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:

| Home About | Recent Announcements | Terms and Conditions | FAQ | Help |
|-------------------------------------|-----------------------------|----------------------------|--------------|---|
| CDX Core | CDX Registration | | | Contact U: |
| 1. Program Se | rvice 💙 2. Role Access | s $>$ 3. User and Or | ganizatio | tion 💙 4. Confirmation |
| Begin typing a p Clean Air Act). | rogram service name or rela | ted keywords to filter the | e list of av | available services (e.g., air quality system, AQS, or |
| Active Program | 1 Services List | | | |
| Enter search cri | teria | | | |
| ARCS: Aircra | t Reporting and Complia | nce System | | |
| BaSR: Burial | at Sea | | | |
| CDRS: Conse | nt Decree Reporting Syst | em | | |
| CEDRI: Com | liance and Emissions Da | ta Reporting Interface | | |
| CSPP: Submi | ssions for Chemical Safet | y and Pesticide Progra | ams | |
| eDisclosure: | Voluntary Disclosure Sys | tem | | |

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:

CDX Core CDX Registration

1. Program Service 🗸 🕥 2. Role Access

Contact Us

4. Confirmation

Registration Information

Program Service Role Compliance and Emissions Data Reporting Interface 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: <u>CEDRI@epa.gov</u>. Please provide the required information provided within the role descriptions shown below.

3. User and Organization

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: <u>CEDRI@epa.gov</u>. 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: <u>CEDRI@epa.gov</u>. 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

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:

| Home | About | Recent | Announcements | Terms an | d Conditions | FAQ | Help | |
|-----------------|---------------|----------------|------------------------------|---------------|----------------|------------|---------------------------|--|
| CDX | Core Cl | DX Reg | istration | | | | | |
| 1. Progra | am Servic | e 🗸 🔪 | > 2. Role Acce | ss 🗸 🔪 | 3. User and | d Organiz | ation | > 4. Confirmation |
| Registi | ration Inf | ormatior | | | | | | |
| Progran Role | n Service | | Compliance and E Preparer | missions Data | Reporting Inte | erface | | |
| Add Facil | lities | Continue V | Vithout Facilities | | | | | |
| EPA Home | Privacy and S | ecurity Notice | Accessibility | | | CDX Abo | Help Desk: out CDX F | 888-890-1995 (970) 494-5500 fo requently Asked Questions Term |

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.

| Home About Recent A | nnouncements | Terms and Conditions | FAQ Help | | |
|-----------------------------------|----------------------------|----------------------------|------------------|-----------------|------------|
| CDX Core CDX Reg | jistration | | | | Contact Us |
| 1. Program Service 🗸 | > 2. Role Acce | ess 🗸 🔰 3. User a | and Organization | 4. Confirmation | |
| | | | | | |
| Registration Informatio | n | | | | |
| Program Service Role | Compliance and Preparer | Emissions Data Reporting I | Interface | | |
| | | | | | |
| Please fill out all required fiel | ds marked with a | an asterisk(*) | | | |
| Part 1: User Information | | | | | |
| User ID * | | | | | |
| Title * | Mr | • | | | |
| First Name * | | | | | |
| Middle Initial | | | | | |
| Last Name * | | | | | |
| Suffix | -Please Select- | ٣ | | | |
| Password * | | | | | |
| Re-type Password * | | | | | |
| Security Question 1 * | -Please Select- | | | ۲ | |
| Security Answer 1 * | | | | | |
| Security Question 2 * | -Please Select- | | | • | |
| Security Answer 2 * | | | | | |
| Security Question 3 * | -Please Select- | | | • | |
| Security Answer 3 * | | | | | |
| Show Passwords and | Answers | | | | |
| Part 2: Organization Info | | | | | |
| | | Course a | | | |
| Enter organization or organi | zation ID | Search | | | |
| | | | | | |
| Cancel | | | | | |
| | | | | | |

