



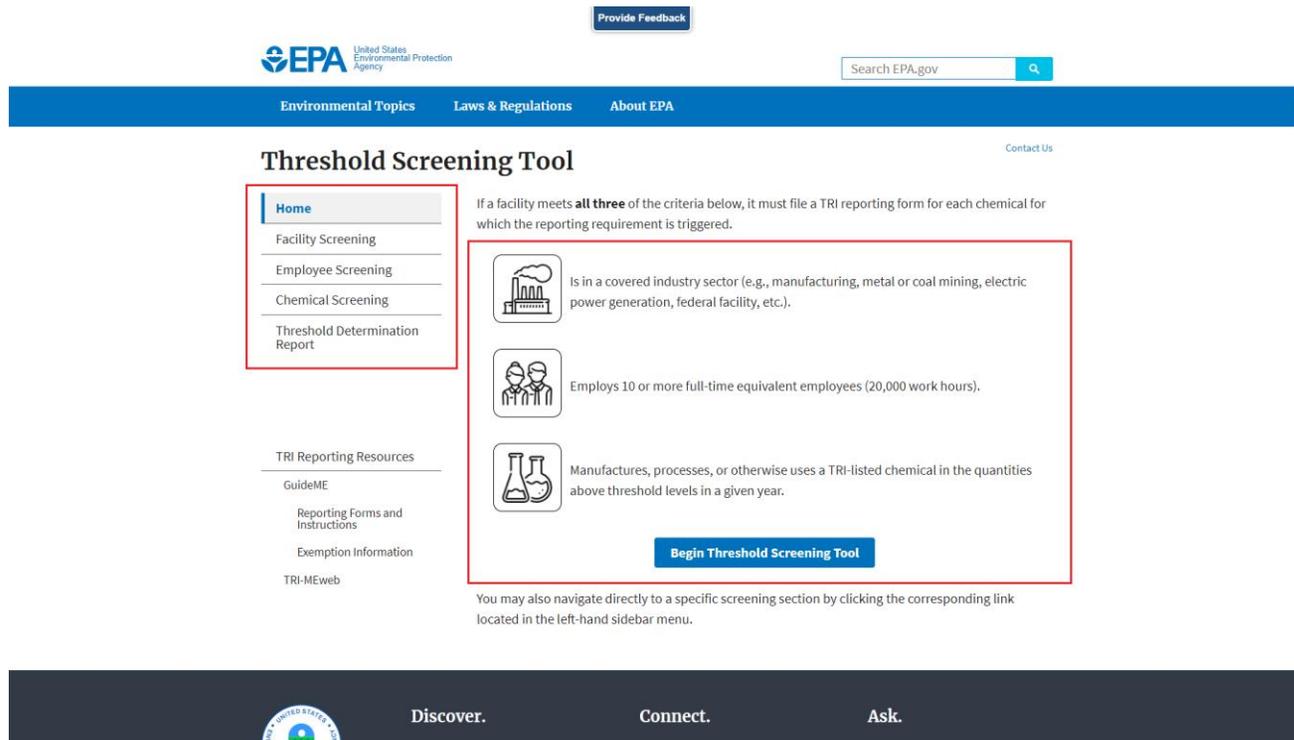
Script Name	Threshold Screening Tool (TST) User Acceptance Testing	
Script Synopsis	The Threshold Screening Tool User Acceptance Testing script guides you through the key scenarios required when navigating through the screening process.	
Prerequisites	The user has the Threshold Screening Tool open.	
Link	https://testngn.epacdxnode.net/cdx-tri-threshold-screening-tool/action/home	
Tests Performed		Page
TRI-UAT 1.1 Threshold Screening Tool Home Page		3-4
TRI-UAT 1.2 Facility Threshold Screening		5-7
TRI-UAT 1.3 Employee Threshold Screening		8-10
TRI-UAT 1.4 Chemical Threshold Screening and PFAS updates		11-13
TRI-UAT 1.5 Threshold Determination Report and PFAS updates		14-20
Introduction	These test scripts are sample scenarios to get you started with common processes within TRI-MEweb. We highly encourage you to provide feedback on your experience via the JIRA issue collector and if at any time you are in need of assistance with the application please contact Imari Eaglin (imari.eaglin@cgifederal.com); (337) 224-1466 or Michael Hartung (michael.hartung@cgifederal.com); (703) 895-9391.	



