



# Combined Air Emissions Reporting System (CAERS)

**Welcome to CAERS**  
for Rhode Island  
Preparers and Certifiers

3/21/2023

# Goal of Training

Provide new CAERS users with an understanding of:

- What is CAERS?
- User Roles
- System Requirements
- TRI-bound HAPS Data
- Timing of Submissions
- Registration Process
- Highlights of CAERS Features – Live Demo
- Help and Resources

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

# Disclaimer

This presentation 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.

# 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

You should check with your SLT to determine if you meet the criteria.

# System Requirements

To use CAERS, you will need:

- A recent version of any internet browser such as Chrome, Explorer, Edge, or Firefox. Your internet connectivity will determine how fast data can be uploaded.
- Microsoft Excel: Bulk uploads will be in “XLSX”.
- In future we hope to offer reporters an option to upload reports in JSON.

# CAER User Roles - Preparer

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

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

# CAERS User Roles - 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.

- May have only *one* Certifier for a facility.
- May have a single Certifier for more than one facility (multiple facilities associated with the certifier account).
- May 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.

# CDX 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	<a href="#">NEI Certifier</a>
	CAER: Combined Air Emissions Reporting	<a href="#">Preparer</a>

### CDX Service Availability

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

### News and Updates

No news/updates.

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





# Establishing Preparer/Certifier Roles

Each SLT (RIDEM) has its own process with its reporting facilities to establish who is preparer/certifier. If you have not heard from your SLT about this already, or if you are new and missed the relevant communication from them, you should reach out to them directly to the POC information listed at the end of this presentation. *Don't try to register in CDX until you've communicated with RI, to avoid further delays.*



**What if I don't know who will certify yet?** You will be able to begin the report, but you won't be able to send it to your SLT for review. As soon as you know who your certifier will be, let your SLT know, and then the new certifier should go to CDX to register.



**What if our preparer or certifier leaves the company?** Let your SLT know of the staff change. Then the new staff person should register in CDX per the above steps. The SLT will remove the old preparer/certifier in CAERS and your new staff should reach out to the SLT if the old preparer/certifier has not been removed within a reasonable amount of time.

# TRI – bound HAPs Data

Some SLTs require HAP reporting, and others don't. Whether you are required to or not, CAERS has an optional feature: CAERS adds shared pollutant data up to the facility totals, ready for pre-population in TRI-MEweb.

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.
- We encourage 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.
  - *Reach out and coordinate with the TRI reporter for your facility.*

# Timing of Submissions

- TRI-MEweb is July 1<sup>st</sup>
  - 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.
  - Per your SLT deadline.
- 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** (CAERS V4 will reopen early February), or as soon as your SLT tells you it's OK to begin your reports.

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

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

# Registration Process

Four major steps:

1. Establish reporting requirements and reporting roles with your SLT.
2. 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. Your SLT recognizes you and grants you entry to your facility in CAERS

# 1. Register in CDX

- ★ If you already have a CDX account, you have already completed this part of the process and can move to “Step 2. Set 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 CDX help desk if you have questions about this.

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

The screenshot shows the EPA Central Data Exchange (CDX) website. The browser address bar displays [cdx.epa.gov](https://cdx.epa.gov/). The website header includes the EPA logo and the text "United States Environmental Protection Agency". A navigation menu contains links for Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. Below the navigation menu is the "CDX Central Data Exchange" title and a "Contact Us" link. The main content area is divided into two columns. The left column features a large image of a lake reflecting the sky and mountains. The right column contains a "Log in to CDX" section with input fields for "User ID" and "Password", a "Show Password" checkbox, and two buttons: "Log In" and "Register with CDX". The "Register with CDX" button is highlighted with a red rectangular box. Below the login section are links for "Forgot your Password?", "Forgot your User ID?", and "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,

## CDX 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](#)

## 2. Set up CAERS in CDX



## CDX 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

BaSR: Banar at Sea

**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

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

Services <span>Manage</span>			
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 Edit Account Profile

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

1. Program Service ✓ | 2. Role Access | 3. Organization Information

### Registration Information

<b>Program Service</b>	Combined Air Emissions Reporting
<b>Role</b>	Not selected

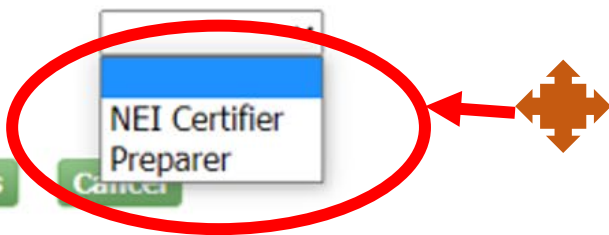
Select a role from the drop down list and provide any required additional information, if applicable.

