

TRI REPORTING REQUIREMENTS

Reporting Year 2014

Emergency Planning + Community RIGHT-TO-KNOW Act (EPCRA) Section 313

EPA

Toxics Release Inventory Reporting Requirements

Advanced Concepts

Note: This program includes audio narration. Use speakers or headphones for audio. Click Notes button for captions.

TRI

TRI REPORTING REQUIREMENTS

TRI Training Module Agendas

Basic Concepts Module

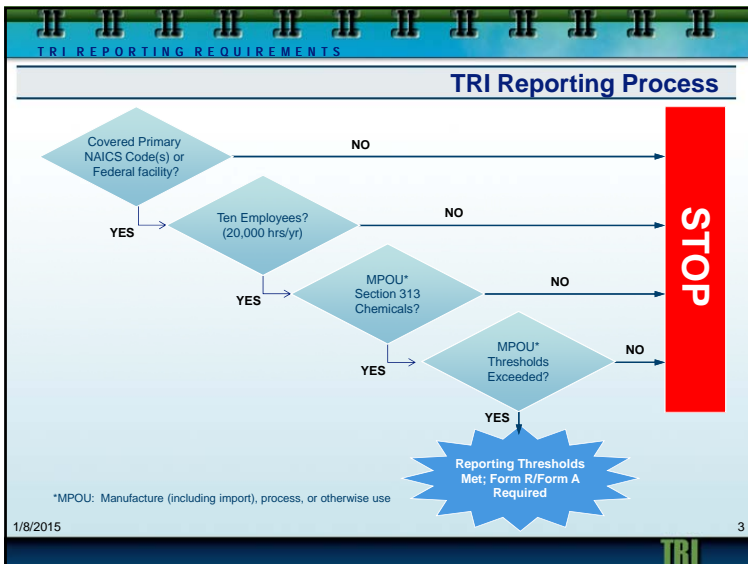
1. Introduction
2. Covered Sectors
3. Threshold (PBT and Non-PBT)
4. Reporting Exemptions
5. Threshold Determinations
6. Overview of Form R
7. Alternate Threshold Rule (Form A)

Advanced Concepts Module

1. Recent TRI Program Changes
2. Advanced Reporting Guidance
3. Detailed PBT Guidance
4. Tools and Assistance
5. TRI-MEweb Updates

1/8/2015

TRI



TRI REPORTING REQUIREMENTS

**Section I:
Recent TRI Program Changes**

TRI

TRI Program Changes for RY 2014

- Key program changes and changes to TRI reporting Form R are listed in the front of the Reporting Forms & Instructions, as well as in TRI-MEweb, and on EPA's TRI website.

1/8/2015

5

TRI

Chemical List Changes

- In 2011, the 1994 administrative stay of the TRI reporting requirements for hydrogen sulfide (H₂S) was lifted (76 FR 64022). See also, "correction" of 76 FR 64022 (Oct. 17, 2011) at 76 FR 69136 (Nov. 8, 2011). Form R reports for H₂S were due to the Agency beginning on July 1, 2013.
- A rule was published (78 FR 216) adding o-nitrotoluene to the TRI chemical list. Reporting for this chemical begins in Reporting Year 2014 with forms due on July 1, 2015. For more information visit: <http://www2.epa.gov/toxics-release-inventory-tri-program/addition-ortho-nitrotoluene-final-rule>
- A rule was published adding a nonylphenol category to the TRI list of chemicals. Facilities that manufacture, process or otherwise use nonylphenol should begin gathering data for threshold determination and potential waste management reporting. Reporting for this chemical category begins in Reporting Year 2015 with forms due on July 1, 2016.



