



Environmental  
Protection Agency

John Kasich, Governor

Mary Taylor, Lt. Governor

Scott J. Nally, Director

To: Ohio Toxic Release Inventory (TRI) Reporting Facilities  
From: Ohio EPA TRI Program (Muhammad Elsalahat)  
Date: February 15, 2012  
Re: **TRI Filing for Reporting Year 2011 (RY 2011) due July 1, 2012**

The Ohio EPA-TRI program would like to remind you that the deadline to submit TRI forms for RY 2011 is midnight on July 1, 2012. Please note that the [16 new chemicals](#) added to the TRI list in 2010 are eligible for 2011 reporting.

U.S. EPA no longer mails the Toxic Release Inventory (TRI) Reporting Forms and Instructions to reporting facilities. All forms and instructions can be downloaded at: <http://www.epa.gov/tri/report/index.htm>

The U.S. EPA's TRI program no longer supports the desktop version of *TRI-ME software reporting tool*. **EPA will accept only TRI-MEweb or paper submissions for RY 2011.** *TRI-MEweb* is a web-based version of the popular *TRI-Made Easy (TRI-ME)* reporting software. The *TRI-MEweb* application eliminates the need to generate a diskette or CD to mail separately to the Ohio EPA program. All you need is internet access and there are no downloads or software that needs to be installed.

Ohio EPA participates in the TRI State Data Exchange (CDX) System through which U.S. EPA automatically forwards your TRI-MEweb submission directly to our Ohio database. Once you certify your electronic TRI submission to U.S. EPA, your facility has successfully satisfied your reporting obligation to both U.S. EPA and Ohio EPA. If you chose to file using hardcopy reports, a copy must be sent to both U.S. EPA and the Ohio EPA Program. As a reminder to facilities submitting paper forms, these can now be completed online prior to printing.

***TRI-MEweb*** is now available on-line to all reporting facilities for RY 2011. Please note that, if you are using *TRI-MEweb* for the first time, certifying officials must register for the application at <https://cdx.epa.gov>. **This registration requires the printing, completion, and mailing of an electronic signature agreement. Please allow adequate time for the mailing and processing of this form, which is estimated to take a minimum of five (5) business days.**

If you are transmitting your Form R and/or Form A via *TRI-MEweb*, the facility's registered certifying official must electronically sign the submission before it can be processed and entered into the TRI database. Uncertified electronic submissions created in *TRI-MEweb* will not be accepted. Lack of certification will prevent the submission from being processed by U.S. EPA. Uncertified submissions fail to meet the reporting requirement under EPCRA Section 313, and will result in a Notice of Significant Error (NOSE) if they remain uncertified after the July 1 on the TRI Data Exchange.

**In Ohio, reporting facilities are still obligated by Ohio Administrative Code 3745-100-12, to submit a TRI filing fee to Ohio EPA. The filing fee is not dependent upon the manner in which the reports are submitted (e.g., through the federal CDX system or in hard copy format). The fees are used to implement and administer the Ohio TRI Program. The fee worksheet can be downloaded at: <http://epa.ohio.gov/portals/27/tri/tri/triffee.pdf>**

Ohio EPA has created a voluntary “negative” report that can be used by facilities that filed a TRI report for the previous reporting year, but are no longer required to complete a TRI report. If you reported last year for reporting year 2010, but find your facility not having to report for 2011, we request that you complete the “negative form” so that we will know why you have not filed a TRI report. The submission of a negative report is not required by Ohio law, and no filing fee is required with a negative report. The negative report, and other TRI related material can be found at: <http://epa.ohio.gov/dapc/tri/tri.aspx>

Contacts:

**Federal:**

CDX Help Desk- 1-888-890-1995

CDX e-mail address- [helpdesk@epacdx.net](mailto:helpdesk@epacdx.net)

CDX web address- [www.epa.gov/cdx/](http://www.epa.gov/cdx/)

U.S. EPA TRI web address: [www.epa.gov/tri/](http://www.epa.gov/tri/)

TRI-MEweb site address: [www.epa.gov/tri/report/software/trimeweb/index.htm](http://www.epa.gov/tri/report/software/trimeweb/index.htm)

U.S. EPA TRI Information Center- 1-800-424-9346 (Select option 3)

**State:**

Ohio EPA TRI Program- 614-644-2260

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