



# Agent Notice of Delegation

For more information, see instructions and refer to 40 CFR 72.26, 97.418, 97.518, 97.618, 97.718, 97.818, 97.918 and 97.1018.

## STEP 1

Enter the information for the Designated Representative or Alternate Designated Representative delegating authority to an Agent to make electronic submissions on his or her behalf.

Representative Name (First, Middle Initial, Last)	
Representative Company Name	
Representative Full Mailing Address	
Representative Email Address	
Representative Phone Number	Representative Fax Number

## STEP 2

Mark the box, if appropriate.

<input type="checkbox"/> Remove ALL Agents for the Representative listed in Step 1.
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## STEP 3

Enter the information for the Agent to whom the Designated Representative or Alternate Designated Representative is delegating authority to make electronic submissions on his or her behalf.

Agent Name (First, Middle Initial, Last)	
Agent Company Name	
Agent Full Mailing Address	
Agent Email Address	
Agent Phone Number	Agent Fax Number

#### STEP 4

Check the CBS Agent Types that apply for the Agent listed in Step 3. See instructions for description of Agent Types.

##### Add CBS Agent Type(s) for Agent listed in Step 3:

- ☐ Source Management
- ☐ Allowance Trading
- ☐ General Account Management
- ☐ Compliance

##### Remove CBS Agent Type(s) for Agent listed in Step 3:

- ☐ Source Management
- ☐ Allowance Trading
- ☐ General Account Management
- ☐ Compliance

#### STEP 4 (continued)

Check the ECMPs Agent Types that apply for the Agent listed in Step 3. See instructions for description of Agent Types.

##### Add ECMPs Agent Types(s) for Agent listed in Step 3:

- ☐ Retrieve Monitoring Plan, QA and Emissions Data
- ☐ Submit Monitoring Plan Data  
(You must specify Plants and Units – See instructions.)
- ☐ Submit Monitoring Plan and QA Data  
(You must specify Plants and Units – See instructions.)
- ☐ Submit Monitoring Plan, QA and Emissions Data  
(You must specify Plants and Units – See instructions.)

##### Remove ECMPs Agent Type(s) for Agent listed in Step 3:

- ☐ Retrieve Monitoring Plan, QA and Emissions Data
- ☐ Submit Monitoring Plan Data  
(You must specify Plants and Units – See instructions.)
- ☐ Submit Monitoring Plan and QA Data  
(You must specify Plants and Units – See instructions.)
- ☐ Submit Monitoring Plan, QA and Emissions Data  
(You must specify Plants and Units – See instructions.)

## STEP 5

**The Designated Representative or Alternate Designated Representative must read the certification statements, sign, and date.**

### Acid Rain Program

I agree that any electronic submission to the Administrator that is by an agent identified in this notice of delegation and of a type listed for such agent in this notice of delegation and that is made when I am a designated representative or alternate designated representative, as appropriate, and before this notice of delegation is superseded by another notice of delegation under 40 CFR 72.26(d) shall be deemed to be an electronic submission by me.

Until this notice of delegation is superseded by another notice of delegation under 40 CFR 72.26(d), I agree to maintain an email account and to notify the Administrator immediately of any change in my email address unless all delegation of authority by me under 40 CFR 72.26 is terminated.

### CSAPR NO<sub>x</sub> Annual Trading Program

I agree that any electronic submission to the Administrator that is made by an agent identified in this notice of delegation and of a type listed for such agent in this notice of delegation and that is made when I am a designated representative or alternate designated representative, as appropriate, and before this notice of delegation is superseded by another notice of delegation under 40 CFR 97.418(d) shall be deemed to be an electronic submission by me.

Until this notice of delegation is superseded by another notice of delegation under 40 CFR 97.418(d), I agree to maintain an email account and to notify the Administrator immediately of any change in my email address unless all delegation of authority by me under 40 CFR 97.418 is terminated.

### CSAPR NO<sub>x</sub> Ozone Season Group 1 Trading Program

I agree that any electronic submission to the Administrator that is made by an agent identified in this notice of delegation and of a type listed for such agent in this notice of delegation and that is made when I am a designated representative or alternate designated representative, as appropriate, and before this notice of delegation is superseded by another notice of delegation under 40 CFR 97.518(d) shall be deemed to be an electronic submission by me.

Until this notice of delegation is superseded by another notice of delegation under 40 CFR 97.518(d), I agree to maintain an email account and to notify the Administrator immediately of any change in my email address unless all delegation of authority by me under 40 CFR 97.518 is terminated.

