State Reviewer & EPA Regional Reviewer Workflow

This job aide guides you through the State Reviewer and EPA Regional Reviewer workflow in CEDRI. As a State Reviewer or EPA Regional Reviewer you may:

Feature	Description
Review Reports	From the 'Report Details' page, open the report for review, track days remaining until WebFIRE transfer, and push back or mark the report as "Reviewed".
Push Back	Provide comments and return the report to the facility for revision and resubmission.
Extend Transfer Deadline	Extend the time remaining to review the report before the report is released to WebFIRE for public access.
Mark as Reviewed	Mark the report as reviewed so that it no longer appears in your 'Reports Pending Review' window and is transferred to WebFIRE for public access.

Overview

The State Reviewer and EPA Regional Reviewer workflow begins when you receive an email notification that a report has been submitted in CEDRI (Exhibit 1). Clicking the link in the email takes you to the CEDRI 'Report Details' page where you may review the report and either push the report back to the facility if further details are needed, or mark the report as reviewed if the report is satisfactory. If you require more time to review the report or would like to afford the facility more time to address reporting issues, you may also extend the date of when the report is transferred to WebFIRE.

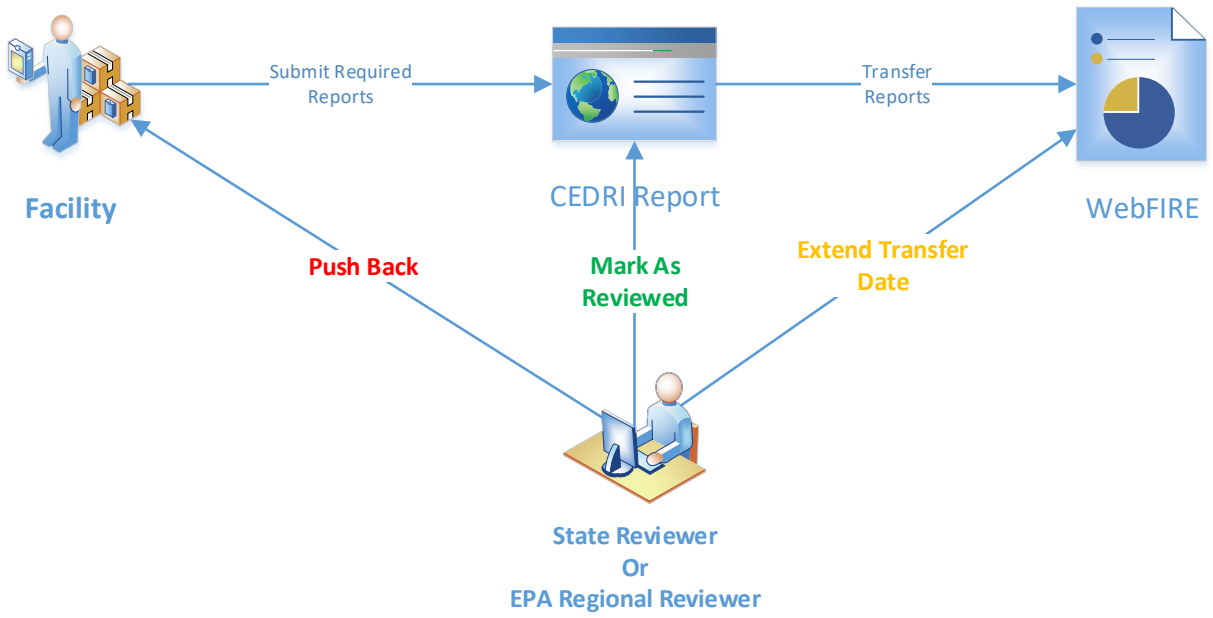

Exhibit 1

Reviewing Reports

All review actions are available from the 'Report Details' page (Exhibit 2). Click the report name in the 'Documents' section to view the submitted report. Depending on the results of your review you may:

- Mark the report as reviewed so that it no longer appears in the list of 'Reports Pending Review' on your CEDRI dashboard and the report will be transferred to WebFIRE for public access.
- Push the report back to the facility to address deficiencies and resubmittal of report.
- Extend the date the report is transferred to WebFIRE.

Each of these review actions is explained in the following sections.

