

Script Name	RY 2015 TRI-MEweb Form Enhancements		
Script ID	TRI 10		
Script Synopsis	These scripts tests various features implemented within the TRI-MEweb application.		
Prerequisites	The user has access to TRI-MEweb with access to a certifying official role, the TRI-MEweb application, TRISDX: TRI Data Exchange Viewer, and an associated TRIFID for reporting year 2015. TRI-MEweb is accessible in the DEV environment at the link below. https://test.epacdx.net/		
Tests Performed	Requirements Reference	Page	Steps
TRI 10.1 Verify Clarifying Language on the PDF Draft Form	Enhancement 467 (TRIRY-124)	2-4	3
TRI 10.2 Verify Clarifying Text on the Welcome Page	Enhancement 468 (TRIRY-125)	5-6	2
TRI 10.3 Verify Existence of Updated Text "Click Here to Manually Enter Your Stream or Water Body Name"	Enhancement 465 (TRIRY-122)	7-9	3
TRI 10.4 Verify Hyperlink in Section 8.9	Enhancement 466 (TRIRY-186)	10-12	4
TRI 10.5 Verify "Remove" Button in Section 7a	Enhancement 292 (TRIRY-24)	13-15	3
TRI 10.6 Verify that the "Transmit to State and Tribe" Arrow is not present for TDX States and verify the New Progress Bar	Enhancement 429 (TRIRY-5)	16-18	4
TRI 10.7 Verify Alert on the "Submission Ready for Certification" Page	Enhancement 473 (TRIRY-150)	19-20	3
TRI 10.8 Verify New Text that Clarifies the Meaning of Cancelling a Submission in TRI-MEweb	Enhancement 469 (TRIRY-126)	21-24	5
TRI 10.9 Verify Content Alignment in an Email Notification	Enhancement 438 (TRIRY-54)	25-26	1
TRI 10.11 Verify "TRI Data Exchange" Replaces "TDX" Text References	Enhancement 291 (TRIRY-47)	27-29	3

Test Name Verify Clarifying Language on the PDF Draft Form

Test ID TRI 10.1

Synopsis This test will verify text that informs users to return to TRI-MEweb to make any additional edits to the form on the PDF draft form.

Prerequisites The user is logged in to TRI-MEweb, has an existing RY2015 Form A (for any chemical) associated with their account, and is on the "Welcome to TRI-MEweb" page.

Processing Steps	Expected Results	Actual Results	Notes	Issue Number
1. Verify that the "Welcome tab is selected."	The "Welcome to TRI-MEweb" page displays.			
2. Within the Facility table, click on any '+' icon next to a TRIFIED.	Report details displays.		Figure 10.1.1	
3. Under "Forms Summary" click on "PDF".	A PDF file will be generated and "Form Status: Available for Editing - return to TRI-MEweb to edit the form." text is present on the top of the form.		Figure 10.1.2 and Figure 10.1.3	

Figure 10.1.1 Report details displays.

Logged in as: VPEDDINENI. 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)
+ 0000WNVDST345DA (Multi-establishment)	NEVADA STATE CONTACT CONUS EAST 355 DAKOTA EAST AVE 7 CAMDEN, NJ 08101	5 in progress	Sign TRIFID Signature Agreement		
+ 2203WCVSPH1193B	CVS PHARMACY #2013 11937 FAIR OAKS MALL # G101 FAIRFAX, VA 22033	1 in progress	Sign TRIFID Signature Agreement		
+ 2017WMRCNC34FCA	AMERICAN CLNRS 34F CATOCTIN CIR SW LEESBURG, VA 20175	1 pending certification 3 in progress	Sign TRIFID Signature Agreement		

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Helpful Links: EPA Home | TRI Program Home | Reporting Forms and Instructions | TRI-MEweb Version RY2015.01.00

Figure 10.1.2 Report details displays.

Welcome My Facilities Prepare Validate T

Welcome | Do I Need to Report? | Introduction | Important Informa

Welcome to TRI-MEweb!

Facilities button on the "welcome" page and then clicking

This Web-based application will help you create, corre reporting requirements. The deadline for Reporting Ye

The following table provides you quick access to RY 1

Manage My Facilities

To add a new TRI form or to access forms in progress Form(s)" hyperlink or click the **Prepare** tab. Clicking th certified form.

TRIFID	Facility Name	RY2
+ 0000WNVDST345DA (Multi-establishment)	NEVADA STATE CONTACT CONUS EAST 355 DAKOTA EAST AVE 7 CAMDEN, NJ 08101	5 in p
- 2203WCVSPH1193B	CVS PHARMACY #2013 11937 FAIR OAKS MALL # G101 FAIRFAX, VA 22033	1 in p

Forms Summary (displaying form)

Benzene (PDF)

The "Import Data" option is unavailable because your facility did not submit any forms for the prior reporting year.

Form R Available for Editing Prepare | Delete

1

Sign TRIFID Signature Agreement

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Helpful Links: EPA Home | TRI Program Home | Reporting Forms and Instructions | TRI-MEweb Version RY2015.01.00

***** 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 FORM R		TRI Facility ID Number 2203WCVSPH1193B
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.		Toxic Chemical, Category, or Generic Name Benzene
WHERE TO SEND COMPLETED FORMS:	1. TRI Data Processing Center P.O. Box 10165 Fairfax, VA 22038	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? [] Yes (Answer questions 2.2; attach substantiation forms) [X] NO (Do not answer 2.2; go to Section 3)	2.2 In this copy [] Sanitized [] Unsanitized (Answer only if "Yes" in 2.1)	
SECTION 3. CERTIFICATION (Important: Read and sign after completing all form sections.) I hereby certify that I have reviewed the attached documents and that, to the best of my knowledge and belief, the submitted information is true and complete and that the amounts and values in this report are accurate based on reasonable estimates using data available to the preparers of this report. Name and official title of owner/operator or senior management official: _____ Signature: _____ Draft Form Only: Do Not Submit to EPA Draft Form Only: Do Not Submit to EPA XXXX/XXXX		
SECTION 4. FACILITY IDENTIFICATION		
4.1	Facility or Establishment Name CVS PHARMACY #2013	TRI Facility ID Number 2203WCVSPH1193B
	Street 11937 FAIR OAKS MALL # G101	Mailing Address (if different from physical street address)
	City/State/ZIP Code FAIRFAX / VA / 22033	County/Parish/ISO
4.2	This report contains information for: (Important: check a or b; check c or d if applicable)	
	a. [X] An Entire facility	b. [] Part of a facility
	c. [] A Federal facility	d. [] GOCC
4.3	Technical Contact name	Email Address Telephone Number (include area code and ext.)

Figure 10.1.3 "Form Status: Available for Editing - return to TRI-MEweb to edit the form." text is present on the top of the form

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

Form Status: Available for Editing - return to TRI-MEweb to edit the form.

