$!currentDate

$!CONTACTNAME,

Subject: EPCRA Section 313 Deadline Reminder: Prepare, Transmit, and Certify All TRI Forms by $!deadlineDate - Training on Reporting Changes

The United States Environmental Protection Agency's (EPA's) Toxics Release Inventory (TRI) Program would like to remind you that as of $!todaysDate, there are $!days days remaining to prepare, transmit, and certify all your TRI forms by the $!deadlineDateDay reporting deadline. EPA will consider TRI forms to be late if they are transmitted or certified after $!deadlineTime Eastern Time on $!deadlineDateDayYear .

You have received this notice because you were identified as the technical contact, preparer, and/or certifying official for the facility(s) listed below on its RY 2013 or RY 2012 TRI form(s). If you are no longer involved with TRI reporting for this facility, please reply to tridpc@epacdx.net to be removed from the distribution list. In your reply, please provide contact information (if available) for the person who is the facility's technical contact for EPCRA Section 313.

Important New Information for RY 2014 and Recorded Webinar on Reporting Changes

The 2014 Form R includes several changes, all of which are listed on our website. A recording of our training webinar on all new and modified data elements is also available at https://youtu.be/R-i-aXeulLA/node/63303.

Many of the reporting changes are designed to help you submit information on pollution prevention (P2) and other environmentally friendly practices. To learn how EPA uses and publicizes this information, visit our P2 webpage (www.epa.gov/tri/p2) or watch our new 3-minute video featuring perspectives on P2 reporting from industry and EPA at www.youtube.com/watch?v=wSrlff7NRfo. Our P2 reporting tutorial was also recently updated to reflect the most recent reporting enhancements to TRI-MEweb.

Below is a list of your facilities that have not reported for RY 2014

#foreach($facilityRecord in $FacilityRecords.iterator())

$!facilityRecord

#end

Information about TRI-MEweb

How Do I Start Using TRI-MEweb?

Using TRI-MEweb to prepare/transmit/certify TRI forms for the first time requires the creation of two user roles. Specifically, a facility representative will associate themselves with TRI-MEweb as either a "preparer" (individual who will enter TRI data on TRI forms and transmits them to be certified) or "certifying official" (the legal representative of a reporting facility that certifies the data in a transmitted form and submit them to EPA). Certifying official user roles may also prepare TRI forms, though most certifying officials exclusively certify and submit forms. You may create a new CDX user account or access an existing CDX user account at https://cdx.epa.gov/.

What's new in TRI-MEweb?

For details about what is new in TRI-MEweb and information on how to use TRI-MEweb to prepare and submit TRI reports, view this fact sheet on the TRI website.

Can I send paper forms to EPA instead of using TRI-MEweb?

As of January 21, 2014, facilities may no longer submit paper forms to EPA to meet their EPCRA Section 313 reporting requirements (except for trade secret submissions which facilities must submit on paper forms)

Where do I get instructions on how to use TRI-MEweb?

Online TRI-MEweb tutorials that provide step-by-step instructions for using TRI-MEweb are available on the following TRI website: http://www2.epa.gov/toxics-release-inventory-tri-program/tri-meweb-tutorials

Facility Access Keys

If your facility profile is not found upon opening your TRI-MEweb account, you can reload your facility's data using the six-digit facility access key. Access keys were previously provided via an email titled

"Reporting Year 2014 Release of TRI-MEweb - Upcoming Webinar on TRI Reporting Changes - P2 Video - Access Key(s) - Print and Save for Future Use" that was sent in mid-February, or you may call the CDX Helpdesk at 1-888-890-1995 to obtain your access key.

Have you been appointed as a new Certifying Official for your facility in RY 2014?

