

## Upload Reports

This job aid guides you through the process of uploading reports to CEDRI as an EPA Reviewer and EPA Rule Lead. From the MyCEDRI Dashboard, click 'Report Upload' or 'Upload Reports' (Exhibit 1) to start the report upload process.

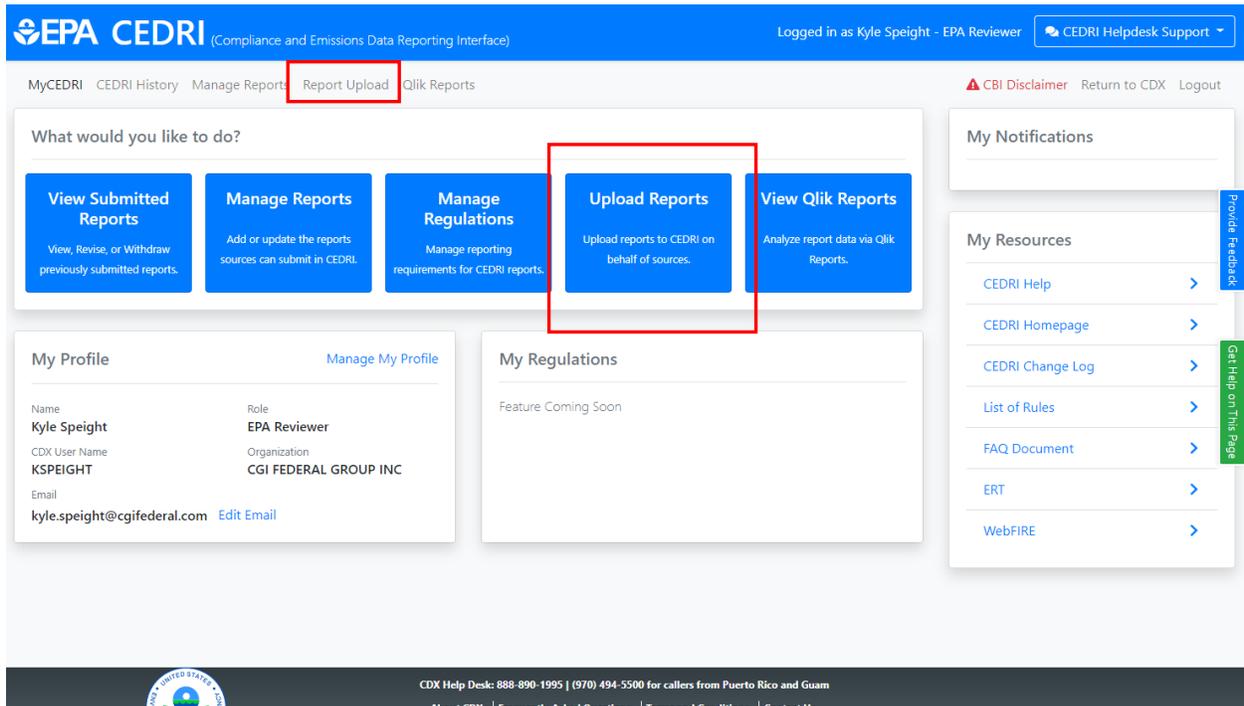


Exhibit 1

As you go through the Report Upload process, take note of the 'Important Instructions' section that provides pertinent details on the roles, data elements, and report subtype designations (Exhibit 2).

**Report Upload**

Please see the instructions below for instructions on how to complete your Report Upload.

**File Upload**

Report Subtype: \*  
 Select an option

Part: \*  
 Select an option

Upload File: \*  
 Browse... No file selected.

**Upload**

**Important Instructions**

Here, EPA Reviewers and EPA Rule Lead roles may upload the following reports to WebFIRE:

- [ERT Submission Files](#)
- [WebFIRE Templates](#)
- Other Regulatory Documents

**Please note that all submittal files (i.e., ERT Submission and the WebFIRE Template) must contain the same data elements as specified in the ERT or WebFIRE template. Supported File Formats are:**

- **ERT Submission Files:** Submission files must be in the format of an ERT generated Zip file.
- **WebFIRE Template Files:** Submission files must be in the WebFIRE template format in a Zip file.

You must designate the report subtype for each file that you upload to WebFIRE. Below is a summary of the report subtypes with examples for each:

- **114 ICR Data (File Format: ERT):** The "114 ICR Data" subtype designation includes ICR data relative to section 114 of the Clean Air Act.
- **CEMS QA Tests (File Format: ERT):** Relative accuracy test audits (RATAs), relative calibration audits (RCAs), and relative accuracy audits (RAAs).
- **ERT (File Format: ERT):** The "ERT" subtype designation is used for performance stack tests that are provided in the EPA's ERT format.
- **WebFIRE Template (File Format: WebFIRE Template):** The "WebFIRE Template" subtype designation is used for data provided in spreadsheet form using the WebFIRE Template and Test Quality Rating Tool.
- **Other Regulatory Documents (File Format: Various):** The "Other" subtype designation includes reports submitted by reporting sources to EPA, but were not submitted through CEDRI. These can include Flare Management Plans, Site Specific Monitoring Plans, etc.

