

Submitting a Request Withdraw TRI Data

Facilities that filed a Form R and/or Form A Certification Statement under EPCRA section 313 may submit a request to withdraw 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. EPA may periodically review withdrawals.

Facilities may request a withdrawal for one or several reasons, such as:

- WT1 - Did not meet the reporting threshold for manufacturing, processing, or otherwise use
- WT2 - Did not meet the reporting threshold for number of employees
- WT3 - Not in a covered NAICS Code
- WO1 - Other reason(s)

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

How do I withdraw my submission(s)?

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

1. TRI-MEweb. The preferred method for requesting a withdrawal of a previously submitted TRI form from Reporting Year 2005 through the current year is *TRI-MEweb*. For more information regarding access to *TRI-MEweb*, please visit <http://www.epa.gov/tri> or contact the CDX Hotline at epacdx@csc.com or call toll-free at 1-888-890-1995.

2. TRI-ME via CDX. For the RY 2007 version of the software only, withdrawals may be submitted electronically using the *TRI-ME* software and submitting the report via CDX and the Internet. You can download the *TRI-ME* software at <http://www.epa.gov/tri>. If you have questions about submitting via CDX, please contact the CDX Hotline at epacdx@csc.com or call toll-free at 1-888-890-1995

3. TRI-ME via Diskette. For the RY 2007 version of the software only, withdrawals can be submitted via diskette to one of the addresses below. Withdrawals submitted on diskette using the prior versions of the *TRI-ME* software will not be accepted.

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

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

Send withdrawal 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 Withdrawal Request
Phone: 301.429.5005

4. Hard Copy Form. All other withdrawal requests may be submitted by hard copy as follows:

- Reporting Year 2007 Forward. You may submit a photocopy of your original submission (from your file). Using blue ink, re-sign and re-date the certification statement on Page 1 and enter the appropriate withdrawal code(s) in the space provided on page 1 of the form.\
- Reporting Year 2006 and Prior Years. Please submit a photocopy of the form you wish to withdraw (from your file), and attach – as a cover page – page 1 of the current year’s reporting form, which includes a field for the withdrawal codes. Using blue ink, please sign and date the certification statement and enter the appropriate withdrawal code(s) in the space provided on page 1 of the current year’s form.

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