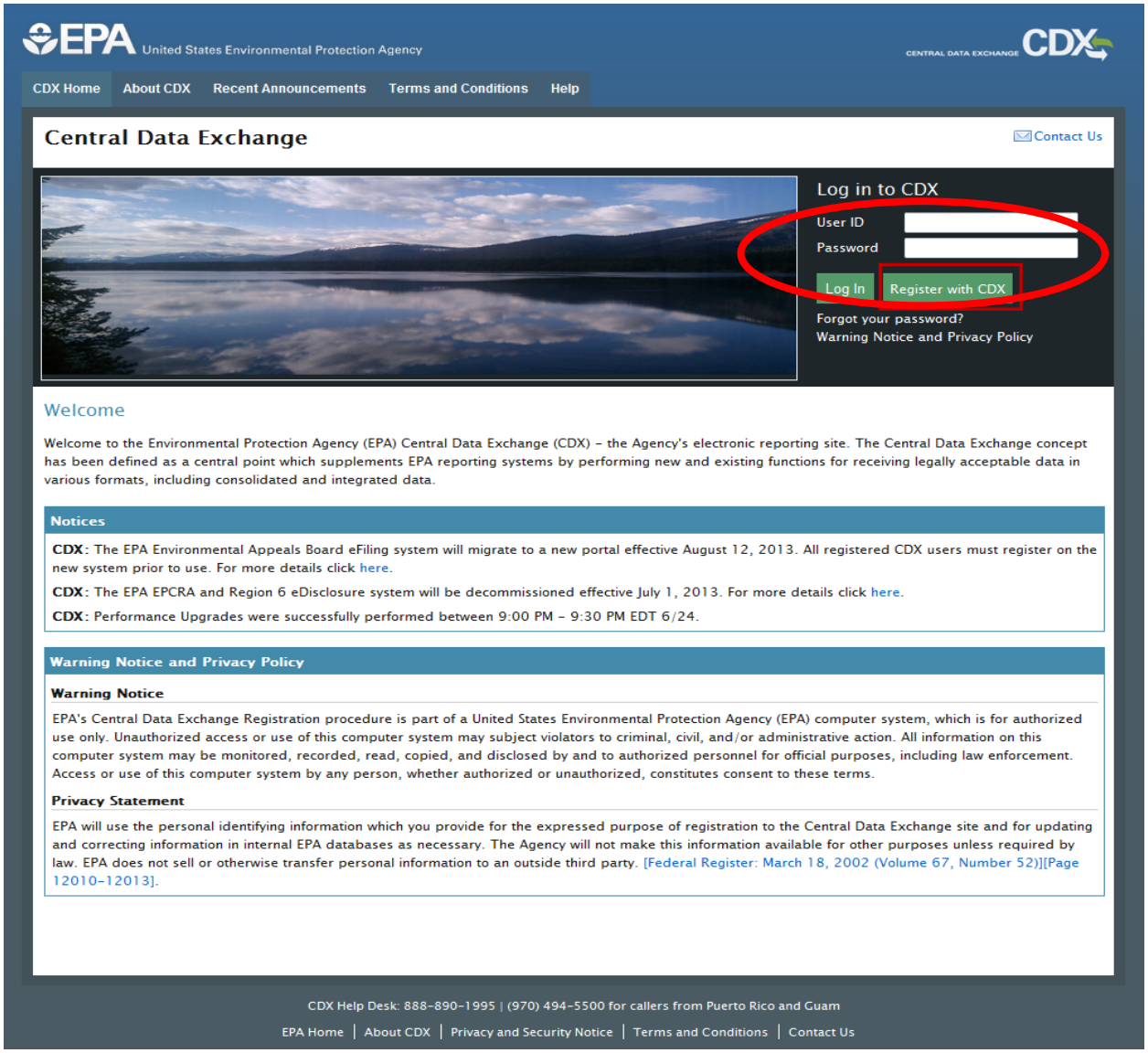
Area Source Boiler Notification of Compliance Status

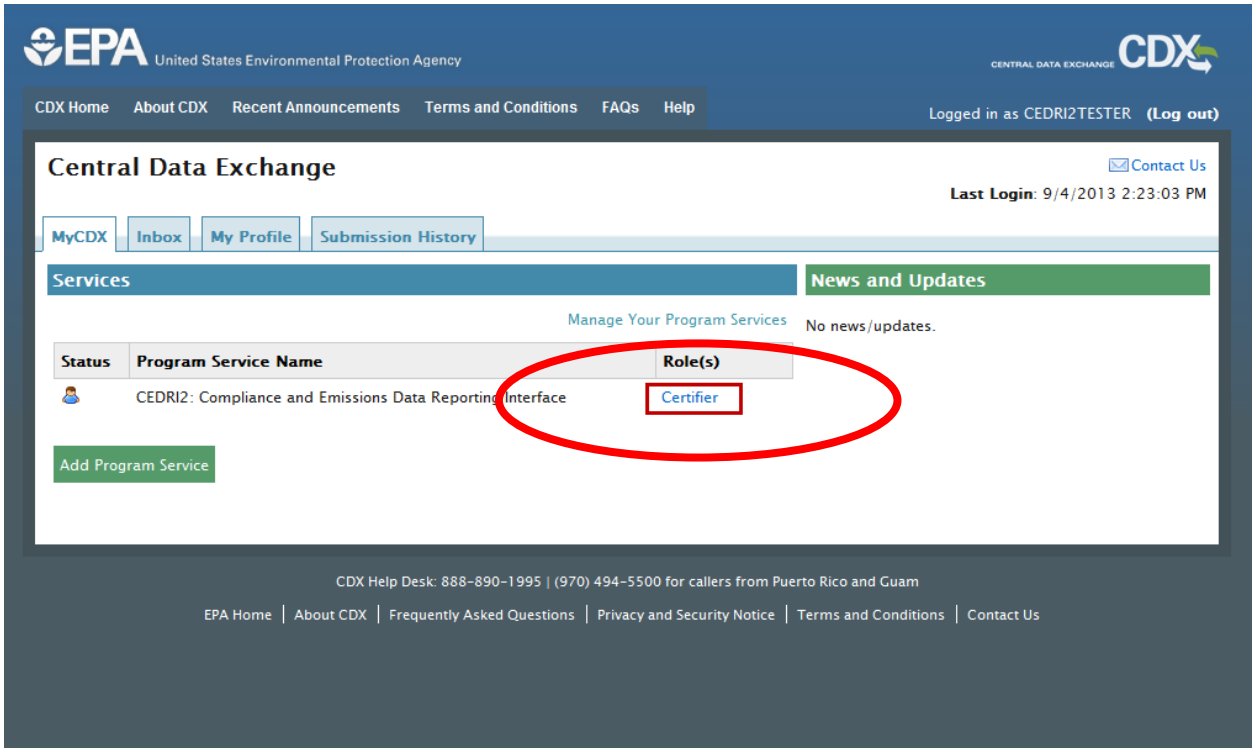
In this document you will find out how to create and submit the Notification of Compliance Status under citation 63.11225(a)(4) by using the EPA's Compliance and Emissions Data Reporting Interface.

Before you can start this process you need to have already set up a user account with the Central Data Exchange (CDX) at the following website https://cdx.epa.gov/. After you have set up your CDX account you will need to register for the CEDRI data flow following the steps in the CEDRI users guide found on the area source boilers compliance assistance website (http://www.epa.gov/boilercompliance/).

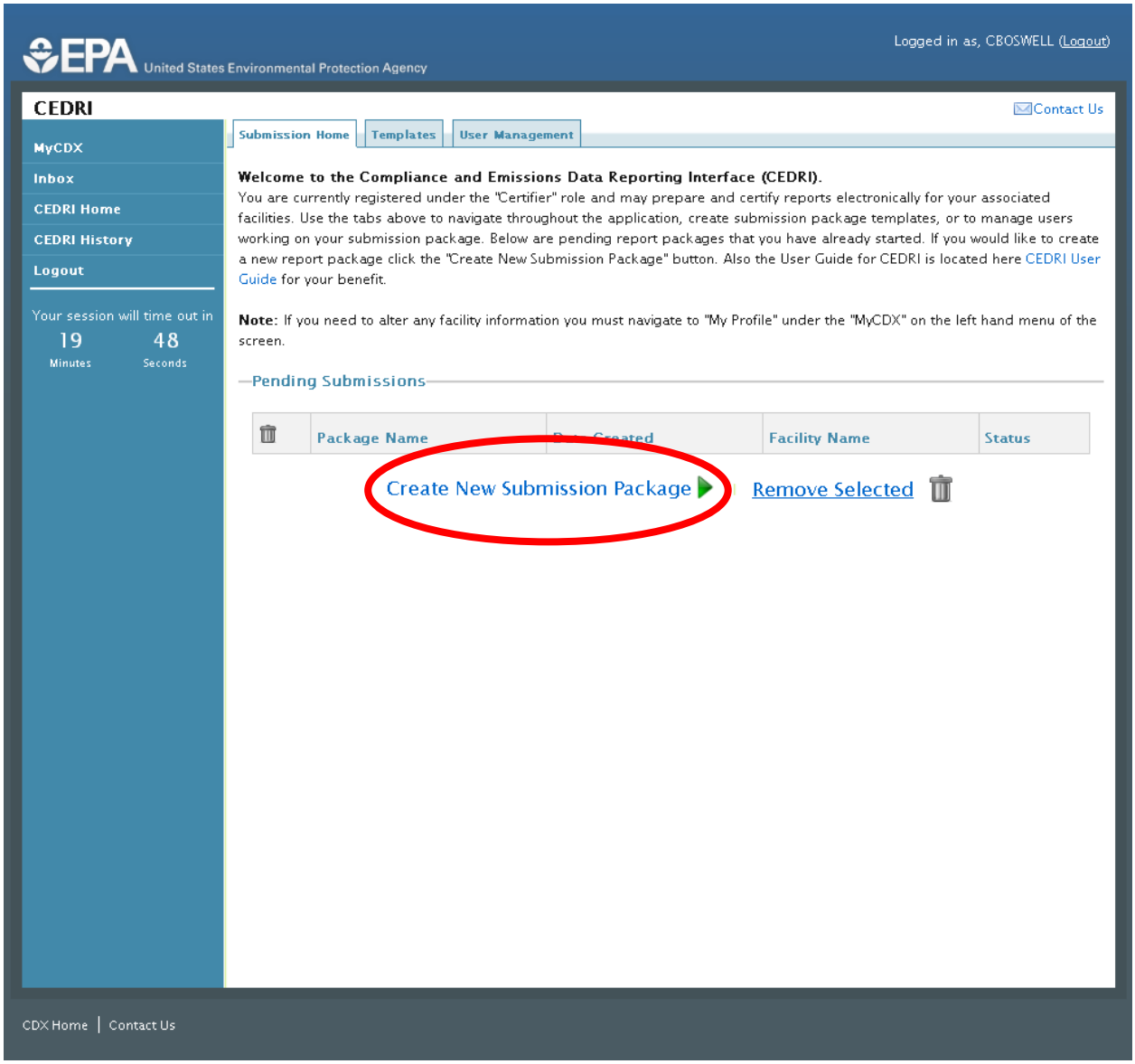
Step 1: Log into the CDX website or register with CDX (https://cdx.epa.gov/)



