Revising and Resubmitting a Report

This job aide guides you through the process of revising and resubmitting a report. As a CEDRI Certifier or Preparer, you may revise reports for resubmission to EPA. The revision process may be initiated by the facility's Preparer or Certifier, or by a State Reviewer or EPA Regional Reviewer.

Facility Initiated Revision

From the 'CEDRI History' page, locate the report you wish to revise and resubmit. Select the report to view the Report Details. From the 'Report Details' page, the facility Preparers and Certifiers initiate report revisions by clicking the 'Revise & Re-submit Report' button (Exhibit 1).

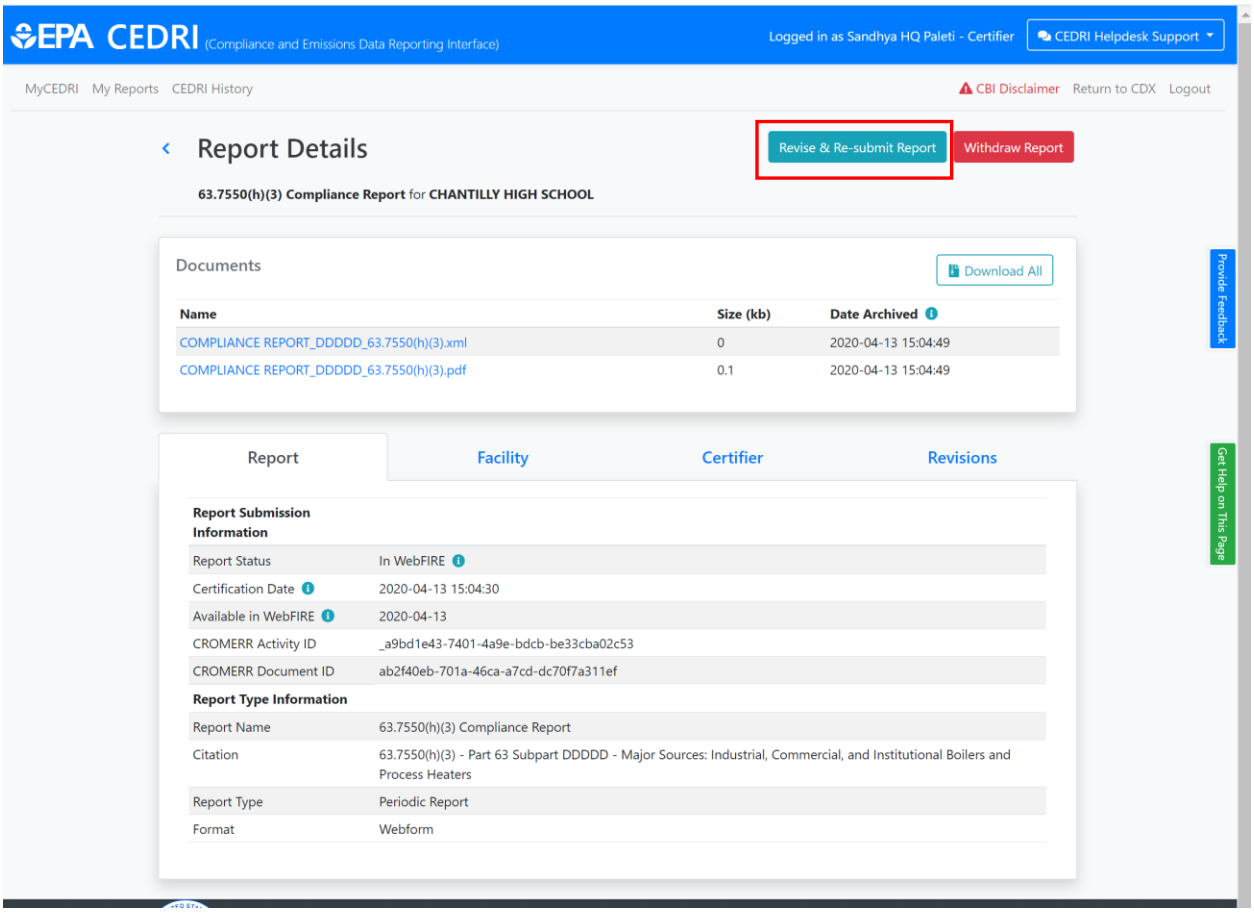


Exhibit 1

Once you click the button, a 'Resubmission Warning' message displays, informing you that your original report will be replaced in CEDRI and in WebFIRE by the revised report (Exhibit 2).

