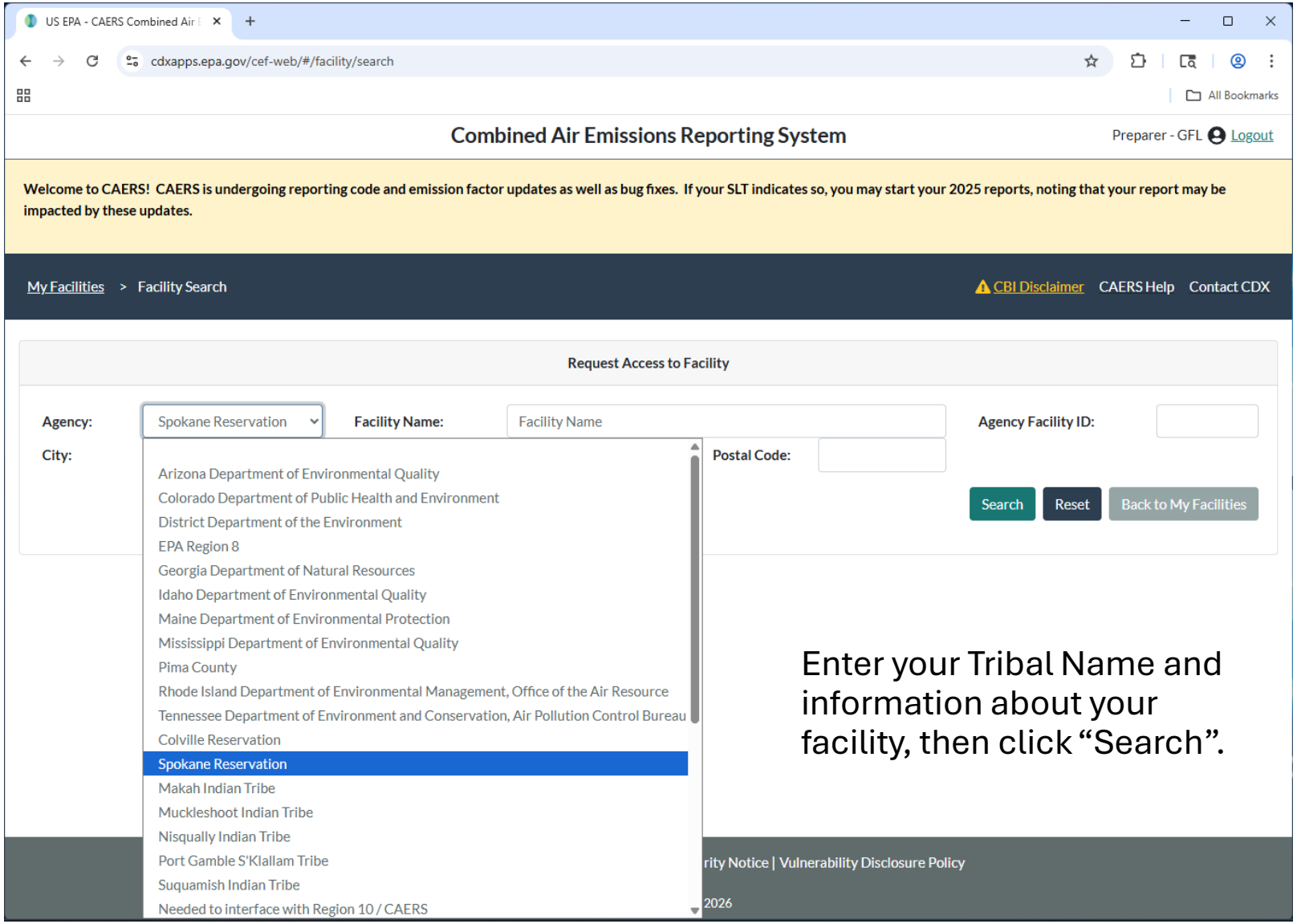
# United States Environmental Protection Agency Region 10 Federal Air Rules for Indian Reservations Initial / Annual Source Registration

Applicability: Air pollution sources regulated by 40 Code of Federal Regulations Part 49.138

**This collection of information is approved by OMB under the Paperwork Reduction Act, 44 U.S.C. 3501 et seq. (OMB Control No. 2060-0558). Responses to this collection of information are mandatory (40 CFR 49.132). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The public reporting and recordkeeping burden for this collection of information is estimated to be 5.61 hours per response. Send comments on the Agency's need for this information, the accuracy of the provided burden estimates, and any suggested methods for minimizing respondent burden, including through the use of automated collection techniques to the Regulatory Support Division Director, U.S. Environmental Protection Agency (2821T), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed form to this address.**

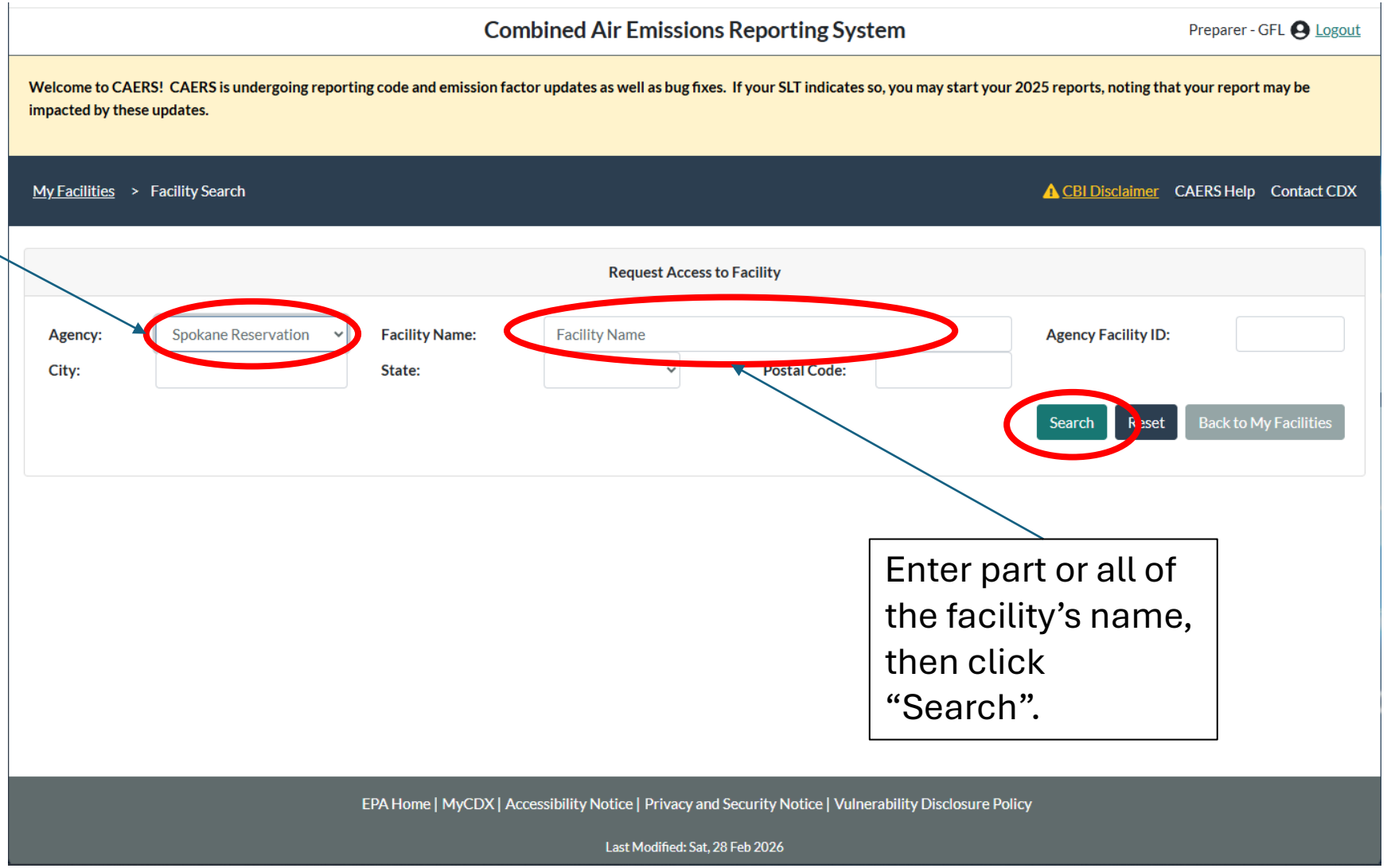



Enter your Tribal Name and information about your facility, then click "Search".

