U.S. Environmental Protection Agency

Central Data Exchange

CEDRI CDX User Guide

Version 5.0

October 4, 2013

Table of Contents

List of Exhibits

1 Getting Started

1.1 Document Purpose

This document presents the User Guide for the Environmental Protection Agency's (EPA's) Office of Air and Radiation (OAR) Compliance and Emissions Data Reporting Interface (CEDRI) submission 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 simplify and standardize compliance and emissions reporting by industrial sources to support the submission of source test results, emissions monitoring data, compliance reports, and emissions reports electronically to EPA.

The CEDRI program service supports the submittal of three 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 upload these files to CDX using CEDRI.
- Notification Reports – Notification Reports are PDF reports uploaded to CDX using CEDRI.
- Air Emissions Reports – Air Emissions Reports are completed through fillable forms launched directly from 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.

2 System Requirements

In order to use CDX and CEDRI, the following is required:

- An email account
- Java Script enabled web browser
- 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:

  1. Close all open internet browsers.
  2. Select the 'Start' button.
  3. Go to 'Control Panel.' Select the 'Java' icon (Java Control Panel will display).
  4. On the Java Control Panel in the 'Temporary Internet Files' section, select the 'View' button (Java Cache Viewer will display).
  5. Select 'Resources' in the 'Show' drop down field located at the top of the Java Cache Viewer.
  6. 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.
  7. Close the Java Cache Viewer and Java Control Panel.

2.1 Supported Browsers

- Internet Explorer 8 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
- 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. The steps to check and, if necessary, change your screen resolution are (for Windows 7):

1. Select the 'Start' button.

2. Go to ‘Control Panel.’ Select the ‘Display’ icon and then the ‘Adjust resolution’ link on the left sidebar.
3. Select the ‘Resolution’ dropdown menu.
4. Adjust the ‘Screen resolution’ slide bar as necessary.
5. Select the ‘OK’ button.

3 CDX Tasks

CDX Web is the application used by EPA programs and various stakeholders to manage environmental data transmitted to EPA in order to meet EPA's reporting requirements. As part of the CDX Web application, 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 required by new users to complete the registration process.

The following sections describe the CDX Web user registration process and other related CDX Web features:

- **CDX Access and Navigation:** Section 3.1
- **Registration for CEDRI Program Services**: Section 3.2
- **CDX Account Management**: Section 3.3
- **Managing Your User Inbox**: Section 3.4
- **Viewing CDX Submissions**: Section 3.5

3.1 CDX Access and Navigation

You can access the CDX home page directly by following this URL: https://cdx.epa.gov/.

The 'Central Data Exchange' home page is the landing screen from which you access and interact with CDX and the CEDRI program service hosted by CDX (see Figure 3-1).

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 ID and Password, and clicking the 'Log In' button. You will still need to add the CEDRI program service to your account (see Figure 3-2).
- **Registration:** If you do not have an account with CDX, click the 'Register with CDX' button to begin the registration process outlined later in this section (see Figure 3-1).
- **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.

Figure 3-1 CDX Web Home Page

If you are a new CDX user, after choosing to register by clicking the 'Register with CDX' button, the CDX 'Terms and Conditions' screen is displayed documenting 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

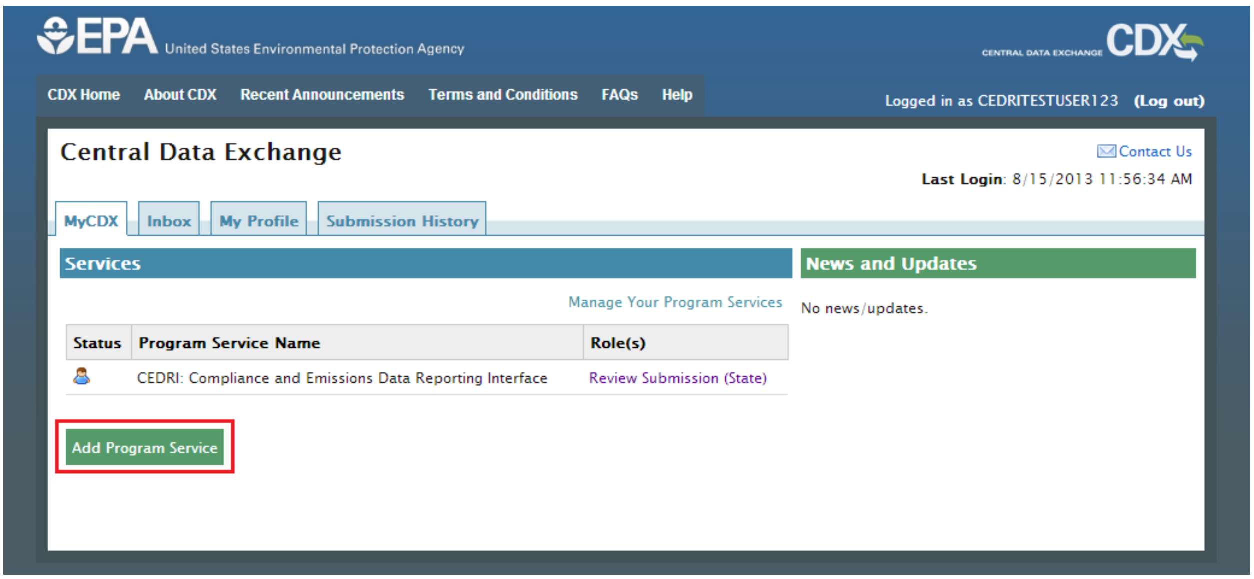
- Limiting distribution of CDX software
- Agreement to notify CDX of changes in duties

You can accept the terms and conditions by selecting the ‘I Accept’ radio button or cancel the registration by selecting the ‘I Decline’ radio button. Note that if you decline the terms and conditions, you will not be able to proceed with the registration. Once you have accepted the registration agreement, you are redirected to proceed with the registration process.

> **Note:**
> **Important information about the registration process:**
> Submittal of files through CDX requires a CROMERR compliant signature. Authorized signature authorities for the facility should use the LexisNexis electronic identity validation service in lieu of a paper based validation. If the signature authority chooses to use the paper based validation process, the CDX Reporting Center will request the phone number of the signature authority’s employer/authorizing official to verify employment.
>
> Facility contractors (consultants) will no longer be able to submit files to CEDRI on behalf of the source, and therefore do not need to proceed through the paper based validation process prior to submitting files to CDX.

If you are an existing CDX user you may log in using your existing account, and select the ‘Add Program Service’ button to add the CEDRI data flow to your CDX Program Services (see Figure 3-2).

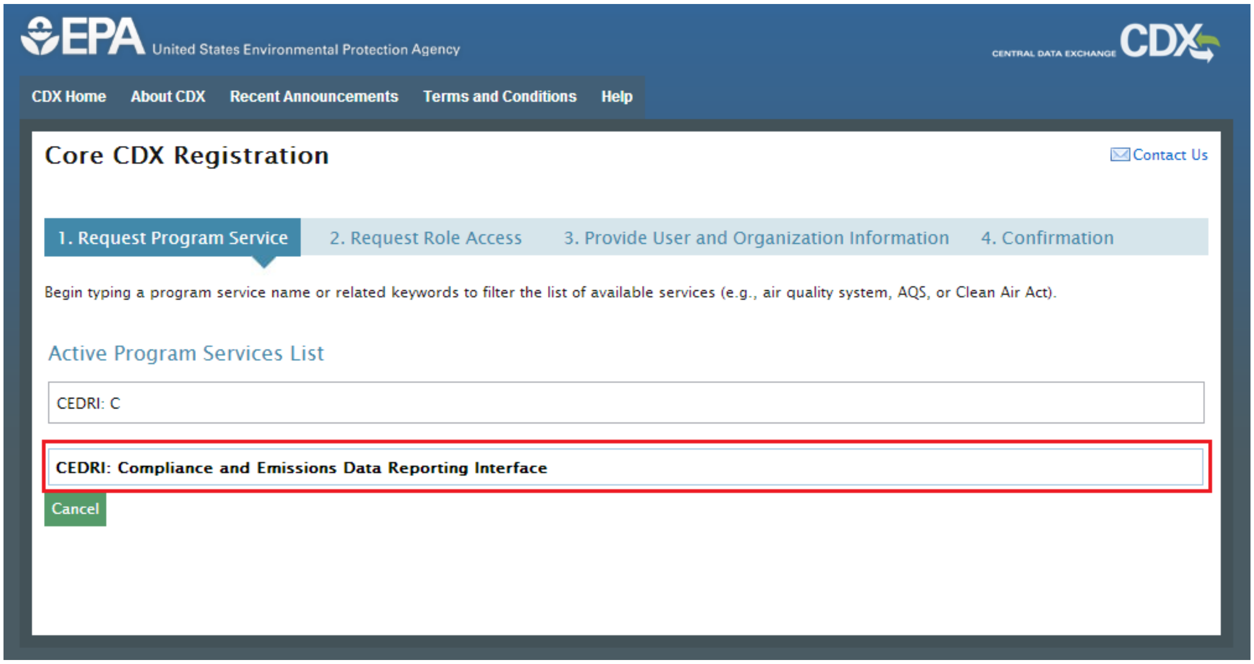
Figure 3-2 Adding a Program Service



3.2 Registering for the CEDRI Program Service

The ‘Request Program Service’ screen displays a list of active program services with open registration from which you can choose to register. You may filter the active program service list by typing the program service name or other related program metadata in the text bar.

Figure 3-3 Selecting a Program Service



Select 'CEDRI: Compliance and Emissions Data Reporting Interface' from the Active Program Service List by clicking on the list item. The selection on this page determines the information you must enter on subsequent pages.

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 Figure 3-2) and follow the same procedure, specifying each organization in Section 3.2.2.2.

Once the registration 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).

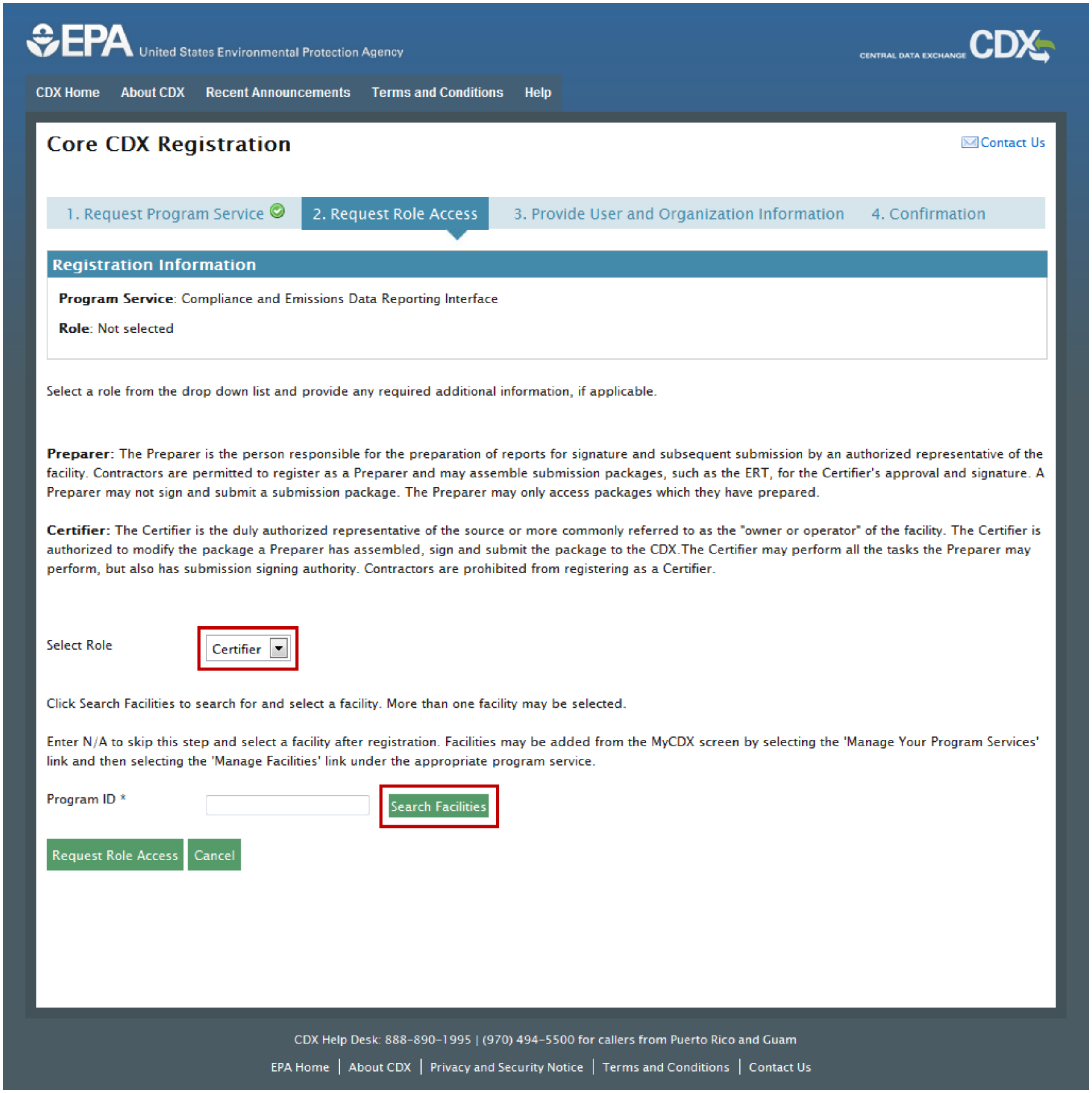
3.2.1 Requesting Role Access

After selecting the CEDRI program service on the 'Request Program Service' page the 'Request Role Access' screen (see Figure 3-4) appears and allows you to select either the Preparer or Certifier role. The distinction between roles is as follows:

- **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 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.

Figure 3-4 Requesting Role Access



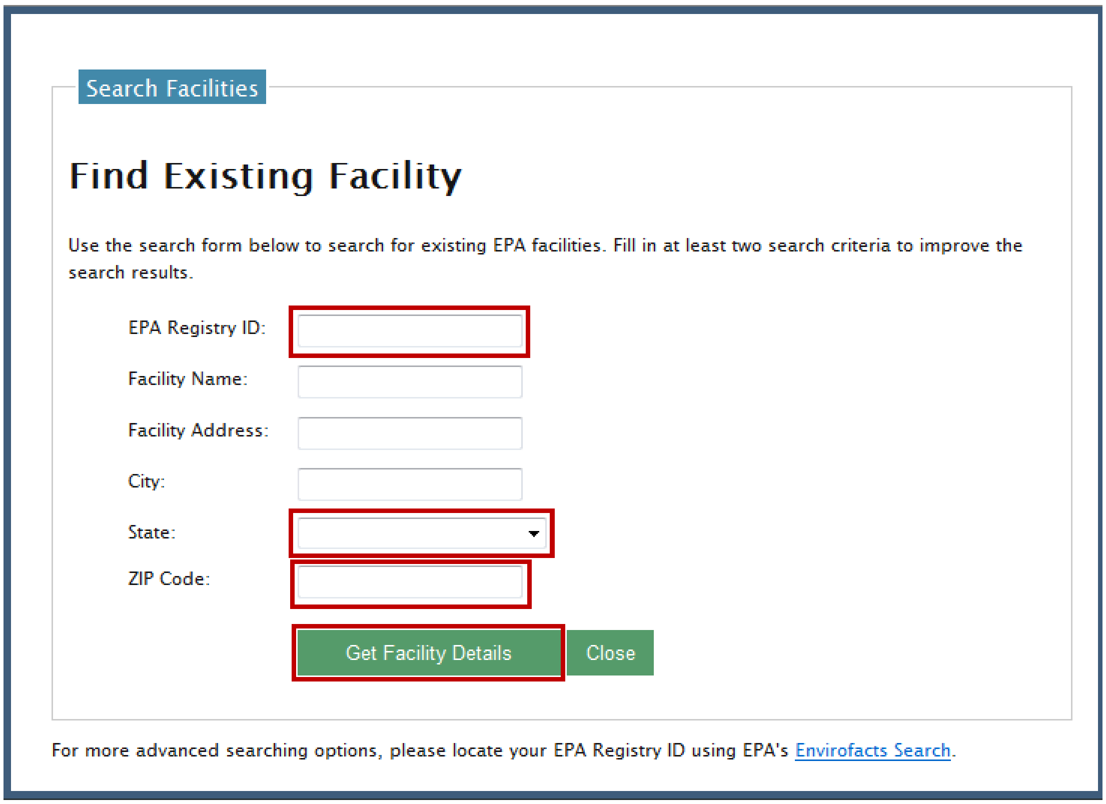
Warning: Preparers and Certifiers must share an organization to be able to work on the same submission package.

3.2.1.1 Associating to a Facility

After selecting a role, you are prompted to search for and select a facility. If applicable, more than one facility may be selected. If you prefer to defer facility selection and select a facility after receiving access to the selected role, you may enter 'N/A' in the 'Program ID' field and add facilities later via the 'Manage Facilities' service. Refer to Section 3.3.2.2 for more details on managing your facilities.

Select the 'Search Facilities' button on the 'Request Program Service' page to bring up the 'Find Existing Facility' window (see Figure 3-5).

Figure 3-5 Searching for Existing Facilities



Enter your search criteria for the desired facility in the provided fields and select the 'Get Facility Details' button to execute the search. Search criteria include:

- EPA Registry ID (This is the identification number assigned by the EPA Facility Registry System (FRS) to uniquely identify a facility site)
- Facility Name
- Facility Address
- City
- State
- Zip Code

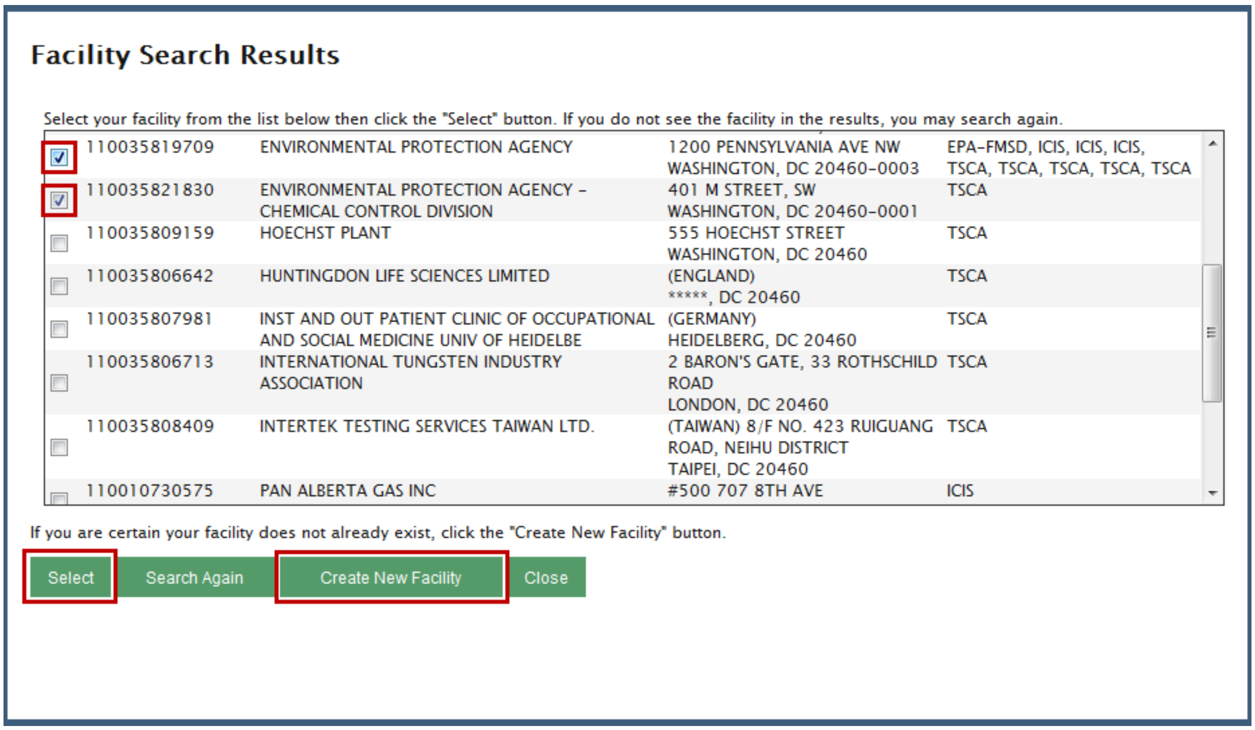
Note: In order to execute the search, you must provide information in either the 'EPA Registry ID', 'State', or 'ZIP Code' fields. If you select a State, you must also provide either 'EPA Registry ID', 'Facility Name', 'City', or 'ZIP Code'.

Note: If your search parameters return too many results, you are told that "Your search criteria has returned too many matching results. Refine your search and try again." In this case, you may either select the 'Search Again' button to enter more specific search criteria, or you may select the "Create New Facility" button to create a new facility.

If matching facilities are found, the 'Facility Search Results' window is displayed (see Figure 3-6). On this screen, you have two options.

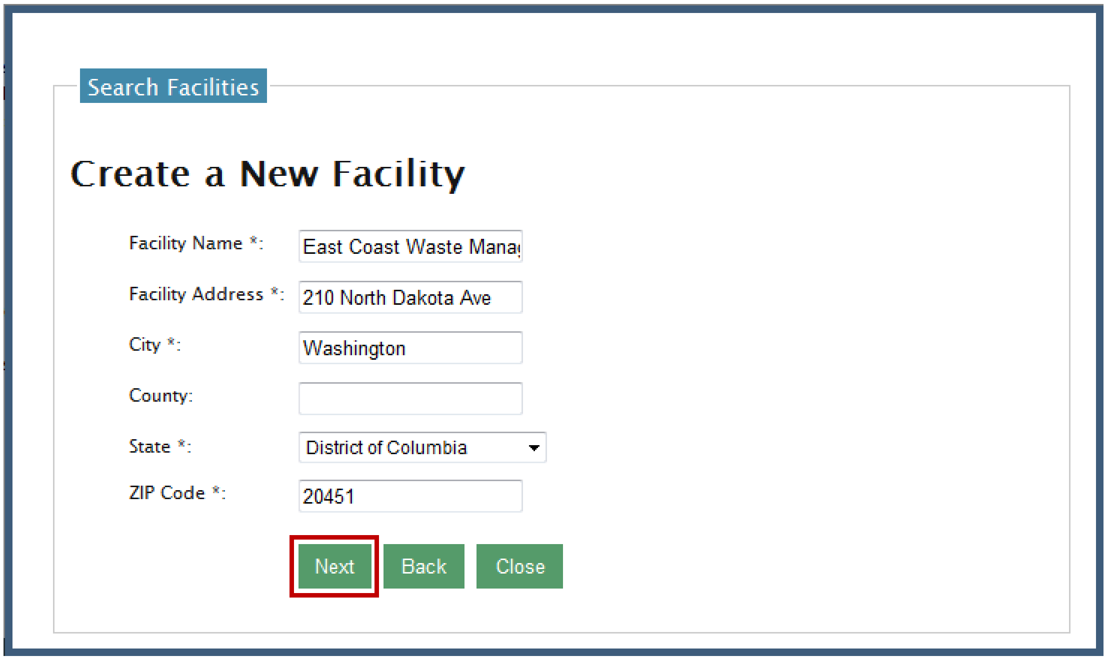
- You may select one or more facilities to associate with your account by selecting the corresponding checkboxes and finalizing your selection by clicking the 'Select' button.
- If the desired facility is not displayed, you may create a new facility by selecting the 'Create New Facility' button.

Figure 3-6 Existing Facilities



After selecting the 'Create New Facility' button, the 'Create New Facility' window is displayed (see Figure 3-7). Fields marked with an asterisk are required. Once all information is entered, select the 'Next' button to proceed. Click the 'Select' button on the subsequent window to finalize your newly created facility.

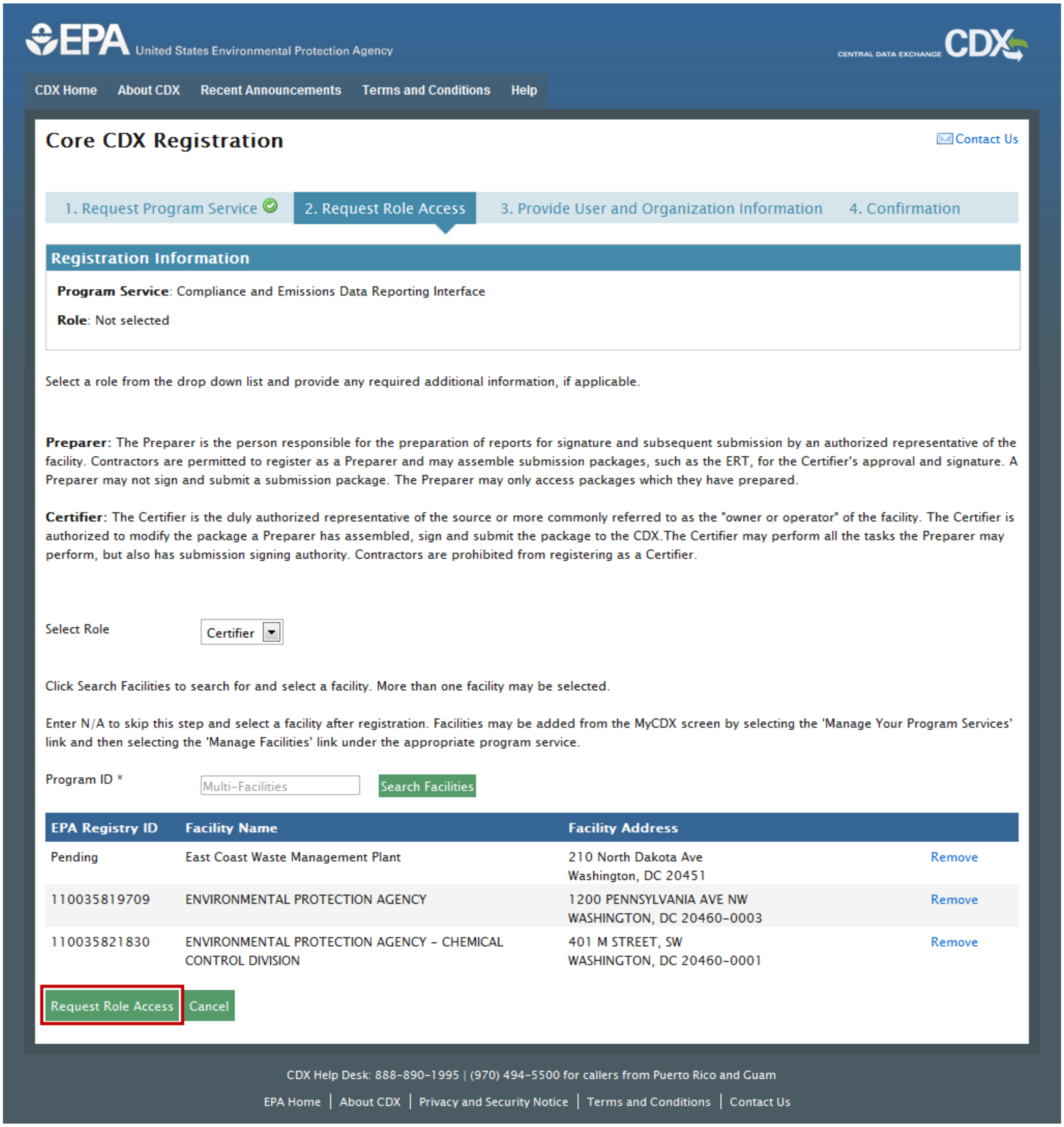
Figure 3-7 Creating a New facility



Note: Newly created facilities are assigned an EPA Registry ID of 'PENDING' until the new facilities are verified by the Facility Registry System. This process may take as long as two to three months. However, you may still submit reports in CEDRI for facilities with an EPA Registry ID of 'PENDING.'

After either selecting newly created or existing facilities, you are taken back to the 'Request Role Access page (see Figure 3-8). Here your selected facilities are displayed at the bottom of the page. The 'Program ID' field is auto-populated with "Multi-Facilities" once you select or more facilities. Select the 'Request Role Access' button to proceed with registration.

Figure 3-8 Requesting Role Access for Selected Facilities


EPA United States Environmental Protection Agency

CENTRAL DATA EXCHANGE CDX

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Core CDX Registration

Contact Us

1. Request Program Service | 2. Request Role Access | 3. Provide User and Organization Information | 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.

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 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, sign and submit the package to the 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.

Select Role: Certifier

Click Search Facilities to search for and select a facility. More than one facility may be selected.

Enter N/A to skip this step and select a facility after registration. Facilities may be added from the MyCDX screen by selecting the 'Manage Your Program Services' link and then selecting the 'Manage Facilities' link under the appropriate program service.

Program ID *: Multi-Facilities | Search Facilities

EPA Registry ID	Facility Name	Facility Address	
Pending	East Coast Waste Management Plant	210 North Dakota Ave Washington, DC 20451	Remove
110035819709	ENVIRONMENTAL PROTECTION AGENCY	1200 PENNSYLVANIA AVE NW WASHINGTON, DC 20460-0003	Remove
110035821830	ENVIRONMENTAL PROTECTION AGENCY - CHEMICAL CONTROL DIVISION	401 M STREET, SW WASHINGTON, DC 20460-0001	Remove

Request Role Access | Cancel

CDX Help Desk: 888-890-1995 | (970) 494-5500 for callers from Puerto Rico and Guam

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3.2.2 Providing User and Organization Information

After clicking ‘Request Role Access” you are taken to the third step of the registration process. In this step user and organization information is collected.

The information entered in this portion of the registration process 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 during Section 3.2.1. 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.

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

3.2.2.1 User Information

The 'Part 1: User Information' section of the screen collects the following information (see Figure 3-9):

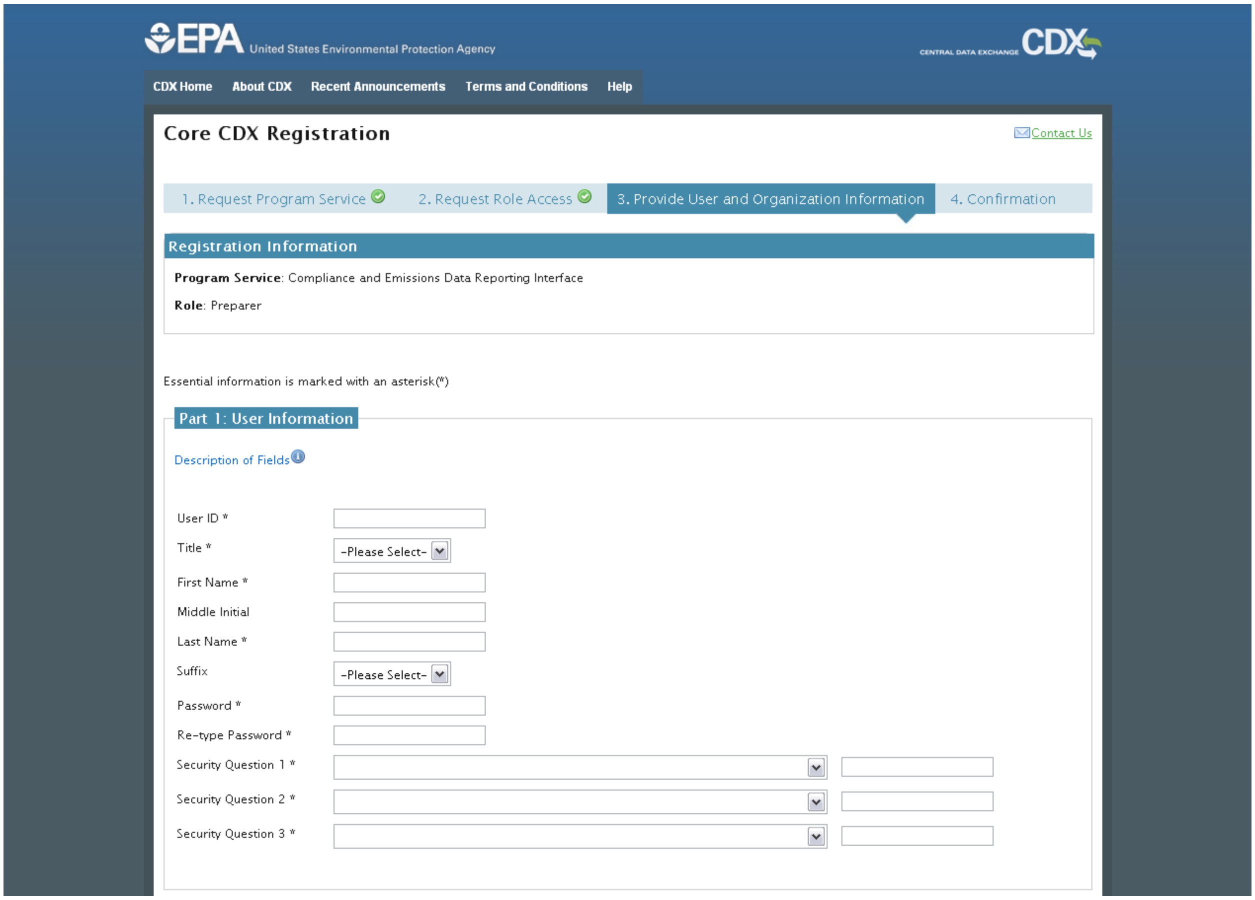
- User ID (required. Select a User ID you would like to use for CDX that meets the user name requirements)
- Title (required)
- First Name (required)
- Middle Initial
- Last Name (required)
- Suffix
- Password (required. Select a password that meets the minimum password requirements)
- Re-type Password (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)

For a more detailed description of each field, you may click the 'Description of Fields' link. Specific requirements for User ID and password are provided by following the 'Description of Fields' link.

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.

Figure 3-9 Enter User Information



3.2.2.2 Organization Information

If you are an existing CDX user, you have two options at this stage:

- You may select an organization from the dropdown list for your selected role. Selecting the ‘Submit Request for Access’ button confirms your organization. If you selected the Certifier role, you are taken to the ‘Identity Verification’ screen (see Section 3.2.4).
- You may request to add a new organization (see Section 3.2.2.2) if the desired organization is not in the dropdown menu.

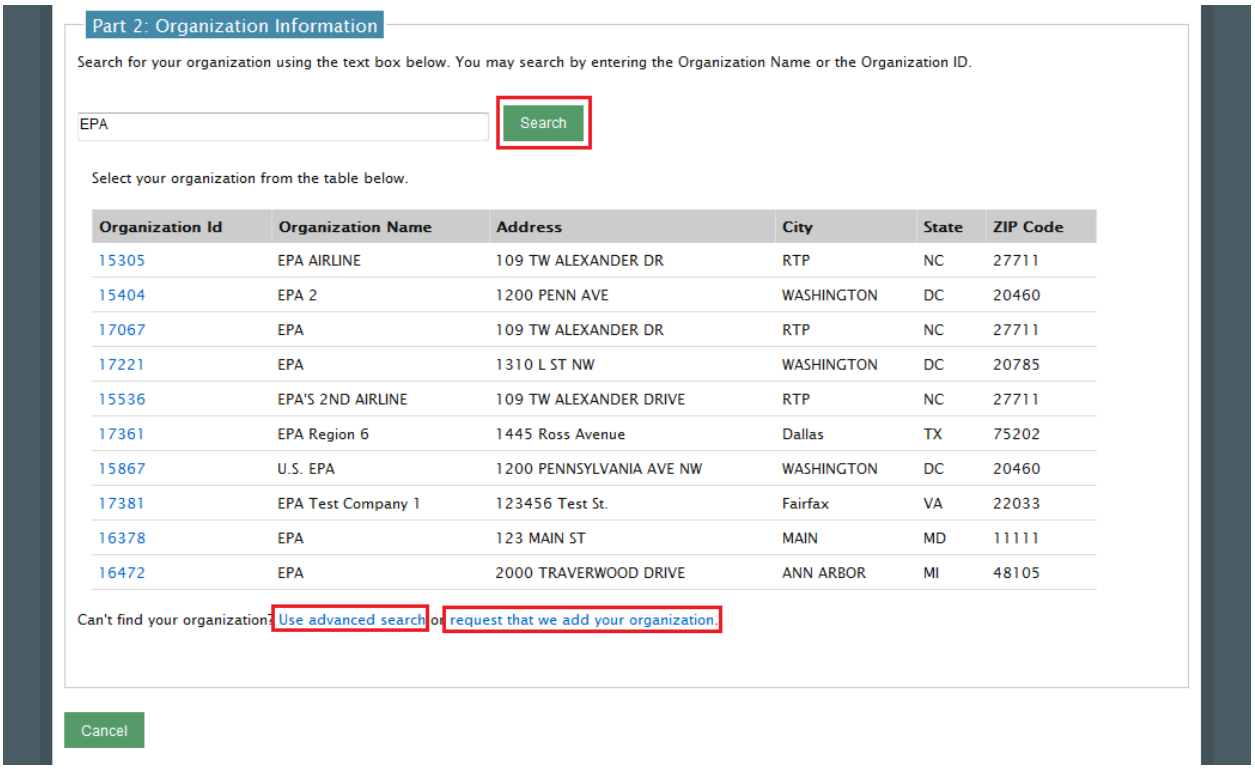
The ‘Part 2: Organization Information’ section of the screen collects the following information:

- Organization Name (required)
- Mailing Address (required)
- Mailing Address 2
- City (required)
- State/Province (required)
- Zip/Postal Code (required)
- Email (required)

- Re-enter Email (required)
- Phone Number (required)
- Phone Number Extension
- Fax Number

Before entering organization information, you are first asked to perform a simple search (see Figure 3-10) to determine if information for your organization is already stored in CDX.

Figure 3-10 Selecting Pre-registered Organization


Part 2: Organization Information

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

EPA

Search

Select your organization from the table below.

