



TRI-MEweb Reference Guide 5

How to Get a Preparer to Start a Chemical Form Revision in TRI-MEweb.

Instructions to initiate a chemical form revision in TRI-MEweb

Requisite: Facilities that have filed a Form R and/or a Form A Certification Statement under EPCRA Section 313 may submit a revision to a form that was previously transmitted to CDX and then certified and sent to EPA. TRI-MEweb provides facilities two methods to create a revision. The first method uses our new Forms Summary table to start a revision (5 steps) and the second method uses our traditional method (8 steps) to start a revision. A preparer may only revise a TRI-MEweb form that has a status of “Certified and Sent to EPA”. To note, TRI-MEweb currently only supports creating revisions for RY2005 and later forms.

Why might a preparer need to create a chemical form revision in TRI-MEweb?

- A facility recalculated a chemical release and determined that a correction is needed to a value reported in a TRI Form R that has already been certified and sent to EPA.

Instructions on how to do revisions: Method 1

- 1) From the “Welcome” page, click the plus (+) sign next to the facility that contains the form to be revised as shown in Figure 1. This will expand the Forms Summary table.

Start



Did you Know?

If you have transmitted a TRI form and have **not** certified it yet, you will need to cancel the submission before you can edit it. You will need to use Guide 6 instead of 5 to submit a correction to your TRI form.



TRIFID	Facility Name	RY2009 Form Status	Certifier Identified?	ESA Status
4-240711BRDP123TE	123 Chemicals Inc. 123 Test Ln Augusta, ME 24073	1 submitted, certification required 3 in progress	Yes	ESA Received - Ready to Certify
021111FCLY921H	Facility One 00021 Industry Blvd Fairfax, VA 22124	1 certified and sent to EPA 1 submitted, certification required 4 in progress	Yes	ESA Received - Ready to Certify
0990WYBRN764EL	My Grand New Facility 764 Elm St Arlington, WV 09901	1 submitted, certification required 6 in progress	Yes	No ESA - Not Ready to Certify

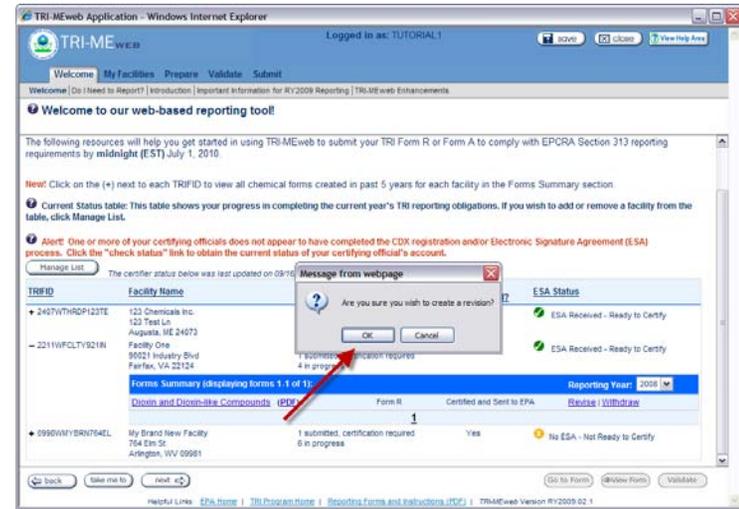
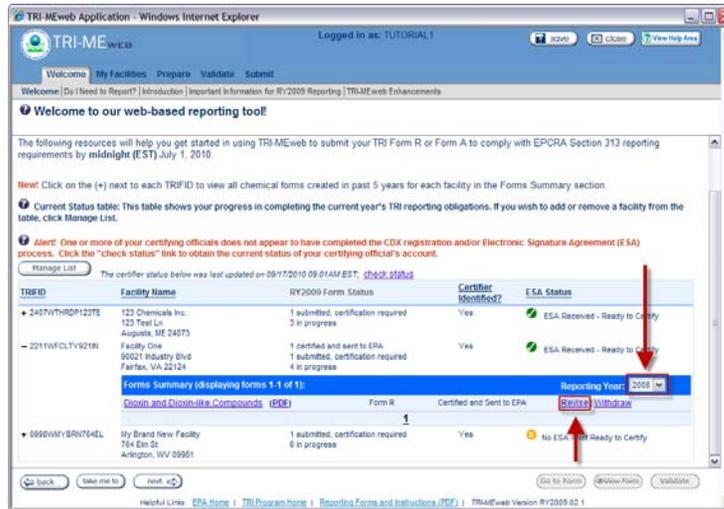
Figure 1: Selecting facility in TRI-MEweb on the “Welcome” page.



