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

Environmental Protection Agency (EPA)

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 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 reacquaint 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 four 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 create and 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 completed through fillable forms launched directly from the CEDRI program service, or may be uploaded using XML.

- **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
- Web browser with JavaScript and cookies enabled
- 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):

2. Select the 'Start' button.

3. Go to 'Control Panel.' Select the 'Display' icon and then the 'Adjust resolution' link on the left sidebar.

4. Select the 'Resolution' drop down menu.

5. Adjust the 'Screen resolution' slide bar as necessary.

6. 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:
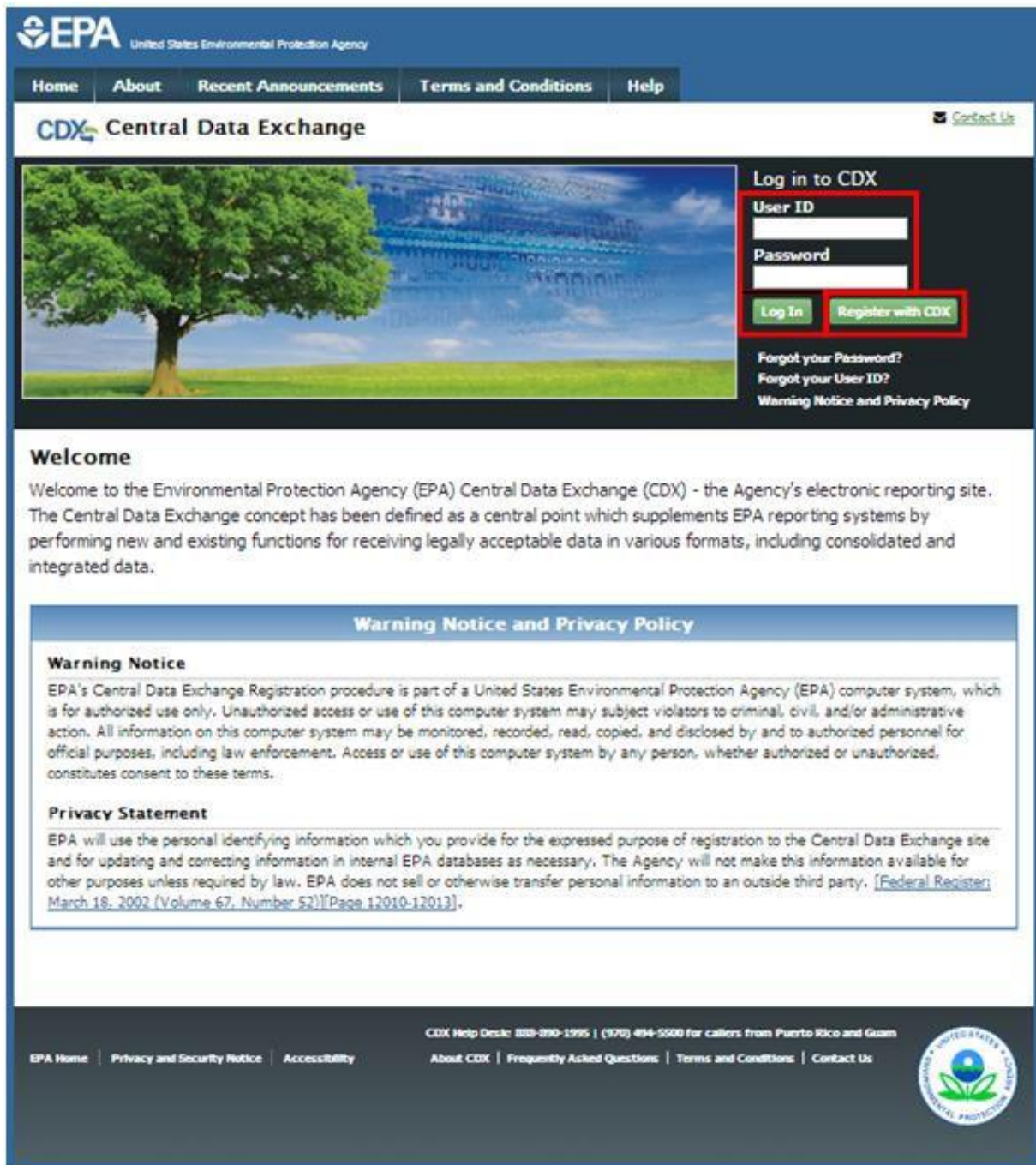
- **Accessing CDX:** Section 3.2
- **Requesting CEDRI Program Service**: Section 3.3 through Section 3.7
- **Requesting CEDRI Role Sponsorship**: Section 3.8

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 in 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 (see Exhibit 3-2) 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 am this registrant. I will not share my account, and I accept the terms and conditions, above' checkbox. 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.

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
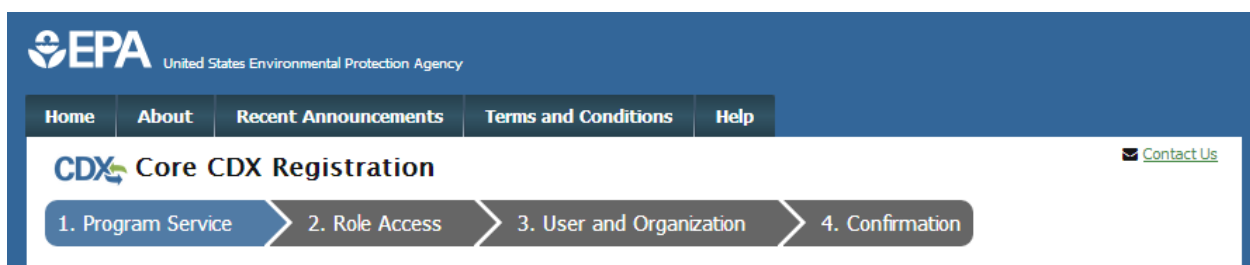
Existing CDX users will go through similar steps when editing their CDX accounts by requesting new program services and/or programs service roles, but will not be required to undergo the same level of account validation to establish level of identify assurance. There are three steps to the 'Edit Account 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

![CDX logo]

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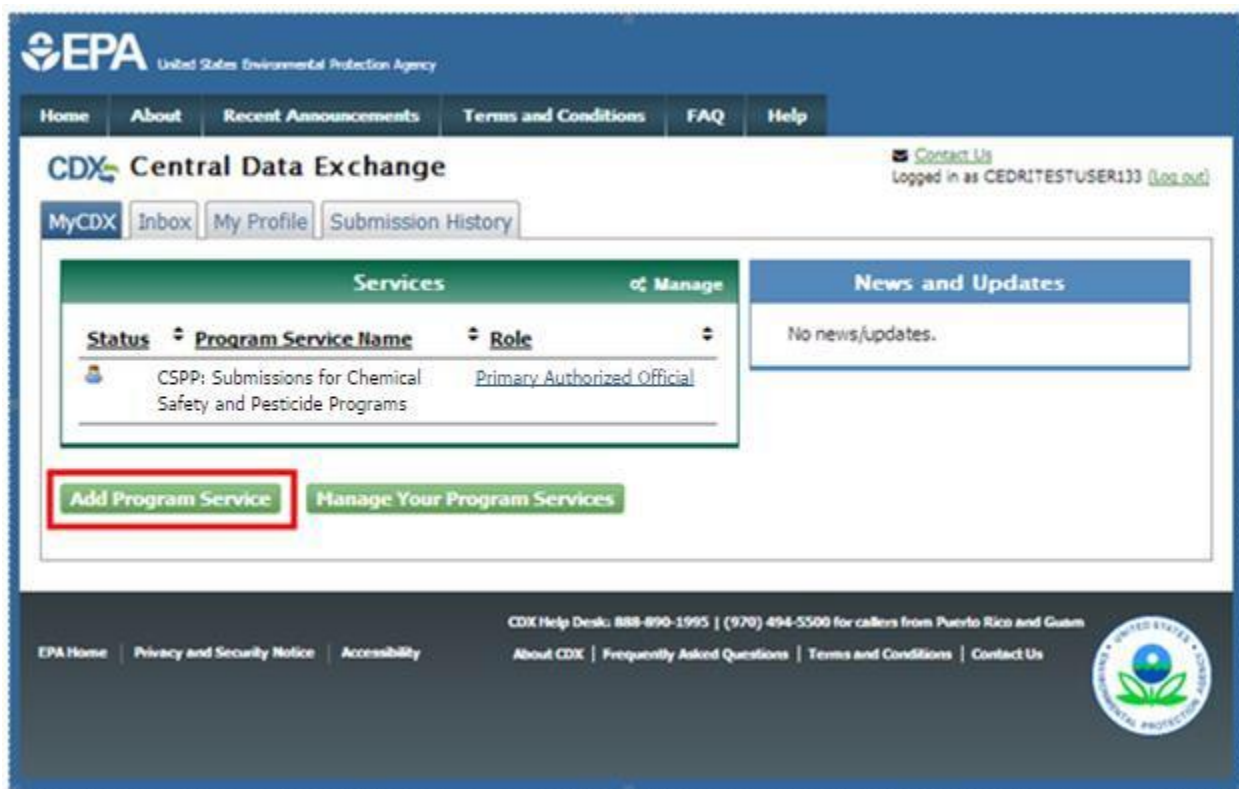
2. Click the 'Add Program Service' button on the 'MyCDX' page. The system will navigate you to the 'Program Service' page.

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

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) and follow the same procedure, specifying each organization, in Section 3.6.2.
>
> 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

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

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.

A summary of roles that apply to the CEDRI program service are listed below. Please note that registration for a State Reviewer and an EPA Regional Reviewer should be requested outside of the CEDRI application by contacting EPA via email: CEDRI@epa.gov. Please provide the required information provided within the role descriptions shown below.

Preparer: The Preparer is the person responsible for the preparation of reports for signature. Contractors are permitted to register as a Preparer and may assemble submission packages, such as files generated by the Emissions Reporting Tool (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/facility 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, and sign and submit the package to CDX. To view a package created by a Preparer, the Preparer and Certifier must share the same facility. The Certifier may perform all the tasks the Preparer may perform, but also has signing and submission authority. Contractors are prohibited from registering as a Certifier.

Delegated Certifier: The Delegated Certifier is a person granted authority by a registered Certifier to sign and submit packages on behalf of the Certifier. The Delegated Certifier is authorized to modify the package a Preparer has assembled, and sign and submit the package to CDX. The Delegated Certifier may perform all the tasks the Preparer may perform, but also has signing and submission authority. Contractors are prohibited from being appointed as a Delegated Certifier.

State Reviewer: The State Reviewer role encompasses regulatory officials who service local, state, and/or tribal areas. State Reviewers are authorized to review all submissions that are applicable to the states and/or territories for which they are registered. The State Reviewer role should be requested outside of the CEDRI application by contacting EPA via email: CEDRI@epa.gov. The email should include the following information: Applicable State(s) and/or Territories in which registration is needed, First and Last Name, phone number, organization information (name, address, and phone number), and email address.

EPA Regional Reviewer: The EPA Regional Reviewer role encompasses EPA regulatory officials who service EPA regional areas and need access to CEDRI submissions. EPA Regional Reviewers are authorized to view all submissions to CEDRI that are applicable to the Region for which they are registered. The EPA Regional Reviewer role should be requested outside of the CEDRI application by contacting EPA via email: CEDRI@epa.gov. The email should include the following information: Region Number, First and Last Name, Phone number, Organization Information (name, address, and phone number), and email address.

Contact EPA via email: CEDRI@epa.gov for access to the State Reviewer or EPA Regional Reviewer roles.

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

Select Role [▼]

[Request Role Access] [Cancel]

1. Click on the 'Select Role' drop down box. The drop down menu displays the following role options:

- **Preparer:** The 'Preparer' is the person responsible for the preparation of reports for signature. Contractors are permitted to register as a 'Preparer' and may assemble submission packages, such as files generated by the Emissions Reporting Tool (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/facility, 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 signing and submission authority. Contractors are prohibited from registering as a 'Certifier.'

> **Warning:** Preparers and Certifiers must share a facility to be able to work on the same submission package (see Section 3.6.2).

Click the 'Request Role Access' button. The system will take you to the facility selection portion of the registration process (see Exhibit 3-8).

3.5   Provide Facility Information during Registration
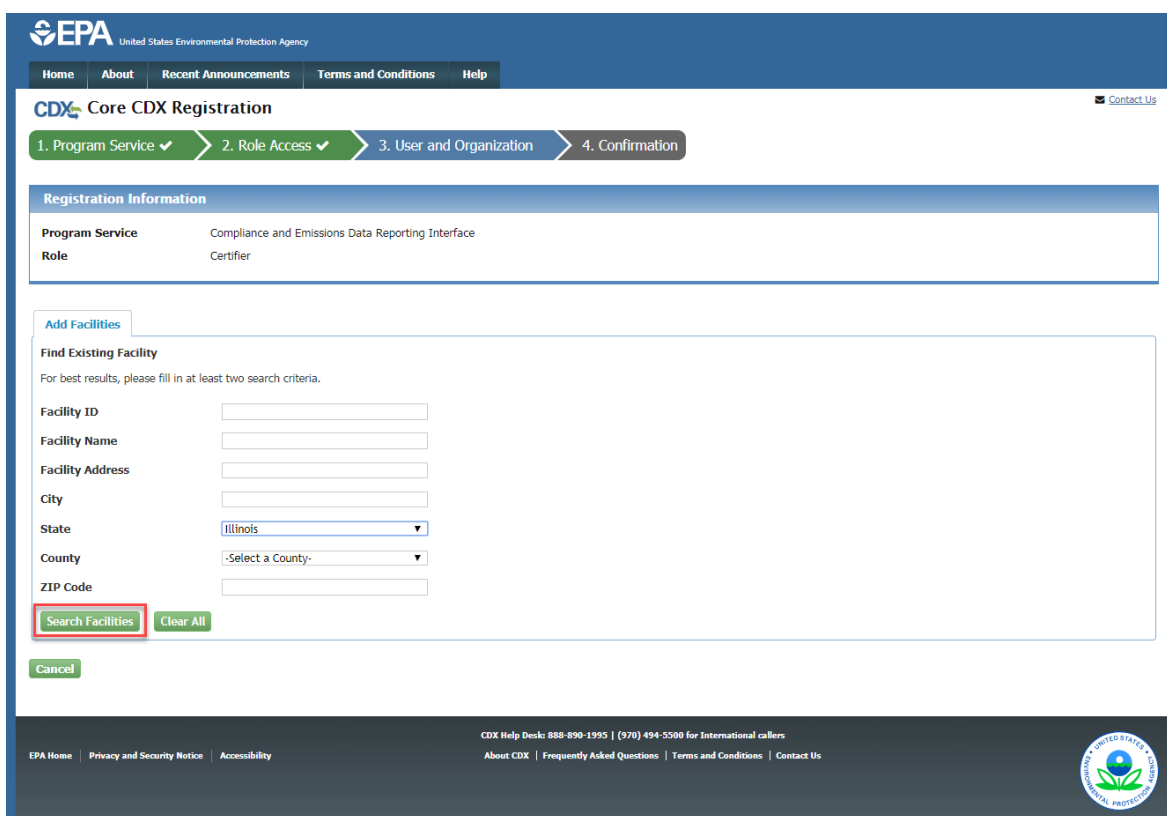
After selecting the CEDRI role, the system will take you to the facility selection pages as the first step of providing user and/or organization information for the selected CEDRI role. The system initially prompts the user to choose from the following options:

- **Add 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 desired facility cannot be found.

- **Continue Without Facilities:** Continue with your CEDRI role request without selecting a facility, and select a facility later after receiving access to the selected role. Refer to Section **Error! Reference source not found.** 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 take you to the 'Part 1: User Information' page to complete the next registration step.

Click the 'Add Facilities' button to access the Facility Widget's 'Find Existing Facility' page and search for a facility.

Exhibit 3-8 Find Existing Facility Page

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
    - County (field displayed when a 'State' is selected)
- ZIP Code

Note: To execute the search, you must enter at least one of the following: 'Facility ID,' '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 take you to the search results page (see Exhibit 3-9 and Exhibit 3-13) which displays the results in table format.

- A maroon 'i' icon in the search results indicates that the program record does not match FRS' registry record for that facility. When you select and open a record with this icon, a note will indicate what EPA has on file; you can choose to edit the program record to match EPA's registry record or proceed with the data as-is.

- A red '?' icon indicates that the facility does not have latitude/longitude coordinates and is not displayed on the map. If you select one of these records, and choose to edit it, it will be updated with latitude/longitude coordinates.

Exhibit 3-9 Facility Search Results Page with Results

Exhibit 3-10 Facility Search Results – Map View

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 'Change' button to refine your search criteria, or conduct another search, if the desired facility is not displayed in the search results. The system will take you back to the 'Find Existing Facility' screen.

   b) Click the 'Cancel' button if you want to continue with your CEDRI role request without associating a facility. The system will prompt you to select if you want to 'Add Facilities Later' or 'Cancel Registration Process.' Click the 'Add Facilities Later' button to continue with your CEDRI role request without associating a facility.

   c) Click the 'Can't find your facility? Click here to create it' link if you want to create a facility and submit the information for inclusion in the Facility Registry Service (FRS). Upon clicking the link, you will be taken to the 'Create Facility' page.

d) Click the 'Map View' link to view search results in a map format (see Exhibit 3-10).

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

1. Check the corresponding checkbox for each facility you wish to add (or click the 'Select Facility' button on the map pop-up if viewing results in the map view).

2. Click the 'Proceed with Selections' button.

The system will take you to the 'Selected Facilities' page, on the 'Unsaved Facilities' tab, with the chosen facilities displayed in a format table (see Exhibit 3-11). Click the 'Map View' link to view the facilities in a map format (see Exhibit 3-12). You can toggle between 'Map View' and 'List View' by clicking the links in the upper right corner of the tab.

You can continue to add facilities to the 'Selected Facilities' table as well as edit facility selections or remove selections from the table:

- Click the '< Add Additional Facilities' link to perform another search to add other facilities.
- Click 'Remove' to remove a facility from the list.
- Click 'View/Edit Details' to view the 'Facility Details' screen where you will be presented with an 'Edit Facility' option to update the facility data, if necessary.

Exhibit 3-11 Selected Facilities

Exhibit 3-12 Selected Facilities – Map View

- When you are done selecting facilities, click 'Save Selected Facilities' to continue with your CEDRI role request. The system will take you to the appropriate page for the next step in completing your registration request.

3.5.2 Create a Facility

If the facility information you are searching for cannot be found (see Exhibit 3-13), you may create a facility and submit the information to FRS. You will need to execute a search first before you can begin creating a facility (see Section 3.5.1).

Exhibit 3-13 Facility Search Results Page without Results

1. Perform a facility search to access the facility search results page.

2. Click the 'Can't find your facility? Click here to create it' link to navigate to the 'Create Facility' page (see Exhibit 3-14). To return to search results, you can click the '< Back to Search Results' link at the top of the page (see Exhibit 3-14).

   - The 'Create Facility' page captures the following basic facility information:
     – Facility Name
     – Facility Address
     – City
     – State
     – ZIP Code
     – County
   - CEDRI also collects the following program-specific facility information:
     – Coordinates (Latitude/Longitude)
     – Operating Status
     – Operating Status Change Year
     – BIA Code (or EPA Tribal ID for Alaskan facilities)
     – NAICS Code(s)
     – Mailing Address
     – Sub-facility components (units, processes, release points, and control measures)

- The 'Coordinates' (Latitude/Longitude) fields are auto-populated after mapping the facility (clicking the 'Map Facility' button) and via interaction with the map.

- The 'Responsible Agency Facility ID' and 'Responsible Agency' fields are auto-populated and are not editable.

- The following mailing address fields are displayed if you indicate that the mailing address is different than the facility address by selecting the 'No' radio button under the 'Is Mailing Address Same as Facility Address?' field:
    - Mailing Address 1
    - Mailing Address 2
    - Mailing City
    - Mailing State
    - Mailing ZIP

- After completing the 'Create Facility' screen, you can navigate to the 'Create Sub-facility Component' screen by clicking the 'Add Sub-facility Component(s)' link at the bottom of the screen.

> **Note:** Newly created facilities are assigned an EPA Registry ID and Program ID of *'Pending'* until registration is completed. If registration is not completed, the facility will not be created. Upon submission, FRS will generate an EPA Registry ID and CEDRI Program ID.

Exhibit 3-14 Create Facility

3. Enter facility information. All fields except 'Facility Address 2,' 'Operating Status Change Year,' 'BIA Code,' and 'NAICS Code' are required. You are required to answer the 'Is Mailing Address Same as Facility Address?' question. If you answer 'No' to the 'Is Mailing Address Same as Facility Address?' question, all mailing address fields except 'Mailing Address 2' are required.

4. Click the 'Map Facility' button. The system will geocode the facility address and put the facility location on the map; the 'Latitude' and 'Longitude' fields will be populated as well. The facility address is standardized (e.g., Ave. vs. Avenue), but you can revert back

to the entered address data, if desired, by clicking the 'Click to undo the Address Standardization' link.

5. To move the facility location on the map to the center of the facility, click the 'Move point on map' button on the map pop-up and drag the point to the desired location. To turn on the layer which displays the tribal land areas on the map (if applicable), check the 'Tribal Lands Layer' checkbox in the upper right-hand side of the map; you will be prompted to acknowledge disclaimer language regarding the tribal land layer upon checking the checkbox.

Exhibit 3-15 Create Facility – Map Facility/Address Standardization

To add sub-facility components to your facility, refer to Section 3.10. This can be done after registration, if desired.

6. Click the 'Submit' button on the 'Create Facility' screen (see Exhibit 3-16). You will be taken to the 'Selected Facilities' page on the 'Unsaved Facilities' tab of the Facility Widget (see Exhibit 3-17).
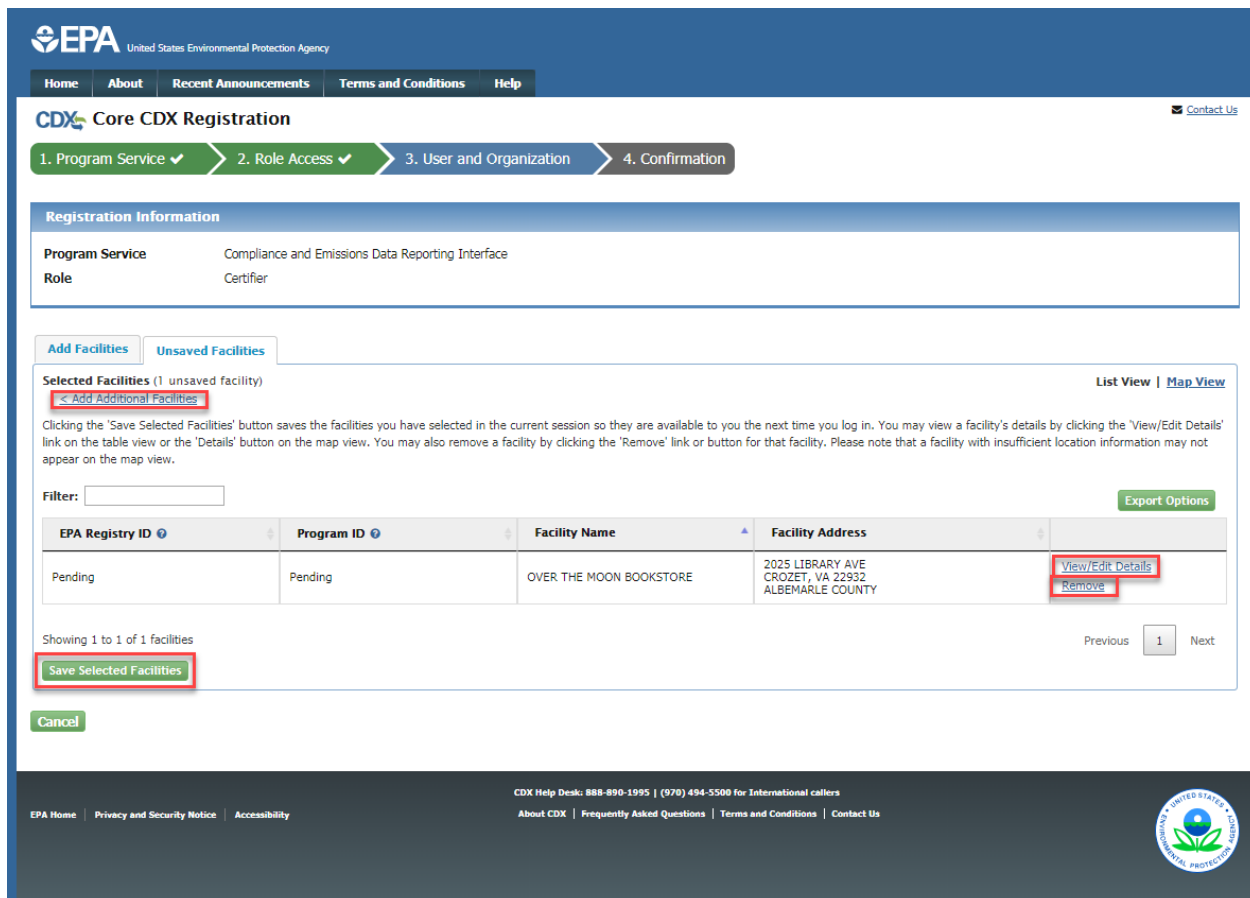
Exhibit 3-16 Create Facility – Submit

You can continue to search and add facilities or you can choose to edit a facility you have added, or remove a facility:

- Click the '< Add Additional Facilities' link to navigate to the 'Find Existing Facility' page to search for and/or create another facility.
- Click 'Remove' in a facility row to remove a facility from the list.
- Click 'View/Edit Details' on a facility row to view the 'Facility Details' page where you will be presented with an 'Edit Facility' option to open the facility for editing.

Exhibit 3-17 Save Selected Facilities

Click the 'Save Selected Facilities' button (see Exhibit 3-17) to continue with your CEDRI role request. The system will navigate you to the appropriate page for the next step in completing your registration request.

To add a facility to an existing CEDRI role, refer to Section 3.9.

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 'Save Selected Facilities' button (see Exhibit 3-18). 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 take you to the 'Edit Account Profile – Organization Information' page after clicking either the 'Continue Without Facilities' or 'Save Selected Facilities' button (see Exhibit 3-17). 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 when the user completed the 'Role Access' page (see Section 3.4).

Exhibit 3-18 Part 1: User Information

Enter the following information into the 'Part 1: User Information' section of the page (see Exhibit 3-18):

- 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 3-20). 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 3-19). 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.
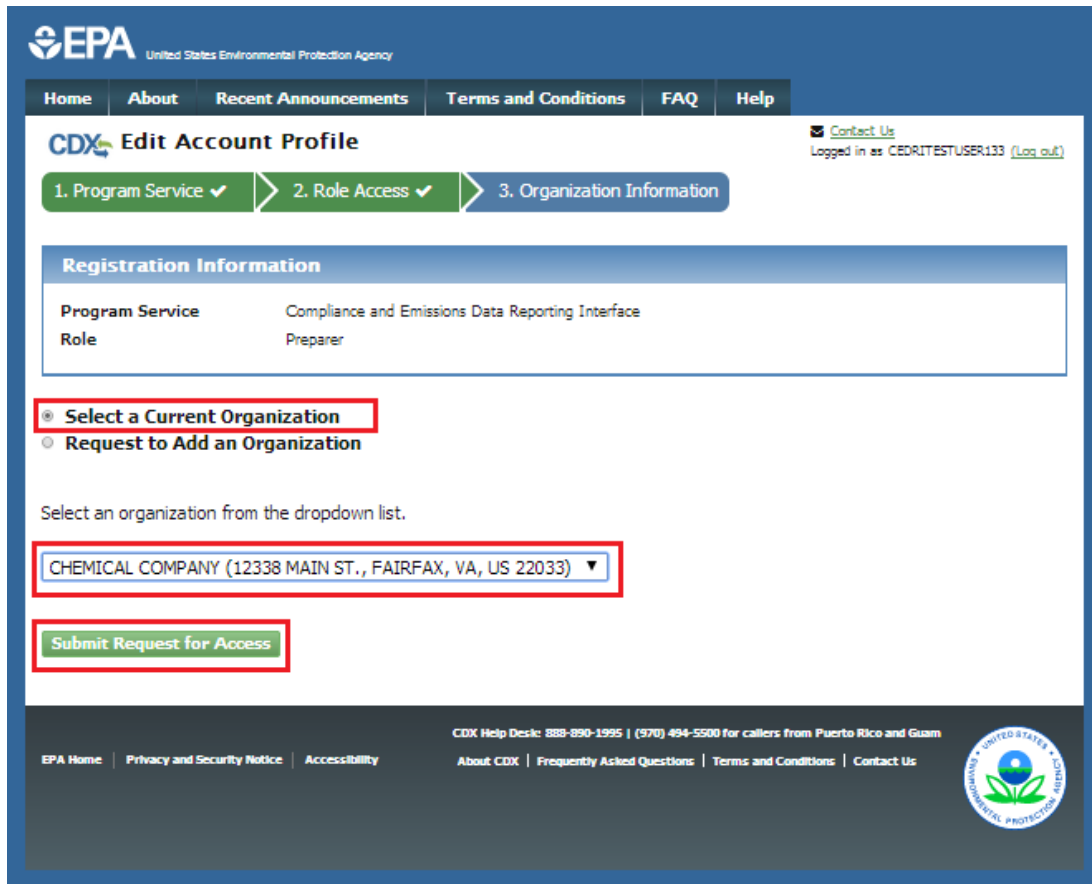
> **Warning:** Using the 'Organization ID' when searching for an organization ensures you are selecting the correct organization.
>
> If you are creating the organization, please record the 'Organization ID' and provide this ID to other users wishing to be associated with the organization.
>
> Please 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 3-19 Select a Current Organization
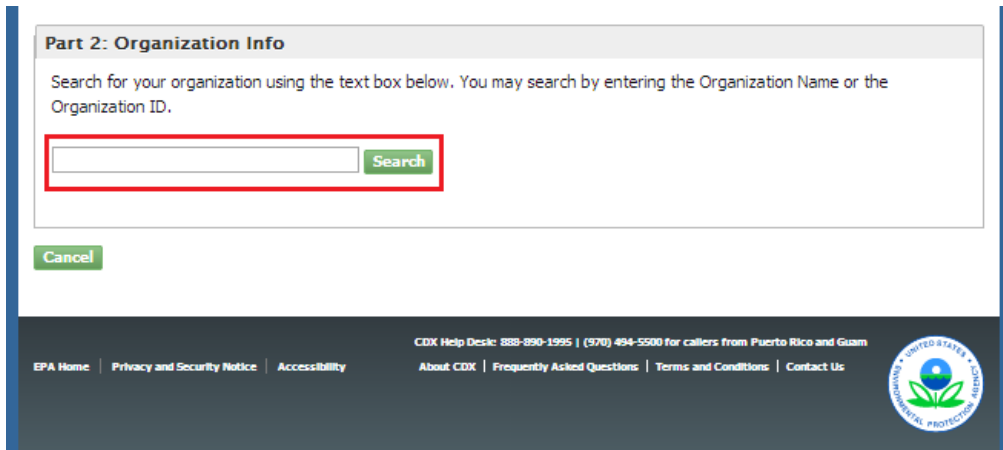
1. Click the 'Select a Current Organization' option.

2. Select an organization from the drop down menu 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 3-20) to add to your CDX account.

Exhibit 3-20 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 3-21).

Exhibit 3-21 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 3-22).

Exhibit 3-22 Organization Search Results

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

| new | | **Search** | | | | |

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.

Cancel

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 3-23).