### Select Role

[Request Role Access](#)

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.

<b>User ID *</b>	<input type="text" value="jdoe.registration"/>
<b>Title *</b>	<input type="text" value="Mr"/> ▾
<b>First Name *</b>	<input type="text" value="John"/>
<b>Middle Initial</b>	<input type="text" value="P"/>
<b>Last Name *</b>	<input type="text" value="Doe"/>
<b>Suffix</b>	<input type="text" value="-Please Select-"/> ▾
<b>Password *</b>	<input type="password" value="••••••••"/>
<b>Re-type Password *</b>	<input type="password" value="••••••••"/>
<b>Security Question 1 *</b>	<input type="text" value="What was your childhood nickname?"/> ▾
<b>Security Answer 1 *</b>	<input type="text"/>
<b>Security Question 2 *</b>	<input type="text" value="What school did you attend for sixth grade?"/> ▾
<b>Security Answer 2 *</b>	<input type="text"/>

## Part 2: Organization Info

Enter organization or organization ID

Organization ID	Organization Name	Address	City	State	ZIP Code
<a href="#">21947</a>	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**





## 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

### Home Address

### 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 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 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 JSMITHSHRINGTIN [\(Log out\)](#)

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

Services <span>Manage</span>		
Status	Program Service Name	Role
	CAER: Combined Air Emissions Reporting	<b>NEI Certifier</b>

### 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

<b>Program Service</b>	Combined Air Emissions Reporting
<b>Role</b>	Not selected

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

#### Select Role

- NEI Certifier
- Preparer

[Request Role Access](#)

[Cancel](#)

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



# 3. Receive Approval Notification from CAERS

With the previous steps completed your SLT will:

- Verify that your preparer and certifier contact information.
- 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

[Request Access to a New Facility](#)

**Agency ID: 9999999**  
**Facility Inc.**  
123 Main Street  
Camptown, ME 12345  
**2022 Emissions Report**  
**Agency: ME**

[Begin / Continue Reporting](#)

### My Notifications

**MEDEP Announcement:**

[See announcement from your SLT](#)

Questions so Far?

# 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 February 2023 release)

# Highlights of CAERS Features

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

# CAERS Main Report Page

Agency ID: 9999999  
Facility Inc.  
123 Main Street  
Camptown, ME 12345  
2022 Emissions Report  
Agency: ME

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

## 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
<b>Total Emissions (Tons)</b>	--	--	--	--	<b>255.9946</b>	<b>161.5097</b>	--

Download Report

## Preparer/NEI Certifier Attachments

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

# CAERS Emissions Unit Information Page

Agency ID: 9999999  
Facility Inc.  
123 Main Street  
Camptown, ME 12345  
2022 Emissions Report  
Agency: ME

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 Design Capacity	E6BTU/HR	Unit Status Year:	2014
Unit Design Capacity:	202	UoM:		UoM Description:	MILLION BTU PER HOUR
Comments:					

## Processes Associated with this Emissions Unit

Process ID	SCC	
1	10300601	

## Controls Associated with this Emissions Unit

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

# CAERS Emissions Unit Information Edit Page

[My Facilities](#) > [Emissions Reports](#) > 2019 Emissions Report

[Help](#)

Agency ID: 9999999  
Facility Inc.  
123 Main Street  
Camptown, ME 12345  
2022 Emissions Report  
Agency: ME

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

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

# CAERS Drop Down Menu Example

The screenshot displays the CAERS web application interface. A dropdown menu is open, listing various unit types. The 'Boiler' option is highlighted in blue. The background shows a form for 'Report Facility & Emissions Information' with fields for Unit ID, Unit Type Code, Unit Description, Unit Design Capacity, Unit Status, Unit Status Year, and Unit Design Capacity UoM. The 'Unit Type Code' field is currently set to 'Boiler'. The 'Unit Status' is set to 'Operating' and the 'Unit Status Year' is '2014'. The 'Unit Design Capacity UoM' is set to 'E6BTU/HR'. The 'Unit Description' field contains 'Boiler for Test' and the 'Unit Design Capacity' field contains '202'. There are 'Cancel' and 'Save' buttons at the bottom right.

Unit Type Code: Boiler

Unit Description: Boiler for Test

Unit Design Capacity: 202

Unit Status: Operating

Unit Status Year: 2014

Unit Design Capacity UoM: E6BTU/HR

Comments:

Cancel Save



# CAERS On-screen Quality Assurance Checks

Camptown, ME 12345  
2022 Emissions Report  
Agency: ME

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 Status:

Operating

Unit Type Code:

Boiler

Unit Status Year:

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.

