



How to Create and Submit Part 49, Part 70 and Part 71 Reports and Other Documents

Creating a Part 49, Part 70, or Part 71 Report

This job-aid guides you through the report creation process for Part 49, Part 70 and Part 71 submissions from the MyCEDRI Dashboard. From the MyCEDRI dashboard click the 'Create a Report' button to start a new report (Exhibit 1).

The screenshot shows the EPA CEDRI (Compliance and Emissions Data Reporting Interface) dashboard. The user is logged in as Tom Wible, Certifier. The dashboard features a navigation bar with the EPA CEDRI logo and user information. Below the navigation bar, there are four main action buttons: 'Create a Report' (highlighted with a red box), 'Complete Reports Under Development', 'View Submitted Reports', and 'Manage Facilities'. The 'Create a Report' button has a sub-link 'Create a new report'. Below these buttons, there are sections for 'My Profile' (showing user name Tom Wible, role Certifier, and organization CCI FEDERAL), 'My Regulations' (showing 'Feature Coming Soon'), and 'My Facilities' (showing a table of facilities with columns for EPA Registry ID, Program ID, Facility Name, and Facility Address). The 'My Facilities' section includes a filter, an 'Add Facilities' button, and a table with one facility listed. The right sidebar contains 'My Notifications' (with 4 Reports Pending Signature and 35 Reports Under Development) and 'My Resources' (with links to CEDRI Help, CEDRI Homepage, CEDRI Change Log, CEDRI User's Guide, List of Rules, FAQ Document, ERT, and WebFIRE). The footer contains contact information and links for About CDX, Frequently Asked Questions, Terms and Conditions, Contact Us, EPA Home, Privacy and Security Notice, and Accessibility.

Exhibit 1

The first step is selecting the type of report, 'State/Local/Tribe Rule or Permit' reports, in the 'Select Report Type' window (Exhibit 2).



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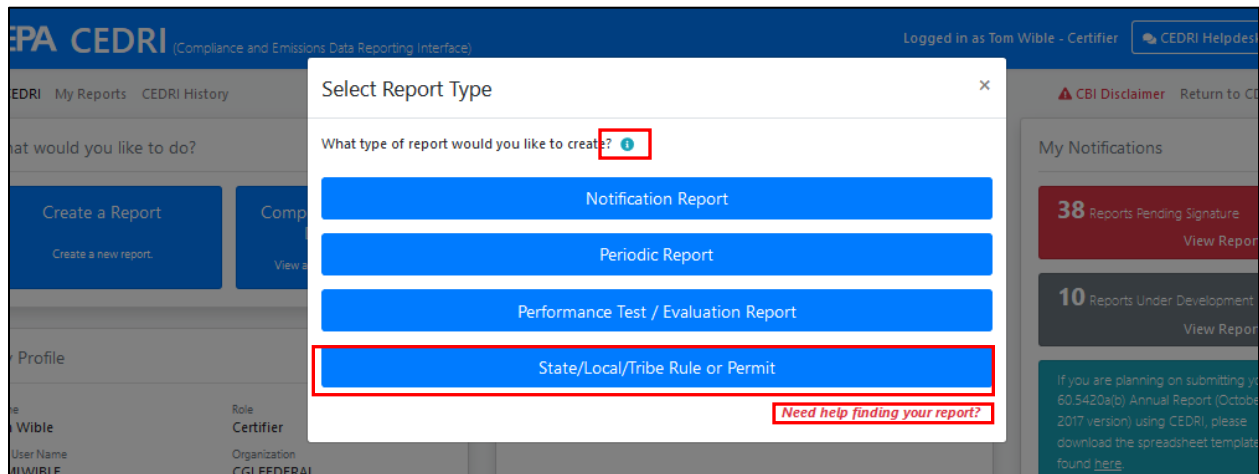


Exhibit 2

If you are unsure of which Report Type to select, click the Help icon (i) to view 'Report Type Examples' or click the "Need help finding your report?" to view a downloadable list of reports you may submit using CEDRI. Reports are organized by regulation part, sub-part, sector and source category.



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Selecting 'State/Local/Tribe Rule or Permit' (Exhibit 2), takes you to the second step of the Create Report workflow (Exhibit 3) where you may select one or more reports to submit.

