



E-ENTERPRISE
for the environment

Modernizing the business of environmental protection

Combined Air Emissions Reporting System (CAERS)

Welcome to CAERS

for

GADNR Preparers and Certifiers

12/16/2020



Disclaimer

This training is intended for instructional purposes only. Any data or facility information shown in the training, is illustrative only, and should not be confused with a facility's live report for any given inventory year.



GOAL OF TRAINING

PROVIDE GADNR CAERS USERS WITH AN UNDERSTANDING OF:

- WHAT IS CAERS?
- USER ROLES
- SYSTEM REQUIREMENTS
- TRI-BOUND HAPs DATA
- TIMING OF SUBMISSIONS
- GADNR REGISTRATION PROCESS
- HIGHLIGHTS OF CAERS FEATURES
- HELP/RESOURCES

A copy of this power point presentation will be available for distribution after the training.



WHAT IS CAERS?

Combined Air Emissions Reporting System (CAERS): an application that allows industry from subscribed State, Local, or Tribal authorities (or SLTs) to report their air emissions so you can:

- Meet SLT-specific air emissions reporting requirements
- Report annually or triennially to Air Emissions Reporting Rule (AERR per 40 Code of Federal Regulations or CFR, Part 51) via your SLT.
- Optionally, get a head start on Toxics Release Inventory (TRI) air toxics emissions (per 40 CFR, Part 372), to be finished in TRI-MEweb

The GADNR Opt In process helps you determine your AERR requirements.



CAERS USER ROLES



Preparer

Is authorized to prepare an emissions report for that facility (e.g. consultant, staff person working for the facility).

- There may be more than one preparer for a facility (each with an account associated with the facility). If submitting HAPs data for TRI within CAERS, this could include the TRI preparer.
- There may be a single preparer for more than one facility (with an account associated with several facilities).
- A preparer cannot fulfill the same role as the Certifier, not authorized to certify and submit the report on behalf of the facility.



Central Data Exchange

[Contact Us](#)

Logged in as JSMITH

[\(Log out\)](#)[MyCDX](#)[Inbox](#)[My Profile](#)[Submission History](#)[Payment History](#)[E-Enterprise Portal](#)

Services

[Manage](#)

Status	Program Service Name	Role
	CAER: Combined Air Emissions Reporting	NEI Certifier
	CAER: Combined Air Emissions Reporting	Preparer

CDX Service Availability

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

News and Updates

No news/updates.

[Add Program Service](#)[Manage Your Program Services](#)

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





Certifier

Can prepare the emissions report and is also authorized to certify the emissions report to meet your legal obligation for reporting to your SLT.

- There may be only *one* Certifier for a facility.
- There may be a single Certifier for more than one facility (multiple facilities associated with the certifier account).
- The Certifier can also be the preparer (only one CAERS account needed).

Total toxics air emissions are made available for TRI-MEweb once the facility has certified the report in CAERS. Certification of the report signals to CAERS that the report is complete, but it is not a certification of the TRI submission. Toxics air data is certified in TRI-MEweb, not CAERS.



Central Data Exchange

[Contact Us](#)

Logged in as JSMITH

[\(Log out\)](#)[MyCDX](#)[Inbox](#)[My Profile](#)[Submission History](#)[Payment History](#)[E-Enterprise Portal](#)

Services

[Manage](#)

Status	Program Service Name	Role
	CAER: Combined Air Emissions Reporting	NEI Certifier
	CAER: Combined Air Emissions Reporting	Preparer

CDX Service Availability

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

News and Updates

No news/updates.

[Add Program Service](#)[Manage Your Program Services](#)

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

[EPA Home](#)[Privacy and Security Notice](#)[Accessibility](#)[About CDX](#) | [Frequently Asked Questions](#) | [Terms and Conditions](#) | [Contact Us](#)



SYSTEM REQUIREMENTS

To use CAERS, you will need:

- A recent version of any internet browser such as Chrome, Explorer, or Firefox. Your internet connectivity will determine how fast data can be uploaded.
- Microsoft Excel: Bulk uploads will be in “XLS” or “XLSX”.

For JSON upload instructions send an email to caer@epa.gov with your facility name and ID. Our CAER IT staff will be able to provide guidance.



TRI – BOUND HAPs DATA

Optional HAPS/air toxics data entry in CAERS. CAERS adds data up to the facility totals, ready for pre-population in TRI-MEweb.

Not required:

- SLT review of reported HAPS/air toxics air emissions not required
- Submission of HAPS/air toxics through CAERS.

How does this help facilities?

- Enter data into CAERS directly vs. separate workbooks for calculations then entered to TRI-MEweb.
- SLT review of your criteria pollutant data *before* your data gets to TRI-MEweb gives you the opportunity to correct any related toxics data before it is available in TRI-MEweb.
 - E.g. SLT finds throughput error for a unit/process affecting CO and NOX, that is also affecting your VOC calculations. As you correct that throughput, all affected emissions are corrected.
- GADNR is encouraging facilities to submit HAPS data at process level in CAERS.
 - If HAPS aren't reported, EPA does HAP augmentation on your data which could be inaccurate.
 - By submitting their own HAPs emissions at process level in CAERS, facilities take ownership of their data.



TIMING OF SUBMISSIONS

- TRI-MEweb is July 1st
 - NEI/TRI facilities should certify their NEI forms *before* you start a TRI-MEweb submission because data is pushed from CAERS to TRI-MEweb.
 - Early data submittal and SLT review allows us to keep data consistent across NEI and TRI programs.
- SLT deadline for submissions of Annual or Triennial reports.
 - Georgia deadline is June 30th.
- Leave time for questions and resolution of issues and in case we need to address bugs.

Registrations: Include or delete registered Preparers and Certifiers **no later than two weeks after opening CAERS.**

Reporting: Start no later than **one month before**, and **submit no less than 2 weeks before** the GADNR deadline.

We want to avoid last minute submissions. Submit your data early!