Validation Status: Passed w/ Data Quality Alerts

[1](#) [2](#)

United States Environmental Protection Agency	TOXIC CHEMICAL RELEASE INVENTORY FORM A	TRI Facility ID Number 2014WSYSCB123MA
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? [] Yes (Answer questions 2.2; attach substantiation forms) [X] NO (Do not answer 2.2; go to Section 3)	2.2 Is this copy [] Sanitized [] Unclassified (Answer only if "Yes" in 2.1)	
SECTION 3. CERTIFICATION (Important: Read and sign after completing all form sections.)		
I hereby certify that to the best of my knowledge and belief, for each toxic chemical listed in the statement, the annual reportable amount as defined in 40 CFR 372.27 (a), did not exceed 500 pounds for this reporting year and the chemical was manufactured, processed, or otherwise used in an amount not exceeding 1 million pounds during this reporting year.		
Name and official title of owner/operator or senior management official: Draft Form Only: Do Not Submit to EPA	Signature: Draft Form Only: Do Not Submit to EPA	Date Signed: XX/XX/XXXX
SECTION 4. FACILITY IDENTIFICATION		
4.1	Facility or Establishment Name SYSCO BATTERIES	TRI Facility ID Number 2014WSYSCB123MA
	Street 123 MAIN ST	Mailing Address (if different from physical street address)
	City/Country/Tribe/State/ZIP Code SPRINGFIELD / Charles / BIA Code: / MD / 20147	City/State/ZIP Code / /
		Country (Non-US) /

Test Name Verify Clarifying Text on the Welcome Page

Test ID TRI 10.2

Synopsis This test will verify text on the Welcome page

Prerequisites The user is logged in to TRI-MEweb, has an existing RY2015 Form A (for any chemical) associated with their account, and is on the "Welcome to TRI-MEweb" page.

Processing Steps	Expected Results	Actual Results	Notes	Issue Number
1. Verify that the "Welcome tab is selected."	The "Welcome to TRI-MEweb" page displays.			
2. Verify that the following text is present (second sentence) above the TRIFID table on the Welcome page: "Clicking the (+) sign will also provide an option to cancel a form in progress, revise or withdraw a certified form."	"Clicking the (+) sign will also provide an option to cancel a form in progress, revise or withdraw a certified form," text exist.		Figure 10.2.1	

Figure 10.2.1 Verify text on the Welcome page

TRI-MEweb Application - Internet Explorer provided by CGI

Logged in as: VPEDDINENI

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)
+ 0000WNV DST345DA (Multi-establishment)	NEVADA STATE CONTACT CONUS EAST 355 DAKOTA EAST AVE 7 CAMDEN, NJ 08101	5 in progress	Sign TRIFID Signature Agreement		
+ 2203WCVSPH1193B	CVS PHARMACY #2013 11937 FAIR OAKS MALL # G101 FAIRFAX, VA 22033	1 in progress	Sign TRIFID Signature Agreement		
+ 2017WMRCNC34FCA	AMERICAN CLNRS 34F CATOCTIN CIR SW LEESBURG, VA 20175	1 pending certification 3 in progress	Sign TRIFID Signature Agreement		
+ MIMCO CHEMICALS		1 pending certification	Sign TRIFID Signature Agreement		

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

Test Name Verify Existence of Updated Text "Click Here to Manually Enter Your Stream or Water Body Name"

Test ID TRI 10.3

Synopsis This test will verify presence of text "Click Here to Manually Enter Your Stream or Water Body Name."

Prerequisites The user is logged in to TRI-MEweb, has an existing RY2015 Form R (for any chemical) associated with their account, and is on the "Discharges to Surface Waters: Summary" (Part II, Section 5.3) page.

Processing Steps	Expected Results	Actual Results	Notes	Issue Number
1. On the "Discharges to Surface Waters: Summary" page, click on "+ Add" button.	The "Discharges to Surface Waters: Delete" page displays.		Figure 10.3.1	
2. Verify link text "Click here to manually enter your stream or water body name" exist.	Link text "Click here to manually enter your stream or water body name" exist.		Figure 10.3.2	
3. Enter in "Step 1: Stream or Water Body Name:" and "Reach Code (optional):" fields.	Fields are editable.		Figure 10.3.3	

Figure 10.3.1 The "Discharges to Surface Waters: Delete" page

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

Discharges to Surface Waters: Summary
 (Form R, Part II, Section 5.3) SYSCO BATTERIES SPRINGFIELD, MD
 2014WSYSCB123MA
 2015 Form R for 1,1,2,2-Tetrachloroethane

In this section, you will need to report estimates of the quantities of the toxic chemical to which your facility directly discharges in to receiving streams or water bodies. Releases due to runoff, including stormwater runoff are also reportable. If you have previously entered data, it is summarized below.

If these types of releases are not applicable, select the box below.

Not Applicable (Should I report zero instead of Not Applicable?)

Click **Add** to identify a new Stream or Water body + Add

Choose a Stream or Water body. + Add + Add Selected Delete Selected

Stream or Water Body Name	Reach Code (optional)	Quantity (lbs)	Range Code	Basis of Estimate Code	% from Stormwater
There is currently no stream data entered for this form.					

Note that if you enter a range code, TRI data tools used by the public will display the midpoint of the range (e.g., 5, 250, or 750 lbs.)

Helpful Links: USEPA Home | TRI Program Home | Reporting Forms and Instructions (PDF) | TRI-MEweb Version RY2015.01.04

Figure 10.3.2 Link text "Click here to manually enter your stream or water body name" exist

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

Discharges to Surface Waters: Add Discharge
 (Form R, Part II, Section 5.3) SYSCO BATTERIES SPRINGFIELD, MD
 2014WSYSCB123MA
 2015 Form R for 1,1,1-Trichloroethane

Please navigate the map shown on the right to locate the receiving stream or water body to which the chemical was released. This facility has been centered on the map upon its initial display. A pushpin will appear on the map after left-clicking on a location to indicate the selected stream or water body. If necessary, you may click **Recenter map** to recenter the map on the facility. You must also select a basis of estimate code. If the total quantity is less than 1,000 pounds you may instead select a range code from the codes provided. Lastly, the amount of this toxic chemical from stormwater should be reported as a weight percent, if applicable.

Step 1: Stream or Water Body Name:
Reach Code (optional):
 Exclude Reach Code from Form R
[Learn More](#)
Click here to manually enter your stream or water body name

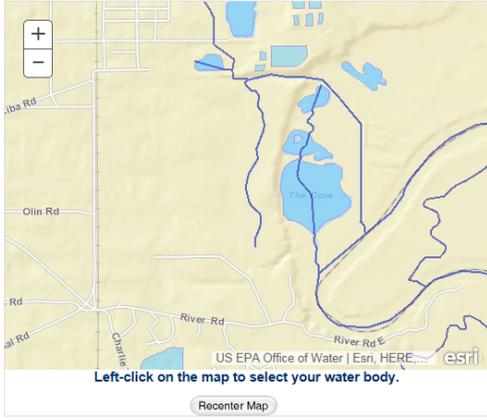
Step 2: Total Quantity: (pounds)
 - or -
Range Code:

Step 3: Basis of Estimate:

Step 4: % From Stormwater: N/A

Cancel

 Left-click on mouse to display pin on map


 Left-click on the map to select your water body.
 Recenter Map

Helpful Links: USEPA Home | TRI Program Home | Reporting Forms and Instructions (PDF) | TRI-MEweb Version RY2015.01.04

Figure 10.3.3 Fields are editable

TRI-MEweb Application - Internet Explorer provided by CGI

TRI-ME WEB Logged in a

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

Discharges to Surface Waters: Add Discharge

(Form R, Part II, Section 5.3)

Please navigate the map shown on the right to locate the receiving stream or water body to which the discharge will appear on the map after left-clicking on a location to indicate the selected stream or water body. You also select a basis of estimate code. If the total quantity is less than 1,000 pounds you may instead select stormwater should be reported as a weight percent, if applicable.

Step 1: Stream or Water Body Name:

Reach Code (optional):

Step 2: Total Quantity: (pounds)

- or -

Range Code:

Step 3: Basis of Estimate:

Step 4: % From Stormwater: N/A

Test Name Verify Hyperlink in Section 8.10
Test ID TRI 10.4
Synopsis This test will verify the new user guide hyperlink in Section 8.10.
Prerequisites The user is logged in to TRI-MEweb, has an existing RY2015 Form R (for any chemical) associated with their account, and is on the "Contact Information" page of the "Prepare" tab.

