CEDRI Frequently Asked Questions
Updated: February 19, 2014

Question: How do I access CEDRI?
Answer: CEDRI is accessed through the [Central Data Exchange (CDX)](#) which is the EPA's CROMERR compliant system for collecting and distributing environmental data.

Question: How long does it take me to register for CDX/CEDRI?
Answer: For users registering under the "preparer" role no identity proofing is required and registration can take less than 30 minutes. For users who are registering as a "certifier" additional identity proofing is required. As a certifier you will be prompted to follow the additional registration steps that support the LexisNexis identity verification and/or Electronic Signature Agreement (ESA) signing processes. This process can take up to two weeks if you have to proceed with an Electronic Signature Agreement which is a paper form you will need to send to EPA. More information regarding registration can be found in Section 3.2 of the User Guide.

Question: How do Preparers and Certifiers work on the same reports?
Answer: Preparers and Certifiers must share the same organization to be able to work on the same submission package. This is set up in the registration of CEDRI as a program service within CDX. See Section 3.2.2 in the CEDRI User's Guide for more detail.

Question: What is the difference between a Preparer and a Certifier?
Answer:

- **Preparer:** The Preparer is the person responsible for the preparation of reports for signature and subsequent submission by an authorized representative (ie., certifier) of the facility. Contractors are permitted to register as a Preparer and may assemble submission packages 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, or have been granted access by the preparer of the package.

- **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.

Question: What if you want to include additional information with a report you are submitting?
Answer: If a user would like to include more information in an Air Emissions Report to either provide additional information to support an answer or if their permitting authority requires more information to be submitted, then they may use the Additional Information Page at the end of the Air Emissions Report. A user can either provide a supporting PDF document to upload or can insert additional text into the Additional Information text box.

Question: What is the counter on the left side of the screen in CEDRI?
Answer: 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 either in the main application or one of the Air Emissions Report forms. This time count returns to 20 minutes whenever you navigate from one screen to another or perform an action that refreshes

the current page. Upon timing out you must sign back into CDX to continue working, however, all of the data that had been entered before timing out will be saved by CEDRI so you do not loose any work.

Question: How do I manage users across multiple states or delegated areas?
Answer: The EPA recommends if an organization does have multiple facilities across different states or delegated areas that they create state specific organizations to help manage facilities. For example, International Widget Producers has multiple facilities in North Carolina, Georgia and Ohio. In naming the organization while registering for CDX you could name each one International Widget Producers – North Carolina, International Widget Producers – Georgia, and International Widget Producers – Ohio. This would then let only preparers and certifiers associated with each organization to see the reports in those states (i.e. a preparer in North Carolina could not see reports filed in Georgia).

Question: Why can't I submit my report package?
Answer: There are four criteria that must be met before you may submit a package:
1. The user submitting the package must be registered in the Certifier role.
2. A facility has been selected for the submission package.
3. All subpart reports within the submission package have a status of 'Complete'.

Only when these criteria are met is the 'Submit' button on the 'Submission Package' screen activated. Otherwise the button is greyed out and disabled.

Question: Can I submit multiple reports in at the same time?
Answer: Yes, you can combine reports in your submission package. All you need to do is add the additional reports listed under the subparts in the "Manage Submission Package" page.