Preparing and Submitting Periodic Report Spreadsheet Templates

This job aide guides you through the process to prepare and submit Periodic Reports to EPA using CEDRI Spreadsheet Templates. To submit a Periodic Report using the EPA provided spreadsheet template:

1. Download the current version of the applicable spreadsheet template from:
   a. The CEDRI website
   b. The CEDRI application by clicking 'Reporting Utilities' within 'CEDRI Help'; or
   c. Step 3 of the 'Create a Report' workflow within the CEDRI application
2. Prepare the spreadsheet template following the instructions provided in this job aide.
3. Following the instructions in Navigating the Create a Report Workflow job aide to upload, sign, and submit your report to EPA.

Spreadsheet Template Standard Features

All spreadsheet templates for Periodic Reports contain the following tabs:

Welcome (Instructions) worksheet	Workbook configuration control data (version, date, rule, etc.) and instructions to complete the template.
Company (or Facility) Information worksheet	Company / Facility name and address. May also include reporting period, attachments, etc.
Rule Specific worksheets	One or more worksheets, depending on amount and variety of data required by the rule.

Once you download the spreadsheet template that you want to submit to the EPA, click the 'Enable Editing' button that appears at the top of the spreadsheet. This allows you to add information to the spreadsheet (Exhibit 1).
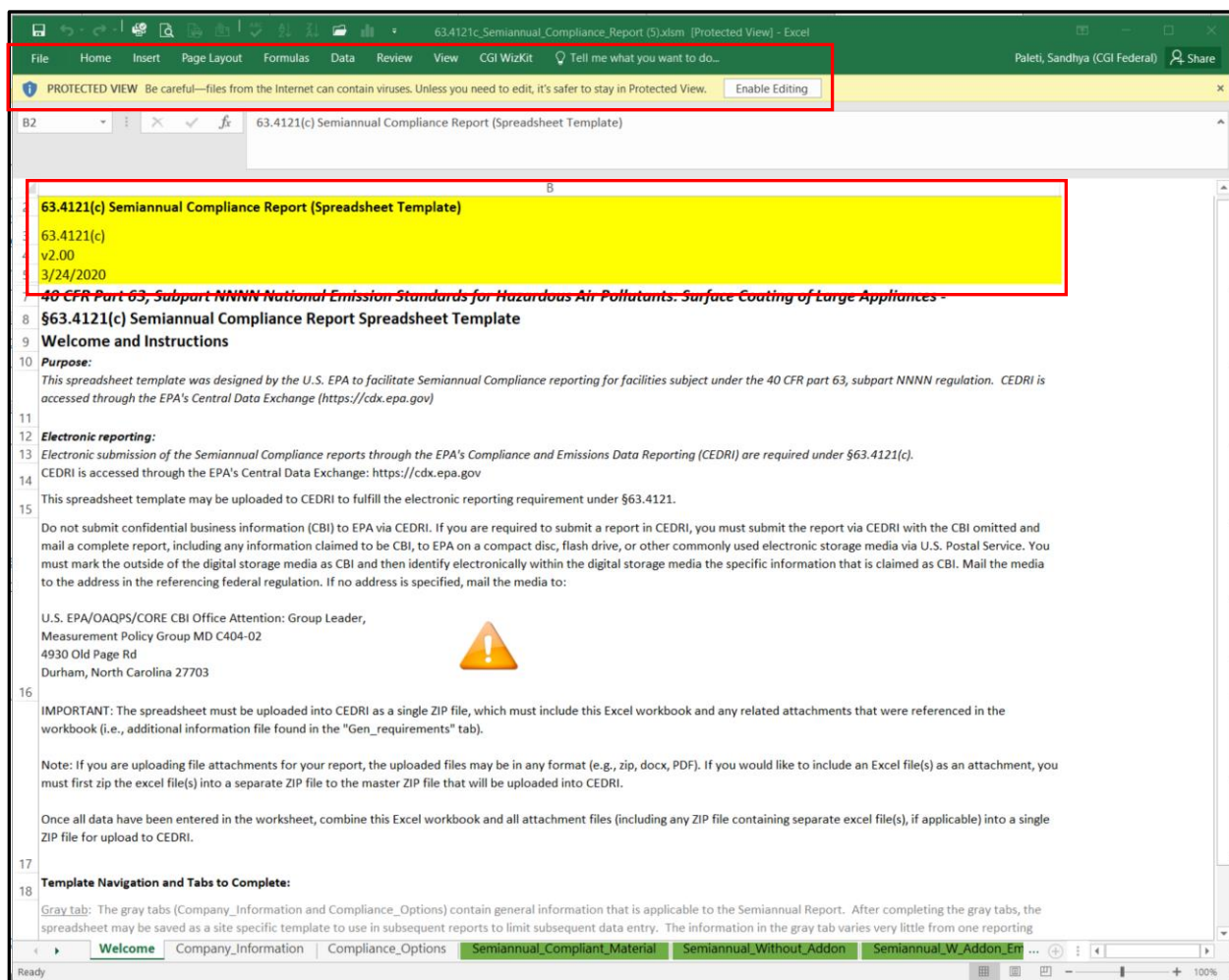
Exhibit 1

