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# Facility Contact Updates

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

Maricopa County Air Quality Department

May 2020

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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**.

The screenshot shows the EPA SCS Dashboard. At the top, it says 'EPA United States Environmental Protection Agency' and 'Logged in as STEPHANIE.WHITNEY (Log out)'. Below the navigation bar, there's a 'Dashboard' section with a 'Program Services' table. The table has columns for Partner, Program Service, Role, Org, and Action. The 'Visit' button for 'Maricopa County Air Quality Department' is highlighted with a red box. To the right, there's a 'Notifications' section with '(More)' and 'No notifications'.

Partner	Program Service	Role	Org	Action
MARICOPA	IMPACT-MARICOPA-STAGING	Certifier	Impact test	<a href="#">Visit</a>
MARICOPA	IMPACT-MARICOPA-STAGING	Certifier	Maricopa County Air Quality Department	<a href="#">Visit</a>
MARICOPA	IMPACT-MARICOPA-STAGING	Certifier	Test Organization 1	<a href="#">Visit</a>

### Step 2

On the **Facility Selector** screen, select the **Facility ID** for the facility that you wish to edit.

The screenshot shows the 'Facility Selector' screen. At the top, it says 'Account Information' and lists 'Name: Stephanie.Whitney', 'Company Name: Maricopa County Air Quality Department', 'CROMERR Company Id: 144430', and 'Access: Certifier'. Below that, there's a 'Choose Facility' section with a table of facilities. The 'Facility ID' 'F006336' is highlighted with a red box. At the bottom, there are buttons for 'Printable view', 'Export to excel', 'Request creation of a new facility', and 'Show Offset Tracking Information'.

Facility ID	Facility Name	Operating	Facility Class	Facility Type	County	Lat/Long
F006335	AQ Test	Operating	Minor	Composite Materials Manufacturing	Maricopa	33.41190/-112.07345
<b>F006336</b>	BA Test	Operating	Minor	Chrome Anodizing	Maricopa	33.47020/-112.07374
F006338	Test Facility 3	Operating	Minor	Crematory	Maricopa	33.49204/-112.07419
F006340	Facility 4	Operating	Minor	Polystyrene Expansion And Molding	Maricopa	33.47057/-112.07384

### Step 3

Under **New Tasks**, select **Make a change to the Facility Contact(s)**.

#### Facility Information

Facility ID: F006336	Facility Name: BA Test	County: Maricopa
Facility Type: Chrome Anodizing	Company Name: Maricopa County Air Quality Department	
Physical Address: 2025 N Central Ave	City: Phoenix	
Lat/Long: 33.47020/-112.07374	PLSS: S32-T2N-R3E	

  

#### ▼ In Progress Tasks

Select Task Type	Task Description	Dependent on Task	Created Date	User Name
<input type="button" value="Delete selected task(s)"/> <input type="button" value="Printable view"/> <input type="button" value="Export to excel"/>				

  

#### New Tasks

Select from the lists below to create a new task

<h5>Facility Management</h5> <ul style="list-style-type: none"> <li><input type="button" value="Make a change to the Facility Inventory"/></li> <li><input type="button" value="Make a change to the Facility Inventory - clone another facility"/></li> <li style="border: 2px solid red; padding: 2px;"><input type="button" value="Make a change to the Facility Contact(s)"/></li> </ul>	<h5>Permitting</h5> <ul style="list-style-type: none"> <li><input type="button" value="Create an NTV Permit Application"/></li> <li><input type="button" value="Create a Title V Permit Application"/></li> </ul>
<h5>Emissions Reporting</h5> <ul style="list-style-type: none"> <li><input type="button" value="Create an Emissions Inventory"/></li> </ul>	<h5>Compliance Reporting</h5> <ul style="list-style-type: none"> <li><input type="button" value="Create a Compliance Report"/></li> </ul>

### 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.

#### Contacts

Task - Facility Contact Change >

**Information**  
Facility contact type data updated successfully.

#### Contacts

Facility ID: F006336	Facility Name: BA Test	County: Maricopa	Version Start Date: 10/2/2019
Facility Type: Chrome Anodizing	Company Name: Maricopa County Air Quality Department		Version End Date: Current

