



TRI-MEweb Reference Guide 7

How to Get a Preparer to Start a Withdrawal Request of a Chemical Form in TRI-MEweb.

Start

Instructions for creating and transmitting a chemical form withdrawal in TRI-MEweb

Requisite: Facilities that have filed a Form R and/or a Form A Certification Statement under EPCRA Section 313 may submit an electronic withdrawal only for a form that was previously transmitted to CDX and then certified and sent to EPA. If your facility has submitted a hard-copy paper form and has been notified that your paper forms have been keyed-in, processed, and available to view on the e-FDP Web site (<http://triefdp.org/>), you will need to create a CDX account for your preparer (Guide 4) and your certifying official (Guide 2) to process an electronic withdrawal of your processed paper TRI forms in TRI-MEweb. TRI-MEweb provides facilities two methods to start a withdrawal. To note, TRI-MEweb currently only supports creating withdrawals for RY2005 and later forms.

Did you know?

Withdrawals are done if a submission that has been sent and processed by EPA is no longer required by EPCRA Section 313 or was mistakenly reported by facility.

Why might a preparer need to request a chemical form to be withdrawn in TRI-MEweb?

- A facility recalculated their threshold values and determined that they did not, in fact, meet the reporting thresholds for EPCRA Section 313.
- A facility mistakenly reported a chemical release to EPA and wishes to withdraw the corresponding TRI Form R/A.

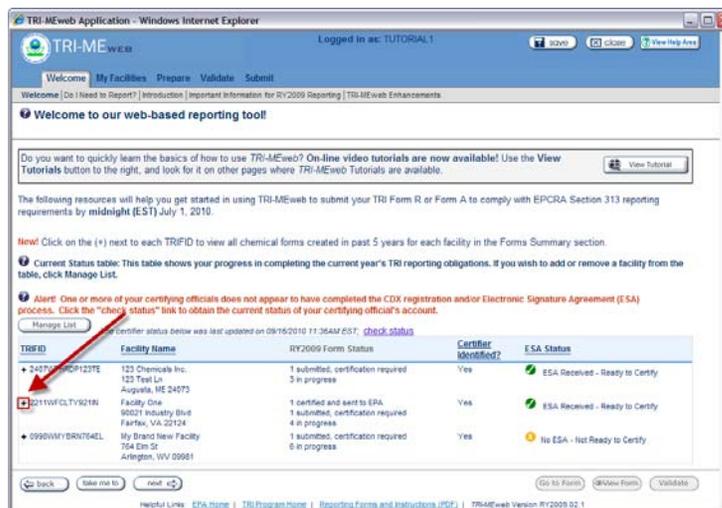


Figure 1: Select facility that has TRI form and the open form summary table to select form that will be withdrawn.

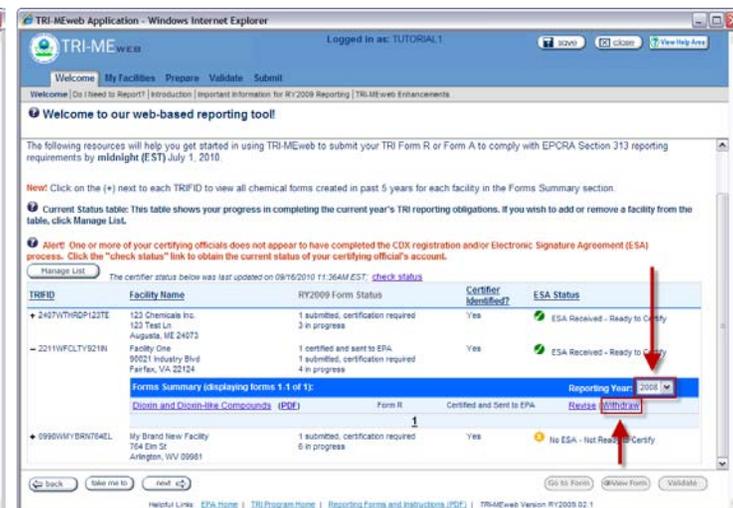


Figure 2: Select reporting year and chemical report to be withdrawn. Click "Withdraw" and proceed to step 3.



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Instructions on First Method to Start a Withdrawal Request:

- 1) From the “**Welcome**” page, click the plus (+) sign next to the facility that contains the form to be withdrawn as shown in Figure 1. This will expand the **Forms Summary** table.
- 2) Next, select the appropriate reporting year from the **Reporting Year** dropdown box. After locating the form to be withdrawn, click the **Withdraw** link as shown in Figure 2.
- 3) A withdrawal has now been created in draft for the form. Select the applicable withdrawal codes from the “**Select Reason(s) for Withdrawal**” page and click the **next** button to continue the form withdrawal process as shown in Figure 3
For a table listing each of the withdrawal codes, see Table 1

Useful Tip

Only TRI forms with a “*Certified and Sent to EPA*” status in TRI-MEweb can be requested to be withdrawn.

