



Upload/Download Functionality Guidance for  
TRI-MEweb RY 2014

Contract # GS00Q09BGD0022

Task Order # EP-G11H-00154

TDD # 14.02

Version 1.00

January 28, 2015



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# 1 Upload/Download in TRI-MEweb

## Changes in RY 2014

For Reporting Year 2014 (RY 2014), the “Third Party Load” functionality in TRI-MEweb has been renamed “Upload/Download.” The functionality in Upload/Download remains the same: users can upload XML files that contain the facility and form information that needs to be submitted and certified within TRI-MEweb (all forms should be submitted electronically as of RY 2013).

## Schema Version 6.0

Additionally for RY 2014, the schema used to communicate form submission data using the Exchange Network, has been upgraded to TRI version 6.0. The schema defines the fields that are used in the XML files that are uploaded into TRI-MEweb, downloaded from TRI-MEweb, and used to send the form submission information to EPA and the environmental offices of the states.

More information about the new schema can be found at:

<http://www.exchangenetwork.net/data-exchange/toxics-release-inventory-tri/>

All schema changes are backwardly compatible, but this schema change also adds seven (7) fields that you can use to provide more information and details about your form submission, mirroring the information captured by entering the data using the TRI-MEweb application for data entry.

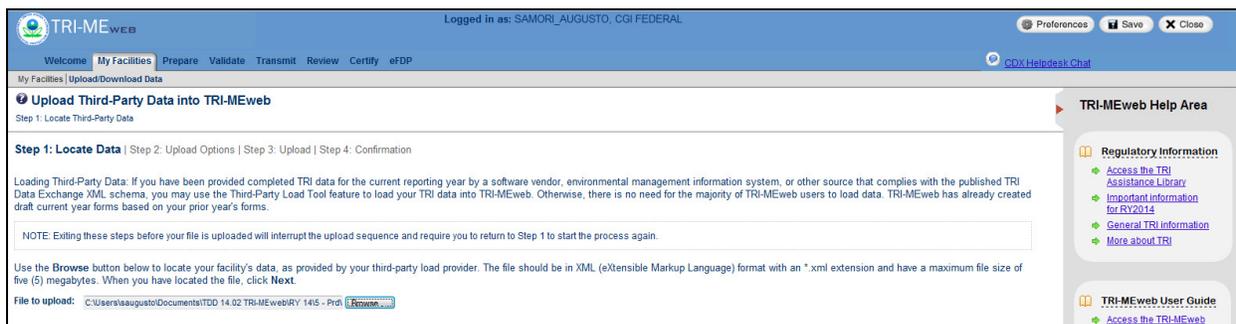
See [Appendix B](#) for a sample XML file.

## Upload/Download Functionality Review

To start the process of uploading a chemical form submission, go to the “My Facilities” tab and click the “Upload/Download Data” sub-tab.

To locate the XML file for current reporting year (RY 2014) to be uploaded, click on the “Browse” button as shown in Figure 1-1.

**Figure 1-1: Upload Third-Party Data into TRI-MEweb**



Assuming the information in the XML document is valid, after clicking “Next,” you will see your chemical(s) listed beneath the facility information that applies to the form(s) that is being uploaded as shown in Figure 1-2.

**Figure 1-2: Upload Third-Party Data into TRI-MEweb (Step 2)**

TRI-MEWEB  
Logged in as: SAMORI\_AUGUSTO, CGI FEDERAL

Welcome | My Facilities | Prepare | Validate | Transmit | Review | Certify | eFDP

My Facilities | Upload/Download Data

**Upload Third-Party Data into TRI-MEweb**  
Step 2: Select Upload Options

Step 1: Locate Data | **Step 2: Upload Options** | Step 3: Upload | Step 4: Confirmation

NOTE: Exiting these steps before your file is uploaded will interrupt the upload sequence and require you to return to Step 1 to start the process again.

All forms that can be uploaded have been automatically selected below, however, you can de-select any form that you do not wish to load. When you have selected the forms you want to upload, click **Next**. If these draft forms have been created for this facility, they will be overwritten with the data you are about to load.

Facility Name: AO TECHNOLOGIES INC, ASHBURN, VA, 20147  
TRIFID: 2014WTCNHL1988B

Select for Upload	CAS No Cat. Code	Chemical Name	Reporting Year	Form Type	Status
<input checked="" type="checkbox"/>	N150	Dioxin and Dioxin-like Compounds	2014	Form R	Ready for upload

TRI-MEweb Help Area

**Regulatory Information**

- Access the TRI Assistance Library
- Important Information for RY2014
- General TRI Information
- More about TRI

**TRI-MEweb User Guide**

- Access the TRI-MEweb User Guide
- How do I load third-party TRI data?

