

Navigating the MyCEDRI Dashboard (Submitter Roles)

Explore the dashboard below by clicking the reference tags next to each hyperlink (Exhibit 1) button, or section of the page to learn more about the feature. Alternatively click the links in the index below the table to jump to the job aide topic.

The screenshot shows the MyCEDRI dashboard interface. Numbered callouts are placed over various elements:

- 1**: Create a Report button
- 2**: Complete Reports Under Development button
- 3**: View Submitted Reports button
- 4**: Submission Search (CEDRI History) link in the top navigation bar
- 5**: Manage Facilities button
- 6**: Reports Pending Signature notification
- 7**: Reports Under Development notification
- 8**: My Profile section
- 9**: My Facilities section
- 10**: My Resources section
- 11**: Other Resources link in the footer
- 12**: Get Help On This Page link in the top right
- 13**: Returning to MyCEDRI Dashboard link in the top left
- 14**: Manage Users link in the top left

Exhibit 1

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Create a Report

Selecting the 'Create a Report' button (1) opens the 'Select Report Type' window where you select the type of report you intend to submit to EPA (Exhibit 2).

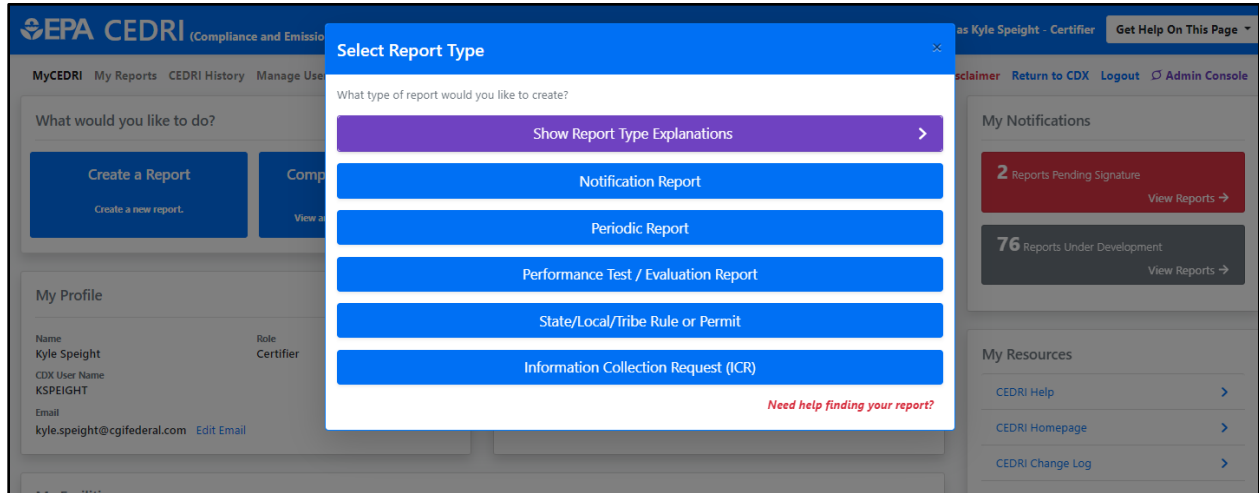


Exhibit 2

Click the Report Type you are submitting to launch the Create Report workflow (Exhibit 3). Two Create Report workflows are used: one for ERT (Performance Test / Evaluation) report submissions and one for Non-ERT report submissions. Both workflows consist of four steps with slightly different sequence of activities.

Workflow Step	Workflow Step	
	Non-ERT Reports*	ERT Reports **
Step 1	Select Report Type	Select Report Type
Step 2	Select Your Reports	Upload Documents
Step 3	Upload Documents	Select Your Reports
Step 4	Select Facility	Select Facility
Step 5	Notify Certifier	Notify Certifier
	Or Sign & Submit	Or Sign & Submit

* Non-ERT – all other report types (Notification Reports, Periodic Reports, etc.)

** ERT – Electronic Reporting Tool (Performance Test/Evaluation Reports)

The workflow shown in Exhibit 3 illustrates the non-ERT report workflow. For more information about creating reports, refer to the [Create Reports Job Aide](#).

Step 1 Step 2 Step 3 Step 4 Step 5

Select Report Type Select Your Report Upload Documents Select Facility Sign and Submit

< Return to Select Report Type Save and Return to My Reports Next: Upload Documents >

Step 2: Select Your Report

Use any combination of the search criteria you wish to narrow down the search to 10 options or less.