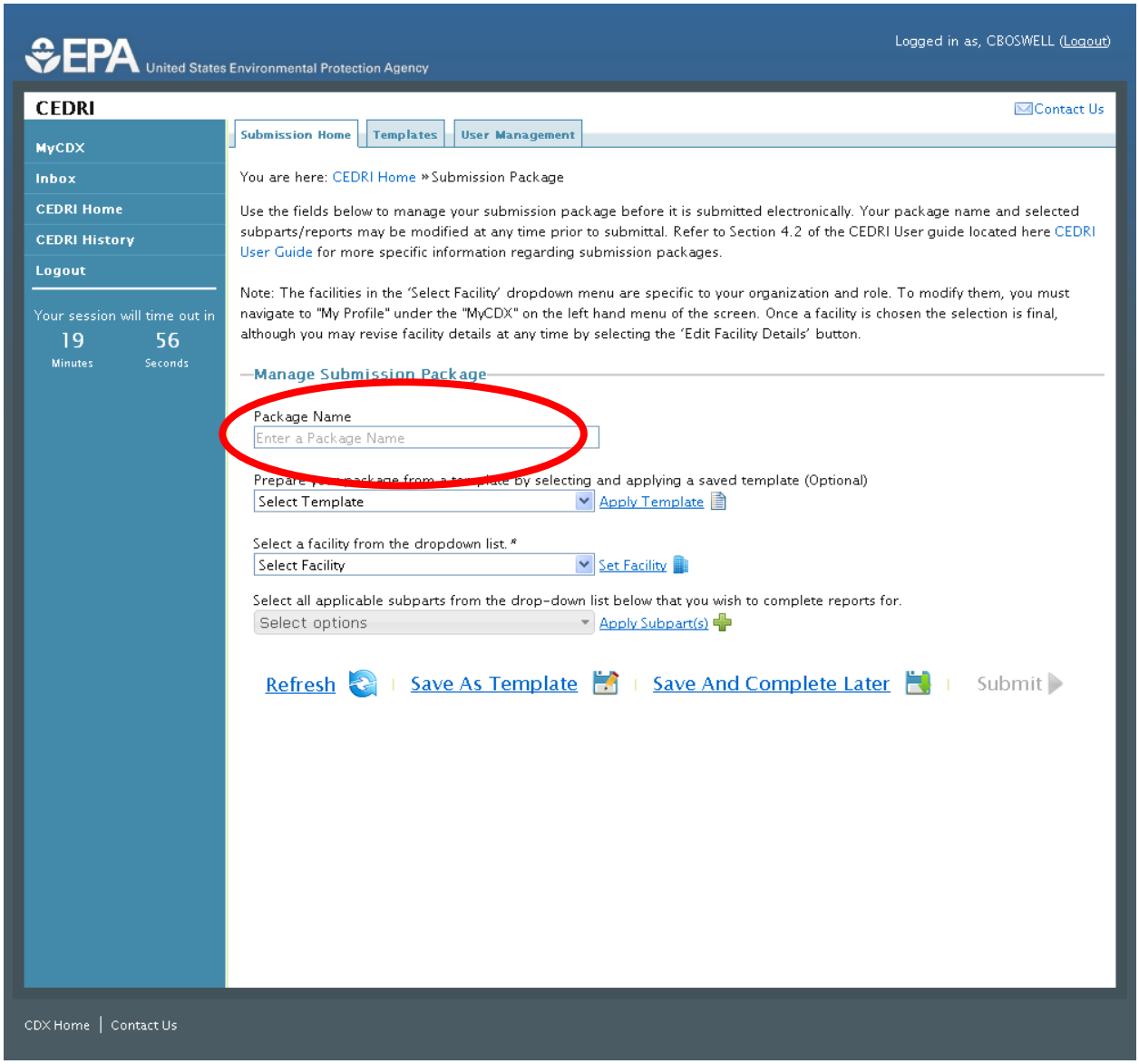
Step 2: Select the CEDRI Program Service from your list of program services on the “MyCDX” page



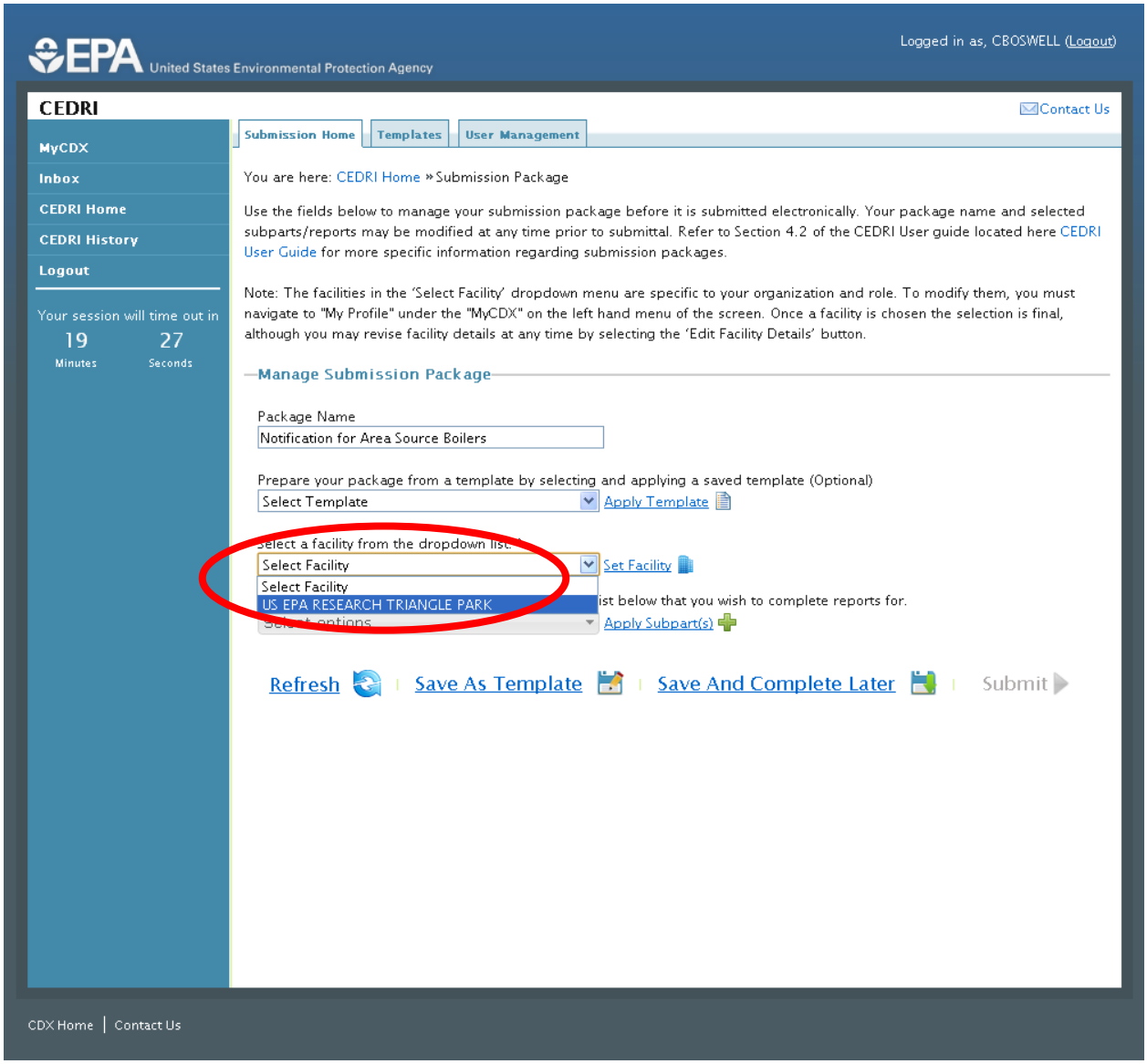
Step 3: Click Create New submission package



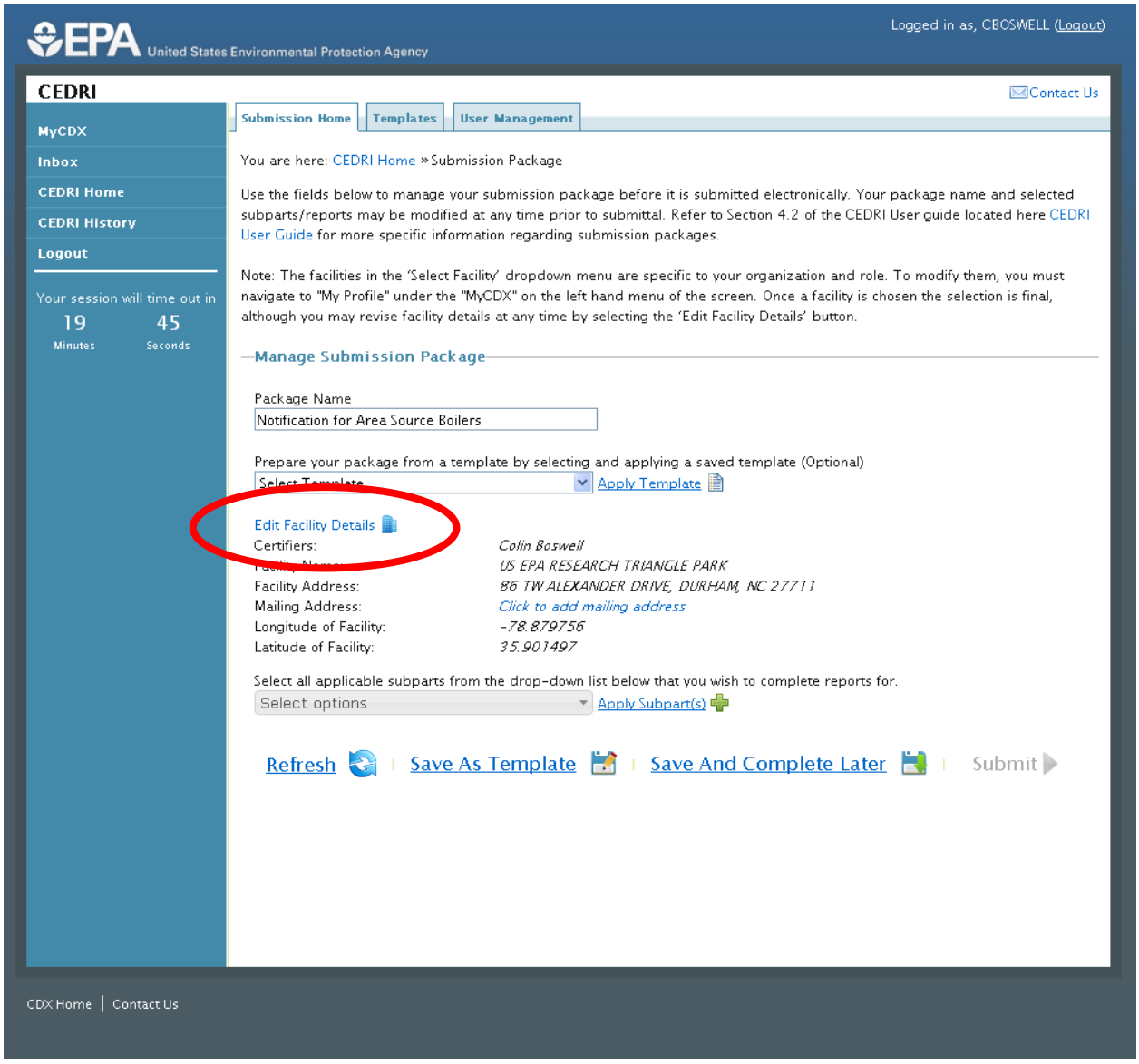
Step 4: Enter a Package Name that you choose for your Reporting Package



