

Applying and Searching for State Facility ID

Overview

- CEDRI has been updated to allow Certifiers, Delegated Certifiers and Preparers to add a 'State Facility ID' to a facility within "My Facilities".
- In addition, users can now search for submitted reports associated with that 'State Facility ID' within "CEDRI History".

Applying the 'State Facility ID' within "My Facilities"

Users can add their 'State Facility ID' to the "My Facilities" section, and search for reports based on that State Facility ID within "CEDRI History". The instructions listed below will allow users to add and search for 'State Facility ID'.

- 1) Select a facility within "My Facilities", then click on the 'View/Edit Details' link associated with the desired facility. ([Figure 1](#))

My Facilities

[My Facilities](#) [Add Facilities](#)

Manage Facilities (21 facilities managed) [List View](#) | [Map View](#)

The facilities selected for this data flow and role are listed below. You may add facilities by clicking the 'Add Facilities' button or tab. The ability to edit a facility and any sub-facility data is available from the 'Facility Details' screen which is accessible by clicking the 'Details' link for a facility in the table view or by clicking the 'Details' button on the map view. Please note that facilities with insufficient location information may not appear on the map view.

Filter:

EPA Registry ID	Program ID	Facility Name	Facility Address	
123456	CEDRI987654	TEST	38 CAJUN BLVD LAFAYETTE, LA 70506 LAFAYETTE PARISH	View/Edit Details Remove

Figure 1

- 2) Scroll to the bottom of the facility details page with, and select the 'Edit Facility' button. ([Figure 2](#))

Responsible Agency Facility ID
(e.g., State Facility Identifier)
ID Not Available

Responsible Agency

Is Mailing Address Same as Facility Address?
No

Mailing Address 1	Mailing Address 2	Mailing City	Mailing State	Mailing ZIP
138 CAJUN BLVD		LAFAYETTE	LOUISIANA	70506

Sub-facility Components [Add Sub-facility Component\(s\)](#)

# of Units	# of Release Points	# of Processes	# of Control Measures
0	0	0	0

[Edit Facility](#)

Figure 2

- Note that the 'Responsible Agency Facility ID' field is now a free text field. This is the field in which the 'State Facility Identifier' can be applied. Once the State Facility ID has been applied in the free text field, select the 'Submit' button to save the changes to the 'State Facility ID' field. ([Figure 3](#))

Mobile/No Fixed Address
 Offshore

Facility Address
 138 CAJUN BLVD
 Address 2
 LAFAYETTE LA 70506
 LAFAYETTE PARISH

Coordinates
 30.219784
 -92.042333

Operating Status *
 OPERATING

Operating Status Change Year

BIA Code

NAICS Code(s) 🔍 = Primary NAICS

Source Type

Responsible Agency Facility ID
 (e.g., State Facility Identifier)
 LA12345

Is Mailing Address Same as Facility Address? *
 Yes No

Mailing Address 1 *	Mailing Address 2	Mailing City *	Mailing State *	Mailing ZIP *	Actions
138 CAJUN BLVD		LAFAYETTE	Louisiana	70506	

Sub-facility Components [Add Sub-facility Component\(s\)](#)

# of Units	# of Release Points	# of Processes	# of Control Measures
0	0	0	0

Figure 3

- Users can now search for reports submitted under this facility via the 'State Facility ID' search filter in CEDRI History.

Searching/Filtering by State Facility ID in CEDRI History

After a report is submitted for the facility in which the State Facility was added, users can search for the State Facility ID within "CEDRI History". NOTE: If you need information on how to submit a report, please reference the [following user guide](#). Searching for reports based on the State Facility ID is common practice for State Reviewers and EPA Regional Reviewers.

- Navigate to the "CEDRI History" page and select the 'Add/View Filters' button. ([Figure 4](#))