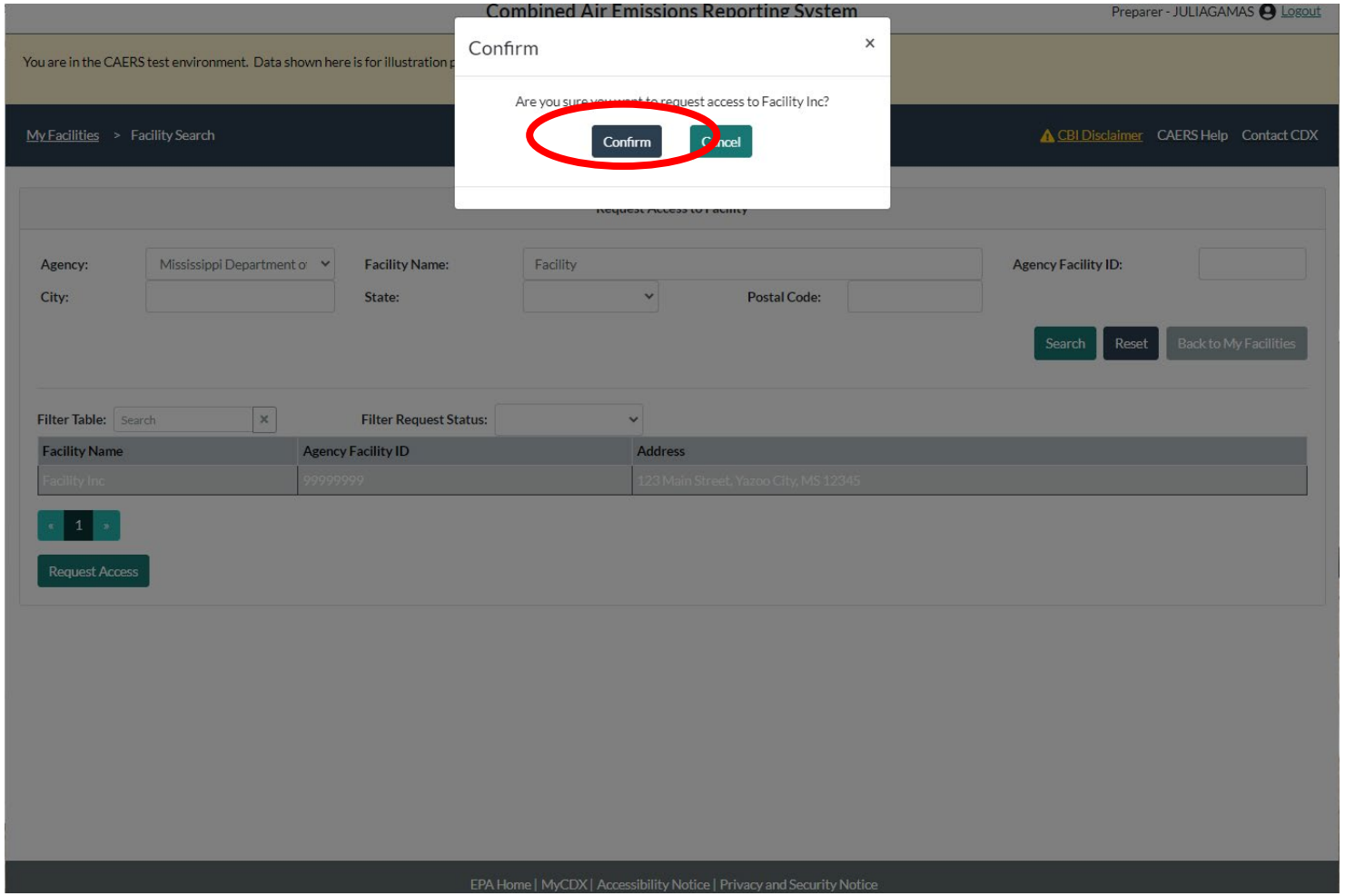
# Finding Your Facility

From the drop-down menu, select your tribe

A list of facilities matching your search terms will appear. Select the facility you want to report to. When you do, the "Request Access" button will be active. Click on "Request Access"



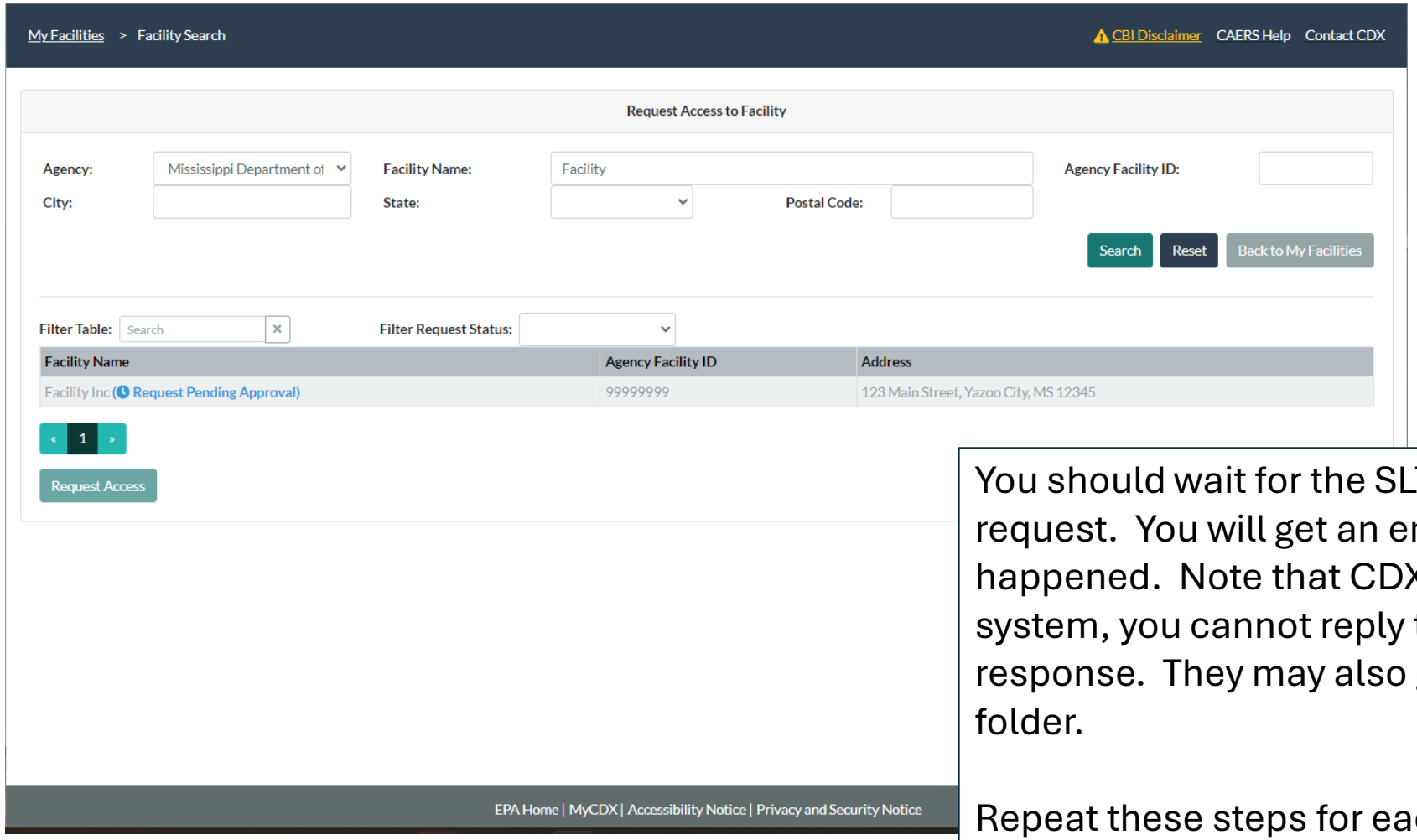
# Confirm Access to Facility




Make sure you have the right facility, so you don't have to go through the process again. If Region 10 staff find that your name doesn't match the facility you must report to, they will not accept your request. If you have the correct facility click "Confirm".

