

RGGI CO₂ BUDGET TRADING PROGRAMS

Certificate of Representation for CAMD Business System

The RGGI CO₂ Allowance Tracking System (COATS) is the primary platform for managing CO₂ allowance accounts under state CO₂ Budget Trading Programs. For sources regulated under a state CO₂ Budget Trading Program, plant, unit and authorized account representative data for compliance accounts will be propagated from EPA's Clean Air and Power Division (CAPD) database to COATS every five minutes. Electronic submission agent assignments, general accounts, and allowance transfers for state CO₂ Budget Trading Programs can only be managed in COATS. COATS may be accessed at <https://rggi-coats.org/eats/rggi/>. Note that each state will approve the creation of compliance accounts for sources located in that state prior to creation of the accounts in COATS. This process will provide for implementation of state-specific requirements, such as requirements to submit paper state-issued account certificate of representation forms and/or permit applications and may delay creation of compliance accounts and propagation of data to COATS. In addition to this form, a state may require the submission of a state-specific account certificate of representation form pursuant to its state CO₂ Budget Trading Program.

For more information on account certificate of representation requirements pursuant to individual state CO₂ Budget Trading Programs, see CO₂ Budget Trading Program regulations: Connecticut (RCSA 22a-174-31), Delaware (7 DE Admin Code 1147), Maine (06-096 CMR 156), Maryland (COMAR 26.09.01-.04), Massachusetts (310 CMR 7.70), New Hampshire (Env-A 4600), New Jersey (N.J.A.C. 7:27C), New York (6 NYCRR Part 242, effective October 9, 2008), Pennsylvania (25 Pa. Code, Subchapter E), Rhode Island (Air Pollution Control Regulation No. 46), and Vermont (7 Vt. Code R. Chap. 22).

This submission is: ☐ New ☐ Revised (revised submissions must be complete; see instructions)

PLANT INFORMATION

STEP 1 Provide information for the plant.

Plant Name	State	Plant Code
County Name		
Latitude	Longitude	

STEP 2 Enter requested information for the designated representative.

Name	Title		
Company Name			
Mailing Address	City	State	Zip Code
Phone Number	Fax Number		
E-mail Address			



The Regional Greenhouse Gas Initiative (RGGI) is a cooperative effort by participating states to reduce emissions of carbon dioxide (CO₂), a greenhouse gas that causes global warming.

The Regional Greenhouse Gas Initiative (RGGI) is a cooperative, market-based effort among the states of Connecticut, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, and Vermont to cap and reduce CO₂ emissions from the power sector. It represents the first cap-and-invest regional initiative implemented in the United States.

STEP 3
Enter requested
information for
the
alternate
designated
representative.

Name		Title	
Company Name			
Mailing Address	City	State	Zip Code
Phone Number	Fax Number		
E-mail Address			

Plant Name (from Step 1)
UNIT INFORMATION

STEP 4: Complete one page for each unit located at the plant identified in STEP 1 (i.e., for each boiler, simple cycle combustion turbine, or combined cycle combustion turbine). Do not list duct burners. Indicate each program to which the unit is subject, and enter all other unit-specific information, including the name of each owner and operator of the unit and the generator ID number and nameplate capacity of each generator served by the unit. If the unit is subject to a program, then the plant is also subject. See the Instructions for Step 4, below, for more information.

Applicable Program: ☐ State CO₂ Budget Trading Program

			Generator ID Number (Maximum 8 characters)	Nameplate Capacity (MWe)
		Source Category		
Unit ID#	Unit Type	NAICS Code		
Date unit began (or will begin) serving any generator producing electricity for sale (including test generation) (mm/dd/yyyy): <div style="text-align: right; margin-top: 10px;"> Check One: Actual Date <input type="checkbox"/> Projected Date <input type="checkbox"/> </div>			Has this unit ever operated in another location? Check One: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Company Name:			<input type="checkbox"/> Owner <input type="checkbox"/> Operator	
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Plant Name (from Step 1)

STEP 5: Read the certification statements, sign, and date.State CO₂ Budget Trading Program

I certify that I was selected as the CO₂ authorized account representative or alternate CO₂ authorized account representative, as applicable, by an agreement binding on the owners and operators of the CO₂ budget source and each CO₂ budget unit at the source. I certify that I have all the necessary authority to carry out my duties and responsibilities under the CO₂ Budget Trading Program on behalf of the owners and operators of the CO₂ budget source and of each CO₂ budget unit at the source and that each such owner and operator shall be fully bound by my representations, actions, inactions, or submissions and by any decision or order issued to me by the Department¹ or a court regarding the source or unit.

