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.

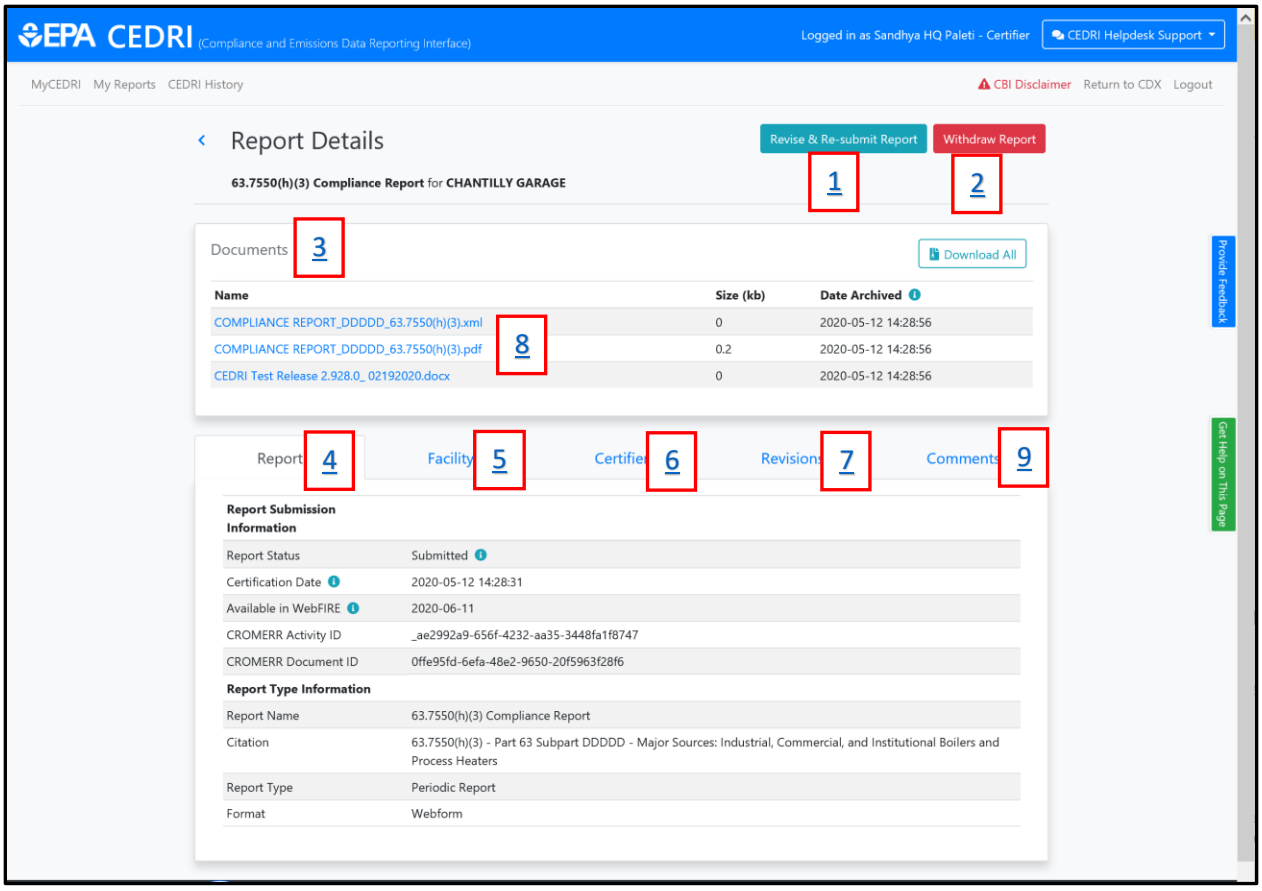

Exhibit 1

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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.