1/8/2015

6

TRI

Electronic Reporting to TRI

- EPA published a final rule in August 2013 requiring facilities to report all non-trade secret TRI data to EPA using the TRI-MEweb online reporting application
- To revise or withdraw a previously-submitted TRI reporting form, facilities need to use TRI-MEweb to do so electronically
- Facilities may submit, revise, or withdraw TRI forms going back to reporting year (RY) 1991

1/8/2015

7

TRI

**Section II:
Advanced Reporting Guidance**

TRI

Threshold Guidance

- The following activities are not considered "manufacturing," "processing," or "otherwise use"
 - Remediation**
 - Chemicals being remediated are not manufactured, processed, or otherwise used
 - Chemicals used to remediate waste ARE counted as otherwise used
 - Chemicals manufactured when treating or remediating waste ARE counted toward manufacturing threshold
 - Treatment of wastes generated on-site**
 - Wastes brought in from off-site for treatment or other management count towards the otherwise use threshold
 - Storage**
 - Recycling on-site for use on-site**
 - Transferring chemicals off-site for further waste management**
 - Not including recycling. Chemicals sent off-site for recycling are counted as processed.
- These activities do not constitute threshold activities, but are not exempt from reporting if threshold is exceeded through other activities unless specifically eligible for one of the reporting exemptions
- Chemicals coincidentally manufactured during waste treatment or remediation must be considered

Threshold Guidance - Combustion

- Section 313 chemicals may be coincidentally manufactured during combustion of:
 - Oil
 - Coal
 - Natural gas
 - Waste
 - Other materials
- Includes acid aerosols and metal compounds manufactured as by-products of fuel combustion
- Any Section 313 chemicals in fuels combusted for energy are considered otherwise used.



Threshold Guidance - Combustion

Reminder:

- Even where your activity is covered by an "otherwise use" exemption such as motor vehicle maintenance, if Section 313 chemical are manufactured as by-products, coincidentally as impurities, or otherwise manufactured, they must be considered toward the manufacturing threshold.



Exemption Guidance

Reminder:

- Section 313 chemicals in fuels added to motor vehicles as part of the facility's service or product do not qualify for the motor vehicle maintenance exemption
 - Considered toward processing threshold
- Laboratory activities exemption only applies to certain activities that take place in a laboratory and they must be under the direct supervision of a technically qualified individual

Metals and Metal Compound Category

- Elemental metals (metals in their neutral state) and their corresponding metal compound categories are listed separately under Section 313
 - **Separate activity threshold determinations**
 - **Report for each listing (e.g., nickel or nickel compound) only if the threshold for each listing is exceeded**
 - **If threshold exceeded for both the elemental metal and metal category compound (e.g., nickel and nickel compounds), you may report separately or file one combined report**
 - *If combined, file as metal category compound*
 - *The reason both the elemental metal and its compound may be reported on the same compound form is that while the entire weight of the compound is used to determine the threshold, only the amounts of the parent metal are reported.*

Metal Cyanide Compounds Guidance

- A metal cyanide compound, such as cadmium cyanide, requires separate reporting under both cadmium and cyanide*
 - **For report the metal compounds, such as cadmium compounds:**
 - *for threshold determinations, use entire weight of compound*
 - *for release and other waste management reporting, report only the weight of metal portion of the compound*
 - **For cyanide compounds**
 - *for threshold determinations, use weight of entire compound*
 - *for release and other waste management reporting, report weight of entire compound*

* Qualifier for cyanide compounds states: X⁻CN⁻, where X=H⁺ or any other group where a formal dissociation may occur. For example, KCN or Ca(CN)₂

Nitrate Compounds

- Water dissociable nitrate compounds category
 - **Reportable only when in aqueous solution**
 - **For threshold determinations, use weight of entire nitrate compound**
 - **Calculate only weight of nitrate ion portion when reporting releases and other waste management quantities on Form R**
 - **Nitrate compounds are produced most commonly when nitric acid is neutralized or in biological treatment of wastewater**
 - **Exemption may apply for nitrates in intake water (used for processing or non-contact cooling)**

Quiz #4 Question 1

1. A facility processes 200,000 lbs. of a mixture containing 10% zinc chromate (ZnCrO₄) and 15% chromium dioxide (CrO₂) by weight.

