

Electronic Toxic Substances Control Act (eTSCA)/e-PMN Reporting Tool

User's Guide

Version 1.2 December 28, 2009



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Revision Log

Date	Version No.	Description	Author	Reviewer	Review Date
11/20/09	1.0	Updated to reflect Web Start changes	L. Kramer	V. Tran-Lam	11/18/09

1 Introduction

The eTSCA/e-PMN reporting software is a multi-function desktop application that helps industry comply with TSCA by providing a user-friendly interface for the submission of various TSCA-related forms to the Environmental Protection Agency (EPA).

The eTSCA/e-PMN reporting software is able to perform the following main functionalities:

- Create an electronic version of the Premanufacture Notice Form (PMN)
- Create an electronic version of the Notice of Commencement Form (NOC)
- Create an electronic version of the Biotech form
- Create a supporting/supplemental form to submit information for a previously submitted PMN
- Validate the data in a form
- Sanitize PMN data
- Create PDF versions of a form suitable for printing
- Allow attachments
- Edit form data
- Save incomplete form data
- Open a previously saved form
- Provide integrated help
- Allow forms to be submitted on paper, on CD, or online.
- Be standalone and platform-independent

2 Getting Started

2.1 System Requirements

Systems must meet the following set of minimum requirements to run the eTSCA/e-PMN software:

Machine Specifications

- 200 MB Hard Drive Space
- 1GB RAM
- 500Mhz Pentium PC or equivalent (2.0 Ghz recommended)
- 800 x 600 screen resolution (1280 x 1024 recommended)

Operating System

- Windows XP
- Mac OSX
- Linux Fedora 10

Browser

- Internet Explorer 6 or higher
- Firefox 3.5 or higher
- Safari 4 or higher

Additional Software

- Java Version 6 or greater
- Java Web Start version 1.6 or greater

These requirements reflect those of Java Web Start version 1.6. For questions concerning Java requirements, please refer to the Sun Microsystems website at <u>http://java.sun.com</u>.

For questions concerning the eTSCA/e-PMN software requirements, please contact the CDX Help Desk at <u>helpdesk@epacdx.net</u> or call 1-888-890-1995 between the hours of 8am – 6pm EST.

2.2 Installation

There are two methods for installing the eTSCA/e-PMN software. The Web Start installation option can be accessed and downloaded via two CDX internet sites. The version of the eTSCA/e-PMN software with encryption requires a CDX login, whereas the version of the software without encryption can be accessed at <u>https://cdx.epa.gov/ssl/cdx/eTSCA-DownloadLiteClient.asp</u>. The InstallAnywhere version runs off a CD and may be more suitable for users without an internet connection.

2.2.1 Web Start Installation (with encryption)

To download the eTSCA/e-PMN reporting software from the CDX website, log in normally to http://cdx.epa.gov. The installation files can be retrieved from the "TSCA: eTSCA Client Download" link located on the user's MyCDX page [Figure 2-1]. This link will only appear if the user has registered and been approved under the TSCA Program.

INITED STATES					U.S	. Environmental	Protection Agenc
5	MyCDX						
NBDY AURAL PROTECTION	Recent Announcements Contact Us						Logged in as, SRTESTER
			Central Dat	a Exchange-MyCDX		T	
About CDX MyCDX Inbox		Welcome, Mr. SR Tester		Last Login: Registered Since: Recertification Date:	November 11, 2009 November 11, 2009 November 11, 2009	-	
Change Password Frequently Asked Questions		CDX Registration Status	Active				
Help & Support CDX Home			You have 4 nev	v messages in your <u>Inbox</u>			
Terms & Conditions Logout		Change System Password	Edit Personal Information	Edit Current Account Profiles	Add New Employer Profile		
		Available Account Profil <u>TSCA: eTSCA Clie</u>	les: Int Download				
		1	You are in an e	ncrypted secure session.			
			Help De EPA Home Privacy	sk: (888) 890-1995 and Security Notice Contact Us			
			Last upda URL: http://www.e	ated on May 14, 2009. pa.gov/epahome/usenotice.htm			

Figure 2-1 MyCDX Page / Link to eTSCA/e-PMN software download

The page seen in Figure 2-2 contains a link to the install file for the eTSCA/e-PMN software. There are two (2) versions of the software: a full version and a lite version. The full client includes all of the required encryption libraries to enable online file submission, whereas the lite client does not include the encryption libraries and submissions must be made via CD. Note that only the full client is available for download from this page. To download the lite client, users must visit https://cdx.epa.gov/ssl/cdx/eTSCA-DownloadLiteClient.asp.

Figure 2-2 eTSCA/e-PMN software download page

SUTED STATE	U.S. Environmental Protection Agency				
	eTSCA				
AOR AND	MrcDX > Home > eTSCA Client Logged in as, AOTESTER:				
PROTECTION	eTSCA Full Client Download				
About CDX	The link for the Alil ATSC Adian on the found below. The Alil direct induction of a drive in constant in the control is the control of the control is the control of the co				
MyCDX	The mix-tor me run et SGA chemic can be round below. The run chemic microbios an on the required encryption notatives to enable offiline the submission.				
Change Password	Systems must meet the following set of minimum requirements to run the eTSCA tool:				
Questions	Machine Specifications: 200 MB Hard Drive Space; 1GB RAM, 500 Mhz Pentium PC or equivalent (2.0 Ghz recommended); 800 x 600 screen resolution (1280 x 1024 recommended)				
CDX Home	Operating System Windows XP; Mac OSX; Linux Fedora 10				
Logout	Browser, Internet Explorer 6 or higher, Firefox 3.5 or higher, Satari 4 or higher				
	Additional Software: Java Version 6 or greater; Java Web Start version 1.6 or greater				
	Any distribution of software provided by the Environmental Protection Agency's Central Data Exchange shall be handled according to any defined license practices.				
	CDX provides tools which contains FIPS-validated RSA BSAFE Crypto-J which is classified under Export Commodity Classification Number (ECCN) 50002 "Encryption Selvare" referenced under CCATS 0050799. This product is eligible for license exception ENC under Section 24 of 17 (<i>J</i>) and (B) (2) of the Export Administration Regulations (EAR). The exportation of this item cassified by the Bureau of Industry and Security (BIS) as 50002 "Unrestricted" for braining subsidiaries of US companies is permitted under this issues exception (ENC Encryption 7). This index exception ENC and and Synta care parties found on the various government dentail lists including the Department of Commerce Denied Parties List. For additional information and guidance regarding your use of this product, please refer to the United State's strandard regulations for encryption at <u>This Driver access and conflicter sectory</u> (DPC). This is the sectory of the the sectory of the sectory o				
	To download, please click the button below, installation of the tool will immediately follow.				
	Download Full Client				
	Vou vra lo so specialitat service season				
	Heip Desis (288) 380-1995 EPA forme (Prinkaria and Security Notice) Contact Us				
	Last updated on December 16, 2009.				

To download a file, simply click the "Download Client" button. If browser issues arise with security certificates, the download may be blocked. This can be remedied by allowing blocked content, as seen in Figure 2-3 below.

To help protect your sect	inty, internet explorer has brocked this website nonn displaying content with security certainable ends. Citck he	Display Blocked Content	J		
INITED STATES		What's the Risk?	U.S. Environmental Protection Agency		
	eTSCA	More information			
	Logged in as, AOTES				
A CONTRACTOR	MYCDX > Home > e1SCA Client				
PROTECT	eTSCA	Full Client Down	load		
About CDX MyCDX	The link for the full eTSCA client can be found below. The full client includes all of the required encryption libraries to enable online file submission.				
Inbox Change Password	Systems must meet the following set of minimum requirements to run the eTSCA tool:				
Frequently Asked Questions	Machine Specifications: 200 MB Hard Drive Space; 1GB RAM; 500Mhz Pentium PC or equivalent (2.	0 Ghz recommended); 800 x	600 screen resolution (1280 x 1024 recommended)		
CDX Home Terms & Conditions	Operating System: Windows XP; Mac OSX; Linux Fedora 10				
Logout	Browser: Internet Explorer 6 or higher; Firefox 3.5 or higher; Safari 4 or higher				
	Additional Software: Java Version 6 or greater, Java Web Start version 1.6 or greater				
	Any distribution of software provided by the Environmental Protection Agency's Central Data Exchange shall be handled according to any defined license practices.				
	CDX provides tools which contains FIPS-validated RSA BSAFE Crypto-J which is classified under Export Commodity Classification Number (ECCN) 5D002 "Encryption Software" referenced under CCATS G059799. This product is eligible for license exception ENC under Sections 740.17 (A) and (B) (2) of the Export Administration Requilations (EAR). The exportation of this item classified by the Bureau of Industry and Security (BIS) as 5D002 Unrestricted" to foreign subsidiaries of US comparies is permitted under this incense exception (Encore exception Exceptions of Cuba, Inc. North Korea, Subdam and Synta or any parties found on the various government denial lists including the Department of Commerce Denied Parties List. For additional information and guidance regarding your use of this product, please refer to the United States' standard regulations for encryption at this //www.access.goo.gov/bis/stand/d1740.pdf				
	To download, please click the button below. Installation of the tool will immediately follow.				
	Download Full Client				
	Yo	u are in an encrypted secur	e session.		
	<u>EPAHo</u>	Help Desk: (888) 890-11 me Privacy and Security Not	195 ice Contact Us		
	1191 - httne://doi.one/	Last updated on December	9, 2009. Micial/Cliantinformation asnv		

Figure 2-3 Display Blocked Content option

Users may be prompted to download an updated version of Java before installing the eTSCA/e-PMN Client. When the download starts, the screen will look similar to the image seen below in Figure 2-4.

Figure 2-4 eTSCA/e-PMN Java WebStart software download



Once downloaded, the eTSCA/e-PMN software will automatically launch [Figure 2-5] and load the application [Figure 2-6].

aunching	g application.	الله Java
Name:	eTSCA Client on Dev	
Publisher:	CGI Federal	
From:	https://devngn.epacdxnode.net	
Estimated time	e remaining: 2 seconds	ancel

Figure 2-5 eTSCA/e-PMN Client Lite launch

Figure 2-6 eTSCA/e-PMN software load



Once the software has loaded, a shortcut icon will appear on the user's desktop.