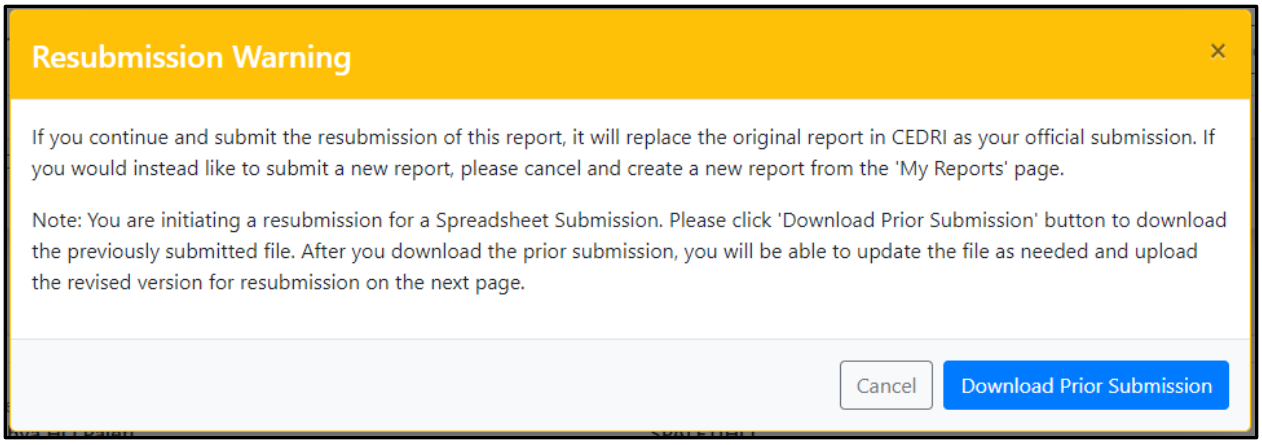

Exhibit 3

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.

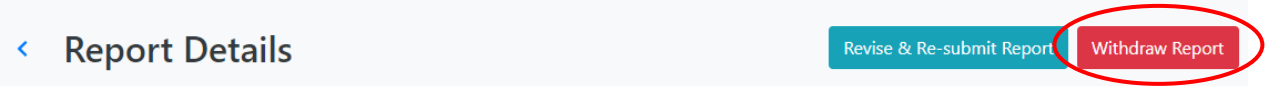

Exhibit 4

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

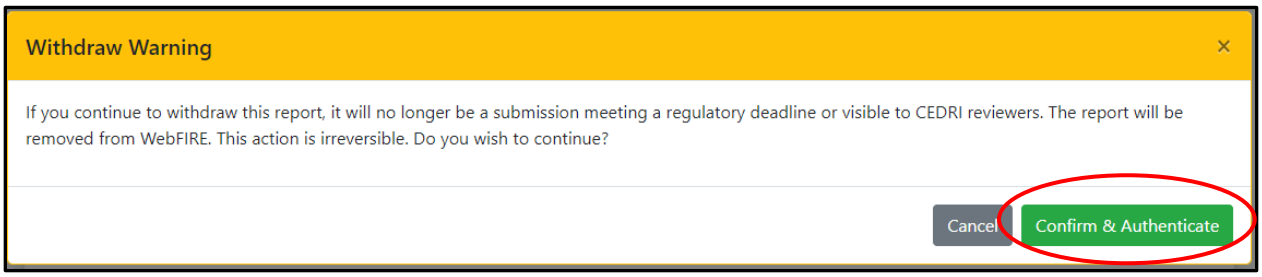

Exhibit 5

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.

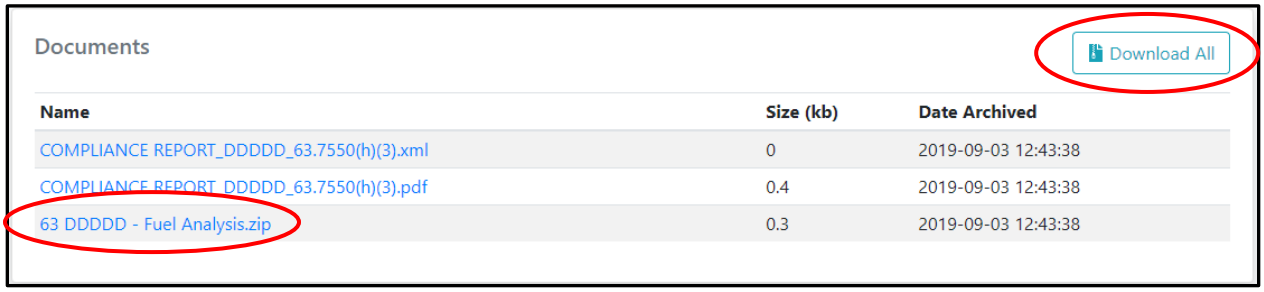

Exhibit 6

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.

