

Submitting a Request to Revise TRI Data

Facilities that filed a Form R and/or Form A Certification Statement under EPCRA section 313 may submit a request to revise a form that was previously submitted, stored in the Toxics Release Inventory Processing System (TRIPS), and made available to the public through Envirofacts and TRI Explorer. Facilities may request a revision for one or more of the following reasons:

- RR1 - New Monitoring Data
- RR2 - New Emission Factor(s)
- RR3 - New Chemical Concentration Data
- RR4 - Recalculation(s)
- RR5 - Other Reason(s)

The revision code(s) should be entered in the "Revision" box on the first page of the reporting form. You may enter up to two revision codes on the form.

Please note that late submissions for chemicals not reported in a previous reporting year are not considered revisions for that year.

How do I revise my submission(s)?

If you have determined that your facility wishes to revise a TRI submission, you must send your request to EPA and the appropriate State agency. For submitting a revision to EPA, please use one of the following methods:

1. TRI-MEweb. The preferred method for revising *TRI forms from Reporting Year 2005 through the current year* is to use *TRI-MEweb*. For more information regarding access to *TRI-MEweb*, please visit <http://www.epa.gov/tri>. *TRI-MEweb* provides several advantages compared to hard-copy reporting, such as pre-populating the form with the previous year's data, allowing reporters to electronically sign and submit the form over the Internet, providing automated data quality checks, and electronically confirming EPA's receipt of a submitted form. If you have questions about accessing *TRI-MEweb*, please contact the CDX Hotline at epacdx@csc.com or call toll-free at 1-888-890-1995.

2. TRI-ME via CDX. The preferred method for revising *TRI forms from Reporting Year 2002 through Reporting Year 2004* is to use the TRI Made-Easy (*TRI-ME*) software and submit the report via CDX and the Internet. You can download the *TRI-ME* software at <http://www.epa.gov/tri>. If revising a report from a particular reporting year, you must use the *TRI-ME* software for that same reporting year. For example, if you are revising a form for Reporting Year 2003, you must use the Reporting Year 2003 version of *TRI-ME*, which is available at <http://www.epa.gov/tri>. If you have questions about using the *TRI-ME* software and submitting a report through CDX, please contact the CDX Hotline at epacdx@csc.com or call toll-free at 1-888.890.1995.

3. TRI-ME via Diskette. If you do not have Internet access and you wish to revise a form for Reporting Year 2005 or a prior year, EPA encourages you to use the *TRI-ME* software and to submit your revised report by diskette to one of the addresses below. All diskette submissions must be accompanied by a signed Certification Statement. If you do not have the *TRI-ME* software for the reporting year that you need, please contact EPA at 301.429.5005.

Send revision requests by *regular mail* to the following address:

TRI Data Processing Center
P.O. Box 1513
Lanham, MD 20703-1513
Attention: TRI Revision Request

Send revision requests by *certified mail or overnight mail* to the following address:

TRI Data Processing Center
c/o Computer Sciences Corporation

Suite 150
8400 Corporate Drive
Landover, MD 20785-2294
Attention: TRI Revision Request
Phone: 301.429.5005

4. Hard Copy Form. EPA strongly discourages paper submissions due to the increased possibility of data entry errors; however, if necessary, you may revise a previously submitted hard-copy form by using either 1) a photocopy of the original or 2) a blank form.

- **Photocopy of Original Submission.** You may submit a photocopy of your original submission (from your file) with the corrections made in blue ink. Please re-sign and re-date the certification statement on Page 1. For RY 2007 revisions and beyond, please enter the appropriate revision code(s). For RY 2006 and prior years, please enter an “X” in the space marked “Enter ‘X’ here if this is a revision,” on page 1 of the form.
- **Blank Form.** Hard copy submissions may be submitted using the form applicable for that particular reporting year or the most recent form available. You can request prior year reporting forms at tridocs@epa.gov. For RY 2007 revisions and beyond, please enter in the appropriate revision code(s). For RY 2006 and prior years, please enter an “X” in the space marked “Enter ‘X’ here if this is a revision,” on page 1 of the form.

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