Organization Id	Organization Name	Address	City	State	ZIP Code
15305	EPA AIRLINE	109 TW ALEXANDER DR	RTP	NC	27711
15404	EPA 2	1200 PENN AVE	WASHINGTON	DC	20460
17067	EPA	109 TW ALEXANDER DR	RTP	NC	27711
17221	EPA	1310 L ST NW	WASHINGTON	DC	20785
15536	EPA'S 2ND AIRLINE	109 TW ALEXANDER DRIVE	RTP	NC	27711
17361	EPA Region 6	1445 Ross Avenue	Dallas	TX	75202
15867	U.S. EPA	1200 PENNSYLVANIA AVE NW	WASHINGTON	DC	20460
17381	EPA Test Company 1	123456 Test St.	Fairfax	VA	22033
16378	EPA	123 MAIN ST	MAIN	MD	11111
16472	EPA	2000 TRAVERWOOD DRIVE	ANN ARBOR	MI	48105

Can't find your organization? Use advanced search or request that we add your organization.

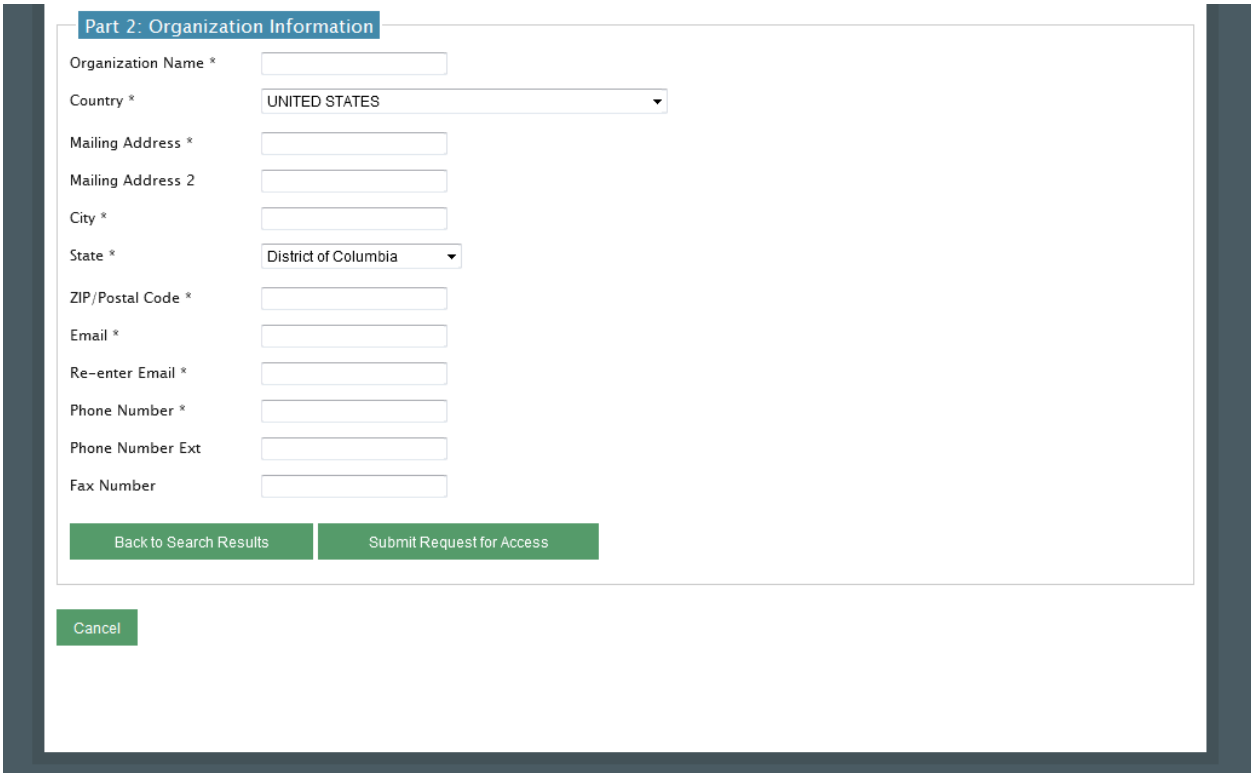
Cancel

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.

If the simple search returns too many results, you may use the advanced search option or choose to search again.

If you cannot locate your organization in the search results, you may create a new organization by clicking the 'request that we add your organization' link. Clicking the link will add the organization or take you back to the Organization Information page where you can enter required organization details (see Figure 3-11).

Figure 3-11 Adding a New Organization



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.

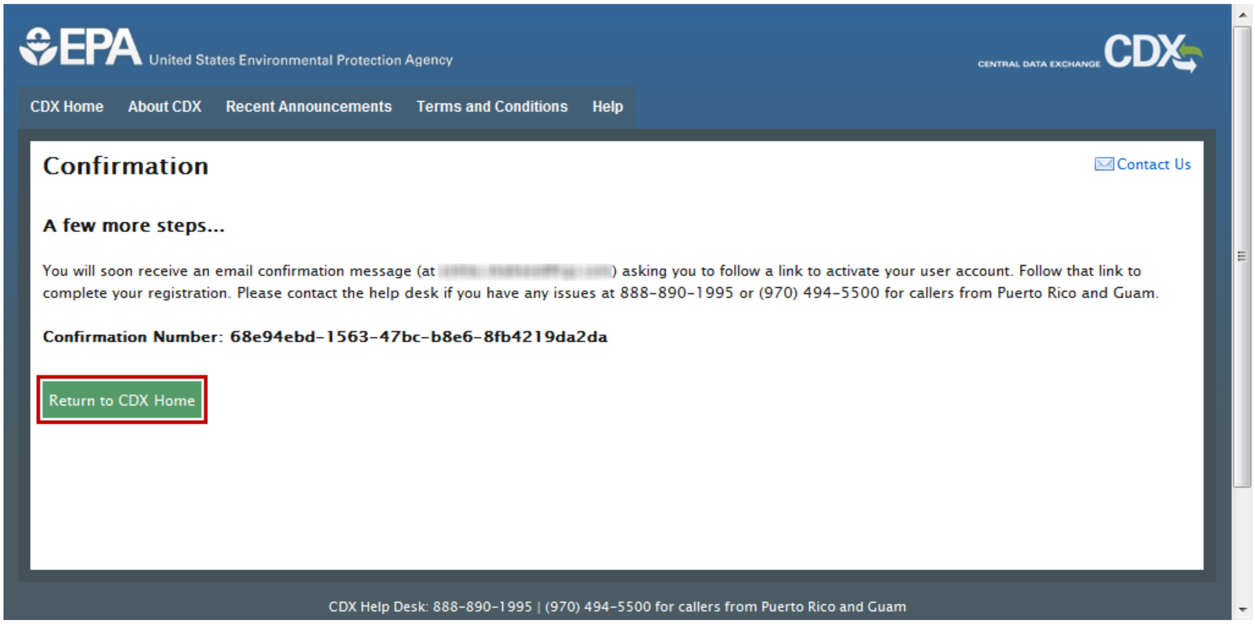
Note: When creating a new organization, if the data entered is an exact match of an existing organization in CDX, you are directed to associate to the existing organization.

Once an organization has been selected or created, you are required to enter an email and phone number with the option of entering a phone number extension or fax number. Select the 'Submit Request for Access' button to proceed with registration.

3.2.3 Confirming Your Registration

After validating the registration information entered, you are presented with an account confirmation page (see Figure 3-12).

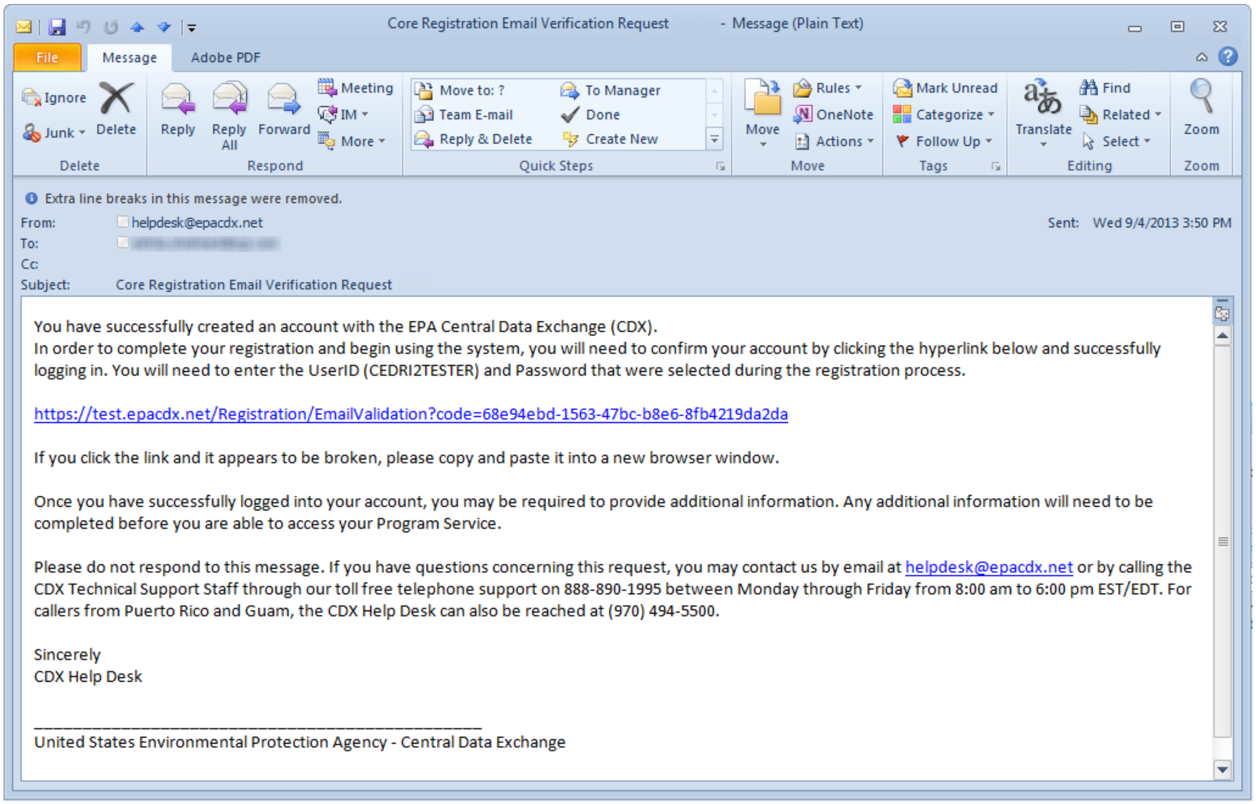
Figure 3-12 Confirmation for CDX Registration and Organization Association



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 Figure 3-13). If you registered as a Preparer, you are taken 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 Figure 3-24). If you are registered as a Certifier, you are taken to the 'Identity Verification' screen (see Section 3.2.4) to complete the Electronic Signature Agreement (ESA) process.

Figure 3-13 CDX Core Registration - Email Verification Request



3.2.4 Identity Verification

Note: Identity verification is only required for the Certifier role.

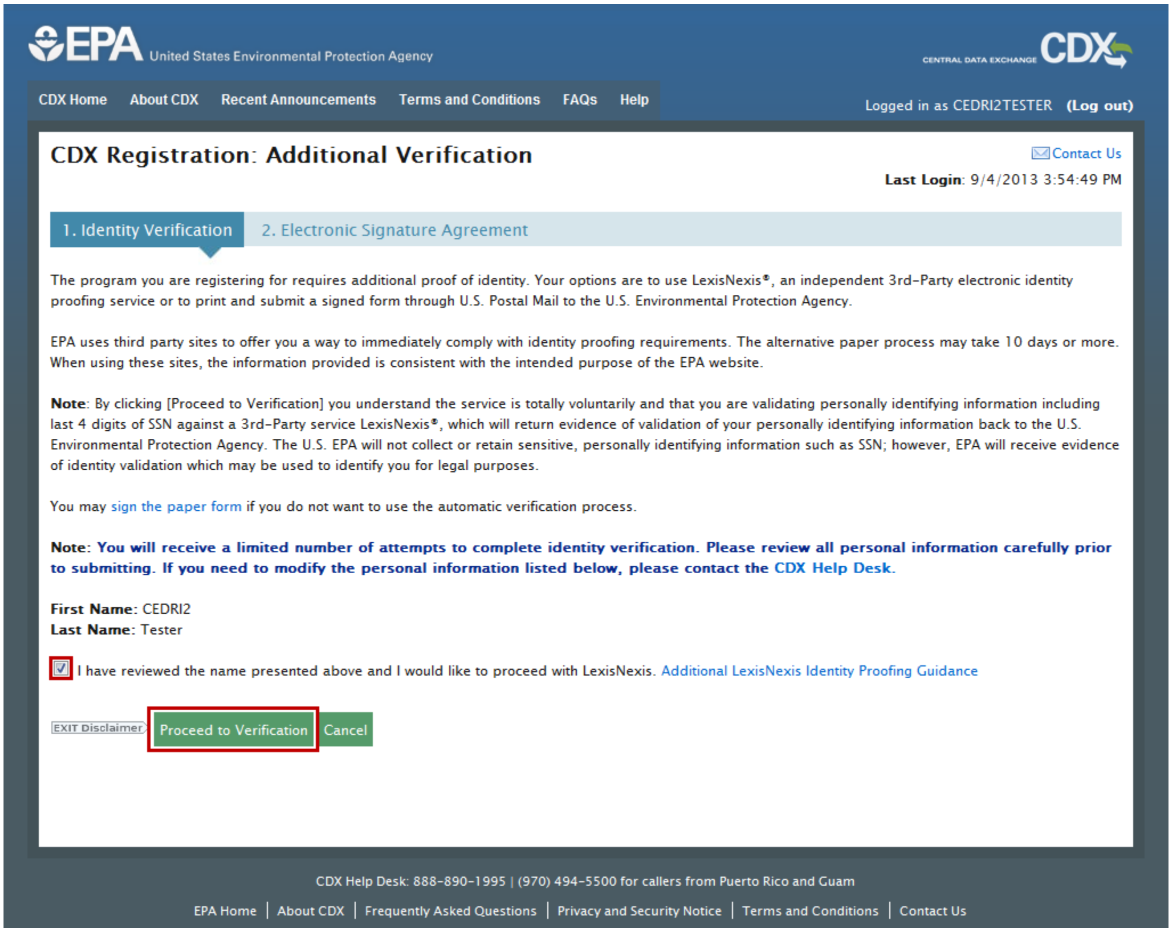
If you registered as the Certifier role, additional identity proofing is required and you are prompted to follow the additional registration steps that support the LexisNexis identity validation and/or Electronic Signature Agreement (ESA) signing processes.

You are required to complete the identity verification process prior to accessing the CEDRI program service for the first time. The ‘Identity Verification’ screen gives you the option to use the electronic identity verification process or the paper-based identity verification process. The CDX Web application 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.

If you choose to proceed with the electronic verification process, you must first mark the checkbox, thus agreeing to have reviewed the first and last name presented, and then click the ‘Proceed to Verification’ button (see Figure 3-14). The LexisNexis service launches a new web browser window and navigates you away from CDX to collect additional Personally Identifiable Information (PII) that CDX does not collect. Click ‘OK’ to proceed with verification.

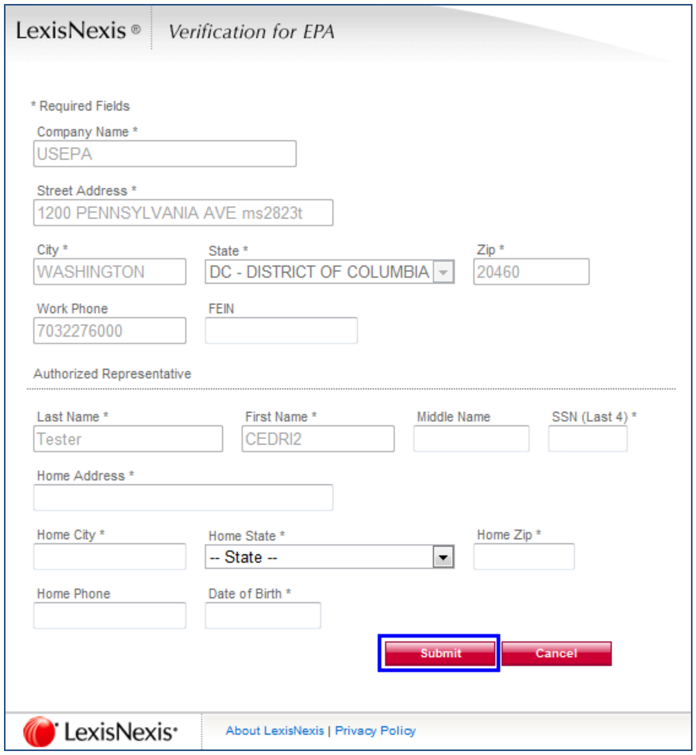
If you choose not to utilize LexisNexis and you click the ‘Sign Paper Form’ link, you are directed to a screen where you are instructed to print, sign, and mail required identity proofing documentation (see Section 3.2.5.2).

Figure 3-14 CDX Registration - Additional Verification



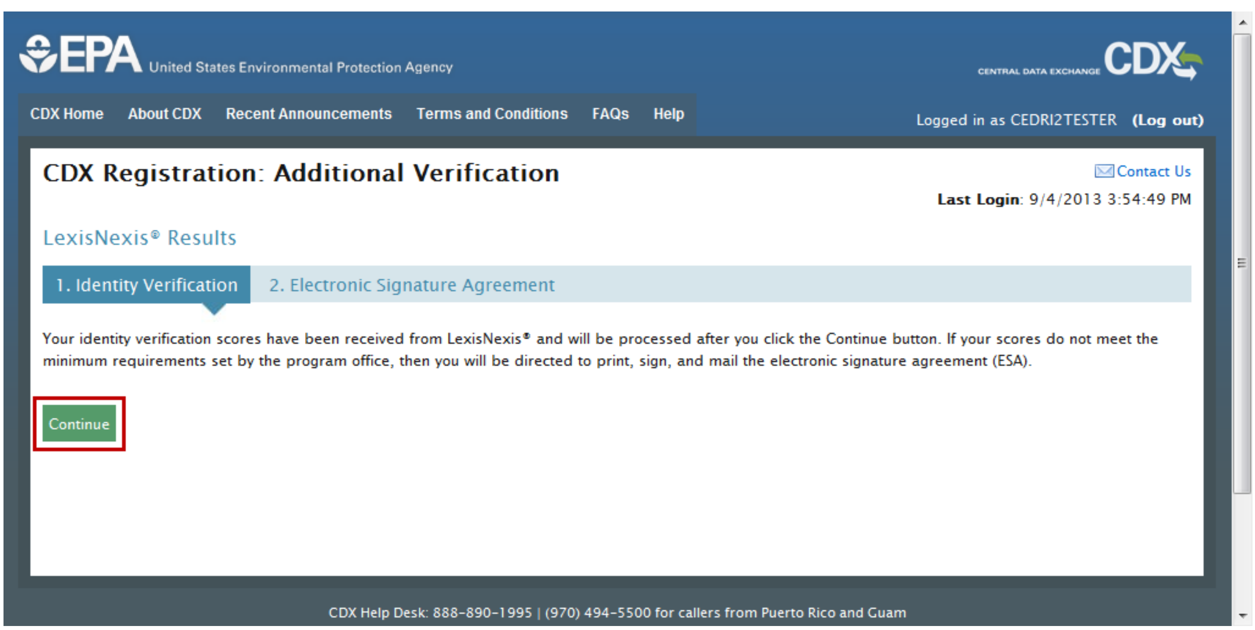
The LexisNexis Data Collection window (see Figure 3-15) displays the user and organization information collected by CDX and is not editable. The window also displays text fields in which you must provide the necessary PII for LexisNexis to complete the identity validation.

Figure 3-15 LexisNexis Verification for EPA



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 Figure 3-16).

Figure 3-16 CDX Registration - Identity Verification



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:

1. You successfully completed LexisNexis identity verification.You can electronically sign the ESA at this point (see Section 3.2.5).
2. You do not successfully complete LexisNexis identity verification. If your identity proofing failed, you may 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.
3. 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 (Figure 3-15) matches the information contained in the LexisNexis database. Scores can only be raised by improving the degree to which the information matches.

3.2.5 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 are 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 3.2.5.2 for details.

3.2.5.1 Completing an Electronic ESA

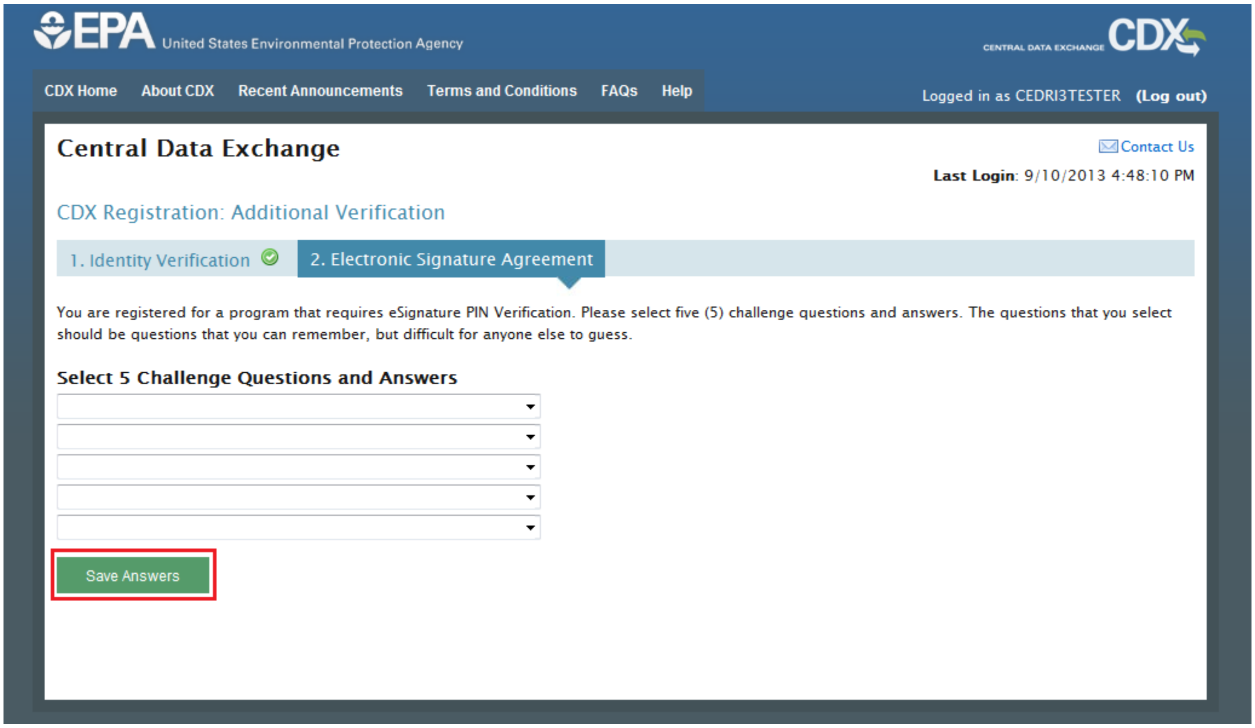
CDX provides twenty (20) questions to help validate your identity. From these twenty (20) questions you are required to choose five (5) unique questions and provide unique answers for each. The questions that you select should be easy for you to remember, but difficult for someone else to guess. You 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, you are directed to the ESA. If not set, you are directed to provide five (5) secret questions and answers before proceeding to the 'ESA' page (see Figure 3-17). The CROMERR 20-5-1 process must be completed before you can electronically sign the ESA. You must click the 'Save Answers' button after providing five (5) secret questions and answers. A confirmation email, listing the questions which you answered, is sent to your organization email and to your CDX Inbox.

If you choose the paper ESA application process, the CROMERR 20-5-1 questions are not displayed. If you need to electronically sign an ESA later, you are required to provide your CROMERR 20-5-1 questions and answers before signing electronically.

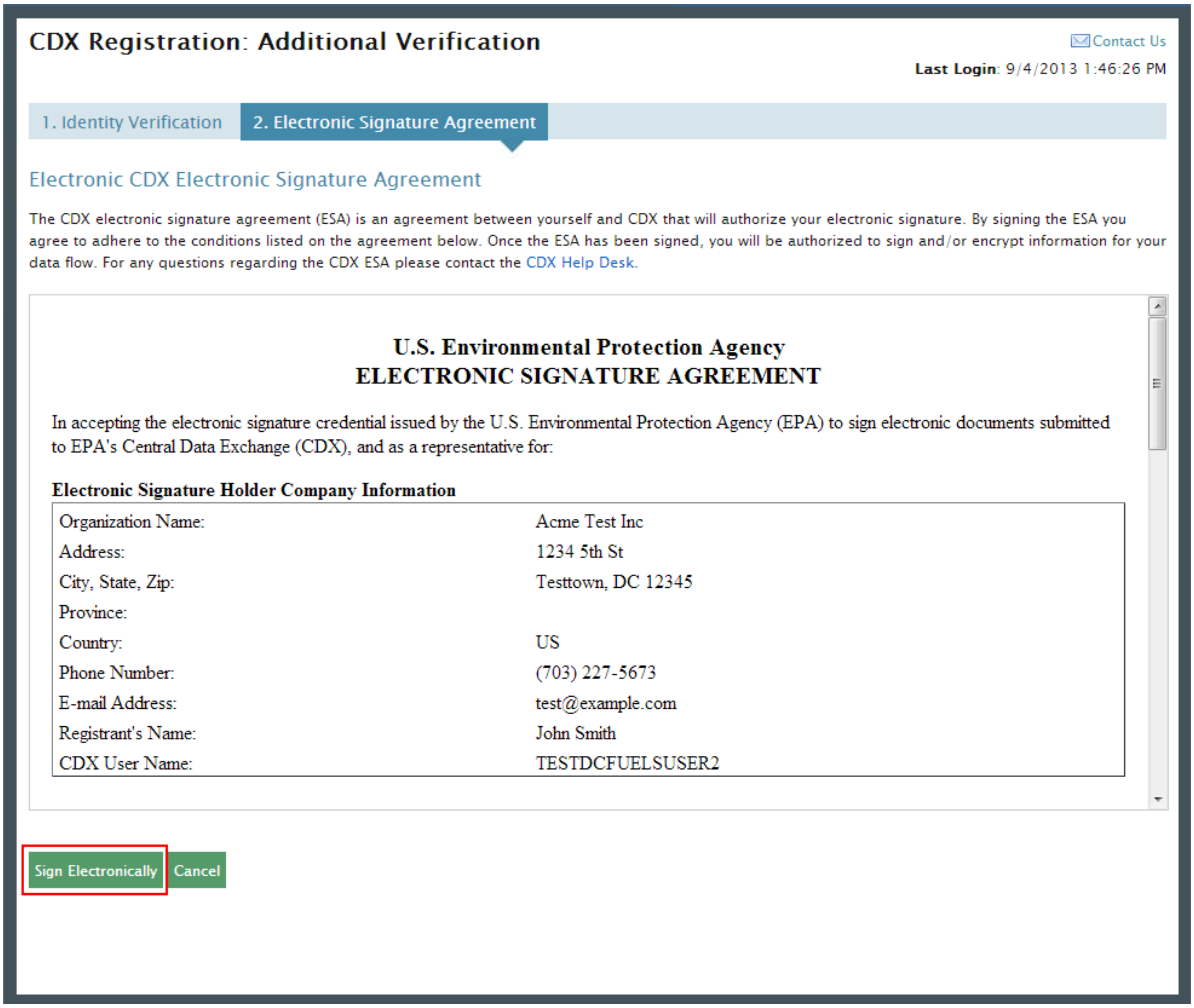
If in the future, you forget your CROMERR 20-5-1 question answers, contact the CDX Helpdesk for assistance in resetting them.

Figure 3-17 CDX Registration – Additional Information



After you complete the CROMERR 20-5-1 process, review the ESA, and click the 'Sign Electronically' button, the application launches the CDX CROMERR widget. In compliance with CROMERR standards, you are required to agree to the certification statement, re-validate your user name and password, provide the answer to one of your CROMERR 20-5-1 questions, and officially sign the ESA (see Figure 3-18 through Figure 3-20).

Figure 3-18 Review Electronic ESA



When you officially sign the ESA, a copy of the ESA, along with the electronic signature, is stored in the CDX CROMERR archives. To sign the ESA you must first accept the agreement (see Figure 3-19) and then re-authenticate with your password and one of the 5 CROMERR security questions (see Figure 3-20).

Figure 3-19 CDX Registration – CROMERR eSignature Widget page 1

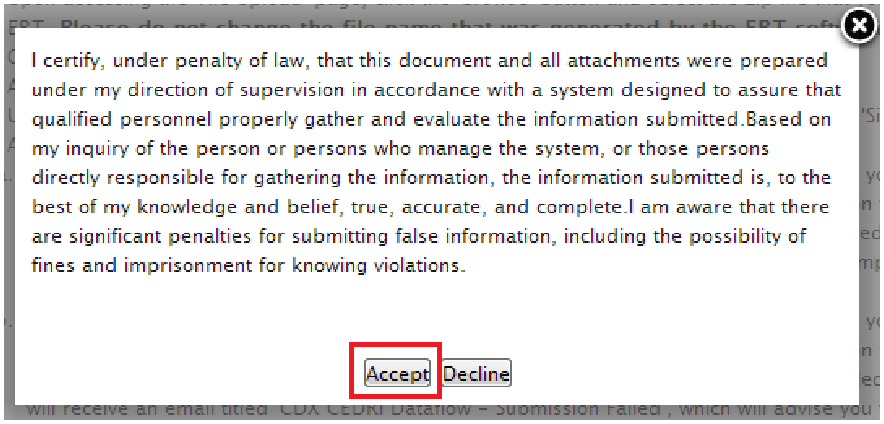
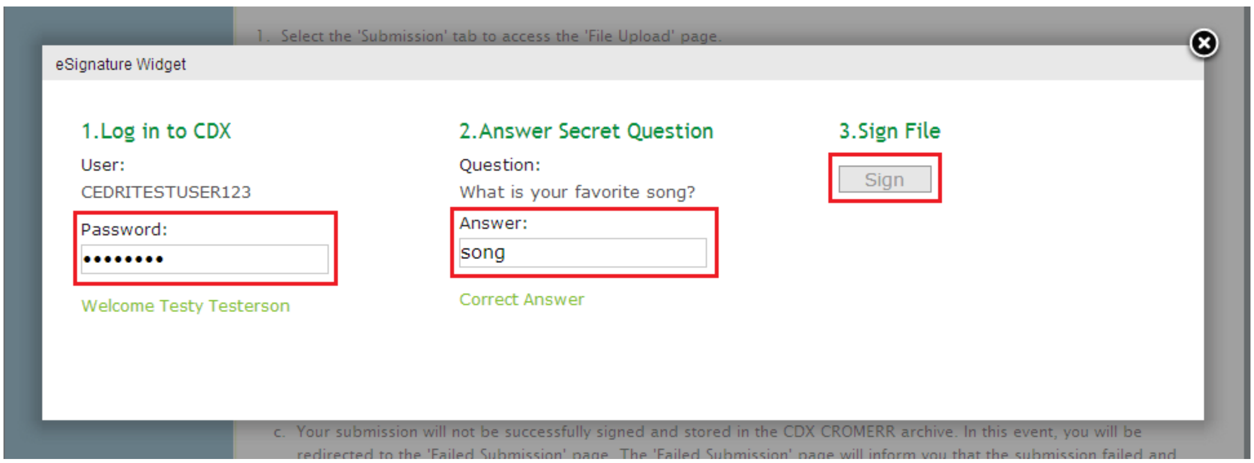


Figure 3-20 CDX Registration – CROMERR eSignature Widget page 2



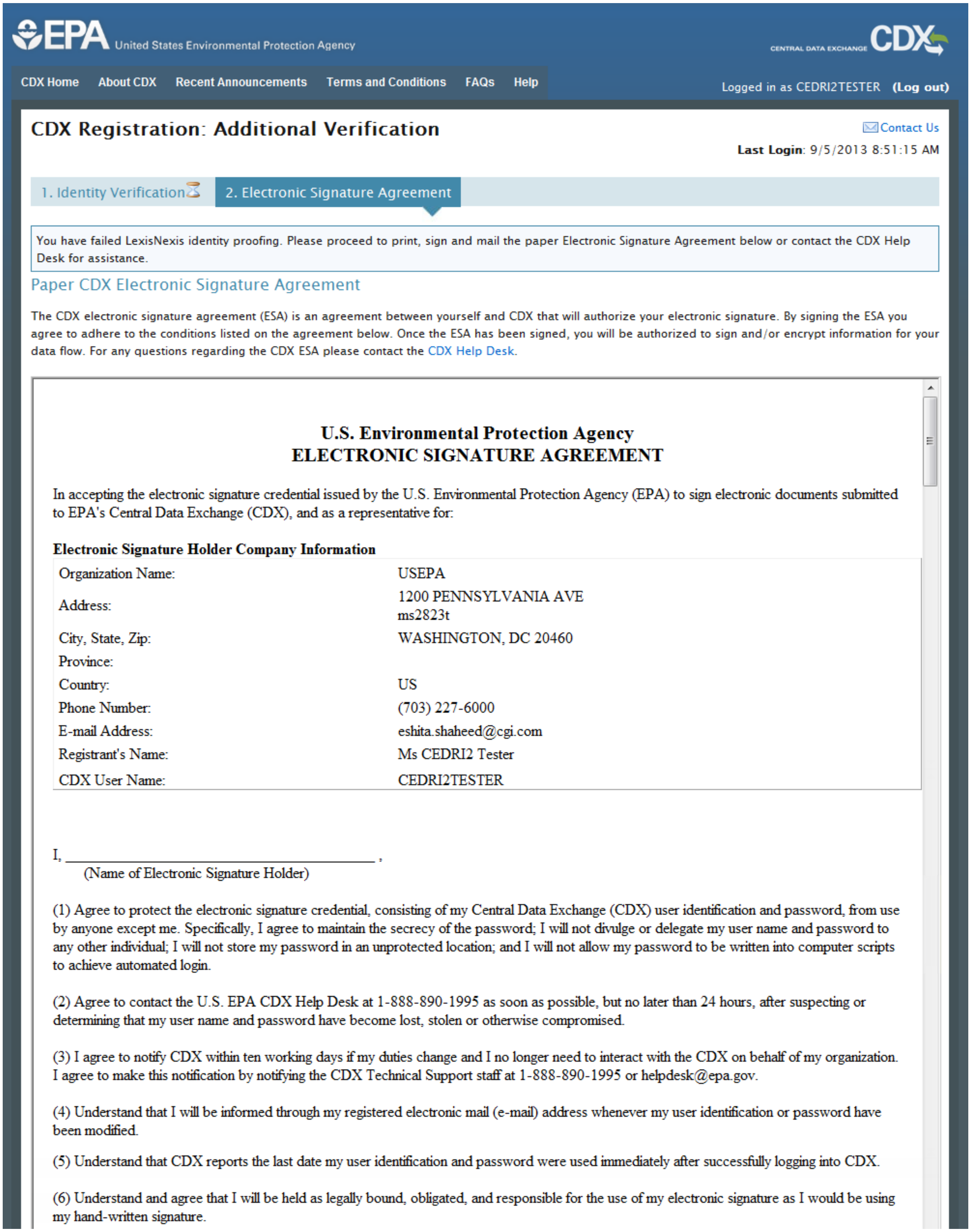
3.2.5.2 Completing a Paper ESA

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 (see Figure 3-21 and Figure 3-22). 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). The ESA application process typically takes 5 to 10 business days to complete. Your 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 Section 3.2.6).

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.

If you choose the paper ESA application process, the CROMERR 20-5-1 questions are not displayed. The next time you log in to CDX, following role approval, you are required to provide CROMERR 20-5-1 questions and answers.

Figure 3-21 Electronic Signature Agreement



EPA United States Environmental Protection Agency

CENTRAL DATA EXCHANGE CDX

CDX Home | About CDX | Recent Announcements | Terms and Conditions | FAQs | Help

Logged in as CEDRI2TESTER (Log out)

CDX Registration: Additional Verification

Contact Us

Last Login: 9/5/2013 8:51:15 AM

1. Identity Verification | 2. Electronic Signature Agreement

You have failed LexisNexis identity proofing. Please proceed to print, sign and mail the paper Electronic Signature Agreement below or contact the CDX Help Desk for assistance.

Paper CDX Electronic Signature Agreement

The CDX electronic signature agreement (ESA) is an agreement between yourself and CDX that will authorize your electronic signature. By signing the ESA you agree to adhere to the conditions listed on the agreement below. Once the ESA has been signed, you will be authorized to sign and/or encrypt information for your data flow. For any questions regarding the CDX ESA please contact the CDX Help Desk.

U.S. Environmental Protection Agency
ELECTRONIC SIGNATURE AGREEMENT

In accepting the electronic signature credential issued by the U.S. Environmental Protection Agency (EPA) to sign electronic documents submitted to EPA's Central Data Exchange (CDX), and as a representative for:

Electronic Signature Holder Company Information

Organization Name:	USEPA
Address:	1200 PENNSYLVANIA AVE ms2823t
City, State, Zip:	WASHINGTON, DC 20460
Province:	
Country:	US
Phone Number:	(703) 227-6000
E-mail Address:	eshita.shaheed@cgi.com
Registrant's Name:	Ms CEDRI2 Tester
CDX User Name:	CEDRI2TESTER

I, ______________________________________ ,
(Name of Electronic Signature Holder)

(1) Agree to protect the electronic signature credential, consisting of my Central Data Exchange (CDX) user identification and password, from use by anyone except me. Specifically, I agree to maintain the secrecy of the password; I will not divulge or delegate my user name and password to any other individual; I will not store my password in an unprotected location; and I will not allow my password to be written into computer scripts to achieve automated login.

(2) Agree to contact the U.S. EPA CDX Help Desk at 1-888-890-1995 as soon as possible, but no later than 24 hours, after suspecting or determining that my user name and password have become lost, stolen or otherwise compromised.

