Creating a Part 52 Report

This job aide guides you through the report creation process for Part 52 submissions from the MyCEDRI Dashboard. From the MyCEDRI dashboard, click the 'Create a Report' button to start a new report (Exhibit 1).
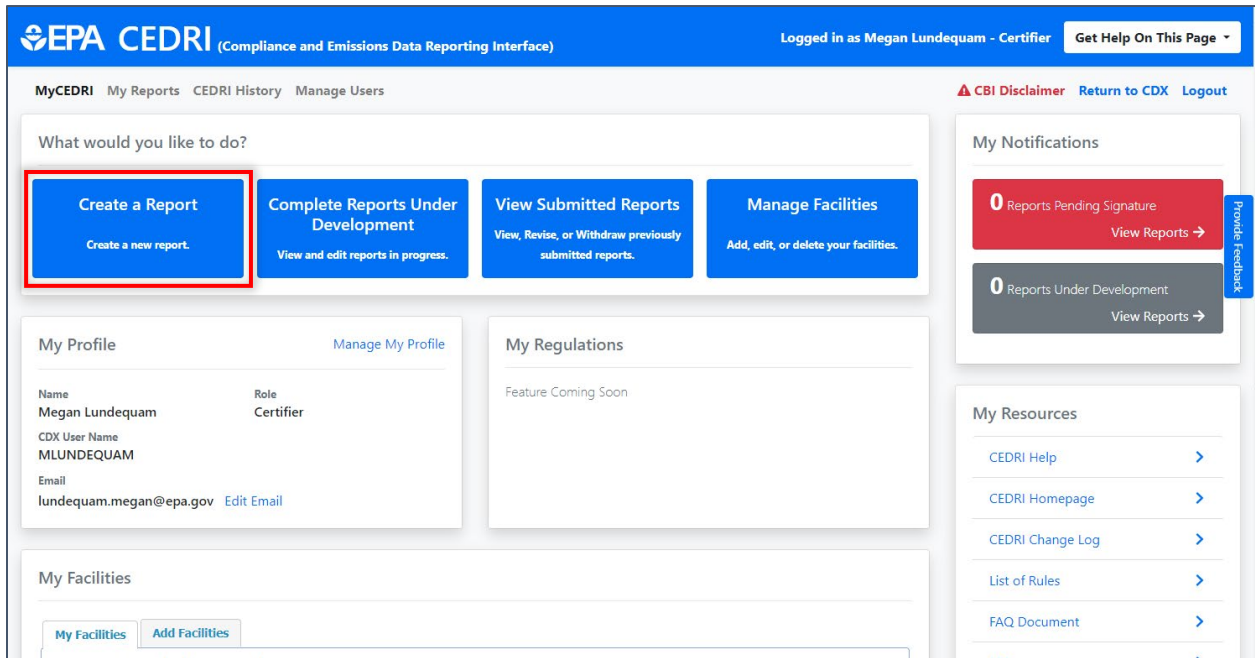

Exhibit 1

Workflow Step 1 – Select Report Type

The first step is selecting the type of report you are submitting by clicking the applicable report type in the 'Select Report Type' window (Exhibit 2).
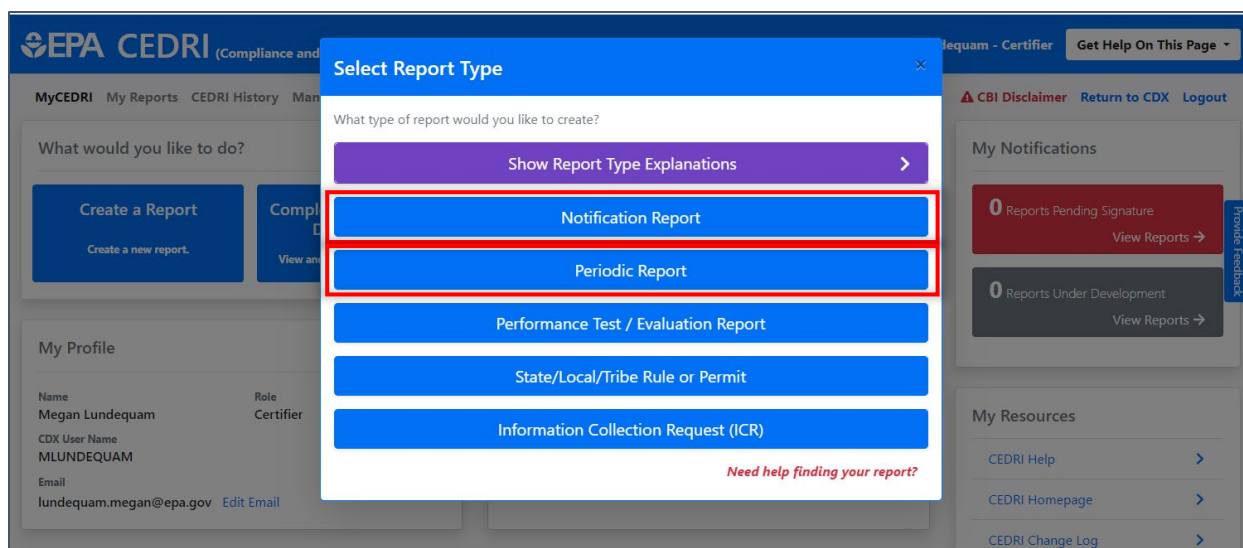
Exhibit 2