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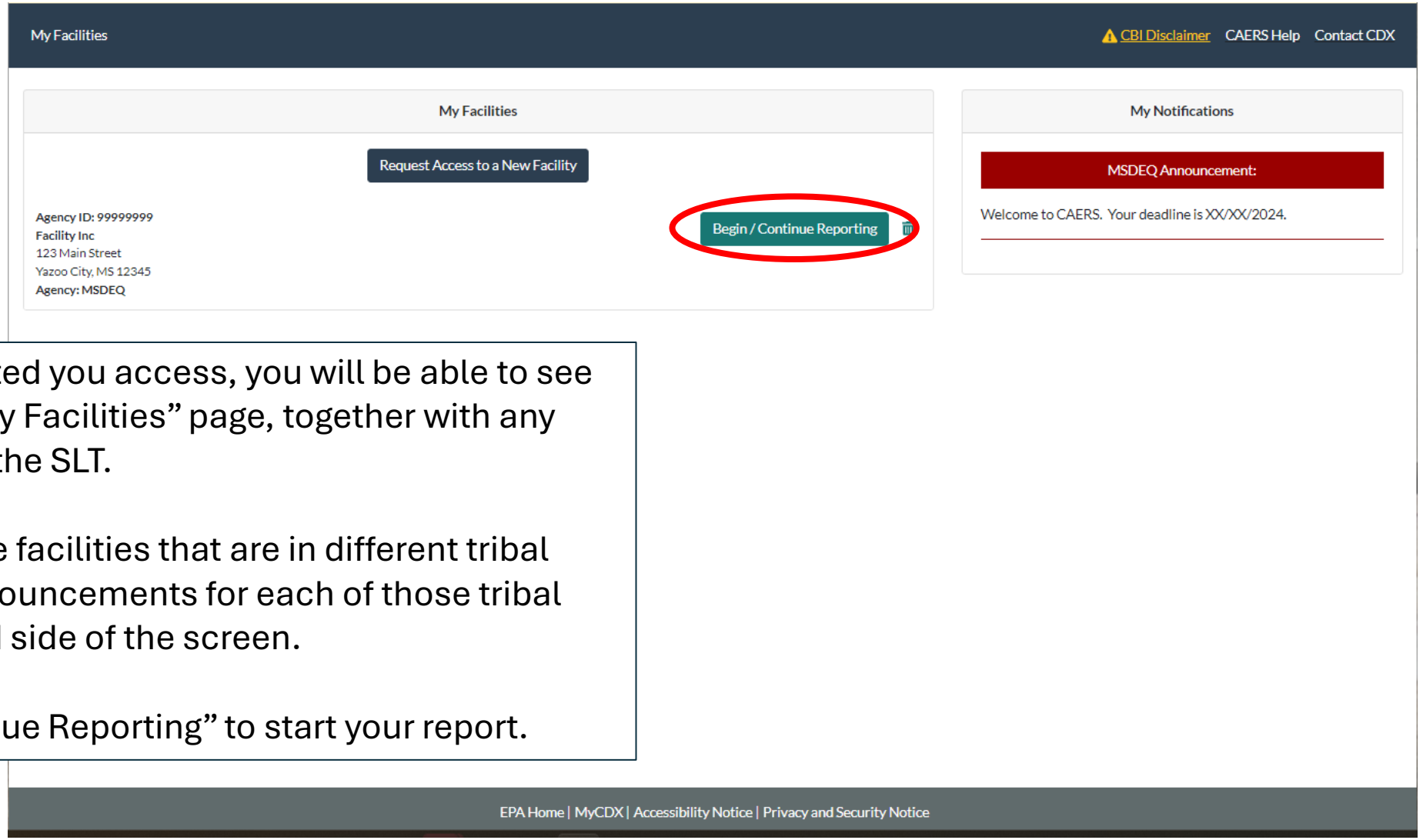
# Request Sent




You should wait for the SLT to approve your request. You will get an email when this has happened. Note that CDX emails are from the system, you cannot reply to them and get a response. They may also go to your spam folder.

Repeat these steps for each facility you need to report to.

# Request Granted

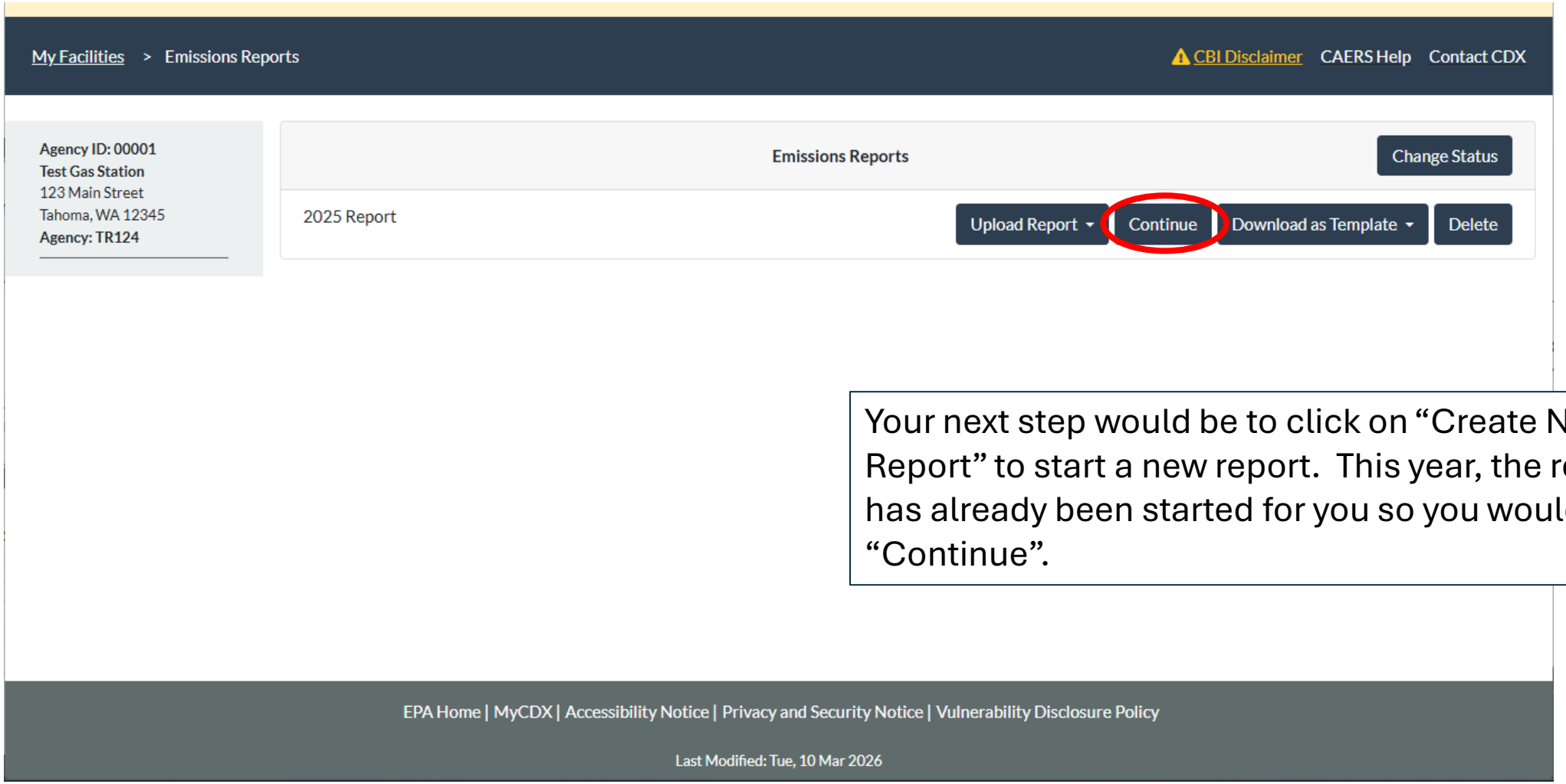



Once the SLT has granted you access, you will be able to see your facility on your "My Facilities" page, together with any announcements from the SLT.

