



CDX Registration and
Compliance and Emissions Data
Reporting Interface (CEDRI) User
Guide

Environmental Protection Agency
Office of Air and Radiation (OAR)

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1 Introduction

The Compliance and Emissions Data Reporting Interface (CEDRI) is the electronic, web-based tool provided by the Environmental Protection Agency's (EPA's) Office of Air and Radiation (OAR) for the electronic submission of source test results, emissions monitoring data, compliance reports, and emissions reports to EPA. The CEDRI tool is available to users through EPA's Central Data Exchange (CDX), a web-based system used for various electronic environmental data submissions to EPA. Under EPA's "E-Reporting" rules, users wishing to submit compliance and emissions reports to EPA must register for access to the CEDRI program service through CDX. More information about CDX is available at <http://www.epa.gov/cdx/>.

1.1 Purpose

The purpose of this document is to help users register for CDX and CEDRI as well as set up organization profiles for their facilities. This user guide is intended for the Preparer, Certifier, and Delegated Certifier user of the CEDRI program service.

Users responsible for submitting compliance and emissions reports to comply with federal regulations defined in 40 CFR Part 60 and 63 should register for the CEDRI program service within CDX. This document will assist new CDX users registering with the CDX system as well as acquaint existing users with system processes and registering for specific CEDRI roles.

CEDRI allows users to set up their profiles with different roles. CEDRI roles allow for multiple people within or outside a facility to work on a given report while restricting the ability to submit and certify reports to certain verified employees of the facility. This document will guide users through the functions of each CEDRI role within the program service.

1.2 Background

OAR requires industrial facilities, also referred to as "sources," to perform emissions source tests, continuous emissions monitoring, and to submit compliance and emissions reports to comply with federal regulations defined in 40 CFR Part 60 and 63. EPA is promulgating "E-Reporting" rules to require affected sources to electronically submit source test results, emissions monitoring data, compliance reports, and emissions reports to EPA. As a result EPA has developed the CEDRI program service. The CEDRI program service supports the submittal of three reporting types:

- **Performance Test Reports:** Performance Test Reports use the Electronic Reporting Tool (ERT), built in Microsoft Access, to generate files containing emissions source test data. Facilities upload these files to CDX using CEDRI.
- **Initial Notification Reports** – Initial Notification Reports are PDF reports informing EPA that a regulated facility is subject to an applicable regulation.
- **Notification of Compliance Status (NOCS) Reports:** Notification of Compliance Status (NOCS) reports are submitted by a regulated facility notifying the delegated authority that the facility has achieved compliance with an applicable regulation. NOCS reports are PDF reports uploaded to CDX using CEDRI.
- **Air Emissions Reports:** Air Emissions Reports (AERs) are periodic reports, submitted to the delegated authority after the facility achieves initial compliance, that demonstrate the facility has maintained continuous compliance with an applicable regulation over the



reporting period (e.g., 6 months). AERs are completed through fillable forms launched directly from within the CEDRI program service.

CEDRI supports submission of multiple reports at one time. CEDRI aggregates the uploaded files and completed forms into a single package for submission. The source then certifies and signs the package using the CDX Cross-Media Electronic Reporting Regulation (CROMERR) service. The submission files are stored in the CDX CROMERR archive and are available to submitters and authorized EPA, regional, state, local, and tribal reviewers immediately upon submission. A copy of the submission file is also sent to WebFIRE where the report file is available for public access.

For questions concerning CDX, please contact the Central Data Exchange (CDX) Help Desk at helpdesk@epacdx.net or call 1-888-890-1995 between the hours of 8am – 6pm eastern standard time (EST). For questions concerning CEDRI, please email the CEDRI team at CEDRI@epa.gov.

2 System Requirements

In order to use CDX and CEDRI, the following is required:

- An email account
- Java Script enabled web browser
- Internet access
- Adobe Acrobat Reader 5.0 or higher
- Java version 6 update 38 or above. Go to the following link to download:
<http://www.java.com/en/download/index.jsp>

Prior to downloading the more recent Java version, it is highly recommended that you clear your Java cache. Follow these steps to clear your Java cache:

- Close all open internet browsers.
- Select the ‘Start’ button.
- Go to ‘Control Panel.’ Select the ‘Java’ icon (Java Control Panel will display).
- On the Java Control Panel in the ‘Temporary Internet Files’ section, select the ‘View’ button (Java Cache Viewer will display).
- Select ‘Resources’ in the ‘Show’ drop down field located at the top of the Java Cache Viewer.
- Select all of the files in the list (Ctrl-A) and click on the red X button located at the top of the Java Cache Viewer to delete the selected files.
- Close the Java Cache Viewer and Java Control Panel.

2.1 Supported Browsers

- Internet Explorer 9 or above
 - Go to the following link to download:
<http://windows.microsoft.com/en-US/internet-explorer/downloads/ie>
- Mozilla Firefox 3.5 or above
 - Go to the following link to download:
<http://www.mozilla.com/en-US/firefox/all-older.html>
- Safari 4 or above
 - Go to the following link to download:
<http://support.apple.com/kb/dl877>
- Google Chrome
 - Go to the following link to download:
<http://www.google.com/chrome>

2.2 Screen Resolution

Screen resolution should be set to 1024 x 768 or greater. A screen resolution below this setting will affect the system presentation of content, but will not affect the system functionality. The steps to check and, if necessary, change your screen resolution are (for Windows 7):

1. Select the 'Start' button.
2. Go to 'Control Panel.' Select the 'Display' icon and then the 'Adjust resolution' link on the left sidebar.
3. Select the 'Resolution' drop down menu.
4. Adjust the 'Screen resolution' slide bar as necessary.
5. Select the 'OK' button.

3 CDX Tasks

3.1 Overview

CDX enables EPA and participating program offices to work with stakeholders – including state, tribal and local governments and regulated industries – to facilitate streamlined, electronic submission of data via the Internet. As part of the CDX system, the user registration component is used to facilitate user access to data collection program services such as CEDRI. Within the user registration component, program offices have the ability to define the roles and information role combinations, each program has different information that a user will need to provide. CDX captures the requirements for each program service and role and prompts the user for only the information required. The following sections describe how to register for the CEDRI program service and other related CDX functions:

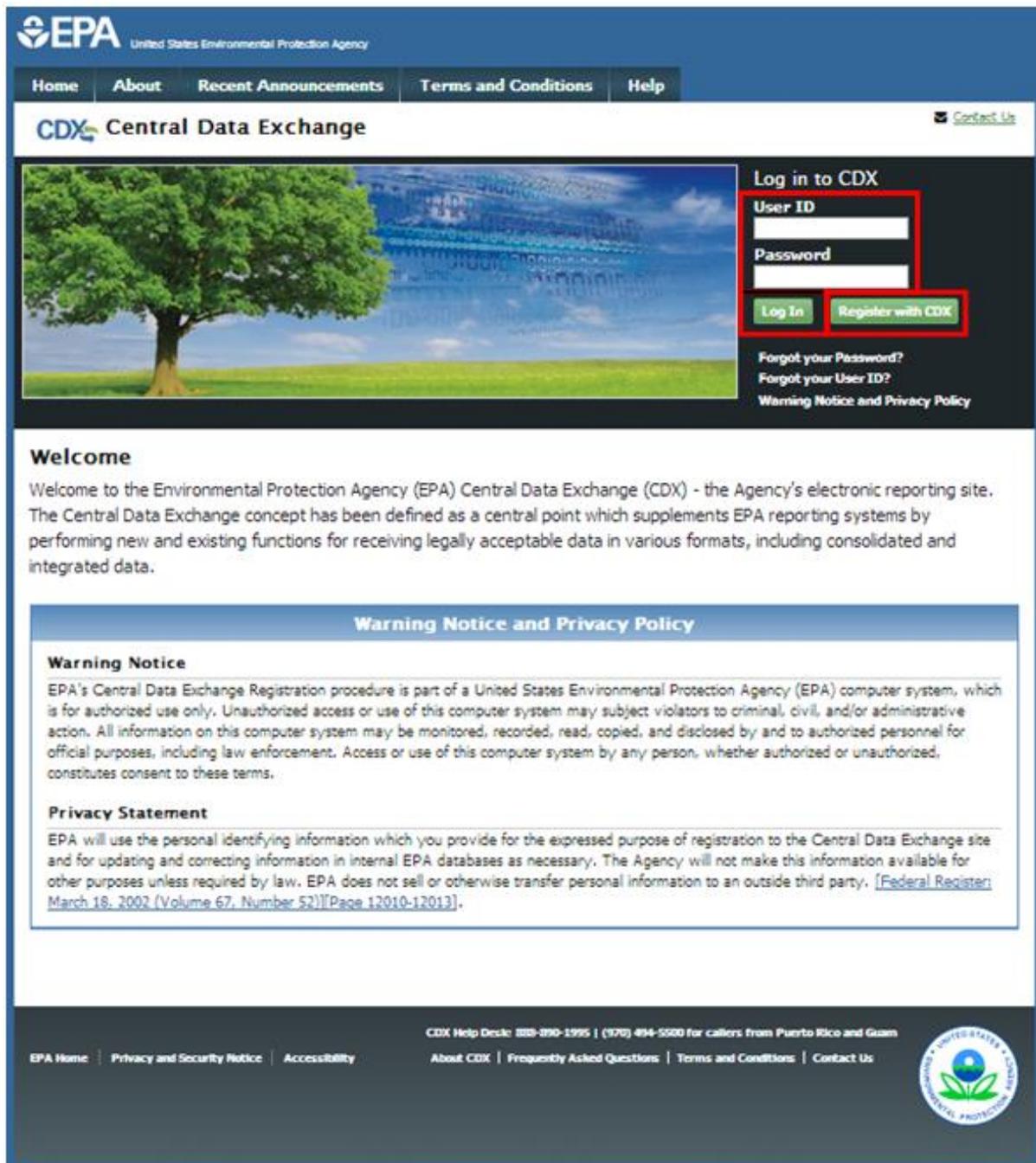
- **Accessing CDX:** Section 3.2
- **Requesting CEDRI Program Service:** Section 3.3 through Section 3.7
- **Managing Your CEDRI Service:** Section 3.8
- **Requesting CEDRI Role Sponsorship:** Section 3.9

3.2 Access CDX

The CDX homepage is the landing screen from which you have the ability to access and interact with CDX and the CEDRI program service hosted by CDX (see Exhibit 3-1). The CDX home screen can be accessed by the following link: <https://cdx.epa.gov/>. This screen provides you with the following features:

- **Log in:** If you already have an existing CDX account, you may log into the system by entering your user identification (ID) and password information and clicking the ‘Log In’ button located on the right side of the screen. You will still need to add the CEDRI program service to your account (see Section 3.3).
- **Registration:** If you do not have an account with CDX, click the ‘Register with CDX’ button to begin the registration process outlined later in this section (see Section 3.3).
- **Welcome Announcement:** This text area provides welcome text that is visible to all users who visit CDX.
- **Important Alerts:** The alerts appearing in the ‘Notices’ box provide you with system or program-specific information.
- **Warning Notice / Privacy Policy:** The ‘Warning Notice and Privacy Policy’ statements are displayed to ensure that you are aware of the terms of use for the CDX system whether you decide to log into, or register in, the system.

Exhibit 3-1 CDX Web Home Page



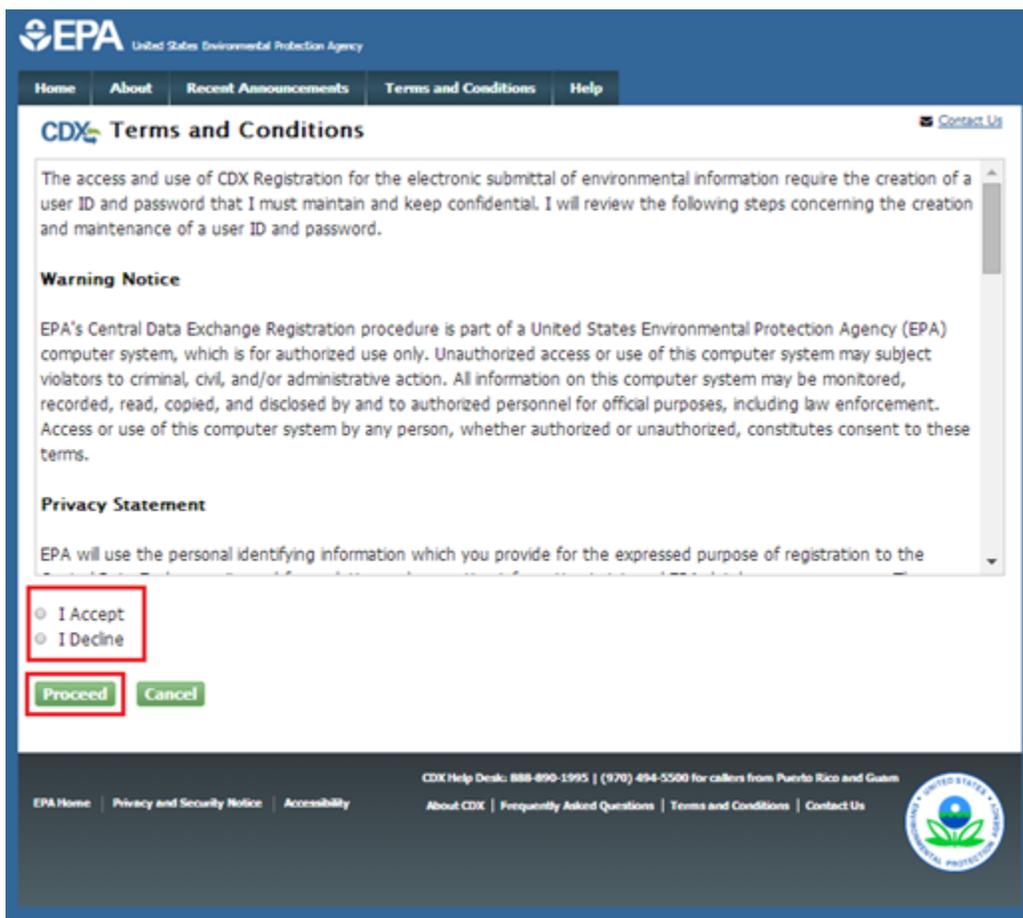
To log into CDX with an existing CDX account:

1. Enter your CDX user ID in the 'User ID field'
2. Enter your CDX password in the 'Password' field.
3. Click on the 'Login' button. You will be taken to the 'MyCDX' page where you may add the CEDRI data flow to your CDX program services (see section 3.3)

To register for a CDX account:

1. Click the 'Register with CDX' button. You will be taken to the CDX 'Terms and Conditions' page which displays the following minimum terms and conditions:
 - Acceptance of warning and privacy policies
 - Choosing a complex password
 - Protecting your password
 - Notifying CDX of possible misuse of account
 - Limiting distribution of CDX software
 - Agreement to notify CDX of changes in duties

Exhibit 3-2 CDX Terms and Conditions Page



2. Accept the terms and conditions by selecting the 'I Accept' radio button or cancel the registration by selecting the 'I Decline' radio button. Note that if you decline the terms and conditions, you will not be able to proceed with the registration.
3. Click the 'Proceed' button. If you accepted the registration agreement, the system will navigate you to the 'Core CDX Registration' page to proceed with the registration process. You may add the CEDRI data flow to your CDX program services during the first step of the registration process.

Note – Important information about the registration process:

Submittal of files through CDX requires a CROMERR compliant signature. Authorized signature authorities for the facility should use the LexisNexis electronic identity validation service in lieu of a paper based validation. If the signature authority chooses to use the paper based validation process, the CDX Reporting Center will request the phone number of the signature authority’s employer/authorizing official to verify employment.

3.2.1 CDX Core Registration

The CDX registration process for new users consists of four steps (see Exhibit 3-3)

1. Program Service: select the CEDRI program service
2. Role Access: select the CEDRI role you are requesting
3. User and Organization: provide facility, personal, and organization information
4. Confirmation: confirm your registration

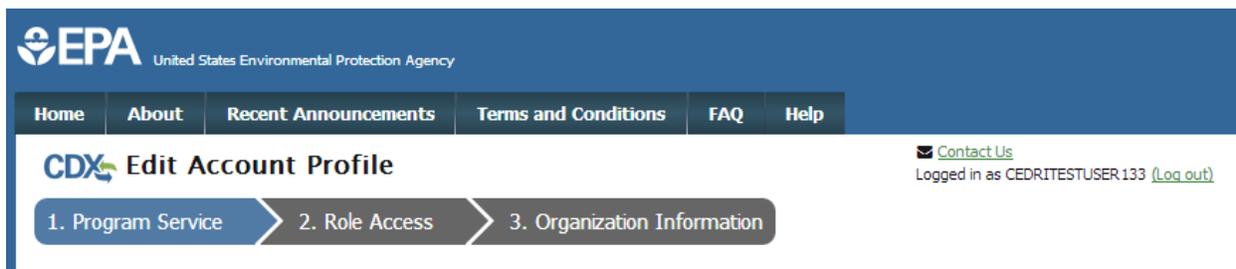
Exhibit 3-3 CDX Core Registration for New CDX Users



Existing CDX users will go through similar steps when editing their CDX accounts by requesting new program services and/or programs service roles, but will not be required to undergo the same level of account validation to establish level of identify assurance. There are three steps to the ‘Edit Account Profile’ process (see Exhibit 3-4):

1. Program Service: select the CEDRI program service
2. Role Access: select the CEDRI role you are requesting
3. Organization Information: provide your personal organization information

Exhibit 3-4 CDX Edit Account Profile for Existing CDX Users



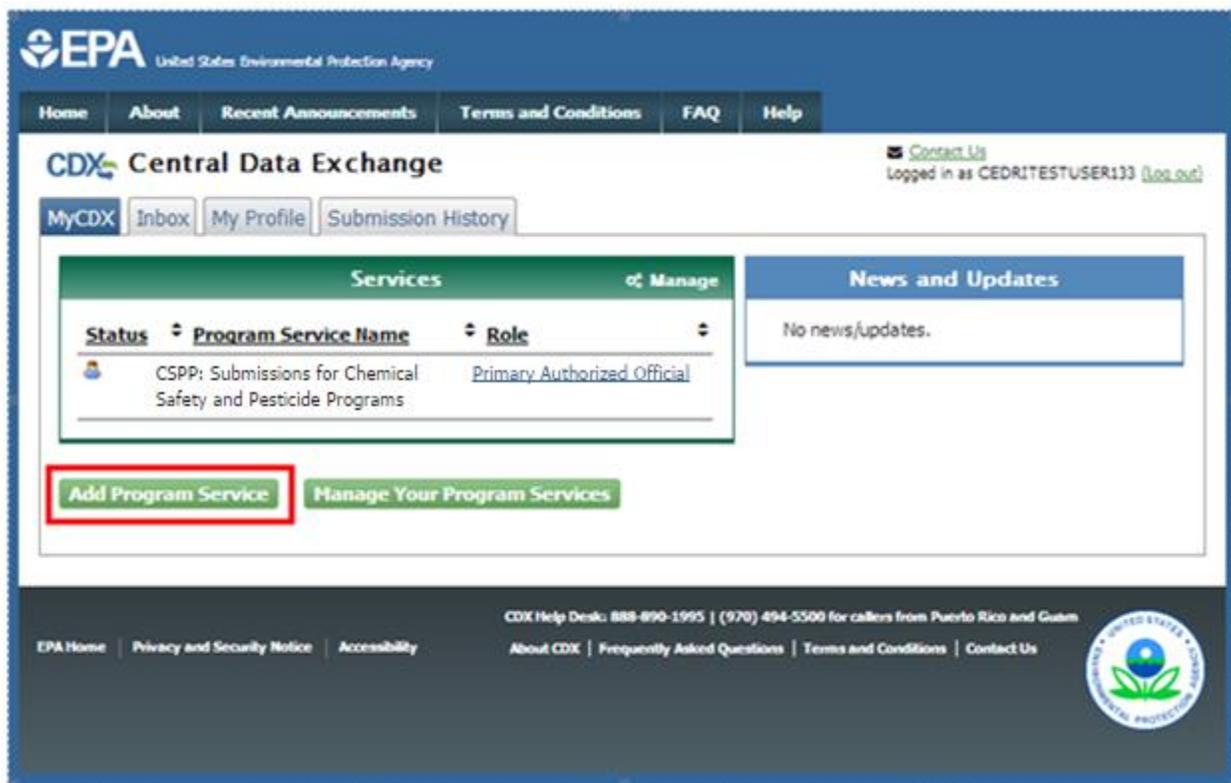
3.3 Request CEDRI Program Service

Requesting the CEDRI program service is the next step of the CDX registration process. After you accept the CDX terms and conditions, the system will navigate you to the ‘Program Service’ page. The ‘Program Service’ page displays a list of active program services with open registration from which you can choose to register (see Exhibit 3-6).

If you are an existing CDX user, you can request to add the CEDRI program service to your existing CDX account:

1. Log into your CDX account. The system will navigate you to the ‘MyCDX’ page (see Exhibit 3-5)

Exhibit 3-5 Add a Program Service to Existing CDX Account



2. Click the ‘Add Program Service’ button on the ‘MyCDX’ page. The system will navigate you to the ‘Program Service’ page.

The ‘Program Service’ page displays a list of active program services with open registration from which you can choose to register.

Exhibit 3-6 CDX Edit Account Profile - Program Service Page

Begin typing a program service name or related keywords to filter the list of available services (e.g., air quality system, AQS, or Clean Air Act).

Active Program Services List

1. Click in the 'Active Program Services List' field and enter 'CEDRI' to filter the active program service list.
2. Click on 'CEDRI: Compliance and Emissions Data Reporting Interface' to select it from the active program service list. The system will navigate you to the 'Role Access' page.
3. Click the 'Cancel' button to stop the process for requesting the CEDRI program service.

Note: If you are submitting reports on behalf of more than one organization, you will need to add the CEDRI program service an additional time for each organization beyond the first. After registering for the first time, select the 'Add Program service' button (see Exhibit 3-5 **Error! Reference source not found.**) and follow the same procedure, specifying each organization, in Section 3.6.2 **Error! Reference source not found.**

Once the registration request is approved, you are prompted to select the organization for which you are submitting reports each time you access the CEDRI application (see Section 4.1).

3.4 Request Role Access

After selecting the CEDRI program service, the system navigates you to the 'Role Access' page (see Exhibit 3-7) where you can select the CEDRI role you are requesting.

Exhibit 3-7 CDX Edit Account Profile - Role Access Page

EPA United States Environmental Protection Agency

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CDX Edit Account Profile [Contact Us](#)
Logged in as CEDRITESTUSER133 [Log out](#)

1. Program Service ✓ 2. Role Access 3. Organization Information

Registration Information	
Program Service	Compliance and Emissions Data Reporting Interface
Role	Not selected

Select a role from the drop down list and provide any required additional information, if applicable.

Please search by 'Organization Id' to ensure you are selecting the correct organization. Please contact the CDX Helpdesk at 1-888-890-1995 or helpdesk@epacdx.net for assistance if you are unable to get the 'Organization Id' from the Preparer/Certifier who created the organization with which you wish to be associated.

If you are creating the organization, please record the 'Organization Id' and provide this ID to other users wishing to be associated with the organization.

Preparer: The Preparer is the person responsible for the preparation of reports for signature and subsequent submission by an authorized representative of the facility. Contractors are permitted to register as a Preparer and may assemble submission packages, such as the ERT, for the Certifier's approval and signature. A Preparer may not sign and submit a submission package. The Preparer may only access packages which they have prepared.

Certifier: The Certifier is the duly authorized representative of the source or more commonly referred to as the "owner or operator" of the facility. The Certifier is authorized to modify the package a Preparer has assembled, sign and submit the package to the CDX. The Certifier may perform all the tasks the Preparer may perform, but also has submission signing authority. Contractors are prohibited from registering as a Certifier.

Select Role

[Request Role Access](#) [Cancel](#)

EPA Home | Privacy and Security Notice | Accessibility | CDX Help Desk: 888-890-1995 | (970) 494-5500 for callers from Puerto Rico and Guam | About CDX | Frequently Asked Questions | Terms and Conditions | Contact Us

1. Click on the 'Select Role' drop down box. The drop down list displays the following role options:
 - **Preparer:** The 'Preparer' is the person responsible for the preparation of reports for signature and subsequent submission by an authorized representative of the facility. Contractors are permitted to register as a 'Preparer' and may assemble submission packages, such as the ERT, for the 'Certifier's' approval and signature. A 'Preparer'

may not sign and submit a submission package. The 'Preparer' may only access packages which they have prepared.

- **Certifier:** The 'Certifier' is the duly authorized representative of the source, more commonly referred to as the "owner" or "operator" of the facility. The 'Certifier' is authorized to modify the package a 'Preparer' has assembled, and sign and submit the package through CDX. The 'Certifier' may perform all the tasks the 'Preparer' may perform, but also has submission signing authority. Contractors are prohibited from registering as a 'Certifier.'

Warning: Preparers and Certifiers must share an organization to be able to work on the same submission package (see Section 3.6.2).

2. Click the 'Request Role Access' button. The system will navigate you to the facility search page (see Exhibit 3-8).

3.5 Provide Facility Information

After selecting the CEDRI role, the system will navigate you to the facility search page as the first step of providing user and/or organization information for the selected CEDRI role. The facility search page displays the following options for providing facility information:

- **Search Facilities:** Search for and select one or more facilities to associate with the CEDRI role you are requesting. You can create a facility if the facility information cannot be found.
- **Continue Without Facilities:** Continue with your CEDRI role request without selecting a facility, and select a facility later on after receiving access to the selected role. Refer to Section 3.5.3 for more details on managing your facilities.

Click the 'Continue Without Facilities' button if you want to continue with your CEDRI role request without associating a facility. The system will navigate you to the appropriate page for the next step in completing your request.

Exhibit 3-8 Facilities Search Page

EPA United States Environmental Protection Agency

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CDX Core CDX Registration [Contact Us](#)
Logged in as: CEDRITESTUSER133 [Logout](#)

1. Program Service ✓ > 2. Role Access ✓ > 3. Organization Information

Registration Information

Program Service	Compliance and Emissions Data Reporting Interface
Role	Preparer

Use the search form below to search for existing EPA facilities. Fill in at least two search criteria to improve the search results.

Facility ID

Facility Name

Facility Address

City

State

ZIP Code

Search Facilities

For more advanced searching options, please locate your EPA Registry ID using EPA's [Envirofacts Search](#).

Continue Without Facilities

EPA Home | Privacy and Security Notice | Accessibility | CDX Help Desk: 800-890-1995 | (707) 494-5000 for callers from Puerto Rico and Guam | About CDX | Frequently Asked Questions | Terms and Conditions | Contact Us

3.5.1 Search for and Select a Facility

You can search for facilities to associate with the CEDRI role you are requesting based on two or more of the following search criteria:

- Facility ID
- Facility Name
- Facility Address
- City
- State
- Zip Code

Note: In order to execute the search, you can either provide the 'Facility ID' or must enter information in at least **two** fields, one of which must be the 'State' or 'ZIP Code.'

To perform a facility search:

1. Enter your search criteria for the desired facility in the provided fields.
2. Click the 'Search Facilities' button. The system will navigate you to the search results page (see Exhibit 3-9 and Exhibit 3-11).

Exhibit 3-9 Facility Search Results Page with Results

Registration Information

Program Service: Compliance and Emissions Data Reporting Interface
 Role: Preparer

Facility Search Results

Select your facility from the list below then click the "Select" button. If you do not see the facility in the results, you may search again.

EPA Registry ID	Facility Name	Facility Address	EPA Programs Reporting	Alternate EPA Registry IDs/Program IDs
110054588317	BETHANY BEACH (TOWN OF)	1ST & PENNSYLVANIA AVENUE BETHANY BEACH, DE 19930		
110054554497	BETHANY BEACH (TOWN OF) -	PENNSYLVANIA AVENUE BETHANY BEACH, DE 19930		

Buttons: Select, Search Again, Create New Facility, Continue Without Facilities

Note: If your search parameters return too many results, the system will display the error message “*Your search criteria has returned too many matching results. Please refine your search and try again.*” Click the ‘OK’ button to close the error window. You may either search again with more specific search criteria or you may select the ‘Continue Without Facilities’ button to continue requesting the CEDRI role without a facility.

3. Choose one of the following options:

- a) Click the ‘Search Again’ button to conduct another search if the desired facility is not displayed in the search results. The system will navigate you back to the facility search screen.
- b) Click the ‘Continue Without Facilities’ button if you want to continue with your CEDRI role request without associating a facility. The system will navigate you to the appropriate page for the next step in completing your request.
- c) Click the ‘Create New Facility’ button if you want to create a facility and submit the information for review and inclusion in FRS. The system will navigate you to the ‘Create Facility’ page.

To select one or more one or more of the facilities displayed in the search results page:

1. Click on the corresponding checkbox for each facility.
2. Click the ‘Select’ button. The system will navigate you to the ‘Core CDX Registration – Facilities Search’ page with the selected facilities displayed in the ‘Selected Facilities’ table (see Exhibit 3-10).

You can continue to add facilities to the ‘Selected Facilities’ table as well as remove selections from the table:

- Click the ‘Search Facilities’ button to perform another search to add other facilities.
- Click ‘Remove’ next to the facility address to remove a facility from the table.

Exhibit 3-10 Selected Facilities

The screenshot shows the EPA Core CDX Registration interface. At the top, there is a navigation bar with links for Home, About, Recent Announcements, Terms and Conditions, and Help. Below this is the 'CDX Core CDX Registration' header with a 'Contact Us' link. A progress bar indicates four steps: 1. Program Service (checked), 2. Role Access (checked), 3. User and Organization (current step), and 4. Confirmation.

The 'Registration Information' section shows:

- Program Service: Compliance and Emissions Data Reporting Interface
- Role: Preparer

The 'Find Existing Facility' section includes a search form with the following fields:

- Facility ID:
- Facility Name:
- Facility Address:
- City:
- State:
- ZIP Code:

 A red box highlights the 'Search Facilities' button. Below the form, a link points to EPA's Envirofacts Search for more advanced options.

The 'Selected Facilities' table displays the following data:

EPA Registry ID	Program ID	Facility Name	Facility Address	
110054588317	Pending	BETHANY BEACH (TOWN OF)	1ST & PENNSYLVANIA AVENUE BETHANY BEACH, DE 19930	Details Edit Remove
110054554497	Pending	BETHANY BEACH (TOWN OF) -	PENNSYLVANIA AVENUE BETHANY BEACH, DE 19930	Details Edit Remove

A red box highlights the 'Continue With Selected Facilities' button at the bottom of the table.

- When you are done selecting facilities, click ‘Continue With Selected Facilities’ to continue with your CEDRI role request. The system will navigate you to the appropriate page for the next step in completing your request.

3.5.2 Create a Facility

If the facility information you are searching for cannot be found (see Exhibit 3-11), you have the opportunity to create a facility and submit the information for review and inclusion in FRS. You will need to execute a search first before you can begin creating a facility (see section 3.5.1).

Exhibit 3-11 Facility Search Results Page without Results

The screenshot shows the EPA Core CDX Registration interface. At the top, there is a navigation bar with links for Home, About, Recent Announcements, Terms and Conditions, and Help. Below this is a progress indicator with four steps: 1. Program Service (checked), 2. Role Access (checked), 3. User and Organization (current step), and 4. Confirmation. A 'Registration Information' box displays 'Program Service' as 'Compliance and Emissions Data Reporting Interface' and 'Role' as 'Preparer'. The main section is titled 'Facility Search Results' and contains the instruction: 'Select your facility from the list below then click the "Select" button. If you do not see the facility in the results, you may search again.' Below this is a table header with columns: EPA Registry ID, Facility Name, Facility Address, EPA Programs Reporting, and Alternate EPA Registry IDs/Program IDs. The table content is empty, with the message 'No Facilities Found'. A text block explains: 'Your search criteria did not match any facilities. You may return to the search form and try again. If the facility doesn't exist, you may create a facility by clicking the "Create New Facility" button.' At the bottom of the search results area are four buttons: 'Select', 'Search Again', 'Create New Facility' (highlighted with a red box), and 'Continue Without Facilities'.

1. Perform a facility search to access the facility search results page.
2. Click the 'Create New Facility' button. The system will navigate you to the create facility page (see Exhibit 3-12).
 - The page displays the following fields to capture facility information:
 - Facility Name
 - Facility Address
 - City
 - County
 - State
 - Zip Code
 - The 'EPA Registry ID' and 'Program ID' fields will be auto-populated with "Pending" and non-editable.