Next, click 'Add' to move desired reports to the Selected Report(s) table.

Note: All reports in the Selected Report(s) table will be included when proceeding to the next step of the workflow.

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

Search Criteria

Sectors Select options	Source Categories Select options	Report Type x Notification and Periodic Report x x Periodic Report
Parts Select options	Subparts Select options	Report Names Select options

47 Results (10 Required) i

Reset Search Search for Reports

Exhibit 3

Complete Reports Under Development

Selecting ‘Complete Reports Under Development’ (2) or ‘My Reports’ (2a) takes you to the ‘My Reports’ page where you are able to view all reports under development and reports pending signature (Exhibit 4). From this page, clicking the Report Name link opens the report for editing and/or signing.

For more information about viewing submitted reports, refer to the [My Reports Dashboard Job Aide](#).

The screenshot shows the 'My Reports' dashboard with the following elements:

- Navigation:** My Reports, CEDRI History, Manage Users, CBI Disclaimer, Return to CDX, Logout.
- Section: Reports Under Development** (highlighted with a red box):

ID	Report Name	Updated Date	Status	Facility Name
1954775	70.6(c)(5)(iii) Annual Compliance Certification Report	2023-08-01 03:07:53 pm	Under Development (Step 3)	
1893352	60.5420a(b) Annual Report (Spreadsheet Template)	2023-02-13 01:54:10 pm	Under Development (Step 3)	
1893393	60.5420a(b) Annual Report (Spreadsheet Template)	2023-02-13 01:52:07 pm	Under Development (Step 3)	
1755965	ERT Performance Report	2022-06-24 06:49:07 pm	Under Development (Step 2)	
1755964	ERT Performance Report	2022-06-24 06:49:07 pm	Under Development (Step 2)	
1609015	ERT Performance Report	2021-12-06 10:07:34 am	Under Development (Step 2)	
1591527	63.9(b) Initial notifications for an area source reclassifying to major source who had previously been subject to major source rule (a major to area back to major transition)	2021-10-11 11:06:29 am	Under Development (Step 5)	
1587765	63.7751(a) Semiannual Compliance Report (Spreadsheet Template)	2021-09-24 11:06:07 am	Under Development (Step 3)	
1575962	ERT Performance Report	2021-08-04 01:44:44 pm	Under Development (Step 3)	
1575963	ERT Performance Report	2021-08-04 01:44:25 pm	Under Development (Step 2)	
- Section: Reports Pending Signature** (highlighted with a red box):

ID	Report Name	Updated Date	Status	Facility Name
1476858	63.655(h)(8) Fenceline Monitoring Report	2021-03-30 11:23:53 am	Pending Signature (Step 2)	MALLARD EXPLORATION

Exhibit 4

View Submitted Reports

Selecting ‘View Submitted Reports’ (3) or ‘CEDRI History’ (4) brings you to the CEDRI History page (Exhibit 5). Clicking the table row of the target report opens the Report Details page where you can view and download submitted reports and report attachments (Exhibit 6).

For more information about viewing an individual submitted report, refer to the [Report Details Job Aide](#).

Certification Date	ReportId	Report	Part	Subpart	Subpart Name	Facility	County	State	Format	Status
2023-08-02 13:27:58	1955110	63.7550(h)(1) Results of the Performance Tests	63	DDDDD	Major Sources: Industrial, Commercial, and Institutional Boilers and Process Heaters	ROTHSCHILD BIOMASS COGENERATION FACILITY	MARATHON COUNTY	WI	File	Submitted
2023-08-02 12:35:49	1952918	Other Report (Submitted via CEDRI optional for Federal reporting)	60	LLLL	New Sewage Sludge Incineration Units	CWA AUTHORITY, INC. BELMONT ADVANCED WASTEWATER TREATMENT PLANT	MARION COUNTY	IN	File	Submitted
2023-08-02 12:33:58	1954916	63.655(n)(8) Fenceline Monitoring Report (v2.00)	63	CC	Petroleum Refineries	WESTERN GALLUP REFINERY	MCKINLEY	NM	Spreadsheet	Submitted

Exhibit 5

CEDRI History Manage Reports Manage Job Aides Report Upload Qlik Reports
▲ CBI Disclaimer
Return to CDX
Logout

Report Details

63.7550(h)(1) Results of the Performance Tests for ROTHSCHILD BIOMASS COGENERATION FACILITY