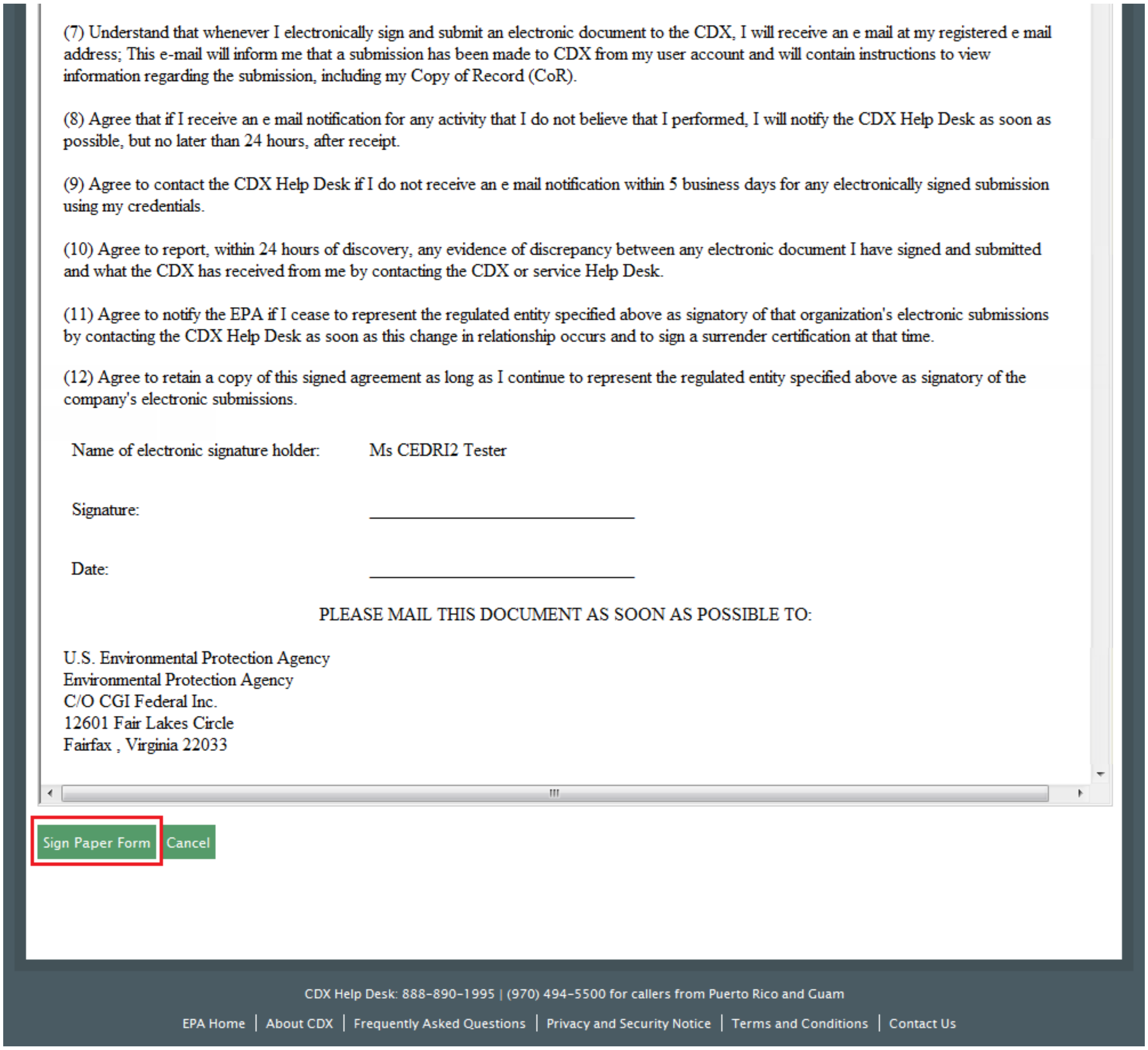
(3) I agree to notify CDX within ten working days if my duties change and I no longer need to interact with the CDX on behalf of my organization. I agree to make this notification by notifying the CDX Technical Support staff at 1-888-890-1995 or helpdesk@epa.gov.

(4) Understand that I will be informed through my registered electronic mail (e-mail) address whenever my user identification or password have been modified.

(5) Understand that CDX reports the last date my user identification and password were used immediately after successfully logging into CDX.

(6) Understand and agree that I will be held as legally bound, obligated, and responsible for the use of my electronic signature as I would be using my hand-written signature.

Figure 3-22 Electronic Signature Agreement (Cont'd)



(7) Understand that whenever I electronically sign and submit an electronic document to the CDX, I will receive an e mail at my registered e mail address; This e-mail will inform me that a submission has been made to CDX from my user account and will contain instructions to view information regarding the submission, including my Copy of Record (CoR).

(8) Agree that if I receive an e mail notification for any activity that I do not believe that I performed, I will notify the CDX Help Desk as soon as possible, but no later than 24 hours, after receipt.

(9) Agree to contact the CDX Help Desk if I do not receive an e mail notification within 5 business days for any electronically signed submission using my credentials.

(10) Agree to report, within 24 hours of discovery, any evidence of discrepancy between any electronic document I have signed and submitted and what the CDX has received from me by contacting the CDX or service Help Desk.

(11) Agree to notify the EPA if I cease to represent the regulated entity specified above as signatory of that organization's electronic submissions by contacting the CDX Help Desk as soon as this change in relationship occurs and to sign a surrender certification at that time.

(12) Agree to retain a copy of this signed agreement as long as I continue to represent the regulated entity specified above as signatory of the company's electronic submissions.

Name of electronic signature holder: Ms CEDRI2 Tester

Signature: ______________________________

Date: ______________________________

PLEASE MAIL THIS DOCUMENT AS SOON AS POSSIBLE TO:

U.S. Environmental Protection Agency
Environmental Protection Agency
C/O CGI Federal Inc.
12601 Fair Lakes Circle
Fairfax , Virginia 22033

Sign Paper Form | Cancel

CDX Help Desk: 888-890-1995 | (970) 494-5500 for callers from Puerto Rico and Guam

EPA Home | About CDX | Frequently Asked Questions | Privacy and Security Notice | Terms and Conditions | Contact Us

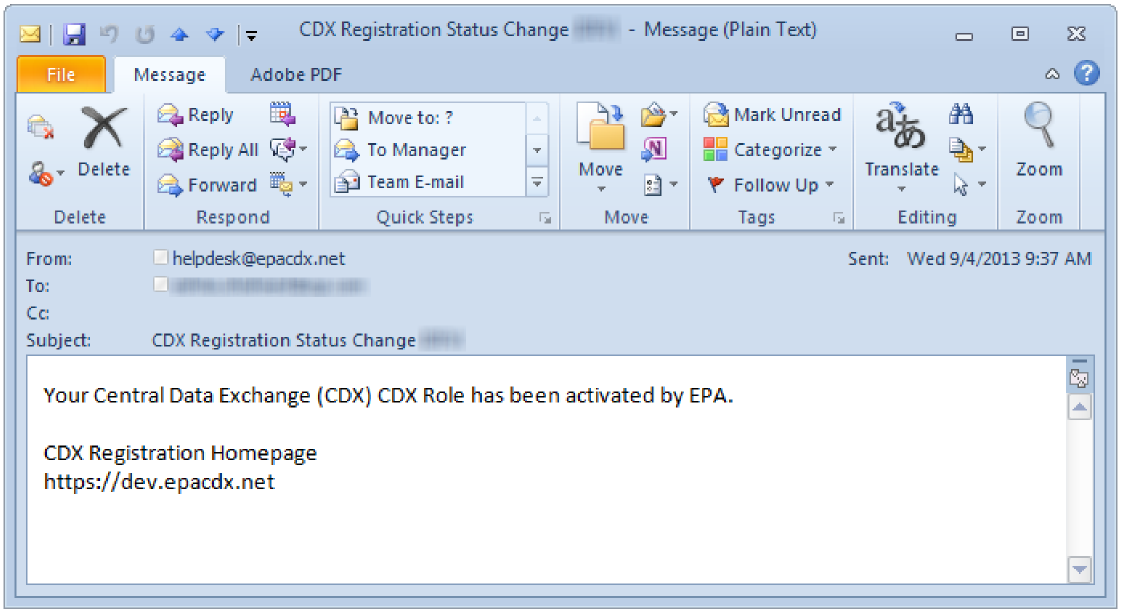
Note: You may choose to discontinue the registration process by clicking the ‘Cancel’ button. If you do not complete either the electronic or paper ESA, you must contact your Registration Maintenance Account Manager (RMAM) to obtain access to the program role requested.

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.

3.2.6 Registration Notifications

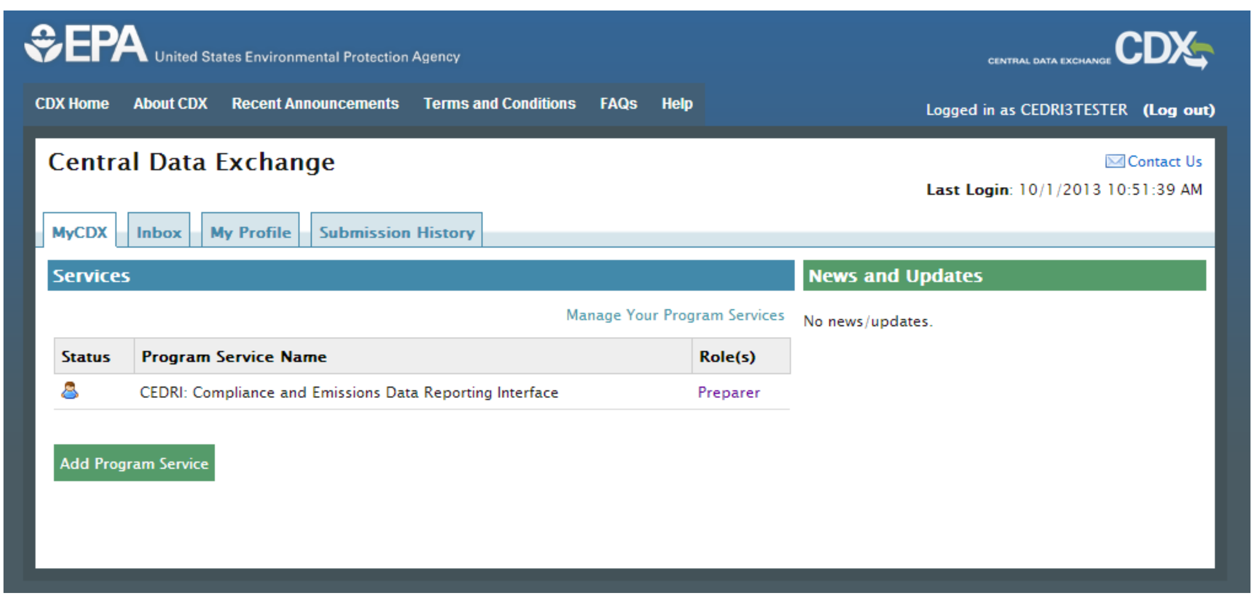
After completing the registration process, you are provided confirmation of successful registration (see Figure 3-23). If you chose the paper ESA option, you are provided an additional confirmation email when your Certifier role has been approved.

Figure 3-23 CDX Registration - Status Change Confirmation



Upon logging in to CDX or navigating to the 'MyCDX' screen, the Certifier and/or Preparer role(s) is listed under the 'Services' section of the screen. All CEDRI: Compliance and Emissions Data Reporting Interface roles should have an active hyperlink and the icon next to them, signifying that the role is active (see Figure 3-24).

Figure 3-24 My CDX Screen

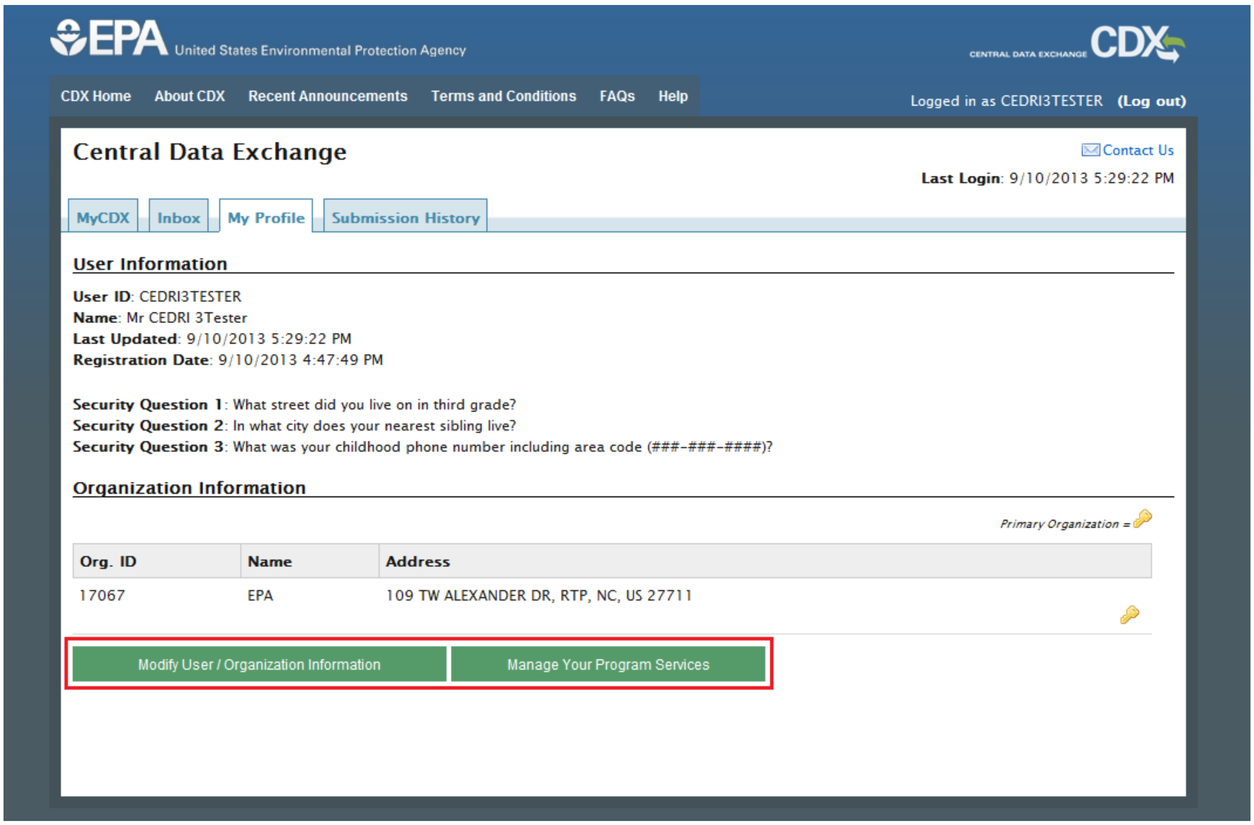


3.3 Managing Your CDX Account

From the ‘MyCDX’ screen, you can change information related to your account, profile, program services and company. To edit your user/organization information, refer to Section 3.3.1 and to manage your program services, including facilities, refer to Section 3.3.2.

From the ‘MyCDX’ page, click the ‘My Profile’ tab (see Figure 3-25) to view user and organization information. To edit user or organization information click the ‘Modify User/Organization Information’ tab. To manage program services, click the ‘Manage Your Program Services’ button.

Figure 3-25 My Profile Screen

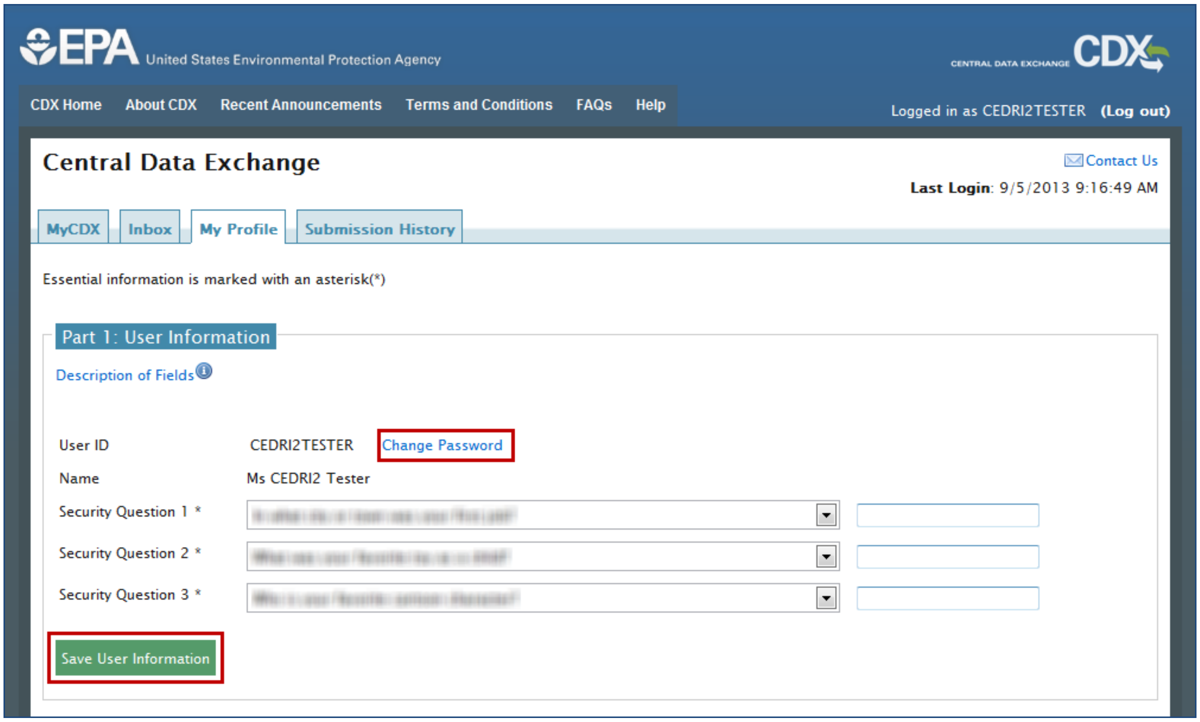


Note: If you are submitting reports for more than one organization, you will need to add the CEDRI program service again, this time selecting the alternate organization (see Section 3.2 for more in-depth CEDRI registration instructions). Once the request is approved, you are prompted to select the organization you are submitting reports for each time you enter the CEDRI application (see Section 4.1).

3.3.1 Modifying User/Organization Information

After clicking the ‘Modify User/Organization Information’ button, the ‘My Profile’ screen is put into edit mode. Under the ‘Part 1: User Information’ section you may change your password by clicking the ‘Change Password’ hyperlink or change your answers to the security questions (see Figure 3-26).

Figure 3-26 Modifying User Information



Upon successfully changing your password, you are sent an email confirmation to the email address associated with your CDX account.

In the ‘Part 2: Organization Details’ section of the ‘My Profile’ screen you may edit your organization contact details by clicking the organization name (see Figure 3-27). Clicking the organization name displays the organization name, mailing address and contact details. Organization contact details, including your phone number, phone number extension, and/or fax number, may be edited and saved by clicking the ‘Save Organization Details’ button (see Figure 3-28). Your email address is not editable, and any changes are handled by the CDX Helpdesk, which you may contact at 1-888-890-1995 or helpdesk@epacdx.net for assistance.

Figure 3-27 Selecting Organization

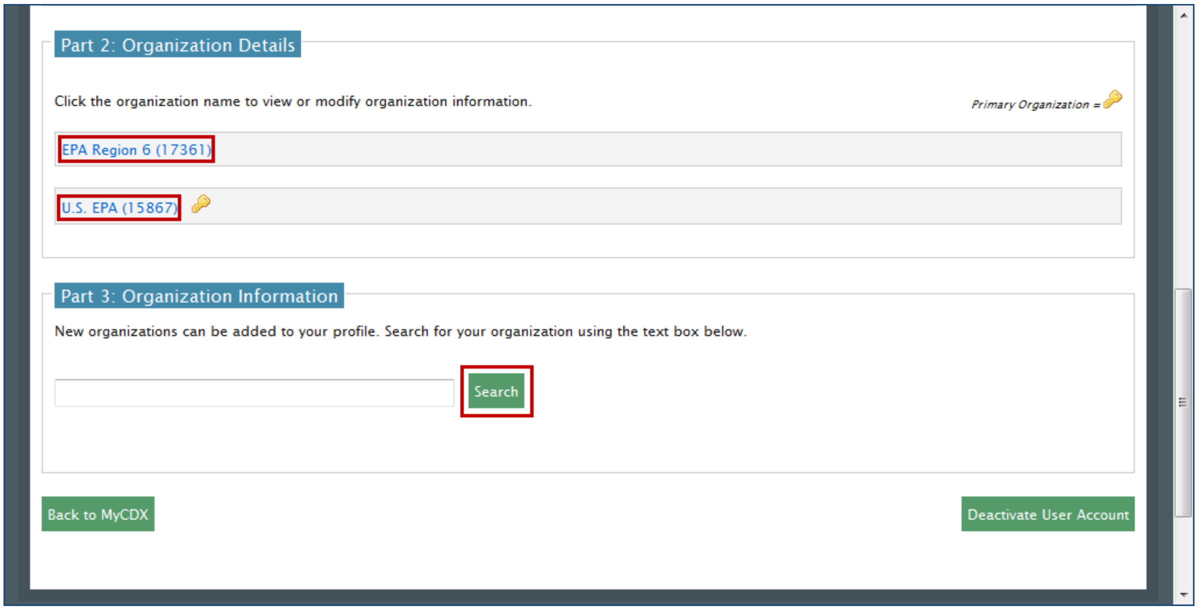
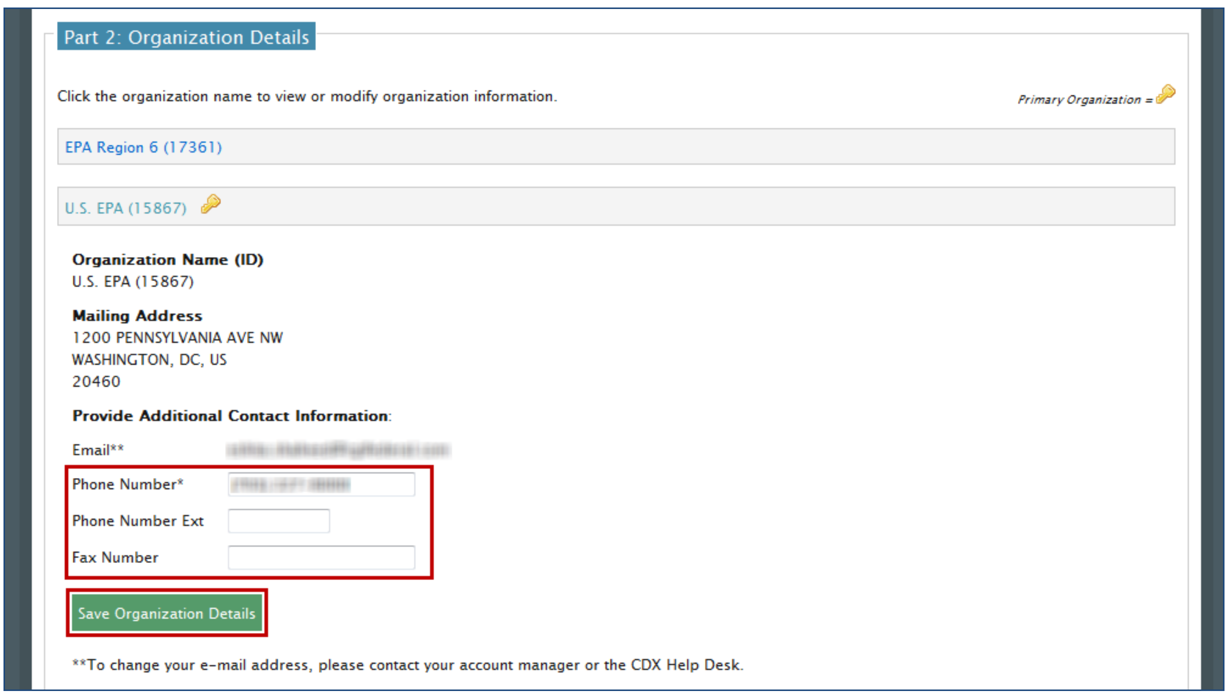


Figure 3-28 Modifying Organization Details

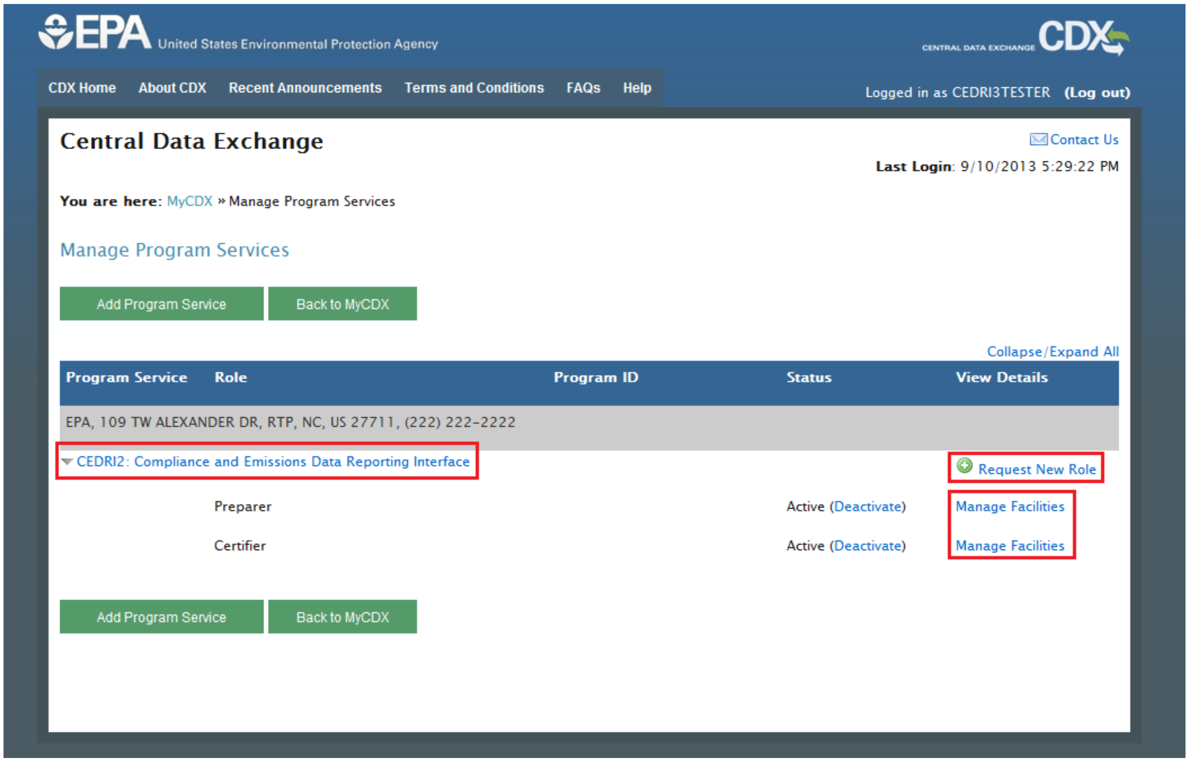


3.3.2 Managing Your Program Services

To add additional program services for a specific organization, view and deactivate roles, or add or remove facilities associated to those roles, you can navigate to the 'Manage Program Services' screen by clicking the 'Manage Your Program Services' button from the 'My Profile' screen (see Figure 3-25).

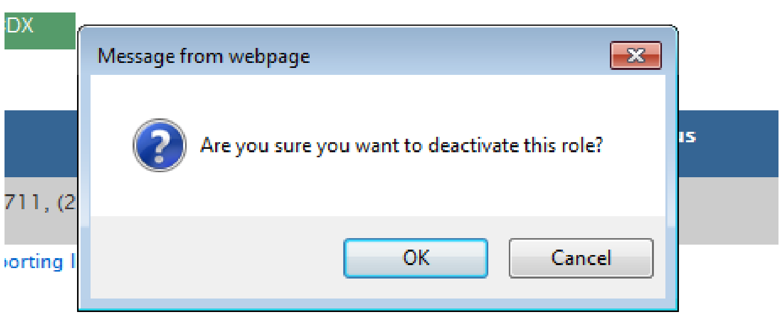
Clicking the ‘Program Service name’ link on the ‘Manage Program Services’ screen hides/displays your role(s) for the corresponding program service (see Figure 3-29).

Figure 3-29 Manage Your Program Services



From this page, you have the option to deactivate any active role(s) in the list. If you deactivate a role in the list, you must provide confirmation in the pop-up box (see Figure 3-30). The ‘OK’ button deactivates the chosen role. The ‘Cancel’ button removes the pop-up box and no action is taken. Once a role has been deactivated you may register again for the role, or request the role be re-activated. To re-activate a role that has been deactivated contact the CDX Helpdesk at 1-888-890-1995 or helpdesk@epacdx.net.

Figure 3-30 Manage Program Services – Role Deactivation Confirmation Pop-up Window



3.3.2.1 Requesting Additional Roles

To request an additional role for a particular organization and dataflow, simply select the ‘Request New Role’ link (see Figure 3-29) and proceed with your role access request as explained in Section 3.2.1. The ‘Back to My CDX’ button returns you to the ‘My CDX’ screen.

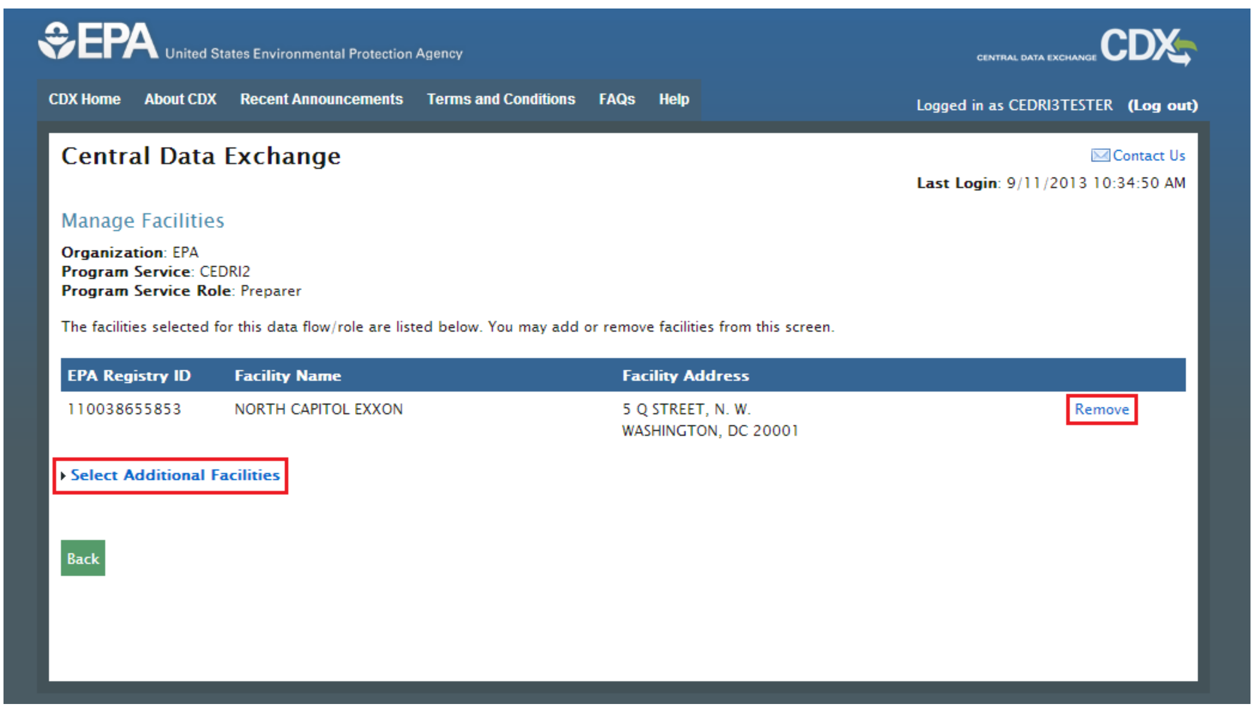
3.3.2.2 Managing Your CDX/CEDRI Facilities

To add or remove facilities, select the ‘Manage Facilities’ link for the desired role (see Figure 3-29). You are taken to the ‘Manage Facilities’ page where all facilities associated with the selected CEDRI role are displayed (see Figure 3-31).

You may remove a facility by selecting the ‘Remove’ button for the desired facility and then selecting the ‘OK’ button on the subsequent warning message. Clicking the ‘Cancel’ button returns you to the ‘Manage Facilities’ screen.

To select additional facilities, select the ‘Select Additional Facilities’ button. Refer to Section 3.3.2.2 for detailed instructions on searching for and selecting facilities, as well as creating new facilities.

Figure 3-31 Manage Facilities

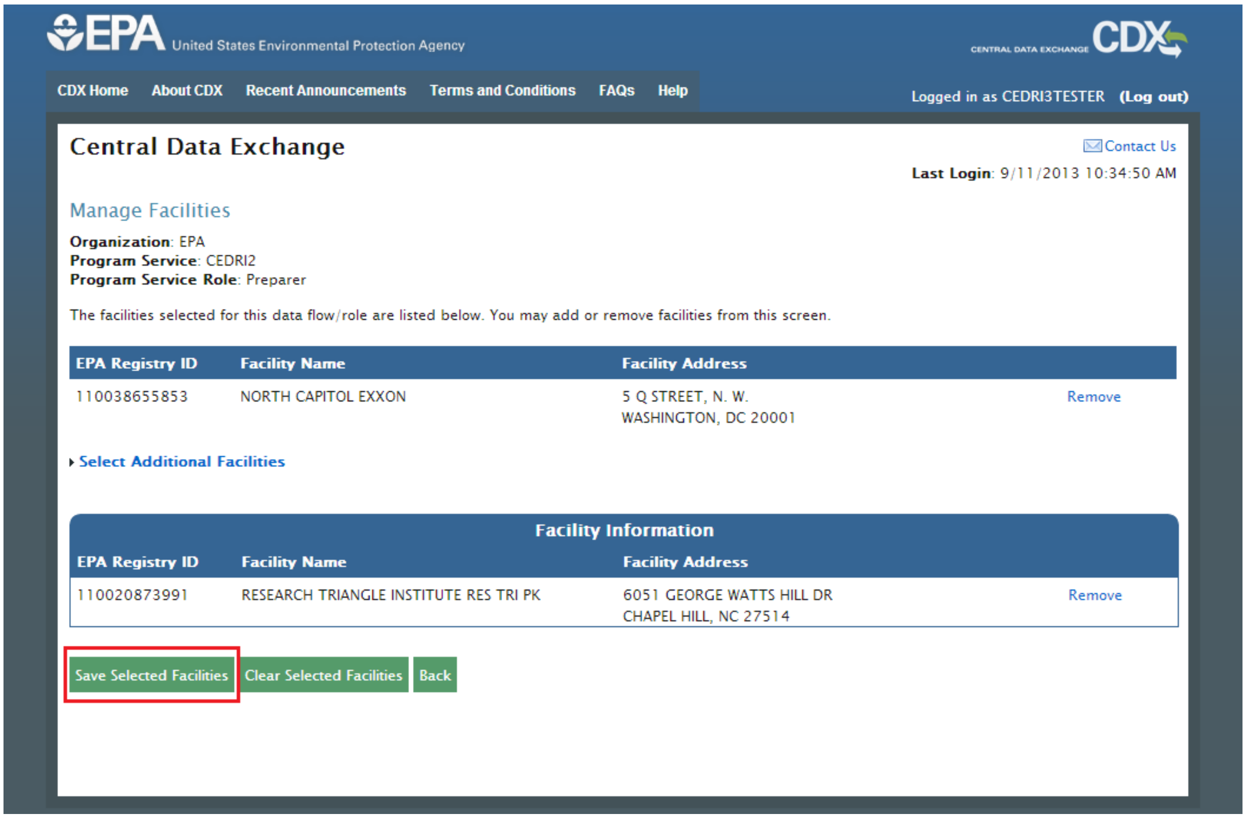


After either selecting an existing facility or creating a new facility, once returned to the ‘Manage Facilities’ screen, select the ‘Save Selected Facilities’ button to finalize the addition of the facility or facilities (see Figure 3-32).

After saving the facility, it appears among the facilities associated with the selected CEDRI role. You are now able to submit reports for the facility in the CEDRI application.

Note: A newly created facility is assigned an EPA Registry ID of 'PENDING' until the new facility is verified by the Facility Registry System. This process may take as long as two to three months. However, you may still submit reports in CEDRI for a facility with an EPA Registry ID of 'PENDING.'

Figure 3-32 Saving Selected Facilities



3.4 Managing Your User Inbox

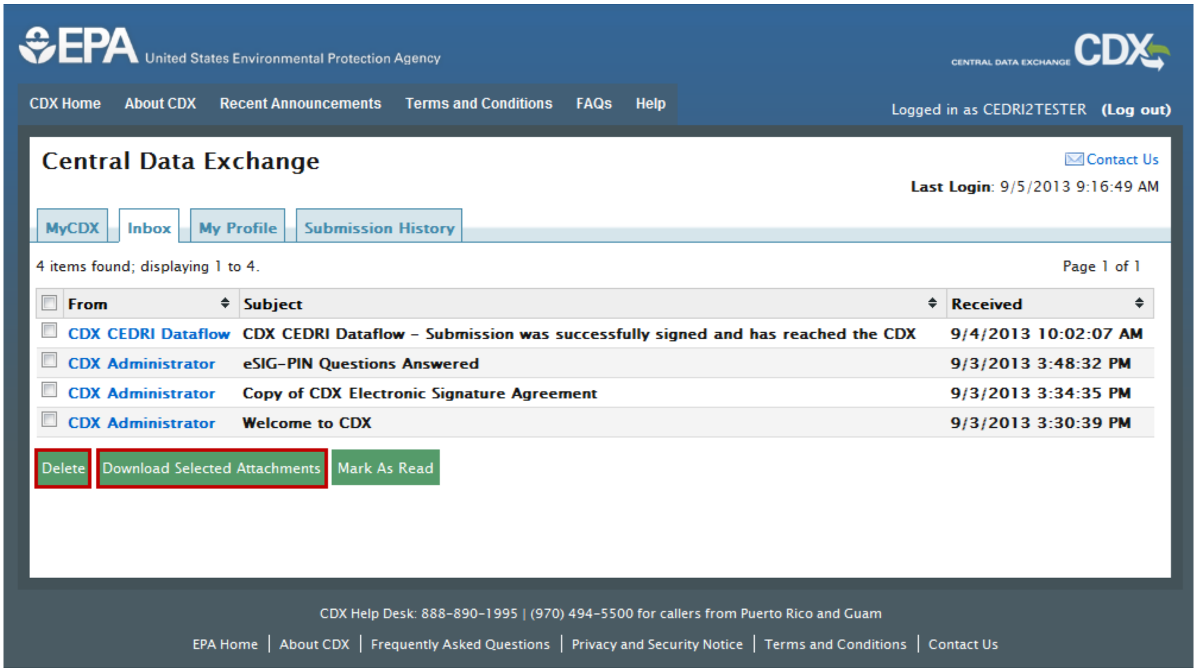
Your CDX user inbox can be accessed, once you are logged into CDX, by clicking the 'Inbox' tab (see Figure 3-33).