Note: Newly created facilities are assigned an EPA Registry ID of 'PENDING' until registration is completed. If registration is not completed, the facility will not be created.

Exhibit 3-12 CDX Page for Creating a Facility

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CDX Core CDX Registration [Contact Us](#)

1. Program Service ✓ 2. Role Access ✓ 3. User and Organization 4. Confirmation

Registration Information	
Program Service	Compliance and Emissions Data Reporting Interface
Role	Preparer

Create Facility

EPA Registry ID *Pending*

Program ID *Pending*

Program Acronym CDX: CEDRI - FRS: CEDRI

Facility Name

Facility Address 1

Facility Address 2

City

State

County

ZIP Code

Next Back to Search Results

Continue Without Facilities

3. Enter facility information. All fields except 'Facility Address 2' are required.
4. Select the 'Next' button. The system will navigate you to the 'Create Facility – Program Information' page (see Exhibit 3-13).

Exhibit 3-13 Create Facility – Program Information Page

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CDX Core CDX Registration [Contact Us](#)

1. Program Service ✓ 2. Role Access ✓ 3. User and Organization 4. Confirmation

Registration Information	
Program Service	Compliance and Emissions Data Reporting Interface
Role	Preparer

Create Facility – Program Information

Latitude

Longitude

State Facility ID

Is Mailing Address Same as Facility Address? Yes No

5. Enter program information for the facility. You are required to answer the ‘Is Mailing Address Same as Facility Address?’ question.
6. Select the ‘Next’ button. The system will navigate you to the ‘Confirm New Facility’ page (see Exhibit 3-14). Review the information displayed. Select the ‘Back’ button to make any required corrections.

Exhibit 3-14 Confirm New Facility Page

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CDX Core CDX Registration [Contact Us](#)

1. Program Service ✓ 2. Role Access ✓ 3. User and Organization 4. Confirmation

Registration Information	
Program Service	Compliance and Emissions Data Reporting Interface
Role	Preparer

Confirm New Facility

EPA Registry ID Pending

Program ID Pending

Facility Name BETHANY BEACH TEST

Facility Address 1 100 Pennsylvania Street

Facility Address 2

City Rehoboth Beach

State DE

County Sussex

ZIP Code 19930

Latitude

Longitude

State Facility ID

Is Mailing Address Same as Facility Address? Yes

7. Select the 'Select' button to add the new facility. The system will navigate you to the facility search window with the added facility displayed in the 'Selected Facilities' table (see Exhibit 3-15).

Exhibit 3-15 New Facility Displayed in Selected Facilities Table

EPA Registry ID	Program ID	Facility Name	Facility Address	
Pending	Pending	BETHANY BEACH TEST	100 PENNSYLVANIA STREET REHOBOTH BEACH, DE 19930	Details Edit Remove

Continue With Selected Facilities

- Click the ‘Continue with Selected Facilities’ button to continue with your CEDRI role request. The system will navigate you to the appropriate page for the next step in completing your request.

3.5.3 Add Facility to Existing CEDRI Roles

You can add facilities to or remove facilities from an existing CEDRI role in your CDX account at any time to through the ‘Manage Program Services’ on the ‘MyCDX’ page (see Exhibit 3-16).

Exhibit 3-16 Manage Program Services on MyCDX Page

Services [Manage](#)

Status	Program Service Name	Role
	CEDRI: Compliance and Emissions Data Reporting Interface	Preparer

Add Program Service **Manage Your Program Services**

News and Updates

CDX: CDX Web will now utilize a brand new responsive layout. This will allow for a dynamic display depending on how CDX is accessed. Whether it's through a mobile device, a tablet, or a desktop browser, the site will automatically adapt for optimal viewing on any screen.

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- Select the ‘Manage Your Program Services’ button or the ‘Manage’ link. The system will navigate you to the ‘Manage Program Services’ page (see Exhibit 3-17).

Exhibit 3-17 Manage Program Services Page

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CDX Central Data Exchange [Contact Us](#)
Logged in as CEDRITESTUSER132 ([Log out](#))

You are here: [MyCDX](#) > Manage Program Services

Manage Program Services

[Add Program Service](#) [Back to MyCDX](#) [\[Expand All\]](#) [\[Collapse All\]](#)

456 NEW ORG, 12601 FAIR LAKES CIRCLE, FAIRFAX, VA, US 22033, (555) 555-5555

CEDRI: Compliance and Emissions Data Reporting Interface

[Request New Role](#)

Role	Program ID	Status	Details
Preparer		Active (Deactivate)	Manage Facilities

2. Click the drop down arrow for the 'CEDRI: Compliance and Emissions Data Reporting Interface' program service. The system will display all roles activated for the program service.
3. Click 'Manage Facilities' next to the role for which the facility will be added. The system will navigate you to the 'Manage Facilities' page (see Exhibit 3-18).

Exhibit 3-18 Manage Facilities Page

The screenshot shows the EPA CDX Central Data Exchange interface. At the top, there is a navigation bar with links for Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. Below this is the CDX logo and the text 'Central Data Exchange'. A user is logged in as CEDRITESTUSER132. The main content area is titled 'Registration Information' and shows details for the organization '456 NEW ORG', program service 'CEDRI', and role 'Preparer'. Below this is the 'Manage Facilities' section, which includes instructions on how to add, edit, or remove facilities. A table lists two facilities, both named 'BETHANY BEACH (TOWN OF)'. Each facility entry has links for 'Details', 'Edit', and 'Remove'. At the bottom of the table, there is a red-bordered button labeled 'Add Additional Facilities' and a green 'Back' button.

EPA Registry ID	Program ID	Facility Name	Facility Address	
110054588317	CEDRI1526	BETHANY BEACH (TOWN OF)	1ST & PENNSYLVANIA AVENUE BETHANY BEACH, DE 19930	Details Edit Remove
110054554497	CEDRI1527	BETHANY BEACH (TOWN OF)	PENNSYLVANIA AVENUE BETHANY BEACH, DE 19930	Details Edit Remove

4. Choose one of the following options:
 - a) Select 'Add Additional Facilities' to search for a facility to add to the role (see Section 3.5.1 for details on searching for and adding a facility).
 - b) Select 'Edit' to change facility information for a previously selected facility.
 - c) Select 'Remove' to delete a facility from the role.

3.6 Provide User and Organization Information

If you are registering for a CDX account, the system will navigate you to the 'Core CDX Registration – User and Organization' page after clicking either the 'Continue Without Facilities' or 'Continue with Selected Facilities' button (see Exhibit 3-19). User and organization information are captured on the same screen when registering for a CDX account. You will enter account information in the 'Part 1: User Information' section of the page, and select your organization in the 'Part 2: Organization Info' section. All new users of CDX are required to activate their account after these registration steps by following the instructions sent to the email address for the listed organization.

If you are an existing CDX user, the system will navigate you to the 'Edit Account Profile – Organization Information' page after clicking either the 'Continue Without Facilities' or 'Continue with Selected Facilities' button (see Exhibit 3-20). You will have the option to either

select an existing organization associated with your CDX account or request to add an organization.

3.6.1 Provide User Information

The ‘Part 1: User Information’ section of the ‘User and Organization’ page enables you to establish your CDX user ID and password as well as enter the personal information required for your CDX account. The information entered in the ‘Part 1: User Information’ section is used to perform account validation and establish levels of identity assurance. CDX provides multiple levels of user validation which are specific to the role selected during Section 3.4.

Exhibit 3-19 Part 1: User Information

The screenshot shows the EPA CDX Core CDX Registration interface. At the top, there is a navigation bar with links for Home, About, Recent Announcements, Terms and Conditions, and Help. Below this is the CDX logo and the text 'Core CDX Registration'. A progress bar indicates four steps: 1. Program Service (checked), 2. Role Access (checked), 3. User and Organization (current step), and 4. Confirmation. Below the progress bar, a box titled 'Registration Information' displays 'Program Service: Compliance and Emissions Data Reporting Interface' and 'Role: Preparer'. A note states: 'Please fill out all required fields marked with an asterisk(*)'. The main form area is titled 'Part 1: User Information' and contains the following fields:

- User ID *
- Title * (Dropdown menu with 'Mr' selected)
- First Name *
- Middle Initial
- Last Name *
- Suffix (Dropdown menu with '-Please Select-' selected)
- Password *
- Re-type Password *
- Security Question 1 * (Dropdown menu with '-Please Select-' selected)
- Security Answer 1 *
- Security Question 2 * (Dropdown menu with '-Please Select-' selected)
- Security Answer 2 *
- Security Question 3 * (Dropdown menu with '-Please Select-' selected)
- Security Answer 3 *

Enter the following information into the ‘Part 1: User Information’ section of the page (see Exhibit 3-19):

- User ID (required. Select a User ID you would like to use for CDX that meets the user name requirements)
- Title (required)
- First Name (required)
- Middle Initial
- Last Name (required)
- Suffix
- Password (required. Select a password that meets the minimum password requirements)
- Re-type Password (required)
- Security Question 1 (required)
- Security Answer 1 (required)
- Security Question 2 (required)
- Security Answer 2 (required)
- Security Question 3 (required)
- Security Answer 3 (required)

Note: It is important that you carefully note your input for the ‘User ID’ and ‘Password’ fields, as you are prompted for this information during the CEDRI submission process and will need to provide an exact match for authentication.

The ‘Security Question’ and ‘Security Answer’ are of your choosing and are for authentication in the event you forget your password and need to reset it. The answers you provide to the security questions are case insensitive.

3.6.2 Provide Organization Information

If you are registering for a CDX account, the ‘Part 2: Organization Information’ section of the ‘User and Organization’ page enables you to provide organization information for the selected CEDRI role. You are first required to perform a simple search to determine if information for your organization is already stored in CDX (see Exhibit 3-21). If you cannot find your organization, you can request that your organization be added to CDX.

If you are an existing CDX user, the system provides you with the option to either select an existing organization associated with your CDX account or request to add an organization (see Exhibit 3-20). When adding an organization, you can perform a simple search to select an organization already stored in CDX to your CDX account or request that the organization be added to CDX.

Warning: Preparers and Certifiers must share an organization to be able to work on the same submission package. Using the 'Organization ID' when searching for an organization ensures you are selecting the correct organization.

If you are creating the organization, please record the 'Organization ID' and provide this ID to other users wishing to be associated with the organization.

Please contact the CDX Helpdesk at 1-888-890-1995 or helpdesk@epacdx.net for assistance if you are unable to get the 'Organization ID' from the Preparer/Certifier who created the organization with which you wish to be associated.

To select an existing organization associated with your CDX account:

Exhibit 3-20 Select a Current Organization

1. Click the 'Select a Current Organization' option.
2. Select an organization from the drop down list for your selected role.
3. Select the 'Submit Request for Access' button to confirm your organization. If you selected the Certifier role, you are taken to the 'Identity Verification' screen (see Section 3.7).

3.6.2.1 Search for Organization

If you are registering for a CDX account, the ‘Part 2: Organization Info’ section provides the capability to search for an existing organization (see Exhibit 3-21) to add to your CDX account.

Exhibit 3-21 Organization Search (New CDX User)

Existing CDX users can search for existing organizations to add to their account by selecting ‘Request to Add an Organization’ option on the ‘Organization Information’ page (see Exhibit 3-22).

Exhibit 3-22 Organization Search (Existing CDX User)

To search for an organization:

1. Enter a full or partial name, or Organization ID, for your organization.
2. Click the ‘Search’ button. The system will display the search results under the search field (see Exhibit 3-23).

Exhibit 3-23 Organization Search Results

Search for your organization using the text box below. You may search by entering the Organization Name or the Organization ID.

Organization ID	Organization Name	Address	City	State	ZIP Code
17053	NEW OIL CO	12601 FAIR LAKES CIRCLE	FAIRFAX	VA	22033
17197	NEW FACILITY	12224	FAIRFAX	VA	22033
15815	NEW ORG	NEW ORG	NEW ORG	AL	22222
16916	NEW ORG	TEST	TEST	AL	22222

Can't find your organization? [Use advanced search](#) or [request that we add your organization.](#)

Select an Existing Organization

If you find your organization listed in the search results:

1. Select the 'Organization ID' to select your organization. The system will display the organizational information. (see Exhibit 3-24).

Exhibit 3-24 Organization Information - Selected Organization

NEW OIL CO
 12601 FAIR LAKES CIRCLE
 FAIRFAX, VA, US
 22033

Email *	<input type="text"/>
Re-enter Email *	<input type="text"/>
Phone Number *	<input type="text"/>
Phone Number Ext	<input type="text"/>
Fax Number	<input type="text"/>

Wrong organization information? [Back to Search Results](#), [Use advanced search](#) or [request that we add your organization.](#)

2. Enter your organizational information (required fields are marked with an asterisk):
 - Email: required; CDX will use this email account for all CDX-related communications
 - Re-enter Email: required

- Phone Number: required
 - Phone Number Ext
 - Fax Number
3. Click the ‘Submit Request for Access’ button.

Warning: Search results only include “verified” organizations (i.e. organizations tied to a user that has passed LexisNexis identify verification or has an approved paper Electronic Signature Agreement) unless the search is specifically conducted using ‘Organization ID’.

This means that organizations created by Certifiers with approved ESAs are returned in search results if the search is conducted by organization name. Organizations created by Preparers will not be returned in the identical search since Preparers are not required to have an ESA.

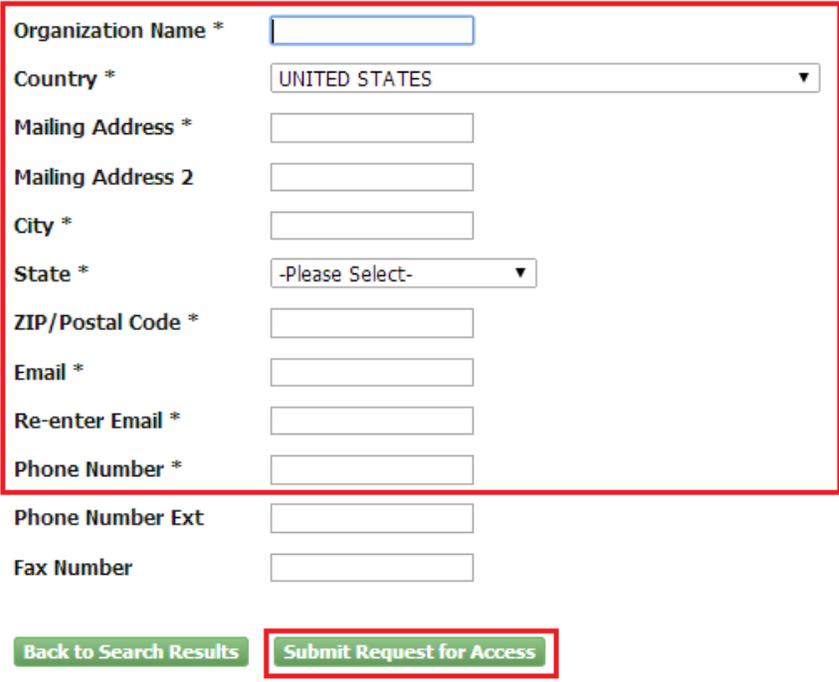
Preparers creating an organization unique to your facility should record the ‘Organization Id’ and provide this ID to other users wishing to be associated with the organization.

Add an Organization

If you cannot find your organization in any search results:

1. Select ‘request that we add your organization.’ The system will display data entry fields to capture your organizational information (see Exhibit 3-25)

Exhibit 3-25 Organization Information - Add Organization



2. Enter information about the organization (required fields are marked with an asterisk):
 - Organization Name (required)

- Mailing Address (required)
 - Mailing Address 2
 - City (required)
 - State/Province (required)
 - Zip/Postal Code (required)
3. Enter your organizational information (required fields are marked with an asterisk):
 - Email: required; CDX will use this email account for all CDX-related communications
 - Re-enter Email: required
 - Phone Number: required
 - Phone Number Ext
 - Fax Number
 4. Click the ‘Submit Request for Access’ button. The system will navigate you to the ‘Confirmation’ page (see Exhibit 3-26) if you are registering for a CDX account.

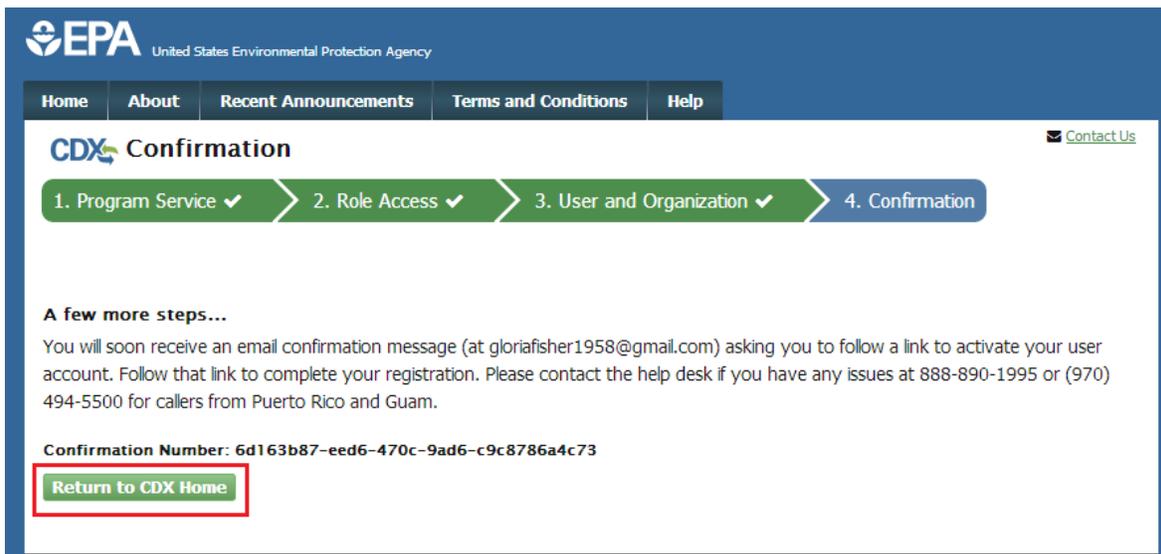
Note: When creating a new organization, if the data entered is an exact match of an existing organization in CDX, you are directed to associate to the existing organization.

Note: Record the ‘Organization Id’ for future reference, so if additional users from your company register for the CEDRI program service, they can accurately identify the organization.

3.6.3 Confirm Registration

If you are registering for a CDX account, the system will navigate you to the account ‘Confirmation’ page (see Exhibit 3-26). Click the ‘Return to CDX Home’ button to exit the page.

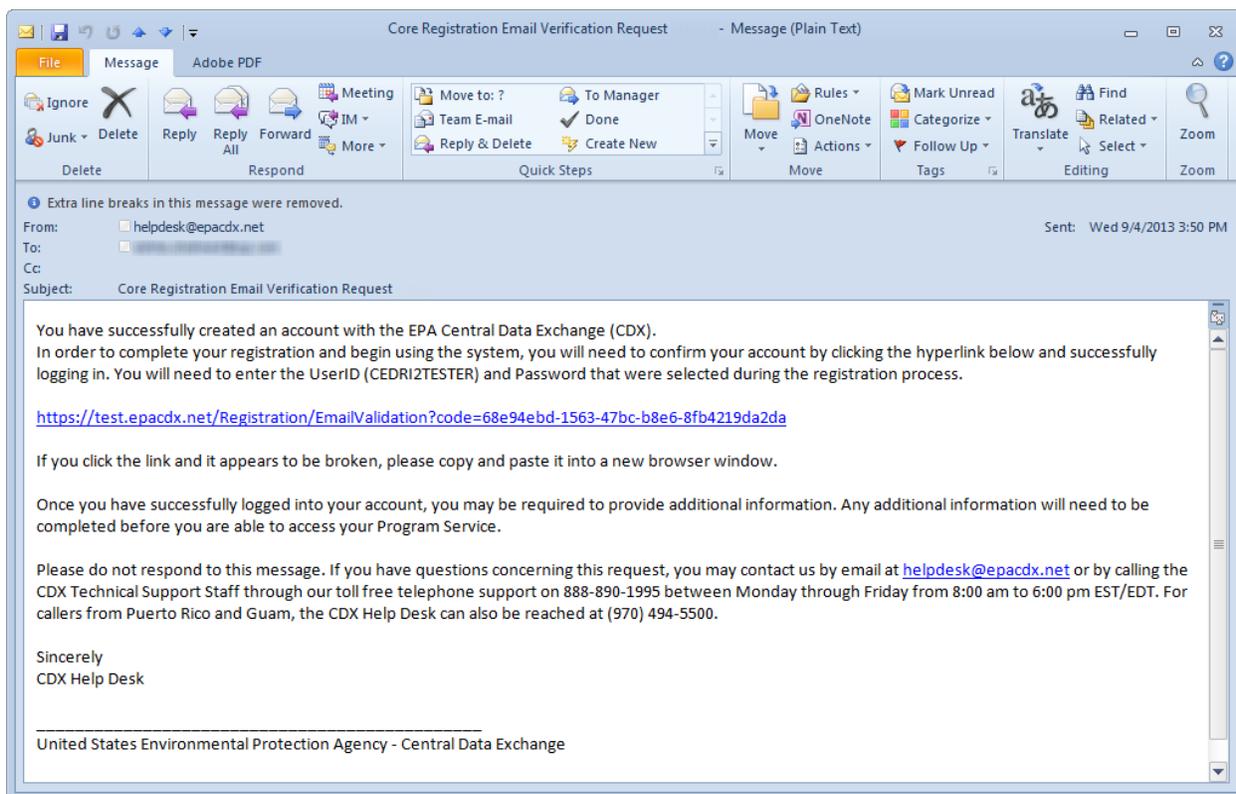
Exhibit 3-26 Confirmation for CDX Registration and Organization Association



At this time the system sends a confirmation email containing account activation instructions to the email account you provided in the ‘Organization Information’ step. The email includes a hyperlink that directs you to CDX, where you can log in to activate your account (see Exhibit 3-27).

- If you requested the Preparer role, the system will navigate you directly to the ‘MyCDX’ screen upon successful log-in where you will see the Preparer role active for the ‘CEDRI: Compliance and Emissions Data Reporting Interface’ Program service (see Exhibit 3-37).
- If you requested the Certifier role, the system will navigate you to the ‘Identity Verification’ screen (see Section 3.7) to complete the Electronic Signature Agreement (ESA) process.

Exhibit 3-27 CDX Core Registration - Email Verification Request



3.7 Verify Identity

Note: Identity verification is only required for the Certifier role.

If you requested the Certifier role, either as part of CDX registration or through the ‘MyCDX’ page, additional identity proofing is required before the role becomes active on your CDX account. You will be prompted to follow additional steps that support the LexisNexis identity validation and the Electronic Signature Agreement (ESA) signing processes.

After entering organization information for the Certifier role, the system will navigate you to the ‘Identify Verification’ page (see Exhibit 3-28). You have the option to use either the electronic identity verification process or the paper-based identity verification process. CDX provides an

identity verification service called LexisNexis, which is a third-party service that verifies the user's identity, organization information and association to the organization.

Exhibit 3-28 Identify Verification Page

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CDX CDX Registration: **Additional Verification** [Contact Us](#)
Logged in as MISSFISHER123 ([Log out](#))

1. Identity Verification > 2. Electronic Signature Agreement

The program you are registering for requires additional proof of identity. Your options are to use LexisNexis®, an independent 3rd-Party electronic identity proofing service or to print and submit a signed form through U.S. Postal Mail to the U.S. Environmental Protection Agency.

Note: By clicking [Proceed to Verification] you understand the service is voluntary and that you are validating personally identifying information including the last 4 digits of SSN against a 3rd-Party service LexisNexis®, which will return evidence of validation of your personally identifying information back to the U.S. Environmental Protection Agency. The U.S. EPA will not collect or retain sensitive, personally identifying information such as your Social Security Number (SSN); however, EPA will receive evidence of identity validation which may be used to identify you for legal purposes.

You may [sign the paper form](#) if you do not want to use the automatic verification process.

Note: You will receive a limited number of attempts to complete identity verification. Please review all personal information carefully prior to submitting. If you need to modify the personal information listed below, please contact the [CDX Help Desk](#).

First Name: Test
Last Name: User

I have reviewed the name presented above and I would like to proceed with LexisNexis. [Additional LexisNexis Identity Proofing Guidance](#)

[Exit](#)

Proceed to Verification **Cancel**

Click ‘sign the paper form’ link if you do not want to use the electronic verification process.

- The system will navigate you to a screen where you are instructed to print, sign, and mail required identity proofing documentation (see Section 3.7.2).

To proceed with the electronic verification process:

1. Click the checkbox agreeing you have reviewed the first and last name presented and would like to proceed with LexisNexis.
2. Click the ‘Proceed to Verification’ button. The LexisNexis service will launch a new web browser window and navigate you away from CDX to collect additional “Personally Identifiable Information (PII)” required for identity verification that CDX does not collect.

3. Click the 'OK' button. The system will navigate you to the LexisNexis Data Collection window (see Exhibit 3-29).
 - The LexisNexis Data Collection window displays the user and organization information collected by CDX and is not editable. The window also displays text fields in which you must provide the necessary PII for identity validation.

Exhibit 3-29 LexisNexis Verification for EPA

LexisNexis® | Verification for EPA

* Required Fields

Authorized Representative

Last Name * First Name * Middle Name SSN (Last 4) *

Home Address *

Home City * Home State * Home Zip *

Home Phone Date of Birth *

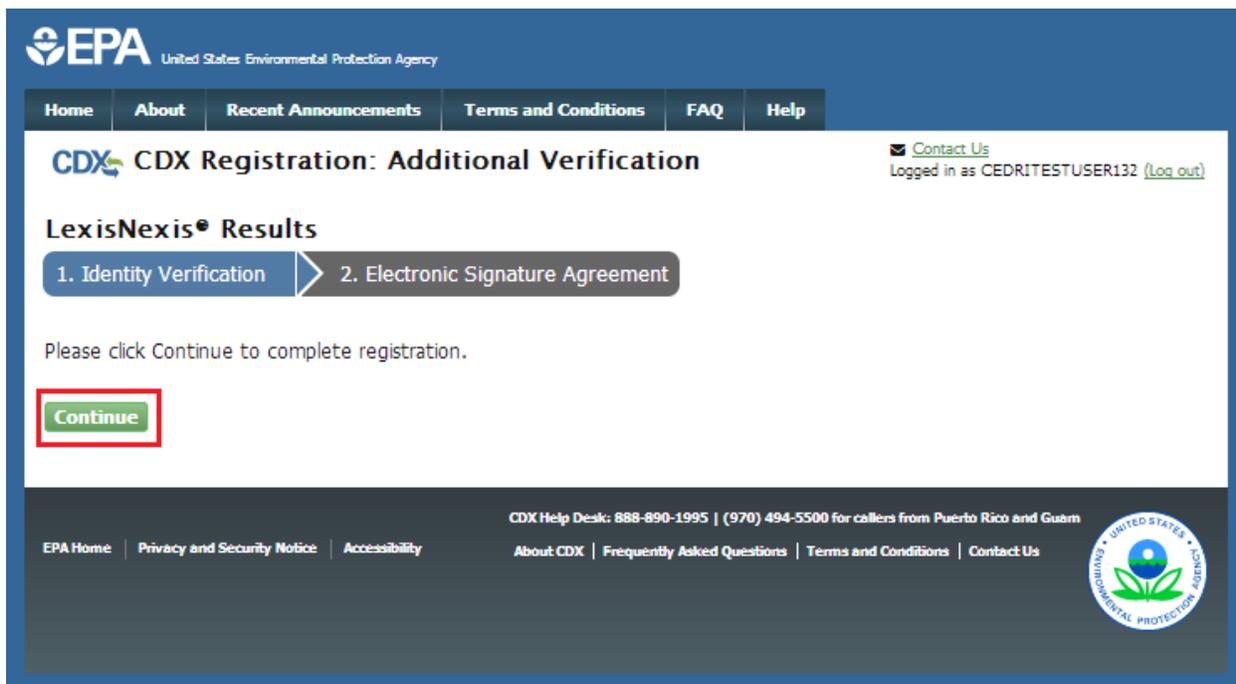
Copyright © 2014 LexisNexis. All rights Reserved. [Terms & Conditions](#) | [Privacy & Security](#)

4. Enter required PII:
 - Last 4 digits of SSN
 - Home Address
 - Home City
 - Home State
 - Home Zip
 - Date of Birth

5. Select the ‘Submit’ button to proceed with verification.

After providing the information, a ‘Thank You’ screen is displayed (not shown). You are redirected back to CDX Web upon selecting the ‘OK’ button where the validation process status is given (see Exhibit 3-30).

Exhibit 3-30 Identify Verification Page – LexisNexis Results



After completing LexisNexis data entry, and navigating back to CDX from LexisNexis, you must select the ‘Continue’ button to obtain LexisNexis results. One of the following three result scenarios may occur:

- You successfully completed LexisNexis identity verification. You can electronically sign the ESA at this point (see Section 3.7.1).
- You did not successfully complete LexisNexis identity verification and you choose to retry LexisNexis by selecting the ‘Retry LexisNexis’ button. You may make changes to your organization information (such as address) as well as changes to your PII provided to LexisNexis. You may only retry 5 times before being forced to sign the paper ESA.
- You did not successfully complete LexisNexis identity verification and you choose to sign the paper ESA by clicking the ‘Sign Paper Form’ button.

Note: LexisNexis scores are based on the degree to which the information entered on the LexisNexis Data Collection form (Exhibit 3-29) matches the information contained in the LexisNexis database. Scores can only be raised by improving the degree to which the information matches.



3.7.1 CDX Electronic Signature Agreement (ESA)

If you are registering for the Certifier role and have not previously provided an electronic signature agreement (ESA) when registering with CDX, you will be prompted to sign an ESA, which can be signed electronically or manually. The following sections provide more detail about each option.

Warning: The paper ESA process may take up to 2 weeks to complete. Refer to Section 3.7.2 for details.

3.7.1.1 Set up CDX Security Challenge Questions

CDX provides twenty (20) questions to help validate your identity. From these twenty (20) questions you are required to choose five (5) unique questions and provide unique answers for each. The questions that you select should be easy for you to remember, but difficult for someone else to guess. You are required to answer one (1) of these five (5) questions upon submitting any CEDRI submission files. The question presented is randomly chosen by the system. This method of identity validation is referred to as Cross-Media Electronic Reporting Regulation (CROMERR) 20-5-1. If you pass LexisNexis validation and choose to sign the ESA electronically, the application verifies that the CROMERR 20-5-1 security questions and answers have been set.

- If CROMERR 20-5-1 security questions and answers have been set, the system will navigate you to the ESA.
- If not set, the system will navigate you to the page to provide five (5) secret questions and answers before proceeding to the 'ESA' page (see Exhibit 3-31).

The CROMERR 20-5-1 process must be completed before you can electronically sign the ESA.

Exhibit 3-31 CDX Registration – Additional Information

EPA United States Environmental Protection Agency

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CDX Central Data Exchange [Contact Us](#)
Logged in as CEDRITESTUSER132 ([Log out](#))

CDX Registration: Additional Verification

1. Identity Verification ✓ 2. Electronic Signature Agreement

You are registered for a program that requires eSignature PIN Verification. Please select five (5) challenge questions and answers. The questions that you select should be questions that you can remember, but difficult for anyone else to guess.

Select 5 Challenge Questions and Answers

<input type="text"/>	▼	<input type="text"/>
<input type="text"/>	▼	<input type="text"/>
<input type="text"/>	▼	<input type="text"/>
<input type="text"/>	▼	<input type="text"/>
<input type="text"/>	▼	<input type="text"/>

[Save Answers](#)

CDX Help Desk: 888-890-1995 | (970) 494-5500 for callers from Puerto Rico and Guam

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To select your five challenge questions:

1. Click the question drop down list.
2. Select the question.
3. Enter the answer in the text box to the right of the question.
4. Continue steps 1-3 until all five questions are selected and answered.
5. Select the 'Save Answers' button to save the information. The system will send a confirmation email to your organization email and to your CDX Inbox listing the questions which you answered.

