Step-By-Step EPA CDX Upload Instructions for Nonroad Engine Manufacturers

United States
Environmental Protection
Agency

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Compliance and Innovative Strategies Division
Office of Transportation and Air Quality
U.S. Environmental Protection Agency

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EPA420-B-08-010
April 2008

Overview

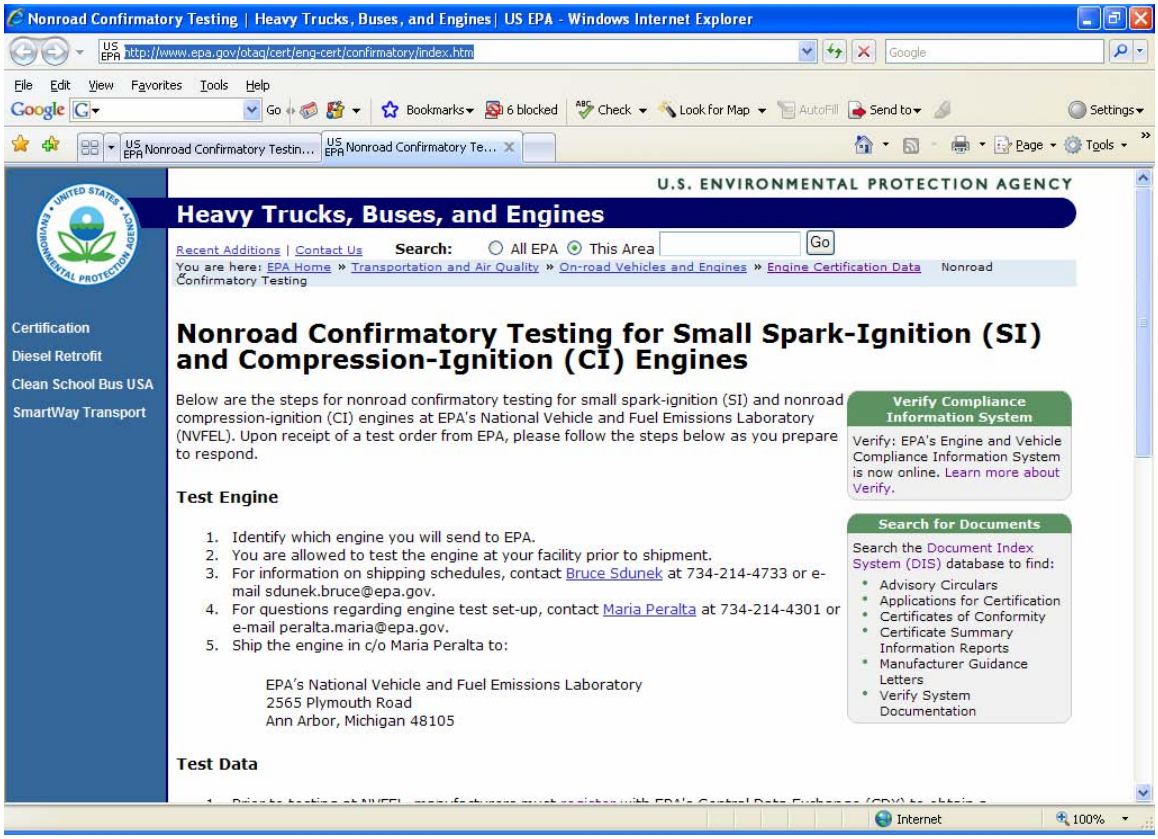
The Verify system provides a Web interface to the EPA and California Air Resources Board (CARB). Using this interface, authorized users are able to create, edit, save, load, and validate their data for submittal to EPA, once their CDX accounts have been established. Below is the CDX site link for Nonroad Confirmatory Testing for Small Spark-Ignition (SI) and Compression-Ignition (CI) Engines (http://www.epa.gov/otaq/cert/eng-cert/confirmatory/index.htm).

