

STRATOSPHERE ON AIR

The ODS E-Reporting Newsletter

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WELCOME!

Welcome to the first issue of the ODS E- Reporting Newsletter! In order to ensure that E-Reporting functions as smoothly as possible, EPA is launching a newsletter with E-Reporting news, updates, and helpful hints.

Please let us know if you have any suggestions for the newsletter by contacting [Jennifer Bohman](#) at (202) 343-9548.

** NEW FORMS ARE AVAILABLE! **

EPA has updated the [Electronic Reporting Forms](#) to include additional instructions.

The forms you are currently using may not be the most current. Please use the most up-to-date forms available on [EPA's web site for E-Reporting](#).

All forms now include a version number followed by the month and year in which they were posted to the EPA site. This will help you ensure that you have the most recent version of the forms.

The most recent version of the reporting forms is Version 3 (February 2009). Please be sure you use these forms for your 2009 Quarter 1 submission.

REPORTING REMINDER

April 30th
Class II Producer,
Importer, Exporter
Quarter 1 Reports
due



May 15th
Class I
Producer,
Importer, Exporter
Quarter 1 Reports
due



AVOIDING COMMON ERRORS

Submitting a form without all the required data makes E-Reporting more time consuming.

*How can you avoid common errors due to **missing data**?*

Some fields are required for **all** reporting companies and **must** be completed. If a required cell is left blank, the entire submission will be rejected when EPA uploads your data into its tracking system. EPA will then call to ask you to provide this missing information and re-submit the form.

Some fields may not apply because of the nature of your data. On each form, the cell beneath the column heading contains instructions indicating whether or not the cell can be left blank. Each instruction will either indicate that the cell must never be left blank or that the cell must not be left blank under certain conditions. In Section 1 of the form, the instructions are included as comments in the red flags which can be seen by scrolling over the cell.

Here is an example of the new instructions from the Class I Producer form:

EPA Environmental Protection Agency Stratospheric Ozone Protection Program		CLASS I CONTROLLED SUBSTANCE Producer Quarterly Report (Sec 82.13)					
SECTION 2: COMPANY PRODUCTION DATA					Proceed to Section 3		
Chemical Name	Global Laboratory Essential-Use Exemption Production	Other Essential-Use (i.e., MDI) Exemption Production	Transformation Production	Transformation Production	In-House Destruction Production	2nd Party Destruction Production	Article 5 Producer
Data type: Text This cell must not be left blank.	Data type: Decimal (kg) This cell must not be left blank if the chemical in Column A was produced for Global Labs	Data type: Decimal (kg) This cell must not be left blank if the chemical in Column A was produced for Other Essential-Uses	Data type: Decimal (kg) This cell must not be left blank if the chemical in Column A was produced for in-house transformation	Data type: Decimal (kg) This cell must not be left blank if the chemical in Column A was produced for second party transformation	Data type: Decimal (kg) This cell must not be left blank if the chemical in Column A was produced for in-house destruction	Data type: Decimal (kg) This cell must not be left blank if the chemical in Column A was produced for second party destruction	Data type: Decimal (kg) This cell must not be left blank if the chemical in Column A was produced in an A5 country
<i>Sample Row:</i>							
CFC-11	5.88	6.76	9.78	12.15	34.25	7.56	10
Input Data Below:							

If you are unsure about leaving a cell blank, please refer to the instructions included in the new forms.

OTHER HELPFUL HINTS

To ensure your submission is accepted into EPA's tracking system every time, check out these helpful hints.

Country Names, Substance Names and other Drop-Down Lists

Data entered in cells with drop-down list must **exactly match** the options from the drop-down lists. The form will allow you to enter data that do not match these drop-down lists; *however, EPA's tracking system will not accept your submission.*

Example: Company A tracks export data in its own database, referring to export destination countries as "France" and the "UK." To complete EPA's Class II Exporter form, Company A cuts and pastes data into the E-Reporting form. Company A completes its form without errors, saves, and submits the report to EPA. Company A is later surprised to find out from EPA that there was a problem with its report. What happened?

Answer: When cutting and pasting data into an E-Reporting form, you must ensure that the data match the form references. In this example, Company A referred to the UK incorrectly. The E-Reporting form's country drop-down list referred to the UK as "United Kingdom of Great Britain and Northern Ireland," not "UK." (This is the terminology referenced in the Montreal Protocol.) The E-Reporting form accepted the UK reference, but when EPA attempted to upload the data into the tracking system, the reference to "UK" was not recognized, and the data could not be processed.

Formatting

For the most part, the E-Reporting forms are set up so that when you enter data, such as dates, the forms will automatically format your data. However, there are few instances where you must enter data according to the formatting requirements. These requirements are detailed in the red column flags which can be seen by scrolling over the cell.

Read all instructions and check that your data are formatted the same way as the sample row.

Example: For each import transaction, Company B enters its IRS importer number with a hyphen (12-3456789) into the Class II Importer form. The form accepts these values and allows Company B to complete the form and produce CSV files. After submitting its CSV files to EPA, Company B is surprised to learn that EPA was unable to process its data. What happened?

Answer: Although the importer number is often provided with a hyphen, **EPA's tracking system requires that the importer number be a formatted number (of up to 15 digits) with no hyphens or spaces** (e.g., 123456789). If the format of the number is not correct, the system will reject the submission, and you will have to correct and resubmit your data.

Please let us know!

- Are you are interested in participating in a conference call to learn more about the electronic reporting forms?
- Do you have other questions about electronic reporting?
- Do you have suggestions for improving our guidance on electronic reporting or ideas for our next E-Reporting newsletter?

If so, please contact [Jennifer Bohman](mailto:bohman.jennifer@epa.gov) at (202) 343-9548 or bohman.jennifer@epa.gov.