



TRI-MEweb RY 2015 Release UAT 2

December 7, 2015

Agenda



- Welcome and Introduction
- Schedule
- Activities
- Test Materials
- TRI UAT Website
- TRI-MEweb Overview
- CGI Testing Tracker

Welcome and Introduction



- Welcome to the TRI-MEweb RY 2015 User Acceptance Testing
- CGI Testing Support:
 - Veena Peddineni / Veena.Peddineni@cgifederal.com
 - Kyle Pahowka / Kyle.Pahowka@cgifederal.com
 - UAT Help Desk: (703) 227 – 6862 / (703) 227 – 4978
- EPA Testing Support
 - Shane Knipschild / Knipschild.Shane@epa.gov / (202) 566-2712
 - Juan Parra / Parra.Juan@epa.gov / (202) 566-0499

UAT Schedule



Track 2 (12/07/15 – 12/11/15)

Monday 12/07/15

- 11:00 am – Kickoff Presentation
- 12:30 pm to 5:00 pm – Testing

Tuesday 12/08/15 – Thursday 12/10/15

- 8:00 am – 5:00 pm – Testing

Friday 12/11/15

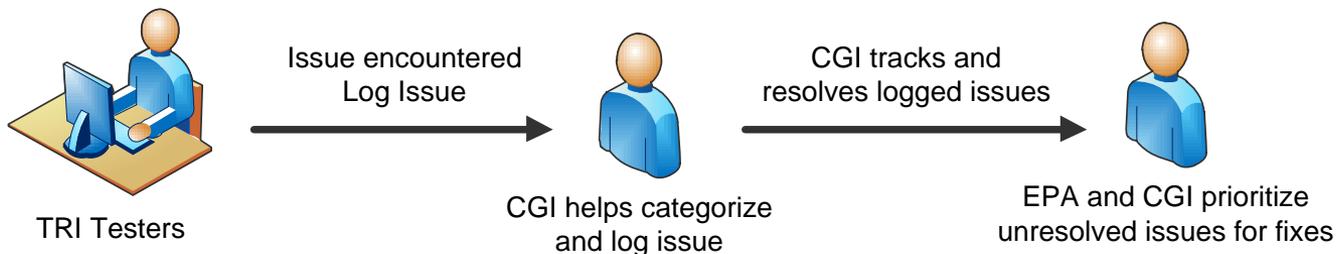
- Conclude Testing
- Review TRI-MEweb UAT results
- UAT Debrief



Activities



- UAT Testers execute test cases and logs identified issues in the CGI Testing Tracker.
- CGI and EPA UAT Testing Support assists in classifying and prioritizing logged issues.



Test Material



- TRI UAT Website:

<http://www2.epa.gov/toxics-release-inventory-tri-program/tri-meweb-user-acceptance-testing-ry-2015>

- UAT Kick-Off Presentation
- RY 2015 Enhancements Presentation
- Testing Tracker Presentation
- Test Scripts
- Participant Roster and Test Script Assignment
- Sample XML
- Known Application Issues
- TRI-MEweb Tutorials/Guidance Materials

TRI UAT Website



<https://wcms.epa.gov/toxics-release-inventory-tri-program/tri-meweb-user-acceptance-testing-ry-2015>

Toxics Release Inventory (TRI) Program Contact Us Share

You are here: EPA Home » Toxics Release Inventory (TRI) Program » TRI-MEweb User Acceptance Testing RY 2015

TRI-MEweb User Acceptance Testing RY 2015

Thank you for participating in user acceptance testing to support the annual TRI-MEweb release for reporting year 2015.

On this page you will find additional reference materials to assist you during testing.

To gain access to the TRI-MEweb Test Environment or the Testing Tracker application, please use the quick links on your right.

If you have any questions, please reach out to the following:

CGI

- [Veena Peddineni](mailto:Veena.Peddineni@cgifederal.com) (Veena.Peddineni@cgifederal.com); (703) 227-6862
- [Kyle Pahowka](mailto:Kyle.Pahowka@cgifederal.com) (Kyle.Pahowka@cgifederal.com); (703) 227-4978

EPA

- [Shane Knipschild](mailto:Shane.Knipschild@epa.gov) (Knipschild.Shane@epa.gov); (202) 566-2712
- [Juan Parra](mailto:Juan.Parra@epa.gov) (Parra.Juan@epa.gov); (202) 566-0499

UAT Process

CDX Accounts & TRIFIDs

- [TRIFID Assignments](#)
- [CDX Test Accounts](#)

Quick Links

- [TRI-MEweb/CDX TEST Login](#) [Exit](#)
- [Testing Tracker Login](#) [Exit](#)
- [UAT Kickoff Presentation](#)
- [RY 2015 Enhancements Presentation](#)
- [Testing Tracker Presentation](#)
- [Experienced User Test Scripts](#)
- [Novice User Test Scripts](#)
- [Participant Roster](#)
- [Known Issues](#)
- [TRI-MEweb Tutorials](#)
- [Upload/Download Data & Import Data Guidance Documentation](#)
- [Test XML Files](#)
- [Threshold Screening Tool](#)

TRI Home

Learn About TRI

Reporting for Facilities

TRI Data and Tools

Pollution Prevention and TRI

TRI Resources

TRI Chemicals

Laws and Regulatory Activities

What You Can Do

TRI Contacts

Site Map

Log in to CDX



CDX -> test.epacdx.net

Below is the CDX Log In page.

The screenshot shows a web browser window with the URL <https://test.epacdx.net>. The page header includes the EPA logo and the text "United States Environmental Protection Agency". Below the header is a navigation menu with links for "Home", "About", "Recent Announcements", "Terms and Conditions", and "Help". A "Contact Us" link is also visible in the top right corner.

The main content area is titled "CDX Central Data Exchange". On the right side, there is a "Log in to CDX" section with the following elements:

- User ID**:
- Password**:
- Log In** button
- Register with CDX** button
- [Forgot your Password?](#)
- [Forgot your User ID?](#)
- [Warning Notice and Privacy Policy](#)

Below the login section, there is a "Welcome" section with the following text:

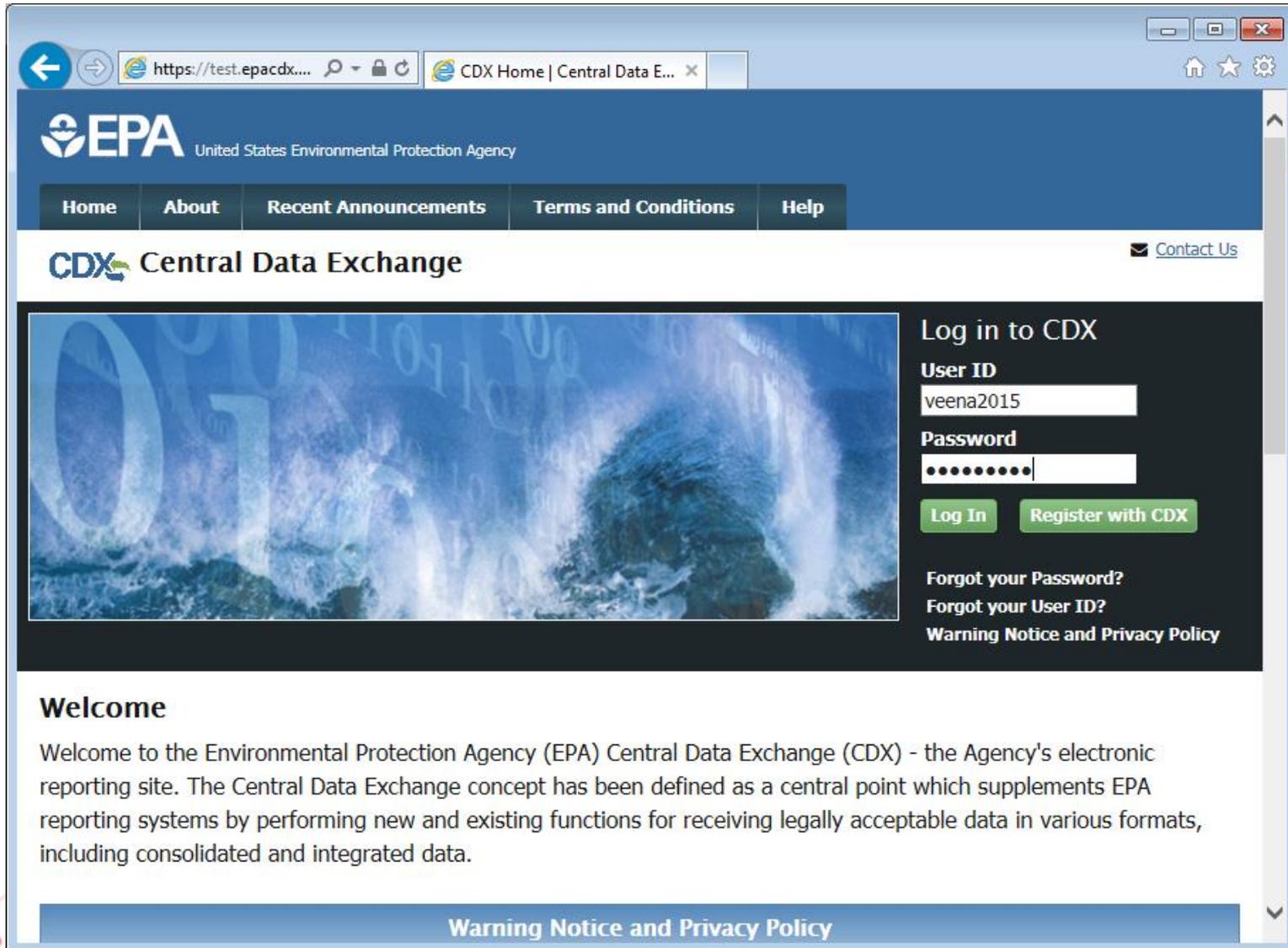
Welcome

Welcome to the Environmental Protection Agency (EPA) Central Data Exchange (CDX) - the Agency's electronic reporting site. The Central Data Exchange concept has been defined as a central point which supplements EPA reporting systems by performing new and existing functions for receiving legally acceptable data in various formats, including consolidated and integrated data.

At the bottom of the page, there is a blue bar with the text "Warning Notice and Privacy Policy".

Log In

Enter your CDX user ID and password in Test environment and click Log In



The screenshot shows a web browser window with the URL <https://test.epacdx...> and the page title "CDX Home | Central Data E...". The page features the EPA logo and navigation links: Home, About, Recent Announcements, Terms and Conditions, and Help. The main heading is "CDX Central Data Exchange" with a "Contact Us" link. The login section is titled "Log in to CDX" and includes a "User ID" field with the value "veena2015", a "Password" field with masked characters, and "Log In" and "Register with CDX" buttons. Below the login fields are links for "Forgot your Password?", "Forgot your User ID?", and "Warning Notice and Privacy Policy". A "Welcome" section follows, providing an overview of the CDX system. At the bottom, there is a "Warning Notice and Privacy Policy" link.

EPA United States Environmental Protection Agency

Home About Recent Announcements Terms and Conditions Help

CDX Central Data Exchange [Contact Us](#)

Log in to CDX

User ID
veena2015

Password
.....

[Log In](#) [Register with CDX](#)

[Forgot your Password?](#)
[Forgot your User ID?](#)
[Warning Notice and Privacy Policy](#)

Welcome

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[Warning Notice and Privacy Policy](#)

TRI-MEweb Welcome Page

Welcome to TRI-Meweb! page is displayed.

TRI-MEweb Application - Internet Explorer provided by CGI

Logged in as: CHARLIE_BOND, Shell Organization

Preferences Save Close

Welcome My Facilities Prepare Validate Transmit Review Certify eFDP

CDX Helpdesk Chat

Welcome | Do I Need to Report? | Introduction | Important Information for RY 2015 | TRI-MEweb Enhancements

Welcome to TRI-MEweb!

TRI-MEweb is available for Reporting Year (RY) 2015. Visit the "Important Information for RY 2015 Reporting" page to learn what is new for this reporting year. If your facility does not need to report TRI forms to EPA for RY 2015, consider letting EPA know by clicking the **Manage My Facilities** button on the "Welcome" page and then clicking the **Provide Additional Info** button.

This Web-based application will help you create, correct, certify and transmit your TRI Form(s) to comply with EPCRA Section 313 reporting requirements. The deadline for Reporting Year (or calendar year) 2015 TRI Forms is July 1, 2016.

The following table provides you quick access to RY 1991-2015 chemical forms for each facility.

Manage My Facilities

To add a new TRI form or to access forms in progress, click the + sign adjacent to the TRIFID of your facility and click the "Add Blank Form(s)" hyperlink or click the **Prepare** tab. Clicking the + will also provide an option to cancel a form in progress, revise or withdraw a certified form.

TRIFID	Facility Name	RY2015 Form Status	ESA Status	Refresh ESA Status	Certify/Cancel Submission(s)
+ 2014WSYSCB123MA	SYSCO BATTERIES 501 CHESAPEAKE PARK PLZ MIDDLE RIVER, MD 21220	4 certified and sent to EPA 1 pending certification 4 in progress	Active Certifying Official Available		Certify/Cancel
+ 2204WPTMCC2916A	WEST CHEMICALS CORPS 2916 ANNANDALE RD FALLS CHURCH, VA 22042	1 pending certification 1 in progress	Active Certifying Official Available		

← Back Index Next →

Go To Form Mode View Form Validate

Helpful Links: [EPA Home](#) | [TRI Program Home](#) | [Reporting Forms and Instructions](#) | TRI-MEweb Version RY2015.01.10

Add a Facility



CGI

Experience the commitment®

Search and create a new facility

On the TRI-MEweb Welcome page, click “Manage My Facilities.”

TRI-MEweb is available for Reporting Year (RY) 2015. Visit the "Important Information for RY 2015 Reporting" page to learn what is new for this reporting year. If your facility does not need to report TRI forms to EPA for RY 2015, consider letting EPA know by clicking the **Manage My Facilities** button on the "Welcome" page and then clicking the **Provide Additional Info** button.

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TRIFID	Facility Name	RY2015 Form Status	ESA Status	Refresh ESA Status	Certify/Cancel Submission(s)
+ 0327WSHLLN12LAC	SHELL NH FACILITY 120 LACONIA RD TILTON, NH 03276	1 in progress	✓ Active Certifying Official Available		
+ 2220WCHMCL131AR	CHEMICAL Z FACILITY 1031 ARLINGTON BLVD ARLINGTON, VA 22209	3 pending certification 1 in progress	✓ Active Certifying Official Available		Certify/Cancel

The certifier status above was last updated on 12/03/2015 04:42PM EST;

[← Back](#)
[Index](#)
[Next →](#)
[Go To Form Mode](#)
[View Form](#)
[Validate](#)

Helpful Links: [EPA Home](#) | [TRI Program Home](#) | [Reporting Forms and Instructions](#) | TRI-MEweb Version RY2015.01.09

My List of Facilities Page

Click “Map Facilities” to add a new facility.

TRI-MEweb Application - Internet Explorer provided by CGI
Logged in as: CHARLIE_BOND, Shell Organization

Welcome | **My Facilities** | Prepare | Validate | Transmit | Review | Certify | eFDP

My Facilities | Upload Data

My List of Facilities

The following is the list of TRI facilities your TRI-MEweb account has access to. If you wish to view your list of other TRI-MEweb account users that currently have access to your facility data profile, wish to identify a certifying official for your facility, or wish to invite other individuals to work with your facility's data in TRI-MEweb, click the "view/update users" link.

To search for existing TRI facilities or add new facilities, click **Map Facilities**.

[+ Access/Add Facility](#) | [Refresh ESA Status](#) | **Map Facilities**

Access Key	TRIFID	Facility Name	ESA Status	Number of Users with Access	Edit Facility	Change(s) at Facility?/ Not Reporting?
T4F7D925	0327WSHLLN12LAC	SHELL NH FACILITY 120 LACONIA RD TILTON, NH 03276	Active Certifying Official Available	2 (view/update users)	Edit Remove	Provide Additional Info
T6246D8E	2220WCHMCL131AR	CHEMICAL Z FACILITY 1031 ARLINGTON BLVD ARLINGTON, VA 22209	Active Certifying Official Available	1 (view/update users)	Edit Remove	Provide Additional Info

The certifier status above was last updated on 12/03/2015 04:42PM EST;

[Print](#)

[← Back](#) | [Index](#) | [Next →](#) | [Go To Form Mode](#) | [View Form](#) | [Validate](#)

Helpful Links: [EPA Home](#) | [TRI Program Home](#) | [Reporting Forms and Instructions](#) | TRI-MEweb Version RY2015.01.09

Mange Facilities Page

Click on “Add Facilities” to load the Add Facility tab.

TRI-MEweb Application - Internet Explorer provided by CGI
Logged in as: CHARLIE_BOND, Shell Organization
Preferences Save Close
Welcome My Facilities Prepare Validate Transmit Review Certify eFDP
CDX Helpdesk Chat

My Facilities | Upload Data

Manage Facilities

SYSCO BATTERIES MIDDLE RIVER, MD
2014WSYSCB123MA
RY 2015

My Facilities Add Facility

Manage Facilities (2 facilities managed) List View | Map View

The facilities selected for this data flow and role are listed below. You may add facilities by clicking the 'Add Facilities' button or tab. The ability to edit a facility is available from the 'Facility Details' screen which is accessible by clicking the 'Details' link for a facility in the table view or by clicking the 'Details' button on the map view. Please note that facilities with insufficient location information may not appear on the map view.

