



<b>Script Name</b>	TRI-MEweb RY 2014 Information Collection Request (ICR)		
<b>Script ID</b>	TRI-01		
<b>Script Synopsis</b>	A certifying official tests the ICR enhancements within the TRI-MEweb application for reporting year (RY) 2014.		
<b>Prerequisites</b>	A user with a CDX account has logged in to the TRI-MEweb application with access to a certifying official role, an associated TRIFID, and at least one RY 2014 form.		
<b>Tests Performed</b>	<b>Requirements Reference</b>	<b>Page</b>	<b>Steps</b>
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**Test Name** TRI-01.1 Add New Chemical Forms: New Chemicals for RY 2014  
**Test ID** TRI-01.1  
**Synopsis** A certifying official identifies the new chemical "O-Nitrotoluene" on the "Add New Chemical Forms" page within the TRI-MEweb application for RY 2014.  
**Prerequisites** A user with a CDX account has logged in to the TRI-MEweb application with access to a certifying official role, an associated TRIFID, and a 2014 form.

Processing Steps	Expected Results	Actual Results	Notes	Issue Number
1. Click the "Prepare" tab.  Click "Next" (2014 is preselected from the "Reporting Year" dropdown.	The "Select a Facility" page is displayed.			
2. Select the radio button next to a TRIFID in your list and click the "Forms" sub-tab at the top of the page.	The "Select a Form" page is displayed.			
3. Verify information on the "Select a Form" page.	Instructional text displays at the top of the "Select a Form" page.			
	A "+ Add Form" button displays on the page.			
4. Click the "+Add Form" button.	The user navigates to the "Add New Chemical Forms" page.			
	A "Chemical Name" text field displays on the page.			
	A "CAS Number" text field displays on the page.			
	A "RY 2014 Chemicals" multi-select list box displays on the page.			
5. Enter "o-nitrot" in the "Chemical Name" text field.	"o-nitrot" displays in the "Chemical Name" text field.			
6. Click the "Search" button.	"o-Nitrotoluene (88-72-2)" displays in the "2014 Reporting Year Chemicals 1-1 of 1" multi-select list box.			



Processing Steps	Expected Results	Actual Results	Notes	Issue Number
7. Click the search result "o-Nitrotoluene (88-72-2)" in the "2014 Reporting Year Chemicals" multi-select menu.	"o-Nitrotoluene (88-72-2)" is highlighted in the multi-select list box.			
8. Click the "+ Add Selected" button.	"o-Nitrotoluene (88-72-2)" displays in the "Chemicals to add" menu.			
9. Highlight "o-Nitrotoluene (88-72-2)" in the "Chemicals to add" menu.	"o-Nitrotoluene (88-72-2)" is highlighted in the "Chemicals to add" multi-select combo box.			
10. Select the chemical listed in the "Chemicals to add" multi-select combo box and click the "X Remove Selected" button.	The chemical "o-Nitrotoluene (88-72-2)" is removed from the "Chemicals to add" multi-select list box.			
11. Enter "88-72-2" in the "CAS Number" text field. Remove any text entered in the "Chemical Name" field. Click the "Search" button.	"o-Nitrotoluene (88-72-2)" displays in the "2014 Reporting Year Chemicals" multi-select list box.			
12. Click the "Select Year" link under the "Prepare" tab.	The "Select a Reporting Year" page displays.			
13. Select "2013" from the "Reporting Year" drop-down menu.	"2013" displays in the "Reporting Year" drop-down menu.			
14. Click the "Next" button.	The "Select a Facility" page displayed.			
15. Select the radio button adjacent to a test facility. Click the "Forms" link under the "Prepare" tab.	The "Select a Form" page displays.			
16. Click the "+ Add Form" button.	The "Add New Chemical Forms" page displays.			
17. Enter "o-nitrot" in the "Chemical Name" text field.	"o-nitrot" displays in the "Chemical Name" text field.			



Processing Steps	Expected Results	Actual Results	Notes	Issue Number
18. Click the "Search" button.	"0 Chemicals found" displays above the reporting year chemicals multi-select list box.			

Determination:      Pass [  ]      Fail [  ]      \_\_\_\_\_

Approved By:      \_\_\_\_\_      Date:      \_\_\_\_\_      Time:      \_\_\_\_\_



**Test Name** TRI-01.2 Contact Information: Extension Field

**Test ID** TRI-01.2

**Synopsis** A certifying official enters phone number extensions for a public contact and a technical contact on the "Contact Information" page within the TRI-MEweb application for the reporting year 2014 in questionnaire mode.

**Prerequisites** A user with a CDX account has logged in to the TRI-MEweb application with access to a certifying official role, an associated TRIFID, and a 2014 form.

Processing Steps	Expected Results	Actual Results	Notes	Issue Number
1. Navigate to the "Contact Information" page after selecting a RY 14 form.  Verify information on the "Contact Information" page.	Instructional text displays at the top of the "Contact Information" page.			
	An "Ext:" field displays within the technical contact name fields.			
	An "Ext:" field displays within the public contact name fields.			
2. Enter "ABCDE" in the "Ext" field for a technical contact and click the "Next" button.	A data error displays at the top of the page indicating that a numeric phone number extension should be entered.			
3. Remove "ABCDE" displayed in the technical contact "Ext:" text field.  Enter "12345" in the technical contact "Ext:" text field.	"12345" is displayed in the technical contact "Ext:" text field.			
4. Click the "Next" button.	The "Release Type List" page displays.			
5. Click the "Back" button.	The "Contact Information" page displayed.			



Processing Steps	Expected Results	Actual Results	Notes	Issue Number
6. Remove "12345" from the technical contact "Ext" text field.  Enter "*****" in the public contact "Ext:" text field.	"*****" is displayed in the public contact "Ext:" text field.			
7. Click the "Next" button.	A data error displays at the top of the page indicating that a numeric phone number extension should be entered.			
8. Remove the "*****" from the public contact "Ext" text field.  Click the "Go to Form Mode" button displayed in the bottom right-hand corner of the "Contact Information" page.	The "Form R Part II, Sections 1, 2, 3 and 4" page displays.			
9. Enter "ABC" in the technical contact "Ext:" field.	"ABC" displays in the technical contact "Ext:" field.			
10. Click the "Next" button.	A data error displays at the top of the page indicating that a numeric phone number extension should be entered.			
11. Remove the "ABC" from the technical contact "Ext:" field.	The technical contact "Ext:" field in form mode is blank.			
12. Enter "???" in the public contact "Ext:" field.	"???" displays in the public contact "Ext:" field.			
13. Click the "Next" button.	A data error displays at the top of the page indicating that a numeric phone number extension should be entered.			
14. Remove the "???" displayed in the public contact "Ext:" field.	The public contact "Ext:" field is empty.			



