Creating a Report

As a Preparer or Certifier, you have the ability to create reports for submission to EPA. To create a new report, select the ‘Create a Report’ button on the MyCEDRI Dashboard (Exhibit 1).

Exhibit 1

You are directed to the existing Submission Package page (Exhibit 2) where you label the submission, identify the facility submitting the reports, and select the reports to be included in the submission.

Note: The submission Package page will be replaced with the My Reports page in the next CEDRI release.

Warning: Do not submit confidential business information (CBI) to EPA via CEDRI. If you are required to submit a report in CEDRI, you must submit the report via CEDRI with the CBI omitted and mail a complete report, including any information claimed to be CBI, to EPA on a compact disc, flash drive, or other commonly used electronic storage media via U.S. postal service. You must mark the outside of the digital storage media as CBI and then identify electronically within the digital storage media the specific information that is claimed as CBI. Mail the media to the address in the referencing federal regulation. If no address is specified, mail the media to:

U.S. EPA/OAQPS/CORE CBI Office Attention: Group Leader, Measurement Policy Group MD C404-02
4930 Old Page Rd
Durham, North Carolina 27703
It is a four-step process to create a report:

1. **Step 1.** Assign a Package Name to the submission. (Exhibit 3)
2. **Step 2.** Select your facility from the dropdown list. (Exhibit 4)
3. **Step 3.** Select the 40 CFR Parts and Subparts for which you are reporting. (Exhibit 5)
4. **Step 4.** Select the reports you would like to include in the submission package. (Exhibit 6)

**Step 1. Assign a package name**

Label your package in the ‘Package Name’ for later reference and so that other Preparers or Certifiers may locate the submission in the pending submission list. Click the ‘To Step 2’ button to proceed to specifying the facility submitting the reports.
Step 2. **Select a facility**
Select the facility submitting the report(s). This facility is used to identify the Preparers and Certifiers that may see this submission package when they log into CEDRI.

*Note: Only one facility needs to be specified regardless of how many facilities may be included in the submitted reports. The facility selected in step 2 is used to identify Preparers who may add reports to the package and Certifiers who may sign and submit the package to EPA.*

Step 3. **Select 40 CFR Parts & Subparts**
To select the report(s) you wish to submit, first select the 40 CFR regulation Parts / Subparts for which you are submitting reports. CEDRI collects reports for the following 40 CFR Parts:

- **Part 60**  Standards of Performance for New Stationary Sources
- **Part 62**  Approval and Promulgation of State Plans for Designated Facilities and Pollutants
- **Part 63**  National Emission Standards for Hazardous Air Pollutants for Source Categories

*Note: If you are submitting a state required report that does not also satisfy an EPA reporting requirement, you may skip the Part / Subpart selection and select reports from the ‘State or Other Regulation subparts” selection list*
One or more subparts may be selected from each part selection list (Exhibit 6). Select as many as apply and then click anywhere outside of the selection list to save your selection. Items selected are removed from the list. Selections may be cleared by clicking ‘X uncheck all’.

Once you have completed your 40 CFR Part / Subpart selections, and State or Other Regulation subpart selections, click the ‘Step 4’ button to select report and complete reporting requirements (Exhibit 5).
Step 4. Select Reports

Each regulation Part / Subpart selected in Step 3 displays in Step 4 with a selection list for the reports available for the subpart (Error! Reference source not found.).

4. For each of the subparts below, use the drop-down list to select the reports you wish to submit for that subpart, then click the “Use Selected Report(s)” button to create those reports.

Exhibit 7

Click the selection list to display the list of reports (Exhibit 8). Select one or more reports and then click ‘Use Selected Reports’ to display the report details panel(s) (Exhibit 9).
Exhibit 8

Part 60 – Standards of Performance for New Stationary Sources (NSPS) Subpart III – Under Development

Subpart III - Stationary Compression Ignition Internal Combustion Engines

Note: Under federal regulation for this subpart, if you are required to submit these reports, you must submit them electronically:
- 60.4214(d)(3) Annual Report
Your Permitting Authority may require you to electronically submit reports identified as (Optional).

