

Script Name	RY 2015 TRI Facility Enhancements		
Script ID	TRI 09		
Script Synopsis	These scripts tests various facility features implemented within the TRI-MEweb application.		
Prerequisites	<p>The user has access to the following:</p> <ol style="list-style-type: none"> 1) TRI-MEweb 2) TRI-MEweb Certifying Official role <p>TRI-MEweb is accessible in the DEV environment at the link below. https://test.epacdx.net/</p>		
Tests Performed	Requirements Reference	Page	Steps
TRI 9.1 Given User's Input on the Optional Facility-Level Page, Verify Pop-up Text	Enhancement 417 (TRIRY-04)	2-5	12
TRI 9.2 Verify "Add Facility" Option Two Field Validation	Enhancement 423 (TRIRY-2)	6-8	4
TRI 9.3 Verify New Optional Facility-Level Option	Enhancement 432 (TRIRY-71)	9-15	10
TRI 9.4 Verify Updated Optional Facility-Level Topic	Enhancement 433 (TRIRY-17)	16-17	3
TRI 9.5 Verify "+" Icon on the "Welcome" Page	Enhancement 471 (TRIRY-128)	18-19	1
TRI 9.6 Verify Text on "Enter Facility's Access Information" Page	Enhancement 474 (TRIRY-152)	20-21	2

Test Name Given User’s Input on the Optional Facility-Level Page, Verify Pop-up Text

Test ID TRI 9.1

Synopsis This test will verify that the correct pop-up message will be prompted, given user’s input.

Prerequisites User is logged in to TRI-MEweb, has a facility associated with their account and is on “Welcome to TRI-MEweb” page below “Welcome” tab.

Processing Steps	Expected Results	Actual Results	Notes	Issue Number
1. Click “My Facilities” tab.	The “My List of Facilities” page displays.			
2. Click “Provide Additional Info” button for any facility.	The “Optional Facility-Level Information” displays.		Figure 9.1.1	
3. Click the “Facility did not have 10+ full-time employee equivalents” checkbox and click “Save.”	The following message is prompt, “The information you provided will be applied directly to your EPA facility record. Save and proceed with applying to your EPA facility record? EPA advises that, in case of an audit, you retain records proving that this facility does not have to report TRI chemical releases to EPA.” (Ok, Cancel).”		Figure 9.1.2	
4. Click “Cancel” and uncheck the above option.	Option is unchecked.			
5. Click the “Facility is not in a covered NAICS sector” checkbox and click “Save.”	The following message is prompt, “The information you provided will be applied directly to your EPA facility record. Save and proceed with applying to your EPA facility record? EPA advises that, in case of an audit, you retain records proving that this facility does not have to report TRI chemical releases to EPA.” (Ok, Cancel).”		Figure 9.1.3	
6. Click “Cancel” and uncheck the above option.	Option is unchecked.			
7. Click the “Fell below reporting threshold for one or more chemicals due to source reduction/pollution prevention” checkbox and click “Save.”	The following message is prompt, “The information you provided will be applied directly to your EPA facility record. Save and proceed with applying to your EPA facility record? EPA advises that, in case of an audit, you retain records proving that this facility does not have to report TRI chemical releases to EPA.” (Ok, Cancel).”		Figure 9.1.3	
8. Click “Cancel” and uncheck the above option.	Option is unchecked.			

Processing Steps	Expected Results	Actual Results	Notes	Issue Number
9. Click the "Fell below reporting threshold for one or more chemicals due to reasons other than source reduction or use of an exemption (e.g., change in source materials, decrease in business activity, etc.)" checkbox and click "Save."	The following message is prompt, "The information you provided will be applied directly to your EPA facility record. Save and proceed with applying to your EPA facility record? EPA advises that, in case of an audit, you retain records proving that this facility does not have to report TRI chemical releases to EPA." (Ok, Cancel)."		Figure 9.1.3	
10. Click "Cancel" and uncheck the above option.	Option is unchecked.			
11. Click the "Fell below reporting threshold for one or more chemicals due to exemption (e.g., de minimis, articles, laboratories, etc.)" checkbox and click "Save."	The following message is prompt, "The information you provided will be applied directly to your EPA facility record. Save and proceed with applying to your EPA facility record? EPA advises that, in case of an audit, you retain records proving that this facility does not have to report TRI chemical releases to EPA." (Ok, Cancel)."		Figure 9.1.3	
12. Click "Cancel" and uncheck the above option.	Option is unchecked.			
13. Click the "Facility Name changed" checkbox, enter in new facility name, and click "Save."	The following message is prompt, "The information you provided will be applied directly to your EPA facility record. Save and proceed with applying to your EPA facility record?" (Ok, Cancel)."		Figure 9.1.4	

Figure 9.1.1 The "My List of Facilities" page is displays

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.

