

# How Do I Retrieve My Quality Assurance Feedback?

EPA-454/B-19-015 May 2014

How Do I Retrieve My Quality Assurance Feedback?

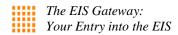
U.S. Environmental Protection Agency Office of Air Quality Planning and Standards Air Quality Assessment Division Research Triangle Park, NC



# How Do I Retrieve My Quality Assurance Feedback?

Introduction

Each time you submit an EIS CERS XML file to the Emissions Inventory System through the CDX Node, whether it is to the QA or Production environments, you will receive feedback. The purpose of this section of the EIS Users Manual is to provide instructions on how to locate on the EIS Gateway and download your quality assurance feedback.

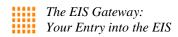


# Step 1:

From within the EIS Gateway, you will see on the left side of the page a heading entitled "Account Data." Under this heading, select the option "My Agency."

FACILITY INVENTORY	Home
» View and Edit Data	Emissions Inventory System
» Inventory Snapshot	Welcome To EIS
» ∨iew Potential Duplicate Facilities	CURRENT ANNOUNCEMENTS
» Reporting Code	The EIS Flow Opens on July 1st
Tables	On July 1 st, State, Local, and Tribal agencies may begin using the EIS Flow to submit their 2008 emissions inventory data to the Emission Inventory System. To ensure an orderly transition to the new EIS Flow, we've decided on the following approach: (more)
LOCATION BASED EMISSIONS	Posted by Martin Husk on 2009-06-19.06:42 AM
» View by Reporting Period	
REPORTS	
» Facility Aggregate Emissions	
» Geographic Emissions Summary	
ACCOUNT DATA	
» My Account	





# Step 2:

From within the Agency Organization Detail page, select Submission History from the blue menu bar.

EIS Gatewa	y ant of Environment and Natural Resources; Authenticated Role, S/L/T User Role
FACILITY INVENTORY	Home » Agency Organization Detail
» View and Edit Data	Agency Organization Detail
<ul> <li>Inventory Snapshot</li> <li>View Potential</li> <li>Duplicate Facilities</li> <li>Reporting Code</li> </ul>	Agency Description:         North Carolina Department of Environment and Natural Resources         AVAILABLE ACTIONS           Agency Type:         State         State         AVAILABLE ACTIONS
Tables	Agency type: State
LOCATION BASED EMISSIONS	Agency Responsibilities Agency Members Program System Codes Inventory Snapshot Allow Access Submission History
» View by Reporting Period	
REPORTS	704 items found, displaying 1 to 25.[First/Prev] 1, 2, 3, 4, 5, 6, 7, 8 [Next/Last]
» Facility Aggregate Emissions	Geopolitical Region 🔶 Data Category 🔶 Effective Date 🌧 Alamance, North Carolina Onroad 20090522
» Geographic	Alamance, North Carolina Facility Inventory 20080411
Emissions Summary	Alamance, North Carolina Nonpoint 20090522
	Alamance, North Carolina Nonpoint 20090610
ACCOUNT DATA	Alamance, North Carolina Nonroad 20090610
» My Account	Alamance, North Carolina Onroad 20090610
» My Agency	Alamance, North Carolina Nonroad 20090522
	Alexander, North Carolina Nonroad 20090522 Alexander, North Carolina Nonroad 20090610
Tools	Alexander, North Carolina Onroad 20090610





# Step 3:

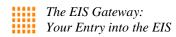
The Submission History window will appear containing a table of all the submissions made for your agency. The table contains:

- The CDX tracking number
- Status of the submission
- The name of the person who submitted the file
- The category of data in the file
- The type of submission, either QA or Production
- When the file was submitted
- A link to download the report

Each column within the table can be sorted by clicking on the column header. At the bottom of the page is a link to download the table in CSV format.