  

#### ▼ Contact Types

Contact Type	Contact ID	Contact Name	Phone Number	Email	Start Date	End Date
Permitting Contact	CNT008881	Whitney, Stephanie	(602)506-6014	Stephanie.Whitney@maricopa.gov	9/15/2014	

  

#### ▼ Contacts

Contact ID	Last Name	First Name	Preferred Name	Phone	Email	Company ID	Company Name
CNT008881	Whitney	Stephanie		(602)506-6014	Stephanie.Whitney@maricopa.gov	CMP004066	Maricopa County Air Quality Department
CNT008888	barnes	Brenda		(602)527-5849	brenda_barnes@maricopa.gov	CMP004066	Maricopa County Air Quality Department

## Adding a New Contact Person

### Step 1

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

**Contacts**  
Task - Facility Contact Change >

**Information**  
Facility contact type data updated successfully.

**Contacts**

Facility ID: F006336    Facility Name: BA Test    County: Maricopa    Version Start Date: 10/2/2019  
 Facility Type: Chrome Anodizing    Company Name: Maricopa County Air Quality Department    Version End Date: Current

**Contact Types**

Contact Type	Contact ID	Contact Name	Phone Number	Email	Start Date	End Date
Permitting Contact	CNT008881	Whitney, Stephanie	(602)506-6014	Stephanie.Whitney@maricopa.gov	9/15/2014	

Printable view    Export to excel  
Assign Contact Type

**Contacts**

Contact ID	Last Name	First Name	Preferred Name	Phone	Email	Company ID	Company Name
CNT008881	Whitney	Stephanie		(602)506-6014	Stephanie.Whitney@maricopa.gov	CMP004066	Maricopa County Air Quality Department
CNT008888	barnes	Brenda		(602)527-5849	brenda.barnes@maricopa.gov	CMP004066	Maricopa County Air Quality Department

Printable view    Export to excel  
**Create Contact Person**  
Submit

### 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.

Version 11.0 | Build ID: 24.3.0  
Welcome Stephanie.Whitney

**Create Contact**

Title:     Suffix:

\* First Name:     \* Email:

Preferred Name:     Secondary Email:

Middle Name:     Job Title:

\* Last Name:     Company Name: Maricopa County Air Quality Department

\* Address 1:

Address 2:

\* City:     \* Zip Code:

\* State:

International Number:  Box should be checked only if Country is other than USA or Canada to allow more digits.

\* Primary Phone No.:     Primary Ext. No.:

Secondary Phone No.:     Secondary Ext. No.:

Mobile Phone No.:

Fax No.:

**Submit Create Contact**    Reset    Cancel

## 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**.

The screenshot shows a web interface with two main sections: 'Contact Types' and 'Contacts'.

**Contact Types Section:**

Contact Type	Contact ID	Contact Name	Phone Number	Email	Start Date	End Date
Permitting Contact	CNT008881	Whitney, Stephanie	(602)506-6014	Stephanie.Whitney@maricopa.gov	9/15/2014	

Buttons: Printable view, Export to excel, **Assign Contact Type** (highlighted with a red box).

**Contacts Section:**

Contact ID	Last Name	First Name	Preferred Name	Phone	Email	Company ID	Company Name
CNT008887	Barnes	Brenda		(602)527-5849	brenda.barnes@maricopa.gov	CMP004066	Maricopa County Air Quality Department
CNT008891	Raisanen	Eric		(602)506-6898	Eric.Raisanen@Maricopa.gov	CMP004066	Maricopa County Air Quality Department
CNT008896	Tallini	Scott		(602)372-2041	scott.tallini@maricopa.gov	CMP004066	Maricopa County Air Quality Department
CNT008881	Whitney	Stephanie		(602)506-6014	Stephanie.Whitney@maricopa.gov	CMP004066	Maricopa County Air Quality Department
CNT008888	barnes	Brenda		(602)527-5849	brenda.barnes@maricopa.gov	CMP004066	Maricopa County Air Quality Department

Buttons: Printable view, Export to excel, Create Contact Person, Submit.