2.2.2 InstallAnywhere CD Installation

To install from a CD, navigate to the correct folder corresponding to the operating system and double click the .exe file. Once the file is executed, follow the on-screen directions to install the eTSCA/e-PMN reporting software. Users with a previous version of the program should uninstall first before installing the updated version. A system restart will be required after installation is complete.

Double click on the install file and InstallAnywhere begins the installation process.



Figure 2-7 Install Anywhere Installation







Figure 2-9 Install Anywhere Wizard Installing

Figure 2-10 Install Anywhere Wizard Install Complete



2.3 Uninstalling the eTSCA/e-PMN software

Uninstalling the eTSCA/e-PMN software can be done through the operating system's Control Panel Add or Remove Programs option.

Figure 2-11 Control Panel Add or Remove Programs



Windows will prompt the user to confirm removal of the eTSCA/e-PMN client, as seen in Figure 2-12 below.

Figure 2-12 Confirm eTSCA/e-PMN software removal

Confirm File De	letion
Are you su Client on I	ure you want to completely remove 'eTSCA Dev' and all of its components?
Name:	eTSCA Client on Dev
Publisher: From:	CGI Federal https://devngn.epacdxnode.net
	Cancel

Clicking the "Cancel" button will cancel un-installation. The "OK" button will proceed with software removal. Once complete, the software will no longer be listed amongst the other applications in the Add or Remove Program control panel, and will be absent from the Programs folder of the user's start menu.

2.4 The User Interface

The following welcome screen appears when the eTSCA/e-PMN reporting software is first started.

Figure 2-13 eTSCA/e-PMN software welcome screen



The left side navigation pane allows users to maneuver between forms, while the editor window on the right provides a space for the user to view and complete these forms.

2.5 Creating a new Project

New projects can be created by clicking on the "**Create New Form**" button (\square) or selecting this option from the **File** menu. A new window will appear prompting the user to select a project type.



eTSCA	
New Project Selection Select the type of form to create.	etsca
 Choose one of the following options Premanufacture Notice PMN Support Document Notice of Commencement Biotech (MCANS, TERA, TIER I 8 	TIER II)
	OK Cancel

There are four (4) project type options as seen in the figure below.

Figure 2-15 Project Types Tables

Project Types			
Name	File Extension		
Pre-manufacture Notice (PMN)	.pmn_tsca		
PMN Support Document	.sup_tsca		
Notice of Commencement (NOC)	.noc_tsca		
Biotech (MCANS, TERA, TIER I & TIER II)	.bio_tsca		

After a selection is made, the user will be asked to name the project.



Figure 2-16 Name File Window

The project is created and the main user interface is displayed.

Figure 2-17 eTSCA/e-PMN software user interface

2.6 Navigation

Navigating the eTSCA/e-PMN software is simple and intuitive. Most users will move through the forms in the navigation pane simply by using a mouse. Clicking on a section will highlight the title and open the corresponding form in the form editor window.



Figure 2-18 Navigation Pane

The left-right arrows on the upper-right corner of the toolbar [Figure 2-19] can be used as well.

Figure 2-19 Navigation arrows



2.6.1 Navigating using only the keyboard

For users who prefer to work without a mouse, there are a number of keyboard shortcuts to navigate the eTSCA/e-PMN software. When the application focus is on the navigator window, the **Up Arrow** and **Down Arrow** will move forward and backward respectively through the forms in the navigation pane. Pressing **Ctrl+F** will manually give focus to the form editor window. With the application focus on this window, the **Ctrl + Right Arrow** and **Ctrl + Left Arrow** combinations will work to traverse the forms. Pressing the **Tab** button will toggle between fields within a form. If a table is encountered, tabbing will only move the focus amongst fields within that table. To exit the table and move the focus to the field following the table, press **Ctrl+Tab**.

3 Using the eTSCA/e-PMN Reporting Software

3.1 Saving a project

Projects can be saved in an incomplete state to be finished later. Note that incomplete forms cannot be submitted to EPA. When **Save** or **Save As** is selected from the toolbar or the file menu, eTSCA/e-PMN automatically runs a validation check on the currently open form. If there are validation errors (due to invalid data or incomplete fields), the error message seen in Figure 3-1 will appear, stating that the file was saved with validation errors. A validation window will appear at the bottom of the screen detailing the errors.

	Warning File saved with validation errors. OK	n)@40 CFR 723.50(c)(1) Exposure Exemption)@ 40 CFR ⁻			
Validation					
Validation Check found 14 Errors General Instructions : fit TS Code is required for PMM	error(s) and 5 warning(s) eld: TS Code , value: <blank> V and SNUN submissions</blank>				
General Instructions : fi Payment ID is required for F	eld: Payment ID , value: <blank> PMN and SNUN submissions</blank>				
Certification : field: User Fee Certification Section , value: Value: Section A value: One of the three radio buttons must be checked for this type of submission					
Chemical 1, 1. Class 1 or 2 Chemical Substances : field: 1b. Chemical Name , value: <blank> <i>Field should not be empty</i>.</blank>					
Chemical 1. 1. Class 1 or	2 Chemical Substances : field: 1d. Molecula	r Formula , value; <blank></blank>			

Figure 3-1 File saved with validation errors

Double-clicking one of the listed items in the validation window will allow users to jump to the page of the error for easy correction.

Saving a file without any validation errors produces the following dialog box, seen in Figure 3-2.

Figure 3-2 File saved without validation errors



3.2 Closing a project

Projects can be closed by selecting the **Close** command from the **File** menu. Selecting the **Exit** command from the **File** menu will close the application completely.



Figure 3-3 Closing a project

3.3 Opening an existing project

Opening an existing project is similar to creating a new one. Simply select the Open an Existing Form button ($\stackrel{\frown}{=}$) or choose **Open an Existing Form** from the **File** menu to pop up the dialog box. Selecting a file type will filter the files that will appear on the following screen for file selection.

Figure 3-4 Opening an existing project



After selecting a form type, a file dialog box will appear prompting the user to select the desired file to be opened. Users will only see projects of the type they have selected in the previous step. Double-clicking or highlighting and clicking the **OK** button will select the file that the eTSCA/e-PMN software will open.

🖟 Open a Project File 🛛 🔀						
Look in:	🛅 temp			~ (🏂 📂 🛄 🖩	
My Recent Documents	newPMN.p	mn_tsca				
Desktop						
My Documents						
My Computer						
My Network Places	File name: Files of type:	newPMN.pmn_tsc PMN_TSCA files	a		~	OK Cancel

Figure 3-5 Selecting an existing project

3.4 Getting User Help

3.4.1 Page-level Help

Pressing the **Question Mark** button (?) on the top right side of the toolbar [Figure 3-6 below] will activate the dynamic help window, which provides contextual help specifically for the page currently open on the form.

Figure 3-6 Toolbar

1 😤 🖨 🚽 🛃	🗶 👗 🚢 🕂 🗯 🗓	🗸 🛔 CDX 🖂	\$ \$?
-----------	-------------	-----------	---------



Figure 3-7 Dynamic Help Window

3.4.2 Field-level Help

Specific fields and sections may also contain the **Question Mark** icon [Figure 3-8]. Pressing this icon will launch a pop-up window with information specific to that field or section, as seen in Figure 3-9 below.

Navigator 리 무	🖽 GENERAL INSTRUCTIONS
te:	General Instructions Page 1 [Page 1 continued]
General Instructions General Instructions Certification Part I - Section A - Submitter ID Section B - Chemical ID Info Section B - Chemical ID Info Section C - Production, Import & Use Info Section C - Production, Import & Use Info Part II - Human Exposure & Env. Release Section A - Submitter Controlled Sites Section A - Submitter Submit	Report Number PMN Identification PMN Identification P TS Payment ID Test Data (Check below any included in this notice) P Environmental fate data Yes Health effects data Yes Environmental effects data Yes Environmental effects data Yes Physical/Chemical Properties Yes Test data not in the possession Yes
Physical & Chemical Properties Worksheet Optional Cover Letter	Physical/Chemical Properties Tyse Test data not in the possession or control of the submitter Tyse

Figure 3-8 Field Question Mark Help Icons

PMN Identification 🧑 ΤS Payment ID 2 × Test Data (Check Environmental fat TS Code & Payment ID Health effects da Environmental eff If a user fee has been remitted for this notice (40 CFR 700.45), indicate in the "TS" field the TS-user fee Physical/Chemical identification number you have generated. Remember, your user fee ID number must also appear on your Type of Notice corresponding fee remittance, which is sent to EPA, PMN (Preman Washington Financial Management Center (3303), P.O. 360399M, Pittsburgh, PA 15251-6399, Attn. TSCA User 🔿 SNUN (Signifi fee. O TMEA (Test N Enter the check number, wire transaction number, or O LVE (Low Volu pay gov transaction number used to pay for the user fee in O LOREX (Low the Payment ID field. C LVE Modification

Figure 3-9 Field Specific Help Window

3.4.3 Application-level Help

Application-level help is available by choosing the **Help Contents** menu item in the **Help** menu or by pressing **F1**. A separate help window will appear.



Figure 3-10 Application Help

3.5 Confidential Business Information (CBI)

Fields marked as CBI are highlighted in red for easier identification. These fields will be stripped out when a sanitized version is created. (See section 5.4.1 for details on sanitation). Some fields allow for curvy brackets (e.g., {CBI name}) to designate CBI. Any data between the curvy brackets in these large text fields will be replaced with XXX in the sanitized version.

Figure 3-11 Confidential Business Information

3. Prenotice Communication Number 🦻	C11233	NONE	
4. Previously Submitted Exemption No. 🦻	12355	NONE	CBI
Contract Drafiles			

3.6 Contact Profiles

Profiles make form completion more efficient by allowing users to pre-establish and save static information. With the simple click of a button, users can fill in contact information fields such as name, address, phone number, etc. or site information fields such as address and site name. Profiles are not Notice-specific. Once a profile is established for a current Notice, that profile is stored on the user's local machine (as profiles.xml) and can be utilized later for any other eTSCA/e-PMN project. eTSCA/e-PMN has the ability to store multiple profiles.