Documents [Download All](#)

Name	Size (kb)	Date Archived
2023-06 RBCP Biomass Boiler IB MACT Comp_08-02-2023_11-17_PKG.zip	6586.1	2023-08-02 13:28:16

Report Facility Certifier Revisions

Report Submission Information

Report Status	Submitted
Certification Date	2023-08-02 13:27:58
Available in WebFIRE	2023-10-01 (60 Days)
CROMERR Activity ID	_bcf2c639-8033-406c-829b-486de44b8edb
CROMERR Document ID	88e6ccc9-f2ba-409b-b2d6-87efc94f7592

Report Type Information

Report Name	63.7550(h)(1) Results of the Performance Tests
Citation	63.7550(h)(1) - Part 63 Subpart DDDDD - Major Sources: Industrial, Commercial, and Institutional Boilers and Process Heaters
Report Type	ERT Performance Report
Format	File
OMB Control Number	2060-0551

Exhibit 6

Submission Search

The 'Search' function (4) is found on the CEDRI History page (Exhibit 7). To expand the filter panes, click the 'Add/View Filters' button to display the filters pane and to hide the filter pane (Exhibit 8), click the 'Hide Filters' button close the filters pane.

For more information about searching submitted reports, refer the [CEDRI Search Job Aide](#).

EPA CEDRI (Compliance and Emissions Data Reporting Interface) Logged in as Kyle Speight - EPA Reviewer [Get Help On This Page](#)

MyCEDRI [CEDRI History](#) [Manage Reports](#) [Manage Job Aides](#) [Report Upload](#) [Qlik Reports](#) [CBI Disclaimer](#) [Return to CDX](#) [Logout](#) [Admin Console](#)

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 / Report, 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](#)

[Download Attachments](#)

Certification Date	ReportID	Report	Part	Subpart	Subpart Name	Facility	County	State	Format	Status
2023-08-02 13:27:58	1955110	63.7550(h)(1) Results of the Performance Tests	63	DDDDD	Major Sources: Industrial, Commercial, and Institutional Boilers and Process Heaters	ROTHSCHILD BIOMASS COGENERATION FACILITY	MARATHON COUNTY	WI	File	Submitted
2023-08-02 12:35:49	1952910	Other Report (Submittal via CEDRI optional for Federal reporting)	60	LLLLL	New Sewage Sludge Incineration Units	CWA AUTHORITY, INC. BELMONT ADVANCED WASTEWATER TREATMENT PLANT	MARION COUNTY	IN	File	Submitted
2023-08-02 12:33:58	1954916	63.655(h)(8) Fenceline Monitoring Report (v2.00)	63	CC	Petroleum Refineries	WESTERN GALLUP REFINERY	MCKINLEY	NM	Spreadsheet	Submitted
2023-08-02 12:29:00	1954921	Other Report (Submittal via CEDRI optional for Federal reporting)	60	CF	Emission Guidelines and Compliance Times for Municipal Solid Waste Landfills	PALM BEACH RENEWABLE ENERGY PARK	PALM BEACH COUNTY	FL	File	Submitted
2023-08-02 11:44:52	1954969	Notification Report (Submittal via CEDRI optional for Federal reporting)	63	ZZZZZ	Stationary Reciprocating Internal Combustion Engines	VIDOR COMPRESSOR STATION	ORANGE COUNTY	TX	File	Submitted
2023-08-02 11:24:50	1954912	63.6009(k) Notification of Compliance and 563.6010(g) Semiannual Compliance Report	63	XXXXX	Rubber Tire Manufacturing	MICHELIN NA US2 SANDY SPRINGS	ANDERSON	SC	Spreadsheet	Submitted
2023-08-02 10:32:03	1954976	63.1553(b)(5) Notice of Compliance Status (Submittal via CEDRI optional for Federal reporting)	63	LLL	Portland Cement Manufacturing Industry	GCC PERMIAN, LLC - ODESSA CEMENT PLANT	ECTOR COUNTY	TX	File	Submitted
2023-08-02 10:28:41	1954967	63.7550(h)(1) Results of the Performance Tests	63	DDDDD	Major Sources: Industrial, Commercial, and Institutional Boilers and Process Heaters	WEYERHAEUSER NR COMPANY - GRIFTON	PITT COUNTY	NC	File	Submitted
2023-08-02 10:27:04	1932166	63.5765(d) Semiannual Compliance Report	63	VVVVV	Boat Manufacturing	KCS INTERNATIONAL, INC. - PLANT 5		WI	Spreadsheet	Submitted
2023-08-02 10:14:42	1950434	63.10899(c) Semiannual Compliance Report (Spreadsheet Template)	63	ZZZZZ	Iron and Steel Foundries Area Sources	DONSCO	LANCASTER	PA	Spreadsheet	Submitted