EPA Registry ID	Program ID	Facility Name	Facility Address	
110090150881	2220WCHMCL131AR	CHEMICAL Z FACILITY	1031 ARLINGTON BLVD ARLINGTON, VA 22209 ARLINGTON COUNTY	Details Remove
110090103291	2014WSYSCB123MA	SYSCO BATTERIES	501 CHESAPEAKE PARK PLZ MIDDLE RIVER, MD 21220 BALTIMORE COUNTY	Details Remove

Add Facilities

Go To Form Mode View Form Validate

Helpful Links: [EPA Home](#) | [TRI Program Home](#) | [Reporting Forms and Instructions](#) | TRI-MEweb Version RY2015.01.10

Search for facilities

Enter in at least two search criteria and click “Search Facilities.”

TRI-MEweb Application - Internet Explorer provided by CGI
Logged in as: CHARLIE_BOND, Shell Organization
Preferences Save Close
Welcome My Facilities Prepare Validate Transmit Review Certify eFDP
CDX Helpdesk Chat

My Facilities | Upload Data

Manage Facilities

SYSCO BATTERIES MIDDLE RIVER, MD
2014WSYSCB123MA
RY 2015

My Facilities Add Facility

Find Existing Facility

[< Back to My Facilities](#)

To search for existing TRI facilities, you must enter either the TRIFID ("Facility ID" field), City and State, or ZIP Code, before clicking **Search Facilities**.

Fill in at least two search criteria to improve search results.

Facility ID	<input type="text"/>
Facility Name	<input type="text"/>
Facility Address	<input type="text"/>
City	<input type="text" value="Great Falls"/>
State	<input type="text" value="Virginia"/>
County	<input type="text" value="-Select a County-"/>
ZIP Code	<input type="text" value="22066"/>

Go To Form Mode View Form Validate

Helpful Links: [EPA Home](#) | [TRI Program Home](#) | [Reporting Forms and Instructions](#) | TRI-MEweb Version RY2015.01.10

Create new facility

There are options to select an existing facility or create new facility.” Click “Create New Facility.”

TRI-MEweb Application - Internet Explorer provided by CGI
Logged in as: CHARLIE_BOND, Shell Organization
Preferences Save X Close
Welcome My Facilities Prepare Validate Transmit Review Certify eFDP
CDX Helpdesk Chat

My Facilities | Upload Data

Manage Facilities

SYSCO BATTERIES MIDDLE RIVER, MD
2014WSYSCB123MA
RY 2015

My Facilities Add Facility

The facilities matching your search criteria are displayed below. Please review the possible matches that appear. Hover your cursor over the icons in the search results for additional information about each alert. If necessary, click **Change** to modify your search criteria. To go back to your list of TRI facilities, click the **Back to My Facilities** link.
After reviewing potential matches, you have two options:
(1) Select the option next to the entry that matches your facility's address, and click **Proceed with Selection** that appears below the list to continue. The facility name does not need to match; you will be able to provide the correct facility name after adding the facility to your profile.
(2) If you cannot find a match for your facility, click the **Create New Facility** link.

Facility Search Results (20 facilities found) List View | Map View
< Back to My Facilities

Search Criteria: GREAT FALLS, VA 22066 Change

EPA Registry ID	Facility Name	Facility Address	EPA Programs Reporting	Alternate EPA Registry IDs/Program IDs
<input type="radio"/>	110043433576	BELL ATLANTIC - GREAT FALLS	755 WALKER RD GREAT FALLS, VA 220660000 FAIRFAX	
<input type="radio"/>	110012148425	COLVIN RUN CLEANERS	10123G COLVIN RUN RD GREAT FALLS, VA 22066-1873 FAIRFAX	
<input type="radio"/>	110046407492	CVS PHARMACY #1377	9871 GEORGETOWN PIKE GREAT FALLS, VA 22066 FAIRFAX	
<input type="radio"/>	110005227450	DAVIS DISPOSAL INC	10132 G COLVIN RUN ROAD GREAT FALLS, VA 22066-1840 FAIRFAX	
<input type="radio"/>	110009316025	DEFENSE MAPPING AGENCY	925 SPRINGVALE ROAD GREAT FALLS, VA 22066 FAIRFAX	
<input type="radio"/>	110000826679	EXXON CO USA #26140	9901 GEORGETOWN PIKE-TANKS GREAT FALLS, VA 22066 FAIRFAX	

[Create New Facility](#)

1 2 3 4 > >>|

Go To Form Mode View Form Validate

Map new address

Enter in facility details and click “Map Facility.”

TRI-MEweb Application - Internet Explorer provided by CGI

Logged in as: CHARLIE_BOND, Shell Organization

Preferences Save Close

Welcome My Facilities Prepare Validate Transmit Review Certify eFDP

CDX Helpdesk Chat

My Facilities | Upload Data

My Facilities Add Facility

Create Facility

[< Back to Search Results](#)

Facility Name
Honeywell INC

Facility Address
550 Volvo Pkwy
Address 2
Chesapeake VA 23320
-Select a County-

Coordinates
Latitude
Longitude

BIA Code

NAICS Code(s) 🔍 = Primary NAICS
x 327910 - Abrasive Product Manufacturing.

Facility Type Neither

Is Mailing Address Same as Facility Address?
 Yes No

Map Facility



Map Legend

Go To Form Mode View Form Validate

Helpful Links: [EPA Home](#) | [TRI Program Home](#) | [Reporting Forms and Instructions](#) | TRI-MEweb Version RY2015.01.10

Standardize facility address

Click "OK" to standardized address and close pop-up.

The screenshot displays the TRI-MEweb application interface. The browser title is "TRI-MEweb Application - Internet Explorer provided by CGI". The user is logged in as CHARLIE_BOND, Shell Organization. The main navigation bar includes "Welcome", "My Facilities", "Prepare", "Validate", "Transmit", "Review", "Certify", and "eFDP". The "My Facilities" tab is active, showing a "Manage Facilities" section. A facility named "SYSOO BATTERIES MIDDLE RIVER, MD" is selected, with address "2014WSYSCB123MA RY 2015".

The "Create Facility" form is visible, with the following details:
Facility Name: ChemAvon INC.
Facility Address: 905 E RANDOLPH RD
Address 2: HOPEWELL VA 23860
HOPEWELL CITY
Coordinates: 37.29453, -77.5682223
BIA Code: [Dropdown]
NAICS Code(s): 327910 - Abrasive Product Manufacturing.
Facility Type: Neither
Is Mailing Address Same as Facility Address? Yes (selected), No

A pop-up dialog box is overlaid on the map, containing the text: "To improve the accuracy of the location, move the point on the map to the center of the facility." Below the text is a green "OK" button, which is highlighted with a red square. The map shows an aerial view of a facility with a red pin and a "Tribal Lands Layer" checkbox.

At the bottom of the application, there are links for "Helpful Links: EPA Home | TRI Program Home | Reporting Forms and Instructions" and "TRI-MEweb Version RY2015.01.10". Buttons for "Go To Form Mode", "View Form", and "Validate" are also present.

Submit

Click "Submit" to add facility to Unsaved Facility table.

TRI-MEweb Application - Internet Explorer provided by CGI
Logged in as: CHARLIE_BOND, Shell Organization
Preferences Save Close
Welcome My Facilities Prepare Validate Transmit Review Certify eFDP
CDX Helpdesk Chat

My Facilities | Upload Data

Manage Facilities

RY 2015

My Facilities Add Facility

Create Facility

[Back to Search Results](#)

Facility Name
Honeywell INC

Facility Address
550 VOLVO PKY
Address 2
CHESAPEAKE VA 23320
CHESAPEAKE CITY

Standardized - [Undo Change](#)
- 550 Volvo Pkwy
- Chesapeake, VA 23320
- No County Selected

Coordinates
36.7672535
-76.2386959

BIA Code

NAICS Code(s) Primary NAICS
327910 - Abrasive Product Manufacturing.

Facility Type Neither

Is Mailing Address Same as Facility Address?
 Yes No

Submit

Map: Volvo Pkwy, Volvo Pkwy, Volvo Pkwy. Includes map legend and scale bar.

Helpful Links: [EPA Home](#) | [TRI Program Home](#) | [Reporting Forms and Instructions](#) | TRI-MEweb Version RY2015.01.10

Go To Form Mode View Form Validate

Save newly created facility

Click “Save Selected Facility” to prompt the Explanation of New Facility pop-up.

The screenshot shows the TRI-MEweb application interface. At the top, it says "TRI-MEweb Application - Internet Explorer provided by CGI" and "Logged in as: CHARLIE_BOND, Shell Organization". The navigation bar includes "Welcome", "My Facilities", "Prepare", "Validate", "Transmit", "Review", "Certify", and "eFDP". There are also buttons for "Preferences", "Save", and "Close", and a "CDX Helpdesk Chat" link.

The main content area is titled "Manage Facilities" and includes a sub-section "Selected Facility (1 unsaved facility)". Below this, there is a table with the following data:

EPA Registry ID	Program ID	Facility Name	Facility Address	
Pending	Pending	HONEYWELL INC	550 VOLVO PKY CHESAPEAKE, VA 23320 CHESAPEAKE CITY	Details Remove

Below the table, the "Save Selected Facility" button is highlighted with a red box. At the bottom of the page, there are buttons for "Go To Form Mode", "View Form", and "Validate", along with helpful links: "EPA Home", "TRI Program Home", "Reporting Forms and Instructions", and "TRI-MEweb Version RY2015.01.10".

Explanation of New Facility

Click "Ok" to close pop-up.

The screenshot shows the TRI-MEweb application interface. At the top, the browser title is "TRI-MEweb Application - Internet Explorer provided by CGI". The user is logged in as "CHARLIE_BOND, Shell Organization". The main navigation bar includes "Welcome", "My Facilities", "Prepare", "Validate", "Transmit", "Review", "Certify", and "eFDP". A "CDX Helpdesk Chat" button is visible on the right.

The main content area is titled "Manage Facilities" and includes a "Selected Facility" section with a "Save Selected Facility" button. A pop-up window titled "Explanation of New Facility" is overlaid on the page. The pop-up contains the following text:

Explanation of New Facility

Facilities are based on locations:

You only need to create a new facility if:

- You are providing the location of a brand new building
- The local county or street has been changed

You should not create a new facility if:

- Your company is the new owner of a location that already exists
- Your company bought another company that had a facility in this location
- The location is contiguous to an existing location

If your facility has submitted a Form R or Form A in any prior reporting year, a TRI Facility Identification Number (TRIFID) has already been assigned to your facility and you should not request a TRIFID. If you have questions regarding your facility's TRIFID, please contact the CDX Help Desk toll free at 1-888-890-1995 (or via e-mail: helpdesk@epacdx.net), your Regional TRI program representative, or utilize Envirofacts to look up your TRIFID.

The TRIFID is established when the first TRI report is submitted by a facility at a particular location.

At the bottom of the pop-up, the "Ok" button is highlighted with a red dashed box, and the "Cancel" button is also visible.

At the bottom of the application, there are buttons for "Go To Form Mode", "View Form", and "Validate". The footer includes helpful links: "EPA Home", "TRI Program Home", "Reporting Forms and Instructions", and the version number "TRI-MEweb Version RY2015.01.10".

Access Granted

New facility is saved and associated with the user.

The screenshot shows the TRI-MEweb application interface. At the top, it says 'TRI-MEweb Application - Internet Explorer provided by CGI' and 'Logged in as: CHARLIE_BOND, Shell Organization'. The main navigation bar includes 'Welcome', 'My Facilities', 'Prepare', 'Validate', 'Transmit', 'Review', 'Certify', and 'eFDP'. A 'CDX Helpdesk Chat' button is also visible. The 'My Facilities' section is active, and a red box highlights the 'Access Granted' notification. The notification text reads: 'EPA has granted your TRI-MEweb user account access to the following TRI facility: Access Key: T565A226, TRIFID: 2332WHNYWL55VLV, Facility: HONEYWELL INC; 550 VOLVO PKY, CHESAPEAKE, VA 23320'. Below the notification is a 'Print' button and a table listing users with access to the facility's data. The table has columns for Name, CDX User ID, Email Address, Certifier?, ESA Status, Refresh ESA Status, and Access Notes. The table contains one entry for 'charlie bond' with a 'Yes' certifier status and a 'Sign TRIFID Signature Agreement' status. Below the table, there is a section for selecting a certifier role, with two radio button options: 'I would like to identify an individual as a certifying official for this facility.' (selected) and 'I do not want to identify a certifying official for this facility at this time.' At the bottom, there are navigation buttons for 'Back', 'Next', 'Go To Form Mode', 'View Form', and 'Validate', along with helpful links and the version number 'TRI-MEweb Version RY2015.01.10'.

TRI-MEweb Application - Internet Explorer provided by CGI

Logged in as: CHARLIE_BOND, Shell Organization

Preferences Save Close

Welcome My Facilities Prepare Validate Transmit Review Certify eFDP

CDX Helpdesk Chat

My Facilities | Upload Data

Access Granted

EPA has granted your TRI-MEweb user account access to the following TRI facility:

Access Key: T565A226
TRIFID: 2332WHNYWL55VLV
Facility: HONEYWELL INC; 550 VOLVO PKY, CHESAPEAKE, VA 23320

Print

The following table lists all TRI-MEweb users that currently have access to this facility's data.

Name	CDX User ID	Email Address	Certifier?	ESA Status	Refresh ESA Status	Access Notes
charlie bond	CHARLIE_BOND	charliyn.tran@coifederal.com	Yes	Sign TRIFID Signature Agreement		Entered TRIFID on 12/04/2015 10:09 AM

The certifier status above was last updated on 12/04/2015 09:49AM EST;

Please make a selection below:

I would like to identify an individual as a certifying official for this facility.

I do not want to identify a certifying official for this facility at this time.

Back Next

Go To Form Mode View Form Validate

Helpful Links: [EPA Home](#) | [TRI Program Home](#) | [Reporting Forms and Instructions](#) | TRI-MEweb Version RY2015.01.10

Adding an existing facility using TRI-MEweb

Click on My Facilities tab then click “+Access/Add Facility”

The screenshot shows the TRI-MEweb application interface. At the top, the user is logged in as CHARLIE_BOND, Shell Organization. The 'My Facilities' tab is highlighted with a red box. Below the navigation bar, there is a section titled 'My List of Facilities'. A paragraph explains that the list shows facilities the user has access to and provides instructions on how to view other users or add new facilities. A button labeled '+ Access/Add Facility' is highlighted with a red box. Below this are buttons for 'Refresh ESA Status' and 'Map Facilities'. A table lists three facilities with columns for Access Key, TRIFID, Facility Name, ESA Status, Number of Users with Access, Edit Facility, and Change(s) at Facility?/ Not Reporting?. The table data is as follows:

Access Key	TRIFID	Facility Name	ESA Status	Number of Users with Access	Edit Facility	Change(s) at Facility?/ Not Reporting?
T55CE575	2014WSYSCB123MA	SYSCO BATTERIES 501 CHESAPEAKE PARK PLZ MIDDLE RIVER, MD 21220	Active Certifying Official Available	5 (view/update users)	Edit Remove	Provide Additional Info
T6246D8E	2220WCHMCL131AR	CHEMICAL Z FACILITY 1031 ARLINGTON BLVD ARLINGTON, VA 22209	Active Certifying Official Available	1 (view/update users)	Edit Remove	Provide Additional Info
T565A226	2332WHNYWL55VLV	HONEYWELL INC 550 VOLVO PKY CHESAPEAKE, VA 23320	Sign TRIFID Signature Agreement	1 (view/update users)	Edit Remove	Provide Additional Info

Below the table, a note states: 'The certifier status above was last updated on 12/04/2015 09:49AM EST;'. A 'Print' button is also visible. At the bottom, there are navigation buttons for 'Back', 'Index', 'Next', 'Go To Form Mode', 'View Form', and 'Validate'. Helpful links for EPA Home, TRI Program Home, Reporting Forms and Instructions, and TRI-MEweb Version RY2015.01.10 are provided at the very bottom.

Enter Facility's Access Information

Select Option 2, enter in TRI Facility ID and Access Key, then click "Next."

TRI-MEweb Application - Internet Explorer provided by CGI
Logged in as: CHARLIE_BOND, Shell Organization
Preferences Save Close
Welcome My Facilities Prepare Validate Transmit Review Certify eFDP
CDX Helpdesk Chat

My Facilities | Upload Data

Enter Facility's Access Information

A TRI Identification Number (TRIFID) is determined based on a location's physical location. If a prior owner or operator reported to TRI for a location then you will use the same TRIFID for your facility as the prior owner/operator.

Please select an option below and click **Next**.