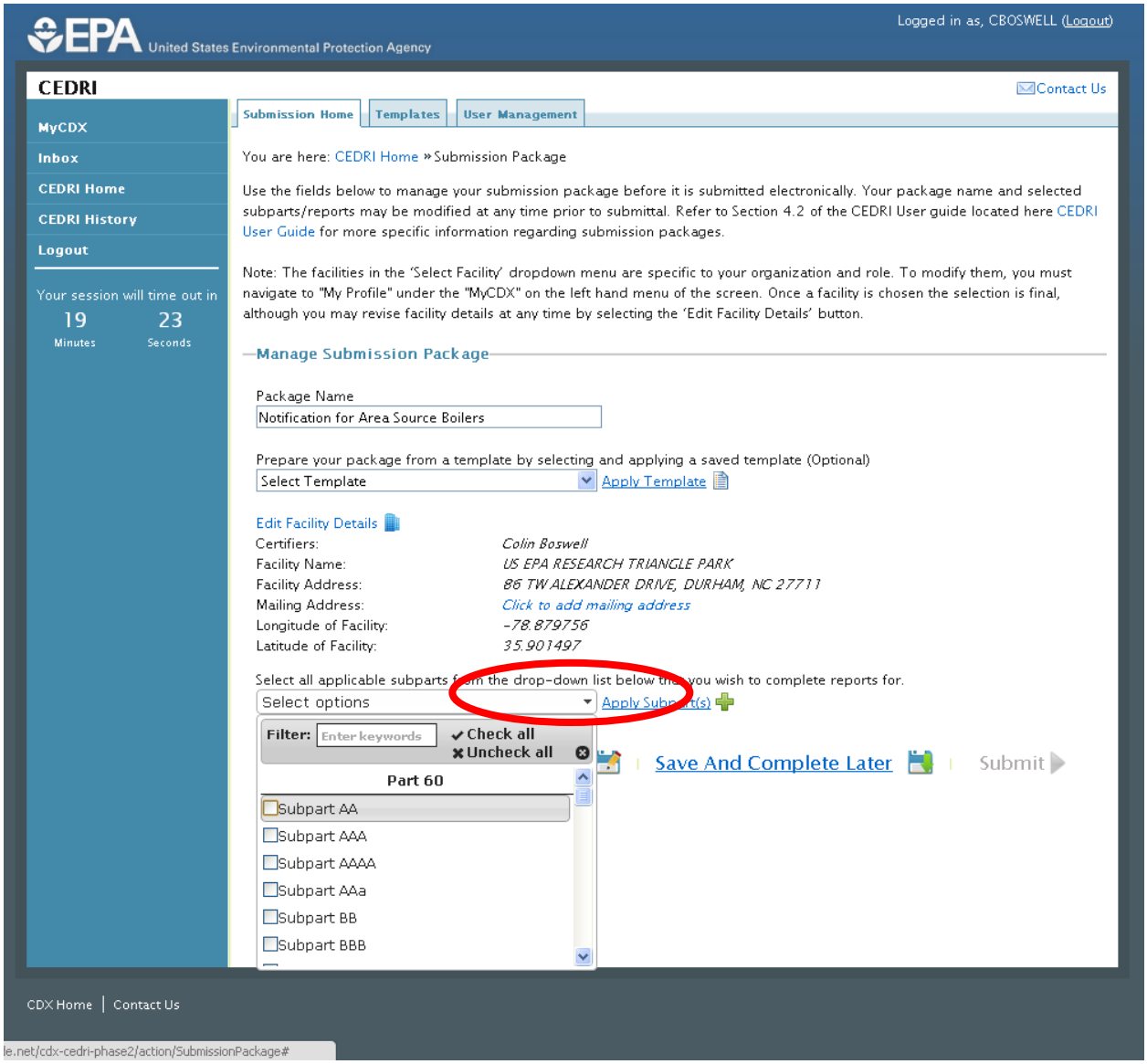
Step 5: Select a Facility from your Facility List and click “Set Facility”. (Note: that Facilities are added under My Profile in the CDX landing page seen in Step 2)



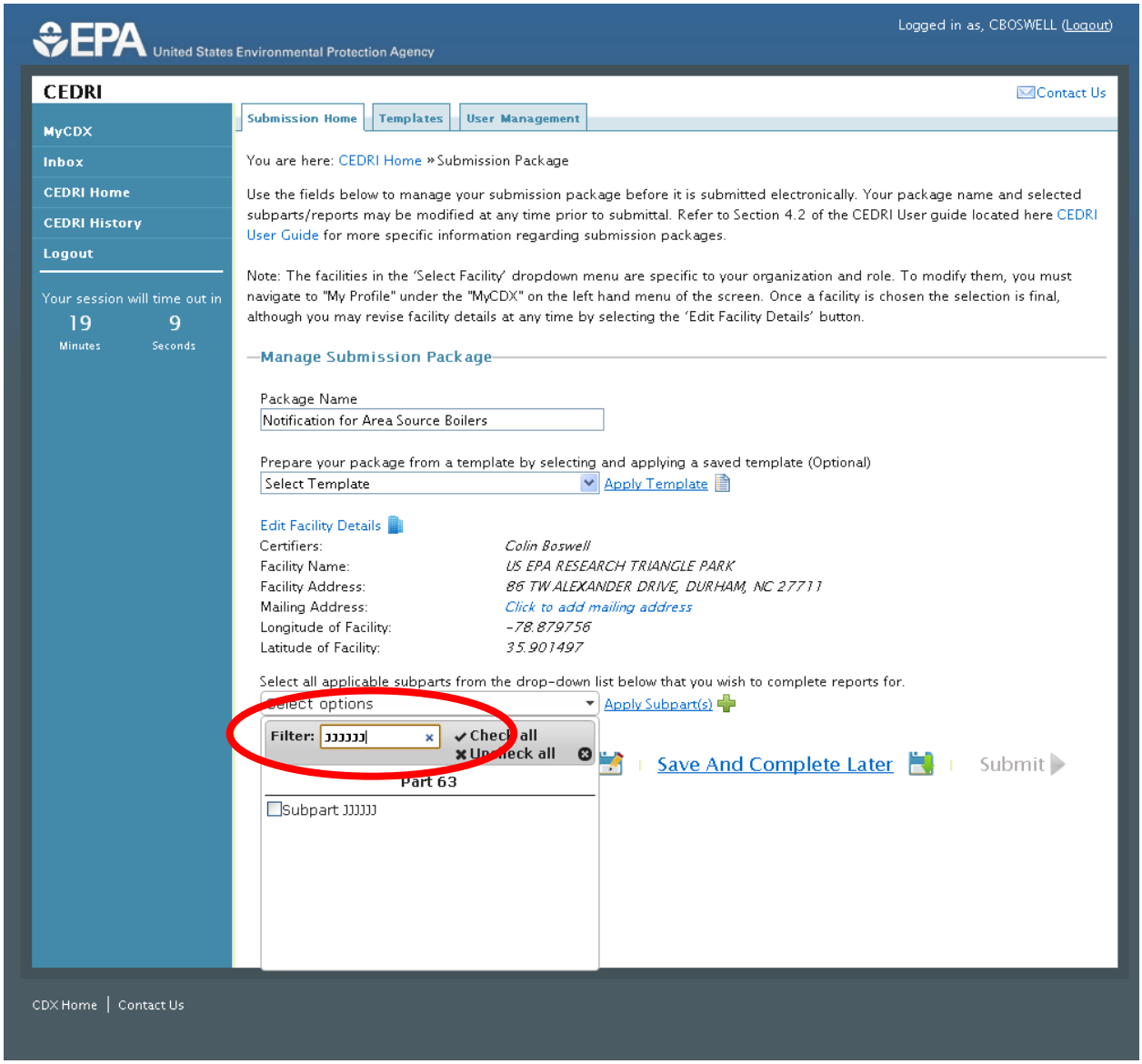
Step 6: Add a mailing address by clicking “Edit Facility Details”



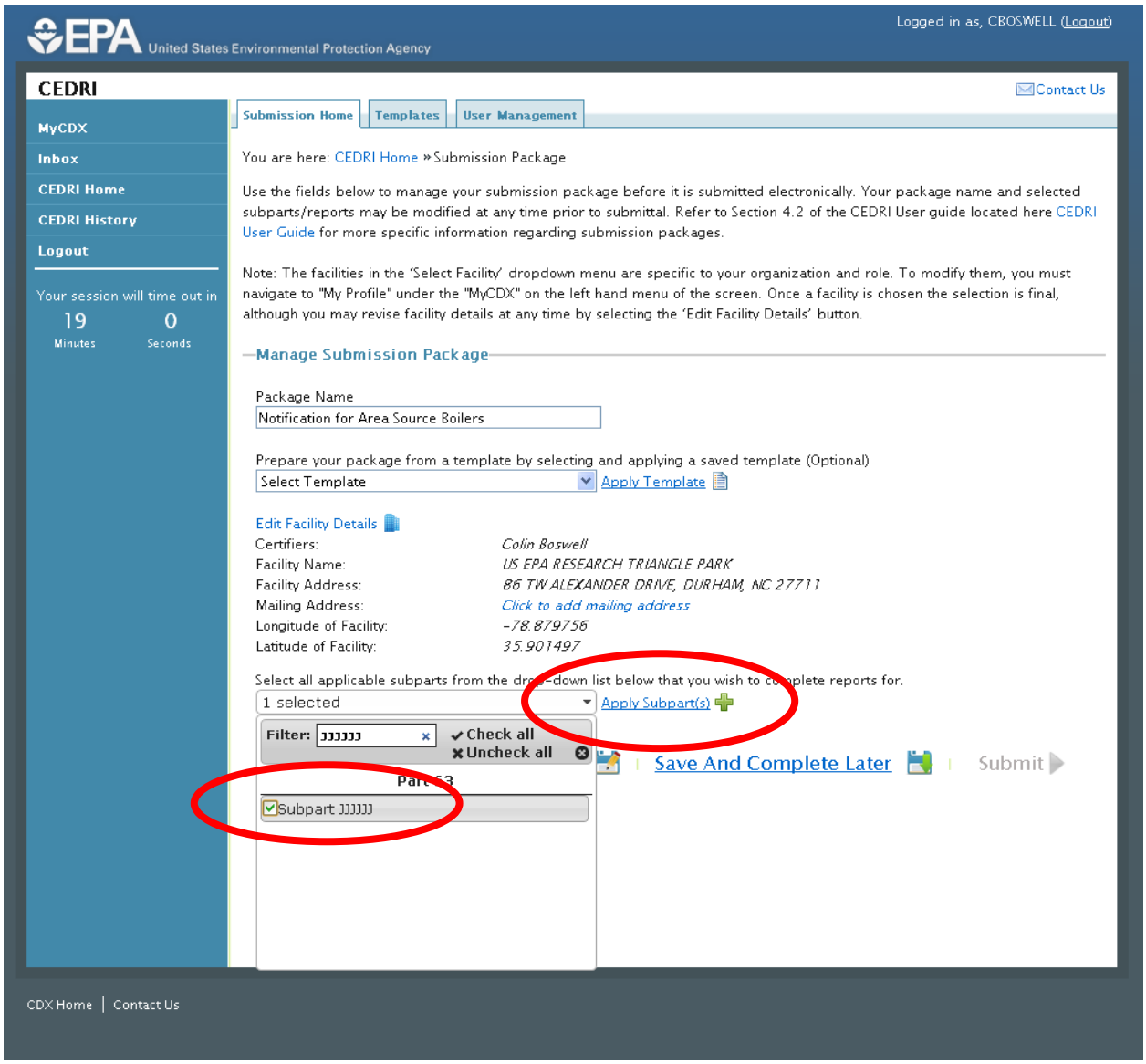
Step 7: Apply the Subpart for the Area Source Boiler Rule, Part 63 Subpart JJJJJJ by first clicking the drop down list arrow



