

## Overview of State User Roles in the Exceptional Events Submission and Tracking System

There are two state roles in the Exceptional Events Submission and Tracking System: 1) Certifier and 2) Preparer.

### Certifier

The Certifier is the authorized representative of the state organization responsible for signing and submitting official submissions to EPA through SPeCS. Certifiers can create (if desired), modify (if necessary), sign, and submit forms to the Central Data Exchange (CDX). Only Certifiers can sign and submit official submissions to EPA. The level of the Certifier in the management chain of the state organization is at the discretion of the state.

During CDX registration, the Certifier must complete and submit an Electronic Signature Agreement (ESA) either electronically or by printing a Paper Signature Agreement, adding a wet-ink signature, and mailing it to their applicable EPA regional office. As part of the electronic ESA process, a Certifier must go through an Identity Verification process that verifies the Certifiers identity through the use of a third-party service called LexisNexis.

For additional information regarding the process of identify proofing and submitting an electronic ESA, please refer to the 'Registering as a Certifier/Preparer' job aide.

### Preparer

The Preparer is the person within a given state organization that is responsible for preparing a submission in the system for later certification by an authorized representative of the organization. Preparers can create draft submissions but cannot sign or submit official submissions, including initial notifications or draft/final demonstrations. Preparers can read and access other submissions. Local air agencies can act as preparers in the system.

A preparer does not need to complete and submit an Electronic Signature Agreement or validate their identity during CDX registration.

For additional information regarding the process of registering as a Preparer, please refer to the 'Registering as a Certifier/Preparer' job aide.

### Tasks Performed by Certifiers and Preparers

See the table below for a summary of tasks that can be performed by Certifiers and Preparers.

Tasks Performed by Certifiers and Preparers	State Preparer	State Certifier
<b>Homepage</b>		
View all submitted and in-progress submissions created within your registered state	✓	✓
<b>Preparing and Submitting Exceptional Events/Mitigation Plans</b>		
Prepare a submission and notify certifiers that a submission is ready to be electronically signed	✓	
Prepare a submission, electronically sign, and make official submission to EPA		✓
Answer questions within the submission	✓	✓
Upload files to a submission	✓	✓
Save an in-progress submission	✓	✓
Electronically sign and submit an official submission to EPA		✓
Receive a notification when an official submission is ready to be electronically signed		✓
Receive a notification when an official submission has been signed and submitted to EPA	✓	✓
Delete an in-progress submission	✓	✓
<b>Adding Supplemental Information</b>		
Update a submission with additional files or supplemental information	✓	✓
Electronically sign and submit an updated submission to EPA		✓
Receive a notification when an updated submission is ready to be electronically signed		✓
Receive a notification when an updated submission has been signed and submitted to EPA	✓	✓
Delete an in-progress updated submission	✓	✓
<b>Draft Submissions</b>		
Create a draft submission	✓	✓
Submit a draft submission	✓	✓
Receive a notification when a draft submission has been submitted to EPA	✓	✓

## Support

If you have any questions related to roles for registered SPeCS users, please contact Denise Scott at [scott.denise@epa.gov](mailto:scott.denise@epa.gov). Questions related to the CDX platform and its functionality should be directed to the CDX Help Desk at [helpdesk@epadesk.net](mailto:helpdesk@epadesk.net).