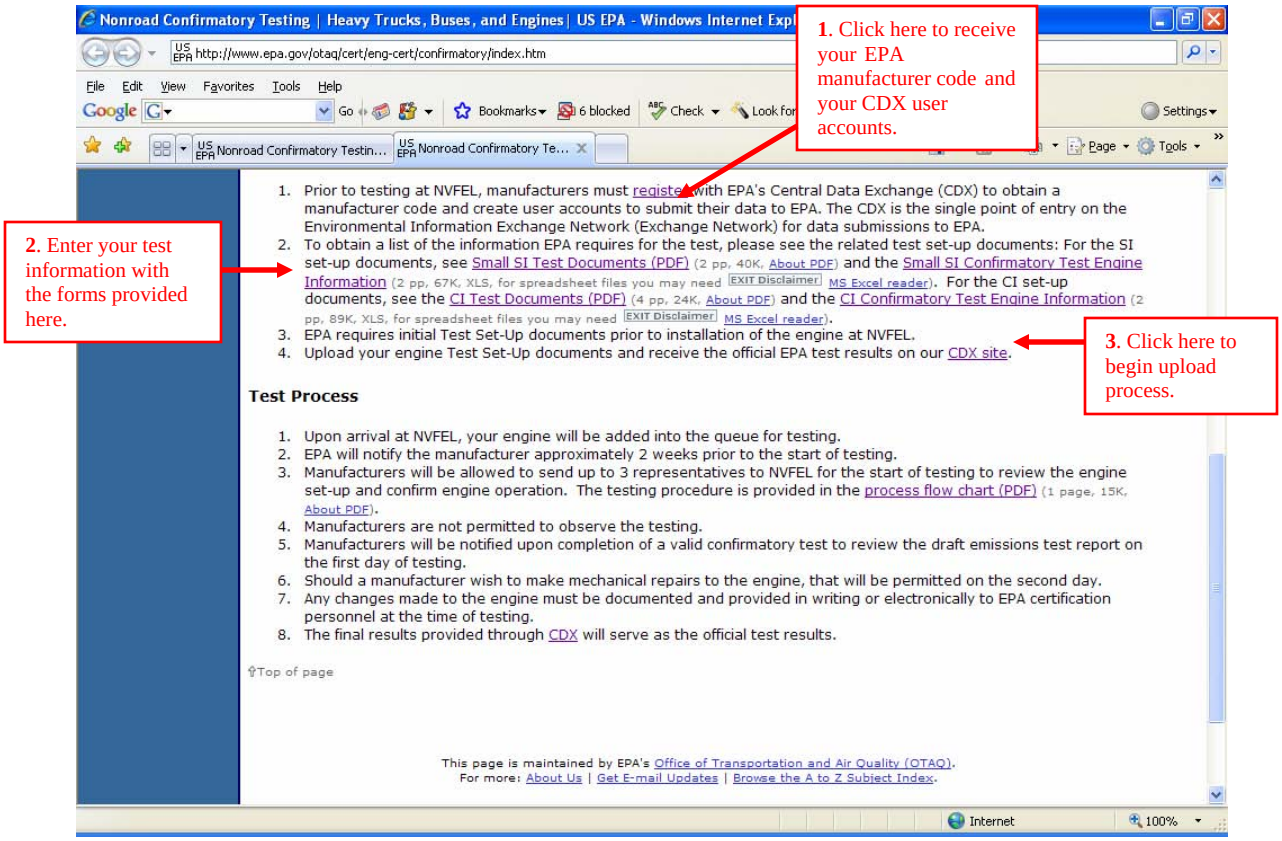
Step 1. Establish a Manufacturer Code and CDX User Account

This document provides step-by-step guidance to lead you through the necessary steps for using the Environmental Protection Agency (EPA) Verify compliance information system to submit your engine test data for the National Vehicle and Fuel Emissions Laboratory (NVFEL) engine testing program. To send documents to EPA you must first do the following:

1. Request an EPA Manufacturer Code.
2. Create CDX user accounts for everyone that will be submitting data to EPA.

Once you have your EPA manufacturer code and CDX user accounts you must complete the Small SI Confirmatory Test Engine Information for a Spark-Ignition engine or the CI Confirmatory Test Engine Information for a Compression-Ignition engine.





Step 2. Fill out Your Test Setup Data Form

Once you have established an EPA manufacturer code and a CDX user account you should begin to enter your test setup data in the provided Smart Spreadsheet (please see 2 above).