Processing Steps	Expected Results	Actual Results	Notes	Issue Number
15. Click the "View Form" button displayed in the bottom right-hand corner.	The Form R style sheet displays.			
16. Scroll to section 4.3 and 4.4 of Part I.	"Telephone Number (include area code and ext.)" displays in the style sheet for technical contact name.			
	"Technical Number (include area code and ext.)" displays in the style sheet for public contact name.			
17. Click the "X" in the upper right-hand corner of the style sheet window.	The Form R style sheet closes.			
18. Click the "Go To Questionnaire Mode" button.	The "Contact Information" page displays.			
19. Enter the following information for a technical contact: <ul style="list-style-type: none"><li>• Technical Contact Name: John Smith</li><li>• Phone: 1234567890</li><li>• Ext: 1234</li><li>• E-mail: John.Smith@test.com</li></ul>	Data is displayed as entered.			
20. Enter the following information for a public contact: <ul style="list-style-type: none"><li>• Public Contact Name: Jane Doe</li><li>• Phone: 1234567890</li><li>• Ext: [Leave blank]</li><li>• E-mail: Jane.Doe@test.com</li></ul>	Data is displayed as entered.			
21. Click the "Next" button.	The "Release Type List" page displays.			



Processing Steps	Expected Results	Actual Results	Notes	Issue Number
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Determination:

Pass [ ]    Fail [ ]

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Approved By:

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**Test Name** TRI-01.3 Discharges to Surface Waters: Reach Code

**Test ID** TRI-01.3

**Synopsis** A certifying official adds a reach code to the "Discharges to Surface Waters: Add Discharge" page, edits a reach code, and views the reach code on the "Discharges to Surface Waters: Summary" page.

**Prerequisites** A user with a CDX account has logged in to the TRI-MEweb application with access to a certifying official role, an associated TRIFID, and a 2014 form.

Processing Steps	Expected Results	Actual Results	Notes	Issue Number
1. Click the "On-site Release/Disposal" sub-tab within the "Prepare" tab after selecting an RY 14 form.	The "On-site Releases and Disposal: Introduction" page displays.			
2. Click the "Next" button.	The "Fugitive or Non-Point Air Emissions" page displays.			
3. Click the "Next" button.	The "Stack or Point Air Emissions" page displays.			
4. Click the "Next" button.	The "Discharges to Surface Waters: Summary" page displays.			
5. Verify the information on the "Discharges to Surface Waters: Summary" page.	A "+ Add" button displays on the "Discharges to Surface Waters: Summary" page.			
6. Click the "+ Add" button.	The "Discharges to Surface Waters: Add Discharge" page displayed.			
7. Verify the information on the "Discharges to Surface Waters: Add Discharge" page.	A non-editable "Reach Code (optional)" field displays.			
	An "Exclude Reach Code from Form R" checkbox displays.			
	A "Learn More" button displays below the "Exclude Reach Code from Form R" checkbox.			
8. Click the "Learn More" button.	A Reach Code user guide pop-up window displays with the following text: "In Section 5.3 you are to enter all the names of the			

Processing Steps	Expected Results	Actual Results	Notes	Issue Number
	<p>streams or water bodies to which your facility directly discharges the EPCRA Section 313 chemical on which you are reporting. In addition, you may also enter the 14-digit reach code assigned to each receiving water body by the USGS's National Hydrography Dataset (NHD). TRI-MEweb will automatically populate the reach code field with the appropriate code when you select your receiving water body on the map provided in the user interface for this section. You may also be able to find the correct reach code by consulting readily available sources, such as your discharge permit.</p> <p>Note that reach data are not available for Alaska, Guam, American Samoa and the Northern Mariana Islands, so facilities located in these areas should leave this field blank.</p> <p>EPA maps all reported discharges to reaches for purposes of its Risk Screening Environmental Indicators (RSEI) model, Discharge Monitoring Reports (DMR) Pollutant Loading Tool, and for other analyses. Identifying your stream or water body by entering a reach code in this section ensures that EPA will map your discharges to the correct reach."</p>			
<p>9. Click the "X" in the upper right-hand corner of the user guide window.</p>	<p>The Reach Code Information user guide pop-up window closes.</p>			



Processing Steps	Expected Results	Actual Results	Notes	Issue Number
10. Right-click on the map to select a water body and populate the "Stream or Water Body Name" field and the "Reach Code (optional)" field.	The "Stream or Water Body Name" field populates with a name.  Note that some water bodies will populate "Unnamed water body" in this field.			
	The "Reach Code (optional)" field displays a non-editable reach code.			
	The "Reach Code" is exactly 14 characters.			
11. Check the "Exclude Reach Code from Form R" checkbox.	The previously displayed reach code is removed from the "Reach Code (optional)" field.			
12. Uncheck the "Exclude Reach Code from Form R" checkbox.	The previously displayed reach code value re-appears in the "Reach Code (optional)" field.			
13. Click the "Can't find or identify your stream or water body on the map?" link.	The "Reach Code (optional)" field is now editable and a user can enter a 14-digit reach code.			
14. Enter "1234567890" in the "Reach Code (optional)" field.	"1234567890" is displayed in the "Reach Code (optional)" field.			
15. Click the "Next" button.	An error message displays indicating that the "Reach Code" must be exactly 14 digits.			
16. Click the "Use map to locate the stream or water body" link.	The map re-appears on the "Discharges to Surface Waters: Add Discharge" page.			
17. Right-click on a stream or water body on the map.	The "Stream or Water Body Name" field is populated.			
	The "Reach Code (optional)" field is populated with a value.			



Processing Steps	Expected Results	Actual Results	Notes	Issue Number
18. Click the "Next" button.	The "Discharges to Surface Waters: Summary" page displays.			
19. Verify the information on the "Discharges to Surface Waters: Summary" page.	A "Reach Code (optional)" column header displays.			
20. Click the "Edit" button for the stream or water body name previously entered.	The "Discharges to Surface Waters: Edit Discharge" page displays.			
21. Click the "Cancel" button on the "Discharges to Surface Waters: Edit Discharge" page.	The "Discharges to Surface Waters: Summary" page displays.			
22. Click the "View Form" button.	The Form R style sheet pop-up window generates.			
23. Scroll to Section 5.3.	The stream or water body name displays within the "Stream or Water Body Name" column heading.			
	The reach code displays within the "Reach Code (optional)" column heading.			
	A "0" displays within the "Total Release (pounds/year*) (Enter range code or estimate**)" column heading.			
	"0%" displays within the "Percent from Stormwater" column heading.			
24. Click the "X" in the upper right-hand corner.	The Form R style sheet pop-up window closes.			
	The "Discharges to Surface Waters: Summary" page displays.			
25. Click the "Go To Form Mode" button on the "Discharges to Surface Waters: Summary" page.	The section 5.3 "Discharges to Receiving Streams or Water Bodies" page displays.			