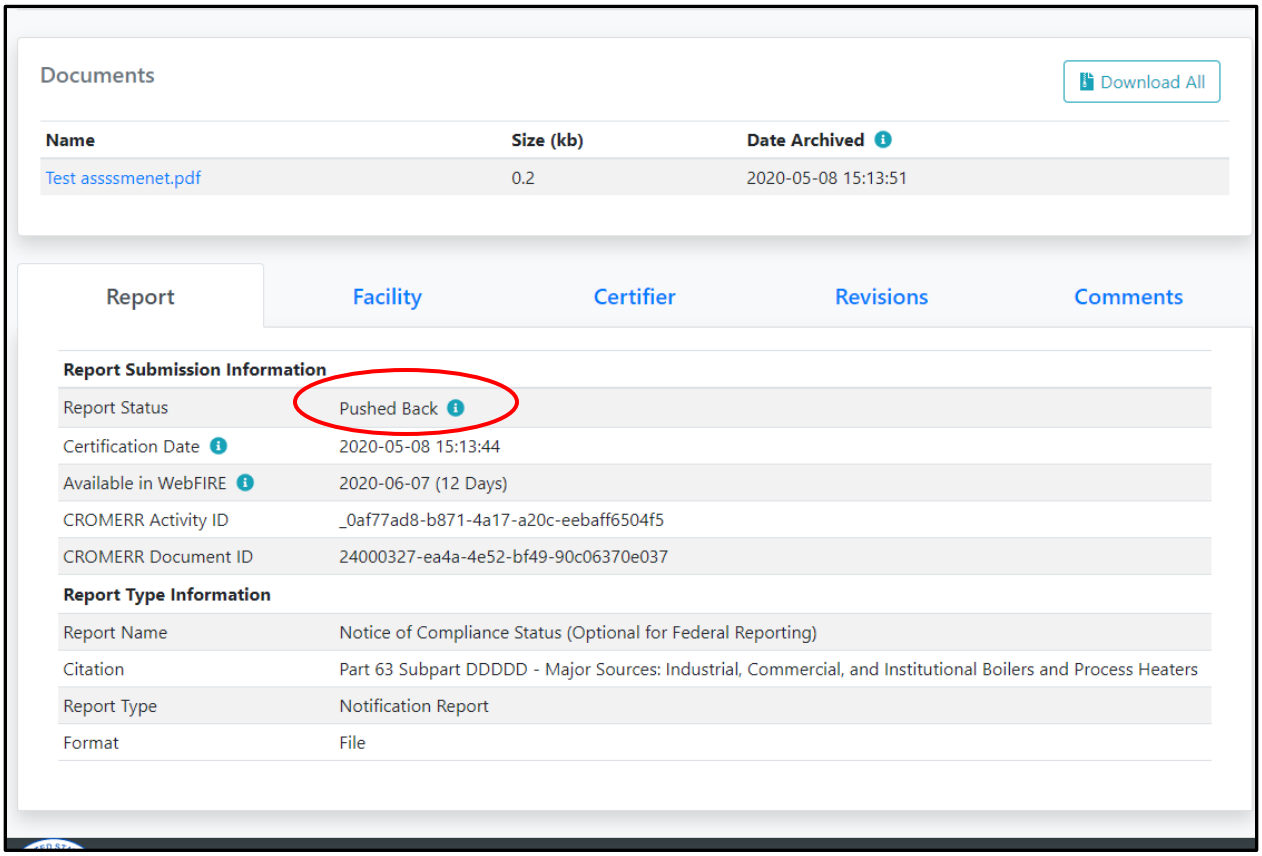

Exhibit 7

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.