[Download as Excel](#) Showing 1 to 10 of 98,861 entries Show 10 entries [Previous](#) [1](#) [2](#) [3](#) [4](#) [5](#) [...](#) [9887](#) [Next](#)

Exhibit 7

What would you like to filter by?

[Apply Filters](#) [Hide Filters](#)

[Download as Excel](#) [Apply Filters](#) [Hide Filters](#)

Exhibit 8

Manage Facilities

Selecting ‘Manage Facilities’ (5) redirects you to the ‘My Facilities’ section (9) of the dashboard, where you can add and remove facilities from your profile, or edit facility information for facilities already in your profile (Exhibit 9).

Note: You no longer need to navigate to the MyCDX page to add and remove facilities from your profile. The Facility widget is now part of the MyCEDRI dashboard.

For more information about managing facilities, refer to the [Manage Facilities Job Aide](#).

The screenshot shows the MyCEDRI dashboard interface. At the top, there are navigation links: MyCEDRI, My Reports, CEDRI History, and Manage Users. A main menu contains four buttons: 'Create a Report', 'Complete Reports Under Development', 'View Submitted Reports', and 'Manage Facilities'. The 'Manage Facilities' button is highlighted with a red box. Below this is the 'My Profile' section, which includes user information like Name (Kyle Speight), Role (Certifier), and Email (kyle.speight@cgifederal.com). To the right is the 'My Regulations' section, which currently shows 'Feature Coming Soon'. On the far right is a sidebar with 'My Notifications' (1 Reports Pending Signature, 72 Reports Under Development) and 'My Resources' (CEDRI Help, CEDRI Homepage, CEDRI Change Log, List of Rules, FAQ Document, ERT, WebFIRE). The main content area is titled 'My Facilities' and contains a table of managed facilities. The table has columns for EPA Registry ID, Program ID, Facility Name, Facility Address, and actions (View/Edit Details, Remove). One facility is listed: CGI FEDERAL INC. at 17504 FAIR LAKES CIR, FAIRFAX, VA 22033, FAIRFAX COUNTY. Below the table, it says 'Showing 1 to 1 of 1 facilities' and includes a 'Previous' button and a 'Next' button. At the bottom of the section, there is a note: 'Can't find your facility? Please contact CEDRI@epa.gov for help before creating a new facility.'

Exhibit 9

Reports Pending Signature & Reports Under Development

The 'Reports Pending Signature' panel (6) displays the number of reports completed but not yet signed and submitted to EPA, while the 'Reports Under Development' panel (7) displays the number of reports prepared but not yet marked as complete (i.e. ready for Certifying Official signature and submission to EPA) (Exhibit 10).

Clicking the 'View Reports' link in either of these panels takes you to the existing 'My Reports' page, where you can view all reports that are under development and awaiting signature by a Certifier and submission to EPA. See the [Create Reports Job Aide](#) for details on creating, editing, and signing reports.

My Reports CEDRI History Manage Users CBI Disclaimer Return to CDX Logout

[Create New Report](#)

You are currently registered under the "Certifier" role and may prepare and certify reports electronically for your associated facilities. Reports that have been selected and not yet started, or have been started, but are not yet complete can be found in the 'Reports Under Development' section. Reports that are complete, but awaiting certification can be found in the 'Reports Pending Signature' section. [Read More...](#)

▼ Reports Under Development

ID	Report Name	Updated Date	Status	Facility Name
1954775	70.6(c)(5)(iii) Annual Compliance Certification Report	2023-08-01 03:07:53 pm	Under Development (Step 3)	
1893352	60.5420a(b) Annual Report (Spreadsheet Template)	2023-02-13 01:54:10 pm	Under Development (Step 3)	
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1575963	ERT Performance Report	2021-08-04 01:44:25 pm	Under Development (Step 2)	

Showing 1 to 10 of 72

First < 1 2 3 4 5 ... > Last

[Edit Selected Report\(s\)](#)
[Delete Selected Report\(s\)](#)