A profile can be added/modified by choosing **Create/Edit Profile** from the **Tools** menu or by clicking on the Profile button (**b**) in the toolbar. The following window will appear.

Figure 3-12 Profiles List Window



The box displays a list of profiles currently stored on the machine. Clicking **Edit** or **New** will bring up the Create/Edit Profile dialog box, as seen in Figure 3-13 below. To edit an existing profile, highlight the profile name and click the **Edit** button.

Profile ID*	John Smith		
First Name	John	Last Name	Smith
Position	Analyst	Company	ABC Chem Corp.
Mailing Address	123 Main St.		
City	Fairfax	State VA	Tip Code 22033
Phone Number	111-222-3344	Email	john.smith@abc.com
Province	<u></u>	Country	
Site Name	[County	

Figure 3-13 Create/Edit Profile Window

Existing profiles will display all fields currently populated, as well as any blank fields. New profiles will display all blank fields. The **Profile ID** field is used to identify the profile in the Profiles List dialog box—this field is required. All other fields are optional. To save the profile information, click the OK button.

Note: If creating a profile for a user registered with the Central Data Exchange (CDX), it is imperative that the **First Name**, **Last Name**, and **Company** fields remain consistent with the information entered at the point of CDX registration. This information will be used for authentication. Incorrectly entered information will not pass validation upon submission via CDX.

To use a profile within a form or dialog box, look for the "Copy from Profile" or "Profile" link wherever a contact or site information section is located on a form or dialog box.

Figure 3-14 below exemplifies a section where a profile may be used.

Figure 3-14 Submitted Identification

Section A Submitter Identification				
1a. Person Submitting Notice	e (in U.S.) [Copy From Profile]		CBI	
	First Name	Last Name		
Name of authorized official				
Position		Company		
Mailing Address (number and street)				
City		State ZIP Code		
Email				

Clicking the "Copy from Profile" section will display the Profiles List dialog box, as seen below.

Section A Submitter Identification				
1a. Person Submitting Notice (in U.S.) [Copy From Profile]				
	First Name Last Name			
Name of authorized official				
Position	Company			
Mailing Address (number and street)				
City				
Email	List of your saved profiles. Profiles allow you to			
1b. Agent (if applicable) [\Box	opy Free quickly enter in contact information.	CBI		
Name of authorized official Position Mailing Address (number and street) City Email	First N Lest OK Leit Leit Leit Leit Leit Leit Leit Leit			
2. Technical Contact (in U.S.) [Co	CBI		

Figure 3-15 Using a stored profile

Double clicking the John Smith profile (or highlighting and pressing **OK**) will add all of John Smith's profile information into the fields.

Figure 3-16 Profile information transferred

Section A Submitter Identification					
1a. Person Submitting Notice (in U.S.) [Copy From Profile]					
	First Name	Last Name			
Name of authorized official	John	Smith			
Position	Analyst	Company ABC Chem Corp			
Mailing Address (number and street)	123 Main Street				
City	Oxnard	State VT VI ZIP Code 98989			
Email	john.smith@abccorp.com				

3.7 Validation

eTSCA/e-PMN provides data and business validations on both a field level and an application level.

3.7.1 Field-level Validation

Some fields contain special business rules that require inline validation. In the example seen below, the "TS Code" field requires a six-character alphanumeric string value. eTSCA/e-PMN handles these special validation cases by throwing an error at the point of field exit, preventing an invalid value to be entered. The error will specify the type of input expected for the given field.

Figure 3-17 Field-level validation



3.7.2 Application-level Validation

eTSCA/e-PMN also performs application-level validation for the entire form. Validation can be activated manually at any time by choosing **Validate** from the **Tools** menu or clicking the validate icon (\checkmark) from the toolbar. This action will start the validation checker, which opens the Validation window at the bottom of the screen and displays any validation errors and warnings.

Figure 3-18 Toolbar Validation icon



Errors General Instructions : field: TS Code , value: <blank> TS Code is required for PMN and SNUN submissions

Validation errors are critical errors that prevent the form from being submitted. Validation warnings point to potential problems in the form, but are not required to be corrected.

Double-clicking one of the listed items in the validation window will allow users to jump to the page of the error for easy correction.

Validation is automatically performed upon saving an existing project or finalizing a project for EPA submission.

3.8 Printing

Forms are easily printed with eTSCA/e-PMN. The software will create printer-friendly versions of forms in PDF format to facilitate this process. A PDF reader tool, such as Adobe Reader, will be needed to open the PDF files.

A PDF copy can be generated by clicking on the **Print** command from the **File** menu [Figure 3-20] or from the toolbar [Figure 3-21].

ł	File	Edit Tools Help	
1	Ľ	Create New Form	Ctrl+N
Г	Þ	Open an existing Form	Ctrl+O
٩		Save	Ctrl+S
	8.	Save As	Ctrl+Shift+S
		Print	Ctrl+P
	虚	Print Sanitized PMN	Ctrl+Shift+P
	Close		Ctrl+Shift+C
		Exit	Ctrl+Shift+Q

Figure 3-20 Printing from the File menu

Figure 3-21 Printing from the toolbar icon



A PDF file will be generated with the file name "<Project Name>.pdf" and placed in the current working directory.

Figure 3-22 Saving a PDF

File Created						
?	PDF file created in project folder: C:\Workspace\ePMN2007\bio.pdf					
	Attempt to view the file? (requires PDF Reader) Yes No					

Examples of PDF forms are shown below in Figures 3-23 through 3-26.

Figure 3-23 PMN Sample Output

PMN2008P1	PMN Page 1										
		1									
U.S. ENVIRONMENTAL PROTECTION	AGENCY USE ONLY										
PREM	ANUFACTURE	Date of receipt:									
EPA FOR NEW C	NOTICE HEMICAL SUBSTANCES										
Witten If sending by Courier: Office of Pollution Prevention and Tosics Document Control Office (V4078)	If sending by US Nait: Office of Pollution Prevention and Toxics Document Control Office (7407M)	Submission Report Number									
SEID 105 US EPA, 1201 Constitution Ave NW WASHINGTON, D.C. 2040	US EPA, 1200 Pennsylvania Ave NW WASHINGTON, D.C. 25450	TEST677689621									
Total Number of Pages User	Fee Payment ID Number	TS Number									
44 1344		111111									
 You must provide all information requested in this form to the exit Before you complete this form, you should read the "Instructions (TOCA) information Service by calling 200564-1404, or faring 2 If a user fee has been remitted for this notice (40 CPR 700.45), must due to paper on your comesponding the methance, while User fee, indicate the Payment ID number in the loss above with User fee. 	GENERAL INSTRUCTIONS • You must provide all information requested in this form to the extent that it is known to or reasonably examples by you. Make reasonable estimates if you do not have extent date. • Before you complete this form, you should need the "instructions Menual for Permanducture Notification" (the instructions Menual for the extent date. • If ourse the has been enternet in the extent date. • If ourse the has been enternet for this notification (the instructions Menual for the instructions Menual for the instructions Menual for the instructions Menual for the instructions (the instructions Menual for the instructions Menual for the instructions Menual for the instructions (the instructions Menual for the instructions), indicate in the base shows the the permanducture measurement canter (3000), P.O. 3003000, PM: 2003000, PM: 200300,										
Part I – GENERAL INFORMATION	TEST DATA AND OTHER	DATA									
You must provide the currently correct Chemical Abstracts (CA) Name of the new chemical substance, even if you claim the identity as confidential. You may authorize another person to submit chemical identity information for you, but your submitsion will not be complete and the review will not begin until EPA receives this information. A letter in support of your submitsion should reference your T8 user fee identification number. For all section 5 Notes submitsions (paper or electronic) you must submit chemical and on the review will not be data in the open scientific iterature. Camplete test data in English and submitsed for data in the open scientific iterature. Camplete test data in English out submitsed for data in the open scientific iterature. Standard illerature, You should clearly identify whether test data is you be characterized. Following are example information as confidential, an original sanilized copy must also be intermediated and other data. Data should be submitted in CPP part 720).											
Part II – HUMAN EXPOSURE AND ENVIRONMEN	ITAL Test Data (Check Below any included in this notice)									
If there are several manufacture, processing, or use operative described in Part II, sections A and B of this notice, represented the sections as needed.	ons to X Environmental fate	data X Other Data									
Part III – LIST OF ATTACHMENTS	Health effects data	A HISK Assessments									
For paper submissions, attach additional sheets if there is n enough space to answer a question fully. Label each contin sheet with the comparement of packing in Part III. In	not Physical/Chemica tuation X Physical/Chemica titerea	al Properties (A physical and chemical properties worksheet is to page of this form).									
attachments, any test data or other data and any optional information included in the notice.	X Test data not in the	possession or control of the submitter									
OPTIONAL INFORMATION	TY	PE OF NOTICE (Check Only One)									
You may include any information that you want EPA to con- evaluating the new substance. On page 11 of this form, spa been provided for you to describe opticition provention and	sider in ace has PMN (Premanufact)	ure Notice)									
recycling information you may have regarding the new subs "Binding" boxes are included throughout this form for you to	stance. X SNUN (Significant)	New Use Notice)									
Indicate your willingness to be bound to certain statements make in this section, such as use, production volume, prote exulances. The intention is to reduce defaust that output	you TMEA (Test Market	ing Exemption Application)									
accompany the development of consent orders or Significa Use Rules. Checking a "binding" box in a PMN does not by	nt New LVE (Low Volume B	Exemption) @ 40 CFR 723.50(c)(1)									
prohibit the submitter from later deviating from the informat (except chemical identity) reported in the form; however, in	ion LOREX (Low Relea	selLow Exposure Exemption) @ 40 CFR 723.50(c)(2)									
case of exemption applications (such as TMEA, LVE, LONE certain information provided in such notifications is binding suboffice when the America approximation exemptions	EX) LVE Modification										
especially if the production volume "binding" box is chosen LVE.	In a LOREX Modification	n									
CONFIDENTIALITY CLAIMS	Mook Submission										
You may claim any information in this notice as confidential assert a claim on the form, mark (X) the confidential box ne	LTo X Mark (X) if pendir set to	ig Letter of Support									
the information that you claim as confidential. To assert a c an attachment, circle or bracket the information you claim a confidential. If you claim information in the notices as confid	iaim in IIS THIS A CONSOL IS# of chemicals o dential. # of chemicals o	auroneur FMN (TAN): ar polymers (Prenotice Communication # required, enter # on									
you must also provide a sanitized version of the notice, (inc atlachments). For additional instructions on claiming inform	duding p. 3). aton X wat contraction	mation in fide police is claimed as an fidewith									
as confidential, read the instructions Manual.	man. (A) if any inter	manun minis notice is clamed as confidential.									