Processing Steps	Expected Results	Actual Results	Notes	Issue Number
1. Click "Go To Form Mode" of the selected Form R.	Form loads in Form format, 'Go To Form Mode' button is replaced with 'Go To Questionnaire Mode'.		Figure 10.4.1	
2. Click on "8.9-8.10."	Section "8.9-8.10" displays.		Figure 10.4.2	
3. While still in Section "8.9-8.10," click "Go To Questionnaire Mode" of the selected Form R.	Form loads in questionnaire mode, "Click Here" hyperlink exist.		Figure 10.4.3	
4. Click on "Click Here".	Popup User Guide window displays with "Section 8.9 Examples" header.		Figure 10.4.4	

Figure 10.4.1 'Go To Questionnaire Mode'

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

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 SHELL NH FACILITY TILTON, NH
 0327WSHLLN12LAC
 2015 Form R for 1,1,1,2-Tetrachloro-2-fluoroethane

Section 1: Toxic Chemical Identity

1.1. CAS Number: 000354110
 1.2. Chemical Name: 1,1,1,2-Tetrachloro-2-fluoroethane
 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

Technical Contact Name: Non-US Phone:
 E-mail: Phone: () - Ext:
 Public Contact Name: Non-US Phone:

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

Helpful Links: EPA Home | TRI Program Home | Reporting Forms and Instructions | TRI-MEweb | RY2015.01.00

Figure 10.4.2 Section “8.9-8.10” displays

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

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, Section 8.9 and 8.10 SYSCO BATTERIES SPRINGFIELD, MD
 2014WSYSCB123MA
 2015 Form R for 1,1,2-Tetrachloroethane

Section 8.9: Production Ratio or Activity Ratio

This is reported as a ratio, not as a percent (i.e., report 1.25 for a 25% increase, not 125% or 25%). Entering 1.0 equals the same production level as the prior reporting year. Only select Not Applicable if you did not manufacture, process, or otherwise use the reported EPCRA Section 313 chemical during the prior reporting year.

Not Applicable

Production ratio or activity ratio: Select Metric: Production Ratio Activity Ratio

Including information in Section 9.1 on your Production or Activity variable(s) provides context for how the Production or Activity Ratio was calculated and may help TRI data users better understand changes in release or other waste management quantities at your facility.

Production or Activity Variable(s):

(e.g., "The variable used to calculate production ratio is: refrigerators produced.")

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

Helpful Links: USEPA Home | TRI Program Home | Reporting Forms and Instructions (PDF) | TRI-MEweb Version RY2015.01.04

Figure 10.4.3 “Click Here” hyperlink exist

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

Production Ratio or Activity Ratio SYSCO BATTERIES SPRINGFIELD, MD
2014WSYSCB123MA
2015 Form R for 1,1,2,2-Tetrachloroethane

(Form R, Part II, Section 8.9)

Enter a production or activity ratio. This is a ratio comparing current and prior year values for the variable(s) that best reflect the output or outcome of the process(es) in which the EPCRA Section 313 chemical is involved (see [sample industry-specific variables](#)). This ratio puts year-to-year changes in quantities released and managed as waste into the context of production (i.e., have releases increased more than production increased?).

If you did not manufacture, process, or otherwise use the reported TRI chemical during the prior reporting year, check the "Not Applicable" box provided.

Not Applicable

Example Calculation:
EPCRA Section 313 chemical used in the manufacture of refrigerators.

- Refrigerators manufactured by the facility in 2015 = 1000
- Refrigerators manufactured by the facility in 2014 = 800

Production ratio equals $1000/800 = 1.25$
Note: this is reported as a ratio, not as a percent (i.e., report 1.25 for a 25% increase, not 125% or 25%)

[Click here for more examples.](#)

Click **Use Wizard** to use the Production Ratio/Activity Ratio Wizard.

Note: If you would like to calculate a weighted average using multiple Production or Activity Variables, select 'Multiple Variable' before clicking **Use Wizard**.

Single Production or Activity Variable Multiple Variables (Weighted Average)

Production Ratio or Activity Ratio: Select Metric: Production Ratio Activity Ratio
1.0 equals the same production level as the prior reporting year. [More on Production Ratio and Activity Ratio](#)

Optional: Include info on production or activity variable(s) used to calculate ratio.

Production or Activity Variable(s) (included in Section 9.1, Miscellaneous Information):

Figure 10.4.4 “Section 8.9 Examples” header

Section 8.9 Examples - Internet Explorer provided by CGI

[Show User Guide << >>](#)

Section 8.9 Examples

Example: Weighted Production Ratio
Your facility paints and manufactures bicycles. Toluene is used in both the painting and manufacturing process. 16,000 bikes were painted in 2012 compared to 14,500 in 2011, so the production ratio of bike painting is 1.1 (16,000/14,500). You estimate that this resulted in 12,500 lbs. of toluene managed as waste. Toluene is also used to manufacture parts. 13,000 parts were manufactured in 2012 compared to 15,000 in 2011. The production ratio for parts is therefore 0.87 (13,000/15,000). You estimate this resulted in 1,000 lbs. of toluene released. An overall production ratio is calculated by weighting each of the production ratios by the relative contribution each has to the total quantity of toluene released and managed as waste (12,500+1,000=13,500). The weighted production ratio is calculated as: $1.1*(12,500/13,500) + 0.87*(1,000/13,500) = 1.08$.

Variable	Prior Year (RY 2011) Value	Current Year (RY 2012) Value	Resulting Quantity of Chemical Managed as Waste (lbs.)	Production Ratio/Activity Ratio
Bikes Produced	14500	16000	12500	1.10
Parts Produced	15000	13000	1000	0.87
Overall			13500	1.08

Example: Production Ratio
Your facility primarily uses toluene to paint refrigerators. The number of refrigerators painted was selected as the variable for the Production Ratio because it most directly impacts the quantity of toluene used. In 2012, you painted 12,000 refrigerators. In 2011, you painted 10,000 refrigerators. The production ratio is $(12,000)/(10,000) = 1.2$.

Enter a Variable	Enter Prior Year (RY 2011) Value	Enter Current Year (RY 2012) Value	Production Ratio/Activity Ratio
Refrigerators Painted	10000	12000	1.20

Example: Activity Ratio

Test Name Verify "Remove" Button in Section 7a

Test ID TRI 10.5

Synopsis This test will verify presence of "Remove" button in section 7a.

Prerequisites The user is logged in to TRI-MEweb, has an existing RY2015 Form R (for any chemical) associated with their account, and is on the "Form R Part II, Section 1,2,3 and 4" page in "Form mode."

Processing Steps	Expected Results	Actual Results	Notes	Issue Number
1. In "Form Mode" under the main tabs, select "7a," after the page loads, click on "New Profile."	"On-site Waste Treatment: Treatment Method Profile," page displays.		Figure 10.5.1	
2. Enter in a "Waste Treatment Profile Name," select a "General Waste Stream Type Code," and select a "Waste Treatment Methods." Click "Next."	"Form R Part II, Section 7A," page displays.		Figure 10.5.2	
3. Click on "+Add Selected."	"X Remove" button is present.		Figures 10.5.2a and 10.5.2b	

Figure 10.5.1 "On-site Waste Treatment: Treatment Method Profile," page displays

TRI-MEweb Application - Internet Explorer provided by CGI

Logged in as: JOHN_PREPARER, Shell

TRI-ME WEB

Welcome My Facilities Prepare Validate Transmit Review Certify eFDP

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

SHERWIN-WILLIAMS CO #17 FALLS CHURCH, VA
2204WSHRWN7263B
2015 Form R for 1,1,1,2-Tetrachloro-2-fluoroethane

Form R Part II, Section 7A

Section 7A: On-site Waste Treatment Methods and Efficiency

Not Applicable (Should I report zero instead of Not Applicable?)

