



TRI-MEweb Reference Guide 6

How to Get a Preparer/Certifying Official to Cancel a Chemical Form in TRI-MEweb.

Instructions for canceling a chemical form in TRI-MEweb

Requisite: Facilities that have filed a Form R and/or a Form A Certification Statement under EPCRA Section 313 may cancel a TRI-MEweb submission that was previously transmitted to EPA's Central Data Exchange (CDX), but that has not yet been certified by the certifying official. The cancellation may be performed by the preparer in TRI-MEweb (method 1) or by the certifying official in CDX Web (method 2). To date, EPA only processes TRI submissions from CDX that have been certified, therefore any certified TRI forms that need to be removed by reporting facility will need to be withdrawn (see guide 7 on instruction how to withdraw TRI forms).

Why might a preparer or certifying official need to cancel a TRI-MEweb submission that has not been certified and sent to EPA?

Did you know?

If you have mailed a paper-based TRI form(s) to meet the July 1 deadline because you did not have an approved certifying official, the original postmarked date of your paper submission will be retained even if your pending TRI-MEweb submission is certified and sent to EPA after the July 1st reporting deadline.

- A facility has decided to submit a paper-based TRI form(s) instead of a TRI-MEweb form(s) to meet the July 1st reporting deadline.
Note: If your facility is mailing hard-copy paper-based TRI form(s) because your certifying official's Electronic Signature Agreement (ESA) has not been processed yet by the TRI Data Processing Center, it is strongly recommended that your facility *certify* or *cancel* the pending electronic TRI-MEweb submission as soon as the ESA is approved. EPA recommends certifying any pending forms in TRI-MEweb because it is less likely to contain error or potential get lost in the mail. **The postmark date of the paper-based TRI form(s) received by the TRI Data Processing Center will be retained** even if your TRI-MEweb submission is certified and sent to EPA after the July 1st reporting deadline. The advantage of certifying your TRI-MEweb submission (even after July 1st) is that the TRI-MEweb form(s) are processed faster than the paper-based TRI form(s) and are less likely to contain errors.
- A facility's preparer or certifying official has determined that the facility did not, in fact, meet the reporting thresholds of EPCRA Section 313.
- A facility has determined that a correction is needed on a TRI form that was transmitted to CDX, but the form has not been certified yet. In order to enable the revision of a TRI form that has been transmitted to CDX, the preparer will need to cancel the submission, in order to make corrections in TRI-MEweb and resubmit it to be certified.



TRI-MEweb Reference Guide 6

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Instructions Cancellation Method 1 (as the preparer role only):

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 RY2008 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: 2009

back | Save me to | **next >**

Helpful Links: EPA Home | TRI Program Home | Reporting Forms and Instructions (PDF) | TRI-MEweb Version RY2009 02 1

Figure 1: Select report 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

Please select the facility you would like to work with and click **Next** to continue. If you would like to begin preparing RY2009 forms for a facility that is not listed below, click **Add**.

Reporting Year: 2009

I would like to designate my facility as "reporting to self".

Select to proceed	TRFID	Parent Company Name	Facility Name	Location	Forms in Progress
<input type="radio"/>	0960119VPRN704EL		My Brand New Facility	714 Em St Arlington, VA	7
<input type="radio"/>	211169CLTY924R		Facility One	5027 Industry Blvd Fairfax, VA	6
<input checked="" type="radio"/>	2457WTHRDP22ITE	PARENT COMPANY, INC	123 Chemical Inc.	123 Teal Ln Augusta, ME	4

back | Save me to | **next >**

Helpful Links: EPA Home | TRI Program Home | Reporting Forms and Instructions (PDF) | TRI-MEweb Version RY2009 02 1

Figure 2: Select facility that has TRI form that is being cancelled.

Useful Tip:
Select Reporting Year and the facility for the TRI submission that is going to be cancelled.

- 1) 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 1.
- 2) Next, select the radio button beside the facility that contains the submission to be cancelled and click the **Submit** tab as shown in Figure 2.



TRI-MEweb Reference Guide 6

How to Get a Preparer/Certifying Official to Cancel a Chemical Form in TRI-MEweb.

Method 1 (cont.)

Beware!

A single submission may contain multiple chemical forms, so preparer must make sure which chemicals are to be included in cancelled submission.

