Managing your CEDRI Facilities

You can add facilities to, or remove facilities from, your CEDRI account at any time using the 'My Facilities' section of the MyCEDRI Dashboard. Facilities associated with your CEDRI account are listed in this section.

To access 'My Facilities' either scroll down on the MyCEDRI Dashboard page or click the Manage Facilities button in the 'What would you like to do?' section (Exhibit 1). You can also add facilities directly to your CEDRI profile via MyCDX. To follow this process, refer to the Reach Facilities Widget via MyCDX.

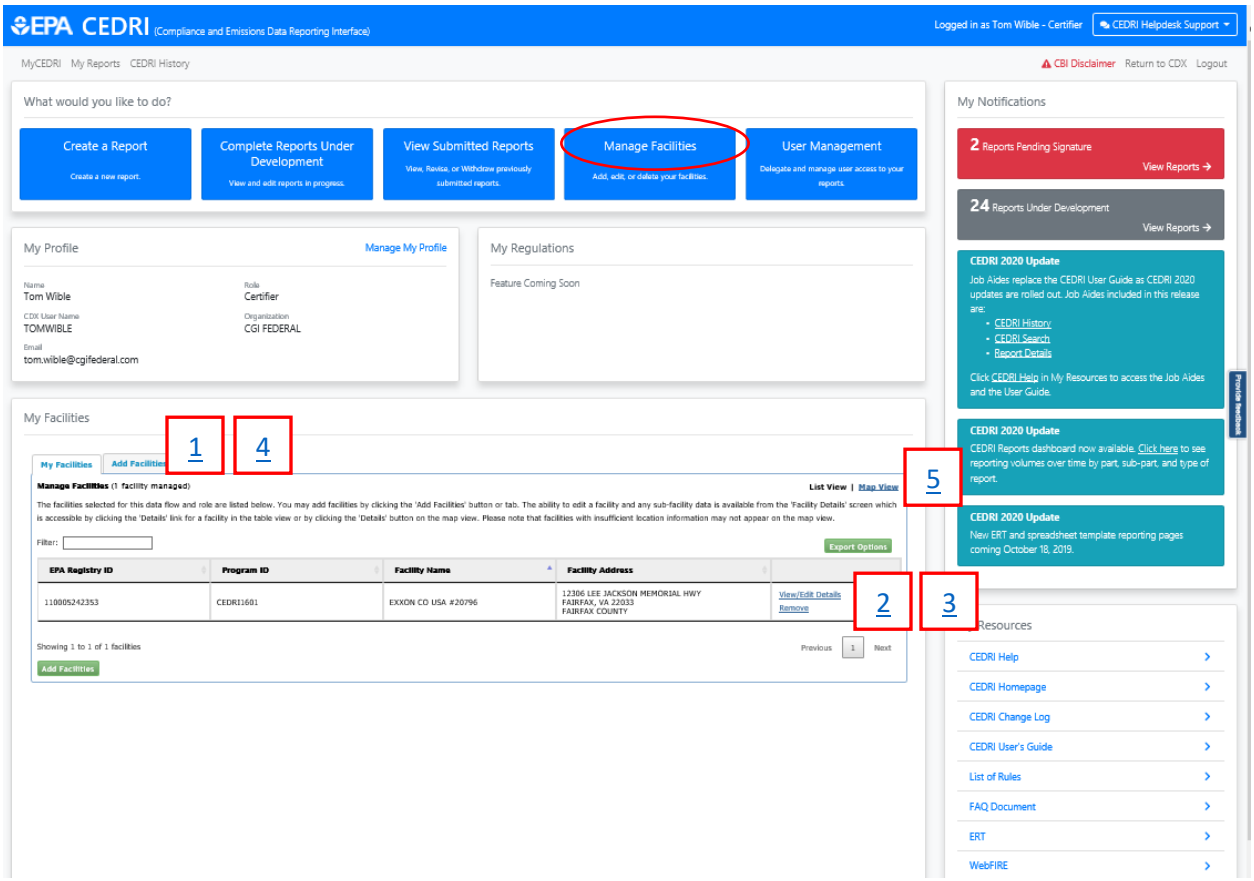

Exhibit 1

Table of Contents

1. Reach Facilities Widget via MyCDX
2. Adding Facilities
3. Viewing/Editing Facilities
4. Removing Facilities
5. Creating a New Facility
6. Viewing your Facilities on a Map

Reach Facilities Widget via MyCDX

In addition to the MyCEDRI Dashboard, you can add facilities or remove facilities from your CDX account at any time by using the 'Manage' section on MyCDX (Exhibit 2).