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 | Search ation ID | | | | |
| Organization ID | Organization Name | Address | City | State | ZIP Code |
| Too many organizations | found. Please refine your search | using the advanced s | search below | and try again. | |
| Can't find your organization | n? <u>Use advanced search</u> or <u>reque</u> | est 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 * | UNITED STATES ~ |
| Mailing Address * | |
| Mailing Address 2 | |
| City * | |
| State * | -Please Select- |
| ZIP/Postal Code * | |
| Email * | example@example.com |
| Re-enter Email * | example@example.com |
| Phone Number * | |
| Phone Number Ext | |
| | |

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 * | Processing Request |
| Phone Number Ext | |
| Fax Number | |
| | |

And eventually a confirmation page:

| Home | About | Recent Announcements | Terms and Conditions | FAQ | Help | Virtual Assistant | |
|-------------------------------------|---|---|--|-----------------------------|------------------------|----------------------------|-------------------------|
| CDX | Confi | rmation | | | | | ✓ Contact Us |
| 1. Pro | ogram Serv | vice 🗸 🔰 2. Role Acc | iess 🗸 🔰 3. User a | and Orga | nization | 4. Confi | rmation |
| A few n | nore steps. | | | | | | |
| You wil code be <u>Resend</u> | l soon rece elow or foll I validation | eive an email confirmation r low the link provided in the <u>code</u> | nessage at [sherry.waldı email to activate your u | on@dnr.g ser accou | ja.gov] v nt. | with a validation cod | e. Enter the validation |
| User I | D: GEO | ORGIAGAL | | | | | |
| Code: | | | | | | | |
| Create | e Account | Return to CDX Home | | | | | |
| EPA Home | e Privacy ar | nd Security Notice Accessibility | CDX Help Desk: 888- About CDX Frequ | 890-1995 (ently Asked | (970) 494 Questions | -5500 for International ca | llers |

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



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 | Confi | rmation | | | | | ► <u>Contact Us</u> |
| | - | | | | | | |
| 1. Pro | gram Serv | vice 🗸 🌖 2. Role Acc | æss 🗸 🌖 3. User a | and Orga | anization | 🖌 🧹 4. Confi | rmation |
| | | | | | | | |
| A few m | nore stens | | | | | | |
| Vou will | looon rooo | ive an email confirmation r | noocogo at Ishara waldr | an@dar | | with a validation cod | a Entar the validation |
| code be | low or foll | ow the link provided in the | email to activate your u | on@uni. | ya.yovj v unt | | e. Enter the validation |
| Resend | validation | code | email to activate your u | ser acco | unc. | | |
| | | | | | | | |
| User I | D: GEC | DRGIAGAL | | | | | |
| ode: | (JEZ | 7tO0Ra2MKC | | | | | |
| | | citorige: nic | | | | | |
| Create | Account | Return to CDX Home | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | CDX Help Desk: 888- | 890-1995 | (970) 494 | -5500 for International ca | allers |

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

| Home Abo | ut Recent Announcements | Terms and Conditions | FAQ | Help | Virtual Assistant |
|-----------------|---|--|------------------------------|------------------------|--|
| CDX: Ce | ntral Data Exchange | | | | Contact Us Logged in as GEORGIAGAL (Log out) |
| MyCDX Int | oox My Profile Submission | History Payment Histo | ory | | |
| | Services | ; 0 | 8 Manage | | CDX Service Availability |
| <u>Status</u> | Program Service Name CEDRI: Compliance and Emission | | Role 🗢 | <u>S</u> | ee the status for all program services |
| | Interface | <u><u> </u></u> | | | News and Updates |
| | | | | No | o news/updates. |
| Add Progr | am Service Manage Your Pr | ogram Services | | | |
| EPA Home Priv | acy and Security Notice Accessibility | CDX Help Desk: 888- About CDX Frequ | 890-1995 (iently Asked | (970) 494 Question: | -5500 for International callers s Terms and Conditions Contact Us |