For a location that has previously reported to TRI

Option 1: Enter your TRIFID and technical contact information from a prior year's TRI reporting form for this facility:

TRI Facility ID:
Technical Contact Name:
Technical Contact Phone Number:

Option 2: Enter your facility's TRIFID and Access Key
Call the CDX Helpdesk (888-890-1995, 970-494-5500 if international) for help determining your facility's TRIFID or Access Key.

TRI Facility ID:
Access Key:

For a location that has not previously reported to TRI

Option 3: I am adding a facility that has not previously reported to TRI

This option will bring you to a search page to help you try to locate your facility in EPA's records. If you do not locate your facility, you can then request a new TRIFID and Access Key for your new TRI facility. Do not use this option if a prior owner/operator/form preparer has submitted a TRI reporting form for this location. Instead, determine the TRIFID assigned to your facility's location and use Option 1 or 2. Call the CDX Helpdesk (888-890-1995, 970-494-5500 if international) for assistance.

Back Index **Next** Go To Form Mode View Form Validate

Helpful Links: [EPA Home](#) | [TRI Program Home](#) | [Reporting Forms and Instructions](#) | TRI-MEweb Version RY2015.01.10

Confirm Facility

Verify that the “Yes” option is selected and click “Next.”

TRI-MEweb Application - Internet Explorer provided by CGI

Logged in as: CHARLIE_BOND, Shell Organization

Preferences Save Close

CDX Helpdesk Chat

Welcome My Facilities Prepare Validate Transmit Review Certify eFDP

My Facilities Upload Data

Confirm Facility

You have entered valid information for the following TRI facility:

TRIFID: 2204WPTMCC2916A
Facility Name: WEST CHEMICALS CORP
Address: 2916 ANNANDALE RD
FALLS CHURCH, VA 22042

Is this the correct facility? Make a selection below, and click **Next**.

Yes, this is the correct facility
 No, this is not the correct facility

Back Index **Next** Go To Form Mode View Form Validate

Helpful Links: [EPA Home](#) | [TRI Program Home](#) | [Reporting Forms and Instructions](#) | TRI-MEweb Version RY2015.01.10

Access Granted

Verify Access Granted page, exiting facility is successfully associated with this user.

TRI-MEweb Application - Internet Explorer provided by CGI

Logged in as: CHARLIE_BOND, Shell Organization

Preferences Save Close

Welcome My Facilities Prepare Validate Transmit Review Certify eFDP CDX Helpdesk Chat

My Facilities | Upload Data

Access Granted

EPA has granted your TRI-MEweb user account access to the following TRI facility:

Access Key: T652BA1B
TRIFID: 2204WPTMCC2916A
Facility: WEST CHEMICALS CORP; 2916 ANNANDALE RD, FALLS CHURCH, VA 22042

Print

The following table lists all TRI-MEweb users that currently have access to this facility's data.

Name	CDX User ID	Email Address	Certifier?	ESA Status	Refresh ESA Status	Access Notes
charlie bond	CHARLIE_BOND	charliyn.tran@cgifederal.com	Yes	Sign TRIFID Signature Agreement		Entered Access Key on 12/04/2015 10:21 AM
John Doe	JOHN_PREPARER	charliyn.tran@cgifederal.com	Yes	Active Certifying Official Available		Nominated by John Doe on 11/11/2015 11:43 AM

The certifier status above was last updated on 12/04/2015 09:49AM EST;

Please make a selection below:

I would like to identify an individual as a certifying official for this facility.

I do not want to identify a certifying official for this facility at this time.

Back Index Next

Go To Form Mode View Form Validate

Helpful Links: [EPA Home](#) | [TRI Program Home](#) | [Reporting Forms and Instructions](#) | TRI-MEweb Version RY2015.01.10

TRI-MEweb Overview



TRI-MEweb for existing users

The TRI-MEweb application is launched, displaying the Welcome page for a user with access to facilities. Welcome page displayed below is for a experience user that already has added TRI facility accounts.

TRI-MEweb Application - Internet Explorer provided by CGI

Logged in as: JOHN_PREPARER, Shell

TRI-MEWEB

Welcome | My Facilities | Prepare | Validate | Transmit | Review | Certify | eFDP

Welcome | Do I Need to Report? | Introduction | Important Information for RY 2015 | TRI-MEweb Enhancements

Welcome to TRI-MEweb!

Alert! EPA published an [Information Collection Request Renewal](#) effective for RY 2014 that included several modifications to the TRI reporting forms and provided a new mechanism through which facilities can submit optional facility-level information to EPA (e.g., contact changes or facility closures).

This Web-based application will help you create, correct, certify and transmit your TRI Form(s) to comply with EPCRA Section 313 reporting requirements. The deadline for Reporting Year (or calendar year) 2015 TRI Forms is July 1, 2016.

The following table provides you quick access to RY 1991-2015 chemical forms for each facility.

[Manage My Facilities](#)

To add a new TRI form or to access forms in progress, click the **+** sign adjacent to the TRIFID of your facility and click the "Add Blank Form(s)" hyperlink or click the **Prepare** tab. Clicking the **+** will also provide an option to cancel a form in progress, revise or withdraw a certified form.

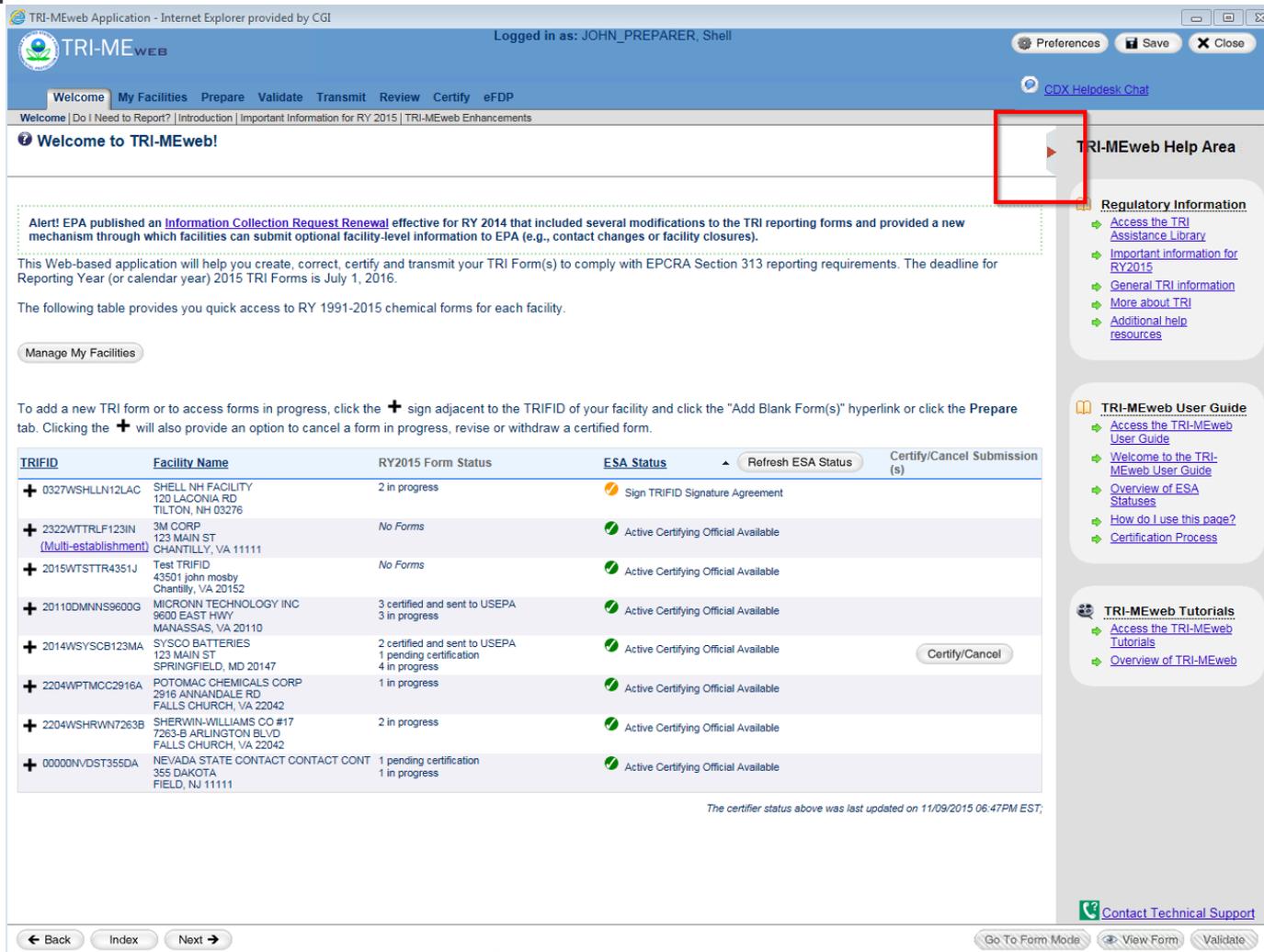
TRIFID	Facility Name	RY2015 Form Status	ESA Status	Refresh ESA Status	Certify/Cancel Submission(s)
+ 0327WSHLLN12LAC	SHELL NH FACILITY 120 LACONIA RD TILTON, NH 03276	2 in progress	Sign TRIFID Signature Agreement		
+ 2322WTTRLF123IN (Multi-establishment)	3M CORP 123 MAIN ST CHANTILLY, VA 11111	No Forms	Active Certifying Official Available		
+ 2015WTSTTR4351J	Test TRIFID 43501 John Mosby Chantilly, VA 20152	No Forms	Active Certifying Official Available		
+ 20110DMNNS9600G	MICRONN TECHNOLOGY INC 9600 EAST HWY MANASSAS, VA 20110	3 certified and sent to USEPA 3 in progress	Active Certifying Official Available		
+ 2014WSYSCB123MA	SYSCO BATTERIES 123 MAIN ST SPRINGFIELD, MD 20147	2 certified and sent to USEPA 1 pending certification 4 in progress	Active Certifying Official Available		Certify/Cancel
+ 2204WPTMCC2916A	POTOMAC CHEMICALS CORP 2916 ANNANDALE RD FALLS CHURCH, VA 22042	1 in progress	Active Certifying Official Available		
+ 2204WSHRWN7263B	SHERWIN-WILLIAMS CO #17 7263-B ARLINGTON BLVD FALLS CHURCH, VA 22042	2 in progress	Active Certifying Official Available		
+ 00000NVDST355DA	NEVADA STATE CONTACT CONTACT CONT 355 DAKOTA FIELD, NJ 11111	1 pending certification 1 in progress	Active Certifying Official Available		

The certifier status above was last updated on 11/09/2015 06:47PM EST.

[Back](#) | [Index](#) | [Next](#) | [Go To Form](#)

Open/Close TRI-MEweb Help Area

The TRI-MEweb Help Area is open by default; click the red arrow to close the TRI-MEweb Help Area side bar.



TRI-MEweb Application - Internet Explorer provided by CGI

Logged in as: JOHN_PREPARER, Shell

Preferences Save Close

Welcome My Facilities Prepare Validate Transmit Review Certify eFDP

CDX Helpdesk Chat

Welcome to TRI-MEweb!

Alert! EPA published an [Information Collection Request Renewal](#) effective for RY 2014 that included several modifications to the TRI reporting forms and provided a new mechanism through which facilities can submit optional facility-level information to EPA (e.g., contact changes or facility closures).

This Web-based application will help you create, correct, certify and transmit your TRI Form(s) to comply with EPCRA Section 313 reporting requirements. The deadline for Reporting Year (or calendar year) 2015 TRI Forms is July 1, 2016.

The following table provides you quick access to RY 1991-2015 chemical forms for each facility.

Manage My Facilities

To add a new TRI form or to access forms in progress, click the + sign adjacent to the TRIFID of your facility and click the "Add Blank Form(s)" hyperlink or click the Prepare tab. Clicking the + will also provide an option to cancel a form in progress, revise or withdraw a certified form.

TRIFID	Facility Name	RY2015 Form Status	ESA Status	Refresh ESA Status	Certify/Cancel Submission (s)
+ 0327WSHLLN12LAC	SHELL NH FACILITY 120 LACONIA RD TILTON, NH 03276	2 in progress	Sign TRIFID Signature Agreement		
+ 2322WTTRLF123IN (Multi-establishment)	3M CORP 123 MAIN ST CHANTILLY, VA 11111	No Forms	Active Certifying Official Available		
+ 2015WTSTTR4351J	Test TRIFID 43501 john mosby Chantilly, VA 20152	No Forms	Active Certifying Official Available		
+ 20110DMNNS960DG	MICRONN TECHNOLOGY INC 9600 EAST HWY MANASSAS, VA 20110	3 certified and sent to USEPA 3 in progress	Active Certifying Official Available		
+ 2014WSYSCB123MA	SYSCO BATTERIES 123 MAIN ST SPRINGFIELD, MD 20147	2 certified and sent to USEPA 1 pending certification 4 in progress	Active Certifying Official Available		Certify/Cancel
+ 2204WPTMCC2916A	POTOMAC CHEMICALS CORP 2916 ANNANDALE RD FALLS CHURCH, VA 22042	1 in progress	Active Certifying Official Available		
+ 2204WSHRWN7263B	SHERWIN-WILLIAMS CO #17 7263-B ARLINGTON BLVD FALLS CHURCH, VA 22042	2 in progress	Active Certifying Official Available		
+ 00000NVDST355DA	NEVADA STATE CONTACT CONTACT CONT 355 DAKOTA FIELD, NJ 11111	1 pending certification 1 in progress	Active Certifying Official Available		

The certifier status above was last updated on 11/09/2015 06:47PM EST.

Contact Technical Support

Go To Form Mode View Form Validate

TRI-MEweb Form Preparation



TRI-MEweb Form Preparation

Click the “Prepare” tab.

TRI-MEweb Application - Windows Internet Explorer

Logged in as: VPEDDINENI, TEST ORG

Preferences Save Close

Welcome My Facilities **Prepare** Validate Transmit Review Certify eFDP

CDX Helpdesk Chat

Welcome | [Do I Need to Report?](#) | Introduction | Important Information for RY 2015 | TRI-MEweb Enhancements

Do I Need to Report?

Facilities are required to report releases, waste management, and off-site transfers of EPCRA §313 listed chemicals if they meet all three of the following applicability criteria:

1. The facility has 10 or more full-time employee equivalents; and
2. is in a [covered North American Industrial Classification System \(NAICS\) code](#), or is a federal facility (see E.O. 13514); and
3. exceeds the manufacturing (including imported), processing, or otherwise use thresholds, within the course of the calendar year, for [any listed toxic chemicals](#).

If you require assistance making these determinations, try using the [TRI Threshold Screening Tool](#), use the links in the TRI-MEweb Help Area, or contact the TRI Information Center at +1 (800) 424-9346.

NOTE: EPA welcomes facilities that do not meet these criteria to report voluntarily. See [Q&A ECSS 32493](#).

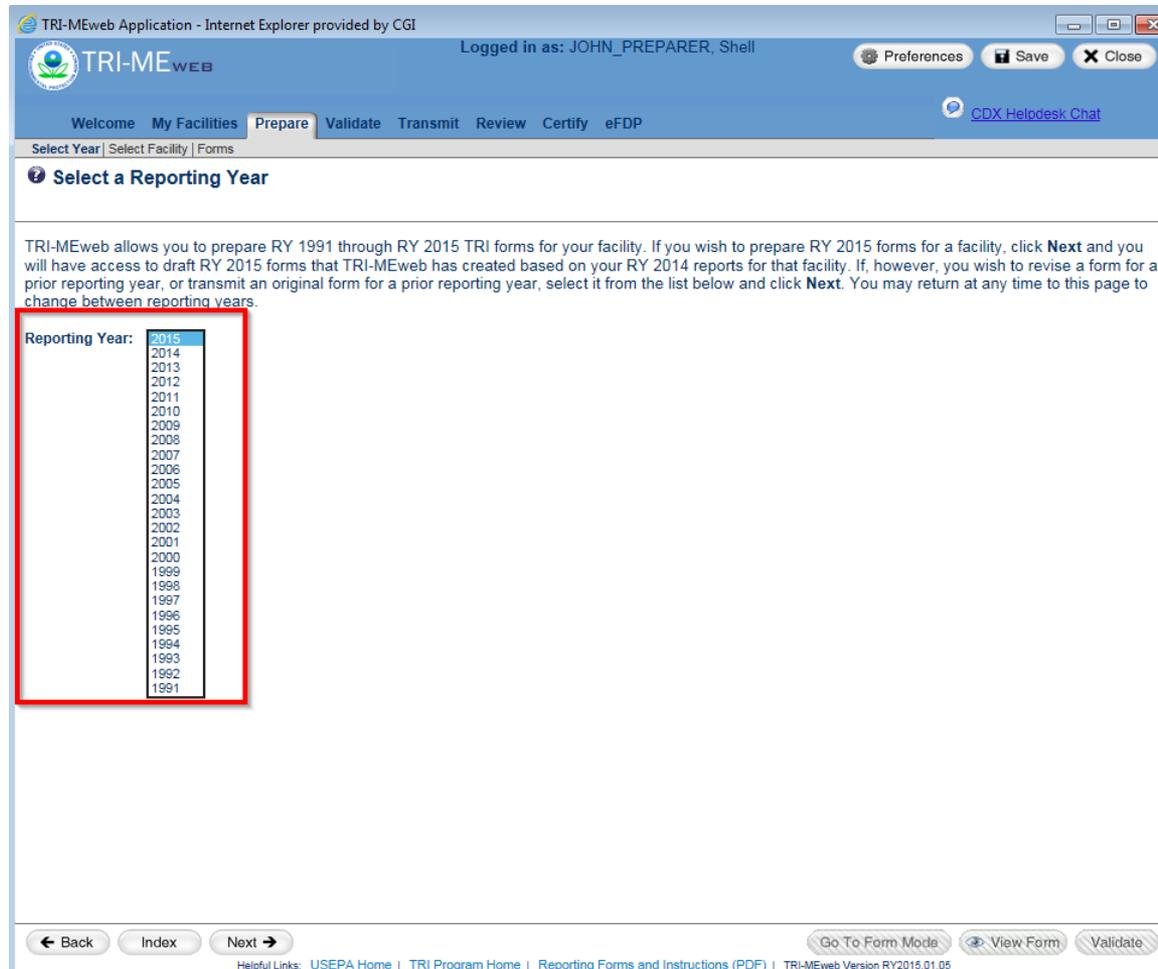
← Back Index Next →

Go To Form Mode View Form Validate

Helpful Links: [USEPA Home](#) | [TRI Program Home](#) | [Reporting Forms and Instructions \(PDF\)](#) | TRI-MEweb Version RY2015.01.06

TRI-MEweb Form Preparation, continued

Select a reporting year from the “Reporting Year” drop-down menu and click the “Next” button.



