

## **Instructions for Test Contractors/Environmental Consultants to obtain User Names and Passwords for CBS/ECMPS**

EPA has made modifications to the CAMD Business System (CBS) to allow test contractors and environmental consultants to use the Emissions Collection and Monitoring Plan System Client Tool (ECMPS). The intent is to provide test contractors and environmental consultants the ability to enter test data into ECMPS in the required format, and run meaningful electronic validation checks on the data, before forwarding that data to their clients. Note, test contractors and environmental consultants **will not** have ECMPS Client Tool data submission rights, and therefore will not be able to submit data to EPA on behalf of their clients. If a source wishes to have a test contractor or environmental consultant submit monitoring plan, QA, or emissions data to the EPA on their behalf, the Designated Representative must appoint the test contractor or environmental consultant as his/her Agent. See <https://www.epa.gov/airmarkets/camd-business-system-cbs-faqs> for more information about appointing Agents.

A test contractor or environmental consultant who needs access to CBS/ECMPS must submit, **in writing**, a request for such access. The following information is required for each individual who will need access to CBS/ECMPS:

### **Contact Information**

- a. First and Last Name
- b. Company Name
- c. Title
- d. Mailing Address (street, city, state and zip code)
- e. Phone Number
- f. Email Address

### **Electronic Subscriber Agreement**

In addition to the written request that includes the information above, CAMD must also receive a completed Electronic Subscriber Agreement form for each individual who will need access to CBS/ECMPS. Note that User accounts may not be shared. The subscriber agreement may be printed from <https://www.epa.gov/airmarkets/business-center-forms>. **EPA is required to obtain the original, signed form before we are permitted to assign user access.**

**Mailing Addresses: Overnight Mail is recommended.**

**Regular Mail/Certified Mail:**

U.S. EPA  
Clean Air Markets Division  
Attention: Laurel DeSantis  
1200 Pennsylvania Avenue, N.W.  
Mail Code 6204M  
Washington, DC 20460

**Overnight Mail (UPS, FEDEX etc.):**

U.S. EPA  
Clean Air Markets Division  
Attention: Laurel DeSantis  
1201 Constitution Avenue, N.W.  
7<sup>th</sup> Floor Room 7421B  
Washington, DC 20004  
202-343-9191

Once approved, you may contact by phone one of the following people to obtain a User Name and Password that will enable you to log into CBS/ECMPS. User Names and Passwords cannot be sent via email.

Karen VanSickle 202-343-9220  
Paula Branch 202-343-9168

The initial Password you will be given is temporary; you must log-in to CBS and change it immediately. You must also answer and maintain five Challenge Questions as part of your individual profile to further secure your identity. The questions will be similar to those you may see at a banking website, and will ask you for information that only you should know. There is a list of twenty questions from which to select. You may change your challenge questions at any time, but you must always maintain at least five questions. If you do not select your challenge questions, you will not be able to use CBS/ECMPS. Please note, CAMD cannot retrieve the answers to your Challenge Questions, so be sure to select questions for which you know the answers. The Challenge Questions can be found under 'Your Profile' in CBS.

Here is a link to useful information regarding the CAMD Business System and Emissions Collection and Monitoring Plan System:

<https://www.epa.gov/airmarkets/doing-business-camd>

Once you have changed your temporary password and selected at least five Challenge Questions, you will be able to use CBS to manage the facilities you wish to work with using the ECMPS Client Tool. Access will be limited to 50 facilities at a time to avoid over-taxing the ECMPS Client Tool; however, you may update your list of facilities through CBS by removing and then adding new facilities to your working list.

If you have any questions regarding this process, please send them to Laurel DeSantis at [desantis.laurel@epa.gov](mailto:desantis.laurel@epa.gov) or Craig Hillock at [hillock.craig@epa.gov](mailto:hillock.craig@epa.gov).