



How to Create and Submit Part 49, Part 70 and Part 71 Reports and Other Documents

Creating a Part 49, Part 70, or Part 71 Report

This job aide guides you through the report creation process for Part 49, Part 70 and Part 71 submissions from the MyCEDRI Dashboard. From the MyCEDRI dashboard, click the 'Create a Report' button to start a new report (Exhibit 1).

The screenshot shows the MyCEDRI dashboard interface. At the top, there is a navigation bar with the EPA CEDRI logo and the text "(Compliance and Emissions Data Reporting Interface)". The user is logged in as "Kyle Speight - Certifier". Below the navigation bar, there are four main action buttons: "Create a Report" (highlighted with a red box), "Complete Reports Under Development", "View Submitted Reports", and "Manage Facilities". The "Create a Report" button has a sub-link "Create a new report". Below these buttons, there are sections for "My Profile", "My Regulations", and "My Facilities". The "My Facilities" section contains a table with one facility listed.

EPA Registry ID	Program ID	Facility Name	Facility Address	
110070234690	CEDRI10022690	CGI FEDERAL INC	12604 FAIR LAKES CIR FAIRFAX, VA 22033 FAIRFAX COUNTY	View/Edit Details Remove

Exhibit 1

The first step is selecting the type of report, 'State/Local/Tribe Rule or Permit' reports, in the 'Select Report Type' window (Exhibit 2).



How to Create and Submit Part 49, Part 70 and Part 71 Reports and Other Documents

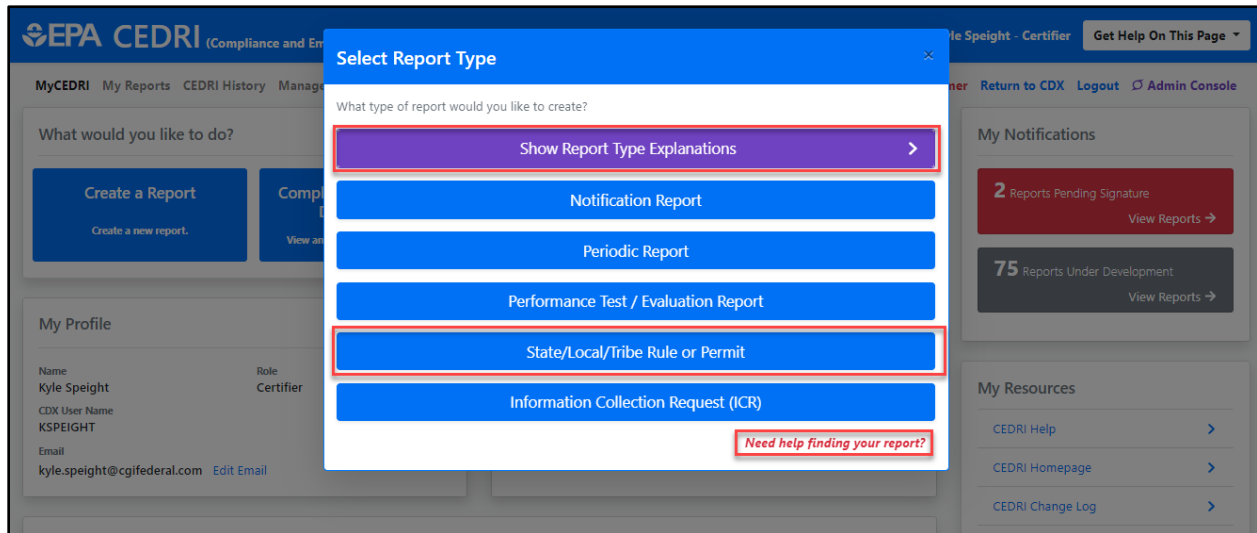


Exhibit 2

If you are unsure of which Report Type to select, click the ‘Show Report Type Explanations’ button to view Report Type Examples or click *“Need help finding your report?”* to view a downloadable list of reports you may submit to CEDRI. Reports are organized by regulation part, sub-part, sector and source category.