Welcome (Instructions) Worksheet

This worksheet contains general reporting instructions as well as regulation-specific information related to the report (Exhibit 1).

Company (or Facility) Information Worksheet

Use this worksheet to enter information about the company/facility, such as company name, address, city, and zip code (Exhibit 2). Rows 1-23 are either hidden or reserved for EPA use. Company/facility information should be inputted beginning at row 24. Additional information about the requested company/facility data points can be found in Exhibit 3.

Exhibit 2

Site Information:

Column B - J: Reserved for Site Information (Exhibit 2). The 'Company Record No.' (B24) auto-generates when you populate 'Company Name' (C24). (In some periodic reports 'Company Record No.' will be referred to as 'Facility Record No.', therefore these fields are synonymous with one another for purposes of this job aide). The 'Company Record No.' links the remaining worksheets to the proper company/facility. If the 'Company Information' tab includes more than one company/facility, the Rule Specific Worksheets use the 'Company Record No.' to link records.

> **Note:** If entering multiple companies, be sure that 'Company Record No.' is in ascending order, from 1-10. The entries in the 'Company Record No.' field will be used to populate information in other worksheet tabs.

Reporting Period:

Column K - M: Reserved for Reporting Period Information (Exhibit 2).

Additional Information:

Column N - O: Reserved for additional information and associated file name references (Exhibit 2) that you are submitting along with the zip folder. This can be documents, pdfs, or text files that you need to submit to EPA.

> **Note:** The 'associated file name references' must be identical to the file name (case sensitive) provided in the spreadsheet template. Additionally, the number of files that are present in the spreadsheet (Column O) must match the number of files that are provided within the zip folder.

> **Note:** Some Periodic Report templates may be combined with a Notification Report and will contain an additional column at the end of the Company (or Facility) Information worksheet. The additional column is a Yes/No question stating is the Notification Report should also be included.

Question Group	Question Label	XML Tag	System Validation
Company Information	Company Record No.*	RecordId	Field value automatically generated.
	Facility Name*	FacilityName	None
	Address Line 1*	AddressLine1	None
	Address Line 2	AddressLine2	None
	City*	CityName	None
	County*	CountyName	None
	State Abbreviation*	StateName	Dropdown list of US States and territories.
	Responsible Agency Facility ID	StateFacID	None
	Date of Report	Report Date	Date format enforced in Excel if required by applicable rule.
	Zip Code*	ZIPCode	Numeric data type validation enforced in Excel.
Reporting Information	Beginning Date of Reporting Period*	PeriodStartDate	Date format enforced in Excel if required by applicable rule.
	Ending Date of Reporting Period*	PeriodEndDate	
Additional Information	Please enter any additional information.	AddInfo	None
	Enter associated file name reference.	AddFile	None