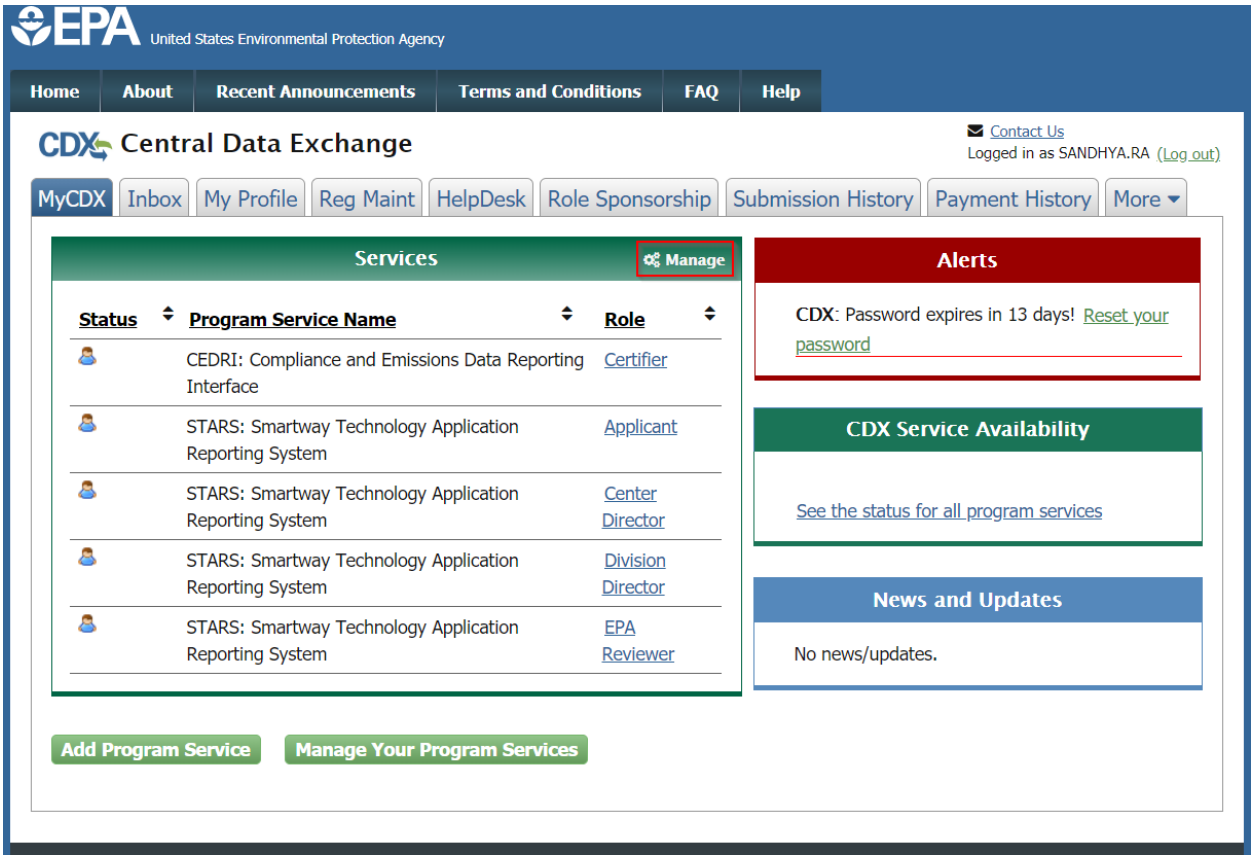

Exhibit 2

Once you have clicked 'Manage', you will be brought to the Manage Program Services page. To continue, select 'CEDRI: Compliance and Emissions Data Reporting Interface' (Exhibit 3). Choosing CEDRI will display a list of all CEDRI roles you have active in your CDX profile (Exhibit 4).

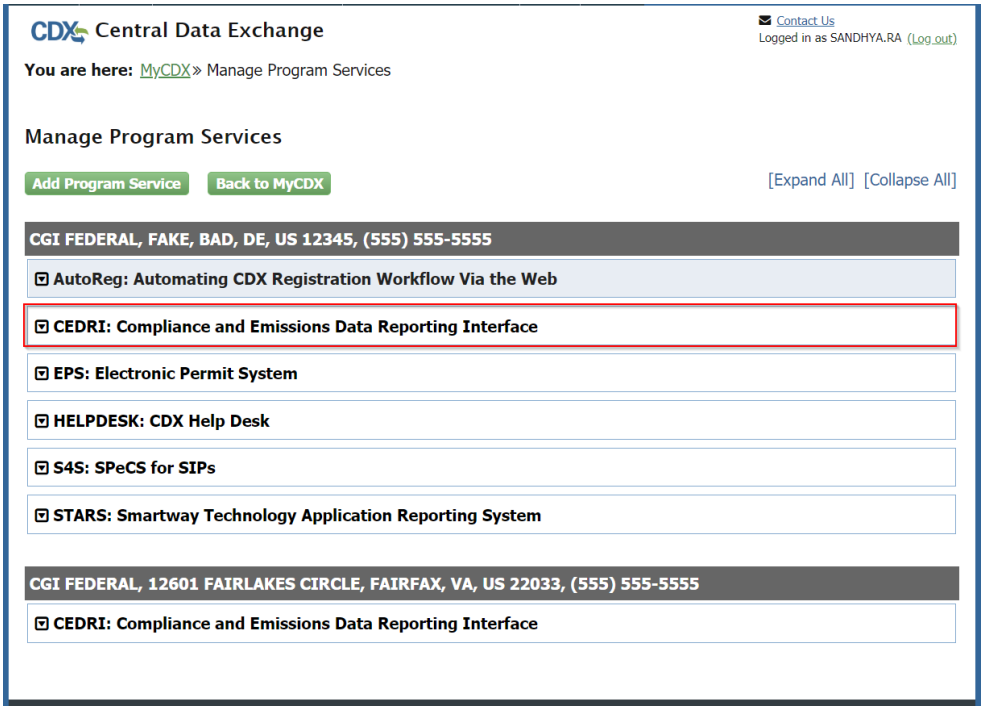

Exhibit 3

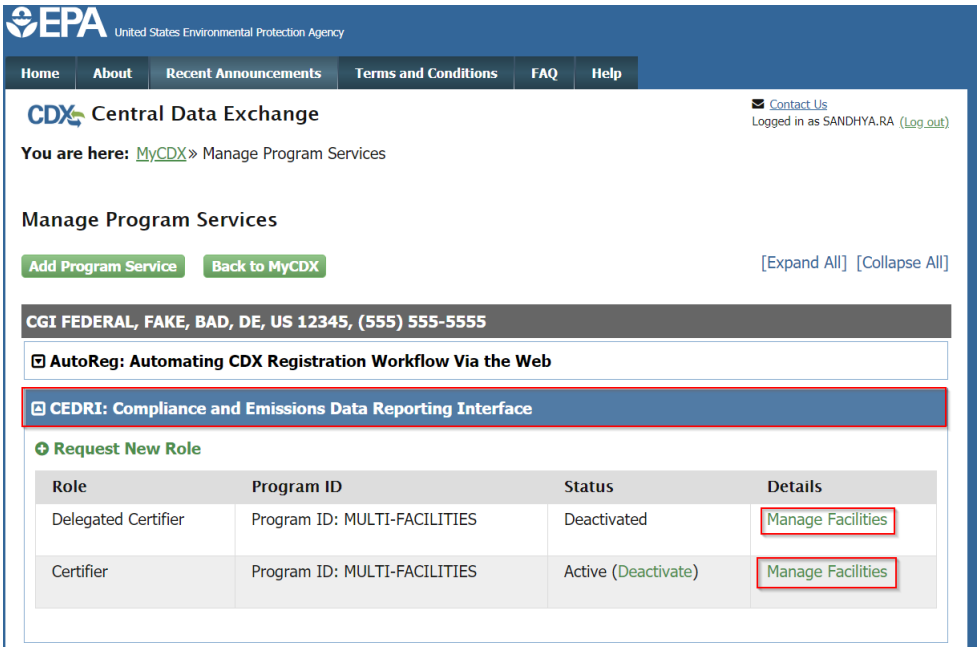

Exhibit 4

Once you have selected 'Manage Facilities' (Exhibit 4), you can Add, Edit, and Remove facilities from your CDX profile (Exhibit 5). The steps to do so are listed in the remainder of the Job Aide below.