After selecting the form(s) and clicking “Next”, the form is uploaded as shown in Figure 1-3.

**Figure 1-3: Upload Third-Party Data into TRI-MEweb (Step 3)**

TRI-MEWEB  
Logged in as: SAMORI\_AUGUSTO, CGI FEDERAL

Welcome | My Facilities | Prepare | Validate | Transmit | Review | Certify | eFDP

My Facilities | Upload/Download Data

**Upload Third-Party Data into TRI-MEweb**  
Step 3: Upload

Step 1: Locate Data | Step 2: Upload Options | **Step 3: Upload** | Step 4: Confirmation

NOTE: Exiting these steps before your file is uploaded will interrupt the upload sequence and require you to return to Step 1 to start the process again.

Review the list of forms that will be uploaded and click **Upload**. Otherwise, click **Back** to change your upload options.

Facility Name: AO TECHNOLOGIES INC, ASHBURN, VA, 20147  
TRIFID: 2014WTCNHL1988B

CAS No Cat. Code	Chemical Name	Reporting Year	Form Type	Upload Details
N150	Dioxin and Dioxin-like Compounds	2014	Form R	Will be uploaded as a new form

Upload

TRI-MEweb Help Area

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**TRI-MEweb User Guide**

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- How do I load third-party TRI data?

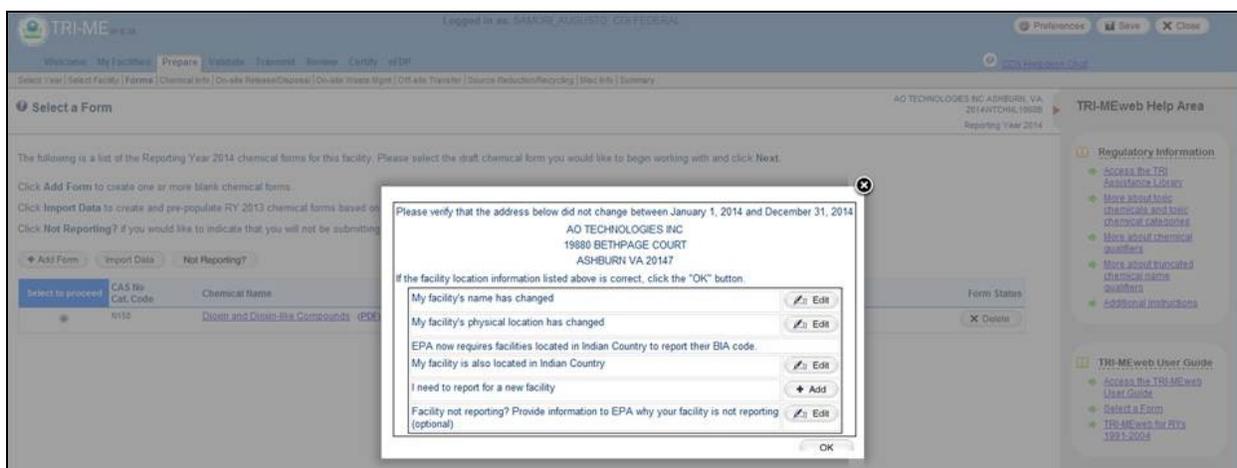
After the XML file upload is attempted, TRI-MEweb will provide the user with the Upload Results as shown in Figure 1-4.

**Figure 1-4: Successful upload**



After successfully uploading the chemical(s), the user will need to provide facility information (facility information is not uploaded with the Upload/Download functionality) such as primary NAICS, mailing address, parent company name, etc. The user will be prompted to provide that information as shown in Figure 1-5.

**Figure 1-5: Prompt to Provide New or Updated Facility Information**



After providing facility information, the user can validate the chemical(s) and submit data to EPA.

## 2 New XML Data Fields for RY 2014

### New Fields for RY 2014

The following are the seven new data fields in the TRI v6.0 schema that can be included in your XML document.