Access Key	TRIFID	Facility Name	ESA Status	Number of Users with Access	Edit Facility	Change(s) at Facility? Not Reporting?
TC4AD6AE	232ZVTRLF123IN (Multi-establishment)	3M CORP 123 MAIN ST CHANTILLY, VA 11111	Active Certifying Official Available	16 (view/update users)	Edit Remove	Provide Additional Info
PI170730	20110DMNNS9600G	MICRONN TECHNOLOGY INC 8600 EAST HWY MANASSAS, VA 20110	Active Certifying Official Available	6 (view/update users)	Edit Remove	Provide Additional Info
T55CE575	2014VSYSCB123MA	SY500 BATTERIES 123 MAIN ST SPRINGFIELD, MD 20147	Active Certifying Official Available	4 (view/update users)	Edit Remove	Provide Additional Info
T852BA1B	2204WPTMCC2916A	POTOMAC CHEMICALS CORP 2916 ANNANDALE RD FALLS CHURCH, VA 22042	Active Certifying Official Available	1 (view/update users)	Edit Remove	Provide Additional Info
TE1FA55B	2204VSHRWV7263B	SHERWIN-WILLIAMS CO #17 7263-B ARLINGTON BLVD FALLS CHURCH, VA 22042	Active Certifying Official Available	1 (view/update users)	Edit Remove	Provide Additional Info
TAFTD925	0327W5HLLN12LAC	SHELL NH FACILITY 102 LACONIA RD TILTON, NH 03276	Sign TRIFID Signature Agreement	1 (view/update users)	Edit Remove	Provide Additional Info
A3380	00000NVGST355DA	NEVADA STATE CONTACT CONTACT CONT 355 DANFOTA FIELD, NJ 11111	Active Certifying Official Available	2 (view/update users)	Edit Remove	Provide Additional Info

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Figure 9.1.2 The "Optional Facility-Level Information" page is displays

Optional Facility-Level Information

You may provide EPA with optional information about changes to your facility (e.g., relocation or merger) as well as why your facility will not be filing one or more TRI forms for the current reporting year (e.g., closure, temporary shutdown, failure to reach a reporting threshold). Select a checkbox for a topic below to provide optional information on that topic. Then click Save at the bottom left of the screen to submit this information to the EPA. You do not need to certify this information and it is provided to EPA outside of a TRI reporting form.

Update My Facility Contact Info

- Facility Name changed
- Facility Mailing Address changed (select "Relocated to a new physical address" option below if physical address changed)
- Facility Technical Contact changed
- Facility Public Contact changed

Not Reporting on One or More Chemicals for RY 2015

- Facility did not have 10+ full-time employee equivalents

Please provide any additional explanatory comments

(2000/2000 characters remaining)

Facility operations halted for this TRIFID

- Facility was temporarily shut down
- Merged with another location
- Indefinitely closed
- Relocated to a new physical address

Manufacturing, Processing, or Otherwise Use thresholds not reached

- Fall below reporting threshold for one or more chemicals due to source reduction/pollution prevention
- Fall below reporting threshold for one or more chemicals due to exemption (e.g., de minimis, articles, laboratories, etc.)
- Fall below reporting threshold for one or more chemicals due to reasons other than source reduction or use of an exemption (e.g. change in source materials, decrease in business activity, etc.)

Save Cancel

Message from webpage

The information you provided will be applied directly to your EPA facility record. Save and proceed with applying to your EPA facility record?

EPA advises that, in case of an audit, you retain records proving that this facility does not have to report TRI chemical releases to EPA.

OK Cancel

Figure 9.1.3 Popup message

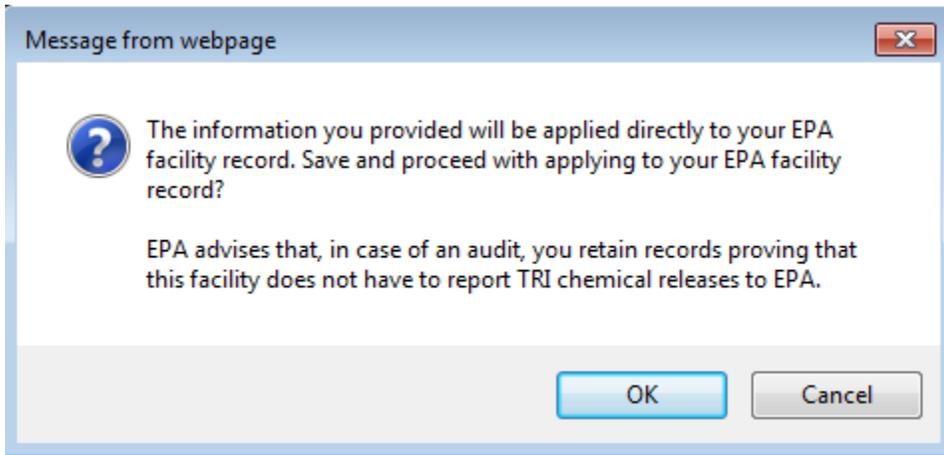
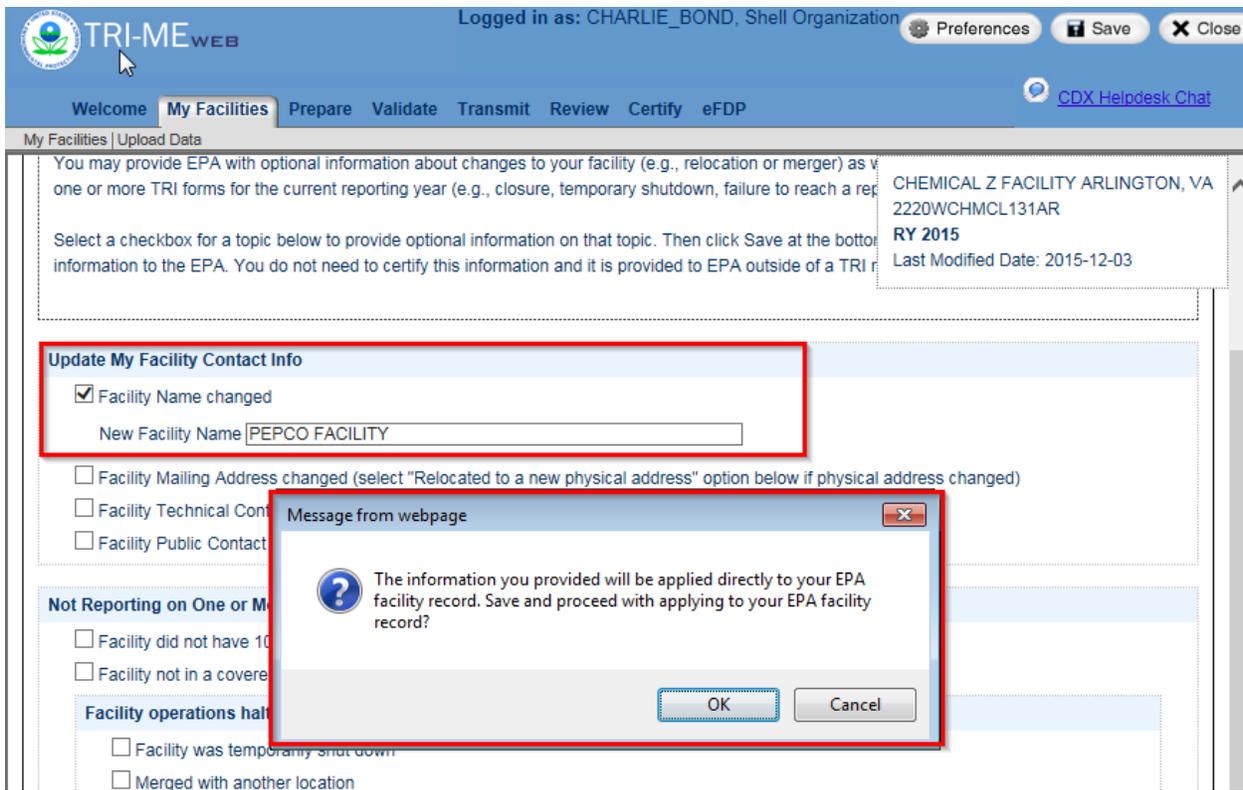