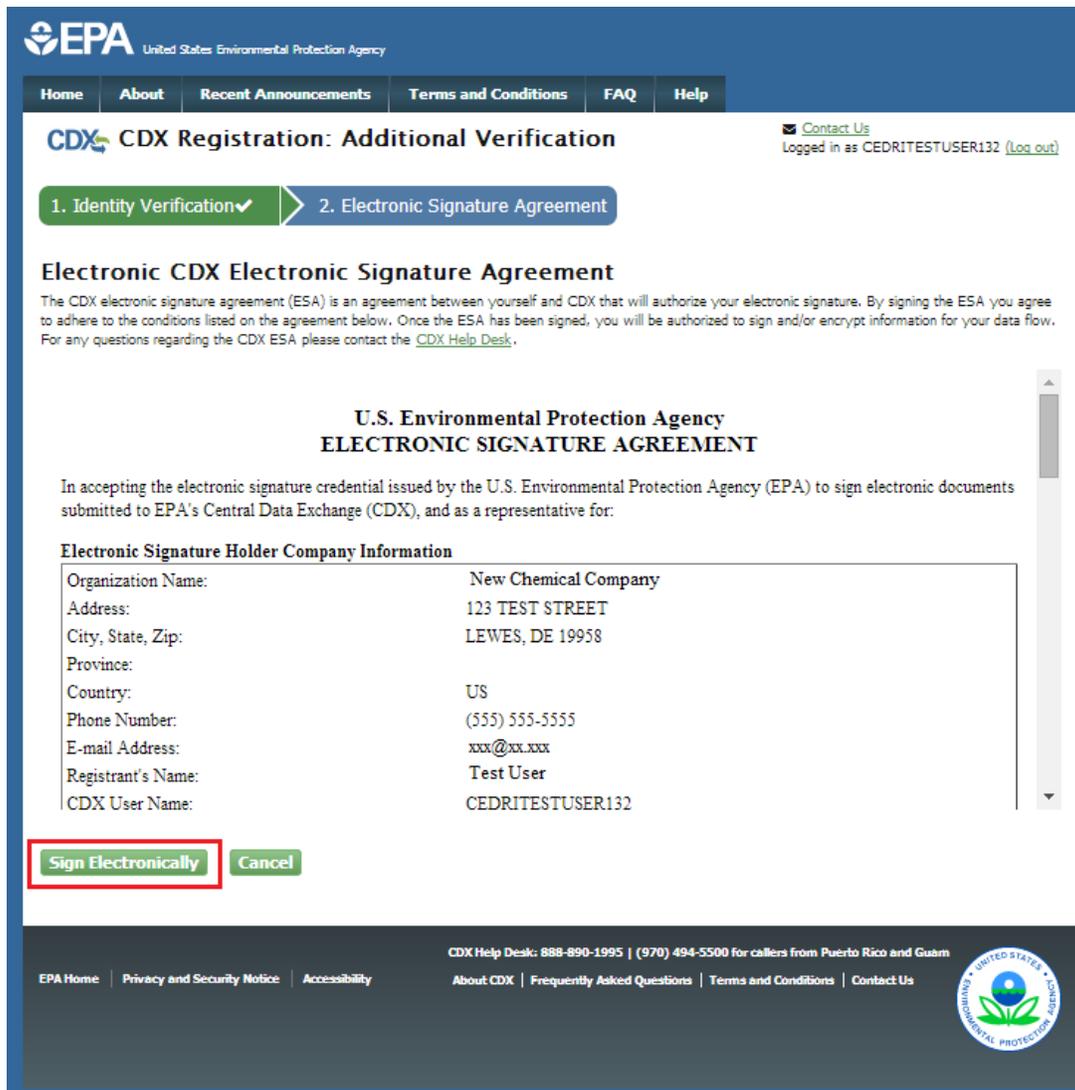
If you choose the paper ESA application process, the CROMERR 20-5-1 questions will be displayed the first time you log into your CDX account after your Certifier role has been manually activated. If you need to electronically sign an ESA later, you will be required to provide your CROMERR 20-5-1 questions and answers before signing electronically.

If in the future, you forget your CROMERR 20-5-1 question answers, contact the CDX Helpdesk for assistance in resetting them.

3.7.1.2 Complete Electronic ESA

After you complete the CROMERR 20-5-1 process, the system will navigate you to the ‘Electronic Signature Agreement’ page to review and sign the ESA (see Exhibit 3-32).

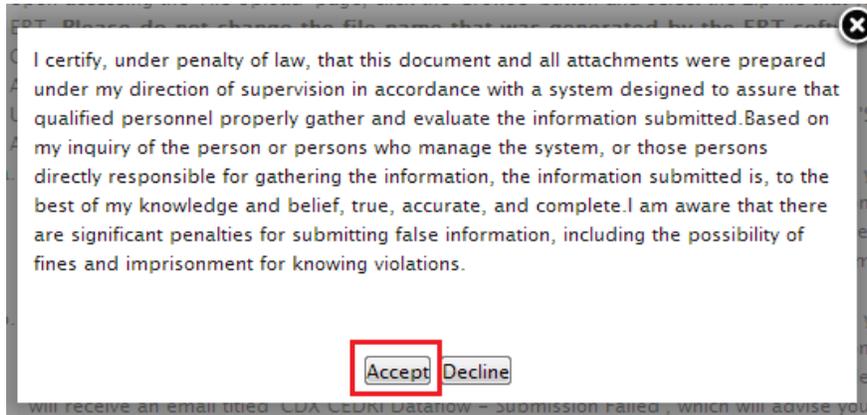
Exhibit 3-32 Review Electronic ESA



1. Review the ESA.
2. Click the ‘Sign Electronically’ button. The system will launch the CDX CROMERR widget for you to securely sign the ESA (see Exhibit 3-33).

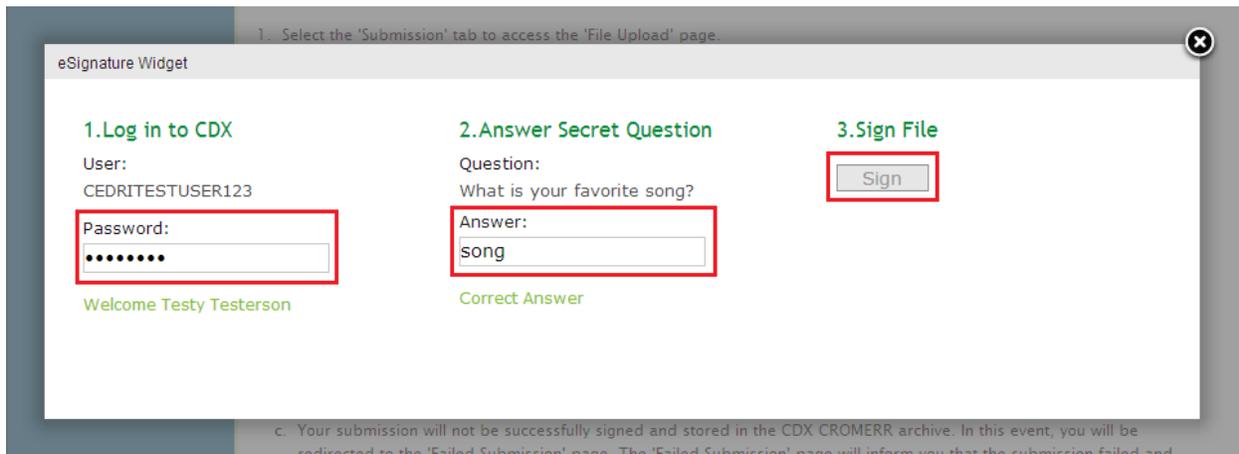
Note: You may choose to discontinue the registration process by clicking the ‘Cancel’ button. If you do not complete either the electronic or paper ESA, you must contact your Registration Maintenance Account Manager (RMAM) to obtain access to the program role requested. If you do not know your RMAM contact information contact the CDX Help Desk at 1-888-890-1995 or helpdesk@epacdx.net for assistance.

Exhibit 3-33 CDX Registration – CROMERR eSignature Widget page 1



3. Click the 'Accept' button. The system will display the next CROMERR eSignature pop up window (see Exhibit 3-34).

Exhibit 3-34 CDX Registration – CROMERR eSignature Widget page 2



4. Enter your CDX password, the answer to the security question displayed, and click the 'Sign' button.

3.7.2 Complete Paper ESA

If you do not wish to leverage the LexisNexis process, or are unable to be properly validated to meet the minimum requirements for the program, you are required to follow the paper ESA process to activate your Certifier role. The paper process allows you to print the ESA, provide a wet ink signature, and mail the signed ESA to the CDX Help Desk (refer to the ESA for mailing instructions).

To perform the ESA paper process:

1. Click 'sign the paper form' link on the 'Identify Verification' page (see Exhibit 3-28), or on the identify verification results page, to navigate to the 'Paper CDX Electronic Signature Agreement' page (see Exhibit 3-35).

Exhibit 3-35 Paper CDX Electronic Signature Agreement

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CDX CDX Registration: Additional Verification [Contact Us](#)
Logged in as CEDRITESTUSER134 ([Log out](#))

1. Identity Verification 2. Electronic Signature Agreement

Paper CDX Electronic Signature Agreement

The CDX electronic signature agreement (ESA) is an agreement between yourself and CDX that will authorize your electronic signature. By signing the ESA you agree to adhere to the conditions listed on the agreement below. Once the ESA has been signed, you will be authorized to sign and/or encrypt information for your data flow. For any questions regarding the CDX ESA please contact the [CDX Help Desk](#).

U.S. Environmental Protection Agency ELECTRONIC SIGNATURE AGREEMENT

In accepting the electronic signature credential issued by the U.S. Environmental Protection Agency (EPA) to sign electronic documents submitted to EPA's Central Data Exchange (CDX), and as a representative for:

Electronic Signature Holder Company Information

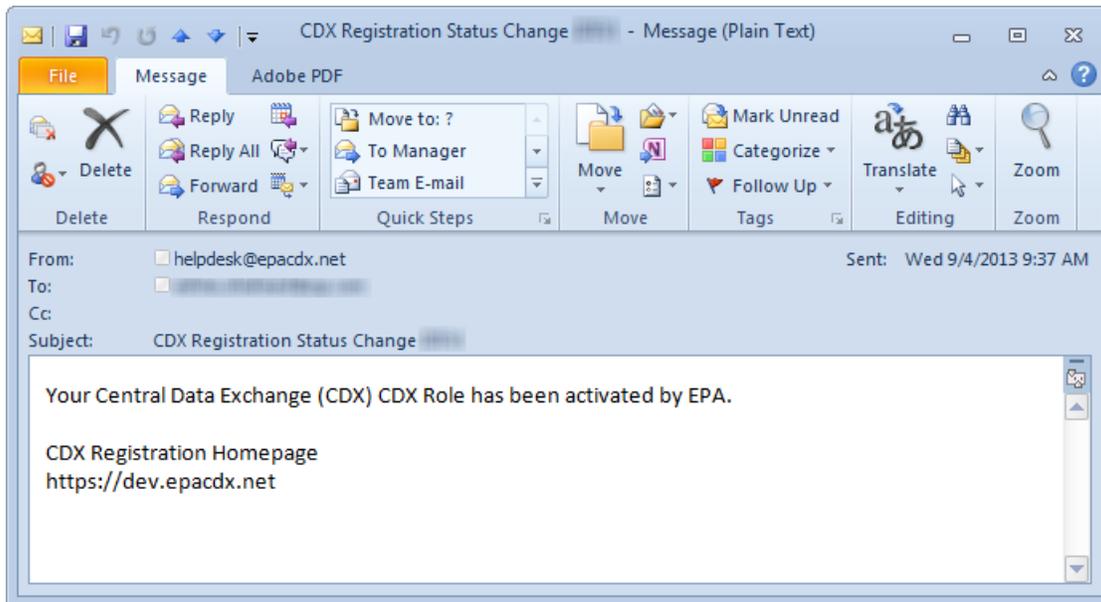
Organization Name:	New Chemical Company
Address:	123 TEST STREET
City, State, Zip:	LEWES, DE 19958
Province:	
Country:	US
Phone Number:	(555) 555-5555
E-mail Address:	xxx@xx.xxx
Registrant's Name:	Test User
CDX User Name:	CEDRITESTUSER134

Sign Paper Form Cancel

2. Select the 'Sign Paper Form' button. The system will display the ESA in a pop up window with an option to print the form.
3. Select the 'Print to Mail' button and print the form.
4. Sign the ESA and mail it according to the ESA instructions.

The ESA application process typically takes 5 to 10 business days to complete. Your Certifier role remains as 'Awaiting Activation' until the CDX Help Desk receives your form, verifies your identity, and approves your role. You may not access the CEDRI program service until your account is activated. You will receive an email notification once your role is approved (see Exhibit 3-36). A copy of the ESA form is automatically saved in your CDX Inbox for future reference and reprinting. To print, first download the .HTML file to your computer. You can then open the file in your browser for printing.

Exhibit 3-36 CDX Registration - Status Change Confirmation

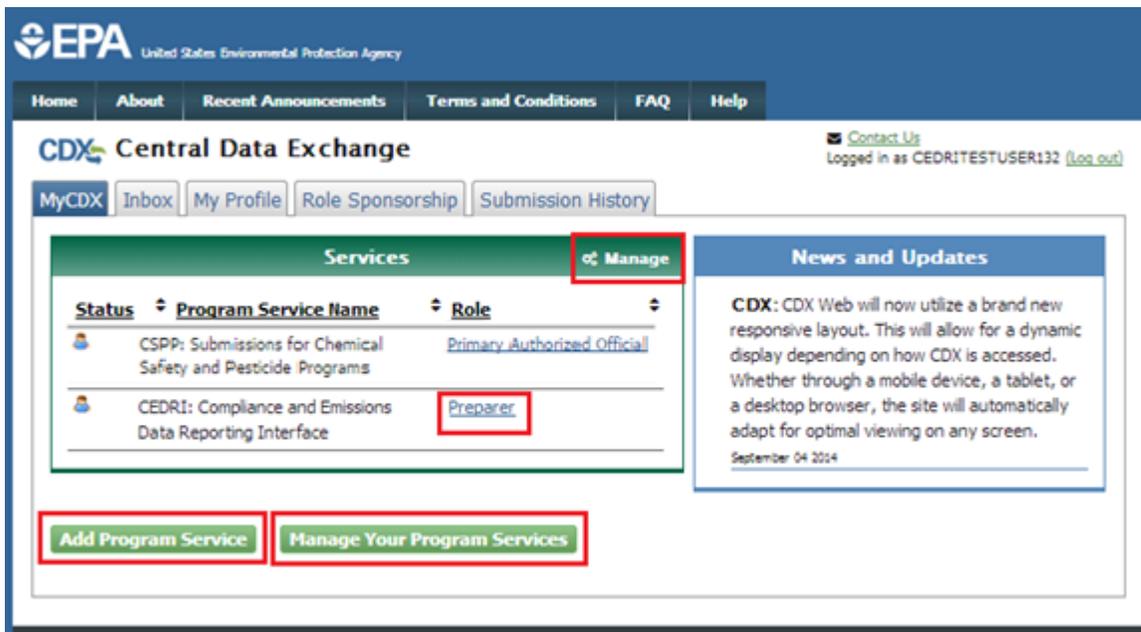


The CROMERR 20-5-1 questions will be displayed the first time you log into your CDX account following role approval. At that time you will be required to provide CROMERR 20-5-1 questions and answers.

3.8 Manage Your CEDRI Service

Upon logging in to CDX or navigating to the ‘MyCDX’ screen, the Certifier and/or Preparer role(s) you requested is listed under the ‘Services’ section of the page.

Exhibit 3-37 MyCDX Screen



From the ‘MyCDX’ screen, you can access the CEDRI dataflow, request additional CEDRI roles/organizations, and manage facilities for your CEDRI role(s):

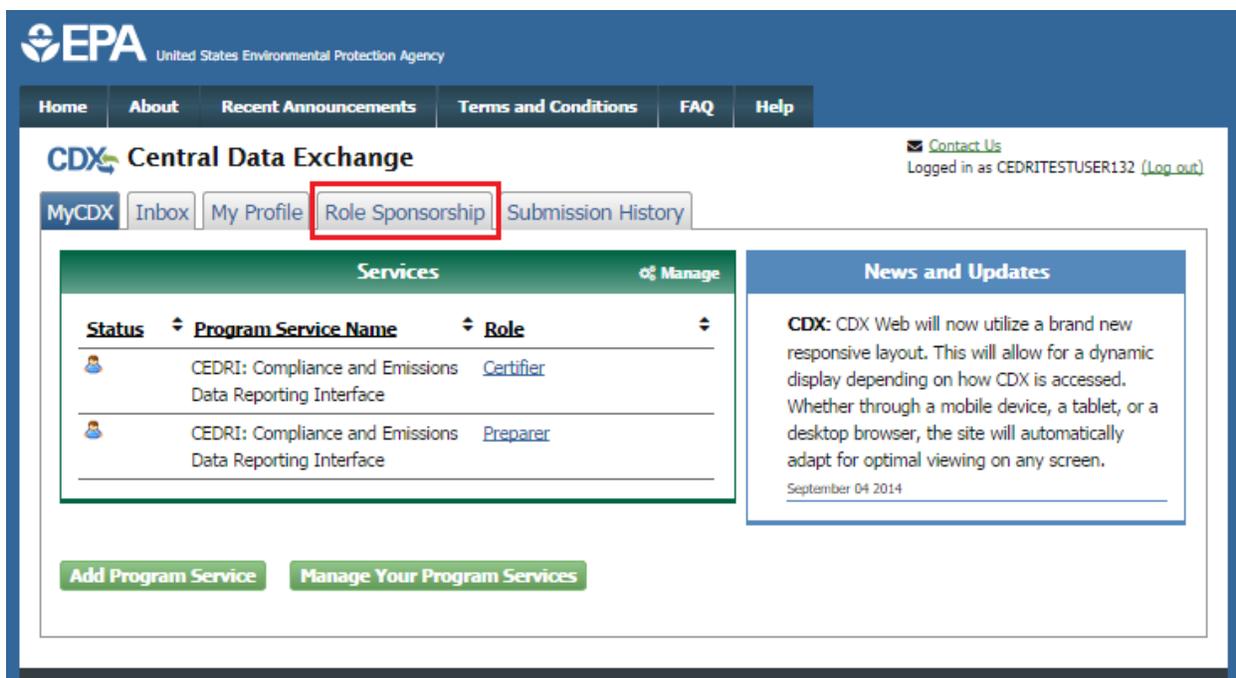
- All CEDRI: Compliance and Emissions Data Reporting Interface roles are displayed as active hyperlinks (see Exhibit 3-37). Click the role link to access the CEDRI application for the selected role.
- Click the ‘Add Program Service’ button to add another CEDRI role/organization to your CDX account.
- Click the ‘Manage Your Program Services’ button or ‘Manage’ link to add facilities to your CEDRI roles (see section 3.5.3).

Note: If you are submitting reports for more than one organization, you will need to add the CEDRI program service again, this time selecting the alternate organization (see Section 3.3 for more in-depth CEDRI registration instructions). Once the request is approved, you are prompted to select the organization you are submitting reports for each time you enter the CEDRI application (see Section 4.1).

3.9 CEDRI Role Sponsorship

If you are a CEDRI Certifier, CDX allows you as a representative of a reporting organization to authorize another user to modify, sign, and submit packages for the organization. Select the ‘Role Sponsorship’ tab to designate someone to submit data on behalf of the organization and to electronically sign to verify their submissions tab (see Exhibit 3-38).

Exhibit 3-38 Role Sponsorship Tab



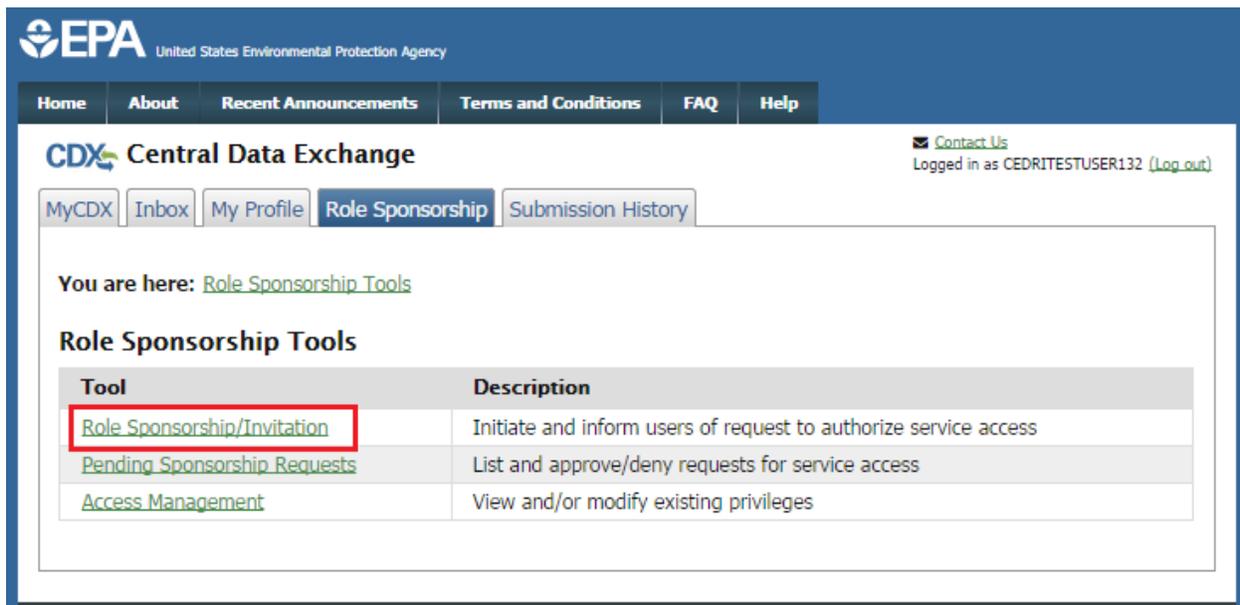
You will initiate the CDX registration process for the ‘Delegated Certifier’ role on behalf of another person through the CDX role sponsorship function. The sponsored user will be guided by CDX to complete the CDX registration process, including identification verification and signing of the ESA, in order to become a CEDRI Delegated Certifier.

Note: The Delegated Certifier is authorized to perform the same tasks as the Certifier (i.e. create and submit reports). However, a Delegated Certifier may not delegate their role to another representative. Registration for this role cannot be requested by a user but rather initiated by a Certifier through the CDX role sponsorship function. Only CEDRI Certifiers can initiate the role sponsorship process.

3.9.1 Initiate Sponsorship Request (Sponsoring Certifier)

Role sponsorship begins when a CEDRI Certifier accesses the ‘MyCDX’ page and selects the ‘Role Sponsorship’ tab. The system will navigate you to the ‘Role Sponsorship Tools’ page (See Exhibit 3-39).

Exhibit 3-39 Role Sponsorship Tools



The screenshot displays the EPA CDX Central Data Exchange interface. At the top, the EPA logo and 'United States Environmental Protection Agency' are visible. A navigation bar includes links for Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. The main header shows 'CDX Central Data Exchange' and a user login status: 'Logged in as CEDRITESTUSER132 (Log out)'. Below the header, a secondary navigation bar contains 'MyCDX', 'Inbox', 'My Profile', 'Role Sponsorship' (which is the active tab), and 'Submission History'. The main content area shows a breadcrumb trail: 'You are here: [Role Sponsorship Tools](#)'. Below this, the title 'Role Sponsorship Tools' is followed by a table:

Tool	Description
Role Sponsorship/Invitation	Initiate and inform users of request to authorize service access
Pending Sponsorship Requests	List and approve/deny requests for service access
Access Management	View and/or modify existing privileges

To issue a sponsorship request to another person:

1. Click the ‘Role Sponsorship/Invitation’ link. The system will navigate you to the ‘Role Sponsorship/Invitation’ page (see Exhibit 3-40).

Exhibit 3-40 Role Sponsorship/Invitation

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CDX Central Data Exchange [Contact Us](#)
Logged in as CEDRITESTUSER132 ([Log out](#))

MyCDX Inbox My Profile **Role Sponsorship** Submission History

You are here: [Role Sponsorship Tools](#) > Role Sponsorship/Invitation

Role Sponsorship

The asterisk (*) denotes a required field.

Step 1: Recipient Information

Provide the email address of the user you wish to sponsor. If the user does not already exist in CDX, you can either try a different email address or invite the new user to create a CDX account.

Email *

Step 2: Sponsorship Information

Provide the information for the role you wish to sponsor.

Program Service *

CEDRI: Compliance and Emissions Data Reporting Interface

Role *

Delegated Certifier

Submit **Back**

2. Enter the email address for the person you are sponsoring in the 'Email' field.
3. Click the 'Program Service' drop down box and select 'CEDRI: Compliance and Emissions Data Reporting' from the drop down list.
4. Click the 'Role' drop down box and select 'Delegated Certifier' from the drop down list. This is the CEDRI role being requested for the sponsored user.
5. Click the 'Submit' button. The system will navigate you to the 'Role Sponsorship/Invitation Review' page to confirm the information entered previously (see Exhibit 3-41).
 - If you are a Certifier for more than one organization, the system will prompt you to select the role/organization you want to use to initiate the sponsorship request.

Exhibit 3-41 Role Sponsorship/Invitation Review

6. Review the information in the ‘Registration Information’ section for accuracy.
7. Select the ‘Yes, the provided email address is correct’ radio button. The system will display the ‘Submit’ button.
8. Click the ‘Submit’ button. The system will display the pop up window to confirm the email address you entered (see Exhibit 3-42).

Exhibit 3-42 Email Confirmation Modal

9. The system displays the email address of the user you wish to sponsor in the 'Email' field.
10. Enter the email address in the 'Confirm Email' field.
11. Click the 'Confirm' button. The system will navigate you to the 'Role Sponsorship Tools' page and process your request.
 - The system will send two emails:
 - a) One to the Certifier who is sponsoring the request verifying the delivery of the request (see Exhibit 3-43).
 - b) One to the user who is being sponsored for the Delegated Certifier role asking them to review the request, or cancel the request (see Exhibit 3-44).

Exhibit 3-43 Email to Sponsoring Certifier

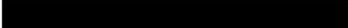
Central Data Exchange Sponsorship Request

 helpdesk@epacdx.net

Sent: Fri 9/12/2014 18:19

To: 

Your request was submitted.

Mr Cedri Certifier with registered email address  has requested to sponsor you for the Delegated Certifier role.

Program Service: Compliance and Emissions Data Reporting Interface
Role: Delegated Certifier
Program ID: N/A

Please do not reply to this message. If you have questions concerning this message, you may contact CDX Help Desk by email at helpdesk@epacdx.net or by calling the CDX Technical Support Staff through our toll free telephone support on 888-890-1995 between Monday through Friday from 8:00 am to 6:00 pm EST/EDT. For callers from Puerto Rico and Guam, the CDX Help Desk can also be reached at (970) 494-5500.

CDX Registration Homepage
<https://test.epacdx.net>

United States Environmental Protection Agency - Central Data Exchange

Exhibit 3-44 Email to Sponsored User

Central Data Exchange Sponsorship Request

helpdesk@epacdx.net

Sent: Fri 9/12/2014 18:19

To: [REDACTED]

Mr Cedri Certifier with registered email address [REDACTED] has requested to sponsor you for the Delegated Certifier role.

Program Service: Compliance and Emissions Data Reporting Interface
Role: Delegated Certifier
Program ID: N/A

You may [review this sponsorship](#) and follow the instructions after being redirected to the CDX application.
You may [cancel this sponsorship request](#).

Please do not reply to this message. If you have questions concerning this message, you may contact CDX Help Desk by email at helpdesk@epacdx.net or by calling the CDX Technical Support Staff through our toll free telephone support on 888-890-1995 between Monday through Friday from 8:00 am to 6:00 pm EST/EDT. For callers from Puerto Rico and Guam, the CDX Help Desk can also be reached at (970) 494-5500.

CDX Registration Homepage
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United States Environmental Protection Agency - Central Data Exchange

3.9.2 Receive Sponsorship Request (Sponsored User)

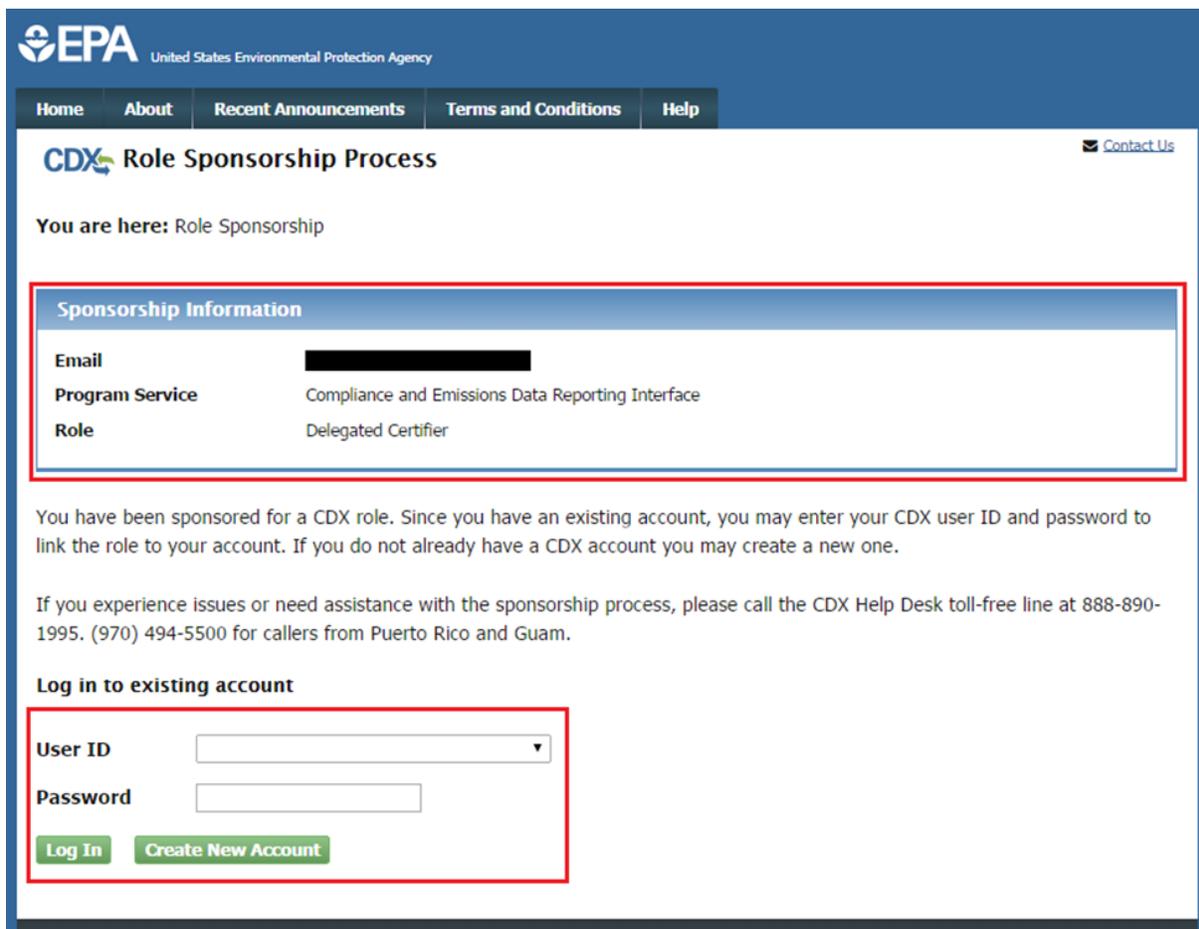
If you are being sponsored by a CEDRI Certifier for the Delegated Certifier role, you will receive an email informing you of the sponsorship request (see Exhibit 3-44). The email will provide you with the options to either review the request to continue the sponsorship process or cancel the sponsorship request.

3.9.2.1 Accept Sponsorship Request

To review and accept the sponsorship request:

1. Click the 'review this sponsorship' link in the email. The system will navigate you to the 'Role Sponsorship' page (see Exhibit 3-45).

Exhibit 3-45 Role Sponsorship



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CDX Role Sponsorship Process [Contact Us](#)

You are here: Role Sponsorship

Sponsorship Information	
Email	[REDACTED]
Program Service	Compliance and Emissions Data Reporting Interface
Role	Delegated Certifier

You have been sponsored for a CDX role. Since you have an existing account, you may enter your CDX user ID and password to link the role to your account. If you do not already have a CDX account you may create a new one.

