

Managing your CEDRI Facilities

You can add facilities to, or remove facilities from, your CEDRI account at any time using the ‘My Facilities’ section of the MyCEDRI Dashboard. Facilities associated with your CEDRI account are listed in this section.

To access ‘My Facilities’ either scroll down on the MyCEDRI Dashboard page or click the Manage Facilities button in the ‘What would you like to do?’ section (Exhibit 1). You can also add facilities directly to your CEDRI profile via MyCDX. To follow this process, refer to the [Reaching Facilities Widget via MyCDX](#).

The screenshot shows the EPA CEDRI dashboard interface. At the top, the user is logged in as Tom Wible - Certifier. The main navigation area includes buttons for 'Create a Report', 'Complete Reports Under Development', 'View Submitted Reports', 'Manage Facilities' (circled in red), and 'User Management'. Below this, the 'My Profile' section shows user details for Tom Wible, and 'My Regulations' section indicates features are coming soon. The 'My Facilities' section is the primary focus, featuring a table with one facility listed. Numbered callouts (1-5) highlight key UI elements: 1 points to the 'Add Facilities' button, 2 to the 'View/Edit Details' link, 3 to the 'Remove' link, 4 to the 'Add Facilities' button in the table's footer, and 5 to the 'Map View' toggle.

EPA Registry ID	Program ID	Facility Name	Facility Address	
110005242353	CEDRI1601	EXXON CO USA 420796	12366 LEE JACKSON MEMORIAL HWY FAIRFAX, VA 22033 FAIRFAX COUNTY	View/Edit Details Remove

Exhibit 1

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Reaching Facilities Widget via MyCDX

In addition to the MyCEDRI Dashboard, you can add facilities or remove facilities from your CDX account at any time by using the ‘Manage’ section on MyCDX (Exhibit 2).

The screenshot shows the EPA MyCDX Central Data Exchange interface. At the top, there is a navigation bar with links for Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. Below this is the CDX logo and the text 'Central Data Exchange'. A user is logged in as SANDHYA.RA. The interface features a series of tabs: MyCDX, Inbox, My Profile, Reg Maint, HelpDesk, Role Sponsorship, Submission History, Payment History, and More. The main content area is divided into three sections: Services, Alerts, and CDX Service Availability. The Services section contains a table with columns for Status, Program Service Name, and Role. A 'Manage' button is highlighted in the top right corner of the Services table. The Alerts section shows a notification about a password expiration. The CDX Service Availability section provides a link to view the status for all program services. The News and Updates section indicates there are no news or updates. At the bottom of the Services section, there are two buttons: 'Add Program Service' and 'Manage Your Program Services'.

Status	Program Service Name	Role
	CEDRI: Compliance and Emissions Data Reporting Interface	Certifier
	STARS: Smartway Technology Application Reporting System	Applicant
	STARS: Smartway Technology Application Reporting System	Center Director
	STARS: Smartway Technology Application Reporting System	Division Director
	STARS: Smartway Technology Application Reporting System	EPA Reviewer

Exhibit 2

Once you have clicked ‘Manage’, you will be brought to the Manage Program Services page. To continue, select ‘CEDRI: Compliance and Emissions Data Reporting Interface’ (Exhibit 3). Choosing CEDRI will display a list of all CEDRI roles you have active in your CDX profile (Exhibit 4).

CDX Central Data Exchange Contact Us
Logged in as SANDHYA.RA (Log out)

You are here: [MyCDX](#) » Manage Program Services

Manage Program Services

[Add Program Service](#) [Back to MyCDX](#) [Expand All] [Collapse All]

CGI FEDERAL, FAKE, BAD, DE, US 12345, (555) 555-5555

- AutoReg: Automating CDX Registration Workflow Via the Web
- CEDRI: Compliance and Emissions Data Reporting Interface**
- EPS: Electronic Permit System
- HELPDESK: CDX Help Desk
- S4S: SPeCS for SIPs
- STARS: Smartway Technology Application Reporting System

