CEDRI Search

To access CEDRI Search from the 'CEDRI History' page, click the 'Add/View Filters' button (Exhibit 1) to display the Search filters. Search filters display above the 'CEDRI History' list (Exhibit 2). 'Apply Filters' and 'Hide Filters' buttons appear in both the filter pane and at the top of the 'CEDRI History' pane.

Exhibit 1

Exhibit 2

Four filter groups allow refinement of the 'CEDRI History' list by a number of search criteria:

Filter Group	Parameter	Description
Date / Status / Report	Start Date	Beginning date range. Limited by earliest date that a report was received by EPA
	End Date	Ending data range. Limited by latest date that a report was received by EPA
	Status	Picklist of report status (i.e. Submitted, Resubmitted, In WebFIRE, Pushed Back, Withdrawn, Processing)
	CROMERR Activity ID	Free text field. User can apply the Activity ID to search for a specific report
	CROMERR Document ID	Free text field. User can apply the Document ID to search for a specific report
	Has Report Been Reviewed?*	Yes/No drop down field. Allows the user to see if a report has or has not been reviewed by the State or EPA Regional Reviewer
	Has Report Been Pushed Back?*	Yes/No drop down field. Allows the user to see if a report has or has not been pushed back by the State or EPA Regional Reviewer
Geography	State	Picklist of states where facility is located
	County	Picklist of counties limited by states selected
Facility	Facility ID	Free Text Field. User can apply FRS EPA Registry ID |CEDRI Program ID
	Facility Name	Picklist of facility names
Sector / Rule	Sector	Picklist of industry sectors
	Source Category	Picklist of industry source categories limited by Sectors selected
	Part	Picklist of 40 CFR parts (i.e. Parts 49, 60, 62, 63, 70, 71)
	Sub-part	Picklist of 40 CFR subparts limited by Parts selected
	Report Type	Picklist of Report Types (report categories)
	Report Name	Picklist of Report Names limited by Report Types selected
	Format	Picklist of report file formats

These filters are only visible to State and EPA user roles.

Note: Geography and Facility group filter values are limited by the reports contained in the 'CEDRI History' list. Filter values for all other filter categories use all available system values. Therefore, some filter settings may result in no reports satisfying the search criteria.

Each CEDRI role has pre-set filters that differ based on user role. The filters affect which reports a user can view on their 'CEDRI History' page. The user roles, and a description of the reports available to them, are displayed in the table below.

Role	Industry Users	State/EPA Users
Preparer	Reports they prepared	
Certifier	Reports submitted by their facility	
State Reviewer		Reports submitted by facilities in their state
EPA Regional Reviewer		Reports submitted by facilities in states within their EPA region
EPA Rule Lead		All submitted reports
EPA Reviewer		All submitted reports

To see a report in CEDRI History as a Preparer, you must be the Preparer associated to the report. "Associated" entails two things: 1) You created the report (to be sent to the Certifier for submission) or you were given access to the report by a Certifier or the report creator (can be another preparer) within Step 4, prior to the report being submitted. 2) You must also be associated to the facility for which the report was submitted under. Specifically, the 'EPA FRS Registry ID' associated with the report must match one of the facilities listed in the "My Facilities" section of your CEDRI Dashboard.

To see a report in CEDRI History as a Certifier, you must be associated to the facility which the report was submitted under. This means ensuring the facility that the report was submitted under, is listed in the "My Facilities" section of your CEDRI Dashboard.

For more information on managing your facilities in your CEDRI account, refer to the Manage Facilities Job Aide.

Search Filters

Search filters are optional. By default, 'CEDRI History' displays all submitted reports based on user role. Use search filters to restrict the list of reports displayed in the 'CEDRI History' list. To set a filter, click a filter group to display or hide filter settings. Clicking the 'Date / Status / Report' button displays 'Start Date', 'End Date', 'Status', 'CROMERR Activity ID', 'CROMERR Document ID', 'Has Report Been Reviewed', and 'Has Report Been Pushed Back' filters (Exhibit 3).

> **Note**: The 'Has Report Been Reviewed?' and 'Has Report Been Pushed Back?' filters are only visible to State and EPA user roles. Industry users will not see these filters.
>
> These fields are used by delegated authorities using CEDRI as a review tool and will not reflect how all reports are reviewed.

After setting filter values, click 'Apply Filters' to refresh the 'CEDRI History' list. When setting a filter, filter settings appear at the top of the filter pane below the category title (Exhibit 3).