Note: There are three sub-steps to selecting reports:

1. Enter search criteria to locate the report(s) to be submitted (Exhibit 3).
2. Search for Reports you wish to submit (Exhibit 4).
3. Add report(s) from the 'Search Results' to your 'Selected Reports' list (Exhibit 5).

Exhibit 3

The following search criteria are available to locate the reports you intend to submit to EPA, but for the purposes of locating the Part 49, Part 70, or Part 71 reports, you would want to use the **Parts** criteria:

Criteria	Description
Sectors	Industry sector in which your facility operates
Source Categories	Industry group classification for facilities emitting toxic air pollutants
Report Type	Automatically populated based on Report Type selection.
Parts	40 CFR Regulation Part
Subparts	40 CFR Regulation Subparts



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Report Names	Citation reference from applicable 40 CFR Part/Subpart
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After entering your search criteria, click ‘Search for Reports’ (Exhibit 3) to display selected reports in the ‘Search Results’ table (Exhibit 4).

Search for Report(s) to Create *Need help finding your report?*

Search Criteria

Report Type: Other Report
Part: Part 70 - State Operating Permit Programs

Report Name:
• 70.6(a)(3)(iii)(A) Semi-Annual Monitoring Report
• 70.6(c)(5)(iii) Annual Compliance Certification Report

New Search

Search Results

Select the report(s) you want to create.

Source Sector	Category	Report Type	Part	Subpart	Available Reports	Action
		Other Report	Part 70 - State Operating Permit Programs		70.6(c)(5)(iii) Annual Compliance Certification Report	Add
		Other Report	Part 70 - State Operating Permit Programs		70.6(a)(3)(iii)(A) Semi-Annual Monitoring Report	Add

Exhibit 4

If your report is not listed in the search results, click ‘New Search’ (Exhibit 4) to clear the search criteria so you may enter new criteria. If the report(s) you intend to submit are found in the list click the ‘Add’ button next to the report to add the selected report to the ‘Selected Reports Table’ (Exhibit 5).

Continue searching as described above to add additional reports to the ‘Selected Report(s)’ table. Once all reports are in the ‘Selected Reports’ table you may proceed to the next step of the Create Report workflow.

Note: All reports in the ‘Selected Reports’ table are included in the Create Report workflow. Use the ‘Delete’ button to remove any reports you do not intend to submit to EPA (Exhibit 5).



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Search Criteria

Report Type

- Other Report

Part

- Part 70 - State Operating Permit Programs

Report Name

- 70.6(a)(3)(iii)(A) Semi-Annual Monitoring Report
- 70.6(c)(5)(iii) Annual Compliance Certification Report

[New Search](#)

Search Results

Select the report(s) you want to create.

Source Sector	Report Category	Report Type	Part	Subpart	Available Reports	Action
	Other Report	Other Report	Part 70 - State Operating Permit Programs		70.6(c)(5)(iii) Annual Compliance Certification Report	Add
	Other Report	Other Report	Part 70 - State Operating Permit Programs		70.6(a)(3)(iii)(A) Semi-Annual Monitoring Report	Add

Selected Report(s)

Below you will find the selected reports you have created.

Source Sector	Report Category	Report Type	Part	Subpart	Report Name	Action
	Other Report	Other Report	Part 70 - State Operating Permit Programs		70.6(c)(5)(iii) Annual Compliance Certification Report	Delete

Exhibit 5

To continue the Create Report workflow, scroll back to the top of the page and click the 'Next: Upload Documents' button to proceed to the next step (Exhibit 6).

The 'Save and Return to My Reports' button (Exhibit 6) takes you back to the My Reports page. The report(s) are saved in the 'My Reports' dashboard. To find more information about this process, refer to the [My Reports Job Aide](#).

You may also return to My Reports by clicking the 'Return to My Reports' button on the menu bar (Exhibit 6).