If you report to multiple facilities that are in different tribal lands, you will see announcements for each of those tribal lands on the right hand side of the screen.

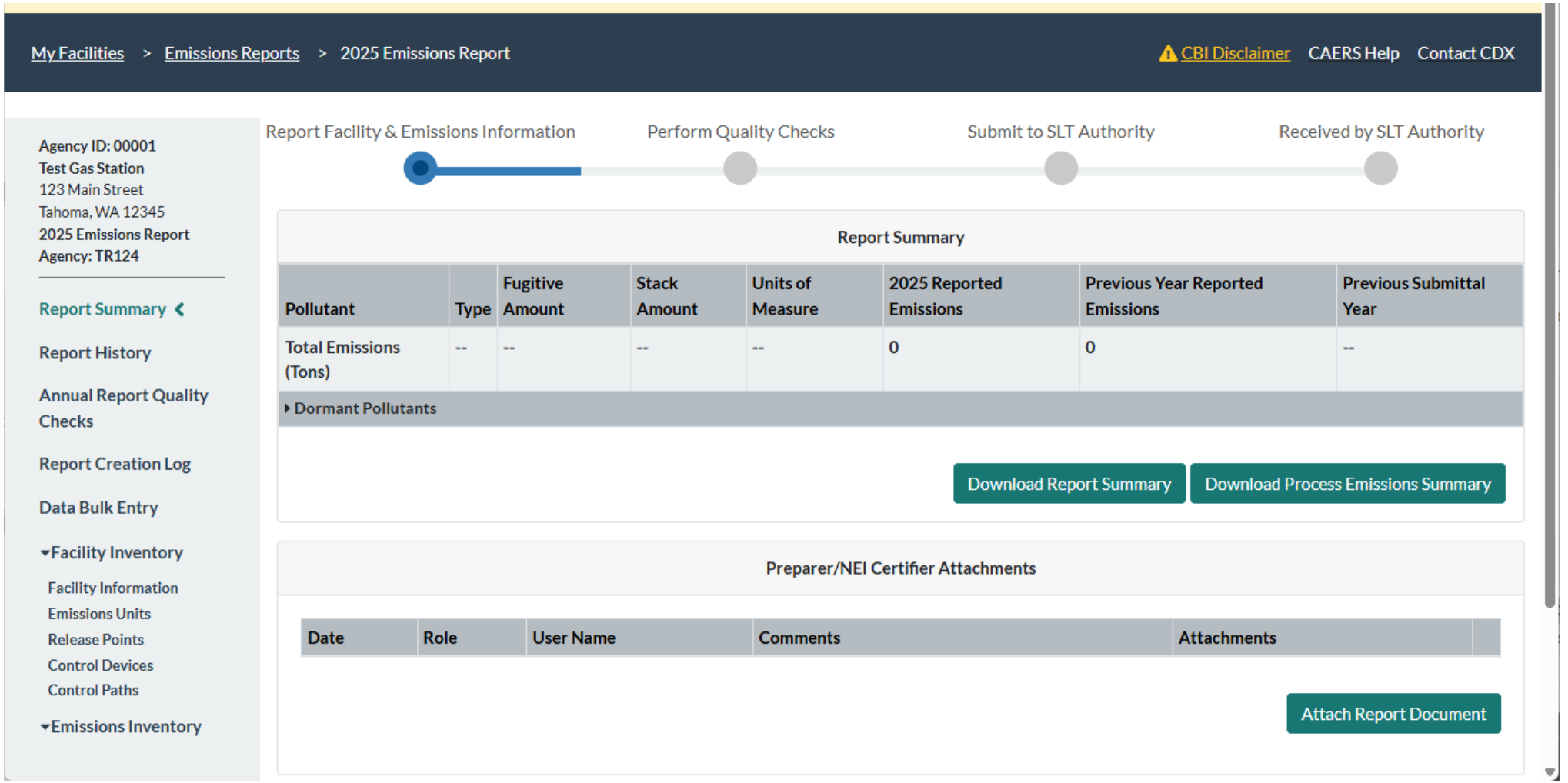
Click on "Begin/Continue Reporting" to start your report.

# Begin/Continue Report



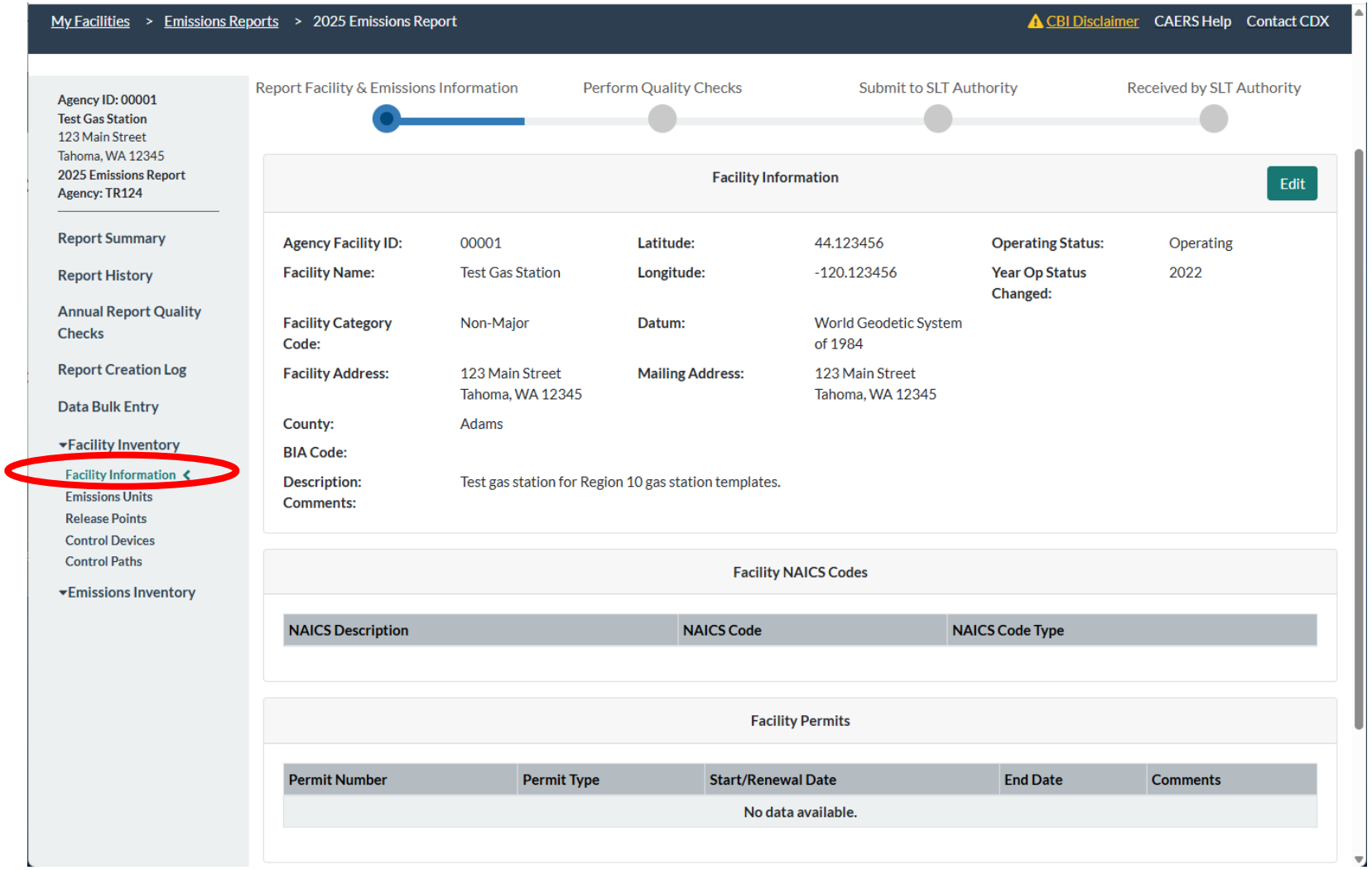

Your next step would be to click on “Create New Report” to start a new report. This year, the report has already been started for you so you would click “Continue”.