Figure 9.1.4 Facility name has changed and popup



Test Name Verify "Add Facility" Option Two Field Validation
Test ID TRI 9.2
Synopsis This test will verify the "Add Facility" option functionality and page pop-up alert.
Prerequisites The user has completed standard TRI-MEweb login.

Processing Steps	Expected Results	Actual Results	Notes	Issue Number
1. Click "My Facilities" tab then click "Access/Add Facility" button.	The "My List of Facilities" page displays.		Figure 9.2.1	
2. Select the radio button for "Option2: Enter your facility's TRI Facility ID and Access Key," enter "T4F7D925" in the "Access Key" field, and click "Next."	Pop-up is displayed with the message, "Please provide a TRIFID and an access key to continue.' (Ok)."		Figure 9.2.2	
3. Delete "T4F7D925."	Able to remove content from field.			
4. Select the radio button for "Option2: Enter your facility's TRI Facility ID and Access Key," enter "0327WSHLLN12LAC" in the "TRIFID Facility ID" field, and click "Next."	Pop-up is displayed with the message, "Please provide a TRIFID and an access key to continue.' (Ok)."		Figure 9.2.3	

Figure 9.2.1 The "My List of Facilities" page displays

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
 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.

Access/Add Facility Refresh ESA Status Manage Facilities

Access Key	TRIFID	Facility Name	ESA Status	Number of Users with Access	Edit Facility	Change(s) at Facility? Not Reporting?
TC4AD6AE	2322WTRFL123IN (Multi-establishment)	3M CORP 123 MAIN ST CHANTILLY, VA 11111	Active Certifying Official Available	16 (view/update users)	Edit Remove	Provide Additional Info
P170730	20110DMNNS9600G	MICRONN TECHNOLOGY INC 9600 EAST HWY MANASSAS, VA 20110	Active Certifying Official Available	6 (view/update users)	Edit Remove	Provide Additional Info
T55CE575	2014WSYSCB123MA	SYSCO BATTERIES 123 MAIN ST SPRINGFIELD, MD 20147	Active Certifying Official Available	4 (view/update users)	Edit Remove	Provide Additional Info
T652BA1B	2204WPTMCC2916A	POTOMAC CHEMICALS CORP 2916 ANNANDALE RD FALLS CHURCH, VA 22042	Active Certifying Official Available	1 (view/update users)	Edit Remove	Provide Additional Info
TE1FA58B	2204WSHRWN7263B	SHERWIN-WILLIAMS CO #17 7263-B ARLINGTON BLVD FALLS CHURCH, VA 22042	Active Certifying Official Available	1 (view/update users)	Edit Remove	Provide Additional Info
T4F7D925	0327WSHLLN12LAC	SHELL NH FACILITY 120 LACONIA RD TILTON, NH 03276	Sign TRIFID Signature Agreement	1 (view/update users)	Edit Remove	Provide Additional Info
A3360	00000NV DST355DA	NEVADA STATE CONTACT CONTACT CONT 355 DAKOTA FIELD, NJ 11111	Active Certifying Official Available	2 (view/update users)	Edit Remove	Provide Additional Info

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 Print

Figure 9.2.2 Message is prompted when TRI Facility ID field is not filled in

TRI-MEweb
 Logged in as: CHARLIE_BOND, Shell Organization
 Preferences Save Close
 Welcome **My Facilities** Prepare Validate Transmit Review Certify eFDP
 My Facilities | Upload Data
Enter Facility's Access Information

Please provide your TRIFID and Access Key and then press "Next" button.