Exhibit 3-23 Organization Information - Selected Organization

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

Email *

Re-enter Email *

Phone Number *

Phone Number Ext

Fax Number

Wrong organization information? Back to Search Results, Use advanced search or request that we add your organization.

Submit Request for Access

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.
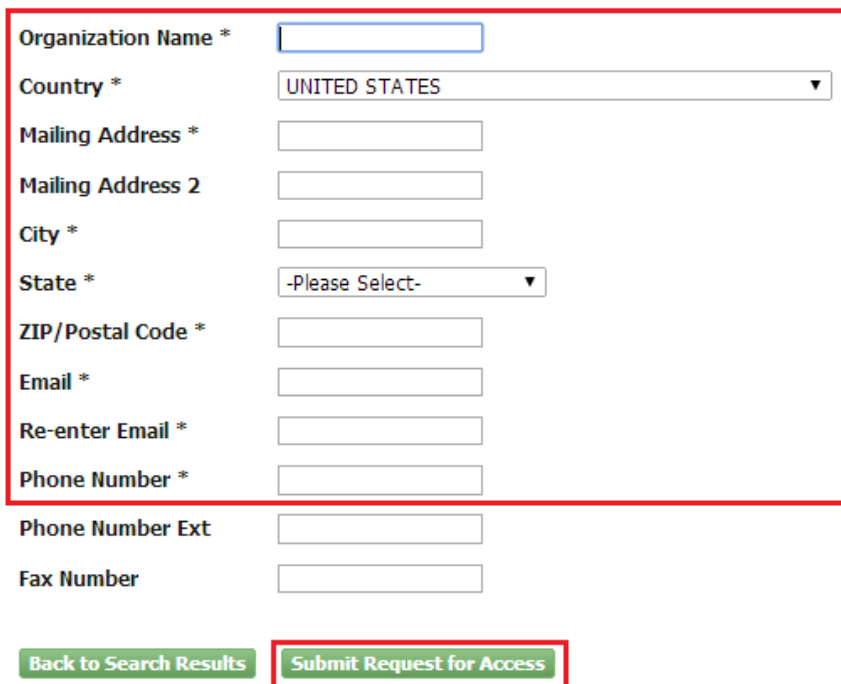
Add an Organization

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 3-24).

Exhibit 3-24 Organization Information - Add Organization

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

- Organization Name (Required)
- Country (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 3-25) if you are registering for a CDX account.
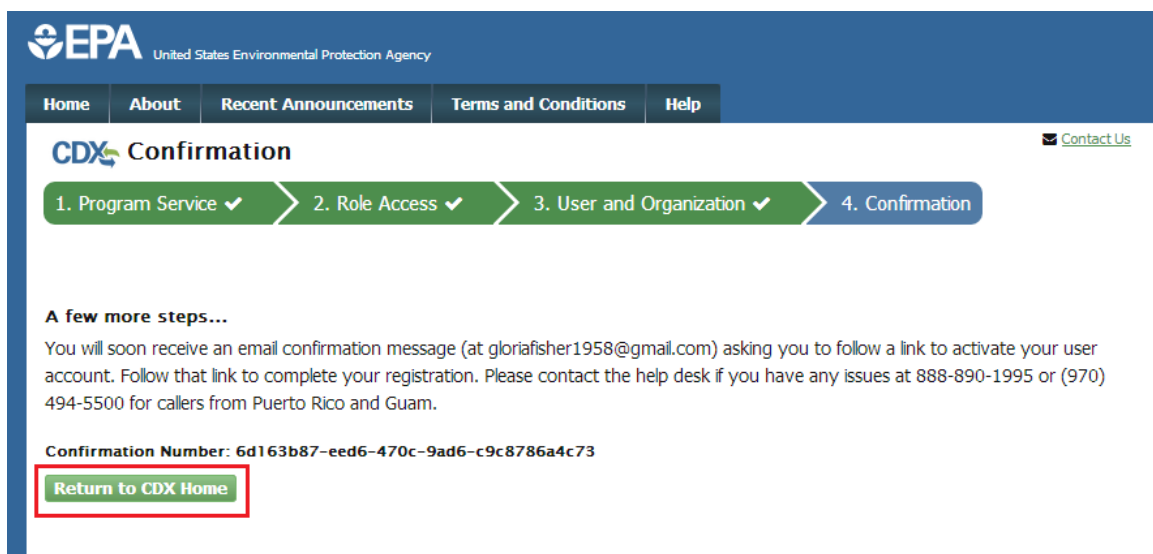
> **Note:** Record the 'Organization Id' for future reference, so if additional users from your company register for the CEDRI program service, they can accurately identify the organization.

> **Note:** When creating a new organization, if the data entered is an <u>exact</u> match of an existing organization in CDX, you are directed to associate to the existing 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 3-25). Click the 'Return to CDX Home' button to exit the page.

Exhibit 3-25 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 3-26).

- 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 3-36).

- 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 3-26 CDX Core Registration - Email Verification Request
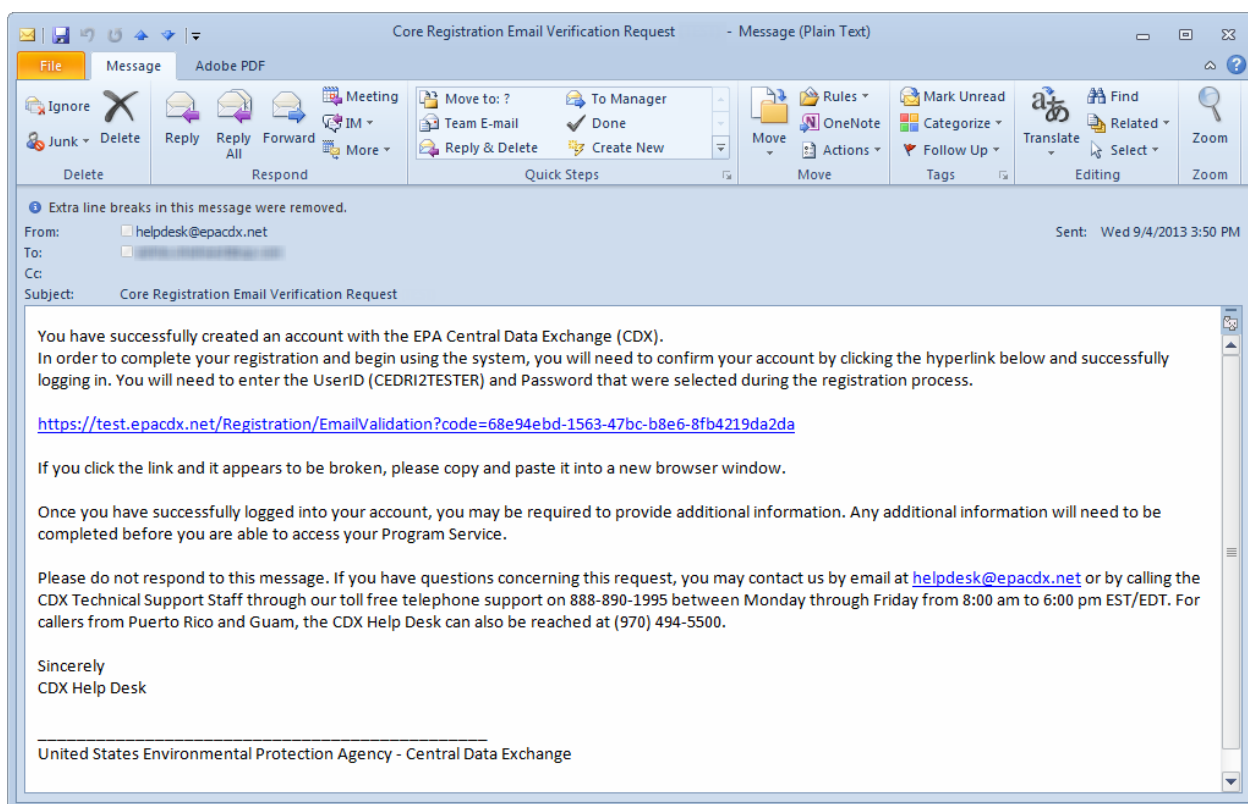
3.7   Verify Identity
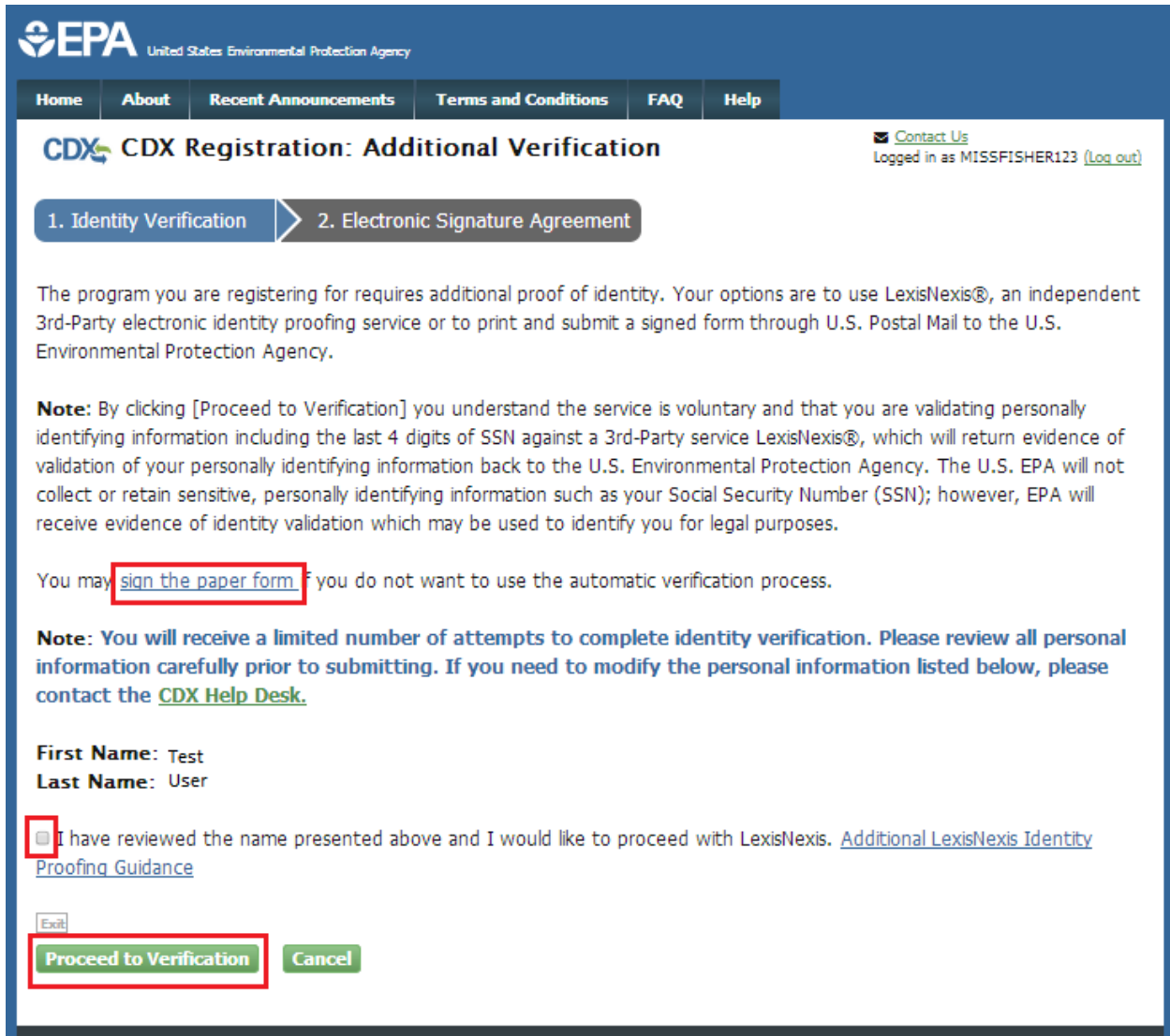
Note: Identity verification is only required for the Certifier role.

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 3-27). 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 3-27 Identify Verification Page

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 3-28).

- 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 3-28 LexisNexis Verification for EPA

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 3-29).

Exhibit 3-29 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 3-28) 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.
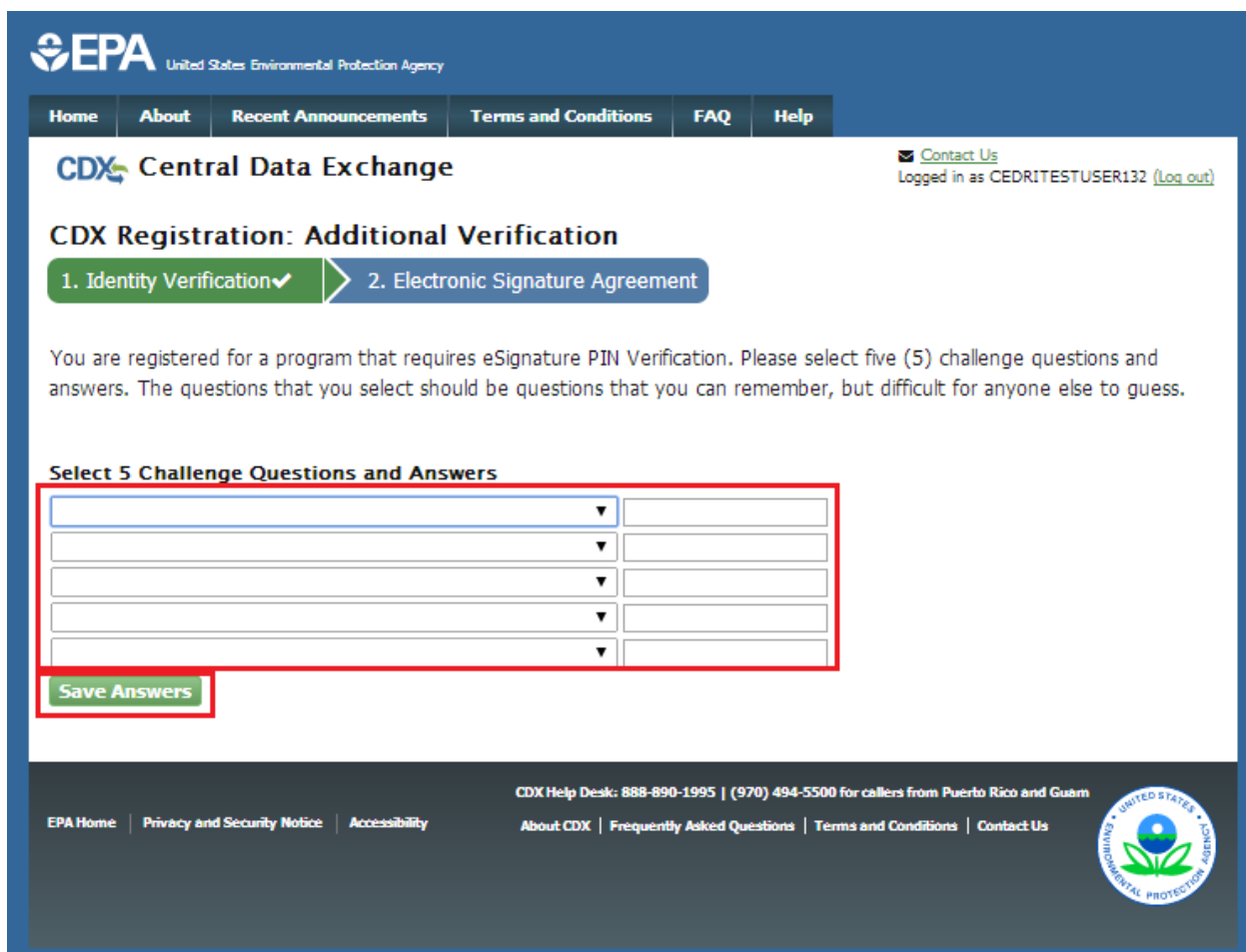
3.7.1.1   Set up CDX Security Challenge Questions

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 3-30).

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

Exhibit 3-30 CDX Registration – Additional Information

To select your five challenge questions:

1. Click the question drop down menu.

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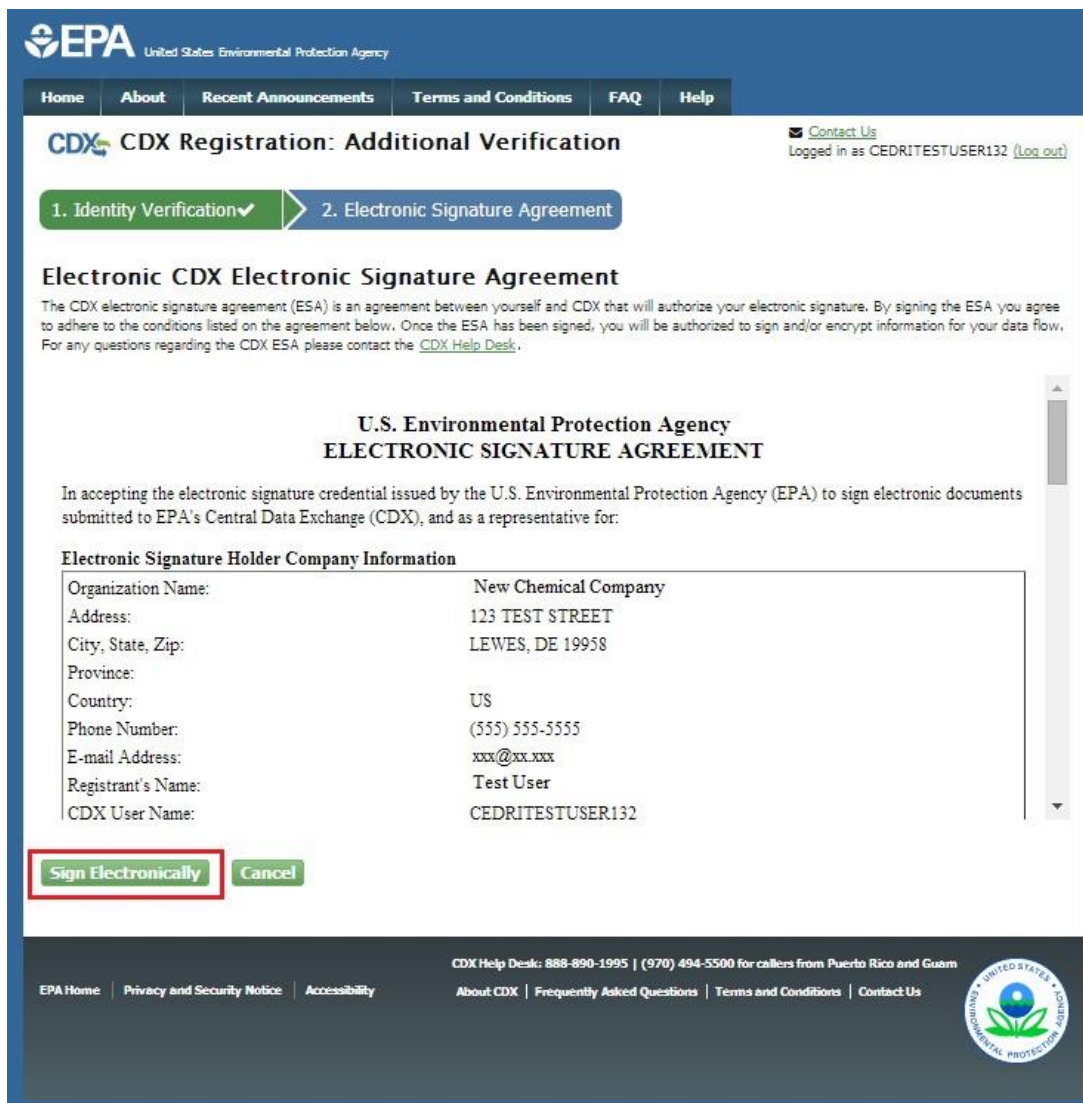
If you choose the paper ESA application process, the CROMERR 20-5-1 questions will be displayed the first time you log into your CDX account after your Certifier role has been manually activated. If you need to electronically sign an ESA later, you will be required to provide your CROMERR 20-5-1 questions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

![CDX logo]

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 3-31).

Exhibit 3-31 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 3-32).

![CDX logo]

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 3-32 CDX Registration – CROMERR eSignature Widget page 1
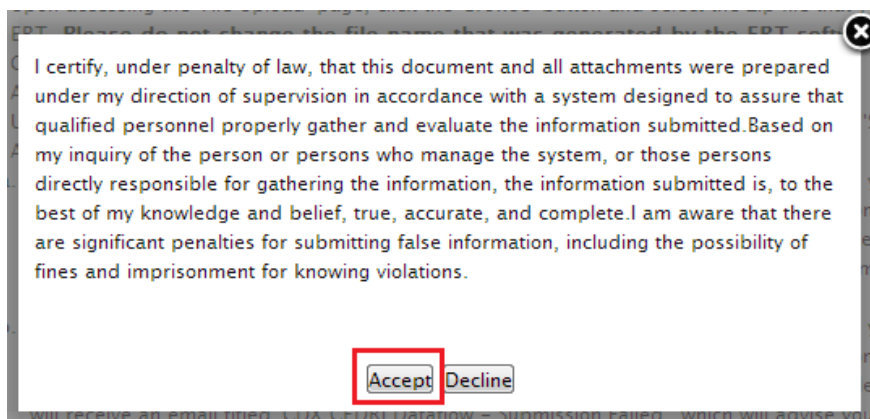
3. Click the 'Accept' button. The system will display the next CROMERR eSignature pop up window (see Exhibit 3-33).

Exhibit 3-33 CDX Registration – CROMERR eSignature Widget page 2
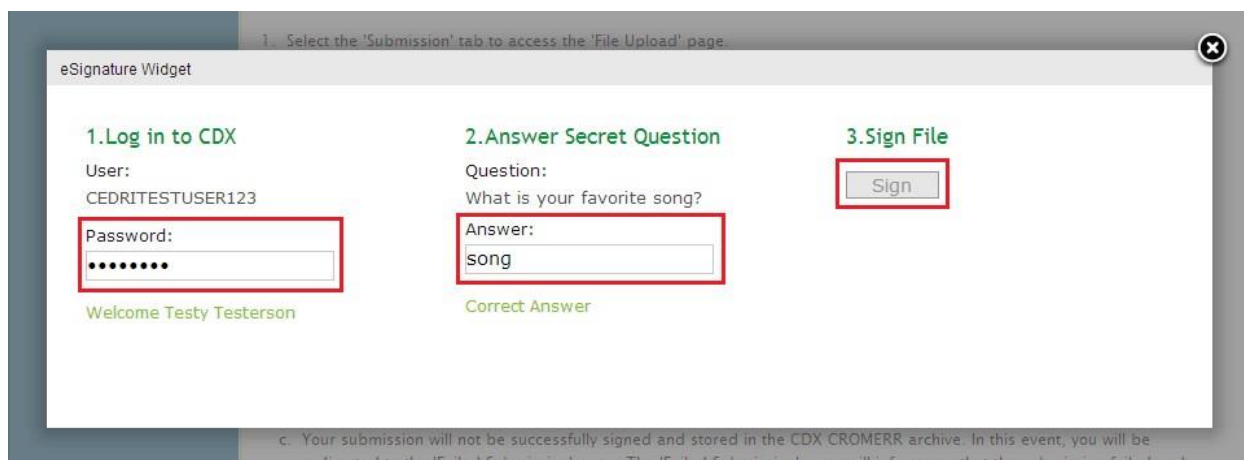
4. Enter your CDX password, the answer to the security question displayed, and click the 'Sign' button.
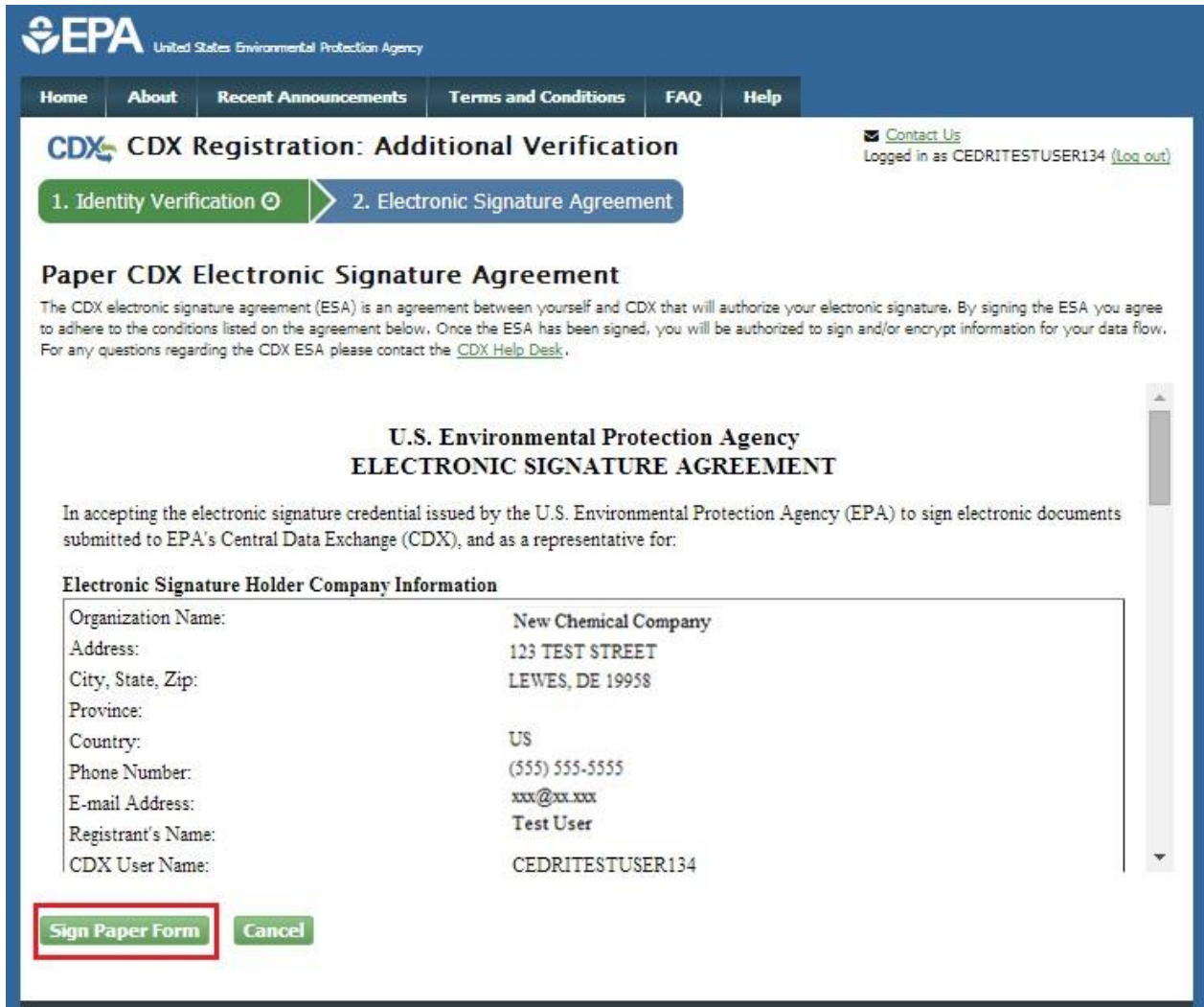
3.7.2   Complete Paper ESA

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 3-27), or on the identify verification results page, to navigate to the 'Paper CDX Electronic Signature Agreement' page (see Exhibit 3-34).

Exhibit 3-34 Paper CDX Electronic Signature Agreement

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 3-35). 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 3-35 CDX Registration - Status Change Confirmation
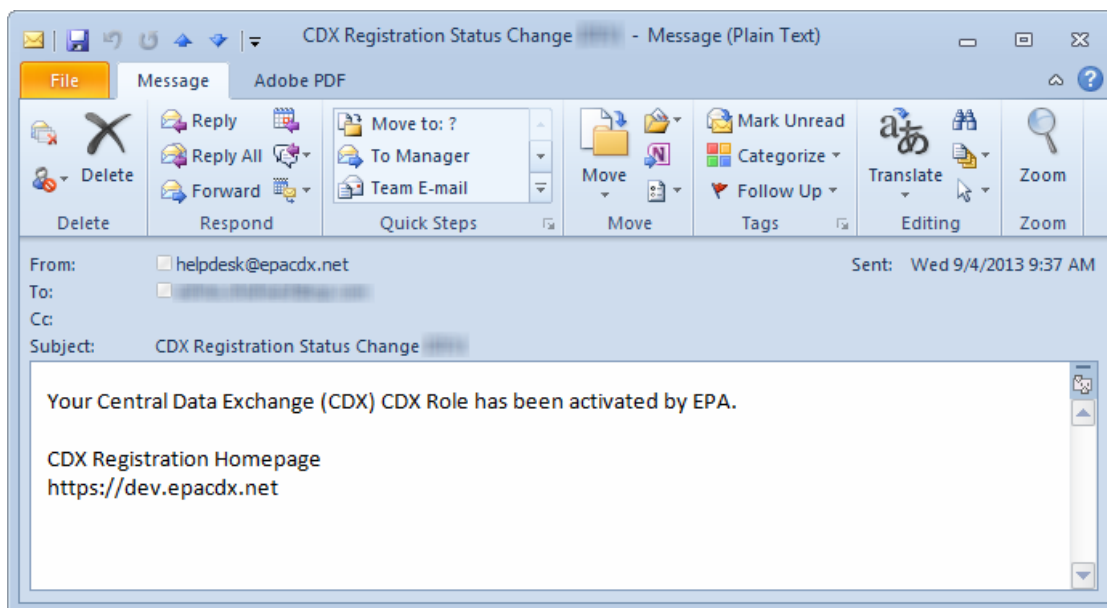
The CROMERR 20-5-1 questions will be displayed the first time you log into your CDX account following role approval. At that time you will be required to provide CROMERR 20-5-1 questions and answers. Manage Your CEDRI Service

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 3-36 MyCDX Screen
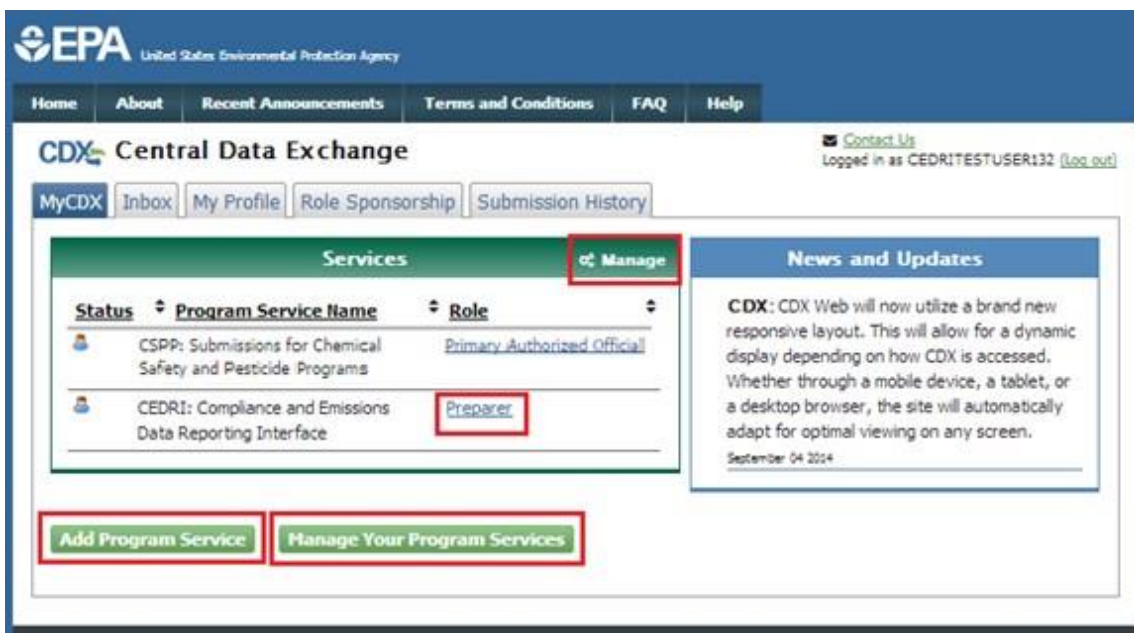
From the 'MyCDX' screen, you can access the CEDRI dataflow, request additional CEDRI roles/organizations, and manage facilities for your CEDRI role(s):
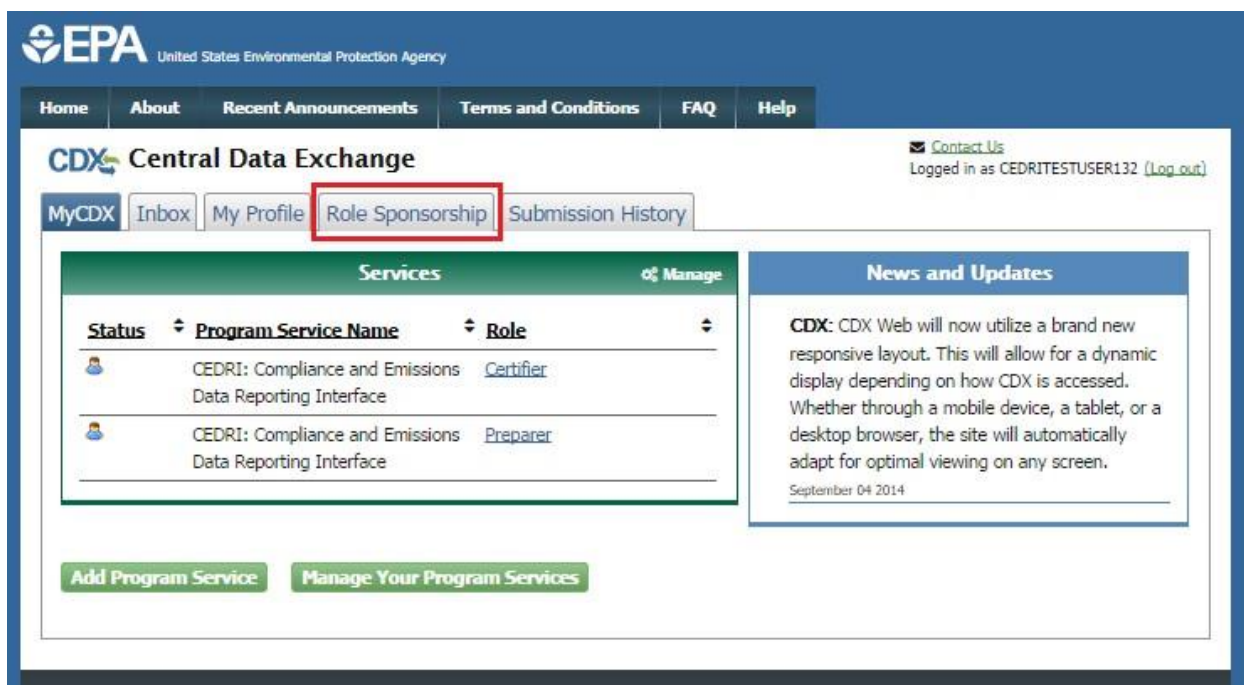
- All CEDRI: Compliance and Emissions Data Reporting Interface roles are displayed as active hyperlinks (see Exhibit 3-36). Click the role link to access the CEDRI application for the selected role.