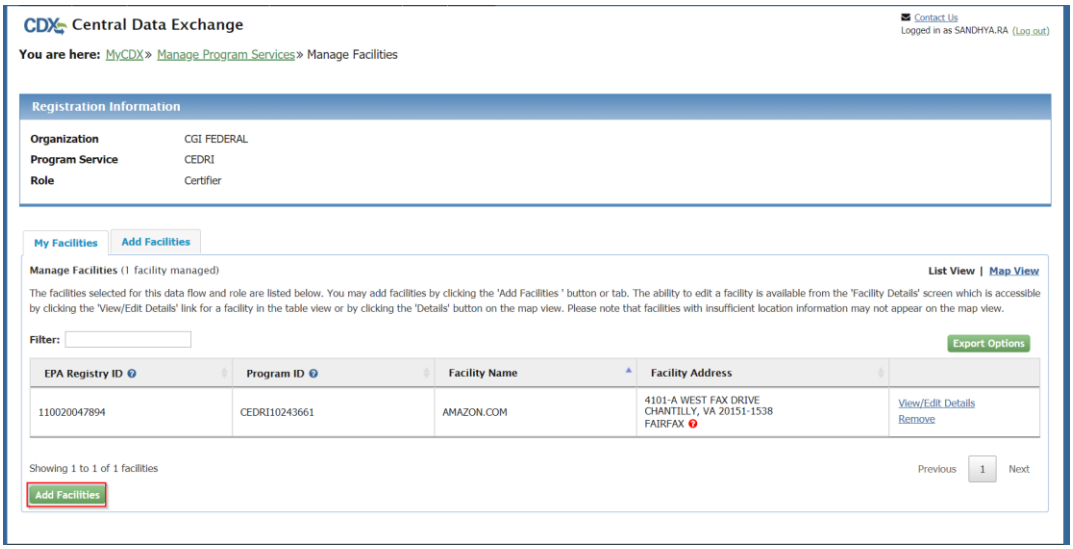
Central Data Exchange
Contact Us
Logged in as SANDHYA.RA (Log out)
You are here: MyCDX» Manage Program Services» Manage Facilities
Registration Information
Organization CGI FEDERAL
Program Service CEDRI
Role Certifier
My Facilities
Add Facilities
Manage Facilities (1 facility managed)
List View | Map View
The facilities selected for this data flow and role are listed below. You may add facilities by clicking the 'Add Facilities ' button or tab. The ability to edit a facility is available from the 'Facility Details' screen which is accessible by clicking the 'View/Edit Details' link for a facility in the table view or by clicking the 'Details' button on the map view. Please note that facilities with insufficient location information may not appear on the map view.
Filter:
Export Options
EPA Registry ID
Program ID
Facility Name
Facility Address
110020047894
CEDRI10243661
AMAZON.COM
4101-A WEST FAX DRIVE
CHANTILLY, VA 20151-1538
FAIRFAX
View/Edit Details
Remove
Showing 1 to 1 of 1 facilities
Previous
1
Next
Add Facilities

Exhibit 5

Adding Facilities

To add a facility to your profile, select the 'Add Facilities' tab in the My Facilities section (Exhibit 6) or select the 'Add Facilities' button under the 'My Facilities' tab.

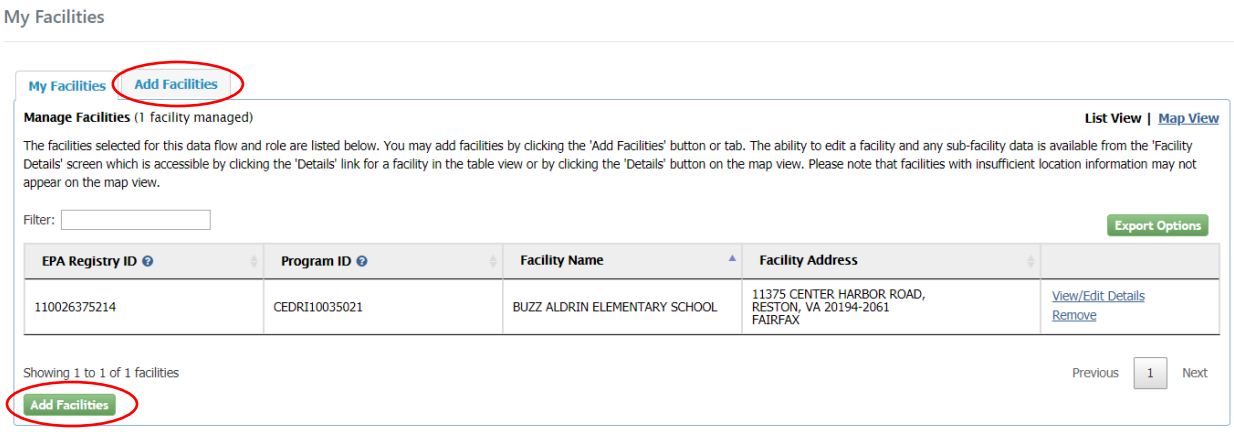

Exhibit 6

In the 'Add Facilities' section, enter the information for your facilities and select the 'Search Facilities' button (Exhibit 7).

> Note: CEDRI first searches the EPA Facility Registry to locate your facility record. If your facility cannot be located in the registry, you will be prompted to create a record for your facility.
>
> To search the Facility Registry you must provide data for at least one of the following fields – Facility ID, State, ZIP Code.

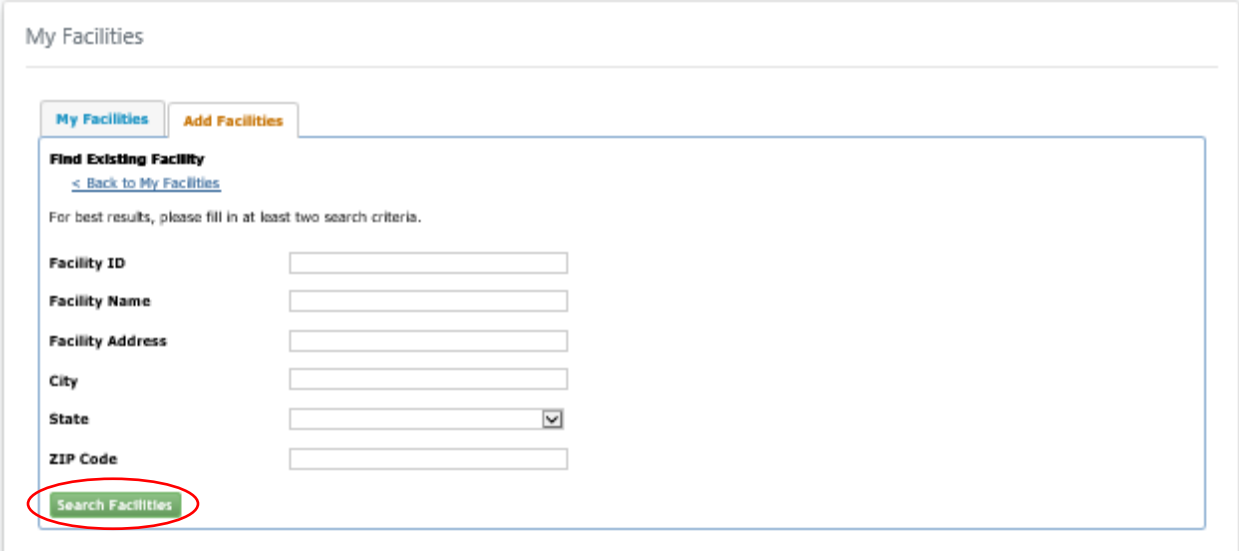

Exhibit 7

After clicking 'Search Facilities', facilities matching your search criteria appear. To proceed, select the facilities of your choice, and then click the 'Proceed with Selections' button (Exhibit 8). If you can't find your facility, you can create a new facility record by selecting the 'Can't find your facility? Click here to create it' link (See Creating a New Facility).