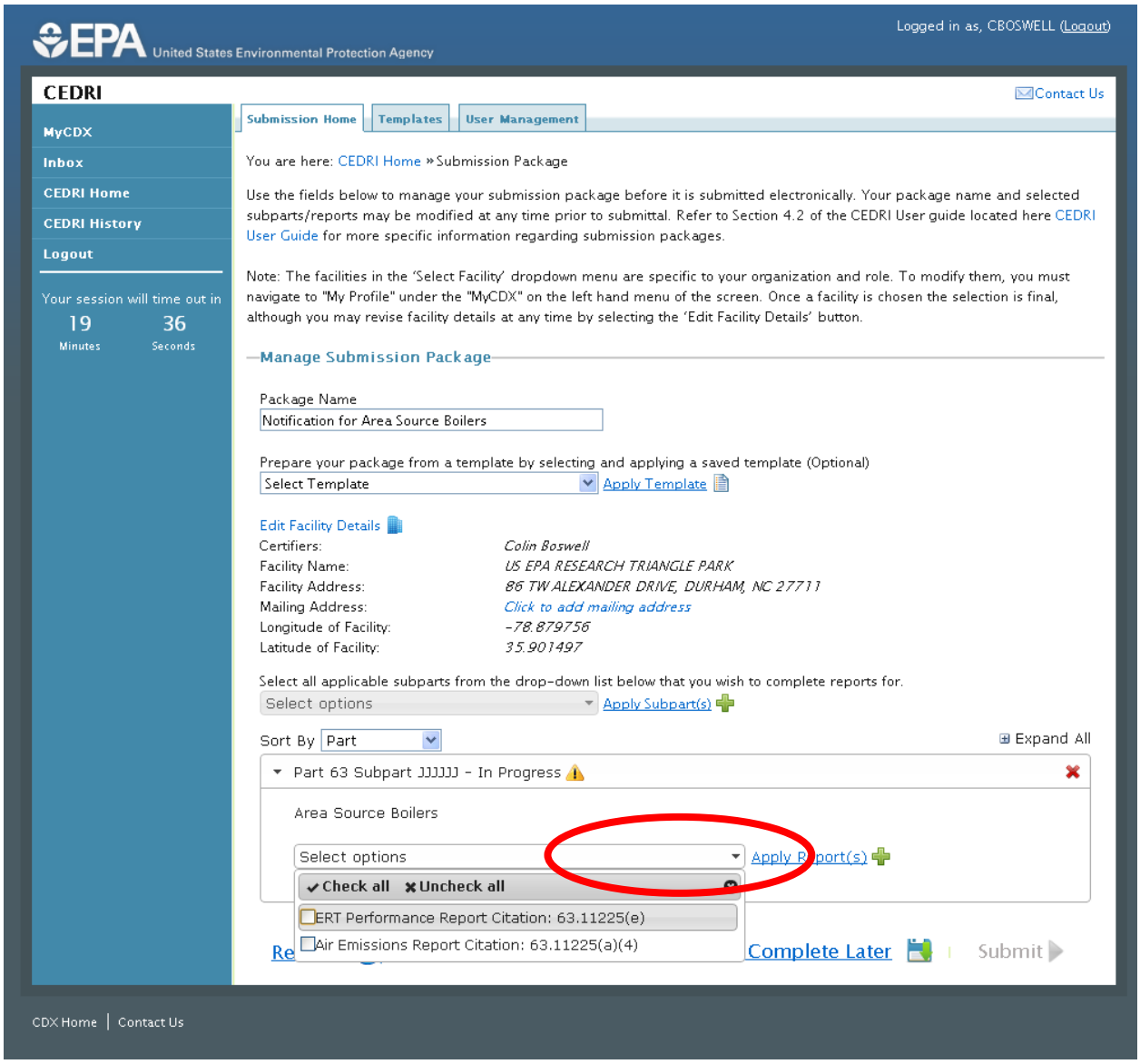
Step 8: You can filter the list of subparts by typing in “JJJJJJ” into the filter box at the top of the pick list.



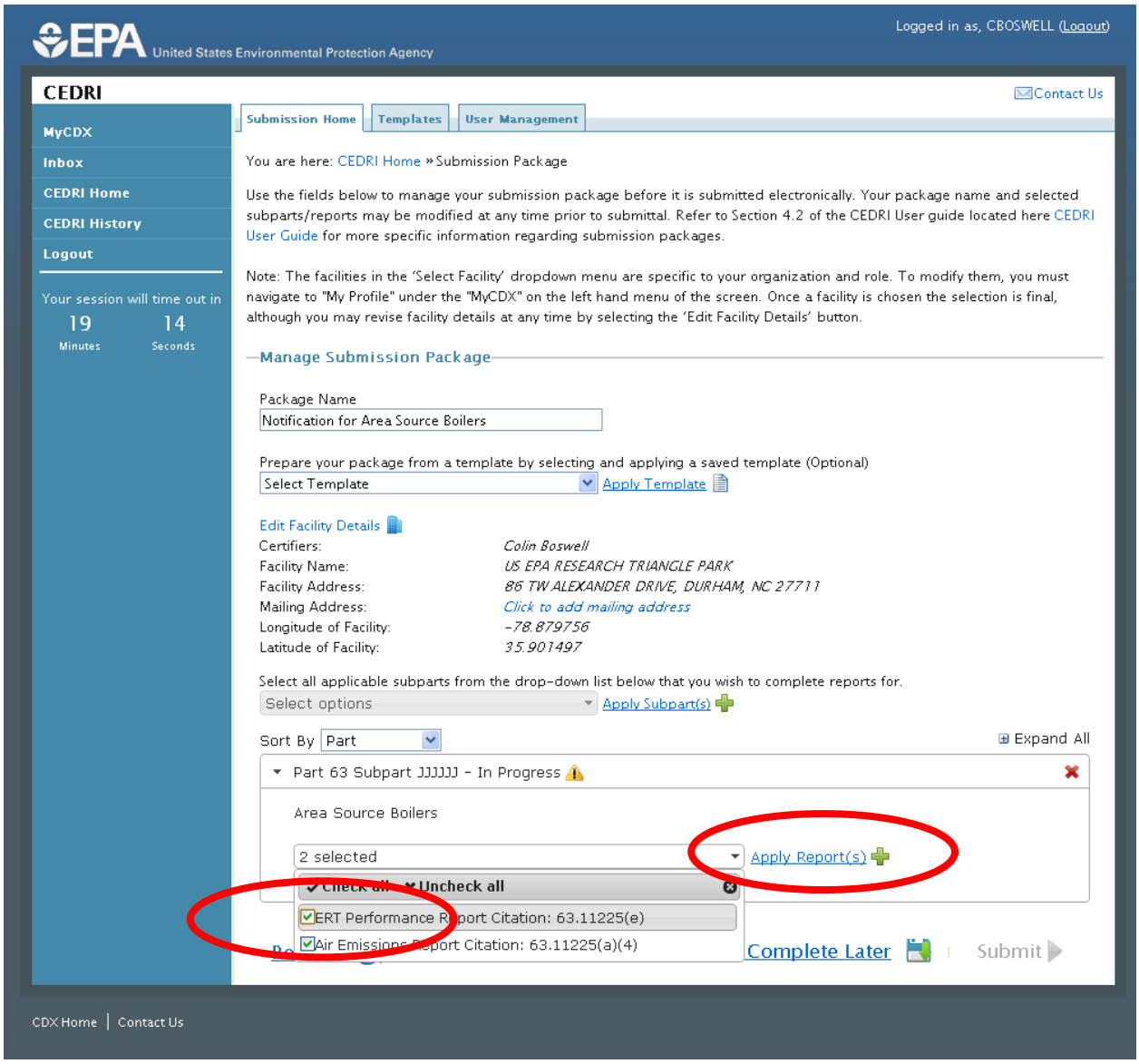
Step 9: Check the selection box for Subpart JJJJJJ and then click “Apply Subpart”



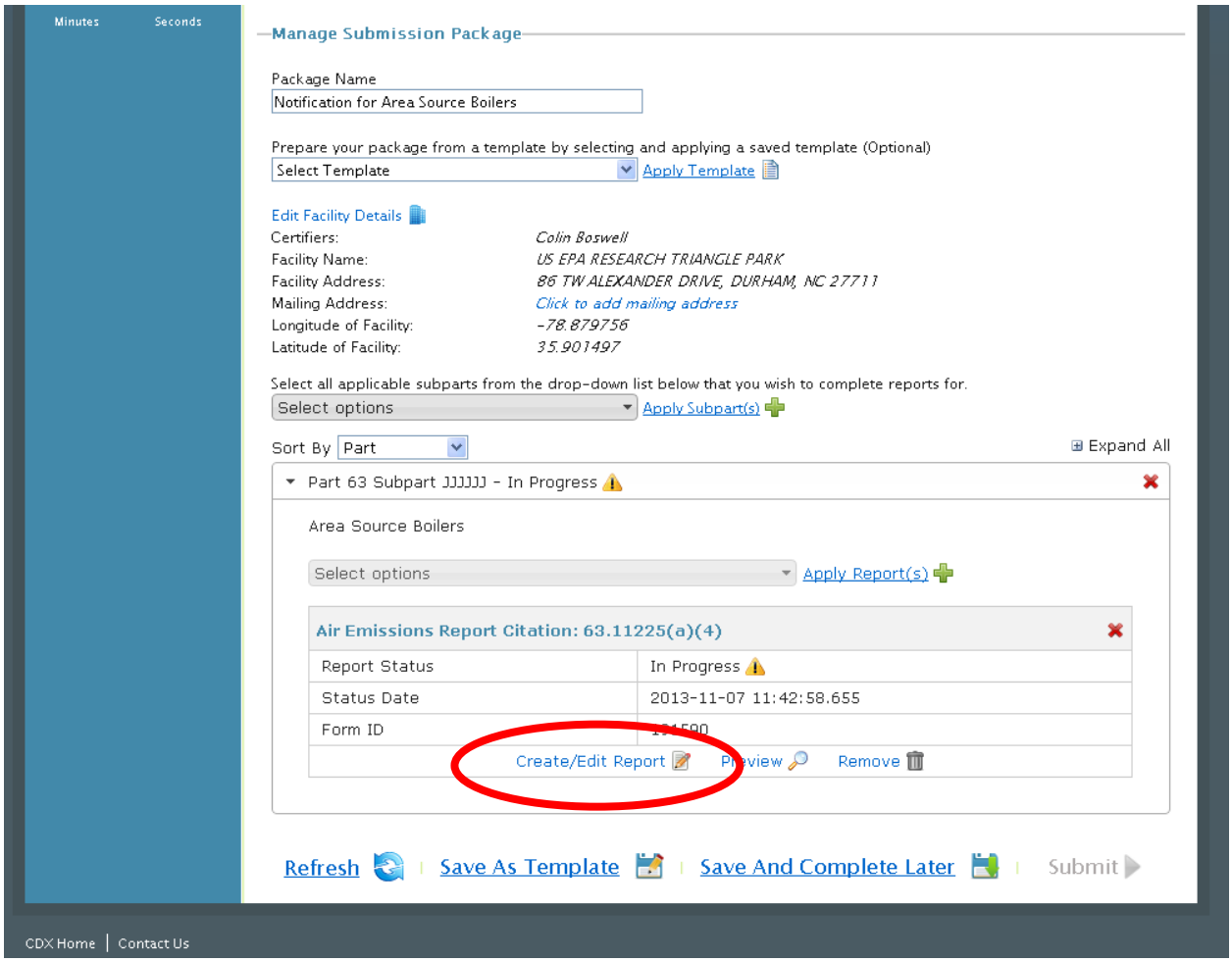
Step 10: Apply the Report you want to submit by first clicking the drop down list arrow