- 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 3.9).

> **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).

3.8   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. As a Certifier, select the 'Role Sponsorship' tab to designate someone to submit data on behalf of the organization and to electronically sign to verify their submissions (see Exhibit 3-37).

Exhibit 3-37 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.

3.8.1   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 3-38).

Exhibit 3-38 Role Sponsorship Tools
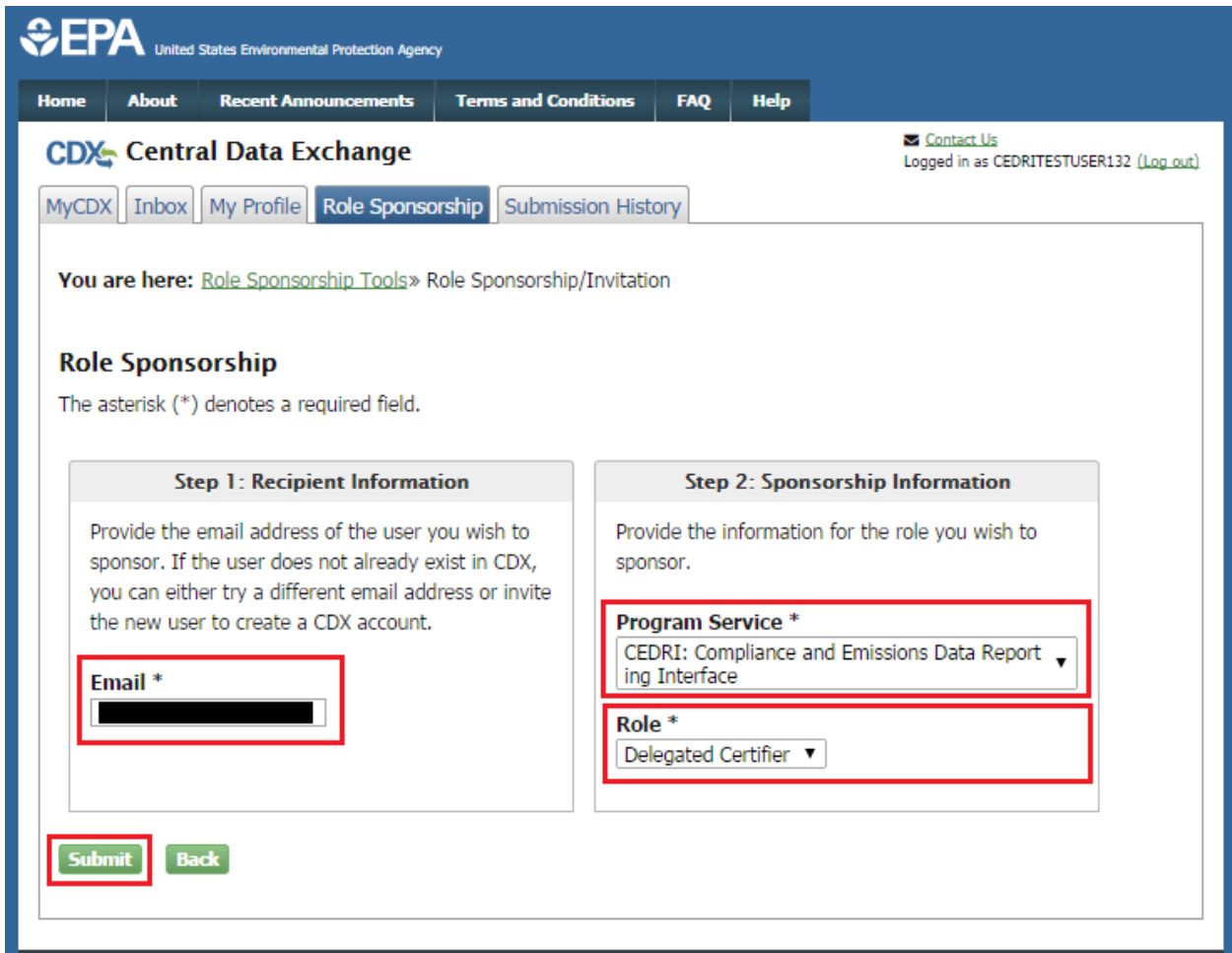
To issue a sponsorship request to another person:

1. Click the 'Role Sponsorship/Invitation' link. The system will navigate you to the 'Role Sponsorship/Invitation' page (see Exhibit 3-39).

Exhibit 3-39 Role Sponsorship/Invitation

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 menu.

4. Click the 'Role' drop down box and select 'Delegated Certifier' from the drop down menu. 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 3-40).

• 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 3-40 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 3-41).
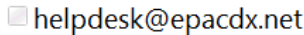
Exhibit 3-41 Email Confirmation Modal

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 3-42).
    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 3-43).

Exhibit 3-42 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

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United States Environmental Protection Agency - Central Data Exchange

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Exhibit 3-43 Email to Sponsored User

Central Data Exchange Sponsorship Request

☐ helpdesk@epacdx.net

Sent: Fri 9/12/2014 18:19

To: ☐ ▆▆▆▆▆▆▆▆▆▆

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

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
https://test.epacdx.net

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3.8.2   Receive Sponsorship Request (Sponsored User)
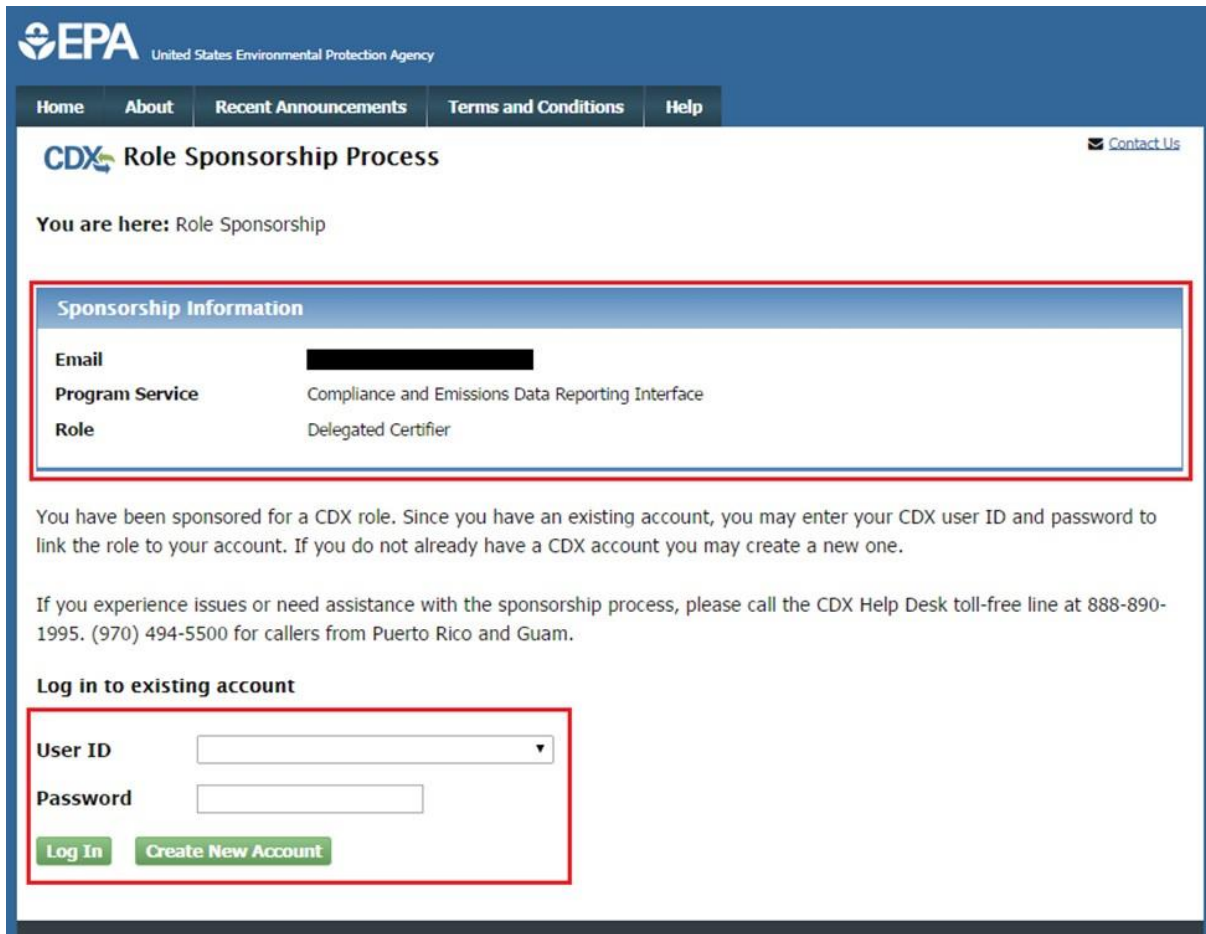
If you are being sponsored by a CEDRI Certifier for the Delegated Certifier role, you will receive an email informing you of the sponsorship request (see Exhibit 3-43). The email will provide you with the options to either review the request to continue the sponsorship process or cancel the sponsorship request.

3.8.2.1   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 3-44).

Exhibit 3-44 Role Sponsorship

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 3-45).

- 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.

![CDX logo]

Exhibit 3-45 Role Sponsorship Review Page

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 3-46).

Exhibit 3-46 Role Sponsorship – Account Registration Page

5. Click the 'Request Role Access' button. The system will navigate you to the facility search page (see Exhibit 3-47).

Exhibit 3-47 Role Sponsorship – Facility Search Page

6. 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.

7. 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 3-49).
   - 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 3-48).

Exhibit 3-48 Role Sponsorship Account Registration Part 1 – Existing CDX Account

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 3-50).

Exhibit 3-50 MyCDX Page with Delegated Certifier Role Displayed

- 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 3-51).
  b) One to you, the user who is being sponsored for the Delegated Certifier role, confirming that your request was submitted (see Exhibit 3-52).

Exhibit 3-51 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: ███████████

Mr Cedri Del-Tester with registered email address ███████████ 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

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United States Environmental Protection Agency - Central Data Exchange

Exhibit 3-52 Delegated Certifier Role Request Confirmation to Sponsored User

Central Data Exchange Sponsorship Request

☐ helpdesk@epacdx.net

Sent: Mon 9/15/2014 13:05

To: ███████████

Your request was submitted.

Mr Cedri Del-Tester with registered email address ███████████ 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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United States Environmental Protection Agency - Central Data Exchange

3.8.2.2 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 3-53).

Exhibit 3-53 Sponsorship Request Canceled
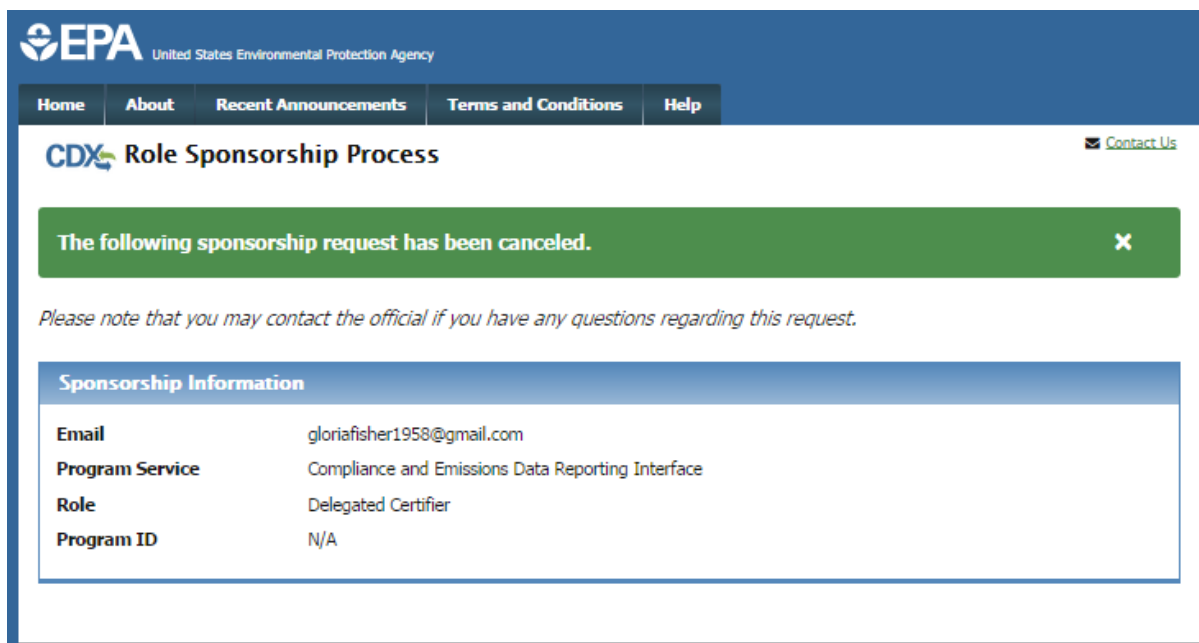
3.8.3 Complete the Sponsorship Request (Sponsoring Certifier)

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.

3.8.3.1 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 3-54).

Exhibit 3-54 Role Sponsorship Page – Sponsorship Request Received

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 3-55).

Exhibit 3-55 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 menu.

6. Click the 'Approve' button. The system will navigate you to the 'Role Sponsorship Signature' page (see Exhibit 3-56).

Exhibit 3-56 Role Sponsorship Signature

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 3-33).

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 3-57).

- One email to the sponsored user confirming that the sponsorship request has been completed and a link to complete CDX registration (see Exhibit 3-58).

Exhibit 3-57 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: ▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇

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
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Exhibit 3-58 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: ☐ ▇▇▇▇▇▇▇▇▇▇▇▇

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

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United States Environmental Protection Agency - Central Data Exchange
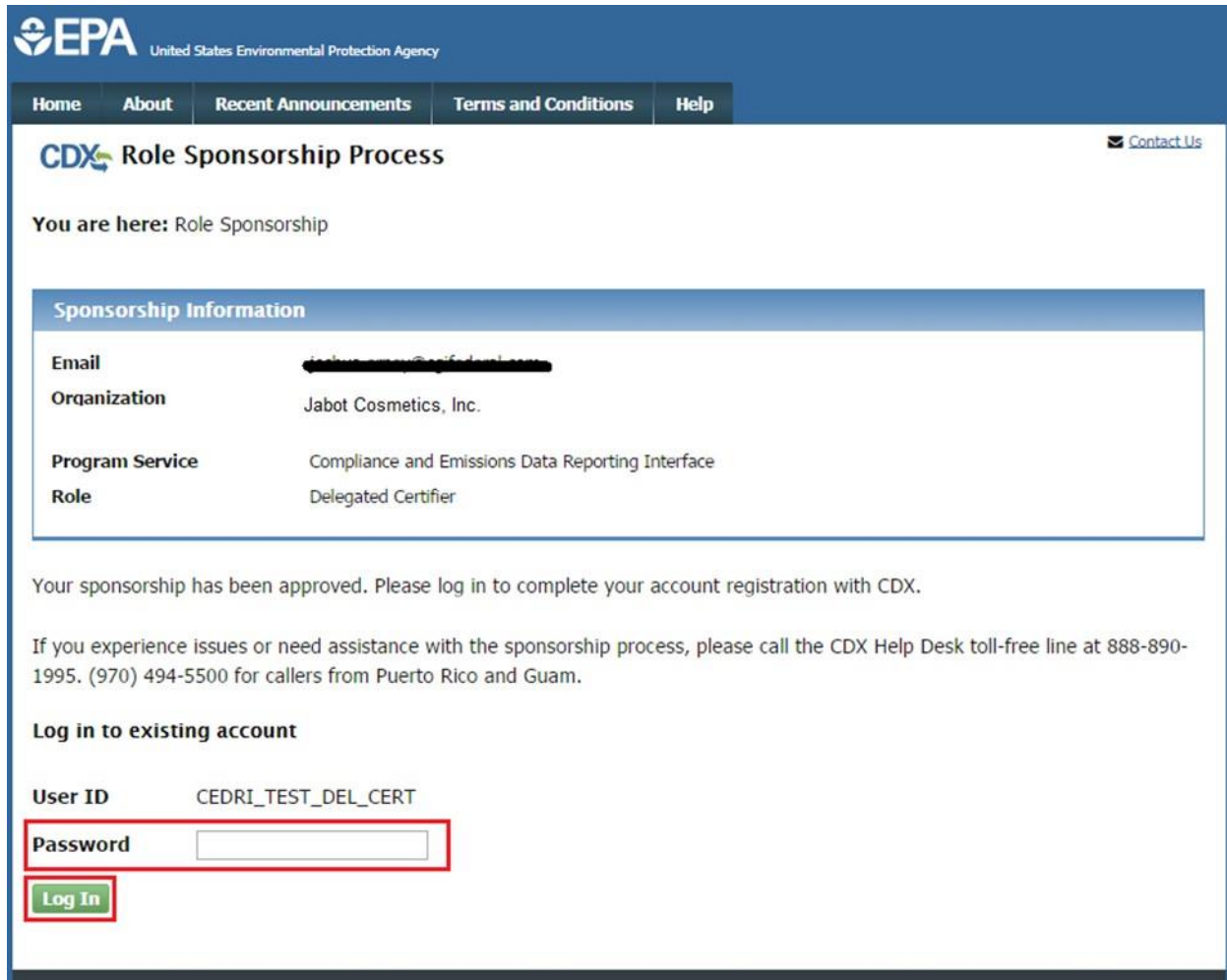
3.8.4 Activate the Delegated Certifier Role (Sponsored User)

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 3-59).

Exhibit 3-59 Role Sponsorship – Complete Registration

2. Enter your CDX password.

3. Click the 'Log In' button. System will navigate you to the displays the 'Complete Account' window (see Exhibit 3-60).

Exhibit 3-60 Role Sponsorship – Complete Account Page
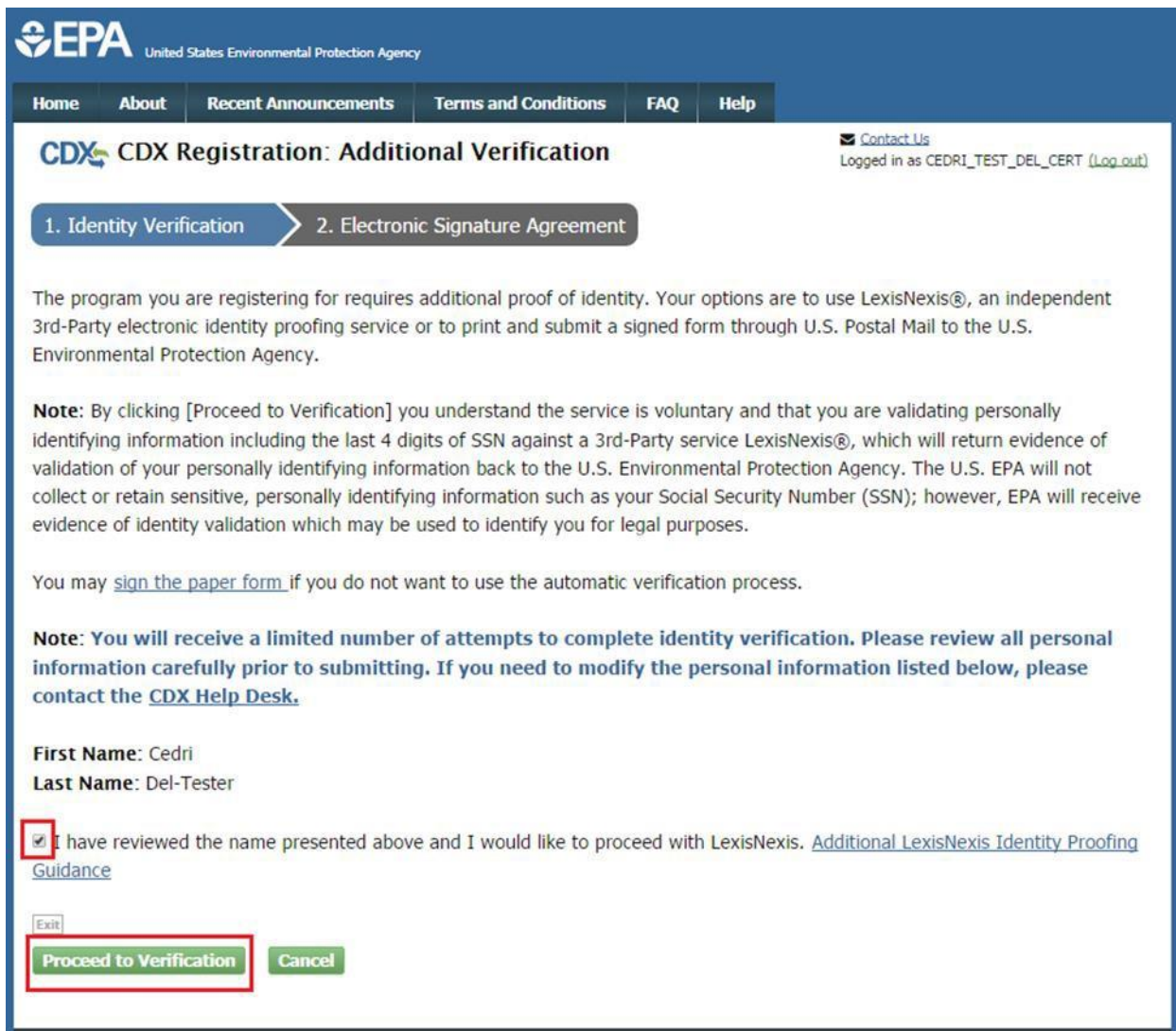
4. Enter phone number, phone number extension, and fax number information.

5. Click the 'Submit' button. The system will navigate you to the 'CDX Registration: Additional Verification' window (see Exhibit 3-61).

   - 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 3-62).

Exhibit 3-61 Role Sponsorship – Additional Verification

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 3-62).

Exhibit 3-62 MyCDX Page with Active Delegated Certifier Role

3.9   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 through the 'Manage Your Program Services' on the 'MyCDX' page (see Exhibit 3-63).
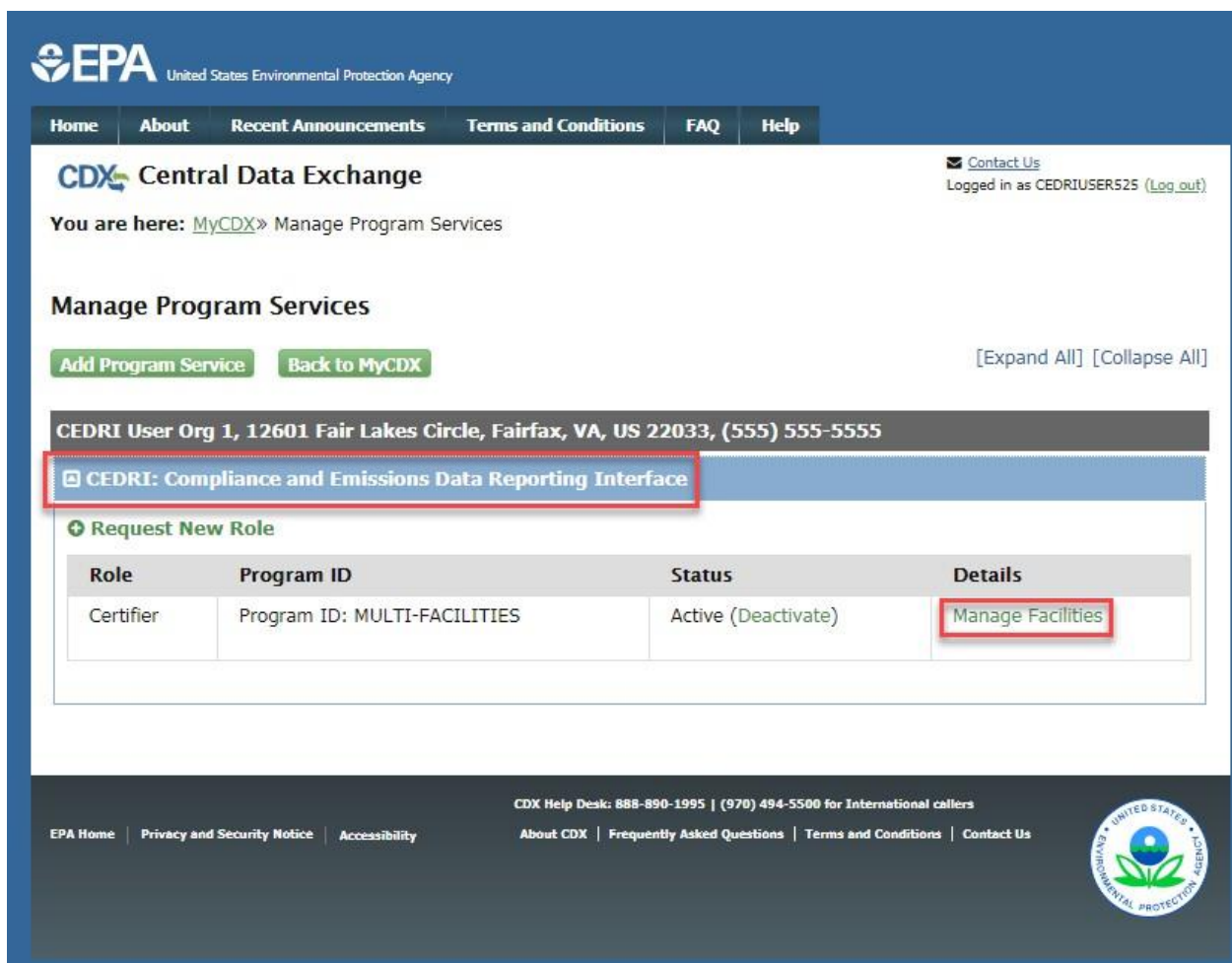
Exhibit 3-63 Manage Program Services on MyCDX Page

1. Select the 'Manage Your Program Services' button or the 'Manage' link. The system will take you to the 'Manage Program Services' page (see Exhibit 3-64).

Exhibit 3-64 Manage Program Services Page

2. Click the drop-down arrow for the 'CEDRI: Compliance and Emissions Data Reporting Interface' program service to expand the row. The system will display all roles activated for the program service.

3. Click 'Manage Facilities' next to the role for which the facility or facilities will be added. The system will take you to the 'Manage Facilities' page (see Exhibit 3-65).

Exhibit 3-65 Manage Facilities Page

4. Choose one of the following options:

    a) Select 'Add 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 'View/Edit Details' to view or edit facility information for a previously selected facility.

    c) Select 'Remove' to remove a facility from the program role.

3.10 Adding Sub-facility Data to a Facility

This section describes how to add sub-facility data to an existing facility and CEDRI role. While it is possible for you to add these data to a facility during the registration process, this documentation recommends that you complete the registration process and/or associate a facility to your CDX CEDRI account/role prior to adding these data. See Section 3.9 for information on how to add a facility to your existing CEDRI user role.

3.10.1 Overview – Components and Association

CEDRI relies on the FRS approach to specifying sub-facility information. The Facility Widget used by CEDRI is the interface that you see when you are editing facility and sub-facility data. The current version of the Facility Widget includes a subset of the full suite of data fields that FRS can support.

Sub-facility data in CEDRI and FRS include units, release points, processes, and control measures. Separate sub-sections below are used for each of these different facility component types. Definitions of the component types and their attributes collected by the Facility Widget are available in a separate Facility Data Terminology document available at EPA's Emissions Inventory Guidance website.

In addition to adding the different components, the Facility Widget allows you to associate components with one another. This means that FRS will store the relationship between the components. For example, a control device can be associated with one or more units. A release point can be associated with one or more processes.

There are two ways to associate components. The easiest way to associate components is using the 'Related Components' section that is available when viewing any component type. Exhibit 3-68 shows an example of such a table at the bottom of the window shown. Section 3.10.4 describes adding a release point to a unit using that approach. When you add release points (or other components) from the 'Related Components' section, the component that you add is automatically associated with the unit under which the 'Related Components' section is displayed.

The second way to associate a component is to first create the component, and then associate it separately using the 'Related Components' section. This is sometimes preferable for some users, but more steps are involved. To do this, use the 'Viewing By' drop-down menu near the top of the 'Create Sub-facility Component' page, as shown in Exhibit 3-66 (for units). For example, you could add release points first, by changing the 'Viewing By' drop-down menu to Release Points, and then click the 'Add Release Point' link that will appear to the right of the drop-down menu. Once the release point has been added, then you can use the 'Viewing By' menu to return to the units view, and then use the 'Related Components' section to associate the release point added in the previous step with the selected unit.