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 | Centr | al Data Exchange | | | | Contact Us Logged in as GEORGIAGAL (Log out) |
| MyCDX | Inbox | My Profile Submission | History Payment Histo | ory | | |
| | | Services | ; 0 | \$ Manage | | CDX Service Availability |
| <u>St</u> | atus 🕈 | Program Service Name CEDRI: Compliance and Emissic Interface | s Data Reporting | Role 🕈 Prepare | 5 | ee the status for all program services |
| | | | | | | News and Updates |
| | | | | | No | o news/updates. |
| Add | Program S | Service Manage Your Pr | ogram Services | | | |
| | | | | 200 100F | (070) 404 | FEAD for Totomotional callour |
| EPA Home | Privacy a | nd Security Notice Accessibility | CDX Help Desk: 888- | ently Aske | d Question: | s Terms and Conditions Contact Us |

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:



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 Fa | acility Facilities | |
| For best results, p | please fill in at least | two search criteria. |
| Facility ID | | |
| Facility Name | | |
| Facility Address | ; | |
| City | | |
| State | | ~ |
| ZIP Code | | |
| Search Facilitie | s | |

>

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 < Back to My | Results (0 facilition <u>Facilities</u> | es found) | List View <u>Map View</u> |
| Search Criter | ia: COLLISION REF | Pair Ellaville, ga Schley Count | Change |
| No Fac Your search cri and refine you facility by clicki | teria did not match r search, by clicking ng the 'Can't find y | any facility records. You may return to the 'Change' button. If the facility doe our facility? Click here to create it' link. | o the 'Find Existing facility' form, esn't exist, you may create a |
| Proceed with ! | Selection Can | 't find your facility? Click here to create | |

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).

| Longitude | | MEXICO | 23 Microsoft Corporation, Earthstar Geographics 510, © |
|--|---------------------------|----------------|--|
| Operating Status * | Map Legend | | |
| OPERATING | ~ | | |
| Operating Status Change Year | | | |
| | | | |
| BIA Code 🖲 | | | |
| No tribal lands associated with selected sta | | | |
| NAICS Code(s) | Primary NAICS | | |
| | | | |
| | | | |
| Source Type | | | |
| | | | |
| | | | |
| Responsible Agency Facility ID | | | |
| e.g., state raciily identifier) | | | |
| Responsible Agency | | | |
| | | | |
| Is Mailing Address Same as Facility A | ddress? * | | |
| ⊙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.

| To improve the accuracy of the location, move the point on the map to the center of the facility. | |
|---|--|
| ок | |
| | |

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.

| erating Status | Fair Bidge Park | and the second | 2 1/1 2 |
|--|----------------------|--|--------------------------------------|
| AERATING. | | AND THE PARTY OF A STATE OF A STA | |
| erating Status Change Year | Map Legend | a 2019 Mirroral Corporation of | THE DEVELOPER CORE (2019) DEPINDENCE |
| A Code | | | |
| ICS Code(s) = Prin | NEY NATCS | | |
| spansible Agancy Facility ID g. State Pacificy Jointifier) Not Analogie Spansible Agency — Mailing Address Same as Facility Add | ress7 | | |
| Yes # No | ferlike Componentich | | |
| b-facility Components | # of Release Points | # of Processes | # of Control Measures |
| b-facility Components Ltd Sub # of Units | | 0 | ٥ |
| 8-facility Components Add Sup # of Units 0 | 0 | | |

This will result in an unsaved facility tab:

| My Facilities | Add Facilities | Unsaved Facilities | |
|--|---|--|--|
| Selected Facilit < Add Additio | ies (1 unsaved fac onal Facilities | List View Map Viev | |
| Clicking the 'Save they are available Details' link on th clicking the 'Rem information may Filter: | e Selected Facilities ' e to you the next tir e table view or the ' ove' link or button f not appear on the r | button saves the facilitie: ne you log in. You may v Details' button on the m for that facility. Please no map view. | s you have selected in the current session so view a facility's details by clicking the 'View/Edit ap view. You may also remove a facility by te that a facility with insufficient location |
| EPA Registry | ID | Pending | |
| Program ID | | Pending | |
| Facility Name | | COLLISION | REPAIR |
| Facility Addres | SS | 111 MAIN S ELLAVILLE, SCHLEY CO | GA 31806 DUNTY |
| | | View/Edit D | Details |
| | | Remove | |
| | | Showing 1 to 1 of 1 Previous 1 | facilities 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 Faciliti | es (1 facility mana | ged) List View <u>Map View</u> | | | | | |
| The facilities select Facilities' button (screen which is a button on the m map view. | ted for this data flor or tab. The ability to ccessible by clicking ap view. Please note | w and role are listed below. You may add facilities by clicking the 'Add edit a facility and any sub-facility data is available from the 'Facility Details' the 'Details' link for a facility in the table view or by clicking the 'Details' e that facilities with insufficient location information may not appear on the | | | | | |
| Filter: | ID | 999983197832 | | | | | |
| Program ID | | CEDRI10044184 | | | | | |
| Facility Name | | COLLISION REPAIR | | | | | |
| Facility Addre | 55 | 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.

