
Applying and Searching for OMB Control Number

Overview

- CEDRI has been updated to automatically [apply the applicable OMB control number to a report](#) when a user is creating a Part 60 or Part 63 report.
- In addition, users can now [search for submitted reports associated with a specific OMB Control Number within “CEDRI History”](#).

Applying OMB Control Number within the Report

Users can view the control number for their Part 60 or Part 63 reports when creating the report within the “Create a Report” pages. NOTE: If you need information on how to submit a report, please reference the [following user guide](#). More information on what an OMB control number is, can be found [here](#).

The instructions listed below will assist users in understanding where the OMB control number is displayed within CEDRI.

- 1) As a Certifier, Delegated Certifier or Preparer, select the “Create a Report” button at the top of the CEDRI home page ([Figure 1](#)).

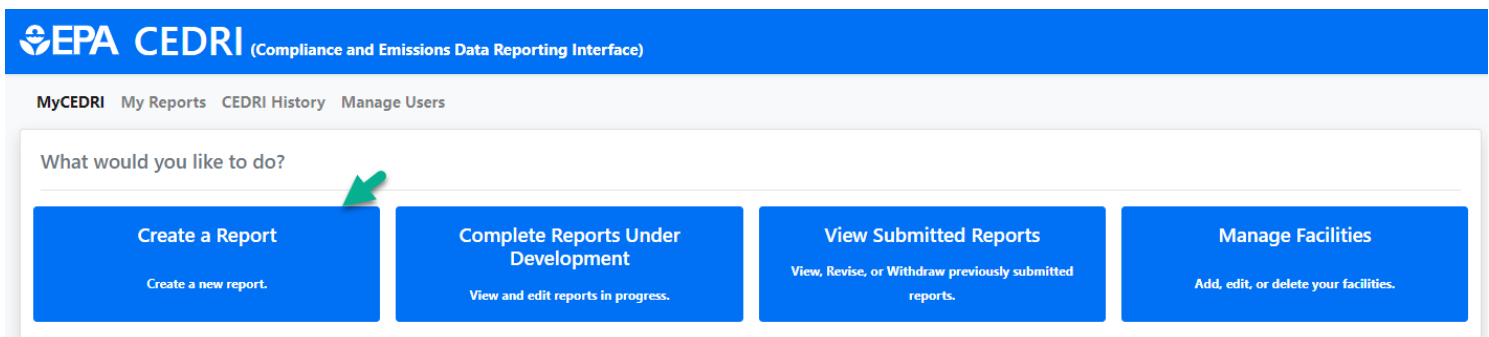
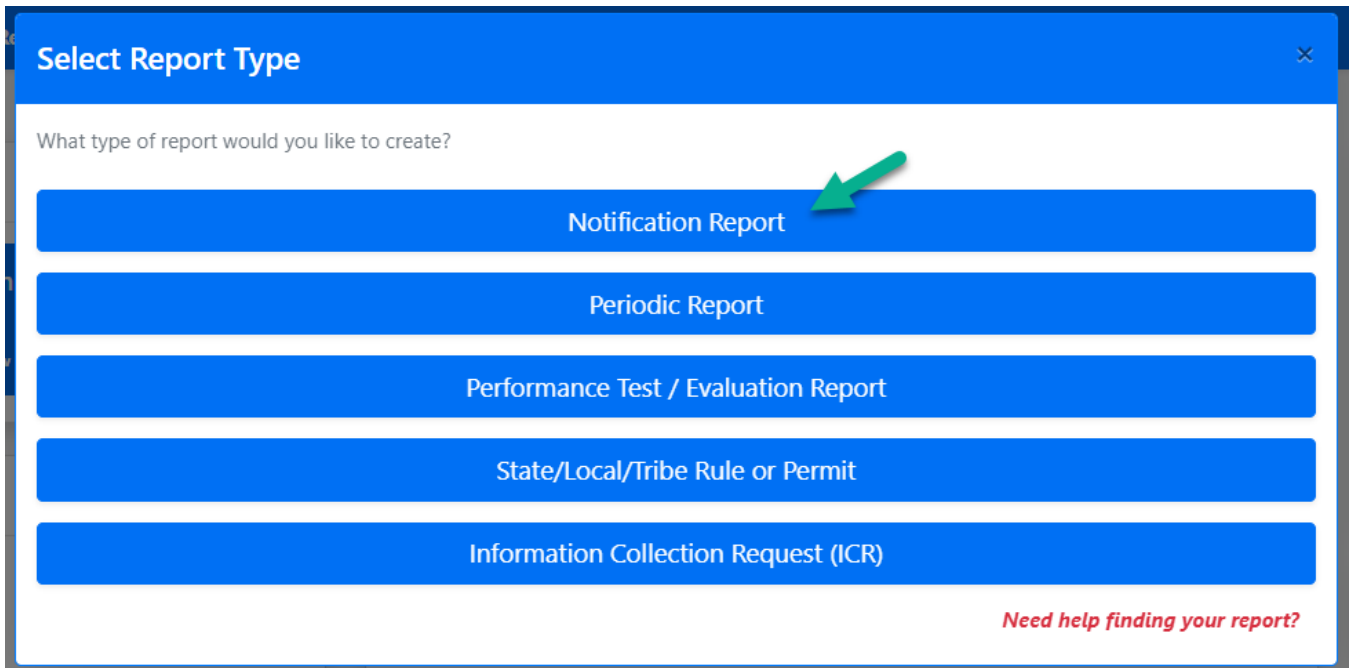


