

Script Name	RY 2015 TRI-MEweb Form Validation and Certification		
Script ID	TRI 11		
Script Synopsis	These scripts tests form validation and certification 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, and an associated TRIFID for reporting year 2015 for a non-TDX state. TRI-MEweb is accessible in the DEV environment at the link below. https://test.epacdx.net/		
Tests Performed	Requirements Reference	Page	Steps
TRI 11.1 Validation and Certification	Enhancement 429 (TRIRY-5)	2-18	24

Test Name TRI-MEweb Validation and Certification

Test ID TRI 11.1

Synopsis The purpose of this test script is to test form validation and certification.

Prerequisites A user with a Certifier role has logged into to TRI-MEweb. The user has access to a TRIFID that has a RY 2015 Form A or R (for any chemical) for a non-TDX state. The form has passed validation and is pending transmission.

The user is on the "Welcome to TRI-MEweb" page under the "Welcome" tab.

Note: The following screenshots facility details may not reflect Test.

Processing Steps	Expected Results	Actual Results	Notes	Issue Number
1. Click on the "Prepare" tab after logging into the application.	The "Select a Reporting Year" page displays successfully.		Figure 11.1	
2. Click "Next." Note that "2015" should be preselected from the "Reporting Year" dropdown.	The "Select a Facility" page displays successfully.		Figure 11.2	
3. Select the radio button adjacent to one of the facilities in your list. Click on the "Forms" tab.	The "Select a Form" page is displayed correctly.		Figure 11.3	
4. Select the radio button to the left of a chemical form in your list. Click the "Validate" tab.	The "Validation Overview" page is displayed correctly.		Figure 11.4	
5. Click "Next."	The "Validation Step 1 of 2: Facility Information" page is displayed correctly.		Figure 11.5	
6. Click "Next."	The "Validation Step 2 of 2: Chemical Information on Forms" page is displayed correctly.		Figure 11.6	
7. Verify that the header title reads "Validation Step 2 of 2: Chemical Information on Forms." Verify that the "Form Validation" header is the color blue and the "Facility Validation" header is the color green. Click "Back."	The "Validation Step 1 of 2: Facility Information" page is displayed correctly.		Figure 11.7	

Processing Steps	Expected Results	Actual Results	Notes	Issue Number
<p>8. Verify that the header title reads "Validation Step 1 of 2: Facility Information." Verify that the "Facility Validation" header is blue and all subsequent headers are the color red.</p> <p>Click "Next."</p>	The "Validation Step 2 of 2: Chemical Information on Forms" page is displayed correctly.		Figure 11.8	
<p>9. Click "Next."</p>	The "Data Quality Reports" page is displayed correctly.		Figure 11.9	
<p>10. Verify that the "Data Quality Reports" header is the color blue, under the header there is "You are here" text underlined, and all preceding headers are the color green.</p> <p>Click "Next."</p>	The "Prepare Review Package for Draft Forms" page is displayed correctly.		Figure 11.10	
<p>11. Verify that the "Review Draft Package" header is the color blue and all preceding headers are the color green.</p> <p>Click "Next."</p>	The "Overview of Submission and Certification Steps" page is displayed correctly.		Figure 11.11	
<p>12. Click "Next."</p>	The "Select Chemical Forms to Prepare for Certification" page is displayed correctly.		Figure 11.12	
<p>13. Verify that the "Select Form(s) for Certification" header is the color blue and all preceding headers are the color green.</p> <p>Select the radio button adjacent to the Form R that is ready for certification.</p> <p>Click "Next."</p>	The "Notifying Certifying Official(s) of Pending Submission" page is displayed correctly.		Figure 11.13	
<p>14. Verify that the "Select Certifying Official(s)" header is the color blue and all preceding headers are the color green.</p> <p>Select "Certifying Official" radio button for one of the listed certifying officials. If there are no certifying officials in your list you can add one using the "+Add Certifying Official" button.</p> <p>Click "Next."</p>	The "Final Review of Forms" page is displayed correctly.		Figure 11.14	

Processing Steps	Expected Results	Actual Results	Notes	Issue Number
15. Verify that the "Final Review" header is the color green and all preceding headers are the color green. Click "Next."	The "Submission Ready for Certification" page is displayed correctly.		Figure 11.15	
16. Verify that all headers are the color green. Click the "Next."	The "Enter Certifying Official Information for State or Tribe Submission" page displays. Note: if there is no Senior Manager Official selected and visible in the dropdown, you need to add one.		Figure 11.16	
17. If you need to add an Official, click on "Add Senior Management Official" and enter in "Name" and "Title" then click "OK."	Pop-up closes. The "Enter Certifying Official Information for State or Tribe Submission" page displays. The "Senior Management Official Name" dropdown shows the name and title of your entry.		Figure 11.17 and Figure 11.18	
18. Click "Next."	The "Prepare Forms for State or Indian Country Submission" page displays.		Figure 11.19	
19. Click the "Certify" tab.	The "Manage TRIFIDs for Certification" page is displayed correctly.		Figure 11.20 and Figure 11.21	
20. Verify that the Certifying Official's CDX email address is listed below the "Title". Verify that the "Sign Agreement" button is located below the "Pending Signature" table. <i>Note that this button will only be displayed if you have pending TRIFID signature agreements.</i> Check the "Sign TRIFID" box to the left of an unsigned TRIFID signature agreement and click "Sign Agreement."	The "TRIFID Agreement" page is displayed correctly.		Figure 11.22	
21. Click "I Agree."	The "Sign Submissions" pop-up window is displayed correctly.		Figure 11.23	
22. Log into CDX by entering CDX user name and password. Enter the correct answer to authentication question. Click "Sign."	A pop-up window is displayed.		Figure 11.24	

Processing Steps	Expected Results	Actual Results	Notes	Issue Number
<p>23. Verify that the pop-up window reads:</p> <p>“Thank you for signing your TRIFID Signature Agreement. You may now proceed to certify your submission(s).”</p> <p>Click “OK.”</p>	<p>The “Manage TRIFIDs for Certification” page is displayed correctly.</p>		<p>Figure 11.25</p>	
<p>24. Verify first arrow contains the following text, “Verify TRIFID Signature Agreement is Complete (<u>You are here</u>)”</p>	<p>Text exist.</p>		<p>Figure 11.26</p>	