Test Name	Threshold Screening Tool Home Page
Test ID	TRI-UAT 1.1
Synopsis	The test will verify that the user can navigate begin the Threshold Screening Tool.
Prerequisites	The user has the Threshold Screening Tool open.

Navigation Steps	Notes
1. To begin, click the “Begin Threshold Screening Tool” button or navigate to a specific section by either clicking the corresponding link on the left-hand sidebar menu or one of the center screening sections. (See Figure 1)	By clicking the “Begin Threshold Screening Tool” button, the TST will start with the Facility Screening but sections may be completed in any desired order.
2. Next, click the “I have read and understand the above disclaimer” and “Continue” to continue to the screening. (See Figure 2)	

Figure 1



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Threshold Screening Tool

Contact Us

Home

- Facility Screening
- Employee Screening
- Chemical Screening
- Threshold Determination Report

TRI Reporting Resources

- GuideME
- Reporting Forms and Instructions
- Exemption Information
- TRI-MEweb

If a facility meets **all three** of the criteria below, it must file a TRI reporting form for each chemical for which the reporting requirement is triggered.

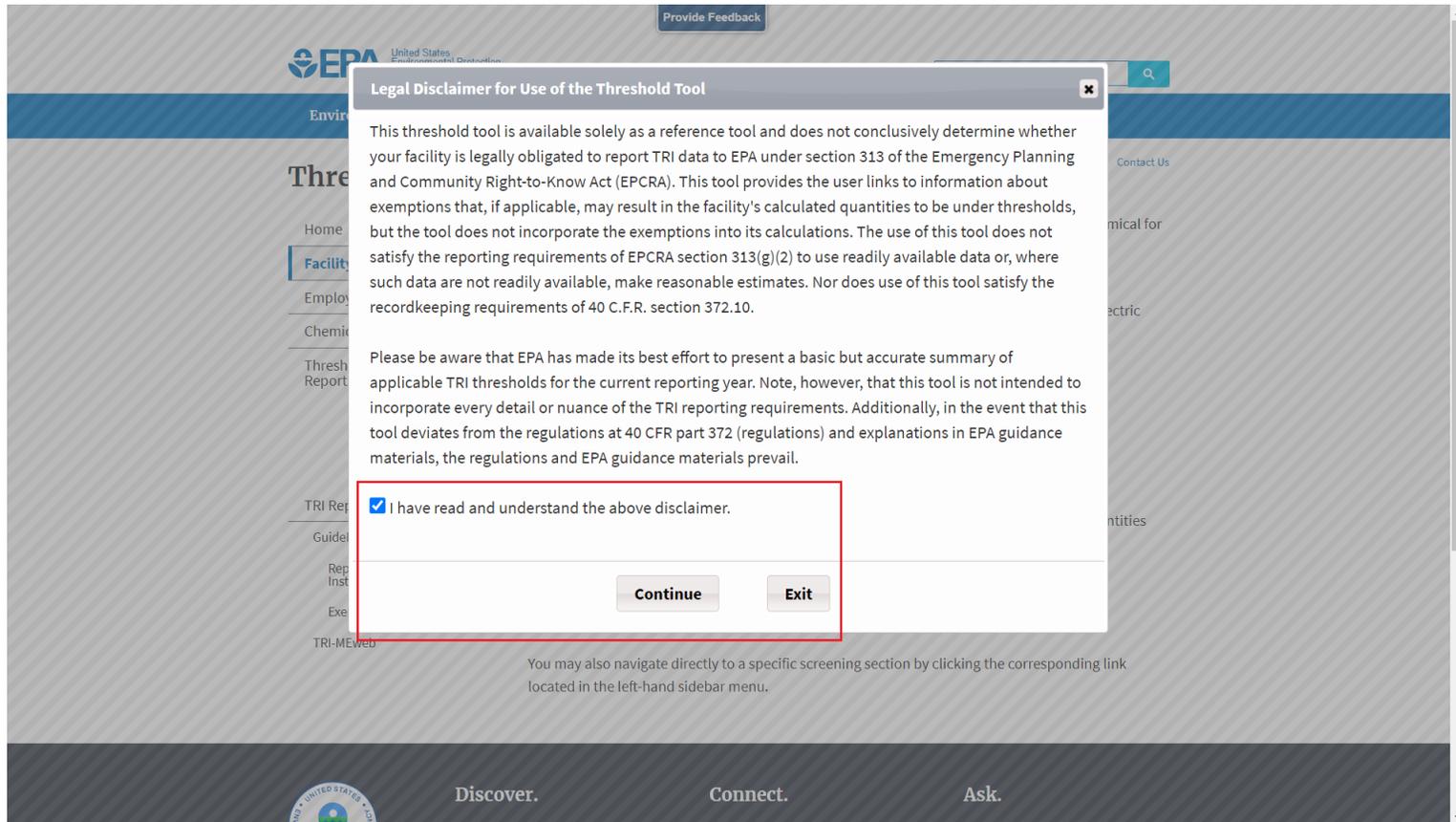
- Is in a covered industry sector (e.g., manufacturing, metal or coal mining, electric power generation, federal facility, etc.).
- Employs 10 or more full-time equivalent employees (20,000 work hours).
- Manufactures, processes, or otherwise uses a TRI-listed chemical in the quantities above threshold levels in a given year.

