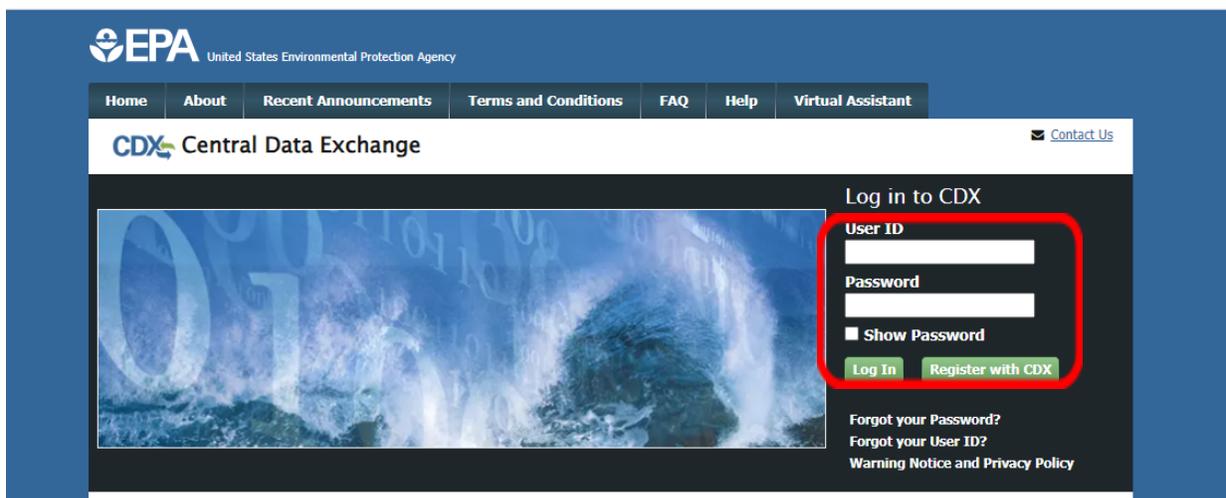




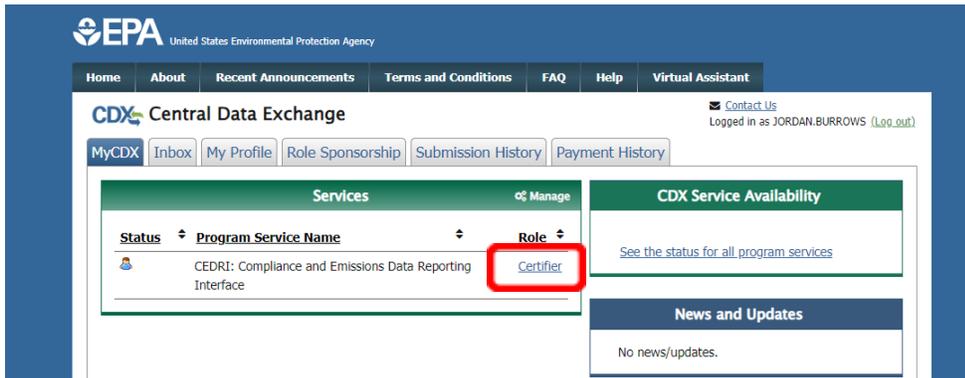
This job aid is designed to assist those who are required to submit documents through the Compliance and Emissions Data Reporting Interface (CEDRI). CEDRI is accessed through the Central Data Exchange (CDX) – the Environmental Protection Agency's (EPA) electronic reporting site for collecting and distributing environmental data. Follow the instructions below to set up a new account or access an existing account. For additional questions, [review the frequently asked questions](#) or contact the [Iowa Waste Reduction Center's](#) Iowa Air Emissions Assistance Program at [iwrc@uni.edu](mailto:iwrc@uni.edu) or 319-273-8905.