3.10.2   Saving Sub-facility Data

The Facility Widget allows saving your sub-facility data two ways: (1) temporarily on your computer and (2) sending it to FRS with the option to edit it later. **It is extremely important to use method 2, in the current session, before leaving your computer if you have started entering sub-facility data.** Otherwise, your additions are likely to be lost because CDX times out after twenty minutes (a warning will be displayed to you after fifteen minutes and will give you the option to extend your session).

The *temporary* save occurs when you click the 'OK' button at the bottom of any of the edit component dialog windows (for unit, release point, process, or control measure). An example of this button is shown in Exhibit 3-67 for units. **Clicking the "OK" button does not store your sub-facility data except on your local computer, where it will be lost if your CDX connection times out.** So, use the approach below periodically to ensure your work is not lost.
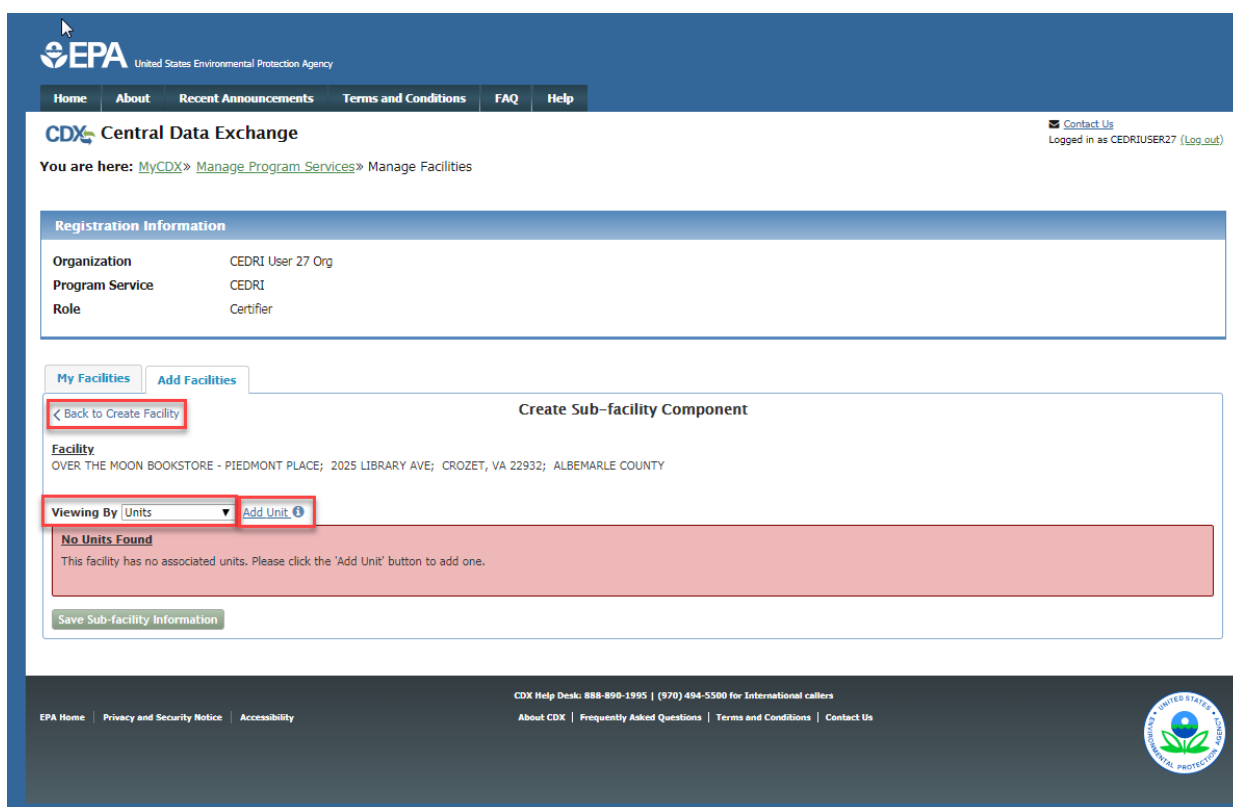
Once you click the 'Save Sub-facility Information' button at the bottom of the 'Create Sub-facility Component' page, you are returned to the 'Edit Facility' screen. The *more robust* save occurs when you click the "Submit' button at the bottom of the 'Edit Facility' screen. When you

do this, your facility and sub-facility edits are submitted to FRS and you are returned to the 'My Facilities' list. You will have to select the facility again to continue adding sub-facility data. **The only way to not lose your sub-facility data is to click the 'Save Sub-Facility Information' button and then click the 'Submit' button on the 'Edit Facility' screen.** For additional details on how to save and submit your sub-facility information, please see Section 3.10.7.

3.10.3   Add Units to a Facility

1. First, to navigate to the 'Create Sub-facility Component' page to add sub-facility component(s) data, click the 'Add Sub-facility' Component(s)' link on the 'Create Facility' (or 'Edit Facility') screen (see Exhibit 3-15). From the 'Create Sub-facility Component' page, you can navigate back to the 'Create Facility' (or 'Edit Facility') screen, without adding sub-facility components, by clicking the '< Back to Create Facility' (or '<Back to Edit Facility') link (see Exhibit 3-66).

Exhibit 3-66 Create Sub-facility Component

2. The 'Create Sub-facility Component' page displays the facility name and address information as read-only at the top of the screen. You are provided with the option to view sub-facility components in the context of units, release points, processes, or control measures by selecting an option from the 'Viewing By' drop-down menu. The 'Viewing By' drop-down defaults to viewing in the context of 'Units.'
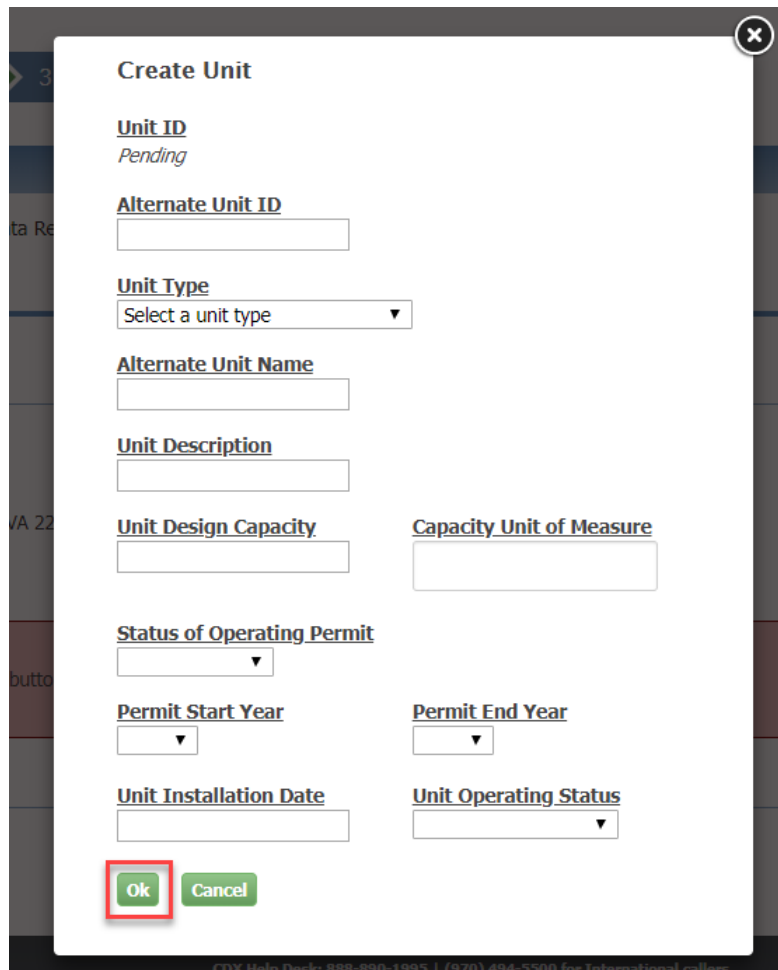
When no units have yet been added, a message is displayed that indicates that the facility has no associated units. The message dynamically changes based on the component type chosen in the 'Viewing By' drop-down menu.

For the purposes of this document, a unit will be added first and then associated with other components (i.e., release point, process, control measure) to demonstrate the functionality available. However, you may add one of the other component types first, if desired.

- The 'Add Unit' link label, to the right of the 'Viewing By' drop-down menu, dynamically changes based on the component type chosen in the 'Viewing By' drop-down menu.

- A help icon is included next to the 'Add Unit' link that provides guidance on creating a new sub-facility component or adding related components to the top-level component.

3. To add a unit to the facility, click the 'Add Unit' link. The system will generate the 'Create Unit' modal (see Exhibit 3-67).

- The 'Create Unit' modal captures the following information about a unit:
    - Unit ID
    - Alternate Unit ID
    - Unit Type
    - Alternate Unit Name
    - Unit Description
    - Unit Design Capacity
    - Capacity Unit of Measure
    - Status of Operating Permit
    - Permit Start Year
    - Permit End Year
    - Unit Installation Date
    - Unit Operating Status

Note: Newly created units are assigned a Unit ID of *'Pending'* until registration is completed and the facility is submitted to FRS. Upon submission FRS will assign a Unit ID. Unit ID is an internal FRS ID. Alternative Unit ID is the ID that a user from a state, or from the facility, would use to label the unit with an identifier the user can recognize. If a user wishes for their sub-facility data entered for CEDRI to be able to match other data submitted to EPA (such as the National Emissions Inventory), then users should use the sub-facility component IDs assigned by their state regulatory agency.

Exhibit 3-67 Create Unit

4. Enter unit information into the editable fields.

- The following fields on the 'Create Unit' modal are required:

    – Alternate Unit ID
    – Unit Type
    – Unit Description
    – Unit Design Capacity
        ▪ Required only when 'Capacity Unit of Measure' is provided.
    – Capacity Unit of Measure
        ▪ Required only when 'Unit Design Capacity' is provided.

- The 'Unit Design Capacity' field accepts numeric values only.

- The 'Permit End Year' value cannot be a year prior to the entered 'Permit Start Year.'

5. Click the 'Ok' button to temporarily save your unit information, during the session, until you can submit the facility and sub-facility data by clicking the 'Submit' button on the 'Edit Facility' screen. The system will take you back to the 'Create Sub-facility

Component' page where the new unit is displayed in a table format (if you instead choose to click the 'Cancel' button on the 'Create Unit' screen, all entered unit data will be lost and the system will take you back to the 'Create Sub-facility Component' page). An expandable row is added to the unit table for the newly added unit (see Exhibit 3-68). The table contains the following read-only data columns:

- Unit ID
- Alternate Unit ID
- Alternate Unit Name
- Unit Type
- # of Release Points
- # of Processes
- # of Control Measures

In the table, the columns for the number of release points, number of processes, and number of control measures count only those components that are associated with the unit.

Below the table, read-only information is presented for 'Unit Description,' 'Permitting Status,' 'Permit Start Year,' and 'Permit End Year' (see Exhibit 3-68).

You can continue to add units to the 'Units' table, remove units from the table, edit existing units, and/or add associated components to a unit:

- Click the 'Add Another Unit' link to navigate to the 'Create Unit' modal to create another unit.

- Click 'Remove' in a unit row to remove a unit from the list. Clicking the 'Remove' link will generate a pop-up message that will prompt you to confirm that you want to remove the component from the facility.

- Click 'View/Edit Details' to view the 'Unit Details' modal, where you will be presented with an 'Edit Unit' option to edit the unit further, if necessary.

- Click the 'Update' link under '# of Release Points,' '# of Processes,' or '# of Control Measures' to navigate to the appropriate component tab in the 'Related Components' section. Clicking the tabs in the 'Related Components' section also provides this same navigation.

- Click the '∨' icon on the left side of the unit table rows (see Exhibit 3-68) to collapse a unit row. Click the '>' icon on the left side of the table row to expand the row.

Exhibit 3-68 Create Unit – Table

3.10.4   Add Release Points to a Unit

1. To add and associate a release point to the unit (in other words, tell the software that the unit sends emissions to the release point), click the 'Add release point to unit' link from the 'Release Points' tab of the 'Related Components' section. Make sure that the unit row is expanded so you will see the 'Related Components' section by clicking the '>' icon on the left side of the table row to expand the row. The system will generate the 'Please select the related release point(s)' modal (see Exhibit 3-69).

Exhibit 3-69 Please Select the Related Release Point(s) Modal

- If the facility contains existing release points, they will be listed on this modal and you may choose one or more from the list and click 'Ok.'

- You may cancel the process of adding a release point to the unit by clicking the 'Cancel' button on the 'Please select the related release point(s)' modal.

- Clicking the 'Create release point' link takes you to the 'Create Release Point' modal to create a new release point record to associate to the unit and facility.

2. Click the 'Create release point' link. The system will generate the 'Create Release Point' modal (see Exhibit 3-70, Exhibit 3-71, Exhibit 3-72, Exhibit 3-73, Exhibit 3-74, Exhibit 3-75, Exhibit 3-76, and Exhibit 3-77).

3. Enter release point data into the editable fields.

- The fields presented on the 'Create release point' modal dynamically update or behave differently depending on the 'Release Point Type' chosen.

- Use the appropriate sub-section below (Sections 3.10.4.1, 3.10.4.2, 3.10.4.3, and 3.10.4.4) depending on the release point type.

4. After completing the 'Create Release Point' screen, click the 'Ok' button to temporarily save your release point information, during the session, until you can you can submit the facility and sub-facility data by clicking the 'Submit' button on the 'Edit Facility' screen.

The system will take you back to the 'Create Sub-facility Component' page where the new release point is displayed on the 'Release Point' tab of the 'Related Components' section (if you instead choose to click the 'Cancel' button on the 'Create Release Point' screen, all entered release point data will be lost and the system will take you back to the 'Create Sub-facility Component' page). A new row is added to the 'Release Points' tab table for the newly added release point (see Exhibit 3-78). The table contains the following read-only data columns:

- Release Point ID
- Alternate Release Point ID
- Release Point Type
- Release Point Description

You can continue to add associated release points to the 'Release Points' tab of the Related Components' section (see Exhibit 3-78 below) or you can choose to edit release points, remove release points from the table, and/or add other associated components to the unit:

- Click the 'Add another release point to unit' link to navigate to the 'Please select the related release point(s)' modal to select or create another release point.

- Click 'Remove' in a release point row to remove a release point from the unit. Clicking the 'Remove' link will generate a message that will prompt you to confirm that you want to remove the component from the unit. Doing so will not remove the release point from the facility, but it will no longer be associated to the unit.

- Click 'View/Edit Details' on a release point row to view the 'Release Point Details' modal where you will be presented with an 'Edit Release Point' option to open the release point for editing.

3.10.4.1   Non-fugitive Release Points

When a non-fugitive 'Release Point Type' is selected from the drop-down menu (i.e., Vertical Stack, Horizontal, Goose Neck, Vertical with Rain Cap, Downward Facing Vent), the 'Create Release Point' modal captures the following information about the release point (see Exhibit 3-70 and Exhibit 3-71):

- Release Point ID
- Alternate Release Point ID
- Release Point Type
- Height (ft)
- Diameter (ft)
- Velocity
- Temperature (°F)
- Gas Flow Rate
- Release Point Coordinates

Note: Newly created release points are assigned a Release Point ID of *'Pending'* until registration is completed and the facility is submitted to FRS. Upon submission FRS will assign a Release Point ID.

Note: Release point coordinates are in the center of the release point (e.g., the center of a circular stack).

Exhibit 3-70 Create Release Point – Non-Fugitive (Scroll 1)

Exhibit 3-71 Create Release Point – Non-Fugitive (Scroll 2)

- The following fields on the 'Create Release Point' modal are required for non-fugitive release point types:

  – Alternate Release Point ID
  – Release Point Type
  – Height (ft)

- Diameter (ft)
- Velocity
- (Velocity Unit of Measure – label not displayed)
  - Defaults to "ft/sec."
- Temperature (°F)
- Gas Flow Rate
  - Read-only; calculated and auto-populated based on the values entered in the 'Diameter' and 'Velocity' fields. If you have a flow value rather than a velocity, enter the diameter and then the velocity that causes the flow rate to match your value.
  - Units of measure are dependent upon the units of measure selected for 'Velocity.'
- Release Point Coordinates
  - Defaults to the facility latitude and longitude values but is displayed on the map as slightly offset from the facility initially; dynamically updated based on interaction with the map.

- A map is displayed on the 'Create Release Point' modal that shows the release point location as a red "X" and defaulted to the facility latitude and longitude coordinates (but is shown as slightly offset from the facility).

  Once you have set the 'Release Point Type,' you can set the release point location on the map by first clicking the 'Move release point on map' button and then dragging the red "X" to a new location. For release points with a single coordinate set (e.g., a stack), release point coordinates are expected over the center of the release point. Moving the red "X" via the map dynamically updates the 'Release Point Coordinates' fields.

  The map includes an expandable map legend that defines the icons displayed on the map. Additionally, a 'Tribal Land Layer' checkbox is provided that when checked turns on a layer displaying the tribal land areas (if applicable); you will be prompted to acknowledge disclaimer language regarding the tribal land layer upon checking the checkbox.

  If the release point location is inadvertently moved far away from the facility location, use the 'Reset Coordinates' button to move the release point back near the facility location on the map.

- The 'Height' field accepts numeric values between 1 and 1300 (ft), inclusive.

- The 'Diameter' field accepts numeric values between 0.1 and 100 (ft), inclusive. The value must also be less than the 'Height' value.

- The 'Related Units' section contains the following read-only data in table format:

  - Unit ID
  - Alternate Unit ID
  - Unit Type
  - Unit Description

  Remember, units can be added to this table only from the 'Related Components' section on the main 'Create Sub-facility Components' window while viewing by release points.

3.10.4.2   Fugitive Vent Release Points

When 'Fugitive Vent' is selected from the 'Release Point Type' drop-down menu, the 'Create Release Point' modal captures the following information about the release point (see Exhibit 3-72 and Exhibit 3-73):

- Release Point ID
- Alternate Release Point ID
- Release Point Type
- Height (ft)
- Diameter (ft)
- Velocity
- Temperature (in °F)
- Gas Flow Rate
- Release Point Coordinates

Exhibit 3-72 Create Release Point – Fugitive Vent (Scroll 1)

Exhibit 3-73 Create Release Point – Fugitive Vent (Scroll 2)

- The following fields on the 'Create Release Point' modal are required for fugitive vent release point types:

  – Alternate Release Point ID
  – Release Point Type
  – Height (ft)

- – Diameter (ft)
    - ▪ Auto-populated with a value of "0.003" but is editable.
- – Velocity
    - ▪ Auto-populated with a value of "0.0003" but is editable.
- – (Velocity Unit of Measure – label not displayed)
    - ▪ Defaults to "ft/sec."
- – Temperature (°F)
- – Gas Flow Rate
    - ▪ Read-only; calculated and auto-populated based on the values entered in the 'Diameter' and 'Velocity' fields. If you have a flow value rather than a velocity, enter the diameter and then the velocity that causes the flow rate to match your value.
    - ▪ Units of measure are dependent upon the units of measure selected for 'Velocity.'
- – Release Point Coordinates
    - ▪ Defaults to the facility latitude and longitude values; dynamically updated based on interaction with the map.

- A map is displayed on the 'Create Release Point' modal that shows the release point location as a red "X" and defaulted to the facility latitude and longitude coordinates (but is slightly offset from the facility).

  Once you have set the 'Release Point Type,' you can set the release point location on the map by first clicking the 'Move release point on map' button and then dragging the red "X" to a new location. For release points with a single coordinate set (e.g., fugitive vent), release point coordinates are expected over the center of the release point. Moving the red "X" via the map dynamically updates the 'Release Point Coordinates' fields.

  The map includes an expandable map legend that defines the icons displayed on the map. Additionally, a 'Tribal Land Layer' checkbox is provided that when checked turns on a layer displaying the tribal land areas (if applicable); you will be prompted to acknowledge disclaimer language regarding the tribal land layer upon checking the checkbox.

  If the release point location is inadvertently moved far away from the facility location, use the 'Reset Coordinates' button to move the release point back near the facility location on the map.

- The 'Height' value must be greater than "0."

- The 'Temperature' value must be greater than "50."

- The 'Related Units' section contains the following read-only data in table format:
    - ▪ Unit ID
    - ▪ Alternate Unit ID
    - ▪ Unit Type
    - ▪ Unit Description

Remember, units can be added to this table only from the 'Related Components' section on the main 'Create Sub-facility Components' window while viewing by release points.

3.10.4.3   Fugitive Two-Dimensional Release Points

When 'Fugitive Two-Dimensional' is selected from the 'Release Point Type' drop-down menu, the 'Create Release Point' modal captures the following information about the release point (see Exhibit 3-74 and Exhibit 3-75):

- Release Point ID
- Alternate Release Point ID
- Release Point Type
- Height (ft)
- Width (ft)
- Length (ft)
    - Read-only; auto-populated with a value of "0."
- Angle (degrees)
    - Read-only; auto-populated with a value of "0."
- Velocity (ft/sec)
    - Read-only; auto-populated with a value of "0."
- Gas Flow Rate (cu ft/sec)
    - Read-only; auto-populated with a value of "0."
- Midpoint 1 (Latitude/Longitude)
- Midpoint 2 (Latitude/Longitude)

Exhibit 3-74 Create Release Point – Fugitive Two-Dimensional (Scroll 1)

Exhibit 3-75 Create Release Point – Fugitive Two-Dimensional (Scroll 2)

- The following fields on the 'Create Release Point' modal are required for fugitive two-dimensional release point types:

  – Alternate Release Point ID
  – Release Point Type
  – Height (ft)
  – Width (ft)

- Midpoint 1
    - Dynamically updated based on interaction with the map.
- Midpoint 2
    - Dynamically updated based on interaction with the map.
- A map is displayed on the 'Create Release Point' modal that shows the midpoint 1 release point location as a red "X" and as defaulted to the facility latitude and longitude coordinates (but is shown as slightly offset from the facility).

  Once you have set the 'Release Point Type,' you can set the release point location on the map by clicking the 'Move release point on map' button and then dragging the two red "Xs" to a new location. Moving the red "Xs" via the map dynamically updates the 'Midpoint 1' and 'Midpoint 2' coordinate fields. Once the red "Xs" are moved, and/or data are populated into the 'Midpoint 1' and 'Midpoint 2' fields, a line is displayed on the map between the two points. The value entered into the 'Width' field updates the width of the line between the two points. The center of the arcs, displayed on the map, represent the midpoint 1 and midpoint 2 points.

  The map includes an expandable map legend that defines the icons displayed on the map. Additionally, a 'Tribal Land Layer' checkbox is provided that when checked turns on a layer displaying the tribal land areas (if applicable); you will be prompted to acknowledge disclaimer language regarding the tribal land layer upon checking the checkbox.

  If the release point location is inadvertently moved far away from the facility location, use the 'Reset Coordinates' button to move the release point back near the facility location on the map.

- The 'Height' value must be greater than "0."

- The 'Width' value must be greater than "0."

- The 'Related Units' section contains the following read-only data in table format:
    - Unit ID
    - Alternate Unit ID
    - Unit Type
    - Unit Description

Remember, units can be added to this table only from the 'Related Components' section on the main 'Create Sub-facility Components' window while viewing by release points.

3.10.4.4   Fugitive Three-Dimensional Release Points

When 'Fugitive Three-Dimensional' is selected from the 'Release Point Type' drop-down menu, the 'Create Release Point' modal captures the following information about the release point (see Exhibit 3-76 and Exhibit 3-77):

- Release Point ID
- Alternate Release Point ID
- Release Point Type

- Height (ft)
- Width (ft)
- Length (ft)
- Angle (degrees)
  - Read-only; auto-populated with a value of "0."
- Velocity (ft/sec)
  - Read-only; auto-populated with a value of "0."
- Gas Flow Rate (cu ft/sec)
  - Read-only; auto-populated with a value of "0."
- Release Point Coordinates – Center of Release

Exhibit 3-76 Create Release Point – Fugitive Three-Dimensional (Scroll 1)

Exhibit 3-77 Create Release Point – Fugitive Three-Dimensional (Scroll 2)

- The following fields on the 'Create Release Point' modal are required for fugitive three-dimensional release point types:

    - Alternate Release Point ID
    - Release Point Type
    - Height (ft)

- – Width (ft)
- – Length (ft)
- – Release Point Coordinates – Center or Release
  - ▪ Defaults to the facility latitude and longitude values; dynamically updated based on interaction with the map.

- A map is displayed on the 'Create Release Point' modal that shows the center of the release point location as a red "X" and as defaulted to the facility latitude and longitude coordinates (but is shown as slightly offset from the facility).
  Once you have set the 'Release Point Type' and enter data into the 'Length' and 'Width' fields, a square polygon is displayed on the map with the latitude and longitude coordinates as the center of the shape. To move the red "X" on the map, click the 'Move release point on map' button and drag the center of the square to the desired location. Moving the red "X" via the map dynamically updates the 'Release Point Coordinates' fields.

  The map includes an expandable map legend that defines the icons displayed on the map. Additionally, a 'Tribal Land Layer' checkbox is provided that when checked turns on a layer displaying the tribal land areas (if applicable); you will be prompted to acknowledge disclaimer language regarding the tribal land layer upon checking the checkbox.

  If the release point location is inadvertently moved far away from the facility location, use the 'Reset Coordinates' button to move the release point back near the facility location on the map.

- The 'Height' value must be greater than "0."

- The 'Width' value must be greater than "0" and must be equal to the value entered for 'Length.'

- The 'Length' value must be greater than "0" and must be equal to the value entered for 'Width.'

- The 'Related Units' section contains the following read-only data in table format:

  - ▪ Unit ID
  - ▪ Alternate Unit ID
  - ▪ Unit Type
  - ▪ Unit Description

Remember, units can be added to this table only from the 'Related Components' section on the main 'Create Sub-facility Components' window while viewing by release points.

3.10.5   Add Processes to a Unit

1. From the 'Create Sub-facility Component' screen, click the 'Update' link for '# of Processes' in the unit table or click the 'Processes' tab in the 'Related Components' section (see Exhibit 3-78) to navigate to the 'Processes' tab shown in Exhibit 3-79.

Exhibit 3-78 Create Release Point – Related Components Section

2. To add an associated process to the unit, click the 'Add process to unit' link, shown in Exhibit 3-79, from the 'Processes' tab of the 'Related Components' section under the expanded top-level unit row. The system will generate the 'Please select the related process(es)' modal (see Exhibit 3-80).

Exhibit 3-79 Processes Tab

Exhibit 3-80 Please Select the Related Process(es) Modal
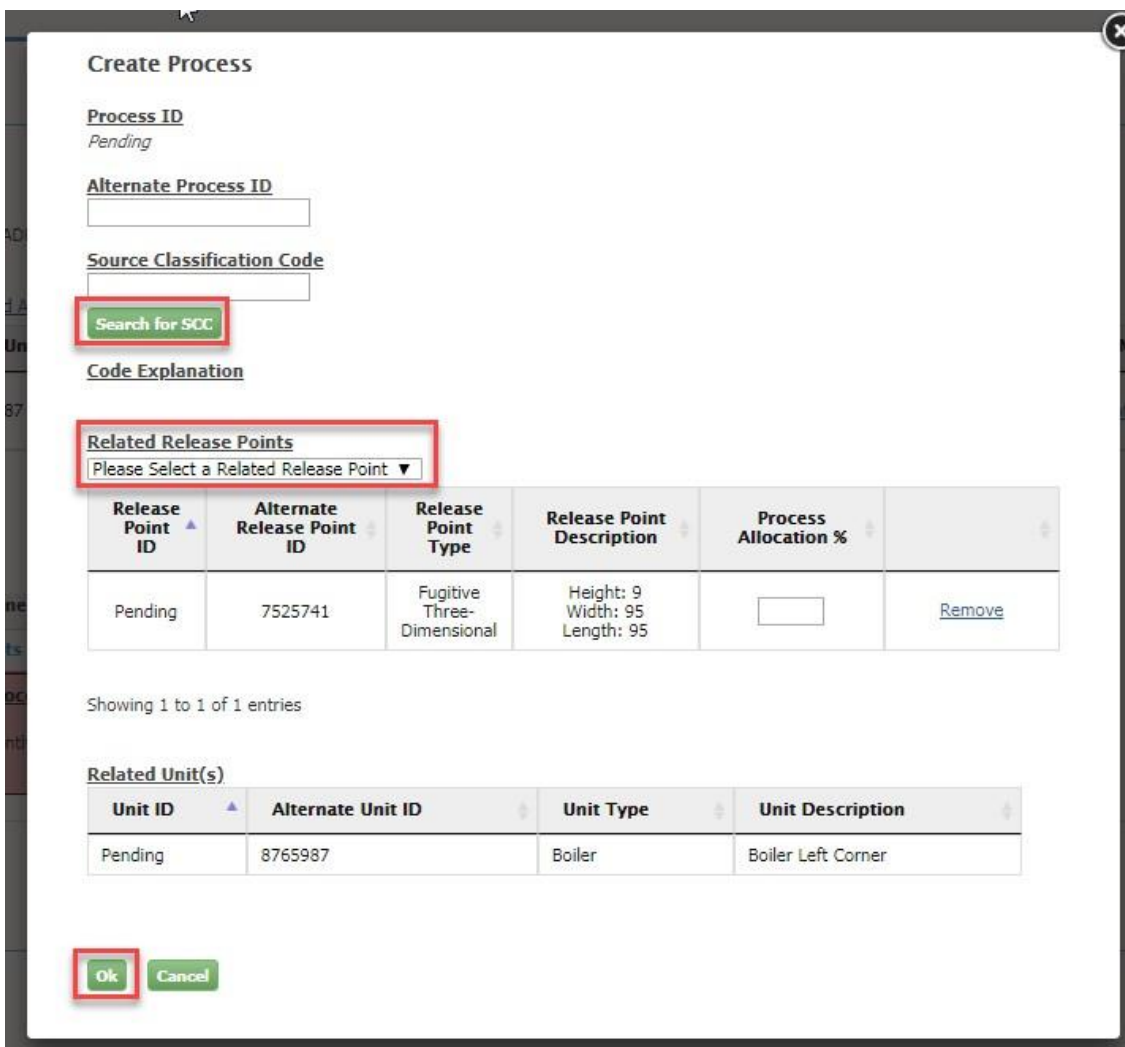
- If the facility contains existing processes, they will be listed on this modal and you may choose one or more from the list and click 'Ok.'

- You may cancel the process of adding a process to the unit by clicking the 'Cancel' button on the 'Please select the related process(es)' modal.

- Clicking the 'Create process' link takes you to the 'Create Process' modal to create a new process record to associate to the unit and facility.

3. Click the 'Create process' link. The system will generate the 'Create Process' modal (see Exhibit 3-81).

- The 'Create Process' modal captures the following information about a process:
    - Process ID
    - Alternate Process ID
    - Source Classification Code
    - Code Explanation
    - Related Release Points
    - Process Allocation %
        - Displayed and captured if related release point is provided

Note: Newly created processes are assigned a Process ID of *'Pending'* until registration is completed and the facility is submitted to FRS. Upon submission FRS will assign a Process ID.

Exhibit 3-81 Create Process

4. Enter process information into the editable fields. All fields are required except 'Code Explanation' and 'Related Release Points.' 'Code Explanation' is read-only and is auto-populated based on the 'Source Classification Code' selected. If one or more 'Related Release Points' are selected, then the 'Process Allocation %' is required and validation will verify that the sum of all process allocation percentages equal 100% across release points. Please note that if a top-level release point, that is associated with a process, is removed (when "Viewing by: Release Points"), an error is displayed to the user upon submission with a link to the 'Edit Process' screen to adjust the process allocation percent for any remaining release points so they sum to 100%.