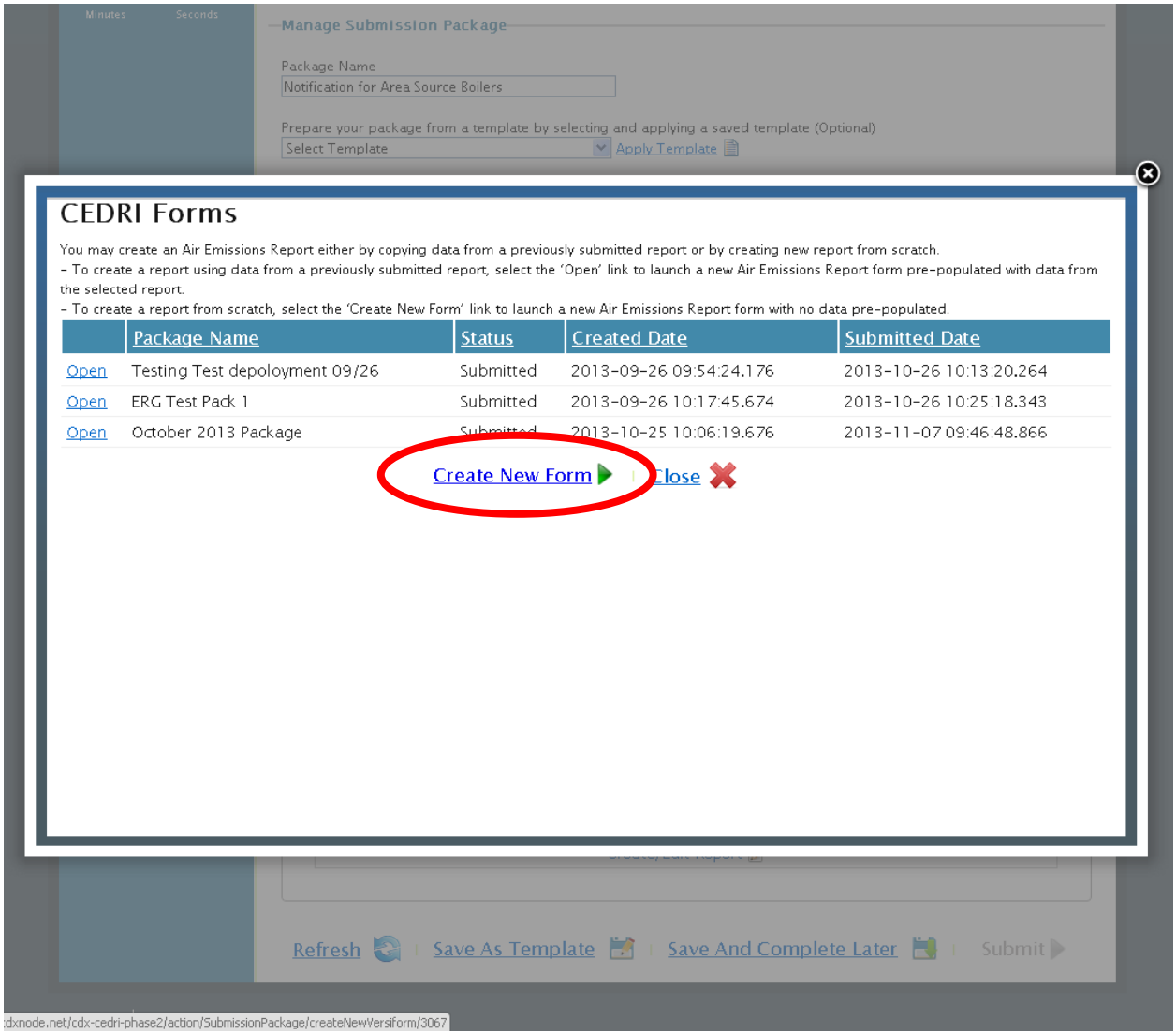
Step 11: Select the Reports that you want to submit using the selection box next to the report name and then click “Apply Reports”. If you are submitting a Notification of Compliance Status for tune-ups, energy assessments, or emission limits, you would only select Air Emission Report Citation 63.11225(a)(4). (Note: Both reports are shown being selected for this walk though however you may only need to select one, as you will see in the next step.)



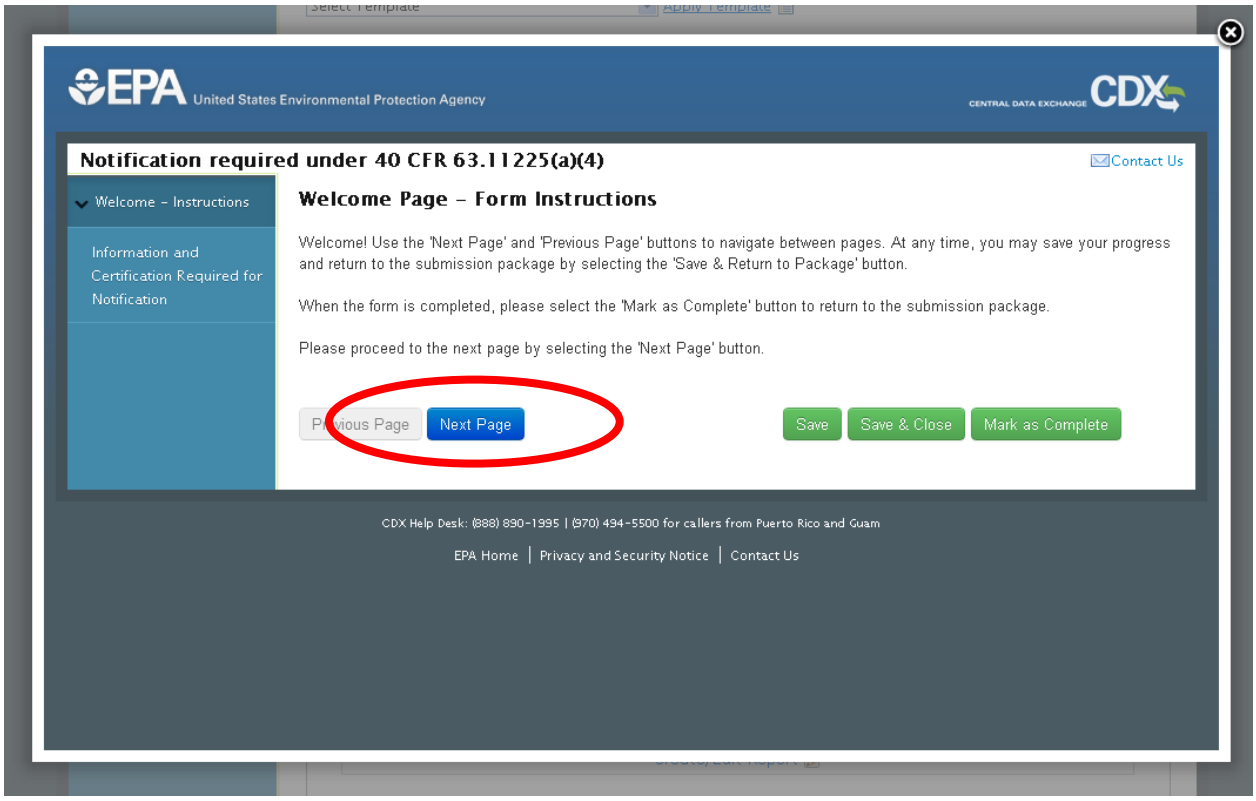
Step 12: Click the “Create/Edit Report” button



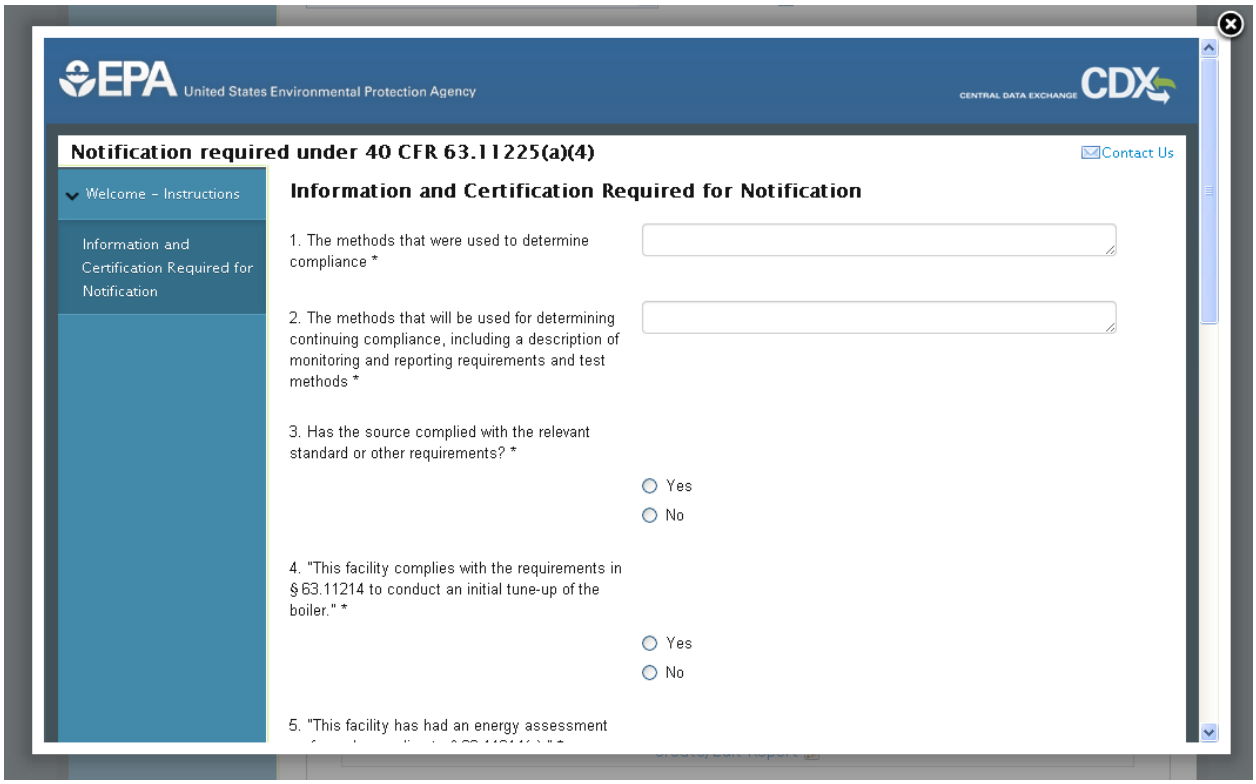
Step 13: Click “Create New Form” unless you have previously submitted this report for another facility. You can read more about this in the CEDRI users guide found on the Boiler Compliance website.



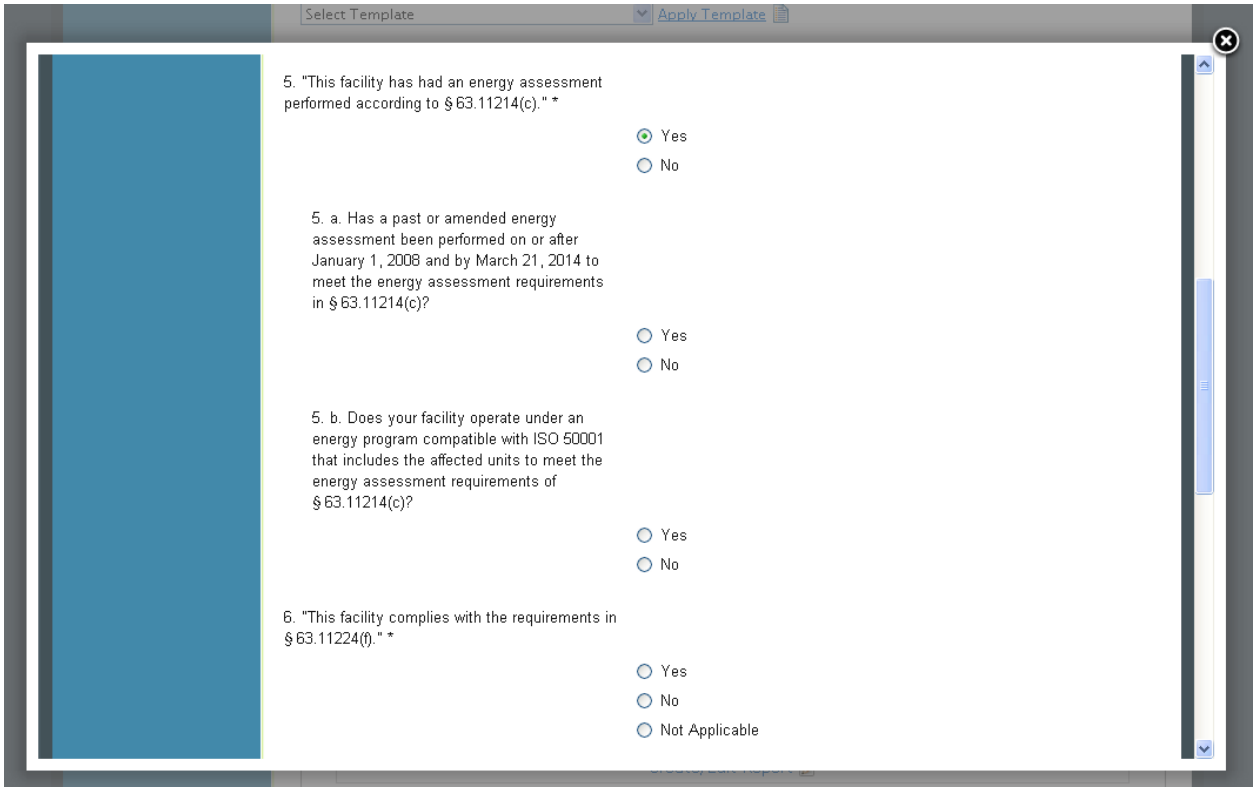
Step 14: Once you are in the Form you will see instructions on how to proceed. Click the Next Page Button to start filling out the Information and Certification Required for the Notification of Compliance Status under 40 CFR 63.11225(a)(4)



