

CEDRI History

Note: 'CEDRI History' displays reports submitted for the facilities listed in 'My Facilities'. You can view reports prepared and submitted by other people from your facility in addition to the reports you have prepared and/or submitted.

This job aide describes how to navigate to, view, and review reports submitted in CEDRI.

Reports submitted to EPA display 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.

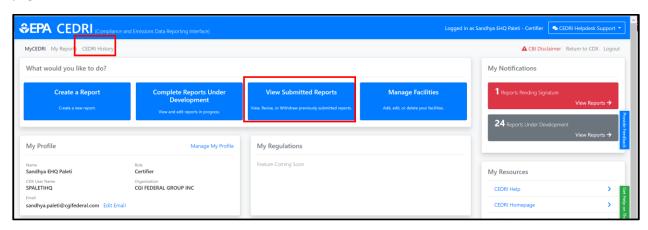


Exhibit 1

Each CEDRI role has pre-set filters that control which reports display 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	Reports they prepared	
Certifier	Reports submitted by their facility	
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

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	Withdrawn: Report has been withdrawn at the request of the Certifier	

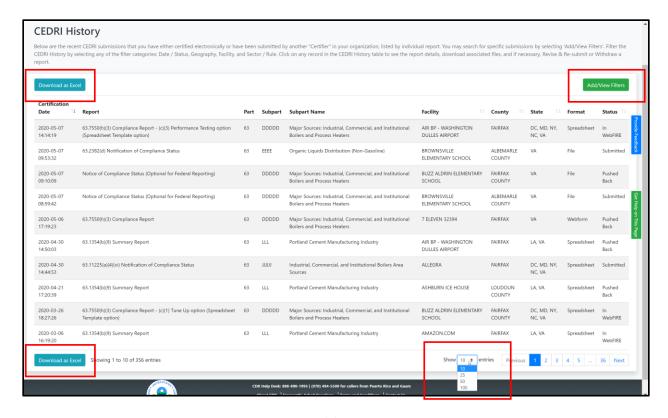


Exhibit 2

CEDRI History Job Aide



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.

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).

For more information on using the search filters, please refer to the CEDRI Search Job Aide.