¹ For Connecticut, the language above (“the Department”) should read as “the commissioner”.

General

I am authorized to make this submission on behalf of the owners and operators of the CO₂ budget sources or CO₂ budget units for which the submission is made. I certify under penalty of law that I have personally examined, and am familiar with, the statements and information submitted in this document and all its attachments. Based on my inquiry of those individuals with primary responsibility for obtaining the information, I certify that the statements and information are to the best of my knowledge and belief true, accurate, and complete. I am aware that there are significant penalties for submitting false statements and information or omitting required statements and information, including the possibility of fine or imprisonment.

Signature (Designated Representative)	Date
Signature (Alternate Designated Representative)	Date

Instructions for the Certificate of Representation

NOTE: The Certificate of Representation information can be submitted online through the CAMD Business System (CBS), which can be accessed at <https://camd.epa.gov/CBS/login/auth>. See the Certificate of Representation section of the Help File in CBS for assistance. If you have questions about CBS, send an email to cbs-support@camdsupport.com.

You must have a user name and password to access CBS. You can obtain a user name and password if: (1) you are currently listed in the CAPD database as a designated representative or an agent for a designated representative, AND (2) CAPD has received and processed a hard copy of your Electronic Signature Agreement form, available at <https://www.epa.gov/airmarkets/business-center-forms>. Once a person meets these criteria, he/she should send an email to AskCAMD@epa.gov to obtain a user name and password.

Please note that the designated representative for the Acid Rain Program (ARP), a Cross-State Air Pollution Rule (CSAPR) Trading Program, the Texas SO₂ Trading Program (TXSO₂) and the RGGI Program must be the same person.

Please type or print. Submit a separate page 2 for each unit at the plant subject to the state CO₂ Budget Trading Program, and indicate the page order and total number of pages (*e.g.*, 1 of 4, 2 of 4, etc.) in the boxes in the upper right hand corner of page 2. **A Certificate of Representation amending an earlier submission supersedes the earlier submission in its entirety and must therefore always be complete.** Submit one Certificate of Representation form with original signature(s). NO FIELDS SHOULD BE LEFT BLANK. For assistance, send an email to AskCAMD@epa.gov.

STEP 1

(i) A plant code is a number assigned by the Department of Energy's (DOE) Energy Information Administration (EIA) to plants that generate electricity. For older plants, "plant code" is synonymous with "ORISPL" and "facility" codes. If the plant generates electricity but no plant code has been assigned, or if there is uncertainty regarding what the plant code is, send an email to the EIA at EIA860@eia.gov. For plants that do not produce electricity, use the plant identifier assigned by EPA (beginning with "88"). If the plant does not produce electricity and has not been assigned a plant identifier, please send an email to AskCAMD@epa.gov.

(ii) Enter the latitude and longitude representing the location of the plant in degree decimal format. Note that coordinates MUST be submitted in decimal degree format; in this format minutes and seconds are represented as a decimal fraction of one degree. Therefore, coordinates containing degrees, minutes, and seconds must first be converted using the formula:

$$\text{decimal degrees} = \text{degrees} + (\text{minutes} / 60) + (\text{seconds} / 3600)$$

Example:

$$39 \text{ degrees, } 15 \text{ minutes, } 25 \text{ seconds} = 39 + (15 / 60) + (25 / 3600) = 39.2569 \text{ degrees}$$

STEPS 2 & 3

The designated representative and the alternate designated representative must be individuals (*i.e.*, natural persons). Enter the associated company name and address of the representative as it should appear on all correspondence. Most correspondence will be emailed. **Although not required, EPA strongly encourages you to designate an alternate designated representative to act on behalf of the designated representative.** There may be only one designated representative and alternate designated representative for a plant.

STEP 4

(i) Complete one page for each unit subject to the state CO₂ Budget Trading Program. Identify each unit at the plant by providing the appropriate unit identification number, consistent with the identifiers used in previously submitted Certificates of Representation (if applicable) and with submissions made to DOE and/or EIA. Do not list duct burners. For new units without identification numbers, owners and operators must assign identifiers consistent with EIA and DOE requirements. Each submission that includes the unit identification number(s) (e.g., monitoring plans and quarterly reports) should reference those unit identification numbers in exactly the same way that they are referenced on the Certificate of Representation. Do not identify units that are not subject to the above program but are part of a common monitoring configuration with a unit that is subject to the above program. If you have a question about how to identify units in a common monitoring configuration that are not subject to any of the programs, send an email to AskCAMD@epa.gov.