### CSAPR NO<sub>x</sub> Ozone Season Group 2 Trading Program

I agree that any electronic submission to the Administrator that is made by an agent identified in this notice of delegation and of a type listed for such agent in this notice of delegation and that is made when I am a designated representative or alternate designated representative, as appropriate, and before this notice of delegation is superseded by another notice of delegation under 40 CFR 97.818(d) shall be deemed to be an electronic submission by me.

Until this notice of delegation is superseded by another notice of delegation under 40 CFR 97.818(d), I agree to maintain an email account and to notify the Administrator immediately of any change in my email address unless all delegation of authority by me under 40 CFR 97.818 is terminated.

### CSAPR NO<sub>x</sub> Ozone Season Group 3 Trading Program

I agree that any electronic submission to the Administrator that is made by an agent identified in this notice of delegation and of a type listed for such agent in this notice of delegation and that is made when I am a designated representative or alternate designated representative, as appropriate, and before this notice of delegation is superseded by another notice of delegation under 40 CFR 97.1018(d) shall be deemed to be an electronic submission by me.

Until this notice of delegation is superseded by another notice of delegation under 40 CFR 97.1018(d), I agree to maintain an email account and to notify the Administrator immediately of any change in my email address unless all delegation of authority by me under 40 CFR 97.1018 is terminated.

### CSAPR SO<sub>2</sub> Group 1 Trading Program

I agree that any electronic submission to the Administrator that is made by an agent identified in this notice of delegation and of a type listed for such agent in this notice of delegation and that is made when I am a designated representative or alternate designated representative, as appropriate, and before this notice of delegation is superseded by another notice of delegation under 40 CFR 97.618(d) shall be deemed to be an electronic submission by me.

Until this notice of delegation is superseded by another notice of delegation under 40 CFR 97.618(d), I agree to maintain an email account and to notify the Administrator immediately of any change in my email address unless all delegation of authority by me under 40 CFR 97.618 is terminated.

### CSAPR SO<sub>2</sub> Group 2 Trading Program

I agree that any electronic submission to the Administrator that is made by an agent identified in this notice of delegation and of a type listed for such agent in this notice of delegation and that is made when I am a designated representative or alternate designated representative, as appropriate, and before this notice of delegation is superseded by another notice of delegation under 40 CFR 97.718(d) shall be deemed to be an electronic submission by me.

Until this notice of delegation is superseded by another notice of delegation under 40 CFR 97.718(d), I agree to maintain an email account and to notify the Administrator immediately of any change in my email address unless all delegation of authority by me under 40 CFR 97.718 is terminated.

I agree that any electronic submission to the Administrator that is made by an agent identified in this notice of delegation and of a type listed for such agent in this notice of delegation and that is made when I am a designated representative or alternate designated representative, as appropriate, and before this notice of delegation is superseded by another notice of delegation under 40 CFR 97.918(d) shall be deemed to be an electronic submission by me.

Until this notice of delegation is superseded by another notice of delegation under 40 CFR 97.918(d), I agree to maintain an email account and to notify the Administrator immediately of any change in my email address unless all delegation of authority by me under 40 CFR 97.918 is terminated.

<b>Print Representative Name</b>	<b>Representative Signature</b>
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<b>Date</b>
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## Instructions for the Agent Notice of Delegation

Note: Designated Representatives can submit the Notice of Delegation online through the CAMD Business System (CBS) at <https://camd.epa.gov/CBS/login/auth>. The Designated Representative must have a user ID and password.

A Designated Representative may delegate, to one or more natural persons, his or her authority to make an electronic submission on his or her behalf, in a format prescribed by the Administrator. In order to delegate authority to make an electronic submission to the Administrator on his or her behalf, the Designated Representative must submit to the Administrator a notice of delegation. This notice shall be effective upon receipt by the Administrator and until receipt by the Administrator of a superseding notice of delegation. The superseding notice of delegation may replace any previously identified agent, add a new agent, or eliminate entirely any delegation of authority. Note that the agent delegation applies to all of the CAPD programs for which the Designated Representative has assumed responsibility.

Agents can be given varying levels of authority, and a person may be designated as more than one type of Agent. In addition, a Representative may assign more than one person the same Agent type.

Please type or print.

**STEP 1** Enter the information for the Representative delegating authority to an Agent to make electronic submissions on his or her behalf. Note that the agent delegation applies to all of the CAPD programs for which the Representative has assumed responsibility.

**STEP 2** Mark the box if you wish to remove ALL the agents currently assigned to the Representative listed in Step 1.

**STEP 3** Enter the information for the Agent to whom the Representative is delegating authority to make electronic submissions on his or her behalf.

**STEP 4** Check the CBS and/or ECMPS Agent types that apply for the Agent listed in Step 3.

### **CBS Agent Types:**

**Source Management** - An Agent who has the authority to perform the following using the CAMD Business System (CBS): add or edit facility, unit, owner, operator, representative information (Certificates of Representation), or provide facility contact information.