**Table 2-1: New Data Fields in TRI v6.0 Schema**

Data Field Name	Description	Example
TechnicalContactPhoneExtText	The phone extension number of the technical contact for the TRI report.	1709
PublicContactPhoneExtText	The phone extension number of the public contact for the TRI report.	300
StreamReachCode	The reach code of the stream, river, lake, or other water body to which the chemical is discharged.	04030105001160
ProductionRatioType	Indicates whether the ratio provided is a production or activity ratio.	"ACTIVITY"
SourceReductionEfficiencyCode	Indicates the estimated annual reduction in chemical waste.	"R1"
TRIComentType	Indicates the type of the comment data.	"PRAI"
TRIComentText	Narrative provided by the facility as optional comment data.	"Production levels have been reduced by 0.56% from the last reporting year. "

The following exhibit has details for what each field can include as an XML tag.

**Table 2-2: Data Definitions for the new fields**

Data Field Name	Data Entry Equivalent	Value	Max Size	Mandatory
TechnicalContactPhoneExtText	"Ext." in Form R Part II, Section 4.3	Numbers	5	No
PublicContactPhoneExtText	"Ext." in Form R Part II, Section 4.3	Numbers	5	No
StreamReachCode	Form R Part II, Sections 5.3	Numbers	14	No
ProductionRatioType	Form R Part II, Sections 8.9	"ACTIVITY" or "PRODUCTION"	20	Yes
SourceReductionEfficiencyCode	Form R, Part II, Section 8.10	R1, R2, R3, R4, R5, R6	2	No
TRICCommentType	Form R, Part II, Sections 8.10, 8.11 and 9.1	SR, RECY, EGY, TRT, GEM, METH, ORIG, 8.11, B1, B2, B3, B4, B5, B6, B7, SRNA, W[XX], T[XX], PROD, CALC, ONET, ISSU, CONT, REG, NOFAC, NOCHEM, 9.1, PRAI	10	No (unless comments added via TRICCommentText)
TRICCommentText	Form R, Part II, Section 8.10, 8.11 and 9.1	String	4000	No (unless comment types added via TRICCommentType)

Note that for ProductionRatioType, the value is Mandatory if section 8.9 is not N/A. TRICCommentType and TRICCommentText are tied together: if you have one you must have the other for any comments you include in the XML file, otherwise they are jointly optional.

See [Appendix A](#) for valid values for ProductionRatioType, SourceReductionEfficiencyCode, and TRICCommentType.



## New Fields Allowing Data Input

The following figures display the PDF view of a completed form (in TRI-MEweb, the user sees this view when they click the “View Form” button) where the new data fields appear in the TRI-MEweb RY 2014 Form R.