- Click the 'Search for SCC' button to generate the 'Source Classification Codes (SCCs)' search page in a new window. Search by key words and/or use filters to find a specific SCC code (see Exhibit 3-82). Upon finding the desired SCC code, click the 'Select This SCC' button (see Exhibit 3-83) to navigate back to the 'Create Process' modal; the selected SCC code will be auto-populated into the 'Source Classification Code' field and the associated description is displayed in the 'Code Explanation' field (see Exhibit 3-84).

Exhibit 3-82 SCC Search

Source Classification Codes (SCCs)

This is a searchable database containing the most updated SCCs list. You can do a keyword search by typing in a search term in the box below. You can also filter your search by clicking on the filter options to make a selection from the menu. Learn more about SCCs and how they are structured.

Find an SCC

Search for SCCs by keyword, Sector, or a partial number

[   ] [All   ▼] [Search]

Bulk Download

Download the complete SCC list as a comma-separated list.

[Download List] 3.69Mb CSV File

SCC Website Contact

caer@epa.gov

∧ Hide Header

Explore SCC List

SHOW

Level 1 · Level 2 · Level 3 · Level 4

Enter filter keywords

[   ]

Contains ◉ All ○ Any of these words

Filter Tier 1 Desc

[All   ▼]

[Reset All Filters] [Export] [Search]

▶ FILTER OPTIONS

Brick Kilns
Chemical Evaporation
Domestic Ammonia
External Combustion
External Combustion Boilers
Industrial Processes
Internal Combustion Engines
LPG Distribution
MACT Source Categories
Miscellaneous Area Sources
Mobile Sources
Natural Sources
Petroleum and Solvent Evaporation
Solvent Utilization
Stationary Source Fuel Combustion
Storage and Transport

FRS Instructions

Please select a SCC number to add it to your facility and process.

Exhibit 3-83 SCC Search – Select This SCC

Exhibit 3-84 Create Process – SCC Populated

- You can also manually enter a valid code into the 'Source Classification Code' field; the service will validate the code and return the associated code description in the 'Code Explanation' field.

- If a retired SCC code is selected or entered, the following warning message is returned upon clicking 'Ok' that states, "The SCC number you have selected has been retired. The last inventory year is <Last Inventory Year>." See Exhibit 3-85. Click 'Ok' again to proceed. Such an SCC is valid only for historical purposes. The SCC search page can be used to find newer SCC(s) to use by using the "Map to" information for the retired SCC.

Exhibit 3-85 Create Process – Retired SCC Number

- If a SCC code that is not in the "point" category is entered, the following error is displayed: "Please provide a SCC with a data category of 'Point.'" See Exhibit 3-86.

Exhibit 3-86 Create Process – Error for SCC Not in Point Category

- The 'Related Units' section contains the following read-only data in table format:
    - Unit ID
    - Alternate Unit ID
    - Unit Type
    - Unit Description

    Remember, units can be added to this table only from the 'Related Components' section on the main 'Create Sub-facility Components' window while viewing by processes.

5. Click the 'Ok' button to temporarily save your process information, during the current session, until you can you can submit the facility and sub-facility data by clicking the 'Submit' button on the 'Edit Facility' screen.

    The system will take you back to the 'Create Sub-facility Component' page where the new process is displayed on the 'Process' tab of the 'Related Components' section (if you

instead choose to click the 'Cancel' button on the 'Create Process' screen, all entered process data will be lost and the system will take you back to the 'Create Sub-facility Component' page). A new row is added to the 'Processes' tab in the 'Related Components' section for the newly added process (see Exhibit 3-87). The table contains the following read-only data columns:

- Process ID
- Alternate Process ID
- SCC
- Process Description

You can continue to add associated processes to the 'Processes' tab in the 'Related Components' section or you can choose to edit processes, remove processes from the table, and/or add other associated components to the unit:

- Click the 'Add another process to unit' link to navigate to the 'Please select the related process(es)' modal to select or create another process.
- Click 'Remove' in a process row to remove a process from the unit. Clicking the 'Remove' link will generate a message that will prompt you to confirm that you want to remove the component from the unit. Doing so will not remove the process from the facility, but it will no longer be associated to the unit.
- Click 'View/Edit Details' on a process row to view the 'Process Details' modal where you will be presented with an 'Edit Process' option to open the process for editing.

Exhibit 3-87 Create Process – Related Components Section

3.10.6 Add Control Measures to a Unit

1. Click the 'Update' link for '# of Control Measures' in the unit table or click the 'Control Measures' tab in the 'Related Components' section to navigate to the 'Control Measures' tab (see Exhibit 3-88).

2. To add an associated control measure to the unit, click the 'Add control measure to unit' link from the 'Control Measures' tab of the 'Related Components' section under the expanded top-level unit row (see Exhibit 3-88). The system will generate the 'Please select the related control measure(s)' modal (see Exhibit 3-89).

Exhibit 3-88 Control Measures Tab

Exhibit 3-89 Please Select the Related Control Measure(s) Modal

- If the facility contains existing control measures, they will be listed on this modal and you may choose one or more from the list and click 'Ok.'

- You may cancel the process of adding a control measure to the unit by clicking the 'Cancel' button on the 'Please select the related control measure(s)' modal.

- Clicking the 'Create control measure' link takes you to the 'Create Control Measure' modal to create a new control measure record to associate to the unit and facility.

3. Click the 'Create control measure' link. The system will generate the 'Create Control Measure' modal (see Exhibit 3-90).

- The 'Create Control Measure' modal captures the following information about a process:
  - Control Measure ID
  - Alternate Control Measure ID
  - Start Year
  - End Year
  - Number of Months Active per Year
  - Control Measure Type
  - Control Effectiveness (in %)
  - Capture Efficiency (in %)
  - Pollutant
  - Control Measure Reduction Efficiency (in %)

Note: Newly created control measures are assigned a Control Measure ID of *'Pending'* until registration is completed and the facility is submitted to FRS. Upon submission FRS will assign a Control Measure ID.

Exhibit 3-90 Create Control Measure

4. Enter control measure information into the editable fields.

- The following fields on the 'Create Control Measure' modal are required:
    - Alternate Control Measure ID
    - Start Year
    - Number of Months Active per Year
    - Control Measure Type
    - Pollutant
        - At least one pollutant must be provided.
- The 'End Year' value must be greater than or equal to the 'Start Year' value.
- The 'Number of Months Active per Year' value must be less than or equal to 12.
- The 'Control Effectiveness (in %)' value must be less than or equal to 100 and cannot have more than two (2) numbers after the decimal.

- The 'Capture Efficiency (in %)' value must be less than or equal to 100 and cannot have more than two (2) numbers after the decimal.

- Multiple pollutants can be added to a control measure with an associated 'Control Measure Reduction Efficiency (in %)' value per pollutant. This data is displayed in table format on the 'Create Control Measure' modal. The system will verify that the same pollutant is not added twice to a control measure. Add pollutant rows to the table by clicking the '+' icon. Remove pollutants from the table by clicking the 'x' icon.

- The 'Control Measure Reduction Efficiency (in %)' value must be less than or equal to 100 and cannot have more than two (2) numbers after the decimal. A 'Capture.

- The 'Related Units' section contains the following read-only data in table format:
  - Unit ID
  - Alternate Unit ID
  - Unit Type
  - Unit Description
  - Unit Description

  Remember, units can be added to this table only from the 'Related Components' section on the main 'Create Sub-facility Components' window while viewing by control measures.

5. Click the 'Ok' button to temporarily save your control measure information, during the current session, until you can you can submit the facility and sub-facility data by clicking the 'Submit' button on the 'Edit Facility' screen.

   The system will take you back to the 'Create Sub-facility Component' page where the new control measure is displayed on the 'Control Measures' tab of the 'Related Components' section (if you instead choose to click the 'Cancel' button on the 'Create Control Measure' screen, all entered control measure data will be lost and the system will take you back to the 'Create Sub-facility Component' page). A new row is added to the 'Control Measures' tab, in the 'Related Components' section for the newly added control measure (see Exhibit 3-91). The table contains the following read-only data columns:

   - Control Measure ID
   - Alternate Control Measure ID
   - Control Measure Type
   - Control Measure Description

   You can continue to add associated control measures to the 'Control Measure' tab table or you can choose to edit control measures, remove control measures from the table, and/or add other associated components to the unit:

   - Click the 'Add another control measure to unit' link to navigate to the 'Please select the related control measure(s)' modal to select or create another control measure.

- Click 'Remove' in a control measure row to remove a control measure from the unit. Clicking the 'Remove' link will generate a message that will prompt you to confirm that you want to remove the component from the unit. Doing so will not remove the control measure from the facility, but it will no longer be associated to the unit.

- Click 'View/Edit Details' on a control measure row to view the 'Control Measure Details' modal where you will be presented with an 'Edit Control Measure' option to open the control measure for editing.

Exhibit 3-91 Create Control Measure – Related Components Section

3.10.6.1   Ordering Control Measures

The Facility Widget allows you to indicate the order in which control measures are deployed for a particular unit, process, or release point. If there is more than one control measure associated with a component, the 'Actions,' 'Parallel with Previous?,' and 'Control Order' columns are displayed on the 'Control Measures' tab of the 'Related Components' section of the screen.

Exhibit 3-92 Related Components – One Control Measure

Note that in Exhibit 3-92, there is only one associated control measure, and therefore, no mechanism for ordering control measures. Exhibit 3-9 illustrates the scenario in which multiple control measures are added and associated to a component; the 'Actions,' 'Parallel with Previous?,' and 'Control Order' columns enable the user to change the order in which the control measures are displayed.

Exhibit 3-93 Related Components – Multiple Control Measures

1. Check the 'Parallel with Previous?' checkbox to indicate that a control measure, and the one listed before it, are used in parallel for a component. Both control easures will

receive the same number for control order, as illustrated below, in **Error! Reference source not found.**.

Exhibit 3-94 Control Ordering – Marking Control Measures as Parallel

2. Move a particular control measure, or set of parallel control measures, up or down in the list by clicking the up or down arrows, as highlighted below, in Exhibit 3-95 and Exhibit 3-96.

Exhibit 3-95 Control Ordering – Arrow Usage

Exhibit 3-96 Control Ordering – Result of Clicking Down Arrow

3.10.7 Save and Submit Sub-facility Information

1. Click the 'Save Sub-facility Information' button at the bottom of the 'Create Sub-facility Component' page. Upon clicking the button, any relevant warnings and errors will be displayed (see Exhibit 3-97). Warnings will not prevent submission. You can choose to resolve the warnings or you can click the 'Save Sub-facility Information' button again. You will be taken back to the 'Create Facility' screen. You must submit the facility from the 'Create Facility' screen to save all facility and sub-facility information.

Exhibit 3-97 Save Sub-facility Information

2. While warnings do not need to be resolved before saving and submitting, most warnings can be resolved by associating components that were not associated through the steps listed above.

   To add an association for a specific component type (e.g., process in the first example in Exhibit 3-97), use the 'Viewing By' drop-down menu to select processes. Then, in the 'Related Components' section of the resulting page, select the 'Control Measures' tab and add a control measure to the process.

   Similarly, other associations can be made by using the 'Viewing By' drop-down and the appropriate tab in the 'Related Components' section of each page.

3. Click the 'Submit' button on the 'Create Facility' (or 'Edit Facility') screen (see Exhibit 3-16). You will be taken to the 'Selected Facilities' page on the 'Unsaved Facilities' tab of the Facility Widget (see Exhibit 3-17).

4. Click the 'Save Selected Facilities' button (see Exhibit 3-17) to submit the facility and sub-facility data to FRS and associate it to your CEDRI role.

3.11 CEDRI Responsive Design

CEDRI pages implement a responsive layout design to allow for easier navigation with mobile devices like cell phones and tablets. This section will cover changes in the design from desktop to mobile views, and how to navigate these changes.

On a larger display, CEDRI will render the navigation tabs across the top of the application (see Exhibit 3-98). However, on mobile devices the responsive design changes the multiple navigation tabs into a single button with the current page name displayed (see Exhibit 3-99). Clicking on either of the buttons in the red box (see Exhibit 3-99) will expand the button vertically like a drop down menu with all the page titles as buttons (see Exhibit 3-100). These buttons in the mobile view function the same way as the tabs in the desktop view. Clicking on these buttons/tabs will allow you to navigate the application.

Exhibit 3-98 Navigation Bar – Desktop Layout
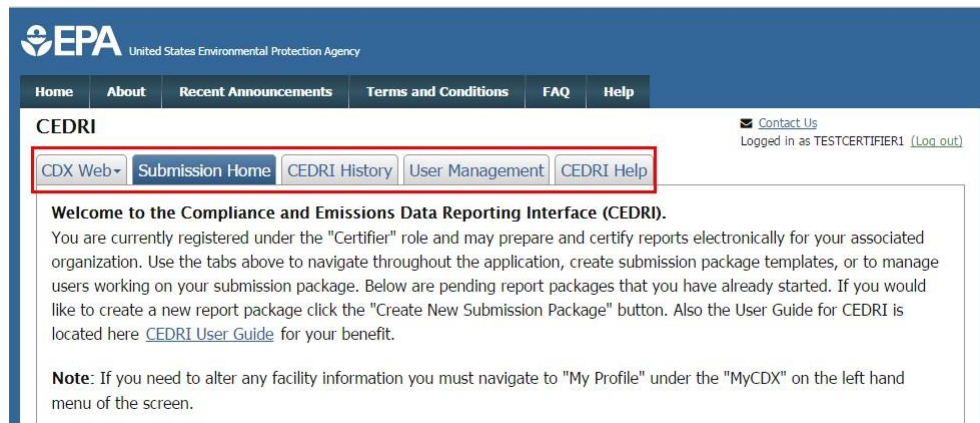
Exhibit 3-99 Navigation Bar Collapsed – Mobile Layout
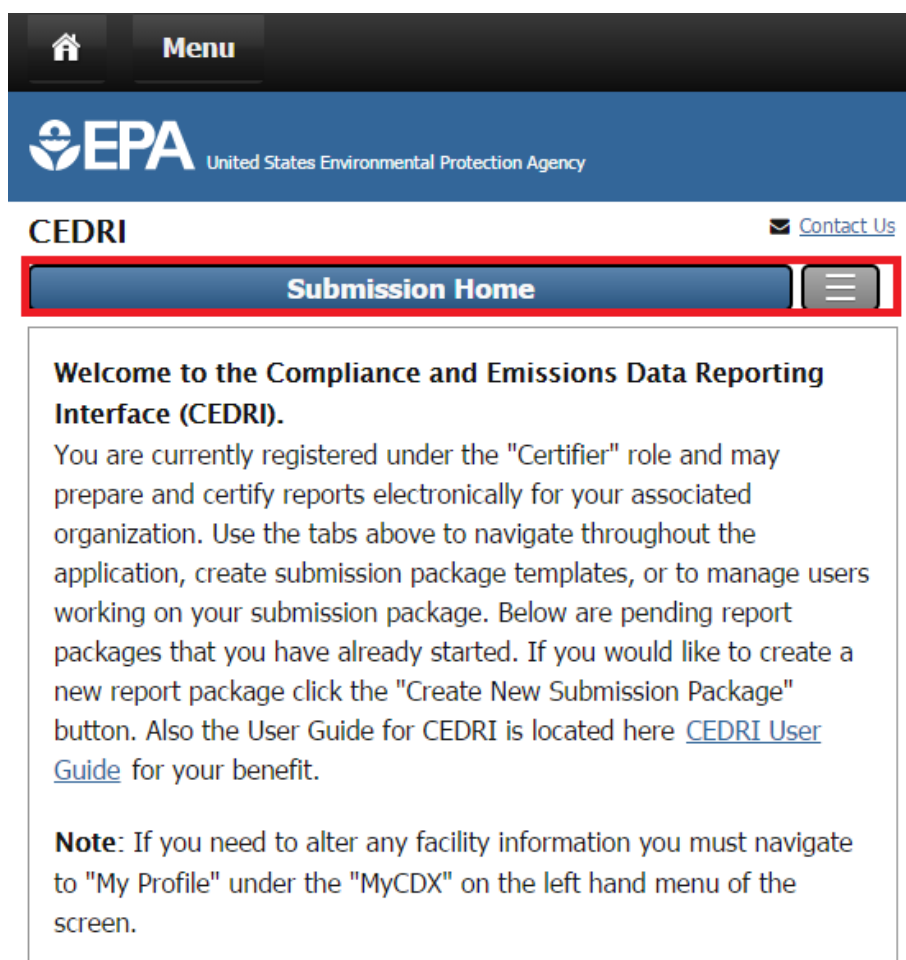
Exhibit 3-100 Navigation Bar Expanded – Mobile Layout
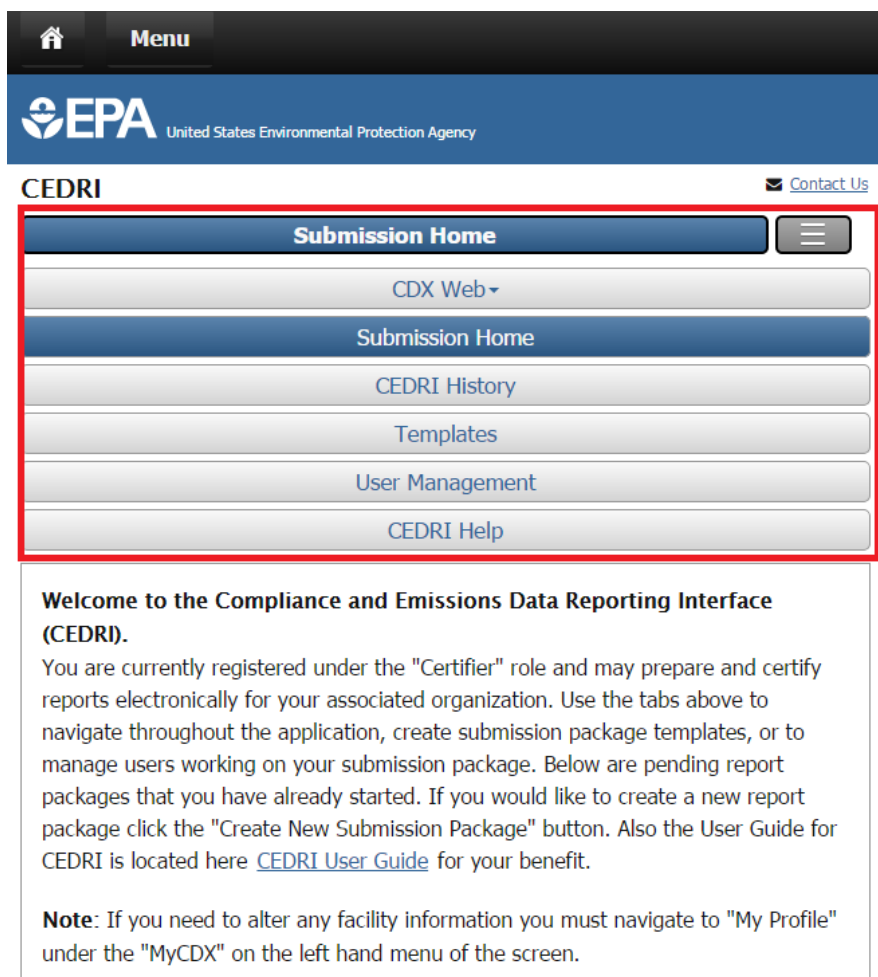
Another change is the difference in section headers/titles. In a standard desktop view, lengthy section headers/titles are rendered as their full name (see Exhibit 3-101). On handheld mobile devices, the headers/titles will change their name to an abbreviated, but still descriptive name, to fit the screen size (see Exhibit 3-102).

Exhibit 3-101 Group Headers – Desktop Layout
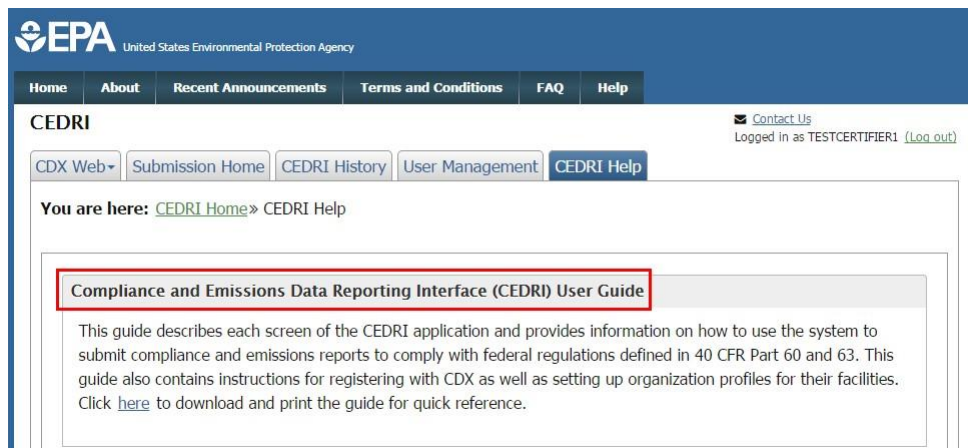
Exhibit 3-102 Group Headers – Mobile Layout
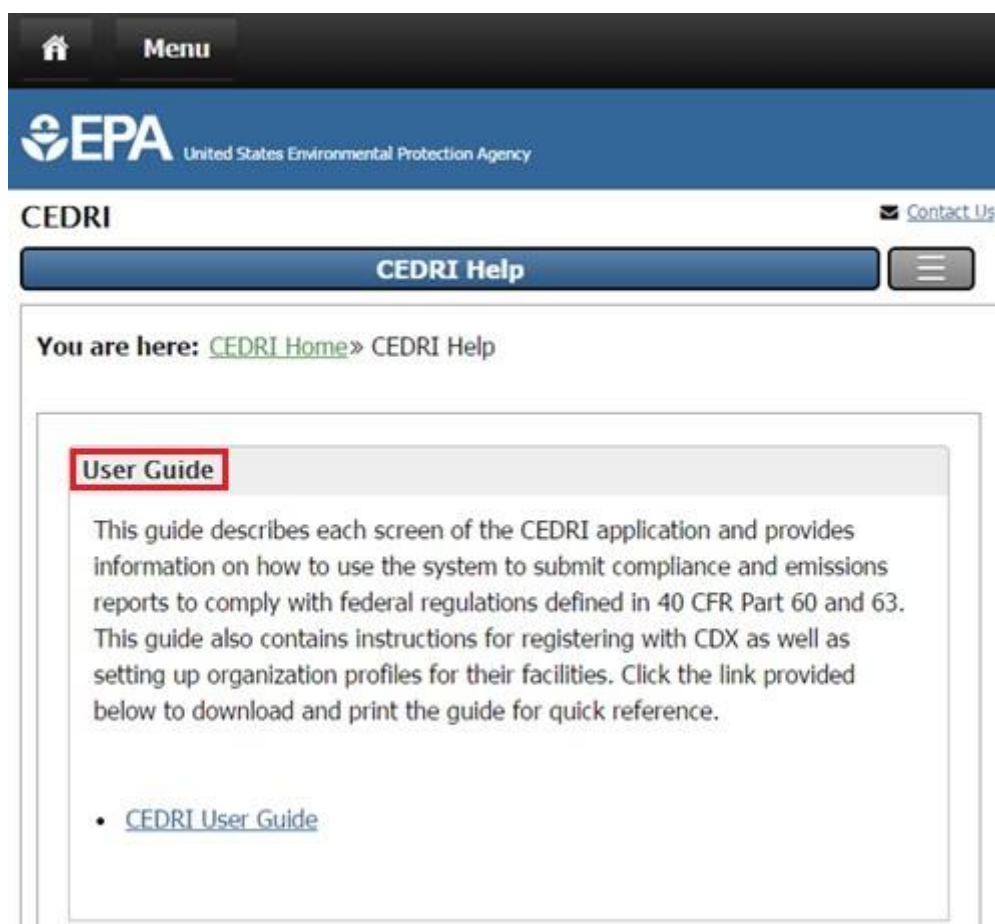
Tables will also appear differently in desktop and mobile layouts. A typical table in the desktop layout can be seen in Exhibit 3-103. A typical table in the mobile layout can be seen in Exhibit 3-104. Tables in the mobile layout contain the same data as tables as those in the desktop view, but they may not be sorted, and column headers are presented for each row to facility clarity.

Exhibit 3-103 Tables – Desktop Layout

CEDRI

CDX Web ▾ | Submissions | Search | **State Reviewer Notifications**

You are here: State Reviewer Notifications

Below are your existing configurations for CEDRI State Reviewer Notifications. If you would like to create a new notification filter, click the "Create New Filter" button. If you would like to view the details of a filter, or edit a filter, click the filter name of the respective filter. If you are using notification filters, you will only receive notifications that pass the criteria of at least one of your filters marked as Active. If you are not using notification filters, (i.e. you have no filters created, or no filters set to Active), you will receive all notifications applicable to the state(s) you service. If you are using filters and you would like to receive all report types, you must create a filter for each report type.

Notification Filters

2 items found, displaying all items.Page 1

	Active	Filter Name	Description	Created
☐	Yes	Filter 1	Filter 1 Description	2015-02-20 15:38:45.222
☐	Yes	Filter 2	Filter 2 Description	2015-02-20 15:39:09.892

Create New Filter   **Remove Selected**   **Opt Out of Notifications**

Exhibit 3-104 Tables – Mobile Layout

CEDRI

✉ Contact Us

Notifications ☰

You are here:
State Reviewer Notifications

Below are your existing configurations for CEDRI State Reviewer Notifications. If you would like to create a new notification filter, click the "Create New Filter" button. If you would like to view the details of a filter, or edit a filter, click the filter name of the respective filter. If you are using notification filters, you will only receive notifications that pass the criteria of at least one of your filters marked as Active. If you are not using notification filters, (i.e. you have no filters created, or no filters set to Active), you will receive all notifications applicable to the state(s) you service. If you are using filters and you would like to receive all report types, you must create a filter for each report type.

Filters

2 items found, displaying all items.Page **1**

	☐
Active	Yes
Selector Name	Filter 1
Description	Filter 1 Description
Created	2015-02-20 15:38:45.222
	☐
Active	Yes
Selector Name	Filter 2
Description	Filter 2 Description
Created	2015-02-20 15:39:09.892

Create New Filter

Remove Selected

Opt Out of Notifications

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

- **Accessing CEDRI Help:** Section 4.2

- **Working with Submission Packages:** Section 4.3

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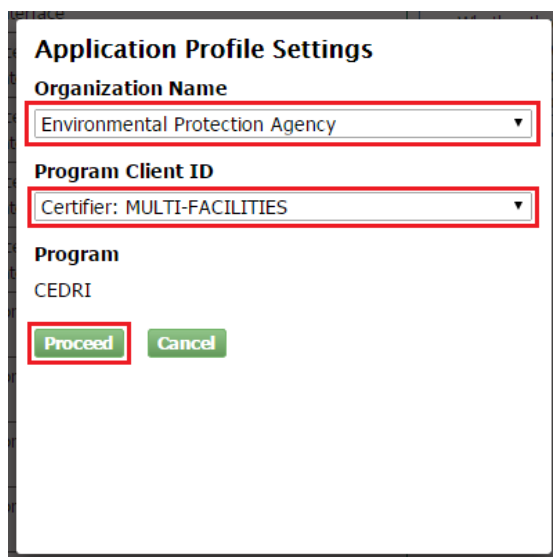
Once logged in (see Section 3.2), the 'CEDRI: Compliance and Emissions Data Reporting Interface' is listed in the 'Services' section of the page. Select the 'Role(s)' hyperlink (Certifier, Delegated Certifier, or Preparer) to access the CEDRI application (see Exhibit 4-1).

Exhibit 4-1 Selecting Role
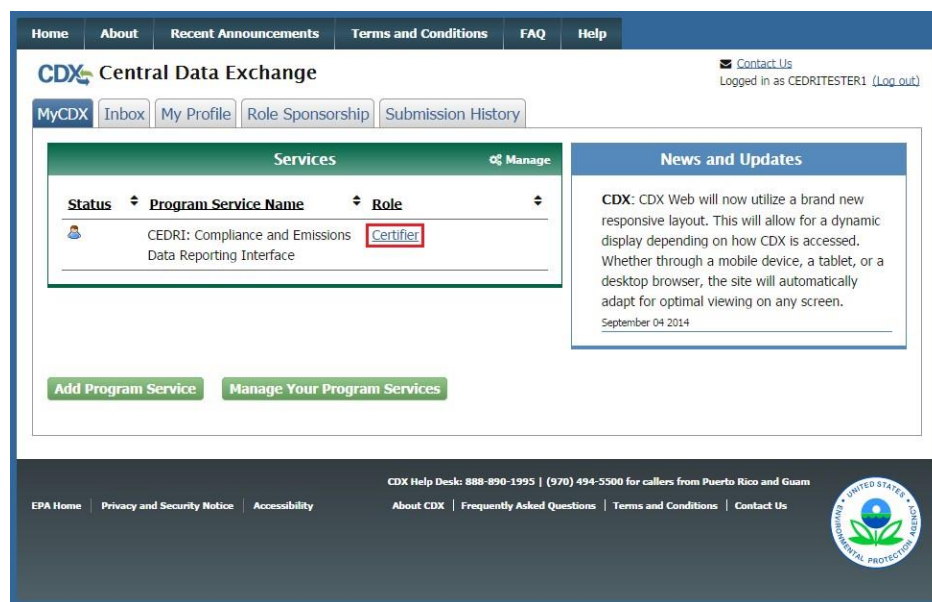
After selecting the role hyperlink, you may be prompted to select the organization for which you would like to submit your report(s) (see Exhibit 4-2). Note that this window only appears if you are registered for the same CEDRI role for more than one organization. To proceed, select the organization you are reporting under and select the 'Proceed' button.

Exhibit 4-2 Selecting Organization and Program Client ID
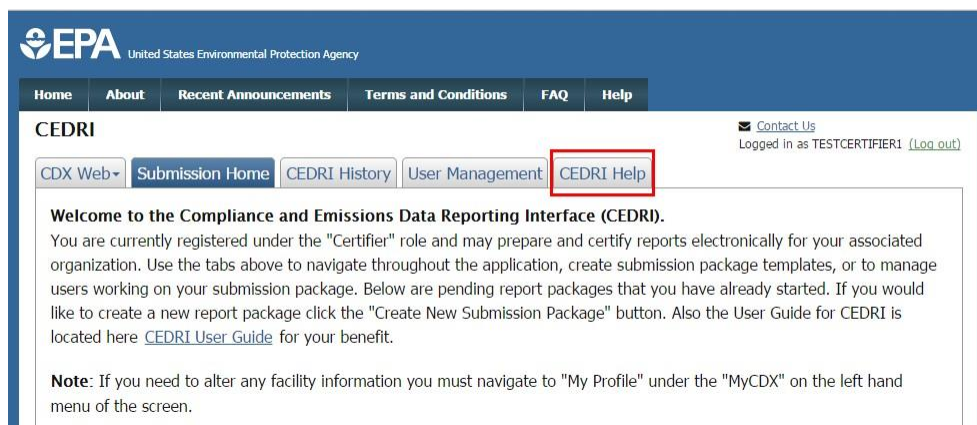
4.2   Accessing CEDRI Help (Deprecated – replaced by job aide)

Once in the CEDRI application as a Certifier or Preparer, you may access help by clicking on the tab labelled 'CEDRI Help' (see Exhibit 4-3). The CEDRI Help page contains links to download the CEDRI User Guide (see Exhibit 4-4), download Excel templates for uploading information to form grids (see Exhibit 4-5 and Exhibit 4-6), helpful web links, and a terms glossary (see Exhibit 4-7 and Exhibit 4-8).