Waste Treatment Profile Name	a. General Waste Stream Code	b. Waste Treatment Method(s) Sequence	c. Waste Treatment Efficiency
You have not entered any on-site waste treatment data for this chemical. Select a waste profile from the pick list provided below and click Add Selected . If no pick list is provided, or to add a new waste profile to the pick list, click New Profile .			

New Profile

← Back Index Next →

Helpful Links: USEPA Home | TRI Program Home | Reporting Forms and Instructions (PDF) | TRI-MEweb Version RY2015.01.04

Go To Questionnaire Mode

Figure 10.5.2 "Form R Part II, Section 7A," page displays

TRI-MEweb Application - Internet Explorer provided by CGI

Logged in as: JOHN_PREPARER, Shell

TRI-ME WEB

Welcome My Facilities Prepare Validate Transmit Review Certify eFDP

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

SHERWIN-WILLIAMS CO #17 FALLS CHURCH, VA
2204WSHRWN7263B
2015 Form R for 1,1,1,2-Tetrachloro-2-fluoroethane

On-site Waste Treatment: Treatment Method Profile

Enter the waste treatment profile information and click **Next** to continue.

Click **Cancel** if you do not want to save what you've done. **Cancel**

Waste Treatment Profile Name: Metal Waste

General Waste Stream Type Code: S - Solid waste streams (including sludges and slurries)

List of Waste Treatment Methods or Sequence	List of Selected Waste Treatment Methods
<ul style="list-style-type: none"> H040 - Incineration—thermal destruction other than use as a fuel H071 - Chemical reduction with or without precipitation H073 - Cyanide destruction with or without precipitation H075 - Chemical oxidation H076 - Wet air oxidation H077 - Other chemical precipitation with or without pre-treatment 	<ul style="list-style-type: none"> H040 - Incineration—thermal destruction other than use as a fuel H071 - Chemical reduction with or without precipitation

← Back Index **Next** →

Helpful Links: USEPA Home | TRI Program Home | Reporting Forms and Instructions (PDF) | TRI-MEweb Version RY2015.01.04

Go To Form Mode

Figure 10.5.3 a. Click on "+Add Selected."

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

Form R Part II, Section 7A

SHERWIN-WILLIAMS CO #17 FALLS CHURCH, VA
2204WSHRWN7263B
2015 Form R for 1,1,1,2-Tetrachloro-2-fluoroethane

Section 7A: On-site Waste Treatment Methods and Efficiency
 Not Applicable (Should I report zero instead of Not Applicable?)

Waste Treatment Profile Name	a. General Waste Stream Code	b. Waste Treatment Method(s) Sequence	c. Waste Treatment Efficiency
You have not entered any on-site waste treatment data for this chemical. Select a waste profile from the pick list provided below and click Add Selected . If no pick list is provided, or to add a new waste profile to the pick list, click New Profile .			
Select from the list and click Add Selected :	Metal Waste	+ Add Selected	New Profile

Helpful Links: USEPA Home | TRI Program Home | Reporting Forms and Instructions (PDF) | TRI-MEweb Version RY2015.01.04

Figure 10.5.3 b "X Remove" button is present.

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

Form R Part II, Section 7A

SHERWIN-WILLIAMS CO #17 FALLS CHURCH, VA
2204WSHRWN7263B
2015 Form R for 1,1,1,2-Tetrachloro-2-fluoroethane

Section 7A: On-site Waste Treatment Methods and Efficiency
 Not Applicable (Should I report zero instead of Not Applicable?)

Waste Treatment Profile Name	a. General Waste Stream Code	b. Waste Treatment Method(s) Sequence	c. Waste Treatment Efficiency
Metal Waste	S - Solid waste streams (including sludges and slurries)	H040, H071	Select a Range
Select from the list and click Add Selected : Metal Waste			

Buttons: + Add Selected, New Profile, Edit, **X Remove**

Helpful Links: USEPA Home | TRI Program Home | Reporting Forms and Instructions (PDF) | TRI-MEweb Version RY2015.01.04

Test Name Verify that the "Transmit to State and Tribe" Arrow is not present for TDX States and verify the New Progress Bar

Test ID TRI 10.6

Synopsis This test will verify the non-existence of "Transmit to State and Tribe" Arrow for TDX States on the Transmit progress bar, and verify presence of a new progress bar with three arrows under the Certify tab.

Prerequisites The user is logged in to TRI-MEweb, using a facility marked TDX state, has an existing RY2015 Form A or R (for any chemical) associated with their account, and the user is on the "Overview of Submission and Certification Steps" page of the "Transmit" tab.

Processing Steps	Expected Results	Actual Results	Notes	Issue Number
1. Verify that no arrow contains "Transmit to State or Tribe" text exist.	No arrow contains "Transmit to State or Tribe" text exist.		Figure 10.6.1	
2. Verify that the "Ready for Certification" arrow is the final arrow.	"Ready for Certification" arrow is the final arrow.		Figure 10.6.2	
3. Click on the "Certify" tab.	"Manage TRIFIDs for Certification" page is displays.		Figure 10.6.3	
4. Verify that a progress bar with three steps are present with (from left to right) "Form(s) Pending Certification", "Verify TRIFID Signature Agreement is signed", and "Certify and Send to EPA and State or Tribe."	Progress bar with three steps are present with (from left to right) "Verify TRIFID Signature Agreement is signed," "Form(s) Pending Certification," and "Certify and Send to EPA and State or Tribe" exist.		Figure 10.6.3	

