CEDRI Roles

1. **Reporting Facilities**

   CEDRI allows individual users reporting for facilities to set up their accounts with different roles. These separate roles allow multiple users within or outside a facility to work on a given report. However, only certain verified employees of the facility are eligible to sign and submit reports. These roles are described below:

   a. **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 reports, such as files generated by the Emissions Reporting Tool (ERT), for the Certifier's approval and signature. A Preparer can not sign and submit a report. The Preparer has access to view reports that they prepared, or reports they were given access to by a Certifier, or the report creator (can be another Preparer), within Step 4 in CEDRI.

   b. **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 report a Preparer has assembled, and sign and submit the report to CDX. 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. Certifiers have access to view all reports submitted for a given facility, regardless of which Certifier signed and submitted the report.

   c. **Delegated Certifier:** The Delegated Certifier is a person granted authority by a registered Certifier to sign and submit reports on behalf of the Certifier. The Delegated Certifier is authorized to modify the report a Preparer has assembled, and sign and submit the report 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. Delegated Certifiers have access to view all reports submitted for a given facility, regardless of which Certifier signed and submitted the report.

2. **EPA Region/State/Local/Tribal Agencies**

   CEDRI has two roles that are used by EPA regional, state, local, and tribal agency users: the State Reviewer role and the EPA Regional Reviewer role. These roles are described below:

   a. **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.

   b. **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.

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

3. **EPA Program Office Personnel**

CEDRI has two roles that are used by EPA program office personnel at headquarters: the EPA Rule Lead role and the EPA Reviewer role. These roles are described below:

a**. EPA Rule Lead:** The EPA Rule Lead role encompasses regulatory officials from EPA's Sector Policies and Programs Division. EPA Rule Leads are authorized to review all submissions that are applicable to the regulations they manage. The EPA Rule Lead 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.

b. **EPA Reviewer:** The EPA Regional Reviewer role encompasses EPA regulatory officials who administer the CEDRI application and need access to CEDRI submissions and the help functions. This is a role limited to a few staff members.