Exhibit 3

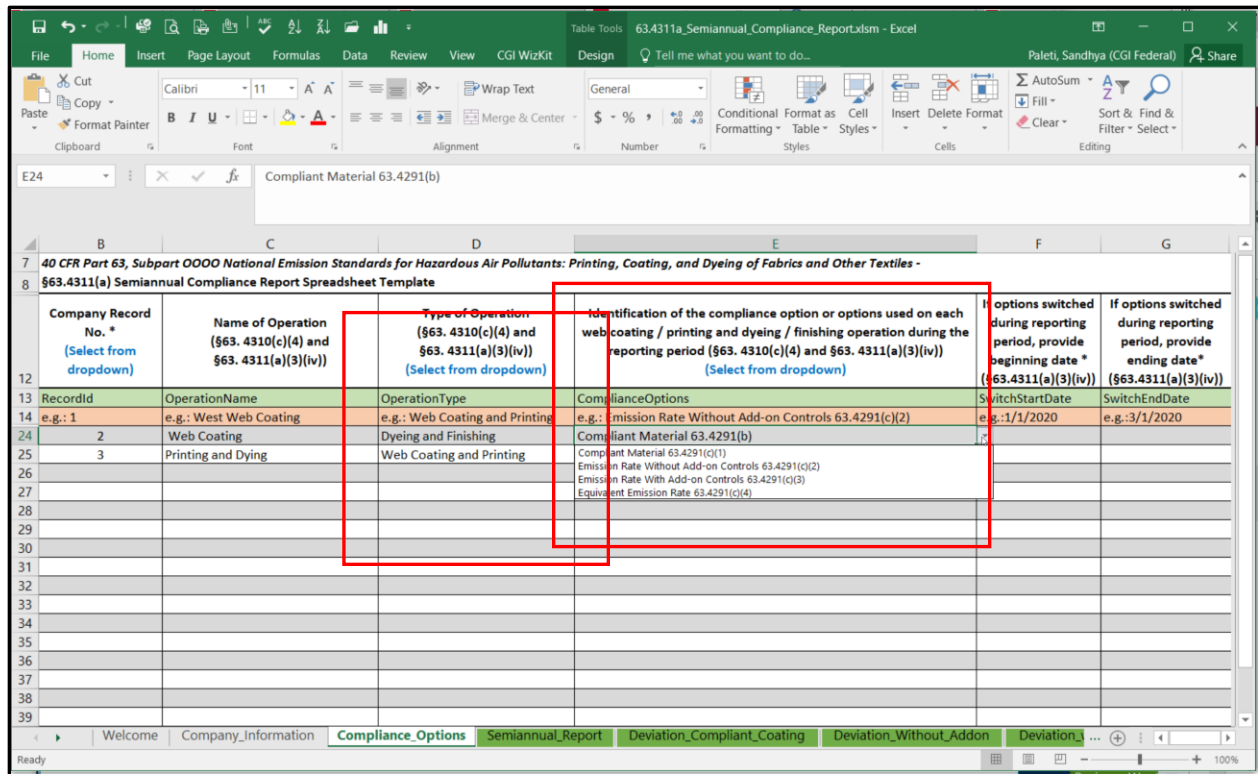## Spreadsheet Template Rule Specific Features

The remaining worksheet tabs vary depending on the rule for which you are submitting a report. 63.4311a_Semiannual_Compliance_Report is used as an example (Exhibit 4) to illustrate the process for completing these worksheets. The process for filling in each of the worksheet tabs is similar for other rules.

Exhibit 4

Data Entry:

As shown in Exhibit 4, there are several Rule Specific worksheets within this particular report. The first such worksheet is 'Compliance Options' which prepopulates with the list of 'Company Record No.(s)' that were generated for each row created in the 'Company Information' worksheet.

> **Note:** The 'Company Record No.' must be filled in correctly as this field is linked to the remaining worksheet tabs.