Once the report is uploaded to CEDRI, the report can be accessed by selecting the CEDRI Submissions tab. The report will have a status of "Processing" until the report is moved into the WebFIRE transfer queue. While sitting in the queue the report status is "Submitted". Once in WebFIRE, the report status is updated to "In WebFIRE".

**For large datasets, please allow a few minutes for the report to be transferred to WebFIRE.**

Exhibit 2

To proceed with the upload, select 'Report Subtype' and 'Part' options (Exhibit 3) from the respective dropdowns presented. Based on the selection within these fields, the 'Subparts' field is enabled (Exhibit 3). Fields marked with an asterisk are required.

Click the 'Choose File' button to locate the file you would like to upload and click the 'Upload' button to upload the report into CEDRI.

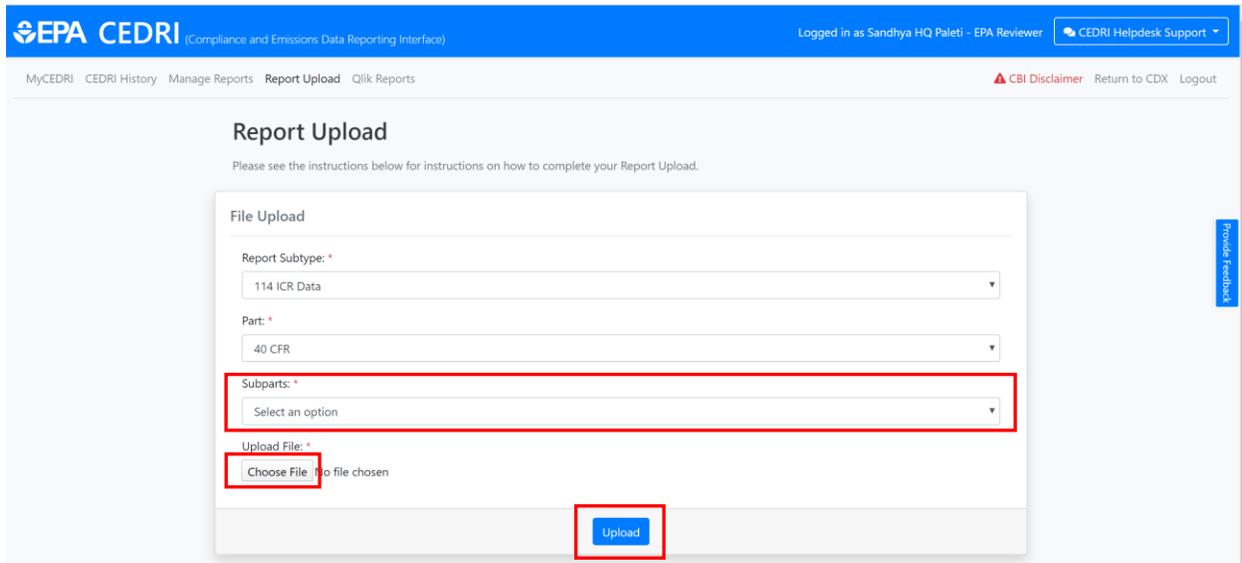


Exhibit 3

Once you click the upload button, you will see a 'Success' banner at the top of the screen (Exhibit 4) if you have uploaded the correct report format.

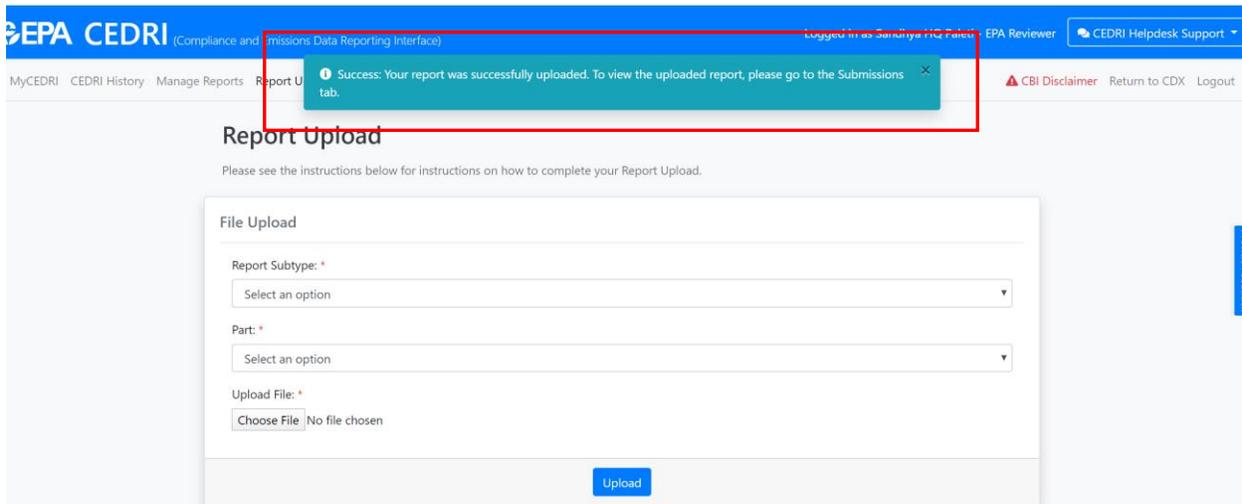


Exhibit 4

Incorrect file uploads will receive an error message (Exhibit 5). Please refer back to the 'Important Instructions' section (Exhibit 2) in order to find the correct file type to upload.

