Address

[Add Certifier](#)

[Cancel](#) [Notify Certifiers](#)

Certifier(s)

Preparer(s) Sherry Waldron [Add/Remove Preparers](#)

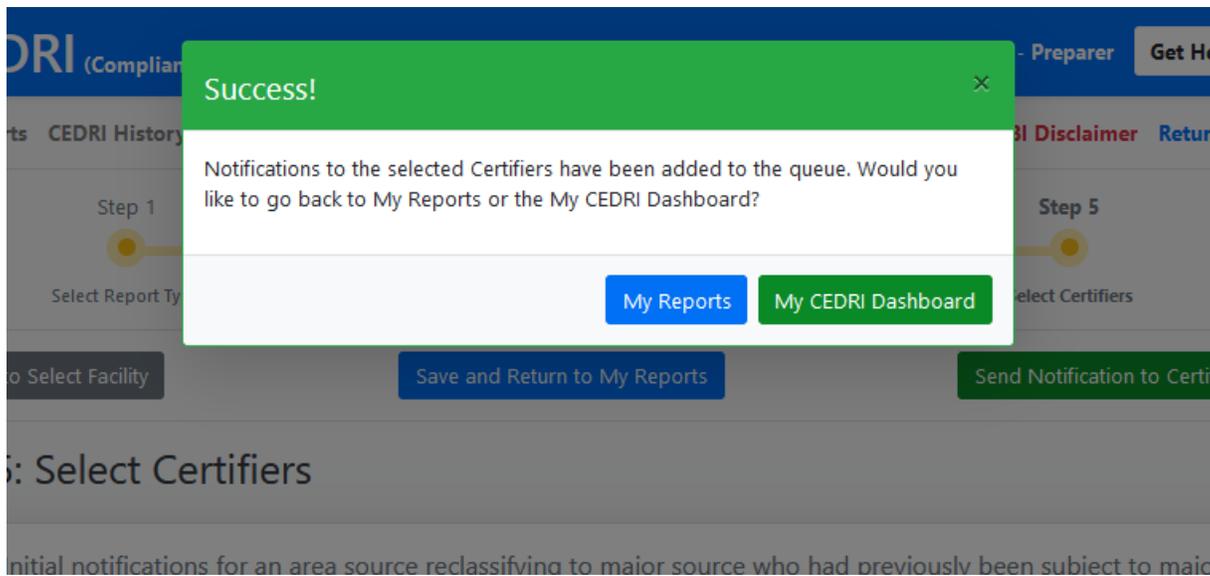
Report 63.9(b) Initial notifications for an area source reclassifying to major source who had previously been subject to major source rule (a major to area back to major transition) - Part 63 Subpart HHHHHH - Paint Stripping and Miscellaneous Surface Coating Operations Area Sources [Edit Report Name](#)

Date Updated Apr 11 2023 06:15:20 PM

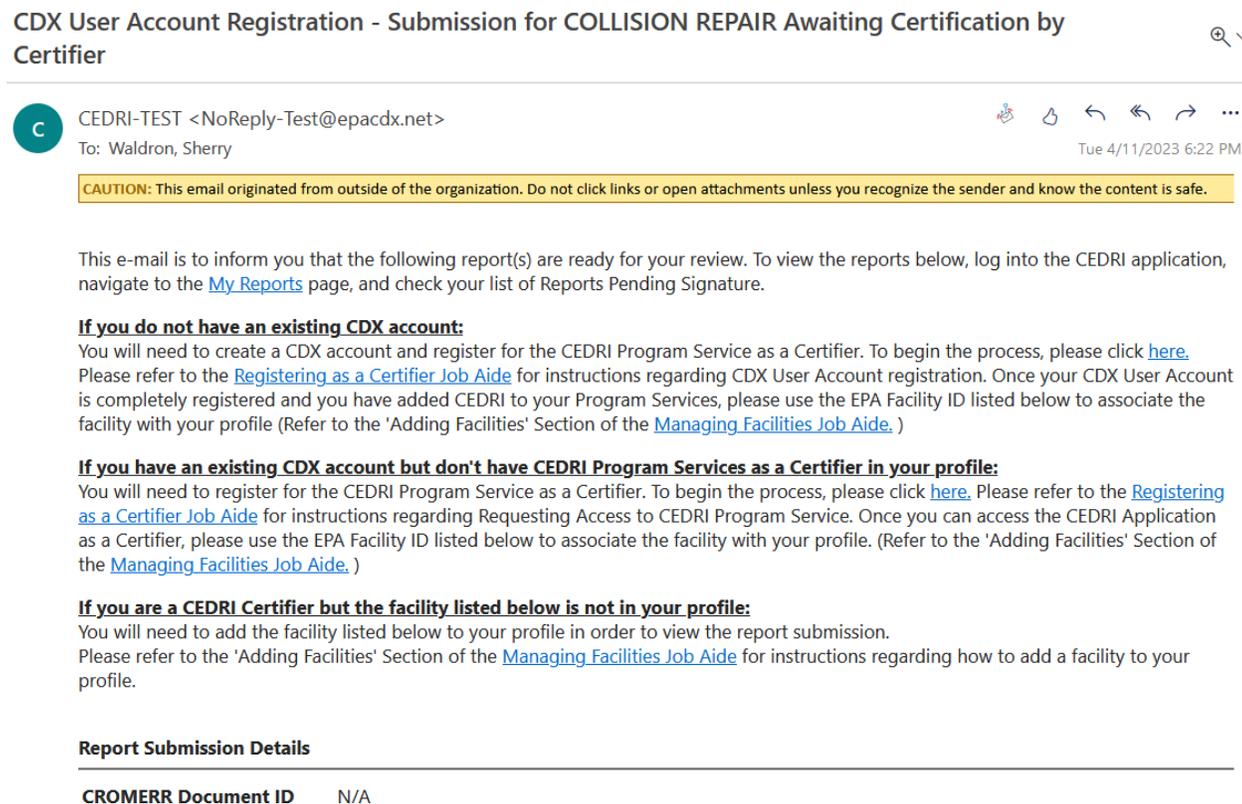
Status Pending Signature

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.