Facility Contact Updates

How to add, remove, edit, and assign contact types

Maricopa County Air Quality Department
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Creating a Facility Contact Change Task

Step 1
The first step to make any change to a facility is to create a task. To begin, log in to your Shared CROMERR Services (encromerr.epa.gov) account and find the company you wish to edit listed under Org. Click Visit.

Step 2
On the Facility Selector screen, select the Facility ID for the facility that you wish to edit.
Step 3
Under **New Tasks**, select **Make a change to the Facility Contact(s).**

Step 4
From this screen, you can edit the information for a current contact, update the contact type assigned to a person, or add a new contact person.
Adding a New Contact Person

Step 1
After creating a Facility Contact Change Task, select Create Contact Person.

Step 2
Enter the new contact person’s information and click Submit Create Contact. You will then need to assign a contact type to them.
Assigning Contact Types

Step 1

After creating a contact, it will show up in the contacts list. To assign a contact type to that person or to assign a new type to an existing contact person, click Assign Contact Type.

Available contact types include:

Asbestos Contact
Billing Contact
Compliance Contact
Emissions Inventory Contact
On Site Operator
Permitting Contact
Property Owner
Responsible Official

You do not need to fill every kind of contact, but at minimum you must have a Billing Contact and Permitting Contact.
Step 2
In the pop-up box, select the **Type**, **Contact**, and **Start Date**, then click **Save**.

The newly assigned person will appear on the **Contact Types** list.
Editing a Current Contact’s Information

Step 1
To edit the information for a current contact, select the person’s **Contact ID** number.
Step 2
A dialogue box will pop up showing that person’s current contact information. To edit their contact information, click *Edit*.

Make any necessary changes and click *Save* when you are finished.
Removing a Contact Person

Step 1
To remove a contact, select the **Contact Type** of the person you want to remove.

Step 2
In the dialogue box, select **Edit Contact Type Dates**.

Enter an end date and click **Save**.
The person will still appear on the contact list, but will no longer be considered an active contact after the end date listed. Please note, you cannot entirely delete a former contact person.

**Submitting Changes**

**Step 1**
When all changes are completed, select **Submit** at the bottom of the screen.
A confirmation box will appear, followed by a dialogue box to confirm your password and one security question. You must always submit changes after any change is made.

**Confirmation box**

Are you sure you want to Submit the changes?

Yes  No

**Confirm password and one security question**

Submission may take several minutes depending on the amount of data being processed.

Username: Stephanie Whitney
Password: 

* Security Question: What was your first pet's name?
  * Answer: 

Submit  Cancel