- If you are requesting testing for a Spark Ignition engine please click the link to "Small SI test Documents" and the link to Small SI Confirmatory Test Engine Information". (See Smart Sheet page in Appendix 1)
- If you are requesting testing for a compression-ignition engine please click the link to "CI Test Documents" and "CI Confirmatory Test Engine Information". (See Smart Sheet page in Appendix 1)

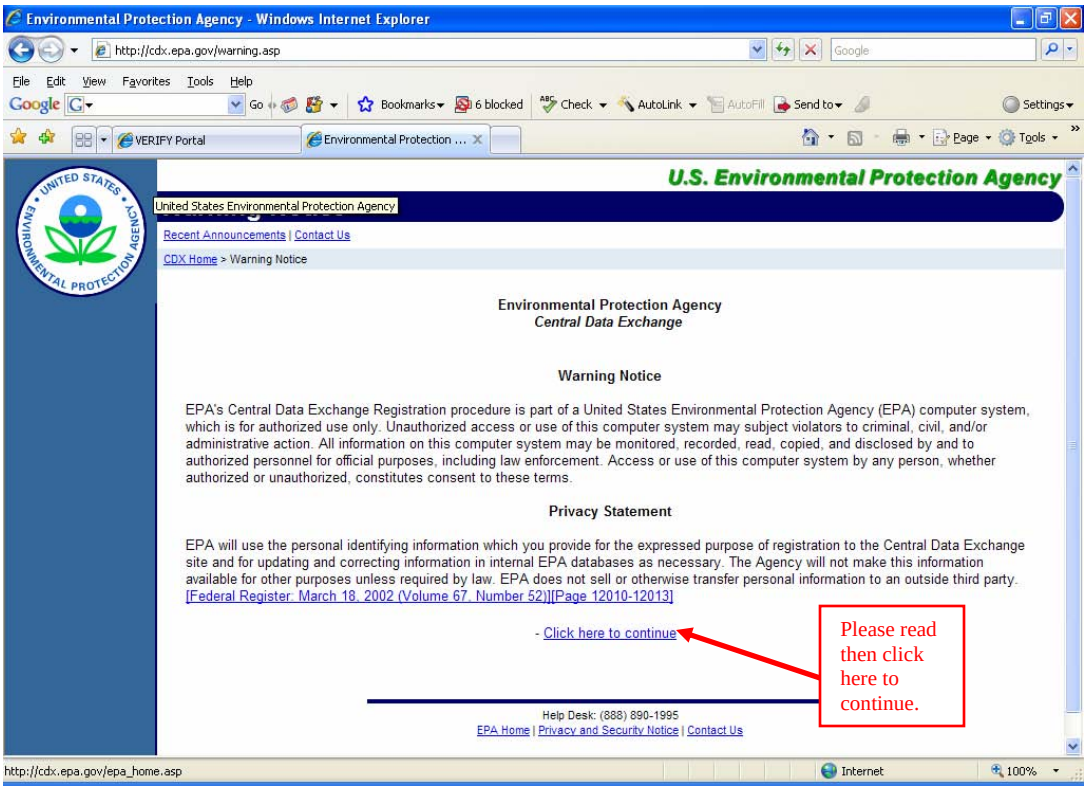
Please fill in the appropriate information in your spreadsheet.

