

Revising and Resubmitting a Report

This job aide guides you through the process of revising and resubmitting a report. As a CEDRI Certifier or Preparer, you may revise reports for resubmission to EPA. The revision process may be initiated by the facility's Preparer or Certifier, or by a State Reviewer or EPA Regional Reviewer.

Facility Initiated Revision

From the 'CEDRI History' page, locate the report you wish to revise and resubmit. Select the report to view the Report Details. From the 'Report Details' page, the facility Preparers and Certifiers initiate report revisions by clicking the 'Revise & Re-submit Report' button (Exhibit 1).

	nd Emissions Data Reporting Interface)			Logged in as Kelse	y Olivieri - Certifier	Get Help On This Page 🝷
MyCEDRI My Reports CEDRI History Ma	anage Users				A CBI Disclaime	r Return to CDX Logout
	< Report Details Performance Test Report (Submit DEPARTMENT	tal via CEDRI optional for Federal rep	Revise & Re-s	ubmit Report Withdraw Report		
	Documents			Download All		
	Name		Size (kb)	Date Archived		
	EU18 Tunnel Kiln 8 Compliance 11-10 t	thru_08-21-2024_12-22_PKG.zip	18895.9	2024-11-27 10:44:42		
	Report	Facility	Certifier	Revisions		
	Report Submission Information					
	Report Status	In WebFIRE	0			
	Certification Date 0	2024-11-27	10:44:09			
	Available in WebFIRE 1	2024-11-27				
	CROMERR Activity ID	_c20041d6-	1904-4758-9f25-29196b48c161			
	CROMERR Document ID	4329a76d-3	c41-42c0-be0e-8b9e186ae3b4			
	Report Type Information					
	Report Name	Multiple				
	Citation	KA delada				
		Evhibit	+ 1			



Once you click the button, a 'Resubmission Warning' message displays, informing you that your original report will be replaced in CEDRI and in WebFIRE by the revised report (Exhibit 2).

If you are resubmitting a spreadsheet report, you may download the report being revised so that you may make revisions to the original submission (Exhibit 2). Click the 'Download Prior Submission' button to download the prior submission spreadsheet template. Once you have downloaded your prior spreadsheet template submission, select the green 'Continue' button to move forward with the process (Exhibit 3).

If you are resubmitting a web form or PDF file report, you simply need to select the green 'Continue' button to move forward with the process (Exhibit 4).



Download Prior Submission

×



If you continue and submit the resubmission of this report, it will replace the original report in CEDRI as your official submission. If you would instead like to submit a new report, please cancel and create a new report from the 'My Reports' page.

Note: You are initiating a resubmission for a Spreadsheet Submission. Please click 'Download Prior Submission' button to download the previously submitted file. After you download the prior submission, you will be able to update the file as needed and upload the revised version for resubmission on the next page.



Cancel

Resubmission Warning	×
If you continue and submit the resubmission of this report, it will replace the original report in CEDR as your official submission. If you would instead like to submit a new report, please cancel and create new report from the 'My Reports' page.	l e a
Note: You are initiating a resubmission for a Spreadsheet Submission. Please click 'Download Prior Submission' button to download the previously submitted file. After you download the prior submission, you will be able to update the file as needed and upload the revised version for resubmission on the next page.	
Cancel Download Prior Submission Continue	е

Exhibit 3



Exhibit 4



Upon clicking the 'Continue' button, you are navigated to the 'Upload Documents' step (Exhibit 5) of the reporting workflow where you may add the replacement report.

State or EPA requested Resubmission

State or EPA Regional Reviewers may push back a report in order for the facility to address reviewer comments. As the report Certifier you are notified by email that the report has been pushed back (Exhibit 5).

Submission Date/Time Certifier Name	Apr 15, 2020 7:56:14 PM
Certifier Name	
	Ms Sandhya HQ Paleti
Certifier CDX User Id	SPALETIHQ
Certifier Organization	CGI FEDERAL
CROMERR Activity ID	_2c6c2aab-cf6d-4e02-9fc9-3c207a2468d1
Report Name	63.7550(h)(3) Compliance Report - (c)(4) CMS option (Spreadsheet Template option)
Date Created	Apr 15, 2020 7:54:37 PM
Facility Name	AMERICAN HUNTER INC.
Facility Address	14555 AVION PARKWAY, SUITE 200, CHANTILLY, VA 20151
EPA Facility Id	110055184241
Report Type	Periodic Report
Regulation Part	Part 63 - National Emission Standards for Hazardous Air Pollutants for Source Categories
Regulation Subpart	Subpart DDDDD - Major Sources: Industrial, Commercial, and Institutional Boilers and Process Heaters
Other Facilities	Facility Name : K001 Facility Name : K002 Facility Name : K003 Facility Name : K004 Facility Name : K005
State Reviewer Comments:	Submit the missing documents in spreadseet.

Exhibit 5

The email contains a link (Exhibit 5) to the report. When you click the link and log in to CDX, you are navigated to the 'Upload Documents' step (Exhibit 6) of the reporting workflow.



