TRI Facility ID: $!TRI_Facility_Registry_ID

Facility: $!FacilitySiteName

$!LocationAddressText

$!LocalityName $!StateName, $!AddressPostalCode

You have been identified as a Certifying Official for the above-listed facility in TRI-MEweb application, the Environmental Protection Agency's online application used to prepare and submit Toxics Release Inventory (TRI) program. Instructions on how to create a Central Data Exchange (CDX) account in CDX, access TRI-MEweb, set up your Electronic Signature Agreement (ESA), connect your account to one or more facilities, certify TRI reporting forms, and correct a form before certifying and submitting it are provided below.

If you are new to TRI-MEweb then please review this entire email. Otherwise, please review the sections that apply to you.

How to Create a CDX Account & Get Started with TRI-MEweb

To begin, go to https://cdx.epa.gov/ . Then, proceed with the following steps.

1. Click the "Register with CDX" button.

2. Review the text on the "Terms & Conditions" page and click the "I Accept" radio button and click the "Proceed" button.

3. Search for "Toxic Release Inventory Made Easy Web (TRI-MEweb)" from the "Active Program Services List" field and click on "Toxic Release Inventory Made Easy Web" link.

4. Select "Certifying Official" from the "Select Role" dropdown menu and click the "Request Role Access" button.

5. CDX will prompt you to provide a user name, password, email, and other contact information in order to create your CDX account. Then, click the "Submit Request for Access" button.

6. CDX will send an email to the address you provided when registering; click the hyperlink provided in the email.

7. After clicking on the hyperlink, enter your login name and password, and click the "Log In" button.

8. Choose to use LexisNexis to electronically sign an Electronic Signature Agreement (ESA) form or print and mail a hardcopy ESA form. See the note below if the LexisNexis option is not successful or if you chose to submit a hardcopy ESA form.

9. CDX will prompt you to select and answer 5 questions from a list of 20 available questions. CDX will randomly use 1 of these 5 questions to help verify your identity whenever you try to sign a form electronically.

10. Click on the "TRI-MEweb" link on the "MyCDX" page to open TRI-MEweb in a new browser window. Your pop-up blocker must be disabled to open TRI-MEweb.

11. If you do not see any facility account(s) on the TRI-MEweb "Welcome" page, click on "+Access/Add Facility" button from the option 3 "Gain access to your facility" section to enter the 6-digit access key that is assigned to your facility. Call the CDX Help Desk if you do not have an access key for your facility.

12. You may now access TRI-MEweb as a certifying official for your facility.

Note: To file a hardcopy Electronic Signature Agreement (ESA), print and review the ESA, sign it, and mail it to the TRI Data Processing Center at the address provided on the bottom of the ESA form. However, the hardcopy ESA must be received, processed, and approved before you will be able to certify any pending submissions. EPA estimates it will take a minimum of five business days to process and approve the paper ESA. EPA recommends using the LexisNexis ESA approval method to obtain near-instantaneous approval of your ESA. ESA approval is required only once by EPA and can be used for future reporting years.

Now that you can access TRI-MEweb, you need to establish a TRIFID Signature Agreement

1. While TRI-MEweb is open, 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 operations, etc.) and click the "OK" button.

2. On the same "Manage TRIFIDs for Certification" page, there is a section named "Pending Signature." If you see your facility TRIFID and name under the "Pending Signature" section, go to the next step. Repeat this step to add additional facilities (you do not need a new ESA to certify for additional facilities).

- 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 via 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 to enter your six-digit access key to load your facility account. If you do not have the access key for your facility, call the CDX Help Desk.

- If you selected option 2, enter the access key and click the "Next" button to navigate to the "Confirm Facility" page. Verify the facility information is accurate and select the "Yes, this is the correct facility" radio button. Click the "Next" button to navigate to the "Access Granted" page and access will be granted for this facility.

- If you selected option 3 because your facility has never reported to TRI, click the "Next" button. Enter in the facility information on the "Request a TRIFID" page and click the "Next" button. Confirm that the facility information displayed is accurate on the "Confirm New TRIFID Request" page, click the "Next" button to confirm acknowledgement of the instructional text on the "Confirm New TRIFID Request" page, click the "Next" button, and access will now be granted for this facility on the "Access Granted" page.

- Click the "Certify" tab to view the "Manage TRIFIDS for Certification" page.