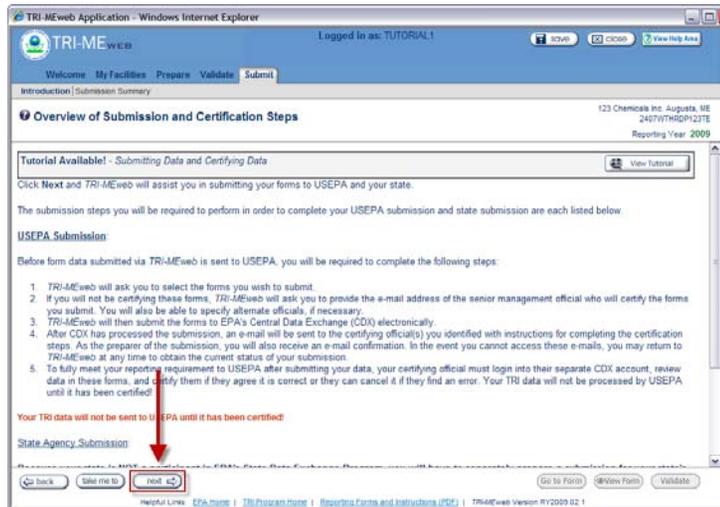


Figure 3: Go to submission history page.

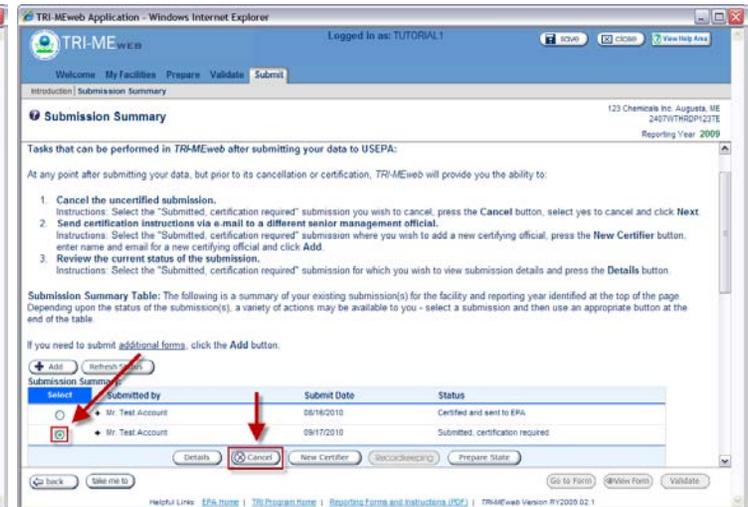


Figure 4: Select submission (may contain multiple chemicals) to be cancelled.

- 3) From the “**Overview of Submission and Certification Steps**” page, click the **next** button as shown in Figure 3.
- 4) From the “**Submission Summary**” page, select the radio button beside the submission to be cancelled and click the **Cancel** button as shown in Figure 4. You may view list of chemical names that are included in this submission by clicking on the (+) sign next to the name of submitter to verify that correct submission is being cancelled.



TRI-MEweb Reference Guide 6

How to Get a Preparer/Certifying Official to Cancel a Chemical Form in TRI-MEweb.

Method 1 (cont.)

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

Welcome My Facilities Prepare Validate Submit

Introduction | Submission Summary

Cancel?

123 Chemicals Inc. Augusta, ME
2407V7HRQP123TE
Reporting Year 2009

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

Yes, I want to cancel this submission
 No, I do not want to cancel this submission

If you elect to cancel the submission, you will receive an e-mail confirmation once the submission is cancelled. The certifying official(s) that was previously informed that this submission was ready for certification will also receive an e-mail confirming that it has been cancelled.