If you are certifying TRI forms for the first time since RY 2012, EPA strongly recommends that you begin reporting early to avoid any difficulties in setting up your CDX user account and gaining certification rights through the new electronic signature agreement requirements. If you used TRI-MEweb to certify TRI forms for RY 2012 or RY 2013, you will simply need to certify any forms pending submission. An online tutorial will also help you learn how to setup and use this new functionality as a certifying official:

http://www2.epa.gov/sites/production/files/tri/TutorialSWFs/registering_for_a_cdx_account_as_a_tri-meweb_certifying_offical_v1.0.swf

Questions

We hope that TRI-MEweb will make your TRI reporting easier and more efficient. If you have questions about registering for CDX or accessing TRI-MEweb, please contact the CDX Help Desk using the information below.

CDX HELP DESK

Phone (toll-free): +1 (888) 890-1995

Phone (toll): (970) 494-5500

Email: helpdesk@epacdx.net

The CDX Help Desk is available Monday through Friday, 8:00 AM to 6:00 PM Eastern Time.

Useful Links

Toxics Release Inventory Program Web site: http://www2.epa.gov/toxics-release-inventory-tri-program

TRI-MEweb tutorials: http://www2.epa.gov/toxics-release-inventory-tri-program/tri-meweb-tutorials

RY 2014 Reporting Forms & Instructions (RFI): http://www2.epa.gov/toxics-release-inventory-tri-program/tri-reporting-forms-and-instructions

Pollution Prevention and TRI information: http://www2.epa.gov/toxics-release-inventory-tri-program/pollution-prevention-p2-and-tri

Central Data eXchange (CDX) login: https://cdx.epa.gov/

Sincerely,

Juan Parra

U.S. Environmental Protection Agency

Toxics Release Inventory Program

$!currentDateTime

This e-mail and any attached files may contain CB&I (or its affiliates) confidential and privileged information. This information is protected by law and/or agreements between CB&I (or its affiliates) and either you, your employer or any contract provider with which you or your employer are associated. If you are not an intended recipient, please contact the sender by reply e-mail and delete all copies of this e-mail; further, you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited.

Email Contents

Content Name	Content Value
1. date	May 30, 2015 11:40:36 AM
2. deadlineTime	11:59:59 PM
3. CONTACTNAME	Donald Wilson
4. FacilityRecords	73401TTLPTHIGHW VALERO REFINING CO -OKLAHOMA VALERO ARDMORE REFINERY ONE VALE
5. deadlineDate	July 01, 2015
6. currentDate	May 30, 2015
7. EMAILADDRESS	don.wilson@valero.com
8. deadlineDateDay	July 1st
9. todaysDate	Saturday, May 30, 2015
10. currentDateTime	05/30/2015 10:11:55 AM
11. USERID	57340
12. days	32
13. deadlineDateDayYear	Wednesday, July 01, 2015

Email Contents

Content Name	Content Value
1. date	May 30, 2015 1:29:47 AM
2. deadlineTime	11:59:59 PM
3. CONTACTNAME	Tracy Watson
4. FacilityRecords	73401TTLPTHIGHW VALERO REFINING CO -OKLAHOMA VALERO ARDMORE REFINERY ONE VALE
5. deadlineDate	July 01, 2015
6. currentDate	May 30, 2015
7. EMAILADDRESS	marion.watson@valero.com
8. deadlineDateDay	July 1st
9. todaysDate	Saturday, May 30, 2015
10. currentDateTime	05/30/2015 12:03:23 AM
11. USERID	65291
12. days	32

13. deadlineDateDayYear	Wednesday, July 01, 2015

Email Contents

Content Name	Content Value
1. date	May 31, 2015 10:53:53 AM
2. deadlineTime	11:59:59 PM
3. CONTACTNAME	Marion Watson
4. FacilityRecords	73401TTLPTHIGHW VALERO REFINING CO -OKLAHOMA VALERO ARDMORE REFINERY ONE VALE
5. deadlineDate	July 01, 2015
6. currentDate	May 31, 2015
7. EMAILADDRESS	marion.watson@valero.com
8. deadlineDateDay	July 1st
9. todaysDate	Sunday, May 31, 2015
10. currentDateTime	05/31/2015 09:41:11 AM
11. USERID	39846
12. days	31
13. deadlineDateDayYear	Wednesday, July 01, 2015