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- CEDRI: Compliance and Emissions Data Reporting Interface**

Exhibit 3

EPA United States Environmental Protection Agency

Home About Recent Announcements Terms and Conditions FAQ Help

CDX Central Data Exchange Contact Us
Logged in as SANDHYA.RA (Log out)

You are here: [MyCDX](#) » Manage Program Services

Manage Program Services

[Add Program Service](#) [Back to MyCDX](#) [Expand All] [Collapse All]

CGI FEDERAL, FAKE, BAD, DE, US 12345, (555) 555-5555

- AutoReg: Automating CDX Registration Workflow Via the Web
- CEDRI: Compliance and Emissions Data Reporting Interface**

Request New Role

Role	Program ID	Status	Details
Delegated Certifier	Program ID: MULTI-FACILITIES	Deactivated	Manage Facilities
Certifier	Program ID: MULTI-FACILITIES	Active (Deactivate)	Manage Facilities

Exhibit 4

Once you have selected 'Manage Facilities' (Exhibit 4), you can Add, Edit, and Remove facilities from your CDX profile (Exhibit 5). The steps to do so are listed in the remainder of the Job Aide below.

CDX Central Data Exchange
 You are here: MyCDX > Manage Program Services > Manage Facilities

Registration Information

Organization: CGI FEDERAL
 Program Service: CEDRI
 Role: Certifier

My Facilities | **Add Facilities**

Manage Facilities (1 facility managed) List View | Map View

The facilities selected for this data flow and role are listed below. You may add facilities by clicking the 'Add Facilities' button or tab. The ability to edit a facility is available from the 'Facility Details' screen which is accessible by clicking the 'View/Edit Details' link for a facility in the table view or by clicking the 'Details' button on the map view. Please note that facilities with insufficient location information may not appear on the map view.

Filter: Export Options

EPA Registry ID	Program ID	Facility Name	Facility Address	
110020047894	CEDRI10243661	AMAZON.COM	4101-A WEST FAX DRIVE CHANTILLY, VA 20151-1538 FAIRFAX	View/Edit Details Remove

Showing 1 to 1 of 1 facilities Previous 1 Next

Add Facilities

Exhibit 5

Adding Facilities

To add a facility to your profile, select the 'Add Facilities' tab in the 'My Facilities' section (Exhibit 6) or select the 'Add Facilities' button under the 'My Facilities' tab

Note: CEDRI first searches the EPA Facility Registry to locate your facility record. If your facility cannot be located in the registry you will receive a 'No Facilities Found' message and will be prompted to [create a record for your facility](#).

To search the Facility Registry you must provide data for at least one of the following fields – Facility ID, State, ZIP Code.

My Facilities

My Facilities | **Add Facilities**

Manage Facilities (1 facility managed) List View | Map View

The facilities selected for this data flow and role are listed below. You may add facilities by clicking the 'Add Facilities' button or tab. The ability to edit a facility and any sub-facility data is available from the 'Facility Details' screen which is accessible by clicking the 'Details' link for a facility in the table view or by clicking the 'Details' button on the map view. Please note that facilities with insufficient location information may not appear on the map view.

Filter: Export Options

EPA Registry ID	Program ID	Facility Name	Facility Address	
110026375214	CEDRI10035021	BUZZ ALDRIN ELEMENTARY SCHOOL	11375 CENTER HARBOR ROAD, RESTON, VA 20194-2061 FAIRFAX	View/Edit Details Remove

Showing 1 to 1 of 1 facilities Previous 1 Next

Add Facilities

Exhibit 6

In the 'Add Facilities' section, enter the information for your facilities and select the 'Search Facilities' button (Exhibit 7).

My Facilities

My Facilities | **Add Facilities**

Find Existing Facility
[< Back to My Facilities](#)

For best results, please fill in at least two search criteria.