EPA FORM 7710-25 (Rev. 5-95)

Replaces previous editions of EPA Form 7710-25.

Page 1

Figure 3-24 Notice of Commencement sample output

N	DC2008P1				0.М.8	3. No. 2070-00	12 Approval Expire	es 10/31/96
٢	EDΔ	U.S. Environmental Pr NOTICE OF COMME	NCEN	on Agency MENT OF		Report Number		
		MANUFACTURE OR	тмрс	RI (#8CFR\$728.182	XTED	548835748	1	
Part I - S	UBMITTER I	DENTIFICATION		Document Control #				
Manu-	Name of Authorized Official Mailing Address (number and street)						CBI*	
facturer/	John Smith		123 Main	SL				
(In U.S.)	(Company Name		City	State		Zip	4
	ABC Chem Corp	D.	Oxnard		VT	99999		
Technical Contact		Name			Felephone N	umber		4
(In U.S.)	dsf		sisi					
Part II -	Premanufactı	ure Notice (PMN) "P" Cas	e Numl	ber:	POS	1253		
Part III -	Check the ap	propriate box and provid	e the e	xact date of m	anufactu	e or impor	tation:	
Х	First Corr	nmercial Manufacture**			First C	mmercial I	mportation***	
Date:	Apr 4, 2008		Date	:				
"Date of co ""For Impor	mmencement is the tees, the date of con	date of completion of non-exempt man mmencement is the date that the new of	ufacture o chemical si	f the first amount (ball ubstance clears U.S. o	n, drum, etc.) ustoms.			
Part IV -	Manufacturin	ng Plant Site(s) or Importi	ing Site	e(s): (Importers, p	rovide stre	et address of	destination)	
Part V -	Specific Cher	nical Identity: (For Consolid Identity of eac	ated subn	rissions, each subs cal substance.)	tance must i	nave a separal	ie NOC form with the	specific
Part VI -	Generic Che	mical Name (If chemical Ident	ity is clair	ned CBI"):				1
Part VII	- Substance I	dentity Confidentiality St	atus:					
	I wish to continue the required sub-	e to claim the substance identity o stantiation in accordance with 40	onfidenti CFR 720	al and the substant .85(b) will result in a	ation to sup a walver of y	oort this claim our claim.	is attached. Failure	to submit
Х	I previously clain	ned the substance identity as con	îdential a	and hereby relinquis	h that claim			
	i did not claim th	e substance identity as confidenti	al in my c	original PMN submit	ssion.			
You must shown bek	submit your compl ow:	eted notice no later than 30 calen U.S. Environmental F OPPT Document Co 1200 Pennsylvania A Washington, D.C. 20 ATTN: Notice of Com	idar days Protection ntrol Offic we., NW 460 imencem	after the first date (Agency e (7407M) ent	of commerci	al manufacture	elmportation to the a	iddress
Signature	of authorized offic	lal			Dat	2		
Note: CBI* - re	riers to the term "Canitd	iontial Business information". Mark $\langle X \rangle$ in the	box if the in	formation is to be held Co	nfidertäsi.			

EPA Form 7710-56 (8-95)

	EPA Support Form									
Support For	m Repor	rt Number	SUPP	648887967	1	Mark	(X) if any	thing	is CBI	Х
I. ORIGINA	L NOTI	ON IDI	ENTIFICAT	ION						
Report Number SUPP648887967				TS Number			Case Num	e nber		
Origina	l Submis	sion Date		Apr 24, 2008						
Origina	l Submis	sion Media Typ)e	CD						
II. ORIGINAL NOTICE SUBMITTER IDENTIFICATION CBI										
Authorized Name	Official	John Smith			Positio	on ,	Analyst			•
Company N	Jame	ABC Chem Corp	D.							
Mailing Ad	dress Storest									
(Number & City	Street)	123 Main St.		State		Post	al Code			
e-mail	Cxnard				Telepho	ne		99999		
	jsmītn@g	nall.com			(include area code) 555-5555					
III. CURRE	NT SUP	PORT DOCUM	IENT II	DENTIFICA	ATION II	NFOR	MATION	V	CBI	
Name		John Smith		Position Analyst						
Company		ABC Chern Corp	D.							
Mailing Ad	ldress Street)	123 Main St								
City	Ownard	120 Mail OL		State	vī	vr Postal Code				
e-mail	CARING				Telepho	ne				
	jsmītn@g	mail.com			(include	area	code)	555-58	5-5555	
IV. TYPE O	F SUPP	ORT (Check Oı	1e)							
		Letter of Suppo	at							
	,	Withdrawal Rec	quest							
Other Correspondence										
TEST DATA (Health/Eco/Fate)										
X Amendment (Changes made to PMN pages 1-13, MSDS or Physical/Chemical properties)							emical			
Check if requ	ested by	EPA/ contracto	r							
EPA person/	EPA person/ contractor									

Figure 3-25 PMN Support Document sample output

EDA Bistach Form										
EPA Biotech Form										
Biotech Form	n Report N	Number	XBIO17	1715277		Ma	ark (X) if	anythi	ng is CBI	
I. SUBMITT	1				CBI					
Name		John Smith			Posit	tion	Analyst			
Company		ABC Chem Cor	р.							
Mailing Ad (Number &	ldress t Street)	123 Main St.								
City	Oxnard			State	VΤ	Post	al Code	99999)	
e-mail	jsmith@gmai	l.com			Teleph (includ	ione le area	code)	555-58	55-5555	
II. TECHNI	CAL CON	TACT IDEN	TIFICAT	ION INF	ORMAT	TION			CBI	
Name		John Smith			Posit	ion	Analyst			
Company		ABC Chem Cor	р.							
Mailing Ad (Number &	ldress t Street)	123 Main St.								
City	Oxnard			State	VΤ	Post	al Code	le ₉₉₉₉₉		
e-mail	jsmith@gmai	I.com			Telephone (include area code) 555-57			55-5555		
III. TYPE O	F SUBMIS	SION (Chec	k One)							
Х	MCAN	(Microbial (Commerc	ial Activi	ty Notic	e)				
	TERA	(TSCA Expe	rimental	Release A	Applicati	on)				
	Tier I I	Exemption								
	Tier II	Exemption								
	Biotecl	h TME (Test	Market E	xemption	ı)					
IV. TEXT/	COMMEN	TS							CBI	
hi there										
In cast Arts -1										
insert Attach	ment									

Figure 3-26 Biotech sample output

3.9 Attachments

Some forms will call for a file attachment for EPA submission. The following is a list of the allowable file types:

- Chemical structure files
 - o .mol
 - o .skc
 - \circ .pdf or image type
- Image files
 - o .gif
 - o .jpg
 - o .png
 - o .bmp
- Document files
 - o .pdf
 - o .ppt
 - o .doc
 - o .txt
 - o .rtf
 - o .xls
- For nucleic acid, amino acid or sequence data submitted for Biotechnology MCANs and TERAs or enzyme related PMNs, the preferred file formats are
 - FASTA files (.fas)
 - GenBank (.gbk)
 - EMBL (.embl)

Attaching a file displays the following dialog box.

Figure 3-27 Attachment Dialog Box

eTSCA		X
Insert Attachment add a file to the project. I include a sanitized version	f you mark the file as confidential, of the file.	
Check here if this is a f	hardcopy attachment (paper submission only)	
ID*	002	
File*	1 Documentation\eTSCA User's Guide v1.1.doc	
Name/Description*	eTSCA User Guide	
# of Pages*	72	
Contains CBI Information	Ves	
Sanitized Name/Description	CDX Registration Guide	
Sanitized File	ation\eTSCA CDX Registration Guide v2.2.doc 🔄	
	OK Cancel	

The **ID** field is a unique key to identify the attachment in the project. This ID is automatically generated by the eTSCA/e-PMN reporting software to insure that there are no duplicates.

The **File** field contains path of the file to attach. This field is required for electronic attachments. If the "Check here if this is a hardcopy attachment" field is checked, a paper submission will be expected instead.

The Name/Description displays the attachment's title or description.

The **# of Pages** field is for the total number of pages in the attachment.

The **Confidential** checkbox is to indicate whether or not the attachment contains Confidential Business Information (CBI)

The **Sanitized File** field is the path of the sanitized file in the case where the main file contains CBI.

The Sanitized Name/Description field displays the sanitized attachment's title or description.

4 Central Data Exchange (CDX)

The EPA Central Data Exchange (CDX) is a service that enables users to electronically submit data to EPA.

Pre-registration with CDX is required to submit online. Please see the CDX Registration Guide for more information on how to register with CDX (https://cdx.epa.gov/TSCA/eTSCA-CDX_Registration_Guide.pdf)

eTSCA/e-PMN contains a CDX component that performs the following tasks:

- Connecting to the CDX Node
- Validation of the submission information with CDX Registration
- Generation of the cryptographic key pair
- Encryption of the file
- Decryption of the file
- Transmission of the document ability to electronically submit eTSCA projects to EPA via the CDX Node
- Transaction Search ability to search the submitted documents by CDX Transaction ID number
- Document Download ability to download ancillary documents related to submission, e.g., Copy of Record

5 Pre-Manufacture Notice Form

5.1 Usage

Any organization planning to manufacture or import a new chemical substance for a non-exempt commercial purpose is required by Section 5 of TSCA to provide the Environmental Protection Agency with notice before initiating the activity. This Pre-manufacture notice, or PMN, must be submitted at least 90 days prior to the manufacture or import of the chemical. For more information on the New Chemicals Program, please visit: http://www.epa.gov/oppt/newchems/index.htm.