TRI-MEweb Application - Internet Explorer provided by CGI

Logged in as: JOHN_PREPARER, Shell

Preferences Save Close

Welcome My Facilities Prepare Validate Transmit Review Certify eFDP CDX Helpdesk Chat

Select Year | Select Facility | Forms

Select a Reporting Year

TRI-MEweb allows you to prepare RY 1991 through RY 2015 TRI forms for your facility. If you wish to prepare RY 2015 forms for a facility, click **Next** and you will have access to draft RY 2015 forms that TRI-MEweb has created based on your RY 2014 reports for that facility. If, however, you wish to revise a form for a prior reporting year, or transmit an original form for a prior reporting year, select it from the list below and click **Next**. You may return at any time to this page to change between reporting years.

Reporting Year: 2015

- 2014
- 2013
- 2012
- 2011
- 2010
- 2009
- 2008
- 2007
- 2006
- 2005
- 2004
- 2003
- 2002
- 2001
- 2000
- 1999
- 1998
- 1997
- 1996
- 1995
- 1994
- 1993
- 1992
- 1991

← Back Index Next →

Go To Form Mode View Form Validate

Helpful Links: [USEPA Home](#) | [TRI Program Home](#) | [Reporting Forms and Instructions \(PDF\)](#) | TRI-MEweb Version RY2015.01.05

TRI-MEweb Form Preparation, continued

Select a facility by selecting the associated radio button. Click the “Forms” sub-tab.

TRI-MEweb Application - Internet Explorer provided by CGI
Logged in as: JOHN_PREPARER, Shell
Preferences Save Close

Welcome My Facilities **Forms** Prepare Validate Transmit Review Certify eFDP
Select Year | Select Facility | Forms | Technical Info | On-site Release/Disposal | On-site Waste Mgmt | Off-site Transfer | Source Reduction/Recycling | Misc Info | Summary

Select a Facility Reporting Year 2015

Please select the facility you would like to work with and click **Next** to continue.
Click **Access/Add Facility** to begin preparing RY 2015 forms for a facility that is not listed below.
If you are reporting as part of a **multi-establishment facility** (a facility that consists of two or more distinct and separate economic units) and you have not already set up a part for which to report under then click the "Multi-establishment Manager" button. **Multi-establishment Manager**

+ Access/Add Facility

Select to	TRIFID	Parent Company Name	Facility Name	Location	Forms in Progress
<input type="radio"/>	00000N/DST3550A		NEVADA STATE CONTACT CONTACT CONT	355 DAKOTA FIELD, NJ 11111	2
<input type="radio"/>	0327W9HLLN12LAC		SHELL NH FACILITY	120 LACONA RD TILTON, NH 03278	2
<input type="radio"/>	20110DMNWS9603G	MICRON TECHNOLOGY INC	MICRON TECHNOLOGY INC	8600 EAST HWY MANASSAS, VA 20110	7
<input type="radio"/>	2014WSY50B123MA		SYSCO BATTERIES	123 MAIN ST SPRINGFIELD, MD 20147	8
<input type="radio"/>	2015WTSTTR4351J		Test TRIFID	43501 john mooby Chantilly, VA 20152	0
<input type="radio"/>	2204WFTMCC2916A		POTOMAC CHEMICALS CORP	2916 ANNANDALE RD FALLS CHURCH, VA 22042	1
<input type="radio"/>	2204WSHRWN7263B		SHERWIN-WILLIAMS CO #17	7263-B ARLINGTON BLVD FALLS CHURCH, VA 22042	2
<input type="radio"/>	2322WTTRLF123N (entire facility)		3M CORP	123 MAIN ST. CHANTILLY, VA 11111	0
<input type="radio"/>	2322WTTRLF123N (by part)	3M CO	3M Corporation (Part)	123 main street chantilly, VA 20152	0

← Back Index Next → Go To Form Mode View Form Validate

TRI-MEweb Form Preparation, continued

Click the “+ Add Form” button on the “Select a Form” page.

TRI-MEweb Application - Internet Explorer provided by CGI

Logged in as: JOHN_PREPARER, Shell

Preferences Save Close

Welcome My Facilities **Prepare** Validate Transmit Review Certify eFDP

CDX Helpdesk Chat

Select Year | Select Facility | **Forms** | Chemical Info | On-site Release/Disposal | On-site Waste Mgmt | Off-site Transfer | Source Reduction/Recycling | Misc Info | Summary

Select a Form NEVADA STATE CONTACT CONTACT CONT FIELD, NJ
00000NV DST355DA
Reporting Year 2015

The following is a list of the Reporting Year 2015 chemical forms for this facility. Please select the draft chemical form you would like to begin working with and click **Next**.

Click **Add Form** to create one or more blank chemical forms.

Click **Import Data** to create and pre-populate RY 2014 chemical forms based on your prior year submission(s).

Click **Not Reporting?** if you would like to indicate that you will not be submitting a TRI report on one or more chemicals reported in prior years (Optional).

+ Add Form Import Data Not Reporting?

Select to proceed	CAS No Cat. Code	Chemical Name	Reporting Year	Form Type	Revision	Validation Status	Form Status
<input type="checkbox"/>	000630206	1,1,1,2-Tetrachloroethane (PDF)	2015	A	No	Passed w/ Data Quality Alerts	Pending Certification
<input checked="" type="radio"/>	000071556	1,1,1-Trichloroethane (PDF)	2015	R	No	Not Validated	<input type="button" value="Delete"/>

← Back Index Next → Go To Form Mode View Form Validate

TRI-MEweb Form Preparation, continued

Select a chemical on the “Add New Chemical Forms” page and click the “+ Add Selected” button. Click the “Next” button.

TRI-MEweb Application - Internet Explorer provided by CGI

Logged in as: JOHN_PREPARER, Shell

Preferences Save Close

CDX Helpdesk Chat

Welcome My Facilities **Prepare** Validate Transmit Review Certify eFDP

Select Year | Select Facility | **Forms** | Chemical Info | On-site Release/Disposal | On-site Waste Mgmt | Off-site Transfer | Source Reduction/Recycling | Misc Info | Summary

Add New Chemical Forms NEVADA STATE CONTACT CONTACT CONT FIELD, NJ
00000NV DST355DA
Reporting Year 2015

Type all or part of a chemical name and/or CAS No. in the fields provided and then click **Search**. Double-click on a chemical in the search results window to add it to your list of new forms to create. When you're finished creating your list of new forms, click **Next**.

If you are reporting for an EPCRA 313 chemical whose identity has been withheld by the chemical supplier then [create a form for a Generic Chemical Name Provided by Supplier](#) (as provided in Form R, Part II, Section 2.1). Do not create a form using a Generic Chemical Name if you know of identity of the chemical.

Chemical Name:
and/or
CAS Number:

Include chemical synonyms in your search

Search

RY 2015 Chemicals 1 - 10 of 621.

- 1,1,1,2-Tetrachloro-2-fluoroethane (354-11-0)
- 1,1,2,2-Tetrachloro-1-fluoroethane (354-14-3)
- 1,1,2,2-Tetrachloroethane (79-34-5)**
- 1,1,2-Trichloroethane (79-00-5)
- 1,1-Dichloro-1,2,2,3,3-pentafluoropropane (13474-88-9)
- 1,1-Dichloro-1,2,2-trifluoroethane (812-04-4)
- 1,1-Dichloro-1,2,3,3,3-pentafluoropropane (111512-56-2)
- 1,1-Dichloro-1-fluoroethane (1717-00-6)
- 1,1-Dimethyl hydrazine (57-14-7)
- 1,2,3-Trichloropropane (96-18-4)

Need help? Use the link(s) provided in the blue Help Area to the right.

+ Add Selected

Chemicals to add: 1,1,2,2-Tetrachloroethane (79-34-5)

X Remove Selected

Back Index **Next** Go To Form Mode View Form Validate

Helpful Links: | USEPA Home | TRI Program Home | Reporting Forms and Instructions (PDF) | TRI-MEweb Version RY2015.01.05

TRI-MEweb Form Preparation, continued

Select a chemical form via a radio button on the “Select a Form” page; click the “Next” button.

TRI-MEweb Application - Internet Explorer provided by CGI

Logged in as: JOHN_PREPARER, Shell

Preferences Save Close

CDX Helpdesk Chat

Welcome My Facilities **Prepare** Validate Transmit Review Certify eFDP

Select Year | Select Facility | **Forms** | Chemical Info | On-site Release/Disposal | On-site Waste Mgmt | Off-site Transfer | Source Reduction/Recycling | Misc Info | Summary

Select a Form NEVADA STATE CONTACT CONTACT CONT FIELD, NJ
00000VDST355DA
Reporting Year 2015

Successfully created 1 form.

The following is a list of the Reporting Year 2015 chemical forms for this facility. Please select the draft chemical form you would like to begin working with and click **Next**.

Click **Add Form** to create one or more blank chemical forms.

Click **Import Data** to create and pre-populate RY 2014 chemical forms based on your prior year submission(s).

Click **Not Reporting?** if you would like to indicate that you will not be submitting a TRI report on one or more chemicals reported in prior years (Optional).

+ Add Form Import Data Not Reporting?

Select to proceed	CAS No Cat. Code	Chemical Name	Reporting Year	Form Type	Revision	Validation Status	Form Status
<input checked="" type="radio"/>	000630206	1,1,1,2-Tetrachloroethane (PDF)	2015	A	No	Passed w/ Data Quality Alerts	Pending Certification
<input type="radio"/>	000071556	1,1,1-Trichloroethane (PDF)	2015	R	No	Not Validated	<input type="button" value="X Delete"/>
<input type="radio"/>	000079345	1,1,2,2-Tetrachloroethane (PDF)	2015	R	No	Not Validated	<input type="button" value="X Delete"/>
<input type="radio"/>	000079005	1,1,2-Trichloroethane (PDF)	2015	R	No	Not Validated	<input type="button" value="X Delete"/>

← Back Index Next →

Go To Form Mode View Form Validate

TRI-MEweb Form Preparation, continued

Select the form type of the form via radio button. Click the “Next” button.

The screenshot shows the TRI-MEweb application interface. At the top, it says "TRI-MEweb Application - Internet Explorer provided by CGI" and "Logged in as: JOHN_PREPARER, Shell". The navigation menu includes "Welcome", "My Facilities", "Prepare", "Validate", "Transmit", "Review", "Certify", and "eFDP". The "Prepare" tab is active. Below the navigation menu, there are links for "Select Year", "Select Facility", "Forms", "Chemical Info", "On-site Release/Disposal", "On-site Waste Mgmt", "Off-site Transfer", "Source Reduction/Recycling", "Misc Info", and "Summary". The "Forms" link is highlighted. The main heading is "Change Form Type". On the right, it displays "NEVADA STATE CONTACT CONTACT CONT FIELD, NJ", "00000NVDST355DA", and "Reporting Year 2015". The instruction reads: "Select the type of form (Form A Certification Statement or Form R) for this chemical by selecting the appropriate radio button below. Use the Help Area links if you are not sure which form to choose." Below this, the "Chemical Name" is "1,1,1-Trichloroethane". A red box highlights the form selection area, which contains "Form A: Form R:" and "Change this form?" followed by two radio buttons. The second radio button is selected. At the bottom, a red box highlights the "Next" button in the navigation bar. Other buttons in the navigation bar include "Back", "Index", "Go To Form Mode", "View Form", and "Validate".

TRI-MEweb Form Navigation

Click the “Go To Form Mode” button.

TRI-MEweb Application - Internet Explorer provided by CGI
Logged in as: JOHN_PREPARER, Shell
Preferences Save Close
CDX Helpdesk Chat

Welcome My Facilities **Prepare** Validate Transmit Review Certify eFDP
Select Year | Select Facility | **Forms** | Chemical Info | On-site Release/Disposal | On-site Waste Mgmt | Off-site Transfer | Source Reduction/Recycling | Misc Info | Summary

Contact Information NEVADA STATE CONTACT CONTACT CONT FIELD, NJ
00000NVDST355DA
(Form R Part I, Section 4.3 & 4.4) 2015 Form R for 1,1,1-Trichloroethane

Please provide a Technical and Public Contact for this form, as requested below. If there are other forms for this facility, you may use the pick list provided to complete the requested information.

Select Technical Contact from list:
or fill in fields below.
Technical Contact Name:
 Non-US Phone
Phone: () - Ext:
E-mail:

Select Public Contact from list:
or fill in fields below.
Public Contact Name:
 Non-US Phone
Phone: () - Ext:
E-mail:

Cancel

← Back Index Next → **Go To Form Mode** View Form Validate

TRI-MEweb Form Navigation, continued

Form R Part II, Sections 1, 2, 3 and 4 page displays in form mode; click the section links displayed in the header bar to navigate within form mode. Click the “Go To Questionnaire Mode” button to navigate back to questionnaire mode.

TRI-MEweb Application - Internet Explorer provided by CGI

Logged in as: JOHN_PREPARER, Shell

Preferences Save Close

Welcome My Facilities Prepare Validate Transmit Review Certify eFDP

CDX Helpdesk Chat

Change: Select Year | Select Facility | Form Part I: §1-4.4 | §4.5-4.7 | §5 | **Part II: §1-4 | §5 | §5.3 | §6.1 | §6.2 | §7A | §7B-7C | §8.1-8.7 | §8.8 | §8.9-8.10 | §8.11 | §9.1**

Form R Part II, Sections 1, 2, 3 and 4

NEVADA STATE CONTACT CONTACT CONT FIELD, NJ
00000NV DST355DA

2015 Form R for 1,1,1-Trichloroethane

Section 1: Toxic Chemical Identity

1.1. CAS Number: 000071556
1.2. Chemical Name: 1,1,1-Trichloroethane
1.3. Generic Chemical Name: Not Applicable

Section 2: Mixture Component Identity

2.1. Generic Chemical Name Provided by Supplier: Not Applicable

Technical and Public Contact Info

Select Technical Contact from list:
or fill in fields below.

Back Next

Go To Questionnaire Mode View Form Validate

Helpful Links: USEPA Home | TRI Program Home | Reporting Forms and Instructions | TRI-MEweb | My Account

TRI-MEweb Form Navigation, continued

Click the “View Form” button to view the style sheet.

TRI-MEweb Application - Internet Explorer provided by CGI

Logged in as: JOHN_PREPARER, Shell

Preferences Save Close

Welcome My Facilities **Prepare** Validate Transmit Review Certify eFDP

Select Year | Select Facility | **Forms** | Chemical Info | On-site Release/Disposal | On-site Waste Mgmt | Off-site Transfer | Source Reduction/Recycling | Misc Info | Summary

Contact Information NEVADA STATE CONTACT CONTACT CONT FIELD, NJ
00000NVDST355DA

(Form R Part I, Section 4.3 & 4.4) 2015 Form R for 1,1,1-Trichloroethane

Please provide a Technical and Public Contact for this form, as requested below. If there are other forms for this facility, you may use the pick list provided to complete the requested information.

Select Technical Contact from list:
or fill in fields below.
Technical Contact Name:
 Non-US Phone
Phone: () - Ext:
E-mail:

Select Public Contact from list:
or fill in fields below.
Public Contact Name:
 Non-US Phone
Phone: () - Ext:
E-mail:

Cancel

← Back Index Next →

Go To Form Mode **View Form** Validate

Helpful Links: [USEPA Home](#) | [TRI Program Home](#) | [Reporting Forms and Instructions \(PDF\)](#) | TRI-MEweb Version RY2015.01.03

TRI-MEweb Form Navigation, continued

The Form R style sheet displays in a separate pop up window.