Facility ID
Facility Name
Facility Address
City
State
ZIP Code

Search Facilities

Exhibit 7

After clicking 'Search Facilities', facilities matching your search criteria appear. To proceed, select the facilities of your choice, and then click the 'Proceed with Selections' button (Exhibit 8). If you can't find your facility, you can create a new facility record by selecting the 'Can't find your facility? Click here to create it' link (See [Creating a New Facility](#)).

My Facilities | **Add Facilities**

Facility Search Results (6 facilities found) [List View](#) | [Map View](#)

[< Back to My Facilities](#)

Search Criteria: CGI FEDERAL | FAIRFAX, VA [Change](#)

Filter: [Export Options](#)

<input type="checkbox"/> (Select All)	EPA Registry ID	Facility Name	Facility Address	EPA Programs Reporting	Alternate EPA Registry IDs/Program IDs
<input checked="" type="checkbox"/>	110090117491	CGI FEDERAL	12601 FAIR LAKES CIR FAIRFAX, VA 22033 FAIRFAX COUNTY	CEDRI	CEDRI83440
<input type="checkbox"/>	110090117491	CGI FEDERAL	12601 FAIR LAKES CIR FAIRFAX, VA 22033 FAIRFAX COUNTY	CEDRI	CEDRI83441
<input type="checkbox"/>	110090150104	CGI FEDERAL	6199 KINGS COLOR DR FAIRFAX, VA 22030 FAIRFAX COUNTY	CEDRI	CEDRI89300
<input type="checkbox"/>	110090085907	CGI FEDERAL 1	12601 FAIR LAKES CIR FAIRFAX, VA 22033 FAIRFAX COUNTY	CEDRI	CEDRI80780, 110090079521, 110090423276, 999983016890, 999983154742
<input checked="" type="checkbox"/>	110090150890	CGI FEDERAL DEMO	12601 FAIR LAKES CIR FAIRFAX, VA 22033 FAIRFAX COUNTY	CEDRI	CEDRI89107
<input type="checkbox"/>	110090085907	CGI FEDERAL TEST	12601 FAIR LAKES CIR FAIRFAX, VA 22033 FAIRFAX COUNTY	CEDRI	CEDRI89536, 110090079521, 110090423276, 999983016890, 999983154742

Showing 1 to 6 of 6 facilities

Proceed with Selections | [Can't find your facility? Click here to create it](#)

Previous 1 Next

Exhibit 8

After proceeding with your selections, the final step is to save selected facilities to your account by clicking the 'Save Selected Facilities' button (Exhibit 9).

[My Facilities](#) | [Add Facilities](#) | [Unsaved Facilities](#)

Selected Facilities (2 unsaved facilities) [List View](#) | [Map View](#)
[Add Additional Facilities](#)

Clicking the 'Save Selected Facilities' button saves the facilities you have selected in the current session so they are available to you the next time you log in. You may view a facility's details by clicking the 'View/Edit Details' link on the table view or the 'Details' button on the map view. You may also remove a facility by clicking the 'Remove' link or button for that facility. Please note that a facility with insufficient location information may not appear on the map view.

Filter:

[Export Options](#)

EPA Registry ID	Program ID	Facility Name	Facility Address	
110090117491	CEDRI83440	CGI FEDERAL	12601 FAIR LAKES CIR FAIRFAX, VA 22033 FAIRFAX COUNTY	View/Edit Details Remove
110090150890	CEDRI89107	CGI FEDERAL DEMO	12601 FAIR LAKES CIR FAIRFAX, VA 22033 FAIRFAX COUNTY	View/Edit Details Remove

Showing 1 to 2 of 2 facilities Previous Next

[Save Selected Facilities](#)

Exhibit 9

Your newly saved facilities will now appear in the 'My Facilities' table on the MyCEDRI Dashboard.

Viewing/Editing Facilities

You can View and/or Edit your facility details from the 'My Facilities' tab. In order to do so, select the 'View/Edit Details' link from the table on the row containing the facility you want to view or edit (Exhibit 10).