[Begin Threshold Screening Tool](#)

You may also navigate directly to a specific screening section by clicking the corresponding link located in the left-hand sidebar menu.

Discover. Connect. Ask.

Figure 2



Test Name	Facility Threshold Screening
Test ID	TRI-UAT 1.2
Synopsis	The test will determine if the Facility Threshold Reporting Requirement has been met.
Prerequisites	The user has the Threshold Screening Tool open.

Navigation Steps	Notes
1. Click either “Yes” or “No” to indicate whether your facility is owned or operated by the federal government. (See Figure 1)	
2. If “Yes” is selected, the Facility Threshold is met and the user can click the “Save and Continue to Next Screening” button to proceed to the next section. (See 2)	

Figure 1

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Threshold Screening Tool [Contact Us](#)

Home

Facility Screening | Employee Screening | Chemical Screening

Facility Threshold Screening

Your facility meets the North American Industry Classification System (NAICS) code criterion if, for the current reporting year, your facility is a federal facility or its primary NAICS code is a covered NAICS code in the TRI Program. NAICS codes are 6-digit codes that classify facilities by their economic activity and were designed by the U.S. Office of Management and Budget. [Learn more about NAICS codes.](#)

Is your facility owned or operated by the federal government (i.e., a federal facility)?
 Yes No