How to Create and Submit Part 49, Part 70 and Part 71 Reports and Other Documents

Selecting 'State/Local/Tribe Rule or Permit' (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 are available to locate the reports you intend to submit to EPA, but for the purposes of locating the Part 49, Part 70, or Part 71 reports, you would want to use the 'Parts' criteria:



How to Create and Submit Part 49, Part 70 and Part 71 Reports and Other Documents

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).

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

Search Criteria

Report Type: Other Report
Part: Part 70 - State Operating Permit Programs

Report Name:
• 70.6(a)(3)(iii)(A) Semi-Annual Monitoring Report
• 70.6(c)(5)(iii) Annual Compliance Certification Report

New Search

Search Results

Select the report(s) you want to create.

Source Sector	Report Category	Report Type	Part	Subpart	Available Reports	Action
		Other Report	Part 70 - State Operating Permit Programs		70.6(c)(5)(iii) Annual Compliance Certification Report	Add
		Other Report	Part 70 - State Operating Permit Programs		70.6(a)(3)(iii)(A) Semi-Annual Monitoring Report	Add

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 5).

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



How to Create and Submit Part 49, Part 70 and Part 71 Reports and Other Documents

Note: All reports in the 'Selected Report(s)' 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).

The screenshot displays the CDX report creation workflow. It is divided into three main sections: Search Criteria, Search Results, and Selected Report(s).

Search Criteria: This section allows users to filter reports. Under 'Report Type', 'Other Report' is selected. Under 'Report Name', '70.6(a)(3)(iii)(A) Semi-Annual Monitoring Report' and '70.6(c)(5)(iii) Annual Compliance Certification Report' are listed. Under 'Part', 'Part 70 - State Operating Permit Programs' is selected. A 'New Search' button is located at the bottom of this section.

Search Results: This section prompts the user to 'Select the report(s) you want to create.' It contains a table with the following data:

Source Sector	Report Category	Report Type	Part	Subpart	Available Reports	Action
		Other Report	Part 70 - State Operating Permit Programs		70.6(c)(5)(iii) Annual Compliance Certification Report	Add
		Other Report	Part 70 - State Operating Permit Programs		70.6(a)(3)(iii)(A) Semi-Annual Monitoring Report	Add

Selected Report(s): This section shows the reports that have been selected for creation. It contains a table with the following data:

Source Sector	Report Category	Report Type	Part	Subpart	Report Name	Action
		Other Report	Part 70 - State Operating Permit Programs		70.6(c)(5)(iii) Annual Compliance Certification Report	Delete

The 'Delete' button in the 'Selected Report(s)' table is highlighted with a red box.

Exhibit 5

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).

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](#).



How to Create and Submit Part 49, Part 70 and Part 71 Reports and Other Documents

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

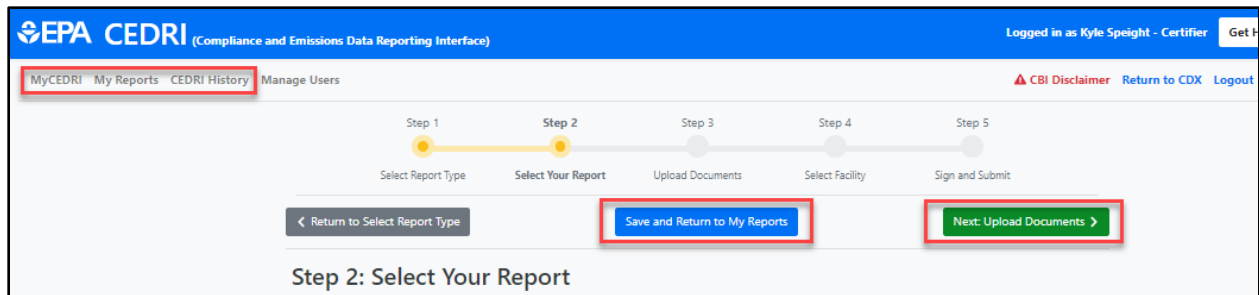


Exhibit 6

In Step 3, you may view the report information and upload your file (Exhibit 7). 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 Uploads section of the page to locate your file (Exhibit 7). Once you have located the appropriate file, click the 'Upload' button to add your file to the report.
- 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 Section 2 of the [CEDRI Error Messages Job Aide](#).



How to Create and Submit Part 49, Part 70 and Part 71 Reports and Other Documents

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 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).