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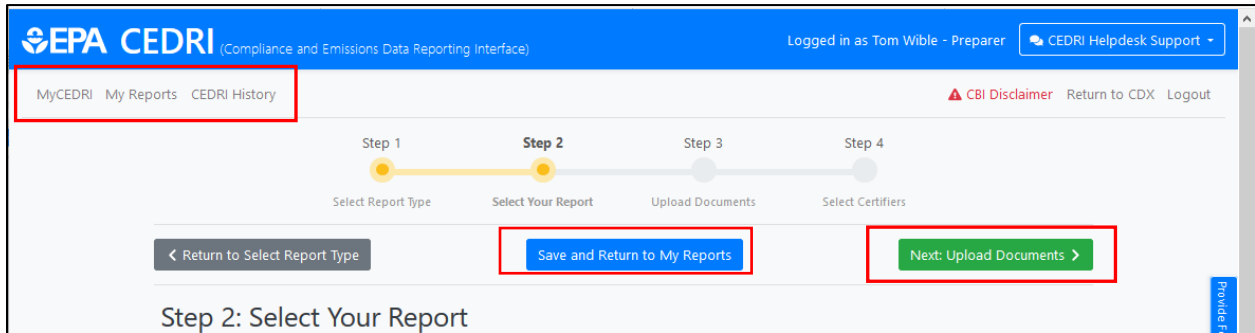


Exhibit 6

In Step 3, you may view the report information and upload your file (Exhibit 7).

- In order to upload your file, click the 'Browse' button in the Uploads section of the page to locate your file (Exhibit 7). Once you have located the appropriate file, click the 'Upload' button to add your file to the report.
- If you need to save the report, select 'Save and Return to My Reports', so that the report saves in 'My Reports'

