

Ask CAMD Webinar
June 19, 2018
1:00-3:00 pm

On Tuesday, June 19, 2018, the Clean Air Markets Division (CAMD) held an informational webinar to discuss the CAMD Business System (CBS) and Air Markets Program Data (AMPD) websites. The purpose of the webinar was to provide industry with an opportunity to ask CAMD staff any questions they have about the two applications or other related topics.

The webinar was led by Laurie DeSantis. Other CAMD Staff present included Paula Branch, Craig Hillock, Jason Kuhns, Kim Nguyen, Louis Nichols, Andrew Reighart, Kenon Smith, and Karen VanSickle.

I. CAMD Business System (CBS) Review

- **Overview of the functionality available in CBS (<https://camd.epa.gov/CBS>) - Laurie DeSantis**

 - CBS is a user id and password protected web tool that allows sources affected by Clean Air Markets Programs to perform tasks online:
 - Add/edit plant and unit data
 - Add/edit general account information
 - Add/edit Representatives for plants or accounts (Representatives are people legally responsible for submissions of data to CAMD)
 - Add/edit unit owner or operator information
 - Transfer allowances
 - Perform annual compliance-related tasks
 - Edit personal contact information
 - Add/edit Agent and Feedback Recipient information (Agents are designated by Representatives to perform work on their behalf. Feedback Recipients are assigned to receive specific types of feedback from CAMD)
 - A new, modernized version of CBS was released in December 2017. The new CBS includes improved usability, user feedback/enhancement requests, and new functionality to streamline submissions. Some of these changes include:
 - Primary Representatives, Alternate Representatives, and Source Management Agents can now make themselves the Primary Representative of an existing plant in the CAMD database.
 - Agents can end their own responsibilities.
 - Source Management Agents can end Agent responsibilities on behalf of a Representative.
 - Alternate Representatives can end their own relationships.
 - Improved grids, Reports, and Help.

- **Updated functionality within the new CBS – Laurie DeSantis**
 - Users can send an email to CAMD staff by clicking the “Contact Us” link at the top of any page in CBS.

- Users can access the help file from any page of the application by clicking the “Help” link at the top of any page in CBS.
- Users can change their passwords and edit their information in two places—the Your Profile box, which is now shown on the home page after login, and the Your Profile page available under the dropdown when the user clicks on their name in the menu bar
- Module options available from the menu bar vary depending upon the type of user (Representative, Agent, etc.).
- Information about outages, system changes and CAMD contact information for various tasks is located on the Login page.
- There is now a link to “Change Password” on the Home page.

II. Air Markets Program Data (AMPD) Review

- **Overview of the functionality available in AMPD (<https://ampd.epa.gov/ampd/>). - Karen VanSickle**
 - AMPD is a web tool that displays publicly available emissions, compliance, and allowance data.
 - AMPD allows users to query data.
 - Users can get large sets of data via the Prepackaged Data module.
 - AMPD offers several Reports.
 - The interactive “Where You Live” map allows users to see data specific to their area.
 - Tutorials on the “About” page are available to walk users through the Query tool and Reports.
 - Users can send an email to CAMD staff by clicking the “Contact Us” link at the top of any page in AMPD.

- **Overview of the Clean Air Markets Business Center (<https://www.epa.gov/airmarkets/business-center>). - Laurie DeSantis**
 - The Business Center web pages provide tools and resources that enable the regulated community to participate in Clean Air Markets Programs.
 - The following resource tabs are available: “Getting Started”, “CAMD Business System”, “Reporting Emissions Data Using ECMPS”, “Forms”, and “Contact Us”.
 - First-time users should refer to the information under the “Getting Started” tab.
 - CAMD contact information can be found under the “Contact Us” tab.

III. Participant Questions and Comments

Participants were given the opportunity to submit questions in advance. CAMD staff took turns addressing these questions, as well as other questions asked during the webinar.

1. Emissions Collection and Monitoring Plan System (ECMPS)

All ECMPS questions were deferred to a future webinar.

For information about ECMPS, see the “Reporting Emissions Data Using ECMPS” tab at <https://www.epa.gov/airmarkets/business-center>, or <https://ecmps.camdsupport.com/index.shtml>.

2. Reports

Question/Comment: Can CAMD provide a brief overview of the CBS Reports section?