Figure 11.1: The "Select a Reporting Year" page displays successfully

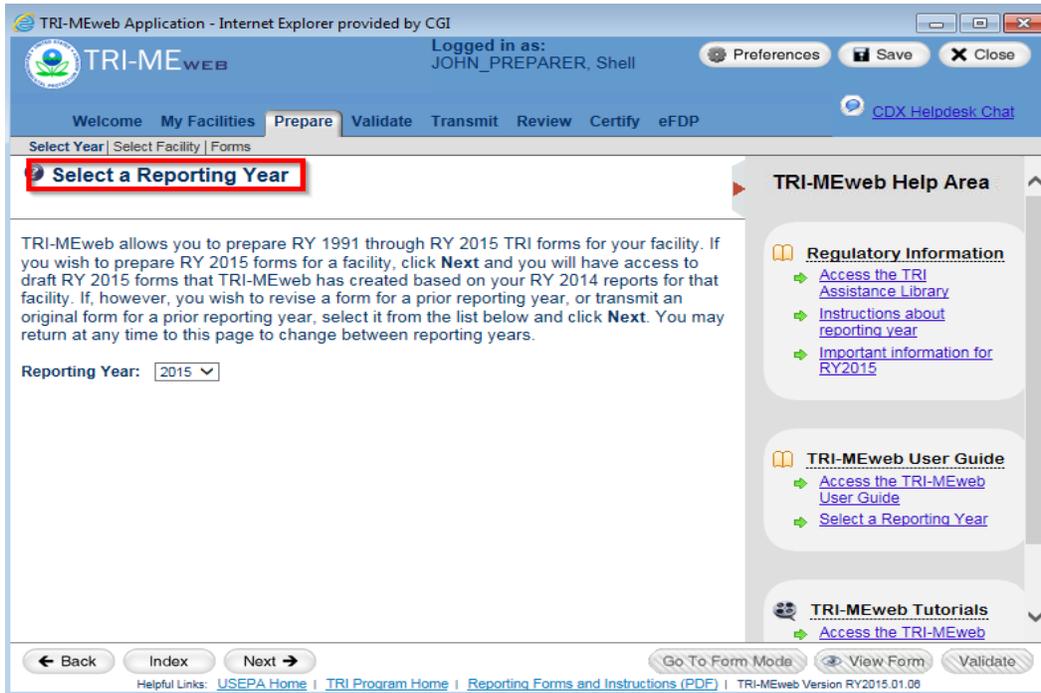


Figure 11.2: The "Select a Facility" page displays successfully

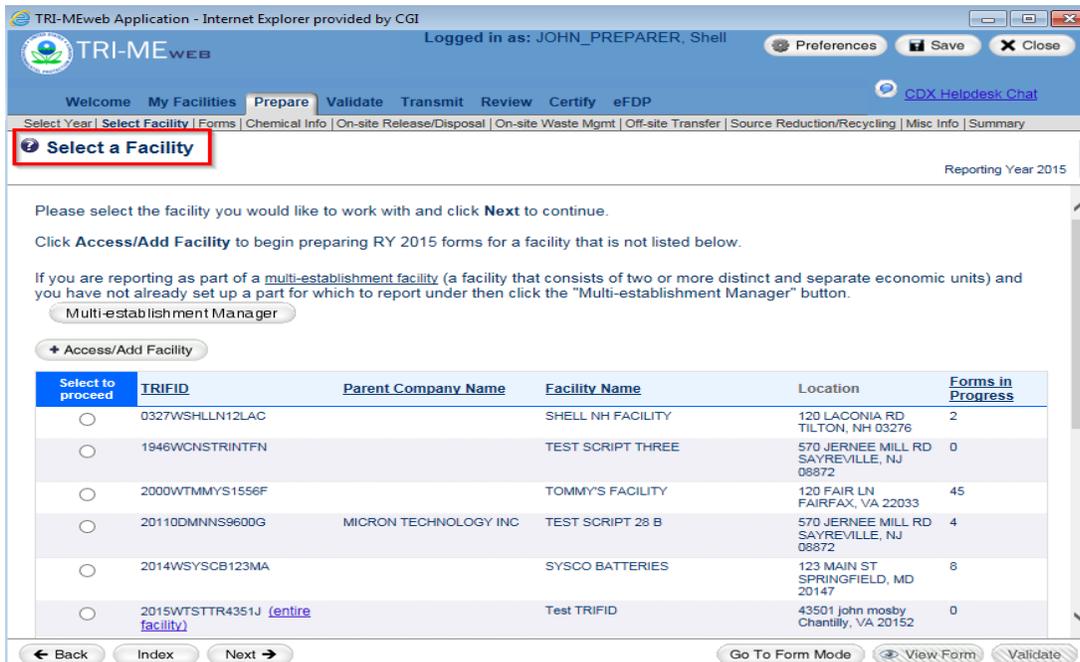


Figure 11.3: The "Select a Form" page displays

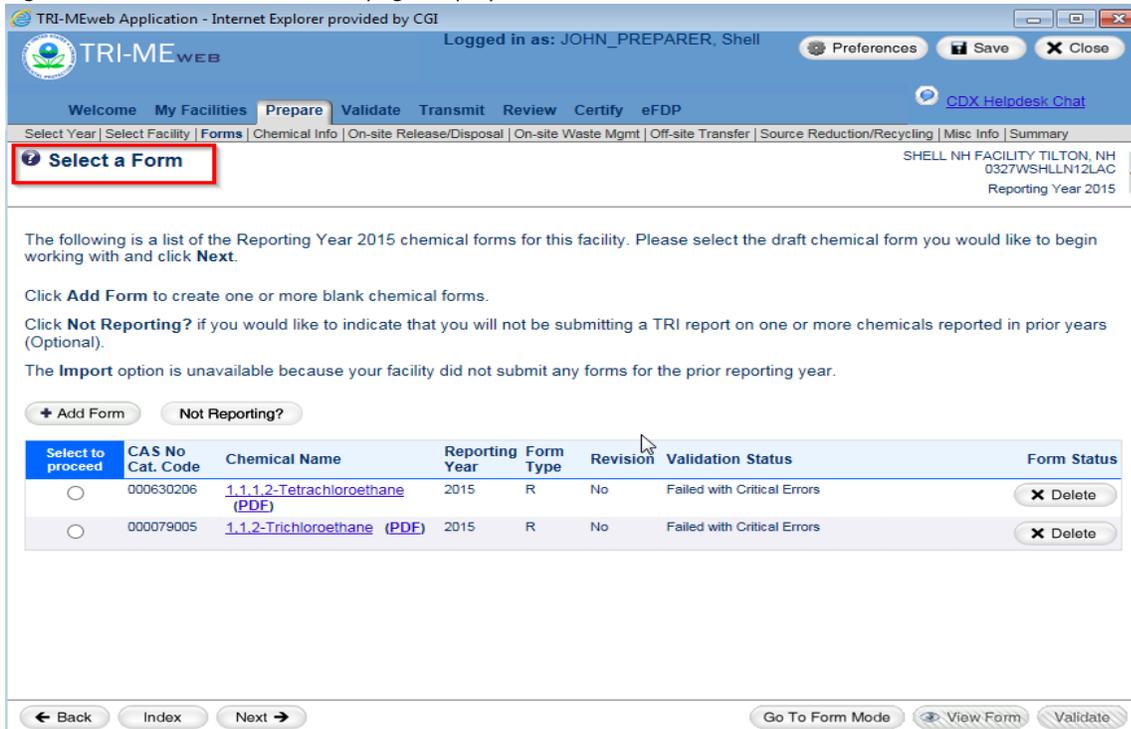


Figure 11.4a: The "Validation Overview" page is displayed

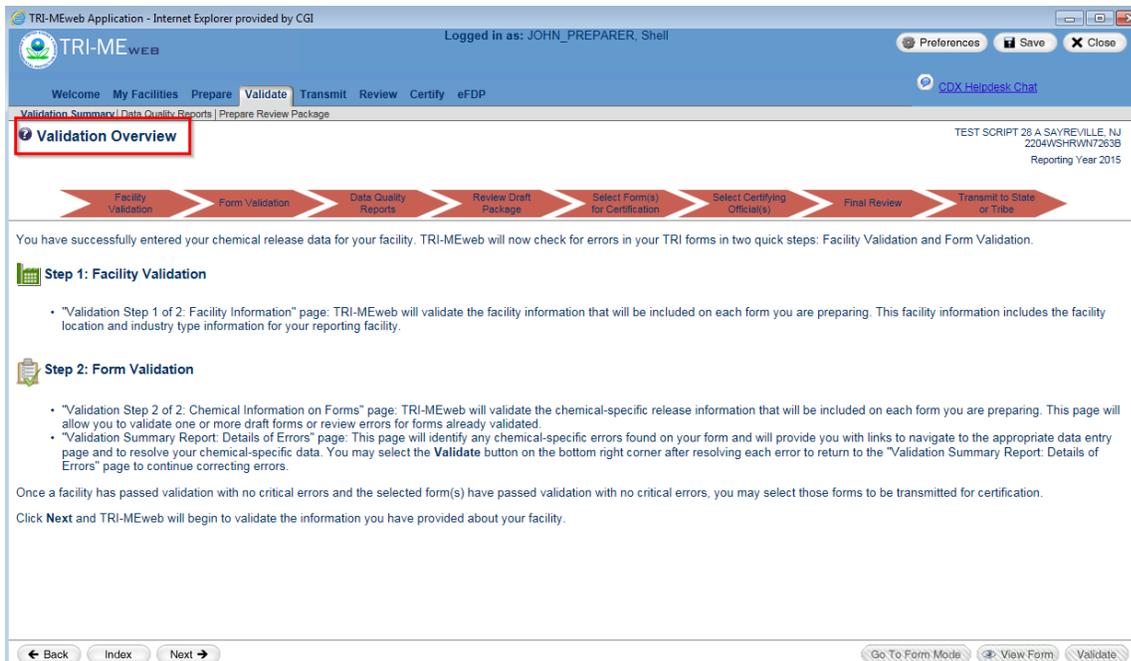


Figure 11.5: The "Validation Summary Report: Details of Errors" page is displayed correctly

TRI-MEWEB
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 Summary Report: Details of Errors

CHEMICAL Z FACILITY ARLINGTON, VA
2220WCHMCL131AR
2015 Form A for 1,1,1,2-Tetrachloro-2-fluoroethane

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

All critical errors must be corrected before the selected form can be transmitted. Possible errors should be reviewed and corrected, if applicable.

TRI-MEweb provides two methods to review and correct critical and possible errors.

- Click the "Fix" link corresponding to each error. After addressing the error, click **Validate** in the lower right-hand corner of the screen to return to this list and address any remaining errors.
- To enter Validation mode, click the button below, which will allow you to navigate through all of your form's critical and possible errors without returning to this page each time.

Enter Error Navigation Mode

Any Data Quality Alerts (DOAs) may be addressed on the "Miscellaneous Information" page by clicking the corresponding **Comment** button. You will be returned to the "Miscellaneous Information" page where you can enter additional data regarding your Data Quality Alert.