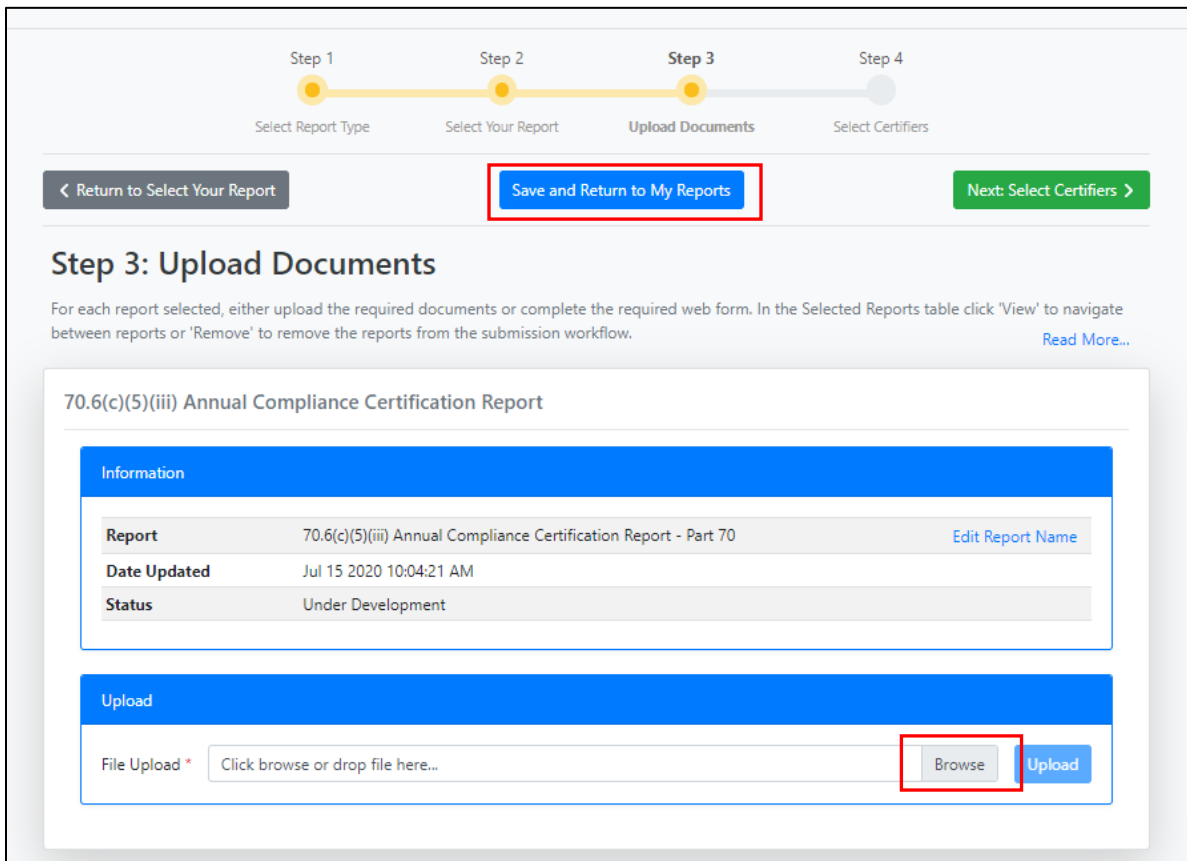


Exhibit 7



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After clicking 'Upload,' the system will ask you to input the 'Permit Number,' 'Application Number,' and/or 'Project Number' as applicable to the particular report. Then select 'Save Facility Information.' This information will one day be used to link these reports to the actual permits in the Electronic Permitting System and other EPA systems.

Facility Information ×

Please enter the following information for the permitted facility. Fields may be left blank if the information is not applicable.

Permit Number
123

Application Number
A-123

Project Number
P-123

Cancel Save Facility Information

Exhibit 8

After uploading the file, if you are logged in as a Preparer, click the 'Next: Select Certifiers' button (Exhibit 7) or if you logged in as a Certifier click 'Next: Sign and Submit' from step 3 (Exhibit 9).

To view the uploaded file, click the file name (Exhibit 9).



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< Return to Select Your Report Save and Return to My Reports Next: Select Certifiers >

Step 3: Upload Documents

For each report selected, either upload the required documents or complete the required web form. In the Selected Reports table click 'View' to navigate between reports or 'Remove' to remove the reports from the submission workflow. [Read More...](#)

70.6(c)(5)(iii) Annual Compliance Certification Report

Information		
Report	70.6(c)(5)(iii) Annual Compliance Certification Report - Part 70	Edit Report Name
Date Updated	Jul 15 2020 10:09:59 AM	
Status	Under Development	

Report Data Values		
Permit Number	1234	Edit Permit Number
Application Number	A-123	Edit Application Number
Project Number	P-123	Edit Project Number

Upload		
File Upload *	<input type="text" value="70.6_c_5_iii_ Annual Compliance Certification Report - Part 70.pdf"/>	Remove

Exhibit 9

Selecting 'Next: Notify Certifier' or 'Next: Sign and Submit' takes you to Step 4 of the workflow where you:

1. Specify the facility submitting the report.
2. Allow access to other Preparers for the facility.
3. Notify Certifiers for the facility the reports are ready to submit.
4. Review the report(s) being submitted.

This step is explained for both workflows in [Workflow Step 4 - Reviewing and Submitting Reports](#).

Workflow Step 4 - Reviewing and Submitting Reports

The final step of the reporting workflow differs slightly by role. Instructions for completing the final step are presented each time this step of the workflow is entered (Exhibit 10). Click OK to proceed with Step 4.



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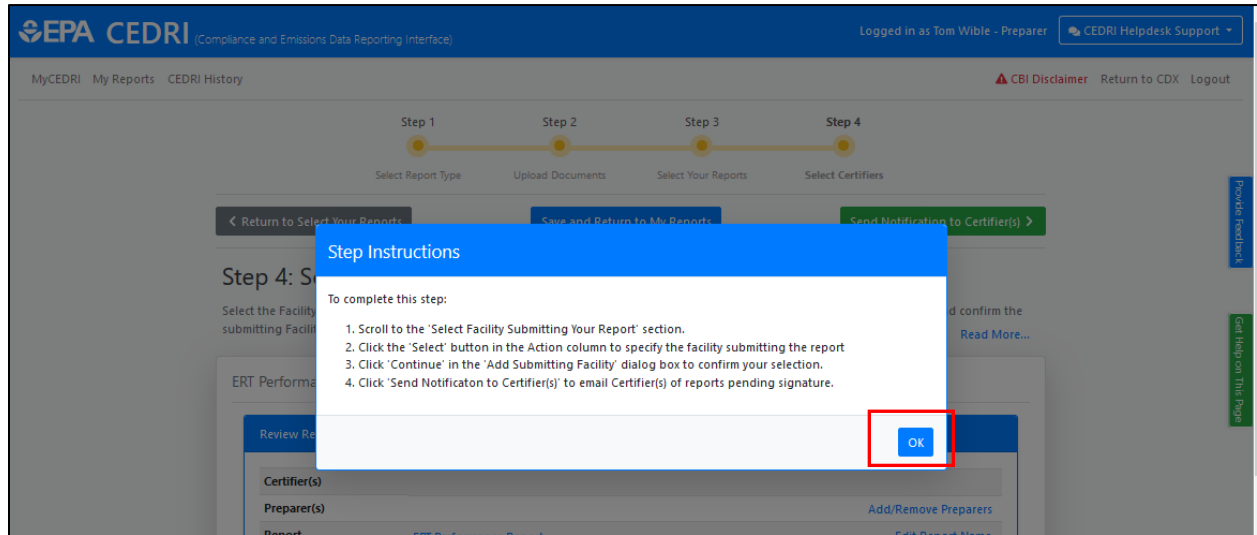