If you are resubmitting a spreadsheet report, you may download the report being revised so that you may make revisions to the original submission (Exhibit 2). Click the 'Download Prior Submission' button to download the prior submission spreadsheet template. Once you have downloaded your prior spreadsheet template submission, select the green 'Continue' button to move forward with the process (Exhibit 3).

If you are resubmitting a web form or PDF file report, you simply need to select the green 'Continue' button to move forward with the process (Exhibit 4).

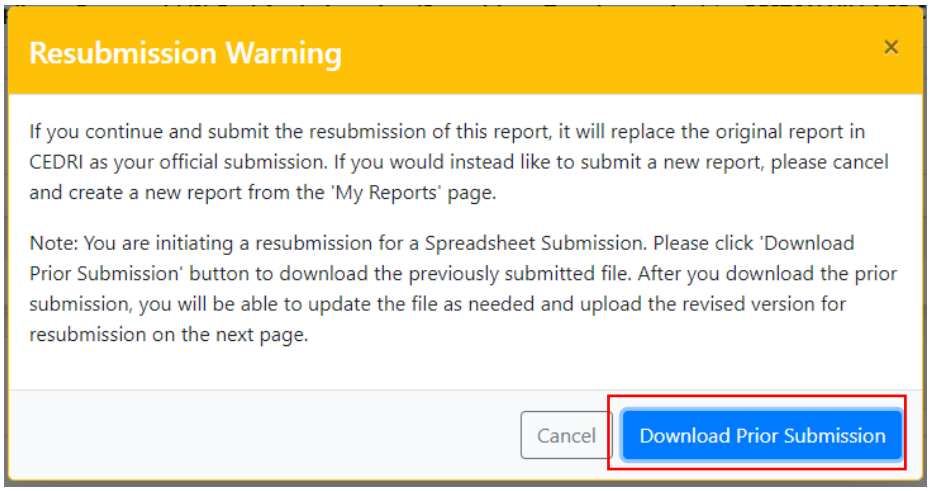


Exhibit 2

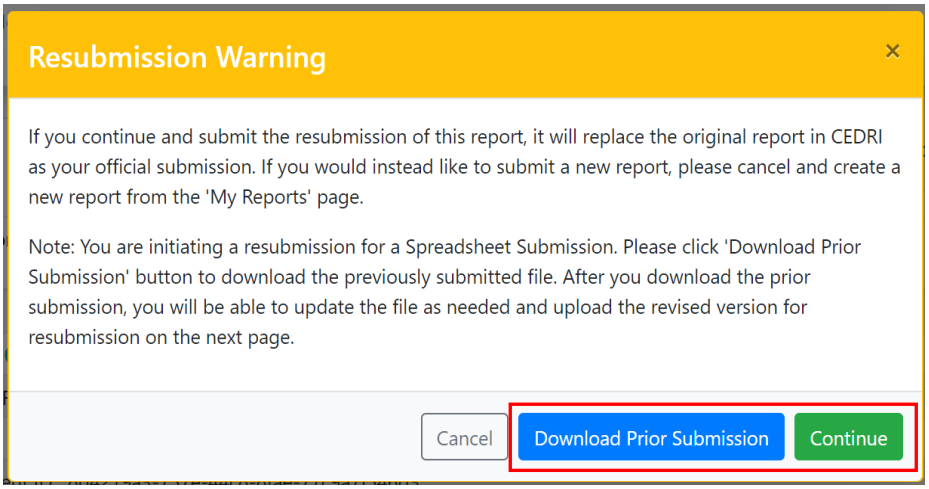


Exhibit 3

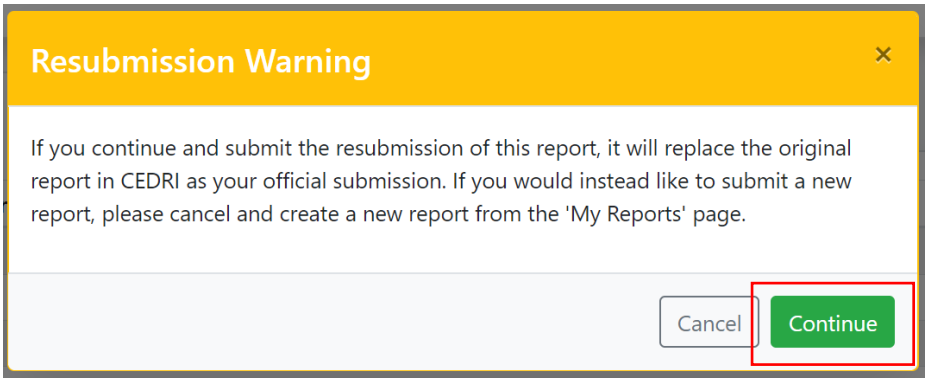
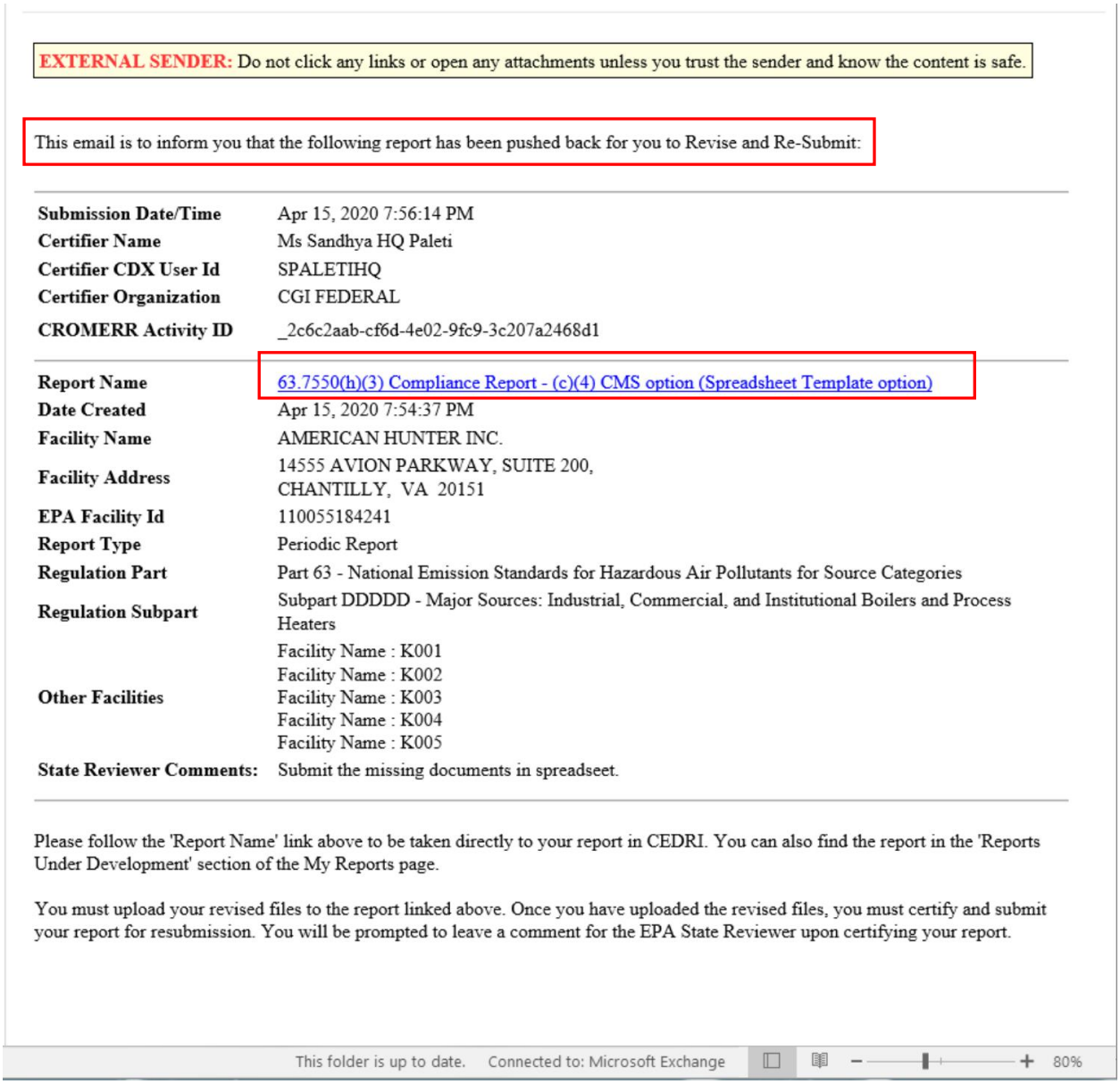