▼ Reports Pending Signature

ID	Report Name	Updated Date	Status	Facility Name
1476858	63.655(h)(8) Fenceline Monitoring Report	2021-03-30 11:23:53 am	Pending Signature (Step 2)	MALLARD EXPLORATION

[Edit Selected Report\(s\)](#)
[Delete Selected Report\(s\)](#)
[Submit Selected Report\(s\)](#)

Exhibit 10

Manage My Profile

The 'My Profile' panel (8) displays CDX registration information about the logged in user (Exhibit 11). Clicking the 'Manage My Profile' link redirects you to the CDX My Profile page where you may edit profile information such as email address, organization, etc.

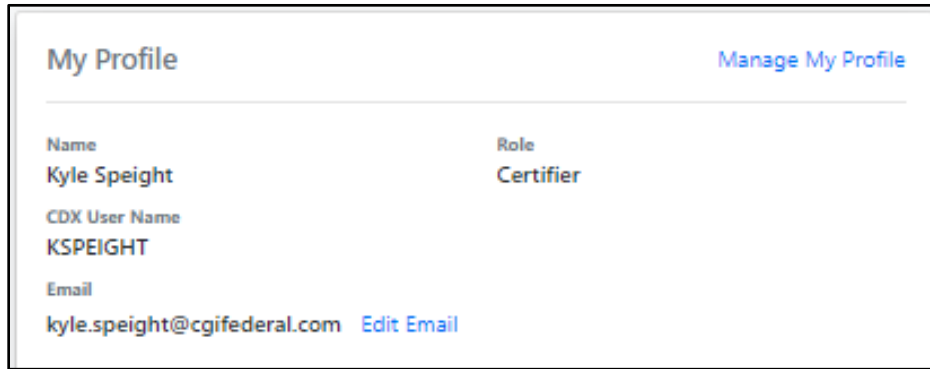


Exhibit 11

My Resources

The 'My Resources' panel (10) provides links to useful resources to assist you in preparing and submitting reports through CEDRI (Exhibit 12). Selecting the links in 'My Resources' panel takes you to either pages within CEDRI or web pages on EPA's website where the tools or information are located. These resources contain helpful information regarding CEDRI procedures and FAQs.

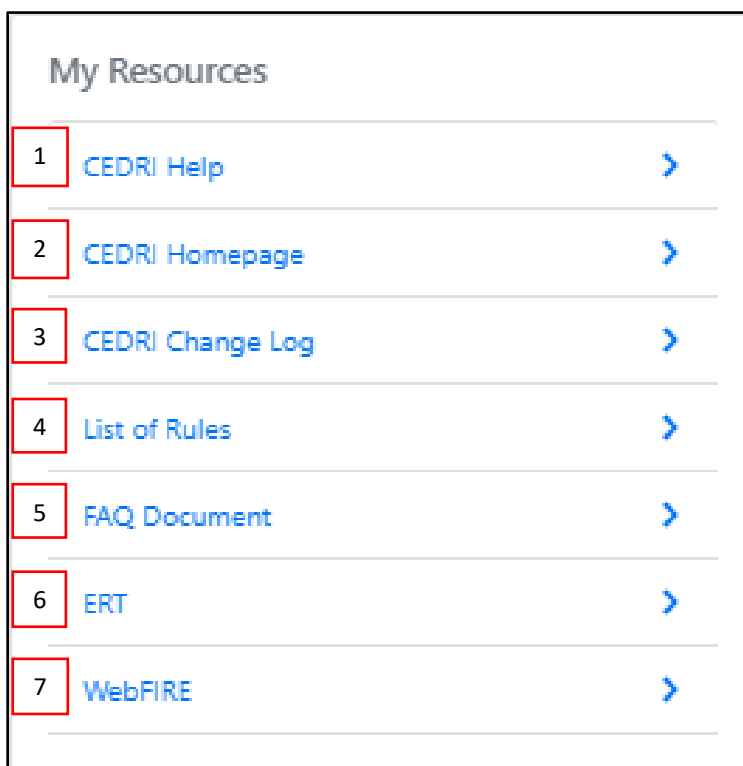


Exhibit 12

1. CEDRI Help	Links you to help pages, report templates, term glossary, and other web links available under 'My Resources'.
2. CEDRI Homepage	Links you to EPA's CEDRI Homepage , which contains CEDRI announcements, guidance, and submission statistics.
3. CEDRI Change Log	Links you to the CEDRI Change Log , which contains information about the latest CEDRI application releases.
4. List of Rules	Links you to the page, EPA Rules and Reports , which contains a comprehensive list of all rules and required reports available in CEDRI.
5. FAQ Document	Links you to a FAQ download containing the most frequently asked questions in CEDRI.
6. ERT	Links you to the page, EPA Electronic Reporting Tool , which contains guidance for using the tool and submitting reports.