Response: The reports can be accessed from the main menu in CBS. Reports are first grouped by report type (Account, Agency, Company, Exemption, People, Plant/Unit and Programs), and can then be narrowed down to more specific reports. CAMD recommends users review the different report types. If users would like to see data not currently shown on an existing report, or would like to see new reports, users can send an email to CAMD staff by clicking the “Contact Us” link at the top of any page in CBS.

3. Agents

Question/Comment: Can Representatives assign Agent types to groups of plants at one time?

Response: The only Agent type that can be assigned for a specific plant/unit is the ECMPS Submit agent type. All the other agent types (Source Management, Allowance Trading, General Account Management, Compliance and ECMPS Retrieve Only) have access to all plants/accounts for the Representative.

Question/Comment: A request was made to limit ECMPS Retrieve Only Agents to a plant/unit level.

Response: CAMD has considered this request in the past, but has decided not to modify this level of access since ECMPS Retrieve Only agents can not submit data.

Question/Comment: What if an Agent submits a file via ECMPS, but realizes revisions need to be made? Can the submission window can be reopened?

Response: Submission windows are closed when files are submitted without critical errors. If the user needs to resubmit, the user will need to submit the Resubmission Request form found on the ECMPS Support website <https://ecmps.camdsupport.com/index.shtml> to request the submission window be reopened.

Question/Comment: Can you demonstrate how to change an Agent type?

Response: A demonstration was given on how to add/edit/remove responsibilities for an Agent.

For more information about Agents, please refer to the Agents section of the “Help” file link at the top of each page in CBS, or the “Getting Started” tab at <https://www.epa.gov/airmarkets/business-center>.

4. Compliance

Question/Comment: At what point should we perform compliance activities?

Response: The Compliance menu displays the plants for which emissions have been submitted for all units for all quarters (four for quarterly submitters, two for ozone-season only). Users can transfer allowances to meet their needs through the transfer deadline on March 1. Draft Compliance is automatically run when the Compliance grid is opened. Final compliance can be run beginning March 2nd, after the transfer deadline.

Question/Comment: What happens if compliance is left as draft?

Response: If a source does not finalize their allowances, CAMD will run final compliance for the source in early May. CAMD will contact each source that does not have sufficient allowances to cover their emissions prior to the transfer deadline. The Specify Deductions module allows users to designate the allowances which should be used for compliance. If a source does not specify allowances, then the default is first-in, first-out.

Question/Comment: Can all CBS users see the Compliance tab?

Response: You must be the Representative or compliance Agent to see the Compliance tab in CBS.

For more information about Compliance, please refer to the Compliance section of the “Help” file link at the top of each page in CBS

5. Allowances

Question/Comment: What is EPA planning with regard to NO_x allowances for the next three to five years?

Response: Allowances for the NO_x Annual, SO₂ Annual, and Georgia Ozone Season programs have been allocated through 2022. Allowances for Ozone Season Group 2 have been allocated through 2020. In July 2019, allowances will be allocated through 2022 for Ozone Season Group 2 and through 2023 for the annual and Georgia Ozone Season programs.

Question/Comment: How and when do new facilities start receiving allowances, other than the New Unit Set-Aside (NUSA) from the states?

Response: The Acid Rain Program does not have any allowances for new facilities, however, there are 46 million banked allowances available for purchase. Sources can also purchase allowances during the annual Auction held each March.

For CSAPR, some states use their own methodology. Those that defer to CAMD may be eligible for allowances through the NUSA. First round allocations are based on the prior control period emissions (e.g., 2018 ozone season allocations are based on 2017 emissions). Second round eligibility is based on the unit Commence Commercial Operation (CCO). An eligible unit must have commenced commercial operation between January 1 of the previous year and November 30 of the current year (e.g., January 1, 2017 to November 30, 2018 for a 2018 second round allocation). Second round allocations are based on emissions for the current control period (2018 ozone season allocations are based on 2018 emissions).

For more information about NUSA, please contact Kenon Smith at smith.kenon@epa.gov or 202-343-9164 or Jason Kuhns at kuhns.jason@epa.gov or 202-564-3236.

Question/Comment: What would be an example of why one would want to choose specific allowances to be utilized?

Response: One example would be if there were multiple owners at a facility and you want to designate the appropriate allowance amount by owner. Since compliance has moved to facility level, all unit allowances are combined.

For more information about Allowances, please refer to the Allowance Transfers section of the “?Help” file link at the top of each page in CBS.