## Submitting a Report in CEDRI

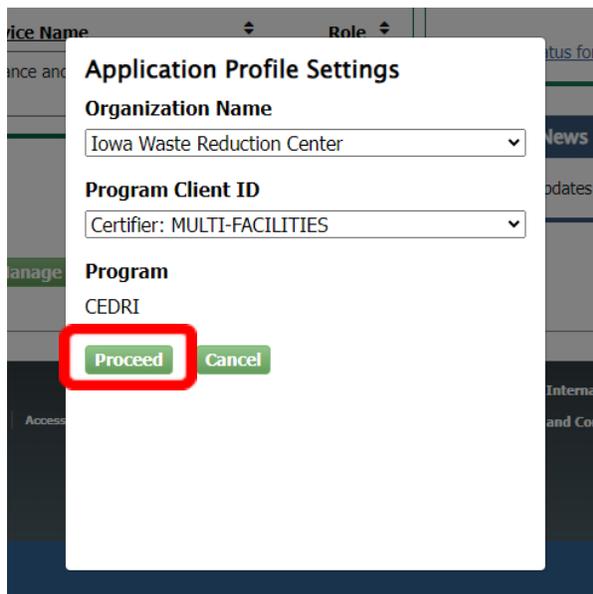
1. Go to [cdx.epa.gov](http://cdx.epa.gov) and log into your CDX account to access CEDRI
2. Fill in your user ID and password and select 'Log In'



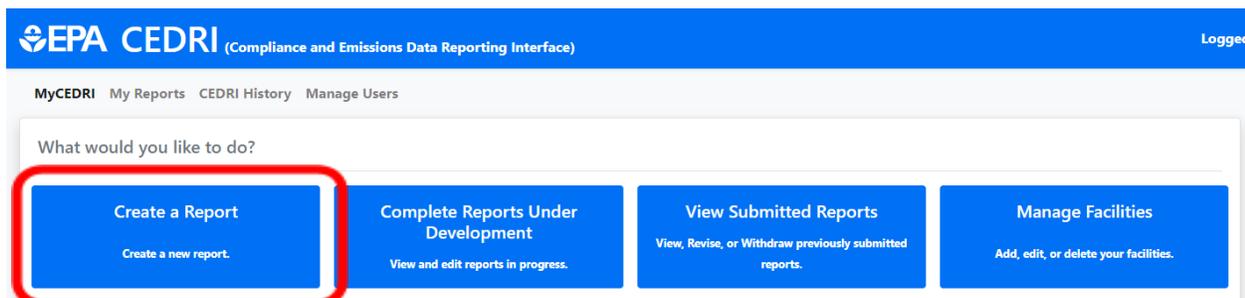
3. On the next screen, select the blue and underlined ‘Certifier’ this will take you into your CEDRI account



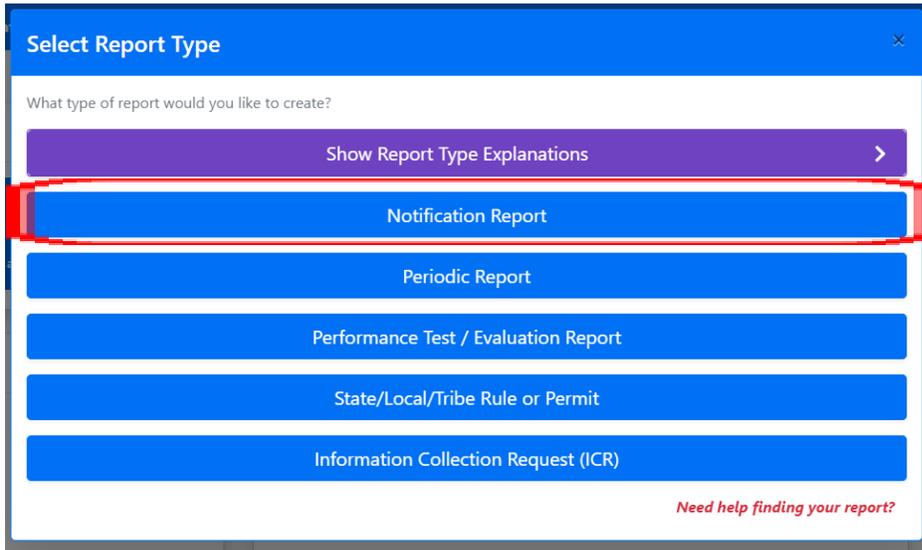
4. A box may appear if you are a multi-facility certifier (if not ignore), select ‘Proceed’