Step 2 of 2: Form Validation Status: ✔ PASSED WITH DATA QUALITY ALERTS

Critical Errors 0 Possible Errors 0 Data Quality Alerts 1

View a printer-friendly or PDF version of the [validation summary report](#) for this chemical. If you wish to view or print validation summary reports for all of your chemical forms at one time, use the [Review Package](#) page.

Data Quality Alerts

Message

Figure 11.6: The "Validation Step 2 of 2: Chemical Information on Forms" page is displayed correctly

TRI-MEWEB
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

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

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:

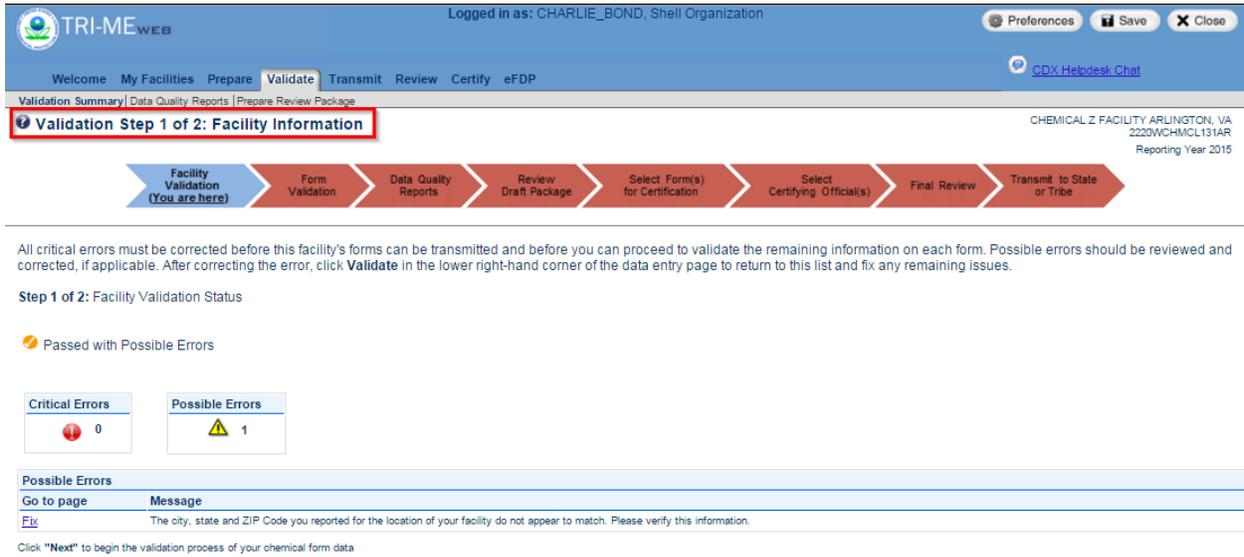
Select All	CAS No/Cat. Code	Chemical Name	Year	Form	Revision?
TRI-MEweb has validated all forms for this facility.					

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

Figure 11.7: The "Validation Step 1 of 2: Facility Information" page is displayed correctly.



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

Validation Summary | Data Quality Reports | Prepare Review Package

Validation Step 1 of 2: Facility Information

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

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

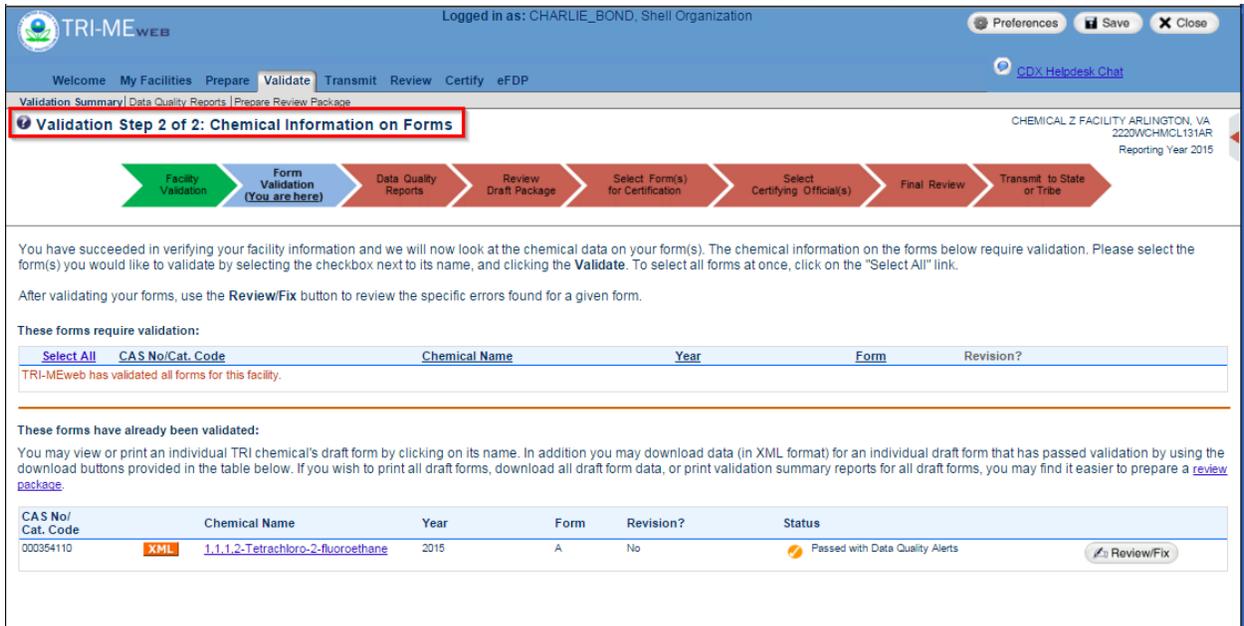
Passed with Possible Errors

Critical Errors	Possible Errors
0	1

Possible Errors	
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

Figure 11.8: The "Validation Step 2 of 2: Chemical Information Forms," page is displayed correctly.



