

Upload Reports

This job aide 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.

Manage			My Notifications	
Manage I				
gulations Hage reporting Ints for CEDRI reports.	Upload Reports pload reports to CEDRI on behalf of sources.	View Qlik Reports Analyze report data via Qlik Reports.	My Resources CEDRI Help	>
My Regulatio	ons		CEDRI Homepage	>
Feature Coming	Soon		List of Rules FAQ Document	>
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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).



Navigating the Upload Reports job aide

SEPA CEDRI (Compliance and Emissions Data Reporting Interface)	as Tom Wible - EPA Review	er 🕒 CEDRI Helpdesk Support 👻
MyCEDRI CEDRI History Report Upload Qlik Reports	🛦 СВІ І	Disclaimer Return to CDX Logout
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		Provide Feed
Upload File: * Browse No file selected.		bact
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 ele the ERT or WebFIRE template. Supported File Formats are:	ements as specified in	
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 subtype	bes with examples for	
each: 114 ICR Data (File Format: ERT): The "114 ICR Data" subtype designation includes ICR data relative to section 114 CEMS QA Tests (File Format: ERT): Relative accuracy test audits (RATAs), relative calibration audits (RCAs), and relative testing te	of the Clean Air Act. ve accuracy audits	
 (RAAS). ERT (File Format: ERT): The "ERT" subtype designation is used for performance stack tests that are provided in the WebFIRE Template (File Format: WebFIRE Template): The "WebFIRE Template" subtype designation is used for date spreadsheet form using the WebFIRE Template and Test Quality Rating Tool. 	EPA's ERT format. ta provided in	
 Other Regulatory Documents (File Format: Various): The "Other" subtype designation includes reports submitted EPA, but were not submitted through CEDRI. These can include Flare Management Plans. Site Specific Monitoring Plane 	by reporting sources to ans, etc.	
Once the report is uploaded to CEDRI, the report can be accessed by selecting the CEDRI Submissions tab. The report will "Processing" until the report is moved into the WebFIRE transfer queue. While sitting in the queue the report status is "Sub WebFIRE, the report status is updated to "In WebFIRE".	have a status of omitted". Once in	
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.



		Logged in as Sandhya HQ Paleti - EPA Reviewer	CEDRI Helpdesk Support 🔻
MyCEDRI CEDRI History Manage	Reports Report Upload Qlik Reports	A CBI Dis	sclaimer Return to CDX Logout
	Report Upload Please see the instructions below for instructions on how to complete your Report Upload.		
	File Upload Report Subtype: *		Provide Fee
	114 ICR Data Part: * 40 CFR	•	dbudt
	Subparts: * Select an option	•	
	Choose File In o file chosen		
	Upload		

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.

	liance and missions [Data Reporting Interface)	Logged in	as Sandhya riQ Paleti	EPA Reviewer	CEDRI Helpdesk St	upport 🝷
MyCEDRI CEDRI History Manage Re	Reports Report U	 Success: Your report was successfully uploaded. tab. 	To view the uploaded report, please go to the Subr	missions ×	🛦 CBI Disc	laimer Return to CDX	Logout
	Report U	ipioad tructions below for instructions on how to complete	your Report Upload.				
	File Upload						1
	Report Subtype Select an opti	* on			¥		vice recubac
	Part: * Select an opti	on			¥		
	Upload File: * Choose File N	o file chosen					
			Upload				

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).

CEDRI (Compliance and Emissions Data Reporting Interface)	Logged in as Samuel Stone - EPA Reviewer	CEDRI Helpdesk Support
MyCEDRI CEDRI History Manage Reports Report Upload Qlik Reports	CBI Disclaimer Return to C	DX Logout Ø Admin Console
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: * Choose File No file chosen		
Upload		

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 <u>Report Details Job Aide</u>.



Navigating the Upload Reports job aide

CEDRI (Compliance and Emissions Data Reporting Interface)	Logged in as Samuel Stone - EPA Reviewer	CEDRI Helpdesk Support		
MyCEDRI CEDRI History Manage Reports Report Upload Qlik Reports	CBI Disclaimer Return to CD)X Logout Ø Admin Consol		

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

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Certification Date ↑↓	Report	Part	Subpart	Subpart Name	Facility 斗	County 11	State 1	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