Processing Steps	Expected Results	Actual Results	Notes	Issue Number
	A "Reach Code (optional)" column header displays.			
26. Repeat the same steps taken in questionnaire mode for form mode and verify that the same results are displayed.	The results displayed in questionnaire mode are displayed in form mode.			

Determination:      Pass [  ]      Fail [  ] \_\_\_\_\_

Approved By: \_\_\_\_\_      Date: \_\_\_\_\_      Time: \_\_\_\_\_



**Test Name** TRI-01.4 Production Ratio or Activity Ratio

**Test ID** TRI-01.4

**Synopsis** A certifying official selects production ratio or activity ratio on the "Production Ratio or Activity Ratio" page within the TRI-MEweb application for the reporting year 2014.

**Prerequisites** A user with a CDX account has logged in to the TRI-MEweb application with access to a certifying official role, an associated TRIFID, and a 2014 form.

Processing Steps	Expected Results	Actual Results	Notes	Issue Number
1. Click the "Source Reduction/Recycling" link under the "Prepare" tab in Questionnaire mode.	The "Source Reduction and Recycling: Introduction" page displays.			
2. Click the "Next" button.	The "Non-Production Related Quantities" page is displayed.			
3. Select the "No" radio button at the top of the page.  Click the "Next" button until the "Production Ratio or Activity Ratio" page displays.	The "Production Ratio or Activity Ratio" page displays.			
4. Verify the information on the "Production Ratio or Activity Ratio" page.	The title of the page is "Production Ratio or Activity Ratio."			



Processing Steps	Expected Results	Actual Results	Notes	Issue Number
	<p>The lead-in text on the page displays as:</p> <p>“Enter a production or activity ratio. This is a ratio comparing current and prior year values for the variable(s) that best reflect the output or outcome of the process(es) in which the EPCRA Section 313 chemical is involved. This ratio puts year-to-year changes in quantities released and managed as waste into the context of production (i.e., have releases increased more than production increased?).</p> <p>If you did not manufacture, process, or otherwise use the reported TRI chemical during the prior reporting year, check the "Not Applicable" box provided.”</p>			
5. Click the “Go To Form Mode” button.	<p>“Production Ratio” and “Activity Ratio” radio buttons are displayed on the page.</p> <p>The “Form R Part II, Section 8.9 and 8.10” page displays.</p>			



Processing Steps	Expected Results	Actual Results	Notes	Issue Number
6. Verify the lead-in text for "Section 8.9: Production Ratio or Activity Ratio" section within form mode.	The following text displays within section 8.9 in form mode:  "This is reported as a ratio, not as a percent (i.e., report 1.25 for a 25% increase, not 125% or 25%). Entering 1.0 equals the same production level as the prior reporting year. Only select Not Applicable if you did not manufacture, process, or otherwise use the reported EPCRA Section 313 chemical during the prior reporting year. "			
7. Click the "8.1-8.7" link under the "Prepare" tab.	The "8.1-8.7 Production-Related Waste Managed" section heading displays on the "Form R Part II, Section 8.1-8.7" page.			
8. Click the "View Form" button in the lower right-hand corner.	The Form R style sheet displays.			
9. Scroll to Section 8.1-8.7 and verify the style sheet.	The 8.1-8.7 section heading displays as "Production-Related Waste Managed."			

Processing Steps	Expected Results	Actual Results	Notes	Issue Number
	Columns A – D next to section 8.1-8.7 are grayed out. Note this expected result does not refer to the entirety of columns A- D. Just the fields immediately to the right of the "Production-Related Waste Managed" title.			
10. Scroll to section 8.9 and verify the style sheet.	A checkbox displays to the left of [ ] "Production ratio or" [checkbox] "Activity ratio (select one and enter value to right)."			
11. Click the "X" in the upper right-hand corner of the window to close the Form R style sheet.	The Form R style sheet closes.			
12. Click the section "8.8" link under the "Prepare" tab (in form mode).	The "Form R Part II, Section 8.8" page displays.			
	The "Section 8.8 Non-production-related waste managed" section heading displays.			
13. Click the "View Form" button.	The Form R style sheet displays.			



Processing Steps	Expected Results	Actual Results	Notes	Issue Number
14. Scroll to section 8.8.	A footnote displays for section 8.8:  *** Includes quantities released to the environment or transferred off-site as a result of remedial actions, catastrophic events, or other one-time events not associated with production processes"			
15. Click the "X" in the upper right-hand corner of the window to close the Form R style sheet.	The Form R style sheet closes.			
16. Click the section "8.9-8.10" link under the "Prepare" tab.	The "Form R Part II, Section 8.9 and 8.10" page displays.			
17. Verify the content within "Section 8.9 Production Ratio or Activity Ratio."	A "Production ratio or activity ratio" text field displays.			
	"Production Ratio" and "Activity Ratio" radio buttons display.			
	A "Production or Activity Variable(s)" text box displays.			
18. Check the "Not Applicable" checkbox within section 8.9.	The production ratio or activity ratio fields and radio buttons are hidden.			
19. Click the "Go To Questionnaire Mode" button.	The "Production Ratio or Activity Ratio" page displays.			
20. Un-check the "Not Applicable" checkbox.	The production ratio or activity ratio fields display.			



Processing Steps	Expected Results	Actual Results	Notes	Issue Number
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Determination:

Pass [ ]    Fail [ ]

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Approved By:

Date:

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**Test Name** TRI-01.5 Source Reduction Activities

**Test ID** TRI-01.5

**Synopsis** A user shall select source reduction range codes for source reduction activities and methods on the "Source Reduction Activities" page in questionnaire mode and the "Source Reduction Activities and Methods" page in form mode.

**Prerequisites** A user with a CDX account has logged in to the TRI-MEweb application with access to a certifying official role, an associated TRIFID, and a 2014 form.

Processing Steps	Expected Results	Actual Results	Notes	Issue Number
1. Click on "Prepare" tab.  Click "Next" (2014 is preselect in the "Reporting Year" dropdown.	The "Select a Facility" page is displayed.			
2. Click the "Go To Form Mode" button after selecting the radio button for a test TRIFID.	The "Form R Part I, Section 1 – 4.4" page is displayed.			
3. Click the "8.9 – 8.10" sub-tab.	The "Form R Part II, Section 8.9 and 8.10" page is displayed.			
4. Click the "Go to Questionnaire Mode" button.	The "Production Ratio or Activity Ratio" page displays.			
5. Click the "Next" button.	The "Source Reduction Activities" page displays.			
6. Verify the information on the "Source Reduction Activities" page.	An "Estimated Annual Reduction for Activity 1 (optional)" header displays below the source reduction method drop-down menus.			



