Appendix 6A. CEDRI Upload Instructions

The EPA's Compliance and Emissions Data Reporting Interface (CEDRI) is located on the EPA's Central Data Exchange (CDX). The CDX Web is the application used by EPA programs and various stakeholders to manage environmental data transmitted to the EPA. You will need to complete the following steps to upload your ICR response to CEDRI.

Step 1. CEDRI Registration

Use your existing CDX/CEDRI login and password if you are already registered as a CEDRI user for electronic reporting under another rule (for example, the Boiler NESHAP).

If you are not registered for CEDRI you will need to sign up for an account on the Central Data Exchange (CDX) by following the instructions in Appendix 6B of this document.

Step 2. Upload ICR Files (Spreadsheet template and associated attachments)

Login to CEDRI

1. Navigate to CDX website: https://cdx.epa.gov/.
2. Enter your User ID and Password on the CDX home page.
3. Click on the 'Preparer' or 'Certifier' role link under the Services panel. This will bring you into CEDRI.
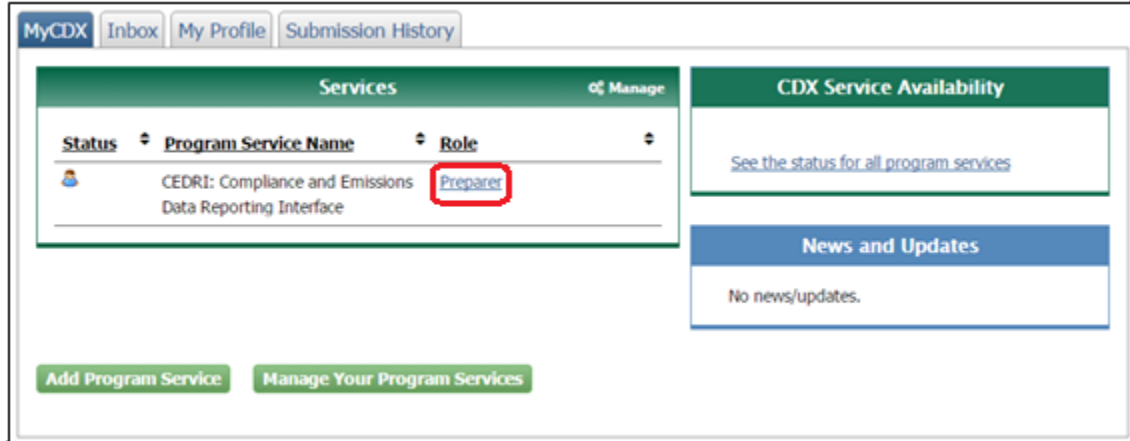

Figure 6A-1. My CDX (Preparer)

Upload Files

1. Once in CEDRI, click on the **Create New Submission Package** button and follow each step on the screen (1 through 4) or CEDRI may automatically take you to Step 1.

Welcome to the **Compliance and Emissions Data Reporting Interface (CEDRI).**
You are currently registered under the "Certifier" role and may prepare and certify reports electronically for your associated organization. Use the tabs above to navigate throughout the application, create submission package templates, or to manage users working on your submission package. Below are pending report packages that you have already started. If you would like to create a new report package click the "Create New Submission Package" button. Also the User Guide for CEDRI is located here CEDRI User Guide for your benefit.

Note: If you need to alter any facility information you must navigate to "My Profile" under the "CDX Web" tab.

Pending Submissions

🗑	Package Name	Date Created	Facility Name	Status
☐	Enter a Package Name	2017-09-12 15:31:14.069		Under Development

Create New Submission Package   **Remove Selected**

Figure 6A-2. CEDRI home with "Create New Submission Package" button

2. Under Step 1 of the Create/Edit Submission Package, provide a 'Package Name'. For example, 'EPA Plywood Facility_ 2017_ICR.' Click the To Step 2 button.

Create/Edit Submission Package

1. Package Name:*
EPA Plywood Facility_ 2017_ICR

To Step 2

Figure 6A-3. Create/Edit Submission Package: Step 1 Provide Package Name

3. Select a facility from the dropdown list in Step 2. Click the To Step 3 button. Facility(s) should have been added during registration. [Note: If no facility displayed in dropdown, see Step 6 under "Appendix 6B. Instructions for CEDRI Registration Through CDX" below on how to add facility(s) to your profile.]

