

# Toxic Chemical Release Inventory

## TRI-ME and Internet Submission via US EPA Central Data Exchange (CDX)

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# TRI-ME and TRIAL

## Tools to help the TRI reporter

- o TRI-ME (TRI Made Easy) Reporting Software
  - Interactive software that helps:
    - o determine reporting criteria is met
    - o Fill out TRI reports, and
    - o Prepare and send submittal.
- o TRIAL (TRI Assistance Library)
 

*Install from CD-ROM or download from [www.epa.gov/tri](http://www.epa.gov/tri)*

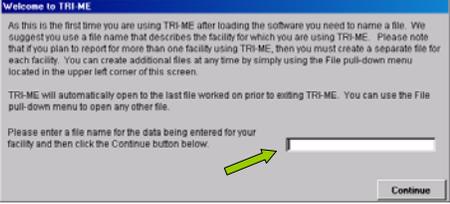
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# TRI-ME Installation

- o TRI-ME installed to desktop
  - Reload previous year data. This will fill in facility information and give you data to start with and review.
  - Determine thresholds and complete reports through questionnaire, *or* Complete reports as expert user.
  - Submit reports through the Internet.
- o TRIAL installed to desktop

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# Welcome to TRI-ME



Name your TRI-ME report file – appears very first time TRI-ME is opened

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# Preparing Submission

- o Validate chemicals
- o Prepare EPA submission
- o Select submission method (Internet via CDX)
- o Select chemicals to submit
- o Finish

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# Report Formats

**Internet Via CDX** 

or

Plastic 

*Paper not allowed \**

\* TRI-ME will only print draft or file copy 

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## Benefits of Submitting through Internet via CDX

- Simultaneous report submittal to EPA and State fulfills dual reporting requirement
- Electronic Signature allows for **Paperless Filing**
- Facilities receive instant e-mail confirmation receipt
- CDX submissions are processed 10 times faster than paper submissions with more than 10 times fewer errors

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## Internet Submission via CDX

- Must be registered with CDX
- First time filers can submit to the EPA through the Internet but not to the state. Must send reports (disk submittal) to the Michigan SARA Title III Program

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## Validation results in TRI-ME

Correct ALL critical errors before continuing

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## Prepare EPA Submission

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## Michigan in State Data Exchange

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## Select Internet Submission

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## CDX Submission Information

The screenshot shows the EPA Toxics Release Inventory Made Easy interface. The left sidebar lists sections 0.1 through 0.11. The main content area contains instructions for submitting via CDX, including requirements for a certifying official and a signed paper certification statement. A 'Continue' button is visible at the bottom.

**Note:** First-time filers must submit separately to the State on disk. This is only for the first report year.

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## Select All chemicals

The screenshot shows the EPA Toxics Release Inventory Made Easy interface with a list of chemicals. A green arrow points to the 'Select All' button. The table below lists the chemicals:

TR Chemical or Category	CAS	Form	RY2005 Permit
Certain Optical Fibers	N/C	Form R	No
Copper	7440508	Form R	No
Down and Down-like Compounds	N/C	Form R	No
Lead Compounds	N/C	Form R	No
Toluene	108983	Form A	No

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## Selected Chemicals Highlighted

The screenshot shows the EPA Toxics Release Inventory Made Easy interface with the same list of chemicals as the previous slide. The 'Select All' button is now disabled, and the chemicals in the table are highlighted, indicating they have been selected for submission.

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## Central Data Exchange (CDX)

The screenshot shows the EPA Toxics Release Inventory Made Easy interface displaying the Central Data Exchange (CDX) registration information. It includes a 'Warning Notice' and a 'Privacy Statement' regarding the use of personal information for registration purposes.

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## CDX Log-in

The screenshot shows the EPA Toxics Release Inventory Made Easy interface with the CDX login form. It includes fields for 'User Name' and 'Password', and a 'LOGIN' button. Below the form, there are instructions for users who do not have a CDX username and password.

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## CDX Requires User Name and Password

The screenshot shows the EPA Toxics Release Inventory Made Easy interface with the CDX login form. A green arrow points to the 'User Name' field, which contains the text 'RuthBorgelt'. The 'Password' field is also visible.

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### CDX Requires Prior Year Information

In order to submit using CDX, you must first provide the technical contact name from a TRI Form R or a certification statement submitted by your facility to U.S. EPA for Reporting Year 2000, 2001, 2002, 2003, or 2004. Please enter the name exactly as it appears on the form: e.g., Amy B Doe does not match Amy Doe. The match is not case sensitive: e.g., so JOHN SMITH matches John Smith.