For which of the following chemical categories was the processing threshold exceeded?

- A. Chromium compounds only
- B. Zinc compounds only
- C. Neither
- D. Both

Quiz #4 Question 2

2. A facility neutralizes 20,000 lb of nitric acid (HNO₃) with sodium hydroxide (NaOH) in an on-site wastewater treatment system. The neutralization is 100% complete and generates sodium nitrate (NaNO₃), which is discharged to a nearby water body.

The molecular weight (MW) of HNO₃ = 63 and the MW of NaNO₃ = 85. One mole of HNO₃ generates one mole of NaNO₃.

Does the facility exceed the manufacturing threshold for nitrate compounds?

YES

NO

Quiz #4 Question 3

3. A facility neutralizes 20,000 lb of nitric acid (HNO₃) with sodium hydroxide (NaOH) in an on-site wastewater treatment system. The neutralization is 100% complete and generates sodium nitrate (NaNO₃), which is discharged to a nearby water body.

The molecular weight (MW) of HNO₃ = 63 and the MW of NaNO₃ = 85. One mole of HNO₃ generates one mole of NaNO₃. The MW of the nitrate ion NO₃ = 62.

In this example, should the facility report release of 27,000 lb of nitrate compounds as to a stream or water body? (Section 5.3 on Form R)?

YES

NO

Ammonia Guidance

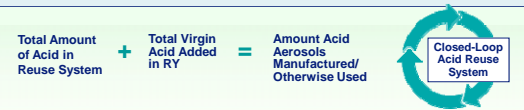
- Ammonia

- Aqueous ammonia - threshold determination and release and other waste management quantity calculations for aqueous ammonia from any source (i.e., anhydrous ammonia placed in water or water dissociable ammonium salts) is based on 10% of the total ammonia present in aqueous solutions
- Anhydrous ammonia - include 100% for thresholds and releases
 - Including air releases from aqueous ammonia
- Amounts from aqueous sources and anhydrous sources get added together for threshold determinations and ammonia reports



Acid Aerosols

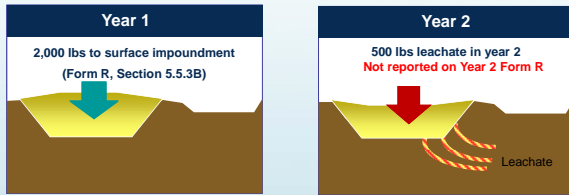
- Hydrochloric and sulfuric acids have a chemical qualifier...they are reportable only if in the aerosol form.
 - These aerosols are common combustion products of coal and other fuels combustion (includes mists, vapors, gas, fog, and other airborne forms of any particle size)
- Threshold determination for closed-loop acid reuse systems (sulfuric and hydrochloric acid only).
 - Acid aerosol manufactured and otherwise used
 - To determine whether you have exceeded a threshold for acid aerosols in a closed-loop acid reuse system:



* See EPA's *Guidance for Reporting Sulfuric Acid and Guidance for Reporting Hydrochloric Acid* for specific calculations

Chemical Migration Guidance

- Migration of a Section 313 chemical contained in waste reported as disposed or released in previous years:
 - For example, leachate from landfill
 - Report only the initial release of chemical to the environment



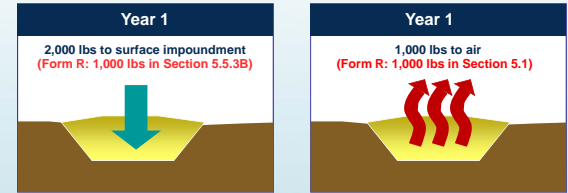
1/8/2015

21

TRI

Chemical Migration Guidance

- Migration of a Section 313 chemical contained in waste disposed or released from one environmental medium to another within the reporting year:
 - For example, volatilization from a landfill
 - Release estimates must be calculated and reported for all media in Part II, Sections 5, 6, and 8 of Form R