Step 3. Log In to CDX to Upload Your Test Setup Data

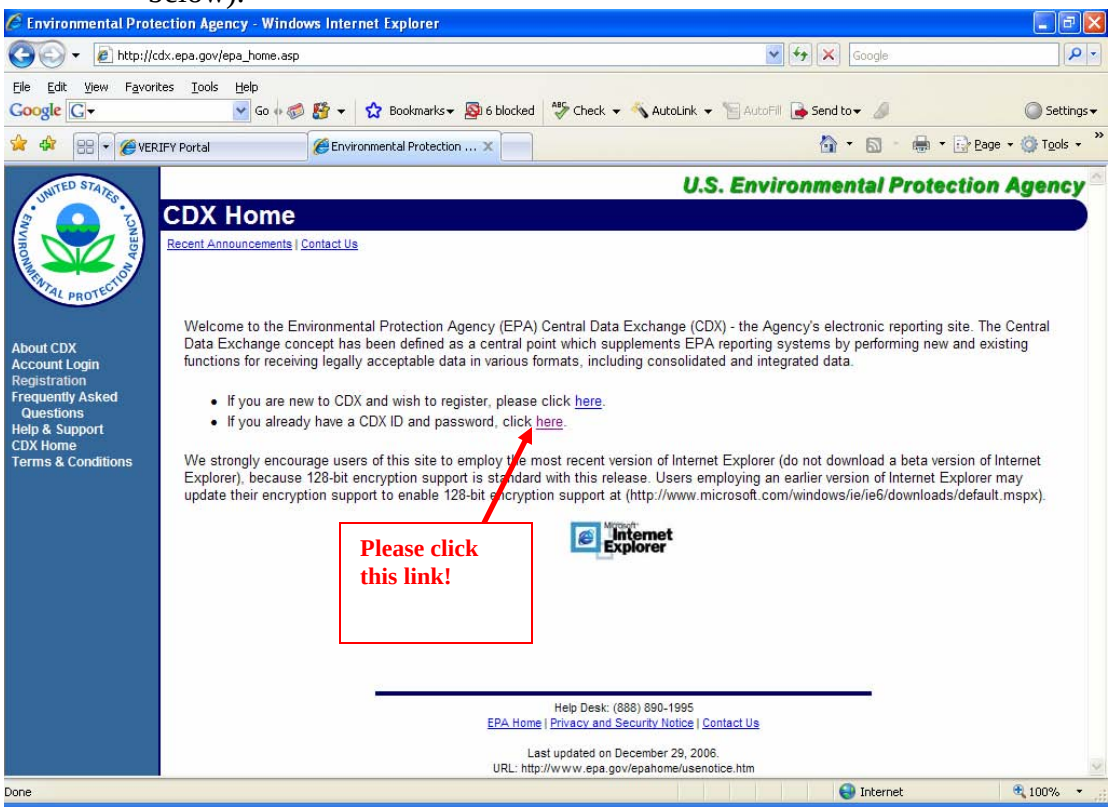
Now that the test information is complete you may send that test setup document to EPA by clicking on the "CDX site" link.

*(**Note:** You must have a manufacturer code to do business with EPA and a CDX user account to upload your information. If you do not have an EPA manufacturer code and/or a CDX user account please proceed back to step 1 above and complete your registration).*

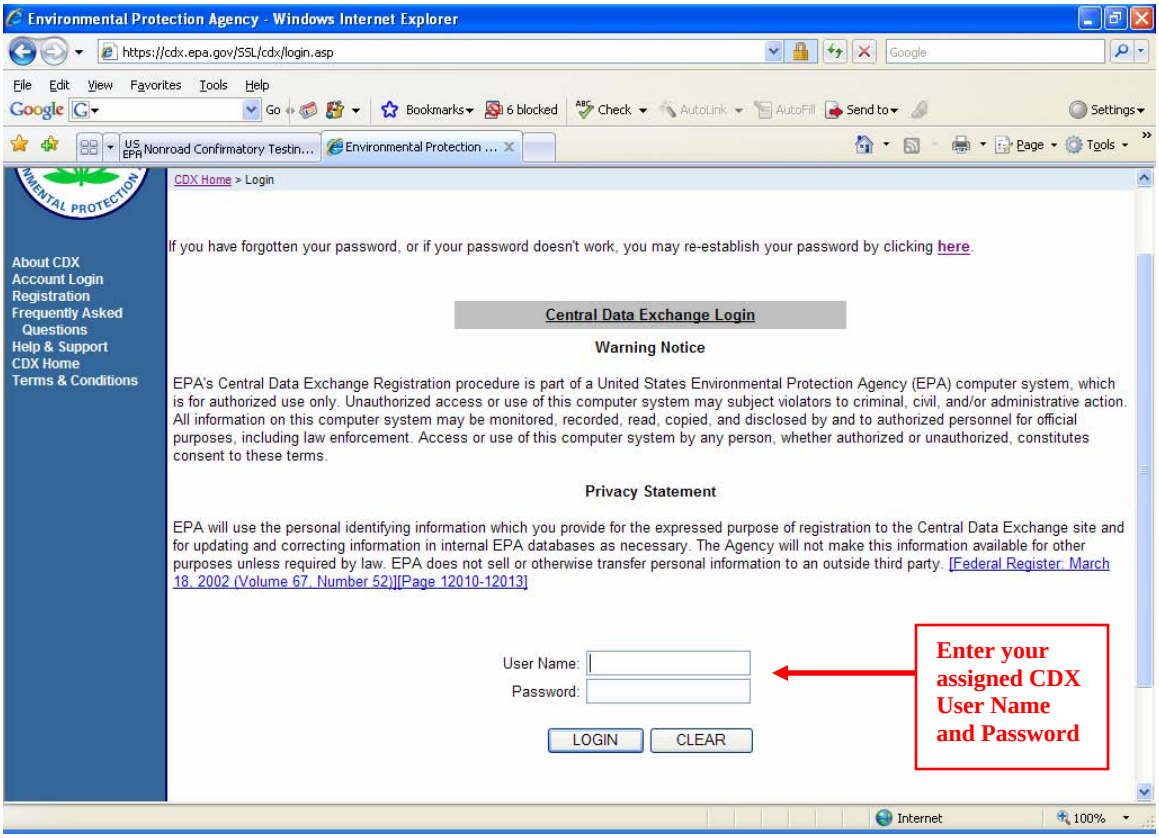
a) You will be directed to the page below. Please read the "warning" and "privacy" notices and click the "click here to continue" link. (See below).