Technical Contact Name from Prior Year:

Continue

Why is this information needed?

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### Certification from a Different Computer

Please select one:

The Certifying Official will certify the submission using **THIS COMPUTER**. Select this option if either:

- You are the certifying official.
- The certifying official is in this location and can use this computer.

The Certifying Official will certify the submission using **A DIFFERENT COMPUTER** supplied with Internet e-mail and a web browser. Select this option if:

- The certifying official is in a different location.

[This Computer](#) [A Different Computer](#)

More information on this selection

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### Enter E-mail addresses

CDX will send an e-mail message to the Certifying Official with a hyperlink that can be used to connect to CDX to certify the submission and send it to U.S. EPA (or cancel the submission). Please enter the e-mail address of the Certifying Official. Please also enter your e-mail address to you receive a receipt when the submission is certified (or cancelled).

Certifying Official e-mail:  \* Required

Enter again to confirm:  \* Required

Your e-mail address:  \* Required

Enter again to confirm:  \* Required

Continue

How will this information be used?

Cancel

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### Prepare Internet Submission

By clicking "Prepare" below, TRI ME will create a TRI submission for the chemicals listed below and send it to the certifying official via e-mail.

TRFID: 30139FH4LL23PRA

TRI Chemicals or Categories:

- Custom Optical Ethers
- Lead Compounds
- Copper
- Toluene
- Dioxin and Dioxin-like Compounds

Prepare

Output My list of chemicals is not correct

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### Web site reply

Waiting for reply from web site...

Continue

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### E-mail notification sent

CDX sent an e-mail to the addresses listed below. This e-mail contains a hyperlink that can be used to connect to CDX to certify or cancel the submission.

Once the certifying official certifies or cancels, you can click on the emailed hyperlink to check the status of that submission. If you do not see a status page (i.e., if the option to certify or cancel is still available), then there has not been any action on the certifying official's part.

NOTE: The emails will be sent from the EPA/CDX/CSC/COM email account.

Additionally, both addresses will be sent a separate email to inform them when the submission is certified or cancelled.

Certification e-mail sent to:  
rberg@comcast.net

Copy sent to:  
berg@tri@Michigan.gov

Continue

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## Internet submission status

The submission has been PREPARED and is ready to be CERTIFIED and SENT TO EPA.

Status	Date	Time
[X] Prepared	5/12/2006	10:55:06 AM
[ ] Certified		
[ ] Sent to EPA		
[ ] Cancelled		

Reference number: TR1000120060512105506RUTHBORGL1  
 Preparer Email: rborg@comcast.net  
 Certifying Official: RUTH B. SMART  
 Title: PRESIDENT  
 E-mail: rborg@comcast.net  
 State Data Exchange State: Michigan  
 TRI Facility ID: 301396612100A

Buttons: Print Receipt, Continue

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## Prepare back-up copies

FINAL STEP: TRI-ME Advises That You Create A Backup Electronic Copy (and paper copy if needed) of Your Submission.

A backup electronic (e.g., diskette) copy of your submission is invaluable, especially if next year you no longer have access to this computer and/or the TRI-ME facility file. Next year, you will be able to load data directly from this TRI-ME backup copy to assist you in completing your submission for next year. Also, EPA...

- Prepare Paper File Copies (Do not submit paper file copies)
- Prepare Backup Diskette Copy (Do not submit backup diskette copies)

Buttons: Prepare Paper File Copies, Prepare Backup Diskette Copy

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## Back-up submission or exit TRI-ME

Congratulations, you've finished preparing this submission! However, additional submission and certification steps may be needed! Please select the submission type from the list below for additional instructions that may be needed for this submission.

- CDX
- Diskette
- Export

Additional CDX Instructions

Note: If your state is not participating in the State Data Exchange Program you will need to prepare separate EPA and State submissions. Please use the "Prepare another Submission" button below to complete your remaining submission.

If your CDX submission was certified and sent from this computer, no further steps are necessary.