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

Validation Summary | Data Quality Reports | Prepare Review Package

Validation Step 2 of 2: Chemical Information on Forms

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

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](#)

Figure 11.9: The "Data Quality Reports" page is displayed correctly

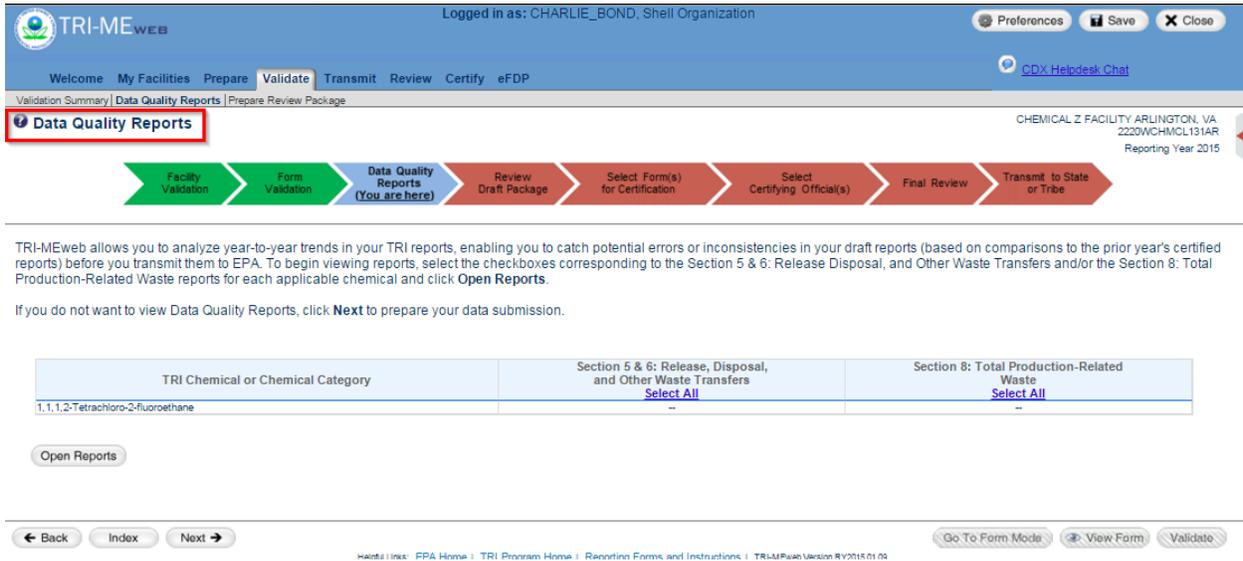


Figure 11.10: The "Prepare Review Package for Draft Forms" page and header text is displayed correctly



Figure 11.11: The "Overview of Submission and Certification Steps" page is displayed correctly

TRI-ME WEB
Logged in as: CHARLIE_BOND, Shell Organization

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

Introduction | Create New Submission

Overview of Submission and Certification Steps

CHEMICAL Z FACILITY ARLINGTON, VA
22203WCHMCL131AR
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 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.

Federal Transmission:

Before your TRI form data is officially accepted by EPA, you will be required to complete the following 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.

State or Indian Country Submission:

State or BIA Code: VA
TRI Data Exchange Participant: No. Because your state or Indian Country is not a participant in EPA's TRI Data Exchange Program, you will have to separately prepare a submission for your state or Indian Country's TRI program office.

Step 5: After completing the Federal Submission steps above, TRI-MEweb will ask you to provide the name and title of the senior management official who will be certifying your state or Indian Country TRI forms.
Step 6: TRI-MEweb will provide you the option of either printing paper forms for submission to your state or Indian Country or creating a submission diskette that can be mailed to your state or Indian Country. TRI-MEweb will also allow you to print a State/Indian Country Submission Checklist, which will provide detailed instructions for properly submitting data 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 11.12: The "Select Chemical Forms to Prepare for Certification" page is displayed correctly

TRI-ME WEB
Logged in as: CHARLIE_BOND, Shell Organization

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

Introduction | Create New Submission

Select Chemical Forms to Prepare for Certification

CHEMICAL Z FACILITY ARLINGTON, VA
22203WCHMCL131AR
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 Transmit to State or Tribe

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?
There are no forms for this facility with this status.						

← 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 11.13: The "Notifying Certifying Official(s) of Pending Submission" page is displayed correctly.

TRI-ME WEB
Logged in as: CHARLIE_BOND, Shell Organization

Welcome My Facilities Prepare Validate Transmit Review Certify eFDP

Introduction Create New Submission

Notify Certifying Official(s) of Pending Submission

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) (You are here)** Final Review Transmit to State or Tribe

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: 2220WCHMCL131AR

Name of Certifying Official	Email Address	ESA Status	Certifying Official	Alternate Certifying Official	Remove ?
charlie bond	charlyn.tran@ogfederal.com	<input checked="" type="checkbox"/> Sign TRIFID Signature Agreement	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="button" value="Remove"/>

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

If your certifying official's email is not correct, please contact the [CDX helpdesk](#) to fix so that CDX email can be sent to your certifying official to receive updates about your TRI submissions.

Certifying official with a status of "Active Certifying Official Available" may certify pending submission(s) for this facility account from their CDX user account. You may navigate to the "Certify>Pending Submissions" to view your transmitted forms.

Certifying officials with a status of "Sign TRIFID Signature Agreement" may not certify pending TRI forms because they still need to add their job title and sign their TRIFID Signature Agreement form. You may navigate to the "Certify>Manage TRIFIDs" to add your job title and use your access key to create the TRIFID Signature Agreement form for your facility.

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

Figure 11.14: The "Final Review of Forms" page is displayed correctly

TRI-ME WEB
Logged in as: CHARLIE_BOND, Shell Organization

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
Name: CHEMICAL Z FACILITY
Address: 1031 ARLINGTON BLVD
ARLINGTON, VA 22209

Certifying Official Name: charlie bond
E-mail: charlyn.tran@ogfederal.com

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

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

Figure 11.15: The "Submission Ready for Certification" page is displayed correctly.

