

## **CEDRI Search**

To access CEDRI Search from the 'CEDRI History' page, click the 'Add/View Filters' button (Exhibit 1) to display the Search filters. Search filters display above the 'CEDRI History' list (Exhibit 2). 'Apply Filters' and 'Hide Filters' buttons appear in both the filter pane and at the top of the 'CEDRI History' pane.

CEDRI His	story										
Below are the recer selecting 'Add/View associated files, and	Below are the recent CEDRI submissions that you have either certified electronically or have been submitted by another "Certifier" in your organization, listed by individual report. You may search for specific submissions by selecting 'Add/View Filters'. Filter the CEDRI History by selecting any of the filter categories: Date / Status, Geography, Facility, and Sector / Rule. Click on any record in the CEDRI History table to see the report details, download associated files, and if necessary, Revise & Re-submit or Withdraw a report.										
Download as Exce	el									Ad	ld/View Filters
Certification Date 11	Report	†⊥ p	Part ↑↓	Subpart $\uparrow\downarrow$	Subpart Name		Facility 11	County 💷	State 💷	Format	Status 11
2019-09-16 15:27:31	Site Specific Monitoring Plan (63.658(i), Optional for Federal Reporting)	6	63	сс	Petroleum Refineries		JAYS OUTBOARD INC	JEFFERSON	LA	File	In WebFIRE
2019-09-13 15:01:38	63.7550(h)(3) Compliance Report	6	53	DDDDD	Major Sources: Industrial, Commercial, and Institutional Boilers and Process Heaters		BUZZ ALDRIN ELEMENTARY SCHOOL	FAIRFAX	VA	Webform	In WebFIRE
2019-09-11 17:18:47	63.655(h)(8) Fenceline Monitoring Report	6	63	сс	Petroleum Refineries		JAYS OUTBOARD INC	JEFFERSON	CA, LA, TX	Spreadsheet	In WebFIRE
2019-09-11 17:09:46	63.655(h)(8) Fenceline Monitoring Report	6	53	СС	Petroleum Refineries		JAYS OUTBOARD INC	JEFFERSON	CA, LA, TX	Spreadsheet	Resubmitted



CEDRI His	story								
Below are the recer selecting 'Add/Viev download associate	nt CEDRI submissions that you have either cent v Filters'. Filter the CEDRI History by selecting ed files, and if necessary, Revise & Re-submit	tified elec any of the or Withdr	ctronically or e filter categ aw a report.	r have been submitted by another "Certifier" in your organi orries: Date / Status, Geography, Facility, and Sector / Rule.	zation, listed by individ Click on any record in	lual report. You the CEDRI Histo	i may search ory table to	i for specific su see the report	bmissions by details, Povide F
What would yo	u like to filter by? 🕚						А	pply Filters	Hide Filters
	Date / Status		Geogr	raphy Facility	/		Se	ector / Rule	Get He
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Download as Exc	el						A	oply Filters	Hide Filters
Certification	Devent	P	Culment	Culturent Name	r- ille 1	Country 11	Charles (1)	Farment	Chatura 1
Date	Report	Part	Subpart	Subpart Name	Facility	County	State	Format	Status
2020-06-01 14:35:28	Notice of Compliance Status (Optional for Federal Reporting)	63	DDDDD	Major Sources: Industrial, Commercial, and Institutional Boilers and Process Heaters	1 STOP KITCHEN AND BATH	LOUDOUN	VA	File	Submitted
2020-05-11 17:36:14	Notice of Compliance Status (Optional for Federal Reporting)	63	DDDDD	Major Sources: Industrial, Commercial, and Institutional Boilers and Process Heaters	BONNIE BRAE ELEMENTARY SCHOOL	FAIRFAX	VA	File	Submitted
2020-05-11 17:25:30	Notice of Compliance Status (Optional for Federal Reporting)	63	DDDDD	Major Sources: Industrial, Commercial, and Institutional Boilers and Process Heaters	BONNIE BRAE ELEMENTARY SCHOOL	FAIRFAX	VA	File	Resubmitted

Exhibit 2



Four filter groups allow refinement of the 'CEDRI History' list by a number of search criteria:

Filter Group	Parameter	Description					
Date / Status / Report	Start Date	Beginning date range. Limited by earliest date that a report was received by EPA					
	End Date	Ending data range. Limited by latest date that a report was received by EPA					
	Status	Picklist of report status (i.e. Submitted, Resubmitted, In WebFIRE, Pushed Back, Withdrawn, Processing)					
	CROMERR Activity ID	Free text field. User can apply the Activity ID to search for a specific report					
	CROMERR Document ID	Free text field. User can apply the Document ID to search for a specific report					
	Has Report Been Reviewed?*	Yes/No drop down field. Allows the user to see if a repo has or has not been reviewed by the State or EPA Regional Reviewer					
	Has Report Been Pushed Back?*	Yes/No drop down field. Allows the user to see if a report has or has not been pushed back by the State or EPA Regional Reviewer					
Geography	State	Picklist of states where facility is located					
	County	Picklist of counties limited by states selected					
Facility	Facility ID	Free Text Field. User can apply FRS EPA Registry ID  CEDRI Program ID					
	Facility Name	Picklist of facility names					
Sector / Rule	Sector	Picklist of industry sectors					
	Source Category	Picklist of industry source categories limited by Sectors selected					
	Part	Picklist of 40 CFR parts (i.e. Parts 49, 60, 62, 63, 70, 71)					
	Sub-part	Picklist of 40 CFR subparts limited by Parts selected					
	Report Type	Picklist of Report Types (report categories)					
	Report Name	Picklist of Report Names limited by Report Types selected					
	Format	Picklist of report file formats					

\*These filters are only visible to State and EPA user roles.

**Note:** Geography and Facility group filter values are limited by the reports contained in the 'CEDRI History' list. Filter values for all other filter categories use all available system values. Therefore, some filter settings may result in no reports satisfying the search criteria.

Each CEDRI role has pre-set filters that differ based on user role. The filters affect which reports a user can view on their 'CEDRI History' page. The user roles, and a description of the reports available to them, are displayed in the table below.



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

Search filters are optional. By default, 'CEDRI History' displays all submitted reports based on user role. Use search filters to restrict the list of reports displayed in the 'CEDRI History' list. To set a filter, click a filter group to display or hide filter settings. Clicking the 'Date / Status / Report' button displays 'Start Date', 'End Date', 'Status', 'CROMERR Activity ID', 'CROMERR Document ID', 'Has Report Been Reviewed', and 'Has Report Been Pushed Back' filters (Exhibit 3).

**Note**: The 'Has Report Been Reviewed?' and 'Has Report Been Pushed Back?' filters are only visible to State and EPA user roles. Industry users will not see these filters.

These fields are used by delegated authorities using CEDRI as a review tool and will not reflect how all reports are reviewed.

After setting filter values, click 'Apply Filters' to refresh the 'CEDRI History' list. When setting a filter, filter settings appear at the top of the filter pane below the category title (Exhibit 3).

To remove all filters and restore the 'CEDRI History' list, click 'Clear Filters' (Exhibit 3). To remove individual filter values, click either of the two 'x' buttons shown on each filter value selection or to the right of the filter value selections (Exhibit 4). To adjust 'Start Date' and 'End Date' filter values, click the date to bring up the calendar and select a new date.

t would you like to filter by? 🕚		A	pply Filters Clear Filters Hide Filters
Date / Status / Report	Geography	Facility	Sector / Rule
Date / Status / Report Filters Start Date: 01-01-2020 End Date: 05-27-2020 Status: In We	bfire	L3	
Start Date	End Date	Status	
01-01-2020	05-27-2020	× In WebFI	RE ×
CROMERR Activity ID 🕚	CROMERR Document ID ()		
	Ev: 12345678-abcd-9012-efgb-34567890	01234	
Ex: _12345678-abcd-9012-efgh-345678901234	Lx. 12545070-abcd-5012-eigit-54507050	51254	
Ex: _12345678-abcd-9012-efgh-345678901234 Has Report Been Reviewed? ①	Has Report Been Pushed Back?	1254	





		Apply Filters Hide Filters
Geography	Facility	Sector / Rule
UNTY		
County	N COUNTY X	
	County	County

Exhibit 4

To hide a filter group click the filter group button. If you have filters set in that category, the filter button displays in green, instead of blue, indicating filters are set for this group (Exhibit 5).