Messages in the inbox can be sorted by sender ('From'), subject, or date ('Received'). To sort by one of these options, click the title header of that column to sort messages in ascending order (for sender, subject or date). Clicking the column header again sorts messages in descending order. Messages in bold font denote new (unread) message in the inbox.

Selecting a message can be done by clicking the checkbox associated with the desired message. You can then delete, download attachments, or mark the selected message(s) as read. A message is marked as read when the font changes from bold to normal. Messages must be selected before attempting to delete or download an attached file. To select all, click the header checkbox located in the grey header section.

Messages in the inbox can be viewed by clicking the sender ('From') text. Open messages may be printed or deleted by clicking the appropriate button when viewing the message. Attachments may also be downloaded by opening the message and clicking the file link located within.

Figure 3-33 User Inbox



The items in the system inbox are similar to those received at the email address you provided during registration. While the message and title are subject to change, you can expect to see some of the following messages in your CDX inbox:

- Subject: **Welcome to CDX** – This message is received upon CDX registration welcoming you to the Central Data Exchange.
- Subject: **Copy of CDX Electronic Signature Agreement** – As part of the registration process, you are required to print and sign an Electronic Signature Agreement (ESA). A digital copy of this form is available for download from this message in your user inbox.
- Subject: **eSIG-PIN Questions Answered** – This message is to inform you that you have successfully established your CROMERR 20-5-1 question and answer sets. The email contains the five questions you have chosen, but for security purposes, does not include your answers.
- Subject: **CDX CEDRI Dataflow – Submission was successfully signed and has reached the CDX** – This message will appear after you have successfully submitted a document with the CEDRI tool. It informs you that you have successfully signed a document with CROMERR and that it successfully reached the back-end system.

3.5 Viewing Your CDX Submissions

The following section details how you can navigate to and review all submissions that you have previously made to the CEDRI program service. This is performed using the 'My Submissions' tool. To access the 'My Submissions' tool, you must first log into CDX using the credentials established during registration and select the 'Submission History' tab on the MyCDX Home Page.

> **Note:** The ‘My Submissions’ tool displays all of your submissions made using CDX regardless of the program service used, not just submissions made via the CEDRI program service. If you are registered for program services other than CEDRI, you will see submissions made using these other program services in the ‘My Submissions’ tool as well. If you would like to view only CEDRI submissions, use the ‘CEDRI History’ tool described in Section 4.6.

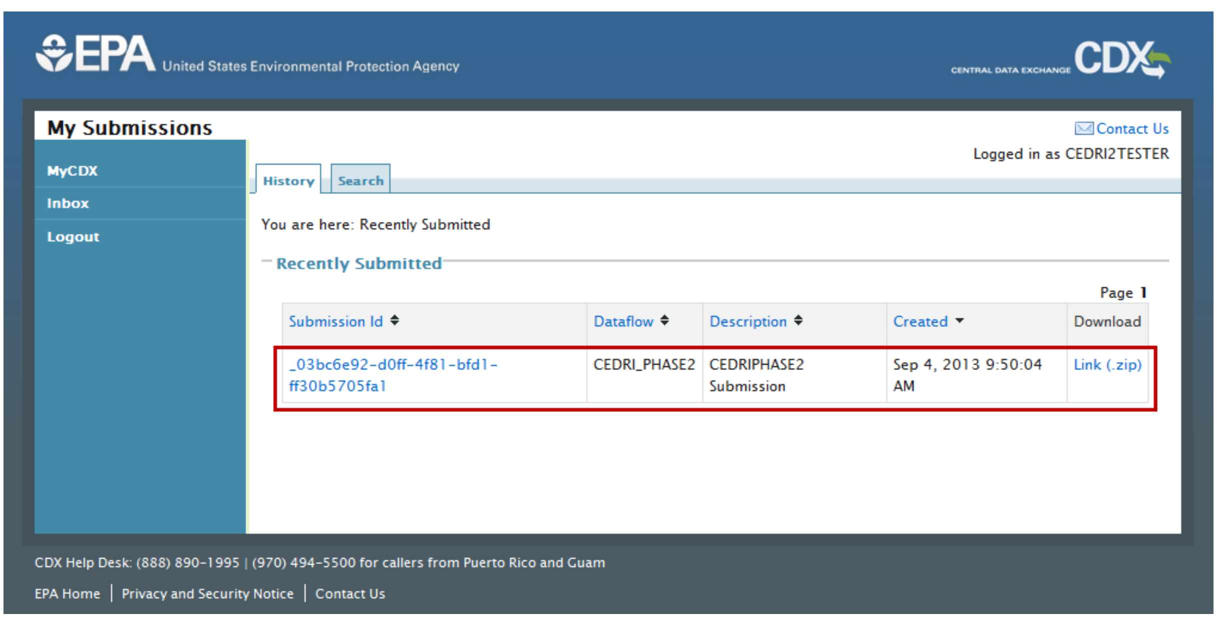
3.5.1 Searching My Submissions

You are directed to the ‘Recently Submitted’ page, which lists the last twenty (20) submissions (see Figure 3-34). The submissions are listed in a table format containing the following metadata about each submission:

- Submission ID
- Dataflow
- Description
- Date and Time Created

You can access details about a submission by clicking the ‘Submission Id’ hyperlink. Refer to Section 3.5.2 for directions on how to navigate around the ‘Submission Details’ page. You can download a CEDRI submission by clicking the hyperlink in the ‘Download’ column. This downloads your CEDRI submission in a .ZIP format, which you can open and view or save to your local hard drive. The submissions can be sorted by submission ID, dataflow, description date and time created. To sort by one of these options, click the arrow button next to the header title.

Figure 3-34 My Submissions



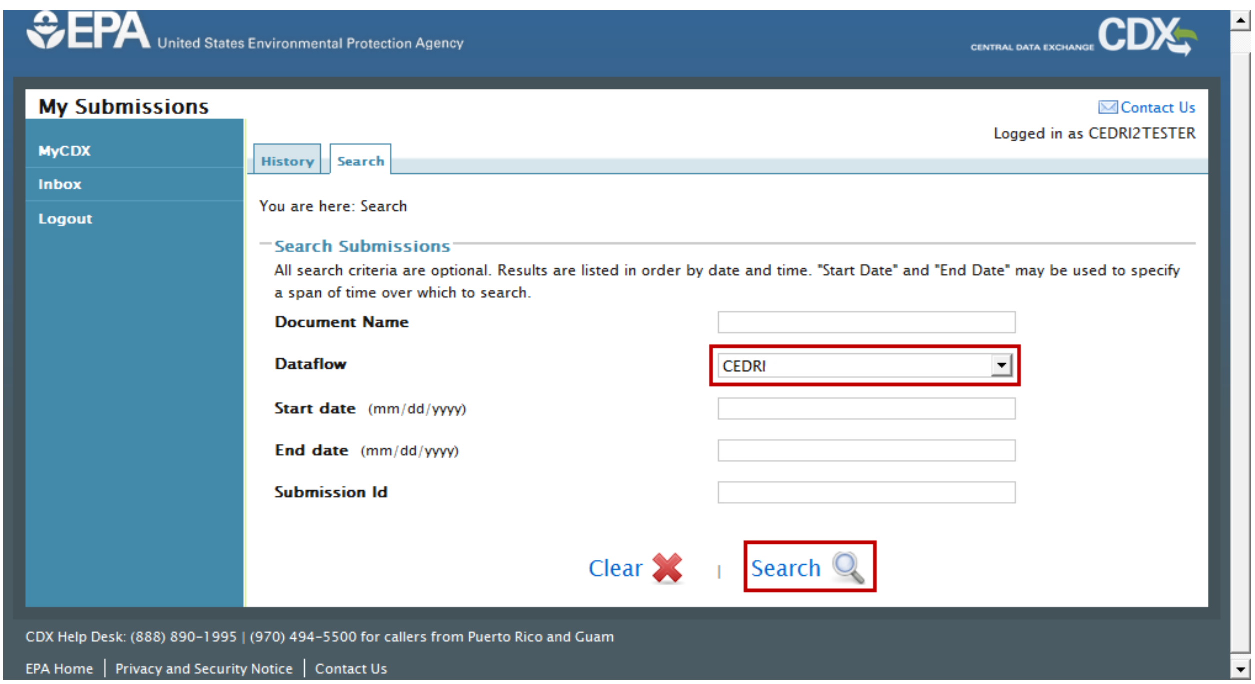
You can navigate to the ‘Search’ page by selecting the ‘Search’ tab at the top of the page (see Figure 3-35). The ‘Search’ page allows you to search for a submission by specifying any of following search criteria:

- Document Name
- Dataflow
- Start date
- End Date
- Submission ID

Note: If you would like to conduct a search of CEDRI submissions based on more specific criteria (e.g. facility, report type, submission package name), use the ‘CEDRI History’ search tool, explained in Section 4.6.1.

All of the search criteria listed above are 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 of the submissions that you have previously made are displayed. To specifically search for submissions made via the CEDRI application, select ‘CEDRI’ from the ‘Dataflow’ dropdown menu. If you click on the ‘Start Date’ or ‘End Date’ fields, the system launches an interactive calendar picker allowing you to select a date, for which you would like to search. You can clear all search fields by clicking the ‘Clear’ button.

Figure 3-35 Searching for Submissions



The ‘Search Results’ page is displayed after you populate all relevant search criteria fields in the ‘Search’ page and click the ‘Search’ button. If you would like to specify new search criteria, click the ‘New Search’ button.

3.5.2 Viewing My Submission Details

Upon clicking the 'Submission Id' hyperlink in the 'Recently Submitted' or 'Search Results', you are redirected to the 'Submission Details' page (see Figure 3-36). The page is sub-divided into three (3) sections: Submission Details, Creator Details and Documents Set.

The 'Submission Details' section contains the following metadata:

- Submission ID
- Description
- Dataflow
- Date and Time Created

You can download the submission by clicking the 'Download Submission as .zip' hyperlink in the 'Submission Details' section (see Figure 3-36). This downloads your submission in a .ZIP format, which you can open and view or save to your local hard drive.

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 the document and its signature:

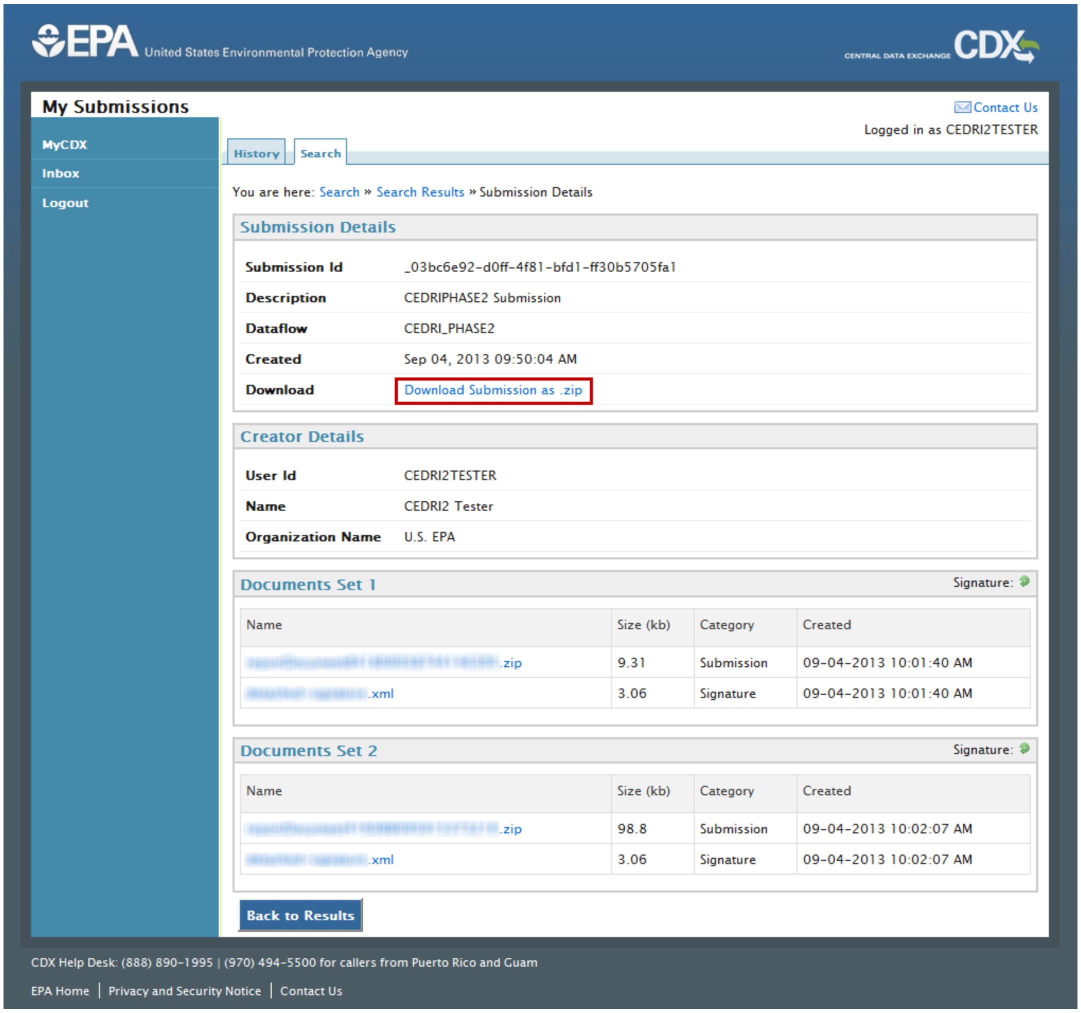
- Name
- Size
- Category (submission or XML signature)
- Date and Time Created

You can download the document or the signature by clicking the hyperlink in the 'Name' column (see Figure 3-36).

The 'Documents Set' section also shows the status of the submission's signature. You can revalidate the signature by clicking the green arrow button located next to the 'Signature' field. A signature with a 'Valid' status indicates the document is the original document submitted and has not been altered.

If after revalidating the signature, the status is 'Invalid,' you are advised to contact the CDX Help Desk at (888) 890-1995.

Figure 3-36 Viewing My Submissions



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
- **Working with Submission Packages**: Section 4.2
- **Submitting a Package**: Section 4.3
- **Creating and Using Submission Package Templates**: 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

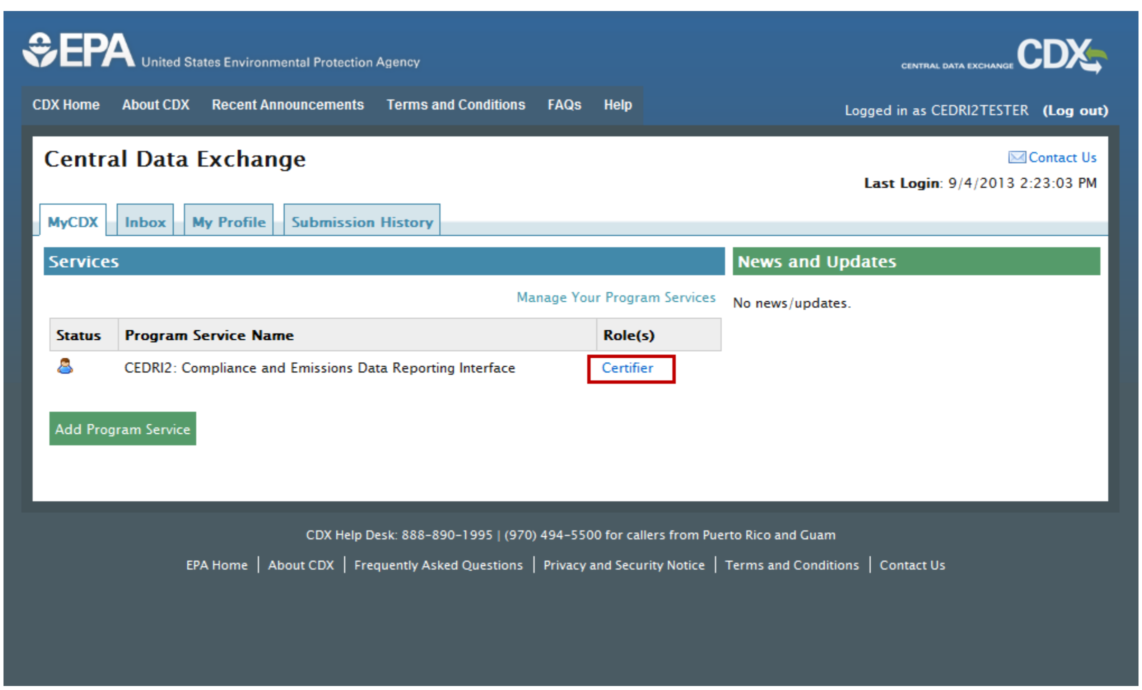
4.1 Using the CEDRI Program Service

You can access the CDX home page directly by following this URL: https://cdx.epa.gov/.

The 'Central Data Exchange Home' page is the landing screen from which you have the ability to access the CEDRI program service. Enter your log-in credentials and select the 'Log In' button to proceed.

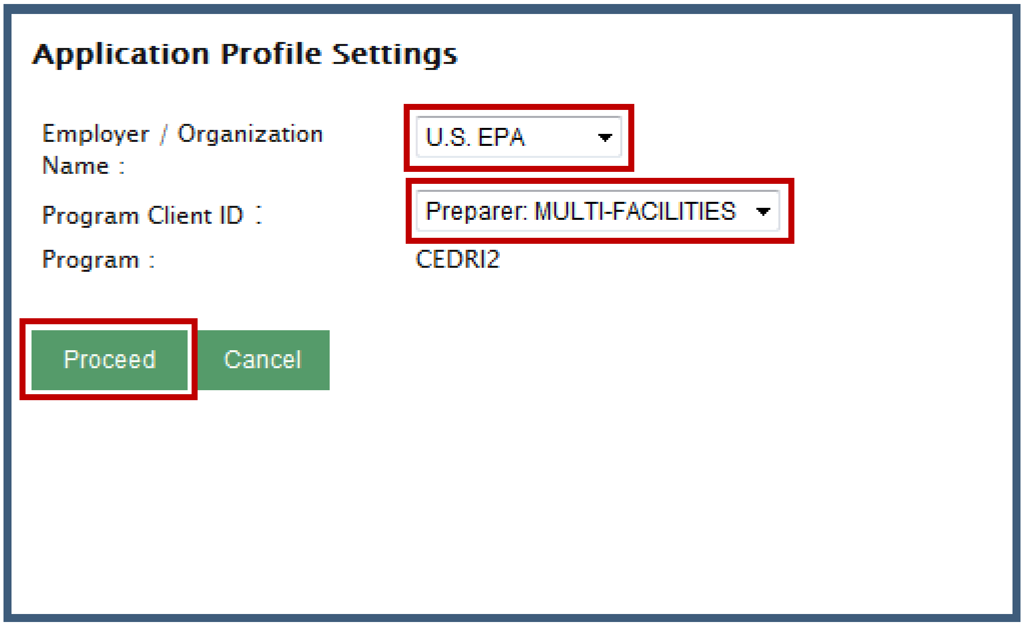
Once logged in, the 'CEDRI: Compliance and Emissions Data Reporting Interface' is listed in the 'Services' section of the page. Select the 'Role(s)' hyperlink (Certifier or Preparer) to access the CEDRI application (see Figure 4-1).

Figure 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 Figure 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.

Figure 4-2 Selecting Organization and Program Client ID



4.2 Working with Submission Packages

The CEDRI: Compliance and Emissions Data Reporting Interface 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 4.2.5 for more detailed information on managing user access to submission packages.

In order to facilitate the creation of submission packages for quarterly and semi-annual reporting requirements, the CEDRI application allows you to create a submission package template (see Section 4.4). The submission package template saves all subparts and placeholder reports that you would like to include in the package. The template provides a convenient means of remembering the subparts and report types that need to be submitted on a regular basis. Refer to Section 4.2.2 for detailed instructions on how to create a new submission package from a submission package template.

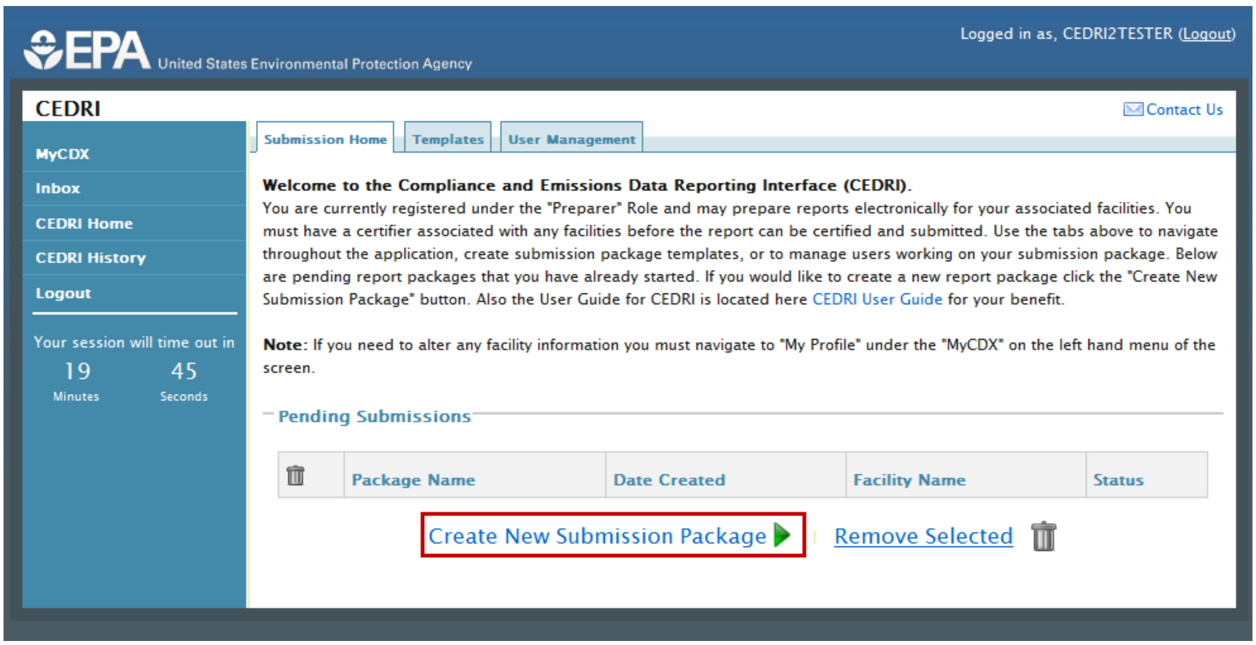
Warning: Preparers and Certifiers must share an organization to be able to work on the same submission package.

4.2.1 Creating a New Submission Package

The 'Submission Home' screen is the landing page for the CEDRI program service (see Figure 4-3). 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.

Figure 4-3 CEDRI Submission Homepage



4.2.2 Preparing a Submission Package

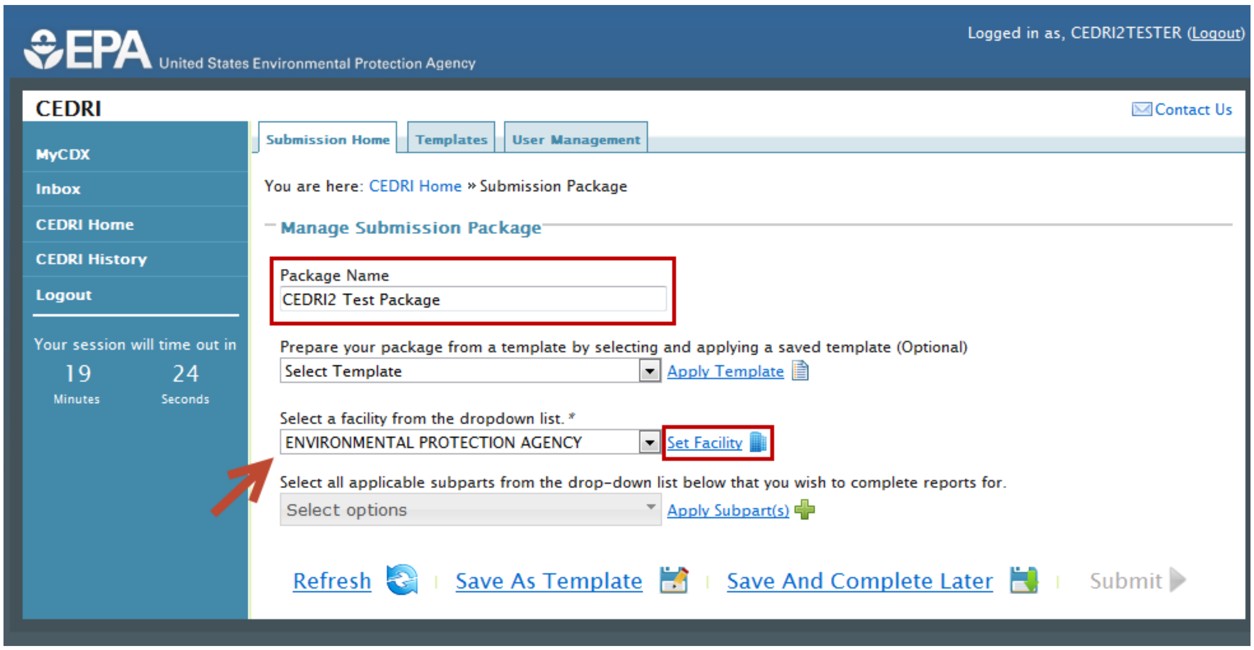
After selecting the 'Create New Submission Package' button, you are taken to the 'Submission Package' screen (see Figure 4-4). There are three opening steps you must perform in order to prepare a submission package.

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 pending submission packages. If you do not enter a name before performing other tasks, you are prompted to enter a package name.
2. (Optional) Prepare your package from a submission package template. If you would like to launch this submission package from a saved template, you may select that template from the 'Select Template' dropdown menu. For more information on creating a

template, refer to Section 4.4. After selecting a template from the dropdown menu, click the ‘Apply Template’ button to finalize your choice and display the package template.

3. Select the facility for which you are submitting reports. Choose the facility from the ‘Select Facility’ dropdown menu. The dropdown menu is populated with all the facilities associated with your organization and role. To view, remove, or add facilities, refer to Section 3.3.2.2. Click the ‘Set Facility’ button to finalize your selection and add facility information to your package (see Figure 4-4).

Figure 4-4 Creating New Submission Package



Warning: Once you click the ‘Set Facility’ 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.

4.2.2.1 Editing Facility Details

After selecting a facility, the following details regarding the chosen facility are displayed (see Figure 4-5):

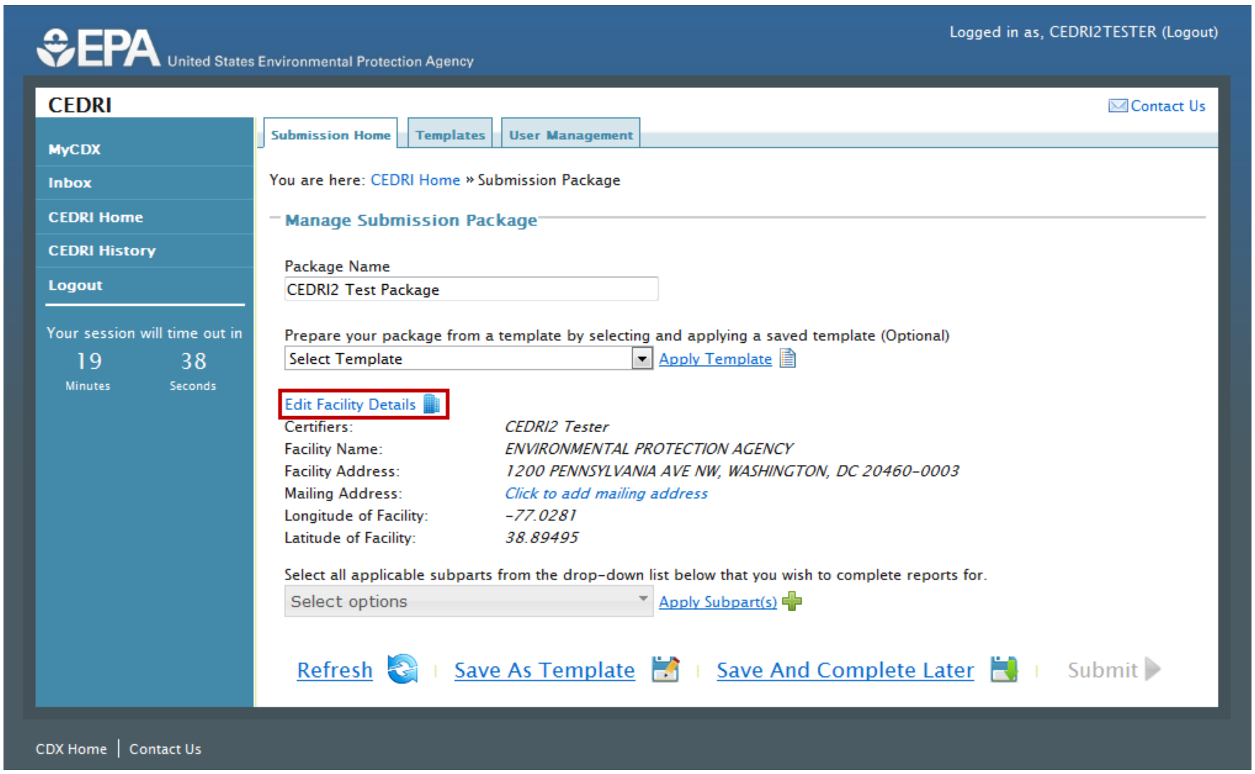
- Certifiers: These are the CDX users registered for the CEDRI program service in the Certifier role for your organization.

> **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

Figure 4-5 Editing Facility Details



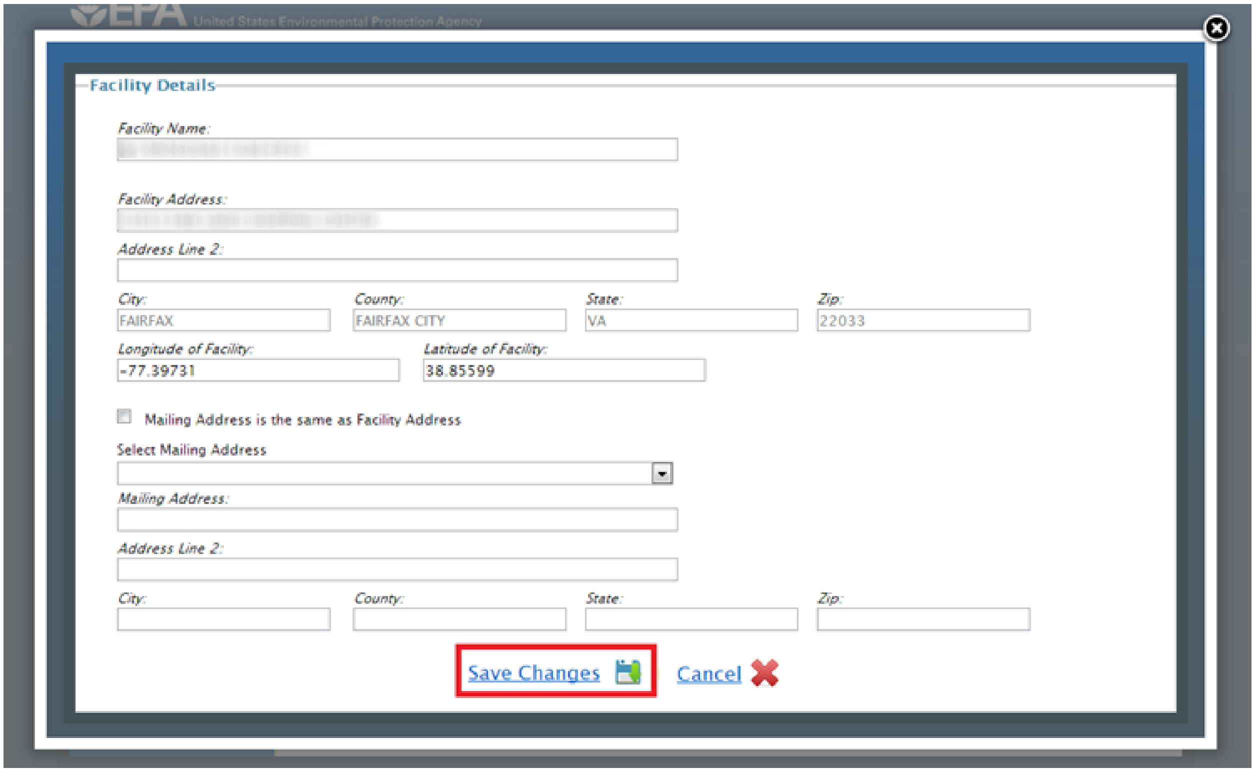
To edit facility details, select the 'Edit Facility Details' to display the 'Facility Details' screen (see Figure 4-6). In this window you may edit the Longitude, Latitude, and Mailing Address fields. All other fields are read-only.

There are three options for selecting a Mailing Address:

1. You may mark the checkbox indicating that the Mailing Address is the same as the Facility Address.
2. You may select a Mailing Address from the 'Select Mailing Address' dropdown menu.
3. You may enter a Mailing Address in the 'Mailing Address', 'Address Line 2', 'City', 'County', 'State', and 'Zip' fields.

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

Figure 4-6 Editing Facility Details (Cont'd)



4.2.3 Adding Reports to the Submission Package

After selecting a facility and confirming the facility details, the next step is to add the appropriate subparts to your submission package. The 'Select options' dropdown menu contains the 40 CFR Part 60 and Part 63 subparts that your organization and/or facility submits reports to EPA using the CEDRI program service (see Figure 4-7). The dropdown list is grouped by 40 CFR Part (either Part 60 or Part 63), and within each Part is sorted alphabetically by subpart. Use the scroll bar on the right side of the dropdown menu to locate the appropriate subpart, or type the desired subpart number to filter the list. After selecting one or more subparts, click the 'Apply Subpart(s)' button to finalize your selection.

The chosen subparts are displayed below the 'Select options' dropdown menu (see Figure 4-8). The list of chosen subparts are organized by 40 CFR Part and then alphabetically by subpart. All newly chosen subparts are displayed as collapsed with a status of 'In Progress'. Clicking on the subpart name expands the subpart. In the expanded view, the subpart description and the 'Select reports' dropdown menu are displayed.

The following subpart management controls are available to you:

- To expand all subparts, select the 'Expand All' button.
- To collapse all subparts, select the 'Collapse All' button.
- At any time, you may sort your list of displayed subparts by selecting sort criteria from the 'Sort by' dropdown 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.