The PMN form should be used to submit PMNs, SNUNs, LVEs and LoRex Exemptions and Modifications, TMEA exemptions, and Mock PMNs.

5.2 PMN Navigation

The toggle button seen in Figure 5-1 below will switch the view of the navigator window between displaying forms by name and by page number.

Figure 5-1 Navigator Windows with titled by page name and page number



5.3 Consolidated Submissions

Up to six cases may be included in one submission. Any submission containing more than one case is considered a **consolidated submission**.

Consolidated submissions require preapproval from the EPA. Contact EPA to receive a Pre-Notice Communication (PNC) number before attempting to submit a consolidated submission.

💈 Part I GENERAL INFOR	MATION				
Section A Submitter I	dentification				
1a. Person Submitting Notic	e (in U.S.) [Co	py From Profile]		🗖 CBI
	First Name		Last Name	K.	
Name of authorized official	AO		Tester		
Position	Software Arch	iitect	Company AO	Testing, Inc.	
Mailing Address (number and street)	123 Street La	ne			
City	Rockville		State MD	ZIP Code 20852	
Email	tester@aotes	ting.com			
1b. Agent (if applicable) [C	opy From Profi	e]			CBI
	First Name		Last Name		
Name of authorized official	John		Smith		
Position	Engineer		Company a	bc	
Mailing Address (number and street)	111 Street Rd				
City	Washington		State DC	TIP Code 20460	
Email	bcd@abc.com	6	Phone Number 3	01-234-5678	
 If you are submitting thi 2. Technical Contact (in U.S 	s notice as part	of a joint subr Profile]	nission, mark this box		CBI
Name of a theories of affinist	First Name		Last Name		
Name or auchorized ornicial				pe el	
Position Mailing Address	Analyst		Company JA	BC Chem Corp.	
(number and street)	ji 23 Main St.				
City	Fairfax		State VA	ZIP Code 22033	
Email	john.smith@a	oc.com	Phone Number 1	11-222-3344	
3. Prenotice Communication	Number 🦻	53369c		ie 🥅 CBI	
4. Previously Submitted Exe	mption No. 🦻	NONE	NON	ie 🗖 CBI	
5. Bona fide intent Notice N	umber 🦻	NONE		ie 🥅 CBI	
6. Type of Notice		1. 🗭 Manufa	octure Only 2, C Import O Option Ending C	nly 3. C Both Option	

Figure 5-2 PMN Form: PNC Number

Users submitting a consolidated submission should denote this using the checkbox located on the "General Instructions" page of the PMN.



Figure 5-3 Denoting a consolidated PMN

Consolidated submissions do not need to be specified on the PMN page 1 in advance of adding extra chemicals. See the <u>Adding, Deleting, or Cloning Chemical Data</u> section for information on how to dynamically add or delete a chemical group.

5.4 PMN-specific actions

5.4.1 Sanitization

Sanitization removes CBI data from the form so that the data can be shared with the general public.

5.4.1.1 Creating a sanitized version of the PMN form

Submitters should create a sanitized PDF to confirm that all CBI has been properly denoted and removed. A PDF file of a sanitized PMN form can be created by selecting **Print Sanitized PMN** from the **File** menu or by selecting the Sanitize button (🖆) from the toolbar.

File Edit Tools Help T 🐔 Create New Form Ctrl+N 👗 🛛 CDX 🖂 Open an existing Form... Ctrl+O **III** GENERAL INSTRUCTIONS Save Ctrl+S General Instructions Page 1 R Ctrl+Shift+S Save As Report Number: SAMP3008029 Ctrl+P Print PMN Identification 🥐 Print Sanitized PMN Ctrl+Shift+P Print a sanitized version of the PMN (removes CBI data) Close Test Data (Check below any inc Exit Ctrl+Shift+Q

Figure 5-4 Sanitizing a PMN

5.4.1.2 Sanitizing attachment files

File attachments marked as CBI require a sanitized version. The sanitized version must be created by the submitter and attached before submission. The validation checker prevents finalization of the submission until all CBI attachments have corresponding sanitized files attached as well.

Figure 5-5 Sanitized file required



5.4.1.3 Submitting a sanitized version of the PMN form

When a PMN project is finalized for submission, a sanitized copy of the data is automatically generated within the finalized file. A separate submission is not required.

5.4.1.4 Adding, Deleting or Cloning Chemical Data

Users can add, delete, or create an exact copy (clone) of a chemical group (PMN Pages 4-6) by clicking on the respective menu items from the **Edit** menu or using the toolbar icons.

÷ File Edit Tools Help 尽 Add Chemical Shift+F5 C* \leq 囚 Delete Chemical Shift+F6 Navig 巫 Clone Chemical Shift+F7 اي Insert Page Insert an exact copy of the B Add new copy of the current page Ctrl+F5 n you intend 8 Delete the current page 92 Ctrl+F6 즈 1 or 2 Subsl Add cloned copy of the current page Ctrl+F7 e POWINERS

Figure 5-6 Cloning a chemical group

Chemical groups may be added at any time, but cloning or deleting a chemical group will require the software focus to be on the header page for that group.

Figure 5-7 Navigation for chemical cloning or deletion



5.4.2 Adding, Deleting or Cloning a PMN page

The eTSCA/e-PMN reporting software allows adding multiple copies of specific PMN pages:

- PMN Page 7 Part I, Section C., Production, Import and Use Information
- PMN Pages 8-9a Part II, Section A., Industrial Sites Controlled by the Submitter
- PMN Page 10-10a Part II, Section B., Industrial Sties Controlled by Others
- PMN Page 13 Physical & Chemical Properties Worksheet

To add, remove, or clone PMN pages, click on the respective menu items from the **Edit** menu or use the toolbar icons.

Figure 5-8 Adding a PMN page

: File	Edit	Tools Help					
: 🔥 🛛	*	Add Chemical	Shift+F5	K 🖂	3		
Naviga	些	Delete Chemical	Shift+F6	стіо	NS		
हिः	4	Clone Chemical	Shift+F7	ons P.	age V Page 1 continued		
		Insert Page	•	ē.	Production, Import and Use Information (Page 7)	Shift+F8	
🔁	+	Add new copy of the current page	Ctrl+F5	\diamond	Industrial Sites Controlled by the Submitter (Pages 8-9a)	Shift+F9	
	38	Delete the current page	Ctrl+F6	0	Industrial Sites Controlled by Others (Page 10-10a)	Shift+F10	
T		Add cloned copy of the current page	Ctrl+F7	Ľ	Chemical Properties Worksheet (Page 13)	Shift+F11	
Add a new Chemical Properties Worksheet Page							

Figure 5-9 Cloning a PMN page



5.5 PMN Pages

The paper PMN form contains 13 PMN pages. eTSCA/e-PMN follows that convention by splitting the eTSCA/e-PMN version of the PMN form as closely as possible into those 13 pages. The PMN pages are as follows:

- PMN Page 1 General Instructions
- PMN Page 2 Certification
- PMN Page 3 Submitter ID
- PMN Page 4—Class 1 or 2 Chemical Substance
- PMN Page 5 Polymers
- PMN Page 6 Chemical ID Info—continued
- PMN Page 7 Production, Import, and Use Information
- PMN Pages 8-9 Section A—Submitter Controlled Sites
- PMN Page 10 Other Controlled Sites
- PMN Page 11 Optional Pollution Prevention
- PMN Page 12 List of Attachments
- PMN Page 13 Physical and Chemical Properties Worksheet
- Optional Cover Letter

For specific help with any of these pages, click the dynamic help button on the toolbar. See the <u>Page-level Help</u> section for more information.

6 Notice of Commencement Form

6.1 Usage

A new chemical is eligible for addition to TSCA Inventory after the PMN review period has expired and the PMN submitter has commenced non-exempt commercial manufacture or import. The submitter of a PMN must provide a Notice of Commencement of Manufacture or Import (EPA Form 7710-56) to EPA within 30 days of the date the substance is first manufactured or imported for nonexempt commercial purposes. It will then be listed on the TSCA Inventory. Once a substance is listed on the TSCA (Toxic Substances Control Act) Inventory, it is considered an "existing" chemical.

For more information on filing a Notice of Commencement, please visit <u>http://www.epa.gov/oppt/newchems/pubs/filenoc.htm</u>.

6.2 Notice of Commencement tab

The main form tab contains all the fields needed to complete a Notice of Commencement form.

Notice of Commence	ement				
Notice of Commen	cement	CBI Substantiation	n Optional Cover Letter		
			٦		
		TIEICATION			_
/anufacturer/	, i	Name of Autho First Name	orized Official Last Name	Mailing Address (number and street)	
nporter n U.S.)	George	e	White	232323	
Profile]		Company	y Name	City State Zip	
	SRA			Arlington VA 💙 20163	
Fechnical Contact	I	First Name	Last Name	Telephone Number	СВІ
(in U.S.)	Larry		Brown	202-631-3333	
Part II - Premanu	ifacture	Notice (PMN) 'P	' Case Number 🦻 F	999832	
Part III - Check t	he appr	opriate box and	provide the exact da	te of manufacture or importation	
 First Commercial 	Manufac	:ture**	C	First Commercial Importation***	
ate Sep 2, 2009			🗸 Da	ite	~
*Date of commence	ment is t	be date of complet	ion of pop-exempt manu	facture of the first amount (bath_drum_etc_)	
**For importees, th	e date of	f commencement is	the date that the new c	hemical substance clears U.S. customs.)	
Part IV - Manufac	turing I	Plant Site(s) or J	mporting Site(s)		
af					СВІ
Part ¥ - Specific C	hemica	l Identity			
əF					CBI
Part VI - Generic I	Chemic	al Name			
sfs					
Part VII - Substar	nce Ide	ntity Confidentia	lity Status		
					-
 I wish to continue submit the required 	nue to cla uired sub	aim the substance i bstantiation in acco	dentity confidential and rdance with 40 CFR 720	the substantiation to support this claim is attached, .85(b) will result in a waiver of your claim.	Failure to
🚫 I previously cla	aimed the	e substance identit	as confidential and her	eby relinguish that claim.	
💿 I did not claim I	the subs	tance identity as o	onfidential in my original I	PMN submission.	