TRI Reporting Form - Internet Explorer provided by CGI

Print

***** Draft Form Only: Do Not Submit to EPA *****

Form Status: Available for Editing - return to TRI-MEweb to edit the form.
Validation Status: Not Validated

1 2 3 4 5 [Additional Info](#) Page 1 of 5

EPA United States Environmental Protection Agency		FORM R Section 313 of the Emergency Planning and Community Right-to-know Act of 1986, also known as Title III of the Superfund Amendments and Reauthorization Act.		TRI Facility ID Number 00000NVDST355DA
WHERE TO SEND COMPLETED FORMS:		1. TRI Data Processing Center P.O. Box 10163 Fairfax, VA 22038 *** Draft Form Only: Do Not Submit to EPA ***		2. APPROPRIATE STATE OFFICE (See instructions in Appendix F)
This section only applies if you are revising or withdrawing a previously submitted form, otherwise leave blank:		Revision (Enter up to two code(s)) [][]	Withdrawal (Enter up to two code(s)) [][]	
Important: See Instructions to determine when "Not Applicable (NA)" boxes should be checked.				
Part I. FACILITY IDENTIFICATION INFORMATION				
SECTION 1. REPORTING YEAR : 2015				
SECTION 2. TRADE SECRET INFORMATION				
2.1 Are you claiming the toxic chemical identified on page 2 trade secret? <input type="checkbox"/> Yes (Answer questions 2.2; attach substantiation forms) <input checked="" type="checkbox"/> NO (Do not answer 2.2; go to Section 3)		2.2 Is this copy <input type="checkbox"/> Sanitized [] <input type="checkbox"/> Unsanitized [] (Answer only if "Yes" in 2.1)		

Validate and Transmit



CGI

Experience the commitment®

Validate

Click the “Validate” tab to begin the process of validating a form.

The screenshot shows the TRI-MEweb application interface. The browser title is "TRI-MEweb Application - Windows Internet Explorer". The user is logged in as "VPEDDINENI, TEST ORG". The navigation menu includes "Welcome", "My Facilities", "Prepare", "Validate" (highlighted with a red box), "Transmit", "Review", "Certify", and "eFDP". There are also buttons for "Preferences", "Save", and "Close". A "CDX Helpdesk Chat" link is visible in the top right.

Below the navigation menu, there is a "Welcome to TRI-MEweb!" message. A dashed green box contains an alert: "Alert! EPA published an [Information Collection Request Renewal](#) effective for RY 2014 that included several modifications to the TRI reporting forms and provided a new mechanism through which facilities can submit optional facility-level information to EPA (e.g., contact changes or facility closures)."

Below the alert, a paragraph states: "This Web-based application will help you create, correct, certify and transmit your TRI Form(s) to comply with EPCRA Section 313 reporting requirements. The deadline for Reporting Year (or calendar year) 2015 TRI Forms is July 1, 2016."

Another paragraph states: "The following table provides you quick access to RY 1991-2015 chemical forms for each facility."

A "Manage My Facilities" button is present. Below it, instructions state: "To add a new TRI form or to access forms in progress, click the + sign adjacent to the TRIFID of your facility and click the 'Add Blank Form(s)' hyperlink or click the Prepare tab. Clicking the + will also provide an option to cancel a form in progress, revise or withdraw a certified form."

TRIFID	Facility Name	RY2015 Form Status	ESA Status	Refresh ESA Status	Certify/Cancel Submission(s)
+ 2322WTTRLF123IN (Multi-establishment)	3M CORP 123 MAIN ST CHANTILLY, VA 11111	No Forms	✓ Active Certifying Official Available		

At the bottom, there are navigation buttons: "Back", "Index", "Next", "Go To Form Mode", "View Form", and "Validate". Helpful links include "USEPA Home", "TRI Program Home", and "Reporting Forms and Instructions (PDF)". The version is "TRI-MEweb Version RY2015.01.06".

Validate Overview

A progress bar is displayed with description of Facility Validation and Form Validation. Click “Next” to start the validation process.

TRI-MEweb Application - Internet Explorer provided by CGI

Logged in as: CHARLIE_BOND, Shell Organization

Preferences Save Close

CDX Helpdesk Chat

Welcome My Facilities Prepare **Validate** Transmit Review Certify eFDP

Validation Summary | Data Quality Reports | Prepare Review Package

Validation Overview

WEST CHEMICALS CORPS FALLS CHURCH, VA
2204WFTMCC2916A
Reporting Year 2015

Facility Validation Form Validation Data Quality Reports Review Draft Package Select Form(s) for Certification Select Certifying Official(s) Final Review Ready for Certification

You have successfully entered your chemical release data for your facility. TRI-MEweb will now check for errors in your TRI forms in two quick steps: Facility Validation and Form Validation.

Step 1: Facility Validation

- "Validation Step 1 of 2: Facility Information" page: TRI-MEweb will validate the facility information that will be included on each form you are preparing. This facility information includes the facility location and industry type information for your reporting facility.

Step 2: Form Validation

- "Validation Step 2 of 2: Chemical Information on Forms" page: TRI-MEweb will validate the chemical-specific release information that will be included on each form you are preparing. This page will allow you to validate one or more draft forms or review errors for forms already validated.
- "Validation Summary Report: Details of Errors" page: This page will identify any chemical-specific errors found on your form and will provide you with links to navigate to the appropriate data entry page and to resolve your chemical-specific data. You may select the **Validate** button on the bottom right corner after resolving each error to return to the "Validation Summary Report: Details of Errors" page to continue correcting errors.

Once a facility has passed validation with no critical errors and the selected form(s) have passed validation with no critical errors, you may select those forms to be transmitted for certification.

Click **Next** and TRI-MEweb will begin to validate the information you have provided about your facility.

Back Index **Next** Go To Form Mode View Form Validate

Helpful Links: [EPA Home](#) | [TRI Program Home](#) | [Reporting Forms and Instructions](#) | TRI-MEweb Version RY2015.01.10

Validation Step 1 of 2: Facility Information

Facility Validation page loads, it's arrow is blue with text "(You are here)". Click "Next."

TRI-MEweb Application - Internet Explorer provided by CGI
Logged in as: CHARLIE_BOND, Shell Organization
Preferences Save Close
Welcome My Facilities Prepare **Validate** Transmit Review Certify eFDP
CDX Helpdesk Chat

Validation Summary | Data Quality Reports | Prepare Review Package

Validation Step 1 of 2: Facility Information

HONEYWELL INC CHESAPEAKE, VA
2332WHNYWL55VLV
Reporting Year 2015

Facility Validation (You are here) | Form Validation | Data Quality Reports | Review Draft Package | Select Form(s) for Certification | Select Certifying Official(s) | Final Review | Ready for Certification

All critical errors must be corrected before this facility's forms can be transmitted and before you can proceed to validate the remaining information on each form. Possible errors should be reviewed and corrected, if applicable. After correcting the error, click **Validate** in the lower right-hand corner of the data entry page to return to this list and fix any remaining issues.

Step 1 of 2: Facility Validation Status

✔ Passed with Possible Errors

Critical Errors	Possible Errors
0	1

Go to page	Message
Fix	The city, state and ZIP Code you reported for the location of your facility do not appear to match. Please verify this information.

Click "Next" to begin the validation process of your chemical form data

← Back Index **Next →** Go To Form Mode View Form Validate

Helpful Links: [EPA Home](#) | [TRI Program Home](#) | [Reporting Forms and Instructions](#) | TRI-MEweb Version RY2015.01.10

Validation Step 2 of 2: Chemical Information on Forms

Form Validation page loads, it's arrow is blue with text "(You are here)". Select radio button then click "Validate."

TRI-MEweb Application - Internet Explorer provided by CGI

Logged in as: CHARLIE_BOND, Shell Organization

Preferences Save Close

Welcome My Facilities Prepare **Validate** Transmit Review Certify eFDP

Validation Summary | Data Quality Reports | Prepare Review Package

Validation Step 2 of 2: Chemical Information on Forms HONEYWELL INC CHESAPEAKE, VA
2332WHNY/WL55VLV
Reporting Year 2015

You have succeeded in verifying your facility information and we will now look at the chemical data on your form(s). The chemical information on the forms below require validation. Please select the form(s) you would like to validate by selecting the checkbox next to its name, and clicking the **Validate**. To select all forms at once, click on the "Select All" link.

After validating your forms, use the **Review/Fix** button to review the specific errors found for a given form.

These forms require validation:

Select All	CAS No/Cat. Code	Chemical Name	Year	Form	Revision?
<input checked="" type="checkbox"/>	000354110	1,1,1,2-Tetrachloro-2-fluoroethane	2015	A	No

Validate

These forms have already been validated:

You may view or print an individual TRI chemical's draft form by clicking on its name. In addition you may download data (in XML format) for an individual draft form that has passed validation by using the download buttons provided in the table below. If you wish to print all draft forms, download all draft form data, or print validation summary reports for all draft forms, you may find it easier to prepare a [review package](#).

CAS No/ Cat. Code	Chemical Name	Year	Form	Revision?	Status
There are no validated forms for this facility.					

← Back Index Next →

Go To Form Mode View Form Validate

Helpful Links: [EPA Home](#) | [TRI Program Home](#) | [Reporting Forms and Instructions](#) | TRI-MEweb Version RY2015.01.10

Validation Step 2 of 2: Chemical Information on Forms

“TRI-MEweb has validated all forms for this facility” message is prompted. Click “Next.”

TRI-MEweb Application - Internet Explorer provided by CGI
Logged in as: CHARLIE_BOND, Shell Organization
Preferences Save Close
CDX Helpdesk Chat

Welcome My Facilities Prepare **Validate** Transmit Review Certify eFDP

Validation Summary | Data Quality Reports | Prepare Review Package

Validation Step 2 of 2: Chemical Information on Forms

HONEYWELL INC CHESAPEAKE, VA
2332WHNYWL55VLV
Reporting Year 2015

Facility Validation Form Validation (You are here) Data Quality Reports Review Draft Package Select Form(s) for Certification Select Certifying Official(s) Final Review Ready for Certification

You have succeeded in verifying your facility information and we will now look at the chemical data on your form(s). The chemical information on the forms below require validation. Please select the form(s) you would like to validate by selecting the checkbox next to its name, and clicking the **Validate**. To select all forms at once, click on the "Select All" link.

After validating your forms, use the **Review/Fix** button to review the specific errors found for a given form.

These forms require validation:

Select All	CAS No/Cat. Code	Chemical Name	Year	Form	Revision?
TRI-MEweb has validated all forms for this facility.					

These forms have already been validated:

You may view or print an individual TRI chemical's draft form by clicking on its name. In addition you may download data (in XML format) for an individual draft form that has passed validation by using the download buttons provided in the table below. If you wish to print all draft forms, download all draft form data, or print validation summary reports for all draft forms, you may find it easier to prepare a [review package](#).

CAS No/ Cat. Code	Chemical Name	Year	Form	Revision?	Status
000354110	XML 1.1.1.2-Tetrachloro-2-fluoroethane	2015	A	No	Passed with Data Quality Alerts Review/Fix

← Back Index **Next** → Go To Form Mode View Form Validate

Helpful Links: [EPA Home](#) | [TRI Program Home](#) | [Reporting Forms and Instructions](#) | TRI-MEweb Version RY2015.01.10

Data Quality Reports

Data Quality page loads, it's arrow is blue with text "(You are here)." Click "Validate."

The screenshot shows the TRI-MEweb application interface. At the top, it says "TRI-MEweb Application - Internet Explorer provided by CGI" and "Logged in as: CHARLIE_BOND, Shell Organization". The navigation menu includes "Welcome", "My Facilities", "Prepare", "Validate", "Transmit", "Review", "Certify", and "eFDP". The "Validate" tab is selected. Below the navigation, there's a breadcrumb trail: "Validation Summary | Data Quality Reports | Prepare Review Package". The main heading is "Data Quality Reports" for "WEST CHEMICALS CORPS FALLS CHURCH, VA 2204WPTMCC2916A" with "Reporting Year 2015". A process flow diagram shows steps: Facility Validation, Form Validation, Data Quality Reports (You are here), Review Draft Package, Select Form(s) for Certification, Select Certifying Official(s), Final Review, and Ready for Certification. Below this, a text block explains that TRI-MEweb allows analyzing year-to-year trends and provides instructions on how to view reports. A table lists chemical categories with checkboxes for Section 5 & 6 and Section 8. At the bottom, there are navigation buttons: Back, Index, Next, Go To Form Mode, View Form, and Validate. The "Next" button is highlighted with a red box.

Validation Summary | Data Quality Reports | Prepare Review Package

Data Quality Reports

WEST CHEMICALS CORPS FALLS CHURCH, VA
2204WPTMCC2916A
Reporting Year 2015

Facility Validation → Form Validation → **Data Quality Reports (You are here)** → Review Draft Package → Select Form(s) for Certification → Select Certifying Official(s) → Final Review → Ready for Certification

TRI-MEweb allows you to analyze year-to-year trends in your TRI reports, enabling you to catch potential errors or inconsistencies in your draft reports (based on comparisons to the prior year's certified reports) before you transmit them to EPA. To begin viewing reports, select the checkboxes corresponding to the Section 5 & 6: Release Disposal, and Other Waste Transfers and/or the Section 8: Total Production-Related Waste reports for each applicable chemical and click **Open Reports**.

If you do not want to view Data Quality Reports, click **Next** to prepare your data submission.

TRI Chemical or Chemical Category	Section 5 & 6: Release, Disposal, and Other Waste Transfers Select All	Section 8: Total Production-Related Waste Select All
1,1,1,2-Tetrachloro-2-fluoroethane	--	--
Benzene	<input type="checkbox"/>	<input type="checkbox"/>

Open Reports

← Back Index **Next** → Go To Form Mode View Form Validate

Helpful Links: [EPA Home](#) | [TRI Program Home](#) | [Reporting Forms and Instructions](#) | TRI-MEweb Version RY2015.01.10

Prepare Review Package for Draft Forms

Review Draft Package page loads, it's arrow is blue with text "(You are here)." Click "Next."

The screenshot displays the TRI-MEweb application interface. At the top, it shows the user is logged in as CHARLIE_BOND, Shell Organization. The navigation menu includes Welcome, My Facilities, Prepare, Validate, Transmit, Review, Certify, and eFDP. The current page is titled "Prepare Review Package for Draft Forms" and includes a breadcrumb trail: Validation Summary | Data Quality Reports | Prepare Review Package. A progress bar at the top shows the following steps: Facility Validation, Form Validation, Data Quality Reports, Review Draft Package (You are here), Select Form(s) for Certification, Select Certifying Official(s), Final Review, and Ready for Certification. The "Review Draft Package (You are here)" step is highlighted with a red box. Below the progress bar, there is a text block explaining the purpose of the page and a note about certifying officials. A section titled "Review Package Materials prior to Sending to CDX:" lists options for printing and downloading reports. A section titled "2 Chemical(s) Included:" lists 1, 1,1,1,2-Tetrachloro-2-fluoroethane and 2. Benzene. At the bottom, there are navigation buttons: Back, Index, Next (highlighted with a red box), Go To Form Mode, View Form, and Validate. The footer contains helpful links to EPA Home, TRI Program Home, Reporting Forms and Instructions, and the TRI-MEweb Version RY2015.01.10.

TRI-MEweb Application - Internet Explorer provided by CGI

Logged in as: CHARLIE_BOND, Shell Organization

Preferences Save Close

CDX Helpdesk Chat

Welcome My Facilities Prepare Validate Transmit Review Certify eFDP

Validation Summary | Data Quality Reports | Prepare Review Package

Prepare Review Package for Draft Forms WEST CHEMICALS CORPS FALLS CHURCH, VA
2204WPTMCC2916A
Reporting Year 2015

Facility Validation Form Validation Data Quality Reports **Review Draft Package (You are here)** Select Form(s) for Certification Select Certifying Official(s) Final Review Ready for Certification

Use this page to print and/or save information about the draft forms you have prepared to enable others to review them prior to transmitting your data to CDX. You can also use this page to print your Data Quality Reports. Please note that when your certifying official is notified that forms have been transmitted for their certification, they are able to view all Forms A and/or R transmitted before they certify them. As a result, preparation of a review package is optional, however, additional information that might be useful to review is provided below.

When you're finished preparing your review package, click **Next** to begin the process of transmitting your data.

Review Package Materials prior to Sending to CDX:

Draft Form A and/or R reports:

Validation Report (all draft forms):

Data Quality Reports (all draft forms): [Show Options](#)

Export/Download Draft Form Data (XML):

Form A/R Code Glossary: [RFI Appendix B](#)

2 Chemical(s) Included:

- 1, 1,1,1,2-Tetrachloro-2-fluoroethane
- Benzene

← Back Index **Next** → Go To Form Mode View Form Validate

Helpful Links: [EPA Home](#) | [TRI Program Home](#) | [Reporting Forms and Instructions](#) | TRI-MEweb Version RY2015.01.10

Overview of Submission and Certification Steps

“Transmit” tab is selected. Overview of Submission and Certification Steps are displayed.