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

Figure 4-7 Adding Reports to Package

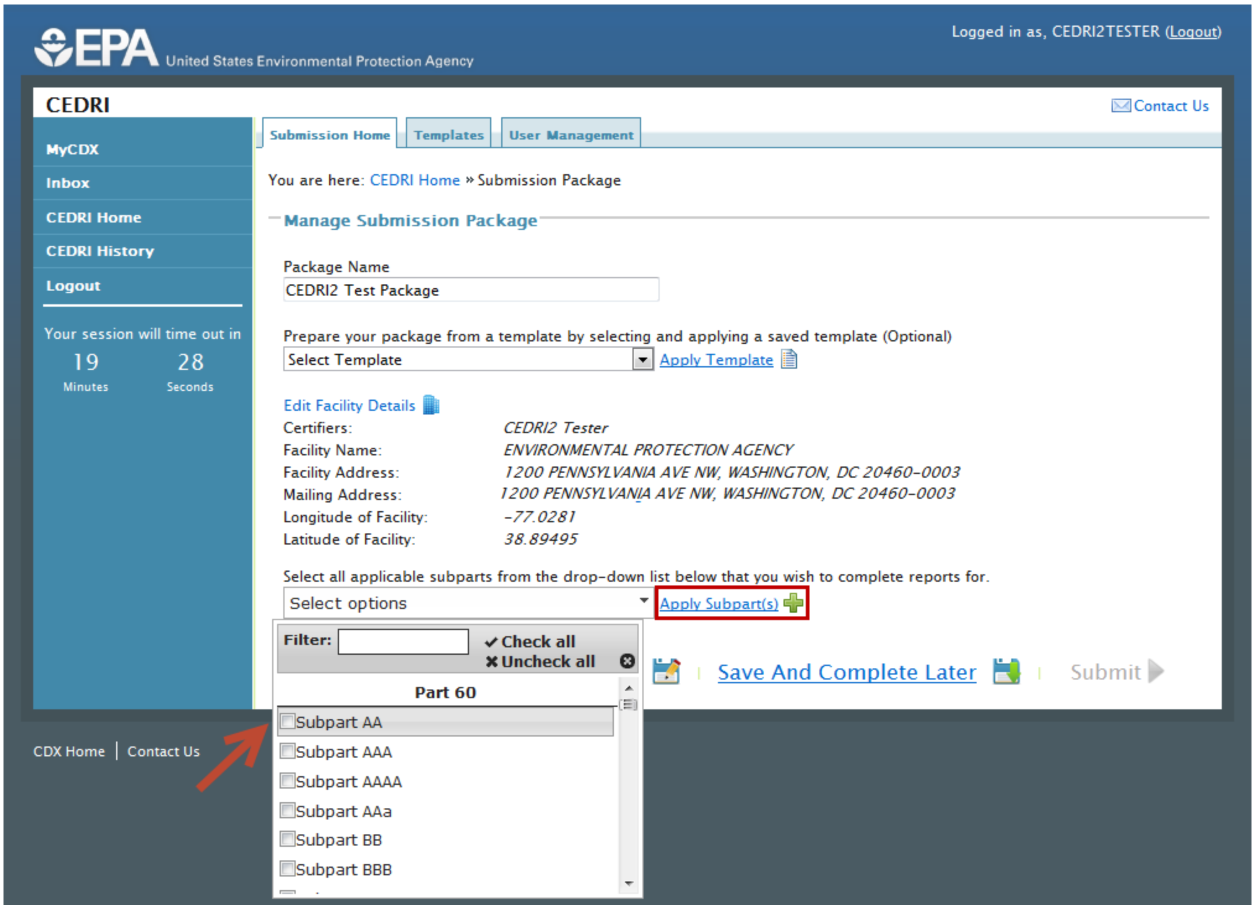
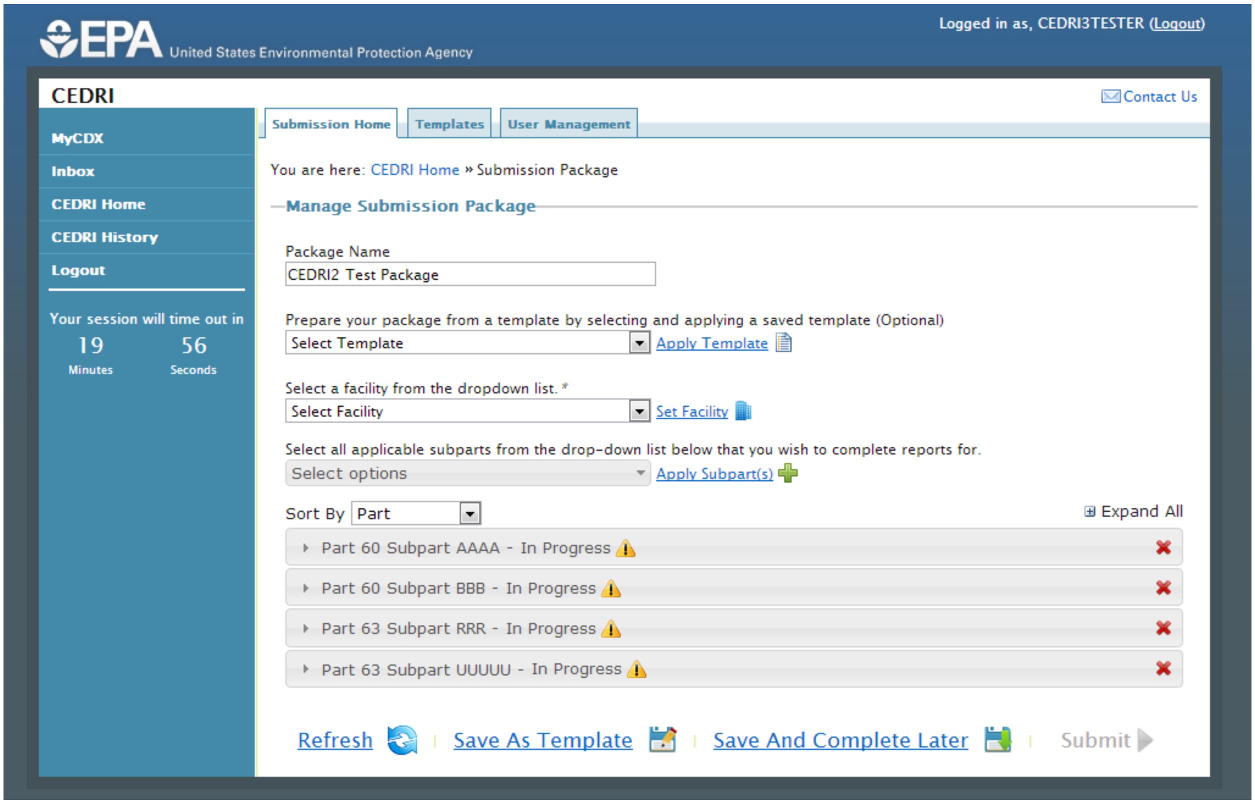


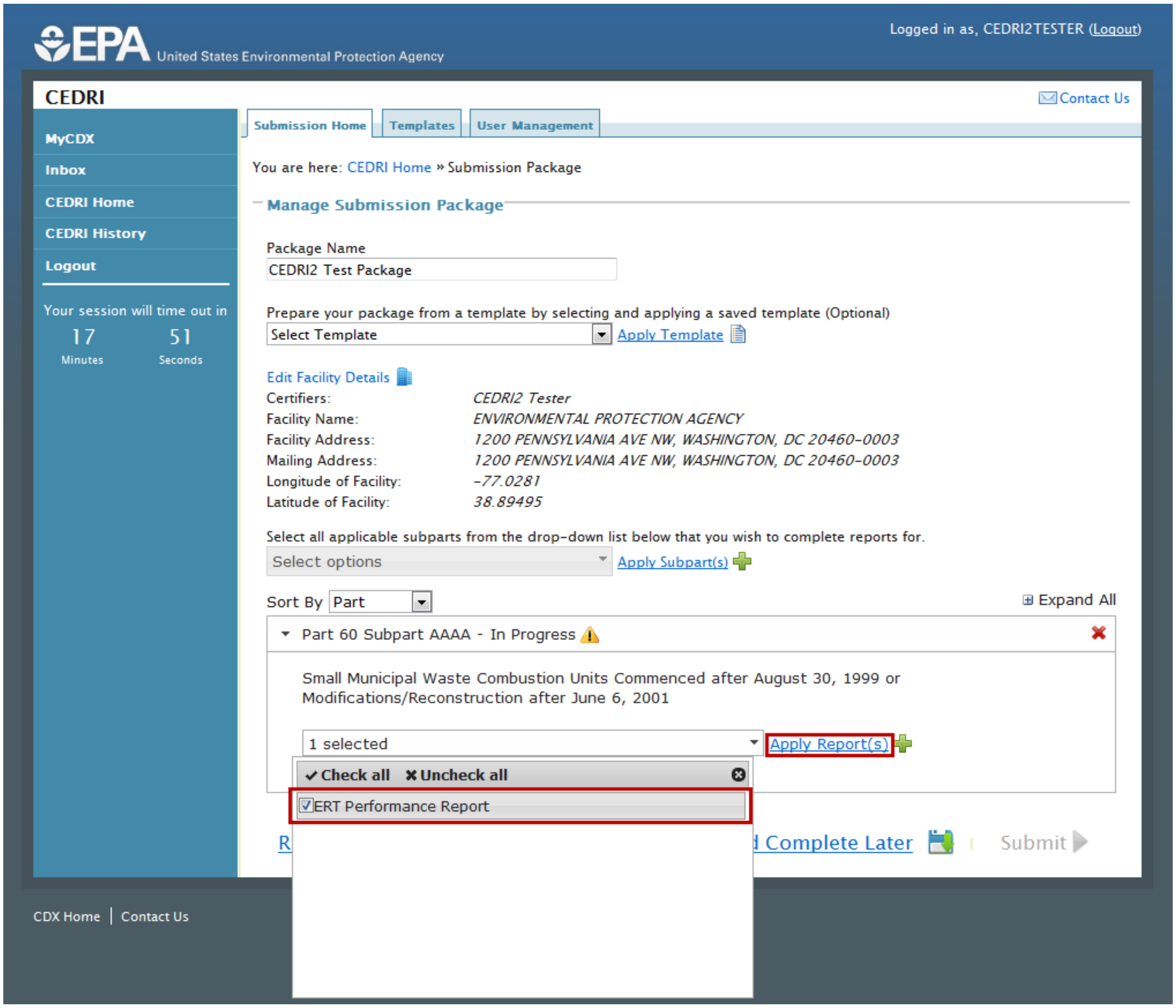
Figure 4-8 Subparts Display



4.2.3.1 Adding ERT Performance Test Reports

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 options’ dropdown menu. From this dropdown menu, mark the checkbox for ‘ERT Performance Report’. Finalize your selection by clicking the ‘Apply Report(s)’ button (see Figure 4-9).

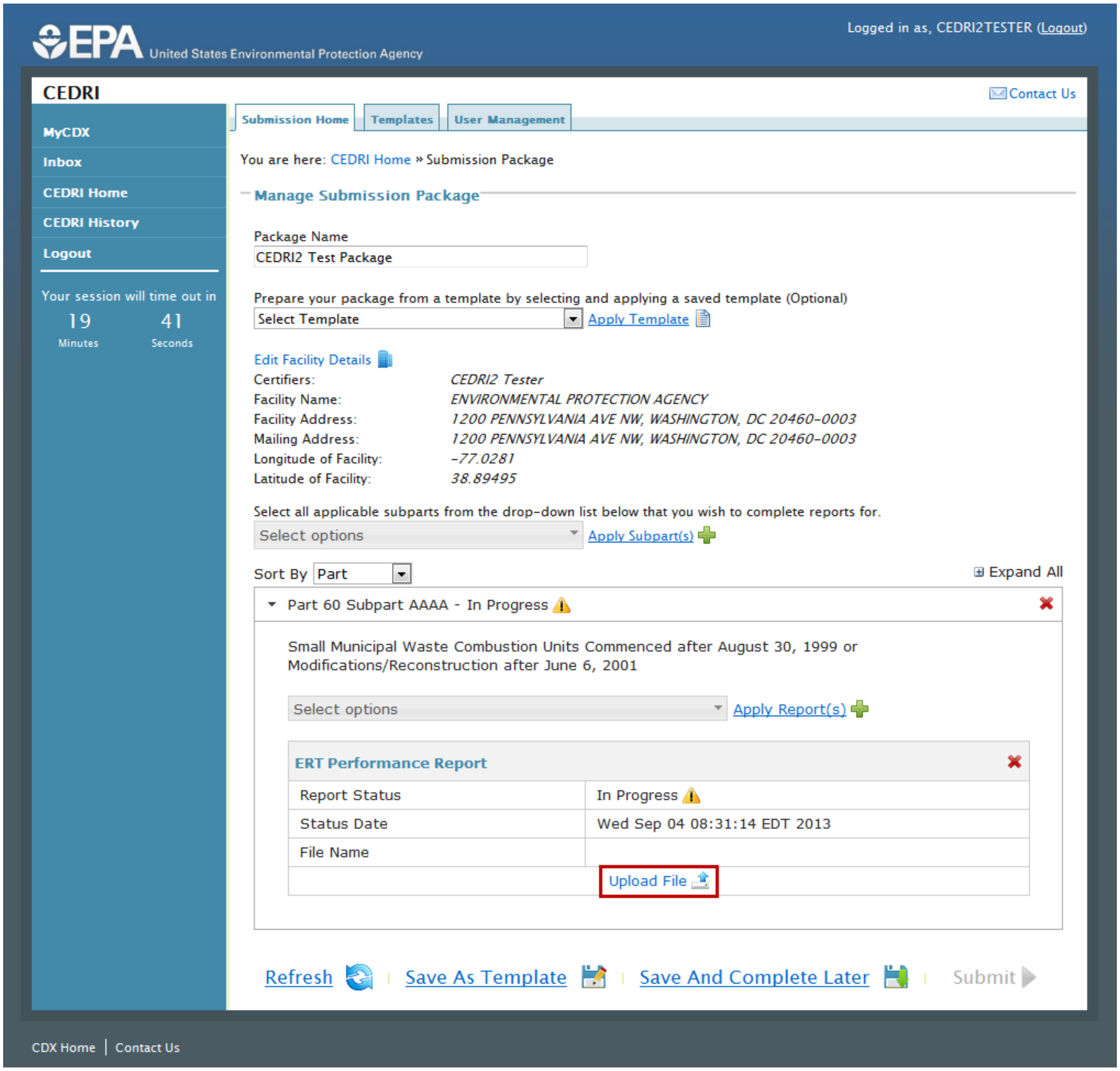
Figure 4-9 Adding ERT Performance Test Reports



The ERT Performance Test Report displays below the ‘Select options’ dropdown menu within the chosen subpart (see Figure 4-10). The ‘Report Status’ is displayed as ‘In Progress’ 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.

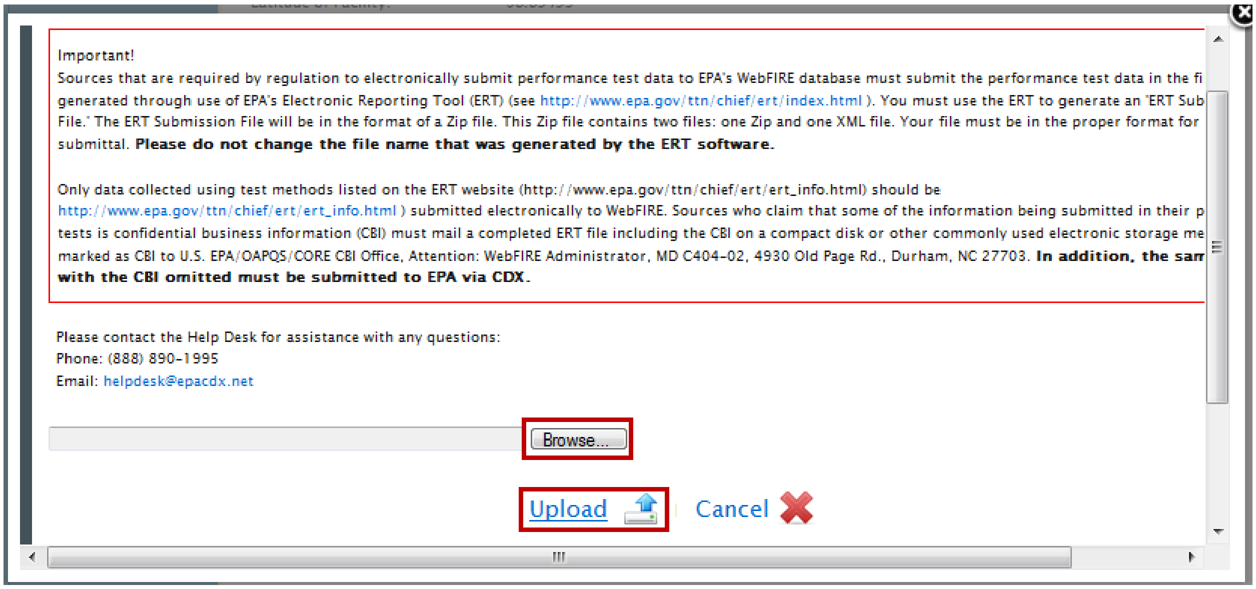
To remove the ERT Performance Test Report, select the ‘X’ icon. A pop-up window appears, confirming your decision to remove the report. Click the ‘OK’ button to proceed with the report removal. The ‘Cancel’ button takes you back to the ‘Submission Package’ screen.

Figure 4-10 ERT Performance Test Reports



To upload an ERT Performance Test Report File, select the ‘Upload File’ button. The ERT File Upload window displays (see Figure 4-11). Click the ‘Browse’ 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.

Figure 4-11 ERT Performance Test Report File Upload



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 <u>four</u> reasons related to the ERT file:

1. 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:
     - one (1) .ZIP file
     - one (1) .XML file

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

   You are submitting a file that does not appear to have been created with a current ERT. Go to http://www.epa.gov/ttn/chief/ert/index.html#install to verify that you used the most recent version of the ERT. Follow the use of the most recent ERT version to create the submission package file.

   If you are using the most recent version of the ERT and are still experiencing a failed submission, contact:

   – Phone: Ron Myers (919) 541-5407, myers.ron@epa.gov

2. 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.

If you are using the most recent version of the ERT and are still experiencing a failed submission, contact:

– Phone: Ron Myers (919) 541-5407, myers.ron@epa.gov

3. 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.

   If you are using the most recent version of the ERT and are still experiencing a failed submission, Contact:

   – Phone: Ron Myers (919) 541-5407, myers.ron@epa.gov

4. 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 you are having trouble creating a valid submission file, contact:

– *Phone: Ron Myers (919) 541-5407, myers.ron@epa.gov*

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 ‘Complete’ and the name of the ERT document is included as a clickable hyperlink in the ‘File Name’ field.

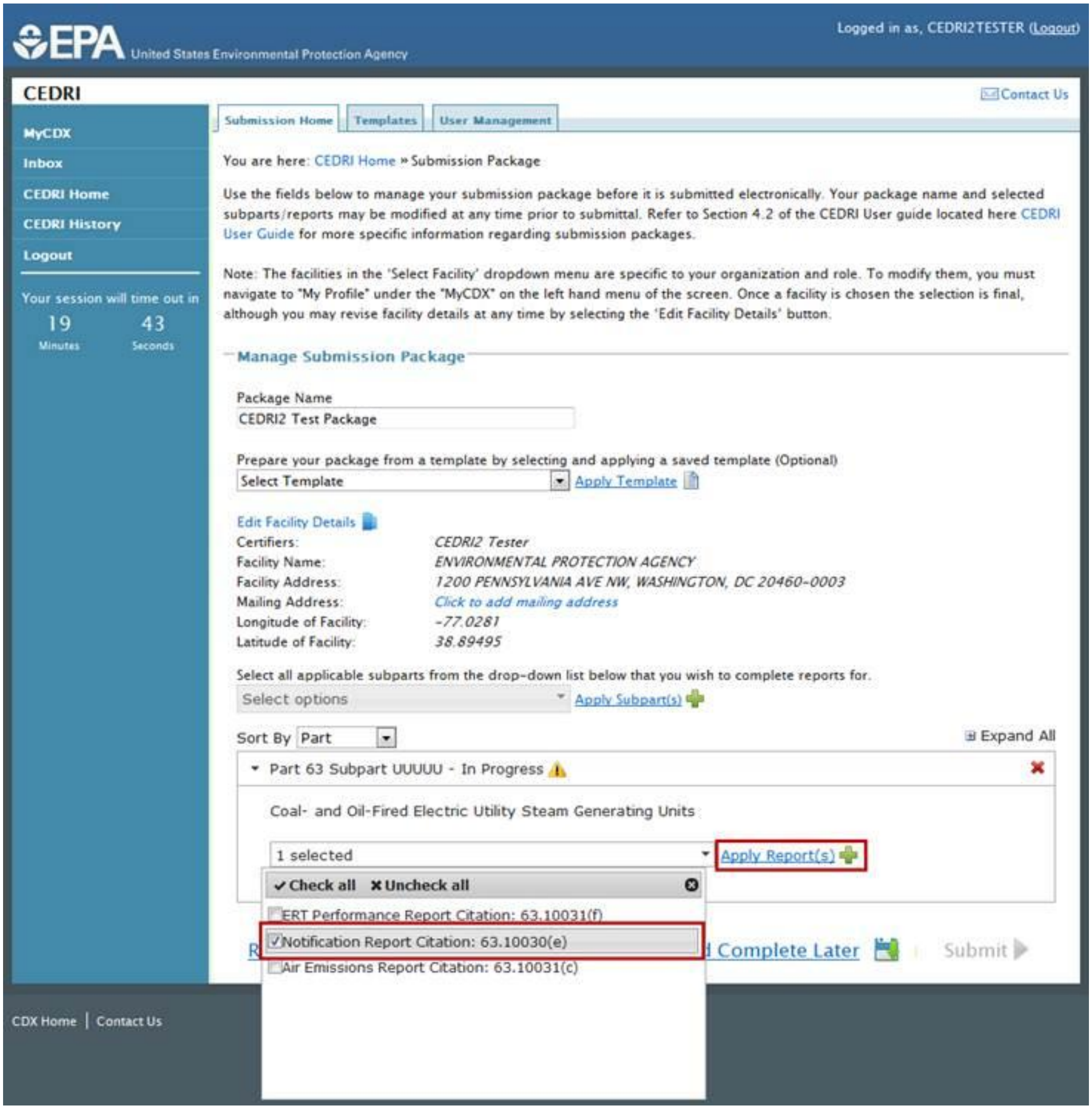
At any time, you may select the ‘File Name’ hyperlink to download the ERT file.

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 File’ button.

4.2.3.2 Adding Notification Reports

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 options’ dropdown menu. From this dropdown menu, mark the checkbox for ‘Notification Report’. Finalize your selection by clicking the ‘Apply Report(s)’ button (see Figure 4-12).

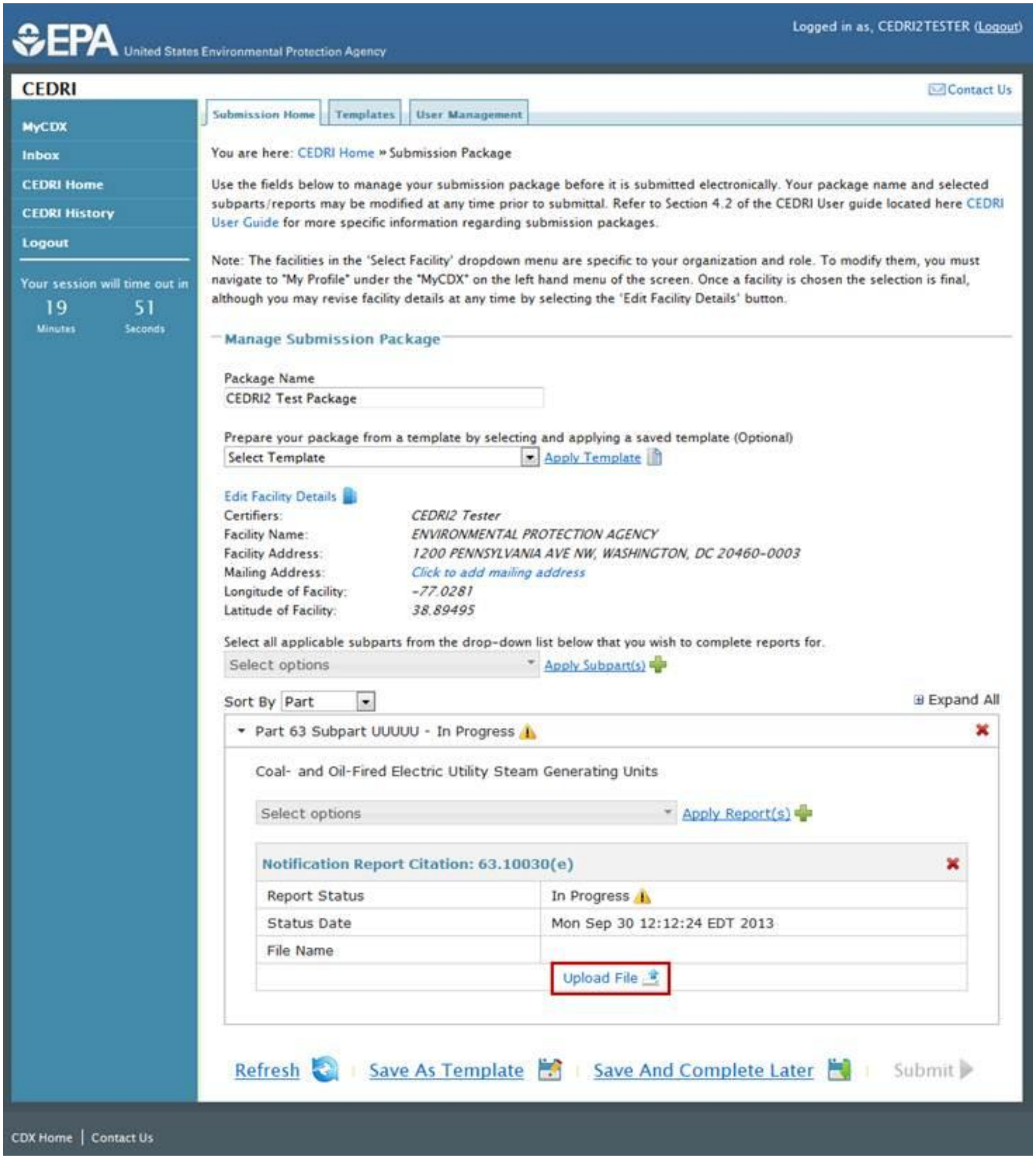
Figure 4-12 Adding Notification Reports



The Notification Report displays below the ‘Select options’ dropdown menu within the chosen subpart (see Figure 4-13). The ‘Report Status’ is displayed as ‘In Progress’ 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.

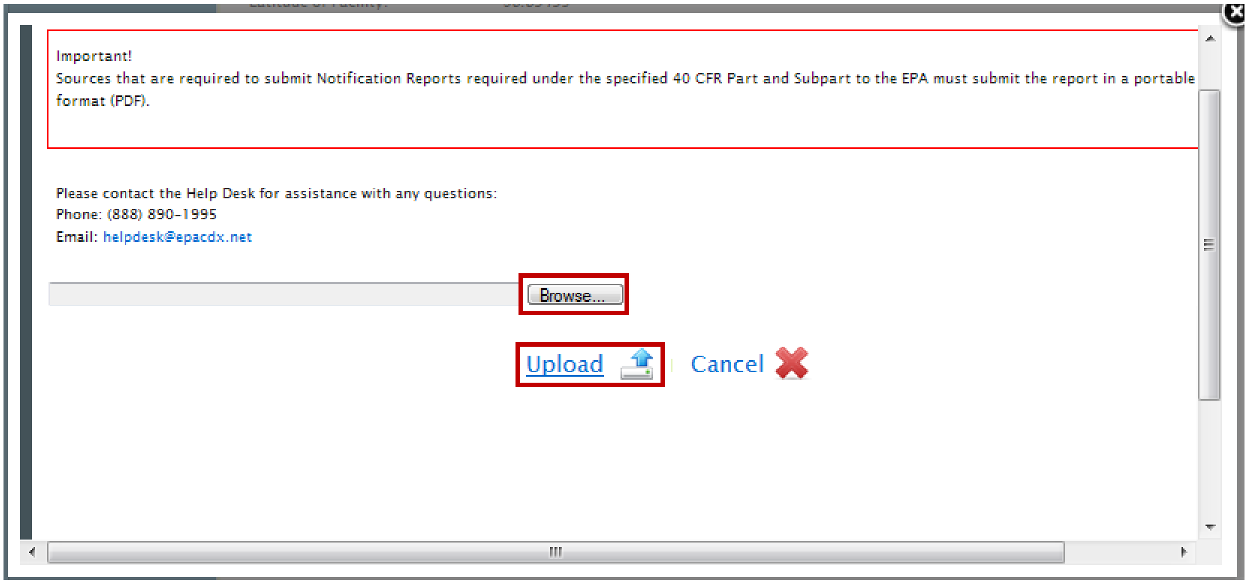
To remove the Notification Report, select the ‘X’ icon. A pop-up window appears, confirming your decision to remove the report. Click the ‘OK’ button to proceed with the report removal. The ‘Cancel’ button takes you back to the ‘Submission Package’ screen.

Figure 4-13 Notification Reports



To upload a Notification Report File, select the 'Upload File' button. The Notification Report File Upload window displays (see Figure 4-14). 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.

Figure 4-14 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.

1. 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 'Complete' 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.

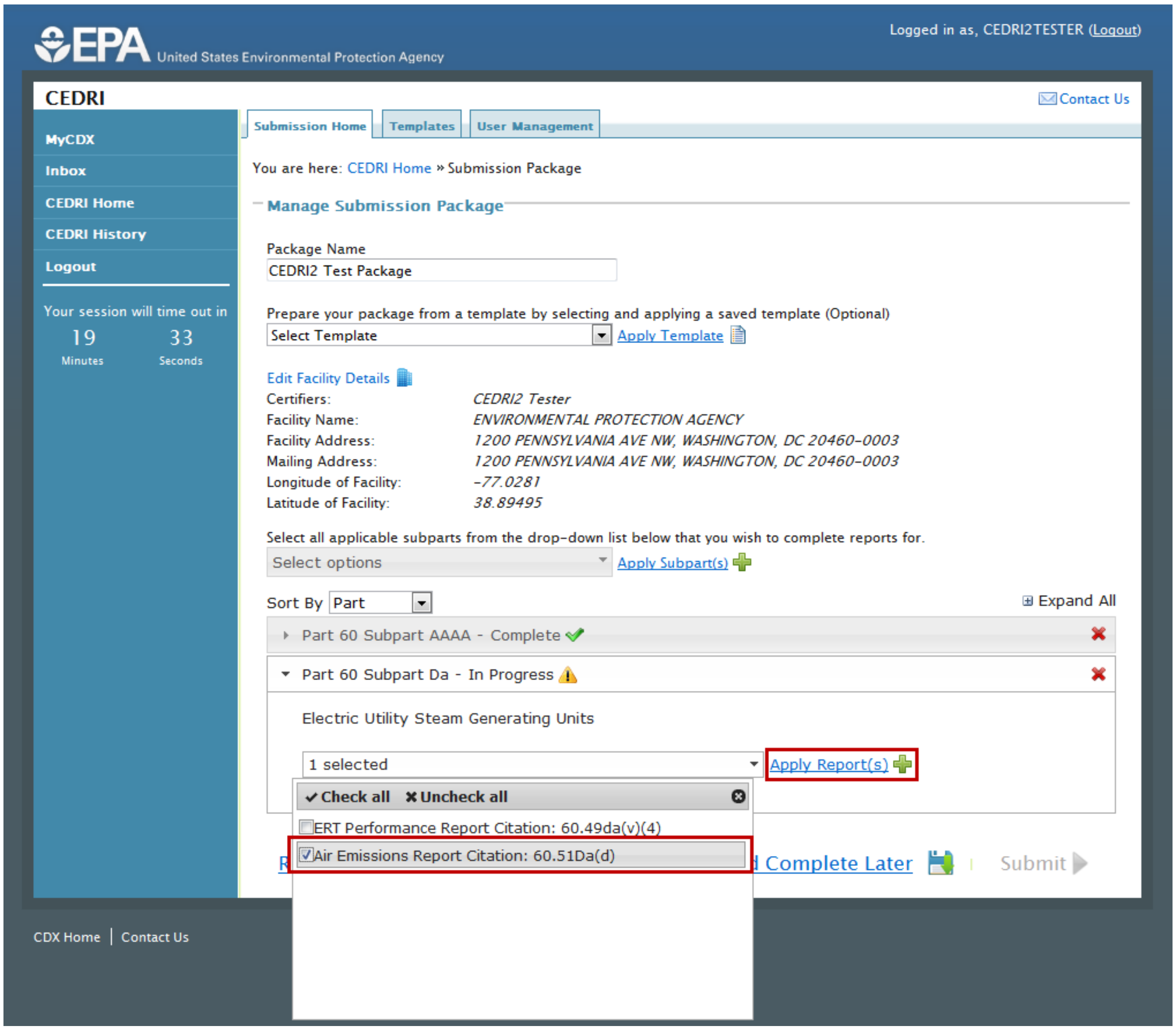
If you would like to upload a new Notification Report file, select the 'Remove' button. This removes the uploaded file and refreshes the screen, allowing you select a new file by clicking the 'Upload File' button.

4.2.3.3 Adding Air Emissions Reports

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 options' dropdown menu. From this dropdown menu, mark the checkbox for 'Air Emissions Report: Citation [Citation Number]'. Finalize your selection by clicking the 'Apply Report(s)' button (see Figure 4-15).

Figure 4-15 Adding Air Emissions Report

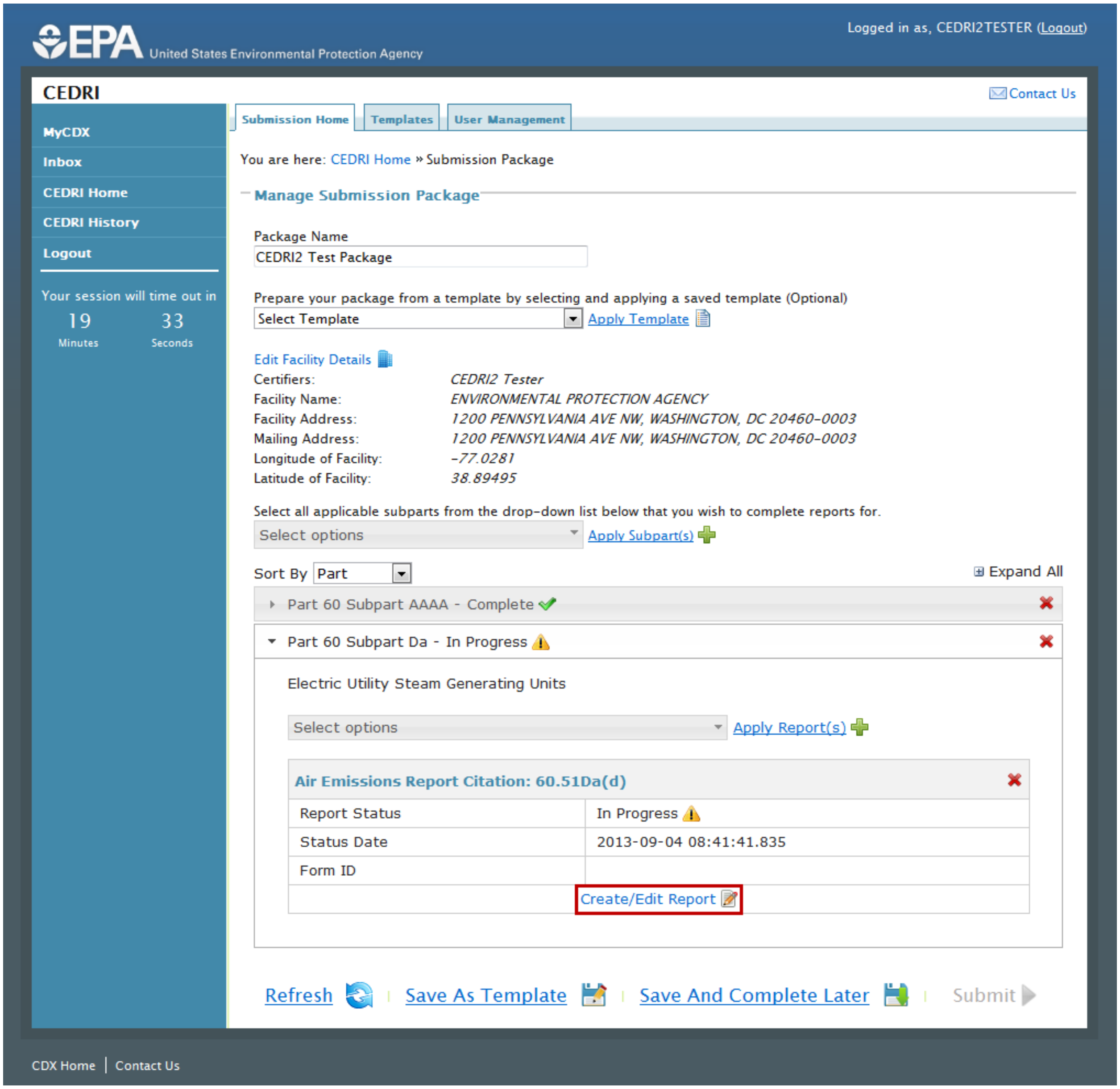


Note: In this release of the CEDRI application, the Air Emissions Report reporting type form is only available for Part 63 Subpart JJJJJJ. See Appendix A: Supported Regulation Subparts for regulation subparts for Air Emissions Reports supported by the CEDRI application.

The Air Emissions Report displays below the 'Select options' dropdown menu within the chosen subpart (see Figure 4-16). The 'Report Status' is initially displayed as 'In Progress' 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.

Figure 4-16 Creating Air Emissions Report



To begin an Air Emissions Report form, select the 'Create/Edit Report' button. This launches the 'CEDRI Forms' window (see Figure 4-17). All Air Emissions Reports previously submitted via the CEDRI program service for the chosen subpart are displayed in the table. There are two options for creating your Air Emissions Report:

1. 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 Figure 4-18).
2. You may create a new Air Emissions Report form by selecting the 'Create New Form' button. All fields on the newly-launched form are blank.

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.

Once your Air Emissions Report is completed, the Air Emissions Report window closes and you are returned to the 'Submission Package' screen. The Air Emissions Report 'Report Status' is displayed as 'Complete' 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 Report' 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, select the 'Remove' button. This removes the Air Emissions Report form and refreshes the screen, allowing you to create a new form by clicking the 'Create/Edit Report' button.