TRI Reporting Resources

- GuideME
- Reporting Forms and Instructions
- Exemption Information
- TRI-MEweb

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Figure 2

The screenshot shows the EPA Threshold Screening Tool interface. At the top, there is a 'Provide Feedback' button and the EPA logo with the text 'United States Environmental Protection Agency'. A search bar contains 'Search EPA.gov'. Below this is a navigation bar with 'Environmental Topics', 'Laws & Regulations', and 'About EPA'. The main heading is 'Threshold Screening Tool' with a 'Contact Us' link. A sidebar on the left lists 'Home', 'Facility Screening', 'Employee Screening', 'Chemical Screening', 'Threshold Determination Report', and 'TRI Reporting Resources' (including GuideME, Reporting Forms and Instructions, Exemption Information, and TRI-MEweb). The main content area has three tabs: 'Facility Screening', 'Employee Screening', and 'Chemical Screening'. The 'Facility Screening' tab is active, showing the title 'Facility Threshold Screening' and a paragraph explaining the NAICS code criterion. A question is asked: 'Is your facility owned or operated by the federal government (i.e., a federal facility)?' with radio buttons for 'Yes' (selected) and 'No'. Below this, the 'Threshold Status' is displayed as 'Facility Threshold Met' with a green checkmark icon. Two buttons are present: 'Save and Continue to Next Screening' and 'Save and View Determination Report'. A 'Restart Threshold Screening Tool' button is located below these. The footer contains the EPA logo and three columns: 'Discover.' with 'Accessibility', 'Connect.' with 'Data.gov', and 'Ask.' with 'Contact Us'.



Test Name Employee Threshold Screening
Test ID TRI-UAT 1.3
Synopsis The test will determine if the Employee Threshold Reporting Requirement has been met.
Prerequisites The user has the Threshold Screening Tool open.

Navigation Steps	Notes
1. Click either “Yes”, “No” or “Help me determine” to indicate whether your facility has met the annual ‘employee’ hours threshold. (See Figure 1)	
2. If “Yes” is selected, the Employee Threshold is met and the user can click the “Save and Continue to Next Screening” button to proceed to the next section. (See Figure 2)	

Figure 1

The screenshot shows the EPA Threshold Screening Tool interface. At the top, there is a navigation bar with the EPA logo, a search bar, and links for Environmental Topics, Laws & Regulations, and About EPA. Below this is a blue header for the 'Threshold Screening Tool' with a 'Contact Us' link. The main content area is divided into three sections: Facility Screening, Employee Screening (which is highlighted), and Chemical Screening. The Employee Screening section contains a heading, a paragraph explaining the 20,000-hour threshold, and a form with a question and three radio button options. A red box highlights the form area. The footer contains the EPA logo and three columns of text: 'Discover. Accessibility', 'Connect. Data.gov', and 'Ask. Contact Us'.

Provide Feedback

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Threshold Screening Tool [Contact Us](#)

Home

Facility Screening

Employee Screening

Chemical Screening

Threshold Determination Report

TRI Reporting Resources

GuideME

Reporting Forms and Instructions

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TRI-MEweb

Employee Threshold Screening

Your facility meets the [employee threshold criterion](#) if, during the reporting year, the total number of hours worked by full-time or part-time employees including contract employees and sales and support staff working for the facility meets or exceeds 20,000 hours. The 20,000 hours is comparable to 10 full-time employees.

Does your facility meet the 20,000 annual 'employee' hours threshold?

Yes No Help me determine

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Figure 2

The screenshot shows the EPA Threshold Screening Tool interface. At the top, there is a 'Provide Feedback' button and the EPA logo with the text 'United States Environmental Protection Agency'. A search bar contains 'Search EPA.gov'. A blue navigation bar includes 'Environmental Topics', 'Laws & Regulations', and 'About EPA'. The main heading is 'Threshold Screening Tool' with a 'Contact Us' link. A sidebar on the left lists navigation options: Home, Facility Screening, Employee Screening (highlighted), Chemical Screening, Threshold Determination Report, TRI Reporting Resources, GuideME, Reporting Forms and Instructions, Exemption Information, and TRI-MEweb. The main content area has three tabs: Facility Screening, Employee Screening (active), and Chemical Screening. The active tab displays the title 'Employee Threshold Screening' and a paragraph explaining the 20,000-hour threshold. A red box highlights a question: 'Does your facility meet the 20,000 annual 'employee' hours threshold?' with radio buttons for 'Yes' (selected), 'No', and 'Help me determine'. Below this, the 'Threshold Status' is shown as 'Employee Threshold Met' with a green plus icon. Two buttons are present: 'Save and Continue to Next Screening' and 'Save and View Determination Report'. A 'Restart Threshold Screening Tool' button is located below. The footer contains the EPA logo, the text 'Discover. Accessibility', 'Connect. Data.gov', and 'Ask. Contact Us'.