Exhibit 4-3 CEDRI Help Tab

Exhibit 4-4 CEDRI User Guide Download
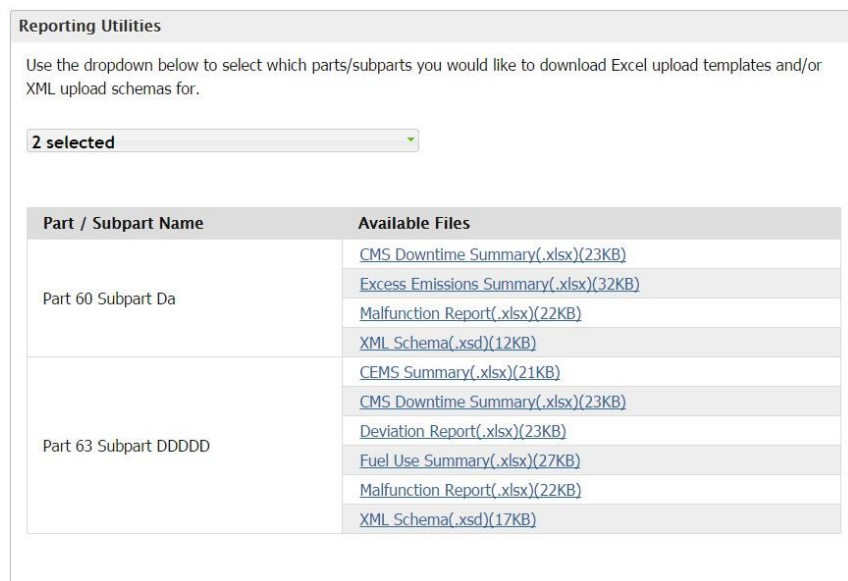
Exhibit 4-5 CEDRI Excel Upload Templates – Select Options

Exhibit 4-6 CEDRI Excel Upload Templates Download

Exhibit 4-7 CEDRI Helpful Web Links

Helpful Web Links

Click the link provided below to access additional information.

- CEDRI Homepage
- CDX Homepage
- Substance Registry Service (SRS)
- Facility Registry System (FRS)
- OAR Videos

Exhibit 4-8 CEDRI Terms Glossary

Terms Glossary

- **Report Types**

  - **Performance Test Reports**: Performance Test Reports use the Electronic Report Tool (ERT), built in Microsoft Access, to generate files containing emission source test data. Facilities upload these files to CDX using CEDRI.

  - **Notification Reports**: A Notification Report and Notification of Compliance Status (NOCS) are reports typically submitted by a regulated facility that notifies the designated authority that the facility has achieved compliance with an applicable regulation. (Note: In CEDRI some Notification Reports will be uploaded in PDF form.)

  - **Air Emissions Reports**: Air emissions reports are periodic reports submitted to the delegated authority after the facility achieves initial compliance that demonstrates that the facility has maintained continuous compliance with an applicable regulation over the reporting period (e.g., 6 months).

- **Roles**

  - **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 files generated by 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, and sign and submit the package to 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.

  - **Delegated Certifier**: The Delegated Certifier is a person granted authority by a registered Certifier to sign and submit packages on behalf of the Certifier. The Delegated Certifier is authorized to modify the package a Preparer has assembled, and sign and submit the package to CDX. The Delegated Certifier may perform all the tasks the Preparer may perform, but also has submission signing authority.

- **Organizations and Facilities**

  - **Organization**: Organizations in CDX represent companies. In other words, a hypothetical company, CEDRI Inc., may have many facilities as a part of the company, and have many employees across the United States and its territories. All of the facilities and employees would be a part of the same organization. Organizations are used to group together facilities, certifiers, and preparers under the same managing body. A certifier may also assign preparers of the same organization to one of their submission packages.

  - **Facility**: Facilities in CDX are representative of real-world facilities. They are comprised of a name, address, federal and state identifiers, and geographic coordinates. When a submission package is created, it must be associated with a specific facility. If two certifiers have the same facility in their CDX profile, they will be able to view and edit each other's Submission Packages from the Submission Home page.

4.3 Working with Submission Packages

CEDRI 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 4.3.7 for more detailed information on managing user access to submission packages.

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

4.3.1 Creating a New Submission Package (Deprecated – replaced by job aide)

The 'Submission Home' screen is the landing page for the CEDRI program service (see Exhibit 4-9). 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 4-9 CEDRI Submission Homepage
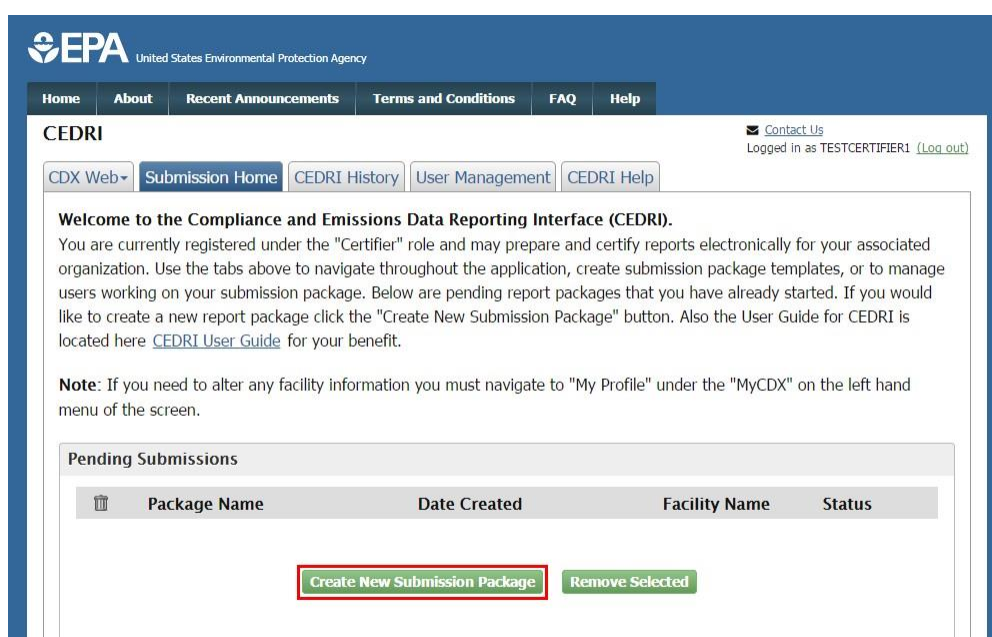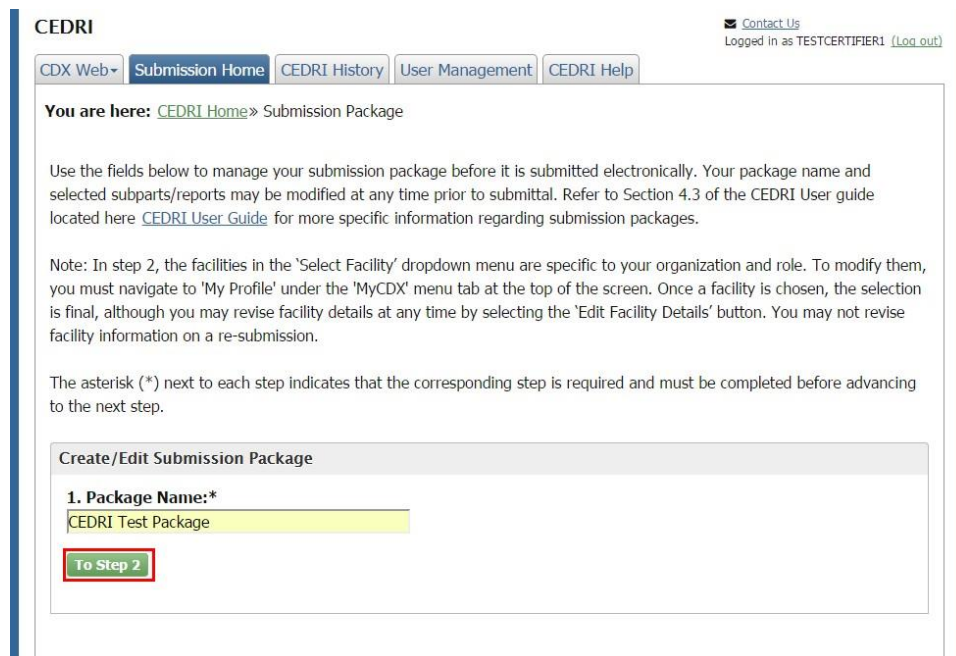
4.3.2 Preparing a Submission Package (Deprecated – replaced by job aide)

After selecting the 'Create New Submission Package' button, you are taken to the 'Submission Package' screen (see Exhibit 4-10). There are two 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 the submission package. If you do not enter a name before performing other tasks, you are prompted to enter a package name. Click "To Step 2" button.

2. Select the facility for which you are submitting reports as shown in Exhibit 4-11. 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 3.9. Click the 'To Step 3' button to finalize your selection and add facility information to your package (see Exhibit 4-10). 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 3.9) 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 4.3.2.1.
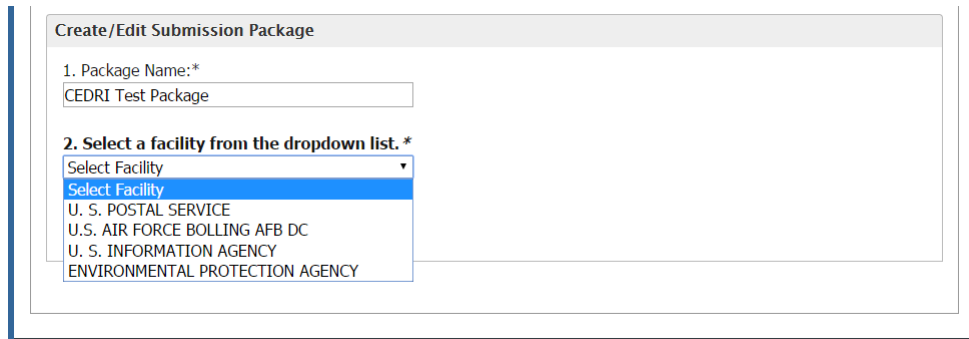
Exhibit 4-10 Creating New Submission Package
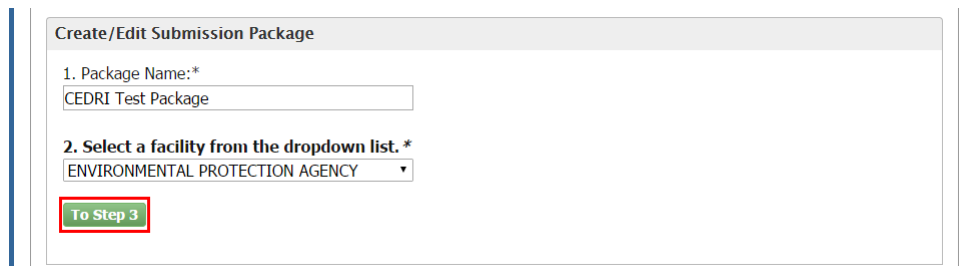
Exhibit 4-11 Selecting Facility for Submission Package

Exhibit 4-12 Confirming Facility for Submission Package

Warning: Once you click the 'To Step 3' 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.

4.3.2.1 Editing Facility Details (Deprecated – replaced by job aide)

After selecting a facility, the following details regarding the chosen facility are displayed (see Exhibit 4-13):
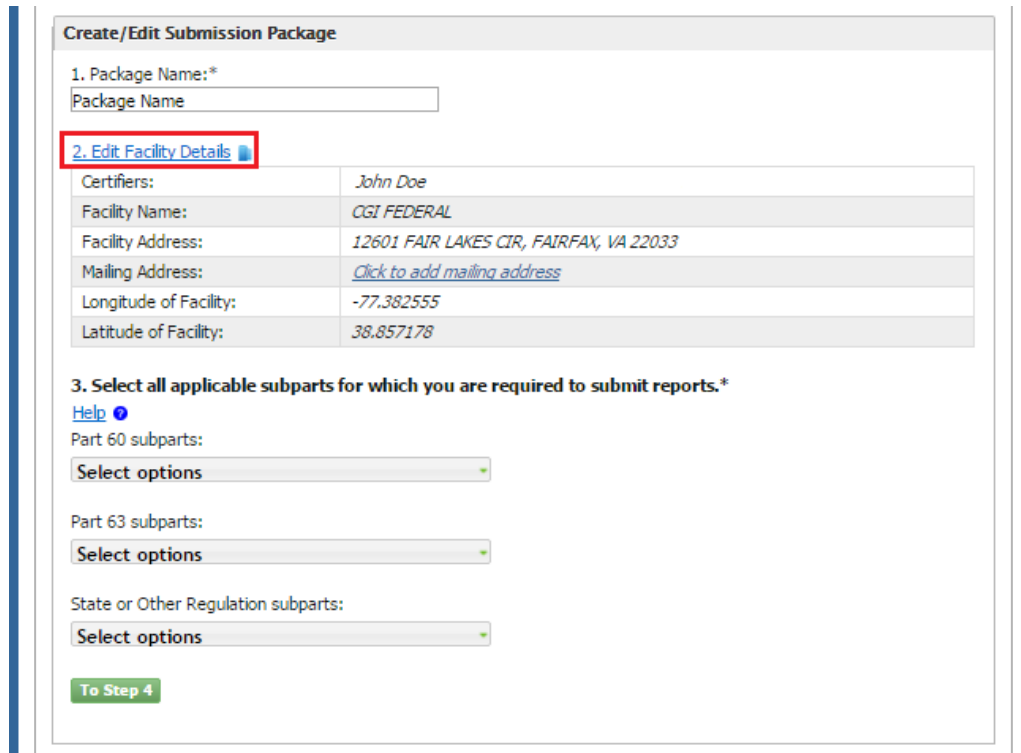
- Certifiers: These are the CDX users registered for the CEDRI program service in the Certifier role for your organization.

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 4-13 Editing Facility Details

To edit facility details, select the 'Edit Facility Details' link to display the 'Facility Details' screen (see Exhibit 4-14). In this window you may edit information about the facility you have associated with your submission package. 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 two 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 the 'No' radio button indicating that the Mailing Address is not the same as the Facility Address. Enter the Mailing Address in the 'Mailing Address 1', 'Mailing Address 2', 'Mailing City', 'Mailing State', 'Mailing Zip' fields.

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

Exhibit 4-14 Editing Facility Details (Cont'd)

Please note that this action will update CDX's facility profile. This means that if you select the updated facility in the future, the updated data values will be available for use.

4.3.3   Adding Reports to the Submission Package (Deprecated – replaced by job aide)

After selecting a facility and confirming the facility details, the next step is to add the appropriate subparts to your submission package. There are three drop down menus, containing 40 CFR Part 60 Subparts, 40 CFR Part 63 subparts, and State or Other Regulation subparts (see Exhibit 4-15). Within each Part drop down menu, that Part's Subparts are listed in alphabetical order by their subpart code. Use the scroll bar on the right side of the drop down menu to locate the appropriate subpart, or type the desired subpart code in the text box within the drop down menu to filter the list. After selecting one or more subparts from one or more of that Parts drop down menus, click the 'To Step 4' button to finalize your selection.

The chosen subparts are displayed below the step 4 instructions in bold (see Exhibit 4-16). The list of chosen subparts is organized by 40 CFR Part, with State or Other Regulations appearing

last and then alphabetically by subpart. All newly chosen subparts are displayed with a status of 'Under Development'. Clicking on the subpart name expands the header to show the subpart information and allow you interact with reports. 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 subpart information, select the 'Expand All' button.

- To collapse all subpart information, 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 without removing the subpart.

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

Exhibit 4-15 Adding Reports to Package

Exhibit 4-16 Subparts Display

4.3.3.1   Adding ERT Performance Test Reports (Deprecated – replaced by job aide)

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 Reports' drop down menu. From this drop down menu, mark the checkbox for 'ERT Performance Report'. Finalize your selection by clicking the 'Use Selected Report(s)' button (see Exhibit 4-17).

Exhibit 4-17 Adding ERT Performance Test Reports
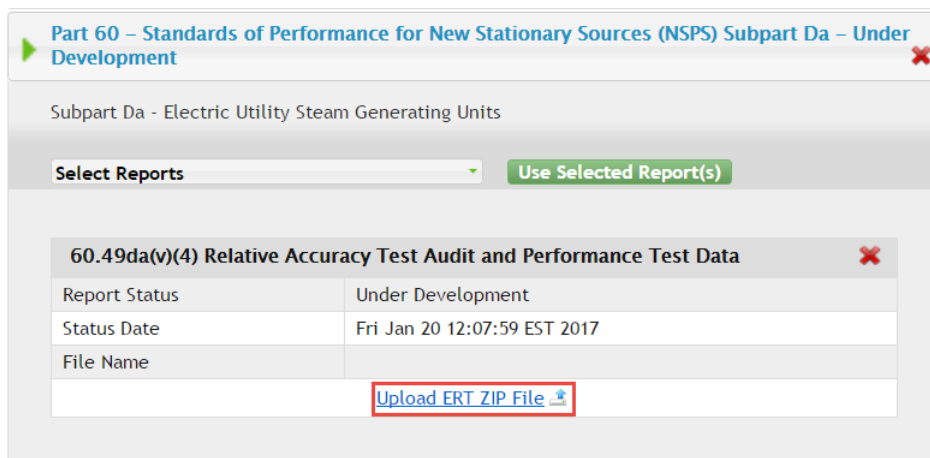
The ERT Performance Test Report displays below the 'Select Reports' drop down menu within the chosen subpart (see Exhibit 4-18). The 'Report Status' is displayed as 'Under Development' and the 'Status Date' field displays the date and time of the last Report Status change of the report. The 'File Name' field is initially blank, as no file has yet been uploaded.

To remove the ERT Performance Test Report completely, 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 4-18 ERT Performance Test Reports
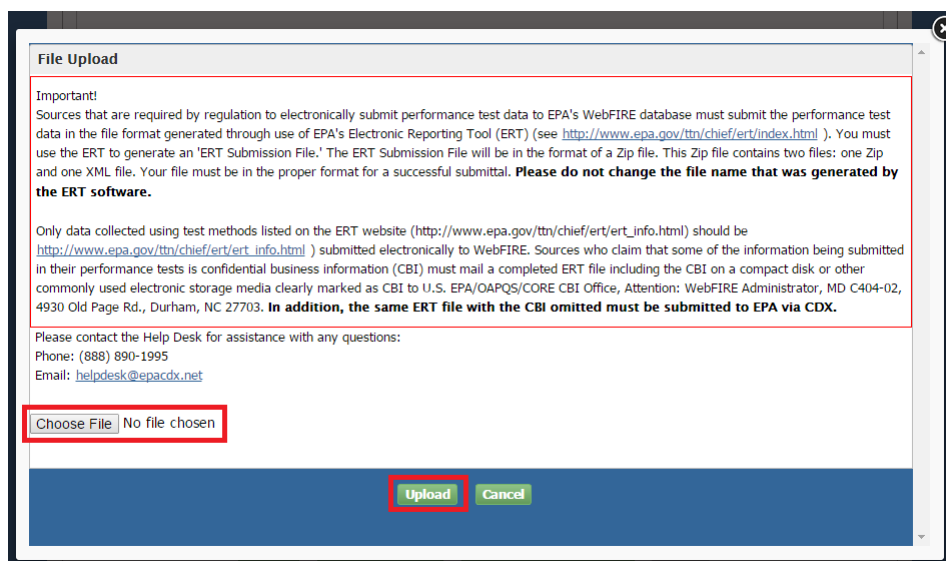
You may create multiple ERT Performance Reports for one regulation subpart. After adding the first ERT Performance Report, click the 'Select Reports' drop down menu for the same subpart and mark the checkbox for 'ERT Performance Report' and click the 'Use Selected Report(s)' button (see Exhibit 4-18). This will add another ERT Performance Report file upload.

To upload an ERT Performance Test Report File, select the 'Upload ERT ZIP File' button. The ERT File Upload window displays (see Exhibit 4-19). Click the 'Choose File' 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. If you are submitting an ERT file for a State or Other Regulation subpart, you will need to fill out the 'State or Other Regulation' text field detailing the regulation for which you are submitting (see Exhibit 4-20).

Exhibit 4-19 ERT Performance Test Report File Upload

Exhibit 4-20 ERT Performance Test Report for State or Other Regulation Subpart

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 underlying 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 (containing an .ACCDB file)
- o   one (1) .XML file

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

You have submitted a file that has not been zipped into an appropriate submission package by the ERT. Please create an ERT Submission Package file and upload that zip file to CEDRI.

- **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.

- **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.

- **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 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 'Pending Signature' 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.

![CDX logo]

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 ERT ZIP File' button.

4.3.3.2 Adding Notification Reports (Deprecated – replaced by job aide)

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 Reports' drop down menu. From this drop down menu, mark the checkbox for 'Notification Report (Optional)'. Finalize your selection by clicking the 'Use Selected Report(s)' button (see Exhibit 4-21).

Exhibit 4-21 Adding Notification Reports

The Notification Report displays below the 'Select Reports' drop down menu within the chosen subpart (see Exhibit 4-22). The 'Report Status' is displayed as 'Under Development' 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 4-22 Notification Reports

To upload a Notification Report File, select the 'Upload PDF File' button as shown in Exhibit 4-22. The Notification Report File Upload window displays (see Exhibit 4-23). 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 4-23 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 'Pending Signature' 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, first select the 'Remove' button. This removes the uploaded file and refreshes the screen, allowing you select a new file by clicking the 'Upload PDF File' button.

4.3.3.3   Adding Air Emissions Reports (Deprecated – replaced by job aide)

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 Reports' drop down menu. From this drop down menu, mark the checkbox for '[Citation Number] Air Emissions Report'. Finalize your selection by clicking the 'Use Selected Report(s)' button (see Exhibit 4-24).
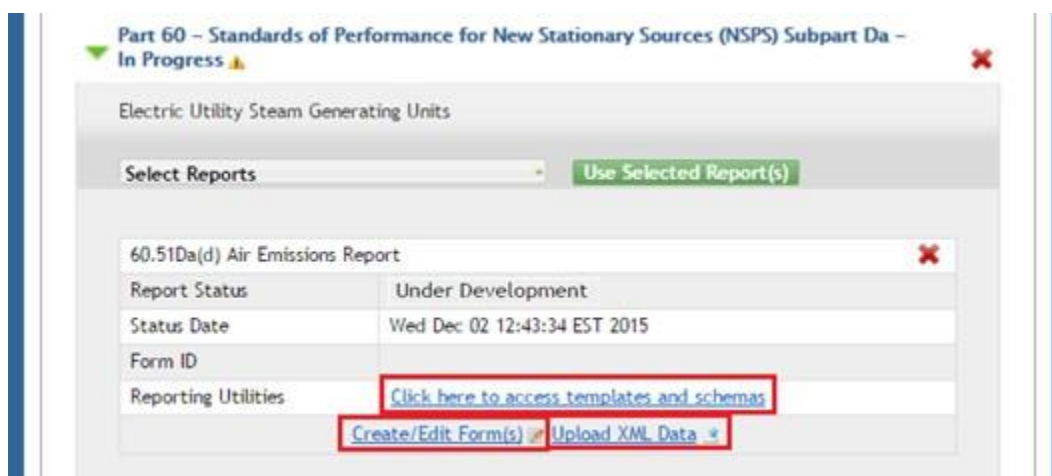
Exhibit 4-24 Adding Air Emissions Report

The Air Emissions Report displays below the 'Select Reports' drop down menu within the chosen subpart (see Exhibit 4-25). The 'Report Status' is initially displayed as 'Under Development' 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 4-25 Creating Air Emissions Report

To begin an Air Emissions Report form, select the 'Create/Edit Form(s)' 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 4-26). All Air Emissions Reports previously submitted via the CEDRI program service for the chosen subpart are displayed in the table.

You may also choose to 'Upload XML Data' in order to complete the Air Emissions Report. For sample templates and schemas click 'Click here to access templates and schemas' link. The following pop-up window will provide you the list of available Reporting Utilities (see Exhibit 4-29). You can also find related instructions on how to use the Excel templates by clicking on the highlighted 'here' link (see Exhibit 4-29).

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 4-29).

- You may create a new Air Emissions Report form by selecting the 'Create/Edit Form(s)' button. All fields on the newly-launched form are blank.

Once your Air Emissions Report is completed, the Air Emissions Report window closes and you

> **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.

are returned to the 'Submission Package' screen. The Air Emissions Report 'Report Status' is displayed as 'Pending Signature' 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 Form(s)' 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, first click the 'Remove' link. This removes the Air Emissions Report form and refreshes the screen, allowing you to create a new form by clicking the 'Create/Edit Form(s)' button.

Exhibit 4-26 Reporting Utilities Templates and Schema

Reporting Utilities

Click the links below to download the Excel upload template file or XML schema for this report. Instructions on how to use the Excel upload template files can be found in Section 4.5.1 of the CEDRI User Guide. Instructions on how to use the XML schema to create valid XML upload files can be found in the CEDRI XML Reporting Instructions

Part / Subpart Name	Available Files
Part 60 Subpart Da	CMS Downtime Summary(.xlsx)(23KB)
	Excess Emissions Summary(.xlsx)(32KB)
	Malfunction Report(.xlsx)(22KB)
	XML Schema(.xsd)(12KB)

Close

Exhibit 4-27 Instructions for Completing Air Emissions Report

4.5   Navigating Air Emission Report Forms

This section describes basic principles to assist you in completing an Air Emissions Report form. Exhibit 4-43 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 4-43:

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 4-43 Form Navigation Reference Screen

Exhibit 4-28 Creating New Form

CEDRI Forms
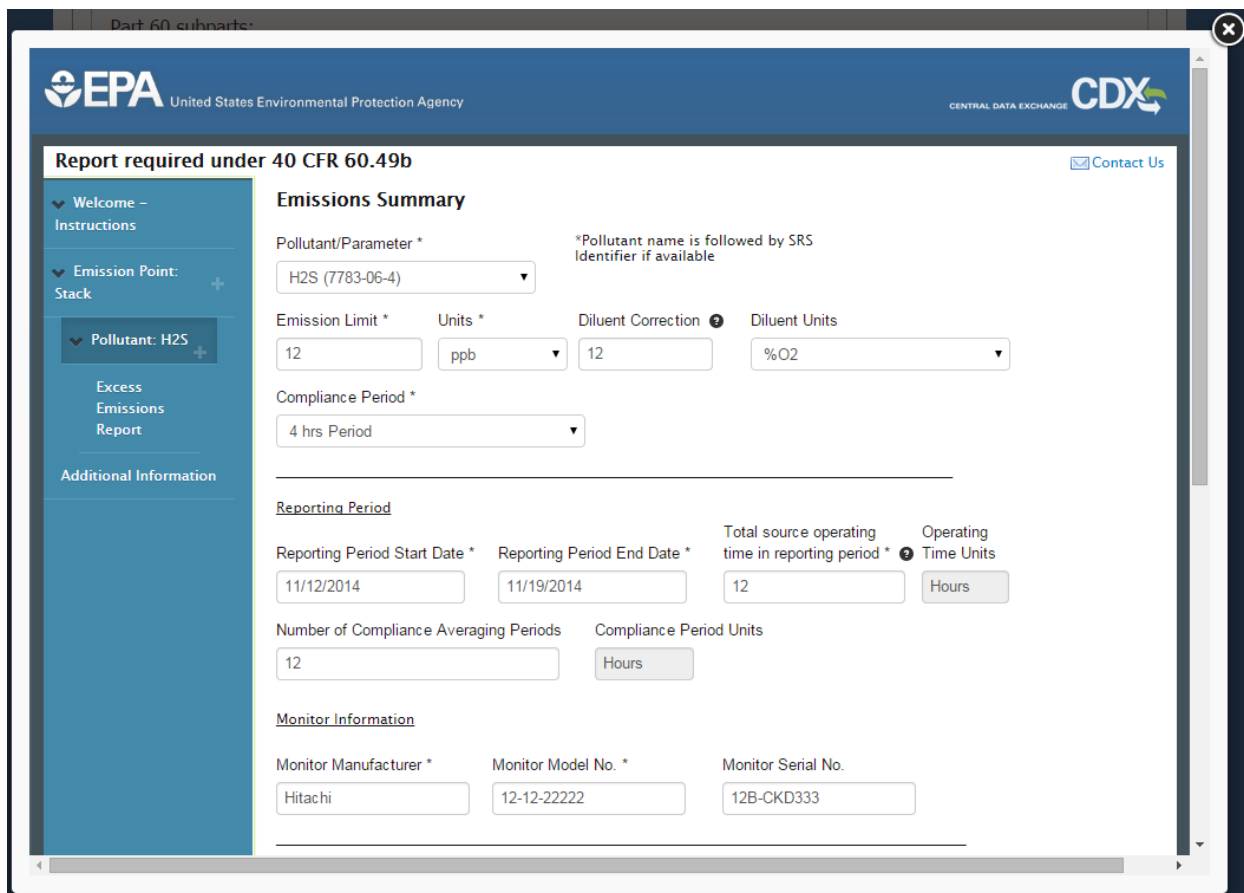
You may create an Air Emissions Report either by copying data from a previously submitted report or by creating new report from scratch.
- To create a report using data from a previously submitted report, select the 'Open' link to launch a new Air Emissions Report form pre-populated with data from the 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	
TEST EPA	Submitted	2014-10-23 12:48:47.336	2014-10-23 12:56:41.978	Open

Create New Form   Close

Exhibit 4-29 Air Emissions Report – Prior Form

4.3.3.4 Adding Notification of Compliance Status Reports (Deprecated – replaced by job aide)

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 Reports' drop down menu. From this drop down menu, mark the checkbox for '[Citation Number] Notification of Compliance Status'. Finalize your selection by clicking the 'Use Selected Report(s)' button (see Exhibit 4-30).

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

Exhibit 4-30 Creating Notification of Compliance Status

The Notification of Compliance Status report displays below the 'Select Reports' drop down menu within the chosen subpart (see Exhibit 4-30). The 'Report Status' is initially displayed as 'Under Development' 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 4-31 Creating Notification of Compliance Status

To begin a Notification of Compliance Status report form, select the 'Create/Edit Report(s)' link (see Exhibit 4-31). 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 4-26). 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 'Pending Signature' and the form ID of the report is indicated in the 'Form ID' field.

At any time, you may select the 'Create/Edit Form(s)' 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 Form(s)' button.

4.3.4 Uploading Bulk Data (Deprecated – replaced by job aide)

A bulk data upload option is available for certain reports within Subpart 60 and Subpart 63. This feature enables a single user to compile data for multiple facilities within a single excel file along with all related attachments – contained within a ZIP file. Multiple facilities' data can be accounted for in this bulk submission regardless of geographic location that is contained within a single submission package.

To make a bulk data submission, create a Submission Package, select a facility, and select the appropriate Part/Subpart and Report. After the report is added to your Submission Package, select the 'Upload Bulk Data' link (see Exhibit 4-32) to utilize the bulk upload option. Once selected, the 'Bulk Excel Data Upload' window displays (see Exhibit 4-33).

Exhibit 4-32 Upload Bulk Data Link

Exhibit 4-33 Bulk Excel Data Upload Window

The data for all facilities must be contained within a single Excel file. You may download the Excel template by clicking on the Reporting Utilities 'Click here to access templates and schemas' link (see Exhibit 4-32) or by accessing the CEDRI TTN website. The template will also be available from the CEDRI Help tab. Each record in the Excel file may have only one additional attachment.

Once all data has been compiled within the Excel file, the Excel file and all referenced attachments must be contained within a single ZIP file.