If you experience issues or need assistance with the sponsorship process, please call the CDX Help Desk toll-free line at 888-890-1995. (970) 494-5500 for callers from Puerto Rico and Guam.

Log in to existing account

User ID

Password

2. Click the 'Create New Account' button if you do not have a CDX account. The system will navigate you to the 'Role Sponsorship Review' page (see Exhibit 3-46).
 - If you have a CDX account:
 - a) Enter your User ID and Password.
 - b) Click the 'Log In' button. The system will navigate you to the 'Role Sponsorship Review' page.

Exhibit 3-46 Role Sponsorship Review Page

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CDX Role Sponsorship Process [Contact Us](#)

You are here: [Role Sponsorship](#) >> Role Sponsorship Review

Sponsorship Information	
Email	gloriafisher1958@gmail.com
Program Service	Compliance and Emissions Data Reporting Interface
Role	Delegated Certifier

A CDX official for the program service above is requesting to view your contact information to sponsor you for the corresponding role. You may choose to approve or reject this request by making the appropriate selection below.

3. Verify the information in the ‘Sponsorship Information’ table.
4. Click the ‘Approve’ button. The system will navigate you to the ‘Account Registration’ page (see Exhibit 3-47).

Exhibit 3-47 Role Sponsorship – Account Registration Page

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CDX Role Sponsorship Process [Contact Us](#)

You are here: [Role Sponsorship](#) >> [Role Sponsorship Review](#) >> Account Registration

Registration Information	
Program Service	Compliance and Emissions Data Reporting Interface
Role	Delegated Certifier

Provide any required additional information, if applicable.

Select Role

- Click the 'Request Role Access' button. The system will navigate you to the facility search page (see Exhibit 3-48).

Exhibit 3-48 Role Sponsorship – Facility Search Page

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CDX CDX Pre-Registration [Contact Us](#)
Logged in as CEDRI_TEST_DEL_CERT ([Log out](#))

1. Confirm Account ✓ > 2. Role Information ✓ > 3. Review Account Information

Registration Information

Program Service	Compliance and Emissions Data Reporting Interface
Role	Delegated Certifier

Find Existing Facility

Use the search form below to search for existing EPA facilities. Fill in at least two search criteria to improve the search results.

Facility ID

Facility Name

Facility Address

City

State

ZIP Code

Search Facilities

For more advanced searching options, please locate your EPA Registry ID using EPA's [Envirofacts Search](#).

Continue Without Facilities

- Provide facility information for the role. You have two options:
 - Enter your search criteria for a facility and select the 'Search Facilities' button (see Section 3.5.1 for details on searching for and adding a facility).
 - Click the 'Continue Without Facilities' button to continue with your CEDRI role request without associating a facility.
- System will navigate you to the 'Account Registration' page.
 - If you chose to create a new CDX account, the 'Part 1: User Information' section enables you to establish your CDX user ID and password as well as enter the personal information required for your CDX account (see Exhibit 3-50).
 - If you logged into an existing CDX account, the system will auto-populate the 'Part 1: User Information' section with your CDX account information (see Exhibit 3-49).

Exhibit 3-49 Role Sponsorship Account Registration Part 1 – Existing CDX Account

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 **Role Sponsorship Process** [Contact Us](#)
Logged in as MISSFISHER123 ([Log out](#))

You are here: [Role Sponsorship](#) » [Role Sponsorship Review](#) » Account Registration

Registration Information

Program Service	Compliance and Emissions Data Reporting Interface
Role	Delegated Certifier

The following information was entered by a CDX user on your behalf. Please review and make any modifications before completing your profile information. Fields with asterisks (*) indicate required fields.

Part 1: User Information

The program you are registering for requires additional proof of identity. Later in the registration process you will be given the option to use LexisNexis, an identity proofing service. LexisNexis will pull your first, middle and last name exactly as it is entered on this page.

User ID *	MISSFISHER123
Prefix	██████████
First Name *	██████████
Middle Initial	
Last Name *	██████████
Suffix	

Exhibit 3-50 Role Sponsorship Account Registration Part 1 – New CDX Account


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Registration Information

Program Service	Compliance and Emissions Data Reporting Interface
Role	Delegated Certifier

The following information was entered by a CDX user on your behalf. Please review and make any modifications before completing your profile information. Fields with asterisks (*) indicate required fields.

Part 1: User Information

The program you are registering for requires additional proof of identity. Later in the registration process you will be given the option to use LexisNexis, an identity proofing service. LexisNexis will pull your first, middle and last name exactly as it is entered on this page.

User ID *	<input type="text" value="CEDRI_DELEGATEDCERT"/>
Title *	<input type="text" value="██████████"/>
First Name *	<input type="text" value="██████████"/>
Middle Initial	<input type="text" value=""/>
Last Name *	<input type="text" value="██████████"/>
Suffix	<input type="text" value="-Please Select-"/>
Password *	<input type="password" value="....."/>
Re-type Password *	<input type="password" value="....."/>
Security Question 1 *	<input type="text" value="██"/>
Security Answer 1 *	<input type="text" value="██████████"/>
Security Question 2 *	<input type="text" value="██"/>
Security Answer 2 *	<input type="text" value="██████████"/>
Security Question 3 *	<input type="text" value="██"/>
Security Answer 3 *	<input type="text" value="██████████"/>

8. Enter the required user information (see Section 3.6.1).
9. Enter organization information (see Section 3.6.2).
 - Existing CDX users may select a current organization or request to add an organization.

- Users registering for a CDX account must first perform a simple search to determine if information for their organization exists in CDX and can then request that their organization be added to CDX if they cannot find their organization
10. Click the ‘Submit Request for Access’ button. The system will navigate you to the ‘MyCDX’ page which will display the pending ‘Delegated Certifier’ role for the CEDRI program service (see Exhibit 3-51).

Exhibit 3-51 MyCDX Page with Delegated Certifier Role Displayed

The screenshot shows the EPA MyCDX Central Data Exchange interface. At the top is the EPA logo and navigation links: Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. Below this is the CDX logo and the text 'Central Data Exchange'. On the right, there is a 'Contact Us' link and a login status: 'Logged in as CEDRI_TEST_DEL_CERT (Log out)'. The main content area has tabs for 'MyCDX', 'Inbox', 'My Profile', and 'Submission History'. The 'Services' section features a table with columns for 'Status', 'Program Service Name', and 'Role'. The first row is highlighted with a red box and shows a green status icon, 'CEDRI: Compliance and Emissions Data Reporting Interface', and the role 'Delegated Certifier'. The second row shows a blue status icon, the same program service name, and the role 'Preparer'. Below the table are two buttons: 'Add Program Service' and 'Manage Your Program Services'. To the right of the services table is a 'News and Updates' section with a blue header, containing a message about a responsive layout update dated September 09 2014.

- The system will send two emails:
 - a) One to the Certifier who issued the sponsorship request informing them that you have requested role access, with options to either review the sponsorship request or cancel the request (see Exhibit 3-52).
 - b) One to you, the user who is being sponsored for the Delegated Certifier role, confirming that your request was submitted (see Exhibit 3-53).

Exhibit 3-52 Delegated Certifier Request for Role Access to Sponsoring Certifier

Central Data Exchange Sponsorship Request

 helpdesk@epacdx.net

Sent: Mon 9/15/2014 13:05
To: [REDACTED]

Mr Cedri Del-Tester with registered email address [REDACTED] is requesting your sponsorship for the following Delegated Certifier role.

Contact Organization: ENVIRONMENTAL PROTECTION AGENCY
Program Service: Compliance and Emissions Data Reporting Interface
Role: Delegated Certifier
Program ID: N/A

You may [review this sponsorship request](#) and follow the instructions after being redirected to the CDX application.
You may [cancel this sponsorship request](#).

Please do not reply to this message. If you have questions concerning this message, you may contact CDX Help Desk by email at helpdesk@epacdx.net or by calling the CDX Technical Support Staff through our toll free telephone support on 888-890-1995 between Monday through Friday from 8:00 am to 6:00 pm EST/EDT. For callers from Puerto Rico and Guam, the CDX Help Desk can also be reached at (970) 494-5500.

CDX Registration Homepage
<https://test.epacdx.net>

United States Environmental Protection Agency - Central Data Exchange

Exhibit 3-53 Delegated Certifier Role Request Confirmation to Sponsored User

Central Data Exchange Sponsorship Request

 helpdesk@epacdx.net

Sent: Mon 9/15/2014 13:05
To: [REDACTED]

Your request was submitted.

Mr Cedri Del-Tester with registered email address [REDACTED] is requesting your sponsorship for the following Delegated Certifier role.

Contact Organization: ENVIRONMENTAL PROTECTION AGENCY
Program Service: Compliance and Emissions Data Reporting Interface
Role: Delegated Certifier
Program ID: N/A

Please do not reply to this message. If you have questions concerning this message, you may contact CDX Help Desk by email at helpdesk@epacdx.net or by calling the CDX Technical Support Staff through our toll free telephone support on 888-890-1995 between Monday through Friday from 8:00 am to 6:00 pm EST/EDT. For callers from Puerto Rico and Guam, the CDX Help Desk can also be reached at (970) 494-5500.

CDX Registration Homepage
<https://test.epacdx.net>

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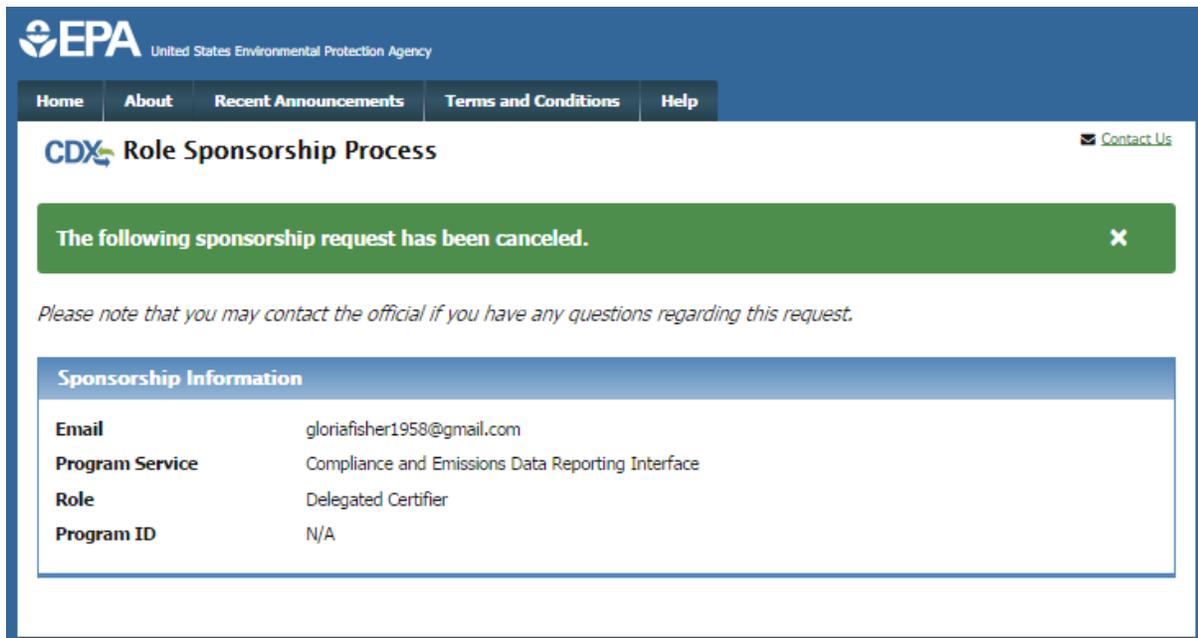
3.9.2.2 Cancel Sponsorship Request

If you do not want to accept the sponsorship request you received, you have the option to cancel the request.

To cancel the sponsorship request:

- Click the ‘cancel this sponsorship request’ link in the email. The system will navigate you to the ‘Role Sponsorship’ page which displays a notification that the sponsorship request has been canceled (see Exhibit 3-54).

Exhibit 3-54 Sponsorship Request Canceled



3.9.3 Complete the Sponsorship Request (Sponsoring Certifier)

When you receive the email from the person you are sponsoring for Delegated Certifier role informing you they are requesting your sponsorship, you have the option to either continue processing or canceling the request.

3.9.3.1 Continue Processing Sponsorship Request

To review and accept request for sponsorship:

1. Click the ‘review this sponsorship’ link in the email. The system will navigate you to the ‘Role Sponsorship’ page (see Exhibit 3-55).

Exhibit 3-55 Role Sponsorship Page – Sponsorship Request Received

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 **Role Sponsorship Process** [Contact Us](#)

You are here: Role Sponsorship

Sponsorship Information

Email	[REDACTED]
Organization	ENVIRONMENTAL PROTECTION AGENCY (1200 PENNSYLVANIA AVE NW, Mail Code: 7405M, WASHINGTON, DC, US 20460)
Program Service	Compliance and Emissions Data Reporting Interface
Role	Delegated Certifier

A request was received requesting your sponsorship for the role above.

If you experience issues or need assistance with the sponsorship process, please call the CDX Help Desk toll-free line at 888-890-1995. (970) 494-5500 for callers from Puerto Rico and Guam.

Log in to existing account

User ID	CEDRI_TEST_CERTIFIER
Password	<input type="password"/>

2. Enter your User ID and Password to log into your CDX account. The system will navigate you to the 'Sponsorship Information' page (see Exhibit 3-56).

Exhibit 3-56 Role Sponsorship Review

3. Click the ‘Select an Existing Role’ option.
4. Click the ‘Organization’ drop down to display the list of organizations associated with your Certifier role.
 - If you do not see the organization for which you want the Delegated Certifier to sign submissions, you will need to add the organization to your CEDRI Certifier role before you can continue. Click the ‘Add a New Role’ option to add the role/organization to your account. See Section 3.4 for detailed steps on adding a role.
5. Click the ‘Role’ drop down and select ‘Certifier’ from the drop down list.
6. Click the ‘Approve’ button. The system will navigate you to the ‘Role Sponsorship Signature’ page (see Exhibit 3-57).

Exhibit 3-57 Role Sponsorship Signature

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CDX Central Data Exchange [Contact Us](#)
Logged in as MISSFISHER123 ([Log out](#))

You are here: [Role Sponsorship](#)» Role Sponsorship Signature

Electronic Sponsor Agreement

The electronic sponsor agreement is an agreement between the signature holder and you, on behalf of the organization, that will authorize the signature holder's electronic signature. By signing the sponsor letter, you will be authorizing the signature holder to sign and/or encrypt information for your organization.

AUTHORIZATION AND VERIFICATION FOR SUBMITTER BY COMPANY AUTHORIZING OFFICIAL

Authorized Official Signature

I am an authorizing official and an electronic signature holder in U.S. EPA's CDX/CEDRI for the organization listed below, and I verify that the person identified as the electronic signature holder below is authorized to submit on behalf of my organization.

CDX/CEDRI User ID:	MISSFISHER123
Name of Authorized Official:	[REDACTED]
Organization Name:	JABOT Cosmetics
Organization Address:	123 main street, Genoa City, WI, US 53128
Signature	Date

Electronic Signature Holder for Submission of Information

Sign Electronically **Cancel**

7. Review the 'Electronic Sponsor Agreement.'
8. Click the 'Sign Electronically' button. The system will launch the CDX CROMERR widget for you to securely sign the ESA.
9. Click the 'Accept' button. The system will display the next CROMERR eSignature pop up window (see Exhibit 3-34).
10. Enter your CDX password, the answer to the security question displayed, and click the 'Sign' button. The system will navigate you to the 'Role Sponsorship Tools' page and send two emails:
 - One email to the sponsoring Certifier confirming that the sponsorship request has been completed (see Exhibit 3-58).

- One email to the sponsored user confirming that the sponsorship request has been completed and a link to complete CDX registration (see Exhibit 3-59).

Exhibit 3-58 Email Confirmation of Completed Sponsorship Request to Sponsoring Certifier

Central Data Exchange Sponsorship Request Completed

helpdesk@epacdx.net
Sent: Mon 9/15/2014 13:38
To: [REDACTED]

The sponsor letter for the following sponsorship request has been completed.

Organization: Jabot Cosmetics, Inc.
Program Service: Compliance and Emissions Data Reporting Interface
Role: Delegated Certifier
Program ID: N/A

Please do not reply to this message. If you have questions concerning this message, you may contact CDX Help Desk by email at helpdesk@epacdx.net or by calling the CDX Technical Support Staff through our toll free telephone support on 888-890-1995 between Monday through Friday from 8:00 am to 6:00 pm EST/EDT. For callers from Puerto Rico and Guam, the CDX Help Desk can also be reached at (970) 494-5500.

CDX Registration Homepage
<https://test.epacdx.net>

United States Environmental Protection Agency - Central Data Exchange

Exhibit 3-59 Email Confirmation of Completed Sponsorship Request to Sponsored User

Central Data Exchange Sponsorship Request Completed

helpdesk@epacdx.net
Sent: Mon 9/15/2014 13:38
To: [REDACTED]

The sponsor letter for the following sponsorship request has been completed.

Organization: Jabot Cosmetics, Inc.
Program Service: Compliance and Emissions Data Reporting Interface
Role: Delegated Certifier
Program ID: N/A

You may [log in to complete your account registration](#) associated with this request after being redirected to the CDX application.

Please do not reply to this message. If you have questions concerning this message, you may contact CDX Help Desk by email at helpdesk@epacdx.net or by calling the CDX Technical Support Staff through our toll free telephone support on 888-890-1995 between Monday through Friday from 8:00 am to 6:00 pm EST/EDT. For callers from Puerto Rico and Guam, the CDX Help Desk can also be reached at (970) 494-5500.

CDX Registration Homepage
<https://test.epacdx.net>

United States Environmental Protection Agency - Central Data Exchange

3.9.4 Activate the Delegated Certifier Role (Sponsored User)

When you receive the email that the sponsorship request has been completed by the sponsoring Certifier, you will need to complete the registration process in order to activate the Delegated Certifier role.

To complete account registration:

1. Click the ‘log in to complete your account registration’ link. The system will navigate you to the ‘Role Sponsorship’ page (see Exhibit 3-60).

Exhibit 3-60 Role Sponsorship – Complete Registration

The screenshot displays the EPA CDX Role Sponsorship Process page. At the top, the EPA logo and navigation menu are visible. The main heading is 'CDX Role Sponsorship Process'. Below this, a breadcrumb trail indicates 'You are here: Role Sponsorship'. A table titled 'Sponsorship Information' lists the following details:

Email	[Redacted]
Organization	Jabot Cosmetics, Inc.
Program Service	Compliance and Emissions Data Reporting Interface
Role	Delegated Certifier

Below the table, a message states: 'Your sponsorship has been approved. Please log in to complete your account registration with CDX.' A contact information note follows: 'If you experience issues or need assistance with the sponsorship process, please call the CDX Help Desk toll-free line at 888-890-1995. (970) 494-5500 for callers from Puerto Rico and Guam.' The 'Log in to existing account' section contains a 'User ID' field with the value 'CEDRI_TEST_DEL_CERT', a 'Password' field, and a 'Log In' button. The password field and the 'Log In' button are highlighted with red boxes in the original image.

2. Enter your CDX password.
3. Click the ‘Log In’ button. System will navigate you to the displays the ‘Complete Account’ window (see Exhibit 3-61).

Exhibit 3-61 Role Sponsorship – Complete Account Page

United States Environmental Protection Agency

Home
About
Recent Announcements
Terms and Conditions
FAQ
Help

CDX Role Sponsorship Process

[Contact Us](#)
 Logged in as CEDRI_TEST_DEL_CERT ([Log out](#))

You are here: [Role Sponsorship](#)» Complete Account

Registration Information

Name	Mr Cedri Del-Tester (CEDRI_TEST_DEL_CERT)
Email	[Redacted]
Program Service	Compliance and Emissions Data Reporting Interface
Role	Delegated Certifier

Please review your contact information below before proceeding to complete your account registration.

Provide Contact Information

Jabot Cosmetics. Inc.
 123 main street
 Genoa City, WI, US 53128

Email *	<input type="text" value="[Redacted]"/>
Phone Number *	<input type="text" value="(555) 555-5555"/>
Phone Number Ext	<input type="text"/>
Fax Number	<input type="text"/>

4. Enter phone number, phone number extension, and fax number information.
5. Click the ‘Submit’ button. The system will navigate you to the ‘CDX Registration: Additional Verification’ window (see Exhibit 3-62).
 - If you have already undergone the CDX identify verification process, the system will navigate you to the ‘MyCDX’ page. The ‘Delegated Certifier’ role will be active and displayed as a link in the ‘Services’ section (see Exhibit 3-63).

Exhibit 3-62 Role Sponsorship – Additional Verification

EPA United States Environmental Protection Agency

Home About Recent Announcements Terms and Conditions FAQ Help

CDX CDX Registration: Additional Verification [Contact Us](#)
Logged in as CEDRI_TEST_DEL_CERT ([Log out](#))

1. Identity Verification 2. Electronic Signature Agreement

The program you are registering for requires additional proof of identity. Your options are to use LexisNexis®, an independent 3rd-Party electronic identity proofing service or to print and submit a signed form through U.S. Postal Mail to the U.S. Environmental Protection Agency.

Note: By clicking [Proceed to Verification] you understand the service is voluntary and that you are validating personally identifying information including the last 4 digits of SSN against a 3rd-Party service LexisNexis®, which will return evidence of validation of your personally identifying information back to the U.S. Environmental Protection Agency. The U.S. EPA will not collect or retain sensitive, personally identifying information such as your Social Security Number (SSN); however, EPA will receive evidence of identity validation which may be used to identify you for legal purposes.

You may [sign the paper form](#) if you do not want to use the automatic verification process.

Note: You will receive a limited number of attempts to complete identity verification. Please review all personal information carefully prior to submitting. If you need to modify the personal information listed below, please contact the [CDX Help Desk](#).

First Name: Cedri
Last Name: Del-Tester

I have reviewed the name presented above and I would like to proceed with LexisNexis. [Additional LexisNexis Identity Proofing Guidance](#)

[Exit](#)

[Proceed to Verification](#) [Cancel](#)

6. Click the checkbox agreeing you have reviewed the first and last name presented and would like to proceed with LexisNexis.
7. Click the 'Proceed to Verification' button. The LexisNexis service will launch a new web browser window and navigate you away from CDX to collect additional "Personally Identifiable Information (PII)" required for identity verification that CDX does not collect.
8. Complete the LexisNexis CDX verification process (see Section 3.7 Step 3).
9. Select 5 challenge questions and answers (see Section 3.7.1.1).
10. Sign the electronic security agreement (see Section 3.7.1.2). The system will navigate you to the 'MyCDX' page. The 'Delegated Certifier' role will be active and displayed as a link in the 'Services' section (see Exhibit 3-63).

Exhibit 3-63 MyCDX Page with Active Delegated Certifier Role

The screenshot shows the MyCDX interface for the EPA. At the top, there is a navigation bar with links for Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. Below this is the CDX Central Data Exchange header, which includes a 'Contact Us' link and a login status: 'Logged in as CEDRI_TEST_DEL_CERT (Log out)'. The main content area is divided into several sections. On the left, there are tabs for 'MyCDX', 'Inbox', 'My Profile', and 'Submission History'. The central focus is a 'Services' table with a 'Manage' link. The table has columns for 'Status', 'Program Service Name', and 'Role'. Two rows are visible: the first row, which is highlighted with a red box, shows a green status icon, 'CEDRI: Compliance and Emissions Data Reporting Interface', and the role 'Delegated Certifier'; the second row shows a blue status icon, the same program service name, and the role 'Preparer'. Below the table are two buttons: 'Add Program Service' and 'Manage Your Program Services'. On the right side, there is a 'News and Updates' section with a blue header. It contains a text update about a new responsive layout for CDX Web, dated September 09 2014.

Status	Program Service Name	Role
	CEDRI: Compliance and Emissions Data Reporting Interface	Delegated Certifier
	CEDRI: Compliance and Emissions Data Reporting Interface	Preparer

4 CEDRI Tasks

The following sections describe the various tasks a user will perform when submitting reports to EPA using the CEDRI program service. These tasks are not required to be performed in sequence:

- **Using the CEDRI Program service:** Section 4.1
- **Working with Submission Packages:** Section 4.2
- **Submitting a Package:** Section 4.3
- **Creating and Using Submission Package Templates:** Section 4.4
- **Navigating Air Emissions Report Forms:** Section 4.5
- **Viewing Your Submissions:** Section 4.6
- **Resubmitting a Report:** Section 4.7
- **Session Time-Out:** Section 4.8

4.1 Using the CEDRI Program service

Once logged in (see Section 3.2), the ‘CEDRI: Compliance and Emissions Data Reporting Interface’ is listed in the ‘Services’ section of the page. Select the ‘Role(s)’ hyperlink (Certifier or Preparer) to access the CEDRI application (see Exhibit 4-1).

Exhibit 4-1 Selecting Role

The screenshot shows the CDX Central Data Exchange user interface. At the top, there is a navigation bar with links for Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. Below this, the CDX logo and 'Central Data Exchange' text are displayed, along with a 'Contact Us' link and a login status 'Logged in as CEDRITESTER1 (Log out)'. A secondary navigation bar includes 'MyCDX', 'Inbox', 'My Profile', 'Role Sponsorship', and 'Submission History'. The main content area features a 'Services' table with columns for Status, Program Service Name, and Role. The table contains one entry: 'CEDRI: Compliance and Emissions Data Reporting Interface' with the role 'Certifier' highlighted in a red box. Below the table are two buttons: 'Add Program Service' and 'Manage Your Program Services'. To the right of the table is a 'News and Updates' section with a message about a responsive layout update dated September 04 2014. The footer contains EPA Home, Privacy and Security Notice, Accessibility, CDX Help Desk contact information, and various utility links, along with the EPA logo.

After selecting the role hyperlink, you may be prompted to select the organization for which you would like to submit your report(s) (see Exhibit 4-2). Note that this window only appears if you

are registered for the same CEDRI role for more than one organization. To proceed, select the organization you are reporting under and select the ‘Proceed’ button.

Exhibit 4-2 Selecting Organization and Program Client ID



4.2 Working with Submission Packages

The CEDRI: Compliance and Emissions Data Reporting Interface introduces the concept of submission packages. A submission package is a collection of multiple reports. If your organization or facility is subject to multiple E-Reporting regulations, you may submit these reports together and at the same time in one submission package.

Multiple users from your organization may work on a submission package before it is finally submitted by a Certifier. A Certifier for an organization is able to view and access all submission packages created by users of his or her organization. A Preparer for an organization may view and access submission packages that he or she personally created, or that have been assigned to him or her by that organization’s Certifier, or other Preparers who have access to the package. Refer to Section 4.2.5 for more detailed information on managing user access to submission packages.

In order to facilitate the creation of submission packages for quarterly and semi-annual reporting requirements, the CEDRI application allows you to create a submission package template (see Section 4.4). The submission package template saves all subparts and placeholder reports that you would like to include in the package. The template provides a convenient means of remembering the subparts and report types that need to be submitted on a regular basis. Refer to Section 4.2.2 for detailed instructions on how to create a new submission package from a submission package template.

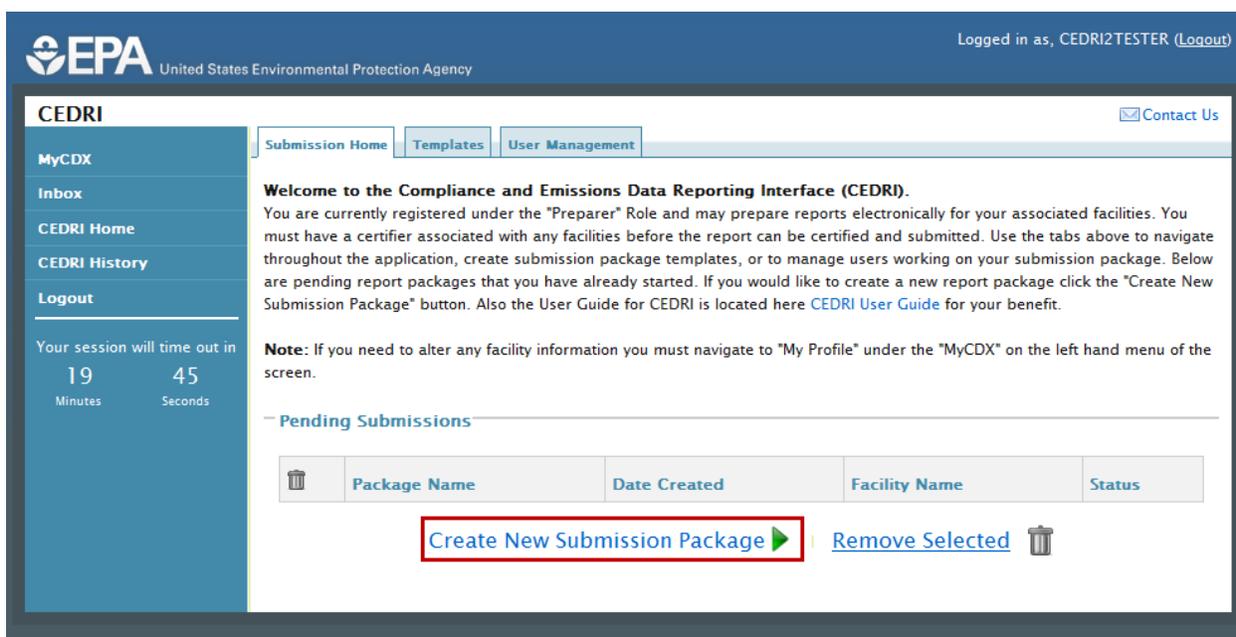
Warning: Preparers and Certifiers must share an organization to be able to work on the same submission package.

4.2.1 Creating a New Submission Package

The ‘Submission Home’ screen is the landing page for the CEDRI program service (see Exhibit 4-3). Below the introductory text is the list of pending submission packages that you have access to. If you are a Preparer, this table contains all packages that you have created or that have been assigned to you. If you are a Certifier, this table contains all packages that have been created either by you or by Preparers (contractors or source), or other Certifiers (source only in your organization).

To create a new submission package, select the ‘Create New Submission Package’ button.

Exhibit 4-3 CEDRI Submission Homepage



4.2.2 Preparing a Submission Package

After selecting the ‘Create New Submission Package’ button, you are taken to the ‘Submission Package’ screen (see Exhibit 4-4). There are three opening steps you must perform in order to prepare a submission package:

1. Enter a package name in the ‘Package Name’ field. Enter a name that describes the reports to be submitted in the submission package. This name serves as the main identifier for pending submission packages. If you do not enter a name before performing other tasks, you are prompted to enter a package name.
2. (Optional) Prepare your package from a submission package template. If you would like to launch this submission package from a saved template, you may select that template from the ‘Select Template’ drop down menu. For more information on creating a template, refer to Section 4.4. After selecting a template from the drop down menu, click the ‘Apply Template’ button to finalize your choice and display the package template.
3. Select the facility for which you are submitting reports. Choose the facility from the ‘Select Facility’ drop down menu. The drop down menu is populated with all the facilities associated with your organization and role. To view, remove, or add facilities

for your CEDRI role, refer to Section 3.5.3. Click the ‘Set Facility’ button to finalize your selection and add facility information to your package (see Exhibit 4-4). If the only option available in the drop down menu is ‘Enter Facility Info’, you either have no facilities associated with your role or the FRS service is down. You have the option to either add a facility to your role (see Section 3.5.3) or enter your facility information directly into CEDRI by selecting ‘Enter Facility Info’ from the drop down, clicking the ‘Set Facility’ button, then adding facility information to your package as described in Section 4.2.2.1.

Exhibit 4-4 Creating New Submission Package

The screenshot displays the EPA CEDRI web interface. At the top, it says 'EPA United States Environmental Protection Agency' and 'Logged in as, CEDRITESTER1 (Logout)'. The left sidebar contains navigation links: MyCDX, Inbox, CEDRI Home, CEDRI History, and Logout. A session timer indicates 'Your session will time out in 19 Minutes 46 Seconds'. The main content area is titled 'Manage Submission Package' and contains the following elements:

- Package Name:** A text input field containing 'CEDRITESTER1 Test Package'.
- Prepare your package from a template:** A dropdown menu for 'Select Template' and an 'Apply Template' button.
- Select a facility:** A dropdown menu showing 'ENVIRONMENTAL PROTECTION AGENCY' and a 'Set Facility' button.
- Select all applicable subparts:** A dropdown menu for 'Select options' and an 'Apply Subpart(s)' button.
- Buttons:** 'Refresh', 'Save As Template', 'Save And Complete Later', and 'Submit'.

