

Industry Report Details Page

This job aide guides you through the features of the 'Report Details' page for Industry roles (Preparer, Certifier/Delegated Certifiers). If you are looking for guidance related to the features of the 'Report Details' page for State and EPA Regional Reviewers, please review the [State Reviewer and EPA Regional Reviewer Job Aide](#).

Upon clicking on a report record in the 'CEDRI History' table, you are redirected to the 'Report Details' page. This page contains report metadata, links to the report documents, and information about the report. From this page you can see when the report was submitted to EPA, who signed and submitted the report, and for which facility the report was submitted; you may also revise or withdraw a report.

The screenshot shows the EPA CEDRI 'Report Details' page for a compliance report. The page includes a navigation bar with 'MyCEDRI', 'My Reports', and 'CEDRI History'. The main content area is titled 'Report Details' and shows the report ID '63.7550(h)(3) Compliance Report for CHANTILLY GARAGE'. At the top right, there are buttons for 'Revise & Re-submit Report' (1) and 'Withdraw Report' (2). Below this is a 'Documents' section (3) with a 'Download All' button and a table of documents. The table has columns for 'Name', 'Size (kb)', and 'Date Archived'. Three documents are listed: 'COMPLIANCE REPORT_DDDDD_63.7550(h)(3).xml' (8), 'COMPLIANCE REPORT_DDDDD_63.7550(h)(3).pdf', and 'CEDRI Test Release 2.928.0_02192020.docx'. Below the documents is a navigation bar with tabs for 'Report' (4), 'Facility' (5), 'Certifier' (6), 'Revision' (7), and 'Comments' (9). The main content area is divided into two sections: 'Report Submission Information' and 'Report Type Information'. The 'Report Submission Information' section includes fields for Report Status (Submitted), Certification Date (2020-05-12 14:28:31), Available in WebFIRE (2020-06-11), CROMERR Activity ID, and CROMERR Document ID. The 'Report Type Information' section includes fields for Report Name (63.7550(h)(3) Compliance Report), Citation (63.7550(h)(3) - Part 63 Subpart DDDDD - Major Sources: Industrial, Commercial, and Institutional Boilers and Process Heaters), Report Type (Periodic Report), and Format (Webform).

Exhibit 1

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Revise & Resubmit Report

To revise & re-submit your report; click the 'Revise & Re-submit Report' button (Exhibit 2). Once you click the button, a 'Resubmission Warning' message displays (Exhibit 3) informing you that your original report will be replaced in CEDRI and in WebFIRE by the revised report. For more information about revising and resubmitting a report, refer to the [Revising and Resubmitting Report](#) Job Aide.



Exhibit 2

If you are resubmitting a spreadsheet report, you must download the report being revised (Exhibit 3). Once you have downloaded your prior submission, select the green 'Continue' button to move forward with the process.