# Your Facility Report Summary Page




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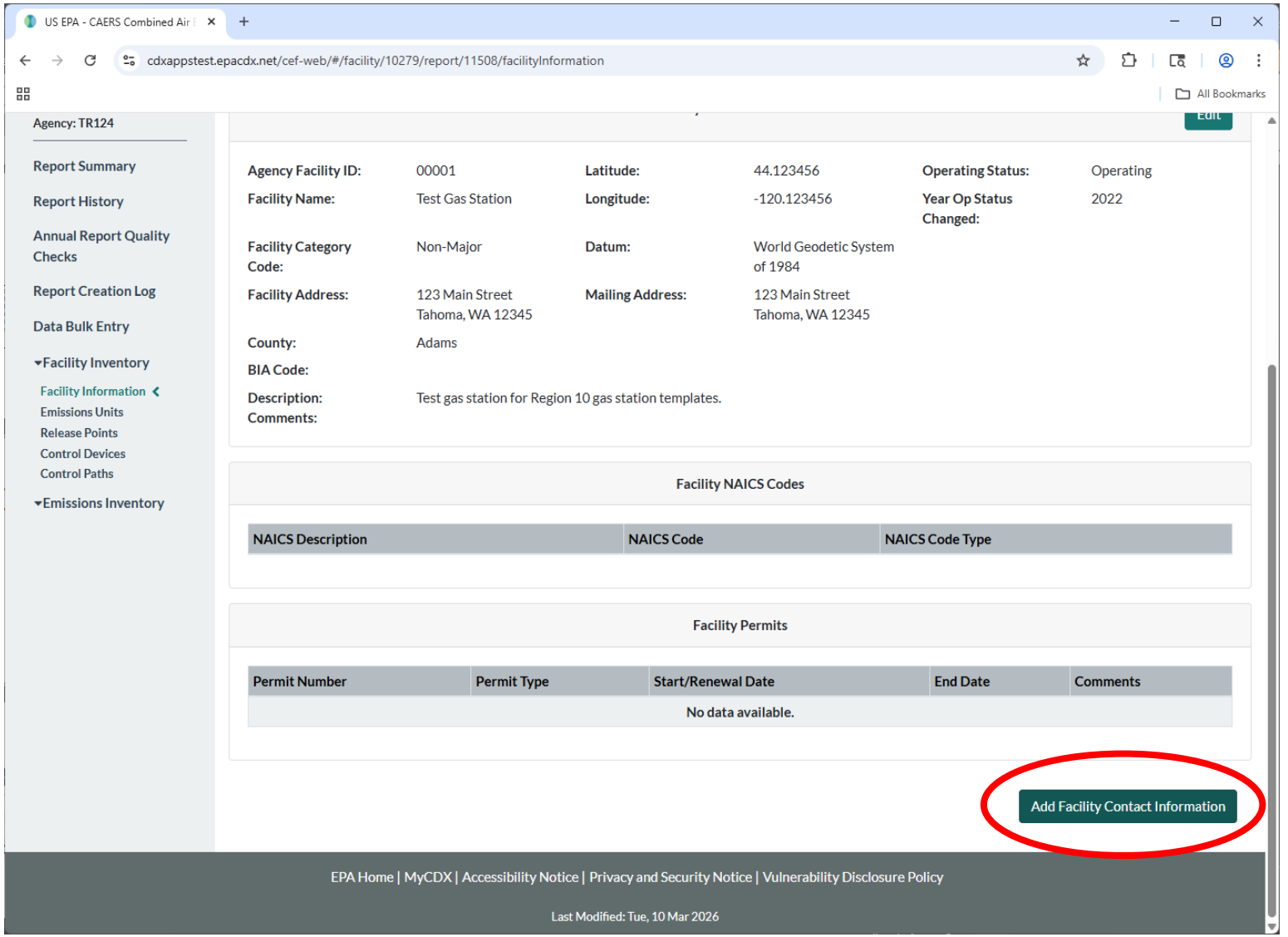
# Check your Facility Information



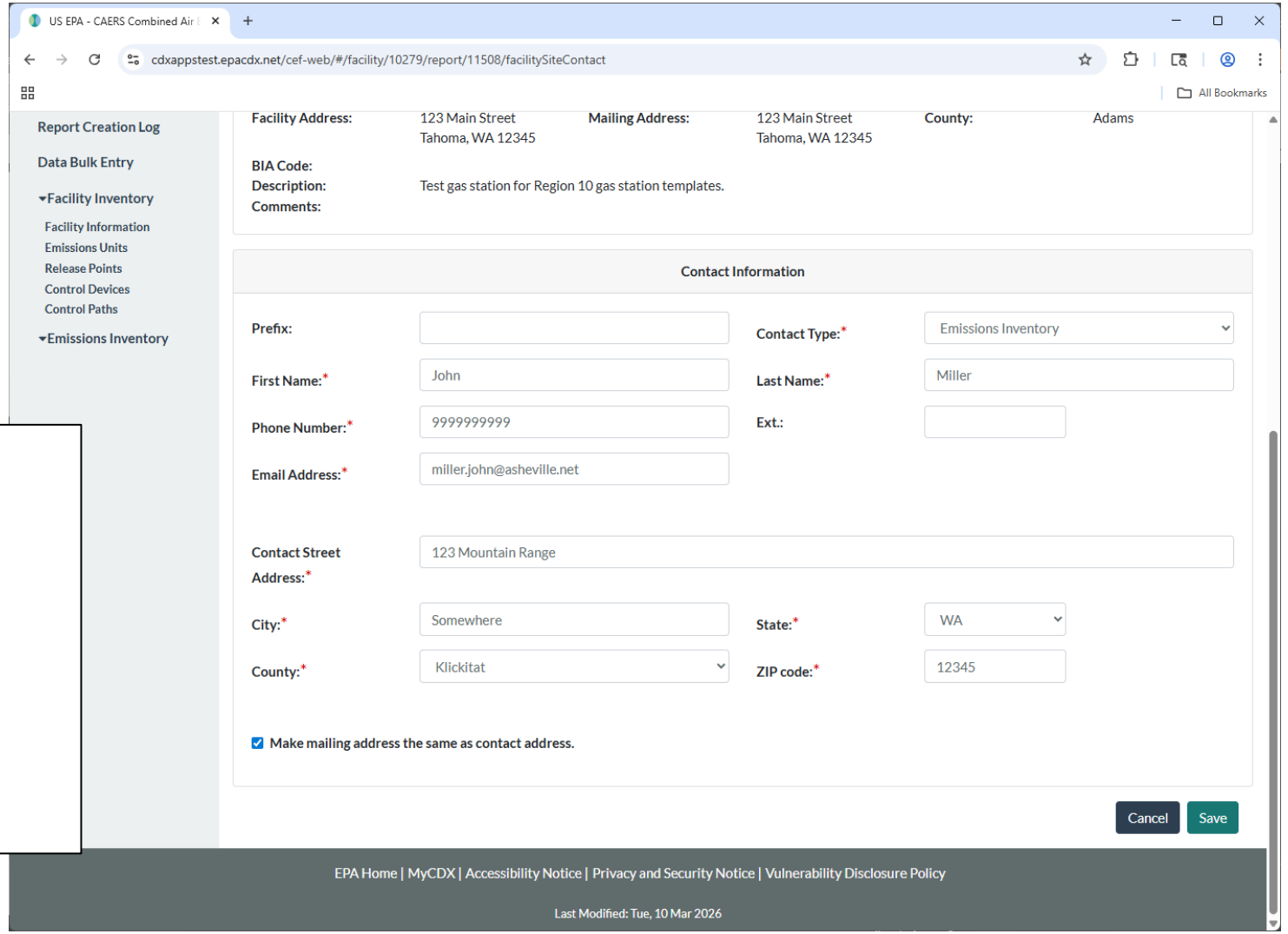

On the left-hand side click on the "Facility Information" link and your facility information will appear. If anything isn't correct, let staff from Region 10 know and do not certify your report until the information has been corrected.