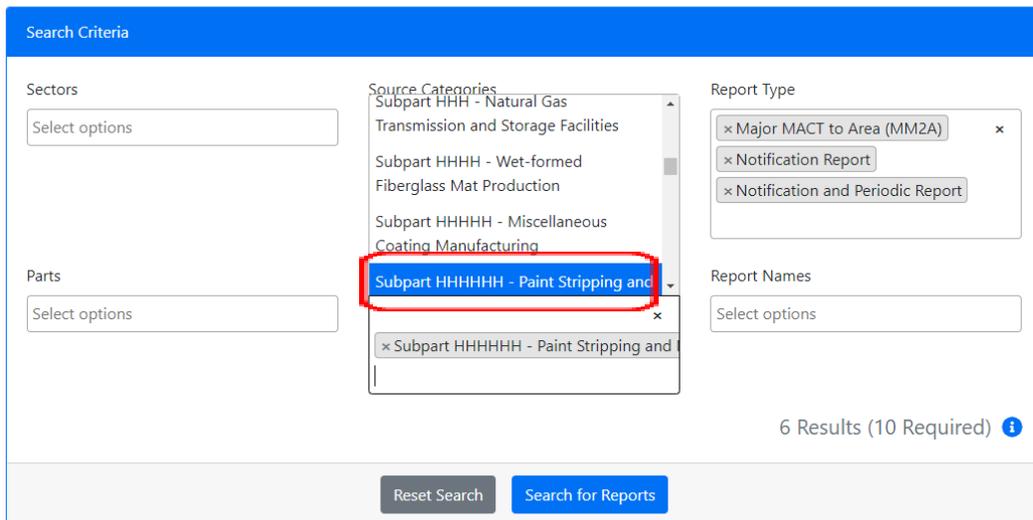
5. Once into your CEDRI account, select ‘Create a Report’ at the top of the page



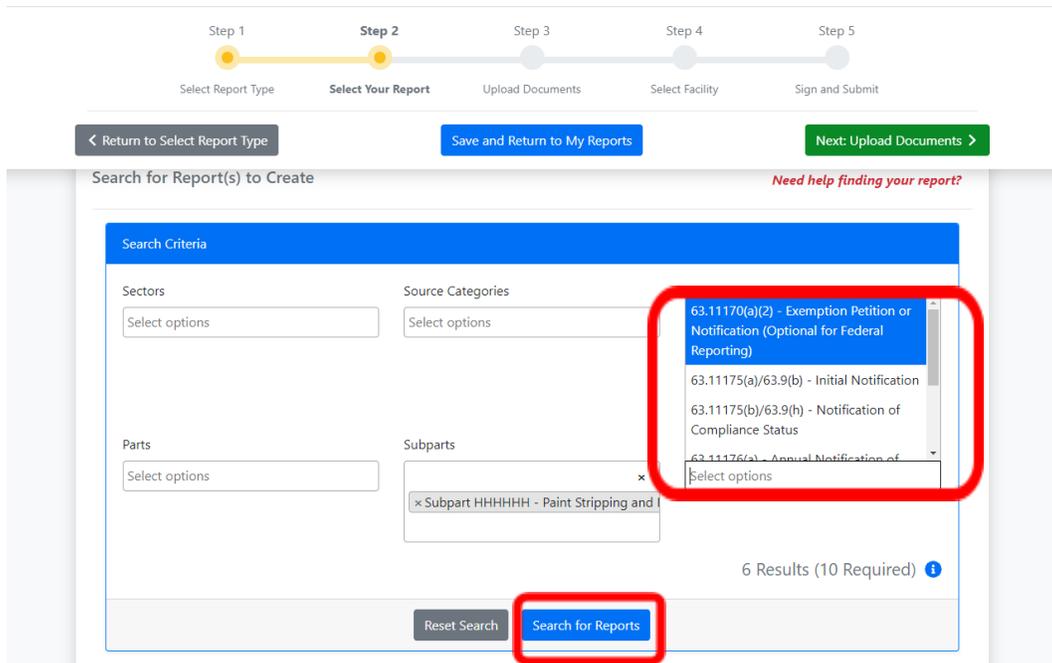
**6. Next, select ‘Notification Report’**