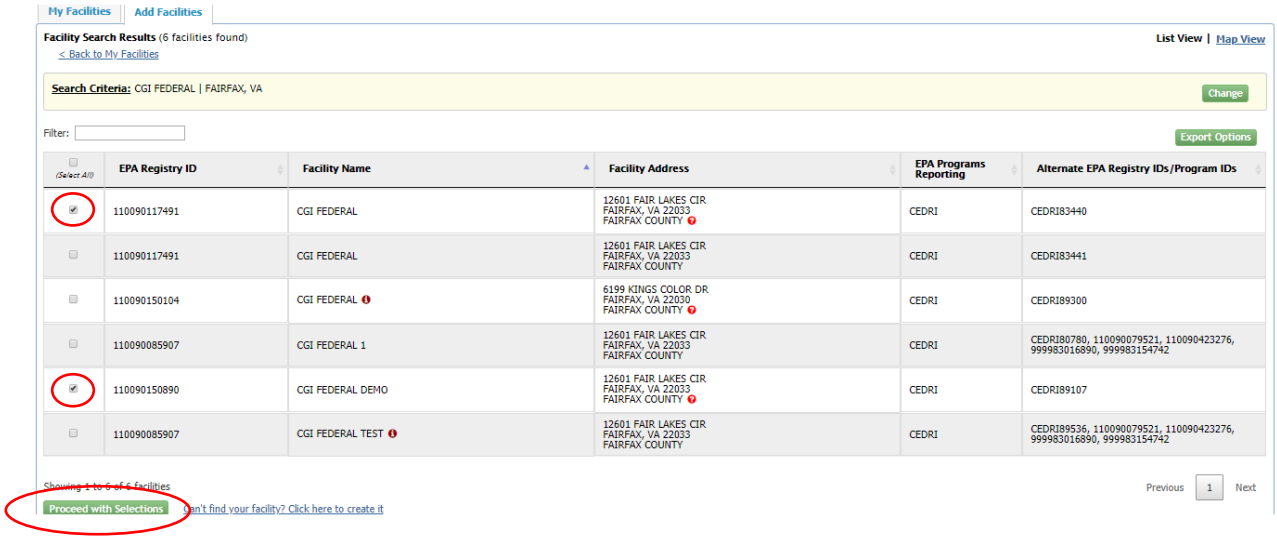

Exhibit 8

After proceeding with your selections, the final step is to save selected facilities to your account by clicking the 'Save Selected Facilities' button (Exhibit 9).

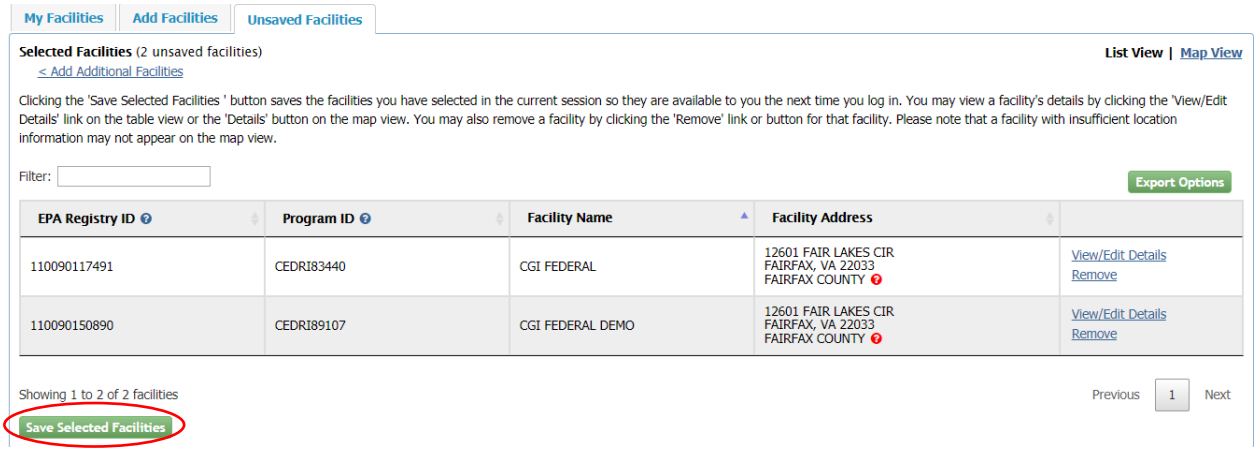

Exhibit 9

Your newly saved facilities will now appear in the 'My Facilities' table on the MyCEDRI Dashboard.

Viewing/Editing Facilities

You can View and/or Edit your facility details from the 'My Facilities' tab. In order to do so, select the 'View/Edit Details' link from the table on the row containing the facility you want to view or edit (Exhibit 10).

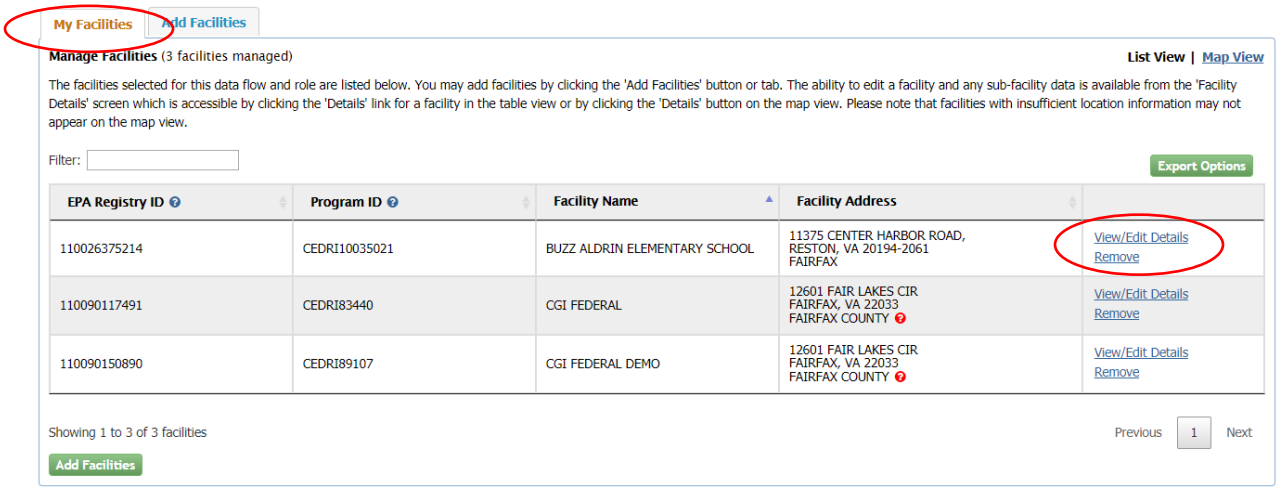

Exhibit 10

After selecting the 'View/Edit Details' link, data associated with your facility displays and your facility location displays on a map (Exhibit 11). If any of the data looks incorrect, use the scroll bar to go to the bottom of the page and click the 'Edit Facility' button (Exhibit 12).

