

**TENNESSEE DIVISION OF AIR POLLUTION CONTROL
EMISSIONS INVENTORY
EPA COMBINED AIR EMISSIONS REPORTING SYSTEM (CAERS)
ELECTRONIC REPORTING REGISTRATION APPLICATION INSTRUCTIONS (CN-XXXX)**

Please note that all users must create an EPA CDX (Central Data Exchange) account to gain access to their facility in CAERS. Please review the CAERS User Guide on how to create your CDX account and request access to your facility. The purpose of this form is to identify Preparer(s) and a Certifier for CAERS so that requests for access to a facility may be granted by the Air Pollution Control (APC) Emissions Inventory staff. The Certifier must sign the form. The Certifier may also be a Preparer of the form. Preparers are those designated by the Certifier to create/edit/review the emissions inventory report on behalf of the facility. The form is a fillable PDF except for a signature block. The Certifier must complete the form and sign it in the presence of a Notary Public. After the form is notarized, the facility must mail it to the address listed on the top of form. When APC receives the registration form, the Preparer's and Certifier's accounts will be reviewed once the user has requested access to their facility in CAERS. Once APC has reviewed the CAERS request for facility access, the users will receive an email notification stating whether the request has been accepted or denied.

SITE INFORMATION

- **Organization's Legal Name:** The name under which the company is registered with the Tennessee Secretary of State (SOS). The organization's legal name and SOS control number can be found on the SOS website at <https://tncab.tnsos.gov/business-entity-search>. If the organization is not registered with the SOS, then the owner's name must be listed.
- **Site Name:** The facility specific name if different from the organization's legal name.
- **APC Facility ID:** The ID associate with your APC facility registration (xx-xxxx)
- **Site Address:** should indicate as clearly as possible the actual source location including the county in which it is located. This need not be a mailing address. If it is a rural location, indicate the direction and approximate distance from a well-established reference point such as a town or major road intersection.

CAERS USER INFORMATION

- **First and Last Name:** First and last name for the person who is designated as a Preparer.
- **Title:** A name that describes the Preparer's position.
- **Mailing address:** The address to which permits or other correspondence concerning the application will normally be mailed. An in-state address is preferred and should be used whenever possible.
- **Phone Number:** Active phone number with area code to contact the Preparer
- **Email Address:** Active email address to contact the Preparer. This email address will be used for automatic notifications.
- **User Role:** Check the box for the Preparer role. Preparers are those designated by the Certifier to create/edit/review the emissions inventory report on behalf of the facility.
- **Status:** A designation that the User is either a facility employee or is a contracted consultant.

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CERTIFIER INFORMATION: (Responsible Official / Responsible Person)

- **Responsible Person/Authorized contact:** The first and last name of the Responsible Official/Certifier on file with APC.
- **Title:** A name that describes the Certifier's position.
- **Mailing Address** The address to which permits or other correspondence concerning the application will normally be mailed. An in-state address is preferred and should be used whenever possible.
- **Phone Number:** Active phone number with area code to contact the Certifier.
- **Email:** Active email address to contact the Certifier. This email address will be used for automatic notifications.
- **User Role:** Check the box for the Certifier role. The Certifier acknowledges the truth and accuracy of the emissions inventory report. The Certifier submits the report on behalf of the facility once the report is complete.

SUBSCRIBER AGREEMENT

- **Signature:** The name of the Certifier handwritten in ink on a paper copy of the form in the presence of a Notary Public for identity verification of the Certifier.
- **Date:** The date that the form was signed by the Certifier.
- **Signer's Name:** The first and last name of the Responsible Official/Certifier on file with APC.
- **Title:** A name that describes the Certifier's position.
- **Phone Number:** Active phone number with area code to contact the Certifier.

NOTARY PUBLIC CREDENTIALS

- This is standard Notary Public Credentialing information to be entered by the Notary Public certifying the verification of the identity of the Certifier's signature on the form.