Processing Steps	Expected Results	Actual Results	Notes	Issue Number
	<p>The following values are contained within the "Select a Source Reduction Range Code for Source Reduction Activity [X]" drop-down menu:</p> <ul style="list-style-type: none"> <li>• R1 – 100% (elimination of the chemical)</li> <li>• R2 – greater than or equal to 50%, but less than 100%</li> <li>• R3 – greater than or equal to 25%, but less than 50%</li> <li>• R4 – greater than or equal to 15%, but less than 25%</li> <li>• R5 – greater than 5%, but less than 15%</li> <li>• R6 – greater than 0%, but less than 5%</li> </ul>			
<p>7. Select an option from the "Source Reduction Activity 1" dropdown.</p> <p>Select an option from the first "Methods to identify Activity 1" dropdown.</p> <p>Select "R3 – greater than or equal to 25% but less than 50%" from the "Estimated Annual Reduction for Activity 1 (optional)" drop-down menu.</p> <p>Click the "Save" button in the upper right corner of the page.</p>	<p>All selections are retained.</p>			
<p>8. Click the "View Form" button.</p>	<p>The Form R style sheet displays in a separate pop-up window.</p>			



Processing Steps	Expected Results	Actual Results	Notes	Issue Number
9. Scroll to Section 8.10 within the stylesheet.	All section 8.10 selections are displayed in the stylesheet.			
10. Click the "X" displayed in the upper right-hand corner of the Form R style sheet.	The Form R style sheet pop-up window closes.			
11. Click the "Learn More" button that displays to the right of the "Select a Source Reduction Range Code for Source Reduction Activity [X]" drop-down menu (located in the "Estimated Annual Reduction for Activity 1 (optional)" section.)	<p>Form R, Part II, Section 8.10 user guide text displays in a separate pop-up window:</p> <p>"For each Source Reduction Activity reported, you may also provide an estimate of the resulting reduction in the annual amount of the chemical to be managed as waste (i.e., released, recycled, treated, or used for energy recovery). The estimated annual reduction can be calculated as follows:</p> $\frac{(B - A)}{B} \times 100\%$ <p>where:</p> <p>A = estimated amount of the EPCRA Section 313 chemical to be managed as waste in the year after the source reduction activity has been implemented and</p> <p>B = estimated amount of the EPCRA Section 313 chemical that would have been managed as waste had the source reduction activity</p>			



Processing Steps	Expected Results	Actual Results	Notes	Issue Number
	<p>not been implemented.</p> <p>If you choose to complete this field, the reductions associated with your pollution prevention efforts are featured on EPA's website through the Pollution Prevention Search Tool at <a href="http://www.epa.gov/tri/p2">www.epa.gov/tri/p2</a>. The estimated annual reduction is reported using range codes.</p> <p><b><u>Reporting Tips:</u></b></p> <ul style="list-style-type: none"><li>- This estimate is based on the facility's best readily available information at the time the activity is reported and will not necessarily reflected the actual reduction once implementation of the activity is completed.</li><li>- The estimated annual reduction only accounts for the impact of the particular source reduction activity. For example, if production is expected to double, but chemical quantities are expected to remain constant (when they also would have doubled if not for the source reduction activity), then the estimated annual reduction for the activity is 50%.</li></ul>			



Processing Steps	Expected Results	Actual Results	Notes	Issue Number
12. Click the "X" located in the upper right-hand corner.	The Form R, Part II, Section 8.10 user guide pop-up window closes.			
13. Click the "Go To Form Mode" button on the "Source Reduction Activities" page.	The "Section 8.10: Source Reduction Activities and Methods" section displays on the "Form R Part II, Section 8.9 and 8.10" page.			
	An "Estimated Annual Reduction for Activity 1 (optional)" header displays.			
14. Click the "Go To Questionnaire Mode" button.	The "Production Ratio or Activity Ratio" page displays.			
15. Click the "Source Reduction/Recycling" link under the "Prepare" tab.	Verify the text on the "Source Reduction and Recycling: Introduction" page:  TRI-MEweb will now collect information about source reduction activities and quantities of TRI chemicals managed as waste. Section 8.11 allows you to enter additional optional information for source reduction, recycling, or pollution control activities.  For all appropriate questions, report only the quantity, in pounds, of the reported TRI chemical itself (except the Dioxin and Dioxin-like Compounds category, where quantities should be reported			



Processing Steps	Expected Results	Actual Results	Notes	Issue Number
	<p>in grams). Do not include the weight of water, soil, or other waste constituents. When reporting on the metal category compounds, report only the amount of the metal portion of the compound when estimating release and other waste management amounts.</p> <p>If any of the sections listed below do not apply to this toxic chemical, you will have the opportunity to indicate "Not Applicable" on the following pages.</p> <p>Section 8.8: Non-Production Related Quantities Section 8 Column A: Prior Year Data Section 8 Column B: Current Year Calculations Section 8 Column C and D: Following Year Estimates Section 8.9: Production Ratio or Activity Ratio Section 8.10: Source Reduction Activities Section 8.11: Optional Pollution Prevention Information</p> <p>To see how the information you report in these sections is presented to the public, <a href="#">click here to view facility's Pollution Prevention (P2) report.</a></p>			



Processing Steps	Expected Results	Actual Results	Notes	Issue Number
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Determination:

Pass [ ]    Fail [ ]

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Approved By:

Date:

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**Test Name** TRI-01.6 Source Reduction Activities – Source Reduction Barriers

**Test ID** TRI-01.6

**Synopsis** A user shall select source reduction barriers on the “Source Reduction Activities” page in questionnaire mode and form mode.

**Prerequisites** A user with a CDX account has logged in to the TRI-MEweb application with access to a certifying official role, an associated TRIFID, and a 2014 form.

Processing Steps	Expected Results	Actual Results	Notes	Issue Number
1. Click on the “Prepare” tab.  Click “Next” (2014 is preselected).	The “Select a Facility” page is displayed.			
2. Select a facility and click the “Go To Form Mode” button.	The “Form R Part I, Section 1-4.4” page is displayed.			
3. Click the “8.9-8.10” sub-tab.	The “Form R Part II, Section 8.9 and 8.10” page is displayed.			
4. Check the “Not Applicable” checkbox within “Section 8.10: Source Reduction Activities and Methods.”  Note that if you previously entered data in Section 8.10 you will have to click OK on a pop-up after checking the “Not Applicable” check box to continue with the script.	The following list of source reduction barriers associated with checkboxes displays: <ul style="list-style-type: none"> <li>• Insufficient capital to install new source reduction equipment or implement new source reduction activities/initiatives.</li> <li>• Require technical information on pollution prevention techniques applicable to specific production processes.</li> <li>• Concern that product quality may decline as a result of source</li> </ul>			