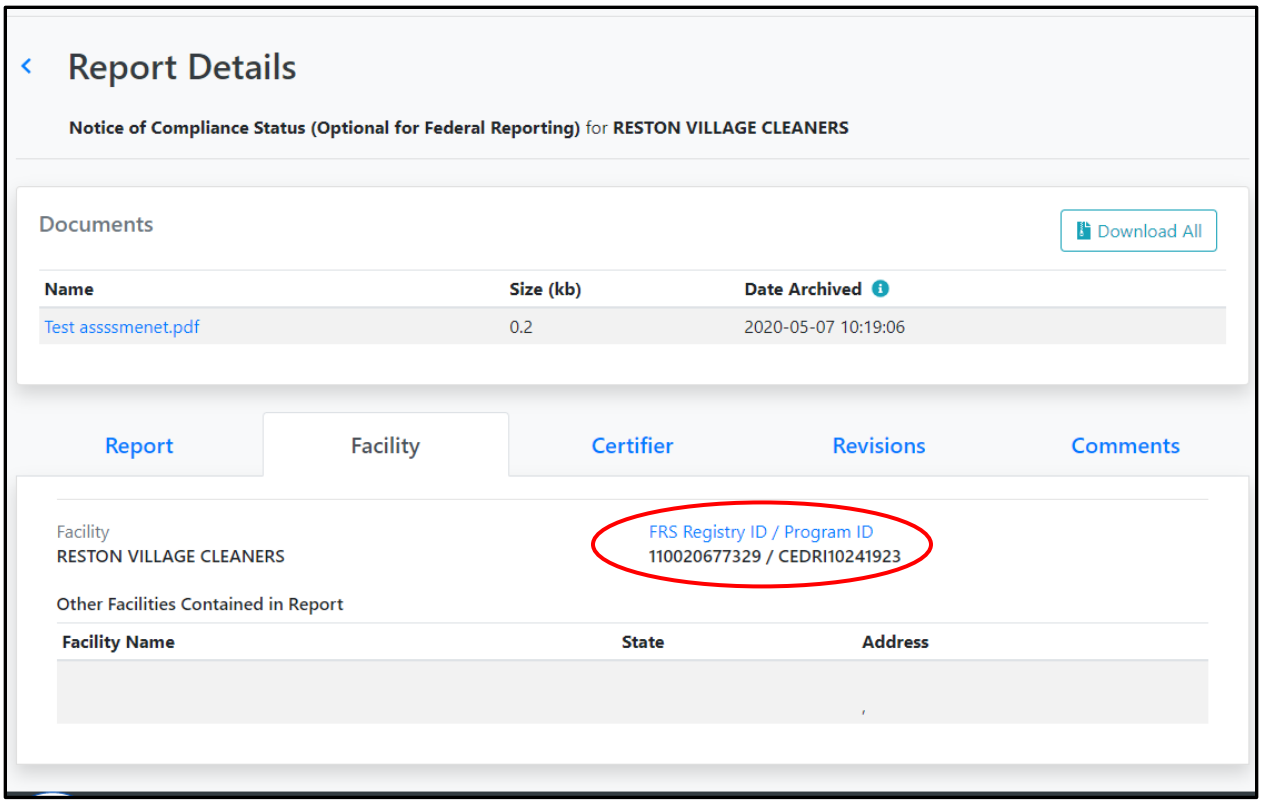

Exhibit 8

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.