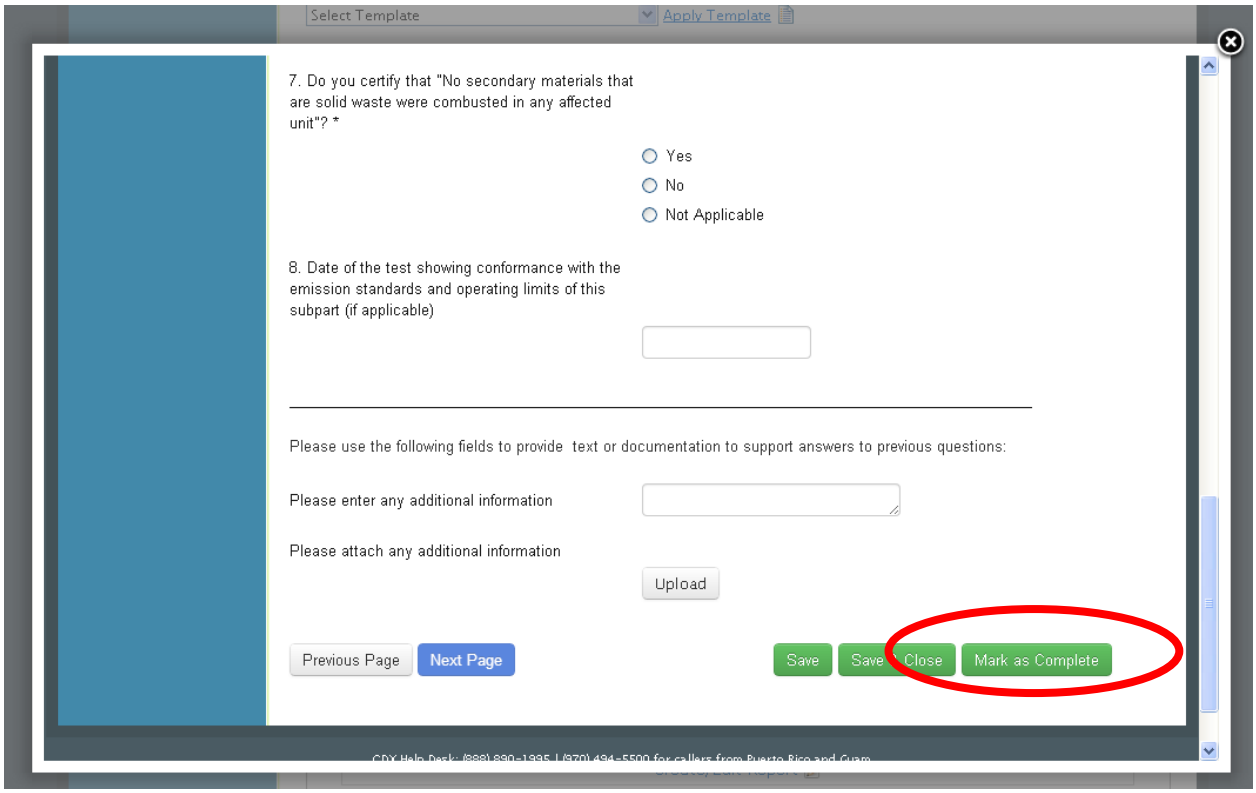
Step 15: Fill out the information as it applies to you in the Notification. For item 1, fill in the methods used to determine compliance (e.g. if you only have an initial tune-up requirement, you would enter biennial or 5 year tune-up).



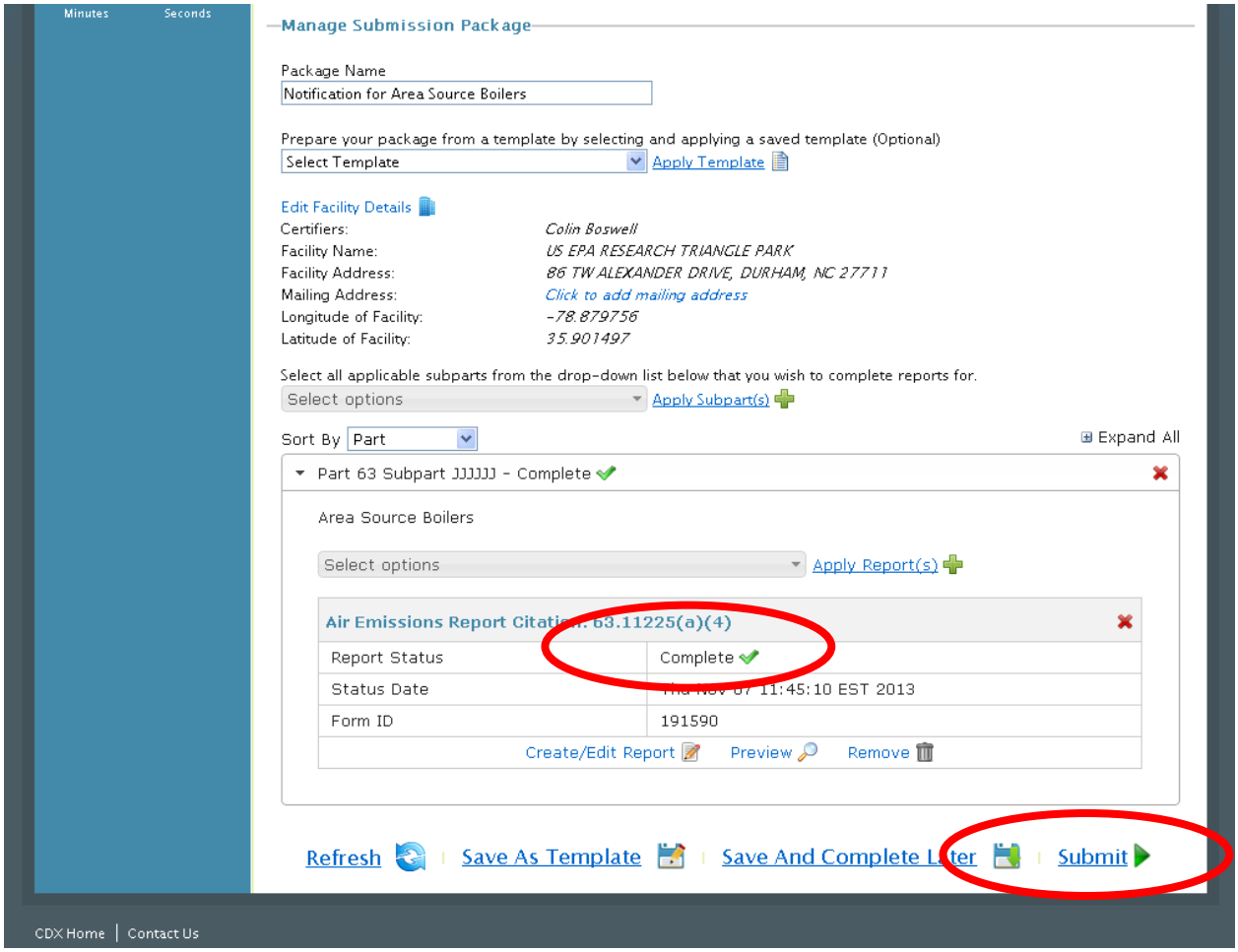
Step 16: Continue to fill out information. (Note: For item 6, section 63.11224(f) is for facilities using a fabric filter bag leak detection system to comply with Subpart JJJJJJ)



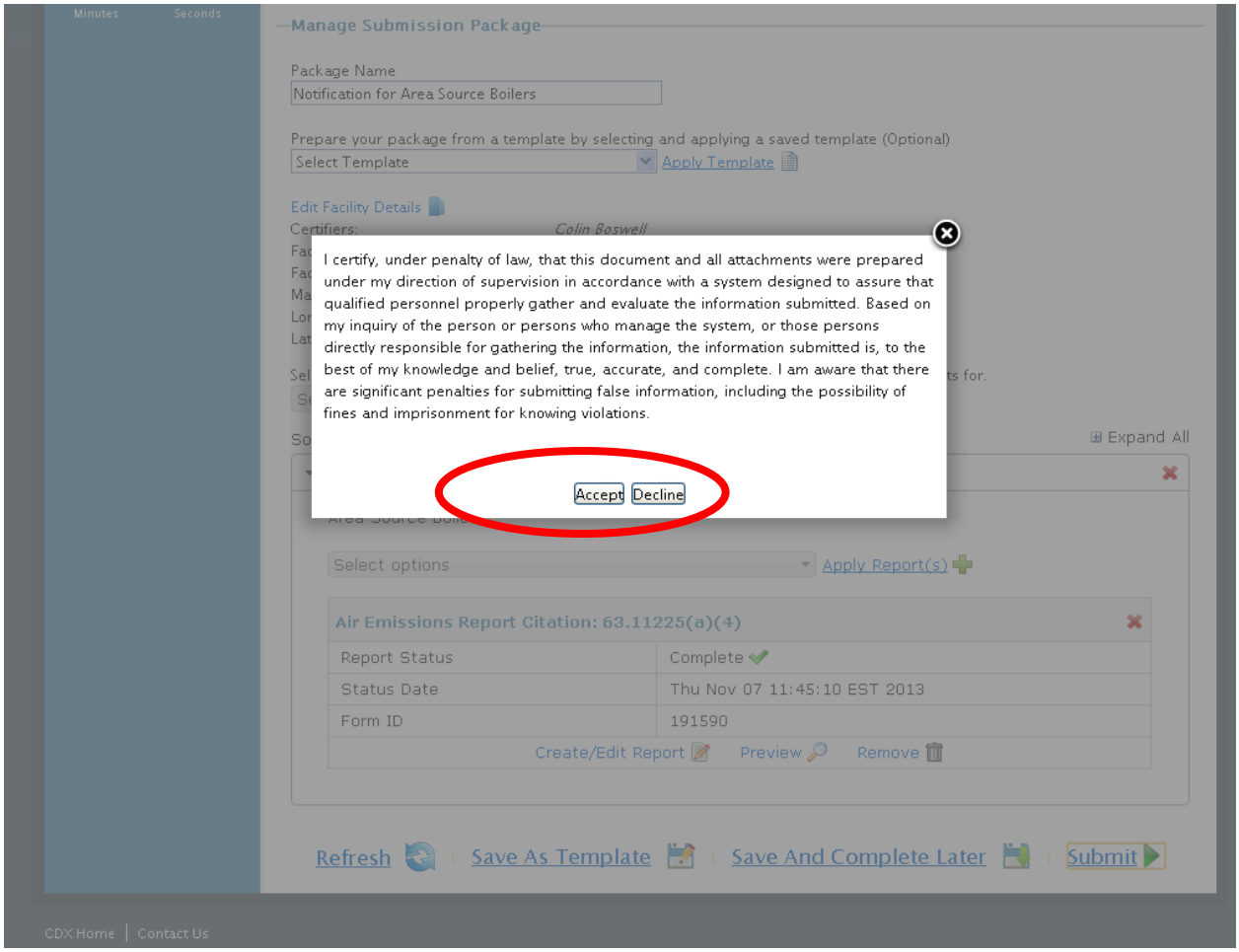
Step 17: Continue to fill out information. For item 8, if you are using a previously conducted emission test to serve as documentation of conformance with the emissions standard and operating limits, you are required to fill in the date of the test and report a summary of the test results. If you have any additional information you wish to attach or include in the report your may do so in the text box or file upload box. Once you have finished filling out the form click the "Mark as Complete" button