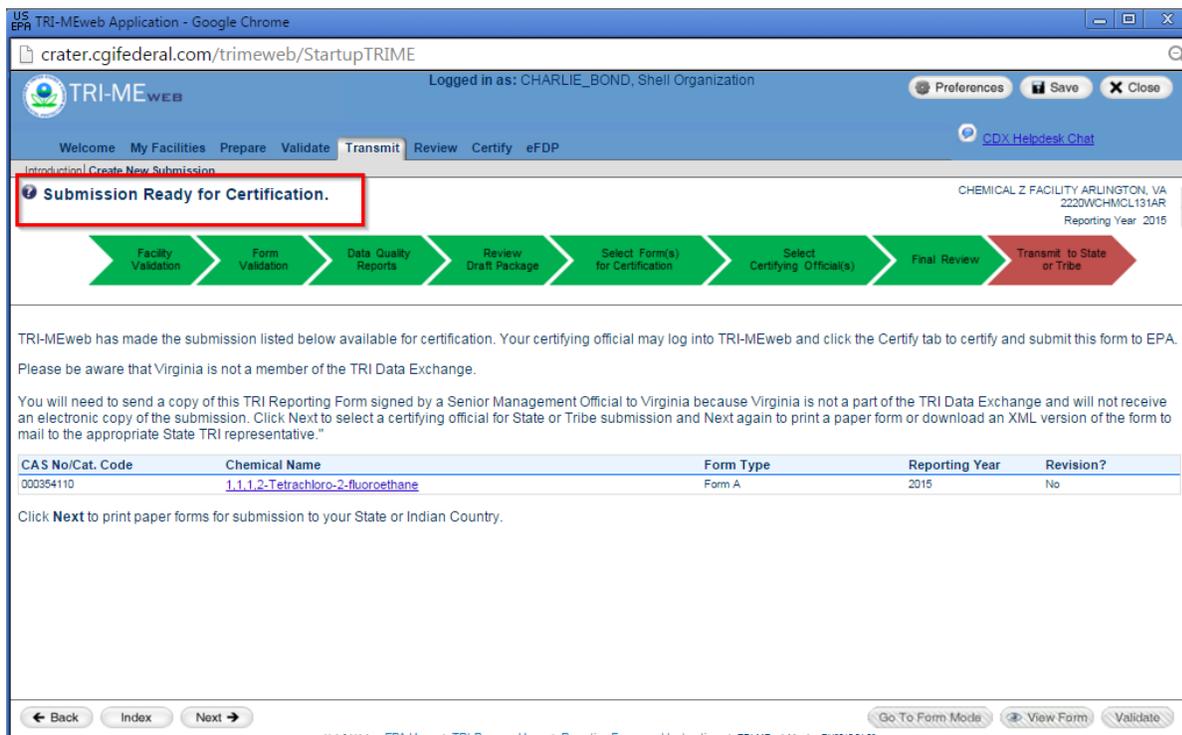


Figure 11.16 The "Enter Certifying Official Information for State or Tribe Submission" page displays and there is no Senior Management Official Name present.

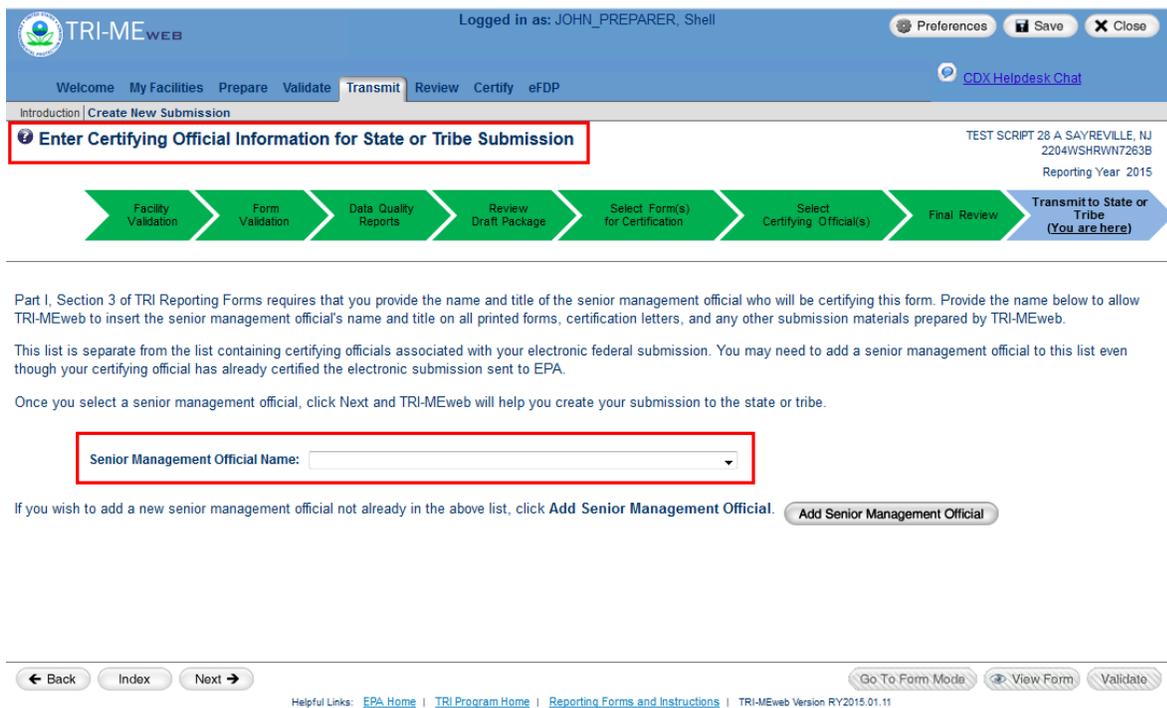


Figure 11.17 Enter "Name" and "Title" and click "OK"

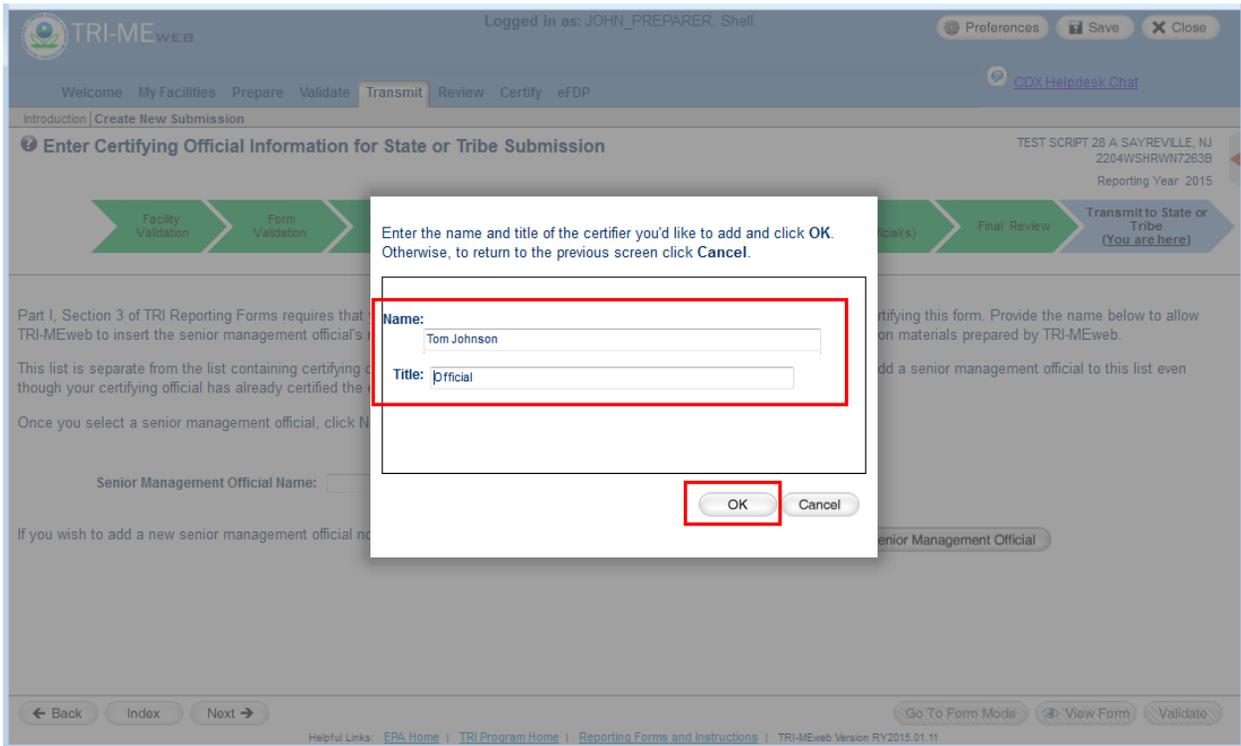


Figure 11.18 "Name" and "Title" entry is visible in the dropdown, click "Next."