1/8/2015

22

TRI

EPA Compliance Incentives

- The Agency implements policies that reduce or waive penalties under certain conditions for facilities that discover, disclose, correct and prevent future violations.
- Current Compliance Incentive Policies, Guidance and Audit Protocols can be found by visiting:
<http://www.epa.gov/compliance/incentives/index.html>



1/8/2015

23

TRI

EPA Self-Disclosure Audit Policy

- Conditions to qualify (nine criteria):
 - Systematic Discovery of the Violation through Environmental Audit or the Implementation of a Compliance Management System
 - Voluntary Discovery
 - Prompt Disclosure
 - Discovery and Disclosure Independent of Government or Third Party Plaintiff
 - Correction and Remediation
 - Prevent Recurrence
 - No Repeat Violations
 - Other Violations Excluded
 - Cooperation
- For more information, including a copy of the Audit Policy visit:
www.epa.gov/compliance/incentives/auditing/auditpolicy.html

1/8/2015

24

TRI

EPA Small Business Compliance Policy

- EPA Compliance Incentive Policy available only to small businesses
 - **Small businesses employ 100 or fewer individuals across all facilities and operations**
- Small businesses that meet all 4 conditions of the policy may have 100% of the gravity based penalty waived. However, EPA reserves the option to collect any significant economic benefit which may have been realized by the facility.
- Conditions to qualify (four criteria):
 - **Good Compliance Record**
 - **Voluntary Discovery**
 - **Prompt Disclosure**
 - **Correction and Remediation**
- For more information, including a copy of the Small Business Compliance Policy and a Q&A document, visit:
 - www.epa.gov/compliance/incentives/smallbusiness/index.html

1/8/2015

25

TRI

Revising TRI Data

- Revised TRI data that are not trade-secret must be submitted using TRI-MEweb through the Internet via EPA's CDX. You may only revise back to RY 1991.
- For more information regarding revisions, go to:
 - www2.epa.gov/toxics-release-inventory-tri-program/how-revise-tri-data
- If your state or tribe participates in the TRI Data Exchange (TDX) then submitting via CDX to EPA will also satisfy your obligation to report to the state or tribe in which your facility is located if the revision is for RY 2005 through the present reporting year. Otherwise, revisions must also be submitted in the state- or tribe-specified format. To determine if your state or tribe is CDX- capable go to: <http://www2.epa.gov/toxics-release-inventory-tri-program/tri-data-exchange>

1/8/2015

26

TRI

Withdrawing TRI Data

- You must use TRI-MEweb to withdraw a TRI form (except for trade secrets). You may withdraw forms back to RY 1991.
- For more information regarding withdrawals, go to:
 - http://www.epa.gov/tri/reporting_materials/forms/reviseandwithdrawal/viwithdraw_TRI_data.pdf
- Please be aware if your state or tribe is a TRI Data Exchange (TDX) participant, submitting to EPA via CDX will also satisfy your state obligations for reporting years back to 2005. For states or tribes that are not TDX participants, withdrawals should also be submitted in the specified format for the state/tribe
- EPA may audit withdrawals at any time.

1/8/2015

27

TRI

Submitting Revisions and Withdrawals

- Form R submitted to replace previously filed Form A Certification Statement
 - **Considered to be a late submission of a Form R and a request for a withdrawal of the previously filed Form A Certification Statement**
- For a change in chemical reported (including a metal to a metal compound) you must withdraw the original submission and re-submit for the new chemical. This is not a revision.