[My Facilities](#) | [Add Facilities](#)

Manage Facilities (3 facilities managed) [List View](#) | [Map View](#)

The facilities selected for this data flow and role are listed below. You may add facilities by clicking the 'Add Facilities' button or tab. The ability to edit a facility and any sub-facility data is available from the 'Facility Details' screen which is accessible by clicking the 'Details' link for a facility in the table view or by clicking the 'Details' button on the map view. Please note that facilities with insufficient location information may not appear on the map view.

Filter:

[Export Options](#)

EPA Registry ID	Program ID	Facility Name	Facility Address	
110026375214	CEDRI10035021	BUZZ ALDRIN ELEMENTARY SCHOOL	11375 CENTER HARBOR ROAD, RESTON, VA 20194-2061 FAIRFAX	View/Edit Details Remove
110090117491	CEDRI83440	CGI FEDERAL	12601 FAIR LAKES CIR FAIRFAX, VA 22033 FAIRFAX COUNTY	View/Edit Details Remove
110090150890	CEDRI89107	CGI FEDERAL DEMO	12601 FAIR LAKES CIR FAIRFAX, VA 22033 FAIRFAX COUNTY	View/Edit Details Remove

Showing 1 to 3 of 3 facilities Previous Next

[Add Facilities](#)

Exhibit 10

After selecting the 'View/Edit Details' link, data associated with your facility displays and your facility location displays on a map (Exhibit 11). If any of the data looks incorrect, use the scroll bar to go to the bottom of the page and click the 'Edit Facility' button (Exhibit 12).