Test Name	Chemical Threshold Screening and PFAS Updates
Test ID	TRI-UAT 1.4
Synopsis	The test will determine if the Chemical Threshold Reporting Requirement has been met.
Prerequisites	The user has the Threshold Screening Tool open.

Navigation Steps	Notes
1. Select the chemical(s) and enter the information in the table. (See Figure 1)	All chemical names are now formatted as CAS # followed by the first 100 characters followed by an ellipsis. To know more information regarding how the chemical(s) should be reported, hover over the blue “i” icon in each column header. *There is a new PFAS column indicating if a chemical is considered to be a PFAS chemical. All PFAS chemicals have a 100 lbs. threshold for quantities manufactured, processed or otherwise used.
2. Click the “Save and View Determination Report” button to view the Threshold Determination Report. (See 2)	

Figure 1

Instructions
 Exemption Information
 TRI-MEweb

[\(PBT\) chemicals that are not listed as chemicals of special concern for TRI reporting purposes and associated reported quantities.](#) [Provide Feedback](#)

[See here for more information on manufacturing, processing, and otherwise use.](#)

Quantities related to certain uses of TRI-listed chemicals may be exempted from reporting. [See here for information on TRI exemptions.](#)

EPA provides [instructions and example worksheets](#) to help determine whether a facility has exceeded a reporting threshold for a chemical.

To determine if your facility meets the chemical threshold, enter the chemical information in the table below.

Note: Please save your changes before navigating away from the current page. Data entered by facilities will not be stored.

[Need Help?](#)

Quantity Manufactured	Quantity Processed	Quantity Otherwise Used	Delete
<input type="text" value="0"/> (lbs) Chemical Threshold: 100 (lbs)	<input type="text" value="0"/> (lbs) Chemical Threshold: 100 (lbs)	<input type="text" value="0"/> (lbs) Chemical Threshold: 100 (lbs)	

Figure 2

Quantities related to TRI-listed chemicals may be exempted from reporting. [See here for information on TRI exemptions.](#)

EPA provides [instructions and example worksheets](#) to help determine whether a facility has exceeded a reporting threshold for a chemical.

To determine if your facility meets the chemical threshold, enter the chemical information in the table below.

Note: Please save your changes before navigating away from the current page. Data entered by facilities will not be stored.

[? Need Help?](#)

Chemical Name (CAS/Category Number)	PBT	PFAS	Quantity Manufactured ⓘ	Quantity Processed ⓘ	Quantity Otherwise Used ⓘ	Delete
(CAS# 68227-96-3) 2-Propenoic acid, butyl ester, telomer with 2-[[[(heptadecafluorooctyl)sulfonyl]methylamino]ethyl 2-p... ⓘ	No	Yes	<input type="text" value="175"/> (lbs) Chemical Threshold: 100 (lbs)	<input type="text" value="50"/> (lbs) Chemical Threshold: 100 (lbs)	<input type="text" value="85"/> (lbs) Chemical Threshold: 100 (lbs)	
(CAS# N420) Lead Compounds <i>Use total weight of compound(s) for threshold calculations.</i> ⓘ More information on this chemical	Yes	No	<input type="text" value="200"/> (lbs) Chemical Threshold: 100 (lbs)	<input type="text" value="100"/> (lbs) Chemical Threshold: 100 (lbs)	<input type="text" value="150"/> (lbs) Chemical Threshold: 100 (lbs)	

[Save and View Determination Report](#)

[Restart Threshold Screening Tool](#)



Test Name	Threshold Determination Report
Test ID	TRI-UAT 1.5
Synopsis	The test will determine if the Chemical Threshold Reporting Requirement has been met.
Prerequisites	The user has the Threshold Screening Tool open.