Figure 6-1 Notice of Commencement main form tab

6.3 CBI Substantiation tab

Users submitting NOCs with Confidential Business Information (CBI) will be required to substantiate a claim in this section.

6.4 Optional Cover Letter tab

Additional information can be added on the Optional Cover Letter tab. When printed out, this information will appear on the first printed page as the cover letter.

6.5 Printed PDF form sample

Figure 6-2 Sample PDF NOC form

N	DC2008P1			O.M.B.I	No. 2070-0012 Approval Expire	es 10/31/96	
٢		I Protection	on Agency IENT OF	Report Number			
~		OR IMPO	RI (40CFR§720.102)	XTED5	48835748		
Part I - SUBMITTER IDENTIFICATION			Document Control #				
Manu-	Name of Authorized Official		Mailing Addr	ess (numb	er and street)	CBI*	
facturer/ Importer	John Smith	123 Main	st.		-	ļ	
(In U.S.)	Company Name		City	State	Zip	4	
Technical	ABC Chem Corp.	Oxnard	-	VT	99999		
Contact	Name		Tele	ephone Nur	nber	-	
(in U.S.)	dsf	stsf		_			
Part II -	Premanufacture Notice (PMN) "P" (Case Numb	ber:	P081	253		
Part III -	Check the appropriate box and pro	ovide the e	xact date of man	ufacture	or importation:		
Х	First Commercial Manufacture**			First Con	nmercial Importation***		
Date:	Apr 4, 2008	Date	:				
"Date of co ""For Impor	mmencement is the date of completion of non-exemp tees, the date of commencement is the date that the	t manufacture o new chemical si	f the first amount (bath, di ubstance clears U.S. cust	rum, etc.) oms.			
Part IV -	Manufacturing Plant Site(s) or Imp	orting Site	(s): (Importers, prov	vide street	address of destination)		
Part V - sfdasdf	Specific Chemical Identity: (For Cons Identity of	solidated subn d'each chemik	tissions, each substan ai substance.) part CBITI:	ce must ha	ve a separate NOC form with th	e specific	
Part VII	Substance Identify Confidentiality	- Chainer					
Part VII	I wish to continue to claim the substance iden the required substantiation in accordance with	f Status: tity confidentia h 40 CER 720	al and the substantiation 85(b) will result in a wi	on to suppo	rt this claim is attached. Failure	to submit	
х	I previously claimed the substance identity as	confidential a	nd hereby relinquish th	hat claim.			
	I did not claim the substance identity as confi	dential in my o	riginal PMN submissio	n.			
You must a shown bek	I did not claim the substance identity as confidential in my original PMN submission. You must submit your completed notice no later than 30 calendar days after the first date of commercial manufacture/importation to the address shown below: U.S. Environmental Protection Agency OPPT Document Control Office (7407M) 120D Pennsylvania Ave., N/V Washington, D.C. 20460 ATTN: Notice of Commencement						
Signature	of authorized official			Date			
Note: CBI* - re	fers to the term "Confidential Business Information". Mark (X)) in the box if the in	formation is to be held Confid	ortăși.			

EPA Form 7710-56 (8-95)

7 Biotechnology Form (MCAN, TERA, TIER I & TIER 2)

7.1 Regulation

Under a 1986 intergovernmental policy statement and TSCA Section 5, intergeneric microorganisms (microorganisms created to contain genetic material from organisms in more than one taxonomic genera) are considered new chemicals. The Biotechnology rule sets forth the manner in which the Agency will review and regulate the use of intergeneric microorganisms in commerce, or commercial research. For more information, please visit: http://www.epa.gov/oppt/biotech/pubs/biorule.htm.

These regulations create a reporting vehicle specifically designed for microorganisms, the Microbial Commercial Activity Notice (MCAN). Persons intending to use intergeneric microorganisms for commercial purposes in the United States would submit an MCAN to EPA at least 90 days before such use. EPA has 90 days to review the submission in order to determine whether the intergeneric microorganism may present an unreasonable risk to human health or the environment.

The rules also address intergeneric microorganisms used in R&D for commercial purposes and create a vehicle for reporting on testing of new microorganisms in the environment, a TSCA Experimental Release Application (TERA). A TERA would be submitted to EPA at least 60 days prior to initiating such field trials. The TERA is designed, in recognition of the needs of researchers, to provide a high measure of flexibility and a shorter review period of 60 days. Research & Development for commercial purposes are those activities which are funded directly, in whole or in part, by a commercial entity, regardless of who is actually conducting the research; or which will obtain for the researcher an immediate or eventual commercial advantage. For more information on Microbial Products of Biotechnology, please visit: http://www.epa.gov/oppt/biotech/pubs/fs-001.htm.

7.2 Screenshot

_	•						
b Biotech							
Report Number 🧿							
1. Submitter Identification	Eirct Name		Lact	Nama			CBI
[Profile] Authorized Official Name	George		Whit	te			
Position	Scientist			SD A			
			company	JRA			
Mailing Address	sijfalfj					-	
City	dkfs		State	VT 💙	Zip Code	23333	
Email	lsfs@sdfs.com	Te	elephone	323-233	3-3322		
if you are submitting	this notice as part of a joi	nt submission, i	mark this	box			
II. Technical Contact Ider	ntification Information —						CBI
[Profile]	First Name		Last	Name			
Authorized Official Name	Larry		Brov	vn			
Position	Scientist		Company	RA			
Mailing Address	lskfjaslf;a						
City	jlsfkjs		State	VT 💌	Zip Code	23333	
Email	larry@sra.com	Te	elephone	323-232	2-4422		
III. Type of Submission (C	iheck one) ———						
💿 MCAN (Microbial Com	merical Activity Notice)	🔿 TERA (TSC	A Experir	mental Re	lease Appl	lication)	
🔘 Tier I Exemption		🔘 Tier II Exer	mption				
🔘 Biotech TME (Test Ma	rket Exemption)						
IV. Text / Comments							CBI
dsfsdfsd							

Figure 7-1 Biotech Form

BI02006P1

			EPA	Biotech	ı Form					
Biotech Form	n Report I	Number	XBIO17	1715277		Ma	rk (X) if	anythi	ing is CBI	[
I. SUBMIT	fer iden	TIFICATION	INFOR	MATION					CBI	
Name		John Smith			Positio	m	Analyst			
Company		ABC Chem Cor	р.							
Mailing Address (Number & Street) 123 Main St.										
City _{Oxnard} State			VT Postal Code 99999)				
e-mail	jsmith@gma	ll.com			Telephone (include area code) 555-55			55-5555		
II. TECHNI	CAL CON	TACT IDEN	TIFICAT	ION INF	ORMATI	ON			CBI	
Name		John Smith			Positio	n	Analyst			
Company		ABC Chem Cor	р.							
Mailing Ad (Number &	ldress t Street)	123 Main St.								
City	Oxnard			State	ντ	Posta	al Code	99999)	
e-mail	jsmith@gma	II.com			Telephone (include area code) 555-57			55-5555		
III. TYPE O	F SUBMIS	SION (Chec	k One)							
X	MCAN	l (Microbial (Commerc	ial Activi	ty Notice))				
	TERA	(TSCA Expe	rimental	Release A	pplicatio	n)				
	Tier I I	Exemption								
	Tier II	Exemption								
	Biotec	h TME (Test	Market E	xemption)					
IV. TEXT / COMMENTS									CBI	
hi there										
Insert Attach	Insert Attachment									

8 PMN Support Document Form

8.1 Usage

The PMN Support Document provides users with an opportunity to add supporting or supplemental information for an original PMN or Biotechnology submission.

A support document may include the following types of information:

- Letter of Support
- Withdrawal Request
- Test Data (Health/Ecotoxicity/Fate)
- Amendment (changes made to PMN pages 1-13, MSDS or Physical/Chemical properties)
- Other Correspondence

8.2 Screenshot

I Support Document	
Report Number (2)	
L. Original Notice Submission Ideal	ification (2)
Report Number 1234567890123	TS Number 123456 Case Number
Original Submission Date	15 Hamber 125 155 Case Hamber 2009
Original Submission Media Type	
II. Current Sunnort Submitter Ide	atification CBI (2)
[Profile]	First Name Last Name
Current Authorized Official Name	Kathy Schechter
Position	Principal Company SRA
Mailing Address	3434 washington Blvd
City	Arlington State VA 🔽 Zip Code 22201
Email	sherry_booth@sra.com Telephone 703-222-1212
III. Support Submitter Identification	on 🔲 CBI 🦻
[Profile]	First Name Last Name
Support Submitter Name	Rita Howard
Position	Principal Company SRA
Mailing Address	3434 washington Blvd
City	Arlington State AL 💙 Zip Code 23333
Province	Country usa
Email	sherry_booth@sra.com Telephone 703-222-1212
IV. Type of Support (Check one)	
🔵 Letter of Support 🛛 📀	Withdrawal Request
Other Correspondence O	TEST DATA (Health/Eco/Fate)
O Amendment (Changes made t	o PMN pages 1-13, MSDS or Physical/Chemical properties)
Check if requested by EPA/Co	ontractor
V. Text / Description of Changes	CBI