70.6(c)(5)(iii) Annual Compliance Certification Report

Information		
Report	70.6(c)(5)(iii) Annual Compliance Certification Report - Part 70	Edit Report Name
Report Type	State/Local/Tribe Rule or Permit	
Date Updated	Aug 01 2023 03:07:53 PM	
Status	Under Development	

Upload

File Upload * **Browse** **Upload**

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

Exhibit 7

After clicking 'Upload,' the system will ask you to input the 'Permit Number,' 'Application Number,' and/or 'Project Number' as applicable to the particular report. Then select 'Save Facility Information.' This information will one day be used to link these reports to the actual permits in the Electronic Permitting System (EPS) and other EPA systems.



How to Create and Submit Part 49, Part 70 and Part 71 Reports and Other Documents

A screenshot of a web form titled 'Facility Information' with a blue header bar. Below the header, there is a instruction: 'Please enter the following information for the permitted facility. Fields may be left blank if the information is not applicable.' The form contains three input fields: 'Permit Number' with the value '123', 'Application Number' with the value 'A-123', and 'Project Number' with the value 'P-123'. At the bottom right of the form, there are two buttons: a grey 'Cancel' button and a green 'Save Facility Information' button, which is highlighted with a red rectangular border.

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).



How to Create and Submit Part 49, Part 70 and Part 71 Reports and Other Documents

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 >**

70.6(c)(5)(iii) Annual Compliance Certification Report

Information		
Report	70.6(c)(5)(iii) Annual Compliance Certification Report - Part 70	Edit Report Name
Report Type	State/Local/Tribe Rule or Permit	
Date Updated	Aug 01 2023 03:14:21 PM	
Status	Under Development	

Report Data Values		
Permit Number	1234	Edit Permit Number
Application Number	A-123	Edit Application Number
Project Number	P-123	Edit Project Number

Upload		
File Upload *	<input type="text" value="70.6_c_5_iii_Annual Compliance Certification Report - Part 70.pdf"/>	Remove

Exhibit 9

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

Select Facility Submitting Your 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



How to Create and Submit Part 49, Part 70 and Part 71 Reports and Other Documents

add the facility to your profile. See the [Manage Facilities Job Aide](#) for instructions on how to associate facilities to your CEDRI account.

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 Upload Documents Save and Return to My Reports Next: Sign and Submit >

Step 4: Select Facility

70.6(c)(5)(iii) Annual Compliance Certification Report

Information		
Report	70.6(c)(5)(iii) Annual Compliance Certification Report - Part 70	Edit Report Name
Report Type	State/Local/Tribe Rule or Permit	
Date Updated	Aug 01 2023 03:53:00 PM	
Status	Under Development	

Report Data Values		
Permit Number	1234	Edit Permit Number
Application Number	A-123	Edit Application Number
Project Number	P-123	Edit Project Number

Select Facility Submitting Your Report [Add Facility](#)

EPA Registry ID	Program ID	Facility Name	Facility Address	Action
110090117491	CEDRI83440	CGI FEDERAL	12601 FAIR LAKES CIR FAIRFAX, VA 22033 FAIRFAX COUNTY	Select

Exhibit 10

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 11). Click 'Continue' to accept and continue with notifying Certifiers or signing and submitting the report(s). Select either 'Next: Select Certifiers' or 'Next: Sign and Submit'.



How to Create and Submit Part 49, Part 70 and Part 71 Reports and Other Documents

Add Submitting Facility

Selected Facility

You have selected the following facility. To submit your report under this facility, please select 'Continue'.

EPA Registry ID	Program ID	Facility Name	Facility Address	Registered Certifiers	Registered Preparers
110090150104	CEDRI89300	CGI FEDERAL	6199 KINGS COLOR DR FAIRFAX, VA 22030 FAIRFAX COUNTY	Kyle Speight ricky beach	None found.

Cancel Continue

Exhibit 11

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 12).