1/8/2015

28

TRI

EPCRA Section 313 Enforcement

- Owners and operators of covered facilities violating any statutory or regulatory requirement are subject to penalties of up to \$37,500 per day per violation (periodically adjusted for inflation)
- Owners and operators of covered facilities subject to citizen suits could also be liable for attorney fees and litigation costs (EPCRA § 326(f))
- Government's penalty for Section 313 of EPCRA is determined by applying the statutory penalty factors as described in the Enforcement Response Policy (ERP) to each violation
 - For EPA's EPCRA enforcement policies, visit: <http://cfpub.epa.gov/compliance/resources/policies/civil/epcra/index.cfm>

1/8/2015

29



Section III: Detailed PBT Guidance

PBT Chemicals

- Aromatics - Benzo(g,h,i)perylene, Dioxin and dioxin-like compounds category, Hexachlorobenzene, Octachlorostyrene, Pentachlorobenzene, Polycyclic aromatic compounds (PAC) category, Polychlorinated biphenyl (PCB), and Tetrabromobisphenol A (TBBPA)
- Metals - Mercury, Mercury compounds category, Lead, and Lead compounds category
- Pesticides - Aldrin, Chlordane, Heptachlor, Isodrin, Methoxychlor, Pendimethalin, Toxaphene, Trifluralin
- PBT chemicals are subject to separate and lower reporting thresholds and different reporting requirements than the other TRI chemicals
 - Must use Form R (cannot use Form A)
 - Quantities can be reported in decimal amounts
 - Cannot use range codes
 - Cannot use the *de minimis* exemption

1/8/2015

31

Dioxin and Dioxin-like Compounds

- Dioxin and dioxin-like compounds are reported in grams
- The manufacture, process, or otherwise used activity thresholds are 0.1 gram
- Dioxins formed as unwanted byproducts when chlorinated materials involved in combustion or other high-temperature processes, such as:
 - Fossil fuel and wood combustion
 - Waste incineration
 - Metallurgical processes
- What it takes to exceed the 0.1 gram activity threshold?
 - 64,500 tons of coal combusted in a utility boiler
 - 8.33 million gallons of fuel oil combusted in a utility boiler
 - 1,230 tons of copper scrap fed to a secondary copper smelter

1/8/2015

32

Dioxin and Dioxin-like Compounds

- Dioxin and dioxin-like compounds category is composed of 17 individually listed compounds
 - In addition to the total mass grams released for the entire chemical category, facilities that have the data are required to report the quantity of each of the 17 individual members, which must add up to the total mass for the category
- Dioxin and Dioxin-like Compounds Toxicity Equivalency (TEQ)
 - Each compound has an assigned Toxic Equivalency Factors (TEFs) that is multiplied with the compound mass to yield TEQ
 - TEQ for each of the compounds are summed to provide a category TEQ
 - TEQ values are made available to the public along with mass data
- Emission factors, listed compounds, TEFs and other guidance: www2.epa.gov/toxics-release-inventory-tri-program/guidance-dioxin-and-dioxin-compounds-category

Lead and Lead Compounds

- Raw materials processed by a variety of facilities may contain metallic lead or lead compounds:
 - Metal ores
 - Coal
 - Wood
 - Oil & Oil products: heating oils, gasolines
- Lead used in solder and other alloys is in the elemental NOT the compound form (i.e., this is lead, not a lead compound)
- Lead-acid batteries will typically meet the articles exemption
- Sending old paint containing lead off-site for disposal or treatment is not a threshold activity
- Other sources of lead and lead compounds for PBT threshold:
 - Lead solder, lead babbitt, castings/molds, contaminants of aluminum and other common base alloys, X-Ray film
 - Cement, asphalt, graphite brushes, leaded glass
 - Transfers of lead and lead compounds off-site for recycling

