



CAERS User Application

INSTRUCTIONS

Use this form to request emissions inventory report preparer or certifier permissions for users in the CAERS web application on behalf of a single facility operating under an ADEQ air permit. If you need to request permissions on behalf of multiple facilities, a separate application form will be required for each.

Please complete **SECTION I** with current details identifying the facility.

Complete one block in **SECTION II** for each person to whom you wish to grant permissions in CAERS for the facility, specifying the desired permissions for each person.

Each user must have a CDX account with access to CAERS, then request facility-specific permissions in CAERS. The information in **SECTION II** must match the CDX user account. If you require assistance with the CDX or CAERS account setup process, please email EmissionInventory@AZDEQ.gov.

Once this form is completed, the Primary Responsible Official or other administrator listed in the facility's ADEQ air permit must sign Page 2. If no facility-specific official is available, a Responsible Corporate Officer on record with ADEQ for the controlling enterprise may sign instead.

Please submit the completed, signed form via email to EmissionInventory@AZDEQ.gov.

SECTION I: Plant Identification & Mailing Information

Company Name			
Facility Name			
Mailing Address			
City		County	
State		ZIP	
Phone		Fax	
Place ID#		Permit #	

SECTION II: CAERS Users

Name			
Title			
Phone			
E-Mail			
Permissions (Check one)	<input type="checkbox"/>	Certifier - Has authority to submit the report on behalf of the facility	
	<input type="checkbox"/>	Preparer - Can change and edit data within CAERS emissions reports	

Name		
Title		
Phone		
E-Mail		
Permissions (Check one)	<input type="checkbox"/>	Certifier - <i>Has authority to submit the report on behalf of the facility</i>
	<input type="checkbox"/>	Preparer - <i>Can change and edit data within CAERS emissions reports</i>

Name		
Title		
Phone		
E-Mail		
Permissions (Check one)	<input type="checkbox"/>	Certifier - <i>Has authority to submit the report on behalf of the facility</i>
	<input type="checkbox"/>	Preparer - <i>Can change and edit data within CAERS emissions reports</i>

Name		
Title		
Phone		
E-Mail		
Permissions (Check one)	<input type="checkbox"/>	Certifier - <i>Has authority to submit the report on behalf of the facility</i>
	<input type="checkbox"/>	Preparer - <i>Can change and edit data within CAERS emissions reports</i>

ADEQ cannot assign the requested user permissions unless this form is signed below by a responsible official. ADEQ may contact the signatory to confirm the validity of the request. Therefore, please ensure that the signatory's contact information on file with ADEQ is up-to-date.

SIGNATURE OF RESPONSIBLE OFFICIAL		DATE	
NAME (PRINT)			