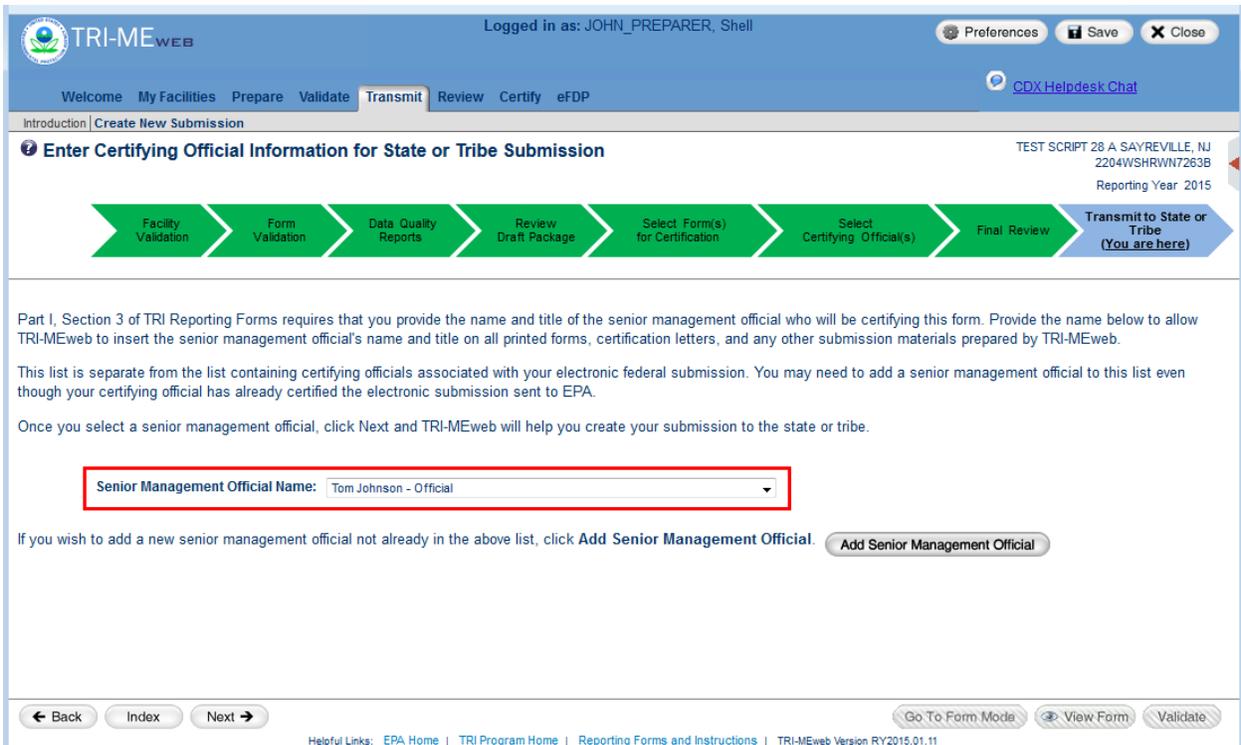


Figure 11.19 "Prepare Forms for State or Indian Country Submission" page displays.

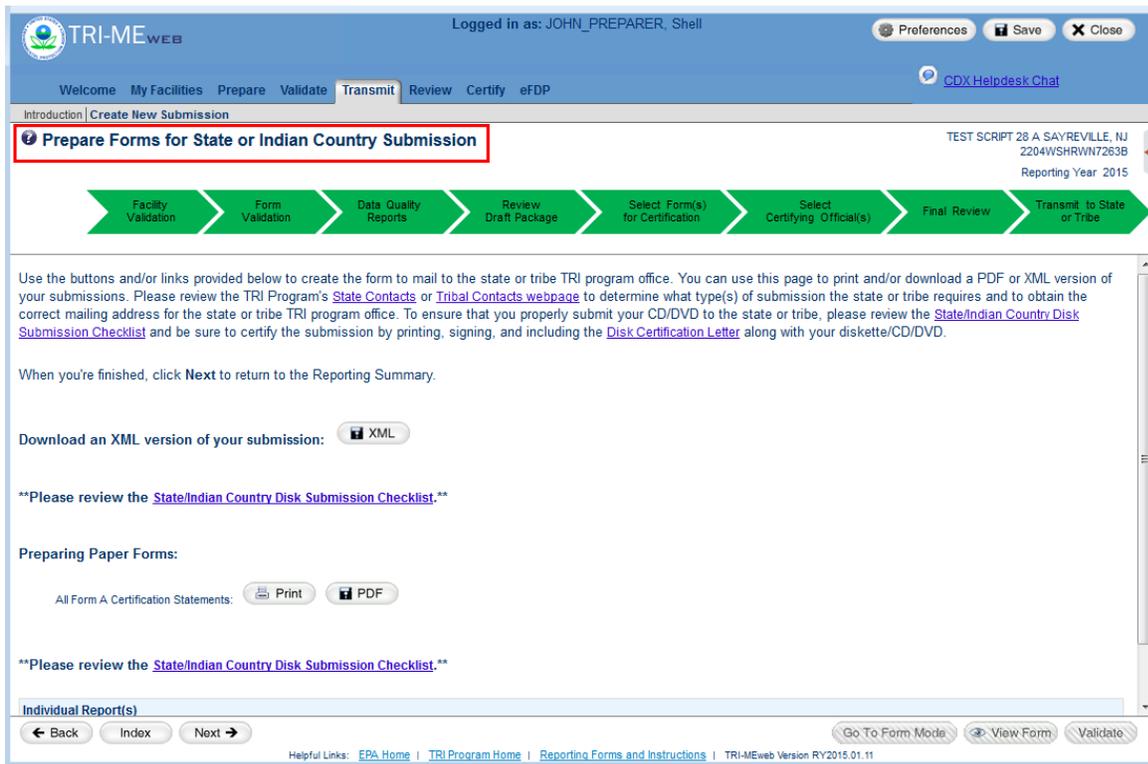


Figure 11.20 Click "Certify."