Figure 8-1 PMN Support Document Form

8.3 Printed PDF Form sample

			EPAS	Suppor	t Forn	n			19	
Support For	m Repo	rt Number	SUPP64	48887967		Mark	(X) if any	ything	is CBI	Х
I. ORIGINA	L NOTI	ICE SUBMISS	ION IDEI	NTIFICAT	TION				-	
Report 1	Number	SUPP648887967		TS Number			Ca: Nu	se mber		
Origina	l Submis	ssion Date		Apr 24, 2008	000					
Origina	l Submis	ssion Media Ty	pe	CD						
II. ORIGINA	LNOT	ICE SUBMITT	TER IDEN	NTIFICAT	ION				CBI	
Authorized Official Name		John Smith	Position Analyst							
Company N	lame	ABC Chem Co	rp.							
Mailing Ad (Number &	dress Street)	123 Main St.		_						
City	Oxnard			State	VТ	Pos	tal Code	99999	2	
e-mail	e-mail			Teleph (includ	one e area	code)	555-5	55-5555		
III. CURRE	NT SUP	PORT DOCU	MENT ID	ENTIFIC.	ATION I	INFO	RMATIO	N	CBI	
Name		John Smith			Posit	ion	Analyst			
Company		ABC Chem Co	rp.							
Mailing Ad (Number &	ldress : Street)	123 Main St.	the second s	10 1	0	18		88		
City	Oxnard			State	VT	Pos	tal Code	99999	E.	
e-mail	jsmitn@g	mall.com		10 ·	Teleph (includ	one e area	code)	555-5	55-5555	
IV. TYPE O	F SUPP	ORT (Check O)ne)							
		Letter of Supp	ort							
		Withdrawal Re	equest							
		Other Correspo	ondence							
		TEST DATA ((Health/Eo	co/Fate)						
Х		Amendment (O properties)	Changes m	nade to PN	IN page	s 1-13	, MSDS o	or Phys	ical/Che	mical
Check if requ	ested by	· EPA/ contract	or							
									21	

Figure 8-2 PMN Support Document PDF Sample Form

9 Submission Process

9.1 Finalize Command

Projects must be finalized before submission. The finalization process insures that the submitted data is valid and that all preliminary steps have been completed.

Select **Finalize** from the Tools menu, or click the **Finalize** icon (\square) on the toolbar to begin the finalization process. The validation checker will then run. If a project fails validation, the user will not be able to continue until the necessary fixes are made.



Figure 9-1 Cannot finalize due to validation errors

If no critical errors are found, the software will alert the user that a new report number has been generated for the current submission [Figure 9-2], and the **Finalize Submission** dialog box will appear [Figure 9-3].





The user will be prompted to select a method of submission to the EPA. Three options will be displayed:

- "I will submit my data electronically via CDX"
- "I will submit my data via delivery service on a CD"
- "I will submit my data on paper"

File Edit Tools Help		
: 🖻 🗁 🔛 🚔 🖑 🛛 🛣 🕂	🗰 🍡 🖌 🛔 CDX 🔽	
Navigator 과 무		
T2:	General Instructio	-
PMN Page 1 PMN Page 2 PMN Page 3 PMN Page 3	Finalize Submission Report Number: SAI Select how you will submit this data to the EPA PMN Identification (
 BMN Page 4 - 4a BMN Page 5 - 5a BMN Page 6 BMN Page 7 	TS ABC123 P. Test Data (Check be) Choose one of the following options	-
Human Exposure & Env. Release	Environmental fate d I will submit my data via delivery service on a CD Health effects data	
PMN Page 11 PMN Page 12 PMN Page 13 Optional Cover Letter	Environmental effect Physical/Chemical Pro OK Cancel	

Figure 9-3 Finalize Submission Dialog Box

9.2 Paper Submission

If the paper submission option is chosen, eTSCA/e-PMN will create a PDF file in your current working directory called "**Project Name>_finalized.pdf**" and, if necessary, a suitable for submission sanitized PDF file called "**Project Name>_sanitized_finalized.pdf**." For example, a PMN project called "**proj1.pmn_tsca**" will produce a "**proj1_finalized.pdf**" submission file.

PDF files will contain a barcode on the top-left corner of each page. This is used by EPA for scanning purposes.

If the form contains attachments, the finalized PDF will have a header page for each attachment. Attachments should be printed out (if not already a hardcopy) and placed behind each attachment header page.

9.3 CD Submission

If the CD submission option is chosen, eTSCA/e-PMN will create a "finalized" project file called "**<Project Name>_finalized.<project_type_extension>**" in the current working directory. For example, a PMN project called "**proj1.pmn_tsca**" will produce a "**proj1_finalized.pmn_tsca**" read-only file. The finalized file will contain the sanitized data.

eTSCA/e-PMN will also create a certification PDF print out containing the MD5 checksum value of the file. This checksum number uniquely identifies the content of the finalized file. If the finalized file is changed in any way, the checksum will not be reproducible. In other words, the checksum guarantees that data has not been tampered with after it leaves the user's hands. This file will use the naming convention "**Project Name>_cert.<project_type_extension>**" (e.g., "**proj1.pmn_tsca**" will produce a "**proj1_cert.pdf**" file).

The certification file will also contain the cover letter, the certification/signature page (PMN page 2) and the contact information page (PMN page 3). Please certify and sign when appropriate and submit the original with the CD to the EPA by courier.

The finalized file must be burned to a CD and submitted along with a copy of the PDF printout containing the checksum. PMN and NOC form printouts must also be signed and dated.

9.4 Online CDX Submission

Only CDX registered users will be able to use the CDX submission option. Please see the CDX Registration Guide for more information on how to register with CDX ((https://cdx.epa.gov/TSCA/ eTSCA-CDX_Registration_Guide.pdf). Users submitting on behalf of another organization must have registered the names of those companies and be authorized to submit for those organizations.

After selecting the Finalize button and after choosing to submit via CDX, eTSCA/e-PMN creates a "finalized" project file called "**Project Name>_finalized.<project_type_extension>**" in a directory of your choosing. For example, a PMN project called "**proj1.pmn_tsca**" will produce a "**proj1_finalized.pmn_tsca**" read-only file.

Users will be prompted to enter a username and password in order to login before submission [Figure 9-4].

Figure 9-4 Login to CDX from eTSCA/e-PMN software

U.S. Environmental Protection Agency
Warning Notice
Recent Announcements Contact Us
CDX Home > Warning Notice
Environmental Protection Agency <i>Central Data Exchange</i>
Warning Notice
EPA's Central Data Exchange Registration procedure is part of a United States Environmental Protection Agency (EPA) computer system, which is for authorized use only. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be monitored, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including law enforcement. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.
Privacy Statement
EPA will use the personal identifying information which you provide for the expressed purpose of registration to the Central Data Exchange site and for updating and correcting information in internal EPA databases as necessary. The Agency will not make this information available for other purposes unless required by law. EPA does not sell or otherwise transfer personal information to an outside third party. [Federal Register: March 18, 2002 (Volume 67, Number 52)][Page 12010-12013] If you have forgotten your password, or if your password doesn't work, you may re-establish your password via: Production Environment Password Reset Test Environment Password Reset Development Environment Password Reset
Help Desk: (888) 890-1995 <u>EPA Home Privacy and Security Notice Contact Us</u> Last updated on February 23, 2007. URL: <u>http://www.epa.gov/epahome/usenotice.htm</u>
User Name: Password:
Login

eTSCA/e-PMN software will verify the submission information with CDX registration. If the data agrees, eTSCA/e-PMN will display a message informing the user that a finalized version of the file is being created.

Figure 9-5 Finalization in progress



After clicking "OK" the following screen will appear. The user will be asked to select a destination folder to house the finalized version of the file.

Select Destin	ation	×
Recent:	💌 · 🙆 🕻) × 🧭
🞯 Desktop		
🖨 📋 My Docun	nents	1775
😟 🧰 AAI		
🕀 🛅 ARRA	•	
🕀 🛅 CDX		
🕀 🛅 Delte	k- Leave Hrs	
🕀 🛅 eTSC	A	
🕀 🛅 Help I	Desk	
🗄 🛅 Infra:	structure	
🕀 🛅 Minut	es	
🗄 🔂 My M	usic	
🕀 🖪 My Pi	ctures	
🕀 🔠 My Sł	napes	
🗄 进 🛅 My Vi	deos	
🕀 🛅 New I	Hire Stuff	
🕀 🛅 Outlo	okPST	
🕀 🛅 PPQA	Stuff	
🕀 🦰 Resea	arch stuff	
🗄 🫅 Script	: Testing	
🕀 🛺 Share	ePoint Drafts	-
	Select Destination	Cancel

Figure 9-6 Select destination for finalized file

Once a location is selected, eTSCA/e-PMN will save the finalized file and open the CDX Node Client, seen in Figure 9-7 below.

Figure 9-7 Node Client



Click the "Submit File to CDX" button to continue the submission process.

9.4.1 User Certificate and Key Pair Generation

A user certificate and Private/Public Key pair is used to digitally sign and encrypt the submitted documents, providing security protection for eTSCA/e-PMN submissions. The certificate and key pair will be automatically obtained by the Node Client after the first login.

The Node Client stores the following data into a keystore under the user home directory:

- user ID
- user private key
- user certificate
- creation time

The following file will be created: \<userHome>\.<userId>-cromerr-keystore.jks where <userHome> is a local user home directory (C:\Documents and Settings\myuser) and <userId> is an eTSCA/e-PMN user ID registered with CDX Web. Since this file is stored on the user's local drive, the user will only be able to access the submitted documents from this specific machine unless the key file is copied into the same location of another machine. In any case, the user can copy this file to another safe location for backup, if desired. Upon clicking the "Submit File to CDX" button, the user will need to complete the electronic signature agreement and verify his or her identify. The following screens will be displayed.