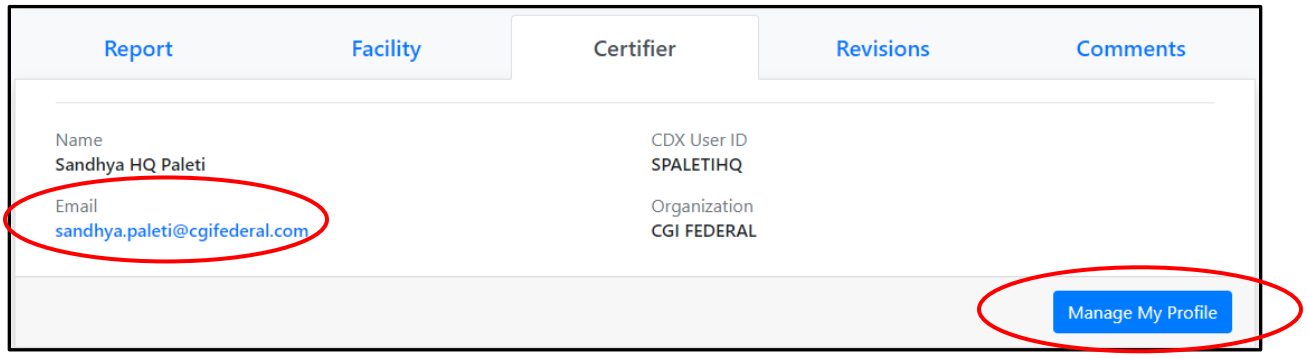

Exhibit 9

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.

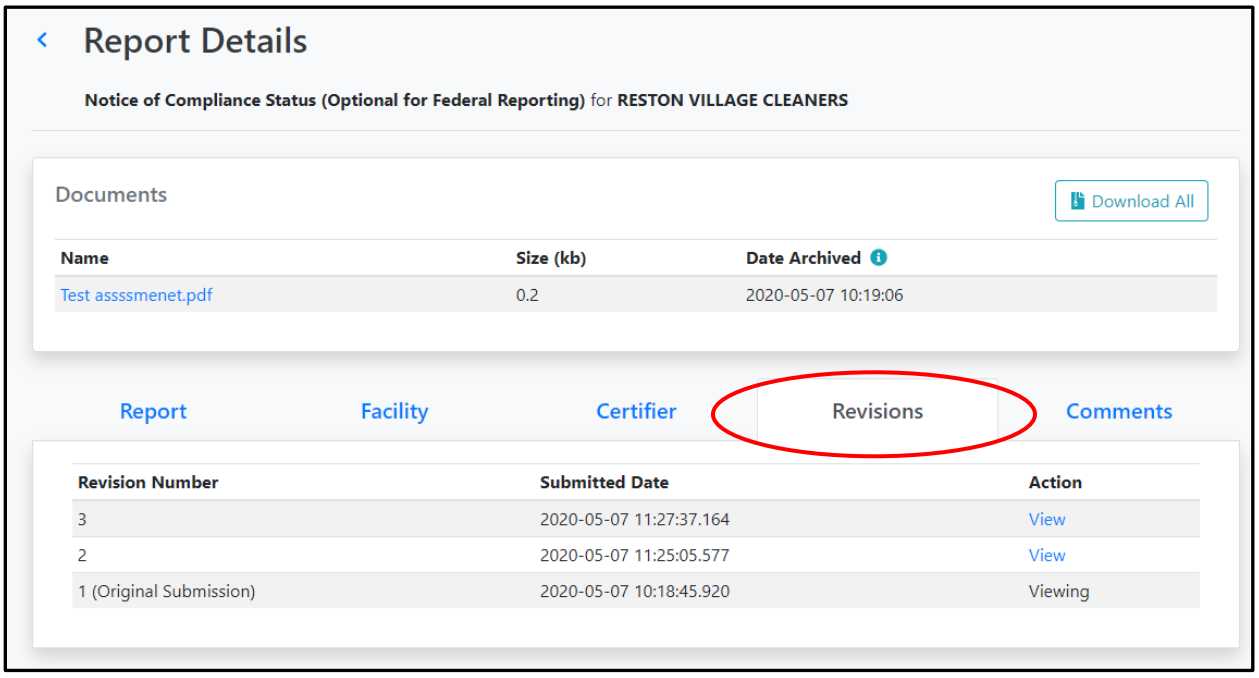

Exhibit 10

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.