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|---|--|---|--|--|--|--|
| EDRI My Reports CEDRI History | | | | | A CR Discher | ner Benandskiller G |
| at would you like to do? | | | | | My Notifications | |
| Create a Report | Complete Report | is Under Development Investor program. | View Submitted Reports Yee, Reiss, or Wildow previously scherifted reports | Managa Facilities | 4 Peyxets Pessileg Systeme | View Reports |
| Profile | | Manage Ny Profile | My Regulations | | 35 Reports Under Development | View Reports |
| e n Wible Unit Nation | Non Certifier Digenischer | | Finiture Corning Scare | | CEDHI 2020 Update Ao part of the CEDHI 2020 spelale ER classificat car of web forms. | A her decided to |
| twilkE .wible@cgifeticrol.com | CSI FEDERAL | | | | To see a list of reports afforded by this web forms will be replaced by the aim particles! Fand we libration templates to more considerable the reporting for the other service in them. | s, pienes sick <u>tens</u> , The easily available EPA is simplify reporting and masts for reports require |
| Facilities | | | | | You may continue using the CEDR ve December 31, 2020 | eb forms through |
| lanage Facilities (1 facility managed) he facilities selected for this data flow on loking the "Details" link for a facility in the | d tole are lated briaw. You may add fadilities b | s clicking the 'Add Facilities' button o | tab. The ability to edit a facility and any sub-facility data | List view Hop view is evelable from the Teelity Details' screen which is eccetable by | Updates to My Reports and Notity De Leving introduced December 20, 2019 | |
| Ret | the first of the of the other states of | The real real real and the real and | tics with insufficient location information may not appear o | on the map view. | CED 10 2620 Update | |
| GMA Registry ID © | Program ID () | Facility Name | tics with insufficient location information may not appear of | Cuport Cyston | CEDN 2020 Update Job Adds: optics the CEDEL liver Sal are relied out. | ide as CRORI 2020 spob |
| ERA Registry ID © | 2001/00 | Pacifity Maria EXXXVI CO USA #2019 | kis viki toufficertilooften Hormation may est apport + Pacting Address Tatala Line Accesses Hormatia Address, Sa 2010 Address Calaborr | LHAY You All All All All All All All All All Al | CEDB 2420 Update bib Aldes repare the CEDB bay Sal me when out Citle <u>CEDB Help</u> is by Resource to the ther Goalt. | ide at CREAT 2000 spit |
| er | i Program 10-10 costaliel | Pacifity Manu Pacifity Manu Pacifity Manu | Ko vitik huvitent luotton internation may nel opper Patitary address Total turk address Total turk address Address Address Address | Lefer Gener Lefer denne Lefer denne Batter Pressa k | COM 2020 Update Site Asian majors the CIXE Low Fac an inferiate Chair Combined and the Uper Gaste | ide at CBDSI 2020 spot |
| en ERA Registry ID © ERA Registry ID © IIIIEREN VERA Noveng 1 III I of I Dublics Registremen | Program 10 () Cromiteli | Factory Marks Factory Marks Pactory Marks Pactory Marks Pactory Marks | Ito 48 hurflooth of makin ne et appen Factor American Stream (Sector) Stream of American Stream (Sector) American Stream (Sector) | In the new view. | CON MON Update an ability report for CEED Update and a constraints of the CEED Update Constraints of the CEED Update for Update CEED Update May Responses CON Holps | ade ar CEERS 2020 upd |
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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."