**7. On the ‘Select Your Report’ under ‘Subparts’ page select ‘Subpart HHHHHH- Paint Stripping and Miscellaneous Surface Coating Operations Area Sources’ from the dropdown menu, it may be easiest to search HHHHHH**



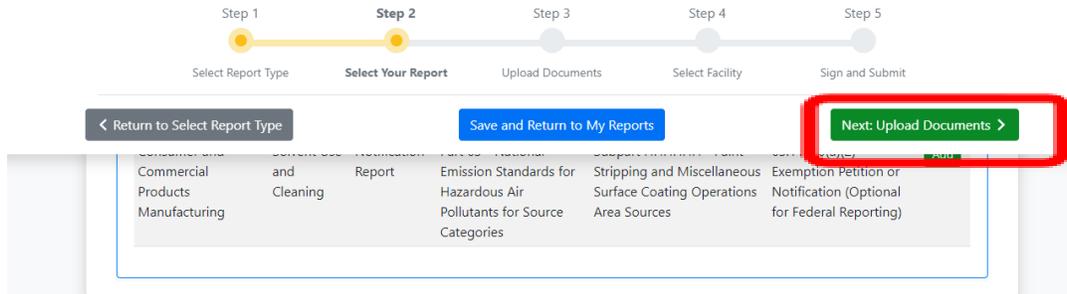
8. Under 'Report Names' select the report you are submitting (Exemption Petition or Notification of Compliance Status are more than likely your correct report options)
  - a. Then select 'Search for Reports'