Unit Description:

Alternative fuels power island

Unit Design Capacity:

380

Unit Design Capacity UoM:

E6BTU/HR

Comments:

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
---------	-------------	--------------

# CAERS Search Pop-Up Window

Agency ID: 9999999  
Facility Inc.  
123 Main Street  
Camptown, ME 12345  
2022 Emissions Report  
Agency: ME

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

## 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/sccwebservice/sccsearch/>

Search

Cancel

Process Description:

🔍 SCC:

10300601

🔍 Process Status Year:

Search for Source Classification Code

🔍 SCC Description:

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

Comments:

Cancel

Save

# Highlights of CAERS Features

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

# CAERS Throughput Bulk Entry

Camptown, ME 12345  
2022 Emissions Report  
Agency: ME

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	<input type="text" value="123.56"/>	E3TON	123.56 E3TON	0.000
VP01 ?	NOX1	Item	<input type="text" value="315435"/>	E6BTU	315435 E6BTU	0.000
VP02 ?	VOC1	Paper	<input type="text" value="357918"/>	TON	357918 TON	0.000
VP04 ?	PSS	Natural Gas	<input type="text" value="137771"/>	E6BTU	137771 E6BTU	0.000

Save and Update

# CAERS Total Emissions Bulk Entry

Camptown, ME 12345  
 2022 Emissions Report  
 Agency: ME

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	72.107 TON	0.000
		Sulfur Dioxide	Continuous Emission Monitoring System		12.781	12.781 TON	0.000
		Volatile Organic Compounds	Stack Test (no Control Efficiency used)		100	5.5151 TON	1713.204
VP01 ?	NOX1 ?	Nitrogen Oxides	Continuous Emission Monitoring System		16.996	16.996 TON	0.000
		Sulfur Dioxide	Continuous Emission Monitoring System		0.1005	0.1005 TON	0.000
		Volatile Organic Compounds	USEPA Emission Factor (no Control Efficiency used)	5.5 LB/E6FT3	0.0152	0.0152 TON	0.000
VP02 ?	VOC1 ?	Volatile Organic Compounds	Emission Factor based on data available peer reviewed literature	0.23 LB/TON	41.16	41.16 TON	0.000

Save and Update

# Highlights of CAERS Features

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





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Clipboard Font Alignment Number Styles Cells Editing Ideas Sensitivity

F24

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

2 All field formats are "General" except where specified.

3

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

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

6 Create controls before assigning them pollutants.

7

8 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	<ul style="list-style-type: none"> <li>Nickel Oxide</li> <li>Nickel Refinery Dust</li> <li>Nickel Subulfide</li> <li>Nickel Sulfamate</li> <li>Nickel Sulfate</li> <li>Nitrobenzene</li> <li>Nitrogen Oxides</li> <li>Nitrous Oxide</li> </ul>	



# Highlights of CAERS Features

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

# CAERS Emissions Reports Page

[My Facilities](#) > Emissions Reports

[Help](#)

**Agency ID: 9999999**  
**Facility Inc.**  
123 Main Street  
Camptown, ME 12345  
**2022 Emissions Report**  
**Agency: ME**

Emissions Reports	
2019 Report	<a href="#">Upload Report</a>   <a href="#">Create New Report</a>
2018 Report	<a href="#">View</a>   <a href="#">Download as Template</a>   <a href="#">Delete</a>

# Highlights of CAERS Features

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

# CAERS Emissions Reports Prepopulated Template Download

Agency ID: 9999999  
Facility Inc.  
123 Main Street  
Camptown, ME 12345  
**2022 Emissions Report**  
Agency: ME

Emissions Reports	
2019 Report	<a href="#">Upload Report</a>   <a href="#">Continue</a>   <a href="#">Download as Template</a>   <a href="#">Delete</a>
2017 Report	<a href="#">Upload Report</a>   <a href="#">Continue</a>   <a href="#">Download as Template</a>   <a href="#">Delete</a>

# Highlights of CAERS Features

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

# CAERS Document Attachment Page

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
<b>Total Emissions (Tons)</b>	--	--	--	--	<b>255.9946</b>	<b>161.5097</b>	--

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 & Log**

# CAERS Report History Page

Agency ID: 9999999  
Facility Inc.  
123 Main Street  
Camptown, ME 12345  
2022 Emissions Report  
Agency: ME

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.	