FACILITY INVENTORY	Home » Agency Organization Detail					
» View and Edit Data	Agency Organization Detail					
» Inventory Snapshot	CURRENT AGENCY					
» View Potential Duplicate Facilities	Agency Description: North Carolina Department of Environment and Natural Resources AVAILABLE ACTIONS					
» Reporting Code Tables	Agency Type: State					
LOCATION BASED EMISSIONS	Agency Responsibilities Agency Members Program System Codes Inventory Snapshot Allow Access Submission History					
» View by Reporting Period	SUBMISSION HISTORY					
REPORTS	CDX Tracking #					
» Facility Aggregate Emissions	0777d562-d5ad-49e1-886b- 24208a04ec52 COMPLETED Denise Hale Facility Inventory PRODUCTION 2009-06-26 06:35 Download AM Report					
» Geographic	_rt27c285b-eb8c-4e41-b918- rt7732a07079c COMPLETED Denise Hale Facility Inventory PRODUCTION 2009-06-26 06:35 Download AM Report					
Emissions Summary	_44bfcc75-fc62-4b82-be75- f577c16665f1 COMPLETED Denise Hale Facility Inventory PRODUCTION 2009-06-25 04:40 Download PM Report					
ACCOUNT DATA	E-ENTER AND AND ADDRESS AND E-ENTER					
» My Account	_5659d7eb-cfc0-4ad8-ba66- 574ab4b47931 COMPLETED Denise Hale Facility Inventory PRODUCTION 2009-06-25 04:40 Download PM Report					
» My Account » My Agency						
1	574ab4b47931         COMPLETED         Denise Hale         Facility         PRODUCTION         PM         Report           _7108c5cf-01c8-46dc-a818					





# Step 4:

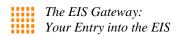
To download the feedback, click on the link on the far right, Download Report.

Agen	cy Descriptio Agency Ty		arolina Departm	ent of Environr	ment and Natural I	Resources	AVAILABLE ACTION
Agency Responsibilities	Agency Me	mbers Pr	ogram System (	Codes   Inve	entory Snapshot	Allow Access	s Submission History
SUBMISSION HISTORY							/
			Data				
CDX Tracking # 🔶	Status 🌲	Submitter 🔶	Data Category 🗘	Type 🌲	Submitted 🔶	K	
_0777d562-d5ad-49e1-886b-	Status 🔶	Submitter \$	A	Type 🔶 PRODUCTION	Submitted 2009-06-26 06:36 AM	Download Report	
_0777d562-d5ad-49e1-886b- 24208a04ec52 _f27c285b-eb8c-4e41-b918-			Category <sup>©</sup> Facility		2009-06-26 06:3		
CDX Tracking #	COMPLETED	Denise Hale	Category Facility Inventory Facility	PRODUCTION	2009-06-26 06:30 AM 2009-06-26 06:35	Report Do <del>wnloa</del> d	

A window will appear to allow you to either open the feedback file directly in Excel or to save the file.

CURRENT AGENC	,			
	Agency Description: North Car Agency Type: State	olina Department of En	vironment and Na	tural Resources AVA
Agency Responsit	ities Agency Members Pro	gram System Codes	Inventory Snaps	hot Allow Access S
	ile Download		×	
SUBMISSION HIS	Do you want to open or save thi	s file?	_	
CDX Tracking #	Name: feedback.xls		ed	<del></del>
_0777d562-d5ad-49e 24208a04ec52	Type: Microsoft Excel From: greenterror.rtpr		-26 0	6:35 Dovvnload Report
_f27c285b-eb8c-4e4 <sup>-</sup> f7732a07079c	Open	Save	Cancel	16:35 Download Report
_44bfcc75-fc62-4b82 f577c16665f1				14:40 Download Report
_5e59d7eb-cfc0-4adi 574ab4b47931	While files from the Internet c		n potentially	l4:40 Download Report
_7108c5cf-01c8-46d/ b625b2fe3780	harm your computer. If you do save this file. What's the risk		ot open or .25 0	l4:40 Download Report
_c203d14a-6ab8-492-	COMPLETED Depise Hale	oomey PRODUC	TION250	14:39 Download Report





#### Step 5:

Each feedback file will contain the following worksheets:

**Summary**: Contains an overview of the file that was submitted and the number of errors for each type, i.e., critical, warning, in the file. Other information, such as the number of errors per facility, is specific to the data category.