9. Select 'Add' by each report to add your report type

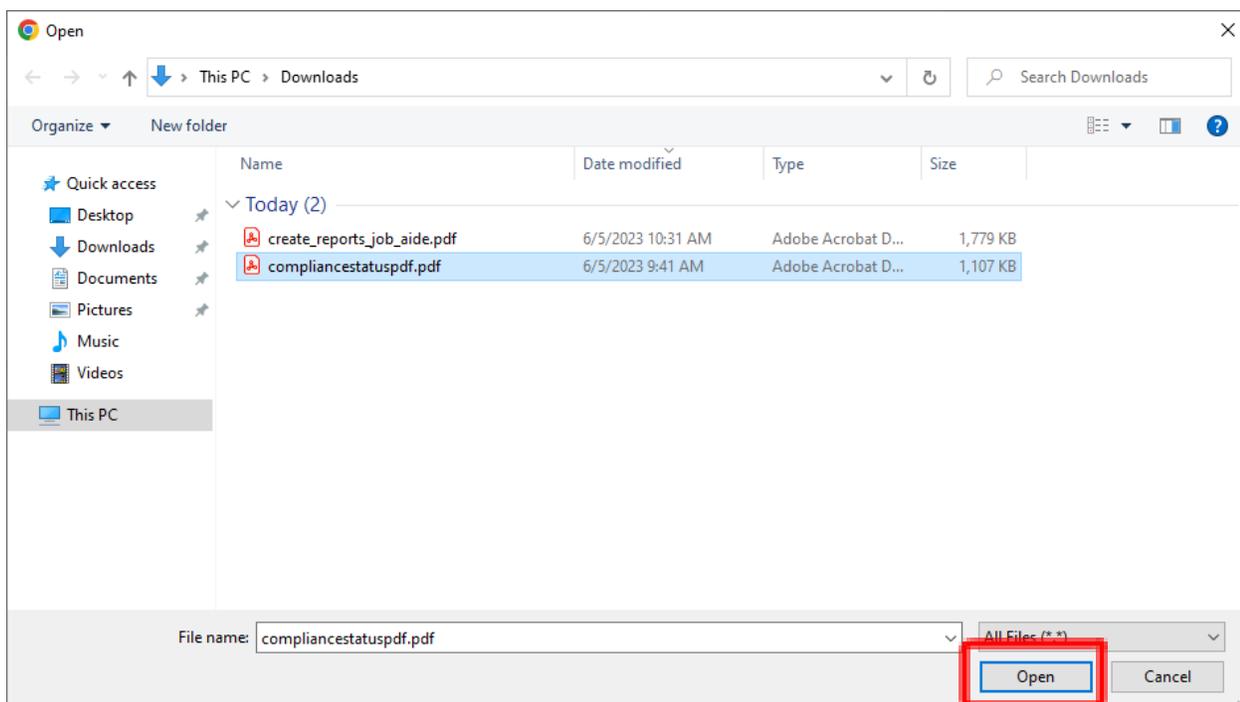
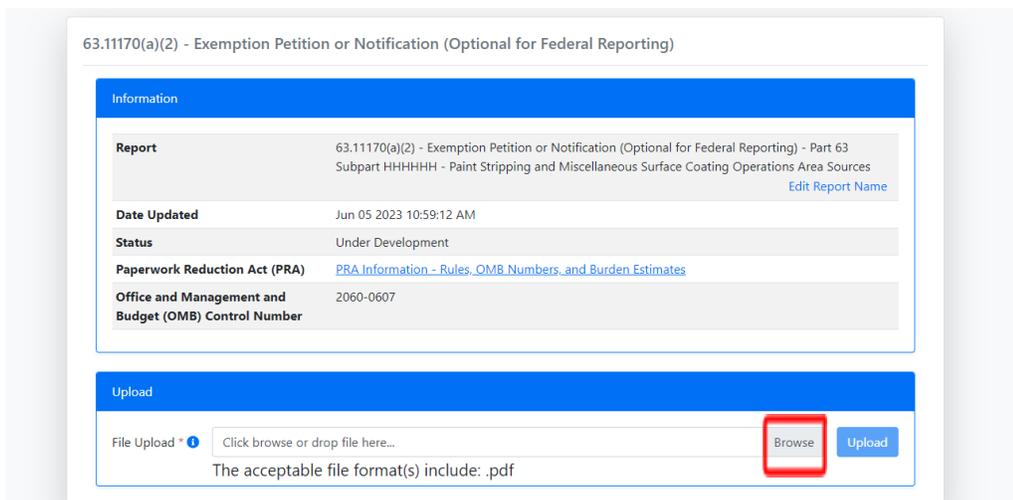
Search Results						
Select the report(s) you want to create.						
Sector	Source Category	Report Type	Part	Subpart	Available Reports	Action
Consumer and Commercial Products Manufacturing	Solvent Use and Cleaning	Notification Report	Part 63 - National Emission Standards for Hazardous Air Pollutants for Source Categories	Subpart HHHHHH - Paint Stripping and Miscellaneous Surface Coating Operations Area Sources	63.11175(a)/63.9(b) - Initial Notification	<a href="#">Add</a>
Consumer and Commercial Products Manufacturing	Solvent Use and Cleaning	Notification Report	Part 63 - National Emission Standards for Hazardous Air Pollutants for Source Categories	Subpart HHHHHH - Paint Stripping and Miscellaneous Surface Coating Operations Area Sources	63.11175(b)/63.9(h) - Notification of Compliance Status	<a href="#">Add</a>
Consumer and Commercial Products Manufacturing	Solvent Use and Cleaning	Notification Report	Part 63 - National Emission Standards for Hazardous Air Pollutants for Source Categories	Subpart HHHHHH - Paint Stripping and Miscellaneous Surface Coating Operations Area Sources	63.11170(a)(2) - Exemption Petition or Notification (Required only for sources seeking exemption from the rule)	<a href="#">Add</a>