Exhibit 10

Both roles must first specify the facility submitting the report so that Certifiers and if necessary, additional Preparers, may be given access to the report(s).

Once the facility submitting the report(s) is specified the available actions differ by role:

Role	Available Actions
Preparer	<ul style="list-style-type: none">Add/Remove PreparersEdit Report NameDownload File for Review (or view web form)Send email to Certifiers
Certifier or Delegated Certifier	<ul style="list-style-type: none">Add/Remove PreparersEdit Report NameDownload File for Review (or view web form)Sign and Submit Report(s)

Select Facility Submitting Your Report

Since multiple reports may be included in a submission, and multiple facilities may be included in each report, the facility submitting the report(s) must be identified. This allows CEDRI and CDX to provide access control to users associated with the specified facility.

To specify the facility, in the 'Select Facility Submitting Your Report' section, click the 'Select' button next to the Facility Address to specify the facility (Exhibit 11). Only one facility may be selected. To change your selection, click the 'Select' button for a different facility. If only one facility is listed, you may not de-select the facility. If the facility is not in your profile, select the 'Add Facility' button to follow steps to add facility to your profile.



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Step 1 Select Report Type Step 2 Select Your Report Step 3 Upload Documents Step 4 Sign and Submit

[Return to Upload Documents](#) [Save and Return to My Reports](#) [Sign and Submit All Report\(s\)](#)

Step 4: Sign and Submit

Review the Report citation references and the uploaded files or web forms before signing and submitting to EPA. In the 'Review Report Information' section click the filename hyperlink to download and view the each file. [Read More...](#)

70.4(b)(12)(i) Notification of 502(b)(10) Changes

Review Report Information

Certifier(s)	
Preparer(s)	Add/Remove Preparers
Report	70.4(b)(12)(i) Notification of 502(b)(10) Changes - Part 70 Edit Report Name
Date Updated	Jul 16 2020 11:38:43 AM
Status	Under Development
Download File to Review	Title V report.zip

Report Data Values

Permit Number	Edit Permit Number
Application Number	Edit Application Number
Project Number	Edit Project Number

Select Facility Submitting Your Report

[Add Facility](#)

EPA Registry ID	Program ID	Facility Name	Facility Address	Action
110011945663	CEDRI91341	US EPA - RTP ANNEX	79 TW ALEXANDER DR DURHAM, NC 27709 DURHAM COUNTY	Select

Exhibit 11

The selected facility information displays for your confirmation (Exhibit 12). Click 'Continue' to accept and continue with notifying Certifiers or signing and submitting the report(s).



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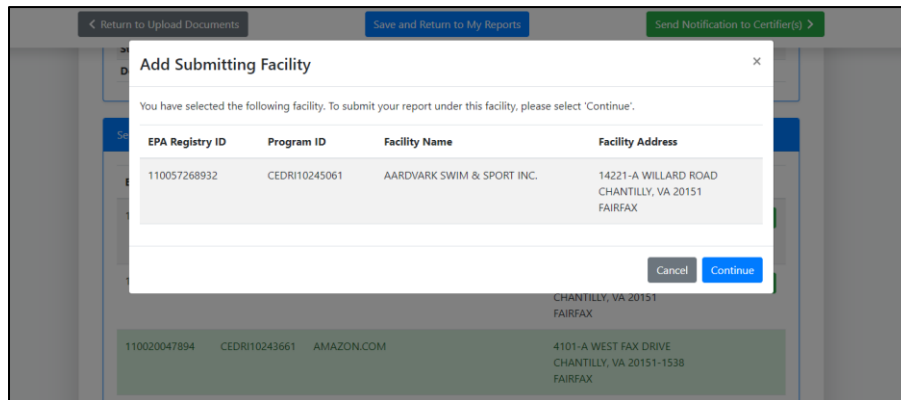