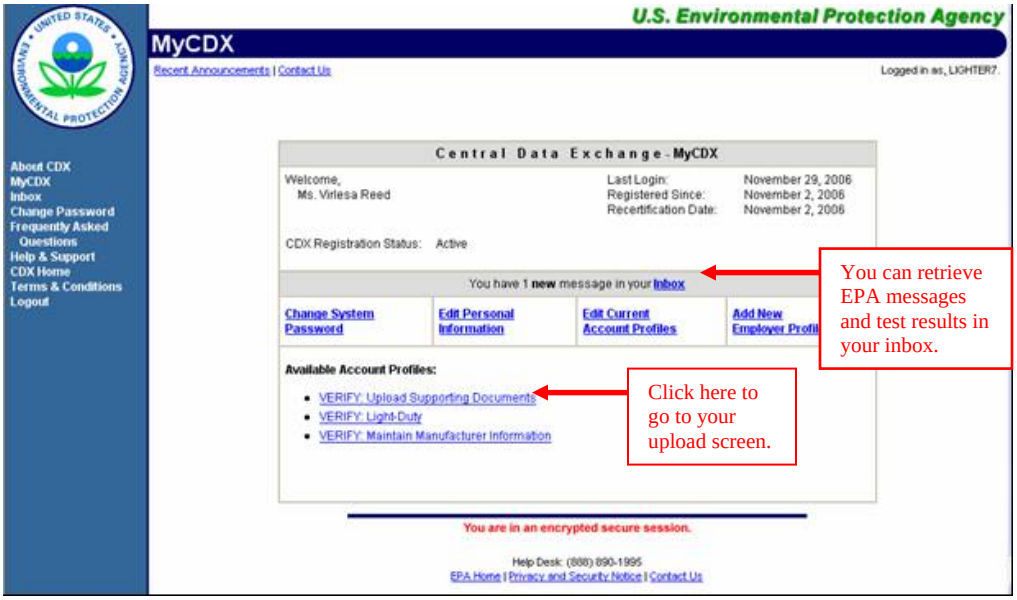
b) At this point manufacturers should have a CDX user account. You should select the link for those that already have a password and CDX user ID. (See below).



c) You will be directed to this page to enter your CDX User Name and Password. Please enter your User Name and Password to Log-in to your CDX user account.



d) You will now be directed to the entry page for My CDX. You can check your inbox for EPA messages and test results. Please select "Verify Upload Supporting Documents" to go to your upload page.



U.S. Environmental Protection Agency

Upload EPA Compliance Documents From Manufacturer Workstation

Logged in as, JOHNHENDON. Manufacturer: Environme... - EPA (Logout)

MyCDX > Upload EPA Compliance Documents

- About CDX
- MyCDX
- Inbox
- Change Password
- Frequently Asked Questions
- Help & Support
- CDX Home
- Terms & Conditions
- Logout

Note:
1. Required fields are marked with * and cannot be left blank.