Submission ID: _52bbb1f5-16c8-4896-a567-c83562a161f5
Submitted by: Mr. Test Account: jonathan.cruise@cofederal.com on 09/17/2010
Submit Status: Received by CDX 09/17/2010 12:45 PM
Certify Status: **SUBMITTED, CERTIFICATION REQUIRED**
Certifier: Jonathan Cruise: JONATHAN.CRUISE@COFEDERAL.COM has been notified by e-mail that this submission is ready for certification.
Alternate: None

Facility Information
TRIFID: 2407V7HRQP123TE
Name: 123 Chemicals Inc.
Address: 123 Test Ln
Augusta, ME 24073

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

CAS No/Cat. Code	Chemical Name	Reporting Year	Form Type	Revision?
000158883	Toluene	2009	Form R	No

back take me to next add

Helpful Links: EPA Home | TRI Program Home | Reporting Forms and Instructions (PDF) | TRI-MEweb Version 11/2009 02.1

Figure 5: Confirmation of your request to cancel submission (chemical name(s) listed under Forms Submitted section)

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

Welcome My Facilities Prepare Validate Submit

Introduction | Submission Summary

Submission Summary

123 Chemicals Inc. Augusta, ME
2407V7HRQP123TE
Reporting Year 2009

Tasks that can be performed in TRI-MEweb after submitting your data to USEPA:

At any point after submitting your data, but prior to its cancellation or certification, TRI-MEweb will provide you the ability to:

1. **Cancel the uncertified submission.**
Instructions: Select the "Submitted, certification required" submission you wish to cancel, press the Cancel button, select yes to cancel and click Next.
2. **Send certification instructions via e-mail to a different senior management official.**
Instructions: Select the "Submitted, certification required" submission where you wish to add a new certifying official, press the New Certifier button, enter name and email for a new certifying official and click Add.
3. **Review the current status of the submission.**
Instructions: Select the "Submitted, certification required" submission for which you wish to view submission details and press the Details button.

Submission Summary Table: The following is a summary of your existing submission(s) for the facility and reporting year identified at the top of the page. Depending upon the status of the submission(s), a variety of actions may be available to you - select a submission and then use an appropriate button at the end of the table.

If you need to submit additional forms, click the Add button.

Add Refresh Status

Select	Submitted by	Submit Date	Status
<input type="radio"/>	Mr. Test Account	09/16/2010	Certified and sent to EPA
<input checked="" type="radio"/>	Mr. Test Account	09/17/2010	Cancelled

back take me to Details Connect New Certifier Cancel/Uncheck Prepare Status

Go to Form Refresh Form Validate

Helpful Links: EPA Home | TRI Program Home | Reporting Forms and Instructions (PDF) | TRI-MEweb Version 11/2009 02.1

Figure 6: Observe change of status of your cancelled submission

Did you know?

There are two ways to confirm the cancellation of your submission: submission summary table option (figure 6) and certifying official's CDX Web account (figure 8)

- 5) Next, verify the chemical form(s) contained in the submission to be cancelled (look at second arrow) and confirm your radio button selection at the top of the page. Then, click the **next** button as shown in Figure 5. In this example, Figure 5 indicates that Toluene is the only chemical name listed in this cancelled submission in this example.
- 6) The submission has now been cancelled. You may verify this activity on the "**Submission Summary**" page as shown in Figure 6. If you wish to view the chemical forms included in the cancelled submission, click the (+) sign beside the preparer's name to view the chemical(s) listed for this cancelled submission.



TRI-MEweb Reference Guide 6

How to Get a Preparer/Certifying Official to Cancel a Chemical Form in TRI-MEweb.

Cancellation Method 2 (from CDX Web as the certifying official role only):

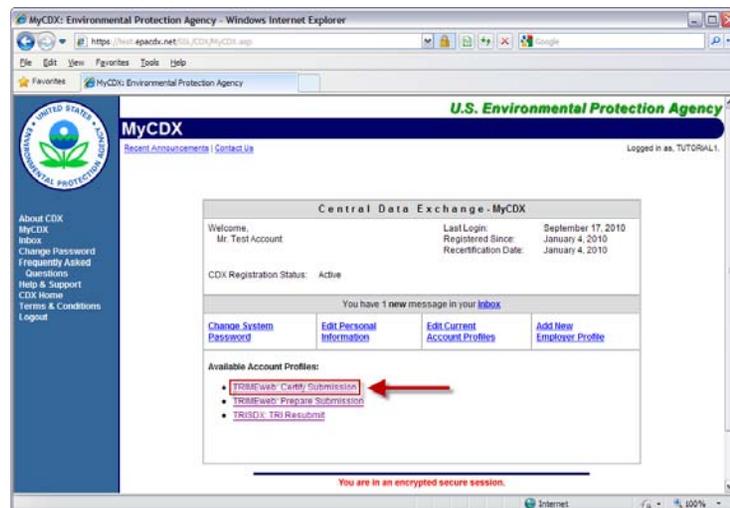


Figure 7: MyCDX account for certifying official.