Figure 1

- 2) Select the desired report type in step 1. For this example, ‘Notification Report’ was selected ([Figure 2](#)).



The image shows a 'Select Report Type' dialog box with a blue header and a white body. The header contains the title 'Select Report Type' and a close button (X). The body contains the question 'What type of report would you like to create?' followed by five blue buttons: 'Notification Report', 'Periodic Report', 'Performance Test / Evaluation Report', 'State/Local/Tribe Rule or Permit', and 'Information Collection Request (ICR)'. A green arrow points to the 'Notification Report' button. At the bottom right of the dialog, there is a red link that says 'Need help finding your report?'.

Figure 2

3) Select Part 63 from the 'Parts' drop-down field and provide other criteria to search for the report you would like to report on in CEDRI ([Figure 3](#)).

Step 1 **Step 2** Step 3 Step 4 Step 5
Select Report Type Select Your Report Upload Documents Select Facility Sign and Submit

< Return to Select Report Type
Save and Return to My Reports
Next: Upload Documents >

Step 2: Select Your Report

Use any combination of the search criteria you wish to narrow down the search to 10 options or less.

Next, click 'Add' to move desired reports to the Selected Report(s) table.

Note: All reports in the Selected Report(s) table will be included when proceeding to the next step of the workflow.

Search for Report(s) to Create Need help finding your report?

Search Criteria

Sectors <input type="text" value="Select options"/>	Source Categories <input type="text" value="Select options"/>	Report Type <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">× Major MACT to Area (MM2A) ×</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">× Notification Report</div> <div style="border: 1px solid #ccc; padding: 2px;">× Notification and Periodic Report</div>
Parts <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">× Part 63 - National Emission Standards fo</div>	Subparts <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">× Subpart AA - Phosphoric Acid Manufact</div>	Report Names <input type="text" value="Select options"/>

2 Results (10 Required) i

Reset Search
Search for Reports

Figure 3

4) When the user navigates to step 3, the OMB control number will be displayed ([Figure 4](#)).

Step 1 Select Report Type Step 2 Select Your Report **Step 3 Upload Documents** Step 4 Select Facility Step 5 Sign and Submit


[Return to Select Your Report](#) [Save and Return to My Reports](#) [Next: Select Facility](#)

Step 3: Upload Documents

Upload your document(s) based on the acceptable file format noted in the Upload table below. If you are uploading an Excel template, save the report as a ZIP file, and then upload the ZIP file.

Note: When uploading a Periodic Report, or certain Notification Reports that requires an Excel template upload, you CANNOT upload a reporting template that is a different major version number than the one provided at the "Report Template" link below. (e.g. If the version number in the template provided by CEDRI is 2.00, you CANNOT upload previous template versions 1.00, 1.01, or 1.02).

63.9(j) Change in information already provided (required for major source to area source reclassification)

Information	
Report	63.9(j) Change in information already provided (required for major source to area source reclassification) - Part 63 Subpart AA - Phosphoric Acid Manufacturing Plants Edit Report Name
Date Updated	Feb 27 2023 12:32:58 PM
Status	Under Development
Paperwork Reduction Act (PRA)	PRA Information - Rules, OMB Numbers, and Burden Estimates
Office and Management and Budget (OMB) Control Number	2060-0361 

Upload


File Upload *  TEST.pdf [Remove](#)

Figure 4

Searching/Filtering by OMB Control Number in CEDRI History

After a report is submitted that includes an OMB control number, users can search for that report and other reports, based on the OMB control number within “CEDRI History”.