Figure 10.6.1 No arrow contains "Transmit to State or Tribe" text exist

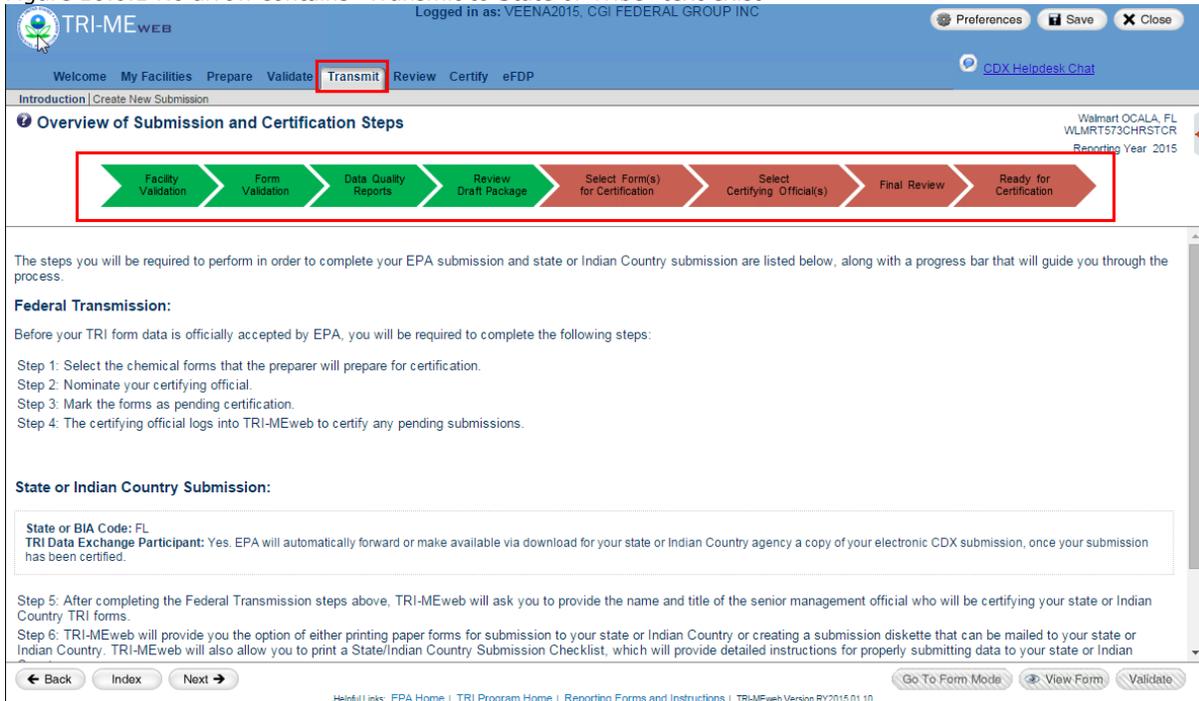


Figure 10.6.2 "Ready for Certification" arrow is the final arrow

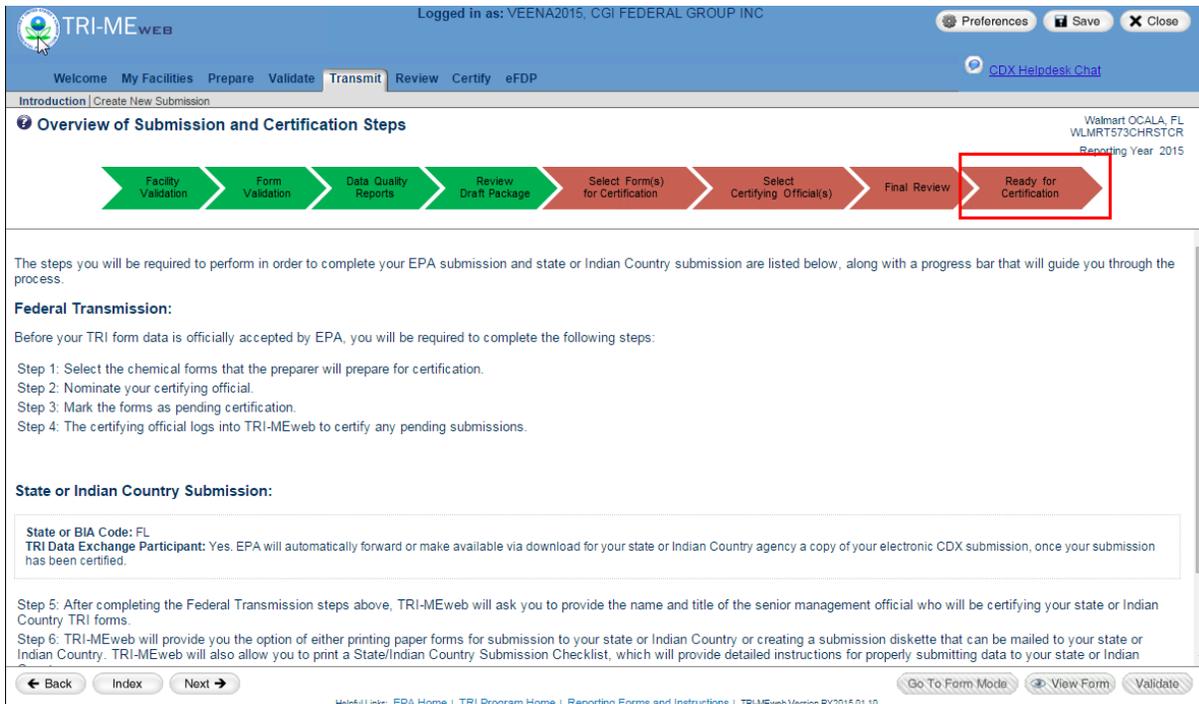


Figure 10.6.3 “Manage TRIFIDs for Certification” page is displays and progress bar with three steps are present

TRI-ME_{WEB} 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 **Edit**
 E-mail Address: charlyn.tran@cgifederal.com

Pending Tasks

Number of Pending Submissions	Number of Pending TRIFID Signature Agreements
2	0

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

Access/Add 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 RY2015.01.09

Test Name Verify Alert on the "Submission Ready for Certification" Page

Test ID TRI 10.7

Synopsis This test will verify presence of an alert on the "Submission Ready for Certification" page when the user navigates away without clicking "Next" on the page.

Prerequisites The user is logged in to TRI-MEweb, has an existing RY2015 Form A (for any chemical) associated with their account, and is on the "Final Review of Forms " page of the "Transmit" tab.

Processing Steps	Expected Results	Actual Results	Notes	Issue Number
1. Click on "Next".	The "Submission Ready for Certification" page displays.		Figure 10.7.2	
2. Click on "Welcome" tab.	An alert appears, "The forms listed on the page are available for certification. You need to click Next on the page for your Certifying Official to receive an email with instructions on how to certify the forms."		Figure 10.7.3	

Figure 10.7.1 Prerequisites

Logged in as: CHARLIE_BOND, Shell Organization

Preferences Save Close

Welcome My Facilities Prepare Validate Transmit Review Certify eFDP

Introduction Create New Submission

Final Review of Forms

CHEMICAL Z FACILITY ARLINGTON, VA
2220WCHMCL131AR
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)** Transmit to State or Tribe

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: 2220WCHMCL131AR Certifying Official Name: charlie bond
Name: CHEMICAL Z FACILITY E-mail: charlyn.tran@ogfederal.com
Address: 1031 ARLINGTON BLVD
ARLINGTON, VA 22209

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 →

Helpful Links: EPA Home | TRI Program Home | Reporting Forms and Instructions | TRI-MEweb Version RY2015.01.09

Go To Form Mode View Form Validate

Figure 10.7.2 The "Submission Ready for Certification" page displays

Logged in as: CHARLIE_BOND, Shell Organization

Preferences Save Close

Welcome My Facilities Prepare Validate Transmit Review Certify eFDP

Introduction Create New Submission

Submission Ready for Certification.

CHEMICAL Z FACILITY ARLINGTON, VA
2220WCHMCL131AR
Reporting Year 2015

Facility Validation Form Validation Data Quality Reports Review Draft Package Select Form(s) for Certification Select Certifying Official(s) Final Review Transmit to State or Tribe

TRI-MEweb has made the submission listed below available for certification. Your certifying official may log into TRI-MEweb and click the Certify tab to certify and submit this form to EPA. Please be aware that Virginia is not a member of the TRI Data Exchange.

You will need to send a copy of this TRI Reporting Form signed by a Senior Management Official to Virginia because Virginia is not a part of the TRI Data Exchange and will not receive an electronic copy of the submission. Click Next to select a certifying official for State or Tribe submission and Next again to print a paper form or download an XML version of the form to mail to the appropriate State TRI representative."

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

Click **Next** to print paper forms for submission to your State or Indian Country.

← Back Index Next →

Helpful Links: EPA Home | TRI Program Home | Reporting Forms and Instructions | TRI-MEweb Version RY2015.01.09

Go To Form Mode View Form Validate

Figure 10.7.3 An alert appears

TRI-ME_{WEB} Logged in as: CHARLIE_BOND, Shell Organization

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

Introduction | Create New Submission

Submission Ready for Certification.

CHEMICAL Z FACILITY ARLINGTON, VA
2220WCHMCL131AR
Reporting Year 2015

Facility Validation Form Validation Data Quality Reports Review Draft Package Select Form(s) for Certification Select Certifying Official(s) Final Review Transmit to State or Tribe

The form(s) listed on the page are available for certification. You need to click **NEXT** on the page for your Certifying Official to receive an email with instructions on how to certify the forms.