GADNR REGISTRATION PROCESS

Four major steps:

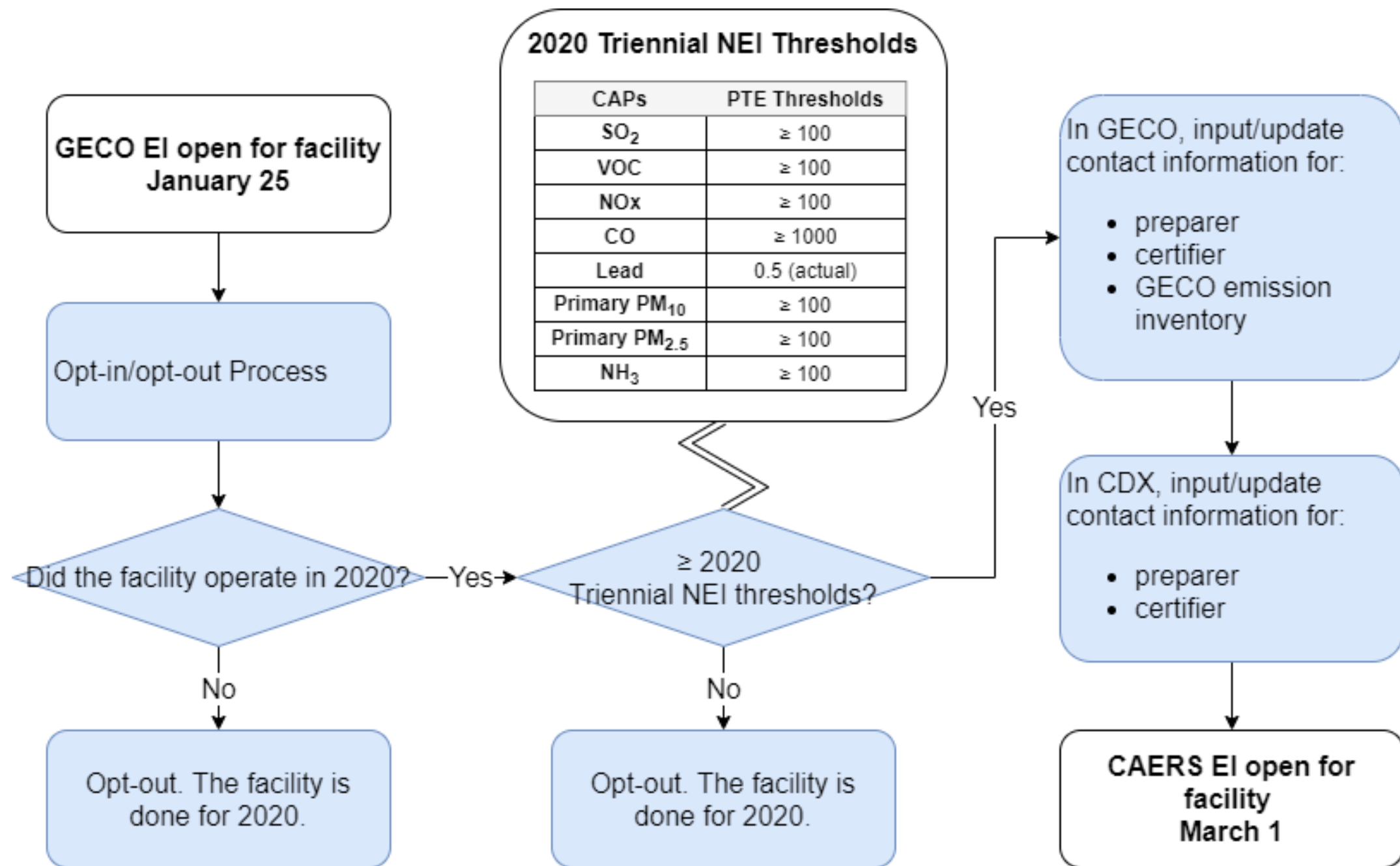
1. Go through opt-in/opt-out process in GECO (includes providing contact information)
2. For opted-in facilities and register in CDX, if you are new to CDX (get access email)
3. Set up CAERS in CDX (if you did not report previously through CAERS)
4. GADNR approves/allows entry to CAERS



Please do not email GADNR directly with any contact information.



1. Go through opt-in/opt-out process in GECO





2020 Triennial NEI Potential to Emit Thresholds

Pollutant	Triennial Year PTE Thresholds (tpy)
SO ₂	≥ 100
VOC	≥ 100
NO _x	≥ 100
CO	≥ 1000
Pb	≥ 0.5 (actual)
Primary PM ₁₀	≥ 100
Primary PM _{2.5}	≥ 100
NH ₃	≥ 100

A copy of the Georgia Title V permit applications is located at: <http://gatv.georgiaair.org/GATV/default.asp>. Additional information on determining PTE is available at: <https://epd.georgia.gov/potential-emit-guidelines>.

Go to: <https://geco.gaepd.org/>

Air Protection Branch

Welcome, Jing Wang | Airs No.: 039-00001
Facility: Durango-Georgia Paper Company

[Facility Home](#) [Home](#) [Contact Us](#) [Account](#)

- Emissions Inventory Home**
- Current Facility Info
- Facility & Contact Info
- Historical EI Data
 - Reports
 - Release Points
 - Emission Units
 - Processes

Emissions Inventory

Facilities whose potential emissions exceed the thresholds must report their actual emissions. For assistance with calculating PTE, please use the [Potential to Emit Guidelines](#). Beginning with the 2019 Emissions Inventory, Georgia will be using the "Common Emissions Form" (CEF) developed by U.S. EPA.

The new Emissions Inventory process will be as follows:

1. Based on previously available information, the Georgia Air Protection Branch will enroll facilities that may need to participate in the 2019 Emissions Inventory. (If your facility has not been enrolled, but you believe it should be participating in the EI, please contact the APB.)
2. Begin the EI process below. You will be asked to review basic facility and contact information. You will then be asked about facility emissions to determine if participation in the Emissions Inventory process is necessary. *All facilities must complete this step before proceeding to the CEF.*
3. If it is determined that the facility will participate in the Emissions Inventory process, you will be directed to EPA's Common Emissions Form. The CEF will be used for completing the Emissions Inventory.

Ready For Emissions Inventory Process

[Begin 2019 EI](#)

EPD's Air Protection Branch has determined that this facility may need to participate in the 2019 Emissions Inventory. Click the button above to begin. You will first verify the facility and contact information and then answer questions about the facility emissions to determine if participation in the EI is necessary.

Facility Name: Durango-Georgia Paper Company
AIRS No: 039-00001
Status: Applicable—not started



All facilities must go through this process, whether you know you will opt in or opt out.

Air Protection Branch

Welcome, Jing Wang | Airs No.: 039-00001
Facility: Durango-Georgia Paper Company

Facility Home Home Contact Us Account

Emissions Inventory Home

Current Facility Info

Facility & Contact Info

Historical EI Data

Reports

Release Points

Emission Units

Processes

Edit Facility Details

Verify and correct the information below before clicking
the button at the bottom of the page to continue.