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: T4F7D925

9.2.3 Message is prompted when Access Key field is not filled in

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

My Facilities | Upload Data

Enter Facility's Access Information

Please provide your TRIFID and Access Key and then press "Next" button.

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:

Test Name Verify New Optional Facility-Level Option

Test ID TRI 9.3

Synopsis This test will verify that the new option is functional and the textboxes allows for 2000 characters.

Prerequisites The user is associated with an existing facility with a RY 2014 Form A (for any chemical) that has been successfully submitted. The user has completed standard TRI-MEweb login.

Processing Steps	Expected Results	Actual Results	Notes	Issue Number
1. Click "My Facilities" tab.	The "My List of Facilities" page displays.			
2. Click "Provide Additional Info" button for a facility with a RY 2014 Report.	The "Optional Facility-Level Information" displays.		Figure 9.3.1	
3. Click the checkbox for "Fell below reporting threshold for one or more chemicals due to exemption (e.g., de minimis, articles, laboratories, etc.)."	The "Select options" dropdown and text box displays. Note: The dropdown will only appear, if there is an existing certified and processed RY 2014 report for this facility.		Figure 9.3.2	
4. Click "Select options," click on the chemical checkbox, then click "Add" button.	The chemical name and "Comment" textbox displays.		Figure 9.3.3	
5. In the "Comment" textbox enter in 2000 characters. (Refer to Figure 9.3.4, for 2000 characters)	"(0/2000 characters remaining.)," message is displayed.		Figure 9.3.4 and Figure 9.3.5	
6. Enter in additional characters in the textbox.	Unable to enter in additional characters.			
7. In the "Please provide any additional explanatory comments" textbox, enter in 2000 characters. (Refer to Figure 9.3.4, for 2000 characters)	"(0/2000 characters remaining.)," message is displayed.		Figure 9.3.4 and Figure 9.3.6	
8. Click "Save" then click "OK" on the confirmation popup.	The "My List of Facilities" page displays.		Figure 9.3.7	
9. Click "Provide Additional Info" button for a facility you just made edits to.	The "Optional Facility-Level Information" displays.		Figure 9.3.8	

Processing Steps	Expected Results	Actual Results	Notes	Issue Number
10. Verify the following are true: <ul style="list-style-type: none"> a. the "Fell below reporting threshold for one or more chemicals due to exemption (e.g., de minimis, articles, laboratories, etc.)" checkbox is checked b. the chemical you selected is present with the 2000 characters comment c. the "Please provide any additional explanatory comments" comment box contains 2000 characters 	The edits are present.		Figure 9.3.9	

Figure 9.3.1 The "Optional Facility-Level Information" displays.

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

Access/Add Facility Refresh ESA Status Manage Facilities

Access Key	TRIFID	Facility Name	ESA Status	Number of Users with Access	Edit Facility	Change(s) at Facility? Not Reporting?
TC4AD6AE	232ZVTRLF123IN (Multi-establishment)	3M CORP 123 MAIN ST CHANTILLY, VA 11111	Active Certifying Official Available	16 (view/update users)	Edit Remove	Provide Additional Info
PI170730	20110DMNNS9600G	MICRONN TECHNOLOGY INC 8600 EAST HWY MANASSAS, VA 20110	Active Certifying Official Available	6 (view/update users)	Edit Remove	Provide Additional Info
T55CE575	2014VSYSCB123MA	SY300 BATTERIES 123 MAIN ST SPRINGFIELD, MD 20147	Active Certifying Official Available	4 (view/update users)	Edit Remove	Provide Additional Info
T852BA1B	2204WPTMCC2916A	POTOMAC CHEMICALS CORP 2916 ANNANDALE RD FALLS CHURCH, VA 22042	Active Certifying Official Available	1 (view/update users)	Edit Remove	Provide Additional Info
TE1FA55B	2204VSHRWV7263B	SHERWIN-WILLIAMS CO #17 7263-B ARLINGTON BLVD FALLS CHURCH, VA 22042	Active Certifying Official Available	1 (view/update users)	Edit Remove	Provide Additional Info
TA47D925	0327VSHLLN12LAC	SHELL NH FACILITY 102 LACONIA RD TILTON, NH 03276	Sign TRIFID Signature Agreement	1 (view/update users)	Edit Remove	Provide Additional Info
A3380	00000NV DST355DA	NEVADA STATE CONTACT CONTACT CONT 355 DAKOTA FIELD, NJ 11111	Active Certifying Official Available	2 (view/update users)	Edit Remove	Provide Additional Info

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[Print](#)

Figure 9.3.2 The "Select options" dropdown and text box displays.

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

Facility Technical Contact changed
 Facility Public Contact changed

NEVADA STATE CONTACT CONTACT CONT FIELD, NJ
 00000NV DST355DA
 RY 2015
 Last Modified Date: N/A

Not Reporting on One or More Chemicals for RY 2015

Facility did not have 10+ full-time employee equivalents
 Facility not in a covered NAICS sector

Facility operations halted for this TRIFID

Facility was temporarily shut down
 Merged with another location
 Indefinitely closed
 Relocated to a new physical address

Manufacturing, Processing, or Otherwise Use thresholds not reached

Fell below reporting threshold for one or more chemicals due to source reduction/pollution prevention
 Fell below reporting threshold for one or more chemicals due to exemption (e.g., de minimis, articles, laboratories, etc.)