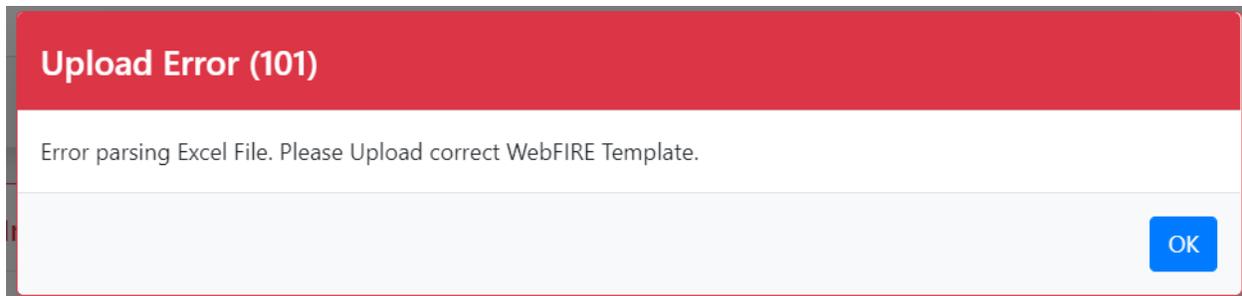


Exhibit 5

You can find your successfully uploaded report by navigating to the 'CEDRI History' page. To access this page, select 'CEDRI History' from the navigation pane at the top of the page (Exhibit 6).

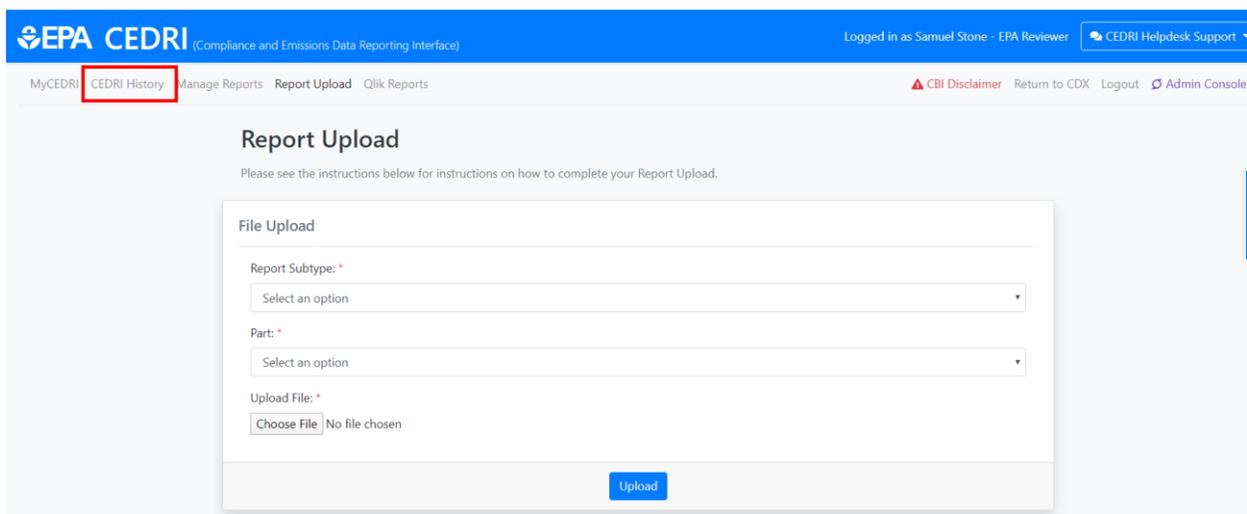


Exhibit 6

Once you navigate to the CEDRI History page, your report will be visible at the top of the CEDRI History table (Exhibit 7). To view report details regarding your upload, click the row containing your report in CEDRI History. For more information about Report Details, please refer to the [Report Details Job Aide](#).



## CEDRI History

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 Excel](#) [Add/View Filters](#)

Certification Date	Report	Part	Subpart	Subpart Name	Facility	County	State	Format	Status
Invalid date	ERT	40 CFR	ERT	ERT	Marigold Mine	Humboldt Co	NV	File	In WebFIRE
Invalid date	114 ICR Data	40 CFR	ERT	ERT	Marigold Mine	Humboldt Co	NV	File	In WebFIRE
Invalid date	114 ICR Data	40 CFR	ERT	ERT	Marigold Mine	Humboldt Co	NV	File	In WebFIRE
2020-03-18 19:10:17	Performance Test Report	60	AAAA	Small Municipal Waste Combustion Units Commenced after 8/30/1999 or Modifications/Reconstruction after 6/6/2001	AMAZON.COM	FAIRFAX	VA	File	In WebFIRE

Exhibit 7