2. Select a facility from the dropdown list. *
Select Facility   ⌄

To Step 3

Figure 6A-4. Create/Edit Submission Package: Step 2 Select Facility

a. Using the Part 63 subpart dropdown found in step 3, either use the Filter window and type in 'DDDD' or scroll down to 'DDDD – Plywood and Composite Wood Products' and click in checkbox. Click outside of dropdown area, to click on the To Step 4 button.
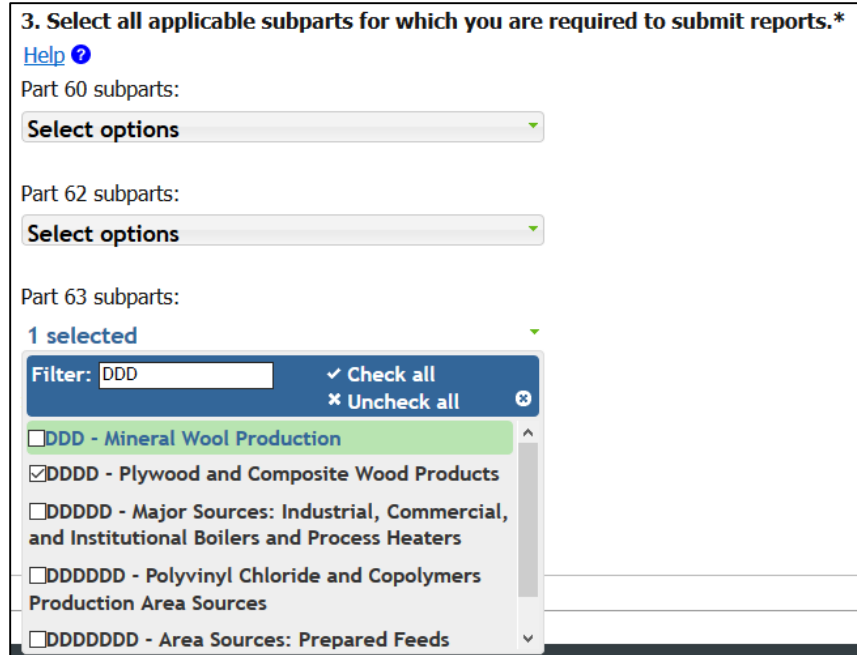
Figure 6A-5. Create/Edit Submission Package: Step 3 Select Applicable Part and Subpart

4. Under the DDDD – Plywood and Composite Wood Products Industry area, you will find a 'Select Reports' dropdown. In the dropdown, select the 'Information Collection Request (ICR)' by clicking in the ☑, followed by clicking on the Use Selected Report(s) button.
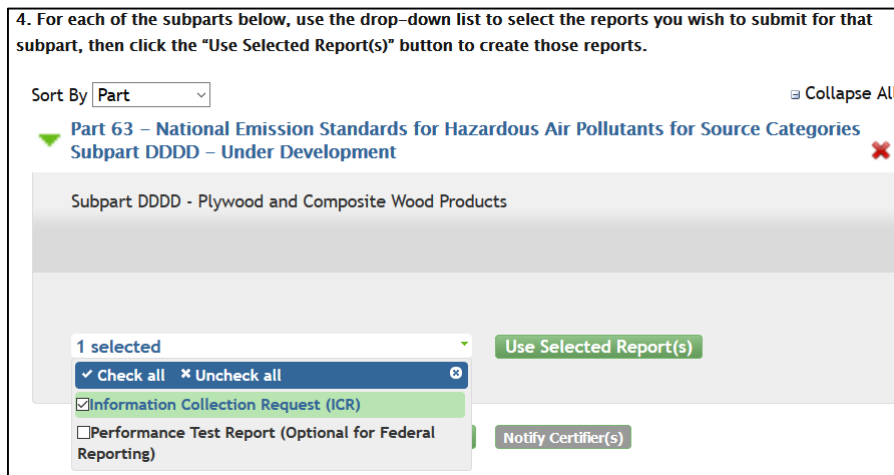

Figure 6A-6. Create/Edit Submission Package: Step 4 Select Reports Dropdown – Select Information Collection Request (ICR)

5. After window refreshes, click on the 'Upload ICR File(s)' link to open up the Plywood and Composite Wood Products ICR landing page.

Information Collection Request	✖
Report Status	Under Development
Status Date	2017-09-13 15:04:11.49
File Name	
	Upload ICR File(s)

Figure 6A-7. Create/Edit Submission Package: Upload ICR File(s) Link

b. The ICR Upload for Plywood and Composite Wood Products landing page is shown in Figure 6A-7. A general description of the ICR is available. A note on submitting Confidential Business Information (CBI) is available along with links to PCWP Instructions and the PCWP_survey.xlsx template.

    c. Once completed, upload your ICR survey spreadsheet (PCWP_survey.xlsx) using the Browse button.

    d. Upload additional documents (CEMS spreadsheet, Permit, Process Diagram, Map, Emissions Averaging Plan, Tank Estimates, Lumber Kiln Schedule, Semiannual Reports, Start/Shutdown Recommendations, WW Documents, and/or Emissions Test Reports) using the browse button under each specific document label (see Figure 6A-8).

Figure 6A-8. Plywood and Composite Wood Products ICR Landing Page

e. <u>Confidential Business Information</u>. CAUTION: Do not upload CBI into CEDRI. Only non-CBI materials may be uploaded into CEDRI. Be sure to follow the instructions in Section C of this instruction document for removing CBI from the files you submit with your PCWP ICR response. CBI must be mailed to the EPA following the instructions in Section C.

f. <u>Note</u>: You will <u>not</u> need to upload all of the ICR files at one time. Once you sign into CDX and click on your listed role, follow the following steps:

    i. You can access the submission package listed in the Pending Submissions table found when entering CEDRI. Click on the Package Name link (e.g., EPA, shown in Figure 6A-9.

Figure 6A-9. Pending Submissions Table: Accessing the ICR Submission Package

      ii.   After window refreshes, click on the "Review/Update ICR File(s)" (previously labeled as 'Upload ICR File(s)' link) shown in Figure 6A-10 to open up the Plywood and Composite Wood Products ICR landing page so you can continue to add or remove files.

Figure 6A-10. Review/Update ICR File(s) link

6. Once all ICR files have been uploaded to the ICR landing page shown in Figure 6A-8, you will need to click on the [Save and Return to Submission Package] button found on the bottom of the page.

7. If you are a "Preparer," there will be a " [Notify Certifier(s)] " button that you will click on once all ICR files have been uploaded and saved. Follow the steps to Notify Your Certifier so the ICR Submission Package can be officially Submitted to EPA. If you are a Certifier, a [Submit] button will be present for you to follow the steps to officially submit the ICR Submission Package to EPA.