Within this worksheet, the 'Company Record No.' includes a dropdown prepopulated based on the list of entries you provide in the 'Company Information' worksheet. Choose the appropriate 'Company Record No.' to start the entry. For example, in Exhibit 2, the 'Company Record No.' for 'Sandhya Ltd' is "1" (in the first row of 'Company information').

To enter information in the 'Compliance Options' tab regarding the company 'Sandhya Ltd', choose "1" from the dropdown and fill in the remaining fields.
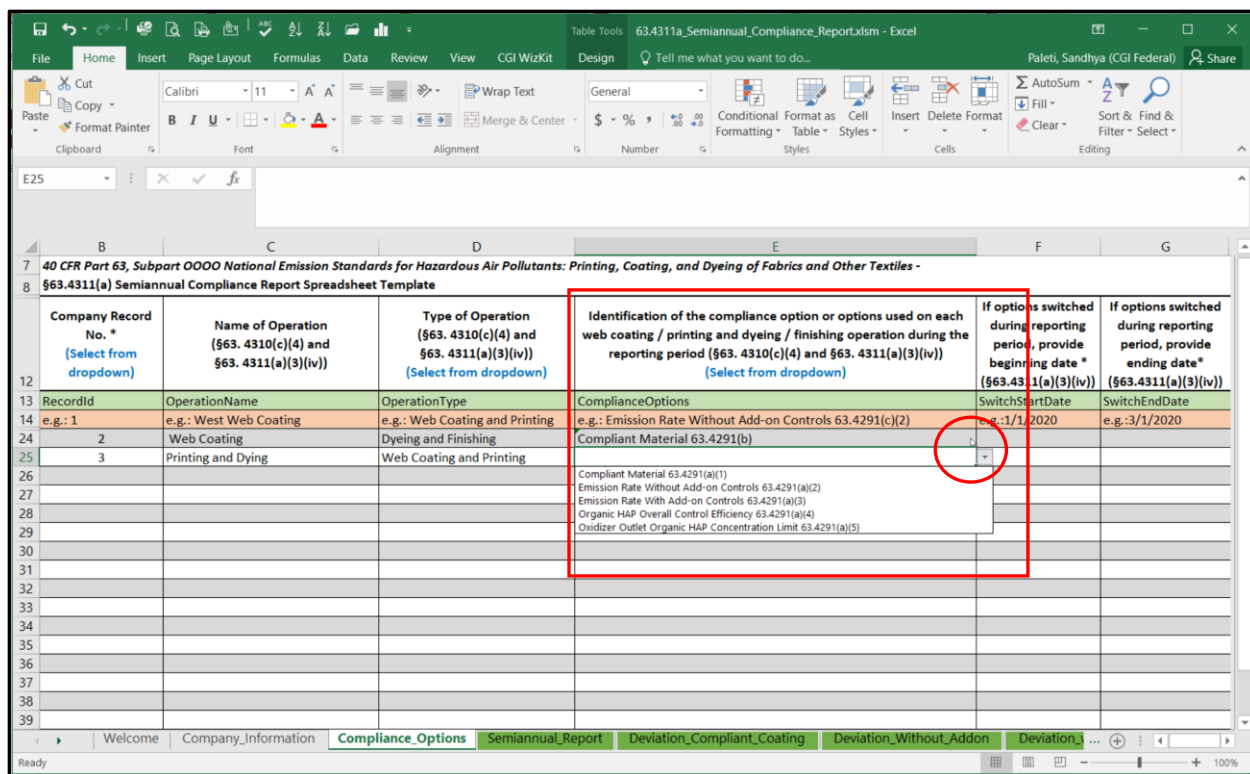
> **Note:** You must populate the 'Company Information' tab so that the dropdown within the 'Compliance Options' tab can be pre-populated. For example, if you enter three records on the 'Company Information' tab; "1", "2", and "3" appear as dropdown options on the 'Company Record No.' column in the 'Compliance Options' tab.