Exhibit 12

All Preparers, Certifiers, and Delegated Certifiers with the selected facility in their CDX user profile are displayed for selection to either grant access to the report (Preparers), or to receive an email indicating a report is ready to be signed and submitted (Certifiers and Delegated Certifiers) (Exhibit 13). See [Managing Facilities Job Aide](#) to associate facilities to your CEDRI account.

Step 4: Select Certifiers

Select the Facility submitting the report(s) so that an email notification may be sent to registered Certifiers. Click 'Select' to review and confirm the submitting Facility. [Read More...](#)

ERT Performance Report

Review Report Information	
Certifier(s)	Darren Alderman, SIVARAM VELLANKI, Samuel Stone, Tom Wible
Preparer(s)	Tom Wible Add/Remove Preparers
Report	ERT Performance Report Edit Report Name
Date Updated	Mar 19 2020 03:06:27 PM
Status	Pending Signature
Download File to Review	Sonoco Products Company_10-08-2014_11-51_PKG.zip

Select Facility Submitting Your Report

EPA Registry ID	Program ID	Facility Name	Facility Address	Action
110026375214	CEDRI10035021	BUZZ ALDRIN ELEMENTARY SCHOOL	11375 CENTER HARBOR ROAD, RESTON, VA 20194-2061 FAIRFAX COUNTY	



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Exhibit 13

Add/Remove Preparers

Other Preparers associated with the selected facility may be granted access to the report by either the Preparer creating the report, or Certifiers associated with the facility. Clicking 'Add/Remove Preparers' opens the Add/Remove Preparers dialog where you may select or deselect Preparers who may view the report (Exhibit 14).

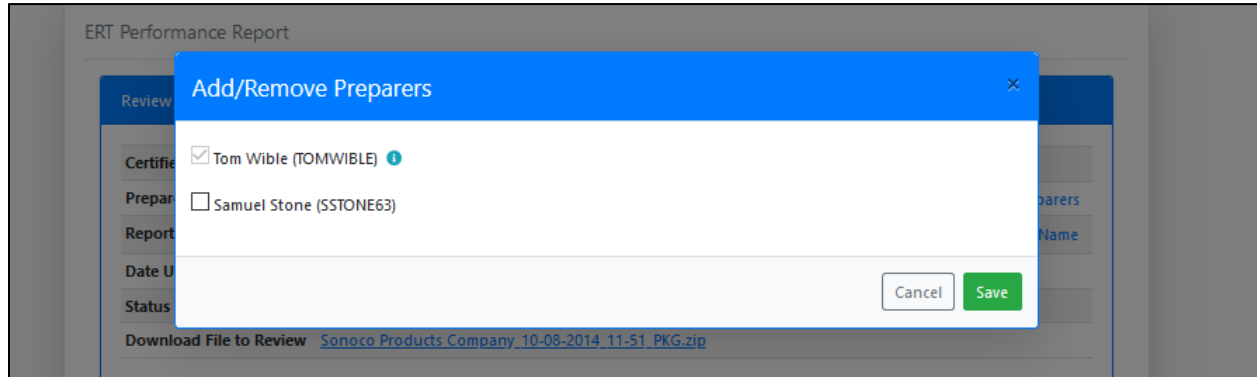


Exhibit 14

Send Notification to Certifiers

With the facility selection confirmed, click the 'Send Notification to Certifiers' button to send an email to Certifiers (and Delegated Certifiers) that need to be informed that report(s) are awaiting their signature (Exhibit 15).

If the Certifier for your facility is not listed you may enter their email address so they receive an email with instructions to create a CDX account, register for CEDRI, and sign and submit the report.

If you are logged in as a Certifier or Delegated Certifier you will not have the option of notifying Certifiers.



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Exhibit 15

After you click 'Notify Certifiers' button (Exhibit 15), a 'Success' message displays notifying you that the selected Certifiers have been added to the report (Exhibit 16).