Figure 3: Select code for your reason for withdrawing a TRI form that has already been submitted to EPA.

- 4) Proceed to step 7 in the next section to complete your withdrawal request. Or consider starting the second method to start your withdrawal.



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Table 1: TRI-MEweb withdrawal codes

Withdrawal Code	Withdrawal Reason
WT1	Did not meet the reporting threshold for manufacturing, processing, or otherwise use
WT2	Did not meet the reporting threshold for number of employees
WT3	Not in a covered NAICS Code
WO1	Other reason(s)

Did you know?

The second method was the traditional way of withdrawing a form in TRI-MEweb.

Second Withdrawal Request Method:

- 1) Begin the second method to start a withdrawal request by opening TRI-MEweb, click the **“Prepare”** tab. Select the appropriate reporting year from the **Reporting Year** dropdown and click the **next** button box as shown in Figure 4.
- 2) Next, select the radio button beside the facility that contains the form to be withdrawn and click the **next** button as shown in Figure 5.

Figure 4: Select reporting year when your form was submitted to EPA.

Figure 5: Select the facility that had submitted the form that is being withdrawn.

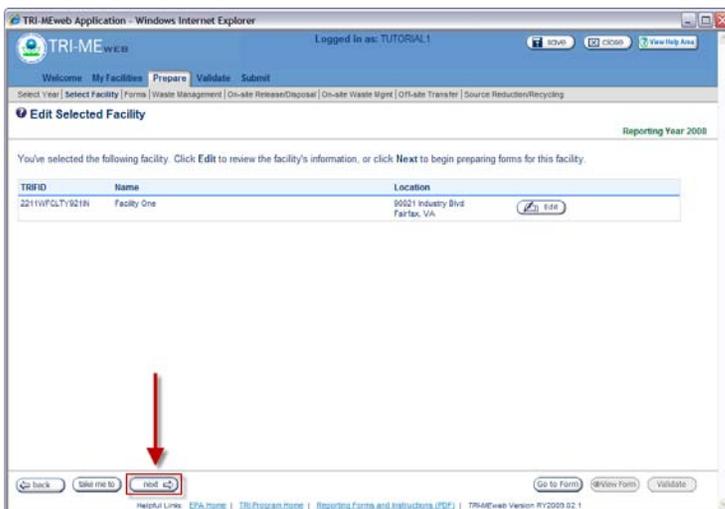


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Second Withdrawal Request Method (cont.):

- 3) From the “**Edit Selected Facility**” page, click the **next** button as shown in Figure 6.
- 4) From the “**Facility QuickList**” page, click the **next** button as shown in Figure 7.



Useful tip

You may want to verify that your facility information is up-to-date.

Figure 6: If you need to change facility information, click “edit”, otherwise continue to step 4

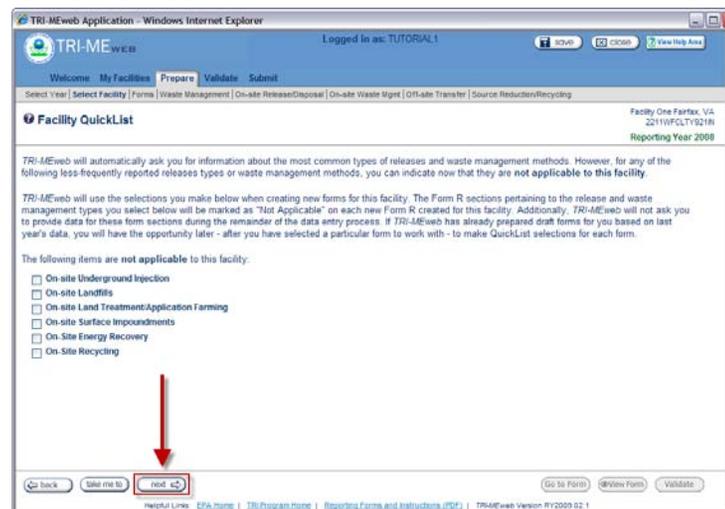


Figure 7: Verify that your “Facility QuickList” is properly filled based on how the chemical name selected is managed at facility.

- 5) From the “**Select a Form**” page, locate the form to be withdrawn and click the **Withdraw** button as shown in Figure 8.
- 6) A withdrawal has now been created in draft for the form. Select the applicable withdrawal codes from the “**Select Reason(s) for Withdrawal**” page and click the **next** button to continue the form withdrawal process as shown in Figure 9. For a table listing each of the withdrawal codes, see Table 2: TRI-MEweb withdrawal codes.



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Second Withdrawal Request Method (cont.):

Table 2: TRI-MEweb withdrawal codes

Withdrawal Code	Withdrawal Reason
WT1	Did not meet the reporting threshold for manufacturing, processing, or otherwise use
WT2	Did not meet the reporting threshold for number of employees
WT3	Not in a covered NAICS Code
WO1	Other reason(s)

Did you know?

Withdrawals are done only on a individual chemical basis.