Processing Steps	Expected Results	Actual Results	Notes	Issue Number
	<p>reduction.</p> <ul style="list-style-type: none"> <li>• Source reduction activities were implemented but were unsuccessful.</li> <li>• Specific regulatory/permit burdens.</li> <li>• Pollution prevention previously implemented-additional reduction does not appear technically or economically feasible.</li> <li>• No known substitutes or alternative technologies.</li> <li>• Other (please describe)</li> </ul>			
<p>5. Check the checkbox next to the "Insufficient capital to install new source reduction equipment or implement new source reduction activities/initiatives" source reduction barriers.</p>	<p>A blank text box displays below the source reduction barrier.</p>			
<p>6. Enter the following text into the text box that displays beneath the "Insufficient capital" source reduction barrier:</p> <p>"Insufficient capital"</p>	<p>"Insufficient capital" displays in the blank text box beneath the "Insufficient capital to install new source reduction equipment or implement new source reduction activities/initiatives" source reduction barrier.</p>			



Processing Steps	Expected Results	Actual Results	Notes	Issue Number
7. Click the "Other (please describe)" check box.  Enter "additional source reduction barriers" in the text box for "Other (please describe)".	The specified text displays in the text box that displays beneath the "Other (please specify)" source reduction barrier.			
8. Click the "View Form" button.	The Form R style sheet pop-up window displays.			
9. Scroll to section 8.10.	An "X" displays in the "NA" field for section 8.10.			
10. Scroll to the "Section 8. Comments" section.	The text entered in the source reduction barriers text boxes displays in rows with the associated source reduction barrier.			
11. Click the "X" that displays in the upper right-hand corner of the Form R style sheet pop-up window.	The Form R style sheet window closes.			
12. Click the "Next" button on the "Source Reduction Activities" page in form mode.	The "Form R Part II, Section 8.11" page is displayed.			
	Two editable text boxes that display the source reduction barriers information entered in section 8.10 displays at the bottom of the page.			
13. Click the "Back" button on the "Optional Pollution Prevention Information" page.	The "Form R Part II, Section 8.9 and 8.10" page is displayed.			



Processing Steps	Expected Results	Actual Results	Notes	Issue Number
<p>14. Check the checkbox for the following source reduction barriers:</p> <ul style="list-style-type: none"> <li>• Require technical information on pollution prevention techniques applicable to specific production processes.</li> <li>• Concern that product quality may decline as a result of source reduction.</li> <li>• Source reduction activities were implemented but were unsuccessful.</li> <li>• Specific regulatory/permit burdens</li> <li>• Pollution prevention previously implemented - additional reduction does not appear technically or economically feasible.</li> <li>• No known substitutes or alternative technologies.</li> </ul>	<p>A blank text box generates below the specified source reduction barriers.</p>			
<p>15. Enter the following text in the "Require technical information on pollution prevention techniques applicable to specific production processes" source reduction barrier:</p> <p>"Pollution prevention technical information"</p>	<p>The specified text displays in the "Require technical information on pollution prevention techniques applicable to specific production processes" source reduction barrier.</p>			
<p>16. Enter the following text in the "Concern that product quality may decline as a result of source reduction" source reduction barrier:</p> <p>"decline of product quality"</p>	<p>The specified text displays in the "Concern that product quality may decline as a result of source reduction" source reduction barrier.</p>			



Processing Steps	Expected Results	Actual Results	Notes	Issue Number
17. Enter the following text in the "Source reduction activities were implemented but were unsuccessful" source reduction barrier:  "unsuccessful implementation of source reduction activities"	The specified text displays in the "Source reduction activities were implemented but were unsuccessful" source reduction barrier.			
18. Enter the following text in the "Specific regulatory/permit burdens" source reduction barrier:  "specific permit burdens"	The specified text displays in the "Specific regulatory/permit burdens" source reduction barrier.			
19. Enter the following text in the "Pollution prevention previously implemented - additional reduction does not appear technically or economically feasible" source reduction barrier:  "source reduction is not technically or economically feasible"	The specified text displays in the "Pollution prevention previously implemented - additional reduction does not appear technically or economically feasible" source reduction barrier.			
20. Enter the following text in the "No known substitutes or alternative technologies" source reduction barrier:  "no known substitutes"	The specified text displays in the "No known substitutes or alternative technologies" source reduction barrier.			
21. Click the "Go to Questionnaire Mode" button.	The "Production Ratio or Activity Ratio" page is displayed.			
22. Click "Next."	The "Source Reduction Activities" page is displayed.			
23. Verify the information entered in section 8.10 in form mode is the same in questionnaire mode.	The entries made in form mode are the same in questionnaire mode.			

Processing Steps	Expected Results	Actual Results	Notes	Issue Number
24. Click the "View Form" button.	The Form R Style Sheet pop-up window displays.			
25. Scroll to the Section 8 Comments table.	All of the entered comments are displayed in the stylesheet's section 8 comment table.			
26. Click the "X" displayed in the upper right-hand corner of the Form R style sheet.	The Form R Style Sheet pop-up window closes.			
27. Click the "Next" button.	The "Optional Pollution Prevention Information" page is displayed and all of the previously entered comments are displayed on the page.			
28. Modify the previously entered text displayed in the comment boxes by appending the word "test" to the end of each statement.  Click the "Go To Form Mode" button.	The modified comments appear correctly in form mode.			
29. Click the "View Form" button.	The Form R Style Sheet pop-up window displays.			
30. Scroll to the Section 8 Comments table.	The modified source reduction barriers text displays within the Section 8 Comments table.			
31. Click the "X" in the upper right-hand corner of the Form R style sheet pop-up window.	The Form R style sheet pop-up window closes.			



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Determination:

Pass [ ]    Fail [ ]

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Time:

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**Test Name** TRI-01.7 Optional Pollution Prevention Information

**Test ID** TRI-01.7

**Synopsis** A user enters and modifies pollution prevention information on the "Optional Pollution Prevention Information" page in questionnaire mode and form mode.

**Prerequisites** A user with a CDX account has logged in to the TRI-MEweb application with access to a certifying official role, an associated TRIFID, and a 2014 form.

Processing Steps	Expected Results	Actual Results	Notes	Issue Number
1. Click on "Prepare" tab.  Click "Next" (2014 is preselected in the "Reporting Year" dropdown.	The "Select a Facility" page is displayed.			
2. Select the radio button next to a facility and click the "Go To Form Mode" button.	The "Form R Part I, Section 1 – 4.4" page is displayed.			
3. Click the "8.11" sub-tab.	The "Form R Part II, Section 8.11" page is displayed.			