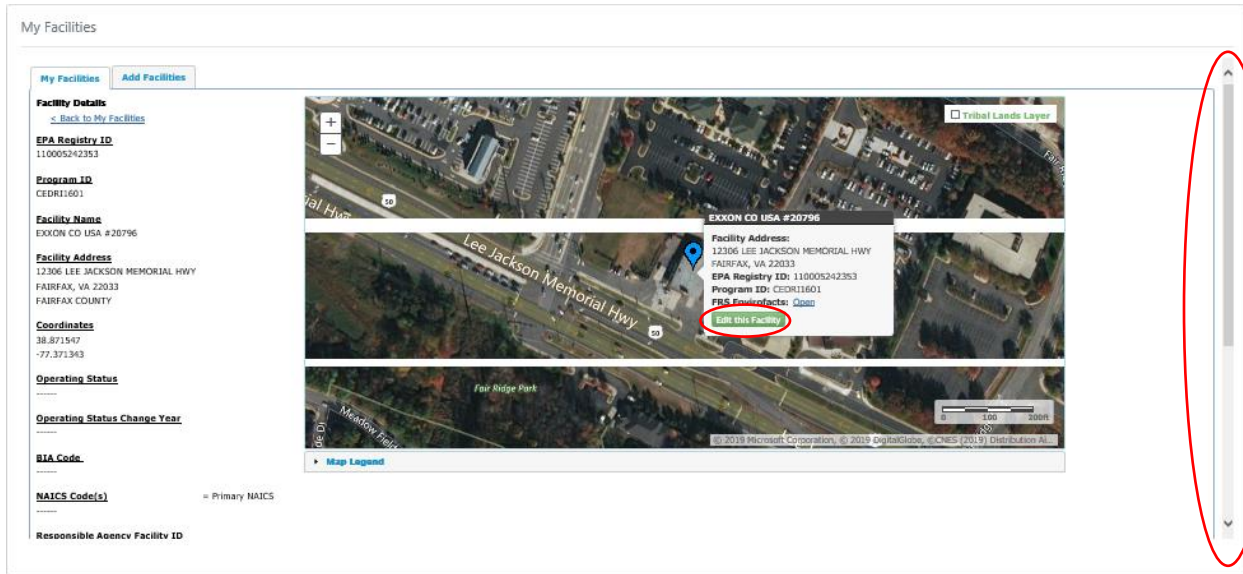


Exhibit 11

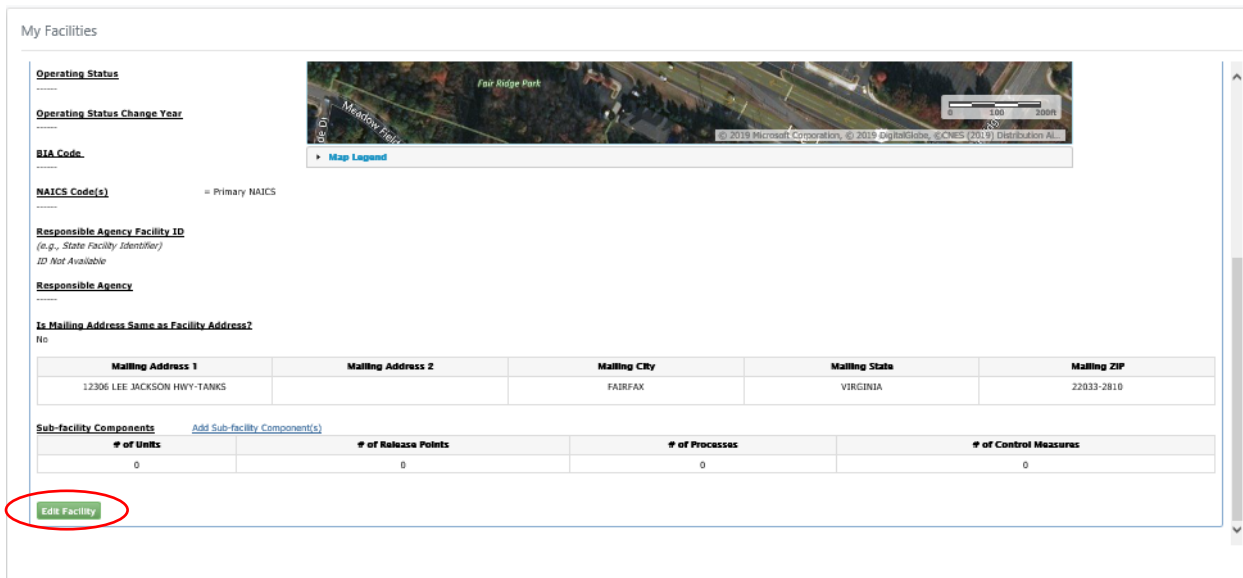


Exhibit 12

After selecting the 'Edit Facility' button, you can edit the data associated with your facility. Once you have made all necessary updates, scroll to the bottom of the page and select the 'Submit' button (Exhibit 13). If your facility is not mapped correctly, select 'Edit this Facility' (Exhibit 11) and follow the instructions on editing the map details listed in [Creating a New Facility](#).

Exhibit 13

After you select the 'Submit' button, all data will be saved for your facility and you will be returned to the main 'My Facilities' tab.

Removing Facilities

To remove a facility from your CEDRI profile, select the 'Remove' link (Exhibit 14) on the row containing the facility you want to remove.

My Facilities Add Facilities

Manage Facilities (3 facilities managed) List View | Map View

The facilities selected for this data flow and role are listed below. You may add facilities by clicking the 'Add Facilities' button or tab. The ability to edit a facility and any sub-facility data is available from the 'Facility Details' screen which is accessible by clicking the 'Details' link for a facility in the table view or by clicking the 'Details' button on the map view. Please note that facilities with insufficient location information may not appear on the map view.