**Allowance Trading** - An Agent who has the authority to perform allowance transfers using CBS.

**General Account Management** - An Agent who has the authority to perform the following using CBS: add or edit account information for existing general accounts, representative and binding party information; or add a new general account.

**Compliance** - An Agent who has the authority to perform the following annual compliance related tasks using CBS: submit annual compliance certifications (if required); submit allowance deduction information and submit common stack allowance deduction information.

### **ECMPS Agent Types:**

**Retrieve Monitoring Plan, QA, and Emissions Data** - An Agent who has the authority to retrieve monitoring plan, QA, and emissions data from the EPA host system, and load it into their Emissions Collection and Monitoring Plan System (ECMPS) Client Tool. Retrieve agents have access to all facilities and units for a representative, since they are only able to retrieve data from the EPA host system but CANNOT submit to the EPA host system.

**Submit Monitoring Plan Data** - An Agent who has the authority to retrieve and submit monitoring plan data from the ECMPS Client Tool up to the EPA host system, for all units for which that responsibility has been assigned. **You MUST include a list of facilities and units for which this agent type applies. See instructions below. \***

**Submit Monitoring Plan and QA Data** - An Agent who has the authority to retrieve and submit monitoring plan and QA data from the ECMPS Client Tool up to the EPA host system, for all units for which that responsibility has been assigned. If you assign a person as a Submit Monitoring Plan and QA Data agent, you do not need to also assign the person as a Submit Monitoring Plan Data agent. **You MUST include a list of facilities and units for which this agent type applies. See instructions below. \***

**Submit Monitoring Plan, QA, and Emissions Data** - An Agent who has the authority to retrieve and submit monitoring plan, QA, and emissions data from the ECMPS Client Tool up to the EPA host system, for all units for which that responsibility has been assigned. If you assign a person as a Submit Monitoring Plan, QA, and Emissions Data agent, you do not need to also assign the person as a Submit Monitoring Plan Data or Submit Monitoring Plan and QA Data agent. **You MUST include a list of facilities and units for which this agent type applies. See instructions below. \***

**\* Specifying Facilities and Units for ECMPS Agent Types:** In order to ensure that submittal authority is correctly delegated and to avoid facility ID and unit ID discrepancies, you **MUST** include a list of Facilities and Units generated using the CAMD Business System (CBS). Anyone with a CBS user ID and password can generate this list for any Representative. To generate this list, log in to CBS and click the Reports button on the upper left side of the home page. In Step 1, select People Reports. In Step 2, select Units by Representative. Click the Continue button. Find the Representative in the list, highlight the name and click the Select button. Click the Print button to print the report. Once the report is printed, check the Facility Name/Unit IDs on the printed list as appropriate for the selected agent type. If you wish to select all Facilities and Units, you can check the "Select All Units" box at the top of the printed list. You can NOT check the boxes online. You must check them manually on the printed list.

**STEP 5** The Representative delegating authority to an Agent must read the certification statements, and sign and date the notice of delegation.

### **Submission Instructions**

Preferred: If you already have a CAMD Business System (CBS) account, we encourage you to complete this workflow electronically (<https://camd.epa.gov/CBS/login/auth>). Click on Help for step-by-step instructions.

Alternatively, please mail to **one** of the following addresses (**please note the different zip codes**):

#### **Regular or Certified mail:**

U.S. EPA  
CAPD – Operations & Implementation Branch  
Attn: Agent Delegation  
1200 Pennsylvania Avenue, NW  
Mail Code 6204A  
Washington, DC **20460**

#### **Overnight mail:**

U.S. EPA  
CAPD – Operations & Implementation Branch  
Attn: Agent Delegation  
1200 Pennsylvania Avenue, NW  
WJC South, 4th Floor, Room # 4153C  
Washington, DC **20004**  
(202) 564-8717

## **Paperwork Burden Estimate**

This collection of information is approved by OMB under the Paperwork Reduction Act, 44 U.S.C. 3501 et seq. (OMB Control Nos. 2060-0258 and 2060-0667). Responses to this collection of information are voluntary (40 CFR 72.26, 73.33, 97.418, 97.420, 97.518, 97.520, 97.618, 97.620, 97.718, 97.720, 97.818, 97.820, 97.918, 97.920, 97.1018 and 97.1020). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The public reporting and recordkeeping burden for this collection of information is estimated to be 1 hour per response annually. Send comments on the Agency's need for this information, the accuracy of the provided burden estimates and any suggested methods for minimizing respondent burden to the Regulatory Support Division Director, U.S. Environmental Protection Agency (2821T), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed form to this address.