All reports submitted under Part 52 will fall under 'Notification Report' or 'Period Report'. The following table shows the Part 52 Submissions and their associated Report Type.

Part 52 Submission	Report Type
52.40(d) Compliance Extension Request	Notification Report
52.40(e) Case-by-Case Emissions Limit Request	Notification Report
52.42(g) Initial Notification for the Cement and Concrete Product Manufacturing Industry	Notification Report
52.43(h) Initial Notification for the Iron and Steel Mills and Ferroalloy Manufacturing Industry	Notification Report
52.44(j) Initial Notification for the Glass and Glass Product Manufacturing Industry	Notification Report
52.41(d) Facility-Wide Averaging Plan for the Pipeline Transport of Natural Gas Industry	Notification Report
52.43(d) Workplan for the Iron and Steel Mills and Ferroalloy Manufacturing Industry	Notification Report
52.45(d) Alternative Monitoring Plan for Boilers	Notification Report
52.41(g)(3) Annual Report for the Pipeline Transport of Natural Gas Industry	Periodic Report
52.42(f)(3) Annual Report for the Cement and Concrete Product Manufacturing Industry	Periodic Report
52.43(g)(4) Annual Report for the Iron and Steel Mills and Ferroalloy Manufacturing Industry	Periodic Report
52.44(i)(3) Annual Report for the Glass and Glass Product Manufacturing Industry	Periodic Report
52.45(d)(2) Alternative Monitoring Procedure for Boilers ($\geq$ 250 MMBtu/hr)	Periodic Report
52.45(d)(3) Alternative Monitoring Plan for Boilers (< 250 MMBtu/hr)	
52.46(g)(2) Annual Report for Municipal Waste Combustors	Periodic Report

Workflow Step 2 – Select Your Report

Selecting 'Notification Report' or 'Periodic Report' (Exhibit 2), takes you to the second step of the Create Report workflow (Exhibit 3) where you may select one or more reports to submit.

> **Note:** There are three sub-steps to selecting reports:
>
> 1. Enter search criteria to locate the report(s) to be submitted (Exhibit 3).
> 2. Search for Reports you wish to submit (Exhibit 4).
> 3. Add report(s) from the 'Search Results' to your 'Selected Reports' list (Exhibit 5).

Exhibit 3

The following search criteria is available to locate the reports you intend to submit to EPA:

Criteria	Description
Sectors	Industry sector in which your facility operates
Source Categories	Industry group classification for facilities emitting toxic air pollutants
Report Type	Automatically populated based on Report Type selection.
Parts	40 CFR Regulation Part
Subparts	40 CFR Regulation Subparts
Report Names	Citation reference from applicable 40 CFR Part/Subpart

After entering your search criteria, click 'Search for Reports' (Exhibit 3) to display selected reports in the 'Search Results' table (Exhibit 4).

Exhibit 4

If your report is not listed in the search results, click 'New Search' (Exhibit 4) to clear the search criteria so you may enter new criteria. If the report(s) you intend to submit are found in the list, click the 'Add' button next to the report to add the selected report to the 'Selected Report(s)' table (Exhibit 4).

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Continue searching as described above to add additional reports to the 'Selected Report(s)' table. Once all reports are in the 'Selected Reports' table you may proceed to the next step of the Create Report workflow.

> **Note:** All reports in the 'Selected Reports' table are included in the Create Report workflow. Use the 'Delete' button to remove any reports you do not intend to submit to EPA (Exhibit 5).

Exhibit 5

The 'Save and Return to My Reports' button (Exhibit 6) takes you back to the 'My Reports' page. The report(s) are saved in the 'My Reports' dashboard. To find more information about this process, refer to the My Reports Job Aide.

