

2006 Inventory Update Reporting Electronic Submission Questions and Answers August 1, 2006

Question 1: How do I submit an Inventory Update Reporting (IUR) report to EPA through the Internet?

Answer: In order to submit your IUR report to EPA through the Internet, you must use the eIUR software to prepare a data file and register with EPA's Central Data Exchange (CDX) under the IUR program. To register with CDX, direct your web browser to http://cdx.epa.gov/epa_home.asp. You will be asked to agree to Terms and Conditions, provide information about you and your organization, select a user name and password, and download, complete and mail an electronic signature agreement to EPA. The electronic signature agreement is needed to identify an authorized person and establish a method to electronically sign your IUR submission. Once EPA receives the electronic signature agreement, your user name and password will be activated, allowing you to upload your IUR report for submission through CDX. For planning purposes, please allow up to one week for EPA to process the agreement and activate your user name and password.

To create an IUR report for electronic submission through the Internet, use the eIUR software. The software is available for download from EPA's IUR website at <http://www.epa.gov/oppt/iur/>. The eIUR software will guide you through the process of creating an IUR submission on your local workstation. Once your submission is completed, the software will validate your submission, allow you to create and save your submission as a PDF for your records, and prompt you to choose CDX as the submission path. You will then be asked to provide your name, title, and date, and to certify the submission by electronic signature using the user name and password that you selected during the CDX registration process. The software will then encrypt the file and take you to CDX, where you will be guided through the process for submitting the file electronically.

Question 2: I've used CDX to file TRI reports (or other submissions), so I'm already registered for IUR. Right?

Answer: No. You must register specifically for the IUR program before you can submit IUR reports through CDX.

Question 3: Do I have to register and send in a new signature page for each report that I submit through CDX, or is the IUR registration good for all CDX reporting?

Answer: Once you have registered for the IUR program, you are registered to submit all IUR reports as authorized by your company for 2006. However, if you are submitting reports for programs other than IUR or if you are submitting reports for multiple companies, you may need to separately register for those programs.

Question 4: Is CDX a reliable means for electronically submitting IUR reports?

Answer: Yes. CDX enables fast, efficient, and more accurate environmental data submissions from state and local governments, industry, and tribes to the EPA and participating program offices. As

of December 2005, 44,000 participants have registered to use CDX. Additionally, all 50 States, the District of Columbia, and nine Tribes are using CDX for various programs. You can obtain more information about CDX from <http://www.epa.gov/cdx/>.

Question 5: How will I know that CDX has accepted my registration profile?

Answer: You will receive an email to your registered email address notifying you that your user name and password have been activated. For planning purposes, please allow up to one week for EPA to activate your user name and password. Once activated, you can begin to submit IUR reports electronically.

Question 6: How will I know that EPA received my electronically submitted IUR report?

Answer: Once you submit the report to CDX, the website will take you to a page that states that CDX has received a file, provides a transaction identifier that uniquely identifies the submission and instructs you to go to “my CDX Inbox.” Your CDX inbox is accessible through the CDX website and provides the status of your submission. After your file is processed and your signature validated, you will receive two messages indicating whether or not the submission was successfully transmitted and the signature validated. One message will be sent to your registered email address. The other message will be sent to your CDX inbox and includes a link to the encrypted file which you can download and save to your computer.

Question 7: How will my confidential business information be protected?

Answer: The eIUR software encrypts IUR submissions using a Federal Information Processing Standards (FIPS) compliant encryption module. The encryption module employs a public key algorithm which converts readable text into encrypted text. You will be prompted by the eIUR software to save your file prior to encryption so that you can maintain a copy of your information. In addition, during transmission through the Internet to CDX, your already encrypted file is double encrypted using secure socket layer (SSL). Once received by CDX, the SSL encryption is removed. The FIPS encryption remains while your data are stored and archived in CDX, and during transmission from CDX to EPA’s operational data repository. Your file can only be decrypted with EPA’s private key when it has reached its final destination, much like paper submissions that are mailed can only be opened by the recipient for whom it was intended. EPA is the only party that possesses the private key which converts the encrypted text back into readable text.

Question 8: How do I know that what I submitted electronically to EPA has not been altered?

Answer: You may obtain a human readable copy of the file stored in EPA's data repository by submitting a request to: IUR Submission Coordinator (7407M), U.S. Environmental Protection Agency, Office of Pollution Prevention and Toxics, 1200 Pennsylvania Ave, NW, Washington, DC 20460-0001. In your request, provide the transaction identifier provided to you upon submission. A paper copy of your submission will be mailed to the registered submitter's work mailing address. You can compare the paper copy to the PDF copy that you saved prior to submitting the file through CDX. If you find any discrepancies between the paper copy and the PDF copy, notify EPA immediately at the above address.