Exhibit 16

Sign and Submit Reports

Once a facility has been specified, a Certifier from the facility may submit the reports to EPA by clicking the 'Sign and Submit All Report(s)' button (Exhibit 17). CEDRI displays a confirmation message, asking you to verify that all information contained in your submission is accurate (Exhibit 18). After reading the message, click 'I confirm' to continue to the eSignature signing process.



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Step 1 Select Report Type Step 2 Upload Documents Step 3 Select Your Reports Step 4 Sign and Submit

< Return to Select Your Reports Save and Return to My Reports **Sign and Submit All Report(s) >**

Step 4: Sign and Submit

Review the Report citation reference and the uploaded file before signing and submitting to EPA. In the 'Review Report Information' section click the filename hyperlink to download and view the ERT file. [Read More...](#)

60.2235(b)(2) Results of CEMS Performance Evaluation

Review Report Information	
Certifier(s)	Tom Wible
Preparer(s)	Add/Remove Preparers
Report	70.6(c)(5)(ii) Annual Compliance Certification Report - Part 70 Edit Report Name
Date Updated	Mar 19 2020 03:53:07 PM
Status	Pending Signature
Download File to Review	Sonoco Products Company_10-08-2014_11-51_PKG.zip

Select Facility Submitting Your Report				
EPA Registry ID	Program ID	Facility Name	Facility Address	Action
110052078452	CEDRI1583	BUDS AT SILVER RUN - WELLHEAD	4115 LITTLESTOWN PIKE WESTMINSTER, MD 21158 CARROLL COUNTY	
110026375214	CEDRI10035021	BUZZ ALDRIN ELEMENTARY SCHOOL	11375 CENTER HARBOR ROAD, RESTON, VA 20194-2061 FAIRFAX COUNTY	Select

Exhibit 17

Please Confirm

I certify, under penalty of law, that this document and all attachments were prepared under my direction of supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations

No **I Confirm**

Exhibit 18

Selecting 'I Confirm' on the confirmation message launches the eSignature widget (Exhibit 19). This prompts you to enter your CDX password and answer one of your security questions (or receive a PIN via SMS if that option was selected during CDX registration). Once you have entered this information, select 'Sign' to sign and submit your reports to EPA.



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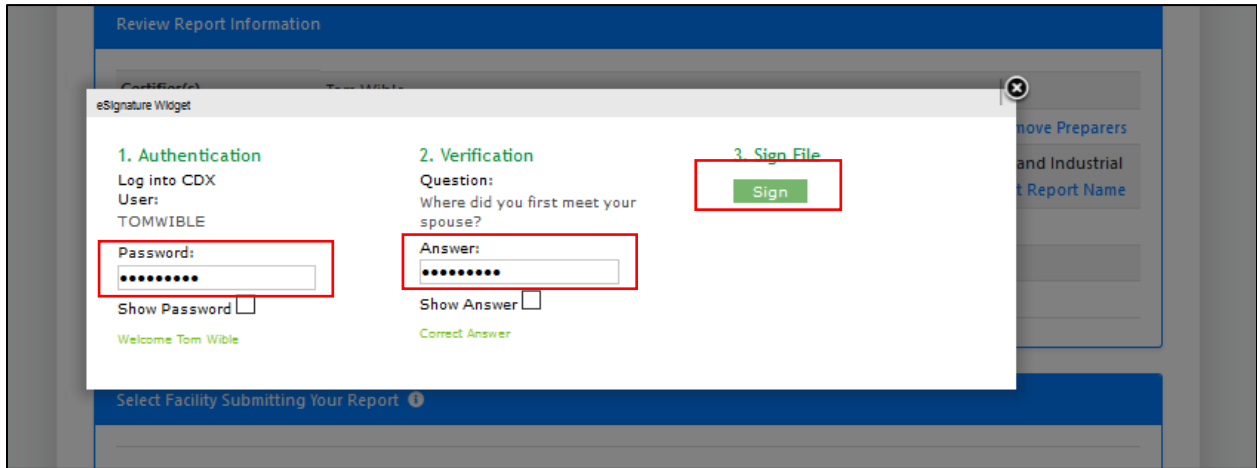


Exhibit 19