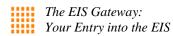
**Statistics:** Contains the number of records from the file that were added or updated in EIS.

**Critical Errors:** Lists all the critical errors that occurred in the file. If there were no critical errors found, this worksheet will not be included on the feedback.

**Warnings:** This worksheet includes a list of all the warning messages that were generated.

Submitter ID	Submission Date	Submission Status	Submission ID	Submitted to	Data Ca
denisehale@pqa	.cc2009-06-25 04:40 PM	COMPLETED	_44bfcc75-fc62-4b82-be75-f577c16665f1	PRODUCTION	Facility





# Step 6:

Submissions made to the QA environment are not accessible by the EPA. If you have a question about your feedback and need assistance, you can automatically generate a Support Request from the Submission History table.

Agen	cy Description: Agency Type:	North Carol State	ina Department (	of Environmer	it and Natural Res	ources A	VAILABLE ACTIONS
Agency Responsibilities	Agency Memb	oers Progr	am System Cod	es Invento	ry Snapshot 🕴 A	llow Access	Submission History
SUBMISSION HISTORY							
CDX Tracking #	¢ Status ¢	Submitter 🜲	Data Category ≑	Туре 🚖	Submitted 🗧		$\frown$
_980ca9b2-3fd6-4894-95d0- 4f9d8be49bb2	COMPLETED	Denise Hale	Facility Inventory	QA	2009-06-25 04:37 PM	Download Report	Request Inventory Developer Assistanc
_6683450b-7ea2-48b5-ad85- d2f497ae9647	COMPLETED	Denise Hale	Facility Inventory	PRODUCTION	2009-06-26 07:34 AM	Download Report	$\overline{}$
_0777d562-d5ad-49e1-886b- 24208a04ec52	COMPLETED	Denise Hale	Facility Inventory	PRODUCTION	2009-06-26 06:35 AM	Download Report	
_f27c285b-eb8c-4e41-b918- f7732a07079c	COMPLETED	Denise Hale	Facility Inventory	PRODUCTION	2009-06-26 06:35 AM	Download Report	
_44bfcc75-fc62-4b82-be75- f577c16665f1	COMPLETED	Denise Hale	Facility Inventory	PRODUCTION	2009-06-25 04:40 PM	Download Report	
5e59d7eb-cfc0-4ad8-ba66-			Facility		2009-06-25 04:40	Download	

A link entitled **Request Inventory Developer Assistance** will appear in the last column for each QA submission. When you click on this link, a Support Request will automatically be generated that requests an EPA inventory developer to review the QA feedback that was generated from your recent submission and informs them that you would like some assistance with your feedback.

/iew Support I	Vequest			
	Request ID:	642	Close Message	Reply/Respond to Support Request View Request
	Status:	Opened		
	Created By:	Denise Hale		
	Category:	Feedback		
	Created:	2009-06-26 06:5	1 AM	
	Message:	web/agency/org submission loc web/agency/org	ganization/downloadFe cated here: https://gree ganization/downloadXr	ed here: https://greenterror.rtpnc.epa.gov/eis-system- eedbackReport.html?submissionId=38 and the XML nterror.rtpnc.epa.gov/eis-system- mlSubmission.html?submissionId=38. EIS user Denis tment of Environment and Natural Resources would li



United States	Office of Air Quality Planning and Standards	Publication No. EPA-454/B-19-015
<b>Environmental Protection</b>	Air Quality Assessment Division	May 2014
Agency	Research Triangle Park, NC	