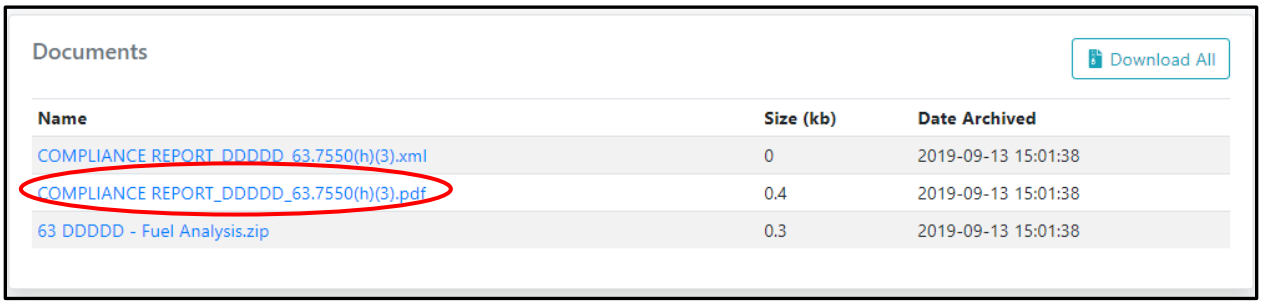

Exhibit 11

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.