Figure 4-17 Creating New Form

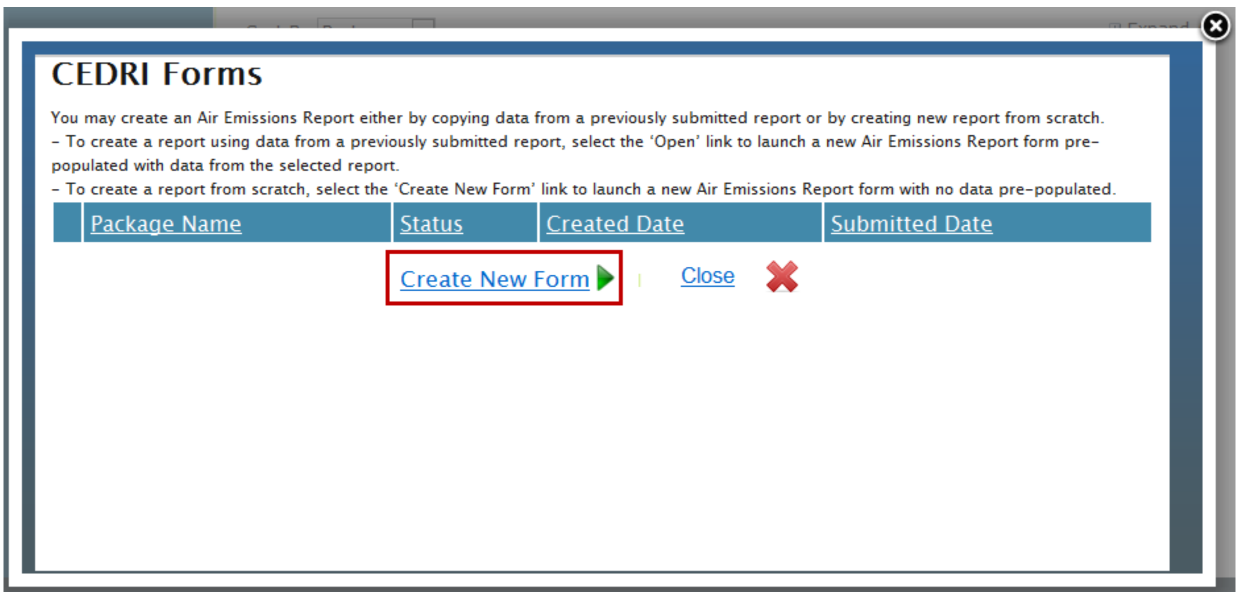
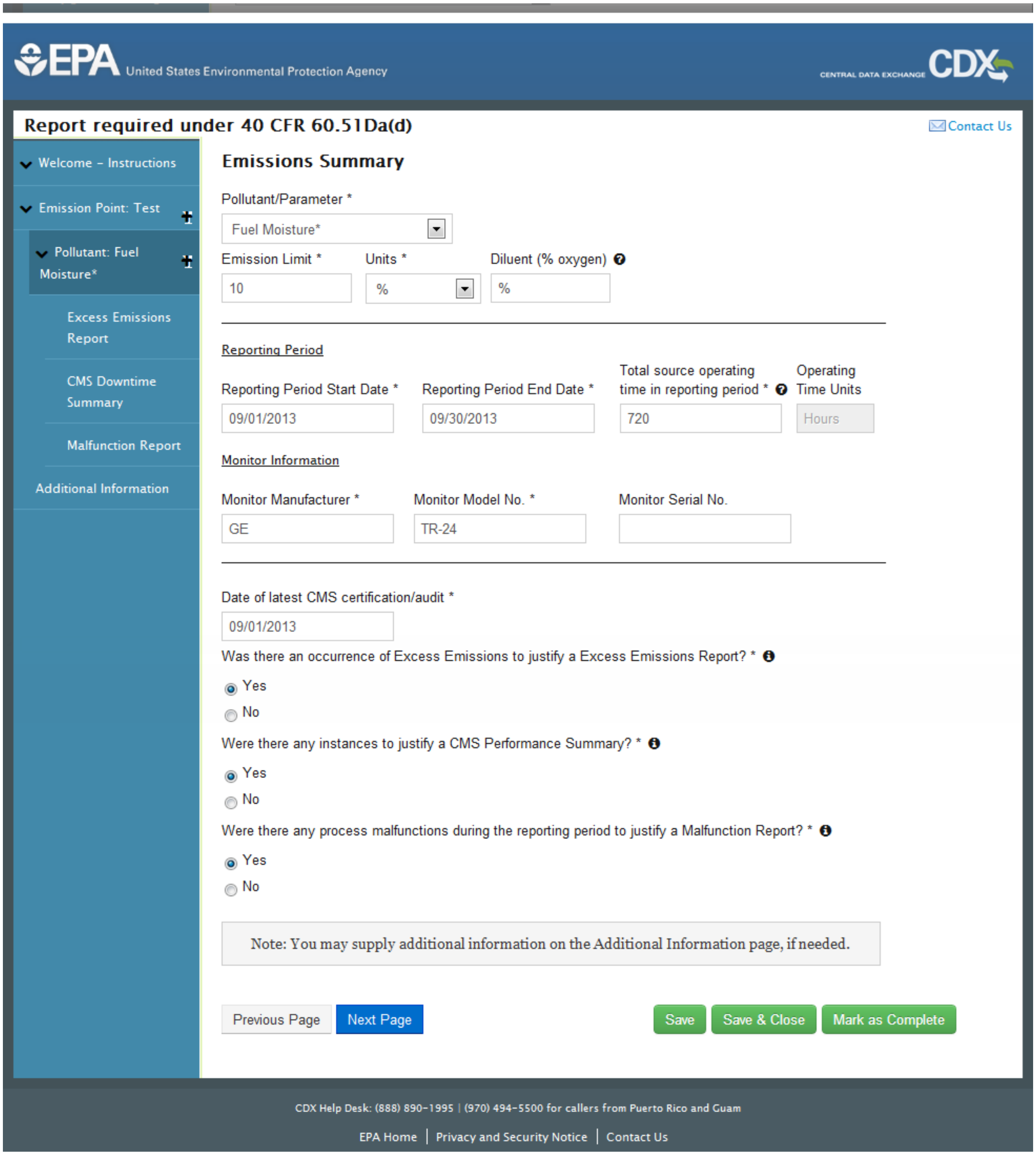


Figure 4-18 Air Emissions Report – Prior Form

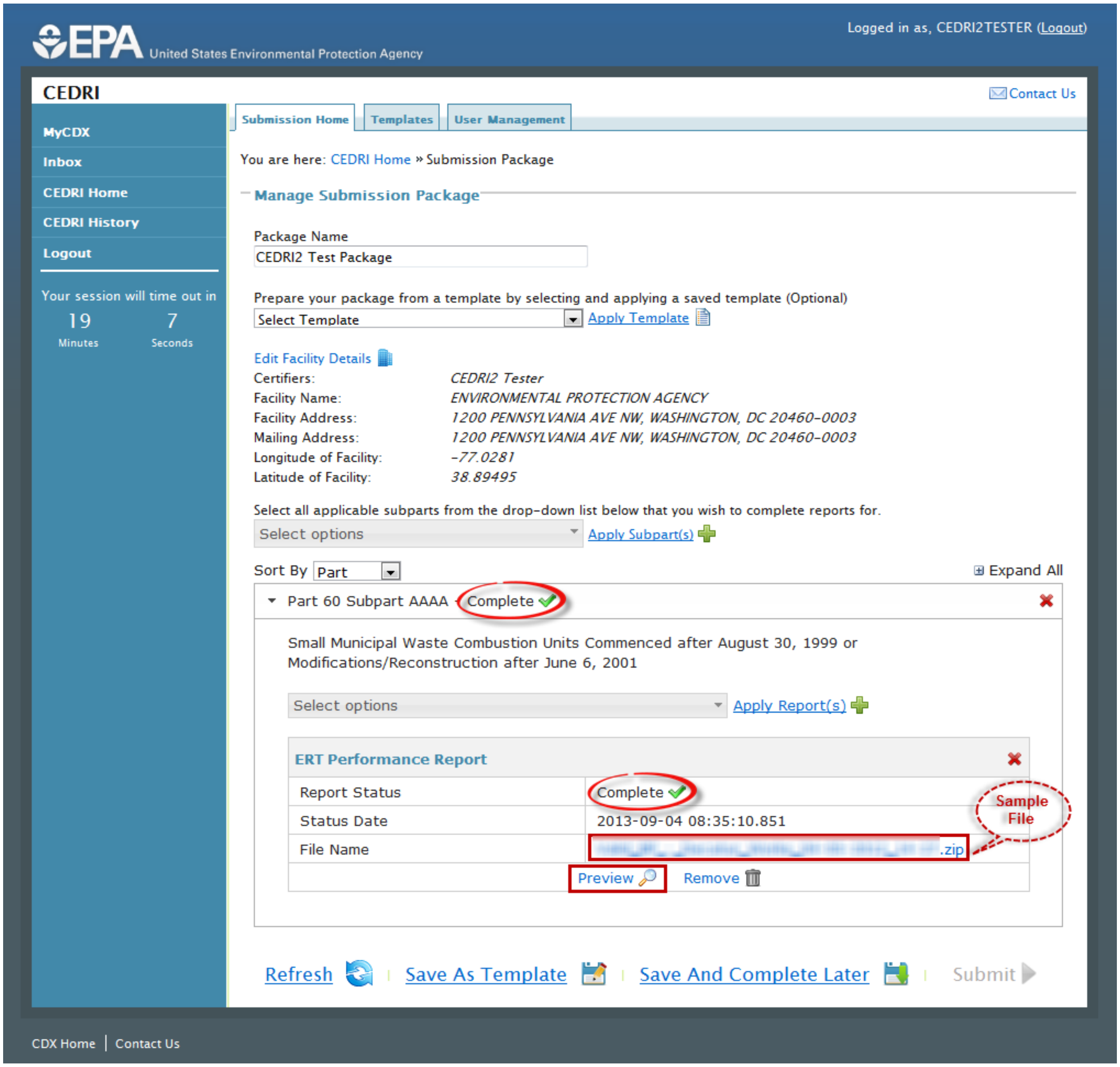


4.2.3.4 Previewing Reports

After uploading an ERT Performance Test Report or Notification Report file, or completing an Air Emissions Report form, you may preview the report.

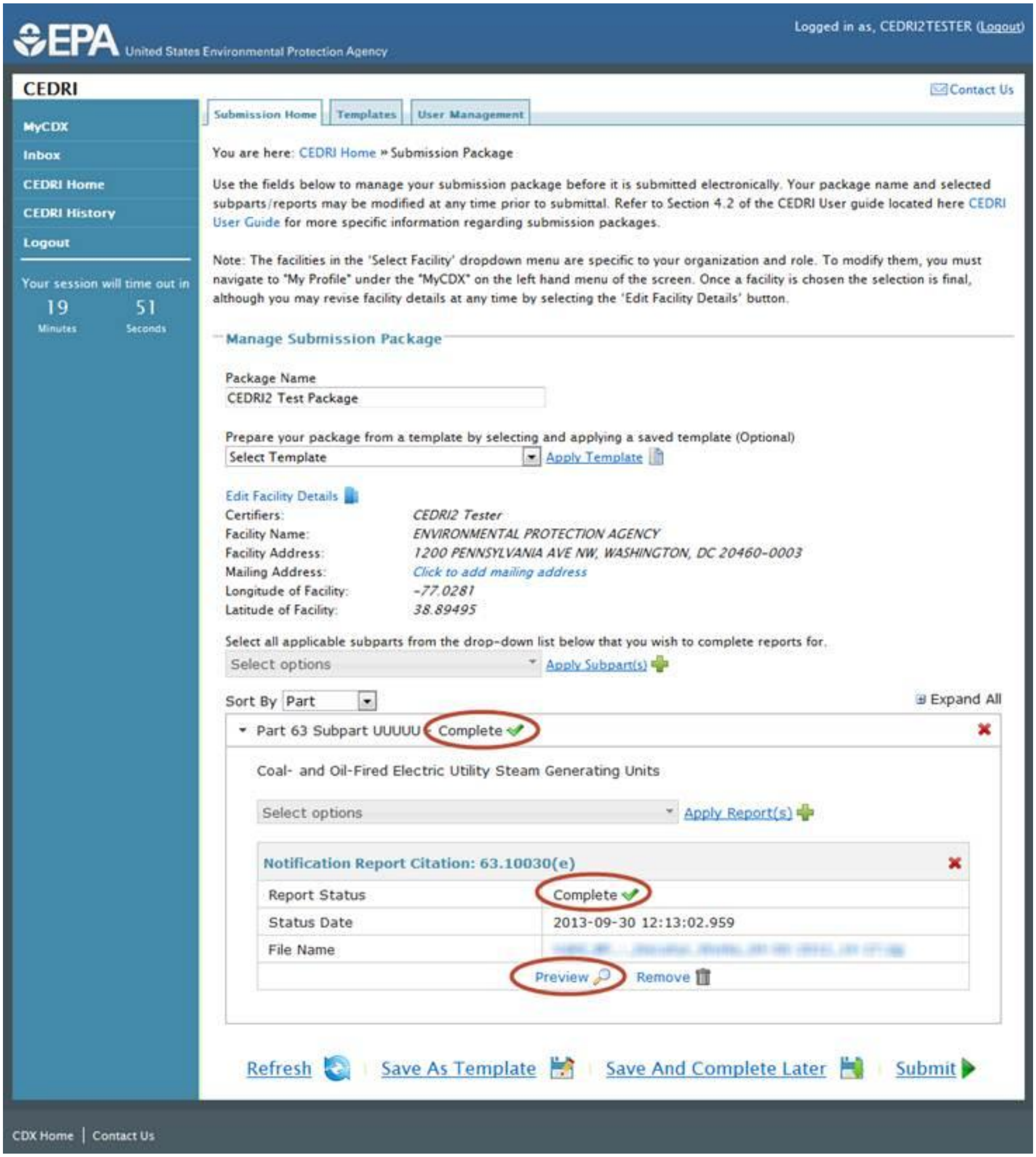
To preview a copy of an ERT Performance Test Report, select the ‘Preview’ button for the chosen file within the desired subpart in your submission package (see Figure 4-19). This opens a new tab within your browser displaying the metadata from the XML in the ERT Performance Test Report. You can return to your submission package by clicking on the CEDRI application tab within your browser or closing the tab showing the preview of the ERT report file.

Figure 4-19 Preview ERT Performance Test Report



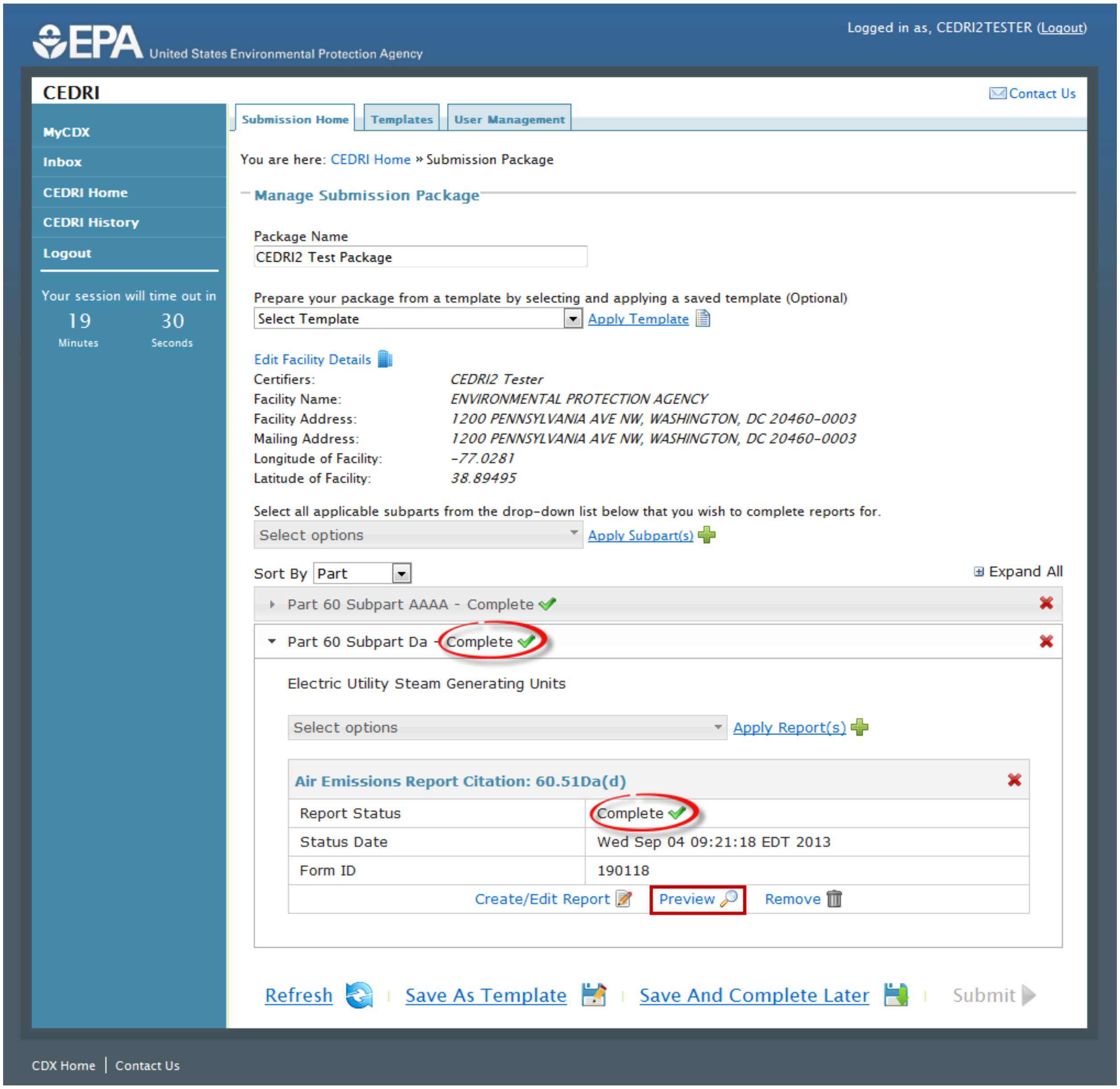
To preview a copy of a Notification Report, select the ‘Preview’ button for the chosen file within the desired subpart in your submission package (see Figure 4-20). A new tab within your browser opens to display the Notification Report PDF. You may return to your submission package by clicking the CEDRI application tab within your browser or closing the tab showing the preview of the Notification Report file.

Figure 4-20 Previewing a Notification Report



To preview a copy of an Air Emissions Report form, select the 'Preview' button for the chosen form within the desired subpart in your submission package (see Figure 4-21). This opens a new tab within your browser displaying the PDF output report of the chosen Air Emissions Report. 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.

Figure 4-21 Preview Air Emissions Report



4.2.4 Saving a Submission Package

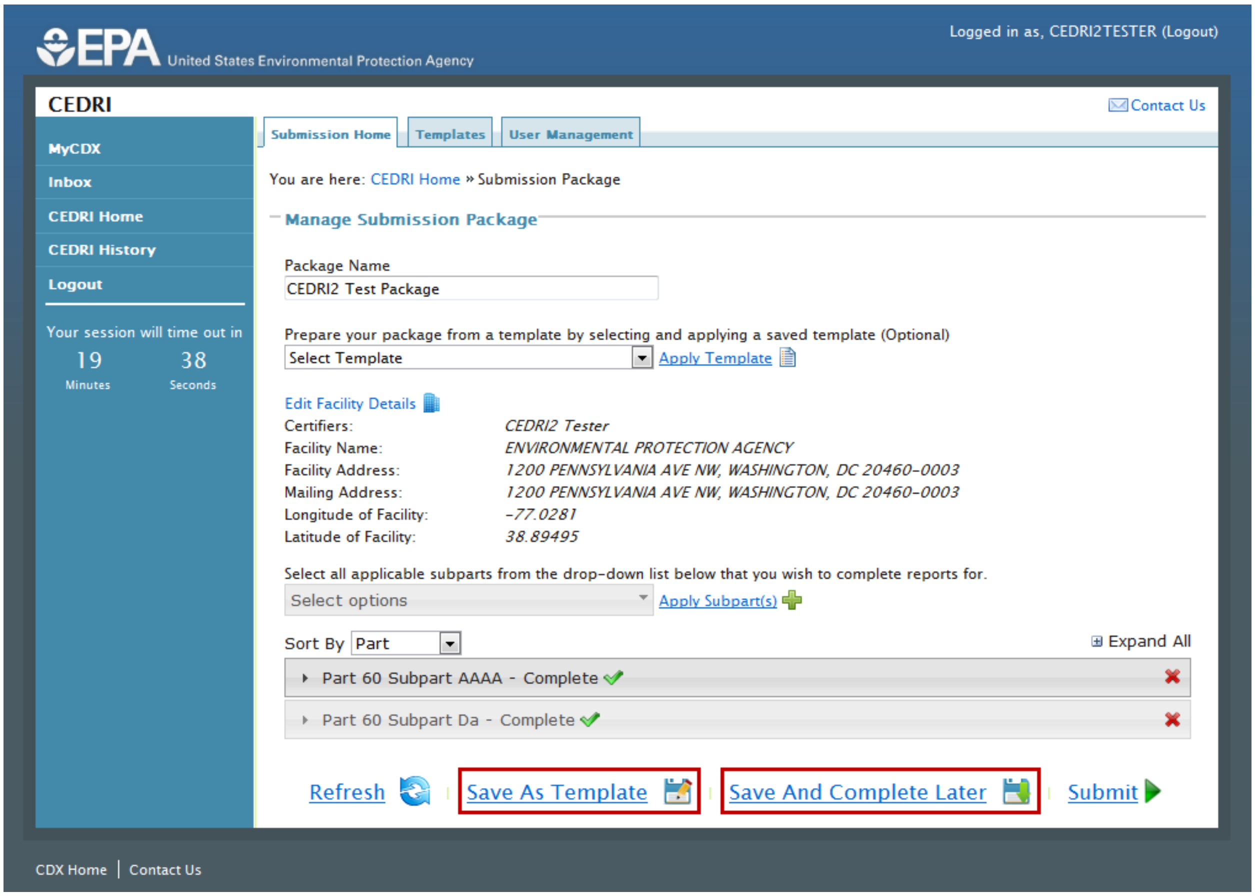
At any time during preparation of your submission package, you may save the package and return to it later.

To save the package and return to the CEDRI Home page select the ‘Save and Complete Later’ button (see Figure 4-22). 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 ‘In Progress’ or ‘Complete’, 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.

You may also save your submission package as a submission package template by clicking the ‘Save as Template’ button (see Figure 4-22). This saves the package structure (selected parts, subparts, and report types) as a submission package template for future use. Refer to Section 4.2.2 for instructions on creating a new submission package from a template.

Figure 4-22 Saving a Submission Package

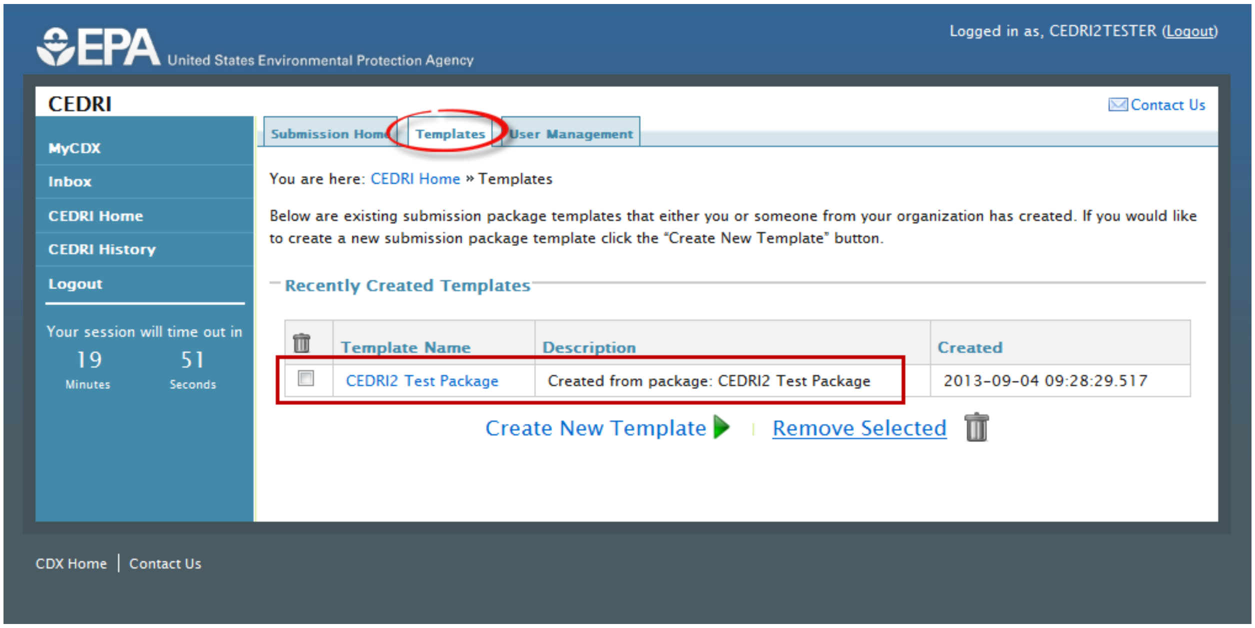


After clicking the ‘Save as Template’ button, you are taken to the ‘Template Details’ screen. On the ‘Templates’ screen, the newly-saved submission package template is displayed in the ‘Recently Created Templates’ table (see Figure 4-23). By default, the ‘Template Name’ is the same as the name of the submission package and the ‘Description’ is auto-populated as “created from package: [Package Name].” You may modify these details by selecting the ‘Template Name’ hyperlink and editing the ‘Template Name’ and ‘Description’ fields. Refer to Section 4.4.2 for more detailed instructions on modifying submission package templates.

The saved submission package is also displayed in the ‘Pending Submissions’ table with a status of ‘In Progress’ or ‘Complete’, 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.

Figure 4-23 Saving a Submission Package as a Template



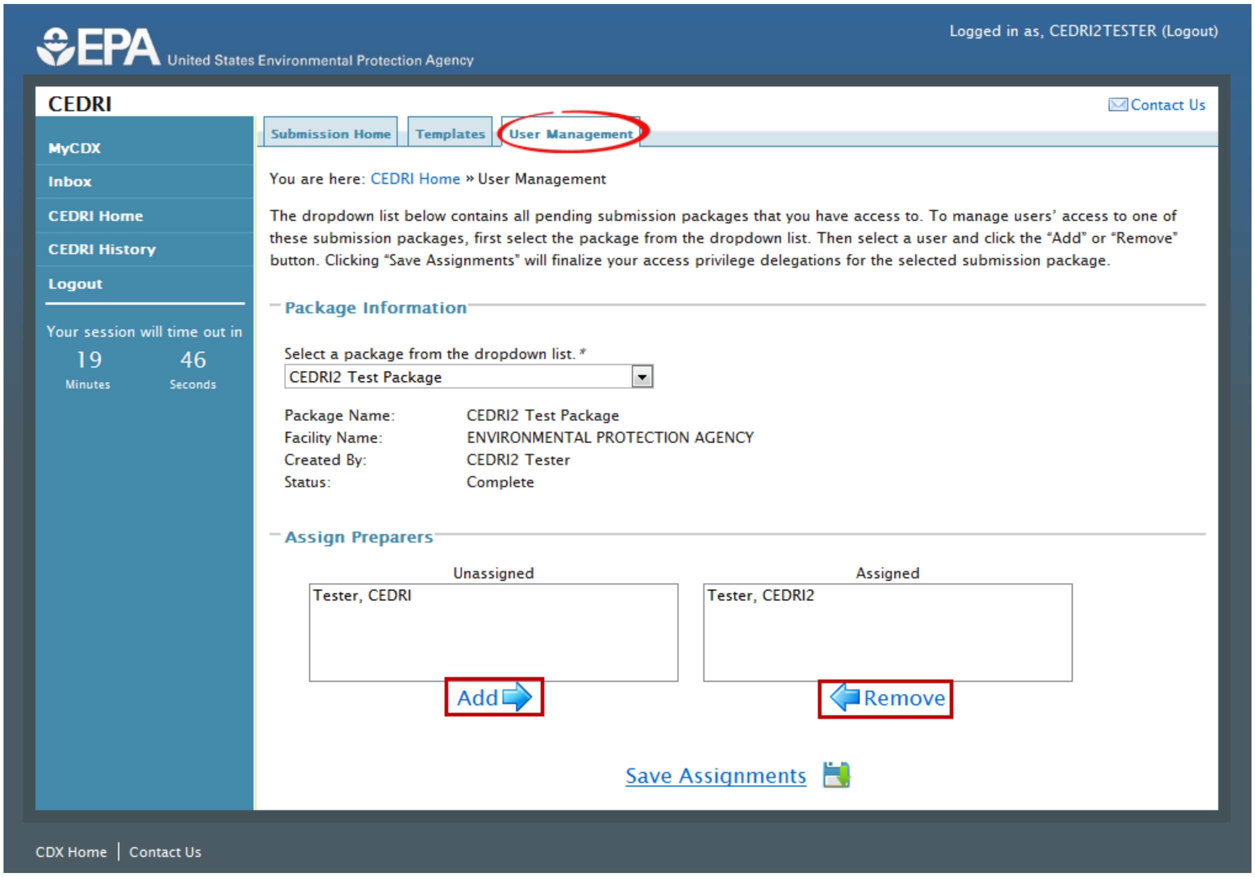
4.2.5 Managing User Access to Your Submission Package

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’ access to one or more of the pending submission packages for which you have access (see Figure 4-24).

To begin, select a package from the ‘Select Package’ dropdown menu. 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’ dropdown 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.

Figure 4-24 Managing User Access



4.2.6 Modifying an Existing Submission Package

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. You may edit subparts or reports within the package before attempting to submit.

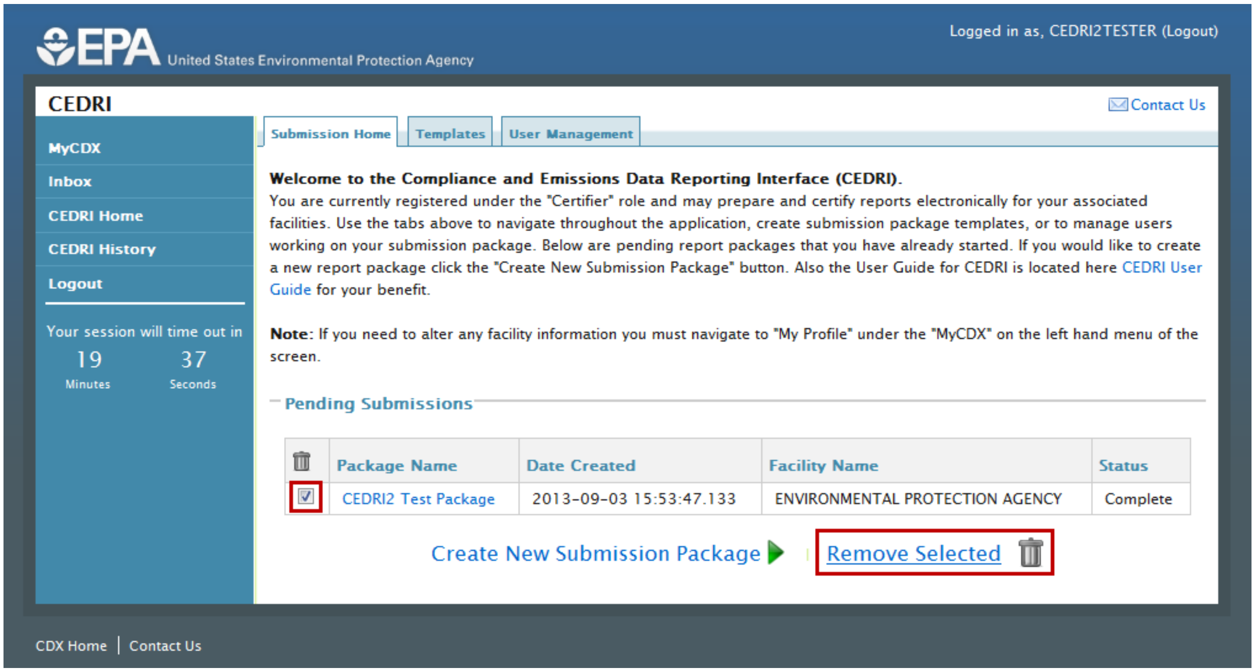
To access one of the pending submission packages, select the 'Package Name' hyperlink. You are taken to the 'Submission Package' screen for the selected package, where you may modify the package. If the chosen package has a status of 'Failed', the status is reset to 'In Progress' upon accessing the package.

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.

4.2.7 Removing a Submission Package

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 Figure 4-25). A warning message appears allowing you to confirm the submission package removal. Click the ‘OK’ button to finalize the process.

Figure 4-25 Removing an Existing Submission Package



4.3 Submitting a Package

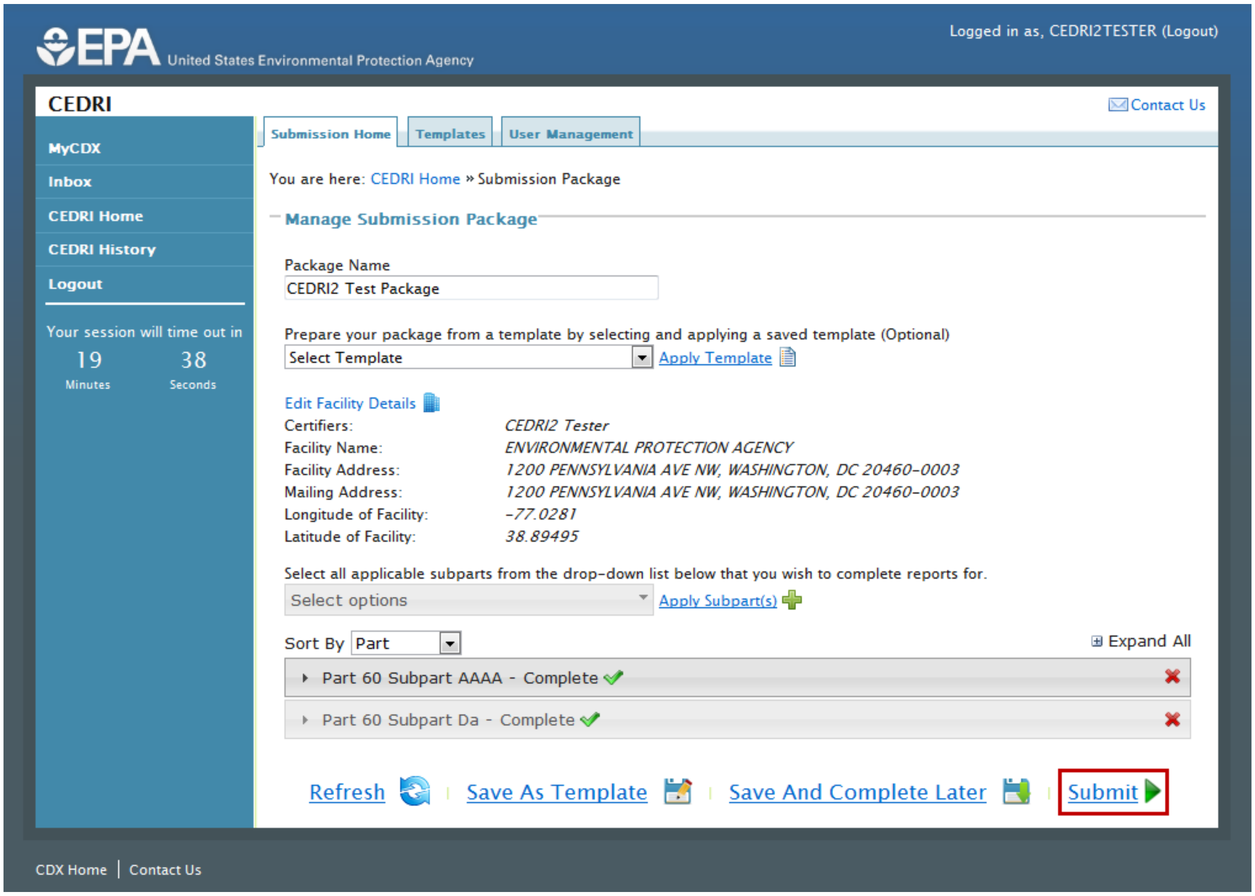
Note: Only Certifiers may submit a package.

There are four criteria that must be met before you may submit a package:

1. There is at least one person from your organization registered for the CEDRI program service in the Certifier role.
2. The user submitting the package must be registered in the Certifier role.
3. A facility has been selected for the submission package.
4. All subparts 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 (see Figure 4-26). Otherwise the button is greyed out and disabled. To initiate the submittal of your package first click the ‘Submit’ button.

Figure 4-26 Submitting a Package

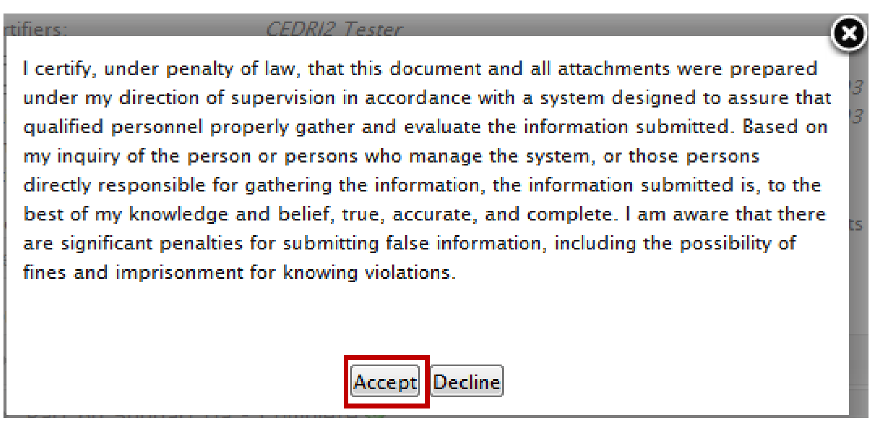


4.3.1 Certifying the Submission Package

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 Figure 4-27). 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.

Figure 4-27 Certifying the Submission Package



After clicking the ‘Accept’ button, the CROMERR eSignature Widget is launched. See Figure 4-28, Figure 4-29, and Figure 4-30 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.

