

Primary Audience: State and local air agencies

Overview of State User Roles in SPeCS for SIPs

There are two state roles in SPeCS for SIPs: 1) Certifier and 2) Preparer.

Certifier

The Certifier is the authorized representative of the state organization responsible for signing and submitting official submissions to EPA through SPeCS. Certifiers can create (if desired), modify (if necessary), sign, and submit forms to the Central Data Exchange (CDX). Only Certifiers can sign and submit official submissions to EPA. The level of the Certifier in the management chain of the state organization is at the discretion of the state.

During CDX registration, the Certifier must complete and submit an Electronic Signature Agreement (ESA) either electronically or by printing a Paper Signature Agreement, adding a wet-ink signature, and mailing it to their applicable EPA regional office. As part of the electronic ESA process, a Certifier must go through an Identity Verification process that verifies the Certifiers identity through the use of a third-party service called LexisNexis.

For additional information regarding the process of identify proofing and submitting an electronic ESA, please refer to the 'Registering as a Certifier' job aide.

Preparer

The Preparer is the person within a given state organization that is responsible for preparing a plan submission in SPECS for later certification by an authorized representative of the organization. Preparers can submit draft submissions to EPA, but cannot submit official submissions, withdrawals, or supplemental submissions. Preparers can read and access other submissions. Local air agencies can act as preparers in the system.

A preparer does not need to complete and submit an Electronic Signature Agreement or validate their identity during CDX registration.

For additional information regarding the process of registering as a Preparer, please refer to the 'Registering as a Preparer' job aide.

Tasks Performed by Certifiers and Preparers

See the table on the next page for a summary of tasks that can be performed by Certifiers and Preparers.

Tasks Performed by Certifiers and Preparers	
Tasks	State Preparer State Certifier
Homepage	
View all submitted and in-progress submissions created within your registered state	✓ ✓
Official Submissions	
Prepare a submission and notify certifiers that a submission is ready to be electronically signed	✓
Prepare a submission, electronically sign, and make official submission to EPA	✓
Answer questions within the submission	✓ ✓
Upload files to a submission	✓ ✓
Save an in-progress submission	✓ ✓
Electronically sign and submit an official submission to EPA	✓
Receive a notification when an official submission is ready to be electronically signed	✓
Receive a notification when an official submission has been signed and submitted to EPA	✓ ✓
Delete an in-progress submission	✓ ✓
Supplemental Submissions and Partial/Full Withdrawals	
Create a supplemental submission or partial/full withdrawal	✓ ✓
Prepare a supplemental submission or partial/full withdrawal and notify certifiers that the submission is ready to be electronically signed	✓
Save an in-progress supplemental submission or partial/full withdrawal	✓ ✓
Electronically sign and submit a supplemental submission or a partial/full withdrawal to EPA	✓
Receive a notification when a supplemental submission or partial/full withdrawal is ready to be electronically signed	✓
Receive a notification when a supplemental submission or partial/full withdrawal has been signed and submitted to EPA	✓ ✓
Delete an in-progress supplemental submission or partial/full withdrawal	✓ ✓
Draft Submissions	
Create a draft submission	✓ ✓
Submit a draft submission	✓ ✓
Receive a notification when a draft submission has been submitted to EPA	✓ ✓

Support

If you have any questions related to submission development, please contact your EPA Regional Office contact, as listed on your state landing page.

If you have any questions related to CDX or the SPeCS for SIPs program service, please contact the CDX Help Desk at helpdesk@epacdx.net or by telephone at 888-890-1995.