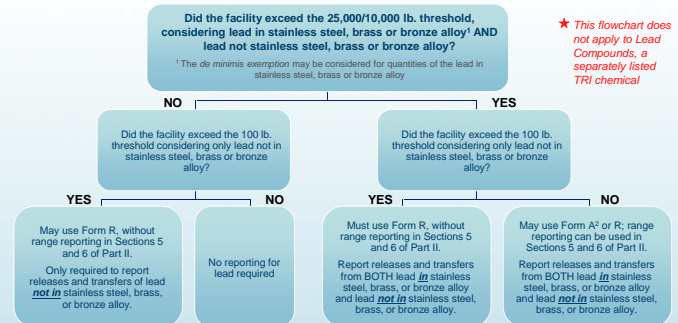
Lead and Lead Compounds

- PBT activity threshold for lead and lead compounds:
 - 100 pounds for lead (not contained in stainless steel, brass, or bronze)
 - 100 pounds for lead compounds
- Non-PBT activity threshold for lead:
 - Non-PBT thresholds apply to lead contained in stainless steel, brass, or bronze*
 - 25,000 lbs for manufacture or process
 - 10,000 lbs for otherwise use

*If elemental lead is removed from the qualified alloy, such as vaporization during melting of an alloy, the 100 lb threshold applies

Lead Threshold Determination Flow Chart

- Activity thresholds and reporting requirements for lead related to stainless steel, brass or bronze alloy qualifier



² Must meet additional requirements for Form A use.

Quiz #5 Question 1

1. A facility combusts 13,600,000 lbs. of coal to fire its boilers. The coal contains elemental lead (Pb) at 7.0 ppm by weight. In combusting the coal, the facility otherwise uses lead and coincidentally manufactures lead compounds. The facility has no other information about the chemical makeup of the lead compounds manufactured and assumes it is the lowest-weight oxide – PbO. Based on molecular weights (Pb = 207, PbO = 223), the facility knows that 223 lbs. of PbO is formed for every 207 lbs. Pb combusted.

Which of the following thresholds have been exceeded for lead or lead compounds?

- A. Otherwise Use only
- B. Manufacturing only
- C. Neither
- D. Both

Quiz #5 Question 2

The facility in the previous question combusted 13,600,000 pounds of coal in the reporting year and has exceeded the reporting threshold for lead compounds. The facility has no monitoring data on their point source lead emissions from combusting the coal. They determined that their best available information for calculating their point source air emissions is the published emission factor for lead from controlled coal combustion from EPA's AP-42* which is 4.2E-04 lb Pb/ton of coal combusted.

What are the facility's point source emissions of lead from coal combustion?

- A. 2.86 lb
- B. Range Code 'A'
- C. 95.2 lb
- D. Either 2.86 lb or Range Code 'A'

*www.epa.gov/ttnchie1/ap42/ch01/final/c01s01.pdf, page 1.1-39

PACS and Benzo(g,h,i)perylene

- PBT activity threshold
 - PAC category threshold: 100 pounds
 - Benzo(g,h,i)perylene threshold: 10 pounds
- Present in coal, fuel oil, other petroleum products, such as asphalt and roofing tars
- Asphaltic concrete (blacktop) typically contains 4 - 10% paving asphalt
- Most uses of blacktop are NOT EXEMPT
 - Process areas and roadways – NOT EXEMPT
 - Employee parking lot – EXEMPT
- See also EPA's PACs guidance (www.epa.gov/tri/guide_docs/pdf/2001/pacs2001.pdf)

PACs (cont.)

- Quantity required to meet threshold

Fuel Material	Typical Concentration	Quantity Needed to Meet Threshold (gallons)
No. 6 Fuel Oil (Bunker C)	2461 ppm	5,140
No. 2 Fuel Oil	10.0 ppm	1,410,000
Crude Oil	depends on type of crude	
Gasoline	17 ppm	1,060,000
Paving Asphalt	178 ppm	51,800

From EPA's Guidance for Reporting Toxic Chemicals: Polycyclic Aromatic Compounds Category