TRI-MEweb has made the submission listed below available for certification. Your certifying official may log into TRI-MEweb and click the Certify tab to certify and submit this form to EPA. Please be aware that Virginia is not a member of the TRI Data Exchange.

You will need to send a copy of this TRI Reporting Form signed by a Senior Management Official to Virginia because Virginia is not a part of the TRI Data Exchange and will not receive an electronic copy of the submission. Click Next to select a certifying official for State or Tribe submission and Next again to print a paper form or download an XML version of the form to mail to the appropriate State TRI representative."

CAS No./Cat. Code	Chemical Name	Form Type	Reporting Year	Revision?
000057147	1,1-Dimethyl hydrazine	Form A	2015	No

Click **Next** to print paper forms for submission to your State or Indian Country.

← Back Index Next →

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

Go To Form Mode View Form Validate

Test Name Verification of Updated Text to Clarify the Meaning of Cancelling a Submission in TRI-MEweb

Test ID TRI 10.8

Synopsis This test will verify presence of the updated cancelling a submission page text. The purpose is to inform users that 'cancelled' forms will return the user to the prepare phase and forms will not be deleted from TRI-MEweb.

Prerequisites The user is logged in to TRI-MEweb, has an existing ready for certification RY2015 Form A (for any chemical) associated with their account, and is on the "Welcome to TRI-MEweb" page.

Processing Steps	Expected Results	Actual Results	Notes	Issue Number
1. Click "Welcome" tab, select a "Pending Certification!" form, and click "Cancel."	The "Reporting Summary" page displays.		Figure 10.8.1a and Figure 10.8.1b	
2. Verify that correct form is selected, and click "Cancel Submission".	The "Cancel?" page displays.		Figure 10.8.2 and Figure 10.8.3	
3. Verify that the following text is present along with the existing instructional text on the "Cancel?" page: "The data on the cancelled form(s) will not be deleted from TRI-MEweb and will be available for you to edit under the "prepare" tab."	"The data on the cancelled form(s) will not be deleted from TRI-MEweb and will be available for you to edit under the "prepare" tab," text exist.		Figure 10.8.3	
4. Click "Next".	The "Cancellation Request Received" page displays.			
5. Verify that on the "Cancellation Request Received" page, the following note is added below the instructional text: "Note: The data on the cancelled form(s) will not be deleted from TRI-MEweb and will be available for you to edit under the "Prepare" tab."	"Note: The data on the cancelled form(s) will not be deleted from TRI-MEweb and will be available for you to edit under the "Prepare" tab," text exist.		Figure 10.8.4	

Figure 10.8.1a Click "Cancel"

TRI-MEweb Application - Internet Explorer provided by CGI

Logged in as: JOHN_PREPARER, Shell

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

Welcome to TRI-MEweb!

Alert! EPA published an [Information Collection Request Renewal](#) effective for RY 2015 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)
+ 0327WVSHLLN12LAC	SHELL NH FACILITY 120 LACONIA RD TILTON, NH 03276	2 in progress	Sign TRIFID Signature Agreement		
+ 2322WVTRLF123IN (Multi-establishment)	3M CORP 123 MAIN ST CHANTILLY, VA 11111	No Forms	Active Certifying Official Available		
- 20110DMNNS9600G	MICRONN TECHNOLOGY INC 9600 EAST HWY MANASSAS, VA 20110	2 certified and sent to USEPA 1 pending certification 2 in progress	Active Certifying Official Available		
Forms Summary (displaying forms 1-6 of 6):					
					Reporting Year: 2015
Add Blank Form(s) (for the selected Reporting Year) Import Data Not Reporting?					
1.1.1.2-Tetrachloro-2-fluoroethane (PDF)		Form A	Certified and Sent to USEPA	Revise Withdraw	
1.1.1.2-Tetrachloroethane (PDF)		Form R	Certified and Sent to USEPA	Revise Withdraw	
1.1.1-Trichloroethane (PDF)		Form A	Pending Certification!	Cancel	
1.1.2.2-Tetrachloro-1-fluoroethane (PDF)		Form R	Available for Editing	Prepare Delete	
1.1.2-Trichloroethane (PDF)		Form A	Available for Editing	Prepare Delete	
1.1-Dimethyl hydrazine (PDF)		Form R	Withdrawn		
1					
+ 2014WSYSCB123MA	SYSCO BATTERIES	4 pending certification	Active Certifying Official Available		

Back Index Next Go To Form

Helpful Links: USEPA Home | TRI Program Home | Reporting Forms and Instructions (PDF) | TRI-MEweb Version RY2015 01 04

Figure 10.8.1b Reporting Summary page displays

TRI-MEweb Application - Internet Explorer provided by CGI

Logged in as: JOHN_PREPARER, Shell

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

Reporting Summary

MICRONN TECHNOLOGY INC MANASSAS, VA
20110DMNNS9600G
Reporting Year 2015

Reporting Summary

As a preparer, you have used TRI-MEweb to prepare, validate, and transmit your data! However, if you are not certain about your data, there is still time to make corrections:

The following tables provide a summary of your existing submission(s) for the facility and reporting year identified at the top of the page. Any forms listed in the Pending Submission Summary Table have not yet fulfilled the EPCRA Section 313 reporting requirements. Depending upon the status of the submission(s), a variety of additional actions may be available for you to obtain more information about your submission. Select a submission and then use the appropriate button at the bottom of the table.

How to Certify Your Pending TRI forms: Submissions with a status of "Pending Certification" indicate that the certifying official has been informed via email that a pending TRI form is awaiting certification. Only CDX account users with a certifying official role will be able to view the "Certify" tab in TRI-MEweb. If you have the certifying official role, click the "Certify" tab and then click the "Pending Submission" sub tab to view any pending TRI forms that need to be certified. Please note that only users that have obtained approval of their Electronic Signature Agreement (ESA) and have signed their TRIFID Certification Agreement any time after February 14, 2013, can view the pending submissions in their facility account. Follow the instructions on the "Pending Submission" page to sign and submit your form to EPA.

If you are the certifying official and cannot see any pending submissions under the "Certify" > "Pending Submission" sub tab, you may not have signed your TRIFID Certification Agreement form. If you have not signed their TRIFID Certification Agreement form, you may do so under the "Certify" tab, and then click the "Manage TRIFIDs" sub tab, enter your job title, select your TRIFID, and click the "Sign Agreement" button to sign your form. After form has been signed, click the "Pending Submissions" sub tab to view your pending submission(s).

Forms that have completed the certification process will be listed in this Certified Submission Summary Table. These forms have fulfilled the EPCRA Section 313 reporting requirements for the facility listed above.

Pending Submission Summary Table:
The TRI chemical forms associated with the submissions listed in this Pending Submission Summary Table have not yet fulfilled EPCRA Section 313's reporting requirements.

Select	Number of Forms	Transmitted by	Transmit Date	Status	Update Status
<input type="radio"/>	+ 1 Form(s)	Veena Peddineni	08/25/2015	Cancelled	
<input type="radio"/>	+ 1 Form(s)	Martin Sabbagh	10/07/2015	Cancelled	
<input checked="" type="radio"/>	- 1 Form(s)	Veena Peddineni	10/09/2015	Pending Certification	

Forms Transmitted:
1,1,1-Trichloroethane Form A

Details Cancel Submission New Certifier

Back Index Go To Form

Helpful Links: USEPA Home | TRI Program Home | Reporting Forms and Instructions (PDF) | TRI-MEweb Version RY2015 01 04

Figure 10.8.2 Click “Cancel Submission”

TRI-MEweb Application - Internet Explorer provided by CGI
 Logged in as: JOHN_PREPARER, Shell
 Welcome My Facilities Prepare Validate Transmit **Review** Certify eFDP

Reporting Summary
 MICRONN TECHNOLOGY INC MANASSAS, VA
 20110DMNNS9600G
 Reporting Year 2015

As a preparer, you have used TRI-MEweb to prepare, validate, and transmit your data! However, if you are not certain about your data, there is still time to make corrections:

The following tables provides a summary of your existing submission(s) for the facility and reporting year identified at the top of the page. Any forms listed in the Pending Submission Summary Table have not yet fulfilled the EPCRA Section 313 reporting requirements. Depending upon the status of the submission(s), a variety of additional actions may be available for you to obtain more information about your submission. Select a submission and then use the appropriate button at the bottom of the table.