Warning: Once you click the ‘Set Facility’ button, you cannot go back and change the facility for this submission package. If you would like to change the facility, you must create a new submission package and delete the current package from the CEDRI Home page.

4.2.2.1 Editing Facility Details

After selecting a facility, the following details regarding the chosen facility are displayed (see Exhibit 4-5):

- **Certifiers:** These are the CDX users registered for the CEDRI program service in the Certifier role for your organization.

Warning: If you are a Preparer and there are no Certifiers registered for your organization, a warning message is displayed, explaining that you must contact a supervisor at your organization to register for the CEDRI application in the Certifier role. Until there is a Certifier for the submission package, the package may not be signed and submitted.

- Facility Name
- Facility Address
- Mailing Address: This field does not automatically populate. In order to select or enter the appropriate mailing address, select the ‘Click to add mailing address’ link or the ‘Edit Facility Details’ button.
- Longitude of Facility
- Latitude of Facility

Exhibit 4-5 Editing Facility Details

The screenshot displays the EPA CEDRI web application interface. On the left, a blue sidebar contains navigation links: MyCDX, Inbox, CEDRI Home, CEDRI History, and Logout. A session timer indicates 19 minutes and 56 seconds remaining. The main content area has a breadcrumb trail: 'You are here: CEDRI Home » Submission Package'. Below this, instructions state that fields can be modified before submission. A note specifies that facility selections are final. The 'Manage Submission Package' section includes a text input for 'Package Name' (CEDRITESTER1 Test Package) and a 'Select Template' dropdown. The 'Edit Facility Details' button is highlighted with a red box. The facility details are listed as follows:

- Certifiers: Cedri Tester / John Doe
- Facility Name: ENVIRONMENTAL PROTECTION AGENCY
- Facility Address: 1200 PENNSYLVANIA AVE NW, WASHINGTON, DC 20460-0003
- Mailing Address: Click to add mailing address
- Longitude of Facility: -77.0281
- Latitude of Facility: 38.89495

At the bottom, there is a 'Select options' dropdown and an 'Apply Subpart(s)' button. Action buttons at the very bottom include Refresh, Save As Template, Save And Complete Later, and Submit.

To edit facility details, select the ‘Edit Facility Details’ to display the ‘Facility Details’ screen (see Exhibit 4-6). In this window you may edit the Longitude, Latitude, and Mailing Address

fields. All other fields are read-only. If you chose ‘Enter Facility Info’ as your facility (i.e. you have not added a facility to your role, or the Facility Registry Service is down, the ‘Facility Details’ screen will allow you to edit the mailing address for the facility, as well as Facility Name, Facility Registry Identifier, Facility Address, Address Line 2, City, County, State, Zip, Longitude of Facility, and Latitude of Facility.

There are three options for selecting a Mailing Address:

- You may mark the checkbox indicating that the Mailing Address is the same as the Facility Address.
- You may select a Mailing Address from the ‘Select Mailing Address’ drop down menu.
- You may enter a Mailing Address in the ‘Mailing Address’, ‘Address Line 2’, ‘City’, ‘County’, ‘State’, and ‘Zip’ fields.

To finalize your facility details click the ‘Save Changes’ button. This closes the ‘Facility Details’ window and takes you back to the ‘Submission Package’ page. The facility details fields are updated accordingly.

Exhibit 4-6 Editing Facility Details (Cont'd)

The screenshot shows the 'Facility Details' form with the following data:

- Facility Name:** ENVIRONMENTAL PROTECTION AGENCY
- Facility Registry Identifier:** 110035819709
- Facility Address:** 1200 PENNSYLVANIA AVE NW
- Address Line 2:** (empty)
- City:** WASHINGTON
- County:** DISTRICT OF COLUMBIA
- State:** DC
- Zip:** 20460-0003
- Longitude of Facility:** -77.0281
- Latitude of Facility:** 38.89495
- Mailing Address is the same as Facility Address
- Select Mailing Address:** (dropdown menu)
- Mailing Address:** (empty)
- Address Line 2:** (empty)
- City:** (empty)
- County:** (empty)
- State:** (dropdown menu)
- Zip:** (empty)

At the bottom of the form, there are two buttons: 'Save Changes' (highlighted with a red box) and 'Cancel'.

4.2.3 Adding Reports to the Submission Package

After selecting a facility and confirming the facility details, the next step is to add the appropriate subparts to your submission package. The ‘Select options’ drop down menu contains the 40 CFR

Part 60 and Part 63 subparts that your organization and/or facility submits reports to EPA using the CEDRI program service (see Exhibit 4-7). The drop down list is grouped by 40 CFR Part (either Part 60 or Part 63), and within each Part is sorted alphabetically by subpart. Use the scroll bar on the right side of the drop down menu to locate the appropriate subpart, or type the desired subpart number to filter the list. After selecting one or more subparts, click the ‘Apply Subpart(s)’ button to finalize your selection.

The chosen subparts are displayed below the ‘Select options’ drop down menu (see Exhibit 4-8). The list of chosen subparts are organized by 40 CFR Part and then alphabetically by subpart. All newly chosen subparts are displayed as collapsed with a status of ‘In Progress’. Clicking on the subpart name expands the subpart. In the expanded view, the subpart description and the ‘Select reports’ drop down menu are displayed.

The following subpart management controls are available to you:

- To expand all subparts, select the ‘Expand All’ button.
- To collapse all subparts, select the ‘Collapse All’ button.
- At any time, you may sort your list of displayed subparts by selecting sort criteria from the ‘Sort by’ drop down menu.
- To remove a subpart, select the ‘X’ icon. A pop-up window is displayed so you may confirm your decision to remove the subpart. Click the ‘OK’ button to proceed with the subpart removal. The ‘Cancel’ button takes you back to the ‘Submission Package’ screen.

You may add additional subparts at any time by selecting them from the ‘Select options’ drop down and clicking the ‘Apply Subpart(s)’ button. These subparts are inserted into the list of your currently displayed subparts based on Part and subpart alphabetical order.

Exhibit 4-7 Adding Reports to Package

United States Environmental Protection Agency

Logged in as, CEDRITESTER1 ([Logout](#))

CEDRI

[MyCDX](#)

[Inbox](#)

[CEDRI Home](#)

[CEDRI History](#)

[Logout](#)

Your session will time out in

19
13

Minutes Seconds

Submission Home
Templates
User Management

You are here: [CEDRI Home](#) » [Submission Package](#)

Use the fields below to manage your submission package before it is submitted electronically. Your package name and selected subparts/reports may be modified at any time prior to submittal. Refer to Section 4.2 of the CEDRI User guide located here [CEDRI User Guide](#) for more specific information regarding submission packages.

Note: The facilities in the 'Select Facility' dropdown menu are specific to your organization and role. To modify them, you must navigate to "My Profile" under the "MyCDX" on the left hand menu of the screen. Once a facility is chosen the selection is final, although you may revise facility details at any time by selecting the 'Edit Facility Details' button.

Manage Submission Package

Package Name

Prepare your package from a template by selecting and applying a saved template (Optional)
 [Apply Template](#)

[Edit Facility Details](#)

Certifiers: *Cedri Tester / John Doe*
 Facility Name: *ENVIRONMENTAL PROTECTION AGENCY*
 Facility Address: *1200 PENNSYLVANIA AVE NW, WASHINGTON, DC 20460-0003*
 Mailing Address: *Click to add mailing address*
 Longitude of Facility: *-77.0281*
 Latitude of Facility: *38.89495*

Select all applicable subparts from the drop-down list below that you wish to complete reports for.

Select options [Apply Subpart\(s\)](#)

Filter:
 Check all
 Uncheck all

Part 60 - Standards of Performance for New Stationary Sources (NSPS)

- Subpart AA
- Subpart AAA
- Subpart AAAA
- Subpart AAa
- Subpart BB
- Subpart BBB

[Save And Complete Later](#) | [Submit](#)

CDX Home
Contact Us

Exhibit 4-8 Subparts Display

EPA United States Environmental Protection Agency Logged in as, CEDRITESTER1 [\(Logout\)](#)

CEDRI [Contact Us](#)

MyCDX
Inbox
CEDRI Home
CEDRI History
Logout

Your session will time out in
19 **49**
Minutes Seconds

[Submission Home](#) [Templates](#) [User Management](#)

You are here: [CEDRI Home](#) » Submission Package

Use the fields below to manage your submission package before it is submitted electronically. Your package name and selected subparts/reports may be modified at any time prior to submittal. Refer to Section 4.2 of the CEDRI User guide located here [CEDRI User Guide](#) for more specific information regarding submission packages.

Note: The facilities in the 'Select Facility' dropdown menu are specific to your organization and role. To modify them, you must navigate to "My Profile" under the "MyCDX" on the left hand menu of the screen. Once a facility is chosen the selection is final, although you may revise facility details at any time by selecting the 'Edit Facility Details' button.

Manage Submission Package

Package Name

Prepare your package from a template by selecting and applying a saved template (Optional)
 [Apply Template](#)

[Edit Facility Details](#)

Certifiers: *Cedri Tester / John Doe*
 Facility Name: *ENVIRONMENTAL PROTECTION AGENCY*
 Facility Address: *1200 PENNSYLVANIA AVE NW, WASHINGTON, DC 20460-0003*
 Mailing Address: [Click to add mailing address](#)
 Longitude of Facility: *-77.0281*
 Latitude of Facility: *38.89495*

Select all applicable subparts from the drop-down list below that you wish to complete reports for.
 [Apply Subpart\(s\)](#)

Sort By [Expand All](#)

- ▶ Part 60 - Standards of Performance for New Stationary Sources (NSPS) Subpart AA - In Progress ⚠️ ❌
- ▶ Part 60 - Standards of Performance for New Stationary Sources (NSPS) Subpart AAA - In Progress ⚠️ ❌

[Refresh](#) | [Save As Template](#) | [Save And Complete Later](#) | [Submit](#)

4.2.3.1 Adding ERT Performance Test Reports

ERT Performance Test Reports are submitted through CEDRI by uploading the ERT generated .ZIP file to the submission package. See Appendix A: Supported Regulation Subparts for regulation subparts for ERT Performance Test Reports supported by the CEDRI application. To add an ERT Performance Test Report to the package, select the applicable subpart from your list of subparts and click the subpart name to expand the subpart and display the 'Select options' drop down menu. From this drop down menu, mark the checkbox for 'ERT Performance Report'. Finalize your selection by clicking the 'Apply Report(s)' button (see Exhibit 4-9).

Exhibit 4-9 Adding ERT Performance Test Reports

The ERT Performance Test Report displays below the ‘Select options’ drop down menu within the chosen subpart (see Exhibit 4-10). The ‘Report Status’ is displayed as ‘In Progress’ and the ‘Status Date’ field displays the current date and time. The ‘File Name’ field is initially blank as no file has yet been uploaded.

To remove the ERT Performance Test Report, select the ‘X’ icon. A pop-up window appears, confirming your decision to remove the report. Click the ‘OK’ button to proceed with the report removal. The ‘Cancel’ button takes you back to the ‘Submission Package’ screen.

Exhibit 4-10 ERT Performance Test Reports

EPA United States Environmental Protection Agency

Logged in as, CEDRITESTER1 (Logout)

CEDRI [Contact Us](#)

Submission Home | **Templates** | User Management

You are here: [CEDRI Home](#) » Submission Package

Use the fields below to manage your submission package before it is submitted electronically. Your package name and selected subparts/reports may be modified at any time prior to submittal. Refer to Section 4.2 of the CEDRI User guide located here [CEDRI User Guide](#) for more specific information regarding submission packages.

Note: The facilities in the 'Select Facility' dropdown menu are specific to your organization and role. To modify them, you must navigate to "My Profile" under the "MyCDX" on the left hand menu of the screen. Once a facility is chosen the selection is final, although you may revise facility details at any time by selecting the 'Edit Facility Details' button.

Manage Submission Package

Package Name

Prepare your package from a template by selecting and applying a saved template (Optional)
 Select Template [Apply Template](#)

[Edit Facility Details](#)

Certifiers: *Cedri Tester / John Doe*
 Facility Name: *ENVIRONMENTAL PROTECTION AGENCY*
 Facility Address: *1200 PENNSYLVANIA AVE NW, WASHINGTON, DC 20460-0003*
 Mailing Address: *Click to add mailing address*
 Longitude of Facility: *-77.0281*
 Latitude of Facility: *38.89495*

Select all applicable subparts from the drop-down list below that you wish to complete reports for.
 Select options [Apply Subpart\(s\)](#)

Sort By [Expand All](#)

▼ Part 60 - Standards of Performance for New Stationary Sources (NSPS) Subpart AAA - In Progress ⚠️ ✖️

New Residential Wood Heaters

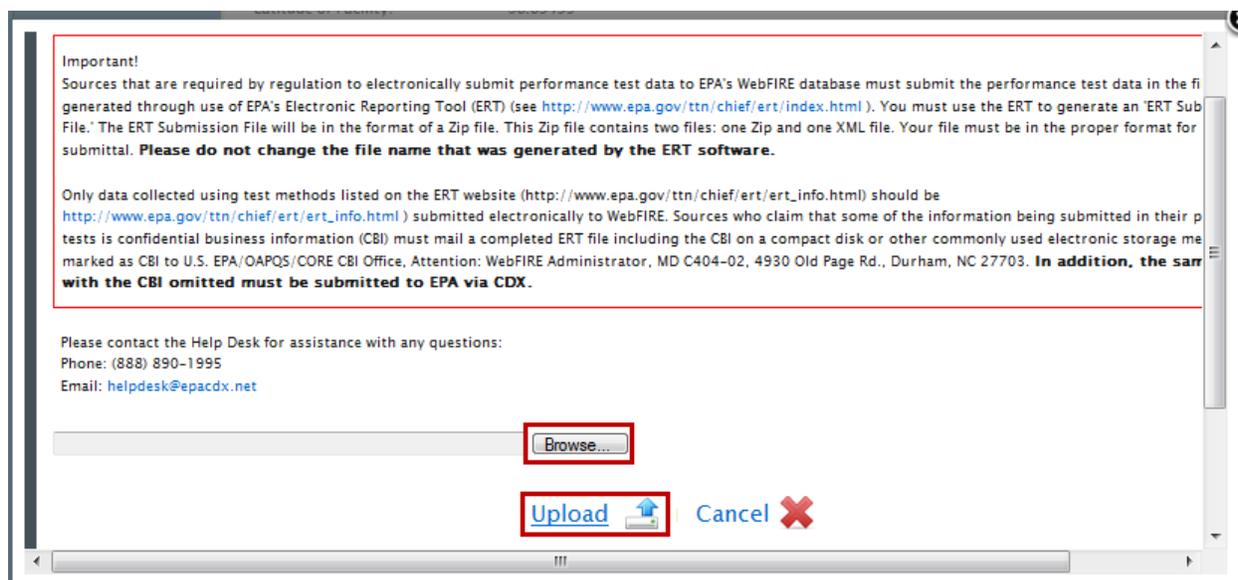
Select options [Apply Report\(s\)](#)

ERT Performance Report ✖️	
Report Status	In Progress ⚠️
Status Date	Thu Sep 11 15:01:44 EDT 2014
File Name	
Upload File	

[Refresh](#) | [Save As Template](#) | [Save And Complete Later](#) | [Submit](#)

To upload an ERT Performance Test Report File, select the 'Upload File' button. The ERT File Upload window displays (see Exhibit 4-11). Click the 'Browse' button to open the file dialogue window, allowing you to navigate to the ERT file you wish to submit. You should not make any changes to the file name generated by the ERT software. After selecting the ERT file click the 'Open' button. Once the file is selected, click the 'Upload' button.

Exhibit 4-11 ERT Performance Test Report File Upload



The chosen file must pass each of the following four validation checks in order to successfully upload to your submission package. If any one of the validation checks fails, a warning message is displayed along with instructions for rectifying the error and uploading a valid file.

File uploads may fail for any of the four reasons related to the ERT file:

- Invalid File Format:

If you receive an invalid file format error message, navigate back to your submission file and ensure it adheres to the correct format. The ERT file must adhere to the following format:

- The file must have a .ZIP extension.
- The file must contain two (2) files inside of it:
 - o one (1) .ZIP file
 - o one (1) .XML file

The following error message is displayed if an invalid file format is uploaded:

You are submitting a file that does not appear to have been created with a current ERT. Go to <http://www.epa.gov/ttn/chief/ert/index.html#install> to verify that you used the most recent version of the ERT. Follow the use of the most recent ERT version to create the submission package file.

If you are using the most recent version of the ERT and are still experiencing a failed submission, contact:

Phone: Ron Myers (919) 541-5407, myers.ron@epa.gov

- Invalid File Size:

If you receive an invalid file size error message the .ZIP file was not properly generated by the ERT and the summary data is not included in the XML file. The ERT .ZIP file must be regenerated before the file upload is retried.

The following error message is displayed if an invalid XML file is uploaded:

You have either submitted a Test Plan, or the submission file was created with an ERT version dated prior to September 7, 2012. Do not submit a test plan to CDX. You should continue to submit test plans the way you currently do. If you need instructions on submitting test plans, contact your regulatory authority for assistance. If your submission does include test data, you may have an ERT dated prior to September 7, 2012. Go to <http://www.epa.gov/ttn/chief/ert/index.html#install> to verify that you used the most recent version of the ERT. Following the use of the most recent ERT version to create the submission package file, submit the updated file.

If you are using the most recent version of the ERT and are still experiencing a failed submission, contact:

Phone: Ron Myers (919) 541-5407, myers.ron@epa.gov

- **Invalid Version Date:**

If you receive an invalid version date error message the .ZIP file was generated by an out of date ERT. The ERT .ZIP file must be regenerated using a current version of the ERT before the file upload is retried.

The following error message is displayed if the .ZIP file was created from an obsolete version of the ERT:

You have submitted a file created with an ERT version dated prior to September 7, 2012. Go to <http://www.epa.gov/ttn/chief/ert/index.html#install> to update your ERT to the most recent version. Following the use of the most recent ERT version to create the submission package file, submit the updated file.

If you are using the most recent version of the ERT and are still experiencing a failed submission, Contact:

Phone: Ron Myers (919) 541-5407, myers.ron@epa.gov

- **Invalid State Code:**

If you receive an invalid state code error message the facility address was not properly entered in the ERT and the state code is incorrect or missing. The facility address state abbreviation must be corrected in the ERT and the ERT .ZIP file must be regenerated before the file upload is retried.

The following error message is displayed if the state code in the XML file is not valid:

You are submitting a file that does not contain the state abbreviation or contains an inaccurate state abbreviation in the facility address. Correct the address and recreate your submission file. If you are having trouble creating a valid submission file, contact:

Phone: Ron Myers (919) 541-5407, myers.ron@epa.gov

If the selected file passes the validation checks, the file upload window closes and you are returned to the ‘Submission Package’ screen with the ERT Performance Test Report listing displayed. The ‘Report Status’ now displays as ‘Complete’ and the name of the ERT document is included as a clickable hyperlink in the ‘File Name’ field.

At any time, you may select the ‘File Name’ hyperlink to download the ERT file.

If you would like to upload a new ERT Performance Test Report file, select the ‘Remove’ button. This removes the uploaded file and refreshes the screen, allowing you to select a new file by clicking the ‘Upload File’ button.

4.2.3.2 Adding Notification Reports

Notification Reports are submitted through CEDRI by uploading a PDF file to the submission package. See Appendix A: Supported Regulation Subparts for regulation subparts for Notification Reports supported by the CEDRI application. To add an Notification Report to the package, select the applicable subpart from your list of subparts and click the subpart name to display the ‘Select options’ drop down menu. From this drop down menu, mark the checkbox for ‘Notification Report’. Finalize your selection by clicking the ‘Apply Report(s)’ button (see Exhibit 4-12).

Exhibit 4-12 Adding Notification Reports

The Notification Report displays below the ‘Select options’ drop down menu within the chosen subpart (see Exhibit 4-13). The ‘Report Status’ is displayed as ‘In Progress’ and the ‘Status Date’ field displays the current date and time. The ‘File Name’ field is initially blank as no file has yet been uploaded.

To remove the Notification Report, select the ‘X’ icon. A pop-up window appears, confirming your decision to remove the report. Click the ‘OK’ button to proceed with the report removal. The ‘Cancel’ button takes you back to the ‘Submission Package’ screen.

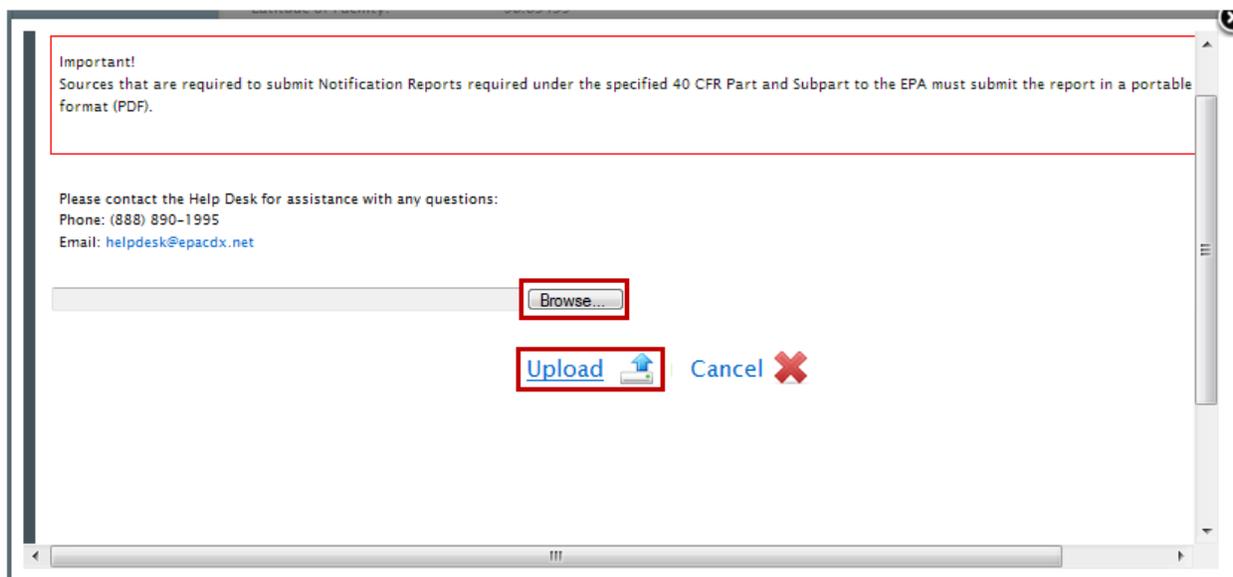
Exhibit 4-13 Notification Reports

The screenshot displays the EPA CEDRI web application interface. At the top, the EPA logo and 'United States Environmental Protection Agency' are visible, along with the user's login status: 'Logged in as, CEDRITESTER1 (Logout)'. The main navigation sidebar on the left includes 'MyCDX', 'Inbox', 'CEDRI Home', 'CEDRI History', and 'Logout'. A session timer indicates 'Your session will time out in 19 Minutes 55 Seconds'. The main content area is titled 'Manage Submission Package' and contains the following elements:

- Package Name:** CEDRITESTER1 Test Package
- Prepare your package from a template by selecting and applying a saved template (Optional):** Select Template dropdown and Apply Template button.
- Edit Facility Details:**
 - Certifiers: Cedri Tester | John Doe
 - Facility Name: ENVIRONMENTAL PROTECTION AGENCY
 - Facility Address: 1200 PENNSYLVANIA AVE NW, WASHINGTON, DC 20460-0003
 - Mailing Address: Click to add mailing address
 - Longitude of Facility: -77.0281
 - Latitude of Facility: 38.89495
- Select all applicable subparts from the drop-down list below that you wish to complete reports for:** Select options dropdown and Apply Subpart(s) button.
- Sort By:** Part dropdown and Expand All button.
- Subpart List:**
 - Part 63 - National Emission Standards for Hazardous Air Pollutants for Source Categories Subpart UUUUU - In Progress (Warning icon)
 - Expanded view for 'Coal- and Oil-Fired Electric Utility Steam Generating Units':
 - Select options dropdown and Apply Report(s) button.
 - Notification Report Citation: 63.10030(e) (Warning icon)
 - Report Status: In Progress (Warning icon)
 - Status Date: Thu Sep 11 15:05:02 EDT 2014
 - File Name: [Empty field]
 - Upload File button (highlighted with a red box)
- Bottom Action Bar:** Refresh, Save As Template, Save And Complete Later, and Submit buttons.

To upload a Notification Report File, select the ‘Upload File’ button. The Notification Report File Upload window displays (see Exhibit 4-14). Click the ‘Browse’ button to open the file dialogue window, allowing you to navigate to the Notification Report file you wish to submit. After selecting the Notification Report file click the ‘Open’ button. Once the file is selected, click the ‘Upload’ button.

Exhibit 4-14 Notification Report File Upload



The chosen file must pass the following validation check in order to successfully upload to your submission package. If the validation check fails, a warning message is displayed along with instructions for rectifying the error and uploading a valid file.

- Invalid File Format:

If you receive an invalid file format error message, navigate back to your submission file and ensure it adheres to the correct format. The Notification Report file must be a PDF file format.

The following error message is displayed if the Notification Report file type is not valid:

You are submitting a file that does not appear to be in a PDF file format. Verify the file has a .PDF extension and re-try your file upload.

If the problem persists, Contact the CDX Help Desk at 1-888-890-1995 or helpdesk@epacdx.net

If the selected file passes the validation check, the file upload window closes and you are returned to the 'Submission Package' screen with the Notification Report listing displayed. The 'Report Status' now displays as 'Complete' and the name of the Notification Report document is included as a clickable hyperlink in the 'File Name' field.

At any time, you may select the 'File Name' hyperlink to download the Notification Report file.

If you would like to upload a new Notification Report file, select the 'Remove' button. This removes the uploaded file and refreshes the screen, allowing you select a new file by clicking the 'Upload File' button.

4.2.3.3 Adding Air Emissions Reports

Air Emissions Reports are added to a submission package by completing forms on-line. To add an Air Emissions Report, select the applicable subpart from your list of subparts in your package. Clicking on the subpart name expands the subpart and brings up the 'Select options' drop down menu. From this drop down menu, mark the checkbox for 'Air Emissions Report: Citation

[Citation Number]’. Finalize your selection by clicking the ‘Apply Report(s)’ button (see Exhibit 4-15).

Exhibit 4-15 Adding Air Emissions Report

The Air Emissions Report displays below the ‘Select options’ drop down menu within the chosen subpart (see Exhibit 4-16). The ‘Report Status’ is initially displayed as ‘In Progress’ and the ‘Status Date’ field displays the current date and time. The ‘Form ID’ field is blank until an Air Emissions Report form is created.

To remove an Air Emissions Report, select the ‘X’ icon. A pop-up window appears so you may confirm your decision to remove the report. Click the ‘OK’ button to proceed with the report removal. The ‘Cancel’ button takes you back to the ‘Submission Package’ screen.

Exhibit 4-16 Creating Air Emissions Report

EPA United States Environmental Protection Agency

Logged in as, CEDRITESTER1 (Logout) [Contact Us](#)

CEDRI [Submission Home](#) [Templates](#) [User Management](#)

MyCDX

Inbox

CEDRI Home

CEDRI History

Logout

Your session will time out in **19** **47**
Minutes Seconds

You are here: [CEDRI Home](#) » [Submission Package](#)

Use the fields below to manage your submission package before it is submitted electronically. Your package name and selected subparts/reports may be modified at any time prior to submittal. Refer to Section 4.2 of the CEDRI User guide located here [CEDRI User Guide](#) for more specific information regarding submission packages.

Note: The facilities in the 'Select Facility' dropdown menu are specific to your organization and role. To modify them, you must navigate to "My Profile" under the "MyCDX" on the left hand menu of the screen. Once a facility is chosen the selection is final, although you may revise facility details at any time by selecting the 'Edit Facility Details' button.

Manage Submission Package

Package Name
CEDRITESTER1 Test Package

Prepare your package from a template by selecting and applying a saved template (Optional)
Select Template [Apply Template](#)

[Edit Facility Details](#)

Certifiers: Cedri Tester / John Doe
Facility Name: ENVIRONMENTAL PROTECTION AGENCY
Facility Address: 1200 PENNSYLVANIA AVE NW, WASHINGTON, DC 20460-0003
Mailing Address: [Click to add mailing address](#)
Longitude of Facility: -77.0281
Latitude of Facility: 38.89495

Select all applicable subparts from the drop-down list below that you wish to complete reports for.
Select options [Apply Subpart\(s\)](#)

Sort By: Part [Expand All](#)

Part 63 - National Emission Standards for Hazardous Air Pollutants for Source Categories Subpart UUUUU - In Progress

Coal- and Oil-Fired Electric Utility Steam Generating Units

Select options [Apply Report\(s\)](#)

Air Emissions Report Citation: 63.10031(c)

Report Status	In Progress
Status Date	Thu Sep 11 15:07:19 EDT 2014
Form ID	

[Create/Edit Report](#)

[Refresh](#) [Save As Template](#) [Save And Complete Later](#) [Submit](#)

To begin an Air Emissions Report form, select the 'Create/Edit Report' button. If you have no previously submitted Air Emissions Reports, a new form will automatically be created and a blank form will be displayed for you. If you have previously submitted Air Emissions Reports, beginning a new Air Emissions Report launches the 'CEDRI Forms' window (see Exhibit 4-17). All Air Emissions Reports previously submitted via the CEDRI program service for the chosen subpart are displayed in the table. There are two options for creating your Air Emissions Report:

- You may create an Air Emissions Report form from a previously submitted form. To do this, select the 'Open' hyperlink next to the report in the table on the 'CEDRI Forms'

window. The newly-launched form is pre-populated with data as submitted in the prior form (see Exhibit 4-18).

- You may create a new Air Emissions Report form by selecting the ‘Create New Form’ button. All fields on the newly-launched form are blank.

Note: For more detailed instructions on Air Emissions Report form navigation and completing basic form functions, refer to Section 4.5 of this User Guide.

Once your Air Emissions Report is completed, the Air Emissions Report window closes and you are returned to the ‘Submission Package’ screen. The Air Emissions Report ‘Report Status’ is displayed as ‘Complete’ and the form ID of the Air Emissions Report is indicated in the ‘Form ID’ field.

At any time, you may select the ‘Create/Edit Report’ button again to open the Air Emissions Report and modify information on the form.

If you would like to create a new Air Emissions Report, select the ‘Remove’ button. This removes the Air Emissions Report form and refreshes the screen, allowing you to create a new form by clicking the ‘Create/Edit Report’ button.

Exhibit 4-17 Creating New Form

CEDRI Forms

You may create an Air Emissions Report either by copying data from a previously submitted report or by creating new report from scratch.

- To create a report using data from a previously submitted report, select the ‘Open’ link to launch a new Air Emissions Report form pre-populated with data from the selected report.
- To create a report from scratch, select the ‘Create New Form’ link to launch a new Air Emissions Report form with no data pre-populated.

	Package Name	Status	Created Date	Submitted Date
Open	CEDRITESTER1 Test Package	Signed	2014-09-11 15:53:07.036	2014-09-11 16:37:33.47

Create New Form ▶ | Close ✕

Exhibit 4-18 Air Emissions Report – Prior Form

United States Environmental Protection Agency

CENTRAL DATA EXCHANGE

Report required under 40 CFR 63.10031(c) [Contact Us](#)

- Welcome – Instructions
- Emission Point: Stack
- Pollutant: HAP Metals CEMS
- CEMS Summary
- Fuel Use During the Reporting Period
- Additional Information

Emissions Summary

Pollutant/Parameter * *Pollutant name is followed by SRS Identifier if available

HAP Metals CEMS

Emission Limit * Units * Diluent Correction ⓘ Diluent Units

12

lb/GWh

12

%CO2

Compliance Period *

Hourly

Reporting Period

Reporting Period Start Date *	Reporting Period End Date *	Total source operating time in reporting period * ⓘ	Operating Time Units
08/01/2014	08/01/2014	12	Hours

Number of Compliance Averaging Periods Compliance Period Units

12

Hours

63.10031(c) – Specific Data

Date of latest tune up for a unit subject to 63.10021(e)	Date of latest burner inspection (if applicable)
08/06/2014	09/17/2014

4.2.3.4 Adding Notification of Compliance Status Reports

Notification of Compliance Status (NOCS) Reports are added to a submission package by completing forms on-line, and are similar to Air Emission Reports. To add a Notification of Compliance Report, select and apply the appropriate subpart from your list of subparts in your package. Clicking on the subpart name expands the subpart and brings up the ‘Select options’ drop down menu. From this drop down menu, mark the checkbox for ‘Notification of Compliance Status Citation: [Citation Number]’. Finalize your selection by clicking the ‘Apply Report(s)’ button (see Exhibit 4-19).