(ii) Identify the type of unit using one of the codes listed in the following table:

<u>Boilers</u>		<u>Boilers</u>		<u>Turbines</u>	
AF	Arch-fired boiler	OB	Other boiler	CC	Combined cycle
BFB	Bubbling fluidized bed boiler	PFB	Pressurized fluidized bed boiler	CT	Combustion turbine
C	Cyclone boiler	S	Stoker	IGC	Integrated gasification combined cycle
CB	Cell burner boiler	T	Tangentially-fired boiler	<u>Other</u>	
CFB	Circulating fluidized bed boiler	WBF	Wet bottom wall-fired boiler	ICE	Internal combustion engine
DB	Dry bottom wall-fired boiler	WBT	Wet bottom turbo-fired boiler	KLN	Cement kiln
DTF	Dry bottom turbo-fired boiler	WVF	Wet bottom vertically-fired boiler	PRH	Refinery process heater
DVF	Dry bottom vertically-fired boiler				

If you have a question about which unit type applies to a unit, please send an email to AskCAMD@epa.gov.

(iii) Indicate the source category description that most accurately describes the purpose for which the unit is operated by entering one of the following terms. If none of these descriptions applies to your unit, please send an email to AskCAMD@epa.gov.

- Electricity generation
- Useful thermal energy production (i.e., production of process heat and/or steam for uses other than electricity production)
- Cogeneration (i.e., both electricity generation and useful thermal energy production through the sequential use of energy)

(iv) Provide the primary North American Industrial Classification System (NAICS) code that most accurately describes the business type for which the unit is operated. If unknown, go to <https://www.census.gov/naics/> for guidance on how to determine the proper NAICS code for the unit.

(v) Enter the date the unit began (or will begin) serving any generator producing electricity for sale, including test generation. Enter this date and check the "actual" box for any unit that has begun to serve a generator producing electricity for sale as of the date of submission of this form. (This information should be provided even if the unit does not currently serve a generator producing electricity for sale.) For any unit that will begin, but has not begun as of the date of submission of this form, to serve a generator producing electricity for sale, estimate the future date on which the unit will begin to produce electricity for sale and check the "projected" box. When the actual date is established, revise the form accordingly by entering the actual date and checking the "actual" box. Enter "NA" if the unit has not ever served, is not currently serving, and is not projected to serve, a generator that produces electricity for sale. If you have questions regarding this portion of the form, please send an email to AskCAMD@epa.gov.

(vi) For a unit subject to the state CO₂ Budget Trading Program that, as of the date of submission of this form, serves one or more generators (whether or not the generator produces electricity for sale), indicate the generator ID number and the nameplate capacity value (in MWe) of each generator served by the unit. A unit serves a generator if it produces, or is able to produce, steam, gas, or other heated medium for generating electricity at that generator. For combined cycle units, report separately the nameplate capacities of the generators associated with the combustion turbine and the steam turbine. Please ensure that the generator ID numbers entered are consistent with those reported to the EIA.

The nameplate capacity of a generator, if it is listed in the National Allowance Database ("NADB"), is not affected by physical changes to the generator after initial installation that result in an increase in the maximum electrical generating output that the generator is capable of producing. Otherwise, the nameplate capacity of a generator is affected by physical changes to the generator after initial installation that result in an increase in the maximum electrical generating output that the generator is capable of producing. In such a case, the higher maximum electrical generating output number in MWe should be reported in the nameplate capacity column. Enter "NA" if, as of the date of submission of this form, the unit does not serve a generator. The NADB is located at the CAMD website at <http://www.epa.gov/airmarkets/trading/allocations.html>. If you have questions regarding nameplate capacity or the NADB, please send an email to AskCAMD@epa.gov.

(vii) Enter the company name of each owner and operator in the "Company Name" field. Indicate whether the company is the owner, operator, or both. For new units, if the operator of a unit has not yet been chosen, indicate that the owner is both the owner and operator and submit a revised form when the operator has been selected within 30 days of the effective date of the selection. EPA must be notified of changes to owners and operators within 30 days of the effective date of the change. You are strongly encouraged to use the CAMD Business System to provide updated information on owners and operators. See the Help? Document that is available on the CBS homepage for assistance.

STEP 5

Read the certification statement, sign, and date.

STEP 6

Submit this form to one of the following addresses:

For regular/certified mail:

U.S. EPA
CAPD – Operations & Implementation Branch
Attention: Designated Representative
1200 Pennsylvania Ave., NW
Mail Code 6204A
Washington, DC **20460**

For overnight delivery (FedEx, UPS, for example):

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