Click the 'Choose File' button to open the file dialogue window, allowing you to navigate to the ZIP file you wish to submit. After selecting the ZIP file click the 'Open' button. Once the file is selected, click the 'Upload' button.

An upload progress status bar may display based on the size of the files uploaded (see Exhibit 4-34). Once the upload is complete, the status bar will close and you will be returned to the Submission Package window.

Exhibit 4-34 Bulk Upload Progress Bar
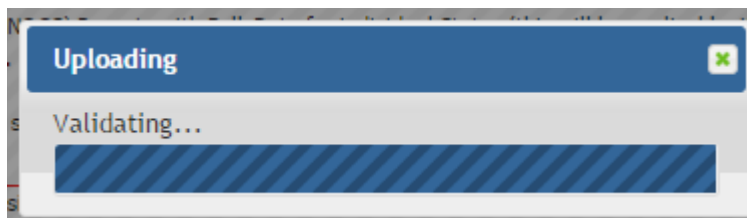
Once the file is uploaded, the content of the ZIP file will be validated.

If there are errors in the bulk data, you will receive a list of validation error(s) with related details, as well as reference to where the data need to be corrected. If there are no errors in the

bulk data, the system will create separate Reports with Bulk Data for individual States (this will be applicable, if the original Excel file contains data pertaining to more than one State).

Upon successful validation, CEDRI will split the data and create separate state specific reports; however, they will be contained within the same submission package (see Exhibit 4-35). The submission package will be complete and ready for certifications and signature by a Certifier.

Once the Certifier completes the review for each State ZIP file (with associated attachments) and certifies the Submission Package, the submission of the bulk data is complete. After a bulk upload is submitted, each report (State specific) contained in the bulk upload submission will be achieved in CROMERR and will occupy a single entry in the CEDRI submission history. CEDRI will send email notifications to State Reviewers for each State ZIP file. The reports will

be available for both State and EPA Reviewers. Once a bulk upload is successfully submitted, and the processing period for that report type has elapsed, CEDRI will send WebFIRE a separate entry for each report contained in the bulk upload for every individual Facility – broken up into its individual reports.
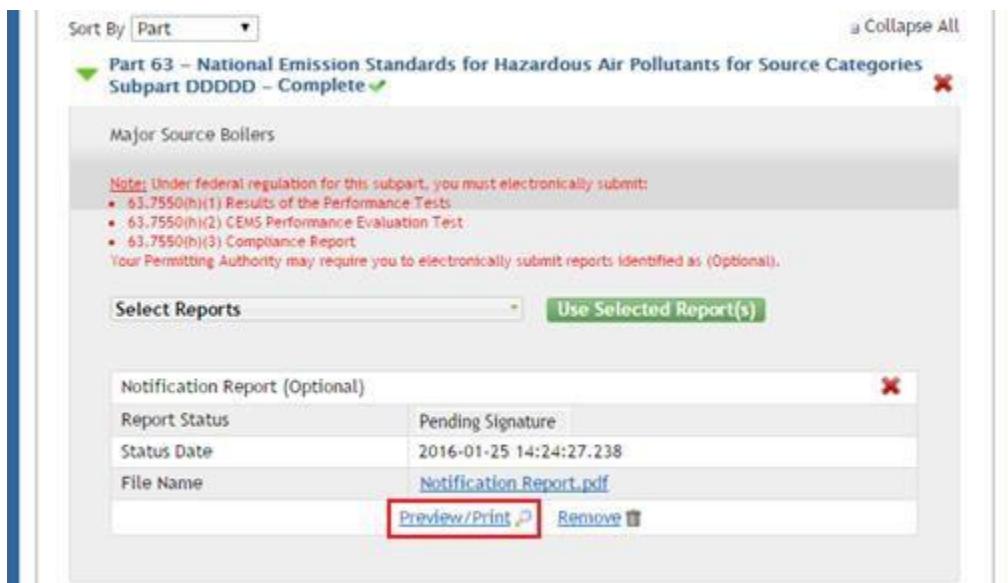
4.3.5 Previewing and Printing Reports (Deprecated – replaced by job aide)

After uploading a Notification Report file, or completing an Air Emissions Report form or Notification of Compliance Status form, you may preview the report, and if desired, print a copy of the PDF report. Attachments that are uploaded to the package will not be included in the PDF report.

If a paper copy of the report must be submitted to the State Reviewer, you may print a copy of the PDF report that is generated by the selecting 'Preview/Print' button, however, any attachments that were uploaded to the package will not be included in the PDF report. You must print all attachments separately from the PDF report.

To preview a copy of a Notification Report, select the 'Preview/Print' button for the chosen file within the desired subpart in your submission package (see Exhibit 4-36). A new tab within your browser opens to display the Notification Report PDF. You may save or print the report if desired. 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 4-36 Previewing a Notification Report

To preview a copy of an Air Emissions Report form, select the 'Preview/Print' button for the chosen form within the desired subpart in your submission package (see Exhibit 4-37). This opens a new tab within your browser displaying the PDF output report of the chosen Air Emissions Report. You may save or print the report if desired. 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 4-37 Preview Air Emissions Report

4.3.6 Saving a Submission Package (Deprecated – replaced by job aide)

At any time after you have completed Steps 1 – 2 of the 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 4-38). 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 'Under Development' or 'Pending Signature', 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 4-38 Saving a Submission Package

4.3.7 Managing User Access to Your Submission Package (Deprecated – replaced by job aide)
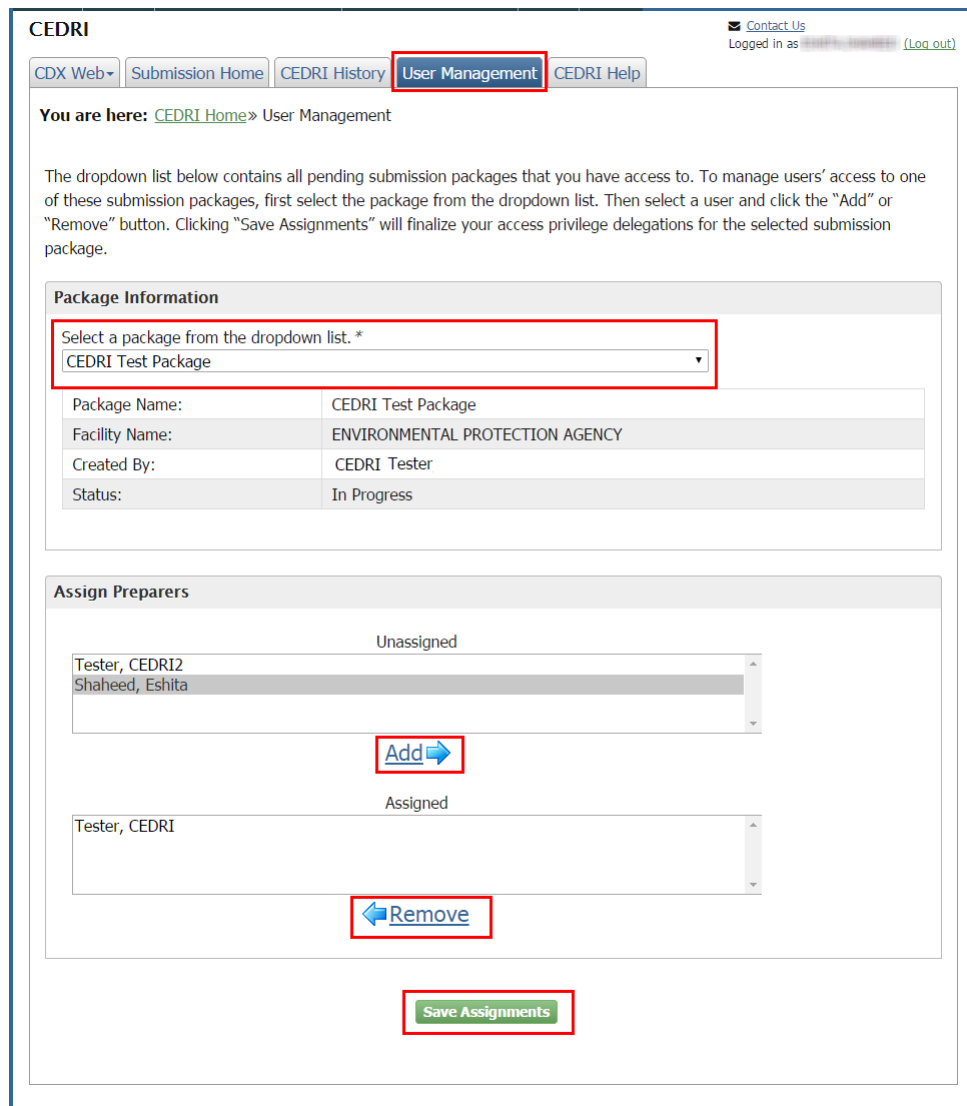
Multiple users from your organization may work on a submission package before it is completed and submitted by a Certifier. Select the 'User Management' tab to allow other users' to access one or more of the pending submission packages for which you have access (see Exhibit 4-39).

To begin, select a package from the 'Select Package' drop down menu contained under the 'Package Information' header. 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 4-39 Managing User Access

4.3.8 Notifying Certifiers of a Submission Package (Deprecated – replaced by job aide)

A preparer may notify Certifier(s) that a package has been created or is ready for certification by selecting the 'Notify Certifier(s)' button at the bottom of the 'Create/Edit Submission Package' window (see Exhibit 4-40).

![CDX logo]

A window will appear that allows you to select from a list of existing certifiers from a drop-down list or you have the ability to add new certifiers (see Exhibit 4-41).

To select from a list of existing Certifier(s), click on the 'Select Options' dropdown and check the applicable Certifier(s) that you would like to notify. Selected Certifier(s) will be displayed below the 'Select Options' dropdown.

To Add New Certifier(s), enter the First Name, Last Name, and Email address for the new certifier. Additional rows can be added by clicking on the 'Add Row' button. You may delete rows by selecting the applicable row and clicking on the 'Delete Row' button.

Once all certifiers have been selected or added, click the 'Send Notification' button to initiate a 'Submission Awaiting Certification' email to the selected certifiers.

Exhibit 4-40 Notifying Certifiers Button

Exhibit 4-41 Notify Certifiers Modal

Content within the modal:

Here you will be able to select existing Certifier(s) to notify from a pre-populated dropdown list. The list contains the First and Last name of the Certifier(s) associated with the facility of the submission package.

You will also be able to Add New Certifier(s) in the next section below. Each New Certifier will receive an email notification with information on the Submission Package, as well as instructions to register a CDX User Account in order to access the CEDRI application.

Once you have selected the Certifier(s), click the 'Send Notification' button to proceed.

Select from Existing Certifier(s)

Use the dropdown below to select Certifier(s) that you would like to notify to Sign and Submit the Submission Package.

Select options ▾

Add New Certifier(s)

If there are Certifiers you would like to notify that are not available in the dropdown list above, you may list their information below to invite new users to register in CDX as Certifiers. Click the "Add Row" button to add another blank row to add additional New Certifier information.

	First Name	Last Name	Email Address
☐			

Add Row   Delete Row

Close   Send Notification

4.3.9   Modifying an Existing Submission Package (Deprecated – replaced by job aide)

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. This is not a result of incorrect data in a form, or uploading incorrect files. Instead, there was likely something unexpected that happened when processing your question. You may edit subparts or reports within the package before attempting to resubmit.
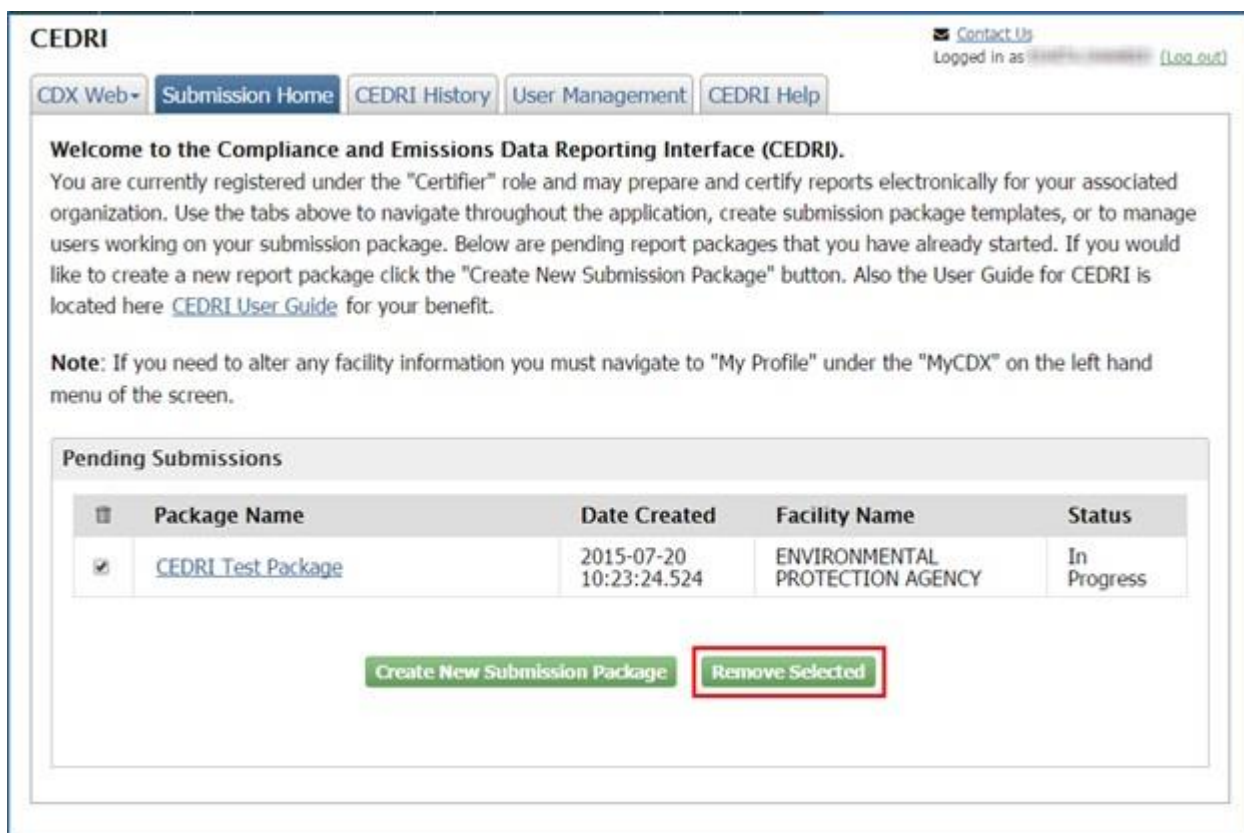
To access one of the pending submission packages, select the hyperlink of a report listed under the 'Package Name' column. You are taken to the 'Submission Package' screen for the selected package, where you may modify the package. If the chosen package has a status of 'Failed', the status is reset to 'Under Development' 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.

4.3.10   Removing a Submission Package (Deprecated – replaced by job aide)

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 4-42). A warning message appears allowing you to confirm the submission package removal. Click the 'OK' button to finalize the process.

Exhibit 4-42 Removing an Existing Submission Package

4.4   Submitting a Package (Deprecated – replaced by job aide)

> **Note:** Only Certifiers may submit a package.
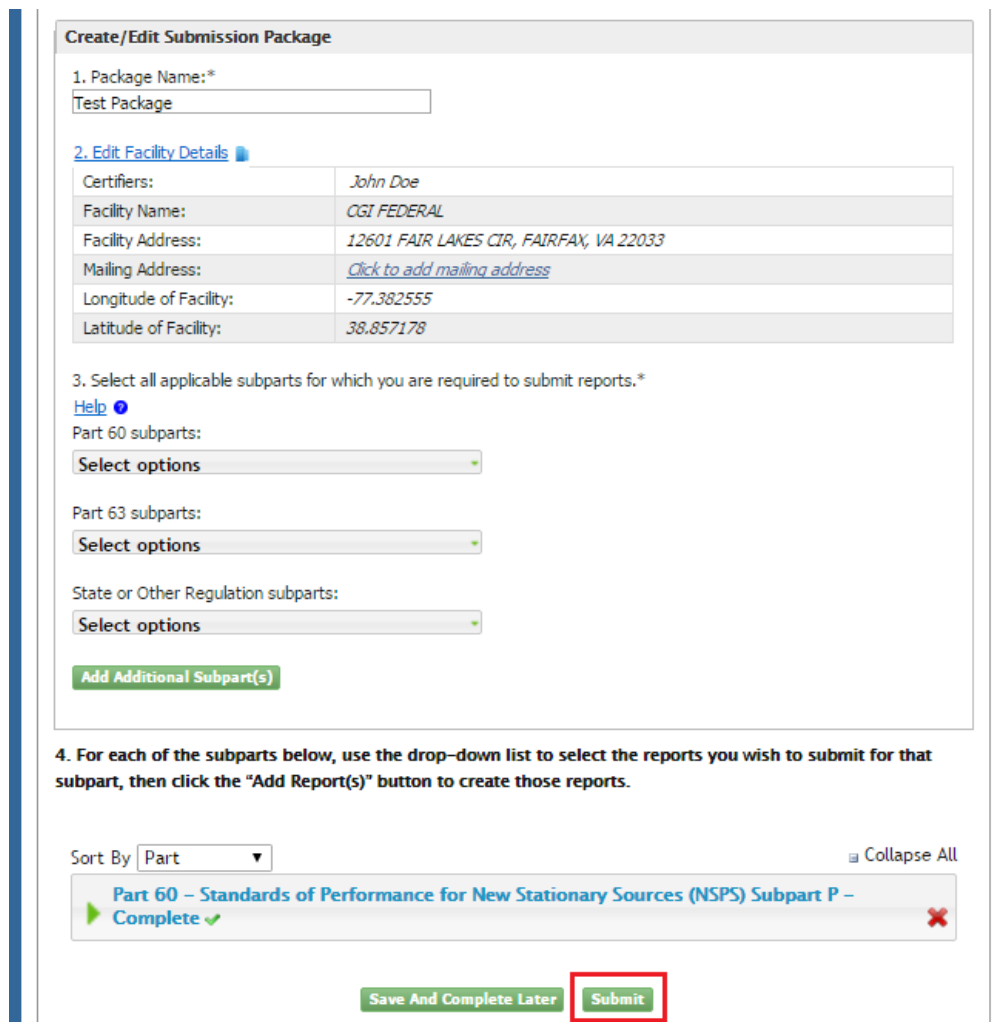
There are four criteria that must be met before you may submit a package:

- 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 or Delegated Certifier role.

- A facility has been selected and set for the submission package.

- All reports within the submission package have a status of 'Pending Signature'.

Only when these criteria are met is the 'Submit' button on the 'Submission Package' screen activated (see Exhibit 4-43). Otherwise the button is greyed out and disabled. To initiate the submittal of your package first click the 'Submit' button.

Exhibit 4-43 Submitting a Package

4.4.1 Certifying the Submission Package (Deprecated – replaced by job aide)

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 4-44). 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 4-44 Certifying the Submission Package
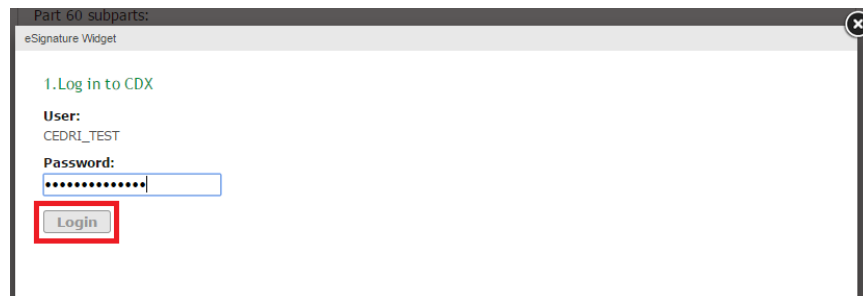
After clicking the 'Accept' button, the CROMERR eSignature Widget is launched. See Exhibit 4-45, Exhibit 4-46, and Exhibit 4-47 for the 3-step process for completing the eSignature Widget.

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 4-45 Certifying the Submission Package (Cont'd)
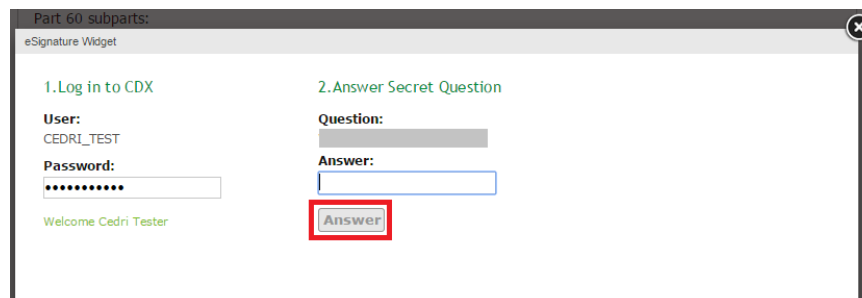
Exhibit 4-46 Certifying the Submission Package (Cont'd)
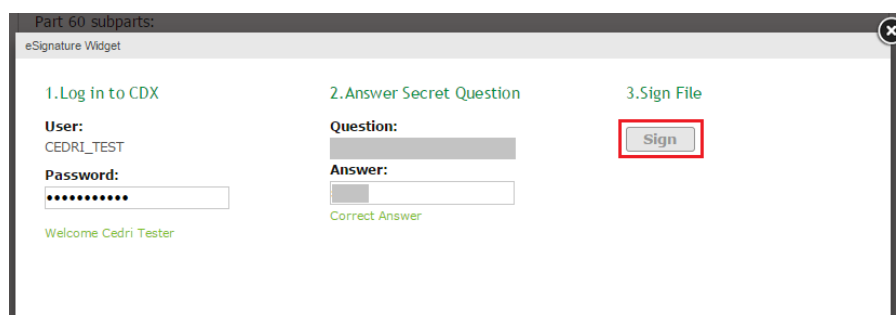
Exhibit 4-47 Certifying the Submission Package (Cont'd)
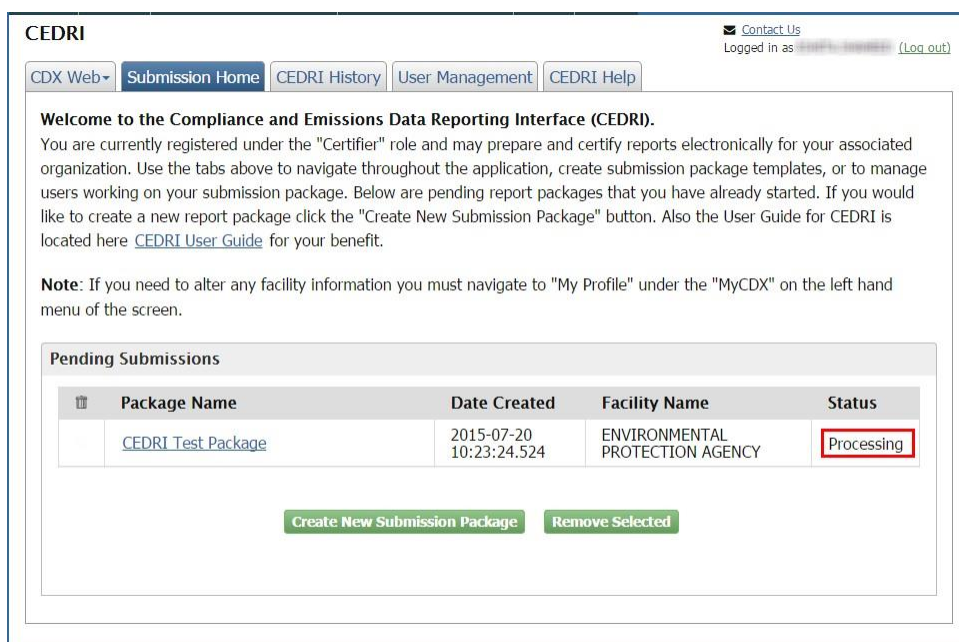
> **Warning:** Package submittals are final! Upon clicking the 'Sign' button on the CROMERR eSignature Widget, the submission package and all reports therein are archived. You may re-submit reports that include incorrect data (refer to Section 4.7).

After clicking the 'Sign' button (see Exhibit 4-47), 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 4-48). 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 4-48 Submitted Package

After submitting a package, a confirmation message is emailed to the email address registered in your CDX account (see Exhibit 4-49) 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 4-49 Confirmation Email

CDX CEDRI Dataflow - Submission was successfully signed and has reached the CDX

devcdx@epa.gov
Sent: Wed 1/7/2015 14:20
To:

Submission package "CEDRI Test Package" was successfully signed and has reached the CDX. To view each report in your submission, please log into the CEDRI application and select the "CEDRI History" link from the tabs.

Submission Details:

Submission Package Name: CEDRI Test Package
Submission Time: Wed Jan 07 14:18:44 EST 2015
Certifier Name: Mr Cedri Tester
Certifier CDX User Id: CEDRI_TEST
EPA Facility Id: 110035819709
Submission Id: _3faae936-b54e-4788-8731-e71dac6355fe

Report Type	Regulation Part/Subpart
ERT Performance Report	Part 60 - Standards of Performance for New Stationary Sources (NSPS) Subpart Db - Industrial-Commercial-Institutional Utility Steam Generating Units

This message is being sent to you as confirmation of your submission. If you did not perform this submission, please contact the CDX Helpdesk at 1-888-890-1995.

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.
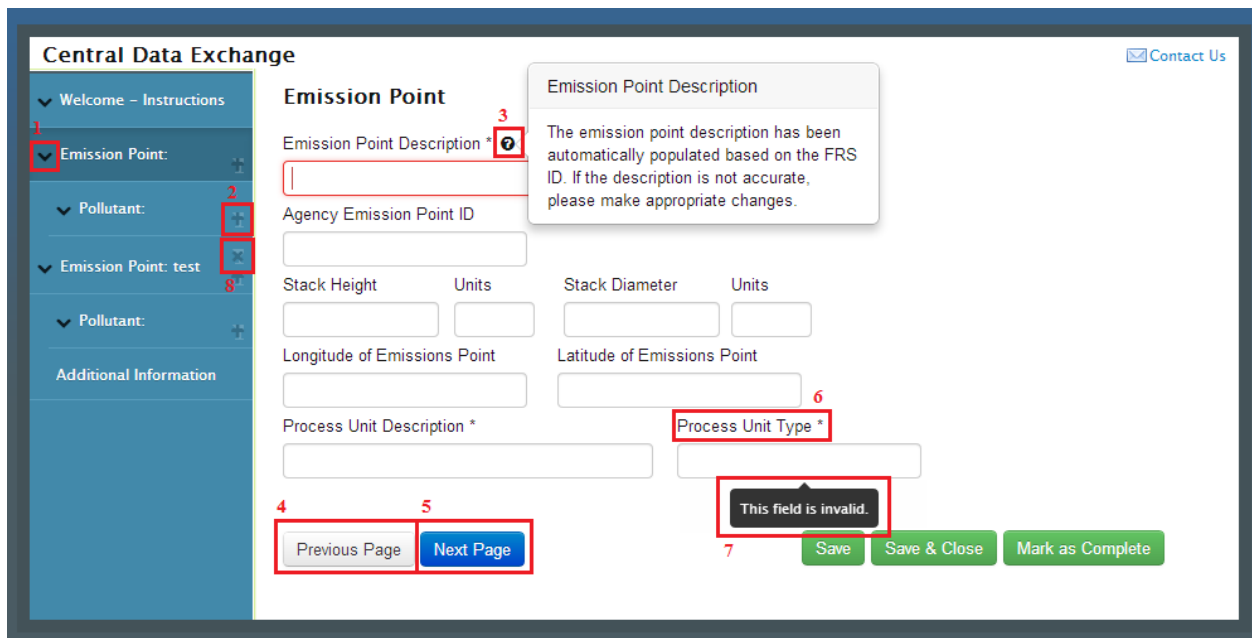
4.5   Navigating Air Emission Report Forms

This section describes basic principles to assist you in completing an Air Emissions Report form. Exhibit 4-50 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 4-50:

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 4-50 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-

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 which there may be more than one incident during the reporting period. Exhibit 4-51 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 EPA Compliance and Emissions Data Reporting Interface (CEDRI).

![CDX logo]

Exhibit 4-51 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 4-52). 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 EPA Compliance and Emissions Data Reporting Interface (CEDRI).
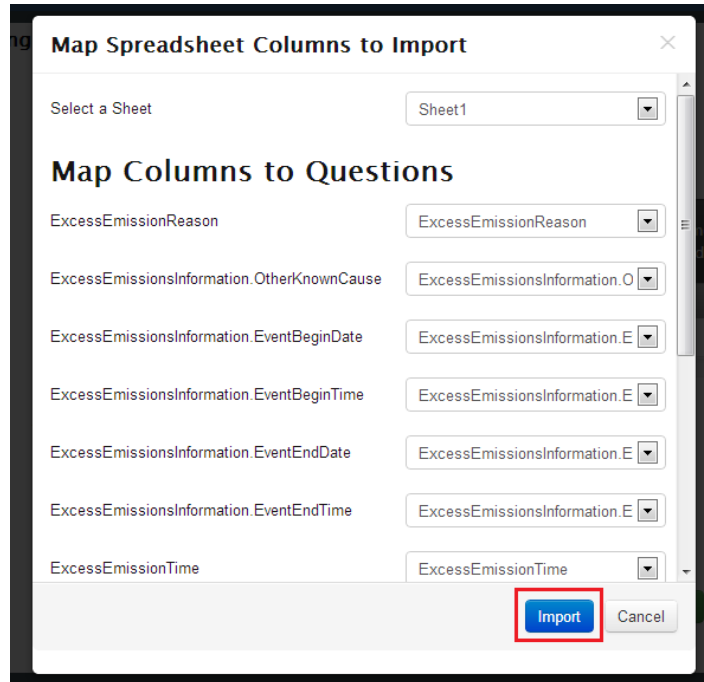
- After all columns have been mapped, click the 'Import' button to finalize the process. The 'Map Spreadsheet Columns to Import' window closes and you are taken back to the form. The data collection grid is refreshed and populates with data from the spreadsheet. Read-only calculation fields on the form 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 4-50).

Exhibit 4-52 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 4-54 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.

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 4-55). You may remove the file by selecting the 'Remove' button or upload a different file by clicking the 'Upload a Different File' button.