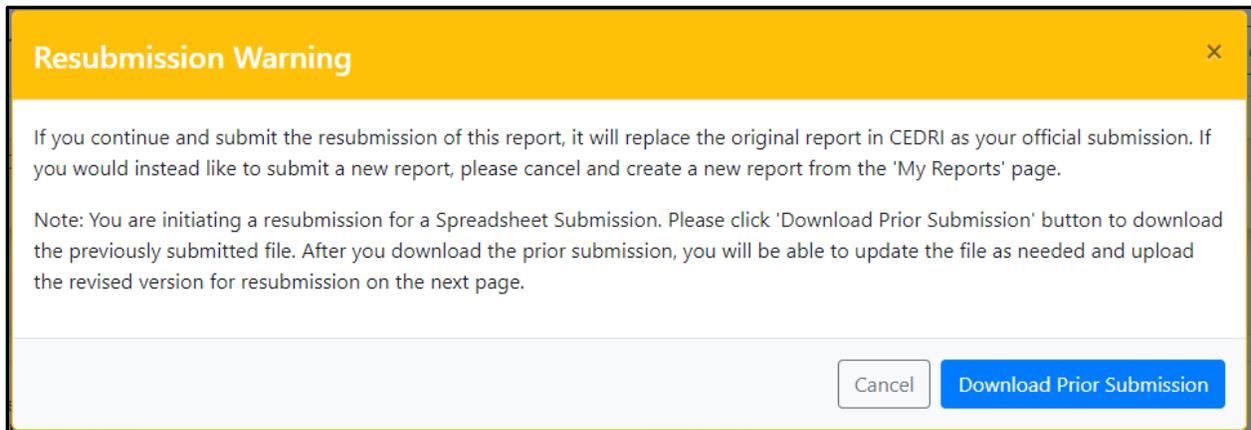


Exhibit 3

Withdraw Report

Note: Only users registered with the Certifier role may withdraw a report submitted to EPA. Just as the submission of the report required signing by a Certifier, rescinding the report submission also requires signing by a Certifier.

To withdraw your report, click the 'Withdraw Report' button (Exhibit 4). Clicking 'Withdraw Report' displays a Withdraw Warning (Exhibit 5) informing you that withdrawing your report removes the report from WebFIRE as well as removing the report from CEDRI. For more information about withdrawing a report, refer to the [Withdrawing a Report](#) Job Aide.

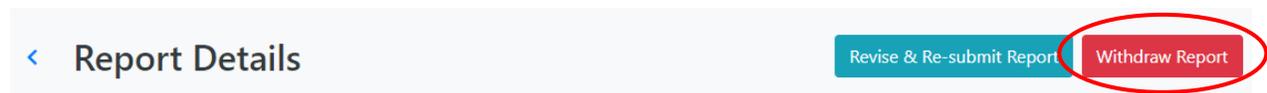


Exhibit 4

To continue with withdrawing the report, click the green 'Confirm & Authenticate' button (Exhibit 5), and complete the signature process to confirm the withdrawal.

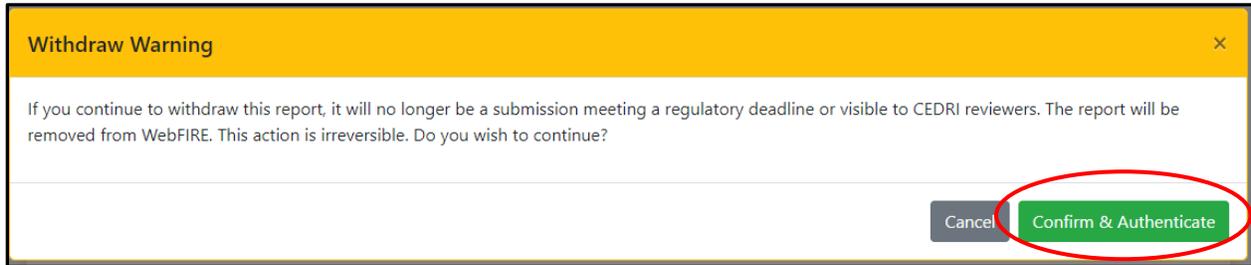


Exhibit 5

Documents

Depending on the type of report submitted in CEDRI, the quantity and type of files included with the report varies.

Type of Report	File	Description
Web form	PDF	Printable version of report with embedded files. See the section on Downloading Files from Web Form PDF to learn how to access files embedded in PDF report files.
	XML	File containing the report data from the web form.
	ZIP	Compressed file containing all attachments to the web form report.
Spreadsheet	ZIP	Compressed file containing the spreadsheet report.
PDF	ZIP	Compressed file containing the Portable Document Format (PDF) report.

There are two ways to download the files included in the report submission:

1. Download all files contained in the report submission as a single ZIP file.
2. Download each file contained in the report submission individually.

To download all report files in a single ZIP file, click the 'Download All' button (Exhibit 6). This downloads a ZIP file containing all files included in the report submission. The file appears at the bottom of your browser window.

To download files individually, clicking on the file name link prompts your browser to download the file. The file appears at the bottom of your browser window.

Name	Size (kb)	Date Archived
COMPLIANCE REPORT_DDDDD_63.7550(h)(3).xml	0	2019-09-03 12:43:38
COMPLIANCE REPORT_DDDDD_63.7550(h)(3).pdf	0.4	2019-09-03 12:43:38
63 DDDDD - Fuel Analysis.zip	0.3	2019-09-03 12:43:38

Exhibit 6

Report Information

The Report tab contains all information related to the report submission and report type. Hovering over the information tooltip on the 'Report Status' row (Exhibit 7) displays a window that explains report status values.