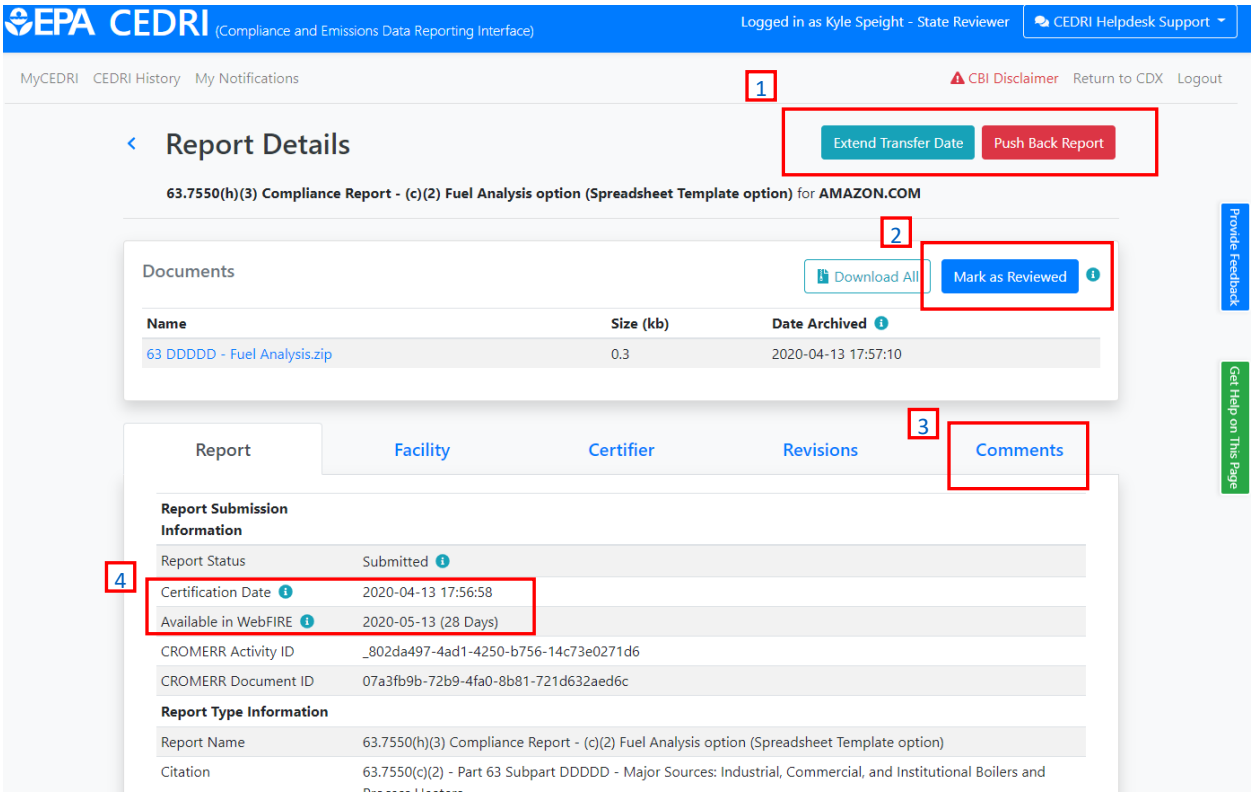

Exhibit 2

1. Push Back Report and Extend Transfer Date
2. Mark Report as Reviewed
3. View Review Comments
4. Manage Review Period

Push Back Report and Extend Transfer Date

Push Back

Click the 'Push Back Report' button if you would like to return the report to the facility for revision and resubmission. Include a comment for the facility, instructing them what is required to be addressed in the resubmission. These comments are retained with the report as revisions are made.

You may extend the date that the report under review is transferred to WebFIRE and made available for public viewing (Exhibit 3). By default reports are transferred to WebFIRE as follows:

- 30 days after receipt for Periodic and Notification reports
- 60 days after receipt for Performance Test / Evaluation reports

The transfer date may be extended up to an additional 30 days (Periodic and Notification reports) or 60 days (Performance Test / Evaluation reports).

You are not required to extend the transfer date. Reports transferred to WebFIRE before the revision is received will be replaced once the new file is received and transferred.