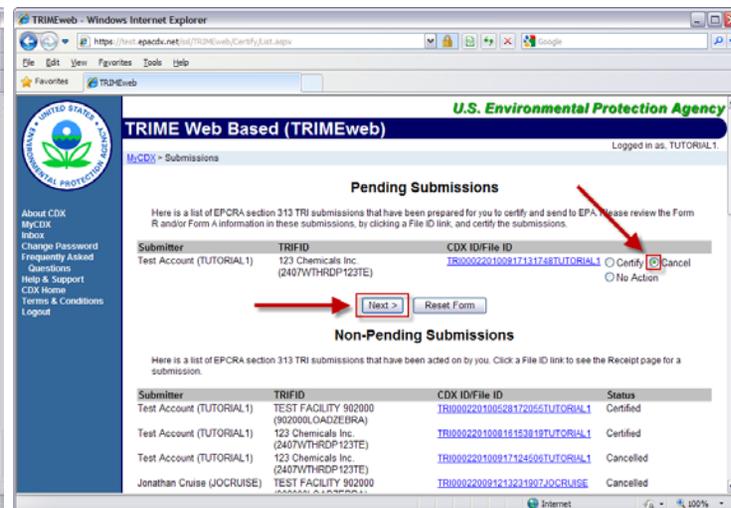


Figure 8: Certifying official can easily cancel pending submission.

Did you know?

It is much easier to cancel a pending submission by the certifying official

- 7) Log into CDX Web and click the **“TRI-MEweb: Certify Submission”** link as shown in Figure 7.
- 8) Next, under the **“Pending Submissions”** list, select the **Cancel** radio button corresponding to the submission to be cancelled and click the **Next >** button as shown in Figure 8. Pending and non-pending submission(s) that have been transmitted by a reporting facility to CDX can only be viewed by a certifying official that has an EPA approved electronic signature agreement (ESA) that grants access to the TRI forms of the facility initiating this cancellation.



TRI-MEweb Reference Guide 6

How to Get a Preparer/Certifying Official to Cancel a Chemical Form in TRI-MEweb.

Method 2 (cont.)

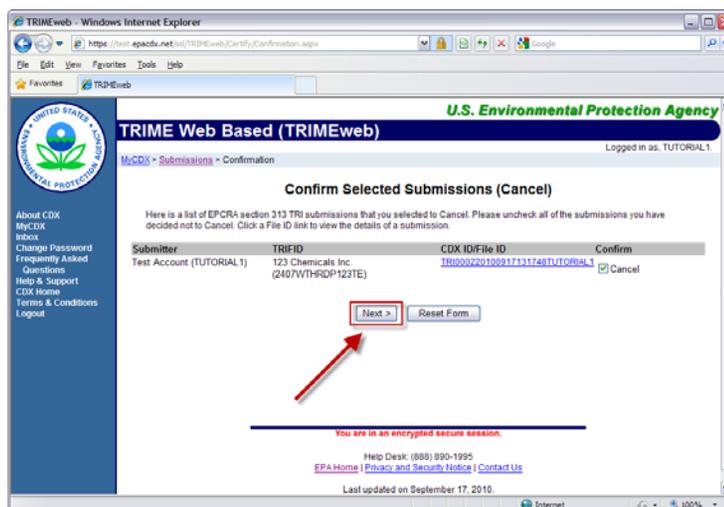


Figure 9: Certifying official confirms intent to cancel.

