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**.

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: [ ]

(Save) (Cancel)

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	

(Printable view) (Export to excel)

(Assign Contact Type)

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