6. Certificate of Representation

Question/Comment: What Certificate of Representation form information can be submitted through CBS?

Response: All of the information on the hardcopy Certificate of Representation form can be submitted through CBS. This includes information for the plant, representatives, units, owners, operators, generators and affected programs. Primary and Alternate Representatives and Source Management Agents can add/edit Certificate of Representation data in CBS without submitting a paper form.

For more information about Certificates of Representation, please refer to the Certificate of Representation section of the “?Help” file link at the top of each page in CBS.

Question/Comment: If source ownership changes, what exactly must be changed in the CBS even if the DR/ADR remain the same?

Response: Owner and Operator information can be revised in CBS in the Certificate of Representation module under the “Owners/Operator” tab. There must always be at least one Owner assigned for each unit, and there may only be one Operator assigned for each unit.

For more information about modifying Owner and Operator information, please refer to the Certificate of Representation section of the “Help” file link at the top of each page in CBS.

7. Replacing Representatives

Question/Comment: Who can make representative changes using CBS?

Response: The actions a user can take to change a Representative depend upon the user’s relationship to the plant and/or the existing Representatives. The following rules govern Representative assignments:

- A Representative may not replace himself with someone else.
- A Primary Representative can add or remove an Alternate Representative.
- An Alternate Representative or a Source Management Agent can make himself the Primary Representative.
- An Alternate Representative can remove himself.
- A Source Management Agent can remove an Alternate Representative.
- A Source Management Agent can make himself the Alternate Representative.
- Primary Representatives, Alternate Representatives, and Source Management Agents can make themselves a Primary Representative for any plant in the database.
- A plant must have the same Primary and Alternate Representatives for all programs.

Representatives currently assigned to a plant in the CAMD database are legally responsible for all submissions. Therefore, Representative changes should be made in a timely manner to ensure that the currently assigned Representative is legally able to certify submissions made to CAMD.

For more information about replacing Representatives, please refer to the Certificate of Representation section of the “Help” file link at the top of each page in CBS.

8. Submitting Data on Paper Forms Versus Through CBS

Question/Comment: Should we submit data through CBS or on the paper forms?

Response: CAMD encourages the use of CBS to submit information rather than using the paper forms, however, paper forms are still accepted. Additionally, all of the paper forms, except for the Electronic Signature Agreement form, can be emailed instead of mailing a hard copy. Additionally, adding a new plant or a new unit to an existing plant requires a hard copy Certificate of Representation form for CAMD review.

If you have questions about forms or whom to email specific forms to, see the “Forms” tab at <https://www.epa.gov/airmarkets/business-center>, or send an email to CAMD staff by clicking the “Contact Us” link at the top of any page in CBS.

9. Background Information on CAMDBS

Question/Comment: Is there any high-level information on the CAMD Business System that could be provided to new employees or upper management?

Response: In early 2019, CAMD is planning to create a “Welcome Package” that will provide an overview of CAMD programs and CAMD applications, provide the steps new users need to take to become registered as a Representative or Agent, and will provide information about how to obtain a User ID and Password for CAMD applications. This package will be emailed to new users, and will be posted on the CAMD website. Some of this information is currently located at <https://www.epa.gov/airmarkets/business-center> under the “Getting Started” tab.

10. Air Market Program Data (AMPD)

Question/Comment: How do you navigate to the Air Markets Program Data (AMPD)?

Response: www.ampd.epa.gov/ampd

Question/Comment: What is the difference between AMPD and CBS?

Response: AMPD is a web tool that displays publicly available emissions, compliance, and allowance data. See <https://ampd.epa.gov/ampd/> for more information.

CBS is a web tool that allows sources affected by Clean Air Markets Programs to perform tasks online instead of submitting paper forms. See the “CAMD Business Center” tab at <https://www.epa.gov/airmarkets/business-center> for more information.

11. CBS Help File

Question/Comment: Is there an instructional guide for CBS that we can review?

Response: The CBS Help File provides users information for all modules in the application. The help file can be accessed by clicking the “Help” link at the top of any page in CBS, including the login page.

CAMD is planning additional webinars which will begin occurring on a to be announced schedule. Please contact Andrew Reighart at reighart.andrew@epa.gov if there are any topics or questions to be included for future webinars or for more information. A summary of this webinar will be available on the CBS website and will be emailed to attendees.