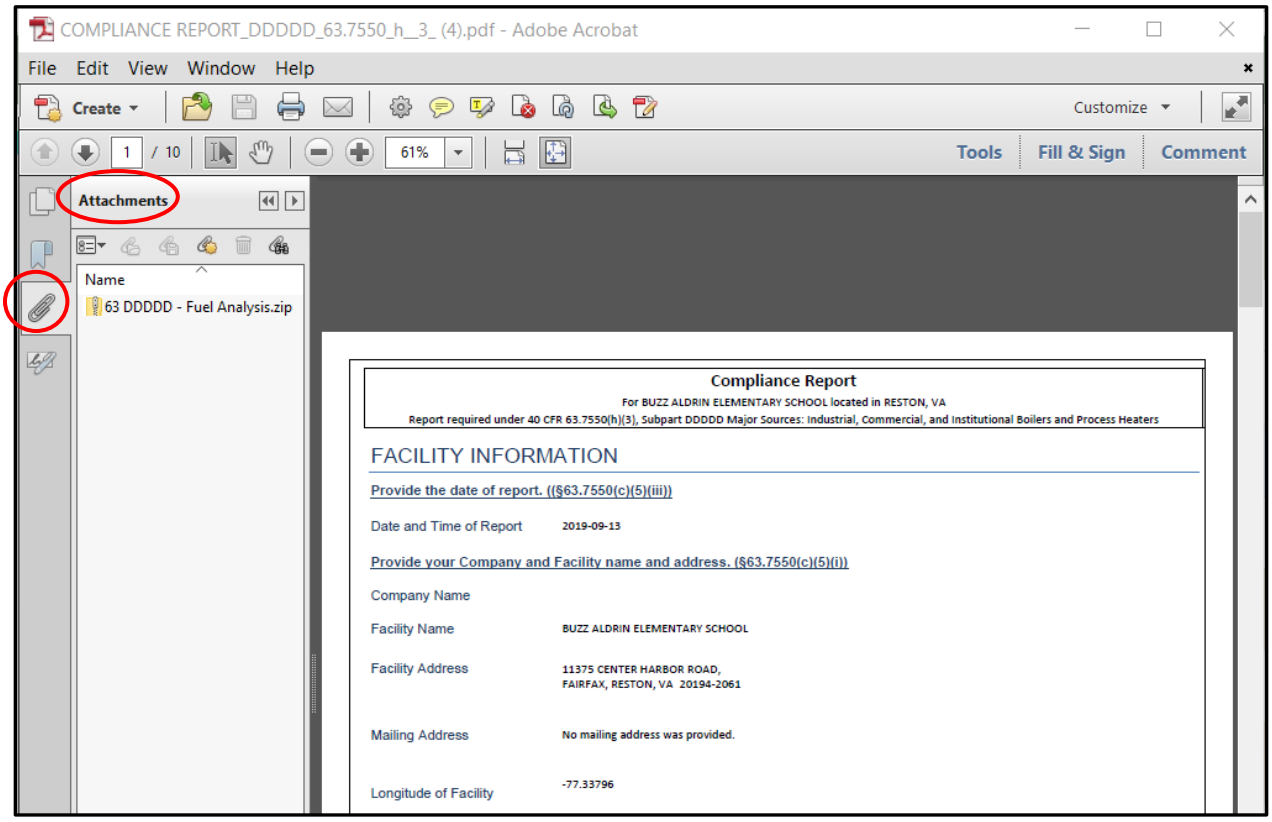

Exhibit 12

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.

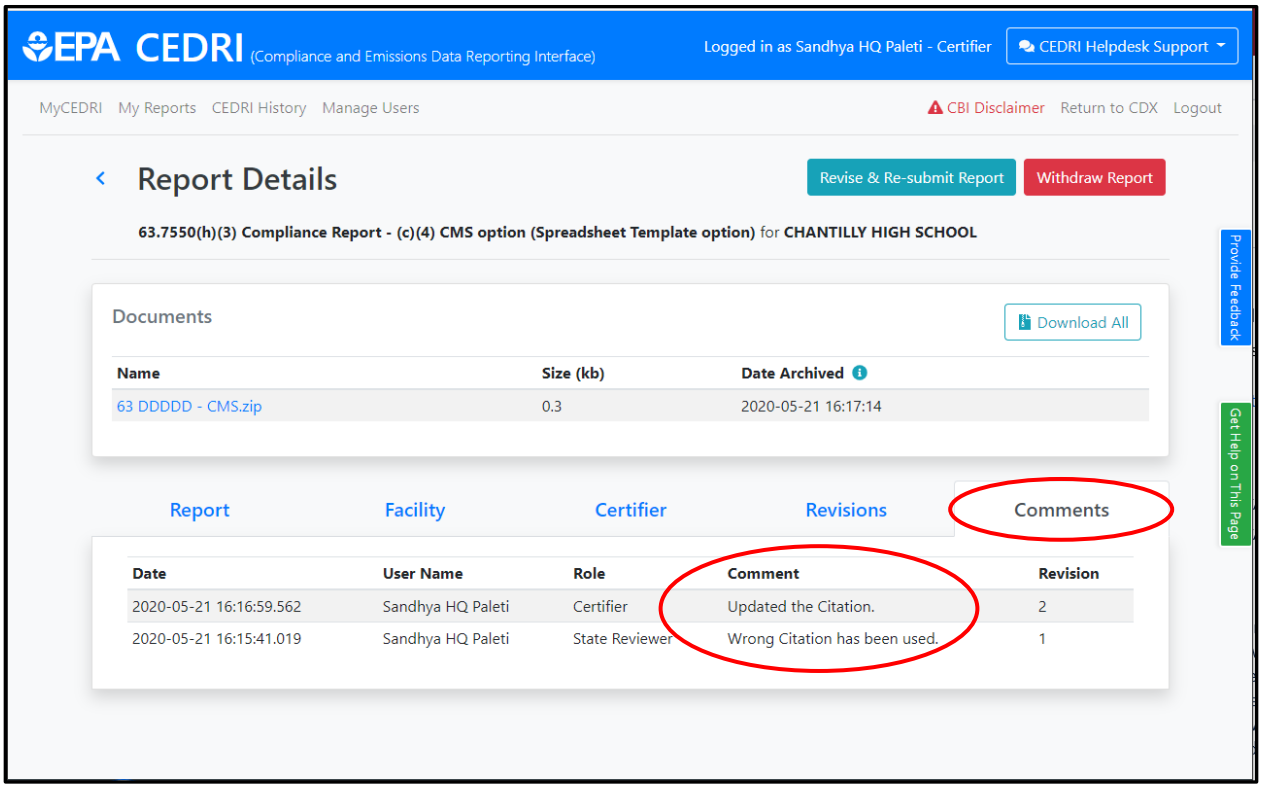

Exhibit 13