How to Certify Your Pending TRI forms: Submissions with a status of "Pending Certification" indicate that the certifying official has been informed via email that a pending TRI form is awaiting certification. Only CDX account users with a certifying official role will be able to view the "Certify" tab in TRI-MEweb. If you have the certifying official role, click the "Certify" tab and then click the "Pending Submission" sub tab to view any pending TRI forms that need to be certified. Please note that only users that have obtained approval of their Electronic Signature Agreement (ESA) and have signed their TRIFID Certification Agreement any time after February 14, 2013, can view the pending submissions in their facility account. Follow the instructions on the "Pending Submission" page to sign and submit your form to EPA.

If you are the certifying official and cannot see any pending submissions under the "Certify" > "Pending Submission" sub tab, you may not have signed your TRIFID Certification Agreement form. If you have not signed their TRIFID Certification Agreement form, you may do so under the "Certify" tab, and then click the "Manage TRIFIDs" sub tab, enter your job title, select your TRIFID, and click the "Sign Agreement" button to sign your form. After form has been signed, click the "Pending Submissions" sub tab to view your pending submission(s).

Forms that have completed the certification process will be listed in this Certified Submission Summary Table. These forms have fulfilled the EPCRA Section 313 reporting requirements for the facility listed above.

Pending Submission Summary Table:
 The TRI chemical forms associated with the submissions listed in this Pending Submission Summary Table have not yet fulfilled EPCRA Section 313's reporting requirements.

Select	Number of Forms	Transmitted by	Transmit Date	Status	Update Status
<input type="radio"/>	+ 1 Form(s)	Veena Peddineni	09/25/2015	Cancelled	
<input type="radio"/>	+ 1 Form(s)	Martin Sebbagh	10/07/2015	Cancelled	
<input checked="" type="radio"/>	- 1 Form(s)	Veena Peddineni	10/08/2015	Pending Certification	

Forms Transmitted:
 1,1,1-Trichloroethane Form A

Details **Cancel Submission** New Certifier

Back Index Go To Form

Helpful Links: USEPA Home | TRI Program Home | Reporting Forms and Instructions (PDF) | TRI-MEweb Version RY2015.01.04

Figure 10.8.3 “Cancel?” page displays

TRI-MEweb Application - Internet Explorer provided by CGI
 Logged in as: JOHN_PREPARER, Shell
 Welcome My Facilities Prepare Validate Transmit Review **Certify** eFDP

Reporting Summary
 MICRONN TECHNOLOGY INC MANASSAS, VA
 20110DMNNS9600G
 Reporting Year 2015

Cancel?

You have elected to cancel the following pending submission. Please confirm if this is correct and click **Next**.

Yes, I want to cancel this pending submission to allow editing of form(s)
 No, I do not want to cancel this pending submission

If you elect to cancel the pending submission, you will receive an e-mail confirmation once the pending submission is cancelled. The certifying official(s) that was previously informed that this pending submission was ready for certification will also receive an e-mail confirming that it has been cancelled. **The data on the cancelled form(s) will not be deleted from TRI-MEweb and will be available for you to edit under the "Prepare" tab.**

Submission ID: _eda73d44-a354-4bc0-942d-704d2c4a30ae
 Transmitted by: Veena Peddineni, veena.peddineni@califederal.com on 10/08/2015
 Transmission Status: Received by CDX 10/08/2015 02:58 PM
 Certification Status: PENDING CERTIFICATION
 Certifier: Veena Peddineni, veena.peddineni@califederal.com has been notified by e-mail that this submission is ready for certification
 Alternate: None

Facility Information
 TRIFID: 20110DMNNS9600G
 Name: MICRONN TECHNOLOGY INC
 Address: 9600 EAST HWY
 MANASSAS, VA 20110

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

CAS No/Cat. Code	Chemical Name	Reporting Year	Form Type	Revision?
000071556	1,1,1-Trichloroethane	2015	Form A	No

Back Index Next Go To Form

Helpful Links: USEPA Home | TRI Program Home | Reporting Forms and Instructions (PDF) | TRI-MEweb Version RY2015.01.04

Figure 10.8.4 Verify new text

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 'JOHN_PREPARER, Shell'. The navigation menu includes 'Welcome', 'My Facilities', 'Prepare', 'Validate', 'Transmit', 'Review', 'Certify', and 'eFDP'. The 'Review' tab is active. A notification box at the top left, titled 'Cancellation Request Received', contains a bell icon and the text 'Cancellation Request Received'. To the right of the notification, the submission details are displayed: 'SYSCO BATTERIES SPRINGFIELD, MD', '2014WSYSCB123MA', and 'Reporting Year: 2015'. The main content area contains the following text: 'A request has been sent to CDX to cancel your submission. The status of this submission will be updated to "Cancelled" when the request is processed by CDX. Click **Refresh Status** on the "Reporting Summary" page to refresh the status of your submissions. If the status has not been updated within 10-15 minutes, please contact the CDX Help Desk. To obtain confirmation that your submission has cancelled successfully, navigate to the [Reporting Details](#) page. Click **Next** to return to the Reporting Summary.' Below this text, a note is highlighted in a red box: 'Note: The data on the cancelled form(s) will not be deleted from TRI-MEweb and will be available for you to edit under the "Prepare" tab.' At the bottom of the page, there are 'Index' and 'Next' buttons, and a 'Go To Form M' button on the right.

Test Name Verify Content Alignment in an Email Notification

Test ID TRI 10.9

Synopsis This test will verify that "Chemical Name," "RY," "CAS," "Form Revision," and "Withdrawal" is properly aligned in the "Action Required: Certify TRI Reporting Form(s) in TRI-MEweb" email.

Prerequisites A user has successfully transmitted a form to a Certifier. The Certifier has received an email with the subject "Action Required: Certify TRI Reporting Form(s) in TRI-MEweb." The following steps should be conducted by a user in the Certifier role.

Processing Steps	Expected Results	Actual Results	Notes	Issue Number
1. Open the email with the subject, "Action Required: Certify TRI Reporting Form(s) in TRI-MEweb."	"Chemical Name," "RY," "CAS," "Form Revision," and "Withdrawal" content is properly aligned.		Figure 10.9.1	

Figure 10.9.1 Content is properly aligned

Reply Reply All Forward 

TRI-MEweb Submission has been cancelled

helpdesk@epacdx.net

To: [Tran, Charliyn T \(CGI Federal\)](#)

The TRI-MEweb submission for the facility and chemical(s) listed below has been cancelled. Thus, this submission has not been electronically sent to the state or tribal member of the TRI Data Exchange. There are two reasons why you have cancelled this submission: (1) Cancelling your form allows the preparer or certifier to take needed corrective measures to resolve the issue on the Form R or A that caused the TRI-MEweb submission to be cancelled. (2) The Form R or A will remove the submission from the certification queue and avoids being reported to EPA as an unreported release. Facilities typically cancel a Form R or A because they have determined that after transmitting their forms to CDX that their releases are below reporting thresholds and is no longer required to report to EPA. After corrections are made to the Form R or A, the preparer or certifying official may transmit the submission again but will not submit this submission to EPA until the certifying official has certified it. If you have any questions regarding this submission, please contact the CDX Help Desk at the phone numbers listed below for further assistance. Please reference the information in the CDX Help Desk.