You may also return to 'My Reports' by clicking the 'My Reports' button on the menu bar (Exhibit 6).
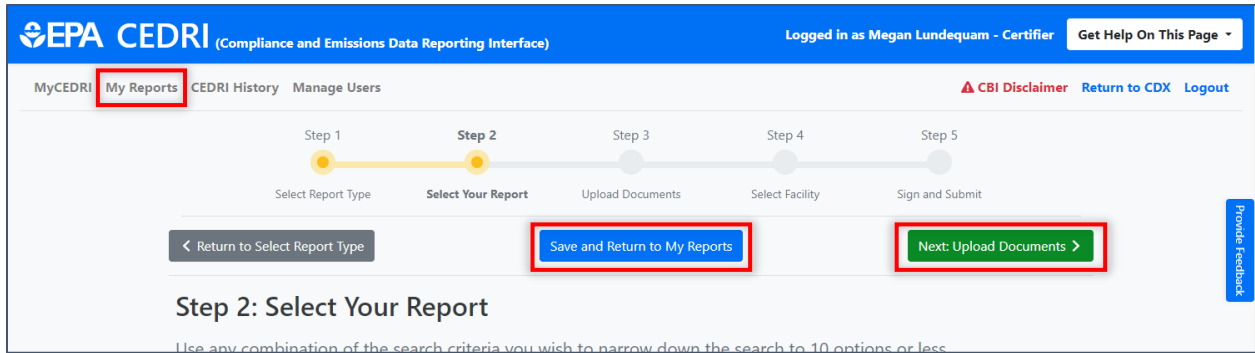
Exhibit 6

Workflow Step 3 – Upload Documents

To continue the Create Report workflow, scroll back to the top of the page and click the 'Next: Upload Documents' button to proceed to the next step (Exhibit 6).

In Step 3, you may view the report information and, if you are submitting an Annual Report, download a spreadsheet report template/XML Schema by clicking either the 'Click Here to Download Report Template' or 'Click Here to Download XML Schema' links. You can also view Paperwork Reduction Act (PRA) information as it pertains to the report.

In order to upload your file, click the 'Browse' button in the Upload section of the page to locate your file (Exhibit 7). All acceptable file formats for the report are shown at the bottom of the Upload section. Once you have located the appropriate file, click the 'Upload' button to add your file to the report (Exhibit 8).

If you need to save the report, select 'Save and Return to My Reports', so that the report saves in 'My Reports'. For a listing of potential error messages related to uploading reports, please refer to Sections 2 and 3 of the CEDRI Error Messages Job Aide.

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Exhibit 7

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).

52.43(h) Initial Notification of Applicability

Information

Report	52.43(h) Initial Notification of Applicability - Part 52 43 - Iron and Steel Mills and Ferroalloy Manufacturing Industry Edit Report Name
Report Type	Notification Report
Date Updated	Aug 29 2023 05:06:49 PM
Status	Under Development

Upload

File Upload * ⓘ   TEST.pdf   Browse   Upload

The acceptable file format(s) include: .pdf, .doc, .zip, .xls

Exhibit 8

To view the uploaded file, click the file name (Exhibit 9). After uploading and confirming the file, click the 'Next: Select Facility' button (Exhibit 9).

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Exhibit 9

Workflow Step 4 – Select Facility

Selecting 'Next: Select Facility' takes you to Step 4 of the workflow where you specify the facility submitting the report.

Since multiple reports may be included in a submission, and multiple facilities may be included in each report, the facility submitting the report(s) must be identified. This allows CEDRI and CDX to provide access control to users associated with the specified facility.

To specify the facility, in the 'Select Facility Submitting Your Report' section, click the 'Select' button next to the Facility Address to specify the facility (Exhibit 10). Only one facility may be selected. To change your selection, click the 'Select' button for a different facility. If only one facility is listed, you may not de-select the facility.

If the facility is not in your profile, select the 'Add Facility' button to follow steps to add the facility to your profile (Exhibit 11). See the Manage Facilities Job Aide for instructions on how to associate facilities to your CEDRI account.

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Exhibit 11

Both submitter roles must first specify the facility submitting the report so that Certifiers and if necessary, additional Preparers, may be given access to the report(s).

The selected facility information displays for your confirmation (Exhibit 12). Click 'Continue' to accept and continue with notifying Certifiers or signing and submitting the report(s).

Exhibit 12

Select either 'Next: Select Certifiers' or 'Next: Sign and Submit' (Exhibit 13).

Exhibit 13

Workflow Step 5 – Reviewing and Submitting Reports

The final step of the reporting workflow differs slightly by role. This step is explained for both roles below:

Role	Available Actions
Preparer	Add/Remove Preparers Edit Report Name Download File for Review Send Email to Certifiers
Certifier or Delegated Certifier	Add/Remove Preparers Edit Report Name Download File for Review Sign and Submit Report(s)

All Preparers, Certifiers, and Delegated Certifiers that are associated to the selected facility are displayed for selection to either grant access to the report (Preparers), or to receive an email indicating a report is ready to be signed and submitted (Certifiers and Delegated Certifiers) (Exhibit 14).