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



# CAERS Report Log Page

[My Facilities](#) > [Emissions Reports](#) > [Report Changes](#)

[⚠ CBI Disclaimer](#) [Help](#)

**Agency ID: 9999999**  
**Facility Inc.**  
123 Main Street  
Camptown, ME 12345  
**2022 Emissions Report**  
**Agency: ME**

[Report Summary](#)

[Report History](#)

[Quality Checks](#)

[Report Creation Log](#) <

[Data Bulk Entry](#)

▼ [Facility Inventory](#)

[Facility Information](#)

[Emissions Units](#)

[Release Points](#)

[Control Devices](#)

[Control Paths](#)

▼ [Emissions Inventory](#)

[B201](#)

Report Facility & Emissions Information



Perform Quality Checks



Submit to SLT Authority



Approved by SLT Authority



## Report Creation Log

1. [Facility Site](#) - NAICS code 311111 was removed.

# Highlights of CAERS Features

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

Agency ID: 9999999  
Facility Inc.  
123 Main Street  
Camptown, ME 12345  
2022 Emissions Report  
Agency: ME

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
<b>Total Emissions (Tons)</b>	--	--	--	--	<b>255.9946</b>	<b>161.5097</b>	--

Download Report

### Preparer/NEI Certifier Attachments

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

Attach Report Document



# Highlights of CAERS Features

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

# TRI-MEweb Page for Use of CAERS Data

Submission History Help

5: On-site Releases 6: Off-

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Enter data using detailed worksheet.

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JSHE

Numeric Basis ?

Select a Range Code -

Select a Range Code -

Select a Range Code -

### 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 and Resources

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

# CAERS Help Resources Page

My Facilities ⚠ [CBI Disclaimer](#) [CAERS Help](#) [Contact CDX](#)

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Help Resources

**Data Collection Authority**

OMB Control No	Title
2060-0580	Air Emissions Reporting Requirements (AERR) (Renewal)
2070-0212	Toxic Chemical Release Reporting (Renewal)
2060-0003	Prevention of Significant Deterioration and Non-Attainment New Source Review (Renewal)

**Application Support**

For the most recent version of the CAERS user guide and its appendices (including the glossary and default heat content ratios), NEI-TRI pollutant crosswalk, and video trainings navigate to the [CAERS Resources for Industry Reporters](#) webpage.

**CAERS Helpdesk Support**

The CDX Helpdesk Support is also your CAERS Helpdesk Support.  
Please contact the CDX Helpdesk by using one of the options listed at <https://cdx.epa.gov/Contact>.

**Program Support**

**Note:** Questions relating specifically to emissions reporting and facility data should be directed to your SLT Authority.

- Georgia Department of Natural Resources (GADNR): [Emissions.Inventory@dnr.ga.gov](mailto:Emissions.Inventory@dnr.ga.gov), (470) 524-0723
- Idaho Department of Environmental Quality (IDDEQ): [gary.reinbold@deq.idaho.gov](mailto:gary.reinbold@deq.idaho.gov), (208) 373-0253
- Maine Department of Environmental Protection (MEDEP): [DEP-EmissionsInventory@maine.gov](mailto:DEP-EmissionsInventory@maine.gov), (207) 815-7684
- Pima, AZ Department of Environmental Quality (PDEQ): [Janice Easley, Janice.easley@pima.gov](mailto:Janice.Easley@pima.gov), (520) 724-7451
- Rhode Island Department of Environmental Management (RIDEM): [Alexi.Mangilli@dem.ri.gov](mailto:Alexi.Mangilli@dem.ri.gov), (401) 222-2808 ext. 2777019
- Washington, D.C. Department of Energy & Environment (DOEE): [air.quality@dc.gov](mailto:air.quality@dc.gov), (202) 535-2600

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# Help from CDX Help Desk

## For CDX questions such as:

- Can't login/Password resets
- Repudiation

## For CAERS application questions such as:

- Unexplained errors while using the CAERS application
- How to enter a specific piece of data
- How to navigate from one screen to another

## CDX 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](mailto:helpdesk@epacdx.net)

# Program Questions

## For program questions such as:

- What data to use to fix 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 calculation method for the emission being estimated.

## POC:

Rhode Island Department of Environmental Management  
(RIDEM): [Alexi.Mangili@dem.ri.gov](mailto:Alexi.Mangili@dem.ri.gov), (401) 222-2808 ext. 2777019

# Want to make CAERS better?

Please help us make CAERS better by sending us feedback to [caers@epa.gov](mailto:caers@epa.gov). Help us prioritize upcoming features and functionality.

## **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?
- How should CAERS *not* do this?

# Questions