**CEDRI Frequently Asked Questions (FAQ)**

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**Question:** How do I access CEDRI?

**Answer:**

CEDRI is accessed through the Central Data Exchange (CDX) ([https://cdx.epa.gov](https://cdx.epa.gov/)), which is the EPAs CROMERR compliance system for collecting and distributing environmental data.

See relevant job aide(s) below:

[Registering as a Certifier](https://www.epa.gov/sites/production/files/2020-11/documents/registering_as_a_certifier_job_aide.pdf)

[Registering as a Preparer](https://www.epa.gov/sites/production/files/2020-11/documents/registering_as_a_preparer_job_aide.pdf)

**Question:** How long will it take for me to register for CDX/CEDRI?

**Answer:**

For users registering under the Preparer role, no identity proofing is required, and registration can take less than 3 minutes. For users who are registering as a Certifier, additional identity proofing is required. As a Certifier, you will be prompted to follow the registration steps that support the LexisNexis identity verification or Electronic Signature Agreement (ESA) signing process. The ESA process requires you to send a paper form to the EPA, and it can take **up to 2 weeks** to complete the registration process. If you are an existing CDX user, you can request to add the CEDRI program service to your existing CDX account from `Active Program Services List¿. Please note that your ESA must be processed before your role as a CEDRI Certifier is activated within CDX.

See relevant job aide(s) below:

[Registering as a Certifier](https://www.epa.gov/sites/production/files/2020-11/documents/registering_as_a_certifier_job_aide.pdf)

[Registering as a Preparer](https://www.epa.gov/sites/production/files/2020-11/documents/registering_as_a_preparer_job_aide.pdf)

[CEDRI Role Sponsorship](https://www.epa.gov/sites/production/files/2020-11/documents/cedri_role_sponsorship_job_aide.pdf)

**Question:** When do I use the LexisNexis process versus the ESA signing process (paper signature process)?

**Answer:**

CROMERR regulations require you to prove your identity while registering as a user in CDX. CDX uses a third-party provider, LexisNexis, to provide identity proofing by collecting PII information. ESA signing process is an extension of LexisNexis. The ESA document in itself is the legally binding agreement that allows you to declare your true identity.

If you pass the LexisNexis process while verifying your identity, then you can sign the ESA instantly and electronically online. If LexisNexis is unable to verify your information, you would have to print the ESA, sign it manually and send it to EPA. It can take up to 2 weeks for the paper processing to complete and to have the user role activated in CDX.

Please note that your ESA must be processed before your role as a CEDRI Certifier is activated within CDX.

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

**Answer:** The roles of the Preparer and Certifier are described below.

* **Preparer:**The Preparer is the person responsible for the preparation of reports for signature. Contractors are permitted to register as a Preparer and may assemble reports, such as files generated by the Emission Reporting Tool (ERT), for the Certifier's approval and signature. A Preparer may not sign and submit a report.
* **Certifier:**The Certifier is the duly authorized representative of the source/facility or more commonly referred to as the owner or operator of the facility. The Certifier is authorized to modify the report that a Preparer has assembled, and sign and submit the report 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.

See relevant job aide(s) below:

[Registering as a Certifier](https://www.epa.gov/sites/production/files/2020-11/documents/registering_as_a_certifier_job_aide.pdf)

[Registering as a Preparer](https://www.epa.gov/sites/production/files/2020-11/documents/registering_as_a_preparer_job_aide.pdf)

[Creating a Report](https://www.epa.gov/sites/production/files/2020-11/documents/create_reports_job_aide.pdf)

[Creating a Report - Part 49, 70, and 71](https://www.epa.gov/sites/production/files/2020-11/documents/create_reports-part_49_70_71.pdf)

[Preparing and Submitting Periodic Reports](https://www.epa.gov/sites/production/files/2020-11/documents/preparing_and_submitting_periodic_reports_job_aide.pdf)

**Question:** What is the difference between a Certifier and a Delegated Certifier?

**Answer:**

CDX allows CEDRI Certifiers, as a representative of a reporting organization, to authorize another user to modify, sign, and submit reports to CDX for the organization, known as a Delegated Certifier. The Delegated Certifier is authorized to perform the same tasks as the Certifier (i.e. create and submit reports). However, a Delegated Certifier may not delegate their role to another representative. Registration for this role cannot be requested by a user but rather initiated by a Certifier through the CDX role sponsorship function. Only CEDRI Certifiers can initiate the role sponsorship process.