Exhibit 5

There are other dropdowns that populate based on the selections from other columns in the worksheet. For example, selecting the 'Dyeing and Finishing' option in the 'Type of Operation' Column (Exhibit 5), triggers a set of dropdown choices in Column E (Exhibit 6). If you change your selection in Column D (Exhibit 5), the dropdown choices change accordingly in Column E (Exhibit 6).

Exhibit 6

Common Problems

This section details common problems you may encounter when submitting spreadsheets and actions to take to correct the problems. For a complete listing of potential error messages related to uploading periodic reports, please refer to Sections 2 and 3 of the CEDRI Error Messages Job Aide.

Using the Proper Version

If you upload the wrong version of the spreadsheet template, you will receive an Error (113) message (Exhibit 7). When uploading the spreadsheet template, make sure to upload the template with the current major version number. For example, if CEDRI expects v2.02 and you use v1.00, this error message appears. You will <u>not</u> receive an error message if CEDRI expects v2.02 and you use v2.00.

The version number of the template you are using can be found on the 'Welcome' worksheet in cell B4. You can download the current spreadsheet template directly from the EPA website or the 'Reporting Utilities' section of 'CEDRI Help'.
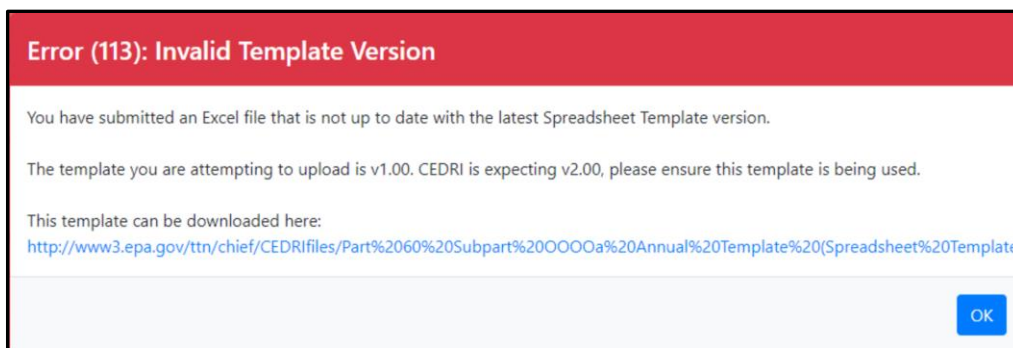
Exhibit 7

Using the Wrong Report Template

The Error (114) displays when you attempt to upload an incorrect report template (Exhibit 8). When uploading a template make sure you are using the template that matches the name of the template as specified within the EPA website or the 'Reporting Utilities' section of 'CEDRI Help'.
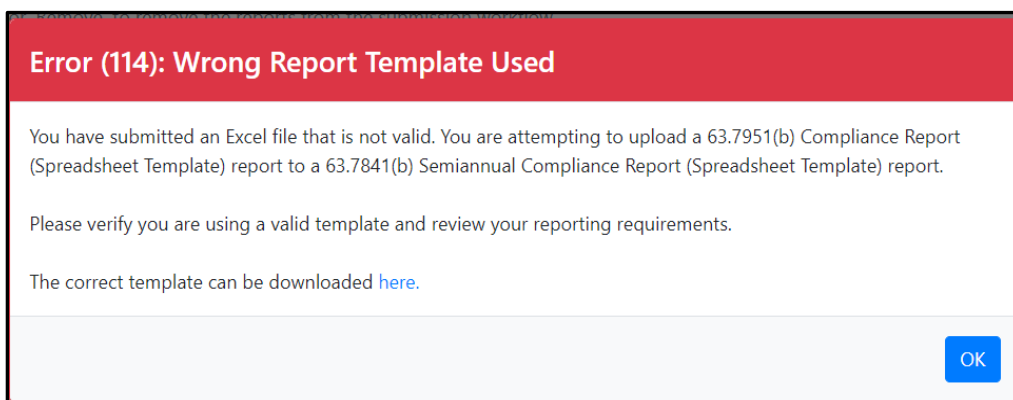

