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CHAPTER 156 – CO₂ Budget Trading Program

INSTRUCTIONS FOR ACCOUNT CERTIFICATE OF REPRESENTATION

State of Maine
Department of Environmental Protection
Bureau of Air Quality
17 State House Station
Augusta, Maine 04333-0017
phone: (207) 287-2437 fax: (207) 287-7641

Form Completion Instructions

Fill out all sections of the form.

Check off whether the submission is “New” or “Revised”.

INSTRUCTIONS for SECTION A: CO₂ BUDGET SOURCE INFORMATION

Company Name: The Company’s legal name as it is registered with the Secretary of State.

Plant/Facility/ORIS Code: A Plant Code is a 4 or 5 digit number assigned by the Department of Energy’s (DOE) Energy Information Administration (EIA) to facilities that generate electricity. For older facilities, "Plant Code" is synonymous with "Facility" and "ORIS" (Office of Regulatory Information Systems) codes.

Physical Location: The physical location (E-911 address) of the facility, including city/town and county.

INSTRUCTIONS for SECTION B: ACCOUNT REPRESENTATIVE INFORMATION

Name: The full legal name of the CO₂ Authorized Account Representative and Alternate CO₂ Authorized Account Representative, as applicable.

Mailing Address: The mailing address for the CO₂ Authorized Account Representative and Alternate CO₂ Authorized Account Representative, as applicable.

Phone: The CO₂ Authorized Account Representative’s and Alternate CO₂ Authorized Account Representative’s phone number, as applicable.

Fax: The CO₂ Authorized Account Representative’s and Alternate CO₂ Authorized Account Representative’s fax number, as applicable.

e-mail: The CO₂ Authorized Account Representative's and Alternate CO₂ Authorized Account Representative's e-mail address, as applicable

INSTRUCTIONS for SECTION C: CO₂ BUDGET UNIT & OWNER/OPERATOR INFORMATION

Company Name: List the names of all companies that are owners or operators of any CO₂ budget unit located at the CO₂ budget source.

Unit ID #s: List unit ID numbers for each CO₂ budget unit for which the companies listed are either owners or operators. The unit ID number is the name/number used to identify each CO₂ budget unit. This should be the same as used to identify the unit through other regulatory programs such as the Environmental Protection Agency's (EPA) Acid Rain Program.

Owner/Operator Checkboxes: Check off whether the company listed is an owner, operator, or both for the CO₂ budget units listed.

INSTRUCTIONS for SECTION D: CERTIFICATION STATEMENTS

The CO₂ authorized account representative and alternate CO₂ authorized account representative, as applicable, must read the certification statements, sign their name, and date the form in the spaces provided.

Submission Deadlines and Instructions

A complete Account Certificate of Representation form must be submitted to the Department prior to the CO₂ authorized account representative submitting a CO₂ Budget Source License Application, which is due for existing sources by January 1, 2009 (the commencement date of the *CO₂ Budget Trading Program*, 06-096 CMR 156). For a new source, the CO₂ Budget Source License Application is due 12 months before the date on which the CO₂ budget unit commences operation.

A revised Account Certificate of Representation form must be submitted within 30 days following any change in the owners or operators of a CO₂ budget source or a CO₂ budget unit, following any change in the CO₂ Authorized Account Representative or Alternate CO₂ Authorized Account Representative, or following any other material change in the information contained in the form.

Submit the completed Account Certificate of Representation form to the State of Maine Department of Environmental Protection, Bureau of Air Quality, at the mailing address indicated at the top of the first page of these instructions.