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**.

### Assign contact type

**Type:**

**Contact:**

If you do not see the person (contact) you wish to assign in the global contact list, return to the previous screen and click on 'Create Contact Person' to add a new global contact.

**Start Date:**

**Note:** you may assign multiple contact persons for all contact types. If a contact ceases to be a contact type, click on the corresponding row in the table on the previous screen and assign an end date.

The newly assigned person will appear on the **Contact Types** list.

▼ **Contact Types**

Contact Type	Contact ID	Contact Name	Phone Number	Email	Start Date	End Date
Billing_Contact	CNT008896	Tallini, Scott	(602)372-2041	scott.tallini@maricopa.gov	4/11/2016	
Permitting_Contact	CNT008881	Whitney, Stephanie	(602)506-6014	Stephanie.Whitney@maricopa.gov	9/15/2014	

## Editing a Current Contact's Information

### Step 1

To edit the information for a current contact, select the person's **Contact ID** number.

Version 11.0 | Build ID: 24.3.0  
 Welcome Stephanie Whitney

**Contacts**

Task - Facility Contact Change >

**Contacts**

Facility ID: F006336      Facility Name: BA Test      County: Maricopa      Version Start Date: 10/2/2019  
 Facility Type: Chrome Anodizing      Company Name: Maricopa County Air Quality Department      Version End Date: Current

▼ Contact Types

Contact Type	Contact ID	Contact Name	Phone Number	Email	Start Date	End Date
Billing Contact	CNT008896	Tallini, Scott	(602)372-2041	scott.tallini@maricopa.gov	4/11/2016	
Permitting Contact	CNT008881	Whitney, Stephanie	(602)506-6014	Stephanie.Whitney@maricopa.gov	9/15/2014	

Printable view    Export to excel

Assign Contact Type

▼ Contacts

Contact ID	Last Name	First Name	Preferred Name	Phone	Email	Company ID	Company Name
CNT008887	Barnes	Brenda		(602)527-5849	brenda.barnes@maricopa.gov	CMP004066	Maricopa County Air Quality Department
CNT008891	Raisanen	Eric		(602)506-6898	Eric.Raisanen@Maricopa.gov	CMP004066	Maricopa County Air Quality Department
CNT008896	Tallini	Scott		(602)372-2041	scott.tallini@maricopa.gov	CMP004066	Maricopa County Air Quality Department
CNT008881	Whitney	Stephanie		(602)506-6014	Stephanie.Whitney@maricopa.gov	CMP004066	Maricopa County Air Quality Department
CNT008888	barnes	Brenda		(602)527-5849	brenda.barnes@maricopa.gov	CMP004066	Maricopa County Air Quality Department

Printable view    Export to excel

Create Contact Person

Submit

## Step 2

A dialogue box will pop up showing that person's current contact information. To edit their contact information, click **Edit**.

**Contact Information**

---

ID: CNT008881

Title: Email: [Stephanie.Whitney@maricopa.gov](mailto:Stephanie.Whitney@maricopa.gov)

First Name: Stephanie Secondary Email:

Middle Name: Job Title:

Last Name: Whitney Company Name: Maricopa County Air Quality Department

Suffix:

Preferred Name:

Address 1: 3800 N Central Ave

Address 2: Suite 1400

City: Phoenix Zip Code: 85012

State: Arizona

International Number:  Box should be checked only if Country is other than USA or Canada to allow more digits.

Primary Phone No.: (602)506-6014 Primary Ext. No.:

Secondary Phone No.: Secondary Ext. No.:

Mobile Phone No.:

Fax No.:

Make any necessary changes and click **Save** when you are finished.

**Contact Information**

---

ID: CNT008881

Title:

\* First Name:  \* Email:

Middle Name:  Secondary Email:

\* Last Name:  Job Title:

Suffix:  Company Name: Maricopa County Air Quality Department

Preferred Name:

\* Address 1:

Address 2:

\* City:  \* Zip Code:

\* State:

International Number:  Box should be checked only if Country is other than USA or Canada to allow more digits.