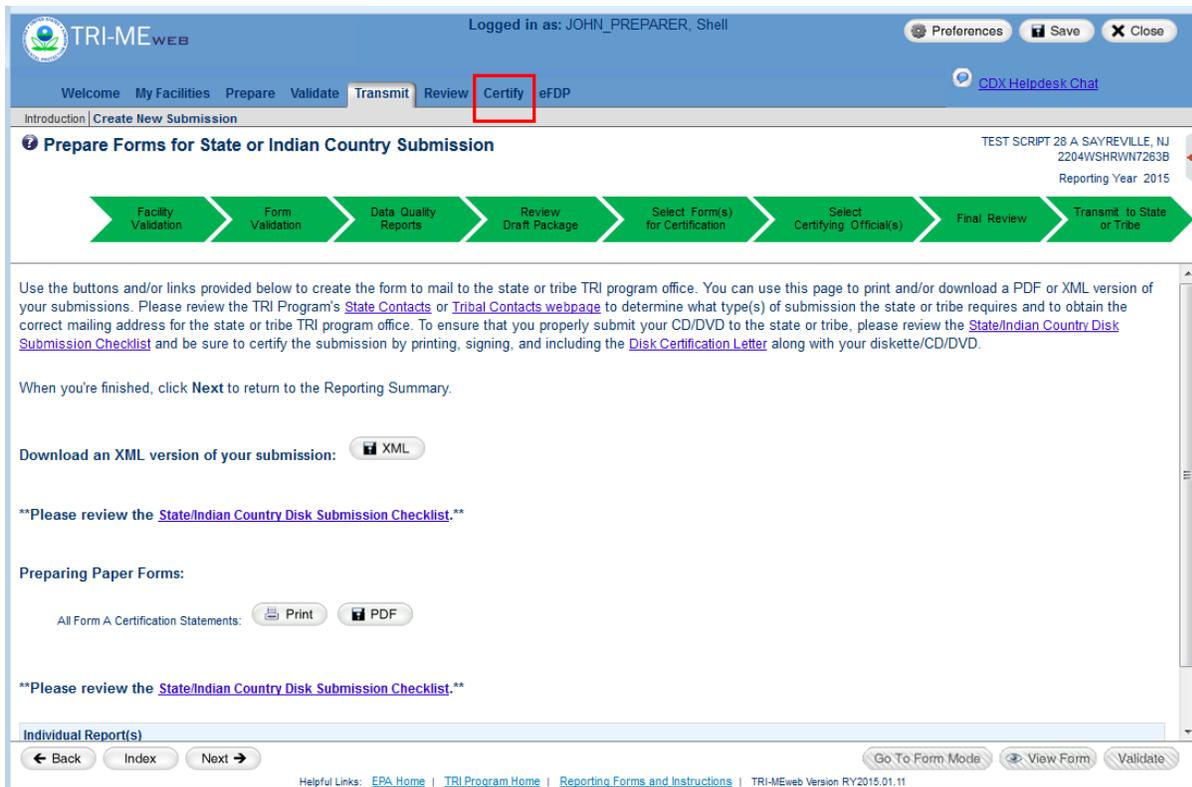


Figure 11.21: The “Manage TRIFIDs for Certification” page is displayed correctly

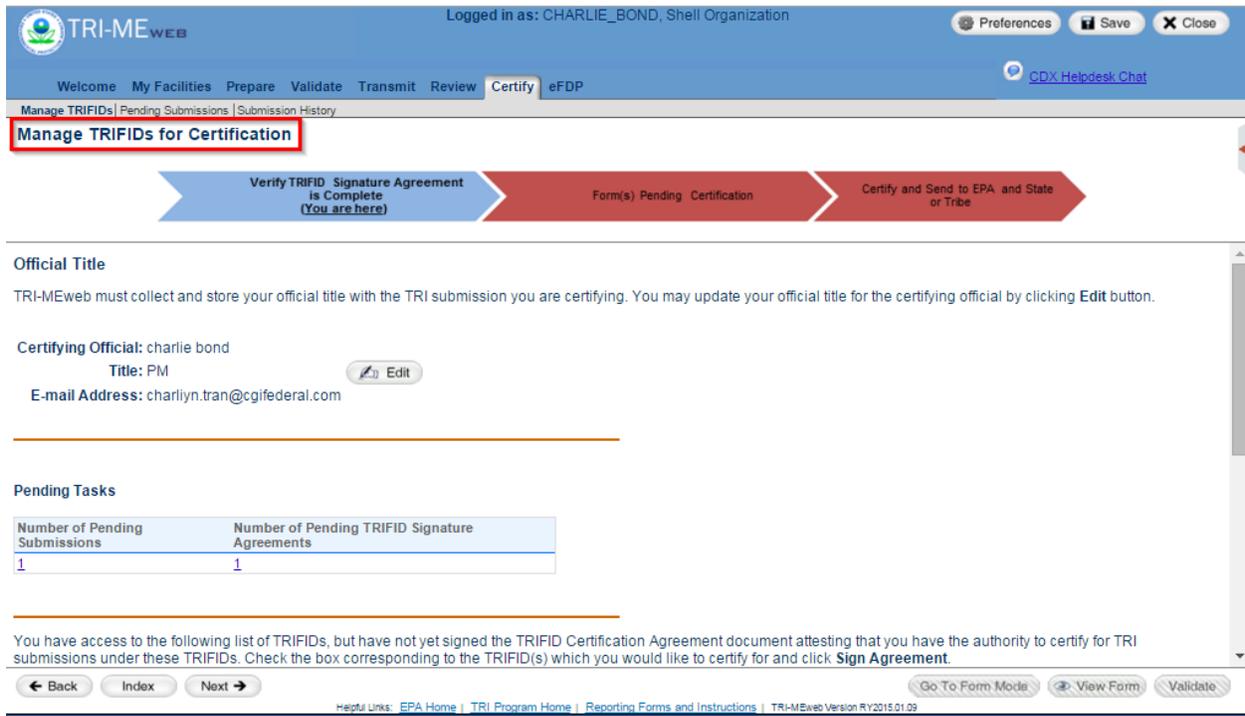


Figure 11.22: The “TRIFID Agreement” page is displayed correctly

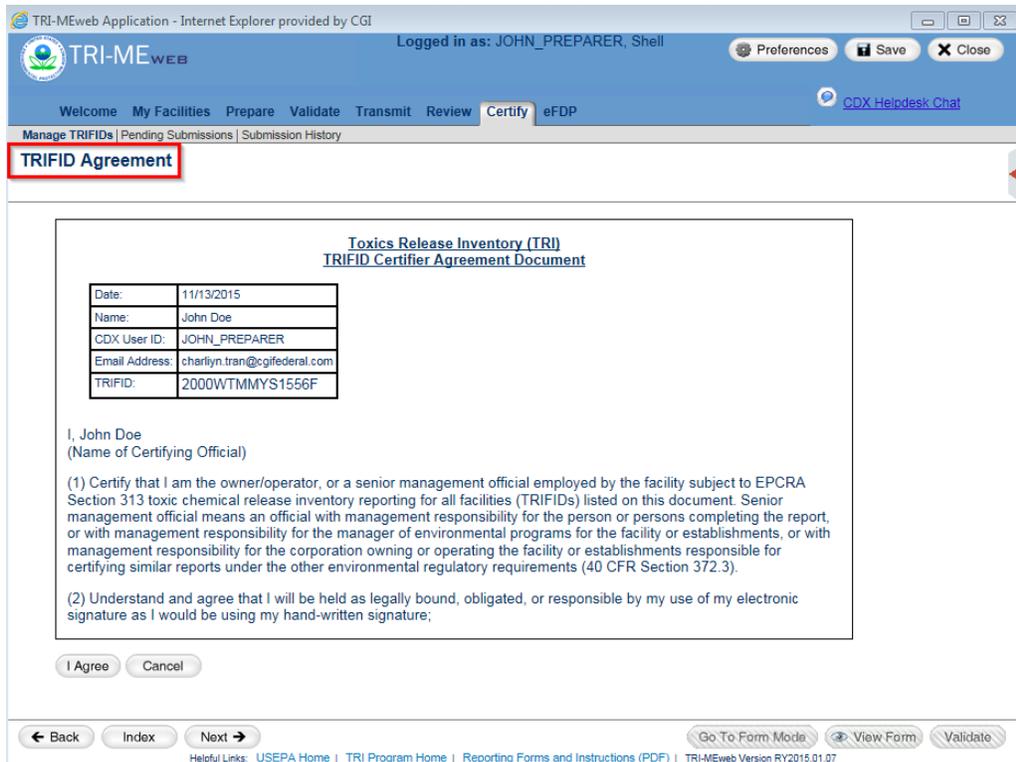


Figure 11.23: The "Sign Submissions" pop-up window is displayed correctly