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Method 1 (cont.):



Did you Know?

Make sure you have selected the right chemical report and reporting year you wish to revise.

Figure 2: Select reporting year (this field is not calendar year) and click the “Revise” link in Forms Summary table.

Figure 3: Confirm that you wish to start a revision.

- 2) Next, select the appropriate reporting year from the **Reporting Year** dropdown box. After locating the form to be revised, click the **Revise** link as shown in Figure 2.
- 3) Next, click the **OK** button on the dialog box prompt as shown in Figure 3.
- 4) A revision has now been created in draft for the form. If the revision corresponds to a Form R, select the applicable revision codes from the “**Select Reason(s) for Revision**” page and click the **next** button as shown in Figure 4 to begin entering data for the revised form. For a table listing each of the revision codes, see Table 1 (next page).



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Method 1 (cont.):

TRI-MEweb Application - Windows Internet Explorer
 Logged in as: TUTORIAL1
 save close View Help Area
 Welcome My Facilities Prepare Validate Submit
 Select Year | Select Facility | Forms | Waste Management | On-site Release/Disposal | On-site Waste Mgmt | Off-site Transfer | Source Reduction/Recycling
 Facility One Fairfax, VA
 2211WFCLTY921IN
 REVISION 2008 Form R for Dioxin and Dioxin-like Compounds
 Attention: Successfully created a revised form, please select at least one revision reason code.
 Please select at least one reason for the revision of this form using the codes provided and click Next.
 Primary Revision Reason Code (required):
 -- Select a Revision Code --
 Additional Revision Reason Code (optional):
 -- Select a Revision Code --
 back take me to next Go to Form View Form Validate
 Helpful Links: EPA Home | TRI Program Home | Reporting Forms and Instructions (PDF) | TRI-MEweb Version RY2009.02.1

Figure 4: Select your revision code

Did you know?

Revisions may be needed when more accurate data are collected on a chemical release at your facility.

Table 1: TRI-MEweb revision codes

Revision Code	Revision Reason
RR1	New Monitoring Data
RR2	New Emission Factor(s)
RR3	New Chemical Concentration Data
RR4	Recalculation(s)
RR5	Other Reason(s)

- The preparer should continue making the corrections needed on this draft form within the TRI-MEweb application. After corrections are made, validate the corrected data and transmit the forms to CDX so that they may be certified by your certifying official. Upon certification of your submission by the certifying official, this electronic submission becomes the active chemical submission record for your facility.



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Method 2

This method of starting a chemical form revision is best suited for the more experienced user of TRIME software.

Useful Tip

Make sure to select the right reporting year and facility for which you wish to revise data sent to EPA.

Instructions Revision Method 2:

TRI-MEweb Application - Windows Internet Explorer
Logged in as: TUTORIAL1

Welcome | My Facilities | Prepare | Validate | Submit

Select Year | Select Facility | Forms | Waste Management | On-site Release/Disposal | On-site Waste Mgmt | Off-site Transfer | Source Reduction/Recycling

Select a Reporting Year

TRI-MEweb allows you to prepare RY2005 through RY2009 TRI forms for your facility. If you wish to prepare RY2009 forms for a facility, click **Next** and you will have access to draft RY2009 forms that TRI-MEweb has created based on your RY2007 reports for that facility. If, however, you wish to revise a form for a prior reporting year, or submit an original form for a prior reporting year, select it from the list below and click **Next**. You may return at any time to this page to change between reporting years.