ivexi, 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 Criteria | | | |
|---------------------------|-----------------|--|--|
| Sectors | | Source Categories | Report Type |
| Select options | Step | Select options | × Major MACT to Area (MM2A) × Notification Report × Notification and Periodic Report |
| Parts | ~ | Subparts | Report Names |
| | × | × | Select options |
| × Part 63 - National Emis | ion Standards 1 | × Subpart HHHHHH - Paint Stripping and | |
| | | | 2 Results (10 Required) |

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 | |
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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:

| cectorCategoryTypePartSubpartAvailable ReportsActonsumer and ommercial oducts anufacturingSolvent Use and Cleaning Area (MM2A)Major Part 63 - National Emission Standards for Hazardous Air Source CategoriesSubpart HHHHHH - Paint Stripping and Miscellaneous Surface Coating Operations Area Sources63.9(b) Initial notifications for an area source reclassifying to major source who had previously been source to major source rule (a major to area back to major transition)Addonsumer and oducts anufacturingSolvent Use and Use and Cleaning Area (MM2A)Major Part 63 - National For Hazardous Air For Hazardous Air Pollutants for Source CategoriesSubpart HHHHHH - Paint Stripping and Area Sources63.9(j) Change in information already provided (required for major source to area source reclassification)Addoducts anufacturingSolvent Use and Cleaning Area (MM2A)Major Part 63 - National For Hazardous Air Pollutants for Source CategoriesSubpart HHHHHH - Paint Stripping and Miscellaneous Surface Coating Operations Area Sources63.9(j) Change in information already provided (required for major source to area source reclassification)Added Report(s)For Hazardous Air Pollutants for Source CategoriesSubject to major source to area source reclassification)Added Report(s)For Hazardous Air Pollutants for Source CategoriesSubject to major source to area source reclassification)For Hazardous Air Pollutants for Source CategoriesFor Hazardous Air Polluta | Sector Category Type Part Subpart Available Reports Consumer and Commercial Solvent Major Part 63 - National Subpart HHHHHH - Emission Standards Subpart HHHHHH - Emission Standards 63.9(b) Initial notifications for an area source reclassifying to major Products Cleaning Area for Hazardous Air Miscellaneous Surface Source who had previously been subject to major source rule (a major to area back to major transition) Consumer and Consumer and Products Solvent Major Part 63 - National Subpart HHHHHH - Emission Standards Subpart HHHHHH - Emission Standards 63.9(j) Change in information already provided (required for major source to area source reclassification) Consumer and Products Cleaning Area (MM2A) Pollutants for Source Categories Subpart HHHHH - Source Categories 63.9(j) Change in information already provided (required for major source to area source reclassification) Selected Report(s) For Hazardous Air NMCC to Pollutants for Source Categories Area Sources Pollutants for major source source Selected Report(s) For Hazardous Air Necetare For Hazardous Air Pollutants for Source Categories Subpart HENHHH - Subpart 63.9(b) Initial notifications for an area source reclassifying to major source cu | | Source | Report | | | | |
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area back to major transition)

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:

| · · · · · · · · · · · · · · · · · · · | | Step 2 | Step 3 | Step 4 | Step 5 |
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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:

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| Informat Report Date Uj Status Paperw | tion pdated rork Reduction Ac | 63.9(b) Initial no been subject to HHHHHH - Pain Apr 11 2023 06: Under Developr t (PRA) <u>PRA Informatior</u> | otifications for an area source major source rule (a major t Stripping and Miscellaneo 103:57 PM ment <u>n - Rules, OMB Numbers, ar</u> | e reclassifying to major to area back to major t us Surface Coating Ope d Burden Estimates | source who had previously ransition) - Part 63 Subpart rations Area Sources Edit Report Name | |
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| Informat Report Date Uj Status Paperw Office a Budget | tion pdated rork Reduction Ac and Management : (OMB) Control N | 63.9(b) Initial no been subject to HHHHHH - Pain Apr 11 2023 06: Under Developr t (PRA) <u>PRA Information</u> and 2060-0607 umber | otifications for an area sourc major source rule (a major t Stripping and Miscellaneo c03:57 PM ment <u>1 - Ruleş, OMB Numbers, ar</u> | te reclassifying to major to area back to major t us Surface Coating Ope td Burden Estimates | source who had previously ransition) - Part 63 Subpart rations Area Sources Edit Report Name | |

