

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.

EPA CEDRI Compt	iance and Emissions Data Reporting In	terface)				Logged in as Kyle Speight - Certifie	Get Help On This Page
MyCEDRI My Reports CEDID Histo	ry danage Users					CBI Disclaimer Return to CDX	Logout Ø Admin Cansole
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Hy Facilities Add Facilities						List of Rules	>
Manage Facilities (1 facility managed) The facilities selected for this data flow an Data/d' link for a facility in the table size.	d role are listed below. You may add facilities by or buildking the Datable button on the map vie	clicking the 'Add Reclicies' button or tab. The	ability to edit a facility an	d any sub-facility data is available from the 'F	List View Max.Vie acity Details' screen which is accessible by circling the	TAQ Document	>
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Showing 1 to 1 of 1 facilities					Previous 1 New		
Can't find your facility	? Please contact CEDRI@ep	pa.gov for help before cre	eating a new fa	icility.			

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	Reports submitted by any	
&	Certifiers associated with	
Delegated	their facility	
Certifier		
State Reviewer		Reports submitted by facilities in their state
EPA Regional		Reports submitted by facilities in states within their
Reviewer		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 <u>Manage Facilities</u> <u>Job Aide</u> on the EPA CEDRI homepage.

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 					

Download as Excel	eport, Geograp	phy, Facility, and Sector / Rule. Click on any record in the CEDRI 1	History tabl	e to see the repor	uf organization, instea by individual report, nou may search for specific submissions of details, download associated files, and if necessary, Revise & Re-submit or Withdr	by seecong, Addy view rivers, r	ine cera histor	y by selecti	Add,	View Filters
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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 <u>Report Details Job Aide</u> 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.

CEDRI Histor	y									
Below are the recent CEDI categories: Date / Status /	R submissions Report, Geogr	that you have either certified electronically or have been submitte aphy, Facility, and Sector / Rule. Click on any record in the CEDRI	ed by anoth History tabl	er "Certifier" in y e to see the repo	our organization, listed by individual report. You may search for specific submissions rt details, download associated files, and if necessary, Revise & Re-submit or Withdr.	by selecting 'Add/View Filters'. I aw a report.	Filter the CEDRI Histo	ry by select	ing any of the fil	ter
								_	_	
What would you like	to filter by	? 0						App	oly Filters	lide Filters
	Date / Statu	us / Report	Geog	graphy	Facility		Sec	tor / Rule		
Download as Excel								App	ly Filters H	lide Filters
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Exhibit 3



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

Filter Group	Parameter	Description
	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	Free text field. User can apply the Activity ID to search for
Data / Chatura / Damant	Activity ID	a specific report
Date / Status / Report	CROMERR	Free text field. User can apply the Document ID to search
	Document ID	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
Coography	State	Picklist of states where facility is located
Geography	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	Facility Name	Picklist of facility names
	State Facility ID	ID assigned to a facility within 'My Facilities' details
	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)
Sector / Rule	Sub-part	Picklist of 40 CFR subparts limited by Parts selected
	OMB Control	Assigned Office of Management and Budget Control
	Number	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.

t would you like to filter by? 🕚			Apply Filters	s Clear Filters	Hide Filte
Date / Status / Report	Geography	Facility		Sector / Ru	le
Date / Status / Report Filters Start Date: 01-01-2020 End Date: 05-27-2020 Status: In We	bFIRE	læ			
Start Date	End Date	Status			
01-01-2020	05-27-2020	×InV	WebFIRE		×
CROMERR Activity ID 🚯	CROMERR Document ID 🚯				
Ex: _12345678-abcd-9012-efgh-345678901234	Ex: 12345678-abcd-9012-efgh-3456789	01234			
	Has Report Been Pushed Back? 🜖				
Has Report Been Reviewed? 🚺					

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Exhibit 4
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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)

What would you like to filter by? ()			Apply Filters Clear Filters Hide Filters
Date / Status / Report	Geography	Facility	Sector / Rule

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

Download as E	Download as Excel Filters: Start Date: 01/01/2020 End Date: 05/07/2020 Status: In WebFIRE Clear Filters									ilters Add/	View Filters
Certification Date	ţ1	Report	Part	Subpart	Subpart Name	Facility	î↓	County 🔱	State 11	Format	Status 斗
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	0000a	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 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.