$!currentDate

To:

$!CONTACTNAME,

Your form(s) were transmitted for certification in TRI-MEweb, but your form(s)have not been certified

There are only $!days days left before the Toxics Release Inventory (TRI) reporting deadline (11:59 pm on July 1). As of $!todaysDate, our data processing center (DPC) has detected that you have TRI submission(s) that needs to be properly certified for all chemical form(s) that were prepared using our TRI-MEweb application. Your form(s) were transmitted for certification in TRI-MEweb, but your form(s) have not been certified (if you have certified as of $!todaysDate, ignore this email). To complete your TRI-MEweb submission, a certifying official for your facility must log into CDX, open TRI-MEweb, and digitally sign each TRI reporting form. Uncertified TRI reporting forms do not satisfy TRI reporting requirements. The Environmental Protection Agency (EPA) does not consider TRI reporting forms to have been submitted until they are certified, and EPA does not process forms that have been transmitted for certification.

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

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

$!facilityRecord

#end

Please note that new certifying officials in Reporting year (RY) 2014 must have signed and submitted an Electronic Signature Agreement (ESA) and a TRIFIS Signature Agreement form in order to activate the ability to certify and submit forms in the TRI-MEweb application. New certifying officials in may use an electronic process to sign and submit an ESA when they register with TRI-MEweb. Alternatively, a certifying official can mail a printed and signed ESA to EPA. It typically takes several business days for EPA to receive and process an ESA submitted on paper. In addition, a TRIFID Signature Agreement Form is required before access is granted to their facility account in TRI-MEweb. Both the ESA and a TRIFD Signature Agreement is a one-time procedure and is not required in future reporting years if Certifying Official continues to certify forms.

If you have any questions regarding this email, please call the CDX Helpdesk at (888) 890-1995 (toll free) or (970) 494-5500. Operating hours during the last week of June and on July 1 are 8 a.m. to 7 p.m. Eastern Time, Monday through Friday. Note: The CDX Helpdesk is closed Saturday June 27 and Sunday June 28.

If your certifying official is still not able to certify your facility's form(s), please review the four most common situations listed below:

1. New Certifying officials that have already processed a new Electronic Signature Agreement (ESA) in 2015 but have not signed TRIFID Signature Agreement.

New certifying officials will need to provide their job title and their digital signature on a TRIFID signature agreement before access is granted to their facility account in TRI-MEweb.

After the certifying official opens the TRI-MEweb "Welcome" page, under the ESA Status column heading, they may observe a status of "Sign TRIFID Signature Agreement". This ESA status message will confirm that they are experiencing this issue.

The following instructions will help your certifying official complete this last task so they are able to access and certify any pending submissions in TRI-MEweb. They will not need to do this task next year if they continue in this role.

Instructions only for new Certifying Officials in RY 2014:

1. Log in to your CDX user account (https://cdx.epa.gov/CDX/Login), open the TRI-MEweb application, and navigate to the "Certify" tab. On the "Manage TRIFIDs for Certification" page click the "Provide Title" button. Enter your appropriate title (i.e., president, plant manager, chief of operation, etc.) and click "OK".

2. On the same "Manage TRIFIDs for Certification" page, there is a section named "Pending Signature":

If you do not see your TRIFID listed in the "Pending Signature" section, click the "Access/Add Facility" button to add a new facility account to TRI-MEweb. The button will open the "Enter Facility's Access Information" page. Use option 1 if you have facility contact information that was reported to EPA in prior years, or select option 2 (easier option) to enter your six-digit access key to load your facility account profile. If you do not have your access key for your facility, call the CDX helpdesk. Click the "Next" button. Confirm that the facility information displayed is accurate, click "Next", and access will now be granted for this facility. Go to step 3.

3. Navigate back to the "Certify" tab. A new window will display the unsigned TRIFID Signature Agreement in the middle of page. To sign the TRIFID Authorization Agreement document attesting that

you have the authority to certify TRI submissions for this reporting facility, click "Sign Agreement" button to open the e-signature widget to provide your digital signature. You will then be prompted to enter your CDX password in addition to answering one of your e-signature security questions. Once that information is entered, click the "Sign" button.

Note: Repeat this step to add additional facilities.

