

Applying and Searching for State Facility ID

Overview

- CEDRI has been updated to allow Certifiers, Delegated Certifiers and Preparers to add a 'State Facility ID' to a facility within "My Facilities".
- In addition, users can now search for submitted reports associated with that 'State Facility ID' within "CEDRI History".

Applying the 'State Facility ID' within "My Facilities"

Users can add their 'State Facility ID' to the "My Facilities" section, and search for reports based on that State Facility ID within "CEDRI History". The instructions listed below will allow users to add and search for 'State Facility ID'.

 Select a facility within "My Facilities", then click on the 'View/Edit Details' link associated with the desired facility. (Figure 1)

My Facilities										
My Facilities	Add Facilities									
Manage Facilities	Manage Facilities (21 facilities managed)									
The facilities select	The facilities selected for this data flow and role are listed below. You may add facilities by clicking the 'Add Facilities' button or tab. The ability to edit a facility and any sub-facility data is available from the 'Facility Details' screen which is accessible by clicking the 'Details' list facilities with insufficient location information may not appear on the man view.									
			g the Details batton on the map were rich.		by not appear on the map view					
Hiter:	Filter:									
EPA Registry	D 😌	Program ID 0	Facility Name	Facility Address	÷ 🖌 🖌					
123456		CEDRI987654	TEST	38 CAJUN BLVD LAFAYETTE, LA 70506 LAFAYETTE PARISH	View/Edit Details Remove					

Figure 1

2) Scroll to the bottom of the facility details page with, and select the 'Edit Facility' button. (Figure 2)

Responsible Agency Facility ID (e.g., State Facility Identifier) ID Not Available Responsible Agency Is Mailing Address Same as Facility Address? No										
Mailing Address 1	Mailing Address 2	Mailing City	Mailing State	Mailing ZIP						
138 CAJUN BLVD		LAFAYETTE	LOUISIANA	70506						
Sub-facility Components Add Sub-facility Component(s)										
# of Units	# of Release Points	# of Processes		# of Control Measures						
0	0	0		0						
Edit Facility										



3) Note that the 'Responsible Agency Facility ID' field is now a free text field. This is the field in which the 'State Facility Identifier' can be applied. Once the State Facility ID has been applied in the free text field, select the 'Submit' button to save the changes to the 'State Facility ID' field. (Figure 3)

○ Mobile/No Fixed Address ○ Offshore Facility Address 138 CAUM BLVD Address 2 LAFAYETTE LAFAYETTE PARISH Coordinates 30.219784 -92.042333 Operating Status * OPERATING OPERATING BIA Code ●	 ✓ Map Legend 			© 2023 Microsoft Co	University of the Carum R	toritomu lativistics		
Is Mailing Address Same as Facility Address? * O Yes No								
Mailing Address 1 *	Mailing Address 2	Mailing City	*	Mailing State *		Mailing ZIP *	Actions	
138 CAJUN BLVD		LAFAYETTE		Louisiana	~	70506	0	
Sub-facility Components Add Sub-facility Con # of Units	ponent(s) # of Release Poi	nts		# of Processes		# of Control Measures		
0	0 0					0		
Submit			1		1			

Figure 3

4) Users can now search for reports submitted under this facility via the 'State Facility ID' search filter in CEDRI History.

Searching/Filtering by State Facility ID in CEDRI History

After a report is submitted for the facility in which the State Facility was added, users can search for the State Facility ID within "CEDRI History". NOTE: If you need information on how to submit a report, please reference the <u>following user</u> <u>guide</u>. Searching for reports based on the State Facility ID is common practice for State Reviewers and EPA Regional Reviewers.

1) Navigate to the "CEDRI History" page and select the 'Add/View Filters' button. (Figure 4)



MyCEDRI My Rep	oorts CEDRI History Manage Users					A CBI Disclai	ner Ret	urn to CDX	Logout	Ø Admin Cons
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.										
Download as Exc	el 0								1	Add/View Filters
Date	Report	n P	Part 1 Subpart 1	Subpart Name	Facility	Cou	τy	State	Format	Status
2023-02-23 12:40:38	62 OOO Federal Plan Requirements for Municipal Solid Waste Landfills That Commenced Construction On or Before July 17 2014 and Have N Been Modified or Reconstructed Since July 17 2014	ot 6	52 000	Federal Plan Requirements for Municipal Solid Waste Landfills That Commenced Construction On or Before July 17. 2014, and Have Not Been Modified or Reconstructed Since July 17. 2014	TEST	LAFA PARI:	/ETTE H	LA	File	Submitted

Figure 4

2) Once the filters are presented, select the "Facility" tab, and note the new 'State Facility ID' search field. Add the State Facility ID from a previously updated facility, and select 'Apply Filters'. The "CEDRI History" table will present all of the reports associated with that State Facility ID. Select the desired report by clicking it directly in the "CEDRI History" table. (Figure 5) For more information about how to manipulate the "CEDRI History" filters, see the <u>CEDRI Search job aide</u>.

What would you like to filter by? 0			Apply Filters Clear Filters Hide Filters
Date / Status / Report	Geography	Facility	Sector / Rule
Facility Filters			
Facility ID		Facility Name	
Select options		Select options	
State Facility ID: LA_12345(CHOBACK TEST) State Facility ID xLA12345	×		
Download as Excel 3 Filters:			Apply Filters Clear Filters Hide Filters
Certification Date ¹¹ Report	🗇 Part 🏦 Subpart 🏦 Subpart Name	↑↓ Facility	^{↑↓} County ^{↑↓} State ^{↑↓} Format ^{↑↓} Status ^{↑↓}
2023-02-24 TEST REPORT 07:57:37	60 AA TEST SUBPART	TEST	LAFAYETTE LA File Submitted PARISH

Figure 5

3) Select the "Facility" tab within the Report Details page, and note that the 'State Facility ID' is listed within the Facility tab of the Report Details section. (Figure 6)





Figure 6