Contractors are prohibited from being appointed as a Delegated Certifier.

See relevant job aide(s) below:

[Registering as a Certifier](https://www.epa.gov/sites/production/files/2020-11/documents/registering_as_a_certifier_job_aide.pdf)

[Registering as a Preparer](https://www.epa.gov/sites/production/files/2020-11/documents/registering_as_a_preparer_job_aide.pdf)

[CEDRI Role Sponsorship](https://www.epa.gov/sites/production/files/2020-11/documents/cedri_role_sponsorship_job_aide.pdf)

[Creating a Report](https://www.epa.gov/sites/production/files/2020-11/documents/create_reports_job_aide.pdf)

[Creating a Report - Part 49, 70, and 71](https://www.epa.gov/sites/production/files/2020-11/documents/create_reports-part_49_70_71.pdf)

[Preparing and Submitting Periodic Reports](https://www.epa.gov/sites/production/files/2020-11/documents/preparing_and_submitting_periodic_reports_job_aide.pdf)

**Question**: How can I add, remove, or edit my facility information?

**Answer**:

Industry users may add or remove facilities from your CDX account at any time through the Manage Program Services tab on the My CDX page. Select the Manage Facilities link associated with your CEDRI role. You may then add a new facility, or select the Remove link associated with the facility to remove the selected facility from your CDX account. If you would like to edit an existing facility, you must select the Details link associated with the facility. A window will open displaying facility details. Select the Edit Facility button to modify the facility name and facility address.

Finally, you can add, remove, and edit your facility information from the My CEDRI dashboard. To do so, simply click the My Facilities button on the My CEDRI dashboard. Doing so will bring you to the section of the page containing your facility data. From here, you can add a facility by navigating to the Add Facility tab, and you can edit and remove facilities from the main My Facilities tab.

See relevant job aide(s) below:

[Manage Facilities Job Aide](https://www.epa.gov/sites/production/files/2020-12/documents/manage_facilities_job_aide.pdf)

**Question:** What is a bulk upload?

**Answer:** Bulk uploads allows a CEDRI user to compile data for multiple facilities within a single ZIP file that contains one Excel file and all related attachments. Multiple facilities’ data can be accounted for in the in the bulk submission regardless of the geographic location that is contained within the single submission package. The bulk upload option is available for certain reports within Part 60 and Part 63.

The data for all facilities must be contained within a single excel file, which can be downloaded by clicking on the Reporting Utilities ‘Click here to access templates and schemas’ link within the applicable subpart on the Submission Package page, CEDRI Help page, or by accessing the CEDRI TTN website. If errors in the bulk data are found, a detailed list of validation errors will be presented including references to where the data needs to be corrected. You may correct the original excel file and re-upload the updated bulk upload zip file.

Once the bulk data zip file has been successfully uploaded and verified, CEDRI will split the data and create separate state specific reports, however, they will be contained within the same submission package (this is only applicable if the original excel file contains data pertaining to more than one State). At this point, the submission package is complete and ready for certification and signature by a certifier.

After the bulk upload is submitted, each state-specific report contained in the bulk upload submission will be archived in CROMERR and will occupy a single entry in the CEDRI submission history. CEDRI will send email notifications to State Reviewers for State Zip file and the reports will be available for both State and EPA Reviewers.

Once a bulk upload is successfully submitted, and the processing period for the report type has elapsed, CEDRI will send WebFIRE a separate entry for each report contained in the bulk upload for every individual facility, which will be broken up into individual reports.

**Question:** Why can’t a Certifier see the Preparer’s report submission?

**Answer:**

You must 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 My Facilities section on your CEDRI Dashboard.

The most likely reason for not being able to see a submission is that the Certifier does not have the same facility in his/her My Facilities section that the Preparer has for the submission.

The best way to ensure that the facility is the same is with the 12 digit EPA FRS Registry ID. The Preparer should access the submission of interest, click the Facility tab, record the value contained in the FRS Registry ID field tab, and provide it to the Certifier.

The Certifier should then follow the steps in the Adding Facilities section of the [Managing your CEDRI Facilities job aide](https://www.epa.gov/sites/production/files/2020-12/documents/manage_facilities_job_aide.pdf), to add that facility to his/her My Facilities section.