4. The facility TRIFIDs that have been authorized for certification will be displayed in the Signature Received section on the bottom of the "Manage TRIFIDs for Certification" page.

5. You are ready to certified your pending forms under the "Certify > Pending Submissions" subtab.

6. Your first confirmation of a successfully submitted certified submission is an automated email from CDX confirming your transaction.

2. Any Certifying official that opens TRI-MEweb but doesn't see the "Certify" tab.

All TRI-MEweb users with Certifying Official roles that have successfully validated a pre-existing Electronic Signature Agreement (ESA), have created a new CDX ESA, or have gotten EPA approval of a paper form ESA that was mailed and activated by the DPC, will be able to view a new "Certify" tab when opening the TRI-MEweb application.

Instructions for Certifying Officials: If you do not see the "Certify" tab when you log into TRI-MEweb and you believe a certifying official role should be assigned to you, please call the CDX Helpdesk at (888) 890-1995 (toll free) or (970) 494-5500 for assistance in setting up your certifying official role.

3. New and existing Certifying Officials that have not certified a facility's TRI submissions.

Your certifying official opens the TRI-MEweb Welcome page, and observes that under the "ESA Status" column heading a status of "Ready to Certify" is displayed. If you have a pending submission(s), a certify button will appear beside your TRIFID facility information on the Welcome page, click it. You may also navigate to the "Certify" tab to view a "Pending Tasks" table with links to any pending submission(s). You are ready to certify the pending submissions that have been detected by our DPC. Just click the "Certify" radio button for each submission that is ready to be sent to EPA and digitally sign the forms. Keep in mind that over 60% of all TRI submissions are processed in the last two weeks of June, which maximizes EPA's IT infrastructure capacity. Certifying and submitting early avoids any potential headaches with your submissions.

If the Certifying Official has not gotten an email notification from CDX about these pending submissions, your registered email address for your CDX account maybe incorrect. The email address of the Certifying Official is displayed on the "Certify > Pending Submission" subtab.

If you need to correct your email address or you get locked out because you failed to answer your security question during electronic signature procedure, please call the CDX Helpdesk to update your email address or to reset your security questions. Your first confirmation of a successfully submitted certified submission is an automated email from CDX confirming your transaction.

4. Inability to open TRI-MEweb application on a computer's browser.

Instructions: EPA provides a troubleshooting guide that will help you resolve any technical issues you may experience on your computer when opening the TRI-MEweb application, accessible at: http://www2.epa.gov/toxics-release-inventory-tri-program/tri-meweb-troubleshooting-guide. You may also call the CDX helpdesk for assistance.

Online tutorial available: To view an online tutorial on how to prepare, transmit and certify a submission in TRI-MEweb, please visit:

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

Thank you in advance for your timely TRI submissions.

Sincerely,

/s/ Shane Knipschild

TRI-MEweb Project Manager

Toxics Release Inventory Program

United States Environmental Protection Agency

Email Contents

Content Name	Content Value
1. date	Jun 13, 2015 2:32:44 PM
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	June 13, 2015
7. EMAILADDRESS	don.wilson@valero.com
8. deadlineDateDay	July 1st
9. todaysDate	Saturday, June 13, 2015
10. currentDateTime	06/13/2015 09:26:26 AM
11. USERID	118537
12. days	18
13. deadlineDateDayYear	Wednesday, July 01, 2015

Email Contents

Content Name	Content Value
1. date	Jun 13, 2015 5:55:07 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	June 13, 2015
7. EMAILADDRESS	marion.watson@valero.com
8. deadlineDateDay	July 1st
9. todaysDate	Saturday, June 13, 2015
10. currentDateTime	06/13/2015 12:28:05 AM
11. USERID	125337
12. days	18

13. deadlineDateDayYear	Wednesday, July 01, 2015

Email Contents

Content Name	Content Value
1. date	Jun 14, 2015 10:40:28 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	June 14, 2015
7. EMAILADDRESS	marion.watson@valero.com
8. deadlineDateDay	July 1st
9. todaysDate	Sunday, June 14, 2015
10. currentDateTime	06/14/2015 09:39:03 AM
11. USERID	103434
12. days	17
13. deadlineDateDayYear	Wednesday, July 01, 2015