Filter: Export Options

EPA Registry ID	Program ID	Facility Name	Facility Address	
110026375214	CEDRI10035021	BUZZ ALDRIN ELEMENTARY SCHOOL	11375 CENTER HARBOR ROAD, RESTON, VA 20194-2061 FAIRFAX	View/Edit Details Remove
110090117491	CEDRI83440	CGI FEDERAL	12601 FAIR LAKES CIR FAIRFAX, VA 22033 FAIRFAX COUNTY	View/Edit Details Remove
110090150890	CEDRI89107	CGI FEDERAL DEMO	12601 FAIR LAKES CIR FAIRFAX, VA 22033 FAIRFAX COUNTY	View/Edit Details Remove

Showing 1 to 3 of 3 facilities Previous Next

Add Facilities

Exhibit 14

After clicking the 'Remove' link, a warning message displays prompting you to confirm your action to remove the facility (Exhibit 15).

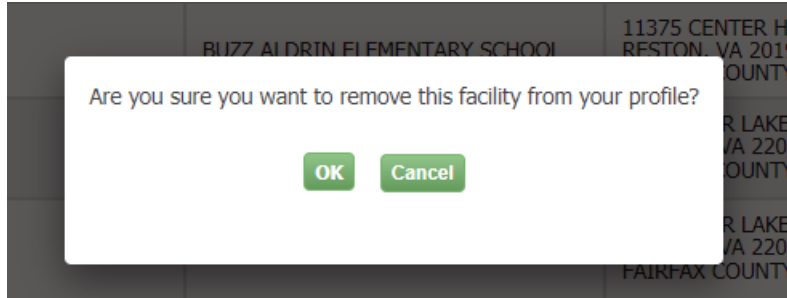


Exhibit 15

Selecting 'Ok' removes the facility from your profile.

Creating a New Facility

In the event you are unable to locate your facility using the 'Add Facilities' search parameters, you can create a new facility record for your company. To begin, select the 'Can't find your facility? Click here to create it' link (Exhibit 16) next to the 'Proceed with Selections' button.

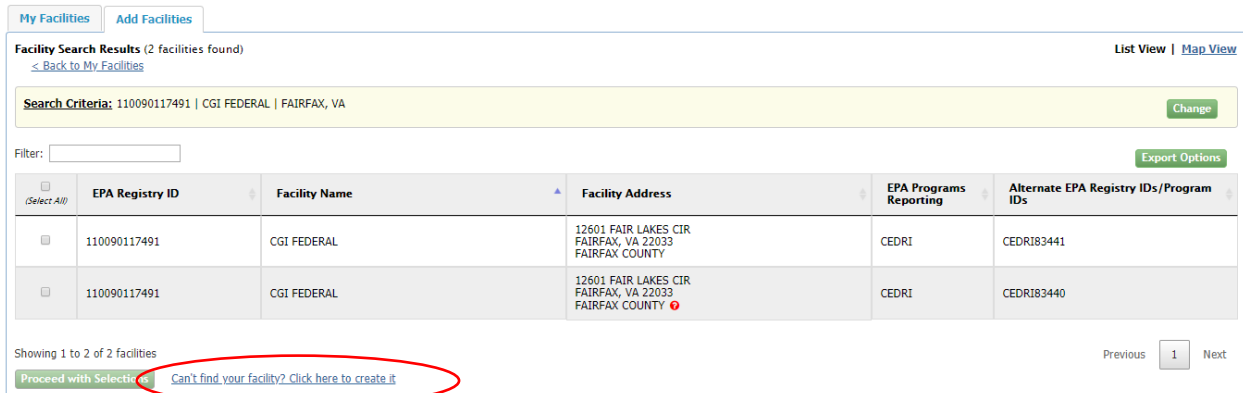


Exhibit 16

Clicking the link takes you to the View/Edit Facility screen where you can enter your facility information (Exhibit 17). Once you have entered the required information, scroll to the bottom of the page and click the 'Map Facility' button (Exhibit 18).

Exhibit 17

Sub-facility Components Add Sub-facility Component(s)			
# of Units	# of Release Points	# of Processes	# of Control Measures
0	0	0	0

Exhibit 18

Clicking 'Map Facility' prompts you to move the point on the map to the center of your facility to accurately reflect its location (Exhibit 19). Select 'OK' to continue.