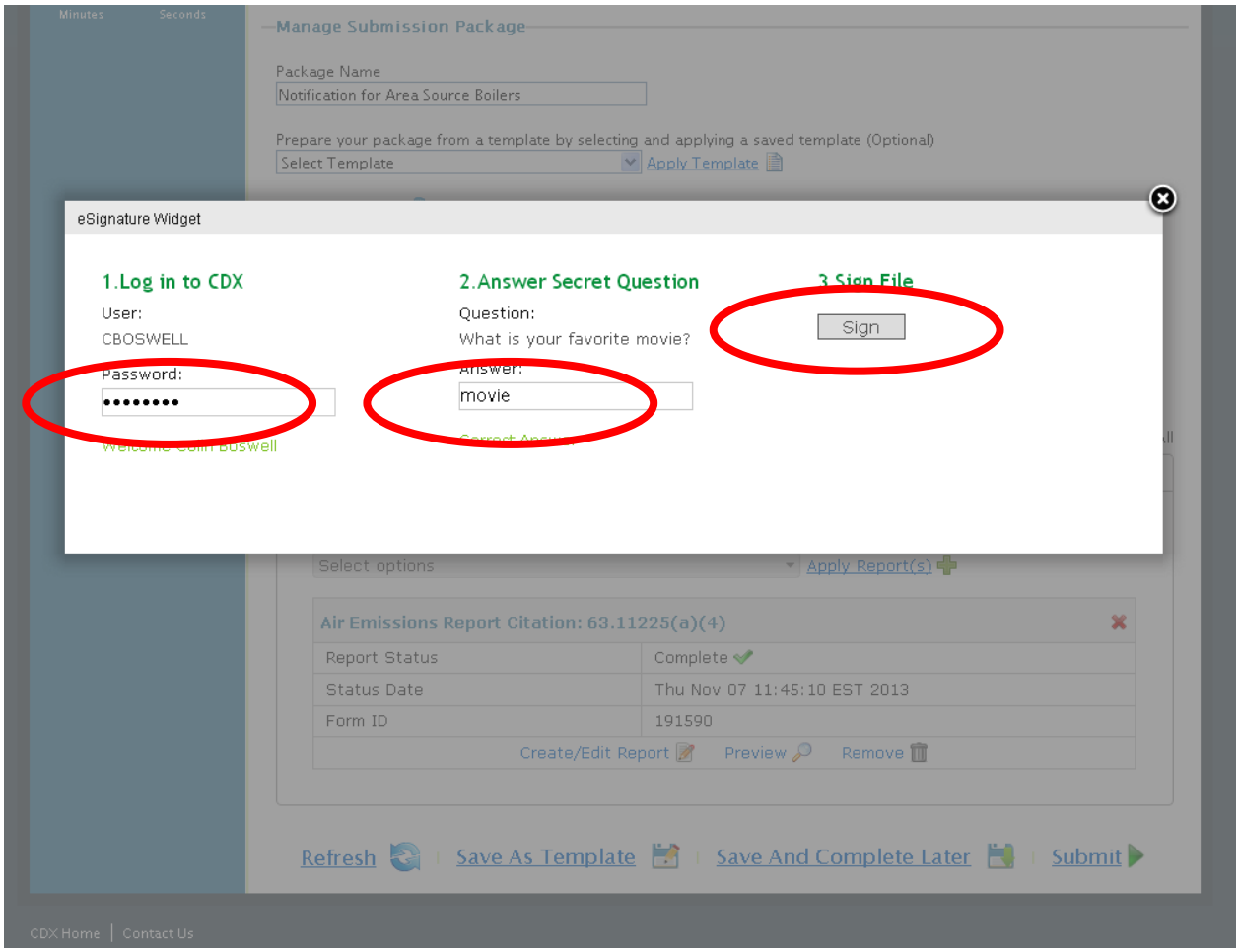
Step 18: Once you have finished filling out the form and selected “Mark as Complete” in Step 17 you will be taken back to the “Manage Submission Package” Page. Your “Report Status” should now read as “Complete”. If it does not re-open the report and make sure you have answered all the questions. Now to submit the report click “Submit”



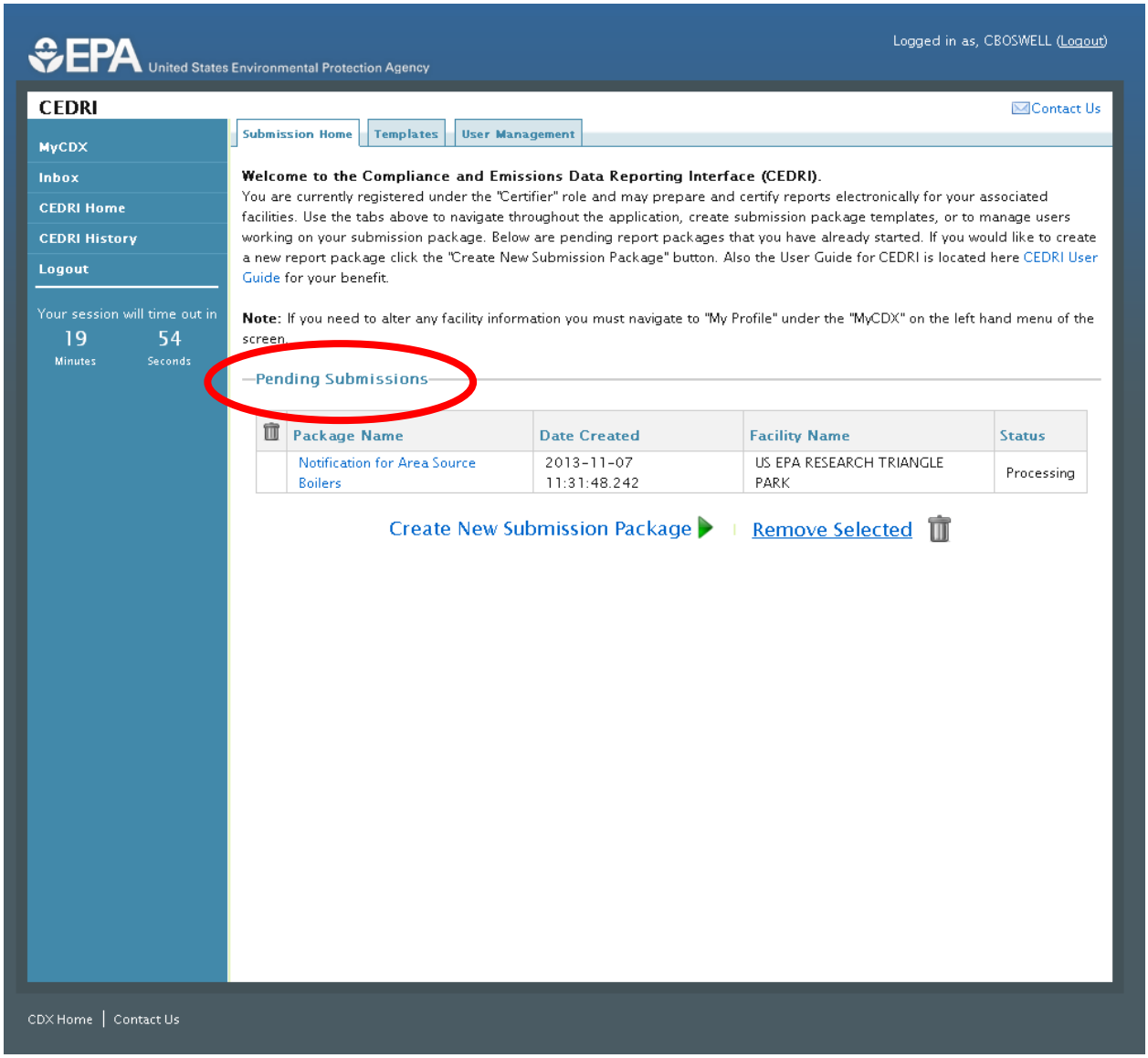
Step 19: If you agree to the submittal and verification text click “Accept”



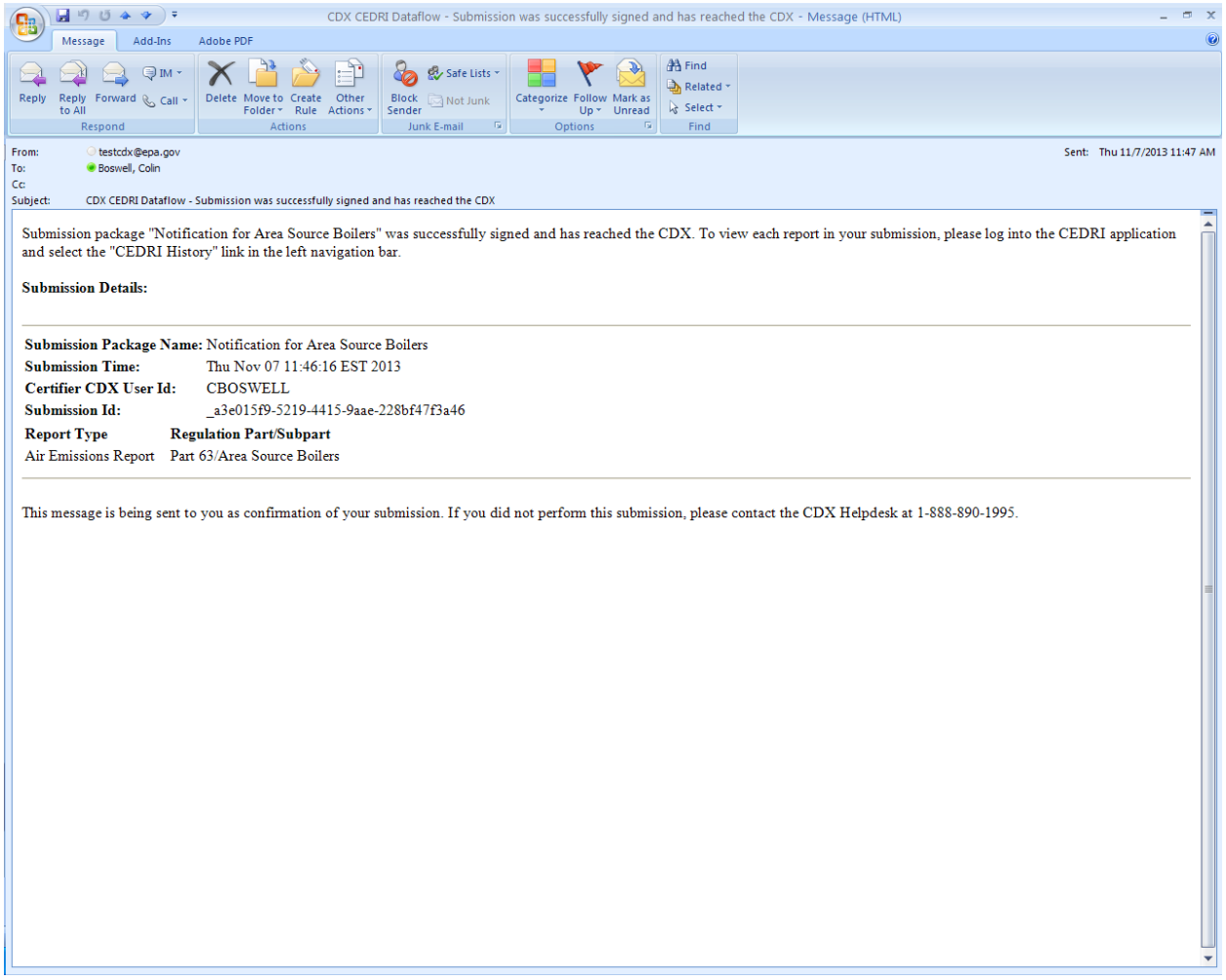
Step 20: Enter your Login Password and Secret Question Answer so that you can electronically sign the report. These answers will be specific to your profile that you set up when you were registering for CEDRI. After you enter the Password and Answer click “Sign”