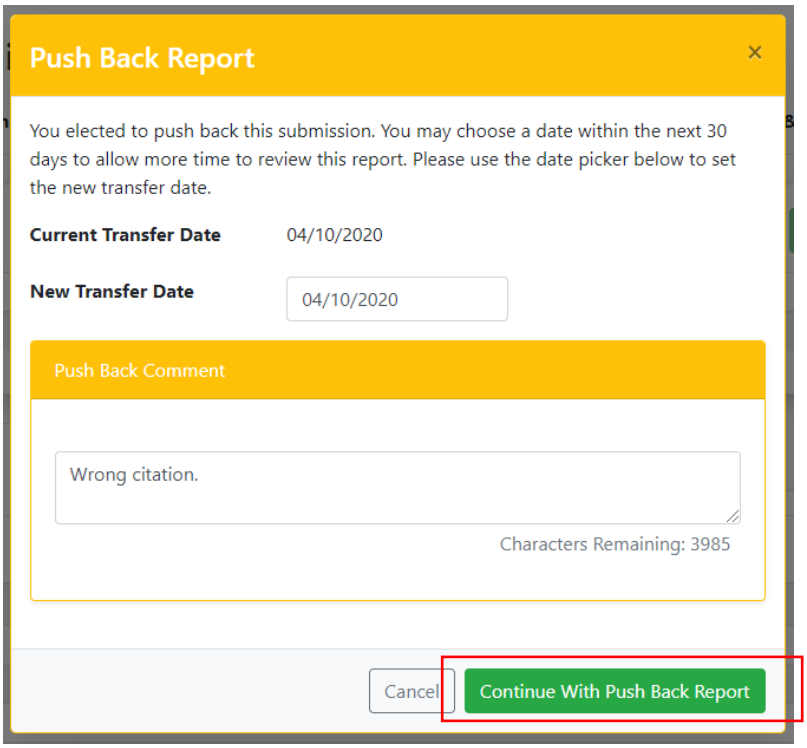

Exhibit 3

Extend Transfer Date

You may also extend the transfer date of a report even if you do not push the report back to the facility to allow for additional review time. Click the 'Extend Transfer Date' button to extend the transfer date up to an additional 30 days (Periodic and Notification reports) or 60 days (Performance Test / Evaluation reports).

You may include a comment explaining the reason for the extension (Exhibit 4). Comments are stored in the 'Report Details' page for future reference.

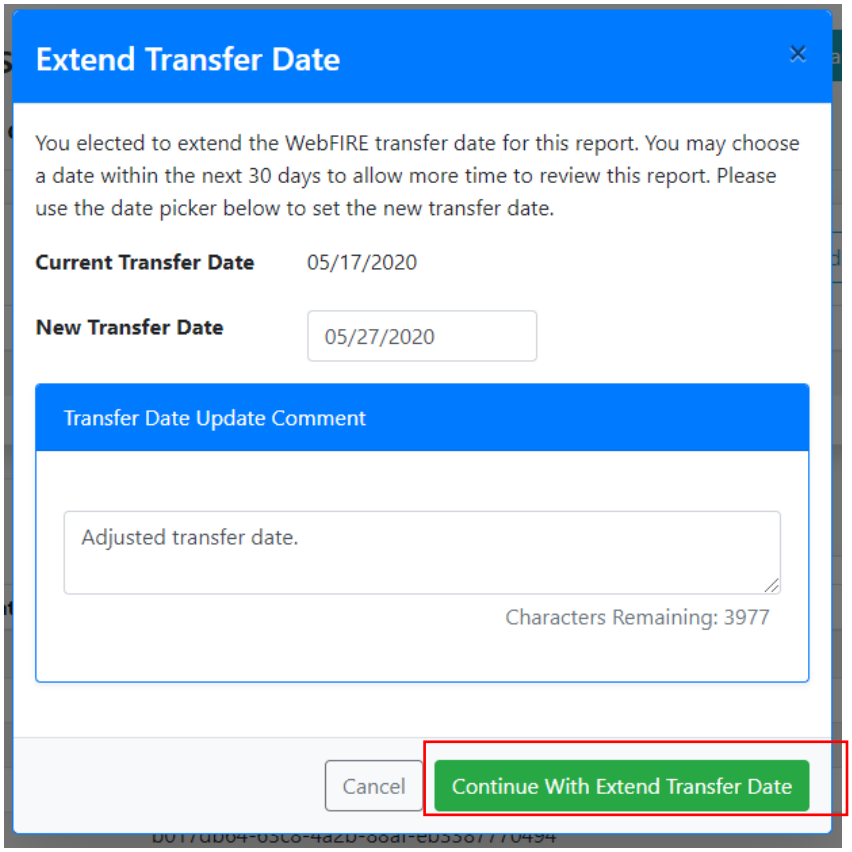

Exhibit 4

Mark Report as Reviewed

You may mark reports as reviewed to easily manage reports requiring your attention. Click the 'Mark as Reviewed' button (Exhibit 2), then confirm your decision by clicking 'Continue' (Exhibit 5). Reports marked as reviewed are removed from the 'Reports Pending Review' notification panel on your MyCEDRI Dashboard page and the 'Mark as Reviewed' button is switched to 'Submission Reviewed' (Exhibit 6). Marking a report as reviewed allows the report to be transferred to WebFIRE for public access.