Processing Steps	Expected Results	Actual Results	Notes	Issue Number
4. Verify the information in Section 8.11 in form mode.	<p>The following topics are displayed in the optional pollution prevention comment table:</p> <ul style="list-style-type: none"> <li>• Source Reduction</li> <li>• Recycling</li> <li>• Energy Recovery</li> <li>• Waste Treatment</li> <li>• General Environmental Management</li> <li>• Methods for Identifying Pollution Prevention Opportunities</li> <li>• Ways P2 Was Incorporated in Original Process Design</li> <li>• Other Optional Pollution Prevention Information</li> </ul>			
	<p>A checkbox displays with the displayed topics, with the exception of the "Other Optional Pollution Prevention Information" topic.</p>			
	<p>A blank text box generates in the "Comment" column heading for the specified pollution prevention information topics when the check boxes are clicked.</p>			
5. Click the "Source Reduction" check box and enter "source reduction information" in the text box.	<p>The specified text displays in the pollution prevention information topic.</p>			



Processing Steps	Expected Results	Actual Results	Notes	Issue Number
6. Click the "Recycling" check box and enter "recycling information" in the text box.	The specified text displays in the pollution prevention information topic.			
7. Click the "Energy Recovery" check box and enter "energy recovery information" in the text box.	The specified text displays in the pollution prevention information topic.			
8. Click the "Waste Treatment" check box and "waste treatment information" in the text box.	The specified text displays in the pollution prevention information topic.			
9. Click the "Go To Questionnaire Mode" button"	The section 8.11 "Optional Pollution Prevention Information" page displays in questionnaire mode.			
10. Verify the information on the section 8.11 "Optional Pollution Prevention Information" page.	The following pollution prevention information topics that were checked in form mode are also checked in questionnaire mode:  Source Reduction Recycling Energy Recovery Waste Treatment			
11. Verify the information on the section 8.11 "Optional Pollution Prevention Information" page.	A character counter for each text box displays.			
12. Check the following pollution prevention information topics:  <ul style="list-style-type: none"> <li>• General Environmental Management</li> <li>• Methods for Identifying Pollution</li> </ul>	The text that was previously entered for the specified pollution prevention information topics displays in the text boxes.			



Processing Steps	Expected Results	Actual Results	Notes	Issue Number
Prevention Opportunities <ul style="list-style-type: none"> <li>• Ways P2 Was Incorporated in Original Process Design</li> </ul>	A blank text box generates for the specified pollution prevention information topics.			
13. Enter "general environmental management information" in the text box associated with the "General Environmental Management" pollution prevention information topic.	The specified text displays in the pollution prevention information text box.			
14. Enter "methods for identifying pollution prevention opportunities information" in the text box associated with the "Methods for Identifying Pollution Prevention Opportunities" pollution prevention information topic.	The specified text displays in the pollution prevention information text box.			
15. Enter "Ways P2 was incorporated in original process design information" in the text box associated with the "Ways P2 Was Incorporated in Original Process Design" pollution prevention information topic.	The specified text displays in the pollution prevention information text box.			
16. Verify the following text displays in the comment text box for the "Other Optional Pollution Prevention Information" topic:  "[Use the check boxes to comment on the topics above, or use this text box for information that does not fit under the topics above]"	The specified text displays in the comment text box for the "Other Optional Pollution Prevention Information" topic.			
17. Enter "other information" in the text box associated with the "Other Optional Pollution Prevention Information" pollution prevention information topic.	The specified text displays in the pollution prevention information text box.			



Processing Steps	Expected Results	Actual Results	Notes	Issue Number
18. Enter "other information" in the text box associated with the "Other Optional Pollution Prevention Information" pollution prevention information topic.	The explanatory text that was previously displayed in the text box is removed upon entering text in the specified text box.			
19. Click the "Go To Form Mode" button.	The "Form R Part II, Section 8.11" page displays.			
20. Click the "View Form" button.	The Form R style sheet pop-up window generates.			
21. Scroll to the Section 8 comments table.	The Section 8 Comments table displays within the Form R style sheet.			
22. Verify the information in the Section 8 Comments table.	<p>The following section 8.11 optional pollution prevention information topics are displayed within the Section 8 comments table:</p> <ul style="list-style-type: none"> <li>• Source Reduction</li> <li>• Recycling</li> <li>• Energy Recovery</li> <li>• Waste Treatment</li> <li>• General Environmental Management</li> <li>• Methods for Identifying Pollution Prevention Opportunities</li> <li>• Ways P2 Was Incorporated in Original Process Design</li> <li>• Other Optional Pollution Prevention Information</li> </ul>			



Processing Steps	Expected Results	Actual Results	Notes	Issue Number
23. Verify the information in the Section 8 Comments table.	The previously entered text in section 8.11 in form mode and questionnaire mode displays in the Form R style sheet.			
24. Click the "X" located in the upper right-hand corner of the Form R style sheet pop-up window.	The Form R style sheet pop-up window closes.			
25. Modify the text entered for the "Source Reduction" topic as follows:  "source reduction information example"	The text for the "Source Reduction" topic is modified.			
26. Modify the text entered for the "Recycling" topic as follows:  "recycling information example"	The text for the "Recycling" topic is modified.			
27. Modify the text entered for the "Energy Recovery" topic as follows:  "energy recovery information example"	The text for the "Energy Recovery" topic is modified.			
28. Modify the text entered for the "Waste Treatment" topic as follows:  "waste treatment information example"	The text for the "Waste Treatment" topic is modified.			
29. Modify the text entered for the "General Environmental Management" topic as follows:  "general environmental management information example"	The text for the "General Environmental Management" topic is modified.			



Processing Steps	Expected Results	Actual Results	Notes	Issue Number
30. Modify the text entered for the "Methods for Identifying Pollution Prevention Opportunities" topic as follows:  "methods for identifying pollution prevention opportunities information example"	The text for the "Methods for Identifying Pollution Prevention Opportunities" topic is modified.			
31. Modify the text entered for the "Ways P2 Was Incorporated in Original Process Design" topic as follows:  "ways P2 was incorporated in original process design information example"	The text for the "Ways P2 Was Incorporated in Original Process Design" topic is modified.			
32. Modify the text entered for the "Other Optional Pollution Prevention Information" topic as follows:  "other information example"	The text for the "Other Optional Pollution Prevention Information" topic is modified.			
33. Click the "Go To Questionnaire Mode" button.	The section 8.11 "Optional Pollution Prevention Information" page displays.			
34. Verify that the comment text for the pollution prevention information topic has been modified.	The comment text for the pollution prevention information topics has been modified.			
35. Click the "View Form" button.	The Form R style sheet pop-up window generates.			
36. Scroll to the Section 8 comments table to verify the modified comment text.	The modified comment text displays in the Section 8 Comments table in the Form R style sheet.			



Processing Steps	Expected Results	Actual Results	Notes	Issue Number
37. Click the "X" located in the upper right-hand corner of the Form R style sheet pop-up window.	The Form R style sheet pop-up window closes.			

Determination:

Pass [ ]    Fail [ ]

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**Test Name** TRI-01.8 Miscellaneous Information

**Test ID** TRI-01.8

**Synopsis** A user enters and modifies miscellaneous information on the "Miscellaneous Information" page in questionnaire mode and form mode.