----- REFERENCE INFORMATION -----
TRI Facility ID: 2014WSYSCB123MA
Facility: SYSCO BATTERIES
123 MAIN ST
SPRINGFIELD, MD, 20147

Chemical Name	RY	CAS	Form Revision	Withdrawal
1,1,1,2-Tetrachloro-2-fluoroethane	2015	000354110	A	No No

Prepared By: charliyn.tran@cgifederal.com
Date Prepared: Nov 5, 2015 10:23:35 AM
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----- CDX HELP DESK -----
Phone (toll-free): +1 (888) 890-1995
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The CDX Help Desk is available Monday through Friday, 8:00 AM to 6:00 PM Eastern Time.
Access CDX Home: <https://dev.epacdx.net/CDX/MyCDX>

Test Name Verify "TRI Data Exchange" Replaces "TDX" Text References

Test ID 10.11

Synopsis This test will verify that "TRI Data Exchange" replaces "TDX" text references in two locations.

Prerequisites Scenario 1: The user has access to TRISDX: TRI Data Exchange Viewer and is on the CDX login page.
Scenario 2: A TRI-MEweb form is submitted, and the user has received an email notification of submission.

Processing Steps	Expected Results	Actual Results	Notes	Issue Number
Scenario 1				
1. Log into CDX and select the "TRISDX: TRI Data Exchange Viewer" application by clicking on a corresponding role.	The "TRI Data Exchange Viewer" page displays.		Figure 10.11.1 and Figure 10.11.2	
2. Verify that the "Search" tab is selected then search for "TDX" text. (TIP: use hotkeys, Ctrl F and type "TDX").	"TDX" text is not found on the page.		Figure 10.11.2	
Scenario 2				
1. Open the "TRI-MEweb submission has been certified and sent to a TRI Data Exchange member state" email and search for "TDX" text.	"TDX" text is not found on the page.		Figure 10.11.3	

Figure 10.11.1 Click "DPC Admin"

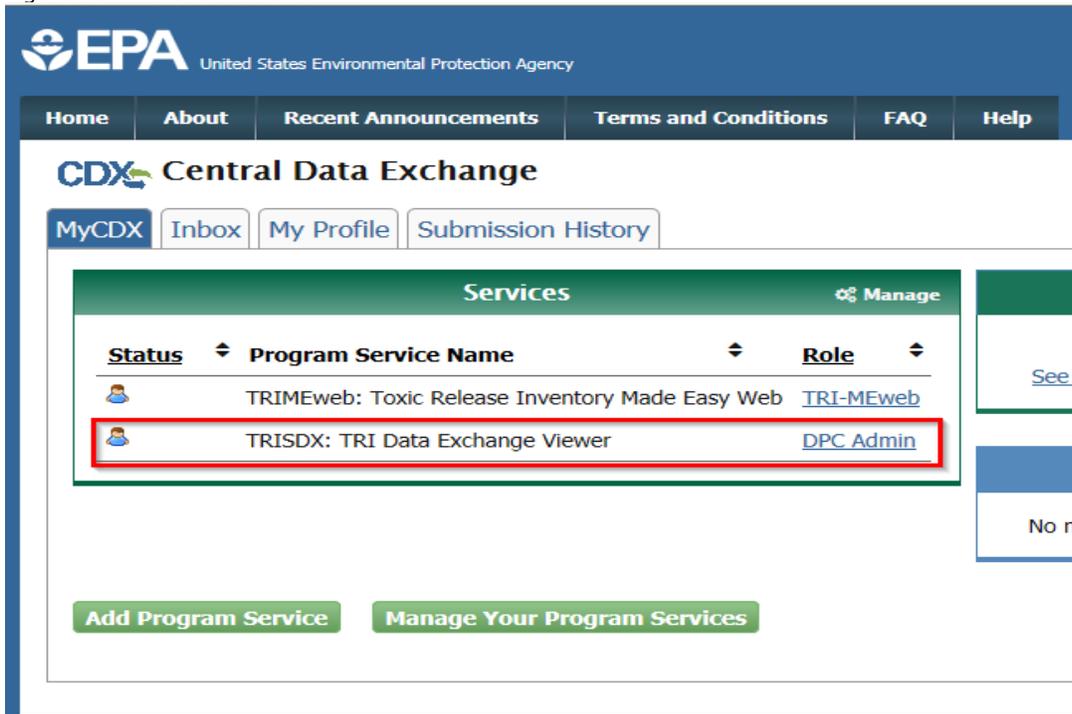


Figure 10.11.2 "TDX" text is not found on the page.

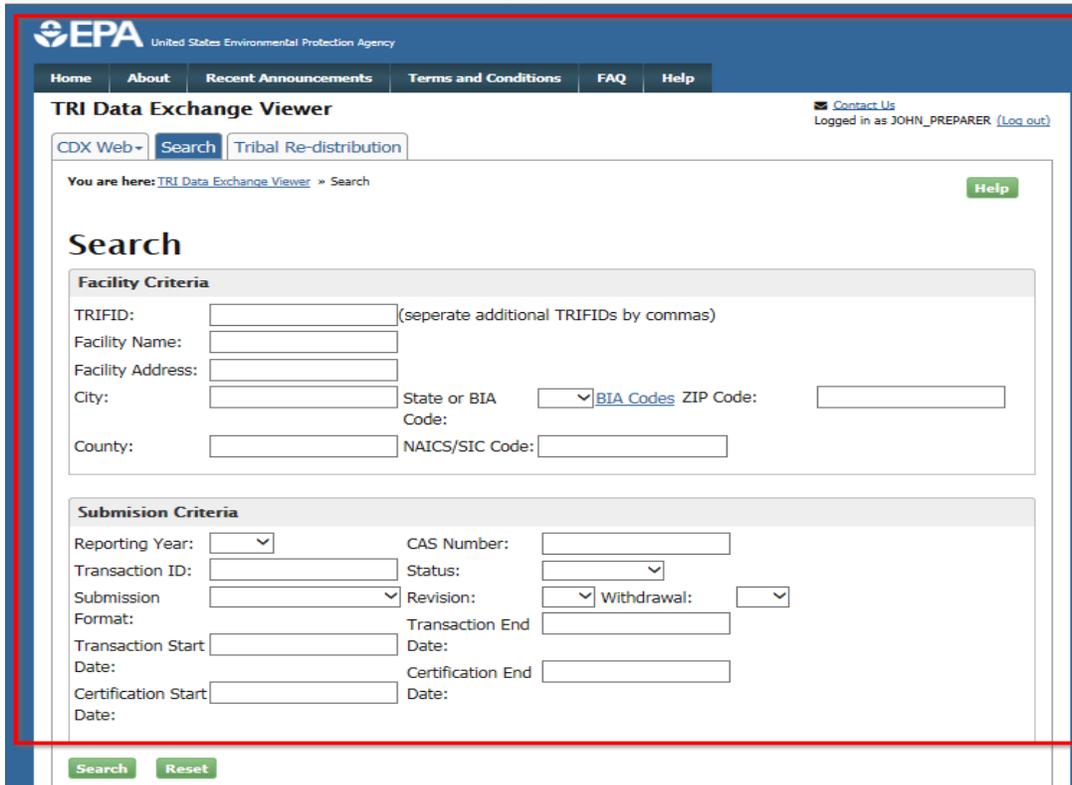


Figure 10.11.3 “TDX” text is not found in email