7. WebFIRE	Links you to the page, EPA WebFIRE , which contains information about WebFIRE, which is EPA’s online emissions factor repository, retrieval, and development.
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Other Resources (Footer)

Various resources are available in the footer of CEDRI (Exhibit 13).

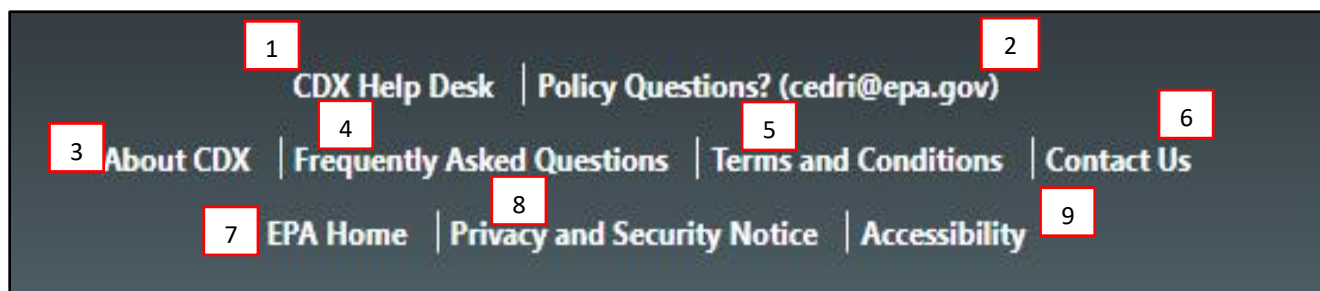


Exhibit 13

1. CDX Help Desk	Displays information on how to contact the CDX Help Desk for assistance with CEDRI. Once selected will start an active chat session with the CDX Helpdesk agent. Available 8am-6pm EST.
2. Policy Questions?	Prompts your email client to open a new email message to EPA’s CEDRI team where you will be able to address policy-related questions.
3. About CDX	Provides information on the Central Data Exchange (CDX), which CEDRI is hosted within.
4. Frequently Asked Questions	Provides Frequently Asked Questions for CEDRI and other CDX applications
5. Terms and Conditions	Provides the CDX terms and conditions.
6. Contact Us	Directs you back to the CDX main page.
7. EPA Home	Directs you to the EPA home page .
8. Privacy and Security Notice	Provides the EPA Privacy and Security notice.
9. Accessibility	Directs you to the EPA Digital Accessibility page .

Get Help On This Page

The 'Get Help On This Page' dropdown (Exhibit 14) provides job aides based on the specific CEDRI application page that you are on.

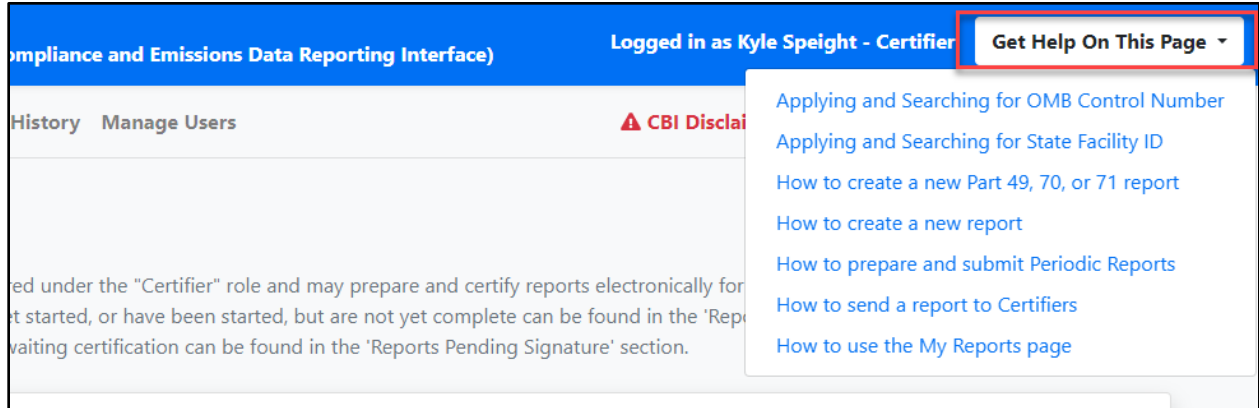


Exhibit 14

Returning to MyCEDRI Dashboard

A 'MyCEDRI' link (12) is included on each page of the application (Exhibit 15). The MyCEDRI link returns you to the MyCEDRI dashboard.

