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CEDRI History Job Aide

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Navigating CEDRI History

This job aide aims to help CEDRI users leverage the features within CEDRI History. Please select the applicable section listed below for more information.

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Accessing CEDRI History

Reports submitted to EPA are displayed on the 'CEDRI History' page. Clicking either the 'View Submitted Reports' button or the 'CEDRI History' link in the page header (Exhibit 1) takes you to the 'CEDRI History' page.

Exhibit 1

CEDRI History's Role Based Filters

Each CEDRI role has pre-set filters that control which reports are displayed on the 'CEDRI History' page. The table below provides a description of the reports displayed for each role.

Role	Industry Users	State/EPA Users
Preparer	Submitted reports initiated by preparers	
Certifier & Delegated Certifier	Reports submitted by any Certifiers associated with 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

Preparer

To see a report in CEDRI History as a Preparer, you must be the Preparer associated to the report. "Associated" entails 3 things:

1) You created the report (to be sent to the Certifier for submission).
2) You were given access to the report by a Preparer within Step 5 of the webform, prior to the report being submitted.
3) You were given access to the report by a Certifier within Step 5 of the webform, prior to the report being submitted.

Please note that you must be associated to the facility for the prepared/submitted report. 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. For more information on managing your facilities in your CEDRI account, refer to the Manage Facilities Job Aide on the EPA CEDRI homepage.

Certifier

To see a report in CEDRI History as a Certifier, you must be associated to the facility which the report was submitted. 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 on the EPA CEDRI homepage.

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CEDRI History Job Aide

CEDRI History Table

The 'CEDRI History' page (Exhibit 2) displays the 10 most recently submitted reports. The following information displays for each report:

Report Status	Description
Certification Date	The date the report was signed and submitted to EPA
Report	The name of the report submitted to EPA
Part	The 40 CFR regulation part requiring the report submission
Subpart	The 40 CFR regulation subpart requiring the report submission
Subpart Name	The name of the 40 CFR regulation subpart requiring the report submission
Facility	The name of the facility for which the report is submitted
County	The name of the county where the facility is located
State	The name of the state where the facility is located
Format	The format of the report file
Status	The processing status of the submitted report: • In WebFIRE: Report reviewed by EPA and available in WebFIRE • Submitted: Report received and archived by EPA • Pushed Back: Report was pushed backed by EPA • Processing: Report received by EPA, but not yet archived • Resubmitted: Report was resubmitted by a facility • Withdrawn: Report has been withdrawn at the request of the Certifier

Exhibit 2

You may sort ascending and descending on all table columns. Clicking anywhere on the table row for a report takes you to the 'Report Details' page where you can view report documents, revision history, comments, and information about the certifier and facility.

For more information about the 'report details' page, please refer to the Report Details Job Aide on the EPA CEDRI homepage.

To change the number of reports shown on the page, select the number of reports per page from the 'Show # entries' dropdown at the bottom of the page (Exhibit 2).

From the 'CEDRI History' page, you may export the list of reports to Excel (CSV format). Click the 'Download as Excel' (Exhibit 2) button located at the top and bottom of the CEDRI History table. The export contains all reports in the results set, not just the reports displayed on the current page.

To locate specific reports, or to filter the list by date/status, geography, sector/rule, or facility, click the 'Add/View Filters' button to display search filters (Exhibit 2).

CEDRI History Filters

To access CEDRI History Filters from the 'CEDRI History' page, click the 'Add/View Filters' button (Exhibit 2) to display the Search filters. Search filters display above the 'CEDRI History' list (Exhibit 3). 'Apply Filters' and 'Hide Filters' buttons appear in both the filter pane and at the top of the 'CEDRI History' pane.
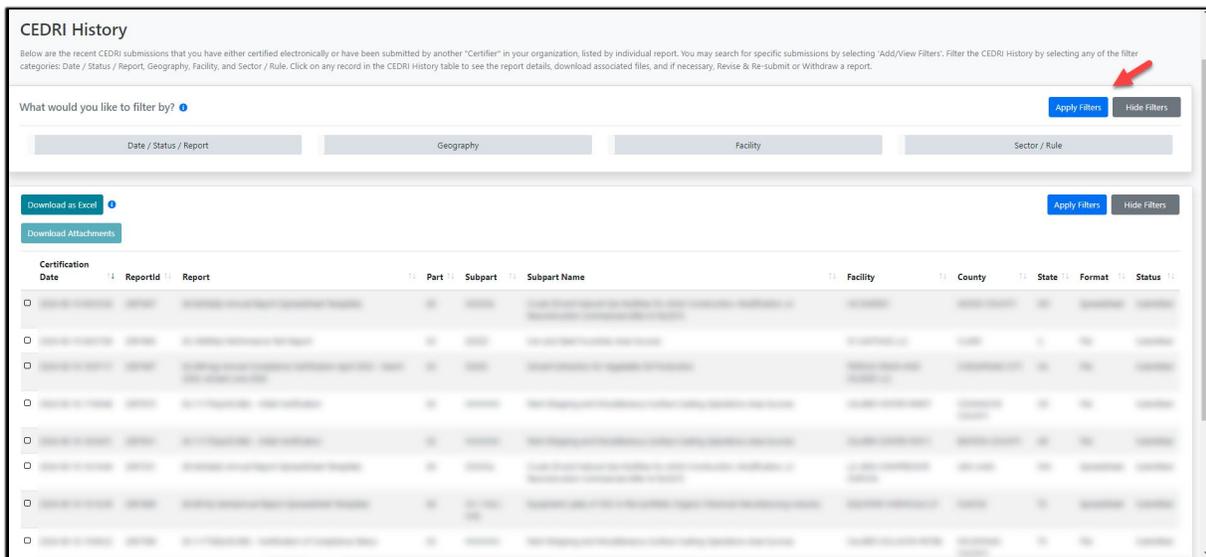

Exhibit 3

Four filter groups allow refinement of the 'CEDRI History' list by several search parameters:

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
	State Facility ID	ID assigned to a facility within 'My Facilities' details
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
	OMB Control Number	Assigned Office of Management and Budget Control Number
	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.

After setting filter values, click 'Apply Filters' to refresh the 'CEDRI History' list. When setting a filter, settings appear at the top of the filter pane below the category title (Exhibit 4).

To remove all filters and restore the 'CEDRI History' list, click 'Clear Filters' (Exhibit 4). To remove individual filter values, click the 'x' buttons shown on each filter value selection or to the left 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 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' of a particular report, clicking the back button to return to the 'CEDRI History' page does not alter the filter settings (Exhibit 6). The reports continue to be filtered by the criteria that was previously set.