Exhibit 4-54 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 4-56). 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 4-56 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 4-56). 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 4-55 Saving a Form / Marking a Form as Complete
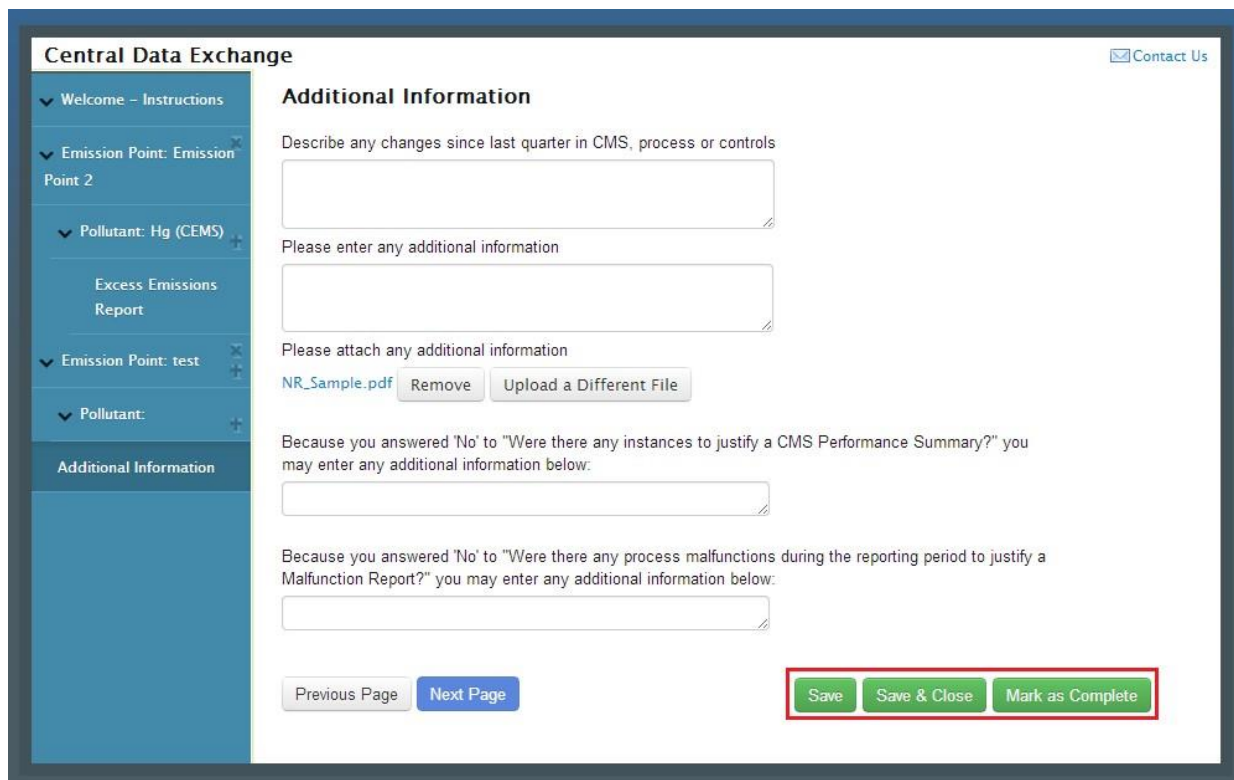
Exhibit 4-56 'Save' System Success Message
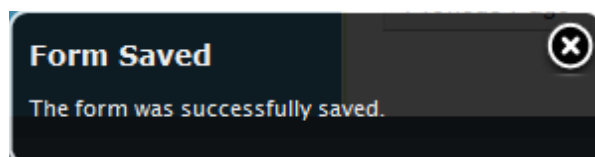
4.5.4   Marking a Form as Complete

After completing all required fields in the Air Emissions Report form, you may click the 'Mark as Complete' button (see Exhibit 4-56) to indicate that the form is complete and is no longer 'Under Development'. 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 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 'Pending Signature'. You may still make changes to the Air Emissions Report by selecting the 'Create/Edit Form(s)' button and modifying form fields as desired.

4.6   Viewing Your Submissions (Deprecated – replaced by job aide)

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 header menu. All the previously submitted reports are listed on this page.

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

> **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.

4.6.1   Locating Submitted Reports (Deprecated – replaced by job aide)

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

When you navigate to the 'CEDRI History' screen by clicking on the 'CEDRI History' tab at the top of the CEDRI application, by default you are taken to the 'Submissions' tab, which will list the last ten (10) reports submitted (see Exhibit 4-57). 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 4-57 Recent Submissions under CEDRI Submissions History

You can navigate to the 'Search' page by selecting the 'Search' tab at the top of the page (see Exhibit 4-59). 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 EPA's FRS homepage.

Exhibit 4-58 Searching Submissions

The 'Search Results' page is displayed after you populate all relevant search criteria and click the 'Search' button (see Exhibit 4-60). If you would like to specify new search criteria, you may click the 'Clear' button to clear all of the search criteria.

Exhibit 4-59 Submission Search Results

4.6.2   Exporting Submission History (Deprecated – replaced by job aide)

From both the 'Search Results' page, and the 'Submission History' page, you are able to export the submission metadata into a CSV file. At the bottom of the page, click the "CSV" link to download the CSV file (see Exhibit 4-60).

Exhibit 4-60 Exporting CSV File

CDX Web ▾ | **Submissions** | Search | State Reviewer Notifications

You are here: CEDRI History» Submissions

Below are the recent CEDRI submissions that have been submitted for facilities in the state(s) for which you have review authority, listed by individual report. You may search for specific submissions by selecting the 'Search' tab. Click the 'View' link to see the report details and download associated files. Please use means external to the CEDRI application if you have any questions, comments, or suggested revisions for the submitter regarding the report.

Recent Submissions

47 Submissions found, displaying 1 to 10.[First/Prev] **1**, 2, 3, 4, 5 [Next/Last]

Facility	County	State	Report	Certification Date	Status	🔍
INOVA FAIR OAKS HOSPITAL	FAIRFAX	VA	ERT Performance Report	2014-06-09 09:32:52.125	Submitted	View
COLLINS INTL SVC CO	FAIRFAX	VA	ERT Performance Report	2013-08-30 10:34:52.045	Submitted	View
BJ'S WHOLESALE CLUB #033	FAIRFAX CITY	VA	Air Emissions Report Citation: 60.51Da(d)	2014-06-26 17:27:04.973	Submitted	View
EXXON CO USA #26430	ARLINGTON	VA	Notification of Compliance Status Citation: 63.11225(a)(4)	2014-09-09 11:33:21.857	Submitted	View
MOBIL OIL CORP SS#K7T	FAIRFAX	VA	Notification of Compliance Status Citation: 63.11225(a)(4)	2014-09-12 10:20:09.211	Submitted	View
Test Facility		VA	Notification of Compliance Status Citation: 63.11225(a)(4)	2014-09-09 11:05:51.644	Submitted	View
COLLINS INTL SVC CO	FAIRFAX	VA	Notification of Compliance Status Citation: 63.11225(a)(4)	2014-04-28 12:52:28.131	Submitted	View
BJ'S WHOLESALE CLUB #033	FAIRFAX CITY	VA	Notification of Compliance Status Citation: 63.11225(a)(4)	2014-06-05 10:20:35.524	Submitted	View
WHOLESALE GUITARS	Richmond	VA	Notification of Compliance Status Citation: 63.11225(a)(4)	2015-01-28 11:18:48.958	Submitted	View
US EPA RESEARCH TRIANGLE PARK	DURHAM	MA	Notification of Compliance Status Citation: 63.11225(a)(4)	2015-01-21 14:31:50.055	Submitted	View

Export Search Results: CSV

The columns of the CSV file will be dependent on the user role that you are currently logged in with.

If the logged in user role is "State Reviewer" or "EPA Reviewer," the column headings in the CSV will be:

- Facility
- Address
- City
- County
- Zip
- State
- Contact First
- Contact Last
- Email
- Part
- Subpart Code
- Subpart Name
- Report
- Certification Date
- Status

If you are not logged in with user role "State Reviewer" or "EPA Reviewer," the column headings in the CSV will be restricted to:

- Facility
- Package Name
- Part
- Subpart Code
- Subpart Name
- Report
- Certification Date
- Status

4.6.3   Viewing Submitted Reports (Deprecated – replaced by job aide)

Upon clicking the 'View' hyperlink in the 'Submission History' or 'Search Results' pages, you are redirected to the 'Submission Details' page (see Exhibit 4-61). 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 button to return to the submissions history page.

![CDX logo]

Exhibit 4-61 Submission Details

| CDX Web▾ | CEDRI Home | **Submissions** | Search |

You are here: CEDRI History» Submissions» Submission Details

Submission Details

Organization	CGI FEDERAL
Facility	ASH GROVE CEMENT
FRS ID	110000595197
Submission Type	Annual Report
Citation	60.4214(d)(3)
Package Name	RICE 1-18
Report Name	60.4214(d)(3) Annual Report
Certification Date	2017-01-18 11:14:27.694
Transaction Id	_864ade29-4c93-4f61-af1c-4126177e3fd3
Bulk Upload?	No
Submission Status Help ❷	Submitted

Certifier Details

User ID	ESHITA.SHAHEED
Name	Eshita Shaheed, P.E.
Organization Name	CGI FEDERAL
Email	eshita.shaheed@cgifederal.com

Documents Set

Name	Size (kb)	Category	Date Archived
ANNUAL REPORT IIII 60.4214(d)(3) .xml	10	AER	2017-01-18 11:14:27.694
ANNUAL REPORT IIII 60.4214(d)(3) .pdf	91	AER	2017-01-18 11:14:27.694

[Back] [Revise & Re-Submit Report]

If the report you are viewing was part of a resubmission (i.e. the report is a resubmission, or there was a resubmission of the report you are currently viewing) there will be a 'Resubmission' section at the bottom of the page. The 'Resubmission' section will contain a table detailing your resubmission history for that report. The first column of the table is 'Revision Number'. Your original submission will be at the bottom of the table, designated by the text 'Original Submission'. Your latest report will be at the top of the column. The second column 'Submitted Date' gives the date and time that the report was signed and submitted through CEDRI. The final column, 'View' will show which version of the report you are currently viewing. Click the available 'View' links to navigate to the submission details of that respective report. The report that you are currently viewing will contain the text 'Viewing', and will not contain a link (see Exhibit 4-62).

Exhibit 4-62 Resubmission History

Documents Set

Name	Size (kb)	Category	Date Archived
Notification Report.pdf	276572	NOTIFICATION	2015-07-22 08:31:18.179
Notification Report.XML	1213	NOTIFICATION	2015-07-22 08:31:18.179

Resubmissions

Revision Number	Submitted Date	View
2	2015-07-22 08:31:18.179	Viewing
1 (Original Submission)	2015-05-28 10:36:41.989	View

Back   Revise & Re-Submit Report

4.7   Resubmitting a Report (Deprecated – replaced by job aide)

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 4-64).

If there is no 'Revise & Re-Submit Report' link at the bottom of the page, then you are not viewing the most recent revision of your report. In order to re-submit a report, click the 'View' link for the most recent revision of your report. You will be navigated to the submission details of that report, and you may then click the 'Revise & Re-Submit Report' button that is on the bottom of the page.

If you are resubmitting a report that was uploaded by utilizing a multi-state bulk submission, you must select 'View' next to the specific State submission that you would like to resubmit (see Exhibit 4-64).

CDX

Exhibit 4-63 Resubmitting a Report

| CDX Web▾ | CEDRI Home | Submissions | Search |

You are here: CEDRI History» Submissions» Submission Details

Submission Details

Organization	CGI FEDERAL
Facility	ASH GROVE CEMENT
FRS ID	110000595197
Submission Type	Annual Report
Citation	60.4214(d)(3)
Package Name	RICE 1-18
Report Name	60.4214(d)(3) Annual Report
Certification Date	2017-01-18 11:14:27.694
Transaction Id	_864ade29-4c93-4f61-af1c-4126177e3fd3
Bulk Upload?	No
Submission Status Help ❓	Submitted

Certifier Details

User ID	ESHITA.SHAHEED
Name	Eshita Shaheed, P.E.
Organization Name	CGI FEDERAL
Email	eshita.shaheed@cgifederal.com

Documents Set

Name	Size (kb)	Category	Date Archived
ANNUAL REPORT_IIII_60.4214(d)(3)_.xml	10	AER	2017-01-18 11:14:27.694
ANNUAL REPORT_IIII_60.4214(d)(3)_.pdf	91	AER	2017-01-18 11:14:27.694

[Back] [**Revise & Re-Submit Report**]

Exhibit 4-64 Multi-state Bulk Upload Re-submission

Facility	Package Name	Report	Certification Date	Status	🔍
CGI FEDERAL	Multi-state bulk upload	63.11225(a)(4)(vi) Notification of Compliance Status	2016-01-13 15:46:25.014	Submitted	View
CGI FEDERAL	Multi-state bulk upload	63.11225(a)(4)(vi) Notification of Compliance Status	2016-01-13 15:46:13.732	Submitted	View
CGI FEDERAL	Multi-state bulk upload	63.11225(a)(4)(vi) Notification of Compliance Status	2016-01-13 15:46:04.1	Submitted	View
CGI FEDERAL	Multi-state bulk upload	63.11225(a)(4)(vi) Notification of Compliance Status	2016-01-13 15:45:36.928	Submitted	View
CGI FEDERAL	Multi-state bulk upload	63.11225(a)(4)(vi) Notification of Compliance Status	2016-01-13 15:45:20.661	Submitted	View
CGI FEDERAL	Bulk Upload Test	63.11225(a)(4)(vi) Notification of Compliance Status	2016-01-13 15:37:27.065	Submitted	View
		60.7 (c) and (d) Excess Emissions			

14 Submissions found, displaying 1 to 10.[First/Prev] **1**, 2 [Next/Last]

A window will pop up informing you that your resubmission will replace your original replacement as your official report in CEDRI (see Exhibit 4-65). If you would like to continue and create the resubmission report (it will not replace your original report until you submit), click the 'Continue' button. If you would like to return back to the page behind the window, click the 'Cancel' button or the 'x' in the top right corner of the window.

Exhibit 4-65 Resubmission Warning – Non Bulk Upload
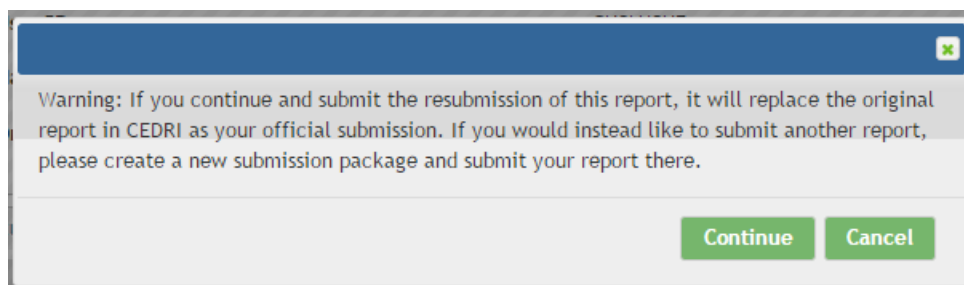
After clicking the 'Continue' button, you will be navigated to the 'Submission Package' page (see Exhibit 4-69) where you may choose to edit the report.

If your report was part of a bulk upload, a window will pop-up informing you that your resubmission will replace the original report in CEDRI as your official submission (see Exhibit 4-66). You may click the 'Download Prior Submission' button to download a ZIP file of your previous submission. Once downloaded, you may make modifications to the ZIP file and click the 'Continue' button to upload the revised bulk data.

After clicking the 'Continue' button, you will be navigated to the 'Report Resubmission' page (see Exhibit 4-67). Select the 'Bulk Upload' button to upload a bulk submission. See Section 4.3.4 for instructions on uploading bulk data.

Exhibit 4-66 Resubmission Warning – Bulk Upload

Warning: If you continue and submit the resubmission of this report, it will replace the original report in CEDRI as your official submission. If you would instead like to submit another report, please create a new submission package and submit your report there.

You are initiating resubmission for a Bulk Submission, please note that the Prior Submission will be State specific and will replace the original report in CEDRI for that State specific report only. Please click 'Download Prior Submission' button to download the previously submitted State specific file. After you download the prior submission, you will be able to update the file as needed and upload the revised version for resubmission in the next page.

Download Prior Submission   **Cancel**

Create/Edit Submission Package

Package Name:
RE-SUBMISSION 63.11225(a)(4)(vi) Notification of Compliance Status

Certifiers:	*Demo User	Eshita Shaheed	Frank Lipman	Gregory Slusher	Jim Jin	John Doe*
Facility Name:	*CGI FEDERAL*
Facility Address:	*12601 FAIR LAKES CIR, FAIRFAX, VA 22033*
Mailing Address:	
Longitude of Facility:	*-77.382512*
Latitude of Facility:	*38.857324*

Sort By Part ▼   ⊟ Collapse All

▼ **Part 63 – National Emission Standards for Hazardous Air Pollutants for Source Categories**
Subpart JJJJJJ – In Progress ⚠

Area Source Boilers

63.11225(a)(4)(vi) Notification of Compliance Status	
Report Status	Under Development
Status Date	Thu Jan 14 20:52:13 EST 2016
File Name	
Reporting Utilities	Click here to access templates and schemas
	Upload Bulk Data ⬇

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 4.3.2.

If your report was a single submission Air Emissions Report, or Notification of Compliance Status Report, a copy of your original report will be generated for you to edit. Click the 'Create/Edit Report(s)' link to modify your original report, or click the 'Remove' link to remove your report, then click the 'Create/Edit Report(s)' link to start the report from scratch (see Exhibit 4-68).

Exhibit 4-68 Revise and Resubmit Air Emissions or Notification of Compliance Status

If your report was an ERT Performance Test report, or Notification report, your original file will be removed and you will be able to upload a new file (see Exhibit 4-69).

Exhibit 4-69 Revising an ERT Performance Test or Notification Report

After you have completed your report revisions, you may click the 'Submit' and complete the steps in Section 4.4 to complete your resubmission.

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 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

After entering the CEDRI application, a timer will start to count down from 20 minutes. This time count returns to 20 minutes whenever you navigate from one screen to another or perform an action that refreshes the current page. After 15 minutes of no activity, you will receive a time-out warning. You may click 'Extend Session' to continue your session and reset the countdown

timer to 20 minutes (see Exhibit 4-70). Upon timing out you must sign back into CDX to continue working (see Exhibit 4-71).

Exhibit 4-70 Time-Out Warning
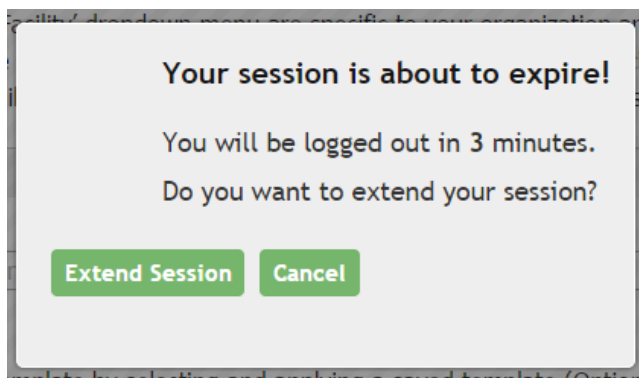
Exhibit 4-71 CEDRI Time-out Screen
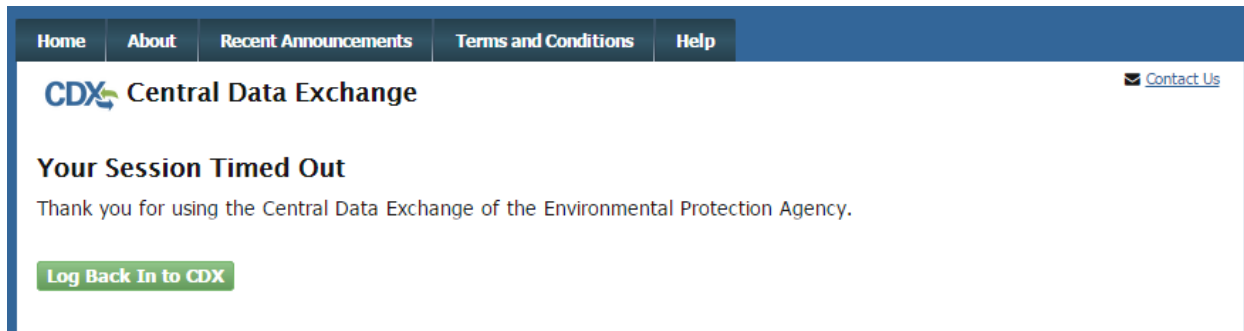
After logging back in, click the CEDRI program service from the 'My CDX' page to get back to CEDRI.

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 4-72).

Exhibit 4-72 Air Emissions Report Form – Form Timer
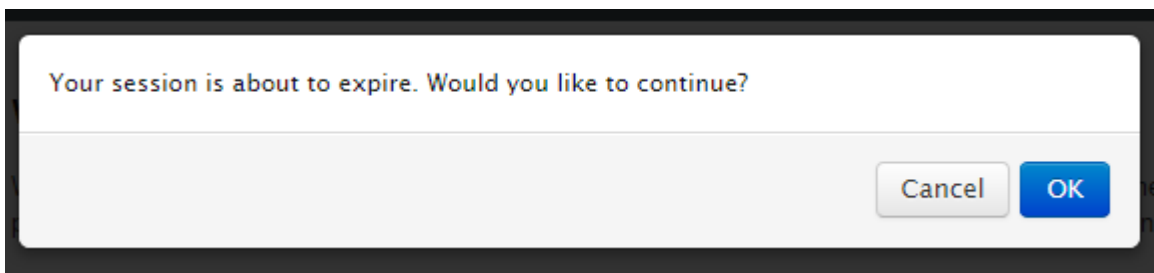
Clicking the 'OK' button on the warning notification resets the form time count back to 20 minutes. Clicking the 'Cancel' button, or clicking neither button for the remaining 2 minutes, prompts you to sign back into CDX in order to continue work on your CEDRI submission package. After logging back in, click the CEDRI program service from the 'My CDX' page to get back to CEDRI.

> **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.

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	BBa	60.288a (b)	Kraft Pulp Mills
60	BBa	60.288a (c)	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

Part	Subpart	Citation	Subpart
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
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	OOOOa	60.5420a(b)(9)	Standards of Performance for Crude Oil and Natural Gas Facilities for which Construction, Modification or Reconstruction Commenced After September 18, 2015
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

Part	Subpart	Citation	Subpart
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
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
62	LLL	62.16030(h)(2)(i)(A)	Federal Implementation Plan for SSI
62	LLL	62.16030(h)(2)(ii)(A)	Federal Implementation Plan for SSI
63	AA and BB		Phosphoric Acid Manufacturing Plants and Phosphate Fertilizers Production Plants
63	AAAA		National Emission Standards for Hazardous Air Pollutants: Municipal Solid Waste Landfills
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, HCl Process Facilities and Hydrochloric Acid Regeneration Plants
63	CCCC		Manufacture of Nutritional Yeast
63	CCCCC		Coke Ovens: Pushing Quenching and Battery Stacks
63	CCCCCCC		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]

Part	Subpart	Citation	Subpart
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)
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	IIIII		NATIONAL EMISSION STANDARDS FOR HAZARDOUS AIR POLLUTANTS: MERCURY EMISSIONS FROM MERCURY CELL CHLOR-ALKALI PLANTS
63	J		National Emission Standards for Hazardous Air Pollutants for Polyvinyl Chloride and Copolymers Production
63	JJ		Wood Furniture Manufacturing Operations
63	JJJ		Group IV Polymers and Resins Production
63	JJJJ		Paper and Other Web Coating
63	JJJJJ	63.8485 (f)	NATIONAL EMISSION STANDARDS FOR HAZARDOUS AIR POLLUTANTS FOR BRICK AND STRUCTURAL CLAY PRODUCTS MANUFACTURING
63	JJJJJJ	63.11225(e)	Area Source Boilers
63	KK	63.830(c)	Printing and Publishing Industry
63	KKKK		Metal Can Manufacturing Surface Coating
63	KKKKK	63.8635 (g)(1)	NATIONAL EMISSION STANDARDS FOR HAZARDOUS AIR POLLUTANTS FOR CLAY CERAMICS MANUFACTURING
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

Part	Subpart	Citation	Subpart
63	M		Perchlorethylene 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	MMMMMM		NATIONAL EMISSION STANDARDS FOR HAZARDOUS AIR POLLUTANTS FOR CARBON BLACK PRODUCTION AREA SOURCES
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	OOOOOO		NATIONAL EMISSION STANDARDS FOR HAZARDOUS AIR POLLUTANTS FOR FLEXIBLE POLYURETHANE FOAM PRODUCTION AND FABRICATION AREA SOURCES
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
63	QQ		Surface Impoundments
63	QQQ		Primary Copper Smelters
63	QQQQ		Wood Building Products Surface Coating Industry
63	QQQQQ		Friction Materials Manufacturing
63	QQQQQQ		NATIONAL EMISSION STANDARDS FOR HAZARDOUS AIR POLLUTANTS FOR WOOD PRESERVING AREA SOURCES
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

Part	Subpart	Citation	Subpart
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	VV		Oil-Water Separators and Organic Water Separators
63	VVV		Publicly Owned Treatment Works
63	VVVV		Boat Manufacturing
63	VVVVVV		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	WWWWW		NATIONAL EMISSION STANDARDS FOR HOSPITAL ETHYLENE OXIDE STERILIZERS
63	X		Secondary Lead Smelter Industry
63	XX		Ethylene Manufacturing Process Units - Heat Exchangers and Waste
63	XXX		Feroalloys Production Ferromaganse and Silconmaganese
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
63	ZZZZ		Stationary Reciprocating Internal Combustion Engines
63	ZZZZZ		Iron and Steel Foundries
63	ZZZZZZ		Aluminum, Copper and Other Nonferrous Foundries
63	XXXXXX		NATIONAL EMISSION STANDARDS FOR HAZARDOUS AIR POLLUTANTS AREA SOURCE STANDARDS FOR NINE METAL FABRICATION AND FINISHING SOURCE CATEGORIES

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

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

Notification Reports – Parts, Subparts, Citations, and Descriptions

Part	Subpart	Citation	Subpart
63	DDDDD	63.7	Major Source Boilers
63	LLL	63.1345(b)(9)	Portland Cement
63	ZZZZ	63.6630(c)	Stationary Reciprocating Internal Combustion Engines

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
60	IIII	60.5214(d)	Stationary Compression Ignition Internal Combustion Engines
60	JJJJ	60.4245(e)	Stationary Spark Ignition Internal Combustion Engines
63	DDDDD	63.7550(c)	Industrial, Commercial, and Institutional Boilers Major Source
63	LLL	63.1354(b)(9)	Portland Cement
63	ZZZZ	63.6650(h)	Stationary Reciprocating Internal Combustion Engines

6 Appendix B: Data Collection Grid Column Names

The following sections provide the column headers that are used for each of the 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.

6.1 Part 60 Subparts 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.

Exhibit 6-1 Part 60 Subparts Da, Db, Db: Excess Emissions Summary Data Collection Grid

ExcessEmissionReason	ExcessEmissionsInformation.OtherKnownCause	ExcessEmissionsInformation.EventBeginDate	ExcessEmissionsInformation.EventBeginTime	ExcessEmissionsInformation.EventEndDate	ExcessEmissionsInformation.EventEndTime	ExcessEmissionTime	ExcessEmissionTimeUnitsFreeText	ExcessEmissionTimeFreeText	ExcessEmissionEstimateBasis	OtherEstimateBasisDescription	ExcessEmissionMagnitude	ExcessEmissionMagnitudeUnits	ExcessEmissionsInformation.CorrectiveActionDescription	ConversionFactorUsed

Exhibit 6-2 Part 60 Subparts Da, Db, Db: CMS Downtime Summary Data Collection Grid

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

Exhibit 6-3 Part 60 Subparts Da, Db, Db: Malfunction Report Data Collection Grid

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

6.2 Part 60 Subparts IIII, JJJJ

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

Exhibit 6-4 Subpart IIII, JJJJ: Non-Emergency Use Summary Data Collection Grid

BeginDate	RICENonEmergency.BeginTime	RICENonEmergency.EndDate	RICENonEmergency.EndTime	RICENonEmergency.TotalTimeRow	RICENonEmergency.Entity	RICENon

6.3 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.

Exhibit 6-5 Deviation Summary Data Collection Grid

Deviat ionRe ason	DeviationInfor mation.OtherK nownCause	DeviationInfor mation.Event BeginDate	DeviationInfor mation.Event BeginTime	DeviationInfor mation.Even tEndDate	DeviationInfo rmation.Even tEndTime	Devi ation Time	Deviatio nEstimat eBasis	DeviationInformatio n.OtherEstimateBas isDescription

Exhibit 6-6 CMS Downtime Summary Data Collection Grid

Deviation Reason	Deviation Informati on.Other KnownCa use	Deviation Informati on.Event BeginDat e	Deviation Informati on.Event BeginTim e	Deviation Informati on.Event EndDate	Deviation Informati on.Event EndTime	Deviation Time	Deviation TimeUnit s	Deviation Estimate Basis	Deviation Informati on.Other Estimate BasisDesc ription	Deviation Reason

Exhibit 6-7 Malfunction Report Data Collection Grid

MalfunctionDescripti on	EquipmentMalfuncti onInformation.Event BeginDate	EquipmentMalfuncti onInformation.Event BeginTime	EquipmentMalfuncti onInformation.Event EndDate	EquipmentMalfuncti onInformation.Event EndTime	EquipmentMalfuncti onInformation.Corre ctiveActionDescripti on

Exhibit 6-8 Fuel Use during the Reporting Period Data Collection Grid

FuelType	FuelUseDuringRe portingPeriod.Ev entBeginDate	FuelUseDuringRe portingPeriod.Ev entEndDate	FuelUseDuringPe riod	FuelUnits	NonWasteFuelTy pe	NonWasteRation ale

Exhibit 6-9 Monitoring System Averages

CEMSDate	ComplianceRollingAverage

Part 63 Subpart LLL

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

Exhibit 6-10 Part 63 Subpart LLL: Excess Emissions Summary Data Collection Grid

n.EventBeginTi	ExcessEmissionsInformation.EventEndDa te	ExcessEmissionsInformation.EventEndTi me	ExcessEmissionTim e	ExcessEmissionTimeUnit s	ExcessEmissionEstimateBas is

Exhibit 6-11 Part 63 Subpart LLL: CMS Downtime Summary Data Collection Grid

DowntimeInformation.EventBeginDate	CMSDowntimeInformation.EventBeginTime	CMSDowntimeInformation.EventEndDate	CMSDowntimeInformation.EventEndTime	CMSDo

Exhibit 6-12 Part 63 Subpart LLL: Malfunction Report Data Collection Grid

EquipmentMalfunctionInformation.EventBeginDate	EquipmentMalfunctionInformation.EventBeginTime	EquipmentMalfunctionInformation.EventEndDate	EquipmentMalfunctionI

Exhibit 6-13 Part 63 Subpart LLL: Monitoring System Averages Data Collection Grid

CEMSDate	ComplianceRollingAverage

Part 63 Subpart ZZZZ

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

Exhibit 6-14 Part 63 Subpart ZZZZ: Non-Emergency Use Summary Data Collection Grid

BeginDate	RICENonEmergency.BeginTime	RICENonEmergency.EndDate	RICENonEmergency.EndTime	RICENonEmergency.TotalTimeRow	RICENonEmergency.Entity	RICENon

Exhibit 6-15 Part 63 Subpart ZZZZ: Fuel Use Deviation Summary Data Collection Grid

ReasonForDeviation	RICEDeviation.BeginDate	RICEDeviation.BeginTime	RICEDeviation.EndDate	RICEDeviation.EndTime	RICEDeviation.TotalTimeRow	RICEDeviation.Correcti

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
Under Development	Submission Home	Indicates that a report has been created or saved, but not yet ready for signature.
	Submission Package	Report - Indicates that a report has been created or saved, but not yet ready for signature. Subpart – Indicates that a subpart contains at least one report that is not yet ready for signature. If any subparts have a status of 'Under Development, the package may not be submitted.
Pending Signature	Submission Home	Indicates that the report(s) has been completed, though the report has not yet been signed and submitted by the Certifier (or Delegated Certifier).
	Submission Package	Report - Indicates that the report(s) has been completed, though the report has not yet been signed and submitted by the Certifier (or Delegated Certifier). Subpart –Indicates that all reports within a subpart are Pending Signature. Once all subparts have a status of 'Pending Signature', 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 'Under Development.'
Submitted	CEDRI History: Submissions CEDRI History: Search	Indicates that the report was signed by a Certifier (or Delegated Certifier).
In WebFIRE	CEDRI History: Submissions CEDRI History: Search	Indicates that the report has been sent to the WebFIRE database for public release.
Recall	CEDRI History: Submissions CEDRI History: Search	Indicates that the submission package was submitted, but has been recalled at the request of the Certifier (or Delegated Certifier).

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
UI	User Interface
URL	Uniform Resource Locator
WebFIRE	Web Factor and Information Retrieval System
XML	Extensible Markup Language