**Prerequisites** A user with a CDX account has logged in to the TRI-MEweb application with access to a certifying official role, an associated TRIFID, and a 2014 form.

Processing Steps	Expected Results	Actual Results	Notes	Issue Number
1. Click the "Prepare" tab.  Click "Next."	The "Select a Facility" page is displayed.			
2. Select the radio button adjacent to a TRIFID and click the "Go To Form Mode" button.	The "Form R Part I, Section 1-4.4" page is displayed.			
3. Click the "9.1" sub-tab.	The "Form R Part II, Section 9.1" page displays in form mode.			
4. Verify the information in section 9.1 in form mode.	The following topics are displayed in the miscellaneous information comment table: <ul style="list-style-type: none"> <li>- Changes in Production Levels</li> <li>- Calculation Methods, e.g., Emission Factors</li> <li>- One-time or Intermittent Events Impacting Reported Quantities</li> <li>- Issues or Difficulties Encountered in Submitting Form</li> <li>- Additional Contact Info</li> </ul>			

Processing Steps	Expected Results	Actual Results	Notes	Issue Number
	<ul style="list-style-type: none"> <li>- Other Regulatory Requirements related to this Chemical</li> <li>- No TRI Reports Expected for this TRIFID Next Year</li> <li>- No TRI Report Expected for this Chemical Next Year</li> <li>- Other Miscellaneous Information</li> </ul>			
	A checkbox is associated with all miscellaneous information topics with the exception of the "Other Miscellaneous Information" topic.			
	A text box displays initially for the "Other Miscellaneous Information" topic.			
5. Check the checkbox for the following miscellaneous information topics: <ul style="list-style-type: none"> <li>• Changes in Production Levels</li> <li>• Calculation Methods, e.g., Emission Factors</li> <li>• One-time or Intermittent Events Impacting Reported Quantities</li> <li>• Issues or Difficulties Encountered in Submitting Form</li> </ul>	A blank text box generates in the "Comment" column for the specified miscellaneous information text boxes.			
6. Enter "changes in production levels information" in the text box associated with the "Changes in Production Levels" miscellaneous information topic.	The specified text displays in the miscellaneous information text box.			



Processing Steps	Expected Results	Actual Results	Notes	Issue Number
7. Enter "calculation methods e.g., emission factors" in the text box associated with the "Calculation Methods, e.g., Emission Factors" miscellaneous information topic.	The specified text displays in the miscellaneous information text box.			
8. Enter "one-time or intermittent events impacting reported quantities" in the text box associated with the "One-time or Intermittent Events Impacting Reported Quantities" miscellaneous information topic.	The specified text displays in the miscellaneous information text box.			
9. Enter "issues or difficulties surrounding forms" in the text box associated with the "Issues or Difficulties Encountered in Submitting Form" miscellaneous information topic.	The specified text displays in the miscellaneous information text box.			
10. Click the "Go To Questionnaire Mode" button.	The "Miscellaneous Information" page in questionnaire mode displays.			
11. Check the checkbox for the following miscellaneous information topics: <ul style="list-style-type: none"> <li>• Additional Contact Info</li> <li>• Other Regulatory Requirements Related to This Chemical</li> <li>• No TRI Reports Expected for this TRIFID Next Year</li> <li>• No TRI Report Expected for this Chemical Next Year</li> </ul>	A blank text box displays beneath each selected miscellaneous information topic.			
	A character counter displays beneath each blank text box.			

Processing Steps	Expected Results	Actual Results	Notes	Issue Number
12. Verify the following text displays in the "Other Miscellaneous Information" text box:  [Use the check boxes to comment on the topics above, or use this text box for information that does not fit under the topics above]	The specified text displays in the "Other Miscellaneous Information" text box.			
13. Click the "Go To Form Mode" button.	The "Section 9.1 Miscellaneous Information" page displays in form mode.			
14. Enter "additional contact info" in the text box associated with the "Additional Contact Info" miscellaneous information topic.	The specified text displays in the miscellaneous information text box.			
15. Enter "other regulatory requirements" in the text box associated with the "Other Regulatory Requirements Related to This Chemical" miscellaneous information topic.	The specified text displays in the miscellaneous information text box.			
16. Enter "No TRI reports for this TRIFID next year" in the "No TRI Reports Expected for this TRIFID Next Year" miscellaneous information topic.	The specified text displays in the miscellaneous information text box.			
17. Enter "no TRI report for this chemical next year" in the "No TRI Report Expected for this Chemical Next Year" miscellaneous information topic.	The specified text displays in the miscellaneous information text box.			
18. Enter "other information" in the "Other Miscellaneous Information" miscellaneous information topic.	The specified text displays in the miscellaneous information text box.			



Processing Steps	Expected Results	Actual Results	Notes	Issue Number
19. Click the "Go To Questionnaire Mode" button.	The "Miscellaneous Information" page in questionnaire mode displays.			
20. Verify the information on the "Miscellaneous Information" page.	The text entered in the miscellaneous information text boxes displays in the text boxes on the "Miscellaneous Information" page in questionnaire mode.			
21. Click the "View Form" button.	The Form R style sheet pop-up window displays.			
22. Scroll to the "Section 9 Comments" table and verify the contents.	The text that was previously entered in the text boxes displays in the section 9 comments table.			
23. Click the "X" located in the upper right-hand corner of the Form R style sheet pop-up window.	The Form R style sheet pop-up window closes.			

Determination:

Pass [ ] Fail [ ]

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**Test Name** TRI-01.9 On-site Releases and Disposal  
**Test ID** TRI-01.9  
**Synopsis** A user verifies section 5 style sheet changes within the Form R style sheet.  
**Prerequisites** A user with a CDX account has logged in to the TRI-MEweb application with access to a certifying official role, an associated TRIFID, and a 2014 form.

Processing Steps	Expected Results	Actual Results	Notes	Issue Number
1. Click the "View Form" button after selecting a 2014 form R.	The Form R style sheet pop-up window displays.			
2. Scroll to section 5.4-5.5 within the style sheet and verify the section headings.	The "5.4-5.5 Disposal to land on-site" header has been moved to precede sections 5.4 and 5.5 within the style sheet.			
3. Verify the following section titles: 5.4 – 5.5: Disposal to land on-site 5.4.1: Class I Underground Injection Wells 5.4.2: Class II-V Underground Injection Wells	The section titles are displayed as specified within the Form R style sheet.			
4. Click the "X" in the upper right-hand corner of the Form R style sheet pop-up window.	The Form R style sheet pop-up window closes.			