Exhibit 4

Upon clicking the 'Continue' button, you are navigated to the 'Upload Documents' step () of the reporting workflow where you may add the replacement report.

State or EPA requested Resubmission

State or EPA Regional Reviewers may push back a report in order for the facility to address reviewer comments. As the report Certifier you are notified by email that the report has been pushed back (Exhibit 5).



EXTERNAL SENDER: Do not click any links or open any attachments unless you trust the sender and know the content is safe.

This email is to inform you that the following report has been pushed back for you to Revise and Re-Submit:

Submission Date/Time	Apr 15, 2020 7:56:14 PM
Certifier Name	Ms Sandhya HQ Paleti
Certifier CDX User Id	SPALETIHQ
Certifier Organization	CGI FEDERAL
CROMERR Activity ID	_2c6c2aab-cf6d-4e02-9fc9-3c207a2468d1
Report Name	63.7550(h)(3) Compliance Report - (c)(4) CMS option (Spreadsheet Template option)
Date Created	Apr 15, 2020 7:54:37 PM
Facility Name	AMERICAN HUNTER INC.
Facility Address	14555 AVION PARKWAY, SUITE 200, CHANTILLY, VA 20151
EPA Facility Id	110055184241
Report Type	Periodic Report
Regulation Part	Part 63 - National Emission Standards for Hazardous Air Pollutants for Source Categories
Regulation Subpart	Subpart DDDDD - Major Sources: Industrial, Commercial, and Institutional Boilers and Process Heaters
Other Facilities	Facility Name : K001 Facility Name : K002 Facility Name : K003 Facility Name : K004 Facility Name : K005
State Reviewer Comments:	Submit the missing documents in spreadsheet.

Please follow the 'Report Name' link above to be taken directly to your report in CEDRI. You can also find the report in the 'Reports Under Development' section of the My Reports page.

You must upload your revised files to the report linked above. Once you have uploaded the revised files, you must certify and submit your report for resubmission. You will be prompted to leave a comment for the EPA State Reviewer upon certifying your report.

This folder is up to date. Connected to: Microsoft Exchange 80%

Exhibit 5

The email contains a link (Exhibit 5) to the report. When you click the link and log in to CDX, you are navigated to the 'Upload Documents' step (Exhibit 6) of the reporting workflow.

Resubmitting the Revised Report

You have the option to change the regulatory requirement for which the report was previously submitted ('Parts', 'Subparts' and 'Report Type'), or you may simply replace the report that was previously submitted.

To change the regulatory requirement for which you are submitting the report, click the 'Return to Select Your Report' button (Exhibit 6) to change the Report Type, Parts, Subparts, or Report Name.