\* Primary Phone No.:  Primary Ext. No.:

Secondary Phone No.:  Secondary Ext. No.:

Mobile Phone No.:

Fax No.:

## Removing a Contact Person

### Step 1

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

Version 11.0 | Build ID: 243.0  
Welcome Stephanie Whitney

**Contacts**

[Task - Facility Contact Change >](#)

**Contacts**

Facility ID: F006336      Facility Name: BA Test      County: Maricopa      Version Start Date: 10/2/2019  
 Facility Type: Chrome Anodizing      Company Name: Maricopa County Air Quality Department      Version End Date: Current

▼ **Contact Types**

Contact Type	Contact ID	Contact Name	Phone Number	Email	Start Date	End Date
Billing Contact	NT008896	Tallini, Scott	(602)372-2041	scott.tallini@maricopa.gov	4/11/2016	
Permitting Contact	NT008881	Whitney, Stephanie	(602)506-6014	Stephanie.Whitney@maricopa.gov	9/15/2014	

Printable view    Export to excel

Assign Contact Type

### Step 2

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

**Contact Type Information**

First Name: Stephanie  
 Middle Name:  
 Last Name: Whitney  
 Company Title:  
 Contact's Company Name: Maricopa County Air Quality Department  
 Type: Permitting Contact  
 Start Date: 9/15/2014  
 End Date:

Edit Contact Type Dates    Return

Enter an end date and click **Save**.

**Contact Type Information**

First Name: Stephanie  
 Middle Name:  
 Last Name: Whitney  
 Company Title:  
 Contact's Company Name: Maricopa County Air Quality Department  
 Type: Permitting Contact  
 \* Start Date: 9/15/2014  
 End Date:

Save    Cancel

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.

▼ Contact Types

Contact Type	Contact ID	Contact Name	Phone Number	Email	Start Date	End Date
Billing Contact	CNT008896	Tallini, Scott	(602)372-2041	scott.tallini@maricopa.gov	4/11/2016	9/20/2019
Permitting Contact	CNT008881	Whitney, Stephanie	(602)506-6014	Stephanie.Whitney@maricopa.gov	9/15/2014	

Printable view    Export to excel



## Submitting Changes

### Step 1

When all changes are completed, select **Submit** at the bottom of the screen.

Version 11.0 | Build ID: 24.3.0  
Welcome Stephanie Whitney

**Contacts**

Task - Facility Contact Change >

**Contacts**

Facility ID: F006336    Facility Name: BA Test    County: Maricopa    Version Start Date: 10/2/2019  
 Facility Type: Chrome Anodizing    Company Name: Maricopa County Air Quality Department    Version End Date: Current

▼ Contact Types

Contact Type	Contact ID	Contact Name	Phone Number	Email	Start Date	End Date
Billing Contact	CNT008896	Tallini, Scott	(602)372-2041	scott.tallini@maricopa.gov	4/11/2016	
Permitting Contact	CNT008881	Whitney, Stephanie	(602)506-6014	Stephanie.Whitney@maricopa.gov	9/15/2014	

Printable view    Export to excel

Assign Contact Type

▼ Contacts

Contact ID	Last Name	First Name	Preferred Name	Phone	Email	Company ID	Company Name
CNT008887	Barnes	Brenda		(602)527-5849	brenda.barnes@maricopa.gov	CMP004066	Maricopa County Air Quality Department
CNT008891	Raisanen	Eric		(602)506-6898	Eric.Raisanen@Maricopa.gov	CMP004066	Maricopa County Air Quality Department
CNT008896	Tallini	Scott		(602)372-2041	scott.tallini@maricopa.gov	CMP004066	Maricopa County Air Quality Department
CNT008881	Whitney	Stephanie		(602)506-6014	Stephanie.Whitney@maricopa.gov	CMP004066	Maricopa County Air Quality Department
CNT008888	barnes	Brenda		(602)527-5849	brenda.barnes@maricopa.gov	CMP004066	Maricopa County Air Quality Department

Printable view    Export to excel

Create Contact Person

**Submit**

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?

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:**