Figure 8: Only TRI forms that have a form status of “Certified and Sent to EPA” can be withdrawn.

Figure 9: List all the reasons why this facility is requesting withdrawal of form selected.



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Final Steps In Completing your Withdrawal Request:

- Next, select the certifying official that will certify this withdrawal request on the “**Notify Certifying Official(s) for this Submission**” page and click **next** button as shown in Figure 10. If a new certifying official is designated to certify this withdrawal request, they must create a new Central Data Exchange (CDX) account and submit an Electronic Signature Agreement (ESA) to be approved by EPA, before new certifying official can certify this withdrawal request. Uncertified withdrawal requests are deleted from CDX after 180 days.
- Then, confirm the chemical form to be withdrawn and the withdrawal code(s) and click the **next** button as shown in Figure 11.

Did you know?

The selected certifying official must have a CDX account and an approved ESA for this facility before they can certify the withdrawal in CDX

Figure 10: Select certifying official name who will certify the withdrawal request in CDX.

Figure 11: Withdrawal details receipt.



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Final Steps In Completing your Withdrawal Request (cont.):

- 9) The form withdrawal has now been transmitted to CDX and is awaiting certification by the certifying official as shown in Figure 12. Upon certification of the form withdrawal by the certifying official, EPA's record of the chemical form becomes inactive and will be removed from the TRI database.

Note: Form withdrawals for facilities located in non-State Data Exchange(SDX) states may require additional steps for state TRI compliance. If the facility is located in a non- SDX state, proceed to step 10. To determine if your facility is located in a SDX state, please visit: http://www.epa.gov/tri/stakeholders/state/state_exchange/index.htm

- 10) **ONLY for Non-SDX states:** From the “**Submission Sent to CDX for Processing...**” page, click the **next** button to proceed with the state TRI forms preparation as shown in Figure 13. The facility will need to proceed to print their State TRI withdrawal forms and mail them to the State TRI coordinator.

Did you know?

New! The TRI-MEweb Welcome page will indicate if your facility is located in a SDX member state.

End

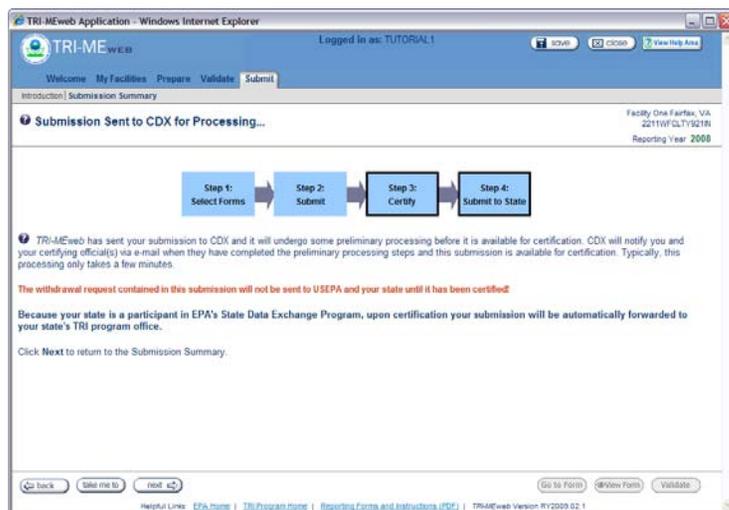


Figure 12: Your withdrawal TRI forms will be sent electronically to your State TRI coordinator if facility is located in a SDX state. Withdrawal request will be completed and processed by EPA after your certifying official certifies the forms to be withdrawn in CDX (Guide 1 - step 16).

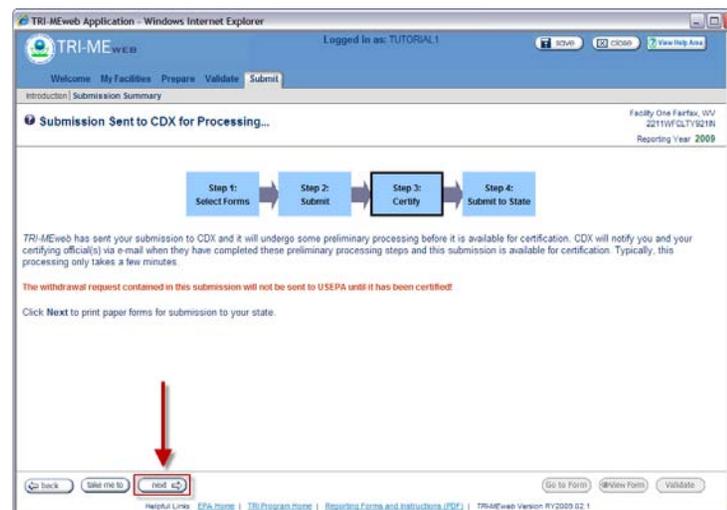


Figure 13: Your facility will need to mail a paper withdrawal form if your facility is located in a non-SDX state.