Reporting Year: 2008

back | take me to | next >

Helpful Links: EPA Home | TRI Program Home | Reporting Forms and Instructions (PDF) | TRI-MEweb Version RY2009.02.1

Figure 5: Select reporting year (this field is not calendar year)

TRI-MEweb Application - Windows Internet Explorer
Logged in as: TUTORIAL1

Welcome | My Facilities | Prepare | Validate | Submit

Select Year | Select Facility | Forms | Waste Management | On-site Release/Disposal | On-site Waste Mgmt | Off-site Transfer | Source Reduction/Recycling

Select a Facility

Reporting Year: 2008

Please select the facility you would like to work with and click **Next** to continue. If you would like to begin preparing RY2008 forms for a facility that is not listed below, click **Add**.

+ Add

I would like to designate my facility as "reporting by part".

Select to proceed	Parent Company Name	Facility Name	Location	Forms in Progress
<input type="radio"/>	9958WVYBRN754EL	My Brand New Facility	754 Elm St Arlington, VA	2
<input checked="" type="radio"/>	2211WFLTY92TR	Facility One	90021 Industry Blvd Fairfax, VA	1
<input type="radio"/>	2407WTHRDP123TE	Third-party Lead Facility	123 Teal Ln Charlottesville, VA	1

back | take me to | next >

Helpful Links: EPA Home | TRI Program Home | Reporting Forms and Instructions (PDF) | TRI-MEweb Version RY2009.02.1

Figure 6: Select facility that will submit revision

- 6) While logged into TRI-MEweb, click the "Prepare" tab. Select the appropriate reporting year from the **Reporting Year** dropdown box and click the **next** button as shown in Figure 5.
- 7) Next, select the radio button beside the facility that contains the form to be revised and click the **next** button as shown in Figure 6.



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Method 2 (cont.):

Useful Tip

You may want to verify your facility location information in this section of TRI-MEweb

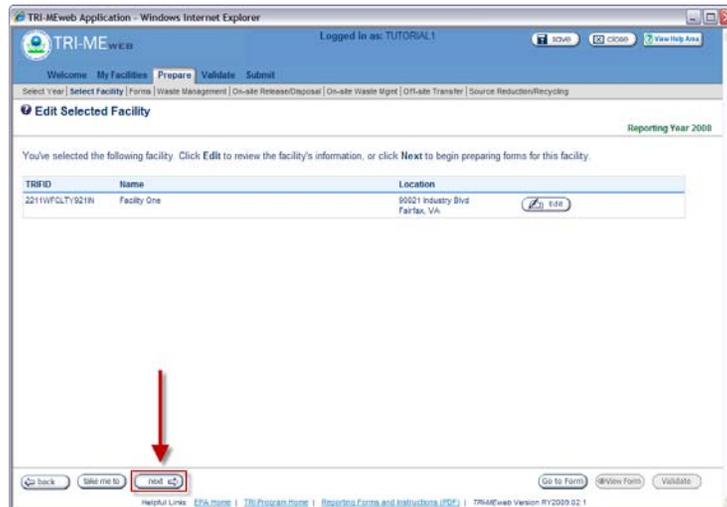


Figure 7: If you need to change facility information click “edit”, otherwise continue to step 9.

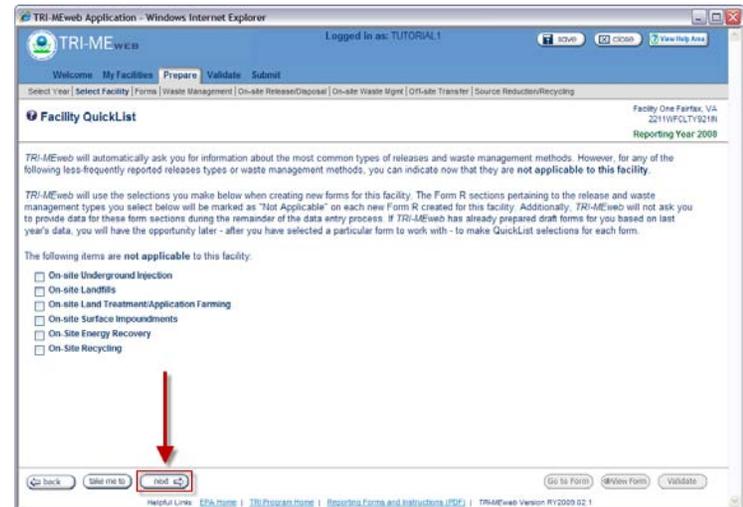


Figure 8: Verify that your “Facility Quicklist” is completed and up to date..