Submission

If you are a first time filer and have submitted via CDX, the certifying official must sign and date the

Buttons: Prepare Backup Submission Copy, Prepare another Submission, Exit TRI-ME

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## Certification from A Different Computer

- The following screens show the e-mails and process for review and certification of the Internet submission through the web

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## E-mail Notification to Certifier and Preparer

From: EPACDX Help Desk <epacdx@cvc.com> [mailto:epacdx@cvc.com]  
 To: rborg@comcast.net, borgerb@michigan.gov  
 Subject: EPCRA section 313 TRI submission waiting for certification  
 Date: Friday, May 12, 2006 11:08:20 AM [VIEW SOURCE]

TO: RUTH B. SMART

[https://cdx.epa.gov/ssl/TRIMERV2005/CDX\\_CertEntry.asp?CDXID=TR1000120060512105506RUTHBORGL1](https://cdx.epa.gov/ssl/TRIMERV2005/CDX_CertEntry.asp?CDXID=TR1000120060512105506RUTHBORGL1)

An EPCRA section 313 (TRI) submission has been prepared for the facility and chemical(s) shown below. Please use the link above to review and certify the Form R and/or Form A information in this submission and send it to U.S. EPA. (To cancel this submission, follow the link and click "Cancel". This submission will not be sent to EPA until it is certified.)

Please be aware that the state of Michigan is participating in EPA's TRI State Data Exchange pilot through the Environmental Information Exchange Network. Once this submission has been certified it will be electronically forwarded to the Michigan Department of Environmental Quality (DEQ). When certified, this submission satisfies your obligation to report to both EPA and your state (Michigan). Please note that your obligations are not satisfied until this submission is certified.

If you require assistance please call the CDX Help Desk toll free at: 888-890-1995.

If the above URL isn't a hyperlink, please cut and paste the address into your

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## Review and Certify on the Internet

An EPCRA section 313 TRI submission has been prepared for you to certify and send to EPA. Please review the Form R and/or Form A information in this submission and certify the submission.

- View the forms
- Certify this submission
- Cancel the submission

Forms are reviewed on the Internet. Each form submitted can be reviewed prior to certifying (or cancelling) the submission.

The certifier should use the "Back" arrow on the menu bar to get back to this screen from the View function in order to certify or cancel.

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## View TRI Report Forms

Below is the list of chemical(s) for your submission.  
Click on the TRI Chemical to view the Form R or Form A.

TRI Chemical or Category	CAS	FORM	RY	Revision
<a href="#">Carbon Oxid Sulfur</a>	N220	R	2005	No
<a href="#">Lead Compounds</a>	N420	R	2005	No
<a href="#">Copper</a>	7440508	R	2005	No
<a href="#">Toluene</a>	100003	A	2005	No
<a href="#">Dioxin and Dioxin-like Compounds</a>	N150	R	2005	No

Click on each chemical to open a replication of the form.  
Scroll through the pages of the form by clicking the "Back" or "Forward" arrow in Internet Explorer, or by clicking the page number (see following slide).

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## Review TRI Reports

FORM R

SECTION 1: REPORTING YEAR 2005

SECTION 2: TRACE SECRET INFORMATION

SECTION 3: CERTIFICATION (required. Read and sign after completing all form sections.)

I hereby certify that I have reviewed the attached documents and that, to the best of my knowledge and belief, the submitted information is true and complete and that the records were reviewed in this report as accurately as possible based on reasonable estimates using data available to the preparer of this report.

**RUTH B. SMART**  
PRESIDENT

Signature: [Signature] Date Signed: 05/08/2006

SECTION 4: FACILITY IDENTIFICATION

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## Certify Submission through the Web

An EPCRA section 313 TRI submission has been prepared for you to certify and send to EPA. Please review the Form R and/or Form A information in this submission and certify the submission.

- [View the forms](#)
- [Certify this submission](#) ←
- [Cancel the submission](#)

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## Certifier Verification

The purpose of the following process is to provide the preparer of personal information that will serve as an electronic signature, which EPA may use solely to authenticate the electronic signature of the certifying official.

Please note that the certifying official must be an owner, operator or senior official with management responsibility for the person (or persons) completing these TRI Form R and A's.

Please confirm that you are:

**RUTH B. SMART**  
PRESIDENT

[Link the person listed above.](#)

If you are not the person listed above, you may choose to do one of the following:

- You are in the same company as the person listed above and know their correct email address, you can forward the original email that was sent to you via CDX to her/him.
- Go back to the original email that was sent to you via CDX, click on the hyperlink, and then click on "View" to find the operational email of the preparer. If you work with the preparer, you can then contact her/him to find out why this email was forwarded to you.
- Go back to the original email that was sent to you via CDX and cancel the submission; the preparer will be sent an email that the submission was cancelled and needs a re-certification.
- If you know the telephone number of the preparer you may wish to call them to make sure he or she knows that you have cancelled this submission.