Note: “Transmit to State or Tribe” is only visible for non-TDX States

The screenshot displays the TRI-MEweb application interface. The browser title is "TRI-MEweb Application - Internet Explorer provided by CGI". The user is logged in as "CHARLIE_BOND, Shell Organization". The navigation menu includes "Welcome", "My Facilities", "Prepare", "Validate", "Transmit", "Review", "Certify", and "eFDP". The "Transmit" tab is selected. The main content area is titled "Overview of Submission and Certification Steps" and features a progress bar with the following steps: Facility Validation, Form Validation, Data Quality Reports, Review Draft Package, Select Form(s) for Certification, Select Certifying Official(s), Final Review, and Ready for Certification. The progress bar shows that the first four steps are completed (green) and the remaining four are pending (red). Below the progress bar, the text reads: "The steps you will be required to perform in order to complete your EPA submission and state or Indian Country submission are listed below, along with a progress bar that will guide you through the process." The "Federal Transmission:" section lists four steps: Step 1: Select the chemical forms that the preparer will prepare for certification. Step 2: Nominate your certifying official. Step 3: Mark the forms as pending certification. Step 4: The certifying official logs into TRI-MEweb to certify any pending submissions. The "State or Indian Country Submission:" section includes a text box with "State or BIA Code: VA" and "TRI Data Exchange Participant: Yes. EPA will automatically forward or make available via download for your state or Indian Country agency a copy of your electronic CDX submission, once your submission has been validated." At the bottom, there are navigation buttons: "Back", "Index", "Next", "Go To Form Mode", "View Form", and "Validate". The footer contains helpful links: "EPA Home", "TRI Program Home", "Reporting Forms and Instructions", and "TRI-MEweb Version RY2015.01.10".

Select Form(s) for Certification

Select a chemical form on the “Select Chemical Forms to Prepare for Certification” page by checking the checkbox, and clicking the “Next” button.

TRI-MEweb Application - Internet Explorer provided by CGI
Logged in as: CHARLIE_BOND, Shell Organization
Preferences Save Close
CDX Helpdesk Chat

Welcome My Facilities Prepare Validate Transmit Review Certify eFDP

Introduction | Create New Submission

Select Chemical Forms to Prepare for Certification

WEST CHEMICALS CORPS FALLS CHURCH, VA
2204WPTMCC2916A
Reporting Year 2015

Facility Validation Form Validation Data Quality Reports Review Draft Package **Select Form(s) for Certification (You are here)** Select Certifying Official(s) Final Review Ready for Certification

The forms below have passed validation and are ready to be certified. If there are any forms that have not passed validation (and, therefore, cannot be certified), they are listed separately at the bottom of this page.

Select the forms you would like to mark as pending certification by selecting the checkbox next to its name, and clicking **Next**. To select all forms at once, click on the **Select All** link. On the next page, you'll be asked to identify the certifying official who will certify the selected forms.

These forms are ready for certification:

Select All	CAS No.	Chemical Name	Year	Form	Revision?	Status
<input checked="" type="checkbox"/>	000354110	1,1,1,2-Tetrachloro-2-fluoroethane	2015	Form A	No	Passed with Data Quality Alerts

These forms have not passed validation:

CAS No.	Chemical Name	Year	Form	Revision?	Status	Validate?
000071432	Benzene	2015	Form R	No	NOT VALIDATED	<input type="button" value="Review/Fix"/>

Back Index **Next** Go To Form Mode View Form Validate

Helpful Links: [EPA Home](#) | [TRI Program Home](#) | [Reporting Forms and Instructions](#) | TRI-MEweb Version RY2015.01.10

Notify Certifying Official(s) of Pending Submission

Select Certifying Official(s) arrow is highlighted. Click the radio button for the Certifying Official, then click “Next.”

TRI-MEweb Application - Internet Explorer provided by CGI
Logged in as: CHARLIE_BOND, Shell Organization
Preferences Save Close
Welcome My Facilities Prepare Validate Transmit Review Certify eFDP
CDX Helpdesk Chat

Introduction | Create New Submission

Notify Certifying Official(s) of Pending Submission

WEST CHEMICALS CORPS FALLS CHURCH, VA
2204WPTMCC2916A
Reporting Year 2015

Facility Validation → Form Validation → Data Quality Reports → Review Draft Package → **Select Certifying Official(s) (You are here)** → Final Review → Ready for Certification

Please select the senior management official(s) who is responsible for certifying this submission. You may also identify one alternate certifying official. The individual(s) you identify on this page is sent an e-mail after the submission has been transmitted for certification informing them this submission is waiting certification, for accessing/creating their user account in EPA's Central Data Exchange and how to complete the certification process. Individuals other than those listed on this page will not be able to certify this transmission.

To remove a certifying official listed here, click **Remove** button that displays for a certifying official.

When you're finished selecting your certifying official(s), click **Next** and you can perform final review of form or transmit form for certification. EPA cannot process any TRI forms that have not been transmitted and certified.

Certifying Officials assigned to TRIFID: 2204WPTMCC2916A

Name of Certifying Official	Email Address	ESA Status	Certifying Official	Alternate Certifying Official	Remove ?
charlie bond	charliyn.tran@cgifederal.com	Sign TRIFID Signature Agreement	<input type="radio"/>	<input type="radio"/>	Remove
John Doe	charliyn.tran@cgifederal.com	Active Certifying Official Available	<input checked="" type="radio"/>	<input type="radio"/>	Remove

If you wish to add a new certifying official not already in the above list, click **Add Certifying Official**.

Back Index **Next** Go To Form Mode View Form Validate

Helpful Links: [EPA Home](#) | [TRI Program Home](#) | [Reporting Forms and Instructions](#) | TRI-MEweb Version RY2015.01.10

Final Review

“Final Review arrow is highlighted. Click “Next.”

TRI-MEweb Application - Internet Explorer provided by CGI
Logged in as: CHARLIE_BOND, Shell Organization
Preferences Save Close
Welcome My Facilities Prepare Validate Transmit Review Certify eFDP
CDX Helpdesk Chat

Introduction | Create New Submission

Final Review of Forms

WEST CHEMICALS CORPS FALLS CHURCH, VA
2204WPTMCC2916A
Reporting Year 2015

Facility Validation → Form Validation → Data Quality Reports → Review Draft Package → Select Form(s) for Certification → Select Certifying Official(s) → **Final Review (You are here)** → Ready for Certification

Please review the information shown below for this submission. If you would like to mark the forms listed below as pending certification, click **Next**. An e-mail will be sent to each certifying official listed on this page notifying them that the submission is ready for certification. You, as the preparer, will also receive an e-mail confirmation.

Click **Cancel**, if you do not wish to proceed with this transmission.

TRIFID: 2204WPTMCC2916A Certifying Official Name: John Doe
Name: WEST CHEMICALS CORPS E-mail: charlyn.tran@cgifederal.com
Address: 2916 ANNANDALE RD
FALLS CHURCH, VA
22042

Forms Selected (click on a chemical name to view the form)

CAS No/Cat. Code	Chemical Name	Form Type	Reporting Year	Revision?
000354110	1,1,1,2-Tetrachloro-2-fluoroethane	Form A	2015	No

← Back Index **Next →** Go To Form Mode View Form Validate

Helpful Links: [EPA Home](#) | [TRI Program Home](#) | [Reporting Forms and Instructions](#) | TRI-MEweb Version RY2015.01.10

Ready for Certification

Ready for Certification arrow is highlighted, this is the last Transmit step. An email will be sent to your certifying and alternate certifying official (if nominated), notifying of the pending submission certification.

The screenshot shows the TRI-MEweb application interface. The user is logged in as CHARLIE_BOND, Shell Organization. The navigation menu includes Welcome, My Facilities, Prepare, Validate, Transmit, Review, Certify, and eFDP. The 'Transmit' tab is active. The main content area displays 'Submission Ready for Certification.' for WEST CHEMICALS CORPS FALLS CHURCH, VA, 2204WPTMCC2916A, Reporting Year 2015. A progress bar shows the following steps: Facility Validation, Form Validation, Data Quality Reports, Review Draft Package, Select Form(s) for Certification, Select Certifying Official(s), Final Review, and Ready for Certification (You are here). The 'Ready for Certification' step is highlighted with a red box. Below the progress bar, there is a table of chemical(s) available for certification.

WEST CHEMICALS CORPS FALLS CHURCH, VA
2204WPTMCC2916A
Reporting Year 2015

CAS No./Cat. Code	Chemical Name	Form Type	Reporting Year	Revision?
000354110	1,1,1,2-Tetrachloro-2-fluoroethane	Form A	2015	No

Helpful Links: [EPA Home](#) | [TRI Program Home](#) | [Reporting Forms and Instructions](#) | TRI-MEweb Version RY2015.01.10

Signing TRIFID Signature Agreement



Signing TRIFID Signature Agreement

Click the “Certify” tab, then the Manage TRIFIDs for Certification page will appear.

The screenshot shows the TRI-MEweb application interface. The browser title is "TRI-MEweb Application - Internet Explorer provided by CGI". The user is logged in as "CHARLIE_BOND, Shell Organization". The navigation menu includes "Welcome", "My Facilities", "Prepare", "Validate", "Transmit", "Review", "Certify", and "eFDP". The "Certify" tab is highlighted with a red box. Below the navigation menu, the "Manage TRIFIDs" section is active, showing "Pending Submissions" and "Submission History". The main content area is titled "Manage TRIFIDs for Certification" and features a process flow diagram with three steps: "Verify TRIFID Signature Agreement is Complete (You are here)", "Form(s) Pending Certification", and "Certify and Send to EPA and State or Tribe". Below the flow diagram, the "Official Title" section states: "TRI-MEweb must collect and store your official title with the TRI submission you are certifying. You may update your official title for the certifying official by clicking Edit button." The "Certifying Official" information is displayed as: "charlie bond", "Title: PM", and "E-mail Address: charliyn.tran@cgifederal.com". There is an "Edit" button next to the title. Below this, the "Pending Tasks" section contains a table with two columns: "Number of Pending Submissions" and "Number of Pending TRIFID Signature Agreements". Both columns show the value "5". At the bottom of the page, there are navigation buttons: "Back", "Index", "Next", "Go To Form Mode", "View Form", and "Validate". The footer includes helpful links: "EPA Home", "TRI Program Home", "Reporting Forms and Instructions", and "TRI-MEweb Version RY2015.01.10".

TRI-MEweb Application - Internet Explorer provided by CGI

Logged in as: CHARLIE_BOND, Shell Organization

Preferences Save Close

Welcome My Facilities Prepare Validate Transmit Review **Certify** eFDP

CDX Helpdesk Chat

Manage TRIFIDs | Pending Submissions | Submission History

Manage TRIFIDs for Certification

Verify TRIFID Signature Agreement is Complete (You are here) Form(s) Pending Certification Certify and Send to EPA and State or Tribe

Official Title

TRI-MEweb must collect and store your official title with the TRI submission you are certifying. You may update your official title for the certifying official by clicking Edit button.

Certifying Official: charlie bond

Title: PM

E-mail Address: charliyn.tran@cgifederal.com

Pending Tasks

Number of Pending Submissions	Number of Pending TRIFID Signature Agreements
5	5

Back Index Next Go To Form Mode View Form Validate

Helpful Links: [EPA Home](#) | [TRI Program Home](#) | [Reporting Forms and Instructions](#) | TRI-MEweb Version RY2015.01.10

Signing TRIFID Signature Agreement, continued

Below is the “Manage TRIFIDs for Certifications” page with the three main components highlighted.

TRI-MEweb Application - Internet Explorer provided by CGI
Logged in as: CHARLIE_BOND, Shell Organization
Preferences Save Close
Welcome My Facilities Prepare Validate Transmit Review Certify eFDP CDX Helpdesk Chat

Manage TRIFIDs | Pending Submissions | Submission History

Manage TRIFIDs for Certification

Verify TRIFID Signature Agreement is Complete (You are here) → Forms Pending Certification → Certify and Send to EPA and State or Tribe

Official Title

TRI-MEweb must collect and store your official title with the TRI submission you are certifying. You may update your official title for the certifying official by clicking **Edit** button.

Certifying Official: charlie bond
Title: PM
E-mail Address: charliyn.tran@cgifederal.com

Pending Tasks

Number of Pending Submissions	Number of Pending TRIFID Signature Agreements
0	0

You have no facilities that require TRIFID Certification Agreement signatures. To gain access to additional facilities, click **Access/Add Facility**.

Signature Received

You have successfully signed the TRIFID Certification Agreement for the following TRIFIDs:

TRIFID	Facility Name	Location
2332WHNYWL55VLV	HONEYWELL INC	550 VOLVO PKY CHESAPEAKE, VA, 23320
2332WHNYWL55VLB	HONEYWELL INC 2	550 VOLVO PKY CHESAPEAKE, VA, 23320
2332WHNYWL55VLB	HONEYWELL INC 2	550 VOLVO PKY CHESAPEAKE, VA, 23320
2220WCHMCL131AR	CHEMICAL Z FACILITY	1031 ARLINGTON BLVD ARLINGTON, VA, 22209
2204WPTMCC2918A	WEST CHEMICALS CORP	2916 ANNANDALE RD FALLS CHURCH, VA, 22042
2014WSYSCB123MA	SYSCO BATTERIES	123 MAIN ST

← Back Index Next →

Helpful Links: EPA Home | TRI Program Home | Reporting Forms and Instructions | TRI-MEweb Version RY2015 01-10

Go To Form Mode View Form Validate

Select a TRIFID to sign Agreement

Scroll down to the “Pending Signature” section, click the checkbox, then click the “Sign Agreement” button.

TRI-MEweb Application - Internet Explorer provided by CGI

Logged in as: CHARLIE_BOND, Shell Organization

Preferences Save Close

Welcome My Facilities Prepare Validate Transmit Review **Certify** eFDP

CDX Helpdesk Chat

Manage TRIFIDs | Pending Submissions | Submission History

Manage TRIFIDs for Certification

Verify TRIFID Signature Agreement is Complete (You are here) Form(s) Pending Certification Certify and Send to EPA and State or Tribe

You have access to the following list of TRIFIDs, but have not yet signed the TRIFID Certification Agreement document attesting that you have the authority to certify for TRI submissions under these TRIFIDs. Check the box corresponding to the TRIFID(s) which you would like to certify for and click **Sign Agreement**.

To gain access to additional facilities not in this list, click **Access/Add Facility**.

+ Access/Add Facility

Pending Signature

Sign TRIFID	TRIFID	Facility Name	Location
<input checked="" type="checkbox"/>	2204WPTMCC2916A	WEST CHEMICALS CORP	2916 ANNANDALE RD FALLS CHURCH, VA, 22042

Sign Agreement

Signature Received

You have successfully signed the TRIFID Certification Agreement for the following TRIFIDs:

TRIFID	Facility Name	Location
2332WHNYWL55VLV	HONEYWELL INC	550 VOLVO PKY CHESAPEAKE, VA, 23320
2332WHNYWL55VLB	HONEYWELL INC 2	550 VOLVO PKY CHESAPEAKE, VA, 23320
2332WHNYWL55VLC	HONEYWELL INC 2	550 VOLVO PKY CHESAPEAKE, VA, 23320

Back Index Next

Go To Form Mode View Form Validate

Helpful Links: [EPA Home](#) | [TRI Program Home](#) | [Reporting Forms and Instructions](#) | TRI-MEweb Version RY2015.01.10

Signing TRIFID Signature Agreement, continued

Review then click the “I Agree” button on the “TRIFID Agreement” page.

TRI-MEweb Application - Internet Explorer provided by CGI

Logged in as: JOHN_PREPARER, Shell

Preferences Save Close

Welcome My Facilities Prepare Validate Transmit Review **Certify** eFDP

CDX Helpdesk Chat

Manage TRIFIDs | Pending Submissions | Submission History

TRIFID Agreement

Toxics Release Inventory (TRI)
TRIFID Certifier Agreement Document

Date:	11/9/2015
Name:	John Doe
CDX User ID:	JOHN_PREPARER
Email Address:	charliyn.tran@cgifederal.com
TRIFID:	0327WSHLLN12LAC

I, John Doe
(Name of Certifying Official)

(1) Certify that I am the owner/operator, or a senior management official employed by the facility subject to EPCRA Section 313 toxic chemical release inventory reporting for all facilities (TRIFIDs) listed on this document. Senior management official means an official with management responsibility for the person or persons completing the report, or with management responsibility for the manager of environmental programs for the facility or establishments, or with management responsibility for the corporation owning or operating the facility or establishments responsible for certifying similar reports under the other environmental regulatory requirements (40 CFR Section 372.3).

(2) Understand and agree that I will be held as legally bound, obligated, or responsible by my use of my electronic signature as I would be using my hand-written signature;

I Agree Cancel

Signing TRIFID Signature Agreement, continued

Sign the submission by entering your CDX credentials in the pop-up window. Click the “Sign” button.

The screenshot shows the TRI-ME Web Application interface. The main content area displays a document titled "Toxics Release Inventory (TRI) TRIFID Certifier Agreement Document" with a table of user information:

Date:	11/9/2015
Name:	John Doe
CDX User ID:	JOHN_PREPARER
Email Address:	charlyn.tran@cgifederal.com
TRIFID:	0327WSHLLN12LAC

A pop-up window titled "Sign Submissions" is overlaid on the document. It contains three steps for signing:

- 1. Login into CDX**
User: JOHN_PREPARER
Password:
- 2. Answer Secret Question**
Question: What is your favorite book?
Answer:
- 3. Sign File:**
 Sign

The "Sign" button is highlighted with a checkmark. The background document shows a partially visible "I Agree" button.