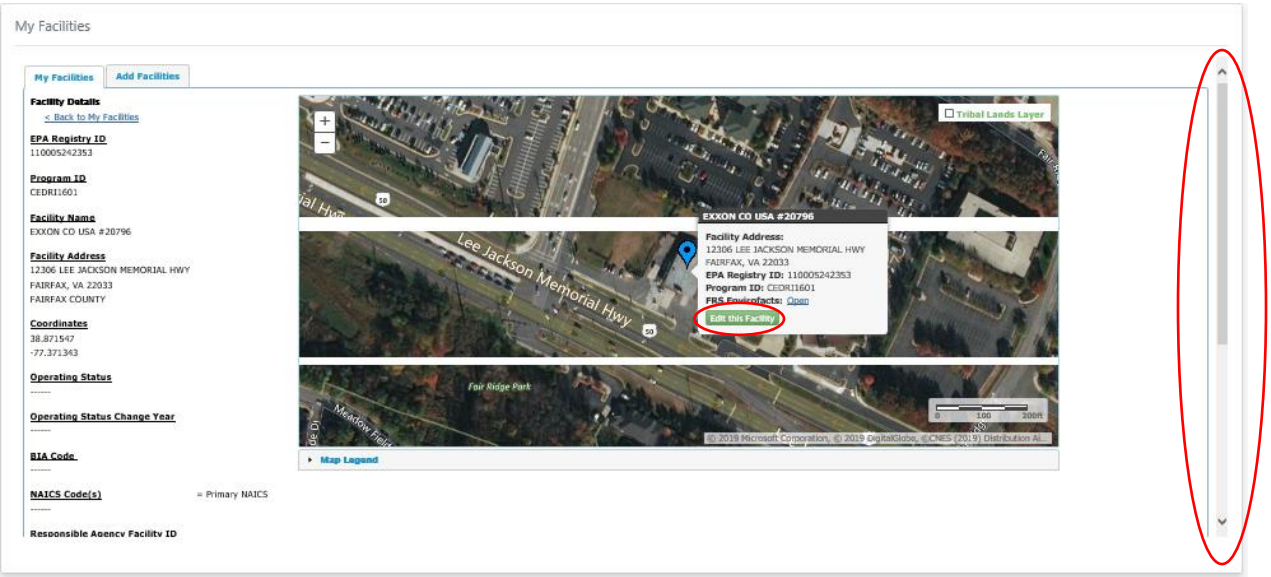

Exhibit 11

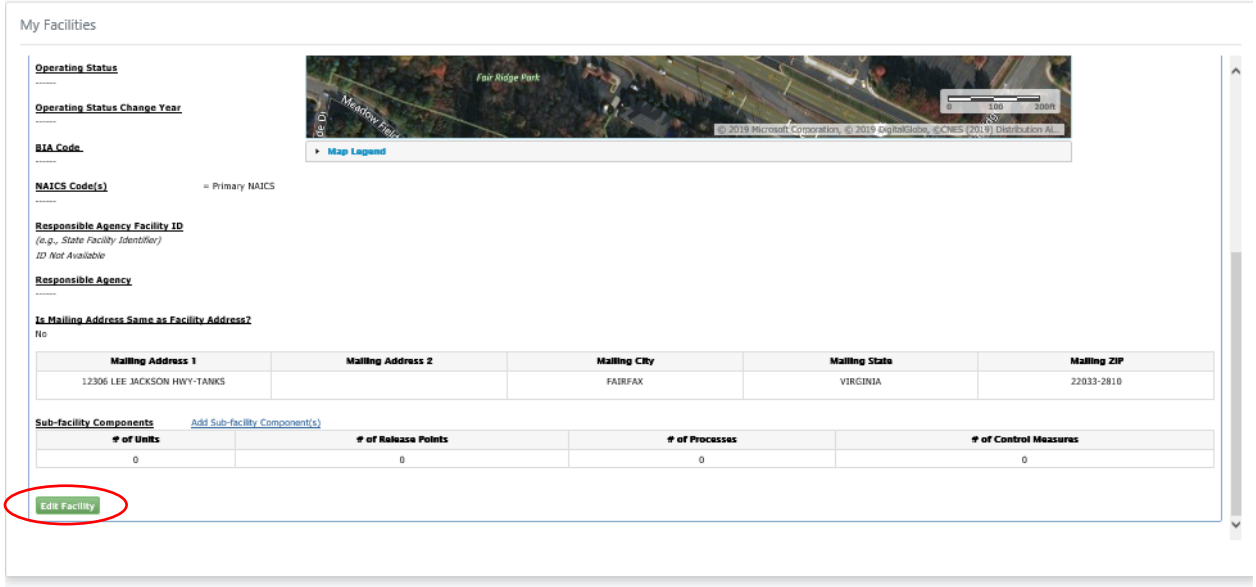

Exhibit 12

After selecting the 'Edit Facility' button, you can edit the data associated with your facility. Once you have made all necessary updates, scroll to the bottom of the page and select the 'Submit' button (Exhibit 13). If your facility is not mapped correctly, select 'Edit this Facility' (Exhibit 11) and follow the instructions on editing the map details listed in Creating a New Facility.

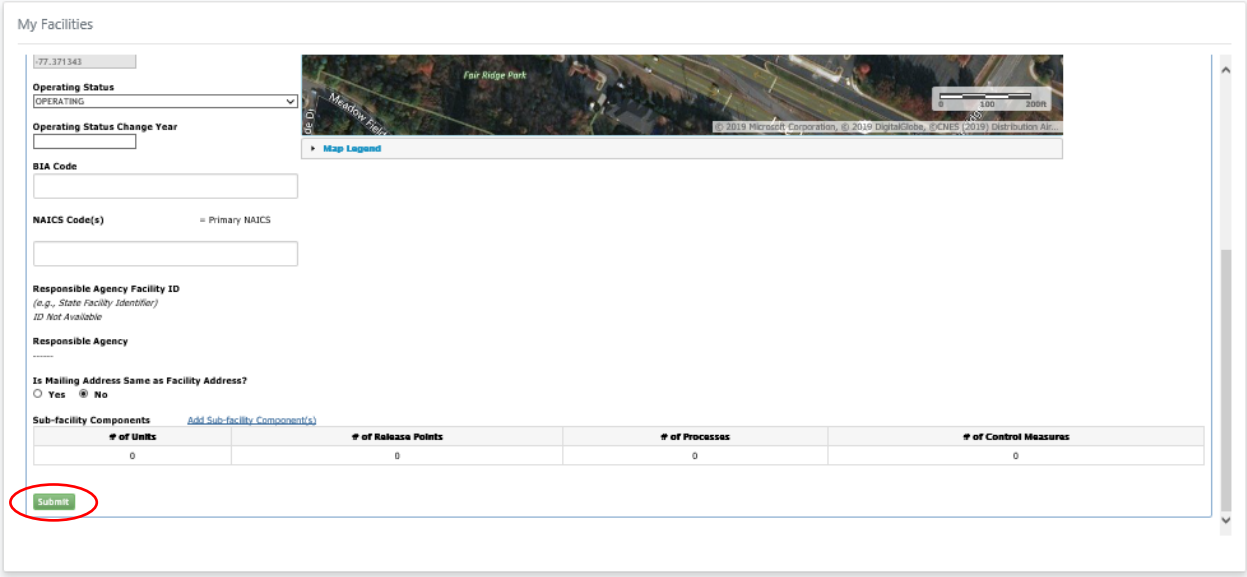

Exhibit 13

After you select the 'Submit' button, all data will be saved for your facility and you will be returned to the main 'My Facilities' tab.