Navigation Steps	Notes
1. Click the “more details...” link to see the full chemical name along with the quantity reported, chemical threshold and method of use. (See Figures 1 and 2)	Click “Ok” to exit the report.
2. Click the “Print/Download Report” button to be given the option to print/download the Threshold Determination Report. Click the “OK” button to return to the main page. (See Figures 3 and 4)	Scroll to the bottom of the report to see the full chemical name along with the quantity reported, chemical threshold and method of use.
3. Click “Navigate to CDX to Report using TRI-MEweb” to be taken to the CDX login page where you can access the TRI-MEweb Test Environment directly. (See Figures 5, 6, and 7)	The Threshold Screening Tool Link will take you to your preparer account. Please visit the CDX login page to select the Certifying Official Link for TRI-MEweb.

Figure 2

Home | Provide Feedback | Facility Screening | Employee Screening | Chemical Screening

Threshold Determination Report

Chemical(s)

Chemical Name	Method	Quantity Reported	Chemical Threshold
(CAS# 68227-96-3) 2-Propenoic acid, butyl ester, telomer with 2-[[[heptadecafluorooctyl)sulfonyl]methylamino]ethyl 2-propenoate, 2-[methyl[(nonafluorobutyl)sulfonyl]amino]ethyl 2-propenoate, α-(2-methyl-1-oxo-2-propenyl)-ω-hydroxypoly(oxy-1,4-butanediyl), α-(2-methyl-1-oxo-2-propenyl)-ω-[(2-methyl-1-oxo-2-propenyl)oxy]poly(oxy-1,4-butanediyl), 2-[methyl[(pentadecafluoroheptyl)sulfonyl]amino]ethyl 2-propenoate, 2-[methyl[(tridecafluorohexyl)sulfonyl]amino]ethyl 2-propenoate, 2-[methyl[(undecafluoropentyl)sulfonyl]amino]ethyl 2-propenoate and 1-octanethiol	Manufactured	175 (lbs)	100 (lbs)
	Processed	50 (lbs)	100 (lbs)
	Otherwise Used	85 (lbs)	100 (lbs)
	Manufactured	200 (lbs)	100 (lbs)
(CAS# N420) Lead Compounds	Processed	100 (lbs)	100 (lbs)

OK

[Print/Download Report](#) | [Navigate to CDX to Report Using TRI-MEweb](#)

Restart Threshold Screening Tool

Figure 3

Threshold Screening Tool

[Contact Us](#)

- Home
- Facility Screening
- Employee Screening
- Chemical Screening
- Threshold Determination Report

Facility Screening
 Employee Screening
 Chemical Screening

Threshold Determination Report

Based on the information you provided, your facility appears to meet all three threshold criteria.
 To print a copy of your threshold screening report click the Print/Download Report button.
 To Report to TRI click [Navigate to CDX to Report Using TRI-MEweb](#).

Note: This document does not satisfy any requirements for reporting to EPA, nor does this tool satisfy the record keeping requirements of 40 C.F.R. section 372.10. This threshold tool is available solely as a reference tool and does not conclusively determine whether your facility is legally obligated to report TRI data to EPA under section 313 of the Emergency Planning and Community Right-to-Know Act (EPCRA).

Based on information provided, your facility's primary NAICS code is in a TRI-covered industry sector.

Facility Type:	Federal
NAICS Code(s):	None Provided

Based on information provided, your facility meets the 20,000 Full-Time Employee Equivalent work hours TRI reporting requirement.

Employee Hours:	>= 20,000
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Based on information provided, your facility triggers reporting on at least one TRI-listed chemical.