## 10. At the top of the page select 'Next: Upload Documents'



## 11. Here you will upload your completed report

### a. Select 'Browse' and select your report then select 'Open'



## Finally, select 'Upload'

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 >

63.11170(a)(2) - Exemption Petition or Notification (Optional for Federal Reporting)

**Information**

**Report** 63.11170(a)(2) - Exemption Petition or Notification (Optional for Federal Reporting) - Part 63 Subpart HHHHHH - Paint Stripping and Miscellaneous Surface Coating Operations Area Sources [Edit Report Name](#)

**Date Updated** Jun 05 2023 10:59:12 AM

**Status** Under Development

**Paperwork Reduction Act (PRA)** [PRA Information - Rules, OMB Numbers, and Burden Estimates](#)

**Office and Management and Budget (OMB) Control Number** 2060-0607

**Upload**

File Upload \*

The acceptable file format(s) include: .pdf

**12. If you have more than one report click on the blue arrow to attach the next file to the next report**

63.11175(a)/63.9(b) - Initial Notification

**Information**

**Report** 63.11175(a)/63.9(b) - Initial Notification - Part 63 Subpart HHHHHH - Paint Stripping and Miscellaneous Surface Coating Operations Area Sources [Edit Report Name](#)

**Report Type** Notification Report

**Date Updated** Jan 30 2024 07:19:55 AM

**Status** Under Development

**Paperwork Reduction Act (PRA)** [PRA Information - Rules, OMB Numbers, and Burden Estimates](#)

**Office and Management and Budget (OMB) Control Number** 2060-0607

**Upload**

File Upload \*

The acceptable file format(s) include: .pdf

<

13. Repeat steps 11-12 until you have all reports with an attached file

14. At the top of the page, select 'Next: Select Facility'

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 >

63.11175(b)/63.9(h) - Notification of Compliance Status

Information

Report      63.11175(b)/63.9(h) - Notification of Compliance Status - Part 63 Subpart HHHHHH - Paint Stripping and Miscellaneous Surface Coating Operations Area Sources      Edit Report Name

15. On the next box select 'Continue'

**Step 4: Instructions to Select Facility**

To complete this step:

1. Scroll to the 'Select Facility Submitting Your Report' section.
2. Click the 'Select' button in the Action column to specify the facility submitting the report
3. Click 'Continue' in the 'Add Submitting Facility' dialog box to confirm your selection.
4. Click 'Sign and Submit All Report(s)' to submit your reports

Continue

16. At the bottom of the page hit 'Select' if the facility information is correct for the report you're submitting

Select Facility Submitting Your Report      Add Facility

EPA Registry ID	Program ID	Facility Name	Facility Address	Action
110005777329	CEDRI10158883	IOWA WASTE REDUCTION CENTER	6114 CHANCELLOR DR CEDAR FALLS, IA 50613 BLACK HAWK COUNTY	Select

## 17. On the pop-up box select 'Continue'

### 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
110005777329	CEDRI10158883	IOWA WASTE REDUCTION CENTER	6114 CHANCELLOR DR CEDAR FALLS, IA 50613 BLACK HAWK COUNTY	Jordan Burrows Jordan Burrows Jennifer Wittenburg Kendall Lienemann	None found.

Cancel **Continue**

## 18. If you're submitting more than one report click the blue arrow and repeat steps 17-18 for each report

**Report** 63.11175(a)/63.9(b) - Initial Notification - Part 63 Subpart HHHHHH - Paint Stripping and Miscellaneous Surface Coating Operations Area Sources [Edit Report Name](#)