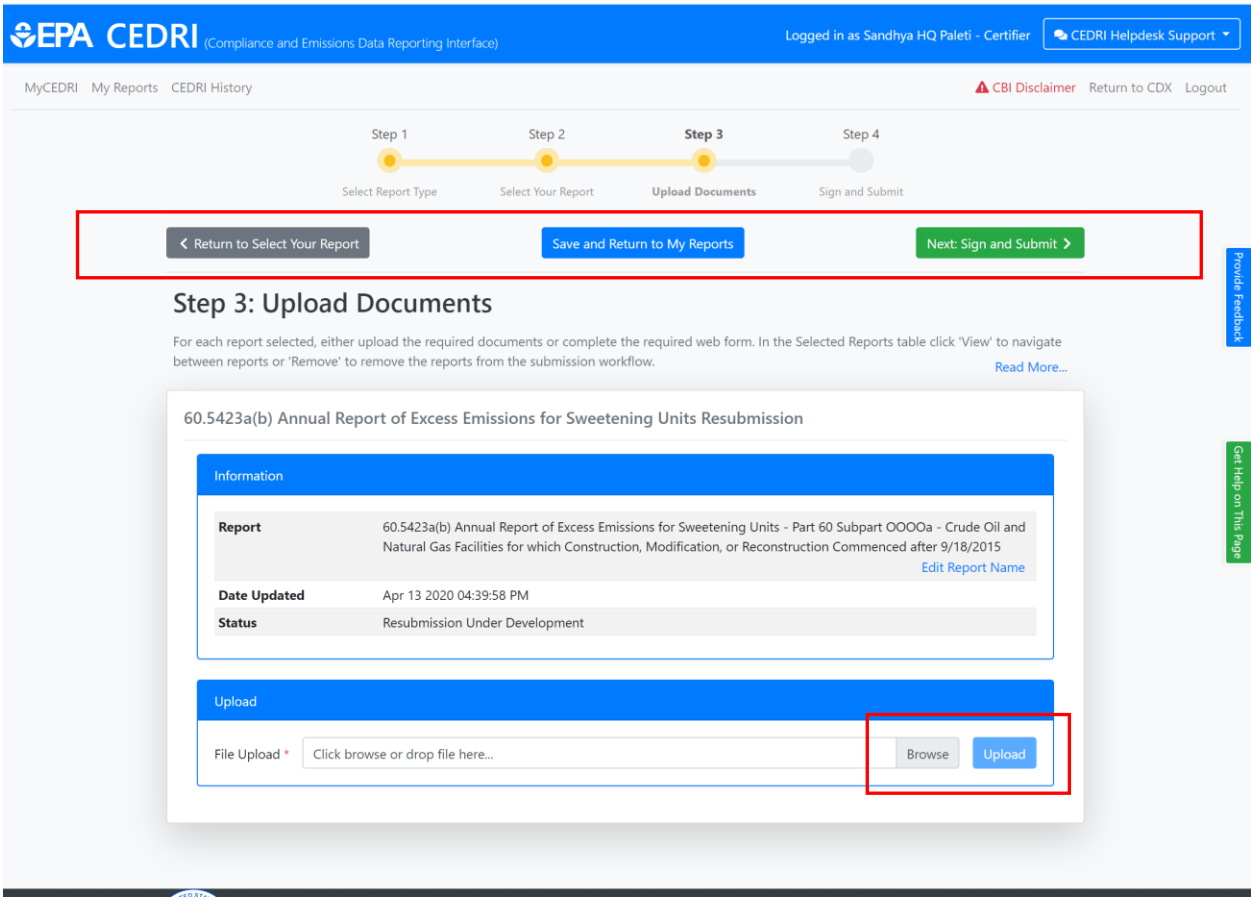


Exhibit 6

Note: If you are not ready to submit the revised report you may save your work and complete the resubmission later. Click the 'Save and Return to My Reports'. Your resubmission is given a status of 'Resubmission Under Development…' in the 'Reports Under Development' table.

Once the facility Certifier is ready to resubmit the report, click the 'Next: Sign and Submit' button to begin the signing process (Exhibit 6). A 'Resubmission Warning' message displays, reminding the Certifier that this report is a resubmission and prompting for comments describing the reason for the resubmission (Exhibit 7).

Note: Once the revised report is submitted, the previously submitted reports are marked with a 'Resubmitted' status and are replaced by the updated submission.