Documents
Download All

Name	Size (kb)	Date Archived ?
Test asssmenet.pdf	0.2	2020-05-08 15:13:51

Report
Facility
Certifier
Revisions
Comments

Report Submission Information

Report Status	Pushed Back ?
Certification Date ?	2020-05-08 15:13:44
Available in WebFIRE ?	2020-06-07 (12 Days)
CROMERR Activity ID	_0af77ad8-b871-4a17-a20c-eebaff6504f5
CROMERR Document ID	24000327-ea4a-4e52-bf49-90c06370e037

Report Type Information

Report Name	Notice of Compliance Status (Optional for Federal Reporting)
Citation	Part 63 Subpart DDDDD - Major Sources: Industrial, Commercial, and Institutional Boilers and Process Heaters
Report Type	Notification Report
Format	File

Exhibit 7

Report Status values:

Report Status	Description
Submitted	Report signed by a Certifier and received by EPA. The report is available for review by EPA, and state, local and tribal environmental agency staff. The report is not yet available in WebFIRE.
In WebFIRE	Report signed by a Certifier, received by EPA, and available in WebFIRE.
Failed	Report signed by a Certifier, received by EPA, but cannot be processed and transferred to WebFIRE. The report requires correction and re-submission. Contact the CDX Help Desk for assistance.
Processing	Indicates that the report was signed and submitted by a Certifier, but has not yet been processed by the CROMERR database.
Resubmitted	Indicates that a previously submitted report has been redacted for resubmission by a Certifier.

Withdrawn	Indicates that the report was submitted, but has been withdrawn at the request of the Certifier.
Pushed Back	Indicates the report has been pushed back to the Certifier for revision and resubmission.

Facility Information

The Facility tab contains information about the facility associated with the report that was submitted. Clicking the 'FRS Registry ID / Program ID' link (Exhibit 8) takes you to the My Facilities section on the 'MyCEDRI' Dashboard where you can view and edit information about your facility. The section titled, 'Other Facilities Contained in Report' provides a list of other facilities that are associated with the report.

The screenshot shows the 'Report Details' page for 'RESTON VILLAGE CLEANERS'. It includes a 'Documents' section with a table listing 'Test assssmenet.pdf' (0.2 kb, 2020-05-07 10:19:06). Below this are tabs for 'Report', 'Facility', 'Certifier', 'Revisions', and 'Comments'. The 'Facility' tab is active, displaying the facility name 'RESTON VILLAGE CLEANERS' and a circled link for 'FRS Registry ID / Program ID' with values '110020677329 / CEDRI10241923'. A section for 'Other Facilities Contained in Report' is also visible but empty.

Exhibit 8

For more information about viewing and editing facility information, refer to section 3 'Viewing/Editing Facilities' in the [Managing Facilities Job Aide](#).

Certifier Information

The certifier tab contains information about the certifier that signed and submitted the report.

Clicking 'Manage My Profile' (Exhibit 9) takes you to the CDX 'My Profile' page where you can adjust your profile information. Clicking the email hyperlink (Exhibit 9) opens a new email in your email client addressed to the certifier.

Report	Facility	Certifier	Revisions	Comments
Name		CDX User ID		
Sandhya HQ Paleti		SPALETIHQ		
Email		Organization		
sandhya.paleti@cgifederal.com		CGI FEDERAL		
Manage My Profile				

Exhibit 9

Revision Information

The Revisions tab displays revision history of the report that you are viewing. The 'Revisions' tab only appears if a report has been revised or withdrawn. To view a previous version of the report, click one of the 'View' links in the 'Action' column (Exhibit 10) to switch the Report Details view to that version of the report.

[<](#) **Report Details**

Notice of Compliance Status (Optional for Federal Reporting) for RESTON VILLAGE CLEANERS

Documents [Download All](#)

Name	Size (kb)	Date Archived ⓘ
Test assssmenet.pdf	0.2	2020-05-07 10:19:06

[Report](#)
 [Facility](#)
 [Certifier](#)
 [Revisions](#)
 [Comments](#)

Revision Number	Submitted Date	Action
3	2020-05-07 11:27:37.164	View
2	2020-05-07 11:25:05.577	View
1 (Original Submission)	2020-05-07 10:18:45.920	Viewing

Exhibit 10

Downloading Files from Web Form PDF

In order to access the files embedded in the Web Form PDF, begin by downloading the file (Exhibit 11). Once you have downloaded the file, open it in your PDF viewer.