Exhibit 8

Zipping the Spreadsheet and Attachments

Make sure the spreadsheet and all applicable files (attachments) are converted to a zip format. You will receive an Error (106) message (Exhibit 9) if you attempt to upload a file that is not zipped.
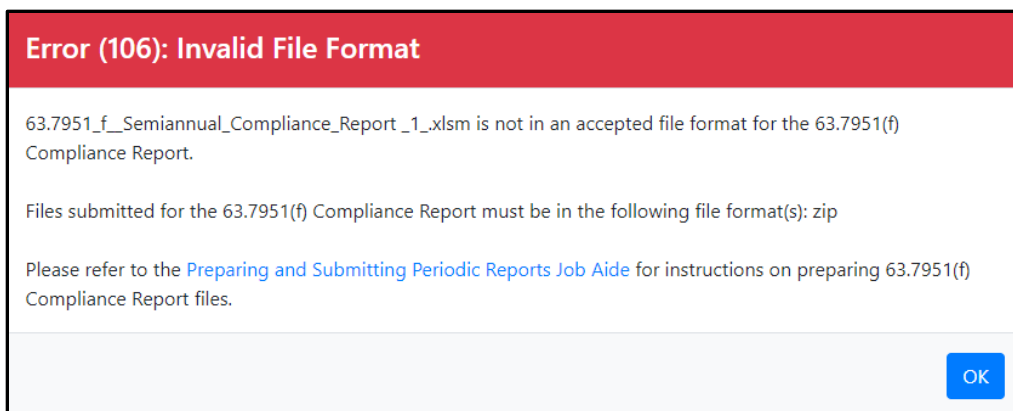
Exhibit 9

Note: If you are uploading file attachments for your report, the uploaded files may be in any format (e.g., zip, docx, PDF). If you would like to include an Excel file(s) as an attachment, you must first zip the excel file(s) into a separate ZIP file and include within the master ZIP file that will be uploaded into CEDRI.

Once all data have been entered into the worksheets, combine this completed Excel workbook and all attachment files (including any ZIP file containing separate excel file(s), if applicable) into a single ZIP file for upload to CEDRI.

Missing State Code

If you upload a spreadsheet that is missing data in the 'State Code' field, you receive the following Error (102) (Exhibit 10). A 'State Code' must be included prior to uploading the spreadsheet.
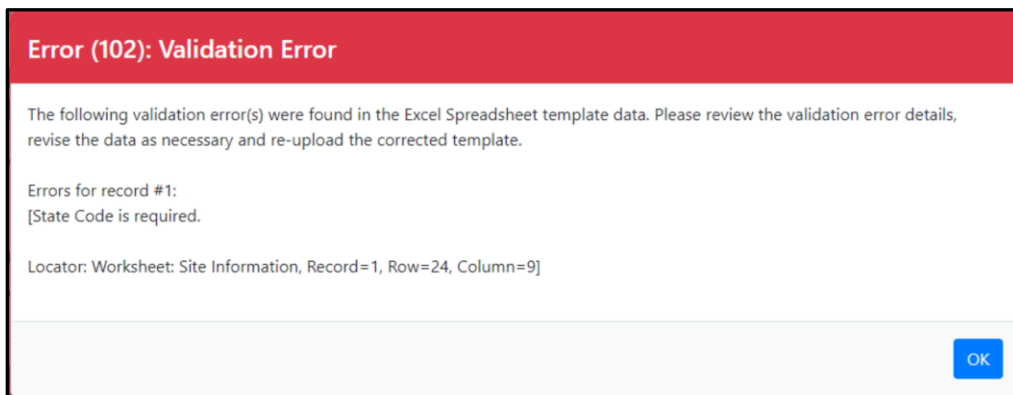

Exhibit 10

Additional Help

For additional help regarding rule questions contact CEDRI@epa.gov. For all other technical issues, contact the CDX Help Desk at helpdesk@epacdx.net or 1-888-890-1995.