How to Create and Submit Part 49, Part 70 and Part 71 Reports and Other Documents

Step 1 Select Report Type Step 2 Select Your Report Step 3 Upload Documents Step 4 Select Facility Step 5 Select Certifiers

[← Return to Select Facility](#) [Save and Return to My Reports](#) [Send Notification to Certifier\(s\) >](#)

Step 5: Select Certifiers

70.6(c)(5)(iii) Annual Compliance Certification Report

Review Report Information

Certifier(s)	Christopher Chafin, Greg Slusher	
Preparer(s)	Kyle Speight	Add/Remove Preparers
Report	70.6(c)(5)(iii) Annual Compliance Certification Report - Part 70	Edit Report Name
Report Type	State/Local/Tribe Rule or Permit	
Date Updated	Aug 01 2023 04:23:15 PM	
Status	Pending Signature	
Download File to Review	70.6_c_5_iii_Annual_Compliance_Certification_Report_-_Part_70.pdf	

Report Data Values

Permit Number	1234	Edit Permit Number
Application Number	A-123	Edit Application Number
Project Number	P-123	Edit Project Number

Select Facility Submitting Your Report [Add Facility](#)

EPA Registry ID	Program ID	Facility Name	Facility Address	Action
110090117491	CEDRI83441	CGI FEDERAL	12601 FAIR LAKES CIR FAIRFAX, VA 22033 FAIRFAX COUNTY	
110090085907	CEDRI80780	CGI FEDERAL 1	12601 FAIR LAKES CIR FAIRFAX, VA 22033 FAIRFAX COUNTY	Select

Exhibit 12



How to Create and Submit Part 49, Part 70 and Part 71 Reports and Other Documents

Add/Remove 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' opens the Add/Remove Preparers dialog box where you may select or deselect Preparers who may view the report (Exhibit 13).

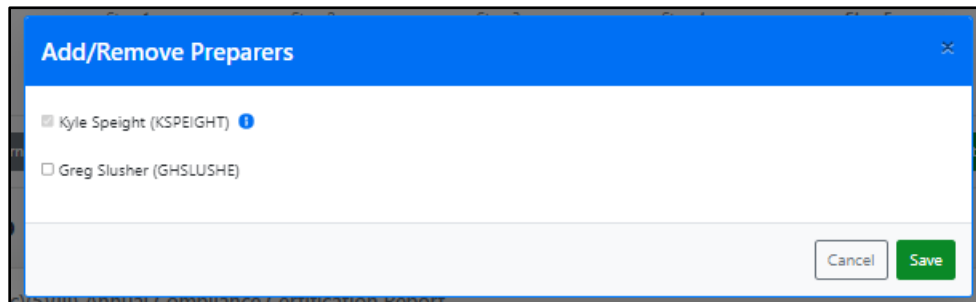


Exhibit 13

Send Notification to Certifiers (Preparer role only)

With the facility selection confirmed, click the 'Send Notification to Certifier(s)' button (Exhibit 12) to send an email to Certifiers (and Delegated Certifiers) that need to be informed that report(s) are awaiting their signature (Exhibit 14).

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.

If you are logged in as a Certifier or Delegated Certifier you will not have the option of notifying Certifiers.