Removing Facilities

To remove a facility from your CEDRI profile, select the 'Remove' link (Exhibit 14) on the row containing the facility you want to remove.

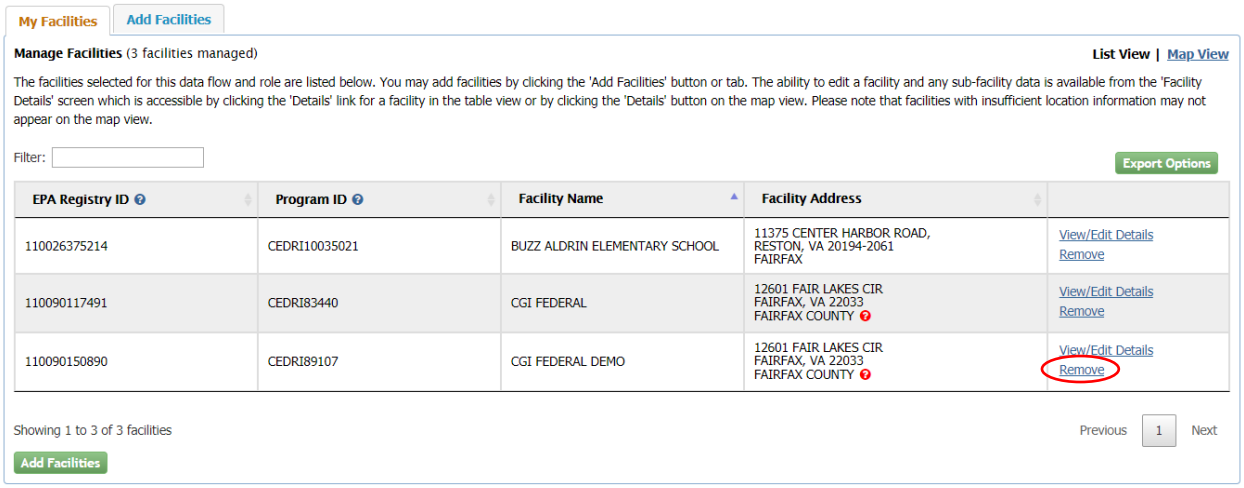

Exhibit 14

After clicking the 'Remove' link, a warning message displays prompting you to confirm your action to remove the facility (Exhibit 15).

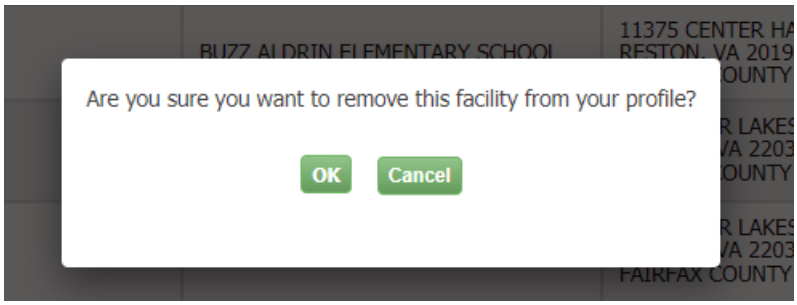

Exhibit 15

Selecting 'Ok' removes the facility from your profile.

Creating a New Facility

In the event you are unable to locate your facility using the 'Add Facilities' search parameters, you can create a new facility record for your company. To begin, select the 'Can't find your facility? Click here to create it' link (Exhibit 16) next to the 'Proceed with Selections' button.

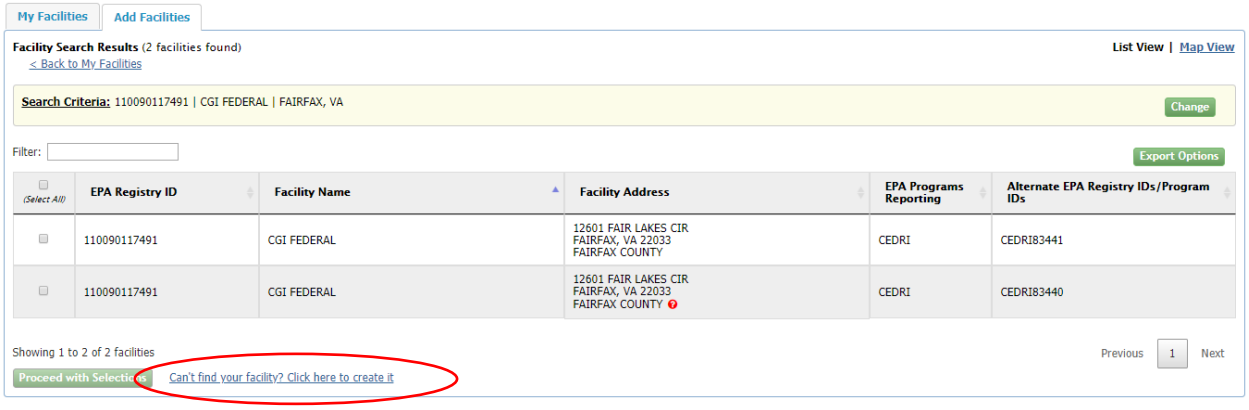

Exhibit 16

Clicking the link takes you to the View/Edit Facility screen where you can enter your facility information (Exhibit 17). Once you have entered the required information, scroll to the bottom of the page and click the 'Map Facility' button (Exhibit 18).

Exhibit 17

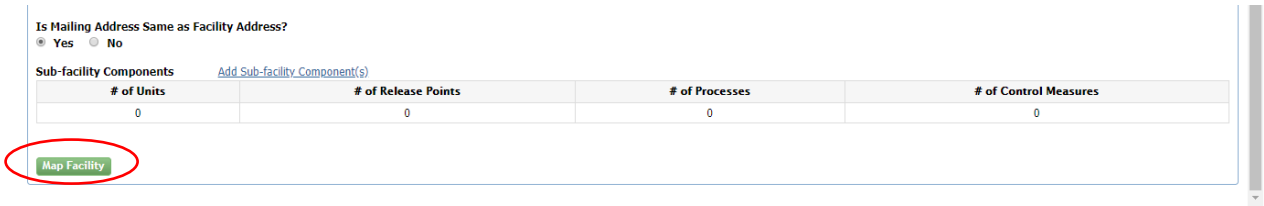

Exhibit 18

Clicking 'Map Facility' prompts you to move the point on the map to the center of your facility to accurately reflect its location (Exhibit 19). Select 'OK' to continue.

