

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	(21 facilities managed)				List View Map View						
	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' button on the map view. Please note that facilities with insufficient location information may not appear on the map view.										
		active in the table view of by clicking	g the Details button on the map view. Hease	note that racinges with insurface receasion mormation in	ay not appear on the map view.						
Filter:											
EPA Registry	D 😧	Program ID 0	Facility Name	Facility Address	 Image: A set of the set of the						
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)

# of Units 0	0	0			0
# of Units			0		0
# . C 11	# of Release Points	# of Processes	# of Processes		of Control Measures
ub-facility Components Ad	d Sub-facility Component(s)				
138 CAJUN BLVD		LAFAYETTE	LOUISIANA		70506
Mailing Address 1	Mailing Address 2	Mailing City	Ma	ailing State	Mailing ZIP
esponsible Agency Facility ID a.g., State Facility Identifier) D Not Available esponsible Agency s Mailing Address Same as Facility o	Address?				



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 CAJUN BU/D Address 2 LAFAYETTE LAFAYETTE PARISH Coordinates 30.219784 -92.042333 Operating Status * OPERATING Operating Status Change Year BIA Code ●				C 2023 Microsoft C	Cajum F	urpina plan star 111 <u>150</u> <u>300f</u> Ar, CCNES (2022) Distribution Air.	
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 Com							
# of Units	# of Release Poi	nts		# of Processes		# of Control Measures	
0	0			0		0	
Submit							

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)



CEDRI My Rep	orts CEDRI History Manage Users					A C	BI Dis	laimer Re	turn to CD	X Logou	ØA	dmin Conse
EDRI His	story											
	t CEDRI submissions that you have either certified electronically or h filter categories: Date / Status / Report, Geography, Facility, and Sec										he CED	RI History b
cang any or are	mer earegones, Date / Status / Report, Geography, Facility, and See	 Nuller Click	on any record	in the elbra history table to see the report details, download asso	ciuto	a mes, and it necessary, in		the submit	or without			
ownload as Exc	0										Add/	View Filters
Certification	Report	Part 11	Subpart 1	Subpart Name		Facility		ounty	State	Forma	• 11	Status 1
Jute	Report	Turv -	Subpurt	Subpart Hume		rucinty		ounty	State	- Torna		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 No	62	000	Federal Plan Requirements for Municipal Solid Waste Landfills That Commenced Construction On or Before July 17, 2014, and Have Not		TEST		AFAYETTE ARISH	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 x LA12345	x		
Download as Excel 3 Filters:			Apply Filters Clear Filters Hide Filters
Certification Date ¹¹ Report	💷 Part 🏗 Subpart 🏦 Subpart Name	^{↑↓} Facility	14 County 14 State 14 Format 14 Status 14
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