**Figure 2-1: TechnicalContactPhoneExtText and PublicContactPhoneExtText**

<b>EPA</b> United States Environmental Protection Agency		<b>FORM R</b> Section 313 of the Emergency Planning and Community Right-to-know Act of 1986, also known as Title III of the Superfund Amendments and Reauthorization Act.		TRI Facility ID Number <b>2203WCGXXX123AK</b>	
WHERE TO SEND COMPLETED FORMS:		1. TRI Data Processing Center P.O. Box 10163 Fairfax, VA 22038 <b>*** Draft Form Only: Do Not Submit to EPA ***</b>		2. APPROPRIATE STATE OFFICE (See instructions in Appendix F)	
This section only applies if you are revising or withdrawing a previously submitted form, otherwise leave blank:		Revision (Enter up to two code(s)) [ ] [ ]		Withdrawal (Enter up to two code(s)) [ ] [ ]	
Important: See Instructions to determine when "Not Applicable (NA)" boxes should be checked.					
Part I. FACILITY IDENTIFICATION INFORMATION					
SECTION 1. REPORTING YEAR : <b>2014</b>					
SECTION 2. TRADE SECRET INFORMATION					
2.1 Are you claiming the toxic chemical identified on page 2 trade secret? <input type="checkbox"/> Yes (Answer questions 2.2; attach substantiation forms) <input checked="" type="checkbox"/> NO (Do not answer 2.2; go to Section 3)		2.2 Is this copy <input type="checkbox"/> Sanitized <input type="checkbox"/> Unsanitized (Answer only if "Yes" in 2.1)			
SECTION 3. CERTIFICATION (Important: 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 amounts and values in this report are accurate based on reasonable estimates using data available to the preparers of this report.					
Name and official title of owner/operator or senior management official: <b>Draft Form Only: Do Not Submit to EPA</b>		Signature: <b>Draft Form Only: Do Not Submit to EPA</b>		Date Signed: <b>XX/XX/XXXX</b>	
SECTION 4. FACILITY IDENTIFICATION					
4.1		TRI Facility ID Number		<b>2203WCGXXX123AK</b>	
Facility or Establishment Name <b>CGI</b>					
Street <b>123 OAK</b>		Mailing Address (if different from physical street address) <b>456 Hail gate dr</b>			
City/Country/Tribe/State/ZIP Code <b>ORLANDO / Gadsden / BIA Code: 001 / FL / 22033</b>		City/State/ZIP Code <b>Jacksonville / FL / 22034</b>		Country (Non-US)	
4.2 This report contains information for : (Important, check a or b; check c or d if applicable)		a. <input checked="" type="checkbox"/> An Entire facility	b. <input type="checkbox"/> Part of a facility	c. <input type="checkbox"/> A Federal facility	d. <input type="checkbox"/> GOCCO
<b>4.3</b>	Technical Contact name	<b>John Doe</b>	Email Address <b>john.doe@loreal.com</b>	Telephone Number (include area code and ext.) <b>897-897-8979 - 3456</b>	
<b>4.4</b>	Public Contact name	<b>Jane Doe</b>	Email Address <b>Jane.doe@loreal.com</b>	Telephone Number (include area code and ext.) <b>987-897-8979 - 8984</b>	
4.5 NAICS Code(s) (6 digits)		a. <b>325520</b> (Primary)	b. <b>111130</b>	c.	d.
4.6		Dun and Bradstreet Number(s) (9 digits)			
		a. <b>535434534</b>			
		b. <b>345345345</b>			
SECTION 5. PARENT COMPANY INFORMATION					
5.1 Name of U.S. Parent Company (for TRI Reporting purposes)		<b>Jacksonville Inc</b>		No U.S. Parent Company (for TRI Reporting purposes) <input type="checkbox"/>	
5.2 Parent Company's Dun & Bradstreet Number		NA <input type="checkbox"/>	<b>786876876</b>		

- “TechnicalContactPhoneExtText” corresponds to item 4.3 and the highlighted ext. to the right.
- “PublicContactPhoneExtText” corresponds to number 4.4 and the ext. to the highlighted ext. to the right.

**Figure 2-2: StreamReachCode**

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1 2 3 4 5 Additional Info Schedule 1

<b>EPA FORM R</b> <b>PART II. CHEMICAL - SPECIFIC INFORMATION</b>		TRI Facility ID Number <b>2003WTRFCL893DU</b>			
		Toxic Chemical, Category, or Generic Name <b>Dioxin and Dioxin-like Compounds</b>			
SECTION 1. TOXIC CHEMICAL IDENTITY (Important: DO NOT complete this section if you are reporting a mixture component in Section 2 below.)					
1.1	CAS Number (Important: Enter only one number exactly as it appears on the Section 313 list. Enter category code if reporting a chemical category.) <b>N150</b>				
1.2	Toxic Chemical or Chemical Category Name (Important: Enter only one name exactly as it appears on the Section 313 list.) <b>Dioxin and Dioxin-like Compounds</b>				
1.3	Generic Chemical Name (Important: Complete only if Part I, Section 2.1 is checked "Yes". Generic Name must be structurally descriptive.) <b>NA</b>				
SECTION 2. MIXTURE COMPONENT IDENTITY (Important: DO NOT complete this section if you completed Section 1 above.)					
2.1	Generic Chemical Name Provided by Supplier (Important: Maximum of 70 characters, including numbers, spaces, and punctuation.) <b>NA</b>				
SECTION 3. ACTIVITIES AND USES OF THE TOXIC CHEMICAL AT THE FACILITY (Important: Check all that apply.)					
3.1	Manufacture the toxic chemical: a. <input checked="" type="checkbox"/> Produce b. <input type="checkbox"/> Import  If produce or import: c. <input type="checkbox"/> For on-site use/processing d. <input checked="" type="checkbox"/> For sale/distribution e. <input type="checkbox"/> As a byproduct f. <input type="checkbox"/> As an impurity	3.2	Process the toxic chemical:  a. <input type="checkbox"/> As a reactant b. <input type="checkbox"/> As a formulation component c. <input type="checkbox"/> As an article component d. <input type="checkbox"/> Repackaging e. <input type="checkbox"/> As an impurity	3.3	Otherwise use the toxic chemical:  a. <input type="checkbox"/> As a chemical processing aid b. <input type="checkbox"/> As a manufacturing aid c. <input type="checkbox"/> Ancillary or other use
SECTION 4. MAXIMUM AMOUNT OF THE TOXIC CHEMICAL ON-SITE AT ANY TIME DURING THE CALENDAR YEAR					
4.1	[ 16 ] (Enter two-digit code from instruction package.)				
SECTION 5. QUANTITY OF THE TOXIC CHEMICAL ENTERING EACH ENVIRONMENTAL MEDIUM ON-SITE					
		A. Total Release (pounds/year*) (Enter range code or estimate**)	B. Basis of Estimate (Enter code)	C. Percent from Stormwater	
5.1	Fugitive or non-point air emissions	NA [ ]	33	E2	
5.2	Stack or point air emissions	NA [ ]	20	C	
5.3	Discharges to receiving streams or water bodies (Enter one name per box)	NA [ ]			
	Stream or Water Body Name	Reach Code (optional)			
5.3.1	Nocquebay Lake 118	04030105001160	200	E1 1%	