Select Reports Use Selected Report(s)

Instructions:
Excel spreadsheet template uploads allow you to compile and submit data for multiple facilities within a single ZIP file. That ZIP file contains one excel file template and all related attachments. The following steps tell you how to access and submit the Excel spreadsheet template:

1. Download an Excel spreadsheet template by clicking on the 'Click here to access templates and schemas' link within the Reporting Utilities section.
2. Enter your data into the Excel spreadsheet template.
3. Compile the completed Excel spreadsheet template and all related attachments into a single ZIP file. 
4. Upload the ZIP file by selecting the upload link associated with the appropriate periodic report found below.

60.4214(d)(3) Annual Report (Spreadsheet Template option)

<table>
<thead>
<tr>
<th>Report Status</th>
<th>Under Development</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status Date</td>
<td>2019-10-16 14:02:25.518</td>
</tr>
<tr>
<td>File Name</td>
<td></td>
</tr>
<tr>
<td>Reporting Utilities</td>
<td><strong>Click here to access templates and schemas</strong></td>
</tr>
</tbody>
</table>

Upload Excel Spreadsheet Data

Exhibit 9
Reporting utilities are available for most reports. Clicking the ‘Reporting Utilities’ link (Exhibit 9) downloads the applicable template or takes you to the webpage where the templates are available for download.

Selecting the ‘Upload Excel Spreadsheet Data’ link launches the new Create Report page (Exhibit 10). All report pages follow the same layout with an explanation of the report format at the top of the page followed by a report summary information section, and an upload section for capturing the report.

File may be uploaded by either dragging a file onto the ‘Browse’ bar or clicking the ‘Browse’ button and navigating to the file in your local file system.

Once you have uploaded the appropriate file, select the ‘Validate’ button (Exhibit 11) to validate the correct file format, template version, etc. are used. Once the uploaded file is validated, select ‘Save and Return to My Reports’ to return to the submission package (Exhibit 11).
After uploading report(s), the reports are ready to be signed & submitted to EPA by a Certifier/Delegated Certifier. Select ‘Save and Return to My Reports’ to return to the submission package page (Exhibit 12).

Depending on your role the buttons at the bottom of step 4 will differ:

**Preparers** will have a ‘Notify Certifier(s)’ button,

**Certifiers** will have a ‘Submit’ button.

If you are a Preparer, refer to the ‘**Notifying Certifiers**’ Job Aide for instructions on how to notify a registered certifier from your facility that a report is ready to be signed and submitted, or to nominate an official from your facility to register as a Certifier.

As a Certifier, click ‘Submit’ to launch the CROMERR signature process. First, select ‘Accept’ on the disclaimer window that appears on the page (Exhibit 13).
For each of the subparts below, use the drop-down list to select the reports you wish to submit for that subpart, then click the "Use Selected Report(s)" button to create those reports.

Sort By Part ▼

Part 60 – Standards of Performance for New Stationary Sources (NSPS) Subpart III – Under Development

Subpart III – Stationary Compression Ignition Internal Combustion Engines

Note: Under federal regulation for this subpart, if you are required to submit these reports, you must submit them electronically:
- 60.4214(d)(3) Annual Report
Your Permitting Authority may require you to electronically submit reports identified as (Optional).

Select Reports ▼ Use Selected Report(s)

Instructions:
Excel spreadsheet template uploads allow you to compile and submit data for multiple facilities within a single ZIP file. That ZIP file contains one excel file template and all related attachments. The following steps tell you how to access and submit the Excel spreadsheet template:
1. Download an Excel spreadsheet template by clicking on the 'Click here to access templates and schemas' link within the Reporting Utilities section.
2. Enter your data into the Excel spreadsheet template.
3. Compile the completed Excel spreadsheet template and all related attachments into a single ZIP file.
4. Upload the ZIP file by selecting the upload link associated with the appropriate periodic report found below.

60.4214(d)(3) Annual Report (Spreadsheet Template option)

<table>
<thead>
<tr>
<th>Report Status</th>
<th>Under Development</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status Date</td>
<td>2019-10-16 14:02:25.518</td>
</tr>
<tr>
<td>File Name</td>
<td></td>
</tr>
<tr>
<td>Reporting Utilities</td>
<td>Click here to access templates and schemas</td>
</tr>
</tbody>
</table>

Upload Excel Spreadsheet Data

Save And Complete Later Notify Certifier(s)
After selecting ‘Accept’, enter your password, answer the verification question, and then select ‘Sign’ to apply your electronic signature and submit your report(s) to EPA (Exhibit 14).