Facility Name and Address

If the facility name or address are incorrect, please contact us using the "Contact Us" menu item above.

Facility Site Name: Durango-Georgia Paper Company

Facility Site Address: 4244 International Parkway Suite 120-4test

Facility Site City: ATLANTA

Physical Location State: GA

Facility Site Zip Code: 30354

Facility Mailing Address

Facility Mailing Address: 123 St Mary's Road-test

OPTIONAL

Facility Mailing Address City: St Marys

Facility Mailing Address State: Georgia

Facility Mailing Address Zip Code: 31558

Comment: test comment with apostrophe - Test's test



Horizontal Collection Method:	zip code 5-digit-centroid
Accuracy Measure (m):	25
Horizontal Reference Datum:	North American Datum of 1983
Comment:	test comment with apostrophe - New Test Lat/Lon-Jing

Emissions Inventory Contact Information
The Emissions Inventory contact will receive notices regarding annual Emissions Inventory submittals for the facility.

Honorific:	Mrs
First Name:	Jing
Last Name:	Wang
Individual Title:	Engineer
Contact Mailing Address:	4244 International Parkway Suite 120
	OPTIONAL
City:	ATLANTA
State:	Georgia
Zip Code:	30354
Contact Phone Number:	404-3638134
Contact Mobile Number:	4043637000
Contact Fax Number:	4043637000
Email:	jing.wang@dnr.ga.gov
Comment:	test comment with apostrophe - Test's test

Save & Continue



Air Protection Branch

Welcome, Jing Wang | Airs No.: 039-00001
Facility: Durango-Georgia Paper Company

Emissions
Inventory Home

- Current Facility Info
- Facility & Contact Info
- Historical EI Data
- Reports
- Release Points
- Emission Units
- Processes

Facility Operational Status

Did the facility operate at any time during
calendar year 2019?

☐ Yes ☐ No

Type optional comments here

Continue



Emissions Inventory Home

Current Facility Info

Facility & Contact Info

Historical EI Data

Reports

Release Points

Emission Units

Processes

Facility Emissions Thresholds (Potential Emissions)

According to the facility's AIRS Number, the facility is *not located in the ozone non-attainment area*.

The thresholds in the questions below pertain to the facility's location. Participation in the Emissions Inventory depends on the responses to the threshold questions below.

Remember that the numbers pertain to **potential emissions**, except for lead. **The threshold for lead (Pb) is now based on actual emissions.**

Select a response for all pollutants.

Pollutant	Threshold (tpy)	Below Threshold?
SO _x	2500.00	☐ Yes ☐ No
VOC	250.00	☐ Yes ☐ No
NO _x	2500.00	☐ Yes ☐ No
CO	2500.00	☐ Yes ☐ No
PM ₁₀	250.00	☐ Yes ☐ No
PM _{2.5}	250.00	☐ Yes ☐ No
NH ₃	250.00	☐ Yes ☐ No

Type optional comments here

Clicking "Continue" below and submitting this form is certification that the facility's potential emissions are as described by the selections in the table above.

Continue

**Please refer to slide 15-16
for 2020 Triennial NEI PTE
Thresholds.**



Current Facility Info

Facility & Contact Info

Historical EI Data

Reports

Release Points

Emission Units

Processes

According to the facility's AIRS Number, the facility is *not located in the ozone non-attainment area*.

The thresholds in the questions below pertain to the facility's location. Participation in the Emissions Inventory depends on the responses to the threshold questions below.

Remember that the numbers pertain to **potential emissions**, except for lead. **The threshold for lead (Pb) is now based on actual emissions.**

Select a response for all pollutants.

Pollutant	Threshold (tpy)	Below Threshold?
SO _x	2500.00	☐ Yes ☒ No
VOC	250.00	☒ Yes ☐ No
NO _x	2500.00	☐ Yes ☒ No
CO	2500.00	☒ Yes ☐ No
PM ₁₀	250.00	☐ Yes ☒ No
PM _{2.5}	250.00	☐ Yes ☒ No
NH ₃	250.00	☐ Yes ☒ No

**Please refer to slide 15-16
for 2020 Triennial NEI PTE
Thresholds.**

Type optional comments here

Clicking "Submit" below and submitting this form is certification that the facility's potential emissions are as described by the selections in the table above.

The facility will participate in the Emissions Inventory process for 2019.

Click Submit to continue or Cancel to make changes above.

Submit

Cancel



Preparer/Certifier Updates

- If you have opted in, provide contact information for all the preparers and the certifier of your facility to GADNR; needed for GADNR staff to authorize you to report in CAERS.

❖ **What if I don't know who will certify yet?** You will be able to begin the report once authorized to do so, but you won't be able to send it to GADNR. As soon as you know who your certifier will be, go back to GECO EI to submit the certifier information, and then the new certifier should go to CDX to register. Then GADNR staff will authorize the new certifier. Then facility can go directly to CAERS to certify the EI.

❖ **What if our preparer or certifier leaves the company?** Please go to GECO EI *first*, to update the preparer and or certifier information. Then go to CDX to register the new person or add an existing preparer or certifier to that facility. And GADNR staff will authorize the new person. If you don't go through GECO first and go to CDX directly, you will delay the process further.



New for GADNR 2020 NEI

- GADNR is encouraging facilities to submit HAPS data at process level in CAERS. CAERS will then summarize HAPS data which will help facilities with their TRI-MEweb submission per slide 11.
- Upcoming items in CAERS (details provided in subsequent trainings):
 - Control path feature will be mandatory this year for facilities that have control equipment.
 - Alternative throughputs, including fuel usage, will be added to allow calculation of different pollutant emissions using emission factors with different units of measure for the same process.

GECO EI QUESTIONS for GADNR



Please direct all GADNR GECO EI and GADNR 2020 NEI questions to
Emissions.Inventory@dnr.ga.gov



2. Register in CDX

- ❖ Only go to this step if you have already done the Opt-in/Opt-out process in GECO EI and your facility has opted in.
- ★ If you already have a CDX account, you have already completed this part of the process and can move to Step 3. Setting up CAERS in CDX. You may be able to use the same Electronic Signature Agreement (ESA) in CDX that you use for other programs/systems in CDX. You may need additional ESAs for additional organizations you are associated with. You should reach out to the help desk if you have questions about this.