To remove all filters and restore the 'CEDRI History' list, click 'Clear Filters' (Exhibit 3). To remove individual filter values, click either of the two 'x' buttons shown on each filter value selection or to the right of the filter value selections (Exhibit 4). To adjust 'Start Date' and 'End Date' filter values, click the date to bring up the calendar and select a new date.
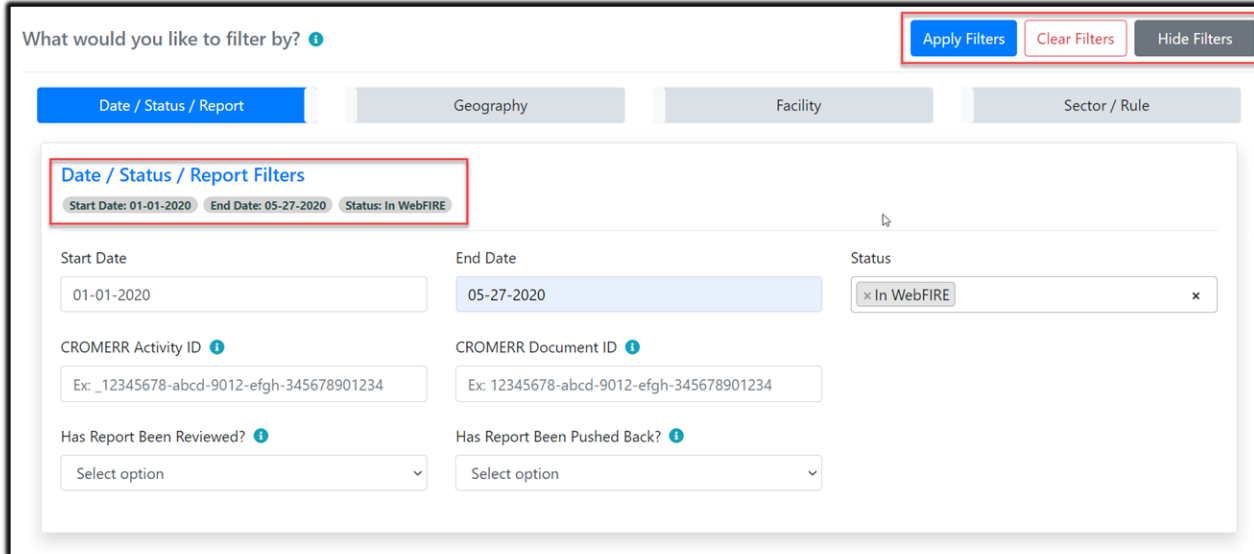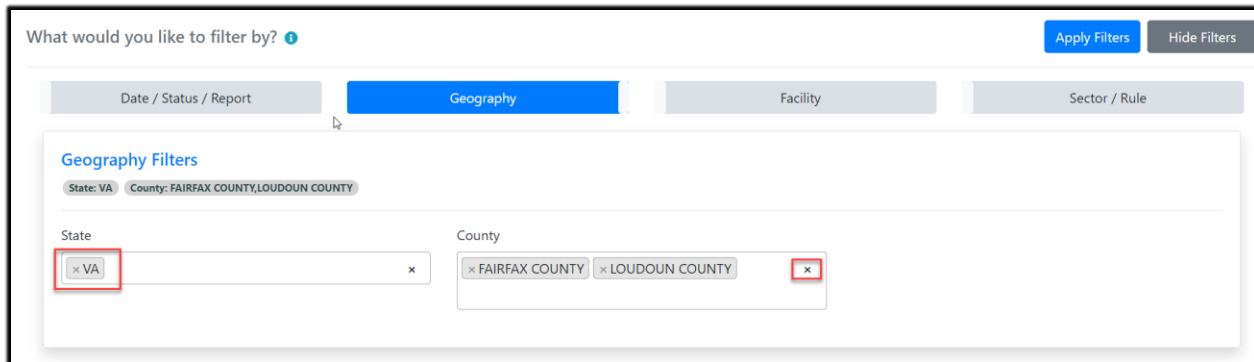

Exhibit 3

Exhibit 4

To hide a filter group click the filter group button. If you have filters set in that category, the filter button displays in green, instead of blue, indicating filters are set for this group (Exhibit 5).

Exhibit 5

By clicking the 'Hide Filters' button (Exhibit 5) you can hide the filter pane (Exhibit 6) while still retaining the filter settings.

Exhibit 6

Once a filter is set and you choose to view the 'Report Details' (Exhibit 7) of a particular report, clicking the back button to return to the 'CEDRI History' page does not alter the filter settings (Exhibit 8). The reports continue to be filtered by the criteria that was previously set.

Exhibit 7

When returning to the 'CEDRI History' page (Exhibit 8), the filter panes are hidden. If you would like to change filter settings, click the 'Add/View Filters' button to display the filter panes (Exhibit 8).

CEDRI History

Below are the recent CEDRI submissions that you have either certified electronically or have been submitted by another "Certifier" in your organization, listed by individual report. You may search for specific submissions by selecting 'Add/View Filters'. Filter the CEDRI History by selecting any of the filter categories: Date / Status, Geography, Facility, and Sector / Rule. Click on any record in the CEDRI History table to see the report details, download associated files, and if necessary, Revise & Re-submit or Withdraw a report.

Download as Excel | Filters: | Start Date: 01/01/2020 | End Date: 05/07/2020 | Status: In WebFIRE | | Clear Filters | Add/View Filters

Certification Date	Report	Part	Subpart	Subpart Name	Facility	County	State	Format	Status
2020-03-26 18:27:26	63.7550(h)(3) Compliance Report - (c)(1) Tune Up option (Spreadsheet Template option)	63	DDDDD	Major Sources: Industrial, Commercial, and Institutional Boilers and Process Heaters	BUZZ ALDRIN ELEMENTARY SCHOOL	FAIRFAX COUNTY	DC, MD, NY, NC, VA	Spreadsheet	In WebFIRE
2020-03-13 13:10:01	60.5420a(b) Annual Report	60	OOOOa	Crude Oil and Natural Gas Facilities for which Construction, Modification, or Reconstruction Commenced after 9/18/2015	BUZZ ALDRIN ELEMENTARY SCHOOL	FAIRFAX COUNTY	LA, OK	Spreadsheet	In WebFIRE

Exhibit 8