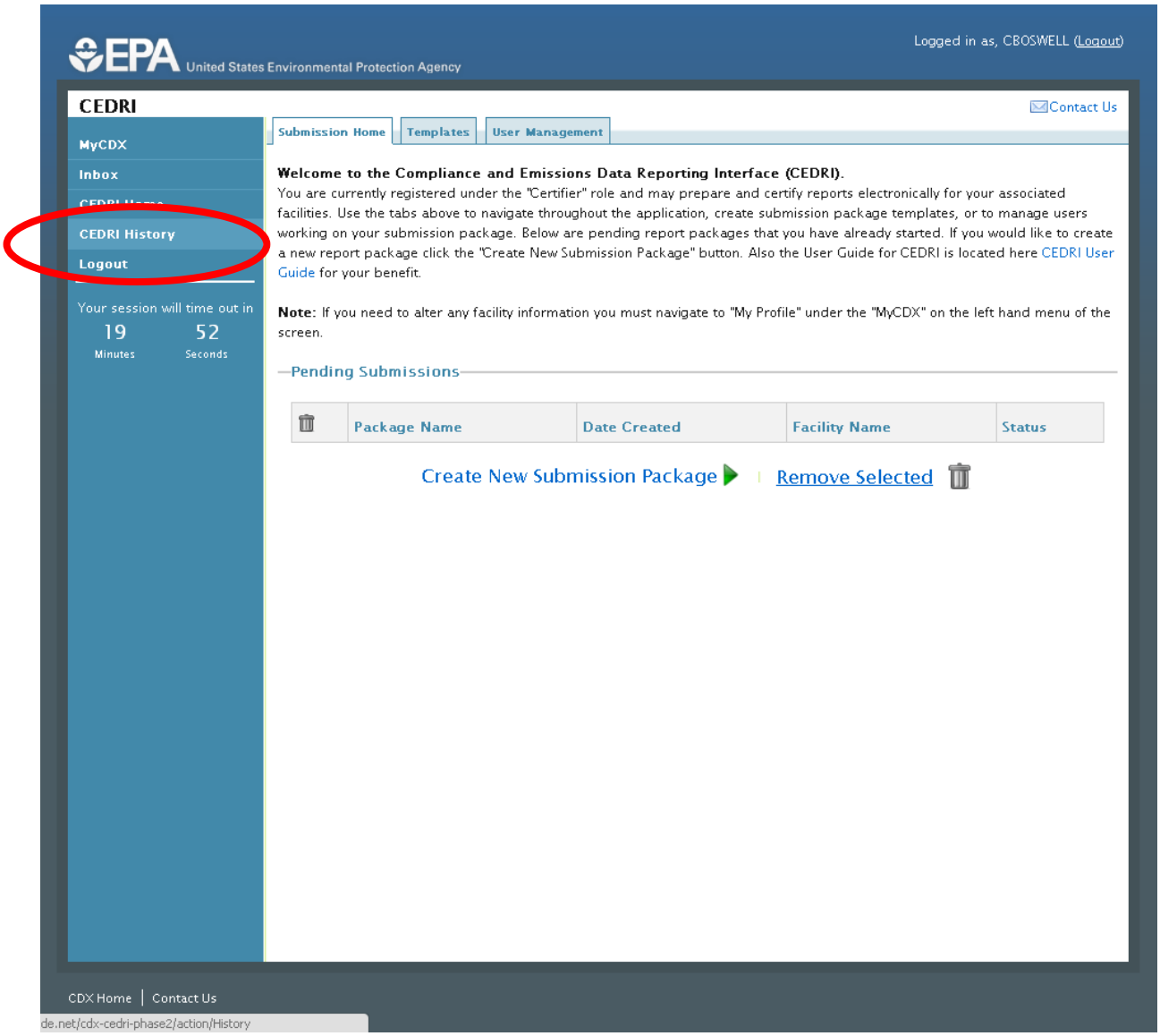
Step 21: After you sign the package you will see the submittal in your “Pending Submissions” on the CEDRI landing page



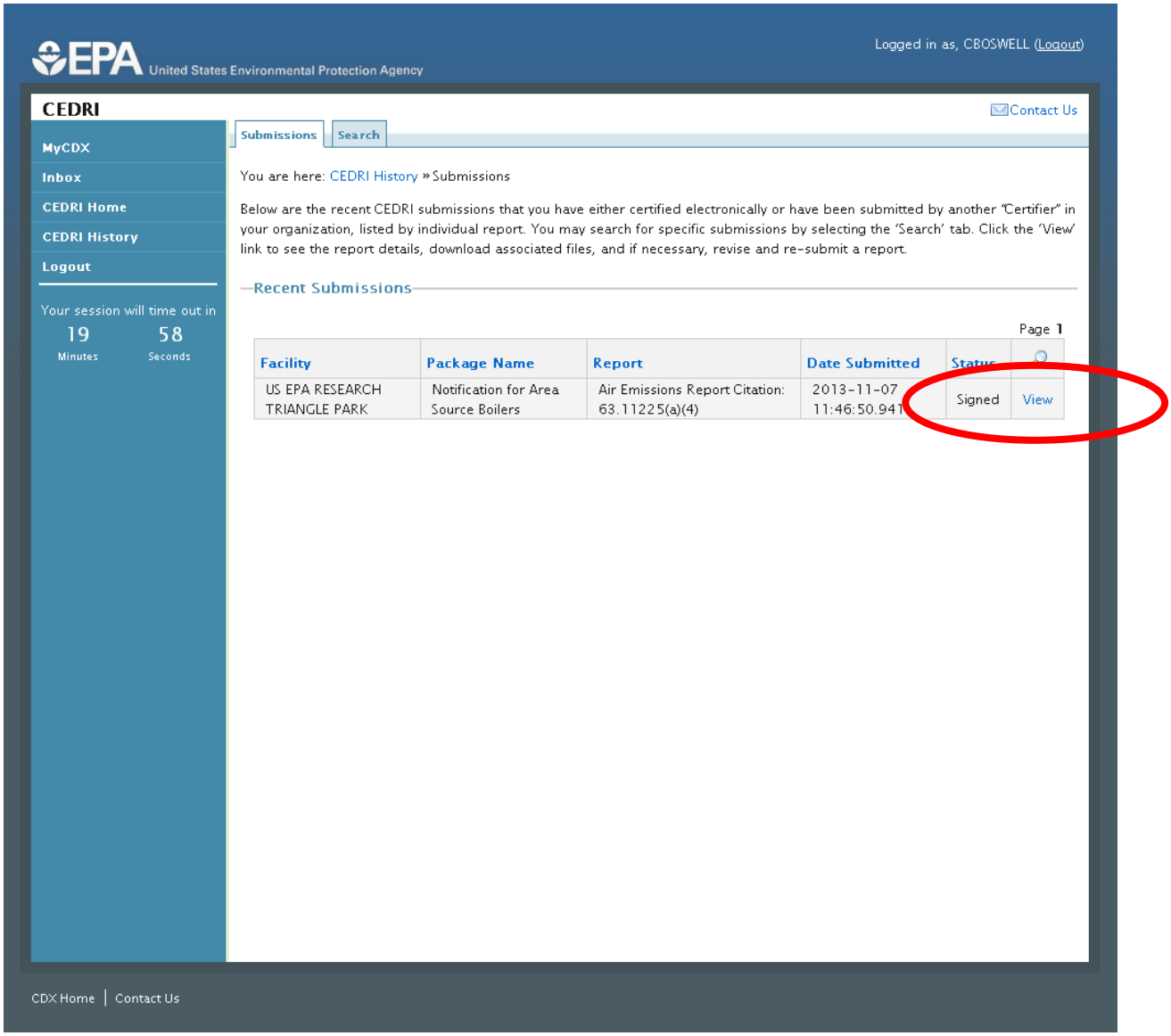
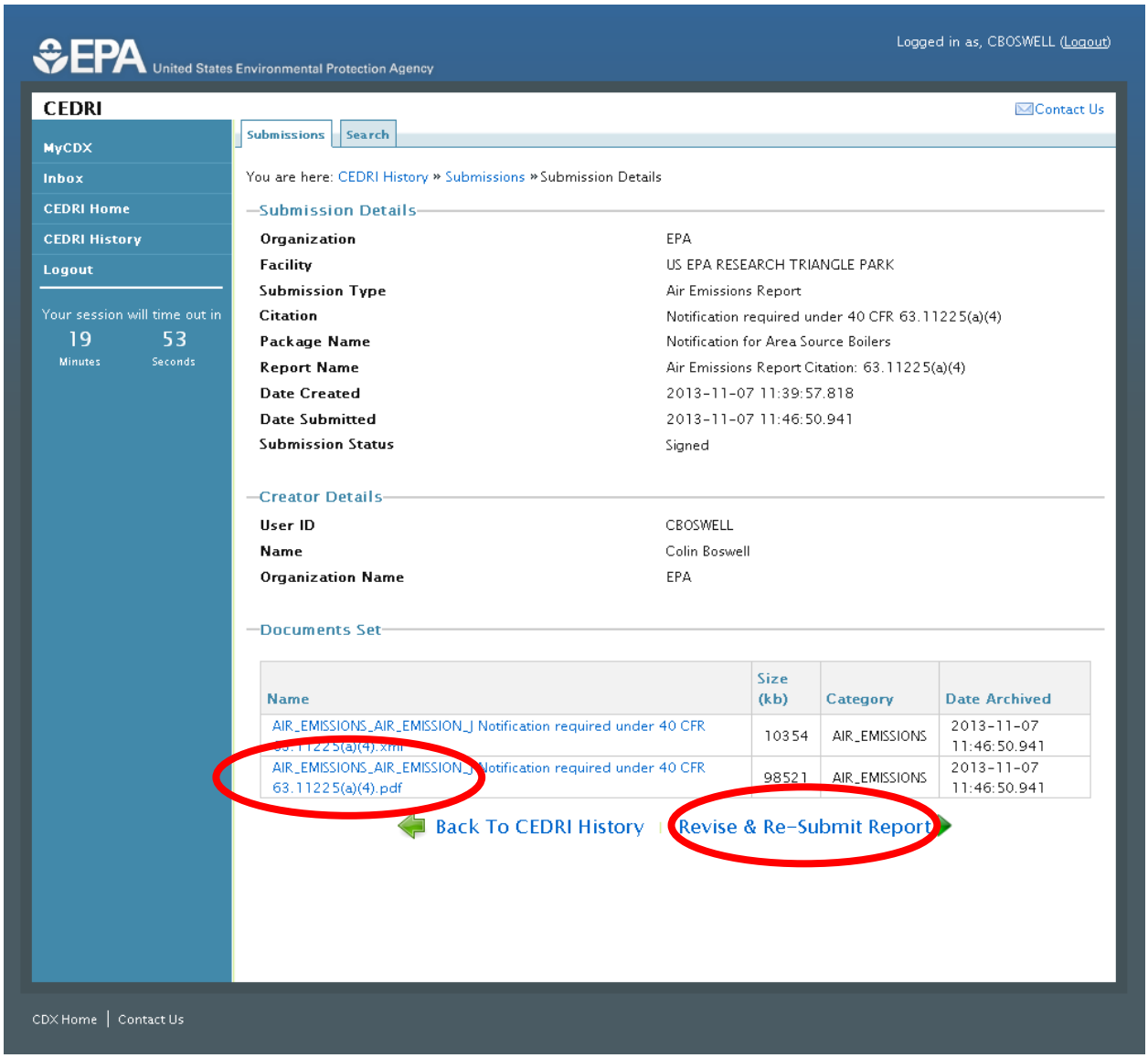
Step 22: After your submittal gets processed you will get a confirmation email to the email address you registered for CDX with. This email means that you have successfully submitted your notification to the EPA. (Note: Check your Junk email or Spam email folders if you do not see this email within 6 hours.)



Step 23: After you get the Submission Confirmation email you will no longer see the Submission Package in the Pending Submissions area. It will now be in your CEDRI History if you want to view it then click the CEDRI History navigation tab.



Step 24: Click “View” to see your Submission in the CEDRI History



Step 25: You can now review your report in either XML or PDF forms by clicking on the name of the report. If you need to make changes click the Revise & Re-Submit Report button. If not you are done with viewing your submission.