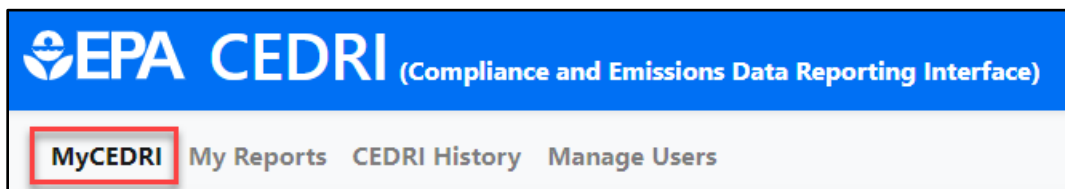


Exhibit 15

Manage Users

As a Certifier, you can grant or revoke facility access for Preparers and Certifiers by clicking on the 'Manager Users' link (Exhibit) at the top of the CEDRI application. For more information about managing users, refer to the [Manage Users by Facility Job Aide](#).

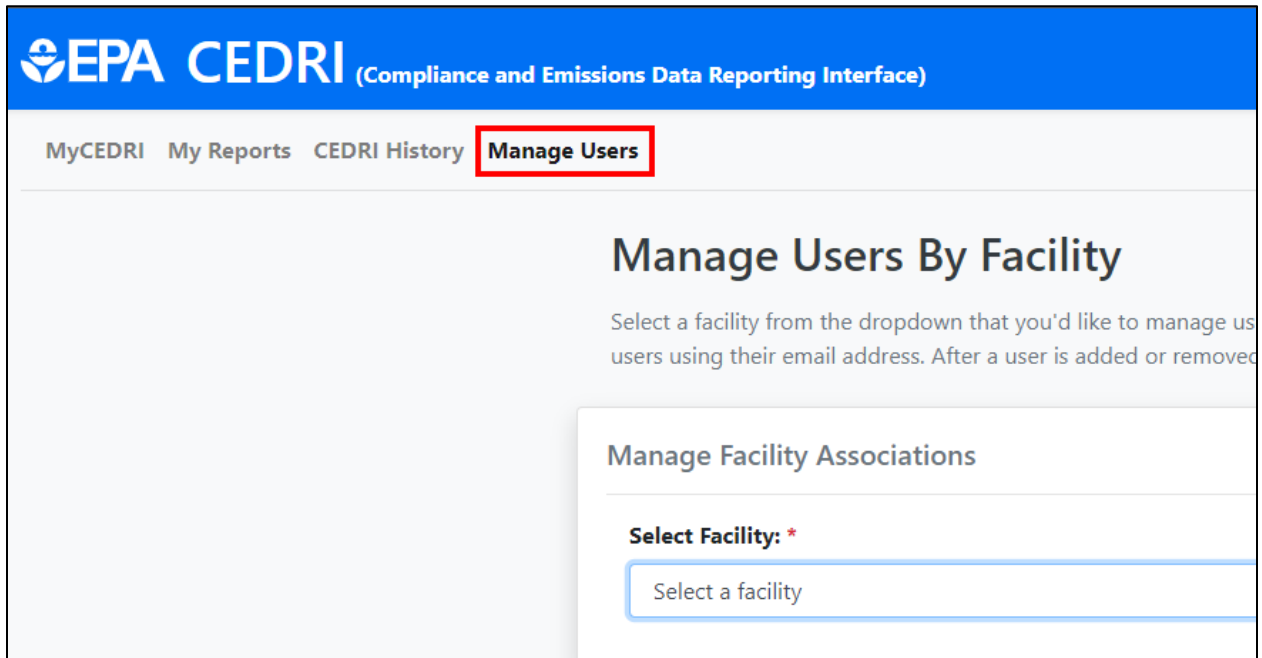


Exhibit 16