Determination: Pass [ ] Fail [ ]  
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Approved By: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_



**Test Name** TRI-01.10 Off-site Transfers to POTW

**Test ID** TRI-01.10

**Synopsis** A user selects the option to share percent distribution values with EPA.

**Prerequisites** A user with a CDX account has logged in to the TRI-MEweb application with access to a certifying official role, an associated TRIFID, and a 2014 form.

Processing Steps	Expected Results	Actual Results	Notes	Issue Number
1. Select a 2014 form and navigate to Section 6.1 Off-site Transfers to POTW in Questionnaire Mode.	The section 6.1 "Off-site Transfers to POTW" page is displayed.			
2. Click the "Add New POTW" button.	The "POTW Name and Address" page displays.			
3. Select the "Option B" radio button to search for a POTW.	The "Option B" radio button is selected.			
4. Enter "22033" in the "Zip Code" text field.	"22033" displays in the "Zip Code" text field.			
5. Click the "Search" button.	The following message displays indicating that no search results were returned and offers the option to enter other search criteria or add a new POTW:  "Your search criteria did not return any results. Please modify your criteria and search again or click <b>Enter New POTW.</b> "			



Processing Steps	Expected Results	Actual Results	Notes	Issue Number
6. Click the "Enter New POTW" button.	The "POTW Name and Address" page displays with fields to enter information.			
7. Enter the following information in the POTW fields: <ul style="list-style-type: none"> <li>• POTW Name: POTW Example 1</li> <li>• Address: 12601 Fair Lakes Circle</li> <li>• City: Fairfax</li> <li>• State: VA</li> <li>• Zip Code: 22033</li> <li>• County: Fairfax</li> </ul>	The data is displayed as entered.			
8. Click the "Next" button.	The POTW information you entered displays in a "Choose a POTW" drop-down menu on the "Off-site Transfers to POTW" page.			
9. Click the "+Add Selected" button that displays to the right of the "Choose a POTW" drop-down menu.	The POTW has been added to the "Off-site Transfers to POTW" page.			
10. Verify that the "Share percentage distribution values with EPA" checkbox is checked by default.	The "Share percentage distribution values with EPA" checkbox is checked.			

Determination:            Pass [   ]    Fail [   ]

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**Test Name** TRI-01.11 Weighted Production Ratio Calculator

**Test ID** TRI-01.11

**Synopsis** A user verifies the GUI changes that are on the "Weighted Production Ratio Calculator" page.

**Prerequisites** A user with a CDX account has logged in to the TRI-MEweb application with access to a certifying official role, an associated TRIFID, and a 2014 form.

Processing Steps	Expected Results	Actual Results	Notes	Issue Number
1. Navigate to the Section 8.9 "Production Ratio or Activity Ratio" page in Questionnaire mode.	The "Production Ratio or Activity Ratio" page is displayed.			
2. Select the "Multiple Variables (Weighted Average)" radio button.	The "Multiple Variables (Weighted Average)" radio button is selected.			
3. Click the "Use Wizard" button.	The "Weighted Production Ratio Calculator" page displays.			
4. Verify the content on the "Weighted Production Ratio Calculator" page.	The introductory text on the page is displayed in a single paragraph.			
	A "Variable Type" column header containing a drop-down menu displays on the page.			
	The "Variable Type" drop-down menu contains the following values:  Production  Activity			

Processing Steps	Expected Results	Actual Results	Notes	Issue Number
<p>5. Enter the following values in the fields on the "Weighted Production Ratio Calculator" page.</p> <ul style="list-style-type: none"> <li>• Production or Activity Variable: Production Variable</li> <li>• Variable Type: Production</li> <li>• Prior Year 2013 Value: 2</li> <li>• Current Year 2014 Value: 3</li> <li>• Resulting Quantity of Chemical Managed as Waste (lbs.): 25</li> </ul>	<p>The specified data is entered.</p>			
<p>6. Click the "Delete" button that displays next to the empty row.</p> <p>Click Calculate.</p>	<p>The empty row is removed and the Production Ratio/Activity Ratio is calculated.</p>			
<p>7. Check the "Include Production or Activity Variable(s) in Section 9.1 (Miscellaneous Information)" check box.</p> <p>Click Next.</p>	<p>The "Production Ratio or Activity Ratio" page is displayed and the "Production Ratio or Activity Ratio" field is populated.</p>			
<p>8. Click the "Go To Form Mode" button and verify that the changes made in questionnaire mode are reflected in form mode.</p>	<p>The changes made in questionnaire mode are reflected in form mode.</p>			



Processing Steps	Expected Results	Actual Results	Notes	Issue Number
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Pass [ ]    Fail [ ]

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**Test Name** Upload/Download Data Schema Changes

**Test ID** TRI-01.12

**Synopsis** This script tests that the Upload/Download Data tool has been updated to handle all new RY 2014 schema changes.

**Prerequisites** The user has access to a RY 2014 XML file. This can be found on the UAT website.

Processing Steps	Expected Results	Actual Results	Notes	Issue Number
1. Click the 'My Facilities' tab.	The 'My List of Facilities' page is displayed.			
2. Click the 'Upload/Download Data' sub-tab.	The 'Upload Third-Party Data into TRI-MEweb' page is displayed and the user is on 'Step 1: Locate Data.'			
3. Click the 'Choose File' button and upload the RY 2014 XML file from the UAT website.  Click Next.	The user advances to 'Step 2: Upload Options.' The uploaded XML should be selected automatically.  Note that you will receive a prompt stating that certain comment types must be unique. This is intended functionality, not an error.			
4. Click Next.	The user advances to 'Step 3: Upload.'			
5. Click 'Upload.'	The user advances to 'Step 4: Confirmation.'			
6. Click Next.	The 'Select a Form' page is displayed.			



Processing Steps	Expected Results	Actual Results	Notes	Issue Number
7. Click the 'PDF' link adjacent to the form added using the 'Upload/Download' feature.	The form's stylesheet is displayed.			
<p>8. Verify that all data elements on the form's XML file have been successfully uploaded. Ensure that the following RY 14 specific schema elements are properly displayed.</p> <ul style="list-style-type: none"> <li>• Stream Reach Code(s)</li> <li>• Quantity Disposed Land fill Percent Value (Sec 6.1)</li> <li>• Quantity Disposed Other Percent Value (Section 6.1)</li> <li>• Quantity Treated Percent Value (Section 6.1)</li> <li>• State Name (Section 6.1)</li> <li>• Country Code (Section 6.1)</li> <li>• Country Name (Section 6.1)</li> <li>• Production Ratio Type</li> <li>• Source Reduction Efficiency Code</li> <li>• Optional Information Category</li> <li>• Miscellaneous Information Category</li> <li>• TRI Comment Sequence</li> <li>• TRI Comment Section</li> <li>• TRI Comment Type</li> <li>• TRI Comment Text</li> <li>• TRI Comment P2 Classification</li> </ul>	The XML was successfully uploaded.			



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Determination:

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Date:

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