Note: Notification of Compliance Status (NOCS) Reports are currently implemented for Subpart JJJJJJ. NOCS will be implemented for additional subparts in the future.

Exhibit 4-19 Creating Notification of Compliance Status

The Notification of Compliance Status report displays below the ‘Select options’ drop down menu within the chosen subpart (see Exhibit 4-19). The ‘Report Status’ is initially displayed as ‘In Progress’ and the ‘Status Date’ field displays the current date and time. The ‘Form ID’ field is blank until a Notification of Compliance Status form is created.

To remove a Notification of Compliance Status report, select the ‘X’ icon. A pop-up window appears so you may confirm your decision to remove the report. Click the ‘OK’ button to proceed with the report removal. The ‘Cancel’ button takes you back to the ‘Submission Package’ screen.

Exhibit 4-20 Creating Notification of Compliance Status

The screenshot shows the EPA CEDRI web application interface. At the top, it says "EPA United States Environmental Protection Agency" and "Logged in as, CEDRITESTER1 (Logout)". The main navigation bar includes "Submission Home", "Templates", and "User Management". A sidebar on the left contains "MyCDX", "Inbox", "CEDRI Home", "CEDRI History", and "Logout". A session timer shows "Your session will time out in 19 Minutes 48 Seconds".

The main content area is titled "Manage Submission Package". It includes a "Package Name" field with the value "CEDRITESTER1 Test Package 2". Below this are instructions to prepare the package from a template and select a facility. There are dropdown menus for "Select Template", "Select Facility", and "Select options", each with an "Apply" button. A "Sort By" dropdown is set to "Part".

A table displays a report entry:

Part 63 - National Emission Standards for Hazardous Air Pollutants for Source Categories Subpart JJJJJJ	
- In Progress ⚠	
Area Source Boilers	
Select options Apply Report(s) +	
Notification of Compliance Status Citation: 63.11225(a)(4)	
Report Status	In Progress ⚠
Status Date	Thu Sep 11 18:15:57 EDT 2014
Form ID	
Create/Edit Report 📄	

At the bottom of the interface, there are buttons for "Refresh", "Save As Template", "Save And Complete Later", and "Submit".

To begin a Notification of Compliance Status report form, select the 'Create/Edit Report' button (see Exhibit 4-20). If you have not previously submitted Notification of Compliance Status reports, a new form will automatically be created and a blank form will be displayed for you. If you have previously submitted Notification of Compliance Status reports, beginning a new report launches the 'CEDRI Forms' window (see Exhibit 4-17). All Notification of Compliance Status reports previously submitted for the chosen subpart are displayed in the table. There are two options for creating your Notification of Compliance Status report:

- You may create a Notification of Compliance Status form from a previously submitted form. To do this, select the 'Open' hyperlink next to the report in the table on the 'CEDRI Forms' window. The newly-launched form is pre-populated with data as submitted in the prior form.

- You may create a new Notification of Compliance form by selecting the ‘Create New Form’ button. All fields on the newly-launched form are blank.

Once your Notification of Compliance Status report is completed, the report window closes and you are returned to the ‘Submission Package’ screen. The ‘Report Status’ is displayed as ‘Complete’ and the form ID of the report is indicated in the ‘Form ID’ field.

At any time, you may select the ‘Create/Edit Report’ button again to open the Notification of Compliance Status report and modify information on the form.

If you would like to create a new Notification of Compliance Status report, select the ‘Remove’ button. This removes the Notification of Compliance form and refreshes the screen, allowing you to create a new form by clicking the ‘Create/Edit Report’ button.

4.2.3.5 Previewing Reports

After uploading an ERT Performance Test Report or Notification Report file, or completing an Air Emissions Report form, you may preview the report.

To preview a copy of an ERT Performance Test Report, select the ‘Preview’ button for the chosen file within the desired subpart in your submission package (see Exhibit 4-21). This opens a new tab within your browser displaying the metadata from the XML in the ERT Performance Test Report. You can return to your submission package by clicking on the CEDRI application tab within your browser or closing the tab showing the preview of the ERT report file.

Exhibit 4-21 Preview ERT Performance Test Report

EPA United States Environmental Protection Agency Logged in as, CEDRITESTER1 (Logout)

CEDRI [Contact Us](#)

[Submission Home](#) | [Templates](#) | [User Management](#)

You are here: [CEDRI Home](#) » [Submission Package](#)

Use the fields below to manage your submission package before it is submitted electronically. Your package name and selected subparts/reports may be modified at any time prior to submittal. Refer to Section 4.2 of the CEDRI User guide located here [CEDRI User Guide](#) for more specific information regarding submission packages.

Note: The facilities in the 'Select Facility' dropdown menu are specific to your organization and role. To modify them, you must navigate to "My Profile" under the "MyCDX" on the left hand menu of the screen. Once a facility is chosen the selection is final, although you may revise facility details at any time by selecting the 'Edit Facility Details' button.

Manage Submission Package

Package Name

Prepare your package from a template by selecting and applying a saved template (Optional)
 [Apply Template](#)

[Edit Facility Details](#)

Certifiers: *Cedri Tester / John Doe*
 Facility Name: *ENVIRONMENTAL PROTECTION AGENCY*
 Facility Address: *1200 PENNSYLVANIA AVE NW, WASHINGTON, DC 20460-0003*
 Mailing Address: [Click to add mailing address](#)
 Longitude of Facility: *-77.0281*
 Latitude of Facility: *38.89495*

Select all applicable subparts from the drop-down list below that you wish to complete reports for.
 [Apply Subpart\(s\)](#)

Sort By: [Expand All](#)

▼ **Part 63 - National Emission Standards for Hazardous Air Pollutants for Source Categories Subpart UUUUU - Complete** ✕

Coal- and Oil-Fired Electric Utility Steam Generating Units

[Apply Report\(s\)](#)

ERT Performance Report Citation: 63.10031(f) ✕

Report Status	Complete ✓
Status Date	2014-09-11 15:49:56.77
File Name	ERT_TEST_UPLOAD.zip

[Preview](#) [Remove](#)

[Refresh](#) | [Save As Template](#) | [Save And Complete Later](#) | [Submit](#)

To preview a copy of a Notification Report, select the 'Preview' button for the chosen file within the desired subpart in your submission package (see Exhibit 4-22). A new tab within your browser opens to display the Notification Report PDF. You may return to your submission package by clicking the CEDRI application tab within your browser or closing the tab showing the preview of the Notification Report file.

Exhibit 4-22 Previewing a Notification Report

The screenshot displays the EPA CEDRI web application interface. At the top, the EPA logo and 'United States Environmental Protection Agency' are visible, along with the user's login status: 'Logged in as, CEDRI2TESTER (Logout)'. The left sidebar contains navigation links: 'MyCDX', 'Inbox', 'CEDRI Home', 'CEDRI History', and 'Logout'. A session timer indicates 'Your session will time out in 19 Minutes 51 Seconds'. The main content area is titled 'Manage Submission Package' and includes instructions on how to manage the submission package. It features a 'Package Name' field containing 'CEDRI2 Test Package', a 'Select Template' dropdown menu, and an 'Apply Template' button. Below this, facility details are listed, including 'Certifiers: CEDRI2 Tester', 'Facility Name: ENVIRONMENTAL PROTECTION AGENCY', and 'Facility Address: 1200 PENNSYLVANIA AVE NW, WASHINGTON, DC 20460-0003'. A 'Select options' dropdown is set to 'Part', and a subpart 'Part 63 Subpart UUUUU' is expanded, showing a 'Complete' status with a green checkmark. Within this subpart, a 'Notification Report Citation: 63.10030(e)' is displayed with a 'Report Status' of 'Complete' and a 'Status Date' of '2013-09-30 12:13:02.959'. A 'Preview' button is highlighted with a red circle, and a 'Remove' button is also visible. At the bottom of the page, there are buttons for 'Refresh', 'Save As Template', 'Save And Complete Later', and 'Submit'.

To preview a copy of an Air Emissions Report form, select the 'Preview' button for the chosen form within the desired subpart in your submission package (see Exhibit 4-23). This opens a new tab within your browser displaying the PDF output report of the chosen Air Emissions Report. You can return to your submission package by clicking on the CEDRI application tab within your browser or closing the tab showing the PDF preview of the Air Emissions Report form.

Exhibit 4-23 Preview Air Emissions Report

EPA United States Environmental Protection Agency

Logged in as, CEDRITESTER1 (Logout) [Contact Us](#)

CEDRI [Submission Home](#) [Templates](#) [User Management](#)

You are here: [CEDRI Home](#) » [Submission Package](#)

Use the fields below to manage your submission package before it is submitted electronically. Your package name and selected subparts/reports may be modified at any time prior to submittal. Refer to Section 4.2 of the CEDRI User guide located here [CEDRI User Guide](#) for more specific information regarding submission packages.

Note: The facilities in the 'Select Facility' dropdown menu are specific to your organization and role. To modify them, you must navigate to 'My Profile' under the 'MyCDX' on the left hand menu of the screen. Once a facility is chosen the selection is final, although you may revise facility details at any time by selecting the 'Edit Facility Details' button.

Manage Submission Package

Package Name
CEDRITESTER1 Test Package

Prepare your package from a template by selecting and applying a saved template (Optional)
 Select Template [Apply Template](#)

[Edit Facility Details](#)

Certifiers: *Cedri Tester / John Doe*
 Facility Name: *ENVIRONMENTAL PROTECTION AGENCY*
 Facility Address: *1200 PENNSYLVANIA AVE NW, WASHINGTON, DC 20460-0003*
 Mailing Address: [Click to add mailing address](#)
 Longitude of Facility: *-77.0281*
 Latitude of Facility: *38.89495*

Select all applicable subparts from the drop-down list below that you wish to complete reports for.
 Select options [Apply Subpart\(s\)](#)

Sort By [Expand All](#)

Part 63 - National Emission Standards for Hazardous Air Pollutants for Source Categories Subpart UUUUU	Complete ✓	✕
--	------------	---

Coal- and Oil-Fired Electric Utility Steam Generating Units

Select options [Apply Report\(s\)](#)

Air Emissions Report Citation: 63.10031(c) ✕	
Report Status	Complete ✓
Status Date	Thu Sep 11 15:53:32 EDT 2014
Form ID	203113
Create/Edit Report Preview Remove	

[Refresh](#) | [Save As Template](#) | [Save And Complete Later](#) | [Submit](#)

4.2.4 Saving a Submission Package

At any time during preparation of your submission package, you may save the package and return to it later.

To save the package and return to the CEDRI Home page select the 'Save and Complete Later' button (see Exhibit 4-24). Upon clicking this button, you are returned to the 'CEDRI Home' screen. The saved package is displayed in the 'Pending Submissions' table with a status of 'In

Progress’ or ‘Complete’, depending on whether all chosen subparts and reports have been completed.

You may return to the submission package at any time by selecting the ‘Package Name’ hyperlink in the ‘Pending Submissions’ table.

You may also save your submission package as a submission package template by clicking the ‘Save as Template’ button (see Exhibit 4-24). This saves the package structure (selected parts, subparts, and report types) as a submission package template for future use. Refer to Section 4.2.2 for instructions on creating a new submission package from a template.

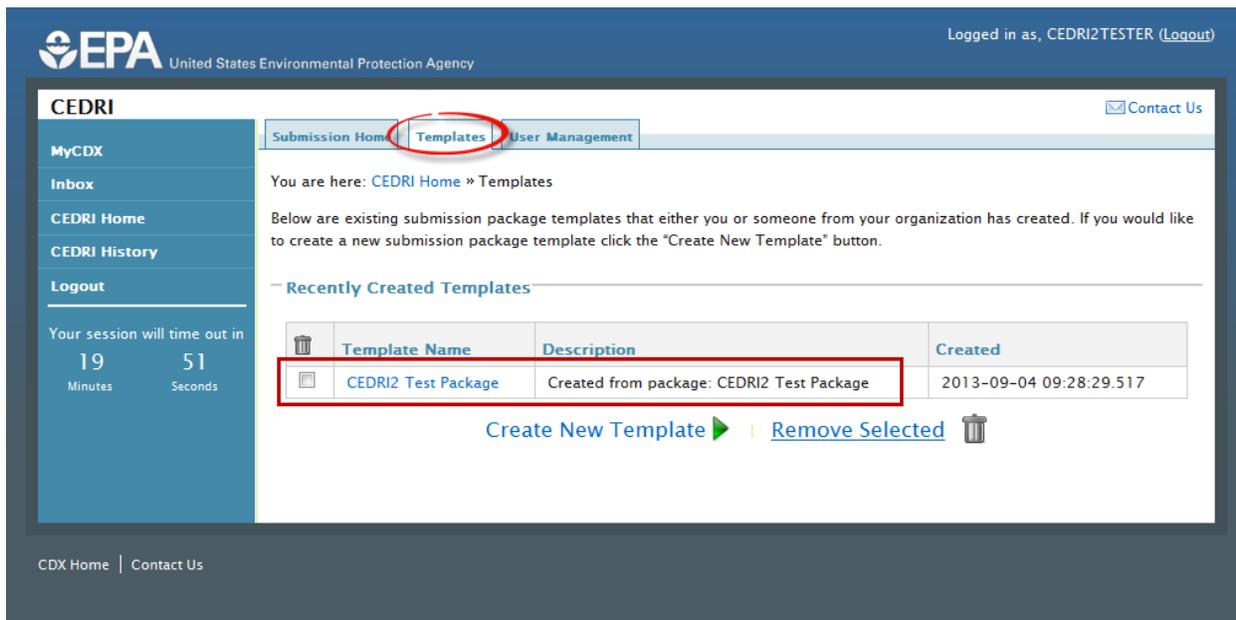
Exhibit 4-24 Saving a Submission Package

After clicking the ‘Save as Template’ button, you are taken to the ‘Template Details’ screen. On the ‘Templates’ screen, the newly-saved submission package template is displayed in the ‘Recently Created Templates’ table (see Exhibit 4-25). By default, the ‘Template Name’ is the same as the name of the submission package and the ‘Description’ is auto-populated as “created from package: [Package Name].” You may modify these details by selecting the ‘Template Name’ hyperlink and editing the ‘Template Name’ and ‘Description’ fields. Refer to Section 4.4.2 for more detailed instructions on modifying submission package templates.

The saved submission package is also displayed in the ‘Pending Submissions’ table with a status of ‘In Progress’ or ‘Complete’, depending on whether all chosen subparts and reports have been completed.

You may return to the submission package at any time by selecting the ‘Package Name’ hyperlink in the ‘Pending Submissions’ table.

Exhibit 4-25 Saving a Submission Package as a Template



4.2.5 Managing User Access to Your Submission Package

Multiple users from your organization may work on a submission package before it is completed and submitted by a Certifier. Select the ‘User Management’ tab to allow other users’ access to one or more of the pending submission packages for which you have access (see Exhibit 4-26).

To begin, select a package from the ‘Select Package’ drop down menu. This list includes all current pending submission packages that you have access to. After selecting a package, the details of the submission package appear below the ‘Select Package’ drop down and the CEDRI users from your organization are displayed in the ‘Unassigned’ and ‘Assigned’ boxes depending on whether they currently have access to the package.

To assign or unassign users to the chosen package, select their name and then click either the ‘Add’ or ‘Remove’ button. That user is moved to the appropriate box and is granted access privileges to the chosen package. You may select more than one user at a time by holding the ‘Control’ (Ctrl) key on your keyboard. You are not permitted to remove all users from the ‘Assigned’ box for your chosen package. Click the ‘Save Assignments’ button to finalize your package assignments.

Exhibit 4-26 Managing User Access

4.2.6 Modifying an Existing Submission Package

To modify an existing package, navigate to the ‘Submission Home’ screen. You may only modify submission packages with the following statuses:

- **In Progress:** This indicates that the submission package contains subparts or reports that have not yet been completed.
- **Complete:** This indicates that all subparts and reports in the submission package have been completed, though the submission package has not yet been submitted.
- **Failed:** This indicates that the submission package was submitted, but failed processing. You may edit subparts or reports within the package before attempting to submit.

To access one of the pending submission packages, select the ‘Package Name’ hyperlink. You are taken to the ‘Submission Package’ screen for the selected package, where you may modify the package. If the chosen package has a status of ‘Failed’, the status is reset to ‘In Progress’ upon accessing the package.

You may view, but not modify, packages with a status of ‘Processing’. These packages have been submitted and are in the process of being archived and transferred to WebFIRE.

4.2.7 Removing a Submission Package

To remove a package, navigate to the ‘Submission Home’ screen and mark the checkbox for the package(s) you wish to remove in the column with the ‘Trashcan’ icon. Select the ‘Remove Selected’ button to initiate package removal (see Exhibit 4-27). A warning message appears allowing you to confirm the submission package removal. Click the ‘OK’ button to finalize the process.

Exhibit 4-27 Removing an Existing Submission Package

The screenshot shows the EPA CEDRI web interface. The user is logged in as CEDRI2TESTER. The main content area displays a welcome message and a table of pending submissions. The table has columns for Package Name, Date Created, Facility Name, and Status. One package, 'CEDRI2 Test Package', is selected with a checkbox. Below the table, there is a 'Remove Selected' button with a trash can icon, which is highlighted with a red box in the original image.

	Package Name	Date Created	Facility Name	Status
<input checked="" type="checkbox"/>	CEDRI2 Test Package	2013-09-03 15:53:47.133	ENVIRONMENTAL PROTECTION AGENCY	Complete

4.3 Submitting a Package

Note: Only Certifiers may submit a package.

There are four criteria that must be met before you may submit a package:

- There is at least one person from your organization registered for the CEDRI program service in the Certifier role.
- The user submitting the package must be registered in the Certifier role.
- A facility has been selected and set for the submission package.
- All reports within the submission package have a status of ‘Complete’.

Only when these criteria are met is the ‘Submit’ button on the ‘Submission Package’ screen activated (see Exhibit 4-28). Otherwise the button is greyed out and disabled. To initiate the submittal of your package first click the ‘Submit’ button.

Exhibit 4-28 Submitting a Package

The screenshot shows the EPA CEDRI interface. At the top, it says 'Logged in as, CEDRI2TESTER (Logout)'. The left sidebar contains navigation links: MyCDX, Inbox, CEDRI Home, CEDRI History, and Logout. A session timer shows 19 minutes and 38 seconds remaining. The main content area is titled 'Manage Submission Package' and includes a 'Package Name' field with 'CEDRI2 Test Package'. Below this, there's a section for facility details: 'Certifiers: CEDRI2 Tester', 'Facility Name: ENVIRONMENTAL PROTECTION AGENCY', 'Facility Address: 1200 PENNSYLVANIA AVE NW, WASHINGTON, DC 20460-0003', 'Mailing Address: 1200 PENNSYLVANIA AVE NW, WASHINGTON, DC 20460-0003', 'Longitude of Facility: -77.0281', and 'Latitude of Facility: 38.89495'. There's also a section for selecting subparts, with a dropdown menu and an 'Apply Subpart(s)' button. A list of subparts is shown, including 'Part 60 Subpart AAAA - Complete' and 'Part 60 Subpart Da - Complete'. At the bottom, there are buttons for 'Refresh', 'Save As Template', 'Save And Complete Later', and 'Submit' (highlighted with a red box).

4.3.1 Certifying the Submission Package

After selecting the 'Submit' button, you are required to certify the submission package. The first step in certification is to accept the certification statement (see Exhibit 4-29). Click the 'Accept' button to proceed with certification.

If the 'Decline' button is selected, you are returned to the 'Submission Package' screen. You may then update the package and attempt to submit the package again.

Exhibit 4-29 Certifying the Submission Package

The screenshot shows a certification dialog box with the following text: "I certify, under penalty of law, that this document and all attachments were prepared under my direction of supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations." At the bottom of the dialog, there are two buttons: 'Accept' (highlighted with a red box) and 'Decline'.

After clicking the 'Accept' button, the CROMERR eSignature Widget is launched. See Exhibit 4-30, Exhibit 4-31, and Exhibit 4-32 for the 3-step process for completing the eSignature Widget.

At any time, you may cancel the signature process by clicking the 'X' button on the eSignature Widget. Cancelling the process displays a message describing that you have cancelled the signature dialog and returns you to the 'Submission Package' screen.

Exhibit 4-30 Certifying the Submission Package (Cont'd)

Minutes Seconds

eSignature Widget

1. Log in to CDX

User:
CEDRI2TESTER

Password:
●●●●●●

Login

Exhibit 4-31 Certifying the Submission Package (Cont'd)

Minutes Seconds

eSignature Widget

1. Log in to CDX

User:
CEDRI2TESTER

Password:
●●●●●●

Welcome CEDRI2 Tester

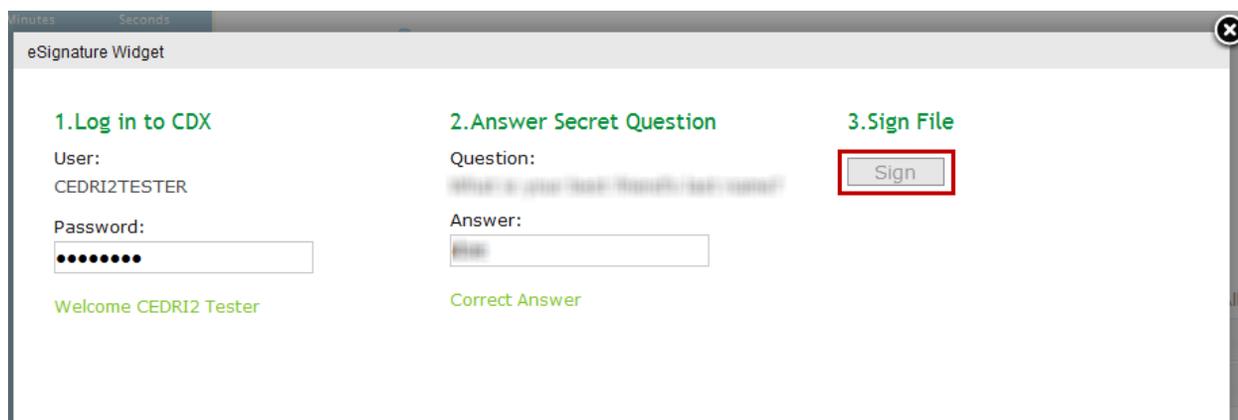
2. Answer Secret Question

Question:
What is your best friend's last name?

Answer:
|

Answer

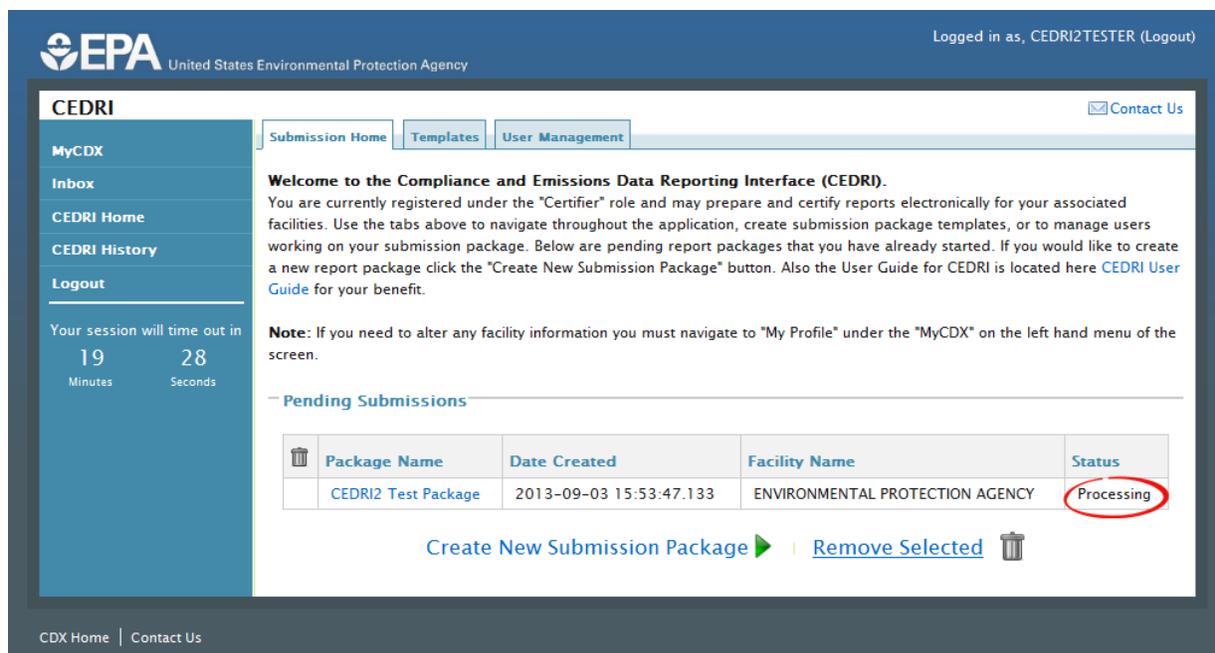
Exhibit 4-32 Certifying the Submission Package (Cont'd)



Warning: Package submittals are final! Upon clicking the ‘Sign’ button on the CROMERR eSignature Widget, the submission package and all reports therein are archived. You may re-submit reports that include incorrect data (refer to Section 4.7).

After clicking the ‘Sign’ button (see Exhibit 4-32), the CROMERR eSignature Widget closes and you are taken to the ‘Submission Home’ screen. The recently submitted package is displayed in the ‘Pending Submissions’ table and assigned a status of ‘Processing’ (see Exhibit 4-33). While the submission is processing (this process may take a few minutes), you may view the package by clicking the ‘Package Name’ hyperlink. In this view, you may not modify any of the submission package details. After the submission has been processed, the package is removed from the ‘Pending Submissions’ table and will appear in the CEDRI History list. You may review the submitted reports by selecting the ‘CEDRI History’ link on the left sidebar. Refer to Section 4.6 for more in-depth instructions on using the CEDRI History tab.

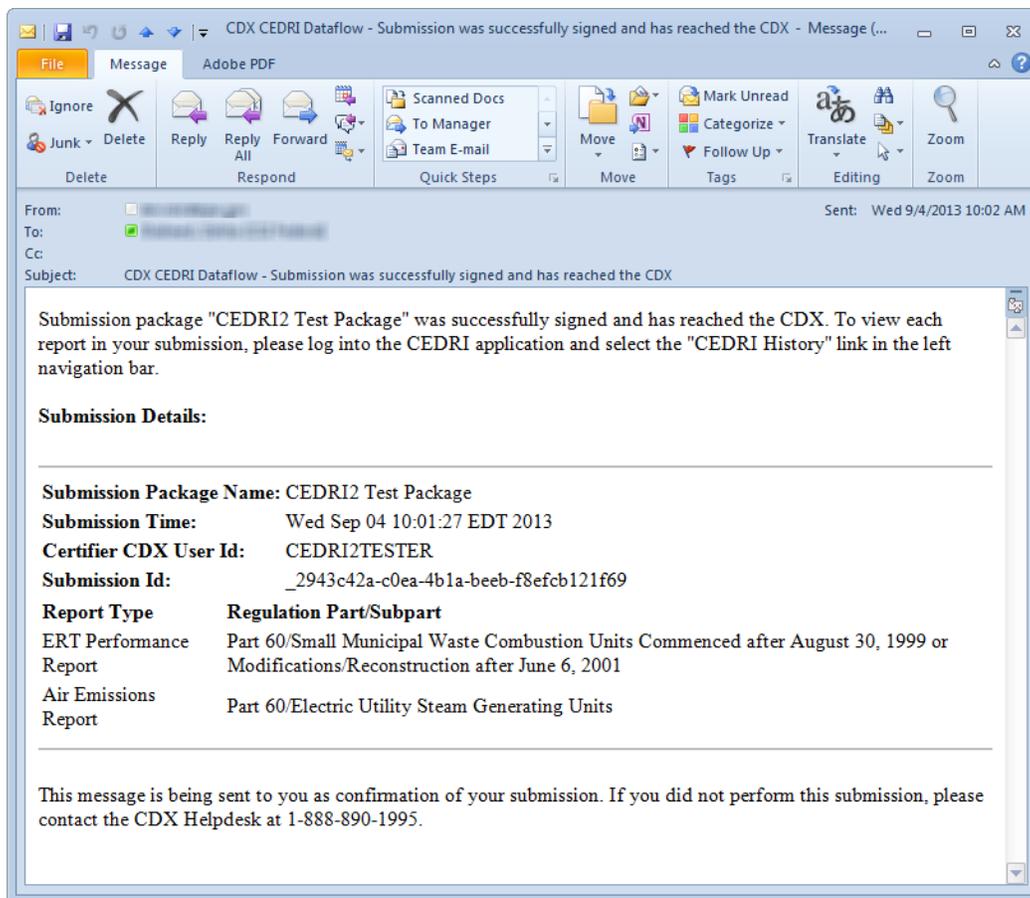
Exhibit 4-33 Submitted Package



After submitting a package, a confirmation message is emailed to the email address registered in your CDX account (see Exhibit 4-34) and is placed in your CDX Inbox. This message provides reference information for the submission and individual reports should you need to locate them in the future.

A notification is also sent to all State Reviewers registered in the CEDRI application under the same state that your submission package was submitted for. However any communication between the State Reviewer and the source takes place outside of the CEDRI application.

Exhibit 4-34 Confirmation Email



Note: If you are unable to locate the confirmation message in your email inbox, please the CEDRI History and CEDRI Submission Home pages before attempting to submit your package again. Submissions with a status of “Signed” or “Submitted” should not be re-submitted. Only submissions with status of “Failed” should be re-submitted.

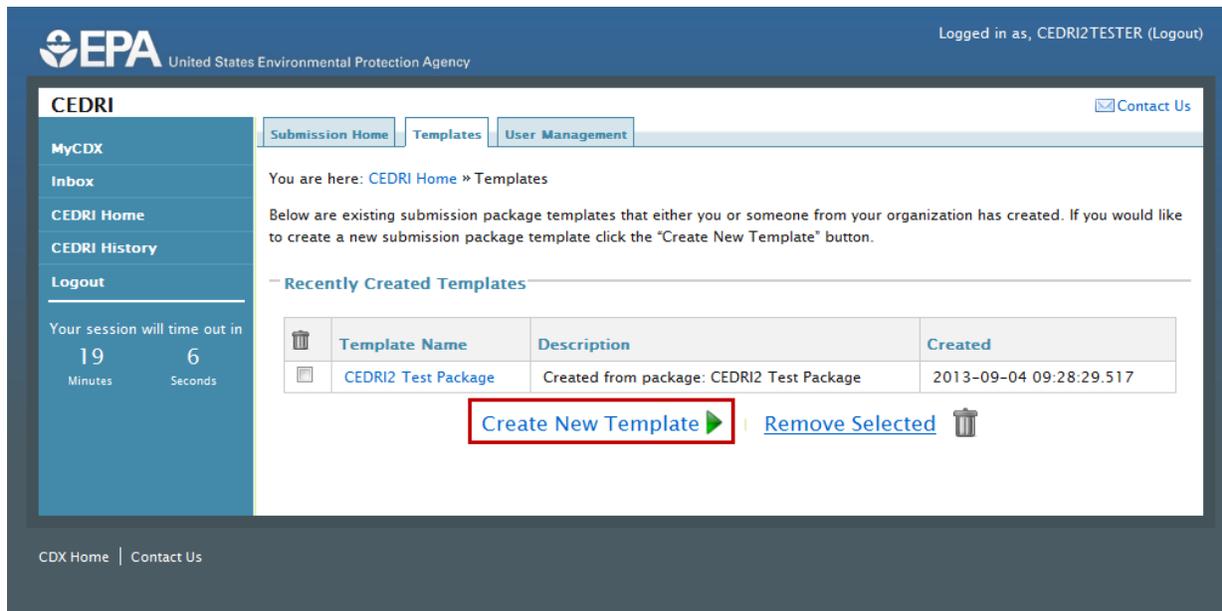
4.4 Creating and Using Submission Package Templates

You can create and use submission package templates to simplify the preparation of packages that are submitted on a recurring basis. A template allows you to re-use a package of the same structure (same report set) thereby reducing time and effort required to set up the package.