Chemical(s):	(CAS# 200513-42-4) 2-Propenoic acid, 2-methyl-, polymer with butyl 2-methyl-2-propenoate, 3,3,4,4,5,5,6,6,7,7,8,8,9,9,1... more details...
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Print/Download Report

Navigate to CDX to Report Using TRI-MEweb

Restart Threshold Screening Tool

Figure 4

Threshold Determination Report

Note: This document does not provide requirements for reporting to EPA, nor does this tool satisfy the record keeping requirements of 40 C.F.R. section 372.10. This threshold tool is available solely as a reference tool and does not

Total < 20,000

Based on information provided, your facility triggers reporting on at least one TRI-listed chemical.

Chemical(s): (CAS# 68227-96-3) 2-Propenoic acid, butyl ester, telomer with 2-[[[heptadecafluorooctyl]sulfonyl]methylamino]ethyl 2-propenoate, 2-[[[methyl(1-nonfluorobutyl)sulfonyl]amino]ethyl 2-propenoate, α-(2-methyl-1-oxo-2-propenyl)-ω-hydroxypoly(oxy-1,4-butanediyl), α-(2-methyl-1-oxo-2-propenyl)-ω-[[2-methyl-1-oxo-2-propenyl]oxy]poly(oxy-1,4-butanediyl), 2-[[methyl(1-pentadecafluoroheptyl)sulfonyl]amino]ethyl 2-propenoate, 2-[[methyl(1-tridecafluoroheptyl)sulfonyl]amino]ethyl 2-propenoate, 2-[[methyl(1-undecafluoropentyl)sulfonyl]amino]ethyl 2-propenoate and 1-octanethiol

Chemical Name	Method	Quantity Reported	Chemical Threshold
(CAS# 68227-96-3) 2-Propenoic acid, butyl ester, telomer with 2-[[[heptadecafluorooctyl]sulfonyl]methylamino]ethyl 2-propenoate, 2-[[[methyl(1-nonfluorobutyl)sulfonyl]amino]ethyl 2-propenoate, α-(2-methyl-1-oxo-2-propenyl)-ω-hydroxypoly(oxy-1,4-butanediyl), α-(2-methyl-1-oxo-2-propenyl)-ω-[[2-methyl-1-oxo-2-propenyl]oxy]poly(oxy-1,4-butanediyl), 2-[[methyl(1-pentadecafluoroheptyl)sulfonyl]amino]ethyl 2-propenoate, 2-[[methyl(1-tridecafluoroheptyl)sulfonyl]amino]ethyl 2-propenoate, 2-[[methyl(1-undecafluoropentyl)sulfonyl]amino]ethyl 2-propenoate and 1-octanethiol	Manufactured	175 (lbs)	100 (lbs)
	Processed	50 (lbs)	100 (lbs)
	Otherwise Used	85 (lbs)	100 (lbs)
(CAS# N420) Lead Compounds	Manufactured	200 (lbs)	100 (lbs)
	Processed	100 (lbs)	100 (lbs)
	Otherwise Used	150 (lbs)	100 (lbs)

OK

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Figure 5

Threshold Screening Tool

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- [Home](#)
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- [Employee Screening](#)
- [Chemical Screening](#)
- [Threshold Determination Report](#)

- TRI Reporting Resources
- [GuideME](#)
 - [Reporting Forms and Instructions](#)
 - [Exemption Information](#)
 - [TRI-MEweb](#)

- [Facility Screening](#)
- [Employee Screening](#)
- [Chemical Screening](#)

Threshold Determination Report

Based on the information you provided, your facility appears to meet all three threshold criteria.
 To print a copy of your threshold screening report click the **Print/Download Report** button.
 To Report to TRI click **Navigate to CDX to Report Using TRI-MEweb**.

Note: This document does not satisfy any requirements for reporting to EPA, nor does this tool satisfy the record keeping requirements of 40 C.F.R. section 372.10. This threshold tool is available solely as a reference tool and does not conclusively determine whether your facility is legally obligated to report TRI data to EPA under section 313 of the Emergency Planning and Community Right-to-Know Act (EPCRA).



Based on information provided, your facility's primary NAICS code is in a TRI-covered industry sector.