Documents		
Name	Size (kb)	Date Archived
COMPLIANCE REPORT_DDDDD_63.7550(h)(3).xml	0	2019-09-13 15:01:38
COMPLIANCE REPORT_DDDDD_63.7550(h)(3).pdf	0.4	2019-09-13 15:01:38
63 DDDDD - Fuel Analysis.zip	0.3	2019-09-13 15:01:38

Exhibit 11

Once you have opened the file (File -> Open -> Your Document), select the paperclip icon from the left navigation pane within the Adobe Reader application (Exhibit 12). Once you click the paperclip icon, an attachments window expands containing all embedded attachments.

The screenshot shows the Adobe Acrobat Reader interface. The title bar reads "COMPLIANCE REPORT_DDDDD_63.7550_h_3_(4).pdf - Adobe Acrobat". The menu bar includes File, Edit, View, Window, and Help. The toolbar contains various icons for file operations and viewing. The left navigation pane shows the "Attachments" section, which is expanded to show a list of attachments. A paperclip icon is circled in red, and the attachment "63 DDDDD - Fuel Analysis.zip" is also circled in red. The main content area displays a "Compliance Report" form for BUZZ ALDRIN ELEMENTARY SCHOOL. The form includes a header with the school name and location, and a section titled "FACILITY INFORMATION" with the following details:

Compliance Report	
For BUZZ ALDRIN ELEMENTARY SCHOOL located in RESTON, VA	
Report required under 40 CFR 63.7550(h)(3), Subpart DDDDD Major Sources: Industrial, Commercial, and Institutional Boilers and Process Heaters	
FACILITY INFORMATION	
Provide the date of report. (§63.7550(c)(5)(iii))	
Date and Time of Report	2019-09-13
Provide your Company and Facility name and address. (§63.7550(c)(5)(i))	
Company Name	
Facility Name	BUZZ ALDRIN ELEMENTARY SCHOOL
Facility Address	11375 CENTER HARBOR ROAD, FAIRFAX, RESTON, VA 20194-2061
Mailing Address	No mailing address was provided.
Longitude of Facility	-77.33796

Exhibit 12

Comments

When a Certifier or Preparer submits a report to EPA for review, EPA has the ability to push the report back to the facility in order for them to revise and resubmit the report. The State Reviewer or EPA Regional Reviewer must include a comment, which displays in the 'Comments' tab (Exhibit 13) on the 'Report Details' page. The comment instructs the facility of the required revisions that must be made to the report. Additionally, any comments the Preparer or Certifier provides displays in the 'Comments' tab.

Note: The 'Comments' tab only appears if the State Reviewer or EPA Regional Reviewer provides a comment.

The screenshot shows the EPA CEDRI interface. At the top, it says "EPA CEDRI (Compliance and Emissions Data Reporting Interface)" and "Logged in as Sandhya HQ Paleti - Certifier". The main heading is "Report Details" for "63.7550(h)(3) Compliance Report - (c)(4) CMS option (Spreadsheet Template option) for CHANTILLY HIGH SCHOOL". There are buttons for "Revise & Re-submit Report" and "Withdraw Report". Below this is a "Documents" section with a table containing one entry: "63 DDDDD - CMS.zip" (0.3 kb, 2020-05-21 16:17:14). A "Comments" tab is selected and circled in red. Below it is a table of revisions, also with the "Comments" column circled in red. The table shows two revisions: one by a Certifier ("Updated the Citation.") and one by a State Reviewer ("Wrong Citation has been used.").

Date	User Name	Role	Comment	Revision
2020-05-21 16:16:59.562	Sandhya HQ Paleti	Certifier	Updated the Citation.	2
2020-05-21 16:15:41.019	Sandhya HQ Paleti	State Reviewer	Wrong Citation has been used.	1

Exhibit 13