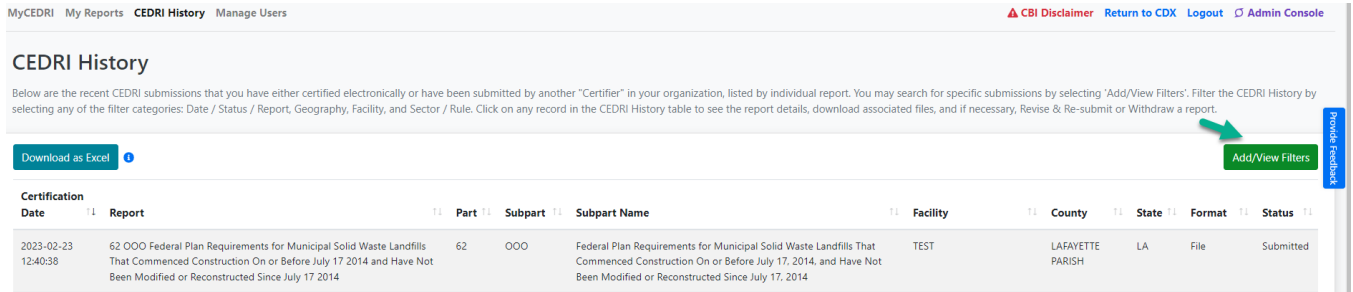


Figure 4

- Once the filters are presented, select the “Facility” tab, and note the new ‘State Facility ID’ search field. Add the State Facility ID from a previously updated facility, and select ‘Apply Filters’. The “CEDRI History” table will present all of the reports associated with that State Facility ID. Select the desired report by clicking it directly in the “CEDRI History” table. (Figure 5) For more information about how to manipulate the “CEDRI History” filters, see the [CEDRI Search job aide](#).

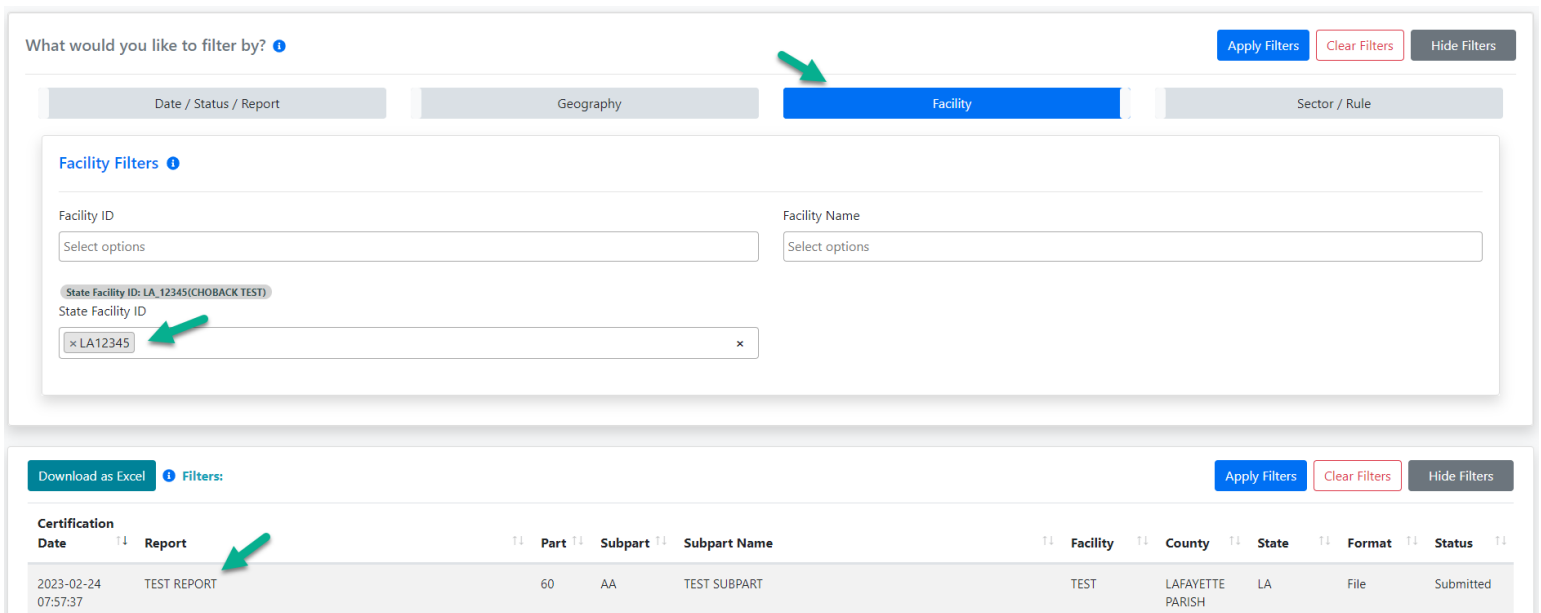


Figure 5

- Select the “Facility” tab within the Report Details page, and note that the ‘State Facility ID’ is listed within the Facility tab of the Report Details section. (Figure 6)

< Report Details Withdraw Report

TEST REPORT for TEST Facility

Documents Download All

Name	Size (kb)	Date Archived i
TEST.pdf	172.9	2023-02-24 07:57:45

Report Facility Certifier Revisions

Facility TEST	FRS Registry ID / Program ID 123456/ CEDRI987654	State Facility ID LA12345
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CEDRI Admin Actions: Update Facility ▾

Figure 6