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

CDX Home | Central Data Exchange

cdx.epa.gov

EPA United States Environmental Protection Agency

Home About Recent Announcements Terms and Conditions FAQ Help

CDX Central Data Exchange [Contact Us](#)

Log in to CDX

User ID

Password

☐ Show Password

[Log In](#) [Register with CDX](#)

[Forgot your Password?](#)
[Forgot your User ID?](#)
[Warning Notice and Privacy Policy](#)

Welcome

Welcome to the Environmental Protection Agency (EPA) Central Data Exchange (CDX) - the Agency's electronic reporting site. The Central Data Exchange concept has been defined as a central point which supplements EPA reporting systems by performing new and existing functions for receiving legally acceptable data in various formats, including consolidated and integrated data.

Warning Notice and Privacy Policy

Warning Notice

In proceeding and accessing U.S. Government information and information systems, you acknowledge that you fully understand and consent to all of the following:

1. you are accessing U.S. Government information and information systems that are provided for official U.S. Government purposes only;
2. unauthorized access to or unauthorized use of U.S. Government information or information systems is subject to criminal, civil,



United States Environmental Protection Agency

[Home](#)[About](#)[Recent Announcements](#)[Terms and Conditions](#)[FAQ](#)[Help](#)[Virtual Assistant](#)

Terms and Conditions

[✉ Contact Us](#)

The access and use of CDX Registration for the electronic submittal of environmental information require the creation of a user ID and password that I must maintain and keep confidential. I will review the following steps concerning the creation and maintenance of a user ID and password.

Warning Notice

In proceeding and accessing U.S. Government information and information systems, you acknowledge that you fully understand and consent to all of the following:

1. you are accessing U.S. Government information and information systems that are provided for official U.S. Government purposes only;
2. unauthorized access to or unauthorized use of U.S. Government information or information systems is subject to criminal, civil, administrative, or other lawful action;



I am this registrant. I will not share my account, and I accept the terms and conditions, above.

[Proceed](#)[Cancel](#)

3. Set up CAERS in CDX

- ★ If you reported through CAERS last year, you can skip this part of the training, as you already have CAERS set up in your CDX account.

Edit Account Profile

[✉ Contact Us](#)Logged in as JSMITH [\(Log out\)](#)[1. Program Service](#)[2. Role Access](#)[3. Organization Information](#)

Begin typing a program service name or related keywords to filter the list of available services (e.g., air quality system, AQS, or Clean Air Act).

Active Program Services List

ARCS: Aircraft Reporting and Compliance System

BasS: Ballast Water Management System

CAER: Combined Air Emissions Reporting

CDRS: Consent Decree Reporting System

CEDRI: Compliance and Emissions Data Reporting Interface

CSPP: Submissions for Chemical Safety and Pesticide Programs

eDisclosure: Voluntary Disclosure System



United States Environmental Protection Agency

[Home](#)[About](#)[Recent Announcements](#)[Terms and Conditions](#)[FAQ](#)[Help](#)[Virtual Assistant](#)

Core CDX Registration

[✉ Contact Us](#)[1. Program Service](#)[2. Role Access](#)[3. User and Organization](#)[4. Confirmation](#)

Begin typing a program service name or related keywords to filter the list of available services (e.g., air quality system, AQS, or Clean Air Act).

Active Program Services List

CAER: Combined Air Emissions Reporting

[Cancel](#)

CDX Central Data Exchange

[Contact Us](#)

Logged in as JSMITH [\(Log out\)](#)

[MyCDX](#) [Inbox](#) [My Profile](#) [Submission History](#) [Payment History](#) [E-Enterprise Portal](#)

Services

Status	Program Service Name	Role
------------------------	--------------------------------------	----------------------

CDX Service Availability

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

News and Updates

No news/updates.

[Add Program Service](#)

[Manage Your Program Services](#)

Already have a CDX account? Add CAERS by clicking here.

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

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

[About CDX](#) | [Frequently Asked Questions](#) | [Terms and Conditions](#) | [Contact Us](#)



CDX Edit Account Profile

[Contact Us](#)

Logged in as

JSMITH

[\(Log out\)](#)

1. Program Service ✓

2. Role Access

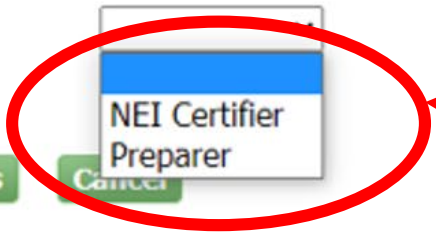
3. Organization Information

Registration Information

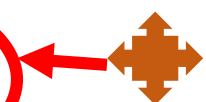
Program Service	Combined Air Emissions Reporting
Role	Not selected

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

Select Role

[Request Role Access](#)[Cancel](#)

NEI Certifier
Preparer



If you are both preparer and certifier for a facility, you only need to select "Certifier".



Part 1: User Information

The program you are registering for requires additional proof of identity. Later in the registration process you will be given the option to use LexisNexis, an identity proofing service. LexisNexis will pull your first, middle and last name exactly as it is entered on this page.

User ID *

jdoe.registration

Title *

Mr ▾

First Name *

John

Middle Initial

P

Last Name *

Doe

Suffix

-Please Select- ▾

Password *

••••••••

Re-type Password *

••••••••

Security Question 1 *

What was your childhood nickname? ▾

Security Answer 1 *

Security Question 2 *

What school did you attend for sixth grade? ▾

Security Answer 2 *



Part 2: Organization Info

Enter organization or organization ID

Organization ID	Organization Name	Address	City	State	ZIP Code
21947	CGI TEST	12601 FAIRLAKES PKWY	FAIRFAX	VI	22033

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



Part 2: Organization Info

CGI TEST

12601 FAIRLAKES PKWY

FAIRFAX, VI, US

22033

Email *

Re-enter Email *

Phone Number *

Phone Number Ext

Fax Number



You will get an email. Check your email and spam folder. You need the code in that email for the next set of steps.

Wrong organization information? [Back to Search Results](#), [Use advanced search](#) or [request that we add your organization](#).

Submit Request for Access



United States Environmental Protection Agency

[Home](#)[About](#)[Recent Announcements](#)[Terms and Conditions](#)[FAQ](#)[Help](#)[Virtual Assistant](#)[✉ Contact Us](#)

CDX Confirmation

1. Program Service ✓

2. Role Access ✓

3. User and Organization ✓

4. Confirmation

A few more steps...

You will soon receive an email confirmation message at [joshua.martin@cgifederal.com] 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: JDOE.REGISTRATION2

Code:



Remember that email? Enter the code contained in that email here.