Help

EPA Manufacturer Code *	EPA
Document Path and File Name *	Browse...
Path and File Name of Same Document in Alternate Format	Browse...
Industry * (CTRL + Click to select multiple values)	Marine Spark Ignited Motorcycles Nonroad Compression Ignition Nonroad Motorcycles and/or ATVs Small Nonroad Spark Ignited
Compliance Document Type *	Nonroad Small SI Confirmatory Testing Set-up Document
Compliance Document Type, if "Other"	
General Document Type	Select
General Document Type, if "Other"	
Compliance Document Topic	
Compliance Document Topic, if "Other"	
Confidentiality Status *	CBI FOIA
Document Applicability *	Select
Does this document apply to one/multiple specific model year(s)? *	Yes No
Model Year (CTRL + Click to select multiple values)	2002 2003 2004
Document Date *	select
Title *	
Abstract *	
Keyword(s) * (CTRL + Click to select multiple values)	Absorber Air cooled Alternative Fuel Alternative Fuel Converter CARB
Are you the document owner?	Yes No
Document Owner Name *	
Document Owner Phone *	
Document Owner E-Mail *	
Comments	

Refresh

Review & Finalize

You are in an encrypted secure session.

Help Desk: (888) 890-1995

EPA Home | Privacy and Security Notice | Contact Us

URL: http://www.epa.gov/epahome/usenotice.htm

19:12

1. Upload your Smart Sheet here. You can upload additional documents in alternate formats as well!

2. Select the Industry category for your engine.

3. Select your Compliance Document type here.

4. Is the information Confidential Business?

5. Please include your business information.

6. Review and finalize before completing your upload.

Please follow the step-by-step walk through on the page above.

Support

There are three support options available for general and technical questions related to Verify:

1. Telephone - Call our toll-free line at (888) 890-1995 and select option 4 for technical questions regarding data or uploading your documents. Select option 5 for help with your CDX registration(i.e. userid/password) questions..

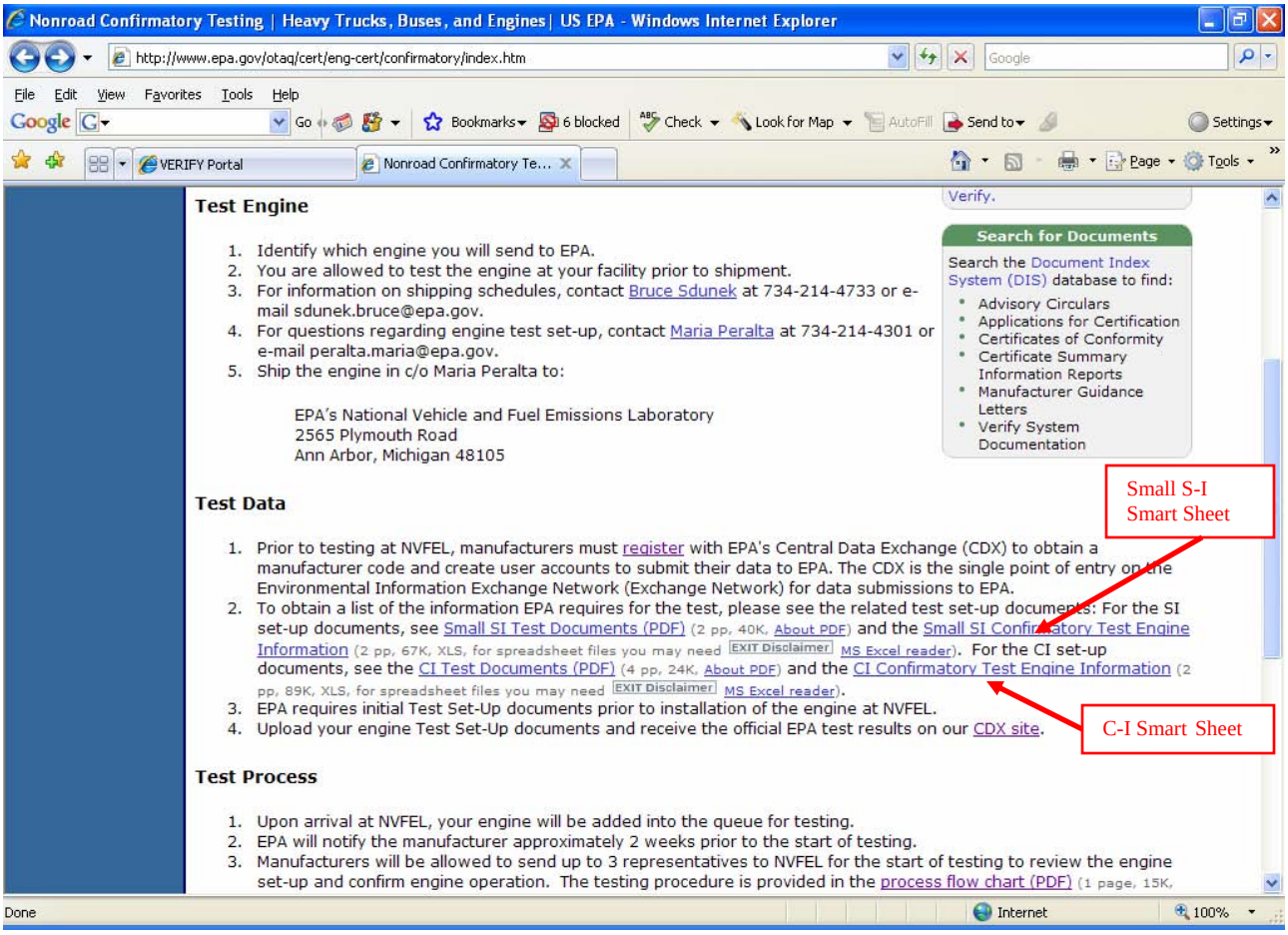
2. E-mail – Send e-mail to epacdx@csc.com for help with your CDX registration(i.e. userid/password) questions. Send an e-mail to verifyhelp@csc.com technical questions regarding data or uploading your documents.