4.4.1 Creating a New Template

To create a new package template, navigate to the ‘Templates’ tab and select the ‘Create New Template’ button (see Exhibit 4-35).

Exhibit 4-35 Creating a New Template

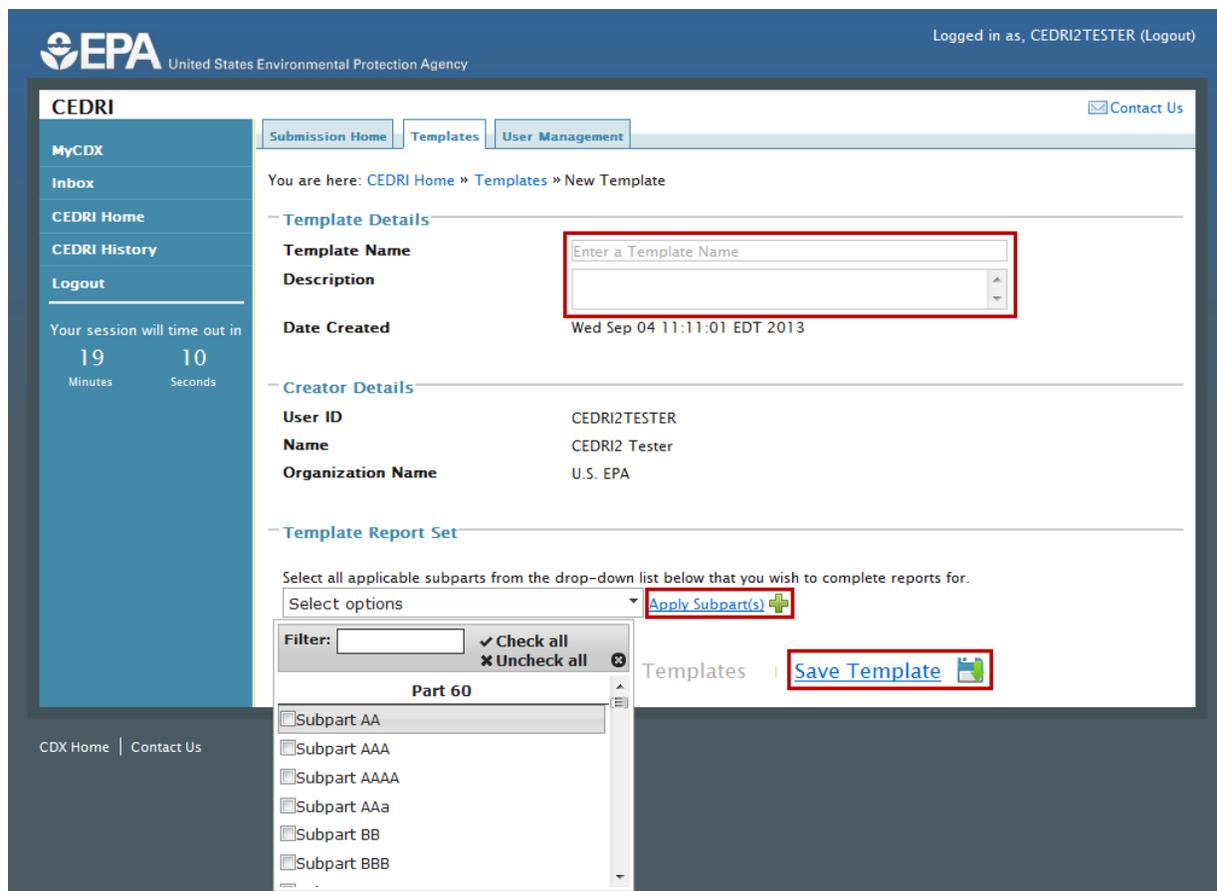


After selecting the ‘Create New Template’ button, you are taken to the ‘New Template’ screen (see Exhibit 4-36). You must perform the following steps in order to construct a template:

1. Enter a template name in the ‘Template Name’ field. Enter a name that describes the reports to be submitted and contained in packages created from this template. This name will serve as the main identifier should you wish to use the template to launch a submission package. If you do not enter a name before performing other tasks, you are prompted to enter a template name.
2. Enter description of the template in the ‘Description’ field.
3. The ‘Select options’ drop down menu contains all possible subparts that may be submitted using CEDRI (see Appendix A: Supported Regulation Subparts for all regulation subparts supported by the CEDRI application). The drop down list is grouped by 40 CFR Part (either Part 60 or Part 63) and organized alphabetically within the part grouping by subpart. Use the scroll bar on the right side of the drop down menu to find the appropriate subpart, or enter the subpart number to filter the list. After selecting one or more subparts, click the ‘Apply Subpart(s)’ button to finalize your selection. The chosen subparts are displayed below the ‘Select options’ drop down menu. The list of chosen subparts is also organized by 40 CFR Part and alphabetically by subpart.
4. Clicking on the subpart name expands the subpart. In the expanded view, all possible report types are listed. If you would like to include a report type in your template, mark the corresponding checkbox.
5. Click the ‘Save Template’ button. This saves the template and refreshes the page.

- On the ‘Templates’ screen, the newly-saved submission package template is displayed in the ‘Recently Created Templates’ table.

Exhibit 4-36 Adding Reports to Template



4.4.2 Modifying an Existing Template

To modify an existing template, navigate to the ‘Templates’ tab within the CEDRI application. Select the template you wish to modify by clicking the ‘Template Name’ hyperlink (see Exhibit 4-37).

You may choose to modify any of the following template properties:

- Template Name
- Template Description
- Template Report Set

Once you have made all the desired changes, click the ‘Save Template’ button (see Exhibit 4-38). The updated template is displayed in the ‘Recently Created Templates’ table.

Exhibit 4-37 List of Existing Templates

United States Environmental Protection Agency

Logged in as, CEDRI2TESTER ([Logout](#))

CEDRI

MyCDX

Inbox

CEDRI Home

CEDRI History

Logout

Your session will time out in

19

51

Minutes Seconds

Submission Home
Templates
User Management

You are here: [CEDRI Home](#) » [Templates](#)

Below are existing submission package templates that either you or someone from your organization has created. If you would like to create a new submission package template click the "Create New Template" button.

Recently Created Templates

	Template Name	Description	Created
	CEDRI2 Test Package	Created from package: CEDRI2 Test Package	2013-09-04 09:28:29.517

[Create New Template](#) | [Remove Selected](#)

[CDX Home](#) | [Contact Us](#)

Exhibit 4-38 Modifying Existing Template Details and Reports

EPA United States Environmental Protection Agency Logged in as, CEDRI2TESTER (Logout)

CEDRI [Contact Us](#)

MyCDX

[Submission Home](#) **Templates** [User Management](#)

You are here: CEDRI Home » Templates » New Template

Template Details

Template Name CEDRI2 Test Package

Description Created from package: CEDRI2 Test Package

Date Created 2013-09-04 09:28:29.517

Creator Details

User ID CEDRI2TESTER

Name CEDRI2 Tester

Organization Name U.S. EPA

Template Report Set

Select all applicable subparts from the drop-down list below that you wish to complete reports for.

Select options [Apply Subpart\(s\)](#)

Please select the reports you wish to complete by checking the corresponding checkbox. [Collapse All](#)

▼ Part 60 Subpart AAAA ✕

Small Municipal Waste Combustion Units Commenced after August 30, 1999 or Modifications/Reconstruction after June 6, 2001	
<input checked="" type="checkbox"/>	ERT Performance Report

▶ Part 60 Subpart Da ✕

Electric Utility Steam Generating Units	
<input checked="" type="checkbox"/>	ERT Performance Report Citation: 60.49da(v)(4)
<input checked="" type="checkbox"/>	Air Emissions Report Citation: 60.51Da(d)

[Back To All Templates](#) | [Save Template](#)

CDX Home | [Contact Us](#)

4.4.3 Deleting a Template

To remove an existing template navigate to the ‘Templates’ screen. Then mark the checkbox for the template(s) you wish to remove in the column with the ‘Trashcan’ icon. Select the ‘Remove Selected’ button to initiate package removal (see Exhibit 4-39). A warning message appears so you may confirm the submission package template removal. Click the ‘OK’ button to finalize the process.

Exhibit 4-39 Deleting Existing Templates

The screenshot shows the EPA CEDRI web application interface. The user is logged in as CEDRI2TESTER. The navigation menu includes 'Submission Home', 'Templates' (circled in red), and 'User Management'. The main content area displays 'Recently Created Templates' with a table containing one entry: 'CEDRI2 Test Package'. A 'Remove Selected' button with a trash icon is circled in red below the table.

Template Name	Description	Created
CEDRI2 Test Package	Created from package: CEDRI2 Test Package	2013-09-04 09:28:29.517

4.5 Navigating Air Emission Report Forms

This section describes basic principles to assist you in completing an Air Emissions Report form. Exhibit 4-40 provides a sample page within the Air Emissions Report form that highlights basic form navigation functions. The functions below correspond to numbered items in Exhibit 4-40:

1. Hide/Show page. Click the hide/show page icon on a specific page to either expand or collapse nested pages within the page. You may still navigate to the pages using the 'Previous Page' and 'Next Page' even if they are collapsed.
2. Add page. Click the plus sign icon on the 'Emission Point:' or 'Pollutant:' pages to add an additional page to your form, and all default nested pages therein.
3. Help icon. Click on the question mark icon for a specific field to show a description of the field to aid in filling it out. Click the icon again to hide the help text.
4. Previous Page. This button takes you to the previous page in the form. On the first page of the form, it is greyed out and disabled.
5. Next Page. This button takes you to the next page in the form. On the last page of the form, it is greyed out and disabled.
6. Asterisk. An asterisk next to a field name denotes that the field is required.
7. Validation error message. If you attempt to navigate to another page in the form, or attempt to save, or mark the form as complete without properly completing the form fields, this error message is displayed. The message disappears once validation requirements are met.
8. Remove page. If you have more than one 'Emission Point:' or 'Pollutant:' pages in your form, clicking the 'X' icon removes the page and all nested pages. You must confirm the page removal by clicking 'OK' on the subsequent confirmation dialog box.

Exhibit 4-40 Form Navigation Reference Screen

Some pages on the Air Emissions Report form may contain hyperlinks to provide you with more information regarding specific questions on the form. To access this information, click the hyperlinked text on the form. This will open up a new informational web page tab in your browser.

Note: If you are away from your Air Emissions Report for more than 20 minutes, the form will time-out and you will be asked to log back in to the CEDRI application. See Section 4.8 for more information on session time-outs.

4.5.1 Working with Data Collection Grids

There are several pages within the form that contain data collection grids. These grids are used as a convenient way to collect and store data for excess emissions, CMS downtime, malfunction reports, and deviation summaries for which there may be more than one incident during the reporting period. Exhibit 4-41 shows a sample Excess Emissions Summary data collection grid. Sample files that can be used as templates to upload information into forms in CEDRI forms can be found at the [EPA Compliance and Emissions Data Reporting Interface \(CEDRI\)](#) page.

Exhibit 4-41 Air Emissions Report - Excess Emissions Summary

There are two methods for entering data into data collection grids:

- Upload a spreadsheet to populate the grid. Click the ‘Upload’ button to open the file dialogue window, allowing you to navigate to the spreadsheet containing your data. Select the spreadsheet that you would like to upload and click the ‘Open’ button. The ‘Map Spreadsheet Columns to Import’ window appears (see Exhibit 4-42). On this screen, use the drop down menus to select the appropriate worksheet and then map each column in the data collection grid to a column in your excel spreadsheet.

Tip: Label your spreadsheet columns to match the grid column headings and the spreadsheet columns will be automatically mapped to the data elements in the data collection grid.

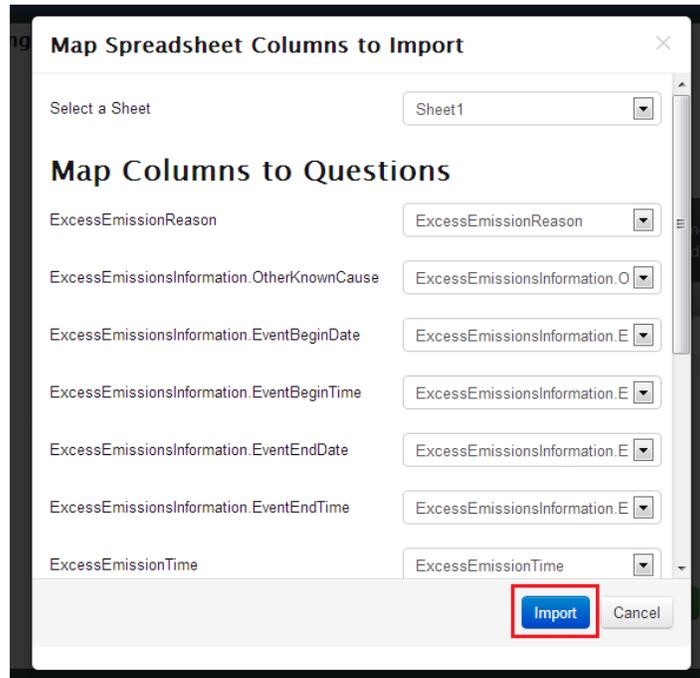
If your spreadsheet columns are assigned the same names as the column headings in the data collection grid, the ‘Map Columns to Questions’ section will auto-map the grid columns to the spreadsheet columns. See Appendix B for additional information. Sample files that can be used as templates to upload information into forms in CEDRI forms can be found at the [EPA Compliance and Emissions Data Reporting Interface \(CEDRI\)](#) page.

- After all columns have been mapped, click the ‘Import’ button to finalize the process. The ‘Map Spreadsheet Columns to Import’ window closes and you are taken back to the form. The data collection grid is refreshed and populates with data from the spreadsheet. Read-only calculation fields on the form below the grid are auto populated based on the data contained in the grid. If there are any field validation issues in the grid, validation messages are displayed.

If the imported data is not correct, or is not the correct file, you may upload a different file by selecting the ‘Upload a Different File’ button.

Note: Uploading an additional file to populate the data collection grid will append the new data to the data already in the grid. If you want to replace the existing data in the grid, you must first select the ‘Clear’ button (see Exhibit 4-43).

Exhibit 4-42 Map Spreadsheet to Columns to Import



- Complete the data collection grid manually. To do this, select each field in the row one at a time and enter in your data. There are a variety of field types in the data collection grids, including text fields, date fields, time fields, drop down menus, and checkboxes. If data is entered incorrectly, a validation message is triggered. Enter in valid data for the validation message to disappear.

Exhibit 4-43 illustrates key features for grid completion:

- Use the horizontal scroll bar on the bottom of the grid to navigate to additional fields within the grid.
- Click the ‘Add new row’ text to add an additional row to the grid.
- Click the ‘X’ button for the current row of data to delete that specific row.
- Click the ‘Clear’ button to remove all data from the grid.
- Click the ‘Export’ button to export the data in the data collection grid to a spreadsheet for downloading to your computer.

Exhibit 4-43 Air Emissions Report - Excess Emissions Summary (Cont'd)

4.5.2 Uploading Files into Forms

The Air Emissions Report form contains several opportunities to upload a file. Click the ‘Upload’ button to open the file dialogue window which allows you to navigate to the desired document on your computer. Select the file that you would like to upload and click the ‘Open’ button. You are returned to the form and the selected file appears as a downloadable hyperlink (see Exhibit 4-44). You may remove the file by selecting the ‘Remove’ button or upload a different file by clicking the ‘Upload a Different File’ button.

Exhibit 4-44 Upload a File in a Form

4.5.3 Saving a Partially Completed Form

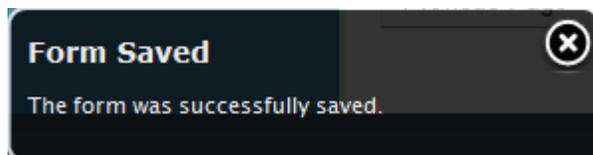
At any point during form preparation, you may save the form by clicking one of two buttons:

- The ‘Save’ button (see Exhibit 4-45). If there are any required fields on the current page that have not been completed, validation messages are triggered and you are prompted to complete those fields before saving. Upon clicking ‘Save’, the confirmation message in Exhibit 4-46 appears in the bottom left corner of your form. If you return back to the Air Emissions Report, all fields completed prior to clicking the ‘Save’ button are populated.
- The ‘Save & Close’ button (see Exhibit 4-45). This will allow you to save your form regardless if all questions on the page have been completed, and will immediately close the

Air Emissions Report form and return you to the ‘Submission Package’ page. If you return back to the Air Emissions Report, all fields completed prior to clicking the ‘Save & Close’ button are populated.

Exhibit 4-45 Saving a Form / Marking a Form as Complete

Exhibit 4-46 ‘Save’ System Success Message



4.5.4 Marking a Form as Complete

After completing all required fields in the Air Emissions Report form, you may click the ‘Mark as Complete’ button (see Exhibit 4-45) to indicate that the form is complete and is no longer ‘In Progress’. Clicking this button triggers validation checks on each field in the Air Emissions Report form. There are two scenarios that may occur:

- The form fails validation. In this case, you are taken to the first page chronologically in the form that contains fields that did not pass validation. The validation error messages are displayed. Rectify all invalid fields before re-attempting to mark the form as complete.
- The form passes all field validation checks. In this case, the form window closes and you are taken back to the ‘Submission Package’ page and the Air Emissions Report is assigned a status of ‘Complete’. You may still make changes to the Air Emissions Report by selecting the ‘Create/Edit Report’ button and modifying form fields as desired.

4.6 Viewing Your Submissions

The following section describes how you can navigate to and review all submissions that you previously made. This is performed using the ‘CEDRI History’ screen. To access the ‘CEDRI History’ screen select the ‘CEDRI History’ link on the left-hand sidebar menu. All the previously submitted reports are listed on this page.

Note: Although the submissions are made in the form of a package, which may include multiple reports, once the submissions are processed, the reports are listed individually in the ‘CEDRI History’ tab.

You may search for individual reports and retrieve them as needed in this section.

4.6.1 Locating Submitted Reports

The ‘CEDRI History’ section contains two tabs: ‘Submissions’ and ‘Search’.

When you navigate to the ‘CEDRI History’ screen, by default you are taken to the ‘Submissions’ tab, which will list the last twenty (20) reports submitted (see Exhibit 4-47). The reports are listed in a table format. The table contains the following metadata about each submission:

- Facility
- Package Name
- Report
- Certification Date
- Status

Note: Appendix B: Data Collection Grid Column Names provides the column headers that are used for each of data collection grids that you may utilize in the Air Emissions Report form, depending on the regulation subpart you are required to complete the forms for. Excel templates with these headers already filled out are contained on the CEDRI website: <http://epa.gov/ttn/chief/cedri/index.html> under the “User’s Guide and Example Files” heading. Field formatting constraints are provided in these templates as well.

You can access details about a report submission by clicking the ‘View’ hyperlink. Refer to Section 4.6.2 for directions on how to navigate the ‘Submission Details’ page.

Exhibit 4-47 Recent Submissions under CEDRI Submissions History

Logged in as, MSTESSERT (Logout)

CEDRI [Submissions](#) [Search](#) [Contact Us](#)

MyCDX

Inbox

CEDRI Home

CEDRI History

Logout

Your session will time out in
19 0
Minutes Seconds

You are here: [CEDRI History](#) » Submissions

Below are the recent CEDRI submissions that you have either certified electronically or have been submitted by another "Certifier" in your organization, listed by individual report. You may search for specific submissions by selecting the 'Search' tab. Click the 'View' link to see the report details, download associated files, and if necessary, revise and re-submit a report.

Recent Submissions

28 Submissions found, displaying 1 to 10. [\[First/Prev\]](#) [1, 2, 3](#) [\[Next/Last\]](#)

Facility	Package Name	Report	Certification Date	Status	
INOVA FAIR OAKS HOSPITAL	SAARI Test Package For XML PARSE	Air Emissions Report Citation: 63.10031(c)	2014-06-27 15:12:21.045	Signed	View
INOVA FAIR OAKS HOSPITAL	SAARI Test Package For XML PARSE	Notification Report Citation: 63.10030(e)	2014-06-27 15:12:08.982	Signed	View
INOVA FAIR OAKS HOSPITAL	SAARI Test Package For XML PARSE	ERT Performance Report Citation: 63.10031(f)	2014-06-27 15:12:08.605	Signed	View
INOVA FAIR OAKS HOSPITAL	Multiple Test Reports Package	ERT Performance Report	2014-06-06 12:32:10.113	Signed	View
INOVA FAIR OAKS HOSPITAL	MSTESSERT Package	Air Emissions Report Citation: 63.10031(c)	2014-06-27 14:06:05.904	Signed	View
INOVA FAIR OAKS HOSPITAL	MSTESSERT Package	Notification Report Citation: 63.10030(e)	2014-06-27 14:05:55.079	Signed	View
INOVA FAIR OAKS HOSPITAL	MSTESSERT Package	ERT Performance Report Citation: 63.10031(f)	2014-06-27 14:05:53.867	Signed	View
INOVA FAIR OAKS HOSPITAL	Demo Submission Package #2 Versiform SD, SU, 6J	ERT Performance Report Citation: 63.7550(h)(1)	2014-06-26 17:30:42.261	Signed	View
BJ'S WHOLESALE CLUB #033	20140624 12:53 pm Test Package for Impossible Things	Air Emissions Report Citation: 60.51Da(d)	2014-06-26 17:27:04.973	Signed	View
INOVA FAIR OAKS HOSPITAL	Test CEDRI-3 USeR Story	ERT Performance Report	2014-06-09 09:32:52.125	Signed	View

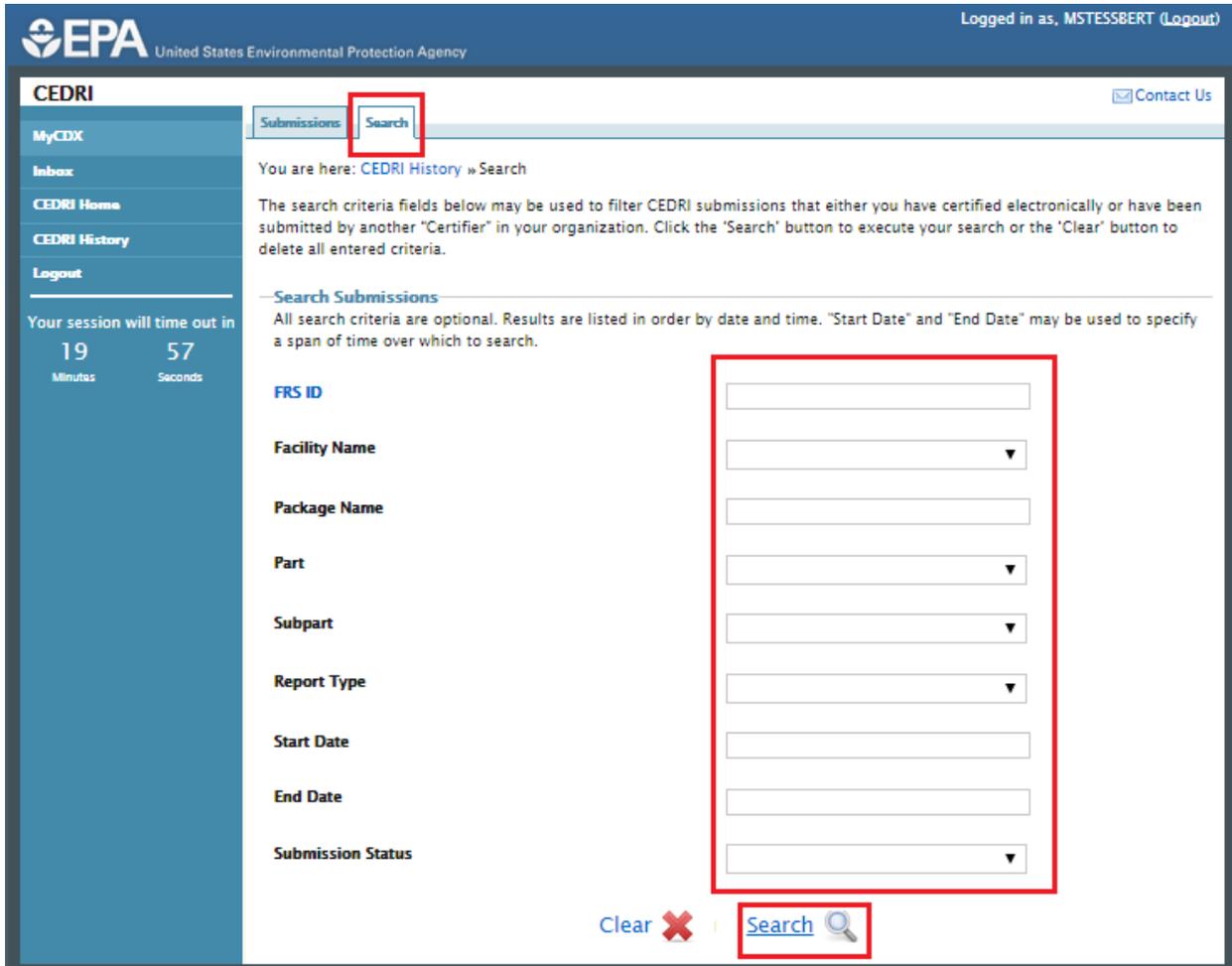
You can navigate to the 'Search' page by selecting the 'Search' tab at the top of the page (see Exhibit 4-48). The 'Search' page allows you to search for a report submission by specifying any of the following search criteria:

- FRS ID
- Facility Name
- Package Name
- Part
- Subpart
- Report Type
- Start Date
- End Date
- Submission Status

All search criteria listed above is optional. To initiate your search, enter the desired search parameter(s) and click the 'Search' button. If you click the 'Search' button without specifying any search criteria, all submissions previously made are returned in the search results. If you

click the ‘Start Date’ or ‘End Date’ fields, an interactive calendar picker is displayed allowing you to select a date. You can clear all search fields by clicking the ‘Clear’ button. The ‘FRS ID’ search field title provides a link to the EPA FRS homepage.

Exhibit 4-48 Searching Submissions



The ‘Search Results’ page is displayed after you populate all relevant search criteria and click the ‘Search’ button (see Exhibit 4-49). If you would like to specify new search criteria, click the ‘Search’ tab again.

Exhibit 4-49 Submission Search Results

United States Environmental Protection Agency

Logged in as, MSTESSERT (Logout)

CEDRI

MyCDX

Inbox

CEDRI Home

CEDRI History

Logout

Your session will time out in

19

17

Minutes Seconds

Submissions
Search
Contact Us

You are here: [CEDRI History](#) » [Search](#) » Search Results

Search Results

2 Submissions found, displaying all Submissions. Page 1

Facility	Package Name	Report	Certification Date	Status	View
BJ'S WHOLESALE CLUB #033	20140624 12:53 pm Test Package for Impossible Things	Air Emissions Report Citation: 60.51Da(d)	2014-06-26 17:27:04.973	Signed	View
INOVA FAIR OAKS HOSPITAL	Test CEDRI-3 User Story	ERT Performance Report	2014-06-09 09:32:52.125	Signed	View

4.6.2 Viewing Submitted Reports

Upon clicking the ‘View’ hyperlink in the ‘Submissions’ or ‘Search Results’, you are redirected to the ‘Submission Details’ page (see Exhibit 4-50). The page is sub-divided into three (3) sections: Submission Details, Creator Details and Documents Set.

The ‘Submission Details’ section contains the following metadata:

- Organization
- Facility
- FRS ID
- Submission Type
- Citation
- Package Name
- Report Name
- Certification Date
- Transaction ID

- Submission Status

The 'Creator Details' section provides the following details about the user and organization that were collected when the user registered for CDX:

- User ID
- Name
- Organization Name

The 'Documents Set' section lists the following details about each document contained in the submission:

- Name
- Size
- Category
- Date Archived

You can download the document by clicking the hyperlink in the 'Name' column. This downloads the report in the original format, which you can open and view or save to your local hard drive.

Click the 'Back to CEDRI History' button to return to the submissions history page.

Exhibit 4-50 Submission Details

United States Environmental Protection Agency
Logged in as, MSTESSERT (Logout)

CEDRI

MyCDX

Inbox

CEDRI Home

CEDRI History

Logout

Your session will time out in

19 23

Minutes Seconds

Submissions
Search

You are here: [CEDRI History](#) » [Submissions](#) » Submission Details

Submission Details

Organization	IMPOSSIBLE THINGS INC.
Facility	BJ'S WHOLESALE CLUB #033
FRS ID	110032662615
Submission Type	Air Emissions Report
Citation	Report required under 40 CFR 60.51Da(d)
Package Name	20140624 12:53 pm Test Package for Impossible Things
Report Name	Air Emissions Report Citation: 60.51Da(d)
Certification Date	2014-06-26 17:27:04.973
Transaction Id	_1ab42a3a-f130-4a0a-97dd-f9ad21a9cce7
Submission Status	Signed

Creator Details

User ID	MSTESSERT
Name	Tess Bert
Organization Name	IMPOSSIBLE THINGS INC.

Documents Set

Name	Size (kb)	Category	Date Archived
AER_AIR_EMISSION_DA Report required under 40 CFR 60.51Da(d).xml	10724	AER	2014-06-26 17:27:04.973
AER_AIR_EMISSION_DA Report required under 40 CFR 60.51Da(d).pdf	81086	AER	2014-06-26 17:27:04.973

[Back To CEDRI History](#)
Revise & Re-Submit Report

4.7 Resubmitting a Report

You may choose to re-submit a report that has already been submitted through the CEDRI application. Open the desired report to be re-submitted from 'CEDRI History' screen. On the 'Submission Details' page, click the 'Revise & Re-Submit Report' button (see Exhibit 4-51).

Exhibit 4-51 Resubmitting a Report

United States Environmental Protection Agency
Logged in as, MSTESSERT (Logout)

CEDRI

MyCDX

Inbox

CEDRI Home

CEDRI History

Logout

Your session will time out in

19
23

Minutes Seconds

Submissions
Search

You are here: [CEDRI History](#) » [Submissions](#) » Submission Details

Submission Details

Organization	IMPOSSIBLE THINGS INC.
Facility	BJ'S WHOLESALE CLUB #033
FRS ID	110032662615
Submission Type	Air Emissions Report
Citation	Report required under 40 CFR 60.51Da(d)
Package Name	20140624 12:53 pm Test Package for Impossible Things
Report Name	Air Emissions Report Citation: 60.51Da(d)
Certification Date	2014-06-26 17:27:04.973
Transaction Id	_1ab42a3a-f130-4a0a-97dd-f9ad21a9cce7
Submission Status	Signed

Creator Details

User ID	MSTESSERT
Name	Tess Bert
Organization Name	IMPOSSIBLE THINGS INC.

Documents Set

Name	Size (kb)	Category	Date Archived
AER_AIR_EMISSION_DA Report required under 40 CFR 60.51Da(d).xml	10724	AER	2014-06-26 17:27:04.973
AER_AIR_EMISSION_DA Report required under 40 CFR 60.51Da(d).pdf	81086	AER	2014-06-26 17:27:04.973

[← Back To CEDRI History](#)
[Revise & Re-Submit Report →](#)

This takes you to the ‘Submission Package’ page (see Exhibit 4-52) where you may choose to edit the previously selected subparts and reports. Complete all the reports and click the ‘Submit’ button.

Note: You will not be able to rename the submission package or edit the facility. In order to submit a package with a different name or to choose a different facility, you must create a new submission package. For further details refer to Section 4.2.2.