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## Electronic Signature

Please enter (2) items of personal information to be used as your electronic signature from the list below:

Your date of birth: [Date field]

Your mother's maiden name: [Text field]

The city and state of your birth: [Text field]

The first and last name of your oldest sibling: [Text field]

The birth date of your spouse if you are legally married: [Date field]

The name of the high school from which you graduated: [Text field]

The year you graduated from high school: [Text field]

[Continue]

How will this personal information be used?

Electronic signature requires two items of personal information.

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## Certify Submission

I hereby certify that I have reviewed the Forms in this submission and that, to the best of my knowledge and belief, the submitted information is true and complete and that the amounts and values in this report are accurate based on reasonable estimates using data available to the preparers of this report.

If you have included a Form A statement for one or more chemicals in this submission, or there is no Form R in this submission and only a Form A, then you are also making this certification. I hereby certify that to the best of my knowledge and belief, for each toxic chemical listed in the Form A statement, the annual reportable amount as defined in 40 CFR 372.27(a) did not exceed 500 pounds for this reporting year and that the chemical was manufactured, processed or otherwise used in an amount not exceeding 1 million pounds during the reporting year.

**RUTH B. SMART**  
PRESIDENT

[Certify] ←

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## Internet Submission Status

The submission has been CERTIFIED and SENT to EPA.

Status	Date	Time
[[I] Prepared	5/12/2006	11:05:58 AM
[[X] Certified	5/12/2006	11:13:55 AM
[[X] Sent to EPA	5/12/2006	11:13:55 AM
[[C] Archived		

Reference number: TR000120060512105500RUTHEORGELT  
 Preparator Email: kurgan@michigan.gov  
 Certifying Official: RUTH B. SMART  
 Title: PRESIDENT  
 E-mail: rsmart@emr.state.mi.us

State Data Exchange Status: Michigan  
 TRI Facility ID: 30139PHLL233FA  
 Facility: BORGES MANUFACTURING, 85 E. FOUNTAIN STREET, BATTLE CREEK, MI 48933

TRI Chemical Category	CAS	FORM	RY	Status
Carbon Disulfide	N226	R	2005	No
Lead Compounds	N420	R	2005	No
Copper	T440508	R	2005	No
Chromium	T088693	A	2005	No
Other Air Emission Compounds	N155	R	2005	No

No further action is needed on your part. In order to exit, click the "X" in the upper right-hand corner of this screen.

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## E-mail verifying CDX submission

Your EPCRA section 313 (TRI) submission has been PREPARED, CERTIFIED and SENT to U.S. EPA for the facility and chemical(s) shown below. Please be aware that the state of Michigan is participating in EPA's TRI State Data Exchange pilot through the Environmental Information Exchange Network. The certified submission will be electronically forwarded to the Michigan Department of Environmental Quality (DEQ), satisfying your obligation to report to both EPA and your state (Michigan).

Reference Number: TR000120060512105500RUTHEORGELT  
 Prepared by: kurgan@michigan.gov  
 Date Prepared: 5/12/2006 11:05:58 AM  
 Certifying Official: RUTH B. SMART  
 Name: RUTH B. SMART  
 Title: PRESIDENT  
 E-mail: rsmart@emr.state.mi.us  
 Date Certified and Sent to EPA: 5/12/2006 11:13:55 AM  
 TRI Facility ID: 30139PHLL233FA  
 Facility: BORGES MANUFACTURING, 85 E. FOUNTAIN STREET, BATTLE CREEK, MI 48933

Chemical Name	RY	CAS	Form	Status
Carbon Disulfide	2005	N226	R	No
Lead Compounds	2005	N420	R	No
Copper	2005	T440508	R	No
Chromium	2005	T088693	A	No
Other Air Emission Compounds	2005	N155	R	No

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## EPA Facility Data Profile (FDP)

- EPA provides review and error notice electronically through Facility Data Profile (e-FDP)
  - Gives reporter an opportunity to verify data processed correctly by EPA
  - Indicates potential errors identified by TRI Data Processing Center and requests corrections
- In TRIAL, search Index for "Facility Data Profile" for more information

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## e-FDP Process

- E-mail sent announcing posting of e-FDP on the Internet for review
- <http://triefdp.org/efdp/login.do>
- e-FDP includes:
  - Instructions for review and response
  - Chemical report summary
  - Errors/alerts about the report
  - Error summary page
  - Individual chemical report data

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## e-FDP Log-in

Welcome to the TRI Program's website that provides electronic access to your Facility Data Profile (FDP). To further access this site, you must provide your TRI Facility Identification Number (TRFID), together with 2 or 3 (your choice) of the following fields from your TRI submission to EPA.