3. Fax - Assistance with your CDX registration (i.e. userid/password) questions or requests are accepted 24 hours a day at (301) 429-3905. Support personnel will respond to faxed requests Monday - Friday from 8:00 a.m. - 6:00 p.m. (EST).

Appendix 1

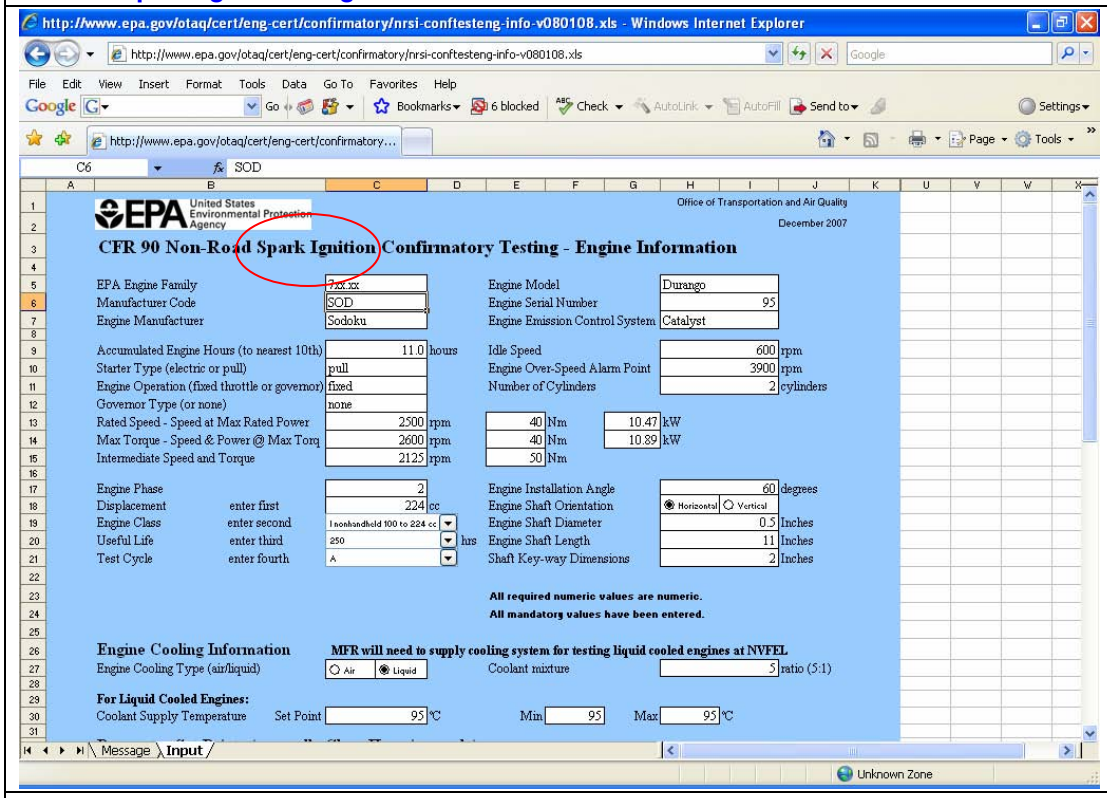
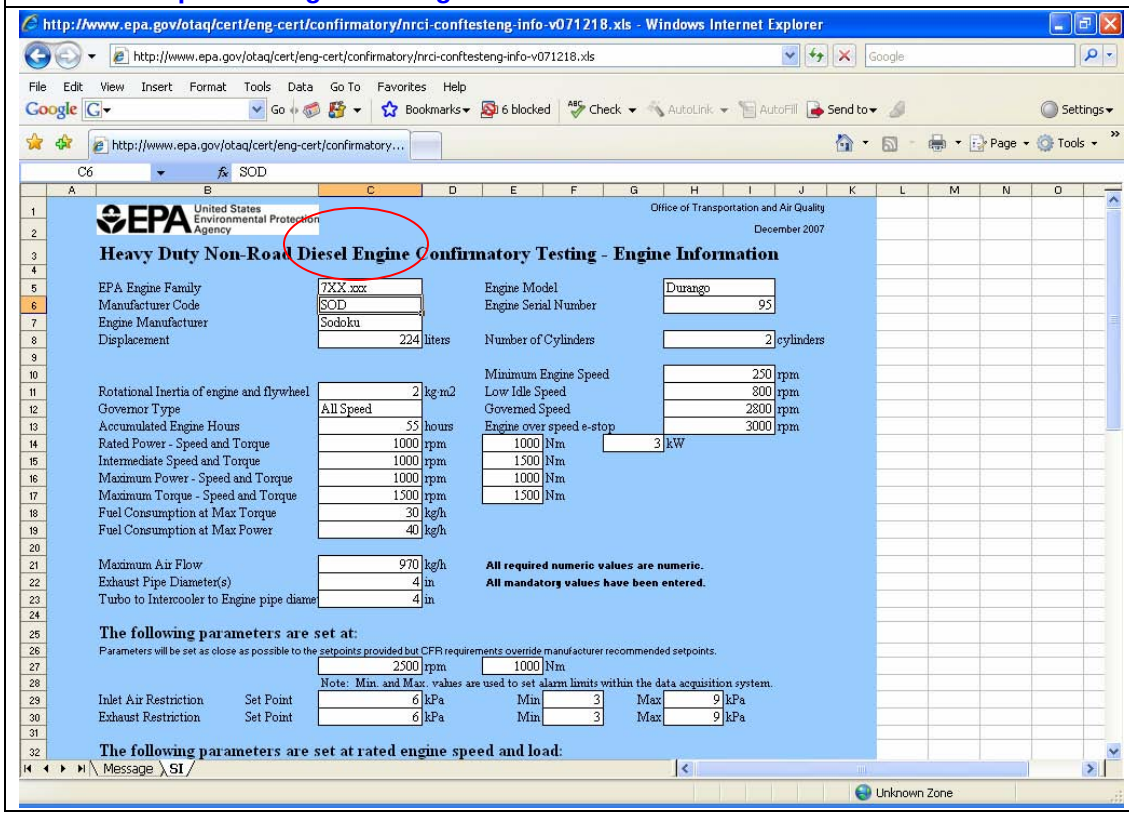
Accessing your test data Smart Spreadsheet

You may access your EPA test data Smart Sheet by clicking on the appropriate test engine link below. Manufacturers on this screen will choose either a Small Spark-Ignition engine manufacturer or a Compression-Ignition engine manufacturer for testing.



For specific examples see forms below.

1. For Spark-Ignition Engines



2. For Compression-Ignition Engines