Exhibit 4-52 Revising a Report

The screenshot displays the CEDRI web application interface. At the top left is the EPA logo and the text 'United States Environmental Protection Agency'. The user is logged in as 'CEDRI2TESTER (Logout)'. The main navigation sidebar on the left includes 'MyCDX', 'Inbox', 'CEDRI Home', 'CEDRI History', and 'Logout'. A session timer shows 18 minutes and 55 seconds remaining. The main content area is titled 'Manage Submission Package' and shows the package name 'RE-SUBMISSION ERT Performance Report'. Below this, there are options to 'Apply Template' and 'Edit Facility Details'. The facility details include: Certifiers: CEDRI2 Tester; Facility Name: ENVIRONMENTAL PROTECTION AGENCY; Facility Address: 1200 PENNSYLVANIA AVE NW, WASHINGTON, DC 20460-0003; Mailing Address: 1200 PENNSYLVANIA AVE NW, WASHINGTON, DC 20460-0003; Longitude of Facility: -77.0281; Latitude of Facility: 38.89495. There is also a section for selecting subparts, with 'Part 60 Subpart Da - Complete' listed. At the bottom of the main content area, there are buttons for 'Refresh', 'Save As Template', 'Save And Complete Later', and 'Submit' (which is highlighted with a red box).

4.8 Session Time-Out

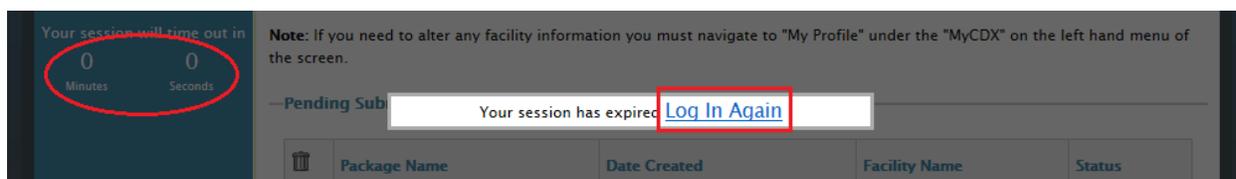
In compliance with EPA software security requirements the CEDRI program service will automatically end a session and disconnect if there is no measurable user activity for a period of 20 minutes either in the main application or one of the Air Emissions Report forms.

Note: The 20 minute time-out of the main CEDRI application and the Air Emissions Report form are independent. This means that while in an Air Emissions report form, the main CEDRI application may time out. This will not prevent you from continuing work in the form and will not prevent data entered into the form from being saved. You will however have to log back into CDX to get back to the submission package once you close the form with which you are working.

4.8.1 CEDRI Application Time-Out

The session time on the left-hand sidebar of the CEDRI program service displays the minutes and seconds remaining until your session times out. This time count returns to 20 minutes whenever you navigate from one screen to another or perform an action that refreshes the current page. Upon timing out you must sign back into CDX to continue working (see Exhibit 4-53).

Exhibit 4-53 CEDRI Time-out Prompt



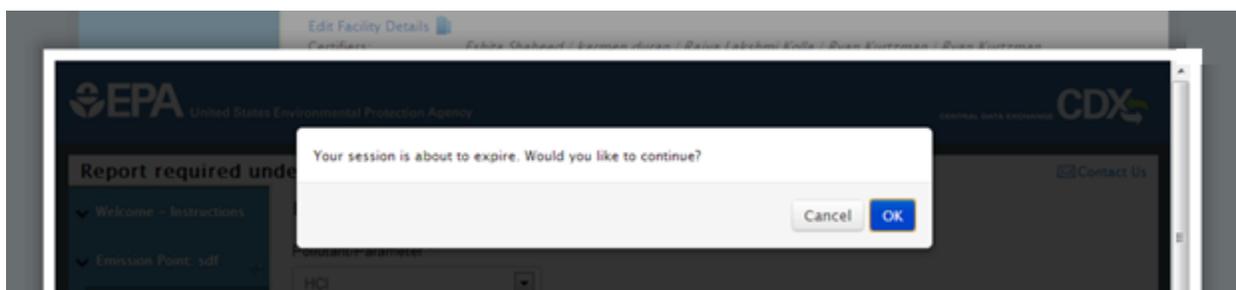
After logging back in, click the CEDRI program service from the ‘My CDX’ page to get back to CEDRI.

Note: Each time you navigate to a different screen or refresh the current page, your submission package data is auto-saved and the session timer is refreshed.

4.8.2 Air Emissions Report Time-Out

Once in an Air Emissions Report form, a form timer begins to count down from 20 minutes. This timer is independent of the CEDRI application timer and does not detect activity within the form. This timer is not displayed to the user, however a warning notification is shown approximately 2 minutes before the time-out occurs (see Exhibit 4-54).

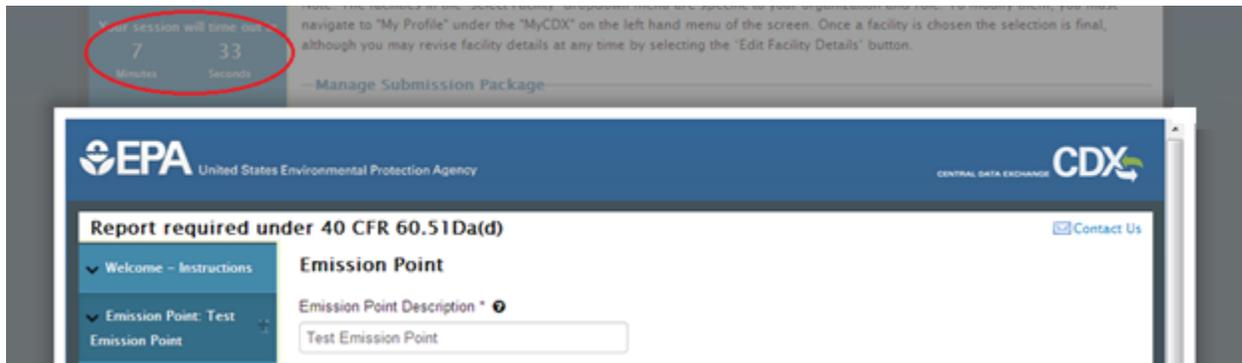
Exhibit 4-54 Air Emissions Report Form – Form Timer



Clicking the ‘OK’ button on the warning notification resets the form time count back to 20 minutes. Clicking the ‘Cancel’ button, or clicking neither button for the remaining 2 minutes, prompts you to sign back into CDX in order to continue work on your CEDRI submission package. After logging back in, click the CEDRI program service from the ‘My CDX’ page to get back to CEDRI.

When working on an Air Emissions Report form, the timer in the CEDRI application will continue to count down and may time out while you are actively working in the form (see Exhibit 4-55).

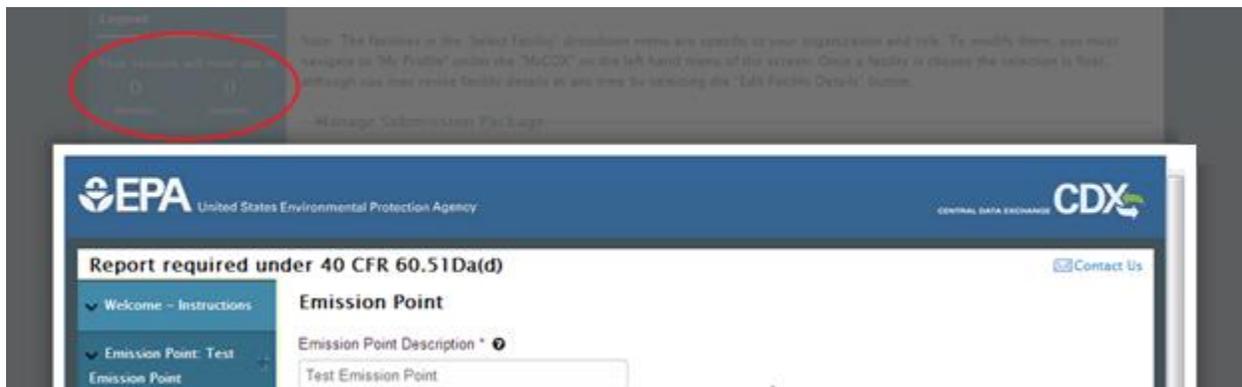
Exhibit 4-55 Air Emissions Report Form Time Count



In the event the CEDRI application does time out, the Air Emissions Report form remains open (see Exhibit 4-56). You may continue to work on the form for as long as you wish. All data entered into the form is saved upon selecting the ‘Save’, ‘Save & Close’, or ‘Mark As Complete’ buttons. Once you leave the form you are prompted to sign back into CDX in order to continue work on your CEDRI submission package.

Warning: After a session time-out, data entered into the Air Emissions Report form (including uploaded files) will only be saved if either the ‘Save’, ‘Save & Close’, or ‘Mark as Complete’ buttons are selected before closing the form.

Exhibit 4-56 Air Emissions Report Form – Still Open



After logging back in, click the CEDRI program service from the ‘My CDX’ page to get back to CEDRI.

5 Appendix A: Supported Regulation Subparts

ERT Performance Test Reports – Parts, Subparts, Citations, and Descriptions

Part	Subpart	Citation	Subpart
60	AA		Steel Plants: Electric Arc Furnaces
60	AAa		Steel Plants: Electric Arc Furnaces and Argon-Oxygen Decarburization Vessels
60	AAA		New Residential Wood Heaters
60	AAAA		Small Municipal Waste Combustion Units Commenced after August 30, 1999 or Modifications/Reconstruction after June 6, 2001
60	BB		Kraft Pulp Mills
60	BBB		Rubber Tire Manufacturing
60	CC		Glass Manufacturing Plants
60	CCCC	60.2235(b)	Commercial and Industrial Solid Waste Incineration Units
60	D		Fossil Fuel Fired Steam Generating Units
60	Da	60.49Da(v)(4)	Electric Utility Steam Generating Units
60	Db	60.46b(j)(14)	ICI Steam Generating Units
60	Dc	60.45c(c)(14)	Small ICI Steam Generating Units
60	DD		Grain Elevators
60	DDDD	60.2795(b)	Commercial Industrial Solid Waste Incinerators
60	E		Incinerators
60	Ea		Municipal Waste Combustors
60	Eb		Municipal Waste Combustors
60	Ec		Hospital/Medical/Infection Waste Incinerators
60	EE		Surface Coating of Metal Furniture
60	EEEE		Other Solid Waste Incineration Units
60	F	60.64(d)	Portland Cement Plants
60	FFF		Flexible Vinyl and Urethane Coating and Printing
60	FFFF		Existing Other Solid Waste Incineration Units
60	G		Nitric Acid Plants
60	Ga	60.77a(e)	Nitric Acid Plants
60	GG		Stationary Source Gas Turbines
60	GGG		Equipment Leaks of VOC in Petroleum Refineries
60	GGGa		Equipment Leaks of VOC in Petroleum Refineries for which Construction/Reconstruction/Modification commenced after November 7, 2006
60	H		Sulfuric Acid Plants
60	HH		Lime Manufacturing
60	HHH		Synthetic Fiber Production Facilities
60	I		Asphalt Concrete (Hot Mix Asphalt)
60	IIII		Stationary Compression Ignition Internal Combustion Engines
60	J		Petroleum Refineries ^c
60	Ja		Petroleum Refineries constructed after May 14, 2007
60	JJJJ		Stationary Spark Ignition Internal Combustion Engines



Part	Subpart	Citation	Subpart
60	K		Storage Vessels from 6/11/71 to 5/19/78
60	Ka		Storage Vessels from 5//18/78 to 7/23/84
60	Kb		Storage Vessels after July 23, 1984
60	KK		Lead Acid Battery Manufacturing
60	KKK		Onshore Natural Gas Processing Plants - Equipment Leaks
60	KKKK		Stationary Combustion Turbines
60	L		Secondary Lead Smelters
60	LL		Metallic Mineral Processing Plants
60	LLL		Onshore Natural Gas Processing Plants - SO ₂ Emissions
60	LLLL	60.4915(i)(2)	New Sewage Sludge Incineration Units
60	M		Secondary Brass and Bronze Production Plants
60	MM		Automobile and Light Duty Truck Surface Coating Operations f
60	MMMM	60.5235(h)(2)	Sewage Sludge Incinerators
60	N		Basic Oxygen Process Furnaces
60	Na		Basic Process Steelmaking Facilities
60	NN		Phosphate Rock Plants
60	O		Sewage Treatment Plant Incineration
60	OOOO	60.5420(b)(7)	Standards of Performance for Crude Oil and Natural Gas Production, Transmission, and Distribution
60	P		Primary Copper Smelters
60	PP		Ammonium Sulfate Mfg Plants
60	PPP		Wool Fiberglass Insulation Manufacturing Plants
60	Q		Primary Zinc Smelters
60	QQ		Graphic Arts Industry
60	QQQ		Petroleum Refinery Wastewater System
60	R		Primary Lead Smelters
60	RR		Pressure Sensitive Tape and Label Surface Coating Operations
60	S		Primary Aluminum Reduction Plants
60	SS		Surface Coating of Large Appliances
60	SSS		Magnetic Tape Facilities
60	T		Phosphate Fertilizers
60	TT		Metal Coil Surface Coating
60	TTT		Surface Coating of Plastic Parts for Business Machines
60	U		Phosphate Fertilizers
60	UU		Asphalt Processing and Roofing Manufacture
60	UUU		Calciners and Dryers in Mineral Industries
60	V		Phosphate Fertilizers
60	VV		SOCMI Equipment Leaks of VOC
60	VVa		SOCMI Equipment Leaks of VOC
60	VVa		Equipment Leaks of VOC in Synthetic Organic Chemicals Manufacturing Industry for which Construction/Reconstruction/Modification Commenced after November 7, 2006
60	VVV		Polymeric Coating of Supporting Substrates Facilities



Part	Subpart	Citation	Subpart
60	W		Phosphate Fertilizers
60	WW		Beverage Can Surface Coating
60	WWW		Municipal Solid Waste Landfills
60	X		Phosphate Fertilizers
60	XX		Bulk Gasoline Terminals
60	Y	60.258(d)	Coal Preparation Plant
60	Z		Ferroalloy Production Facilities
63	AA and BB		Phosphoric Acid Manufacturing Plants and Phosphate Fertilizers Production Plants
63	AAAAA		Lime Manufacturing
63	AAAAAAA		Asphalt Processing and Asphalt Roofing Manufacturing, Area Sources
63	BBBBB		Semiconductor Manufacturing
63	BBBBBB		Gasoline Distribution Bulk Terminals, Bulk Plants, and Pipeline Facilities; Gasoline Dispensing Facilities
63	BBBBBBB		Chemical Preparations Industry, Area Sources
63	CC		Petroleum Refineries
63	CCC	63.1164(a)	Steel Pickling, HCI Process Facilities and Hydrochloric Acid Regeneration Plants
63	CCCC		Manufacture of Nutritional Yeast
63	CCCCC		Coke Ovens: Pushing Quenching and Battery Stacks
63	CCCCCC		Paints and Allied Products Manufacturing
63	DD		Off-site Waste and Recovery Operations
63	DDD		Mineral Wool Production
63	DDDD		Plywood and Composite Products
63	DDDDD	63.7550(h)(1)	Industrial, Commercial, and Institutional Boilers Major Source
63	DDDDDD		Polyvinyl Chloride and Copolymer Production
63	DDDDDDD		Prepared Feeds Manufacturing Area Sources
63	EE		Magnetic Tape Manufacturing Operations
63	EEE		Hazardous Waste Combustors, Lightweight Aggregate Kilns, Cement Kilns, Liquid Fuel Boilers, Solid Fuel Boilers, HCL Production Furnaces ^b
63	EEEE		Organic Liquids Distribution
63	EEEEE		Iron and Steel Foundries
63	EEEEEE		Primary Copper Smelting
63	EEEEEEE	63.11648(g)	Gold Mines
63	F		The HON
63	FFFF		Miscellaneous Organic Chemical Manufacturing
63	FFFFF		Integrated Iron and Steel Manufacturing
63	FFFFFF		Secondary Copper Smelting
63	G		The HON
63	GG		Aerospace Manufacturing and Rework Facilities
63	GGG	63.1260(n)	Pharmaceutical Production
63	GGGG		Solvent Extraction for Vegetable Oil Production
63	GGGGG		Site Remediation
63	GGGGGG		Primary Nonferrous Metals (Primary beryllium and zinc)



Part	Subpart	Citation	Subpart
63	H		The HON
63	HH	63.775(g)	Oil and Natural Gas Production
63	HHH	63.1285(g)	Natural Gas Transmission and Storage
63	HHHH		Wet-formed Fiberglass Mat Production
63	HHHHH		Miscellaneous Coating Manufacturing
63	HHHHHH		Paint Stripping and Misc. Surface Coating Operations Area Sources
63	HHHHHHH	63.11985(c)(9)	Polyvinyl Chloride and Copolymers Production
63	I		The HON
63	II		Shipbuilding and Ship Repair Facilities
63	III		Flexible Polyurethane Foam Production
63	IIII		Automobile and Light-duty Truck Surface Coating
63	JJ		Wood Furniture Manufacturing Operations
63	JJJ		Group IV Polymers and Resins Production
63	JJJJ		Paper and Other Web Coating
63	JJJJJ	63.11225(e)	Area Source Boilers
63	KK	63.830(c)	Printing and Publishing Industry
63	KKKK		Metal Can Manufacturing Surface Coating
63	L		Coke Oven Batteries
63	LL		Primary Aluminum Reduction Plants
63	LLL	63.1349(d)(2)	Portland Cement
63	LLLLL		Asphalt Processing and Asphalt Roofing Manufacturing
63	LLLLLL		Acrylic and Modacrylic Fibers Production
63	M		Perchloroethylene Dry Cleaning Facilities
63	MM		Chemical Recovery Combustion Sources at Kraft, Soda, Sulfite, and Stand-Alone Semichemical Pulp Mills
63	MMM		Pesticide Active Ingredient Production
63	MMMM		Misc. Metal Parts and Products
63	MMMMM		Flexible Polyurethane Foam Fabrication
63	N	63.347(f)(3)	Chromium Emissions from Hard and Decorative Chromium Electroplating and Chromium Anodizing Tanks
63	NNN		Wool Fiberglass Insulation Manufacturing Plants
63	NNNN		Surface Coating of Large Household and Commercial Appliances
63	NNNNN		Hydrochloric Acid Production
63	NNNNNN		Chemical Manufacturing: Chromium Compounds
63	O		Ethylene Oxide Emissions from Sterilization Facilities
63	OO		Tanks- Level 1
63	OOO		Manufacture of Amino/Phenolic Resins
63	OOOO		Printing, Coating and Dyeing of Fabrics and Other Textiles
63	PP		Containers
63	PPP		Polyether Polyols Production
63	PPPP		Plastic Parts and Products Surface Coating
63	PPPPP		Engine Test Cells/Stands
63	PPPPPP		Lead Acid Battery Manufacturing



Part	Subpart	Citation	Subpart
63	QQ		Surface Impoundments
63	QQQ		Primary Copper Smelters
63	QQQQ		Wood Building Products Surface Coating Industry
63	QQQQQ		Friction Materials Manufacturing
63	R		Gasoline Distribution Facilities
63	RR		Individual Drain Systems
63	RRR		Secondary Aluminum Production
63	RRRR		Metal Furniture Surface Coating
63	RRRRR		Taconite Ore Processing
63	RRRRRR		Clay Ceramics Manufacturing
63	S		Pulp and Paper Production
63	SS		Closed Vent Systems, Control Devices
63	SSSS		Metal Coil Surface Coating Plants
63	SSSSS		Refractory Products Manufacturing
63	SSSSSS		Glass Manufacturing
63	T		Halogenated Solvent Cleaning/Halogenated Hazardous Air Pollutants
63	TT		Equipment Leaks - Control Level 1
63	TTT		Primary Lead Smelters
63	TTTT		Leather Finishing Operations
63	TTTTT		Primary Magnesium Refining
63	TTTTTT		Secondary Nonferrous Metals Processing
63	U	63.506(i)(1)	Group I Polymers and Resins
63	UU		Equipment Leaks - Control Level 2
63	UUU		Petroleum Refineries, Catalytic Cracking, Reforming and Sulfur Units
63	UUUU		Cellulose Products Manufacturing
63	UUUUU	63.10031(f)	Coal- and Oil-Fired Electric Utility Steam Generating Units
63	VV		Oil-Water Separators and Organic Water Separators
63	VVV		Publicly Owned Treatment Works
63	VVVV		Boat Manufacturing
63	VVVVV		Chemical Manufacturing Area Sources
63	W		Epoxy Resin and Non-Nylon Polyamide Production
63	WW		Storage Vessels - Control Level 2
63	WWWW		Reinforced Plastic Composites Production
63	X		Secondary Lead Smelter Industry
63	XX		Ethylene Manufacturing Process Units - Heat Exchangers and Waste
63	XXX		Ferroalloys Production Ferromanganese and Siliconmanganese
63	XXXX		Rubber Tire Manufacturing
63	Y	63.567(n)	Marine Tank Vessel Loading Operations
63	YY		Generic MACT Standards
63	YYYY		Stationary Combustion Turbines
63	YYYYY		Electronic Arc Furnaces
63	YYYYYY		Ferroalloy Production Facilities, Area Sources



Part	Subpart	Citation	Subpart
63	ZZZZ		Stationary Reciprocating Internal Combustion Engines
63	ZZZZZ		Iron and Steel Foundries
63	ZZZZZZ		Aluminum, Copper and Other Nonferrous Foundries

Notification Reports – Parts, Subparts, Citations, and Descriptions

Part	Subpart	Citation	Subpart
63	UUUUU	63.10030(e)	Electric Utility Steam Generating Units

Notification of Compliance Status Reports – Parts, Subparts, Citations, and Descriptions

Part	Subpart	Citation	Subpart
63	JJJJJ	63.11225(a)(4)	Area Source Boilers

Air Emissions Reports – Parts, Subparts, Citations, and Descriptions

Part	Subpart	Citation	Subpart
60	Da	60.51Da(d)	Electric Utility Steam Generating Units
60	Db	60.49Db(h)	ICI Steam Generating Units
60	Dc	60.48Dc(c)	Small ICI Steam Generating Units
63	DDDDD	63.7550(c)	Industrial, Commercial, and Institutional Boilers Major Source
63	UUUUU	63.10031(c)	Coal- and Oil-Fired Electric Utility Steam Generating Units

6 Appendix B: Data Collection Grid Column Names

The following sections provide the column headers that are used for each of data collection grids that you may utilize in the Air Emissions Report form, depending on the regulation subpart you are required to complete the forms for. Excel templates with these headers already filled out are contained on the CEDRI website: <http://epa.gov/ttn/chief/cedri/index.html> under the “User’s Guide and Example Files” heading. Field formatting constraints are provided in these templates as well.

Part 60 Subpart Da, Db, Dc

The following figures provide column headers used for each data collection grid in the Air Emissions Report for 40 CFR Part 60 Subparts Da, Db, and Dc. Copy the figures into your spreadsheet to create the column headings for your reports.

Exhibit6-1 Excess Emissions Summary Data Collection Grid

Excess EmissionReason	Excess EmissionsInformation.OtherKnownCause	Excess EmissionsInformation.EventBeginDate	Excess EmissionsInformation.EventBeginTime	Excess EmissionsInformation.EventEndDate	Excess EmissionsInformation.EventEndTime	Excess EmissionTime	Excess EmissionTimeUnits	Excess EmissionTimeFreeText	Excess EmissionEstimateBasis	Other EstimateBasisDescription	Excess EmissionMagnitude	Excess EmissionMagnitudeUnits	Excess EmissionsInformation.CorrectiveActionDescription	ConversionFactorUsed
-----------------------	---	--	--	--	--	---------------------	--------------------------	-----------------------------	------------------------------	--------------------------------	--------------------------	-------------------------------	---	----------------------

Exhibit6-2 CMS Downtime Summary Data Collection Grid

CMSDowntimeReason	CMSDowntimeInformation.OtherKnownCause	CMSDowntimeInformation.EventBeginDate	CMSDowntimeInformation.EventBeginTime	CMSDowntimeInformation.EventEndDate	CMSDowntimeInformation.EventEndTime	CMSDowntime	CMSDowntimeUnits	SystemRepairAdjustmentDescription
-------------------	--	---------------------------------------	---------------------------------------	-------------------------------------	-------------------------------------	-------------	------------------	-----------------------------------

Exhibit6-3 Malfunction Report Data Collection Grid

MalfunctionDescription	EquipmentMalfunctionInformation.EventBeginDate	EquipmentMalfunctionInformation.EventBeginTime	EquipmentMalfunctionInformation.EventEndDate	EquipmentMalfunctionInformation.EventEndTime
------------------------	--	--	--	--

Part 63 Subpart DDDDD

The following figures provide column headers used for each data collection grid in the Air Emissions Report for 40 CFR Part 63 Subpart DDDDD. Copy the figures into your spreadsheet to create the column headings for your reports.

Exhibit6-4 Deviation Summary Data Collection Grid

DeviationReason	DeviationInformation.OtherKnownCause	DeviationInformation.EventBeginDate	DeviationInformation.EventBeginTime	DeviationInformation.EventEndDate	DeviationInformation.EventEndTime	DeviationTime	DeviationEstimateBasis	DeviationInformation.OtherEstimateBasisDescription
-----------------	--------------------------------------	-------------------------------------	-------------------------------------	-----------------------------------	-----------------------------------	---------------	------------------------	--



Exhibit6-5 CMS Downtime Summary Data Collection Grid

Deviation Reason	Deviation Information.Other KnownCause	Deviation Information.Event BeginDate	Deviation Information.Event BeginTime	Deviation Information.Event EndDate	Deviation Information.Event EndTime	Deviation Time	Deviation TimeUnits	Deviation Estimate Basis	Deviation Information.Other Estimate BasisDescription	Deviation Reason
------------------	--	---------------------------------------	---------------------------------------	-------------------------------------	-------------------------------------	----------------	---------------------	--------------------------	---	------------------

Exhibit6-6 Malfunction Report Data Collection Grid

MalfunctionDescription	EquipmentMalfunctionInformation.Event BeginDate	EquipmentMalfunctionInformation.Event BeginTime	EquipmentMalfunctionInformation.Event EndDate	EquipmentMalfunctionInformation.Event EndTime	EquipmentMalfunctionInformation.CorrectiveActionDescription
------------------------	---	---	---	---	---

Exhibit6-7 Fuel Use During the Reporting Period Data Collection Grid

FuelType	FuelUseDuringReportingPeriod.EventBeginDate	FuelUseDuringReportingPeriod.EventEndDate	FuelUseDuringPeriod	FuelUnits	NonWasteFuelType	NonWasteRationale
----------	---	---	---------------------	-----------	------------------	-------------------

Exhibit6-8 CEMS Summary Data Collection Grid

CEMSDate	ComplianceRollingAverage
----------	--------------------------

Part 63 Subpart UUUUU

The following figures provide column headers used for each data collection grid in the Air Emissions Report for 40 CFR Part 63 Subpart UUUUU.

Exhibit6-9 Excess Emissions Summary Data Collection Grid

ExcessEmission Reason	ExcessEmissionInformation.OtherKnownCause	ExcessEmissionInformation.EventBeginDate	ExcessEmissionInformation.EventBeginTime	ExcessEmissionInformation.EventEndDate	ExcessEmissionInformation.EventEndTime	ExcessEmissionTime	ExcessEmissionTimeUnitsFreeText	ExcessEmissionTimeFreeText	ExcessEmissionEstimateBasis	OtherEstimateBasisDescription	ExcessEmissionInformation.CorrectiveActionDescription	ConversionFactorUsed
-----------------------	---	--	--	--	--	--------------------	---------------------------------	----------------------------	-----------------------------	-------------------------------	---	----------------------

Exhibit6-10 CMS Downtime Summary Data Collection Grid

CMSDowntimeReason	CMSDowntimeInformation.OtherKnownCause	CMSDowntimeInformation.EventBeginDate	CMSDowntimeInformation.EventBeginTime	CMSDowntimeInformation.EventEndDate	CMSDowntimeInformation.EventEndTime	CMSDowntime	CMSDowntimeUnits	SystemRepairAdjustmentDescription
-------------------	--	---------------------------------------	---------------------------------------	-------------------------------------	-------------------------------------	-------------	------------------	-----------------------------------

Exhibit6-11 Malfunction Report Data Collection Grid

MalfunctionDescription	EquipmentMalfunctionInformation.Event BeginDate	EquipmentMalfunctionInformation.Event BeginTime	EquipmentMalfunctionInformation.Event EndDate	EquipmentMalfunctionInformation.Event EndTime	EquipmentMalfunctionInformation.CorrectiveActionDescription
------------------------	---	---	---	---	---



Exhibit6-12 Fuel Use During the Reporting Period Data Collection Grid

FuelType	FuelUseDuring ReportingPeriod.EventBegin Date	FuelUseDuring ReportingPeriod.EventEndDate	FuelUseDuring Period	FuelUnits	NewFuelType	PerformanceTestDate	AdditionalFuel Information
----------	---	--	----------------------	-----------	-------------	---------------------	----------------------------

Exhibit6-13 CEMS Summary Data Collection Grid

CEMSDate	StartupShutdownRollingAverage	ComplianceRollingAverage
----------	-------------------------------	--------------------------

7 Appendix C: CEDRI Icons and Status Descriptions

CEDRI Icons

The following is a list of status icons used in the CEDRI application and their meanings:

Icon	Meaning
	Remove a package or template
	In Progress
	Complete
	Add a subpart or report
	Remove a subpart or report
	View a submitted report
	Clear search criteria
	Execute a search

CEDRI Status Descriptions

The following is a list of statuses used in the CEDRI application and their meanings:

Status	Screen Name(s)	Meaning
In Progress	Submission Home	This indicates that the submission package contains subparts or reports that have not yet been completed.
	Submission Package	Report - This indicates that a report in the submission package has been created or saved, but not yet completed. Subpart - This indicates that a subpart contains at least one report that has not been completed. If any subparts have a status of 'In Progress', the package may not be submitted
Completed	Submission Home	This indicates that all subparts and reports in the submission package have been completed, though the submission package has not yet been signed and submitted.
	Submission Package	Report - This indicates that a report in the submission package has been completed. Subpart - This indicates that all reports within a subpart have been completed. Once all subparts have a status of 'Completed', the package may be submitted. .
Processing	Submission Home	This indicates that the submission package was submitted and is currently in the process of being processed by CDX for CROMERR archiving. You may view a package with a status of 'Processing' but may not make any edits to subparts or reports in the package. .



Status	Screen Name(s)	Meaning
Failed	Submission Home	This indicates that the submission package was submitted, but failed processing. You may edit subparts or reports within the package before attempting to re-submit. Once selected for editing, the status of the previously failed package is reset to 'In Progress.'
Signed	CEDRI History: Submissions CEDRI History: Search	This indicates that the report was signed by a Certifier, but has not yet been sent to the WebFIRE database.
Submitted	CEDRI History: Submissions CEDRI History: Search	This indicates that the report was signed by a Certifier, and has been sent to the WebFIRE database.

8 Appendix D: Terms and Acronyms

The following is a list of acronyms used in this document.

Acronym/Term	Definition
AER	Air Emissions Report
CDX	Central Data Exchange
CEDRI	Compliance and Emissions Data Reporting Interface
CoR	Copy of Record
CROMERR	Cross-Media Electronic Reporting Regulation
EIS	Emission Inventory System
EPA	Environmental Protection Agency
ERT	Electronic Reporting Tool
ESA	Electronic Signature Agreement
Form	This refers to an Air Emissions Report form.
FRS	Facility Registry System
eSignature Widget	The dialogue box that verifies your identity and allows you to sign off on and certify submission packages
ID	Identification
IE	Internet Explorer
NR	Notification Report
OAR	Office of Air and Radiation
OAQPS	Office of Air Quality Planning and Standards
ORD	Office of Research and Development
PII	Personally Identifiable Information
Source	Industry organization subject to the compliance and emissions standards and reporting requirements contained in 40 CFR Part 60 and 63. An industry source will submit reports via CEDRI.
Submission Package	A collection of reports that an organization has assembled for a given facility in compliance with 40 CFR Part 60 and 63.
Submission Type	A type of compliance or summary report required by 40 CFR Part 60 or 63. Three submission types exist: ERT Performance Test Reports Notification Reports Air Emissions Reports
RMAM	Registration Maintenance Account Manager
Template	A skeleton of a submission package that contains subpart and reports headers that a CEDRI user may re-use more than once to form the basis of a submission package. A template does not contain any actual reports.
UI	User Interface
URL	Uniform Resource Locator
WebFIRE	Web Factor and Information Retrieval System
XML	Extensible Markup Language