Create Account

Return to CDX Home

 CDX Registration: LexisNexis [Contact Us](#)Logged in as JDOE.REGISTRATION2 ([Log out](#))

1. Identity Verification

2. ESA

The program you are registering for requires additional proof of identity. Identity verification allows the EPA to confirm applicants have provided sufficient identity information in order to conduct business safely and securely. Your options are to use the electronic identity proofing service for immediate access to your program service or to print and submit a signed form through U.S. Postal Mail to the U.S. Environmental Protection Agency. **Note:** [Additional LexisNexis® Information](#)

LexisNexis® Instant ID

Legal Name

john

p

doe

Home Address

Address Line 1*

Address Line 2

City*

State*



Zip Code*



Home Address

538 Cajundome Blvd

Address Line 2

Lafayette

Louisiana

70506

Home or Personal Phone

(337) 777-7777

Date of Birth

Month*

Day*

Year*

Last 4 of SSN

....

☐ Show SSN

☐ The name above is me. Please proceed with LexisNexis® Validation.

[Proceed with Verification](#)

[Paper Verification](#) [Exit](#)





CDX Registration: Additional Verification

1. Identity Verification✓

2. Electronic Signature Agreement

You are registered for a program that requires eSignature PIN Verification. Please select five (5) challenge questions and answers. The questions that you select should be questions that you can remember, but difficult for anyone else to guess.

Select 5 Challenge Questions and Answers

What is your favorite TV show?	▼	show
What is your favorite vacation destination?	▼	destination
Where did you first meet your spouse?	▼	spouse
What is your favorite book?	▼	book
What is your favorite pet's name?	▼	name

Save Answers



Electronic CDX Electronic Signature Agreement

The CDX electronic signature agreement (ESA) is an agreement between yourself and CDX that will authorize your electronic signature. By signing the ESA you agree to adhere to the conditions listed on the agreement below. Once the ESA has been signed, you will be authorized to sign and/or encrypt information for your data flow. For any questions regarding the CDX ESA, please contact the [CDX Help Desk](#).

Signing an electronic document on behalf of another person is subject to criminal, civil, administrative, or other lawful action.

penalties for submitting false information, including the possibility of fine and imprisonment.

(13) **Agree to protect the electronic signature credential**, consisting of my Central Data Exchange (CDX) user identification and password, from use by anyone except me. Specifically, I agree to maintain the secrecy of the password; I will not divulge or delegate my user name and password to any other individual; I will not store my password in an unprotected location; and I will not allow my password to be written into computer scripts to achieve automated login.

(14) **Agree to immediately contact the U.S. EPA CDX Help Desk** after suspecting misuse of my account. I will contact the CDX Help Desk at 1-888-890-1995 as soon as possible, but no later than 24 hours, after suspecting or determining that my user name and password have become lost, stolen, compromise or used inconsistent with CDX Terms and Conditions at <https://cdx.epa.gov/terms>

Name of electronic signature holder:

Mr Joshua Martin

Signature:

Date:

PLEASE MAIL THIS DOCUMENT AS SOON AS POSSIBLE TO:

U.S. Environmental Protection Agency

Sign Electronically

[Cancel](#)



eSignature Widget



1. Authentication

Log into CDX

User:

JOSMARTIPREREGISTER

Password:

Show Password ☐

Login

CDX Central Data Exchange

 [Contact Us](#)

Logged in as

JSMITHSHRINTIN

[\(Log out\)](#)

MyCDX

[Inbox](#)

[My Profile](#)

[Submission History](#)

[Payment History](#)

[E-Enterprise Portal](#)

Services [Manage](#)

<u>Status</u> 	<u>Program Service Name</u> 	<u>Role</u> 
	CAER: Combined Air Emissions Reporting	NEI Certifier

CDX Service Availability

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

News and Updates

No news/updates.

[Add Program Service](#)

[Manage Your Program Services](#)



CDX Edit Account Profile

[Contact Us](#)Logged in as JULIAGAMAS ([Log out](#))

1. Program Service ✓

2. Role Access

3. Organization Information

Registration Information

Program Service Combined Air Emissions Reporting**Role** Not selected

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

Select Role[Request Role Access](#)[Cancel](#)

4. Receive Approval Notification from CAERS

With the previous steps completed, in March, GADNR will:

- Verify that your preparer and certifier contact information match those you submitted when you did your opt-in process in GECO.
- Approve your association with the correct facility(ies) in CAERS.
- Send you a confirmation email – then you will be ready to begin reporting.



My Facilities

[Help](#)

My Facilities

Agency ID: 13500239
AGCO, INC.
2782 SIMPSON CIRCLE
NORCROSS, GA 30071

Begin / Continue Reporting

Agency ID: 00011
ARCHER DANIELS MIDLAND CO
7800 THAYER ST
LINCOLN, NE 68529

Begin / Continue Reporting

Agency ID: 30100012
ASAMA COLDWATER MANUFACTURING GEORGIA
975 THOMSON HIGHWAY
WARRENTON, GA 30828

Begin / Continue Reporting

Agency ID: 12100364
FORD MOTOR COMPANY ATLANTA ASSEMBLY
340 HENRY FORD II AVENUE
HAPEVILLE, GA 30354

Begin / Continue Reporting

Agency ID: 06700027
LOCKHEED MARTIN AERONAUTICS COMPANY

Begin / Continue Reporting

My Notifications



HIGHLIGHTS OF CAERS FEATURES

- Familiarize you with CAERS features but not exhaustive
- Detailed trainings on specific aspects of CAERS are forthcoming
- Go to the User Guide for more information (will be updated for March release)



Highlights of CAERS Features

- **Three options for data entry:**
 - User interface



Agency ID:12345678
FACILITY INC
123 Main Street
Mytown, GA 12345
2019 Emissions Report
Agency: GA

[Report Summary](#) <

[Report History](#)

[Quality Checks](#)

[Data Bulk Entry](#)

▼ [Facility Inventory](#)

[Facility Information](#)
[Emissions Units](#)
[Release Points](#)
[Control Devices](#)
[Control Paths](#)

▼ [Emissions Inventory](#)

▶ [F1A](#)
▶ [F1B](#)
▶ [PI01](#)