- 8) From the “Edit Selected Facility” page, click the **next** button as shown in Figure 7.
- 9) From the “Facility QuickList” page, click the **next** button as shown in Figure 8.



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Method 2 (cont.):

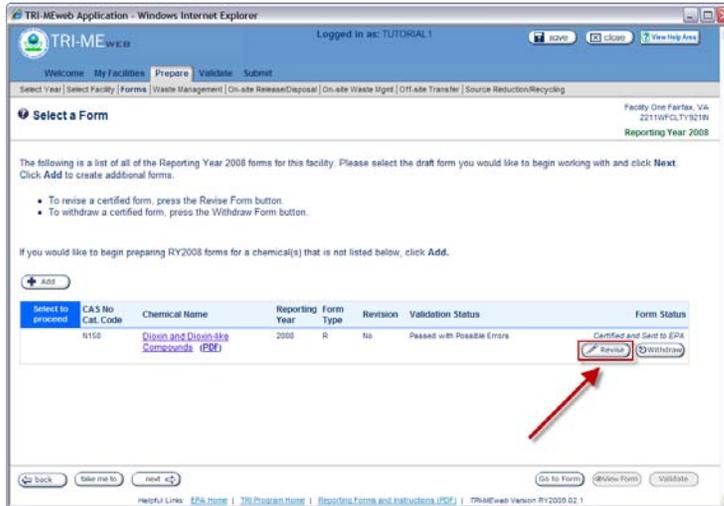


Figure 9: Verify chemical name of report being revised.

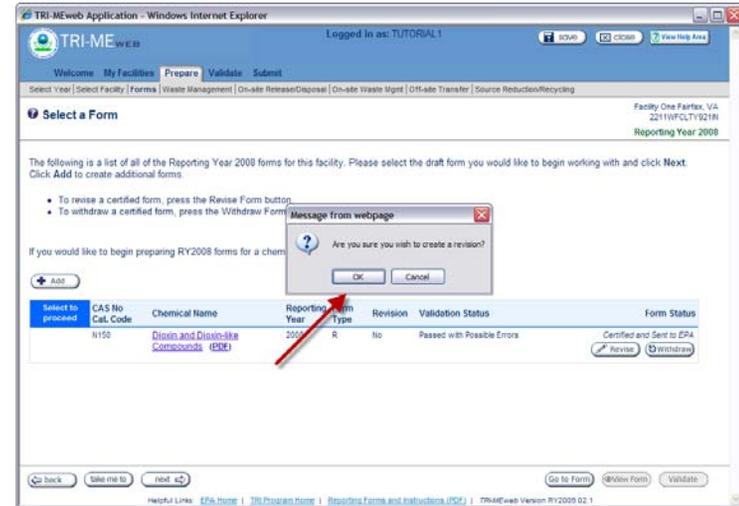


Figure 10: Confirm your selection.

Did you know?

Data quality is improved when revisions are based on more accurate chemical release data collected by facility.

- 10) From the “**Select a Form**” page, locate the form to be revised and click the **Revise** button as shown in Figure 9.
- 11) Next, click the **OK** button on the dialog box prompt as shown in Figure 10.



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Method 2 (cont.):

- 12) A revision has now been created in draft for the form. If the revision corresponds to a Form R, select the applicable revision codes from the “**Select Reason(s) for Revision**” page and click the **next** button as shown in Figure 11 to begin entering data for the revised form. For a table listing each of the revision codes, see Table 2.

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Beware!

You are now ready to make your corrections to your data, but remember that your certifying official must still certify your revision when it is transmitted to CDX.

Figure 11: Select your revision code in table 2

Table 1: TRI-MEweb revision codes

Revision Code	Revision Reason
RR1	New Monitoring Data
RR2	New Emission Factor(s)
RR3	New Chemical Concentration Data
RR4	Recalculation(s)
RR5	Other Reason(s)

↓

Begin
revising
your TRI
Forms

- 13) The preparer should continue making the corrections needed on this draft form within the TRI-MEweb application. After corrections are made, validate the corrected data and transmit the forms to CDX so that they may be certified by your certifying official. Upon certification of your submission by the certifying official, this electronic submission becomes the active chemical submission record for your facility.