**Report Type** Notification Report

**Date Updated** Jan 30 2024 07:41:29 AM

**Status** Pending Signature

←

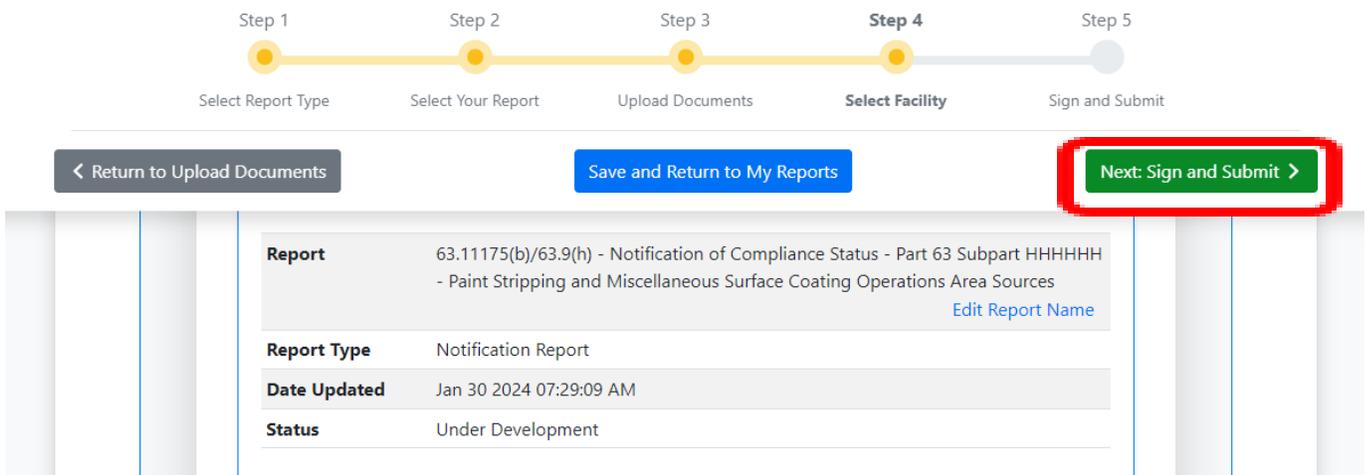
### Select Facility Submitting Your Report

[Add Facility](#)

EPA Registry ID	Program ID	Facility Name	Facility Address	Action
110005777329	CEDRI10158883	IOWA WASTE REDUCTION CENTER	6114 CHANCELLOR DR CEDAR FALLS, IA 50613 BLACK HAWK COUNTY	

→

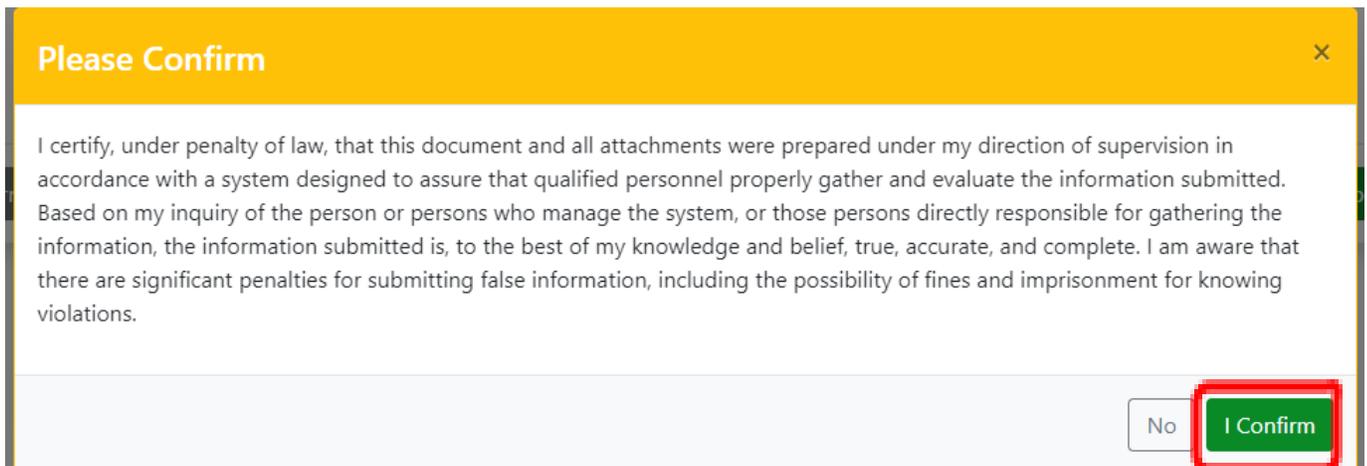
**19. Once all the reports have the facility selected, at the top of the page select 'Next: Sign and Submit'**