# Check/Edit/ Add Contact Information

In the same Facility Information screen, scroll down and click edit to change or add contact information.

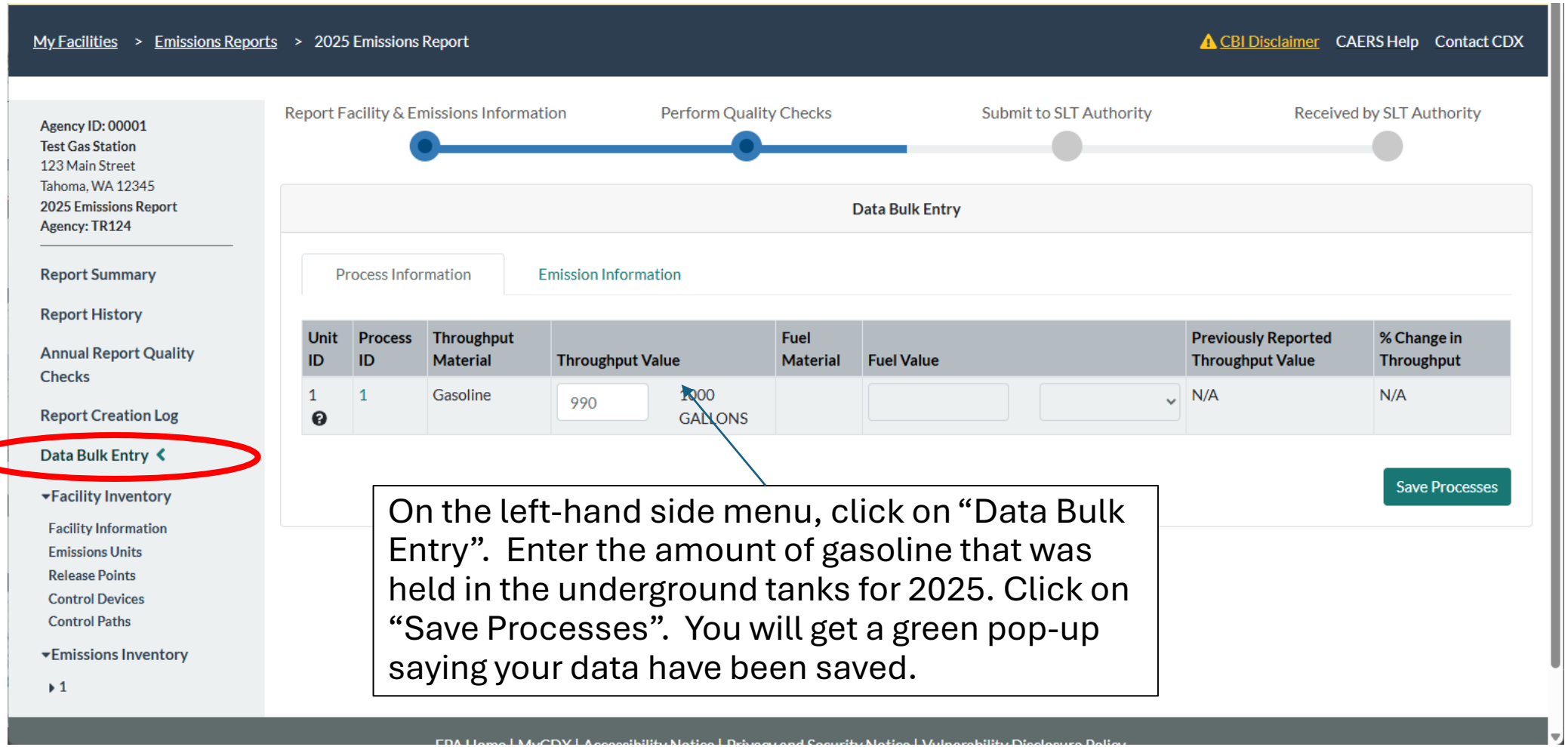


# Contact Information



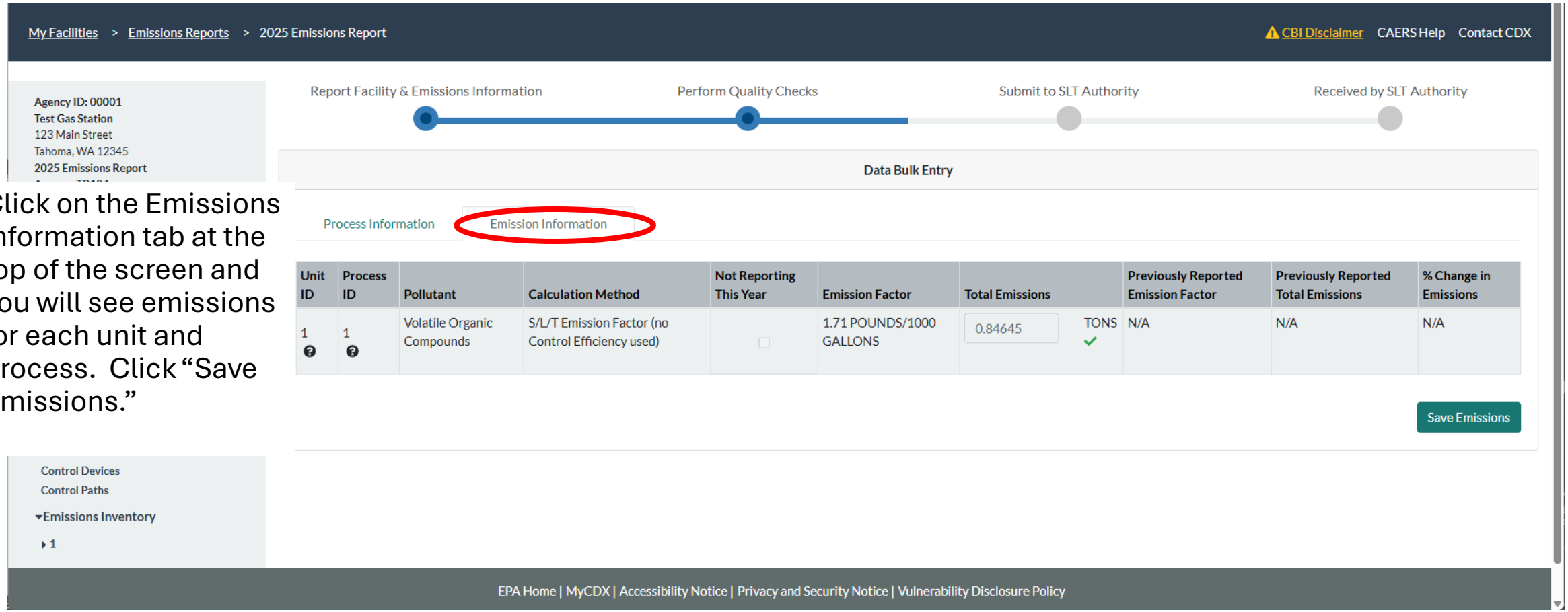

Check with Region 10 staff which contacts you must include. Note that at least one must be designated "Emissions Inventory" contact. Click Save when you are done.