Facility Type:	Federal
NAICS Code(s):	None Provided



Based on information provided, your facility meets the 20,000 Full-Time Employee Equivalent work hours TRI reporting requirement.

Employee Hours:	>= 20,000
-----------------	-----------



Based on information provided, your facility triggers reporting on at least one TRI-listed chemical.

Chemical(s):	(CAS# 200513-42-4) 2-Propenoic acid, 2-methyl-, polymer with butyl 2-methyl-2-propenoate, 3,3,4,4,5,5,6,6,7,7,8,8,9,9,1... more details...
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[Print/Download Report](#)

[Navigate to CDX to Report Using TRI-MEweb](#)

[Restart Threshold Screening Tool](#)

Figure 6

Welcome to the CDX Test environment. This is a non-production environment and is not to be used for any regulatory activity. x

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 **Central Data Exchange**  [Contact Us](#)

Log In

User ID

Password

Show Password

[Log In to CDX](#)

[Register with CDX](#) | [Forgot your Password?](#) | [Forgot your User ID?](#) | [Help](#)

Figure 7

TRI-ME WEB
IMARI EAGLIN - CERTIFIER - imari.eaglin@cgifederal.com (Log out)

My TRI | Facility Management | Forms | Submission History | Help
Tutorials | Preferences | Help Chat

Paperwork Reduction Act Notice: This collection of information is approved by OMB under the Paperwork Reduction Act, 44 U.S.C. 3501 et seq. (OMB Control No. 2070-0009; EPA ICR No 1363). The annual public reporting and recordkeeping burden for this collection of information is estimated to average 35.71 hours per response for the Form R and 21.96 for the Form A Certification Statement. Burden is defined in 5 CFR 1320.3(b). Responses to this collection of information are mandatory (40 CFR 372). An agency may not conduct or sponsor, and a person is not required to, respond to a collection of information unless it displays a currently valid OMB control number. You may send comments regarding the EPA's need for this information, the accuracy of the provided burden estimates, and any suggested methods for minimizing respondent burden, including through the use of automated collection techniques to the Director, Collection Strategies Division, U.S. Environmental Protection Agency (2822T), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Please include the OMB Control No. in any correspondence. Send only comments to this address.

Start Tour

Tasks You Can Quickly Start in TRI-MEweb
Use the links above to navigate through TRI-MEweb or use the dropdown below to get started:

I need to: select an action

User Profile Edit

Name: Imari Eaglin
CDX User ID: IMARI EAGLIN
Email Address:
imari.eaglin@cgifederal.com
Phone: (337) 484-1923
CDX User Role: Certifying Official

SMS Verification Status: Active

Mobile Number(s):
1. *****1466 Edit | Remove
Add New Mobile Number

If you would like to change which mobile number is used as your primary verification number, please visit the [My Profile page](#) in CDX.

Not Reporting?

You may provide EPA with optional information about changes to your facility as well as why your facility will not be filing one or more TRI forms for the current reporting year.

- 24141NWRVRRTE11
- 30119CPPRDCESTR
- 55946FLDCR615CE
- 59840RBMN530L
- 70765THDWCHIGHW
- 77643WSTMNHWHY73
- 92703DHRFR4002W
- 93307KRNLRRR677

Your RY 2020 Snapshot

All Facilities

Certified for RY 2020 (2)	In progress (13)
---------------------------	------------------

[Form Home](#)

What is new in TRI-MEweb?

- New information for RY 2020
- TRI-MEweb enhancements

Certain per- and polyfluoroalkyl substances (PFAS) were recently added to the TRI list. The PFAS additions are effective as of January 1, 2020. Reporting forms for these chemicals will be due to EPA by July 1, 2021, for calendar year 2020 data. Click [here](#) for more information.

A **NEW** icon will be displayed beside each new feature.

Release Trends

LAKE REGION MEDICAL (19426NFRMT200WE)

[See More](#)