Mercury and Mercury Compounds

- PBT activity threshold:
 - 10 pounds for mercury
 - 10 pounds for mercury compounds
- Combustion of fuels is expected to be a main source of mercury triggering a reporting threshold
- Combustion involves the otherwise use of mercury compounds in fuel, and the manufacture of elemental mercury
- Amount of fuel required to exceed a threshold
 - No. 2 Fuel Oil: 1.41×10^9 gallons
 - Coal: 11,000 – 120,000 tons
 - No. 6 Fuel Oil: 1.89×10^9 gallons

Mercury and Mercury Compounds

- Present in some switches and lights
 - **Bulbs and switches may qualify as articles for which the articles exemption would apply IF less than 0.5 pound of Section 313 chemicals are released from all like items as a result of processing or use of the items during the year**
- Mercury may be present in measurement devices such as thermometers or manometers. The addition of mercury to these devices needs to be considered in threshold and release calculations.
- Present in Caustics/Acids (if produced in mercury cell process – not common)
- May be present in mined ores

Polychlorinated Biphenyls (PCBs)

- PBT activity threshold: 10 pounds
- Manufacturing: PCBs may be manufactured as a product of incomplete combustion (PIC)
- Otherwise use:
 - **On-site treating or disposing PCB-contaminated waste received from off-site**
 - **Combusting PCB-contaminated oil**

Polychlorinated Biphenyls (PCBs)

- **NOT** manufacturing, processing, or otherwise use
 - **On-site disposal or treatment of PCBs**
 - *Exception: if PCBs were received as wastes from off-site they are counted towards "otherwise use" threshold*
 - **Off-site shipment of PCBs for disposal or treatment**
- Transformers containing PCBs may be considered articles and thus exempt from consideration towards reporting and release thresholds for PCBs.
 - **Leaks may negate article exemption if 0.5 lbs of PCBs are released in a reporting year.**



Section IV: Tools and Assistance

TRI

TRI REPORTING REQUIREMENTS

www.epa.gov/tri

- TRI website for reporting materials and guidance
- Includes:
 - Electronic versions, or links to electronic versions, of the statutes, regulations, executive orders, chemical-specific guidance documents, and industry-specific guidance documents
- TRI Frequently Asked Questions (FAQ) Service
 - Browse frequently asked questions and answers
 - Submit new questions
 - This FAQ service is available at: <http://tri.supportportal.com/>

1/8/2015

46

TRI

TRI REPORTING REQUIREMENTS

Reference Sources

- EPA Industry Guidance located at www.epa.gov/tri/guide_docs/
- AP-42: *Compilation of Air Pollutant Emission Factors* located at www.epa.gov/ttn/chief
- Technology Transfer Network located at www.epa.gov/ttn
 - AP-42
 - WATER9 program
 - TANKS program
- *Perry's Chemical Engineer's Handbook*; *CRC Handbook of Chemistry and Physics*; *Lange's Handbook of Chemistry*

1/8/2015

47

TRI

TRI REPORTING REQUIREMENTS

Pollution Prevention Information

- Visit the new TRI Pollution Prevention web page
 - www.epa.gov/tri/p2
- Pollution Prevention Information Clearinghouse (PPIC)
 - (202) 566-0799
 - www.epa.gov/ppic

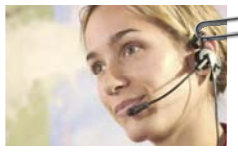
1/8/2015

48

TRI

TRI Contact Information

- TRI Technical Support
 - For technical questions related to TRI-MEweb and the Central Data Exchange (CDX), please contact the CDX Hotline at helpdesk@epacdx.net or call toll-free at (888) 890-1995.
- TRI Information Center
 - Provides a toll free number that facilities may call to obtain guidance on TRI reporting requirements and help on completing the TRI reporting forms.
 - The number is (800) 424-9346. Callers in the Washington, D.C. metropolitan area call (703) 412-9810. The TDD is (800) 553-7672.