A progress bar at the top shows five steps: Step 1 (Select Report Type), Step 2 (Select Your Report), Step 3 (Upload Documents), Step 4 (Select Facility), and Step 5 (Sign and Submit). Step 4 is highlighted with a yellow circle. Below the progress bar are three buttons: a grey button for '< Return to Upload Documents', a blue button for 'Save and Return to My Reports', and a green button for 'Next: Sign and Submit >' which is highlighted with a red box. Below the buttons is a report details table.

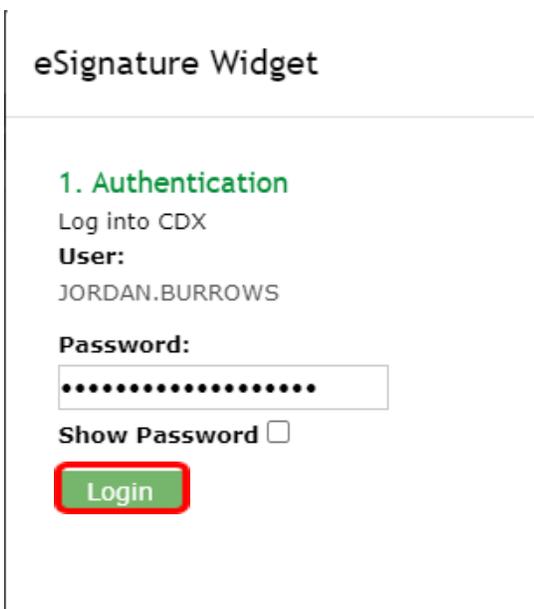
<b>Report</b>	63.11175(b)/63.9(h) - Notification of Compliance Status - Part 63 Subpart HHHHHH - Paint Stripping and Miscellaneous Surface Coating Operations Area Sources <a href="#">Edit Report Name</a>
<b>Report Type</b>	Notification Report
<b>Date Updated</b>	Jan 30 2024 07:29:09 AM
<b>Status</b>	Under Development

**20. Confirm the submission by selecting 'I Confirm'**



A yellow confirmation dialog box titled 'Please Confirm' with a close button (X) in the top right corner. The text inside reads: '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.' At the bottom right, there are two buttons: a grey 'No' button and a green 'I Confirm' button which is highlighted with a red box.

**21. On the eSignature Widget enter your CEDRI password and select 'Login'**



The eSignature Widget is titled 'eSignature Widget'. It has a section '1. Authentication' with the text 'Log into CDX'. Below this, it shows 'User: JORDAN.BURROWS'. There is a 'Password:' label followed by a password input field containing ten dots. Below the password field is a 'Show Password' checkbox which is currently unchecked. At the bottom left, there is a green 'Login' button highlighted with a red box.

22. For verification, select either 'Answer Secret Question' or 'Send Text Message' to verify and follow the prompts

23. Lastly, select 'Sign' and the next page will allow you to download a copy of the report receipt

The screenshot shows the 'eSignature Widget' interface with three main sections:

- 1. Authentication:** Includes the text 'Log into CDX', 'User: JORDAN.BURROWS', a password field with masked characters, and a 'Show Password' checkbox. A green message 'Welcome Jordan Burrows' is displayed at the bottom.
- 2. Verification:** Includes the text 'Text message will be sent to: (\*\*\*-\*\*\*-3626)', 'Message and data rates may apply.', and 'Enter PIN below:'. A text input field contains the PIN '810599', and a green message 'PIN Verified' is displayed below it.
- 3. Sign File:** Features a green 'Sign' button.

Red rectangular boxes highlight the 'Sign' button, the PIN input field, and the 'PIN Verified' message.