Signing TRIFID Signature Agreement, continued

Acknowledge the TRIFID Signature Agreement confirmation pop-up window by clicking the “OK” button.

The screenshot shows the TRI-MEweb application interface. The browser title is "TRI-MEweb Application - Internet Explorer provided by CGI". The user is logged in as "JOHN_PREPARER, Shell". The application header includes "TRI-MEWEB" and navigation links: "Welcome", "My Facilities", "Prepare", "Validate", "Transmit", "Review", "Certify", and "eFDP". A "CDX Helpdesk Chat" button is also visible.

The main content area is titled "TRIFID Agreement" and displays the "Toxics Release Inventory (TRI) TRIFID Certifier Agreement Document". A table lists the following information:

Date:	11/9/2015
Name:	John Doe
CDX User ID:	JOHN_PREPARER
Email Address:	charliyn.tran@cgifederal.com
TRIFID:	0327WSHLLN12LAC

Below the table, there is a "Sign Submissions" pop-up window. It contains three sections:

- 1. Login into CDX:** User: JOHN_PREPARER, Password: [masked]. A "Welcome JOHN_PREPARER" message is displayed below.
- 2. Answer Secret Question:** Question: What is your favorite book?, Answer: book. A "Correct Answer" message is displayed below.
- 3. Sign File:** A "Sign" button with a gear icon.

A "Message from webpage" pop-up window is overlaid on the bottom of the "Sign Submissions" window. It contains a warning icon and the text: "Thank you for signing your TRI Facility ID Signature Agreement. You may now proceed to certify your submission(s)." with an "OK" button.

Reset CDX password

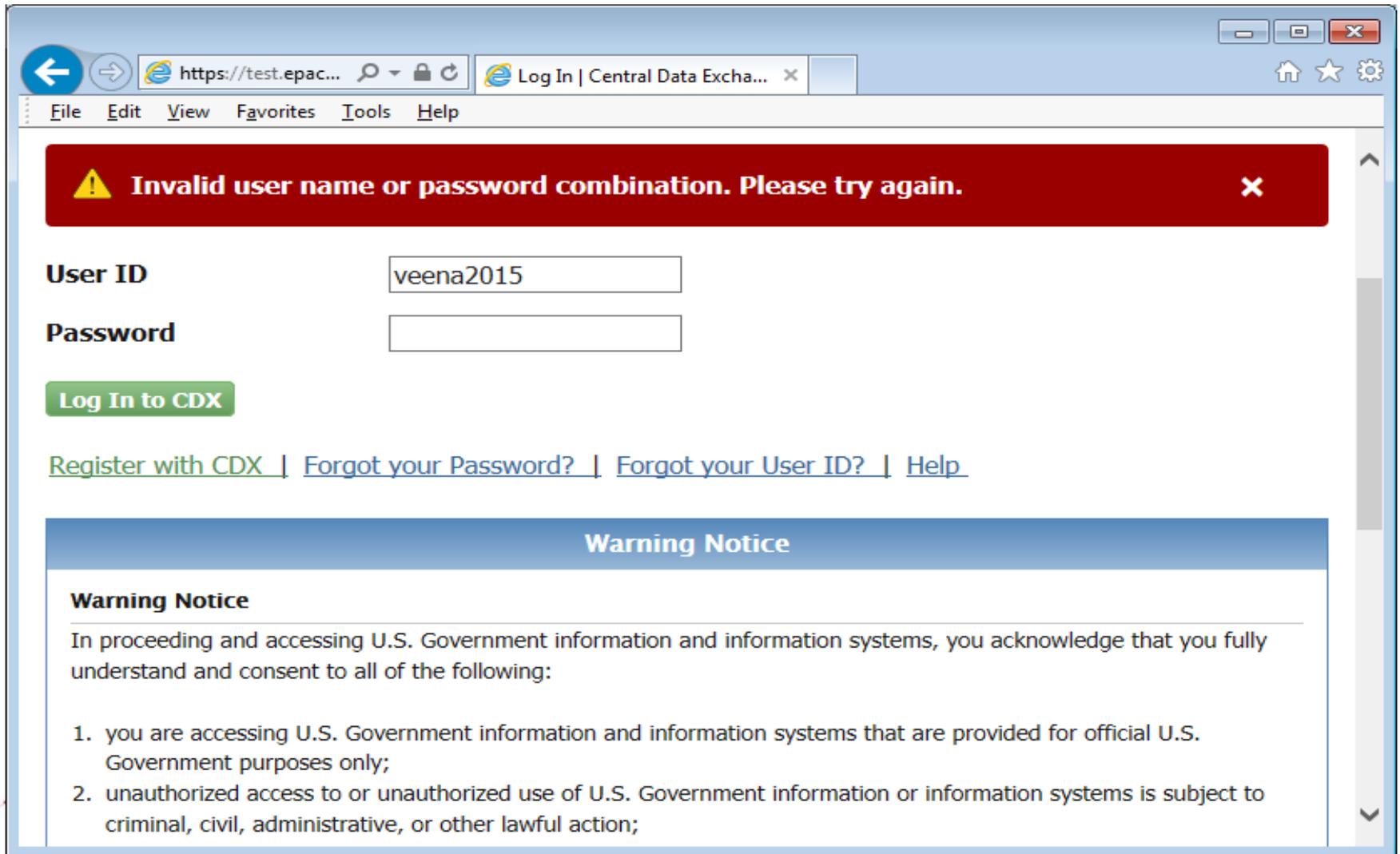


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Resetting your CDX password

If you forgot your CDX password, click the 'Forgot your password?' link.



The screenshot shows a web browser window with the address bar displaying <https://test.epac...> and a tab titled "Log In | Central Data Excha...". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help".

A prominent red error message banner at the top reads: **Invalid user name or password combination. Please try again.** with a close button (X) on the right.

Below the error message, the login form contains the following fields and buttons:

- User ID**: A text input field containing the value "veena2015".
- Password**: An empty password input field.
- Log In to CDX**: A green button.

At the bottom of the form area, there are several links: [Register with CDX](#) | [Forgot your Password?](#) | [Forgot your User ID?](#) | [Help](#).

A blue "Warning Notice" banner is positioned below the form. The notice text reads:

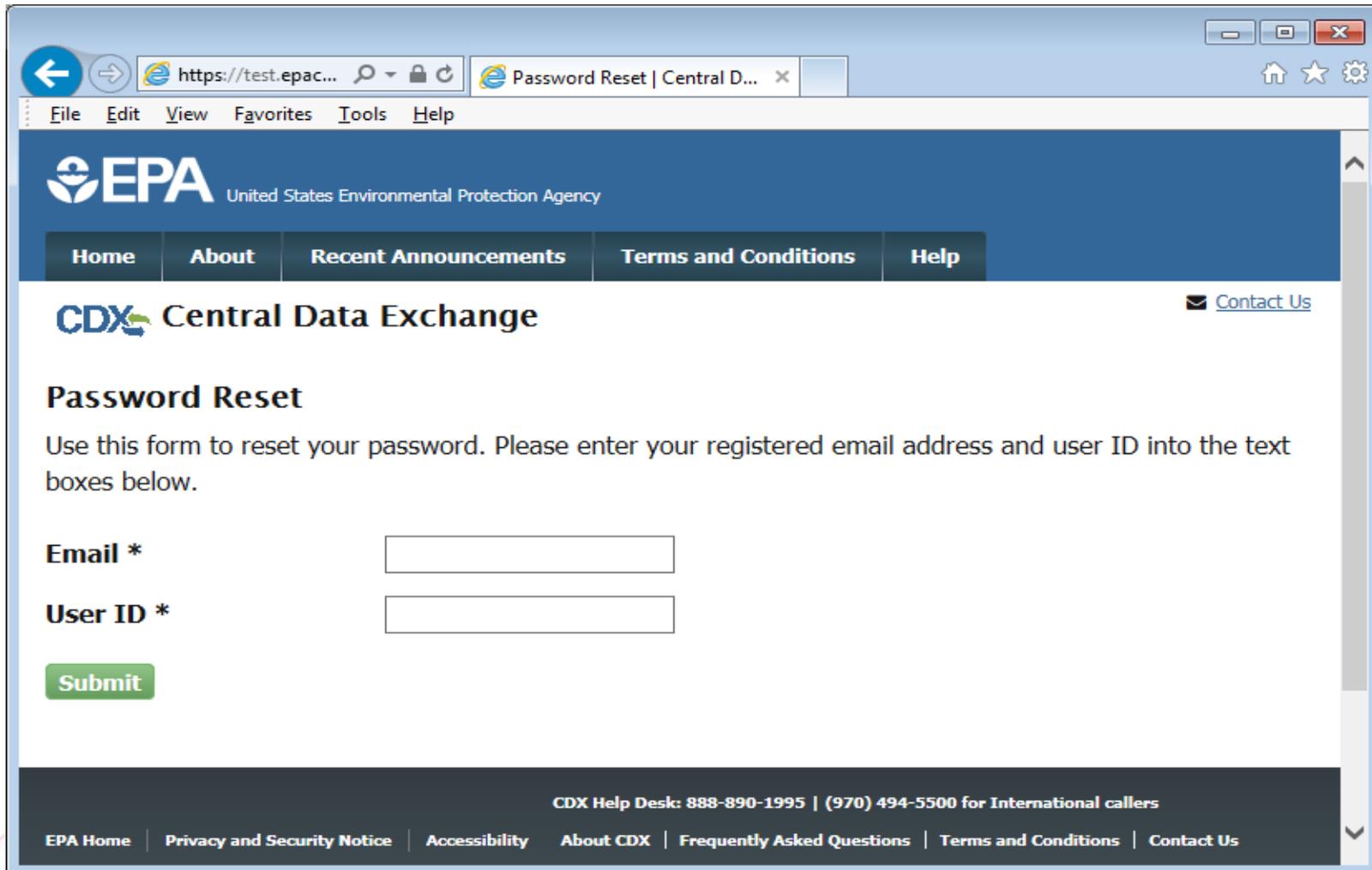
Warning Notice

In proceeding and accessing U.S. Government information and information systems, you acknowledge that you fully understand and consent to all of the following:

1. you are accessing U.S. Government information and information systems that are provided for official U.S. Government purposes only;
2. unauthorized access to or unauthorized use of U.S. Government information or information systems is subject to criminal, civil, administrative, or other lawful action;

Resetting your CDX password, continued

The below screen is displayed. Enter your email ID registered with CDX, CDX user ID and click **Submit**.



The screenshot shows a web browser window with the URL <https://test.epac...> and the page title "Password Reset | Central D...". The browser's address bar and menu bar are visible. The page content includes the EPA logo and navigation links: Home, About, Recent Announcements, Terms and Conditions, and Help. Below this is the CDX Central Data Exchange logo and a "Contact Us" link. The main heading is "Password Reset", followed by instructions: "Use this form to reset your password. Please enter your registered email address and user ID into the text boxes below." There are two text input fields: "Email *" and "User ID *". A green "Submit" button is located below the fields. At the bottom of the page, there is a footer with contact information: "CDX Help Desk: 888-890-1995 | (970) 494-5500 for International callers" and a list of links: EPA Home, Privacy and Security Notice, Accessibility, About CDX, Frequently Asked Questions, Terms and Conditions, and Contact Us.

EPA United States Environmental Protection Agency

[Home](#) [About](#) [Recent Announcements](#) [Terms and Conditions](#) [Help](#)

CDX Central Data Exchange [Contact Us](#)

Password Reset

Use this form to reset your password. Please enter your registered email address and user ID into the text boxes below.

Email *

User ID *

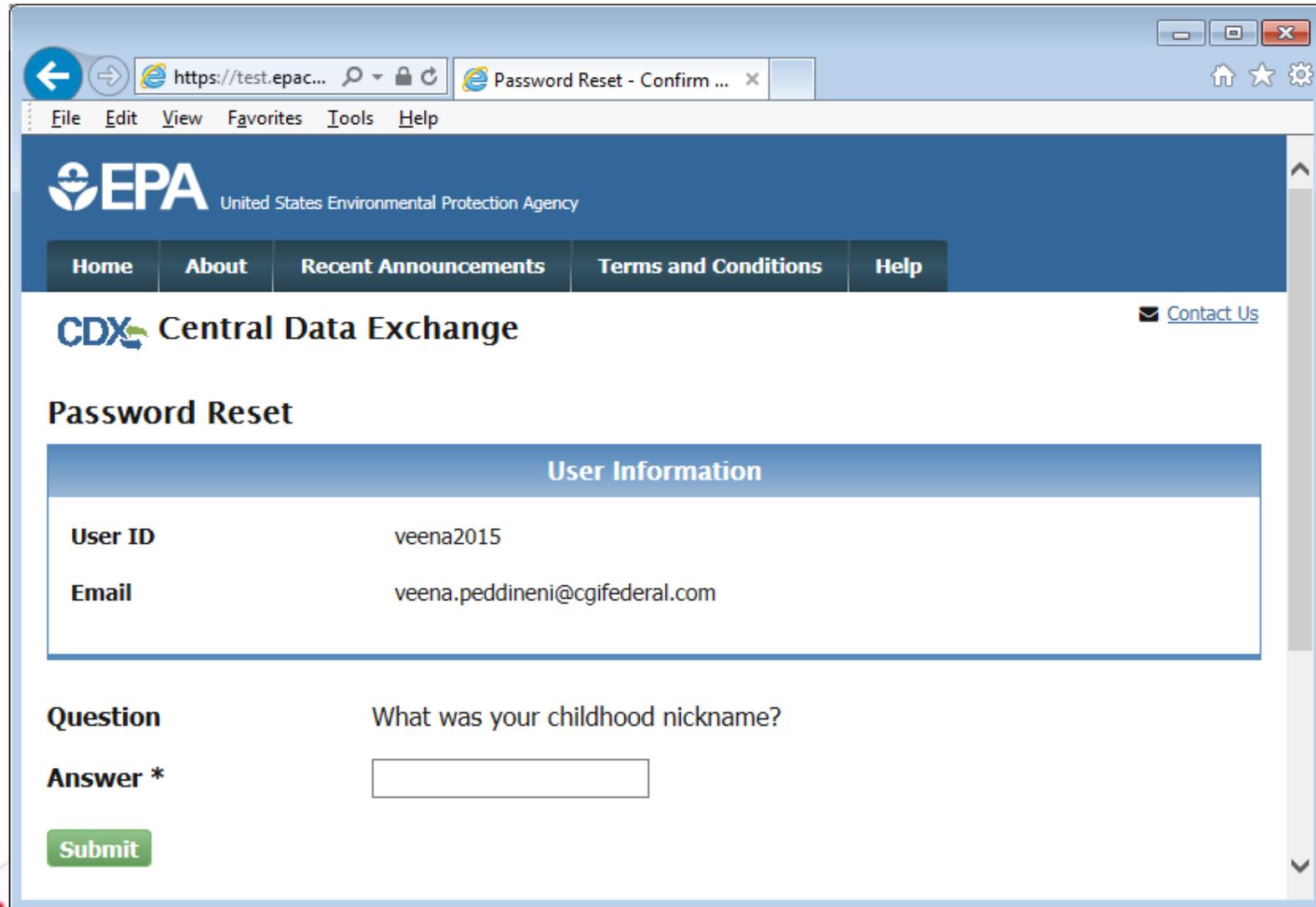
Submit

CDX Help Desk: 888-890-1995 | (970) 494-5500 for International callers

[EPA Home](#) | [Privacy and Security Notice](#) | [Accessibility](#) | [About CDX](#) | [Frequently Asked Questions](#) | [Terms and Conditions](#) | [Contact Us](#)

Resetting your CDX password, continued

The screens prompts to answer a secret question you picked at the time of CDX registration. Enter the answer and click **Submit**. (*If you do not know the answer, contact UAT support team*)



The screenshot shows a web browser window with the URL `https://test.epac...` and the page title "Password Reset - Confirm ...". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help".

The page header features the EPA logo and the text "United States Environmental Protection Agency". A navigation menu contains "Home", "About", "Recent Announcements", "Terms and Conditions", and "Help". A "Contact Us" link is located in the top right corner.