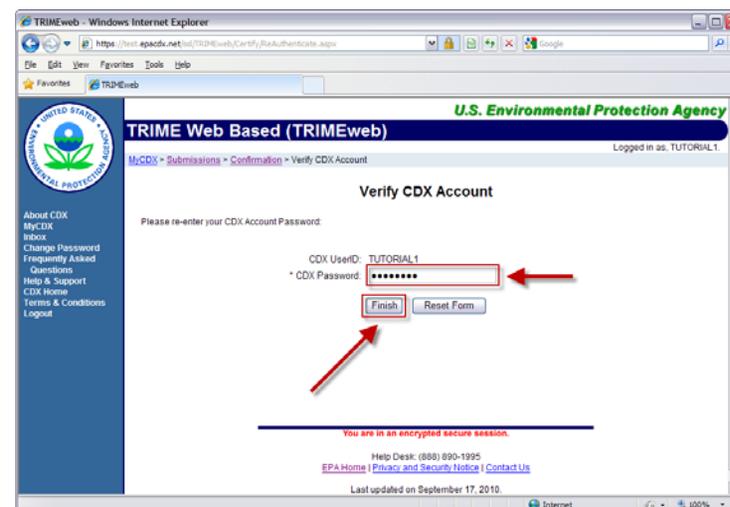


Figure 10: Certifying official needs to confirm action by providing CDX password.

Beware

Last opportunity to reconsider your decision to cancel your submission.

9) From the “**Confirm Selected Submissions (Cancel)**” page, confirm the submission and click the **Next >** button as shown in Figure 9.

10) Next, re-enter your CDX account password and click the **Finish** button as shown in Figure 10.

Note: Typing the <Enter> key after typing in your password on this page may not function as expected.



TRI-MEweb Reference Guide 6

How to Get a Preparer/Certifying Official to Cancel a Chemical Form in TRI-MEweb.

Method 2 (cont.)

Did you know?

This is how the certifying official can confirm that a particular submission has been cancelled.

End

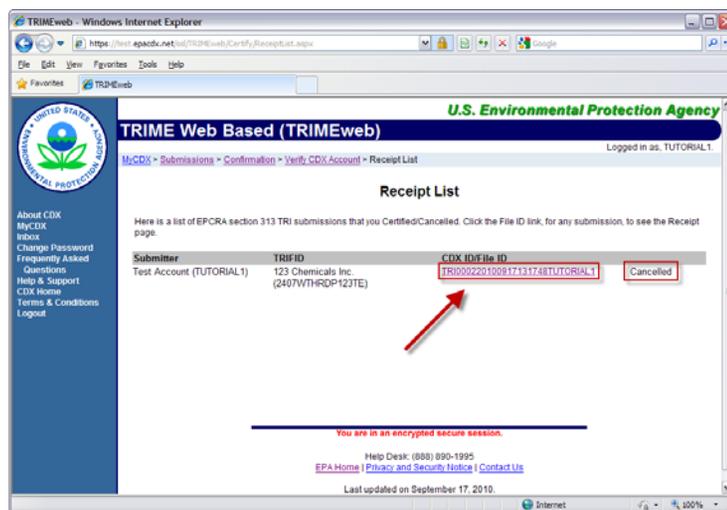


Figure 11: Confirms that CDX has cancelled pending TRI form.

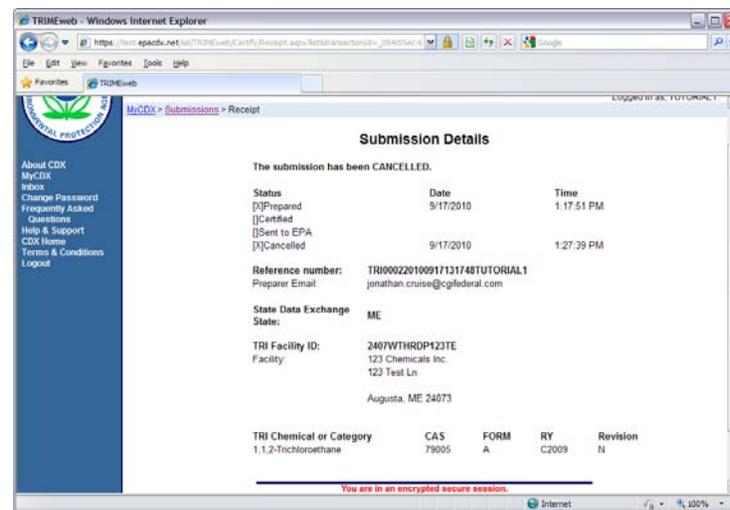


Figure 12: Submission details receipt.

- 11) The submission has now been cancelled. You may verify this activity on the “**Receipt List**” page as shown in Figure 11. You may also click the link listed under the **CDX ID/File ID** column to verify submission details as shown in Figure 12. These pages should be printed for your records.