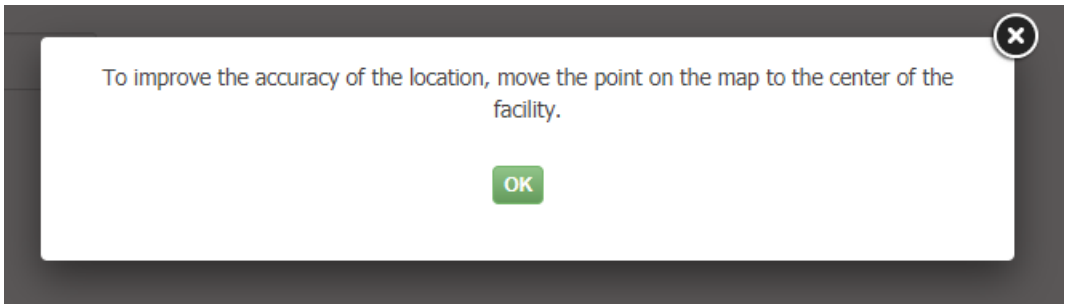

Exhibit 19

You are then prompted to move the red 'X' on the map. To do so, click the 'Move point on map' button (Exhibit 20) and click and drag the red 'X' over the center of your facility (Exhibit 21).

Exhibit 20

Exhibit 21

After moving the red 'X' to the appropriate position on the map, scroll to the bottom of the form (Exhibit 17) and select the 'Submit' button at the bottom of the form to submit your facility (Exhibit 22).

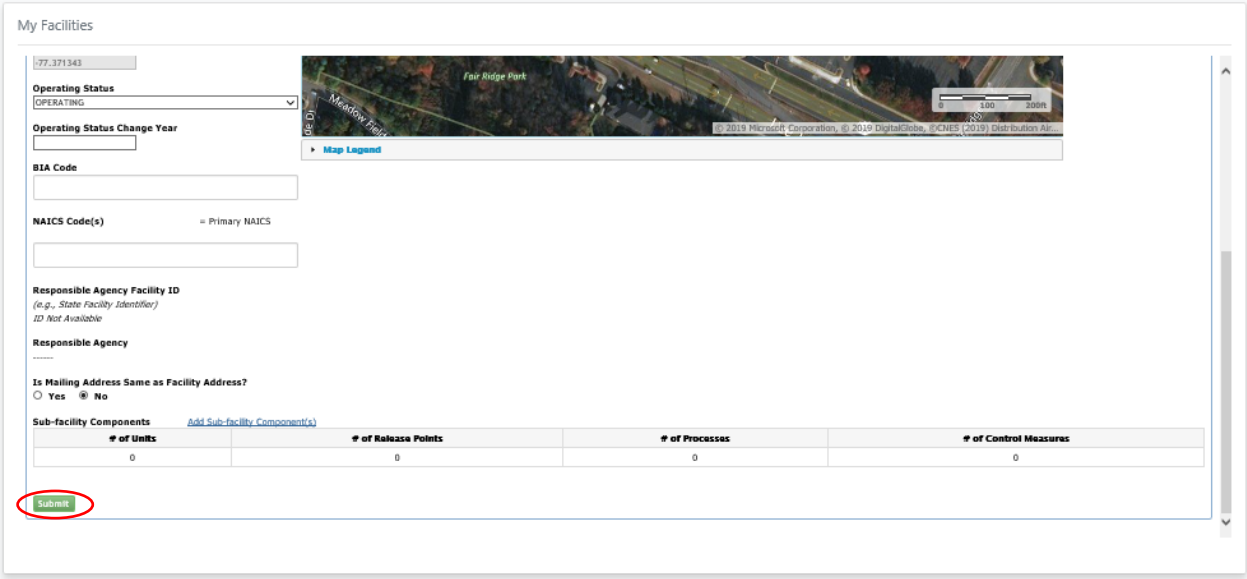

Exhibit 22

After submitting your facility, it appears in the 'Unsaved Facilities' tab with a status of 'Pending'. To save your facility to your profile, select the 'Save Selected Facilities' button (Exhibit 23).

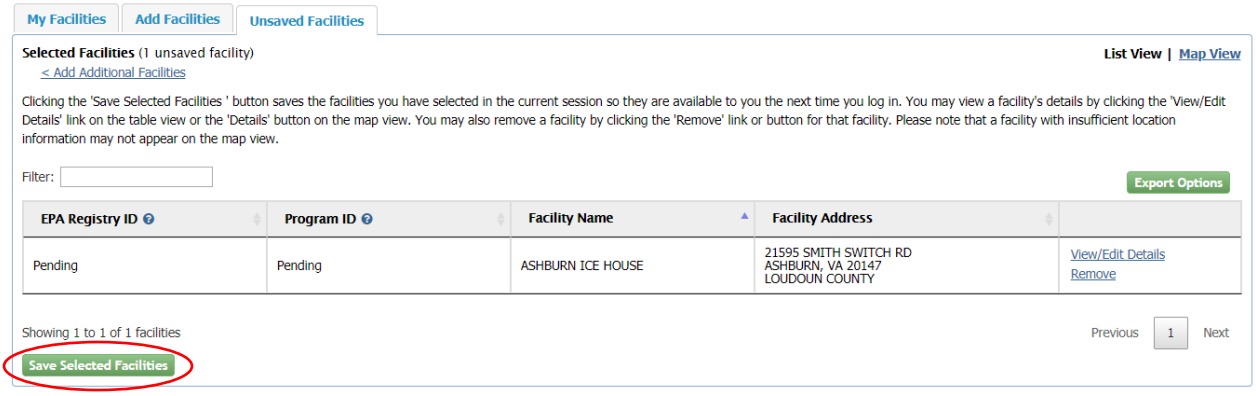

Exhibit 23

After saving your facility, the facility appears in the table on the 'My Facilities' tab, and with an EPA Registry ID and CEDRI Program ID.

Viewing Your Facilities on a Map

You can view all your facilities on a map by clicking 'Map View' (Exhibit 24). This toggles the 'My Facilities' window from 'List View' to 'Map View' (Exhibit 25).