Figure 4-28 Certifying the Submission Package (Cont'd)

Figure 4-29 Certifying the Submission Package (Cont'd)

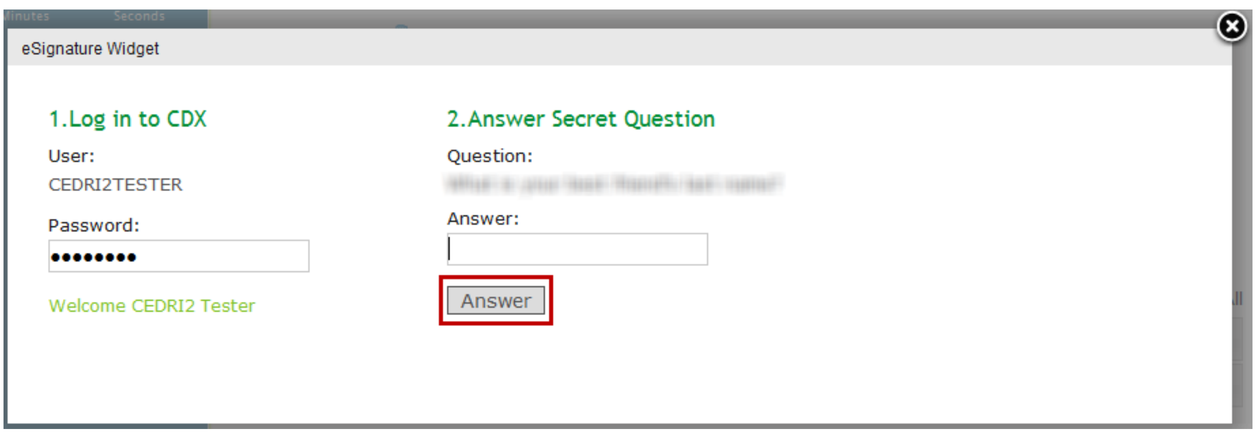
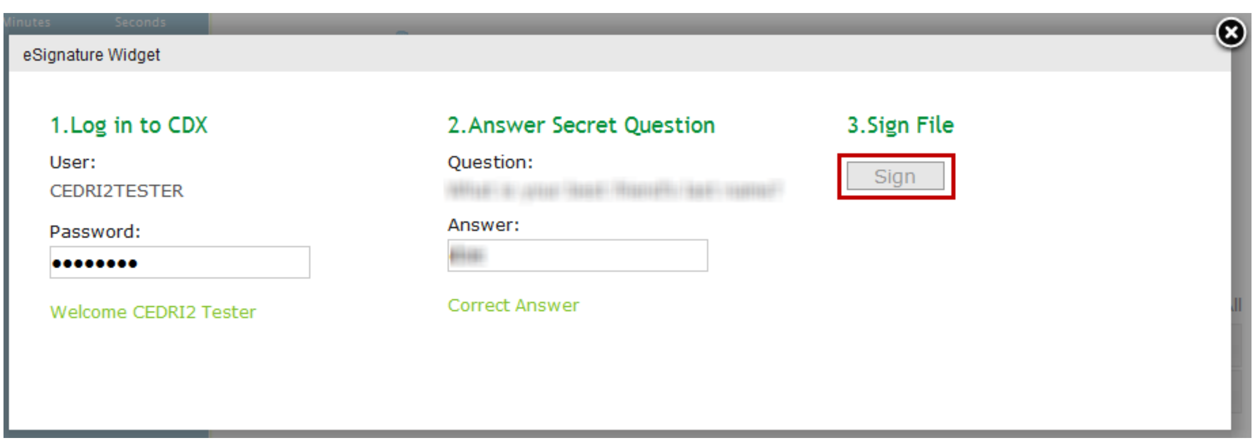


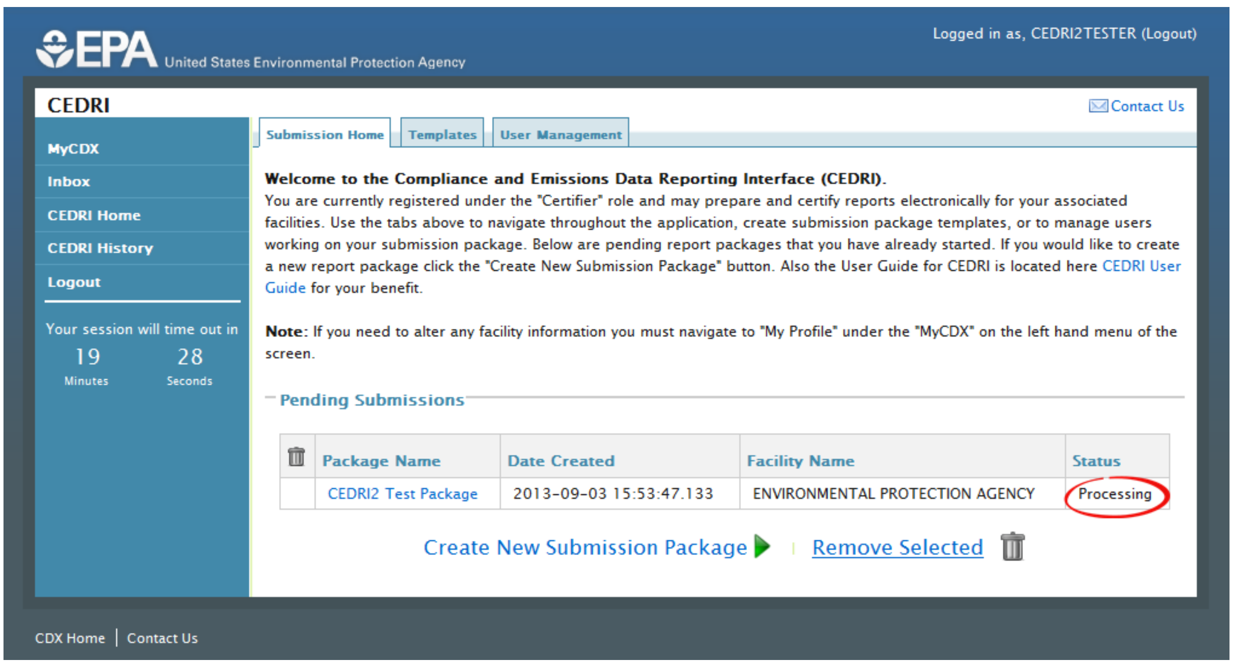
Figure 4-30 Certifying the Submission Package (Cont'd)



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 Figure 4-30), 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 Figure 4-31). 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.

Figure 4-31 Submitted Package

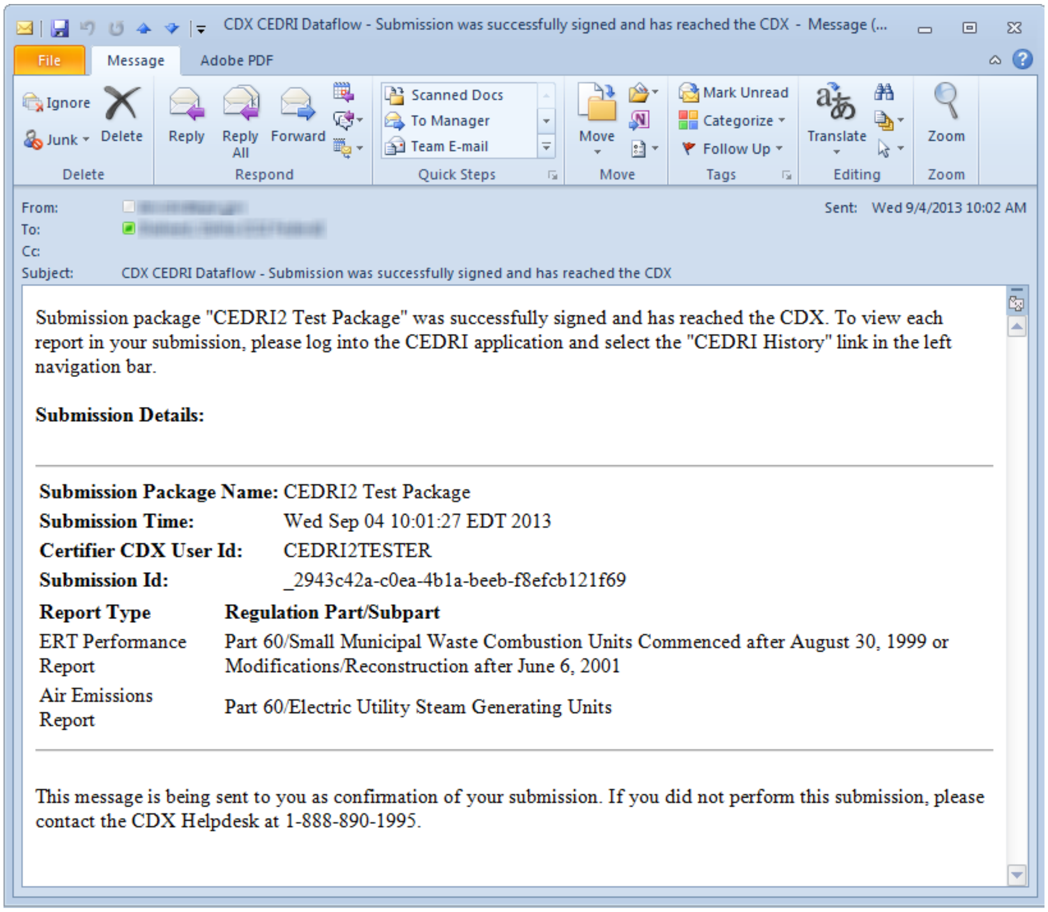


Note: See Appendix C: CEDRI Icons and Status Descriptions for a list of statuses and their meanings used in the CEDRI application, both before and after package submittal.

After submitting a package, a confirmation message is emailed to the email address registered in your CDX account (see Figure 4-32) 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.

Figure 4-32 Confirmation Email


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

From:
To:
Cc:
Subject: CDX CEDRI Dataflow - Submission was successfully signed and has reached the CDX

Sent: Wed 9/4/2013 10:02 AM

Submission package "CEDRI2 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 in the left navigation bar.

Submission Details:

Submission Package Name:	CEDRI2 Test Package
Submission Time:	Wed Sep 04 10:01:27 EDT 2013
Certifier CDX User Id:	CEDRI2TESTER
Submission Id:	_2943c42a-c0ea-4b1a-beeb-f8efcb121f69

Report Type	**Regulation Part/Subpart**
ERT Performance Report	Part 60/Small Municipal Waste Combustion Units Commenced after August 30, 1999 or Modifications/Reconstruction after June 6, 2001
Air Emissions Report	Part 60/Electric 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 also check your CDX User Inbox for this message (see Section 3.4) and 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.

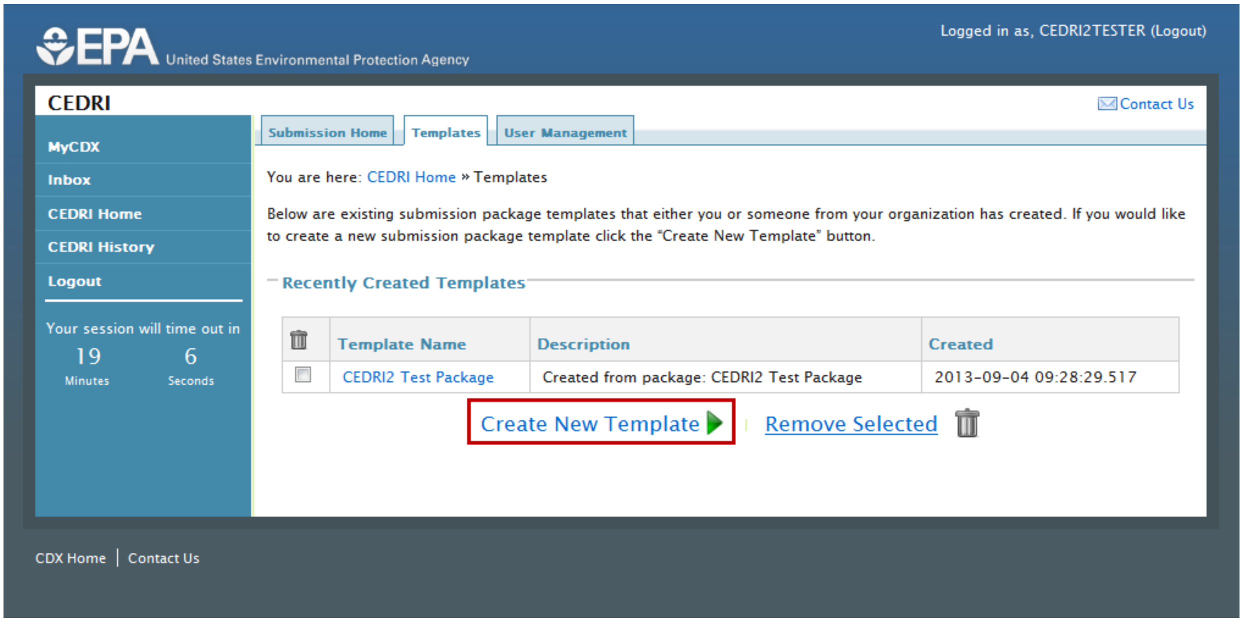
4.4 Creating and Using Submission Package Templates

You can create and use submission package templates to simplify the preparation of packages that are submitted on a recurring basis. A template allows you to re-use a package of the same structure (same report set) thereby reducing time and effort required to set up the package.

4.4.1 Creating a New Template

To create a new package template, navigate to the 'Templates' tab and select the 'Create New Template' button (see Figure 4-33).

Figure 4-33 Creating a New Template



After selecting the ‘Create New Template’ button, you are taken to the ‘New Template’ screen (see Figure 4-34). You must perform the following steps in order to construct a template.

1. Enter a template name in the ‘Template Name’ field. Enter a name that describes the reports to be submitted and contained in packages created from this template. This name will serve as the main identifier should you wish to use the template to launch a submission package. If you do not enter a name before performing other tasks, you are prompted to enter a template name.
2. Enter description of the template in the ‘Description’ field.
3. The ‘Select options’ dropdown menu contains all possible subparts that may be submitted using CEDRI (see Appendix A: Supported Regulation Subparts for all regulation subparts supported by the CEDRI application). The dropdown list is grouped by 40 CFR Part (either Part 60 or Part 63) and organized alphabetically within the part grouping by subpart. Use the scroll bar on the right side of the dropdown menu to find the appropriate subpart, or enter the subpart number to filter the list. After selecting one or more subparts, click the ‘Apply Subpart(s)’ button to finalize your selection. The chosen subparts are displayed below the ‘Select options’ dropdown menu. The list of chosen subparts is also organized by 40 CFR Part and alphabetically by subpart.
4. Clicking on the subpart name expands the subpart. In the expanded view, all possible report types are listed. If you would like to include a report type in your template, mark the corresponding checkbox.

   The following subpart management controls are available to you:

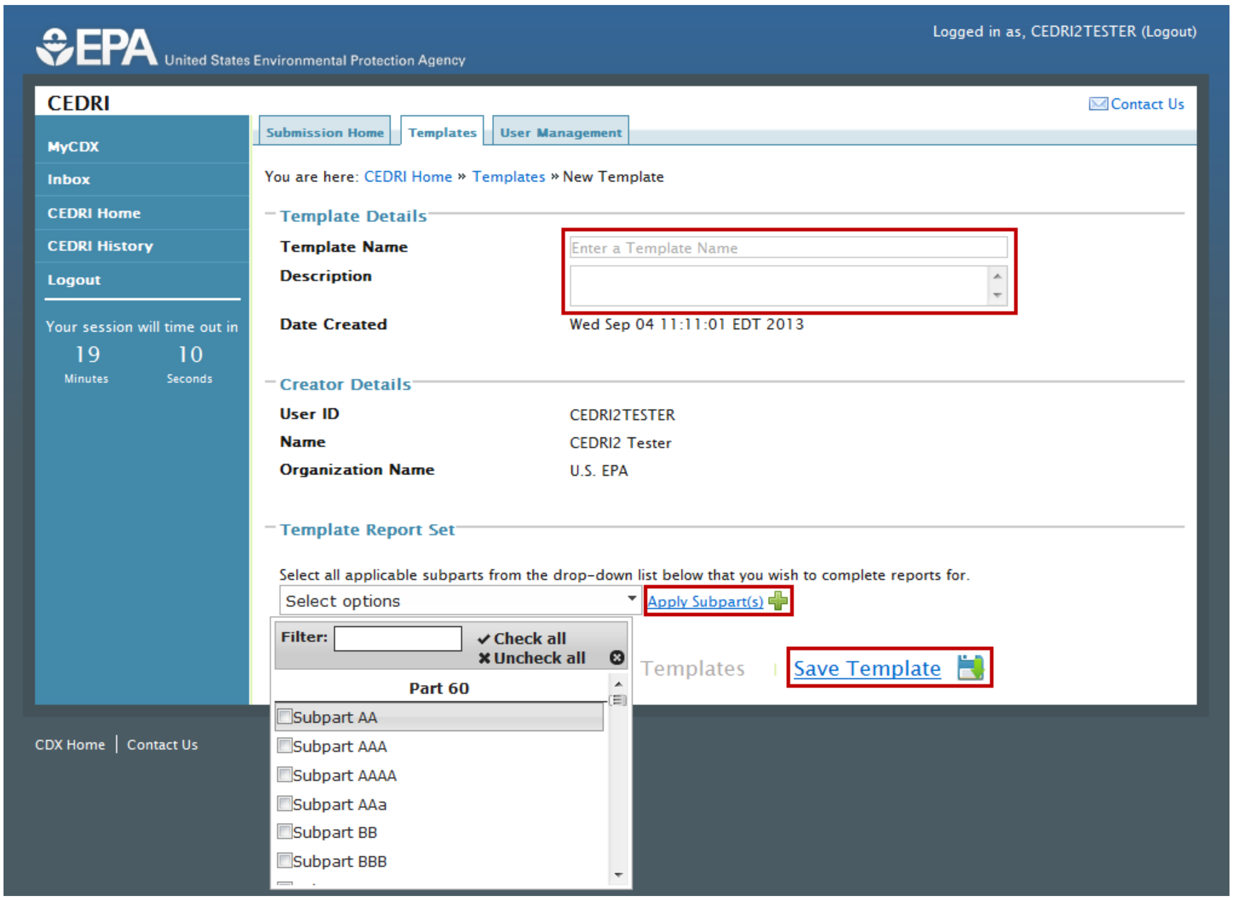
   - To expand all subparts, select the ‘Expand All’ button.
   - To collapse all subparts, select the ‘Collapse All’ button.

- To remove a subpart, select the 'X' icon. A pop-up window appears so you may confirm your decision to remove the subpart. Click the 'OK' button to proceed with the subpart removal.

5. Click the 'Save Template' button. This saves the template and refreshes the page.

On the 'Templates' screen, the newly-saved submission package template is displayed in the 'Recently Created Templates' table.

Figure 4-34 Adding Reports to Template



4.4.2 Modifying an Existing Template

To modify an existing template, navigate to the 'Templates' tab within the CEDRI application. Select the template you wish to modify by clicking the 'Template Name' hyperlink (see Figure 4-35).

You may choose to modify any of the following template properties:

- Template Name
- Template Description
- Template Report Set

Once you have made all the desired changes, click the 'Save Template' button (see Figure 4-36). The updated template is displayed in the 'Recently Created Templates' table.

Figure 4-35 List of Existing Templates

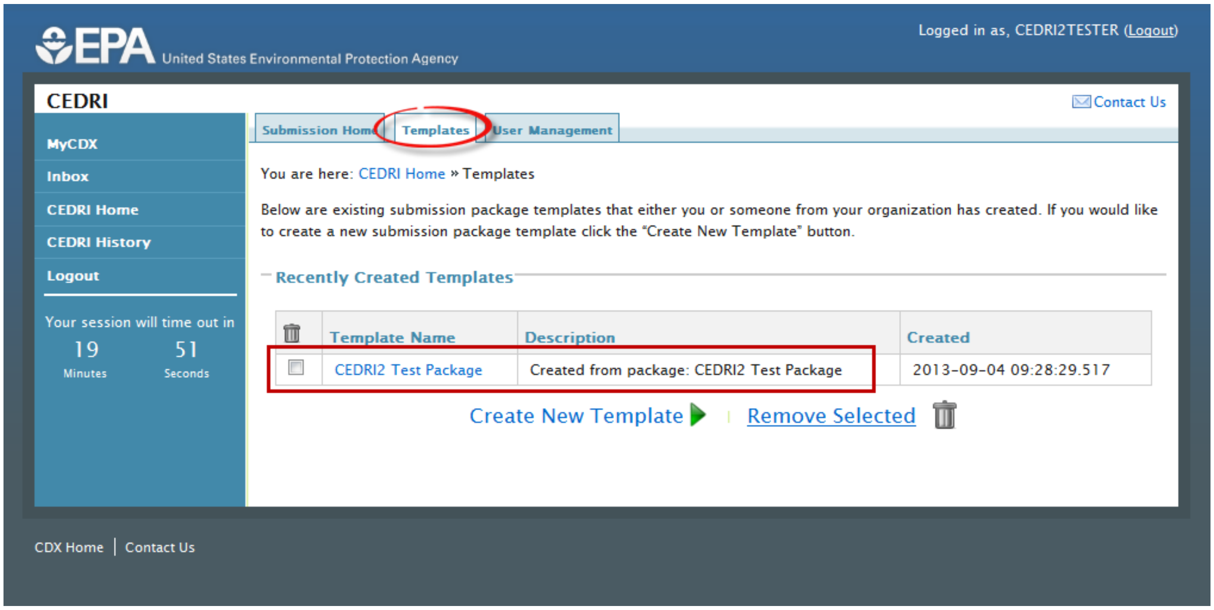
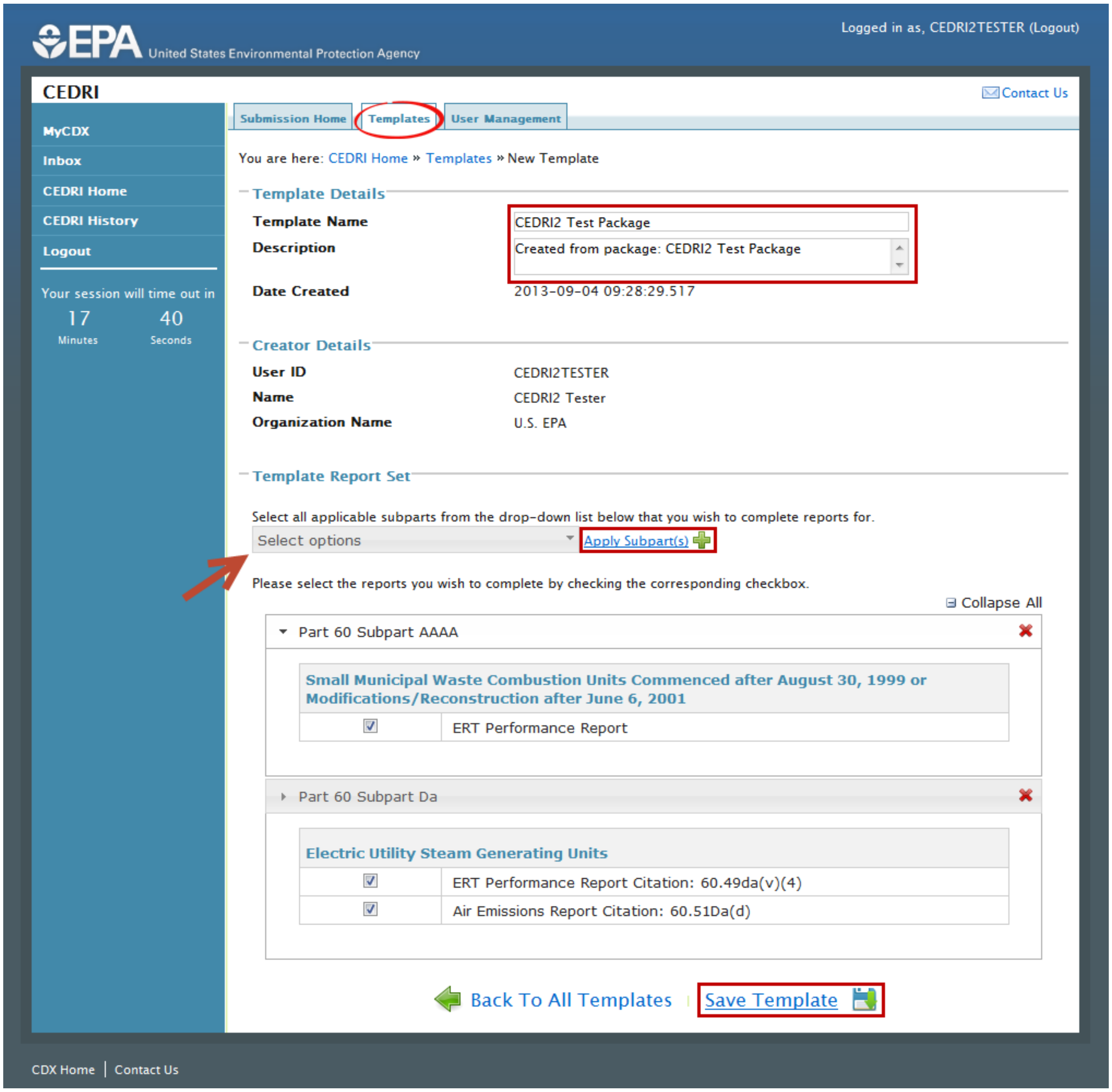


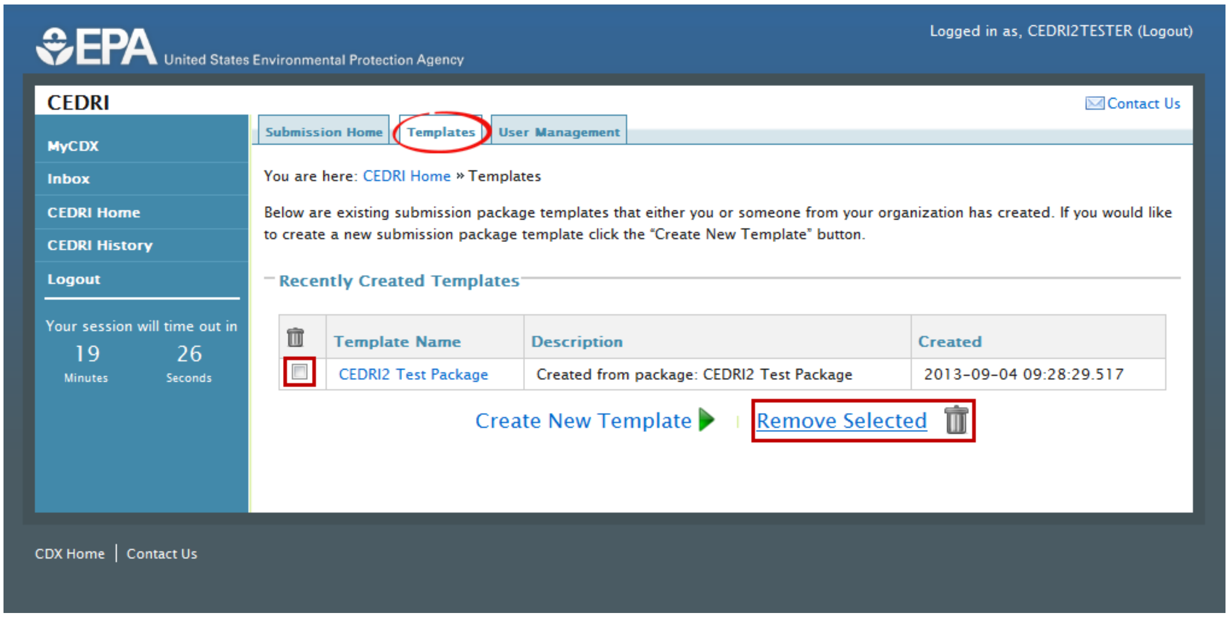
Figure 4-36 Modifying Existing Template Details and Reports



4.4.3 Deleting a Template

To remove an existing template navigate to the 'Templates' screen. Then mark the checkbox for the template(s) you wish to remove in the column with the 'Trashcan' icon. Select the 'Remove Selected' button to initiate package removal (see Figure 4-37). A warning message appears so you may confirm the submission package template removal. Click the 'OK' button to finalize the process.

Figure 4-37 Deleting Existing Templates



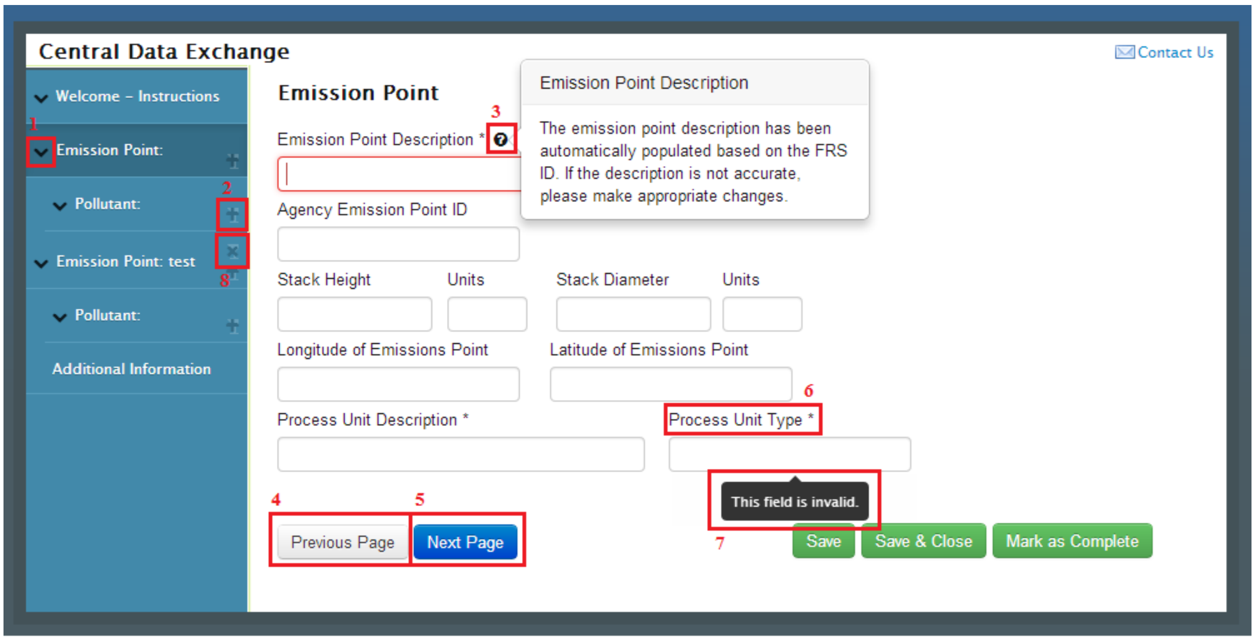
4.5 Navigating Air Emission Report Forms

This section describes basic principles to assist you in completing an Air Emissions Report form. Figure 4-38 provides a sample page within the Air Emissions Report form that highlights basic form navigation functions. The functions below correspond to numbered items in Figure 4-38:

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.

Figure 4-38 Form Navigation Reference Screen



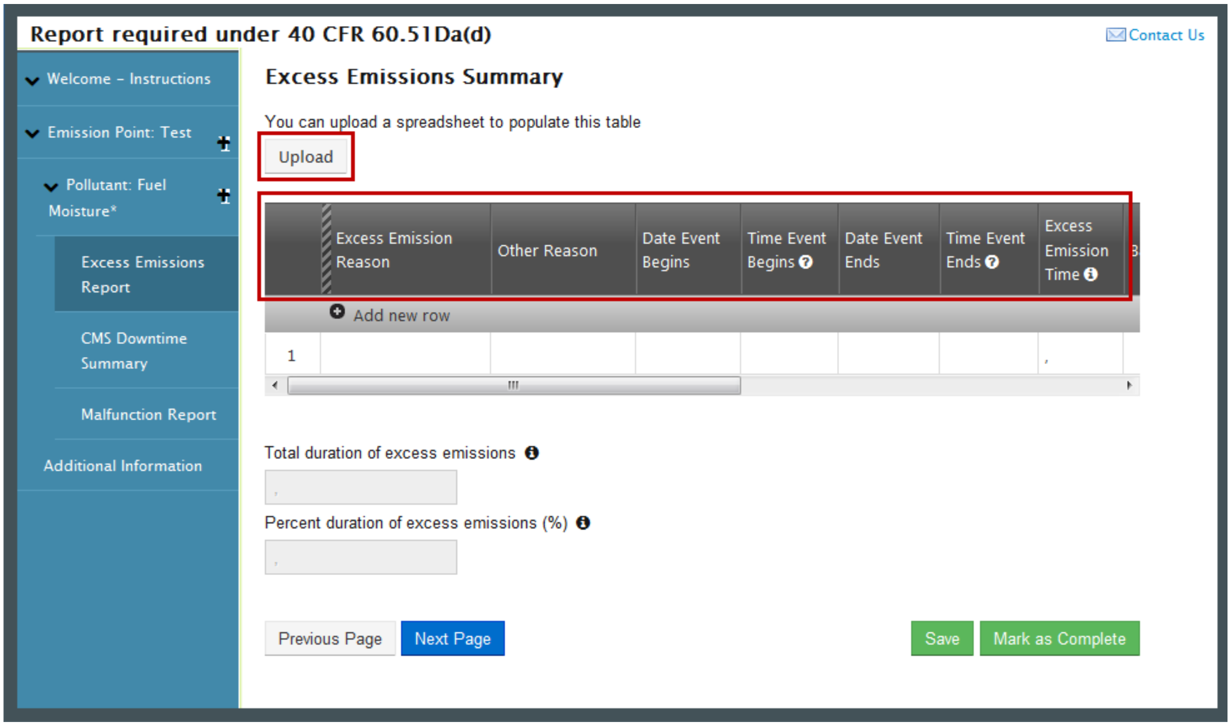
Some pages on the Air Emissions Report form may contain hyperlinks to provide you with more information regarding specific questions on the form. To access this information, click the hyperlinked text on the form. This will open up a new informational web page tab in your browser.

> **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-outs.

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 excess emissions, CMS downtime, malfunction reports, and deviation summaries for which there may be more than one incident during the reporting period. Figure 4-39 shows a sample Excess Emissions Summary data collection grid.

Figure 4-39 Air Emissions Report - Excess Emissions Summary



There are two methods for entering data into data collection grids:

1. 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 Figure 4-40). On this screen, use the dropdown menus to select the appropriate worksheet and then map each column in the data collection grid to a column in your excel spreadsheet.

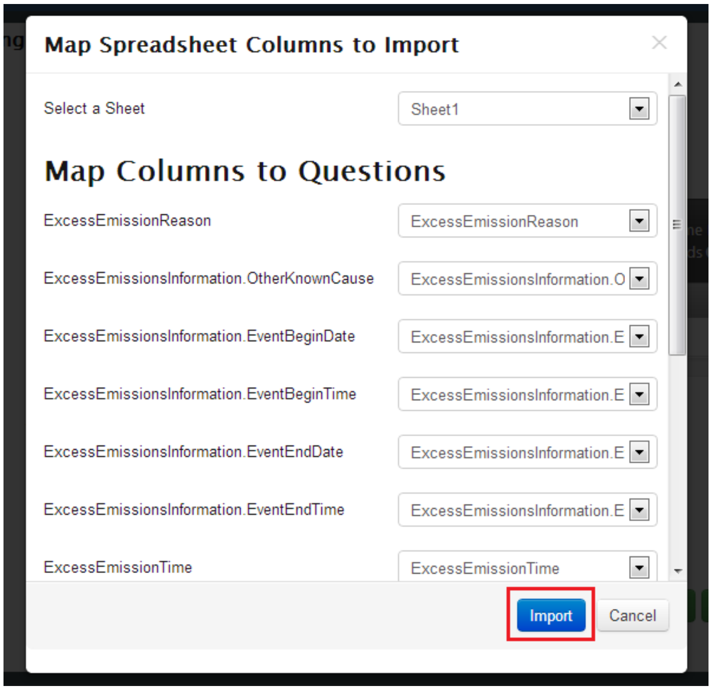
> **Tip:** Label your spreadsheet columns to match the grid column headings.
>
> If your spreadsheet columns are assigned the same names as the column headings in the data collection grid, the ‘Map Columns to Questions’ section will auto-map the grid columns to the spreadsheet columns. See Appendix B for additional information.

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 Figure 4-41).

Figure 4-40 Map Spreadsheet to Columns to Import

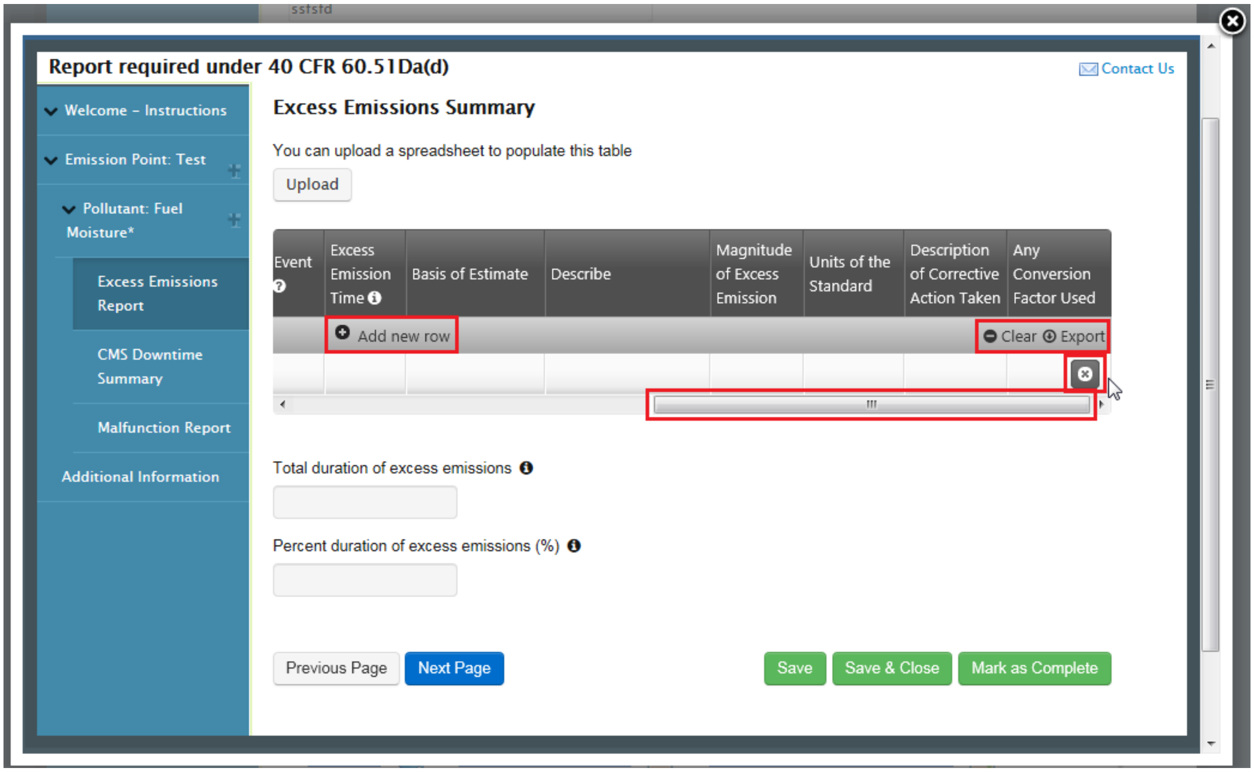


2. Complete the data collection grid manually. To do this, select each field in the row one at a time and enter in your data. There are a variety of field types in the data collection grids, including text fields, date fields, time fields, dropdown menus, and checkboxes. If data is entered incorrectly, a validation message is triggered. Enter in valid data for the validation message to disappear.

   Figure 4-41 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.