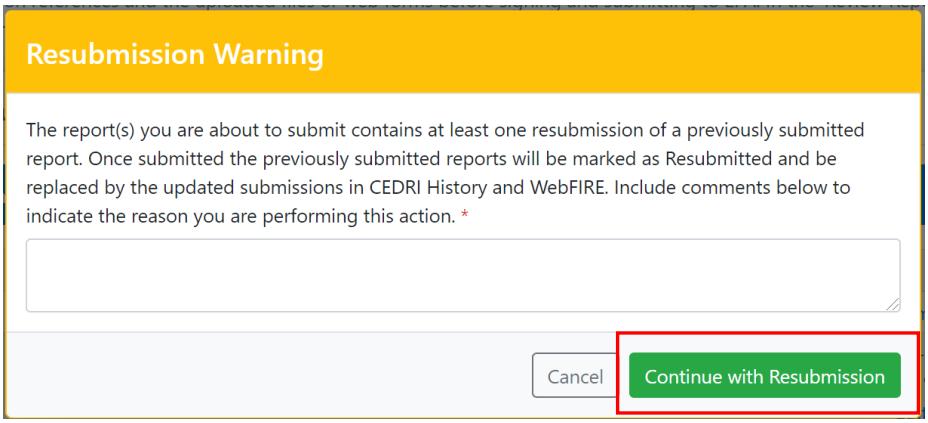


Exhibit 7

Next, the eReporting confirmation message displays. Click the 'I Confirm' button (Exhibit 8) and continue to the eSignature widget to complete the revision process (Exhibit 9). After the sign and submit process is complete and the State Reviewer approves, the report transfers to WebFIRE.

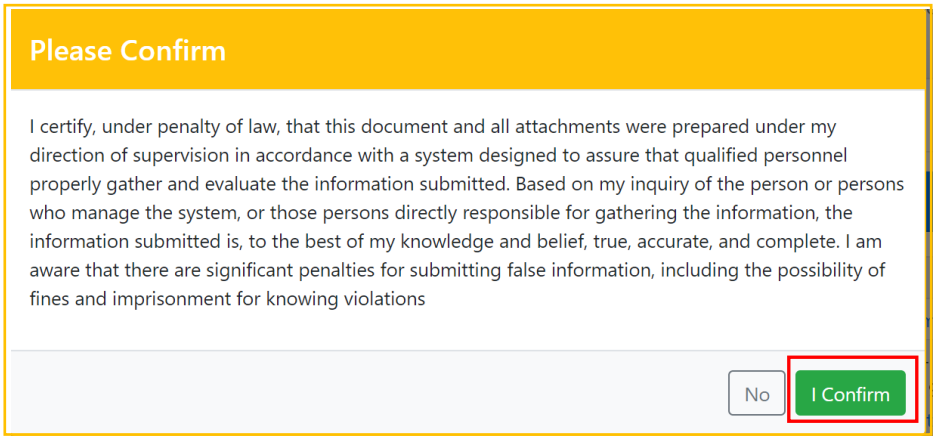


Exhibit 8

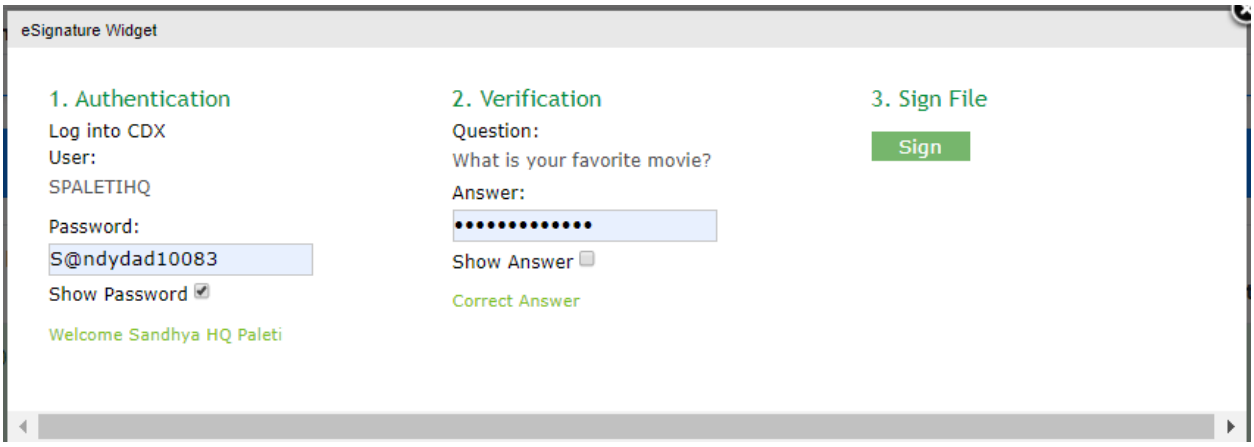

eSignature Widget
1. Authentication
Log into CDX
User:
SPALETIHQ
Password:
S@ndydad10083
Show Password
Welcome Sandhya HQ Paleti
2. Verification
Question:
What is your favorite movie?
Answer:
Show Answer
Correct Answer
3. Sign File
Sign

Exhibit 9