Report Facility & Emissions Information

Perform Quality Checks

Submit to SLT Authority

Approved by SLT Authority

Report Summary

Pollutant	Type	Fugitive Amount	Stack Amount	Units of Measure	2019 Reported Emissions	Previous Year Reported Emissions	Previous Submittal Year
Carbon Monoxide	CAP	0	5.673	Tons	5.673	5.673	2017
Nitrogen Oxides	CAP	0	95.853	Tons	95.853	95.853	2017
Sulfur Dioxide	CAP	0	12.922	Tons	12.922	12.922	2017
Volatile Organic Compounds	CAP	41.16	100.3866	Tons	141.5466	47.0617	2017
Total Emissions (Tons)	--	--	--	--	255.9946	161.5097	--

Download Report

Preparer/NEI Certifier Attachments

Date	User ID	User Name	Comments	Attachments
------	---------	-----------	----------	-------------



Agency ID:12345678
FACILITY INC
123 Main Street
Mytown, GA 12345
2019 Emissions Report
Agency: GA

Report Facility & Emissions Information

Perform Quality Checks

Submit to SLT Authority

Approved by SLT Authority

Report Summary

Report History

Quality Checks

Data Bulk Entry

▼Facility Inventory

Facility Information

Emissions Units

Release Points

Control Devices

Control Paths

▼Emissions Inventory

► F1A ◀

► F1B

► PI01

Emissions Unit Information

Edit

Unit ID:	F1A	Unit Type Code:	Boiler	Unit Status:	Operating
Unit Description:	Boiler for Test			Unit Status Year:	2014
Unit Design Capacity:	202	Unit Design Capacity	E6BTU/HR	UoM Description:	MILLION BTU PER HOUR
		UoM:			
Comments:					

Processes Associated with this Emissions Unit

Process ID	SCC	
1	10300601	

Controls Associated with this Emissions Unit

Control	Description	Control Path
---------	-------------	--------------



Agency ID:12345678
FACILITY INC
123 Main Street
Mytown, GA 12345
2019 Emissions Report
Agency: GA

Report Summary

Report History

Quality Checks

Data Bulk Entry

▼Facility Inventory

Facility Information
Emissions Units
Release Points
Control Devices
Control Paths

▼Emissions Inventory

▶ F1A ◀
▶ F1B
▶ PI01

Report Facility & Emissions Information

Perform Quality Checks

Submit to SLT Authority

Approved by SLT Authority

Emissions Unit Information

Unit ID:

F1A

Unit Status:

Operating

Unit Type Code:

Boiler

Unit Status Year:

2014

Unit Description:

Boiler for Test

Unit Design Capacity:

202

Unit Design Capacity UoM:

E6BTU/HR

Comments:

Cancel

Save

Processes Associated with this Emissions Unit

Controls Associated with this Emissions Unit



✕ +

n.epacdxnode.net/cef-web/#/facility/2548311/report/256/emission

Emissions Mod... www.gpo.gov/fdsys... Zmud "The effects..."

Subpart W Technica... US EPA U.S. Greenhouse Ga... US EPA Natural Gas and Pet...

Preparer- JSMITH Logout

Help

ns Reports > 2019 Emissions Report

Report Facility & Emissions Information

Unit ID:

Unit Type Code:

Unit Description:

Unit Design Capacity:

Comments:

Boiler

Boiler for Test

202

Unit Status:

Unit Status Year:

Unit Design Capacity UoM:

Operating

2014

E6BTU/HR

Cancel

Save

Processes Associated with this Emissions Unit

Controls Associated with this Emissions Unit

Aerated Grit Chamber

Aeration Basin

Agricultural Fiber Board Press

Air Gas Furnace

Anaerobic Digester

Atmospheric Refiner

Batch Digester

Belt Filter Press

Black Liquor Oxidation System

Black Liquor Storage

Bleach Storage

Bleaching and Extraction Tower

Blend Chest

Boiler

Bottoms Receiver Vessel

Brown Stock Refiner

Calciner

Chemical Reactor

Chemical Recovery Combustion Unit



Report Summary

Report History

Quality Checks

Data Bulk Entry

▼Facility Inventory

- Facility Information
- Emissions Units
- Release Points
- Control Devices
- Control Paths

▼Emissions Inventory

- ▶ F1A
- ▶ F1B
- ▶ PI01 ◀
- ▶ VP01
- ▶ VP02
- ▶ VP02A
- ▶ VP02B
- ▶ VP02C
- ▶ VP02D
- ▶ VP02E
- ▶ VP02F

Emissions Unit Information

Unit ID:

PI01

Unit Type Code:

Boiler

Unit Status:

Operating

Unit Status Year:

Unit Description:

Alternative fuels power island

Unit Design Capacity:

380

Unit Design Capacity UoM:

E6BTU/HR

Comments:

Status Year must be entered when creating a new unit or updating the unit's operating status. If shutdown (temporary or permanent), enter a year greater than the last year of reported emissions for this unit.

Cancel Save

Processes Associated with this Emissions Unit

Process ID	SCC	
NOX	10200912	
SO2	10200912	

Controls Associated with this Emissions Unit

Control	Description	Control Path
---------	-------------	--------------



Agency ID:12345678
FACILITY INC
123 Main Street
Mytown, GA 12345
2019 Emissions Report
Agency: GA

Report Summary

Report History

Quality Checks

Data Bulk Entry

▼Facility Inventory

Facility Information
Emissions Units
Release Points
Control Devices
Control Paths

▼Emissions Inventory

► F1A
► F1B
► PI01

Process Description:

❓ SCC:

10300601

❓ SCC Description:

External Combustion Boilers > Commercial/Institutional > Natural Gas > > 100 Million BTU/hr

Comments:

Select a Source Classification Code

×

Search for an SCC Code by any of the SCC Levels: 1, 2, 3, or 4, Text, Code Number, Short Name, or Description. You can do a more extensive search at:
<https://ofmpub.epa.gov/sccwebservices/sccsearch/>

Search

Cancel

❓ Process Status Year:

Search for Source Classification Code

Cancel

Save



Highlights of CAERS Features

- **Three options for data entry:**
 - User interface
 - **Bulk entry**



Mytown, GA 12345
2019 Emissions Report
Agency: GA

Report Summary

Report History

Quality Checks

Data Bulk Entry <

▼ Facility Inventory

Facility Information

Emissions Units

Release Points

Control Devices

Control Paths

▼ Emissions Inventory

► F1A

► F1B

► PI01

► VP01

► VP02

► VP02A

► VP02B

► VP02C

► VP02D

► VP02E

► VP02F

Data Bulk Entry

Process Information

Emission Information

Unit ID	Process ID	Throughput Material	Throughput Value		Previously Reported Throughput Value	% Change in Throughput
PI01 ?	NOX	Wood Waste	123.56	E3TON	123.56 E3TON	0.000
VP01 ?	NOX1	Item	315435	E6BTU	315435 E6BTU	0.000
VP02 ?	VOC1	Paper	357918	TON	357918 TON	0.000
VP04 ?	PSS	Natural Gas	137771	E6BTU	137771 E6BTU	0.000

