



**Forms for Reporting Year 2015 are due midnight July 1, 2016.**

### **What Is TRI-MEweb and What Does It Do?**

TRI-MEweb is an online application that allows you to submit your facility's TRI forms via the Internet. You can access TRI-MEweb by logging into your Central Data Exchange (CDX) user account. TRI-MEweb provides guidance for each data element on the TRI reporting Form R or Form A Certification Statement and checks the data you enter for common errors, thereby reducing the likelihood of submitting incorrect data and helping to ensure that your facility complies with regulatory requirements.

To help expedite data entry for the current reporting year, TRI-MEweb allows you to import RY 2014 data into the RY 2015 TRI form (if your facility submitted one or more TRI forms for RY 2014). If necessary, you can also use TRI-MEweb to submit, revise, or withdraw TRI forms for RY 1991 through RY 2015.

If your facility is located in a state or in the Indian country of a tribe participating in the TRI Data Exchange (TDX), TRI-MEweb will send a copy of your federal submission to the state or tribe, satisfying the federal requirement to do so. For facilities located in a state or tribe not participating in TDX, TRI-MEweb will help you prepare a paper, CD, or diskette version of your TRI form(s), which you can then mail to the state or tribal TRI coordinator/office. All forms submitted/revise for reporting years prior to RY 2005 will need to send a paper, CD, or diskette version of the TRI form(s) to the applicable state or tribe.

### **New TRI-MEweb Features for RY 2015**

#### **A) Geospatial tool to verify the physical location information for your facility**

You may now create, edit, or delete your facility information from "My List of Facilities" page. The facilities you have access to will be presented in a list or map view. Facilities that have insufficient location data are not displayed on a map, providing an opportunity for you to update your location information. This mapping feature is also available when editing a single facility on the "Edit Facility" page for the current reporting year. Note that for multi-establishment facilities, part information is not viewable on the map.

#### **B) New functionality to search and add POTWs**

TRI-MEweb now provides map and list views in Sec 6.1 to search and add for publicly owned treatment works (POTWs). Only POTWs with accurate geo-coding information display in the map view, so consult the list view if you do not see the POTW your facility uses.



## TRI-MEweb Reporting Tool

### **TRI-MEweb Computer Requirements**

The following are important system requirements to ensure that you can access the full suite of TRI-MEweb enhancements. Further details on how to troubleshoot issues can be found on the TRI-MEweb Resources webpage: <http://www.epa.gov/toxics-release-inventory-tri-program/tri-meweb-resources>

1. Computer with an Internet connection.
2. A Web browser, such as Internet Explorer, Firefox, or Google Chrome.
3. Pop-ups must be allowed for [cdx.epa.gov](http://cdx.epa.gov) or all pop-up blockers must be disabled.
4. Browser must be set to allow JavaScript.
5. Browser security setting must be set to enable TLS 1.0.
6. You must have Java 6 update 11 (1.6.11x) or greater installed (<http://www.java.com/>)
7. If a mixed content pop-up window appears with a question to allow viewing only of webpage content that is delivered securely, you must select “No” to view all data provided. This pop-window may appear when clicking for the first-time the link to Regulatory Information, Section 5.3 Water bodies, Section 6.1 and 6.2 POTW or RCRA off-site location query tools.

For further assistance using the TRI-MEweb software application, visit the online TRI-MEweb tutorials: <http://www.epa.gov/toxics-release-inventory-tri-program/tri-meweb-tutorials>

### **Electronic Signature Agreement (ESA) Approval.**

An ESA approval is only required in RY 2015 for new certifying officials or pre-existing certifying officials that have not submitted a TRI reporting form to EPA for several years. ESA approval can be obtained using two methods: real time approval method using LexisNexis or printing a paper form that will need to be signed and mailed to the TRI Data Processing Center (DPC). The real-time approval option is available to facilities if you, as a certifying official, voluntarily provide personal identifying information to Lexis-Nexis, a third-party vendor (EPA does not collect any personal information from our users) to authenticate your identity. Scoring of the identity proofing software is based on verification of your full name, home address, date of birth, and the last four digits of the user’s social security number. Third party verification and identification systems like this one are commonly used in banking systems.

The most significant benefit from the LexisNexis method is that the certifying officials can receive instant approval of their ESA rather than needing to wait for up to 5 business days for the approval. Please note that the LexisNexis method ESA approval method is optional.

Certifying officials who do not wish to provide information to LexisNexis should, instead, submit a paper ESA form well in advance of the July 1 reporting deadline. The TRI Program STRONGLY recommends that a facility has its certifying official registered in CDX early in the reporting season. If you fail or opt not to use LexisNexis user ID verification, you must print, sign and mail your paper ESA form to EPA.



## TRI-MEweb Reporting Tool

### **Having issues with the TRI-MEweb application?**

The following link provides TRI reporting facilities with useful instructions on how to resolve issues related to accessing the TRI-MEweb application: <http://www.epa.gov/toxics-release-inventory-tri-program/tri-meweb-troubleshooting-guide>.

The above link identifies the most common questions and answers associated with Internet browser settings, how to resolve issues with electronic signature agreement processing, and other tips that new and returning TRI-MEweb form preparers and certifying officials will find useful when accessing TRI-MEweb via CDX.

If you need telephone support on how to use the TRI-MEweb application, you can access the CDX Helpdesk from 8:00 am to 6:00 pm (EST/EDT) by calling 888-890-1995. Users from Puerto Rico and Guam, please call (970) 494-5500.