Select options [Add](#)

Chemical Name	Comments	Action
Please provide any additional explanatory comments		
<div style="border: 1px solid gray; height: 40px; width: 100%;"></div>		
(2000/2000 characters remaining.)		

Fell below reporting threshold for one or more chemicals due to reasons other than source reduction or use of an exemption (e.g. change in source materials, decrease in business activity, etc.)

[Save](#) [Cancel](#)

Figure 9.3.3 The chemical name and "Comment" textbox displays.

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". Below the navigation bar, there are several tabs: "Welcome", "My Facilities", "Prepare", "Validate", "Transmit", "Review", "Certify", and "eFDP". The main content area is titled "My Facilities | Upload/Download Data" and contains several checkboxes for facility status. A section titled "Manufacturing, Processing, or Otherwise Use thresholds not reached" has a checked checkbox for "Fall below reporting threshold for one or more chemicals due to exemption (e.g., de minimis, articles, laboratories, etc.)". Below this, a table lists selected chemicals. The first row is highlighted with a red box and contains the chemical name "354143 - 1,1,2,2-TETRACHLORO-1-FLUOROETHANE" and a large empty text area for comments. Below the table, there is a larger text area for additional comments. At the bottom, there are "Save" and "Cancel" buttons.

Chemical Name	Comments	Action
354143 - 1,1,2,2-TETRACHLORO-1-FLUOROETHANE		Delete

Figure 9.3.4 (2000 Character- TEST DATA)

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Figure 9.3.5 "(0/2000 characters remaining.)," message is displayed.

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

My Facilities | Upload/Download Data

Update My Facility Contact Info

Facility Name changed
 Facility Mailing Address changed (select "Relocated to a new physical address" option below if physical address changed)
 Facility Technical Contact changed
 Facility Public Contact changed

Test TRIFID Chantilly, VA
 2015WTSTTR4351J
 RY 2015
 Last Modified Date: N/A

Not Reporting on One or More Chemicals for RY 2015

Facility did not have 10+ full-time employee equivalents
 Facility not in a covered NAICS sector

Facility operations halted for this TRIFID

Facility was temporarily shut down
 Merged with another location
 Indefinitely closed
 Relocated to a new physical address

Manufacturing, Processing, or Otherwise Use thresholds not reached

Fell below reporting threshold for one or more chemicals due to source reduction/pollution prevention
 Fell below reporting threshold for one or more chemicals due to exemption (e.g., de minimis, articles, laboratories, etc.)

1 selected Add

Chemical Name	Comments	Action
354143 - 1,1,2,2-TETRACHLORO-1-FLUOROETHANE	magna. Sed consequat, leo eget bibendum sodales, augue velit cursus nunc, quis gravida magna mi a libero. Fusce vulputate eleifend sapien. Vestibulum purus quam, scelerisque ut, mollis sed, nonummy id, metus. Nullam accumsan lorem in dui. Cras ultrices mi eu turpis hendrerit fringilla. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia Curae; In ac dui quis mi consectetur lacinia. Nam pretium turpis et arcu. Duis arcu tortor. suscipit eget, imperdiet nec, imperdiet iaculis, ipsum. Sed aliquam ultrices mauris. Integer ante arcu, accumsan a, consectetur eget, posuere ut, mauris. Praesent adipiscing. Phasellus ullamcorper ipsum rutrum nunc. Nunc nonummy metus. Vestib	Delete

(0/2000 characters remaining.)

Figure 9.3.6 "(0/2000 characters remaining.)," message is displayed.

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

My Facilities | Upload/Download Data

Merged with another location
 Indefinitely closed
 Relocated to a new physical address

Test TRIFID Chantilly, VA
 2015WTSTTR4351J
 RY 2015
 Last Modified Date: N/A

Manufacturing, Processing, or Otherwise Use thresholds not reached

Fell below reporting threshold for one or more chemicals due to source reduction/pollution prevention
 Fell below reporting threshold for one or more chemicals due to exemption (e.g., de minimis, articles, laboratories, etc.)

1 selected Add

Chemical Name	Comments	Action
354143 - 1,1,2,2-TETRACHLORO-1-FLUOROETHANE	magna. Sed consequat, leo eget bibendum sodales, augue velit cursus nunc, quis gravida magna mi a libero. Fusce vulputate eleifend sapien. Vestibulum purus quam, scelerisque ut, mollis sed, nonummy id, metus. Nullam accumsan lorem in dui. Cras ultrices mi eu turpis hendrerit fringilla. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia Curae; In ac dui quis mi consectetur lacinia. Nam pretium turpis et arcu. Duis arcu tortor. suscipit eget, imperdiet nec, imperdiet iaculis, ipsum. Sed aliquam ultrices mauris. Integer ante arcu, accumsan a, consectetur eget, posuere ut, mauris. Praesent adipiscing. Phasellus ullamcorper ipsum rutrum nunc. Nunc nonummy metus. Vestib	Delete

(0/2000 characters remaining.)

Please provide any additional explanatory comments

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Fell below reporting threshold for one or more chemicals due to reasons other than source reduction or use of an exemption (e.g. change in source materials, decrease in business activity, etc.)