Figure 9-8 CROMERR page

	U.S. Environmental F	Protection Agenc
ross-Media Ele	ectronic Reporting Regulation (CROMERR)	
cent Announcements Cont	laot Us	
<mark>× Home</mark> > CROMERR Elect	ronic Signature Agreement	
	Cross-Media Electronic Reporting Regulation (CROMERR) CROMERR Electronic Signature Agreement	
rtify, under penalty of law, assure that qualified person stem, or those persons dire	that this document and all attachments were prepared under my direction of supervision in ac- inel properly gather and evaluate the information submitted. Based on my inquiry of the person ctly responsible for gathering the information, the information submitted is, to the best of my kn	cordance with a system designed or persons who manage the owledge and belief true
owing violations.	aware that there are significant penalties for submitting faise information, including the possibilit	y of fines and imprisonment for
owing violations.	ware that there are significant penalties for submitting faise information, including the possibilit Help Desk: (888) 890-1995	y of fines and imprisonment for
owing violations.	Aware that there are significant penalties for submitting faise information, including the possibilit Help Desk: (888) 890-1995 EPA Home Privacy and Security Notice Contact Us Last updated on February 23, 2007.	y of fines and imprisonment for
owing violations.	Help Desk: (388) 890-1995 Help Desk: (388) 890-1995 <u>EPA Home Privacy and Security Notice Contact Us</u> Last updated on February 23, 2007. URL: <u>http://www.epa.gov/epahome/usenotice.htm</u>	y of fines and imprisonment for

Figure 9-9 20-5-1 Security Question

1						
(i)	What is your favorite TV show?					
Y						
	- <u>-</u>					
	OK	Cancal				

When the security question is answered correctly, the system will encrypt the document with the public key of the back-end server and transmit the encrypted document with related metadata to CDX. The CDX Transaction ID will act as a unique identifier for the submission and will be presented to the user for reference.

Figure 9-10 Submission in progress

CA	
XX Node Client	CDX EXCHANGE
TSCA Document Submit ETSCA Tra	nsaction Search
eTSCA Document	
Document Name: C:\Documents and	Settings\LKRAMER\Desktop\artyMyPMNForm_finalized.pmn_tsca
Submit File to CDX	
Submit Response	
Submit Response	
	Submiting ETSCA Document
	Close

Figure 9-11 Document submitted to CDX

OX Node Client	
JA NOUE LIIENL	CENTRAL DATA EXCHANGE
TSCA Document Submit	SCA Transaction Search
eTSCA Document	
Document Name: C:(Docum	iencs and Secongs (LKRAMER (Deskcop) arcymyrmini form_iniailzed, pmn_tsca
Submit Hile to CDX	
Submit Response	
Transaction Id:	_2253251b-10ah-441c-95c9-9h7c3244adae
Data Flow:	ISCA
Document Name:	artyMyPMNForm_finalized.pmn_tsca
Document Type:	ORIGINAL
Check Transaction S	Status
	Close

To check submission status, click the "Check Transaction Status" button. The screen below will display the appropriate status. The following is a list of possible statuses and what each status denotes:

- Processing the CDX server has received the document
- **Received** the backend server has processed the document but the CoR has not been generated yet
- **Completed** –the backend server has processed the document and the CoR is available
- **Failed** –the document failed to transmit or was not received. Please contact the CDX Help Desk.

Figure 9-12 Transaction Details tab

			EXCHANG		10101010104	
TSCA	A Document Submit	ETSCA Transaction Search	TSCA Transaction Details			
Exter	rnal Transaction Id:	_107015a4-6fbb-402e-8a50-1	b094e157717			
Data	Flow:	TSCA				
Jser	Name:	AOTESTER				
)ate	:	2009-11-17 16:14:03				
itati	IS:	RECEIVED 🛛 👌 Check Stati	us 🛛 🔍 Audit Details			
ocui	ments and Reports			-		
)		Name	Category	Date	Download Status	
8	ORIGINAL_COR_M	/PMNForm_finalized.pmn_tsca	ORIGINAL_COR	11/17/2009 16:15:26		_ab2
	MyPMNForm_finalize	ed.pmn_tsca	ORIGINAL	11/17/2009 16:14:05		_123

After the file has been successfully submitted and processed, a Copy of Record (CoR) will be available for download to the submitter via the "download" icon ()) on the "ESTCA Transaction Details" tab of the Node Client. The CoR will be in read-only format—no changes can be made to this document.

The user will receive two automated e-mails from the node after successful submission.



Figure 9-13 E-mail Submission Notification

Figure 9-14 Copy of Record Available for Download

	🚽 "J U 🍝 🎓) Ŧ	Download	d Available for Original Co	py Of Record document for CD>	(Transaction ID_107015a4-6fbb-402
9	Message				
		🗙 📑 🚫 🗊	🍪 🥵 Safe Lists *	1 🚩 🔁	A Find
Reply	Reply Forward & Call + to All	Delete Move to Create Other Folder + Rule Actions +	Block Not Junk Sender	Categorize Follow Mark as + Up + Unread	Select *
	Respond	Actions	Junk E-mail 👘	Options 🕞	Find
Extra lin	ne breaks in this message we	re removed.			
From:	epacdxnode@csc.cor	n			
Subject	Download Available fo	or Original Copy Of Record document	for CDX Transaction ID 10	7015a4_6fbb_402e_8a50_1b094e	157717
Jubjett		· · · · · · · · · · · · · · · · · · ·			
The (Original Copy Of Re	cord document for CDX Tr	ansaction ID _107	015a4-6fbb-402e-8a50	-1b094e157717
that	was submitted on 1	.1/17/2009 at 16:15:26 ES	T is now availabl	e for download on yo	our Reporting Tool.
Docu	ument Id: ab28ab73	-3a50-4186-91c2-ba47ac9e	1c88		
Docu	ument Name: ORIGINA	L_COR_MyPMNForm_finalize	d.pmn_tsca		

9.5 Transaction History

The eTSCA/e-PMN software allows users to search for files they have previously submitted. The "Search Transaction History" button can be found under the "ETSCA Transaction Search" tab of the Node Client as seen in Figure 9-15.

TSCA					×
CDX Node Client		CD	L DATA		
ETSCA Document Su	bmit ETSCA Transaction Search ETSC	A Transaction Det	ails		
Transaction Id: Transaction Statu: Start Date: End Date:	5: Nov 17, 2009 Nov 17, 2009 Search Transaction History				
Transaction Search	Results				
	External Transaction Id:	Data Flow	Date	Status	Description
107015	a4-6fbb-402e-8a50-1b094e157717	TSCA	11/17/2009 16:14:03	COMPLETED	
a					
					Close

Figure 9-15 Transaction Search and Results

The user can search for a specific transaction using the "Transaction ID" and "Transaction Status" fields, or request a complete list of transactions during a given period by using the "Start Date" and "End Date" fields. Search results will be presented to the user in the "Transaction Search Results" panel.

There are two icons located next to each transaction listed in the search result: the "Check Status" button and the "Details" button. The "Check Status" button will refresh the status column of a given transaction with a new CDX status. This provides the user a simple and effective method of monitoring transactions. The "Details" button will open the transaction details dialog.

9.5.1 Transaction Details

The "Transaction Details" tab (pictured in Figure 9-12 above) displays the detailed transaction information, including all of the documents and reports associated with the transaction.

Transaction status can be viewed by clicking the "Check Status" button. The "Audit Details" button will display audit information related to the transaction, as seen in Figure 9-16.

Figure 9-16 Audit Details Dialog

å		×			
Transaction Id:	_107015a4-6fbb-402e-8a50-1b094e157717	-			
Creation Time:	2009-11-17T16:14:03				
Status:	COMPLETED				
Dataflow: TSCA					
Audit Messages:					
data collection					
2009-11-17T16:14:06 INFO archive submission					
distribution					
 2009-11-17T16:14:33 INFO update status post-distribution 					
 2009-11-17T16:14:34 INFO User Email Notification 					
 2009-11-17T16:15:27 INFO archive backend submission 					
 2009-11-17T16:14:08 INFO create metadata document 					
 2009-11-17T16:14:33 INFO distribute the submission to the backend node 					
 2009-11-17T16:15:27 INFO User Email Notification 					
download					
 2009-11-17T16:37:52 INFO handle client download 					
validation					
 2009-11-17T16:14:06 INFO Schedule Validate Submission 					
2009-11-17T16:14:07 INFO prevalidate submission					
 2009-11-17T16:14:07 INFO validate zip file and entries 					
• 2009-11-17T16:14:08 INFO signature validation					
Done					

The "Done" button located at the bottom of the window will close the audit details.

The user may also download available reports by clicking the "Download" icon located to the left of the desired report. This will automatically initiate the download process. The document will get decrypted with the current user private key and the "Save File" dialog will be presented to a user [Figure 9-17]. Reports can be saved on a local hard drive and accessed with the appropriate application.



Figure 9-17 Save Downloaded File

10 Administrator's Guide

Windows XP

To setup *.jnlp association for Java Web Start in Windows, please follow the following steps:

- 1. In Windows, Click Start | Settings| Control Panel| Folder Options | File Types.
- 2. Check to see if there is already an association for *.jnlp files.
- 3. If there is no entry for *.jnlp files already then click new | advanced | select "jnlp file"
- 4. If there is an entry, Select it and click advanced
- 5. Then edit the open application used to perform action field and make sure it is set to "C:\Program Files\java\jre6\bin\javaws.exe"

Mac OSX 10.5 (Leopard)

JNLP files may lose association with Java Web Start after a Java software update. This will disable Mac OS users from downloading the eTSCA/e-PMN software using the Safari browser. There are two ways to re-associate JNL with the Java Web Start application. Option 1 is recommended for novice users, while option two may be more suitable for Mac OS experts. **Option 1**

- 1. Navigate to the **Core Services** folder located at /System/Library/Core Services
- 2. Open this folder. Opening the Core Services folder re-associates the .jnlp files with the Java Web Start application
- 3. Close the window and reattempt to load the eTSCA/e-PMN software

Option 2

- 1. Navigate to the **Terminal** (/Applications/Utilities/Terminal)
- 2. Enter the following command:

/System/Library/Frameworks/CoreServices.framework/Frameworks/LaunchServices.framework/Support/Isregister "/System/Library/CoreServices/Java Web Start.app"

3. Close Terminal and reattempt to load the eTSCA/e-PMN software

11 Contact Information

For further questions or concerns about the eTSCA/e-PMN software not covered in this user guide, please contact the CDX Help Desk at helpdesk@epacdx.net or call 1-888-890-1995 between the hours of 8am – 6pm EST.