- 1) Navigate to the “CEDRI History” page and select the ‘Add/View Filters’ button ([Figure 5](#)).

CEDRI History

Below are the recent CEDRI submissions that you have either certified electronically or have been submitted by another "Certifier" in your organization, listed by individual report. You may search for specific submissions by selecting 'Add/View Filters'. Filter the CEDRI History by selecting any of the filter categories: Date / Status / Report, Geography, Facility, and Sector / Rule. Click on any record in the CEDRI History table to see the report details, download associated files, and if necessary, Revise & Re-submit or Withdraw a report.



Figure 5

2) Once the filters are presented, select the 'Sector/Rule' tab, and note the new 'OMB Control Number' search field. Add the OMB control number from the previously submitted report in [Figure 4](#), and select 'Apply Filters' ([Figure 6](#)). The "CEDRI History" table will present all of the reports associated with that OMB control number. Select the desired report by clicking it directly in the CEDRI History table.

CEDRI History

Below are the recent CEDRI submissions that you have either certified electronically or have been submitted by another "Certifier" in your organization, listed by individual report. You may search for specific submissions by selecting 'Add/View Filters'. Filter the CEDRI History by selecting any of the filter categories: Date / Status / Report, Geography, Facility, and Sector / Rule. Click on any record in the CEDRI History table to see the report details, download associated files, and if necessary, Revise & Re-submit or Withdraw a report.

What would you like to filter by?

[Apply Filters](#) [Hide Filters](#)

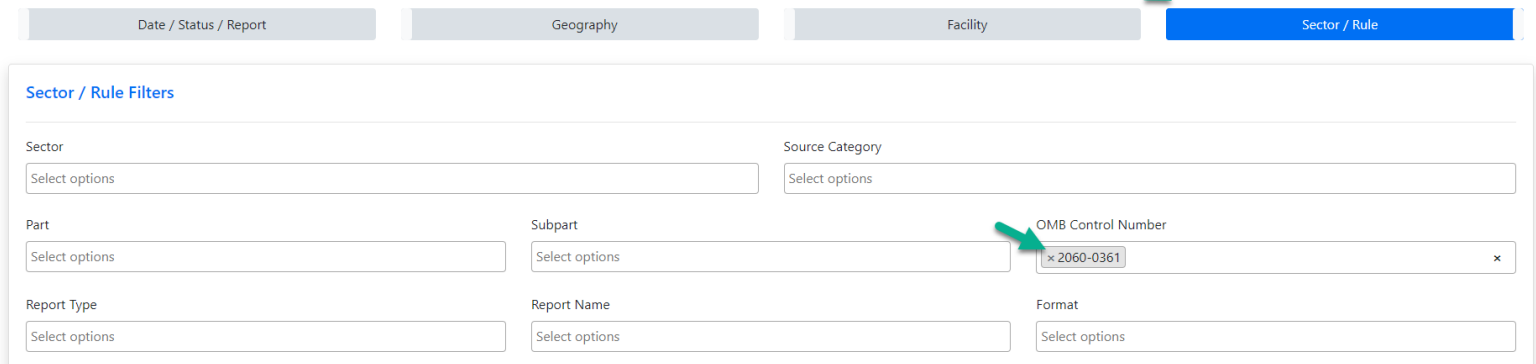


Figure 6

3) Once the user selects the desired report in "CEDRI History", the OMB control number can be found within the "Report" section of Report Details ([Figure 7](#)).

< Report Details

63.1103(e)(4)(iii) Flare Management Plan for TEST INDUSTRIES USA CO. LTD.

Documents

Download All

Name	Size (kb)	Date Archived ⓘ
TEST.pdf	172.9	2023-02-03 08:55:44

Report

Facility

Certifier

Revisions

Report Submission Information

Report Status	In WebFIRE ⓘ
Certification Date ⓘ	2023-02-03 08:55:06
Available in WebFIRE ⓘ	2023-02-03
CROMERR Activity ID	_1234567890
CROMERR Document ID	abcdefghijkl

Report Type Information ⓘ

Report Name	63.1103(e)(4)(iii) Flare Management Plan
Citation	63.1103(e)(4)(iii) - Part 63 Subpart YY - Generic Maximum Achievable Control Technology Standards
Report Type	Notification Report
Format	File
OMB Control Number	2060-0489; 2060-0420



Figure 7