Save Cancel

Go To F

Figure 9.3.7 Click Ok and then Save

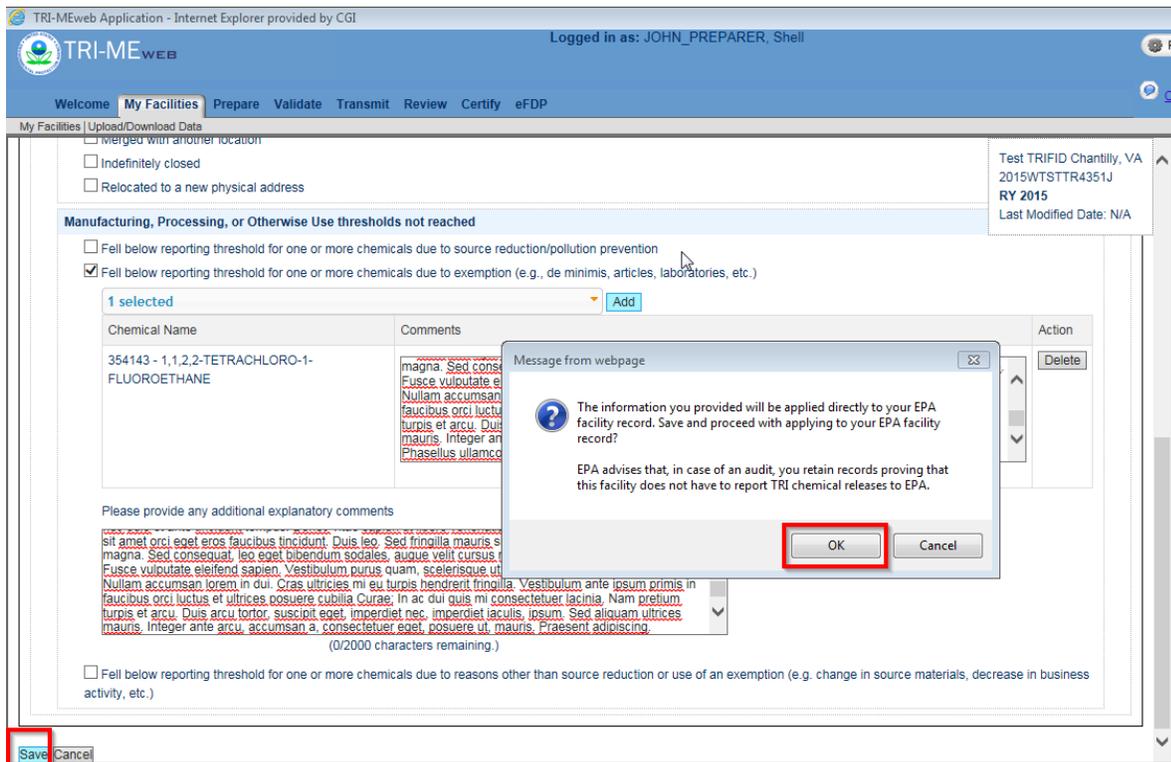


Figure 9.3.8 The “My List of Facilities” page displays.