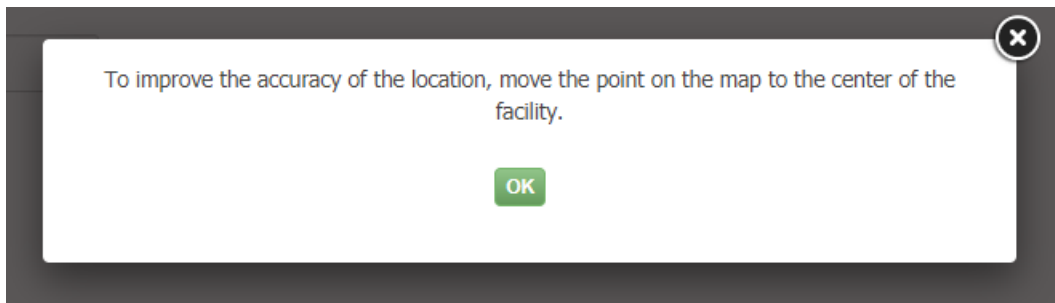


Exhibit 19

You are then prompted to move the red 'X' on the map. To do so, click the 'Move point on map' button (Exhibit 20) and click and drag the red 'X' over the center of your facility (Exhibit 21).



Exhibit 20



Exhibit 21

After moving the red 'X' to the appropriate position on the map, scroll to the bottom of the form (Exhibit 17) and select the 'Submit' button at the bottom of the form to submit your facility (Exhibit 22).

My Facilities

77.371343

Operating Status
OPERATING

Operating Status Change Year

BIA Code

NAICS Code(s) = Primary NAICS

Responsible Agency Facility ID
(e.g., State Facility Identifier)
ID Not Available

Responsible Agency

Is Mailing Address Same as Facility Address?
 Yes No

Sub-facility Components	# of Units	# of Release Points	# of Processes	# of Control Measures
Add Sub-facility Component(s)	0	0	0	0

Submit

Exhibit 22

After submitting your facility, it appears in the 'Unsaved Facilities' tab with a status of 'Pending'. To save your facility to your profile, select the 'Save Selected Facilities' button (Exhibit 23).

My Facilities | **Add Facilities** | Unsaved Facilities

Selected Facilities (1 unsaved facility) List View | Map View

< Add Additional Facilities

Clicking the 'Save Selected Facilities' button saves the facilities you have selected in the current session so they are available to you the next time you log in. You may view a facility's details by clicking the 'View/Edit Details' link on the table view or the 'Details' button on the map view. You may also remove a facility by clicking the 'Remove' link or button for that facility. Please note that a facility with insufficient location information may not appear on the map view.

Filter:

Export Options

EPA Registry ID	Program ID	Facility Name	Facility Address	
Pending	Pending	ASHBURN ICE HOUSE	21595 SMITH SWITCH RD ASHBURN, VA 20147 LOUDOUN COUNTY	View/Edit Details Remove

Showing 1 to 1 of 1 facilities

Previous Next

Save Selected Facilities

Exhibit 23

After saving your facility, the facility appears in the table on the 'My Facilities' tab, and with an EPA Registry ID and CEDRI Program ID.

Viewing Your Facilities on a Map

You can view all your facilities on a map by clicking 'Map View' (Exhibit 24). This toggles the 'My Facilities' window from 'List View' to 'Map View' (Exhibit 25).

My Facilities

My Facilities [Add Facilities](#)

Manage Facilities (1 facility managed) [List View](#) | [Map View](#)

The facilities selected for this data flow and role are listed below. You may add facilities by clicking the 'Add Facilities' button or tab. The ability to edit a facility and any sub-facility data is available from the 'Facility Details' screen which is accessible by clicking the 'Details' link for a facility in the table view or by clicking the 'Details' button on the map view. Please note that facilities with insufficient location information may not appear on the map view.