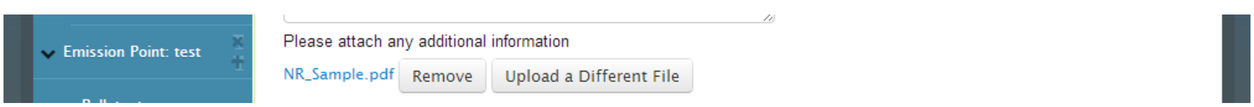
Figure 4-41 Air Emissions Report - Excess Emissions Summary (Cont'd)



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 Figure 4-42). You may remove the file by selecting the 'Remove' button or upload a different file by clicking the 'Upload a Different File' button.

Figure 4-42 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 Figure 4-43). 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 Figure 4-44 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 Figure 4-43). 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.

Figure 4-43 Saving a Form / Marking a Form as Complete

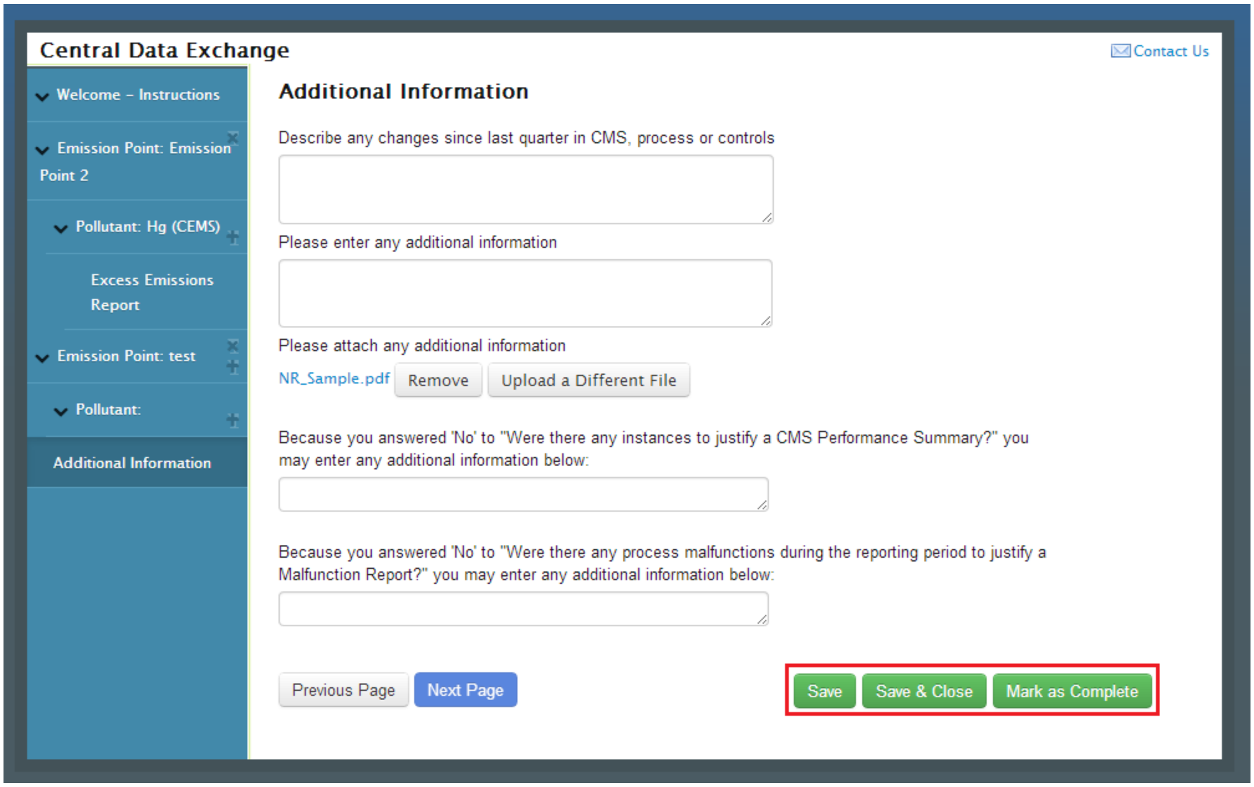
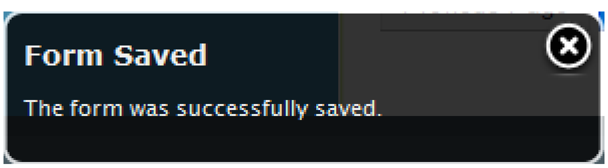


Figure 4-44 ‘Save’ System Success Message



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 Figure 4-43) to indicate that the form is complete and is no longer ‘In Progress’. 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 chronologically 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 'Complete'. You may still make changes to the Air Emissions Report by selecting the 'Create/Edit Report' button and modifying form fields as desired.

4.6 Viewing Your Submissions

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 left-hand sidebar menu. All the previously submitted reports are listed on this page.

> **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.

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

4.6.1 Locating Submitted Reports

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

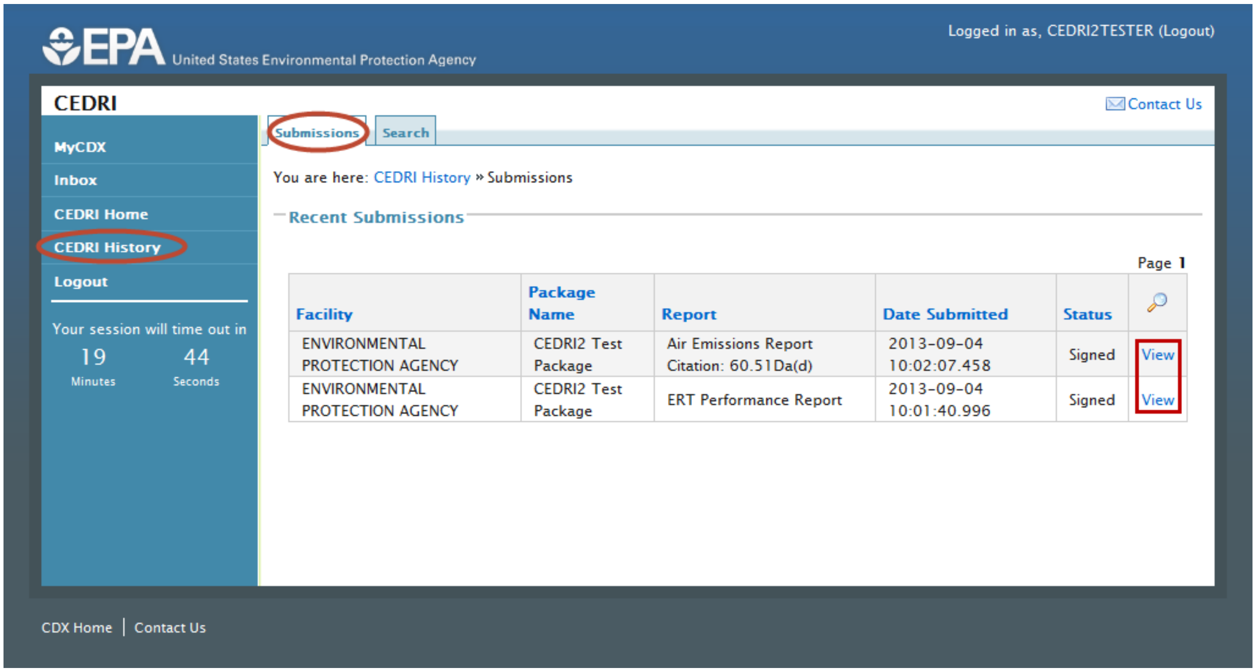
When you navigate to the 'CEDRI History' screen, by default you are taken to the 'Submissions' tab, which will list the last twenty (20) reports submitted (see Figure 4-45). The reports are listed in a table format. The table contains the following metadata about each submission:

- Facility
- Package Name
- Report
- Date Submitted
- Status

> **Note:** See Appendix C: CEDRI Icons and Status Descriptions for a list of statuses and their meanings used in the CEDRI application, both before and after package submittal.

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.

Figure 4-45 Submitted Report under CEDRI Submissions



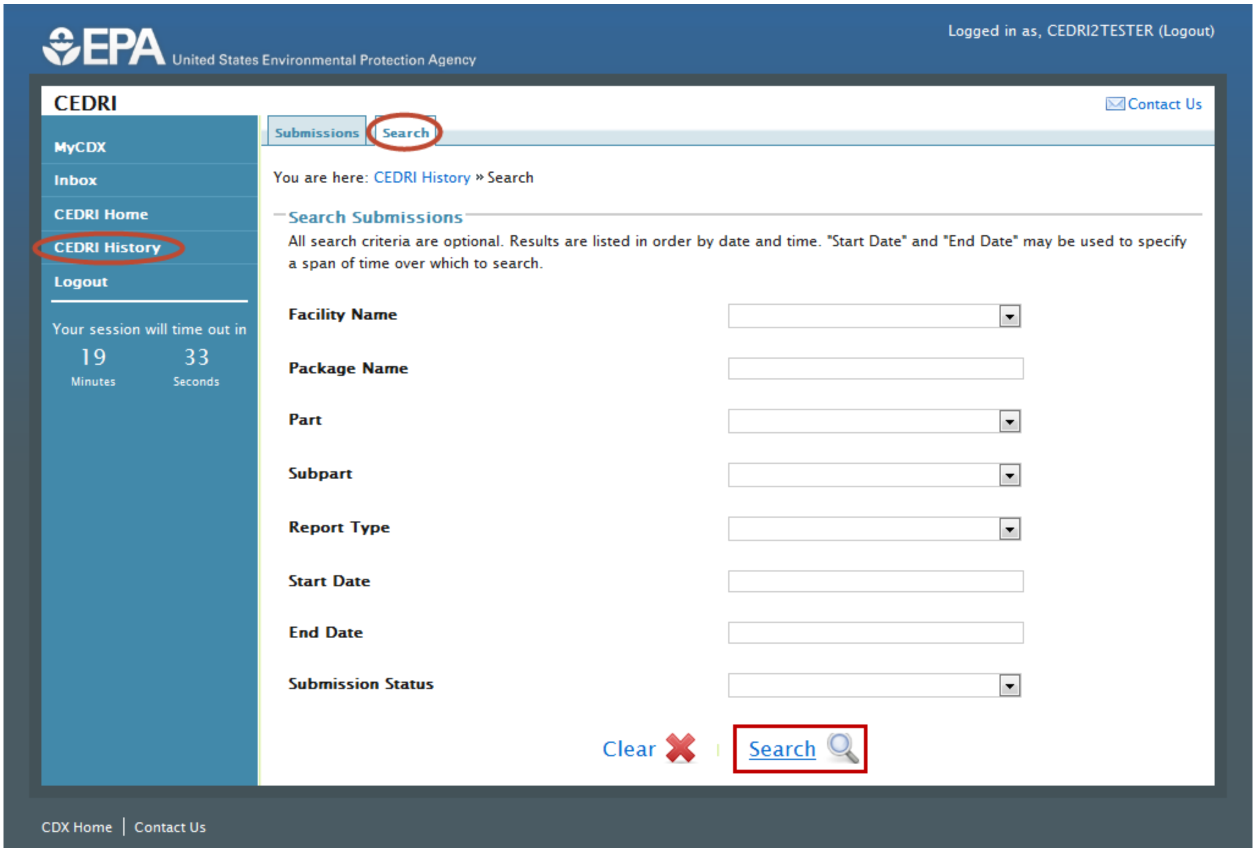
You can navigate to the 'Search' page by selecting the 'Search' tab at the top of the page (see Figure 4-46). The 'Search' page allows you to search for a report submission by specifying any of the following search criteria:

- Facility Name
- Package Name
- Part
- Subpart
- Report Type
- Start Date
- End Date
- Submission Status

All of the search criteria listed above are 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 'Search Results' page is displayed after you populate all relevant search criteria and click the 'Search' button. If you would like to specify new search criteria, click the 'Search' tab again.

Figure 4-46 Searching Submissions



4.6.2 Viewing Submitted Reports

Upon clicking the 'View' hyperlink in the 'Submissions' or 'Search Results', you are redirected to the 'Submission Details' page (see Figure 4-47). 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
- Submission Type
- Citation
- Package Name
- Report Name
- Date Created
- Date Submitted
- Submission Status

The ‘Creator Details’ section provides the following details about the user and organization that were collected when the user registered for CDX:

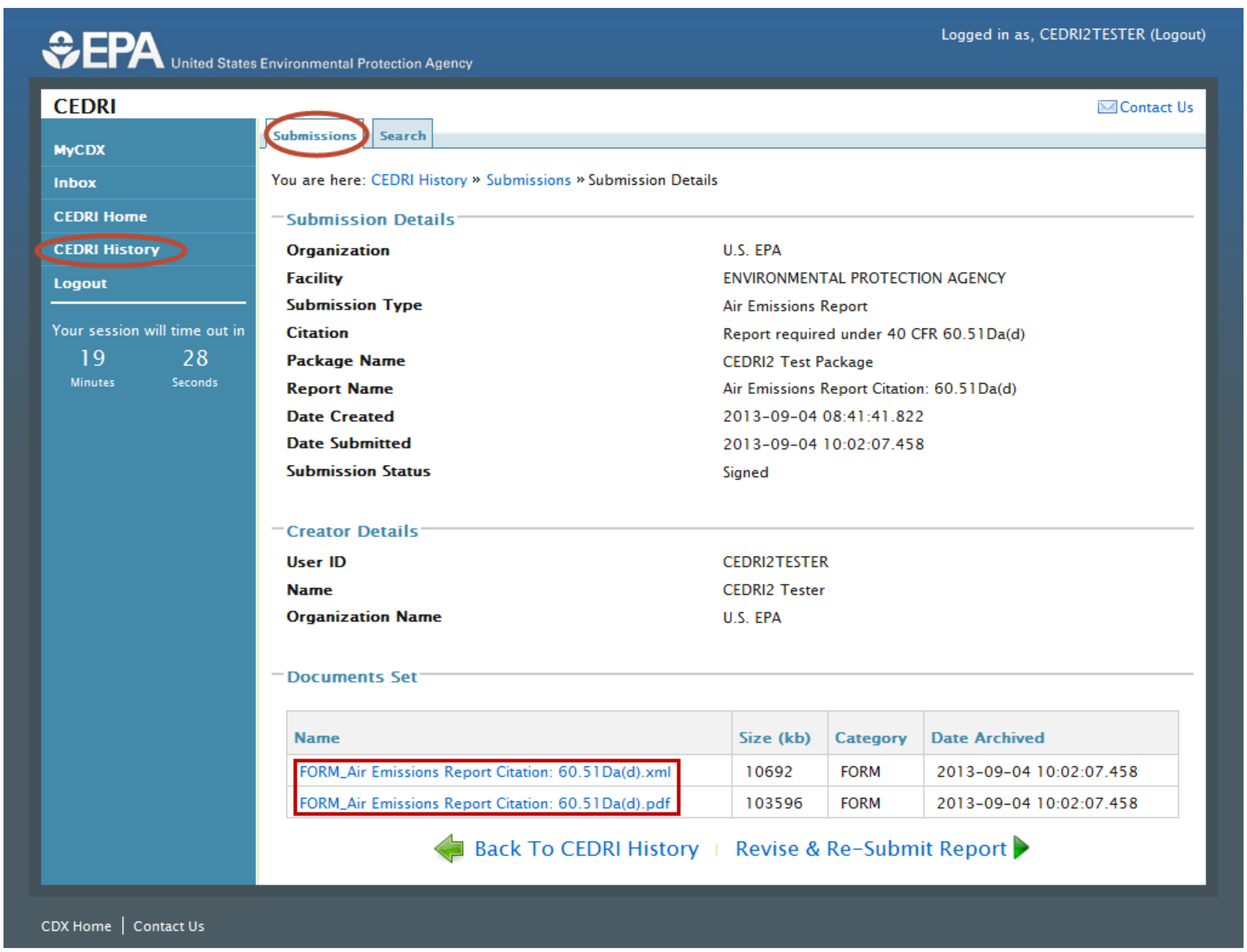
- User ID
- Name
- Organization Name

The ‘Documents Set’ section lists the following details about the document:

- 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.

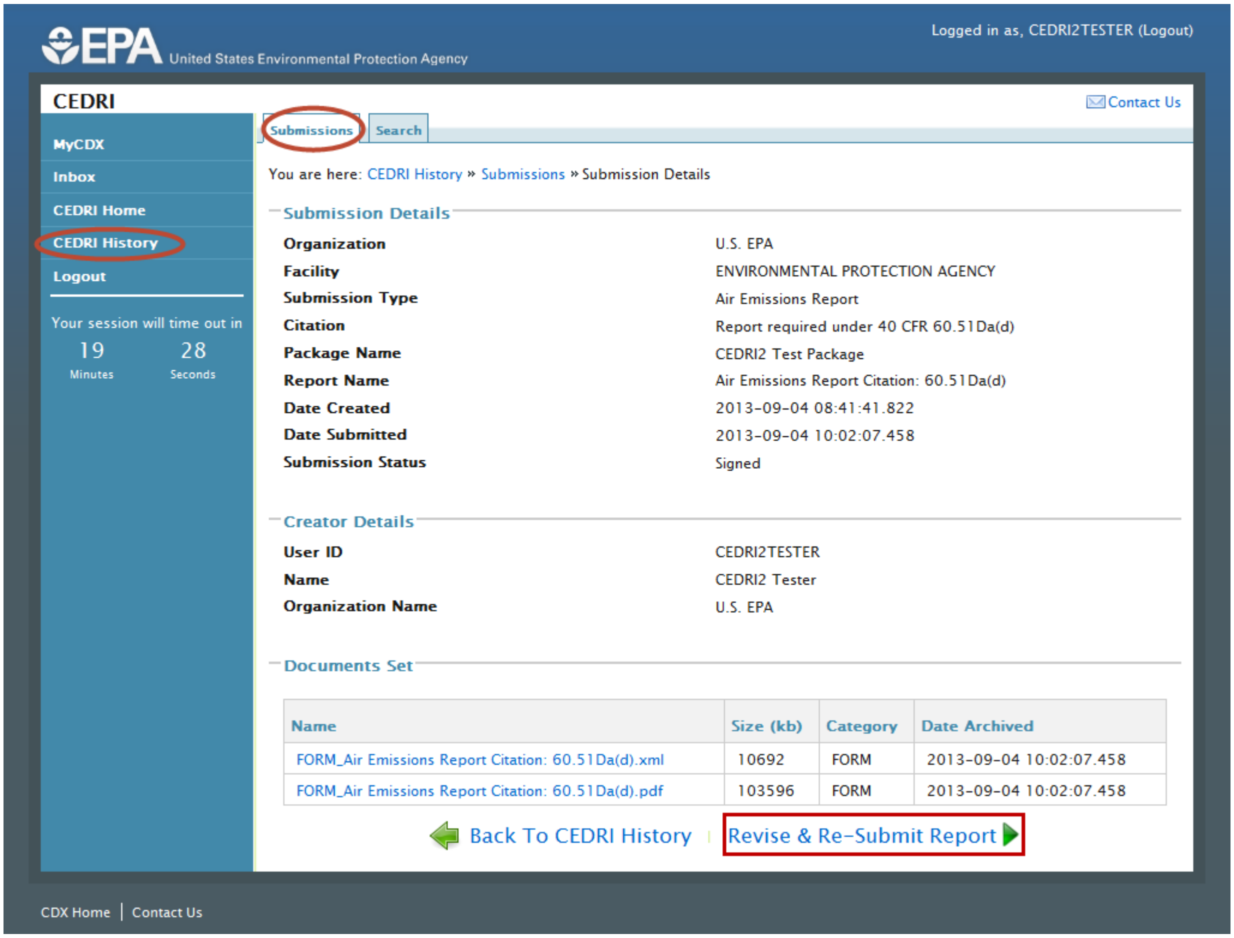
Figure 4-47 Submission Details



4.7 Resubmitting a Report

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 Figure 4-48).

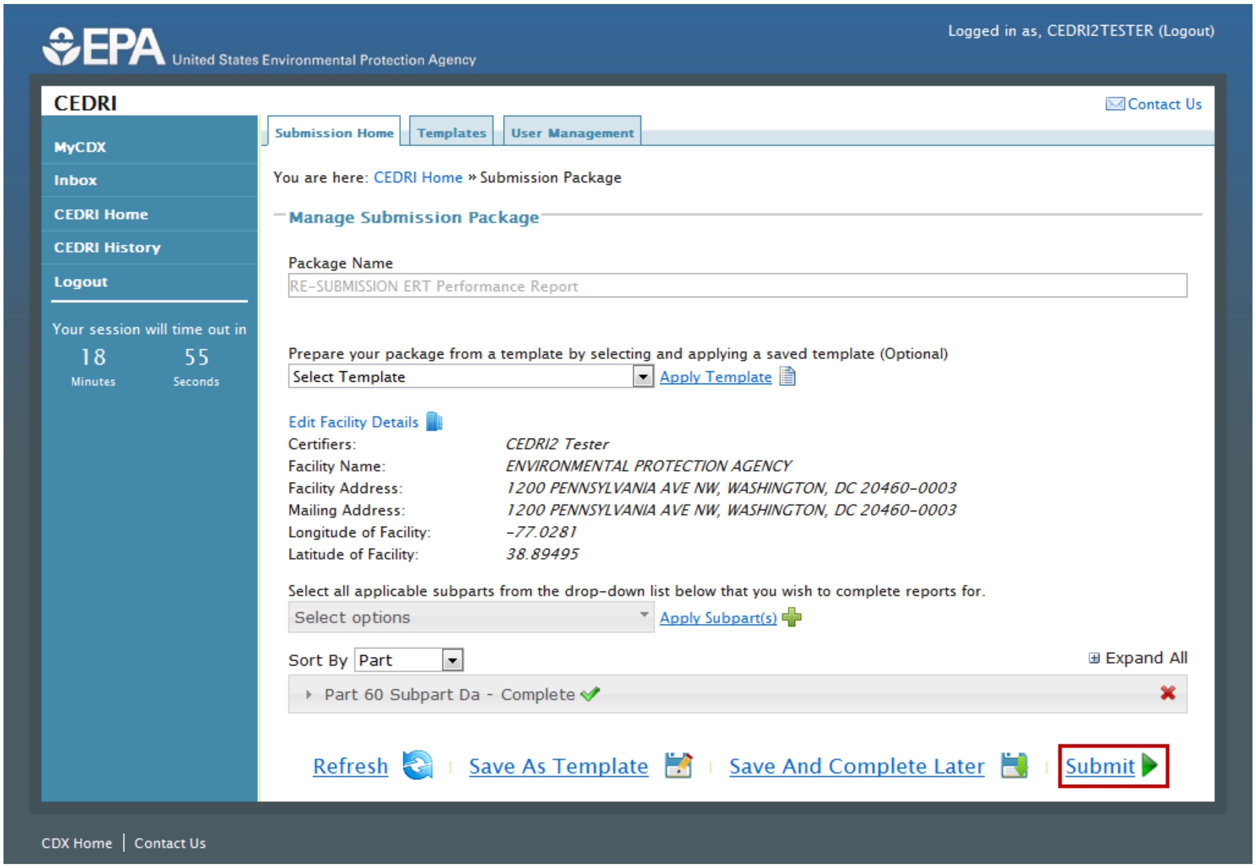
Figure 4-48 Resubmitting a Report



This takes you to the ‘Submission Package’ page (see Figure 4-49) where you may choose to edit the previously selected subparts and reports. Complete all the reports and click the ‘Submit’ button.

> **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 4.2.2.

Figure 4-49 Revising a Report



4.8 Session Time-Out

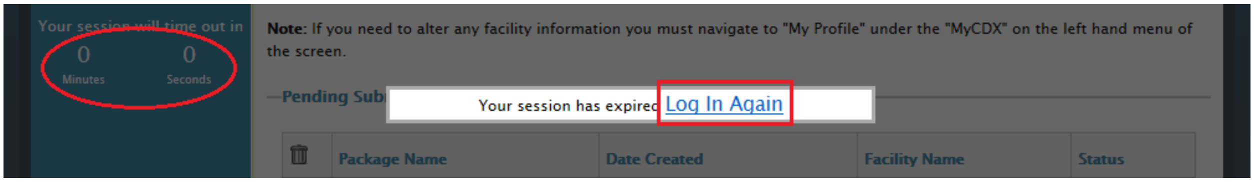
In compliance with EPA software security requirements the CEDRI program service will automatically end a session and disconnect if there is no measurable user activity for a period of 20 minutes either in the main application or one of the Air Emissions Report forms.

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

The session time on the left-hand sidebar of the CEDRI program service displays the minutes and seconds remaining until your session times out. 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 (see Figure 4-50).

Figure 4-50 CEDRI Time-out Prompt



After logging back in, click the CEDRI program service from the 'My CDX' page to get back to CEDRI.

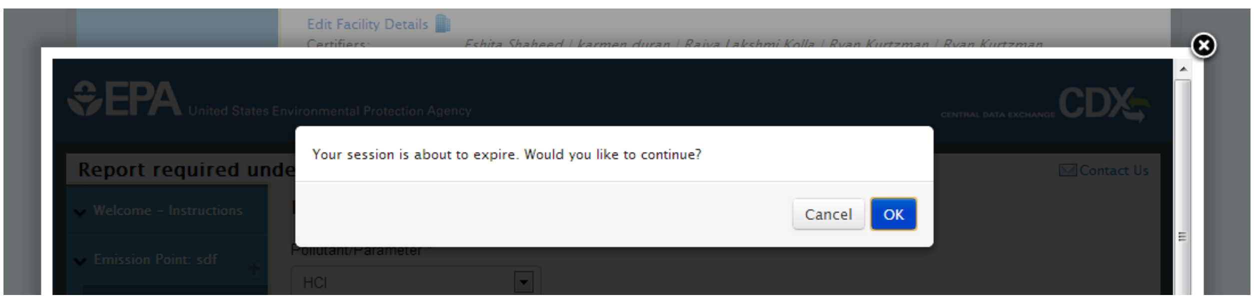
Note: Each time you navigate to a different screen or refresh the current page, your submission package data is auto-saved and the session timer is refreshed.

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 Figure 4-51).

Figure 4-51 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.

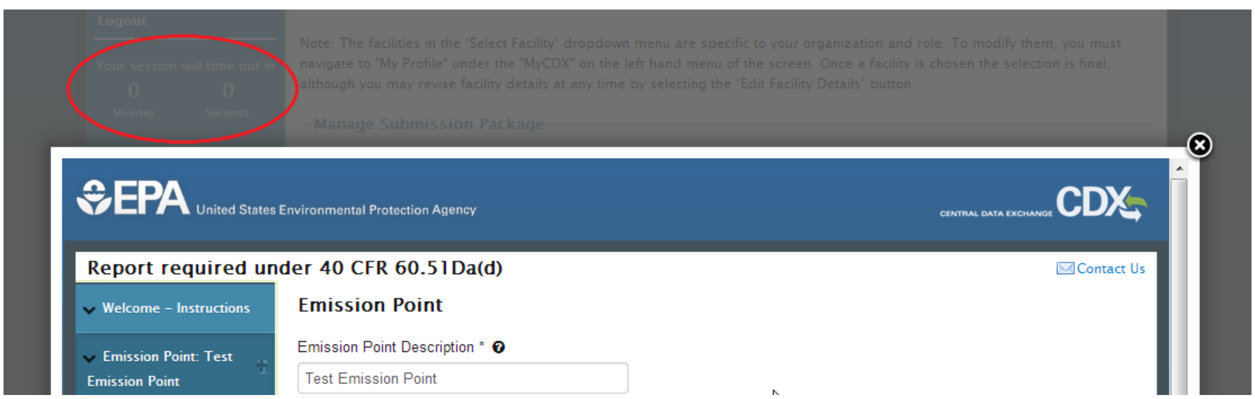
When working on an Air Emissions Report form, the timer in the CEDRI application will continue to count down and may time out while you are actively working in the form (see Figure 4-52).

Figure 4-52 Air Emissions Report Form Time Count

In the event the CEDRI application does time out, the Air Emissions Report form remains open (see Figure 4-53). You may continue to work on the form for as long as you wish. All data entered into the form is saved upon selecting the 'Save', 'Save & Close', or 'Mark As Complete' buttons. Once you leave the form you are prompted to sign back into CDX in order to continue work on your CEDRI submission package.

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.

Figure 4-53 Air Emissions Report Form – Still Open



After logging back in, click the CEDRI program service from the 'My CDX' page to get back to CEDRI.

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	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

Part	Subpart	Citation	Subpart
60	H		Sulfuric Acid Plants
60	HH		Lime Manufacturing
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	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

Part	Subpart	Citation	Subpart
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
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
63	AA and BB		Phosphoric Acid Manufacturing Plants and Phosphate Fertilizers Production Plants
63	AAAAA		Lime Manufacturing
63	AAAAAAA		Asphalt Processing and Asphalt Roofing Manufacturing, Area Sources
63	BBBBB		Semiconductor Manufacturing
63	BBBBBB		Gasoline Distirubution Bulk Terminals, Bulk Plants, and Pipeline Facilities; Gasoline Dispensing Facilities
63	BBBBBBB		Chemical Preparations Industry, Area Sources
63	CC		Petroleum Refineries

Part	Subpart	Citation	Subpart
63	CCC	63.1164(a)	Steel Pickling, HCI 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]
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

Part	Subpart	Citation	Subpart
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	JJ		Wood Furniture Manufacturing Operations
63	JJJ		Group IV Polymers and Resins Production
63	JJJJ		Paper and Other Web Coating
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	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
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	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

Part	Subpart	Citation	Subpart
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	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
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	UUUUU	63.10031(f)	Coal- and Oil-Fired Electric Utility Steam Generating Units
63	VV		Oil-Water Separators and Organic Water Separators

Part	Subpart	Citation	Subpart
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	X		Secondary Lead Smelter Industry
63	XX		Ethylene Meanufacturing 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

Notification Reports – Parts, Subparts, Citations, and Descriptions

Part	Subpart	Citation	Subpart
63	UUUUU	63.10030(e)	Electric Utility Steam Generating Units

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
63	DDDDD	63.7550(c)	Industrial, Commercial, and Institutional Boilers Major Source
63	JJJJJJ	63.11225(a)(4)	Area Source Boilers
63	UUUUU	63.10031(c)	Coal- and Oil-Fired Electric Utility Steam Generating Units

Appendix B: Data Collection Grid Column Names

The following sections provide 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. Field formatting constraints are provided as well.

Part 60 Subpart 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.

Figure B-1 Excess Emissions Summary Data Collection Grid

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

Figure B-2 CMS Downtime Summary Data Collection Grid

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

Figure B-3 Malfunction Report Data Collection Grid

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

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.

Figure B-4 Deviation Summary Data Collection Grid

DeviationReason	DeviationInformation.OtherKnownCause	DeviationInformation.EventBeginDate	DeviationInformation.EventBeginTime	DeviationInformation.EventEndDate	DeviationInformation.EventEndTime	DeviationTime	DeviationEstimateBasis	DeviationInformation.OtherEstimateBasisDescription

Figure B-5 CMS Downtime Summary Data Collection Grid

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

Figure B-6 Malfunction Report Data Collection Grid

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

Figure B-7 Fuel Use During the Reporting Period Data Collection Grid

FuelType	FuelUseDuringReportingPeriod.EventBeginDate	FuelUseDuringReportingPeriod.EventEndDate	FuelUseDuringPeriod	FuelUnits	NonWasteFuelType	NonWasteRationale

Figure B-8 CEMS Summary Data Collection Grid

CEMSDate	ComplianceRollingAverage

Part 63 Subpart UUUUU

The following figures provide column headers used for each data collection grid in the Air Emissions Report for 40 CFR Part 63 Subpart UUUUU.

Figure B-9 Excess Emissions Summary Data Collection Grid

ExcessEmissionReason	ExcessEmissionsInformation.OtherKnownCause	ExcessEmissionsInformation.EventBeginDate	ExcessEmissionsInformation.EventBeginTime	ExcessEmissionsInformation.EventEndDate	ExcessEmissionsInformation.EventEndTime	ExcessEmissionTime	ExcessEmissionEstimateBasis	OtherEstimateBasisDescription	ExcessEmissionsInformation.CorrectiveActionDescription	ConversionFactorUsed

Figure B-10 CMS Downtime Summary Data Collection Grid

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

Figure B-11 Malfunction Report Data Collection Grid

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

Figure B-12 Fuel Use During the Reporting Period Data Collection Grid

FuelType	FuelUseDuringReportingPeriod.EventBeginDate	FuelUseDuringReportingPeriod.EventEndDate	FuelUseDuringPeriod	FuelUnits	NewFuelType	PerformanceTestDate	AdditionalFuelInformation

Figure B-13 CEMS Summary Data Collection Grid

CEMSDate	StartupShutdownRollingAverage	ComplianceRollingAverage

Field Formatting Constraints

The following table provides the formatting constraints for each field in each grid throughout the Air Emissions Report form, as applicable. If the following formatting constraints are upheld, when importing your spreadsheet to the data collection grid, you will not be required to re-format your values.

Figure B-14 Field Formatting Constraints

Grid Name	Field Name	Formatting Constraint
Excess Emissions Summary Data Collection Grid	ExcessEmissionsReason	Must be one of the values below: • "Startup or Shutdown" • "Control equipment problems" • "Process problems" • "Other known causes" • "Unknown causes"
	ExcessEmissionInformation.EventBeginDate	"MM:DD:YY"
	ExcessEmissionInformation.EventEndDate	"MM:DD:YY"
	ExcessEmissionInformation.EventBeginTime	"HH:MM" (24-hour)
	ExcessEmissionInformation.EventEndTime	"HH:MM" (24-hour)
	ExcessEmissionEstimateBasis	Must be one of the values below: • "Compliance Test" • "CEMS" • "Engineering Calculation" • "Operating Logs" • "Other"
	ExcessEmissionMagnitude	Must be a numerical value with no more than 2 decimal places
CMS Downtime Summary Data Collection Grid	CMSDowntimeReason	Must be one of the values below: • "Monitor equipment malfunctions" • "Non-Monitor equipment malfunction" • "Process problems" • "Quality assurance calibration" • "Other known causes"
	CMSDowntimeInformation.EventBeginDate	"MM:DD:YY"
	CMSDowntimeInformation.EventEndDate	"MM:DD:YY"
	CMSDowntimeInformation.EventBeginTime	"HH:MM" (24-hour)
	CMSDowntimeInformation.EventEndTime	"HH:MM" (24-hour)
Malfunction	EquipmentMalfunctionInformation.EventBeginDate	"MM:DD:YY"

Grid Name	Field Name	Formatting Constraint
Report Data Collection Grid	EquipmentMalfunctionInformation.EventEndDate	"MM:DD:YY"
	EquipmentMalfunctionInformation.EventBeginTime	"HH:MM" (24-hour)
	EquipmentMalfunctionInformation.EventEndTime	"HH:MM" (24-hour)
Deviation Summary Data Collection Grid	DeviationReason	Must be one of the values below: • "Startup or Shutdown" • "Control equipment problems" • "Process problems" • "Other known causes" • "Unknown causes"
	DeviationInformation.EventBeginDate	"MM:DD:YY"
	DeviationInformation.EventEndDate	"MM:DD:YY"
	DeviationInformation.EventBeginTime	"HH:MM" (24-hour)
	DeviationInformation.EventEndTime	"HH:MM" (24-hour)
	DeviationEstimateBasis	Must be one of the values below: • "Compliance Test" • "CEMS" • "Engineering Calculation" • "Operating Logs" • "Other"
CEMS Summary Data Collection Grid	CEMSDate	"MM:DD:YY"
	StartupShutdownRollingAverage	Must be a numerical value with no decimal places
	ComplianceRollingAverage	Must be a numerical value with no decimal places
Fuel Use During the Reporting Period Data Collection Grid	FuelType	Must be one of the values below: • "Coal with heating value greater than or equal to 8300 Btu/lb" • "Coal Blend with heating value greater than or equal to 8300 Btu/lb (Input percent makeup in description)" • "Low Rank Virgin Coal" • "Liquid Oil" • "Solid oil-derived fuel" • "Gasified Coal" • "Gasified solid oil-derived fuel"
	FuelUseDuringReportingPeriod.EventBeginDate	"MM:DD:YY"
	FuelUseDuringReportingPeriod.EventEndDate	"MM:DD:YY"

Grid Name	Field Name	Formatting Constraint
	FuelUseDuringPeriod	Must be a numerical value with no decimal places
	Fuel Units	Must be one of the values below: • "MMBtu" • "TBtu"
	NonWasteFuelType	Must be one of the values below: • "EPA determined non-waste" • "Non EPA determined non-waste" • "No"
	NewFuelType	Must be one of the values below: • "TRUE" • "FALSE"
	PerformanceTestDate	"MM:DD:YY"

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
In Progress	Submission Home	This indicates that the submission package contains subparts or reports that have not yet been completed.
	Submission Package	Report - This indicates that a report in the submission package has been created or saved, but not yet completed. Subpart – This indicates that a subpart contains at least one report that has not been completed. If any subparts have a status of ‘In Progress’, the package may not be submitted
Completed	Submission Home	This indicates that all subparts and reports in the submission package have been completed, though the submission package has not yet been signed and submitted.
	Submission Package	Report - This indicates that a report in the submission package has been completed. Subpart – This indicates that all reports within a subpart have been completed. Once all subparts have a status of ‘Completed’, the package may be submitted. .

Status	Screen Name(s)	Meaning
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. .
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 'In Progress.'
Signed	CEDRI History: Submissions CEDRI History: Search	This indicates that the report was signed by a Certifier, but has not yet been sent to the WebFIRE database.
Submitted	CEDRI History: Submissions CEDRI History: Search	This indicates that the report was signed by a Certifier, and has been sent to the WebFIRE database.

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: 1. ERT Performance Test Reports 2. Notification Reports 3. Air Emissions Reports
RMAM	Registration Maintenance Account Manager
Template	A skeleton of a submission package that contains subpart and reports headers that a CEDRI user may re-use more than once to form the basis of a submission package. A template does not contain any actual reports.
UI	User Interface
URL	Uniform Resource Locator
WebFIRE	Web Factor and Information Retrieval System

XML	Extensible Markup Language