\*For Dioxin and Dioxin-like Compounds, report in grams/year  
 \*\*Range Codes: A=1-10 pounds; B=11-499 pounds; C=500-999 pounds.

- “StreamReachCode” corresponds to each water body as shown in the highlighted section.

**Figure 2-3: ProductionRatio and SourceReductionEfficiencyCode**

<b>EPA FORM R</b> <b>PART II. CHEMICAL - SPECIFIC INFORMATION (CONTINUED)</b>		TRI Facility ID Number			
		2003WTRFCL893DU			
		Toxic Chemical, Category, or Generic Name			
		Dioxin and Dioxin-like Compounds			
<b>SECTION 7B. ON-SITE ENERGY RECOVERY PROCESSES</b> [] NA - Check here if no on-site energy recovery is applied to any waste stream containing the toxic chemical or chemical category. Energy Recovery Methods [Enter 3-character code(s)]					
1. U01      2. U02      3. U03					
<b>SECTION 7C. ON-SITE RECYCLING PROCESSES</b> [] NA - Check here if no on-site recycling is applied to any waste stream containing the toxic chemical or chemical category. Recycling Methods [Enter 3-character code(s)]					
1. H39					
<b>SECTION 8. SOURCE REDUCTION AND WASTE MANAGEMENT</b>					
		Column A Prior Year (pounds/year*)	Column B Current Reporting Year (pounds/year*)	Column C Following Year (pounds/year*)	Column D Second Following Year (pounds/year*)
8.1 - 8.7 Production-Related Waste Managed					
8.1a	Total on-site disposal to Class I Underground Injection Wells, RCRA Subtitle C landfills, and other landfills	10	81	10	10
8.1b	Total other on-site disposal or other releases	10	314	10	10
8.1c	Total off-site disposal to Class I Underground Injection Wells, RCRA Subtitle C landfills, and other landfills	10	2.34	10	10
8.1d	Total other off-site disposal or other releases	10	2.34	10	10
8.2	Quantity used for energy recovery on-site	10	110	10	10
8.3	Quantity used for energy recovery off-site	10	NA	10	10
8.4	Quantity recycled on-site	10	220	10	10
8.5	Quantity recycled off-site	10	22.5	10	10
8.6	Quantity treated on-site	10	330	10	10
8.7	Quantity treated off-site	10	18.72	10	10
8.8	Non-production-related waste managed**			0	
8.9	[X] Production ratio or [ ] Activity ratio (select one and enter value to right)			1.34	
8.10	Did your facility engage in any newly implemented source reduction activities for this chemical during the reporting year? If so, complete the following section; if not, check NA.			NA []	
	Source Reduction Activities (Enter code(s))	Methods to Identify Activity (Enter code(s))			Estimated annual reduction (Enter code(s)) (optional)
8.10.1	W32	T03			R2

- “ProductionRatio” correlates to item 8.9.
- “SourceReductionEfficiencyCode” correlates to item R2 under the 8.10.1 section.