Filter:

[Export Options](#)

EPA Registry ID	Program ID	Facility Name	Facility Address	
110026375214	CEDRI10035021	BUZZ ALDRIN ELEMENTARY SCHOOL	11375 CENTER HARBOR ROAD, RESTON, VA 20194-2061 FAIRFAX	View/Edit Details Remove

Showing 1 to 1 of 1 facilities Previous Next

[Add Facilities](#)

Exhibit 24

In the map view click the location icon for your facility (Exhibit 25) to '[View/Edit](#)' or '[Remove](#)' the facility from your profile (Exhibit 26).

My Facilities [Add Facilities](#)

Manage Facilities (1 out of 1 facility mapped) [List View](#) | [Map View](#)

The facilities selected for this data flow and role are listed below. You may add facilities by clicking the 'Add Facilities' button. The ability to edit a facility is available from the 'Facility Details' screen which is accessible by first clicking a facility on the map, and then clicking 'View/Edit' on the corresponding pop-up.

[Map Legend](#)

Exhibit 25

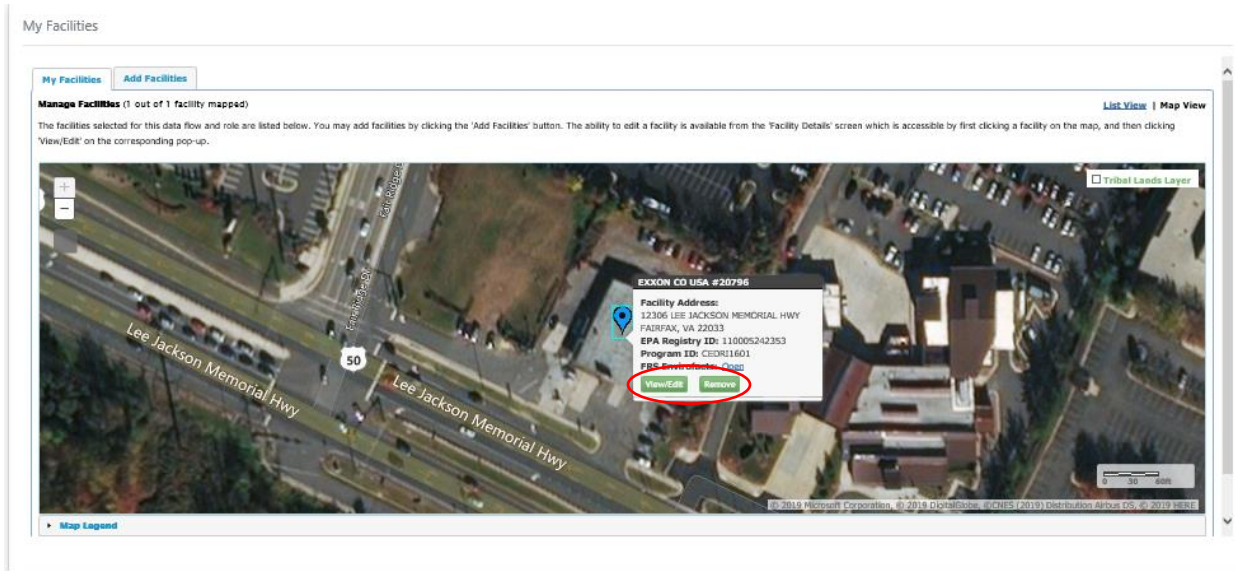


Exhibit 26

Updating Mobile/Offshore Facility Location

If your facility is a Mobile/Offshore facility that does not have a physical address, you should select either the “Mobile/No Fixed Address” or “Offshore” checkbox when adding a facility. This is common for Oil and Gas facilities. Once either checkbox is selected, enter City, State, and ZIP. The “Latitude” and “Longitude” fields will be enabled, allowing you to type the coordinates (Exhibit 27).

Exhibit 27