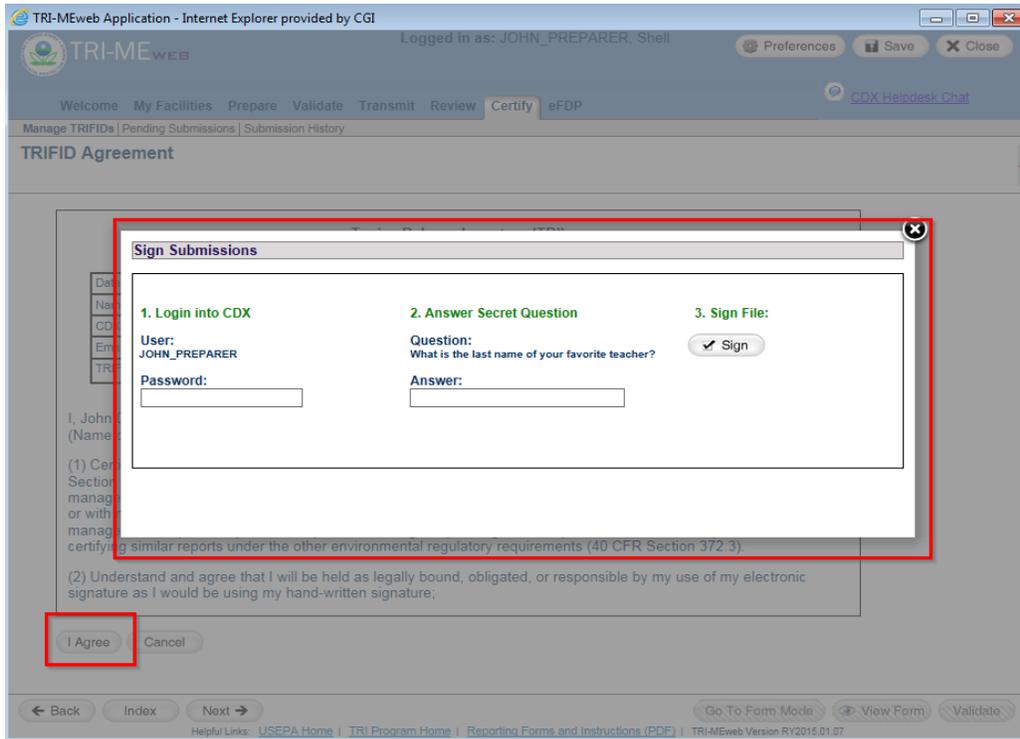


Figure 11.24: A pop-up window is displayed

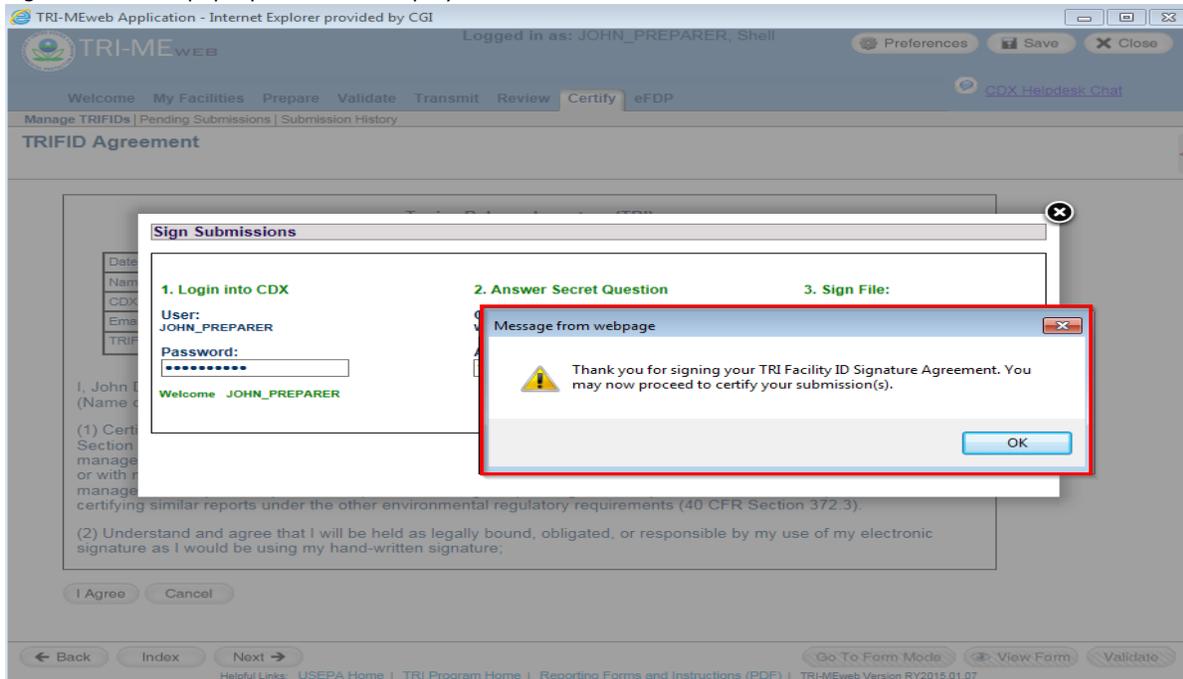


Figure 11.25: The “Manage TRIFIDs for Certification” page is displayed correctly

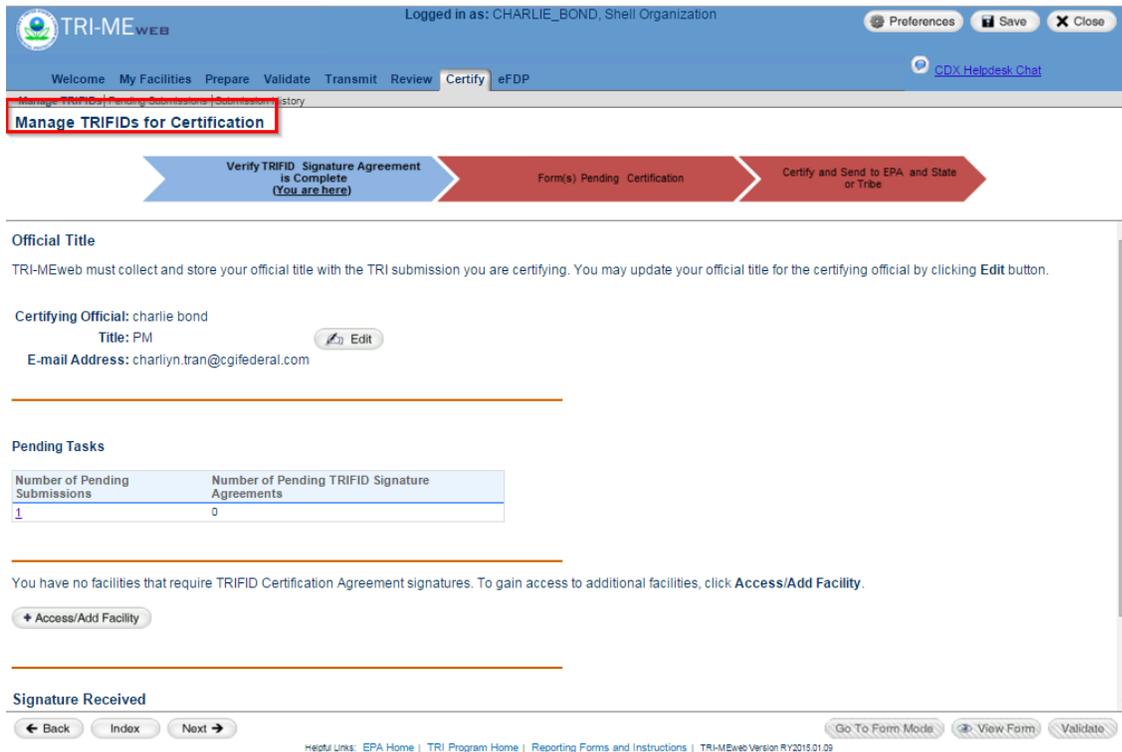


Figure 11.26 “Verify TRIFID Signature Agreement is Complete (You are here)” text exist