**Figure 2-4: TRICommentType and TRICommentText**

TRI Facility ID Number
2203WCGXXX123AK
Toxic Chemical, Category, or Generic Name
Dioxin and Dioxin-like Compounds

<b>Section 8.11: If you wish to submit additional optional information on source reduction, recycling, or pollution control activities, provide it here.</b>	
Topic	Comment
Source Reduction	New activities for source reduction
Waste Treatment	Treatment methods 101

<b>Section 9.1: If you wish to submit any miscellaneous, additional, or optional information regarding your Form R submission, provide it here.</b>	
Topic	Comment
One-time or Intermittent Events Impacting Reported Quantities	reduced sulfur usage by 0.5%
Other Miscellaneous Information	These new comment topics are awesome!
Production or Activity Variable	Production Ratio increased from prior year.
DQA: No Report for Prior Reporting Year	Started Dioxin production from RY 2014
BIA Code Change	TESTNG THISdasdas

- “TRICommentType” corresponds to 8.11 and the highlighted items, and as examples the value “SR” converts to “Source Reduction,” the value “TRT” converts to “Waste Treatment,” and in section 9.1 “ONET” converts to “One-time or Intermittent Events Impacting Reported Quantities.” See [Appendix A](#) for valid values.
- “TRICommentText” corresponds to information under the “Comment” section (the second column, “Comment” in the figure above) in either 8.11 or 9.1.

### New Fields that do not require Data Input

The following seven (7) fields in v6.0 of the XML do not require data input into the XML file:

- ParentCompanyNameNotStandard
- MiscellaneousInformationCategory
- OptionalInformationCategory
- TRICommentSequence
- TRICommentSection
- TRICommentDescription
- TRICommentP2Classification

The tags for these seven fields can be included without any values, if applicable.

### 3 Appendix A: Valid Values

The following values in Table 3-1 are valid values for some of the data fields in Table 2-1, section 2.1.

**Table 3-1: Valid Values**

Data Field Name	Valid Value	Definition
ProductionRatioType	“ACTIVITY”	Calculate the activity index of the chemical; activity index is a ratio of current year to prior year values, when a variable other than production is the primary influence
	“PRODUCTION”	Calculate the production ratio of the chemical; production ratio is a ratio of reporting year production to prior year production
SourceReductionEfficiencyCode	R1	100% (elimination of the chemical)
	R2	Greater than or equal to 50%, but less than 100% (elimination of the chemical)
	R3	Greater than or equal to 25%, but less than 50% (elimination of the chemical)
	R4	Greater than or equal 15%, but less than to 25% (elimination of the chemical)
	R5	Greater than or equal 5%, but less than to 15% (elimination of the chemical)
	R6	Greater than 0%, but less than 5% (elimination of the chemical)
TRIComentType	SR	Source Reduction
	RECY	Recycling
	EGY	Energy Recovery
	TRT	Waste Treatment
	GEM	General Environmental Management
	METH	Methods for Identifying Pollution Prevention Opportunities
	ORIG	Ways P2 Was Incorporated in Original Process Design
	8.11	Other Optional Pollution Prevention Information
	B1	P2 Barriers: Insufficient capital to install new source reduction equipment or implement new source reduction activities/initiatives
	B2	P2 Barriers: Require technical information on pollution prevention techniques applicable to specific production processes
	B3	P2 Barriers: Concern that product quality may decline as a result of source reduction
	B4	P2 Barriers: Source reduction activities were implemented but were unsuccessful
	B5	P2 Barriers: Specific regulatory/permit

Data Field Name	Valid Value	Definition
TRICommentType		burdens
	B6	P2 Barriers: Pollution prevention previously implemented- additional reduction does not appear technically or economically feasible
	B7	P2 Barriers: No known substitutes or alternative technologies
	SRNA	P2 Barriers: Other
	W[XX]	W[XX], where XX equals a W-code
	T[XX]	T[XX], where XX equals a T-code
	PROD	Changes in Production Levels
	CALC	Calculation Methods, e.g., Emission Factors
	ONET	One-time or Intermittent Events Impacting Reported Quantities
	ISSU	Issues or Difficulties Encountered in Submitting Form
	CONT	Additional Contact Info
	REG	Other Regulatory Requirements Related to This Chemical
	NOFAC	No TRI Reports Expected for this TRIFID Next Year
	NOCHEM	No TRI Report Expected for this Chemical Next Year
PRAI	Production or Activity Variable	

## 4 Appendix B: XML Example Documents

The following is the example XML document from the Exchange Network.



TRI\_Example\_Instance\_Document\_v6.0.xml

The following is the example XML document used in the section 2-2 above, that includes a Dioxin and a Schedule 1 form:



RY\_2014\_Dioxin\_and\_Dioxin\_Like\_Compounds\_Sample.xml