**Question:** Why can’t a Preparer view a report submission created by a Certifier?

**Answer:**

You must be a Preparer associated to the report. Meaning you created the report or you were given access to the report in Step 4 of the create a report workflow by a Certifier or the report creator (can be another preparer), before the report was submitted.

In order for a Preparer to view a report submission created by a Certifier for a specific facility, the following two conditions need to be met:

·The Certifier must assign the Preparer to the specific report, which occurs during submission.

·The Preparer must have the specific facility added to his/her My Facilities section.

To ensure the Preparer is assigned to the report at time of submission, the Certifier should update the list of Preparer(s) in Step 4 of the create a report workflow. Once you select a facility to associate the report to, click Add/Remove Preparers and assign a Preparer(s) to the submission by clicking the appropriate checkbox and clicking Save. If the Preparer's name is not in the list, this means the Preparer is not associated to this facility. They will need to add this facility to their My Facilities section.

To make sure the Preparer adds the appropriate facility that is associated with the report, the Certifier should record the value contained in the EPA Registry ID field and give this value to the Preparer. The Preparer should then follow the steps in the Adding Facilities section of the  [Managing your CEDRI Facilities job aide](https://www.epa.gov/sites/production/files/2020-12/documents/manage_facilities_job_aide.pdf), to add the facility to their My Facilities.

Once the conditions are successfully met, the Preparer should be able to see the submission created by the Certifier in CEDRI History.

**Question:** Why can’t I submit my ERT file?

**Answer:**

There may be multiple reasons why you cannot submit your ERT file, but following the steps listed below will likely resolve the issue:

* Make sure you are using the most current version of the ERT to create your submission report. You can download the most recent version of the ERT at: <https://www.epa.gov/electronic-reporting-air-emissions/electronic-reporting-tool-ert>
* Make sure the file generated by the ERT is a zip file that contains **both** an xml and another zip file (which contains an accdb file). If you do not receive a FINISHED Submission File Created message, the ERT submission report was not created.
* Make sure that your facility information in the Test Plan contains a valid State Code.
* Make sure that your submission report is a complete Test Report and not just a Test Plan. Only completed Test Reports should be submitted through CEDRI.

See relevant job aide(s) below:

[Creating a Report](https://www.epa.gov/sites/production/files/2020-11/documents/create_reports_job_aide.pdf)

[List of Rules and Required Reports Available in CEDRI](https://www.epa.gov/electronic-reporting-air-emissions/cedri#list)

**Question:** As a State Reviewer, EPA Rule Lead, or EPA Regional Reviewer, what filters can I apply to notifications I receive from CEDRI?

**Answer:**

You can filter your e-mail notifications based on report type, part/subpart, state and county.

See relevant job aide(s) below:

[Managing eMail Notifications](https://www.epa.gov/sites/production/files/2020-11/documents/reviewers_notifications_job_aide.pdf)

**Question:** How do I locate and resubmit a report that was pushed back to me?

**Answer:**

When a report is pushed back by a State or EPA Regional Reviewer, the Certifier who submitted the report receives a notification to the email address on record with CDX. The email contains reviewer comments regarding the pushed back report, as well as a Report Name link that takes you directly to the Upload Documents step where you can upload the revised report.

The pushed back report will also be available on your MyCEDRI Dashboard in the Reports Under Development list with a status of Resubmission Under Development (Step 2).

When you revise and resubmit the report, the original report will be replaced in CEDRI and WebFIRE by the revised report.

For additional information please refer to the [Revising and Resubmitting Report Job Aide](https://www.epa.gov/sites/production/files/2020-11/documents/revising_and_resubmitting_a_report_job_aide.pdf) job aide.

**Question**: Are there any training materials for CEDRI and the ERT?

**Answer:**

CEDRI Training Material and Job Aides can be found here:

* [How to register in CEDRI](https://www.youtube.com/watch?v=gIRrMxrcTzE)
* [Link to Job Aides](https://www.epa.gov/electronic-reporting-air-emissions/cedri#guide)
* Numerous training videos for the ERT can be found on the ERT website at: <https://www.epa.gov/electronic-reporting-air-emissions/electronic-reporting-tool-ert>

**Question:** How do I apply and search for an OMB control number?

**Answer:**

CEDRI Job Aide can be found here:

* [Applying and Searching for OMB Control Number](https://www.epa.gov/system/files/documents/2023-03/OMB%20Control%20Number_V1.0_Job_Aide.pdf)