Save and Update



Mytown, GA 12345
2019 Emissions Report
Agency: GA

Report Summary

Report History

Quality Checks

Data Bulk Entry <

▼Facility Inventory

Facility Information

Emissions Units

Release Points

Control Devices

Control Paths

▼Emissions Inventory

► F1A

► F1B

► PI01

► VP01

► VP02

► VP02A

► VP02B

► VP02C

► VP02D

► VP02E

► VP02F

Data Bulk Entry

Process Information

Emission Information

Unit ID	Process ID	Pollutant	Calculation Method	Emission Factor	Total Emissions	Previously Reported Total Emissions	% Change in Emissions
PI01 ?	NOX ?	Nitrogen Oxides	Continuous Emission Monitoring System		72.107	TON	72.107 TON
		Sulfur Dioxide	Continuous Emission Monitoring System		12.781	TON	12.781 TON
		Volatile Organic Compounds	Stack Test (no Control Efficiency used)		100	TON	5.5151 TON
VP01 ?	NOX1 ?	Nitrogen Oxides	Continuous Emission Monitoring System		16.996	TON	16.996 TON
		Sulfur Dioxide	Continuous Emission Monitoring System		0.1005	TON	0.1005 TON
		Volatile Organic Compounds	USEPA Emission Factor (no Control Efficiency used)	5.5 LB/E6FT3	0.0152	TON	0.0152 TON
VP02 ?	VOC1 ?	Volatile Organic Compounds	Emission Factor based on data available peer reviewed literature	0.23 LB/TON	41.16	TON	41.16 TON

Save and Update



Highlights of CAERS Features

- **Three options for data entry:**
 - User interface
 - Bulk entry
 - **Bulk upload**
 - Via preformatted excel template
 - Via JSON upload (email caer@epa.gov with questions)

[illegible]

AutoSaveOff

CEF_BulkUpload_Template - Last Modified: October 14

Garnas, Julia

FileHomeInsertPage LayoutFormulasDataReviewViewHelpAcrobatSearch

CutCopyFormat Painter

Clipboard

Calibri11A A

B I U

Font

Align Center

Alignment

\$ %

Number

Conditional Formatting

Format as Table

Styles

InsertDeleteFormat

Cells

AutoSum

Fill

Clear

Editing

Sort & Filter

Find & Select

Ideas

Sensitivity

ShareComments

F24

1

2

3

4

5

6

7

8

9

10

14

15

16

17

24

25

26

27

28

29

30

31

32

33

34

35

36

37

38

39

40

41

42

43

44

45

A

D

F

G

Enter all information marked *. Where a drop-down menu exists, select from the list of options in each menu.

All field formats are "General" except where specified.

Ensure that data copied into cells is in the correct format and is devoid of spaces, quotation marks and other characters.

Note there are hidden columns in this worksheet. Please do not alter hidden columns, as these are important for data validations.

Create controls before assigning them pollutants.

Tab: Control Pollutants

Instruction:	Drop down. Control ID for the equipment that is controlling the pollutant.	Drop down. Pollutant the equipment controls.	Efficiency with which the control removes the pollutant.
Field	Control ID*	Pollutant Name*	Percent Reduction Efficiency
example entry	Control 001	Acetaldehyde	100
	Control 002	Benzene	99.9
	Control 001	Acetaldehyde	1.3
	NOX Control	Nitrogen Oxides	1.3
	Control 1		
		Nickel Oxide	
		Nickel Refinery Dust	
		Nickel Subsulfide	
		Nickel Sulfamate	
		Nickel Sulfate	
		Nitrobenzene	
		Nitrogen Oxides	
		Nitrous Oxide	

ControlsControl PathsControl AssignmentsControl PollutantsApportionmentReporting PeriodOperating DetailsEmissionsEmission Formula VariablesWorksheet MapAircraftEngineT ...

Display Settings

100%



Highlights of CAERS Features

- Three Options for Data Entry
- **Previous Year Data**



Agency ID:12345678
FACILITY INC
123 Main Street
Mytown, GA 12345
2019 Emissions Report
Agency: GA

Emissions Reports	
2019 Report	Upload Report Create New Report
2018 Report	View Download as Template Delete



Highlights of CAERS Features

- Three Options for Data Entry
- Previous Year Data
- **Bulk Download into Pre-formatted Excel Template**



Agency ID:12345678
FACILITY INC
123 Main Street
Mytown, GA 12345
2019 Emissions Report
Agency: GA

Emissions Reports	
2019 Report	Upload Report Continue Download as Template Delete
2017 Report	Upload Report Continue Download as Template Delete



Highlights of CAERS Features

- Three Options for Data Entry
- Previous Year Data
- Bulk Download into Pre-formatted Excel Template
- **File Attachments**



Report Summary <

Report History

Quality Checks

Data Bulk Entry

▼Facility Inventory

- Facility Information
- Emissions Units
- Release Points
- Control Devices
- Control Paths

▼Emissions Inventory

- ▶ F1A
- ▶ F1B
- ▶ PI01
- ▶ VP01
- ▶ VP02
- ▶ VP02A
- ▶ VP02B
- ▶ VP02C
- ▶ VP02D
- ▶ VP02E
- ▶ VP02F
- ▶ VP04

Pollutant	Type	Fugitive Amount	Stack Amount	Units of Measure	2019 Reported Emissions	Previous Year Reported Emissions	Previous Submittal Year
Carbon Monoxide	CAP	0	5.673	Tons	5.673	5.673	2017
Nitrogen Oxides	CAP	0	95.853	Tons	95.853	95.853	2017
Sulfur Dioxide	CAP	0	12.922	Tons	12.922	12.922	2017
Volatile Organic Compounds	CAP	41.16	100.3866	Tons	141.5466	47.0617	2017
Total Emissions (Tons)	--	--	--	--	255.9946	161.5097	--

Download Report

Preparer/NEI Certifier Attachments

Date	User ID	User Name	Comments	Attachments
------	---------	-----------	----------	-------------