Exhibit 14

The workflow for Preparers and Certifiers is provided below. Click on one of the following to navigate to the workflow that applies to you:

1. Preparers
2. Certifiers and Delegated Certifiers

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Preparers

Other Preparers associated with the selected facility may be granted access to the report by either the Preparer creating the report, or Certifiers associated with the facility. Clicking 'Add/Remove Preparers' (Exhibit 14) opens the Add/Remove Preparers dialog where you may select or deselect Preparers who may view the report (Exhibit 15).

> **Note:** If preparers are not added during this step, no other Preparers besides the one who created the report can access the report in the future.
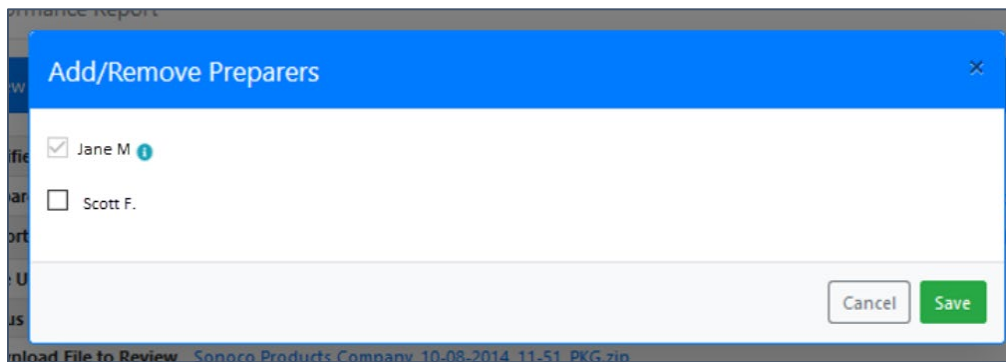
Exhibit 15

With the facility selection confirmed, click the 'Send Notification to Certifiers' button (Exhibit 16) to send an email to Certifiers (and Delegated Certifiers) that need to be informed that report(s) are awaiting their signature (Exhibit 17).
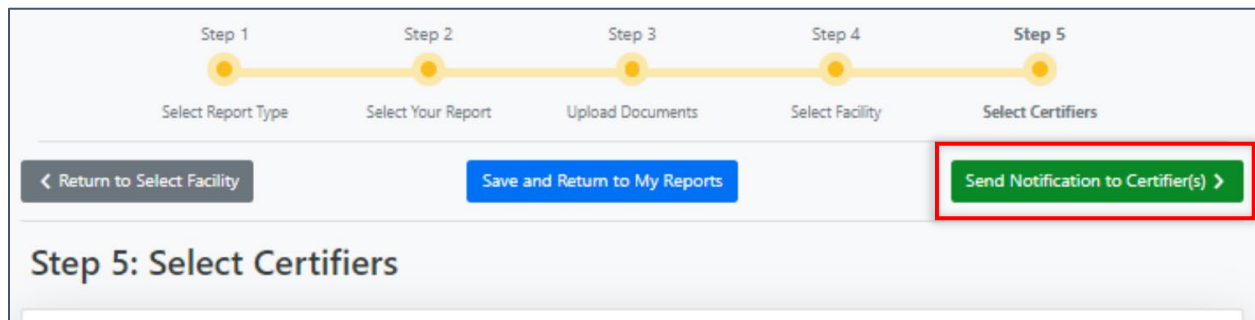

Exhibit 16

If the Certifier for your facility is not listed you may enter their email address, so they receive an email with instructions to create a CDX account, register for CEDRI, and sign and submit the report (Exhibit 17). If you are logged in as a Certifier or Delegated Certifier you will not have the option of notifying Certifiers.

Exhibit 17

After you click the 'Notify Certifiers' button (Exhibit 17), a 'Success' message displays notifying you that the selected Certifiers have been added to the report (Exhibit 18).

Exhibit 18

Certifier and Delegated Certifiers

Once a facility has been specified, a Certifier/Delegated Certifier from the facility may submit the reports to EPA by clicking the 'Sign and Submit All Report(s)' button (Exhibit 19). CEDRI displays a confirmation message, asking you to verify that all information contained in your submission is accurate (Exhibit 20). After reading the message, click 'I Confirm' to continue to the eSignature signing process.

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Exhibit 19

Exhibit 20

Selecting 'I Confirm' on the confirmation message launches the eSignature widget (Exhibit 21). This prompts you to enter your CDX password and answer one of your security questions (or receive a PIN via SMS if that option was selected during CDX registration). Once you have entered this information, select 'Sign' to sign and submit your reports to EPA.

Exhibit 21