

Appendix F – EPA Forms and Instructions for CAIR Program

This appendix is intended to help applicants for a CAIR EE/RE Set-Aside award establish an authorized account representative and an Allowance Management System (AMS) account. Applicants should also read the instructions provided on the EPA forms themselves.

EPA administers the AMS and oversees all transfers and deductions of NOx allowances. Only parties with an AMS trading account can hold and sell NOx allowances or receive any awards from Missouri's EE/RE Set-Aside.

To receive an award from the set-aside, the applicant must appoint someone to serve as authorized account representative and must also establish a trading account in EPA's AMS. Forms may be completed online using EPA's CAMD Business System (CBS) or forms may be completed manually and mailed. Information on both methods is available at <http://www.epa.gov/airmarkets/business/forms.html>

The two forms that must be submitted to EPA are:

(1) Certificate of Representation Form (EPA Form 7610 (rev. 08-2007))

In addition to submitting applications for awards from Missouri's CAIR Set-Aside, the authorized account representative or alternative representative is responsible for all official communications with EPA related to the CAIR Program.

The alternate account representative can act for the account representative when needed. Although designating an alternative representative is not required, it is allowed under Missouri's rule and is recommended. If several entities are collaborating on a project, they must agree on the selection of the authorized account representative.

Used to designate the authorized account representative and an alternate, the form is available at <http://www.epa.gov/airmarkets/business/forms.html#cair>.

(2) General Account Form (EPA Form 7610-5 (rev. 09-2007))

To establish a general account under AMS, the sponsor must submit the General Account Form to EPA. A general account is required in order to receive, hold or sell NOx allowances under the CAIR Program. The form is available at <http://www.epa.gov/airmarkets/business/forms.html#cair>.

The project sponsor should send copies of the Certificate of Representation form and the General Account form to the department (see Section 5 for contact information).