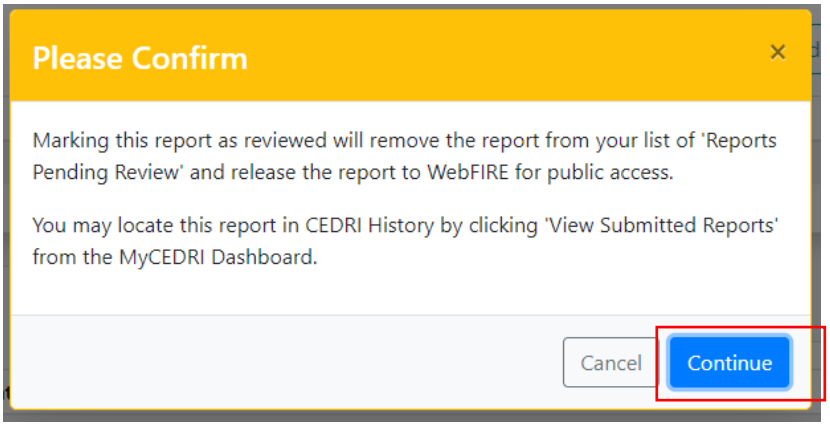

Exhibit 5

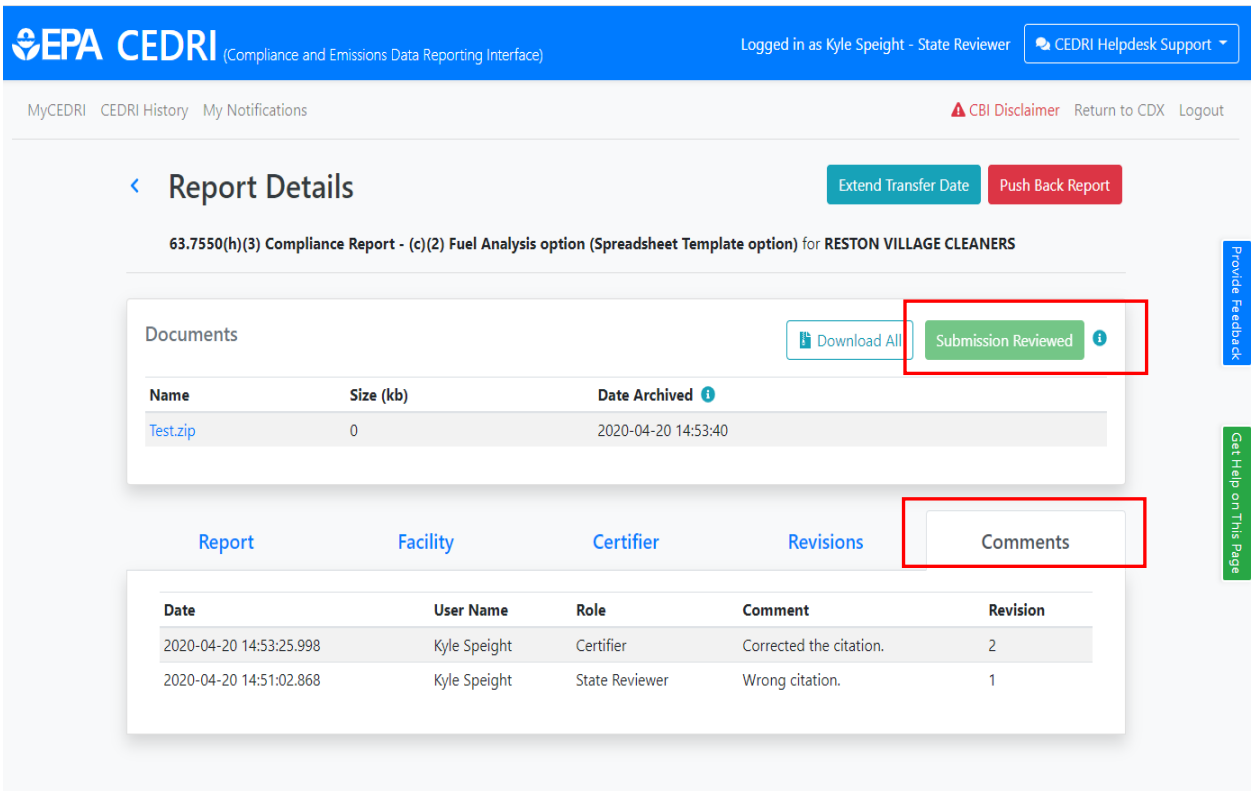

Exhibit 6

View Review Comments

Review comments may be viewed from the 'Report Details' page by clicking the 'Comments' tab (Exhibit 6). Comments by the State Reviewer / EPA Regional Reviewer and facility Preparers and Certifiers are included.

Manage Review Period

To assist in the management of reports under review, multiple dates are included with each report (Exhibit 2). These dates are defined below.

Feature	Description
Certification Date	Date the facility signed and submitted the report to EPA. For reports that are revised and resubmitted this is the date of the latest revision.
Available in WebFIRE	Date the report will be (or has been) transferred to WebFIRE. Reports not yet transferred will also include the days remaining until the report is transferred.
Date Archived	Documents Section: Date the report Copy of Record (COR) is stored in the CDX archive.