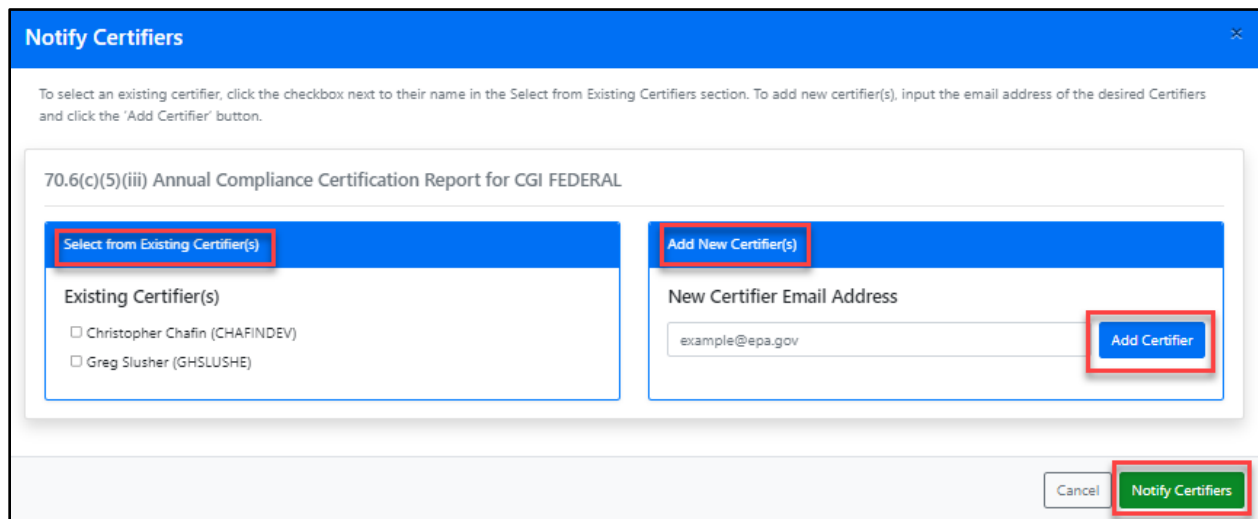


Exhibit 14



How to Create and Submit Part 49, Part 70 and Part 71 Reports and Other Documents

After you click the 'Notify Certifiers' button (Exhibit 14), a 'Success' message displays notifying you that the selected Certifiers have been added to the report (Exhibit 15).

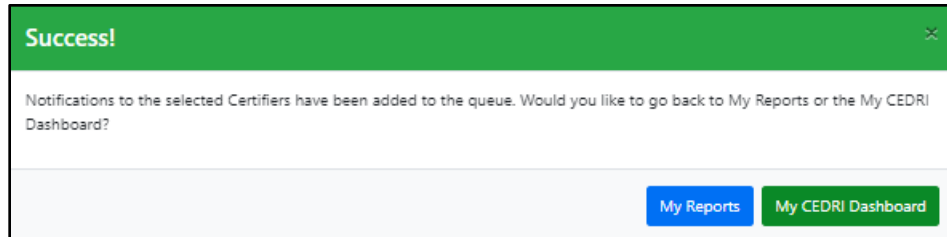


Exhibit 15

Sign and Submit Reports (Certifier and Delegated Certifier roles)

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 16). CEDRI displays a confirmation message, asking you to verify that all information contained in your submission is accurate (Exhibit 17). After reading the message, click 'I Confirm' to continue to the eSignature signing process.



How to Create and Submit Part 49, Part 70 and Part 71 Reports and Other Documents

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 Facility](#) [Save and Return to My Reports](#) [Sign and Submit All Report\(s\) >](#)

Step 5: Sign and Submit

70.6(c)(5)(iii) Annual Compliance Certification Report

Review Report Information

Certifier(s)	Kyle Speight, ricky beach
Preparer(s)	Add/Remove Preparers
Report	70.6(c)(5)(iii) Annual Compliance Certification Report - Part 70 Edit Report Name
Report Type	State/Local/Tribe Rule or Permit
Date Updated	Aug 01 2023 04:23:17 PM
Status	Pending Signature
Download File to Review	70.6_c_5_iii_Annual_Compliance_Certification_Report_-_Part_70.pdf

Report Data Values

Permit Number	1234	Edit Permit Number
Application Number	A-123	Edit Application Number
Project Number	P-123	Edit Project Number

Select Facility Submitting Your Report

[Add Facility](#)

EPA Registry ID	Program ID	Facility Name	Facility Address	Action
110090150104	CEDRI89300	CGI FEDERAL	6199 KINGS COLOR DR FAIRFAX, VA 22030 FAIRFAX COUNTY	
110090117491	CEDRI83440	CGI FEDERAL	12601 FAIR LAKES CIR FAIRFAX, VA 22033 FAIRFAX COUNTY	Select

Exhibit 16



How to Create and Submit Part 49, Part 70 and Part 71 Reports and Other Documents

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 I Confirm

Exhibit 17

Selecting 'I Confirm' on the confirmation message launches the eSignature widget (Exhibit 18). 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.

eSignature Widget

1. Authentication
Log into CDX
User: KSPEIGHT
Password: [Red Box]
Show Password []
Welcome Kyle Speight

2. Verification
Question: What is the first and middle name of your oldest sibling?
Answer: [Red Box]
Show Answer []
Correct Answer

3. Sign File
Sign [Red Box]

Return to Step 5
70.6(d)
Certifier(s) Kyle Speight, Ricky Beach
Preparer(s) Add/Remove Preparers

Exhibit 18