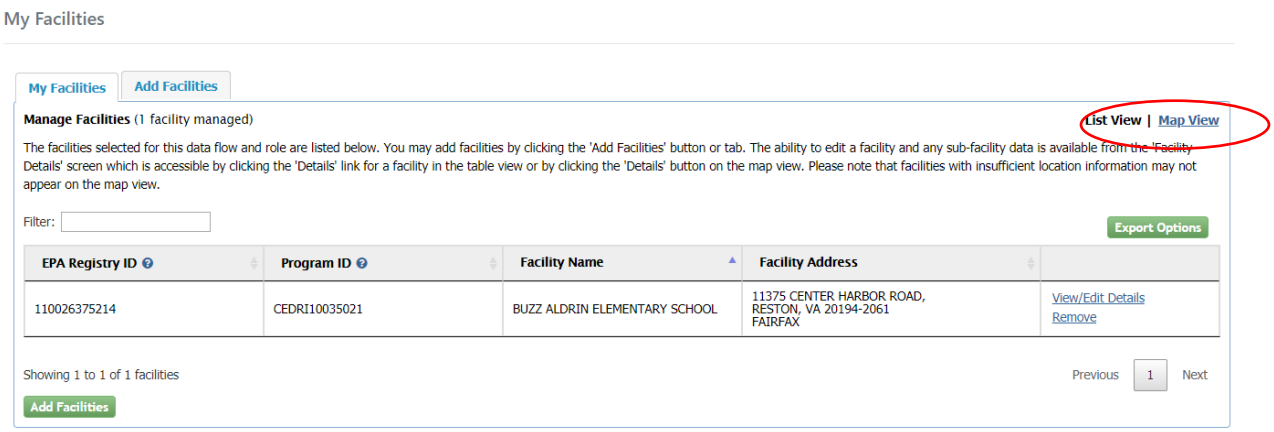

Exhibit 24

In the map view click the location icon for your facility (Exhibit 25) to 'View/Edit' or 'Remove' the facility from your profile (Exhibit 26).

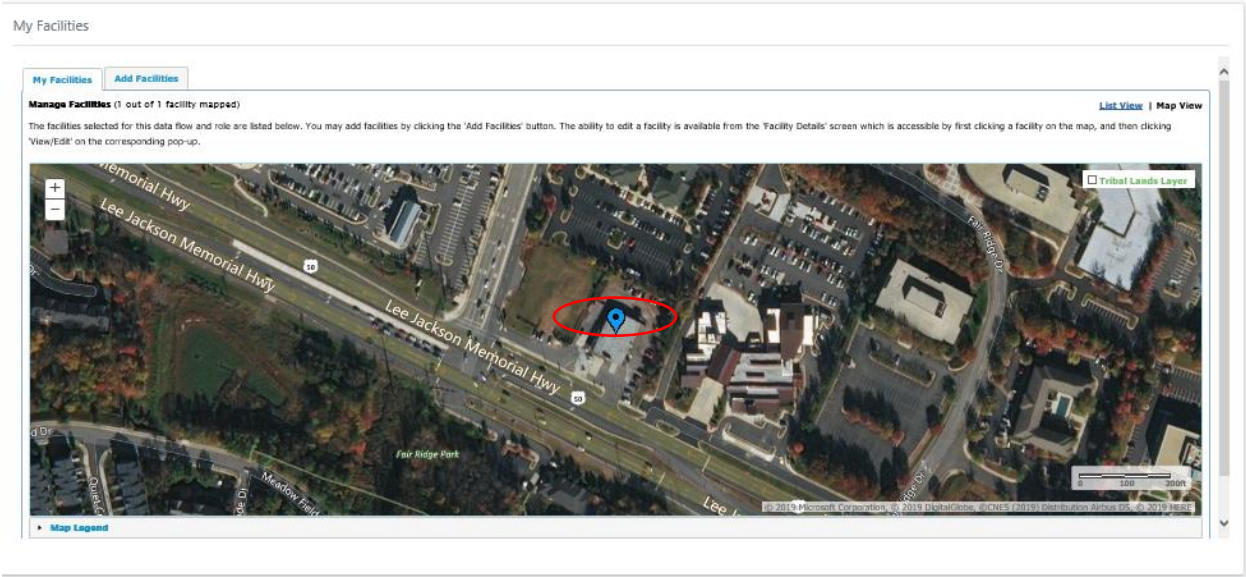

Exhibit 25

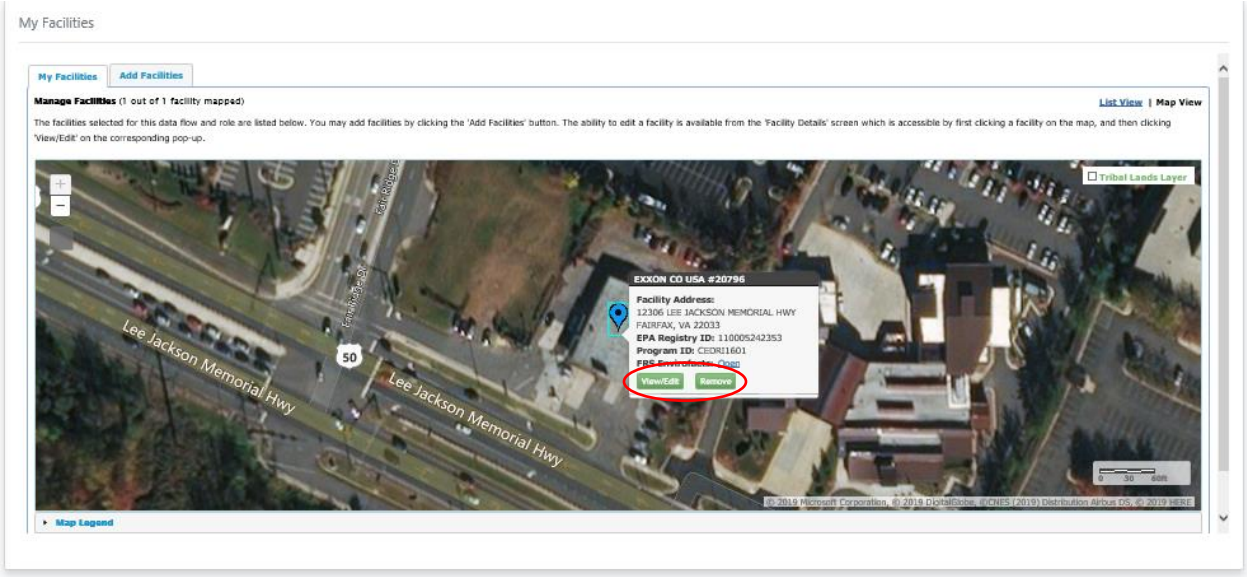
My Facilities
My Facilities
Add Facilities
Manage Facilities (1 out of 1 facility mapped)
List View | Map View
The facilities selected for this data flow and role are listed below. You may add facilities by clicking the 'Add Facilities' button. The ability to edit a facility is available from the 'Facility Details' screen which is accessible by first clicking a facility on the map, and then clicking 'View/Edit' on the corresponding pop-up.
Tribal Lands Layer
EXXON CO USA #20796
Facility Address:
12306 LEE JACKSON MEMORIAL HWY
FAIRFAX, VA 22033
EPA Registry ID: 110005242353
Program ID: CEDRI1601
View/Edit
Remove
Lee Jackson Memorial Hwy
Lee Jackson Memorial Hwy
50
Map Legend

Exhibit 26