Section V: TRI-MEweb

TRI-MEweb and Submitting Via CDX

- Electronic filing via TRI-MEweb is required
 - Beginning on January 21, 2014, no paper submissions will be accepted (except for trade secrets), including revisions and withdrawals
- TRI-MEweb supports new reporting, revisions & withdrawals for RY 1991 – 2013
- TRI-MEweb pre-populates reporting forms with data submitted for the prior reporting year and assists users in finding reporting errors
- EPA provides instant email confirmation of transmitted and certified submissions
 - TRI-MEweb resources including tutorials are available to help users at: www2.epa.gov/toxics-release-inventory-tri-program/tri-meweb-resources
- Use hard-copy form only for trade secret reporting
 - Information about trade secret reporting at: www2.epa.gov/toxics-release-inventory-tri-program/tri-reporting-forms-and-instructions

Accessing TRI-MEweb

- TRI-MEweb is accessed through EPA's Central Data Exchange (CDX)
 - CDX is accessed through: <https://cdx.epa.gov>
 - TRI-MEweb users must have a CDX account
 - Select TRI-MEweb user role: preparer or certifying official
- Within TRI-MEweb, new users must gain access to their facility
 - Option 1: New facility, never reported to TRI
 - Option 2: Enter six-digit facility access code
 - Option 3: Enter TRIFID and Technical Contact Name
- Certifying officials must submit an electronic signature agreement (ESA)
 - Must be completed only once, not annually
 - Option 1: Real-time ESA approval – verify user's identity electronically
 - Option 2: Mail in signature form – minimum of 5 business days to process
- For help accessing CDX accounts, password resets, accessing a facility, or completing an ESA, contact the CDX helpdesk: <https://cdx.epa.gov/Contact>

Certifying Official Information

- All non-trade secret forms must be certified by an electronic signature from a senior management official
- Certifying officials must complete an electronic signature agreement (ESA)
- Certifying officials submit an ESA only once as long as they continue to represent the same facility year to year
- TRI-MEweb now includes a built-in Certification module, accessible by users registered as certifying officials
- Certifying officials will answer personalized security questions in addition to their CDX password to complete the certification
- New certifying officials must submit an ESA and a facility certification agreement form before pending submissions can be certified

State Submission Requirements

- For most facilities, reporting via TRI-MEweb automatically satisfies EPA and state or tribal reporting requirements via data sharing through the TRI Data Exchange (TDX)
- For facilities in states or tribal lands not participating in TDX, TRI-MEweb will help prepare separate submissions to satisfy state or tribal reporting requirements
- As of October, 2013, all States except Connecticut, New Hampshire, and Wyoming are in TDX
- For an up-to-date list of TDX participant States, visit: www2.epa.gov/toxics-release-inventory-tri-program/tri-data-exchange
- TDX does not support reporting from RY 1991 - 2004

TRI-MEweb Tutorials

- TRI-MEweb has integrated on-line tutorials to assist users with common functions in the application.
 - **Tutorials cover areas such as**
 - *Overview*
 - *Registration*
 - *Accessing Your Facility*
 - *Nominating a Certifying Official*
 - *Section 8 Calculator*
 - *Submitting Data*
 - *Certifying Data*
 - *Getting Help*
- The tutorials can be viewed at:
 - <http://www.epa.gov/toxics-release-inventory-tri-program/tri-meweb-tutorials>

Electronic Facility Data Profiles

- Facilities can obtain a copy of their electronic Facility Data Profile (eFDP) using TRI-MEweb
- Review your eFDP immediately after certifying TRI forms in CDX to verify that EPA processed your data correctly
- FDP provides an opportunity to review data submitted to EPA
- Allows EPA to highlight errors and possible issues with your submission
- You **MUST** provide a Technical Contact email address on your TRI forms to receive real-time notification of FDP availability
- If you have problems accessing your FDPs, contact:
 - **E-mail: tri.efdp@epacdx.net**

TRI-MEweb Demo

If you are viewing an Online Training Module,
please visit www.epa.gov/tri to view the
TRI-MEweb tutorials.



End of Module