# Enter Throughput Data




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# Calculate Emissions

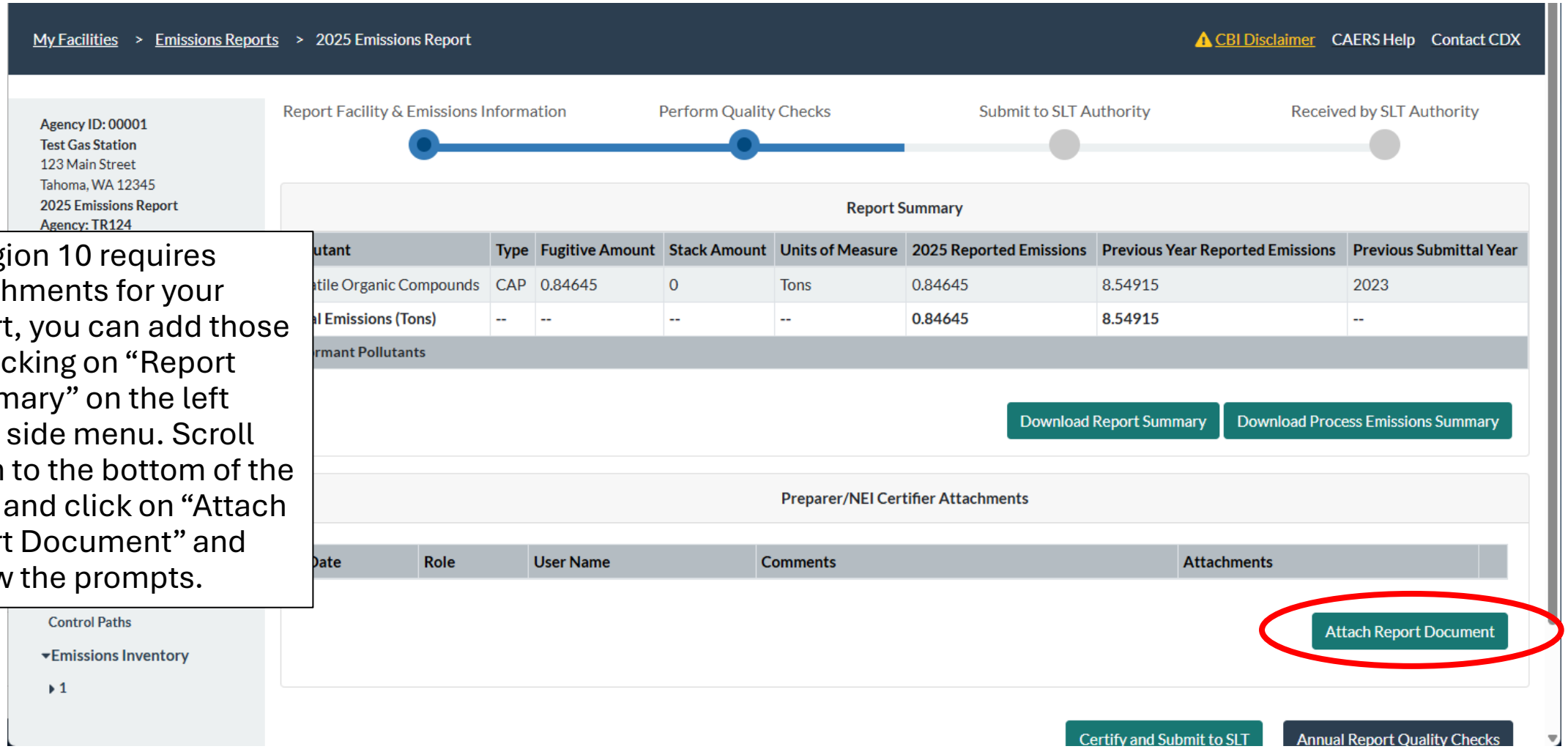



Click on the Emissions Information tab at the top of the screen and you will see emissions for each unit and process. Click "Save Emissions."

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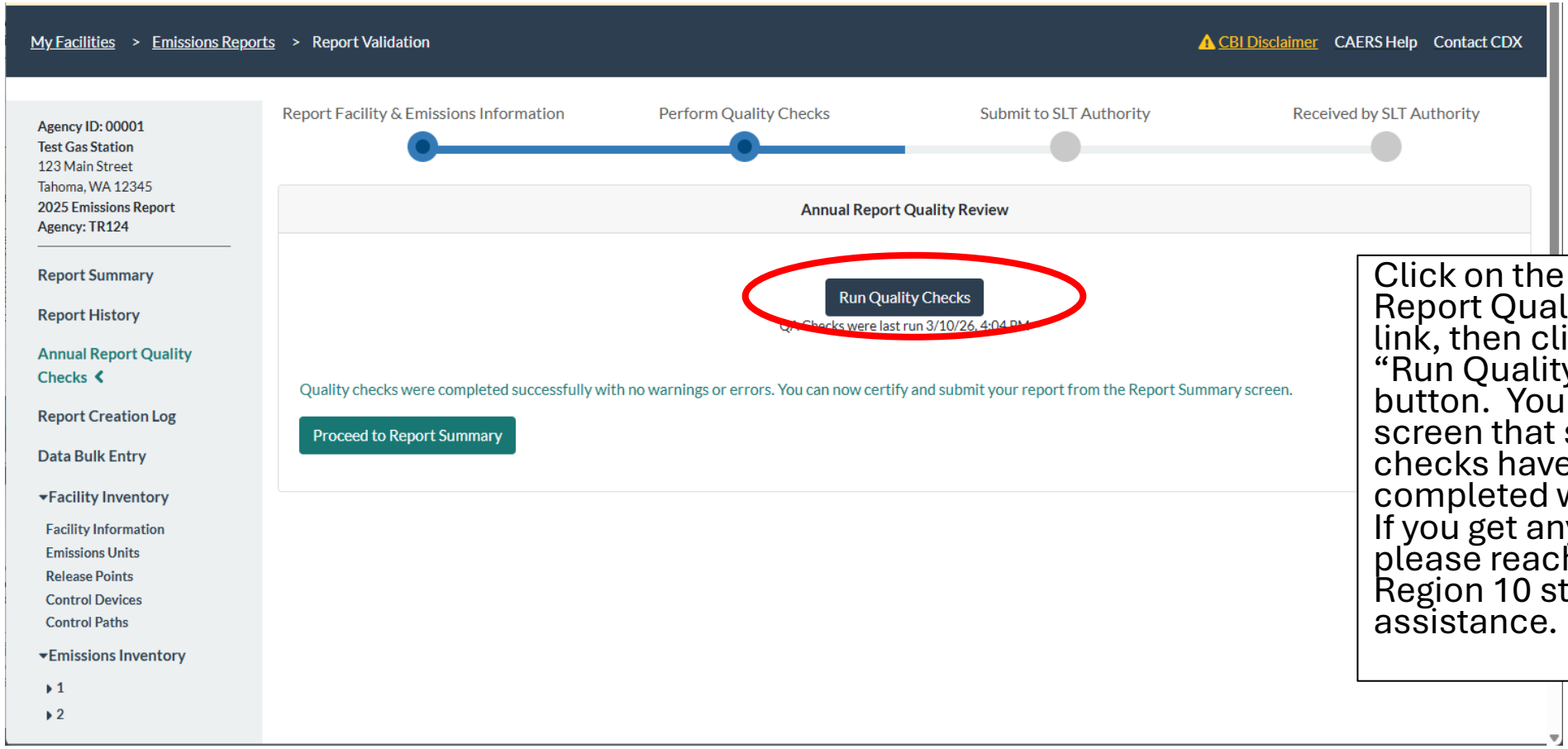
# Attachments

If Region 10 requires attachments for your report, you can add those by clicking on “Report Summary” on the left hand side menu. Scroll down to the bottom of the page and click on “Attach report Document” and follow the prompts.