What would you like to filter by? <b>8</b>			Apply Filters Clear Filters Hide Filters
Date / Status / Report	Geography	Facility	Sector / Rule

Exhibit 5

By clicking the 'Hide Filters' button (Exhibit 5) you can hide the filter pane (Exhibit 6) while still retaining the filter settings.

Download as	Exce	Filters: Start Date: 01/01/2020 End Date: 05/07/	2020 Statu	s: In WebFIRE					Clear F	ilters Add/	View Filters
Certification Date	↑↓	Report	Part	Subpart	Subpart Name	Facility	ţ↓	County 1	State 斗	Format	Status 斗
2020-03-26 18:27:26		63.7550(h)(3) Compliance Report - (c)(1) Tune Up option (Spreadsheet Template option)	63	DDDDD	Major Sources: Industrial, Commercial, and Institutional Boilers and Process Heaters	BUZZ ALDRIN ELEMENTARY SCHOOL		FAIRFAX COUNTY	DC, MD, NY, NC, VA	Spreadsheet	In WebFIRE
2020-03-13 13:10:01		60.5420a(b) Annual Report	60	0000a	Crude Oil and Natural Gas Facilities for which Construction, Modification, or Reconstruction Commenced after 9/18/2015	BUZZ ALDRIN ELEMENTARY SCHOOL		FAIRFAX COUNTY	LA, OK	Spreadsheet	In WebFIRE



Once a filter is set and you choose to view the 'Report Details' (Exhibit 7) of a particular report, clicking the back button to return to the 'CEDRI History' page does not alter the filter settings (Exhibit 8). The reports continue to be filtered by the criteria that was previously set.

## **CEDRI Search Job Aide**



MyCEDRI My Reports CEDRI History       CED Dockainer       Review Dir Record Dir Control         Report Details       Review Dir Resport       Withdraw Report         S.1354(b)(9) Summary Report for AMAZON.COM       Documents       Documents         Name       Size (kb)       Date Archived I       Download All         Name       Size (kb)       Date Archived I       Image: Certification Date I         Report       Facility       Certifier       Revisions         Report Status       In WebFIRE I       2020-03-06       Technologies (Certification Date I)       2020-03-06         Available in WebFIRE I       2020-03-06       Technologies (Certification Date I)       2020-03-06       Technologies (Certification Date I)       2020-03-06         Report Status       In WebFIRE I       2020-03-06       Technologies (Certification Date II)       2020-03-06       Technologies (Certification Date III)       2020-03-06       Technologies (Certification Date III)       2020-03-06       Technologies (Certification Date IIII)       2020-03-06       Technologies (Certification Date IIII)       Technologies (Certification Date IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	♣EPA CE	EDRI (Compliance and Emissions Da			Logged in as Sandhya EHQ	Paleti - Certifier	CEDRI Helpdesk	Support 👻
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Format Spreadsheet (Template v1.00)		Format	Spreadsheet (Templ	ate v1.00)				

## Exhibit 7

When returning to the 'CEDRI History' page (Exhibit 8), the filter panes are hidden. If you would like to change filter settings, click the 'Add/View Filters' button to display the filter panes (Exhibit 8).

CEDRI His	story									
Below are the recer selecting 'Add/View associated files, and	t CEDRI submissions that you have either certifie Filters'. Filter the CEDRI History by selecting any I fincessary, Revise & Re-submit or Withdraw a	d electronic of the filter report.	cally or have r categories: I	been submitted by another "Certifier" in your organization, Date / Status, Geography, Facility, and Sector / Rule. Click o	listed by individual re n any record in the Cl	eport. You may EDRI History ta	/ search for able to see t	specific submis he report detai	sions by Is, download	
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Certification Date	Report	Part	Subpart	Subpart Name	Facility	County	State 1	Format	Status 💷	
2020-03-26 18:27:26	63.7550(h)(3) Compliance Report - (c)(1) Tune Up option (Spreadsheet Template option)	63	DDDDD	Major Sources: Industrial, Commercial, and Institutional Boilers and Process Heaters	BUZZ ALDRIN ELEMENTARY SCHOOL	FAIRFAX COUNTY	DC, MD, NY, NC, VA	Spreadsheet	In WebFIRE	
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Exhibit 8