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).

Exhibit 1

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1. Adding Facilities
To add a facility to your profile, select the ‘Add Facilities’ tab in the My Facilities section (Exhibit 2).

In the ‘Add Facilities’ section, enter the information for your facilities and select the ‘Search Facilities’ button (Exhibit 3).

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 2

Exhibit 3
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 4). If you can’t find your facility, you may create a new facility record (See Creating a New Facility).

Exhibit 4

After proceeding with your selections, the final step is to save selected facilities to your account by clicking the ‘Save Selected Facilities’ button (Exhibit 5).

Exhibit 5

Your newly saved facilities will now appear in the ‘My Facilities’ table on the MyCEDRI Dashboard.
2. Viewing/Editing Facilities

You may View and Edit your facility details from the 'My Facilities' tab. In order to do so, select the 'View/Edit Details' link from the table (Exhibit 6).

After selecting the 'View/Edit Details' link, data associated with your facility displays and your facility location displays on a map (Exhibit 7). 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 8).
After selecting the ‘Edit Facility’ button, you may 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 9).

You may optionally add information about the sub-facility components of your facility (process units, control devices, and release points) by clicking the ‘Add Sub-Facility Components’ link. See Section 3.10, Adding Sub-facility Data to a Facility in the CEDRI User Guide.
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.

3. Removing Facilities
To remove a facility from your CEDRI profile, select the ‘Remove’ link (Exhibit 10) on the row containing the facility you want to remove.

After clicking the ‘Remove’ link, a warning message displays prompting you to confirm your action to remove the facility (Exhibit 11).

Selecting ‘Ok’ removes the facility from your profile.
4. Creating A New Facility

In the event you are unable to locate your facility using the ‘Add Facilities’ search parameters, you may create a new facility record for your company. To begin, select the ‘Can’t find your facility? Click here to create it’ link (Exhibit 12) next to the Proceed with Selections button.

Clicking the link takes you to the View/Edit Facility screen where you may enter your facility information (Exhibit 13). Once you have entered the required information, scroll to the bottom of the page and click the ‘Map Facility’ button (Exhibit 14).
Clicking ‘Map Facility’ prompts you to move the point on the map to the center of your facility to accurately reflect its location (Exhibit 15). Select ‘OK’ to continue.

Exhibit 15

You are then prompted to move the red ‘X’ on the map. To do so, click the ‘Move point on map’ button (Exhibit 16) and click and drag the red ‘X’ over the center of your facility (Exhibit 17).

Exhibit 16

Exhibit 17
After moving the red ‘X’ to the appropriate position on the map, scroll to the bottom of the form (Exhibit 13) and select the ‘Submit’ button at the bottom of the form to submit your facility (Exhibit 18).

After submitting your facility, the facility appears in the ‘Unsaved Facilities’ tab with a status of ‘Pending’. To save the facility to your profile, select the ‘Save Selected Facilities’ button (Exhibit 19).

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.
5. Viewing Your Facilities on a Map

You may view your facilities on a map by clicking ‘Map View’ (Exhibit 20). This toggles the ‘My Facilities’ window from ‘List View’ to ‘Map View’ (Exhibit 21).

Exhibit 20

In the map view click the location icon for your facility (Exhibit 21) to ‘View/Edit’ or ‘Remove’ the facility from your profile (Exhibit 22).
Exhibit 22