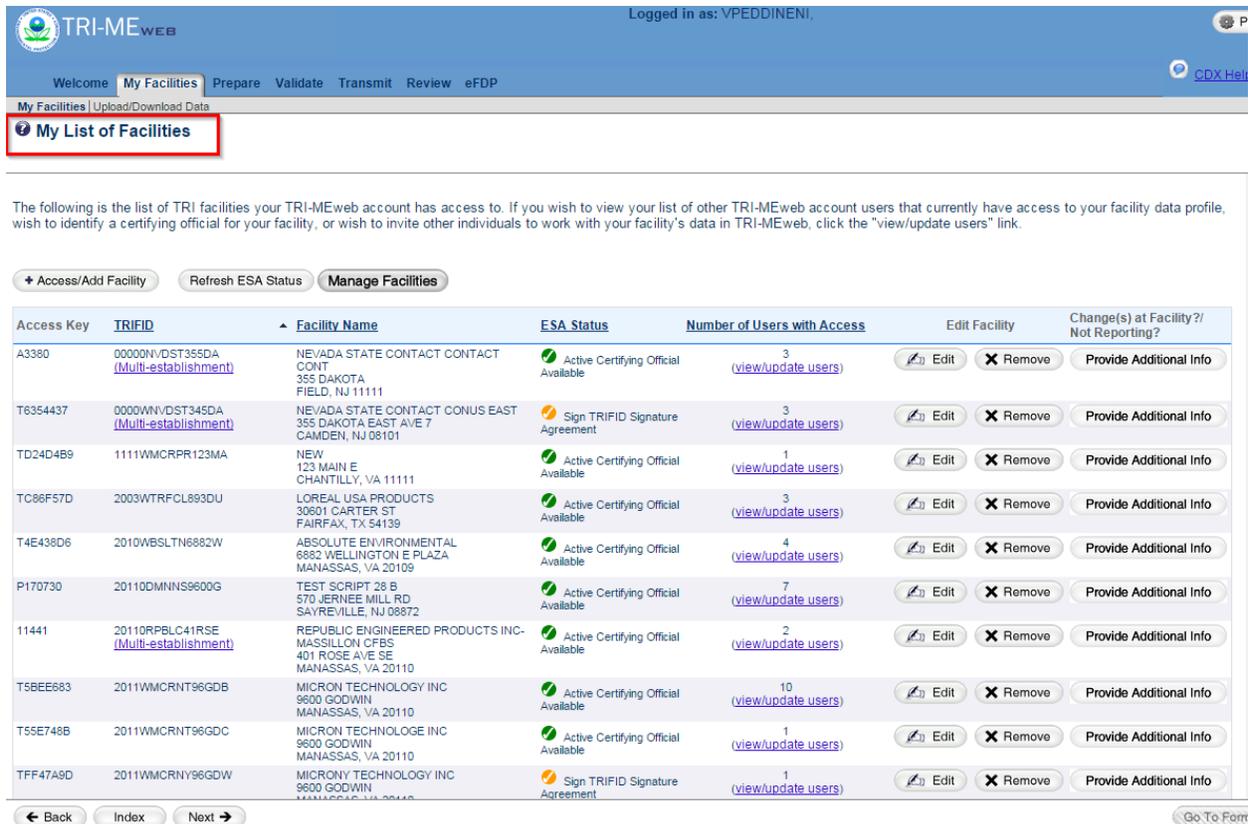


Figure 9.3.9 The edits are present

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

My Facilities Upload/Download Data

Merge with another location

Indefinitely closed

Relocated to a new physical address

Test TRIFID Chantilly, VA
2015WTSTTR4351J
RT 2015
Last Modified Date: 2015-11-16

Manufacturing, Processing, or Otherwise Use thresholds not reached

Fell below reporting threshold for one or more chemicals due to source reduction/pollution prevention

Fell below reporting threshold for one or more chemicals due to exemption (e.g., de minimis, articles, laboratories, etc.)

Select options

Chemical Name	Comments	Action
354143 - 1,1,2,2-TETRACHLORO-1-FLUOROETHANE	fringilla vel, aliquet nec, vulputate eget, arcu. In enim justo, rhoncus ut, imperdiet a, venenatis vitae, justo. Nullam dictum felis eu pede mollis pretium. Integer tincidunt. Cras dapibus. Vivamus elementum semper nisi. Aenean vulputate eleifend tellus. Aenean leo ligula, porttitor eu, consequat vitae, eleifend ac, enim. Aliquam lorem ante, dapibus in, viverra quis, feugiat a, tellus. Phasellus viverra nulla ut metus varius laoreet. Quisque rutrum. Aenean imperdiet. Etiam ultricies nisi vel augue. Curabitur ullamcorper ultricies nisi. Nam eget dui. Etiam rhoncus. Maecenas tempus, tellus eget condimentum rhoncus, sem quam semper libero, sit amet adipiscing sem neque sed ipsum. Nam quam nunc, blandit vel, luctus pulvinar, hendrerit id, lorem. Maecenas nec odio et ante tincidunt tempus. Donec vitae sapien ut libero venenatis faucibus. Nullam quis ante. Etiam	<input type="button" value="Delete"/>

Please provide any additional explanatory comments

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(0/2000 characters remaining.)

Fell below reporting threshold for one or more chemicals due to reasons other than source reduction or use of an exemption (e.g. change in source materials, decrease in business activity, etc.)

Go To Form

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

Test Name Verify Updated Optional Facility-Level Topic

Test ID TRI 9.4

Synopsis This test will verify that the last Optional Facility-Level Information checkbox text is updated.

Prerequisites The user is associated with an existing facility. The user has completed standard TRI-MEweb login.

Processing Steps	Expected Results	Actual Results	Notes	Issue Number
1. Click "My Facilities" tab.	The "My List of Facilities" page displays.			
2. Click on any "Provide Additional Info" button.	The "Optional Facility-Level Information" displays.		Figure 9.4.1	
3. Verify the last checkbox for the following text, "Fell below reporting threshold for one or more chemicals due to reasons other than source reduction or use of an exemption (e.g., change in source materials, decrease in business activity, etc.)."	Text is present.		Figure 9.4.2	

Figure 9.4.1 My List of Facilities page display, click Provide Additional Info button

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

Access/Add Facility Refresh ESA Status Manage Facilities

Access Key	TRIFID	Facility Name	ESA Status	Number of Users with Access	Edit Facility	Change(s) at Facility? Not Reporting?
TC4AD6AE	2322WTTRLF123IN (Multi-Assignment)	3M CORP 123 MAIN ST CHANTILLY, VA 11111	Active Certifying Official Available	18 (view/update users)	Edit Remove	Provide Additional Info
P170730	201100MNS9600G	MICROMIN TECHNOLOGY INC 9600 EAST HWY MANASSAS, VA 20110	Active Certifying Official Available	6 (view/update users)	Edit Remove	Provide Additional Info
T59CE5T5	2014VSYSC5123MA	SYSCOO BATTERIES 123 MAIN ST SPRINGFIELD, MD 20147	Active Certifying Official Available	4 (view/update users)	Edit Remove	Provide Additional Info
T652BA1B	2204WPTMCC2916A	POTOMAC CHEMICALS CORP 2916 ANNANDALE RD FALLS CHURCH, VA 22042	Active Certifying Official Available	1 (view/update users)	Edit Remove	Provide Additional Info
TE1FA55B	2204VSHRVN7263B	SHERWIN-WILLIAMS CO #17 7263-B ARLINGTON BLVD FALLS CHURCH, VA 22042	Active Certifying Official Available	1 (view/update users)	Edit Remove	Provide Additional Info
T4F7D925	0327VSHLLN12LAC	SHELL NH FACILITY 120 LACONIA RD TILTON, NH 03276	Sign TRIFID Signature Agreement	1 (view/update users)	Edit Remove	Provide Additional Info
A3380	0000NVD9T355DA	NEVADA STATE CONTACT CONTACT CONT 355 DAKOTA FIELD, NV 11111	Active Certifying Official Available	2 (view/update users)	Edit Remove	Provide Additional Info

The certifier status above was last updated on 11/05/2015 07:15PM EST.
 Print

Figure 9.4.2 Verify option text

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

Select a checkbox for a topic below to provide optional information on that topic. Then click Save at the bottom left of the screen to submit this information to the EPA. You can also click Cancel to return to the previous screen. This information and it is provided to EPA outside of a TRI reporting form.