| | Step 4: Instructions to Select Facility | - Preparer | Get Help On This |
|---|--|---|------------------|
| ORI My Reports CEDRI History Step 1 Select Report Ty < Return to Upload Docume | 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. | 31 Disclaimer Step 5 elect Certifiers Next: Se | Return to CDX I |
| Step 4: Select Fa | Continue ns for an area source reclassifying to major source who had previously be rea back to major transition) | en subject to | o major |

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:

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

| A | dd Submittin | g Facility | | | | | × |
|--------|--------------------|------------------------|---------------------|---|--------------------------|-------------------------|------------|
| ſ | Selected Facilit | у | | | | | |
| n | You have selected | the following facility | . To submit your re | eport under this facil | ity, please select '0 | Continue'. | rtifiers 3 |
| | EPA Registry ID | Program ID | Facility Name | Facility Address | Registered Certifiers | Registered Preparers | |
| с) | 999983197832 | CEDRI10044184 | COLLISION REPAIR | 111 MAIN ST ELLAVILLE, GA 31806 SCHLEY COUNTY | None found. | Sherry Waldron | or |
| Ļ | | | | | | | ect ng |
| | | | | | | Cancel | |
| atus | | Under Developme | nt | | | | |

| Step 1 | Step 2 | Step 3 | Step 4 | Step 5 |
|----------------------------|--------------------|--------------------------|-----------------|---------------------------|
| Select Report Type | Select Your Report | Upload Documents | Select Facility | Select Certifiers |
| Return to Upload Documents | | Save and Return to My Re | eports | 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)

| Report | 63.9(b) Initial notificatio to major source rule (a and Miscellaneous Surf | ns for an area source reclassify major to area back to major tr ace Coating Operations Area S | ving to major source who had pre ransition) - Part 63 Subpart HHHH ources | viously been subje HH - Paint Strippin Edit Report Name |
|--|--|---|---|---|
| Date Updated | Apr 11 2023 06:12:49 P | M | | |
| Status | Pending Signature | | | |
| Select Facility Submitt | ng Your Report | | | Add Facilit |
| Select Facility Submitt EPA Registry ID | ng Your Report Program ID | Facility Name | Facility Address | Add Facilit |

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

| Step 1 | Step 2 | Step 3 | Step 4 | Step 5 |
|--|--|---|---|---|
| Select Report Ty | pe Select Your Report | Upload Documents | Select Facility | Select Certifiers |
| rn to Select Facility | Save | and Return to My Reports | < | Send Notification to Certifier(s) |
| 5: Select C | ertifiers | | | |
|) Initial notification e rule (a maior to | ons for an area source recl area back to major transit | assifying to major sour | ce who had previous | ly been subject to major |
| | | iony | | |
| eview Report Informa | tion | | | |
| ertifier(s) | | | | |
| reparer(s) | Sherry Waldron | | | Add/Remove Preparers |
| eport | 63.9(b) Initial notifications to major source rule (a ma and Miscellaneous Surface | for an area source reclassif ajor to area back to major t e Coating Operations Area S | ying to major source who ransition) - Part 63 Subpa Sources |) had previously been subject art HHHHHH - Paint Stripping Edit Report Name |
| Date Updated | Apr 11 2023 06:15:20 PM | | | |
| tatus | Pending Signature | | | |
| Download File to Review | PDF-OP-28296.pdf | | | |
| | | | | |
| elect Facility Submittin | a Your Report | | | Add Facility |
| denty bublintain | y the hepote | | | |
| EPA Registry ID | Program ID | Facility Name | Facility Address | Action |
| 999983197832 | CEDRI10044184 | COLLISION REPAIR | 111 MAIN ST ELLAVILLE, GA 318 | 306 |