Attach Report Document

Run Quality Checks



Highlights of CAERS Features

- Three Options for Data Entry
- Previous Year Data
- Bulk Download into Pre-formatted Excel Template
- File Attachments
- **Report History**



Agency ID:12345678
FACILITY INC
123 Main Street
Mytown, GA 12345
2019 Emissions Reporet
Agency: GA

Report Summary

Report History <

Quality Checks

Data Bulk Entry

▼Facility Inventory

Facility Information
Emissions Units
Release Points
Control Devices
Control Paths

▼Emissions Inventory

► F1A
► F1B
► PI01
► VP01
► VP02
► VP02A
► VP02B

Report Facility & Emissions Information



Perform Quality Checks



Submit to SLT Authority



Approved by SLT Authority



Report History

Date	User ID	User Name	Action	Comments	Attachments
3/30/20	- BRUNDAGE.KEVIN	Kevin Brundage	Created New		
9/18/20	Preparer - JULIAGAMAS	Julia Gamas	Uploaded Attachment		Bios.docx
9/18/20	Preparer - JULIAGAMAS	Julia Gamas	Attachment Deleted	"Bios.docx" was deleted.	



Highlights of CAERS Features

- Three Options for Data Entry
- Previous Year Data
- Bulk Download into Pre-formatted Excel Template
- File Attachments
- Report History
- **Report Summary Download**



Agency ID:12345678
FACILITY INC
123 Main Street
Mytown, GA 12345
2019 Emissions Report
Agency: GA

Report Summary

Report History

Quality Checks

Data Bulk Entry

Facility Inventory

Facility Information
Emissions Units
Release Points
Control Devices
Control Paths

Emissions Inventory

F1A
F1B
PI01
VP01
VP02
VP02A
VP02B
VP02C

Report Facility & Emissions Information

Perform Quality Checks

Submit to SLT Authority

Approved by SLT Authority



Report Summary

Pollutant	Type	Fugitive Amount	Stack Amount	Units of Measure	2019 Reported Emissions	Previous Year Reported Emissions	Previous Submittal Year
Carbon Monoxide	CAP	0	5.673	Tons	5.673	5.673	2017
Nitrogen Oxides	CAP	0	95.853	Tons	95.853	95.853	2017
Sulfur Dioxide	CAP	0	12.922	Tons	12.922	12.922	2017
Volatile Organic Compounds	CAP	41.16	100.3866	Tons	141.5466	47.0617	2017
Total Emissions (Tons)	--	--	--	--	255.9946	161.5097	--

Download Report

Preparer/NEI Certifier Attachments

Date	User ID	User Name	Comments	Attachments
------	---------	-----------	----------	-------------

Attach Report Document

[illegible]



Highlights of CAERS Features

- Three Options for Data Entry
- Previous Year Data
- Bulk Download into Pre-formatted Excel Template
- File Attachments
- Report History
- Report Summary Download
- **Toxics Air Emissions Calculated and Added for TRI-MEweb**



Submission History

Help

5: On-site Releases

6: Off-site Releases

Annual Reporting Help?

Enter data using detailed worksheet.

Section

Is ?

Vells ?

or

Select a Range Code

or

Select a Range Code

or

Select a Range Code

Numeric Basis ?

JSHR

NEI Data Available

×

We have detected that your facility has filed a National Emission Inventory (NEI) report in CY 2019 . The data below represents the most recent NEI data submitted in last three year. Click **Yes** to copy your NEI Point and Non-point source emission data into Section 5.1 and 5.2 on your TRI form R.

NEI Submission Calendar Year: 2019

NEI Submission Status: SUBMITTED

NEI Submission Certification Date: 01/21/2020

Facility Name Reporting to NEI: Texpar Energy LLC

EPA Registry ID : 110002102368

TRI Facility ID (TRIFID): 31717TXPRN268IN

Non-Point Source release amount reported in CY 2019 to NEI (lbs): 0

Point Source release amount reported in CY 2019 to NEI (lbs): 6,992

Yes, copy my CY 2019 NEI emission data into Section 5.1 (Fugitive or Non-Point Air Emissions) and 5.2 (Stack or Point Air Emissions)

No, I will report a different amount to TRI in Section 5.1 and 5.2

No, this is not my facility, therefore, will not use these amounts in Section 5.1 and 5.2



HELP/RESOURCES

- User Guide and Training Videos (Forthcoming):
<https://www.epa.gov/e-enterprise/e-enterprise-combined-air-emissions-reporting-caer>
- Help from within CAERS



Help Resources

Application Support

The Combined Air Emissions Reporting Form User Guide and Glossary will provide instructions and terminology necessary to navigate through the application from registration to report submission.

- [Combined Air Emissions Reporting Form User Guide](#)
- [Combined Air Emissions Reporting Form Glossary](#)

CDX Helpdesk Support

By Telephone: Person-to-person telephone support is available from 8:00 am to 6:00 pm (EST/EDT) . Call our toll-free line at 888-890-1995 or our direct line at 970-494-5500 for International callers.

By E-mail: Send e-mail to Technical Support at helpdesk@epacdx.net.

By Live Chat: [Chat with the CDX Help Desk](#) to answer your questions.

Program Support

Note: Questions related specifically to emissions reporting and facility data should be referred to your SLT Authority.

- GA DNR: Emissions.Inventory@dnr.ga.gov

Additional Resources

- [State Emission Factor Compendium](#)
- [General Energy Conversions](#)



Help from Help Desk

For CAERS application questions such as:

- Questions about logging into your CDX account
- Unexplained errors while using the CAERS application
- How to enter a specific piece of data
- How to navigate from one screen to another

CDX/CAERS Help Desk:

- **Phone:** Person-to-person telephone support from 8:00 am to 6:00 pm (EST/EDT). Call our toll-free line at 888-890-1995 or our direct line at (970) 494-5500 for International callers.
- **E-mail:** Technical Support at helpdesk@epacdx.net



GECO and Program QUESTIONS for GADNR

Please direct all GADNR GECO EI and GADNR 2020 NEI questions to
Emissions.Inventory@dnr.ga.gov

For program questions such as:

- How to address critical errors that appear in red.
- Selecting an appropriate SCC and/or emission factor.
- Finding out the unit capacity measure of a unit
- The appropriateness of a specific type of conversion for a specific kind of process



Want to make CAERS better?

Please help us make CAERS better by sending us feedback to caers@epa.gov.

To make your reporting easier:

- What else should CAERS be able to do?
- What data elements should CAERS collect to send to other SLT and EPA air programs?
- How should CAERS do this?

Questions