3M CORP CHANTILLY, VA
 2322WTTRLF123IN
 RY 2015
 Last Modified Date: N/A

Update My Facility Contact Info

- Facility Name changed
- Facility Mailing Address changed (select "Relocated to a new physical address" option below if physical address changed)
- Facility Technical Contact changed
- Facility Public Contact changed

Not Reporting on One or More Chemicals for RY 2015

- Facility did not have 10+ full-time employee equivalents
- Facility not in a covered NAICS sector

Facility operations halted for this TRIFID

- Facility was temporarily shut down
- Merged with another location
- Indefinitely closed
- Relocated to a new physical address

Manufacturing, Processing, or Otherwise Use thresholds not reached

- Fell below reporting threshold for one or more chemicals due to source reduction/pollution prevention
- Fell below reporting threshold for one or more chemicals due to exemption (e.g., de minimis, articles, laboratories, etc.)
- Fell below reporting threshold for one or more chemicals due to reasons other than source reduction or use of an exemption (e.g. change in source materials, decrease in business activity, etc.)

Save Cancel

Test Name Verify "+" Icon on the "Welcome" Page
Test ID TRI 9.5
Synopsis This test will verify the "+" icon on the "Welcome" page.
Prerequisites The user has completed standard TRI-MEweb login.

Processing Steps	Expected Results	Actual Results	Notes	Issue Number
1. Verify that the "+" icon is black and bold.	"+" icon is black and bold.		Figure 9.5.1	

Figure 9.5.1 "+" icon is black and bold

TRI-ME WEB Logged in as: VPEDDINENI,

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!

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)
+ 0000WV/DST345DA (Multi-establishment)	NEVADA STATE CONTACT CONUS EAST 355 DAKOTA EAST AVE 7 CAMDEN, NJ 08101	5 in progress	Sign TRIFID Signature Agreement		
+ 2003WCV/SPH1193B	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		
+ 7525WMMCCCH123MA	MIMCO CHEMICALS 123 MAIN ST DALLAS, TX 75252	1 pending certification 1 in progress	Sign TRIFID Signature Agreement		
+ 7525WMMCCCH123MB	MIMCO CHEMIUSCALS 123 MAIN ST DALLAS, TX 75252	No Forms	Sign TRIFID Signature Agreement		
+ 7525WTHSST123MA	THIS IS A TEXAS FACILITY 123 MAIN ST DALLAS, TX 75252	No Forms	Sign TRIFID Signature Agreement		
+ 2230WMMCCCH123MA	MIMCO CHEMICALS 123 MAIN ST ALEXANDRIA, VA 22301	No Forms	Sign TRIFID Signature Agreement		

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Test Name Verify Text Change on "Enter Facility's Access Information" Page
Test ID TRI 9.6
Synopsis This test will verify text on "Enter Facility's Access Information" page, option three.
Prerequisites The user has log into TRI-MEweb and is on the "Welcome to TRI-MEweb" page.

Processing Steps	Expected Results	Actual Results	Notes	Issue Number
1. Click "My Facilities" tab, then click "Access/Add Facility" button.	The "Enter Facility's Access Information" page displays.		Figure 9.6.1	
<p>2. Verify the following text is present under "<u>For a location that has not previously reported to TRI</u>" header; "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."</p>	Text is present.		Figure 9.6.2	

Figure 9.6.1 My List of Facility page is displayed, click +Access/Add Facility

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.

Access Key	TRIFID	Facility Name	ESA Status	Number of Users with Access	Edit Facility	Change(s) at Facility? Not Reporting?
TC4AD6AE	2322WTRLF123IN (Multi-establishment)	3M CORP 123 MAIN ST CHANTILLY, VA 11111	Active Certifying Official Available	16 (view/update users)	Edit Remove	Provide Additional Info
P170730	20110DMNNS9600G	MICRONN TECHNOLOGY INC 9600 EAST HWY MANASSAS, VA 20110	Active Certifying Official Available	6 (view/update users)	Edit Remove	Provide Additional Info
T55CE575	2014WSYSCB123MA	SYSCO BATTERIES 123 MAIN ST SPRINGFIELD, MD 20147	Active Certifying Official Available	4 (view/update users)	Edit Remove	Provide Additional Info
T652BA1B	2204WPTMCC2916A	POTOMAC CHEMICALS CORP 2916 ANNANDALE RD FALLS CHURCH, VA 22042	Active Certifying Official Available	1 (view/update users)	Edit Remove	Provide Additional Info
TE1FA58B	2204WSHRWN7263B	SHERWIN-WILLIAMS CO #17 7263-B ARLINGTON BLVD FALLS CHURCH, VA 22042	Active Certifying Official Available	1 (view/update users)	Edit Remove	Provide Additional Info
T4F7D925	0327WSHLLN12LAC	SHELL NH FACILITY 120 LACONIA RD TILTON, NH 03276	Sign TRIFID Signature Agreement	1 (view/update users)	Edit Remove	Provide Additional Info
A3380	00000NVOST355DA	NEVADA STATE CONTACT CONTACT CONT 355 DAKOTA FIELD, NJ 11111	Active Certifying Official Available	2 (view/update users)	Edit Remove	Provide Additional Info

The certifier status above was last updated on 11/05/2015 09:34PM EST.

Figure 9.6.2

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:
- 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.

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