3. The "Manage TRIFIDs for Certification" page will display any unsigned TRIFID Signature Agreement(s) within the "Pending Signature" section. To sign the TRIFID Authorization Agreement document attesting that you have the authority to certify TRI submissions for this reporting facility, check the checkbox next to your TRIFID and click the "Sign Agreement" button on the "TRIFID Agreement" page. Click the "I Agree" 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.

4. The TRIFIDs for all added facility accounts that have been authorized for certification by the certifying official will be displayed in the "Signature Received" section at the bottom of the "Manage TRIFIDs for Certification" page.

5. You are now ready to certify your pending forms.

How to Certify Pending Submissions

1. Within TRI-MEweb, navigate to the "Certify" > "Pending Submissions" sub tab. TRI-MEweb will present a list of pending submissions with three options for action: "Certify and Submit to EPA," "Cancel and Return Form to TRI-MEweb," or "No Action on Form."

2. You also have several options to review your form(s) before submitting them to EPA:

a. Click the "Validation Report" PDF icon to review the TRI-MEweb Validation Summary, where any potential outstanding error(s) and data quality alert(s) are summarized for each chemical form.

b. Click the "View Submission" icon to view a copy of the Form R or A.

c. If you need to make a correction, go to step 1 of the "How to Make a Correction to a Transmitted TRI Form" section below.

3. Select the "Certify and Submit to EPA" radio button under the "Certify or Cancel" column header to indicate that you have reviewed the form(s) being submitted, and find the information accurate.

4. Click the "Next" button to navigate to the "Confirm Selected Submissions" page to view the legal disclaimer.

5. Click the "Next" button to open the e-signature widget that will verify your identity. Enter your CDX password, answer the secret question, and click the "Sign" button. Please answer the security question carefully. If you answer incorrectly three times then CDX will lock your account. To unlock your account, please call the CDX Help Desk to reset your security questions.

6. A confirmation message will appear in a pop-up window, indicating that certification has been completed successfully. Click the "OK" button on the pop-up window. You will also receive an automated email from CDX confirming what form(s) you certified.

7. The certified submission, along with its copy of record, now displays on the "Submission History" page.

How to Correct a Form before Certifying and Submitting It

1. If you need to make a correction to a form, you may do so by canceling the transmitted form to return it to an editable format. Select the "Cancel Certification to Allow Editing of Form" radio button and click the "Next" button. Confirm that you intend to cancel this form by keeping the cancel checkbox checked by default and clicking the "Next" button.

2. A confirmation that the form was cancelled will appear on the "Submission History" page.

3. The canceled form is now accessible for editing via the "Welcome" tab.

4. Once the form has been corrected, validated, and transmitted, you will be able to certify the corrected TRI form to submit it to EPA.

If you have any questions regarding this email or forget an answer to any of the security challenge questions that you provided, please contact the CDX Help Desk using the contact information provided below.

---- REFERENCE INFORMATION ----

TRI Facility ID: $!TRI_Facility_Registry_ID

Facility: $!FacilitySiteName

$!LocationAddressText

$!LocalityName $!StateName, $!AddressPostalCode

Prepared By: $!PreparerEmail

Date Transmitted for Certification: $date.format('medium',$DatePrepared)

---- 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.

Access CDX Home: https://cdx.epa.gov/

United States Environmental Protection Agency

Central Data Exchange

Email Contents

Content Name	Content Value
1. DatePrepared	Mon Jun 29 20:50:44 EDT 2015
2. AddressPostalCode	73401
3. LocationAddressText	ONE VALERO WAY
4. FacilitySiteName	VALERO REFINING CO -OKLAHOMA VALERO ARDMORE REFINERY
5. TRI_Facility_Registry_ID	73401TTLPTHIGHW
6. CertifierName	Kevin Lassahn
7. PreparerEmail	greg.elliott@valero.com
8. LocalityName	ARDMORE
9. StateName	OK

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7. PreparerEmail	greg.elliott@valero.com
8. LocalityName	ARDMORE
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Email Contents

Content Name	Content Value
1. DatePrepared	Tue Jun 30 09:57:33 EDT 2015
2. AddressPostalCode	73401
3. LocationAddressText	ONE VALERO WAY
4. FacilitySiteName	VALERO REFINING CO -OKLAHOMA VALERO ARDMORE REFINERY

5. TRI_Facility_Registry_ID	73401TTLPTHIGHW
6. CertifierName	Lyndon Turner
7. PreparerEmail	greg.elliott@valero.com
8. LocalityName	ARDMORE
9. StateName	OK