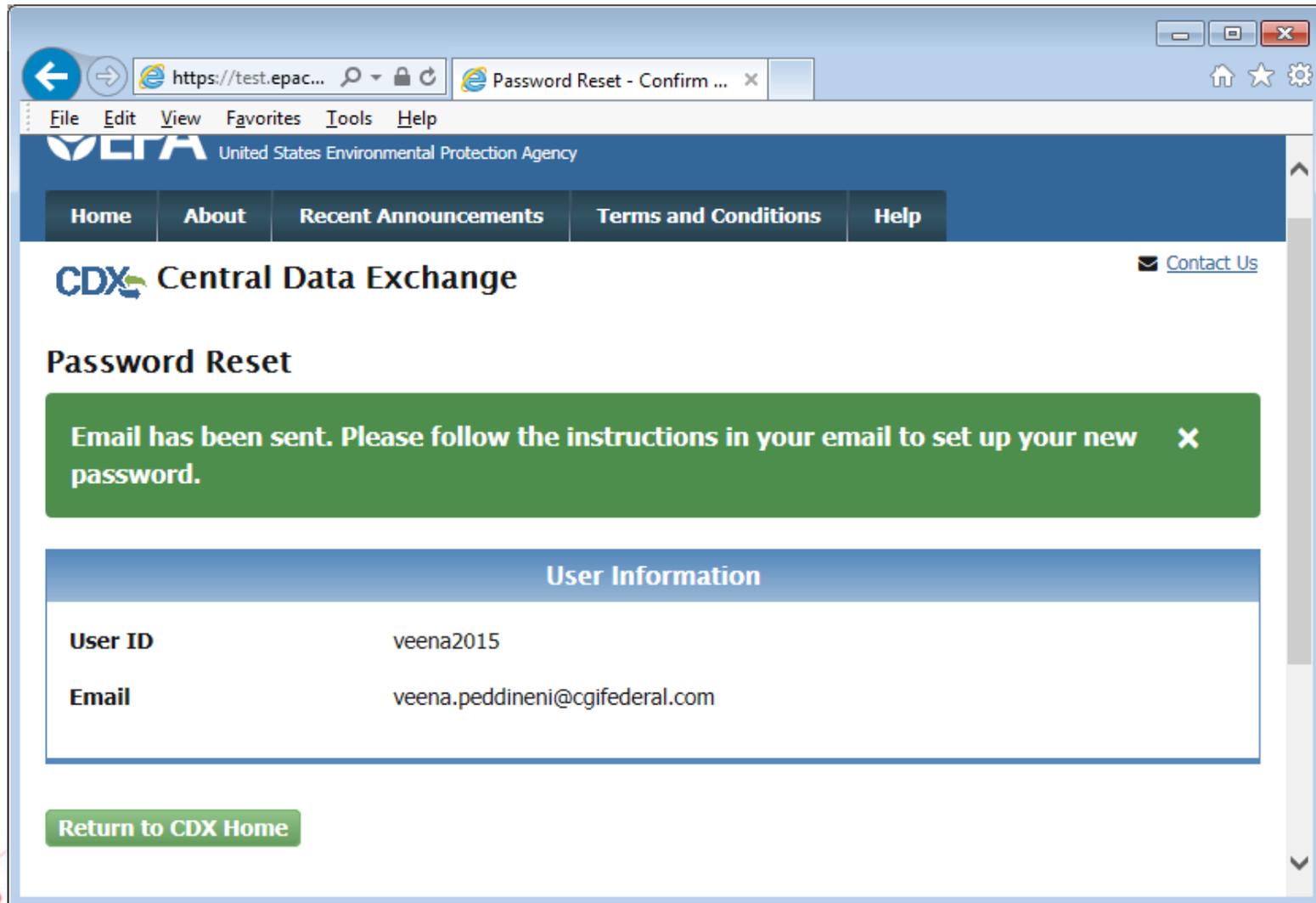
The main content area is titled "CDX Central Data Exchange" and "Password Reset". Below this is a "User Information" section with the following details:

User Information	
User ID	veena2015
Email	veena.peddineni@cgifederal.com

Below the user information, a "Question" is displayed: "What was your childhood nickname?". An "Answer *" field is provided as an empty text input box. A green "Submit" button is located at the bottom left of the form.

Resetting your CDX password, continued

The below screen appears confirming that an email was sent to the email address you provided.

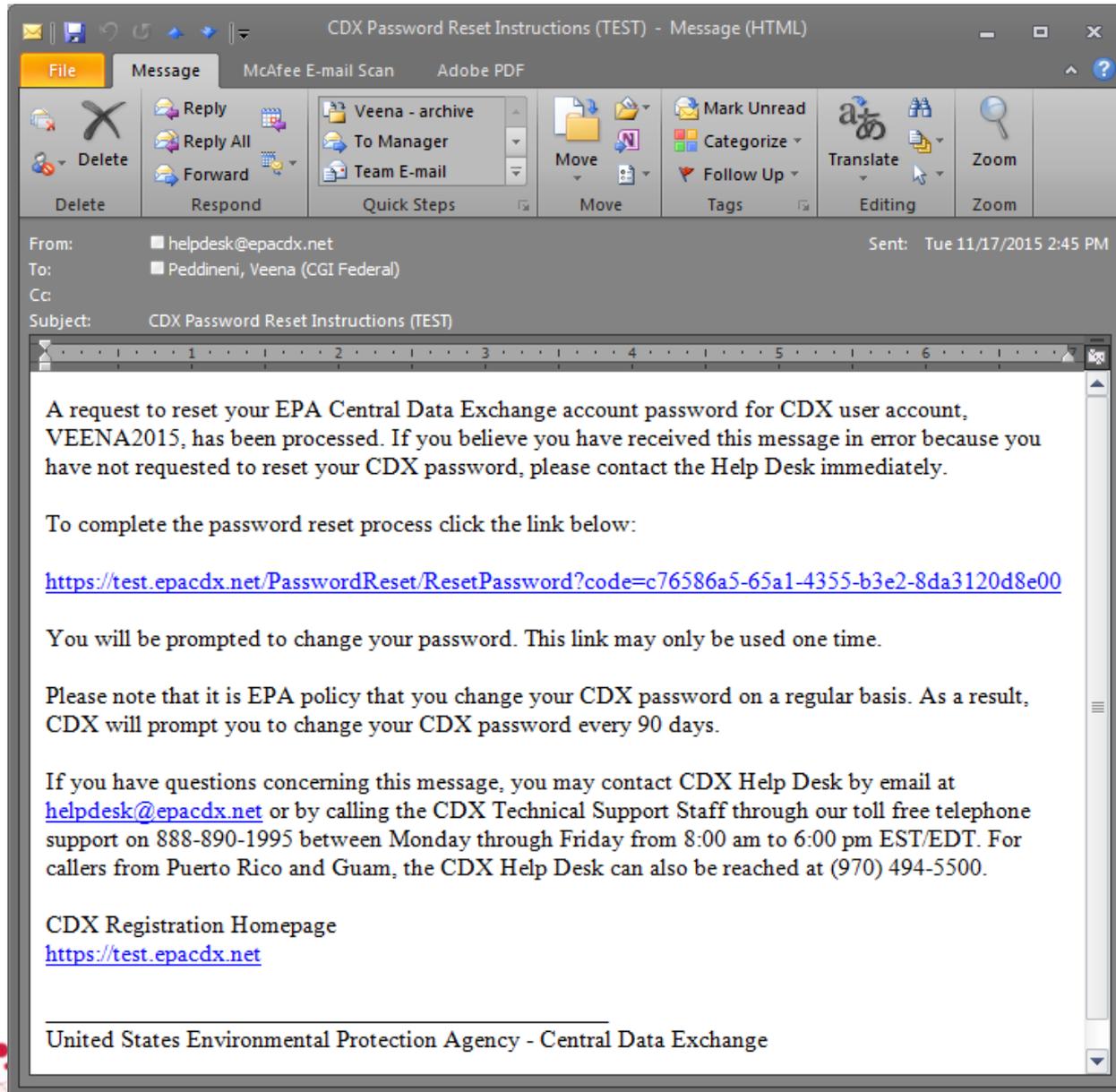


The screenshot shows a web browser window with the URL <https://test.epac...> and the page title "Password Reset - Confirm ...". The browser's address bar and menu bar are visible. The page content includes the EPA logo and "United States Environmental Protection Agency" header. A navigation menu contains links for Home, About, Recent Announcements, Terms and Conditions, and Help. A "Contact Us" link is also present. The main heading is "CDX Central Data Exchange". Below this, the "Password Reset" section features a green confirmation message: "Email has been sent. Please follow the instructions in your email to set up your new password." A "User Information" table displays the user's details. At the bottom, there is a "Return to CDX Home" button.

User Information	
User ID	veena2015
Email	veena.peddineni@cgifederal.com

Resetting your CDX password, continued

Follow the link from the email to reset your password.



The screenshot shows an email client window titled "CDX Password Reset Instructions (TEST) - Message (HTML)". The window includes a menu bar with "File", "Message", "McAfee E-mail Scan", and "Adobe PDF". Below the menu bar is a toolbar with various actions like "Delete", "Reply", "Forward", "Move", "Mark Unread", "Categorize", "Follow Up", "Translate", and "Zoom". The email header shows the following information:

From: helpdesk@epacdx.net
To: Peddineni, Veena (CGI Federal)
Cc:
Subject: CDX Password Reset Instructions (TEST)
Sent: Tue 11/17/2015 2:45 PM

The main body of the email contains the following text:

A request to reset your EPA Central Data Exchange account password for CDX user account, VEENA2015, has been processed. If you believe you have received this message in error because you have not requested to reset your CDX password, please contact the Help Desk immediately.

To complete the password reset process click the link below:

<https://test.epacdx.net/PasswordReset/ResetPassword?code=c76586a5-65a1-4355-b3e2-8da3120d8e00>

You will be prompted to change your password. This link may only be used one time.

Please note that it is EPA policy that you change your CDX password on a regular basis. As a result, CDX will prompt you to change your CDX password every 90 days.

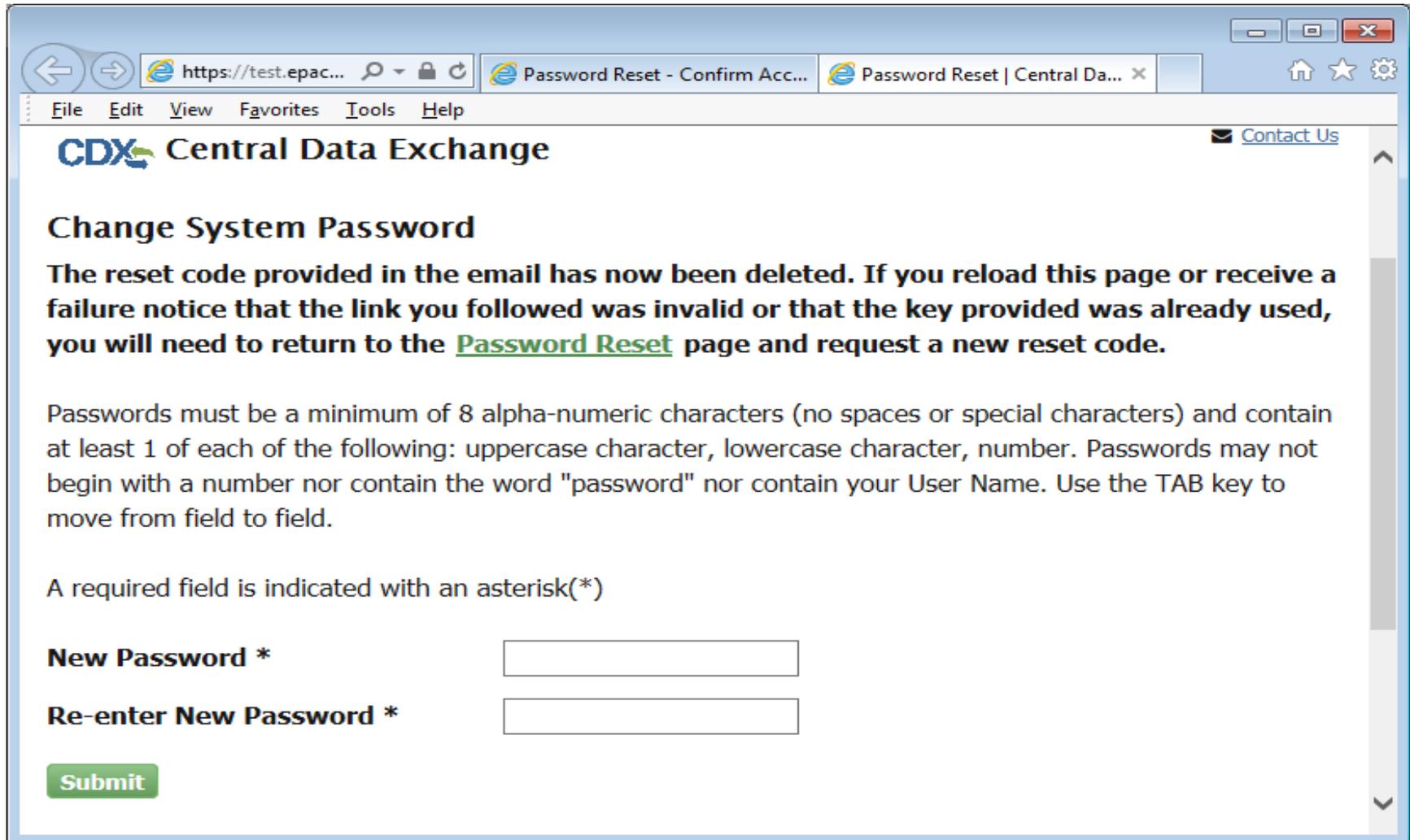
If you have questions concerning this message, you may contact CDX Help Desk by email at helpdesk@epacdx.net or by calling the CDX Technical Support Staff through our toll free telephone support on 888-890-1995 between Monday through Friday from 8:00 am to 6:00 pm EST/EDT. For callers from Puerto Rico and Guam, the CDX Help Desk can also be reached at (970) 494-5500.

CDX Registration Homepage
<https://test.epacdx.net>

United States Environmental Protection Agency - Central Data Exchange

Resetting your CDX password, continued

Read the instructions on the page for password instructions and enter your new password in the screen below and click **Submit**.



The screenshot shows a web browser window with the following content:

- Browser tabs: <https://test.epac...>, [Password Reset - Confirm Acc...](#), [Password Reset | Central Da...](#)
- Browser menu: File, Edit, View, Favorites, Tools, Help
- Page header: **CDX** Central Data Exchange, [Contact Us](#)
- Section title: **Change System Password**
- Text: **The reset code provided in the email has now been deleted. If you reload this page or receive a failure notice that the link you followed was invalid or that the key provided was already used, you will need to return to the [Password Reset](#) page and request a new reset code.**
- Text: Passwords must be a minimum of 8 alpha-numeric characters (no spaces or special characters) and contain at least 1 of each of the following: uppercase character, lowercase character, number. Passwords may not begin with a number nor contain the word "password" nor contain your User Name. Use the TAB key to move from field to field.
- Text: A required field is indicated with an asterisk(*)
- Form fields:
 - New Password ***
 - Re-enter New Password ***
- Submit button: **Submit**

Resetting your CDX password, continued

You should now be able to access TRI-MEweb by clicking on the link on the MyCDX page.

The screenshot displays the EPA MyCDX Central Data Exchange interface. At the top, the EPA logo and "United States Environmental Protection Agency" are visible. A navigation menu includes "Home", "About", "Recent Announcements", "Terms and Conditions", "FAQ", and "Help". The main header area features the "CDX Central Data Exchange" logo and a "Contact Us" link. Below this, the user is logged in as "VEENA2015" with a "Log out" link. A secondary navigation bar contains "MyCDX", "Inbox", "My Profile", "HelpDesk", and "Submission History".

The main content area is divided into two columns. The left column is titled "Services" and contains a table with the following data:

Status	Program Service Name	Role
	TRIMEweb: Toxic Release Inventory Made Easy Web	TRI-MEweb

At the bottom of the "Services" section, there are two buttons: "Add Program Service" and "Manage Your Program Services".

The right column is titled "CDX Service Availability" and contains a link: "See the status for all program services". Below this is a "News and Updates" section with the text "No news/updates."

Testing Tracker



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Test Script FAQs



- **What is the purpose of test scripts?**
 - To provide a step-by-step walk through of each enhancement.
- **Do I need to follow the test script?**
 - It is recommended that the scripts be followed when testing a certain scenario. Testers are encouraged to perform additional unscripted testing independent of the test scripts after the assigned scripts are successfully complete.
- **Will my test scripts be collected at the end of UAT?**
 - No. The test script is for the testers use only. Any information you include on the script will not be seen by UAT facilitators unless it has also been entered in Testing Tracker.
- **Should I enter all discrepancies between “expected” and “actual” results into Testing Tracker?**
 - Yes; however, if you are unsure if something is a valid issue and would like guidance on how to proceed, call the UAT Help Desk at (703) 227-6862 or (703) 227 – 4978 or email Veena.Peddineni@cgifederal.com or Kyle.Pahowka@cgifederal.com.

- **Should I take a screenshot of the TRI-MEweb page when I come across an issue?**
 - Yes. Screenshots are a valuable element in resolving an issue. However, the ticket (including the “Detailed Description” field) must be fully completed and saved before a screenshot can be attached. Take a screenshot of the TRI-MEweb page that is being affected and save it as a .jpg file with no spaces in the name. Note that screenshots of the test scripts in the Word documents can also be used as supporting documentation.
- **When will Testing Tracker prompt me to attach screenshot(s)?**
 - You must first complete each of the fields on the New Issue page in Testing Tracker. You will be given the opportunity to attach multiple screenshots and corresponding comments after you have populated the “Detailed Description” field and clicked the “Save” button. However, the Testing Tracker does not display an automatic prompt.

Questions?