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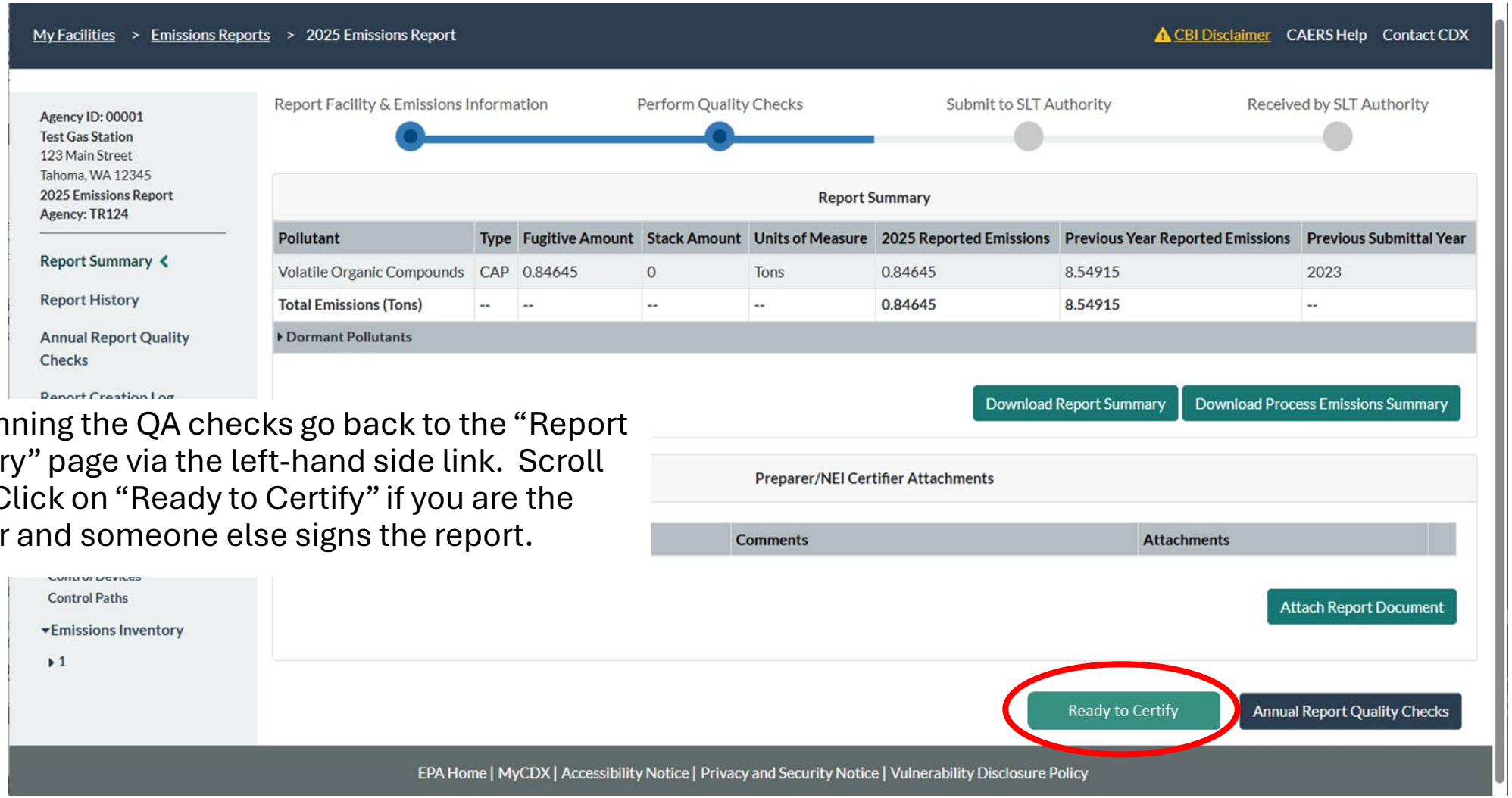
# Run QA Checks




Click on the "Annual Report Quality Checks link, then click on the "Run Quality Checks" button. You should get a screen that shows checks have been completed without error. If you get any red errors, please reach out to Region 10 staff for assistance.

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# Ready to Certify




After running the QA checks go back to the "Report Summary" page via the left-hand side link. Scroll down. Click on "Ready to Certify" if you are the Preparer and someone else signs the report.

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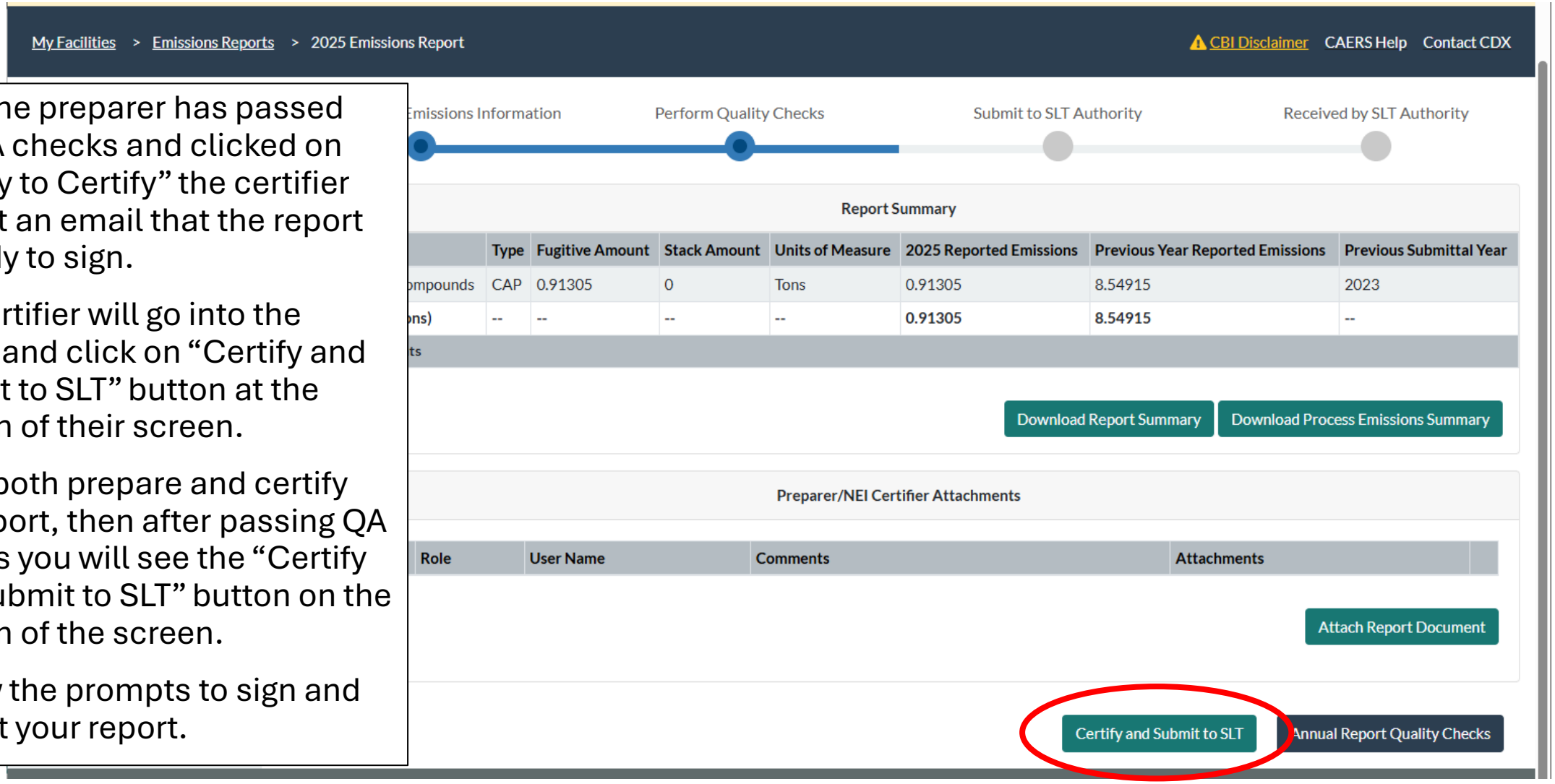
# Certify and Submit

After the preparer has passed the QA checks and clicked on “Ready to Certify” the certifier will get an email that the report is ready to sign.

The certifier will go into the report and click on “Certify and Submit to SLT” button at the bottom of their screen.

If you both prepare and certify the report, then after passing QA checks you will see the “Certify and Submit to SLT” button on the bottom of the screen.

Follow the prompts to sign and submit your report.




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