



# Toxics Release Inventory–Made Easy (*TRI-MEweb*)

## Software Overview

### Reporting Year 2007

...EPA's New Solution for TRI Reporting...

#### Introduction

*TRI-MEweb* is EPA's new electronic solution for completing Emergency Planning and Community Right to Know (EPCRA) Section 313 Form Rs and Form A certification statements.

*TRI-MEweb* is an interactive, intelligent, user-friendly reporting tool that provides a variety of new or enhanced features:

- Work with data for multiple reporting years
- Automatic creation of draft current year forms based on last year's forms
- Automated Section 8 calculations
- Improved validation and data quality checks
- Facility and Chemical 'QuickLists' that streamline data entry by removing form sections that are not applicable

#### IMPORTANT!!!

Certifying officials using *TRI-MEweb* will need to register with CDX. This registration includes the mailing of a signed electronic signature agreement (ESA) to EPA before that individual can certify TRI forms. The processing of the ESA is anticipated to take at least 5 business days. ESAs do not need to be re-submitted by a certifying official each reporting year if the certifying official has already been approved for the facility.

#### Using *TRI-MEweb* is easy! Here's how it works...

**Get your Access Key.** In early 2008, EPA will email your facility's access key to the Technical Contact(s) identified on your facility's RY2006 forms, with instructions for accessing *TRI-MEweb*.

**Register with EPA's Central Data Exchange (CDX).** All *TRI-MEweb* users will need to have an account with CDX. This includes individuals who will prepare TRI forms with *TRI-MEweb* and individuals who will certify submissions prepared by *TRI-MEweb*. Accounts are easily obtained at <https://cdx.epa.gov>.

**Access *TRI-MEweb*.** Once you've registered with CDX, use the link provided to enter *TRI-MEweb*. Follow the instructions for accessing your facility data by entering its access key.

**Identify your Facility's Certifying Official.** Once you've accessed your facility, provide the email address of the individual who will certify your facility's reports. This individual will be emailed instructions for registering with CDX. *TRI-MEweb* can tell you when your certifying official has registered and is ready to certify!

**Prepare your Submission(s).** Complete your Form R and/or Form A certification statements, validate them, and submit them to CDX.

**Certify your Submission.** The facility's certifying official will receive an email indicating that a submission is awaiting certification and that includes instructions for doing so. Both the preparer and certifying official will receive a confirmation email when the submission has been certified.

*TRI-MEweb requires no downloads or software installation!*

*Available anywhere you have internet access!*

## Additional Functionality: Revisions and Withdrawals

*TRI-MEweb* also supports the revision and withdrawal of previously submitted and certified forms. Please note that withdrawals may be subject to audits conducted by EPA at any time.

## New *TRI-MEweb* Features for RY2007!

- Available to all facilities in all states
- User-friendly question-and-answer format for newer reporters – just answer the questions and *TRI-MEweb* will complete your forms!
- Form-based data entry for experienced reporters
- Work with RY2005-RY2007 data - no need to load prior year data!
- Trend Analysis Reports - compare your current data against the prior year data
- Download electronic (XML) data files prior to submission - allows you to perform custom data quality checks
- Comprehensive TRI Assistance Library (TRIAL) and User Guide

## How Does the New *TRI-MEweb* Differ from the Current Desktop *TRI-ME* Software?

While *TRI-MEweb* has many advantages over the *TRI-ME* software, there are still several differences that users need to be aware of. *TRI-MEweb* currently does not support the following *TRI-ME* features:

- Third Party Load - planned for RY2008 release
- Reporting by Part - planned for RY2008 release
- Automated Threshold Calculations - planned for RY2009 release
- Submission to EPA or States via Diskette – This will not be implemented in *TRI-MEweb*. The application will only support data submissions to EPA and your state via the Internet. (Note: *TRI-MEweb* uses an extensible markup language (XML) format instead of the *TRI-ME* flat file format.)
- New Facility Reporting - planned for RY2008 release

## For Further Assistance See the *TRI-MEweb* Tutorials!

<http://www.epa.gov/tri>

Each tutorial is a 5-10 minute multimedia demonstration that can be viewed on-line. In addition to a *TRI-MEweb* Overview tutorial, users can quickly learn how to perform the following important tasks:

- Register with CDX
- Nominate a Certifying Official
- Access Your Facility's Data in *TRI-MEweb*
- Certify CDX Submissions
- Understand the Section 8 Calculator
- Submit Data to CDX
- Get Help

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### More Information or Assistance

For questions about how to use *TRI-MEweb*, registration with CDX or your electronic submission, please contact the CDX Help Desk:

**Phone: (888) 890-1995 Option 1**

**Hours: Monday-Friday, 8 am-6 pm EST**

**E-Mail: [epacdx@csc.com](mailto:epacdx@csc.com)**

For regulatory questions about how to complete a Form R or Form A, please contact the TRI Information Center:

**Phone: (800) 424-9346; DC Area (703) 412-9810**

**TDD: (800) 553-7672; TDD Local (703) 412-3323**

**Hours: Monday-Thursday 10am-3pm EST**

General TRI Information is available online at the following URL:

<http://www.epa.gov/tri>

Information about the TRI XML Schema is available at the following URL:

<http://www.exchangenetwork.net/exchanges/cross/tri.htm>



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