Resubmitting the Revised Report

You have the option to change the regulatory requirement for which the report was previously submitted ('Parts', 'Subparts' and 'Report Type'), or you may simply replace the report that was previously submitted.

To change the regulatory requirement for which you are submitting the report, click the 'Return to Select Your Report' button (Exhibit 6) to change the Report Type, Parts, Subparts, or Report Name.

SEPA CEDRI (Compliance and Emissions Data Report	ing Interface)				Logged in as Kelsey Olivieri - Certifier	Get Help On This Page 🔻
MyCEDRI My Reports CEDRI History Manage Users					A CBI Disclaimer	Return to CDX Logout
	Step 1	Step 2 Step 3	Step 4	Step 5		
	•	•				
	Select Report Type U	Jpload Documents Select Your Reports	Select Facility	Sign and Submit	-	
	Return to Select Report Type	Save and Return to My R	eports	Next: Select Your Reports >		
	Step 2: Upload Docur	ments				
	Performance test data must be submitted in electronic file format consistent with the ext the "Upload" section below. If you are uploa file, not a ZIP file. Use the 'Browse' button to	n a file format generated through the use of t tensible markup language (XML) schema liste dring an ERT, you must upload a ZIP file. If you o locate your file, and the 'Upload' button to	e EPA's latest Electronic Re I on the EPA's ERT website . are uploading an XML, with bad it to CEDRI.	porting Tool (ERT) or an alternate . Upload your ERT or XML schema in hout an ERT, you must upload an XML Read More		
	ERT Performance Report Resubn	nission				
	Information					
	Report	ERT Performance Report		Edit Report Name		
	Report Type	ERT Performance Report				
	Date Updated	Nov 27 2024 11:06:31 AM				
	Status	Resubmission Under Development				
	Paperwork Reduction Act (PRA)	PRA Information - Rules, OMB Numbers,	nd Burden Estimates			
	Upload File Upload * ① EU18 Tunnel Kilr	n 8 Compliance 11-10 thru_08-21-2024_12-22	PKG.zip	Remove		
		Exhibit 6				

Note: If you are not ready to submit the revised report you may save your work and complete the resubmission later. Click the 'Save and Return to My Reports'. Your resubmission is given a status of 'Resubmission Under Development...' in the 'Reports Under Development' table.

Once the facility Certifier is ready to resubmit the report, click the 'Next: Sign and Submit' button to begin the signing process (Exhibit 6). A 'Resubmission Warning' message displays, reminding the Certifier that this report is a resubmission and prompting for comments describing the reason for the resubmission (Exhibit 7).



Note: Once the revised report is submitted, the previously submitted reports are marked with a 'Resubmitted' status and are replaced by the updated submission.

Resubmission Warning	
The report(s) you are about to submit contains at least or report. Once submitted the previously submitted reports replaced by the updated submissions in CEDRI History an indicate the reason you are performing this action. *	ne resubmission of a previously submitted will be marked as Resubmitted and be d WebFIRE. Include comments below to
	Cancel Continue with Resubmission

Exhibit 7

Next, the eReporting confirmation message displays. Click the 'I Confirm' button (Exhibit 8) and continue to the eSignature widget to complete the revision process (Exhibit 9). After the sign and submit process is complete and the State Reviewer approves, the report transfers to WebFIRE.

Please Confirm
I certify, under penalty of law, that this document and all attachments were prepared under my direction of supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations
No

Exhibit 8



1. Authentication 2. Verification 3. Sign File Log into CDX Question: Sign Jser: What is your favorite movie? Sign SPALETIHQ Answer: Sign Password: •••••••• Show Answer S@ndydad10083 Show Answer Show Answer Show Password Correct Answer Velcome Sandhya HQ Paleti Velcome Sandhya HQ Paleti	nature widget			
User: What is your favorite movie?	1. Authentication Log into CDX	2. Verification Question:	3. Sign File	
Password: ••••••••••••••••••••••••••••••••••••	User: SPALETIHQ	What is your favorite movie? Answer:	эідіі	
S@ndydad10083 Show Answer Show Password I Correct Answer Welcome Sandhya HQ Paleti Correct Answer	Password:	•••••		
Show Password Correct Answer Welcome Sandhya HQ Paleti	S@ndydad10083	Show Answer		
Welcome Sandhya HQ Paleti	Show Password 🗹	Correct Answer		
	Welcome Sandhya HQ Paleti			



Unable to Revise a Report?

Industry users may not be able to revise a report if the version template for that report has undergone a "major" change. This would mean that the report template is no longer active.

For example- If the EPA has updated the .xlsx version from v2.01 to v3.00, the "Revise and Resubmit" button will not be available in the Report Details section.

In the event that a report version has undergone a major update, and the user must update the report, the report status would have to be updated to "Withdrawn" by the facility Certifier. (See the <u>Withdrawing a Report Job Aide</u>) The most recent report template would then need to be downloaded then populated with the appropriate data before resubmission. (See the <u>Preparing and Submitting</u> <u>Periodic Reports Job Aide</u>)