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

| CE | Notify Cert | ifiers | | × |
|---------------------------|-----------------------------------|--|--|----------------------------------|
| My Repo | To select an e new certifier(s | xisting certifier, click the checkbox r), input the email address of the de | next to their name in the Select from Existing Certifiers section. To add sired Certifiers and click the 'Add Certifier' button. | m |
| | 63.9(b) Init been subje | ial notifications for an area sc ct to major source rule (a ma | ource reclassifying to major source who had previously jor to area back to major transition) for COLLISION REPAIR | |
| < Return | Select from | n Existing Certifier(s) | Add New Certifier(s) | tifie |
| Step 63.9(b) source | Existing | Certifier(s) | New Certifier Email Address example@epa.gov Add Certifier | or |
| Rev | unci (3) | | Cancel Notify Certifie | rs |
| Pre | eparer(s) | Sherry Waldron | Add/Remove Pr | eparers |
| Rep | port | 63.9(b) Initial notifications for to major source rule (a majo and Miscellaneous Surface C | r an area source reclassifying to major source who had previously beer r to area back to major transition) - Part 63 Subpart HHHHH - Paint S oating Operations Area Sources Edit Repor | n subject stripping t Name |
| Dat | te Updated | Apr 11 2023 06:15:20 PM | | |
| Sta | itus | 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:

| DRI (Complian | | | - Preparer | Get He |
|--------------------|---|-------|------------------|-----------|
| ts CEDRI History | Success! | × | 8 Disclaimer | Return |
| Step 1 | Notifications to the selected Certifiers have been added to the queue. Would you like to go back to My Reports or the My CEDRI Dashboard? | | Step 5 | Return |
| Select Report Ty | My Reports My CEDRI Dashboar | d | elect Certifiers | |
| o Select Facility | Save and Return to My Reports | Sen | d Notification | to Certif |
| i: Select Ce | ertifiers | | | |
| nitial notificatio | ns for an area source reclassifying to major source who had previously | / bee | en subiect t | o maio |

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:

| CDX Certi | User Account Registration - Submission for COLLISION REPAIR Awaiting Certifica | ntion | ı by | | | | €∨ |
|--------------|--|---------|--------|-------------|--------------------|-----------|-------------|
| С | CEDRI-TEST <noreply-test@epacdx.net> To: Waldron, Sherry</noreply-test@epacdx.net> | \$ | ്ര | ← Tue 4, | « /11/20 | → 123 6:2 | ••• 2 PM |
| | CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the ser | ider an | d knov | v the co | ntent | is safe | |

This e-mail is to inform you that the following report(s) are ready for your review. To view the reports below, log into the CEDRI application, navigate to the <u>My Reports</u> page, and check your list of Reports Pending Signature.

If you do not have an existing CDX account:

You will need to create a CDX account and register for the CEDRI Program Service as a Certifier. To begin the process, please click <u>here</u>. Please refer to the <u>Registering as a Certifier Job Aide</u> for instructions regarding CDX User Account registration. Once your CDX User Account is completely registered and you have added CEDRI to your Program Services, please use the EPA Facility ID listed below to associate the facility with your profile (Refer to the 'Adding Facilities' Section of the <u>Managing Facilities Job Aide</u>.)

If you have an existing CDX account but don't have CEDRI Program Services as a Certifier in your profile:

You will need to register for the CEDRI Program Service as a Certifier. To begin the process, please click <u>here</u>. Please refer to the <u>Registering</u> as a <u>Certifier Job Aide</u> for instructions regarding Requesting Access to CEDRI Program Service. Once you can access the CEDRI Application as a Certifier, please use the EPA Facility ID listed below to associate the facility with your profile. (Refer to the 'Adding Facilities' Section of the <u>Managing Facilities Job Aide</u>.)

If you are a CEDRI Certifier but the facility listed below is not in your profile:

You will need to add the facility listed below to your profile in order to view the report submission. Please refer to the 'Adding Facilities' Section of the <u>Managing Facilities Job Aide</u> for instructions regarding how to add a facility to your profile.

```
Report Submission Details
```

CROMERR Document ID N/A

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.