**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> ), which is the EPA’s CROMERR compliance system for collecting and distributing environmental data.

**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.

**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 submission packages, 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 submission package. The Preparer may only access packages which they have prepared.
* **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 package a Preparer has assembled, and sign and submit the package 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.

**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 packages 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.

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

**Answer**: You 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.

After creating a CEDRI package, you may also edit existing facility details by selecting the ‘Edit Facility Details’ link on the ‘Create/Edit Submission Package’ section within the ‘Create Submission’ page. Once the Facility name and/or Facility address has been updated, select the ‘Map Facility’ button. Once the facility has been properly mapped, select the ‘Save’ button.

**Question**: What if I want to include additional information with a report I am submitting?

**Answer**: If a user would like to include more information in any report that is required to be submitted electronically (e.g., if the permitting authority requires additional information beyond what is required by the federal regulation), the user may upload a supporting PDF document or insert additional text into the Additional Information text box on the Additional Information Page in the electronic form the user is filling out in CEDRI.

**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 submission package?

**Answer:** The most likely reason for this is that the Certifier does not have the same facility in his/her profile that the Preparer has for the submission package. The Preparer must be granted access to the facility profile by the Certifier associated with the facility. The best way to ensure that the facility is the same is with a 12 digit code called the ‘Facility Registry Identifier’. The Preparer should go into the submission package of interest, click the ‘Edit Facility Details’ link, record the value contained in the ‘Facility Registry Identifier’ field and give it to the Certifier. The Certifier should then follow the steps in Section 3.5.1 of the CEDRI User Guide to add that facility to his/her profile.

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

**Answer:** In order for a Preparer to view a Submission Package 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 Submission Package.
* The Preparer must have the specific Facility added to his/her profile.

To make sure the Preparer is assigned to the submission package, the Certifier should click on the ‘User Management’ tab and select the submission package of interest from the dropdown list. If the Preparer’s name is not in the ‘Assigned’ list, click on the Preparer’s name in the ‘Unassigned’ list and then click the ‘Add’ link.

To make sure the Preparer has the facility associated with the submission package in his/her profile, the Certifier should enter the submission package of interest, click on the ‘Edit Facility Details’ link, record the value contained in the ‘Facility Registry Identifier’ field and give this value to the Preparer. The Preparer should then follow the steps in Section 3.5.1 of the CEDRI User Guide to add the facility to his/her profile.

Once the conditions are successfully met, the Preparer should be able to see the submission package created by the Certifier in the table on the Submission Homepage.

**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 package. You can download the most recent version of the ERT at: <http://www.epa.gov/ttn/chief/ert/index.html#install>.
* 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 package was not created.
* Make sure that your facility information in the Test Plan contains a valid State Code.
* Make sure that your submission package is a complete Test Report and not just a Test Plan. Only completed Test Reports should be submitted through CEDRI.

**Question:** How do I preview and print my report?

**Answer:** After uploading a Notification Report file, or completing an Air Emissions Report Form or Notification of Compliance Status form, you may preview the report by clicking on the ‘Preview/Print’ hyperlink within the desired subpart in your submission package. Once selected, a preview of your report will open as a PDF file in a new tab in your browser.

If desired, you may print or save the PDF that is generated by clicking on the ‘Preview/Print’ hyperlink. Any attachments that were uploaded to the package will not be included in the PDF report. You must print all attachments separately from the PDF report.

**Question:** As a State 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. Information on State Reviewer notification filters can be found in Section 3.7 of the CEDRI State Reviewer’s User Guide. The State Reviewer’s User Guide is available for download on the State Reviewer’s Submission Homepage.

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

**Answer:** CEDRI Training Material and User Guides can be found here:

* [How to register in CEDRI](https://www.youtube.com/watch?v=gIRrMxrcTzE)
* [CEDRI User Guide](https://cdxnodengn.epa.gov/cdx-cedri-phase2/help/UserGuide.pdf)
* [CEDRI XML Reporting Instructions](https://cdxnodengn.epa.gov/cdx-cedri-phase2/help/XML_Reporting_Instruction.pdf)

Numerous training videos for the ERT can be found on the ERT website at: <http://www.epa.gov/ttn/chief/ert/ert_training.html>.