\*Required Field

Along with the TRFID, you must also provide 2 or 3 (your choice) of the above fields from your TRI submission to EPA.

Log In

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## View Facility FDP

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## Select FDP to Review

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## e-FDP Chemical Report Summary

Chemical Name	Original Date	Revised Date	NOSE Error Count	NOTE Error Count	NDC Error Count	NDC (Quality) Error Count	Data Quality Alert
2-MERCAPTOBENZOTHAZOLE *	01-17-2008	01-17-2008	0	0	0	1	0
DI-ETHYLENYL PHTHALATE *	01-17-2008	01-17-2008	0	0	0	1	1
THERAM *	01-17-2008	01-17-2008	0	0	0	1	0
ZINC COMPOUNDS *	01-17-2008	01-17-2008	0	0	0	1	1

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## FDP error categories

- NOSE – Notice of significant error
- NOTE – Notice of technical error
- NDC – Notice of data change
- DQA – Data quality alert

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## e-FDP DQA

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## e-FDP DQA (cont'd)

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## Revisions

- Submit as soon as errors are discovered.
  - To TRI Data Processing Center and the State.
- Facilities encouraged to submit all revisions through CDX (2004 and beyond) or on diskette.
- Cover letter with explanation of reason for the revision is helpful, but not required.
- Submission should include *ONLY* revised forms (R or A), not the entire original submittal.

More information found at [www.epa.gov/tri](http://www.epa.gov/tri) or within TRI Assistance Library

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## Revisions / Withdrawals

- Not a revision:
  - Form R replacing Form A
  - Change in chemical reported
    - Example: lead compounds to replace original submittal for lead
  - Late submittal
  - Do not need to submit report

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## Withdrawals

- Facility can withdraw a submitted report
- Facility submits "Request for Withdrawal" to EPA for review
- EPA notifies requestor by letter whether withdrawal request is accepted
- Report removed from TRIS if request is approved

More information found at [www.epa.gov/tri](http://www.epa.gov/tri) or within TRI Assistance Library

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## Electronic Facility Data Release (e-FDR)

### Early TRI Data Release ([www.epa.gov/tri-efdr](http://www.epa.gov/tri-efdr))

- RY 2006 data to be released Fall 2007 by EPA
- Reports as submitted by each facility:
  - before the traditional annual Public Data Release;
  - before EPA has completed data quality checks, compilations, and trend analysis traditionally done as part of the annual Public Data Release.

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## TRI-MEweb

- Web-based application for RY2006
- Purpose to migrate from computer-based version of TRI-ME to web
- Information on EPA website ([www.epa.gov/tri/report/software](http://www.epa.gov/tri/report/software))

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## Future of TRI-MEweb

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- **2007** – *TRIMEweb* open to facilities in selected states to use for Report Year 2006
- **2008** – *TRIMEweb* open up for all facilities to use; promote and make dominant form for reporting
- **2009** – sunset TRI-ME CD (desktop) – exclusive use of *TRIMEweb*

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## TRI-ME Tutorial

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- Tutorials can be viewed on the Internet at:  
<http://www.epa.gov/tri/report/trime/tutorials>
- Sections can serve as refresher

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## Contacts

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- Michigan SARA Title III Program  
1-517-373-8481 *or*  
[deq-ead-tri@michigan.gov](mailto:deq-ead-tri@michigan.gov)
- EPA Region 5 TRI Coordinator  
Thelma Codina, 312-886-6219

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## TRI Data on the Internet

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- U.S. EPA TRI Explorer,  
<http://www.epa.gov/triexplorer>
- Michigan SARA Title III database  
<http://www.deq.state.mi.us/tri>
- The Right-to-Know Network,  
<http://www.rtk.net>
- Scorecard Pollution Information Site  
(Report Year 2002 data)  
<http://www.scorecard.org>

*These are a few select websites that post TRI data*

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