Electric Motorcycles & Portable Fuel Containers

Verify Certification Module Information Meeting

June 10, 2015

Agenda

- Introduction
- CROMERR and User Registration
- Submitting Certification Information
- Requesting a Certificate
- Deployment Information
- Questions
- Appendix A – Request a Manufacturer Code through Verify
- Appendix B – Sample CRK Letters

INTRODUCTION

CROMERR AND THE USER REGISTRATION PROCESS

Cross-Media Electronic Reporting Rule (CROMERR)

- What is CROMERR?
  - CROMERR (40 CFR Part 3) provides the framework for electronic reporting for all of the Environmental Protection Agency's (EPA) environmental regulations.
  - CROMERR establishes standards for information systems that receive reports and other documents electronically.

- Whom does it affect?
  - Regulated entities that submit reports and other documents to EPA under Title 40 of the Code of Federal Regulations.
  - States, tribes, and local governments that are authorized to administer EPA programs under Title 40.

- How does Verify implement CROMERR?
  - Verify implements CROMERR through its Request for Certificate Module Verify-RFC.
  - Applications are deemed final when a manufacturer submits a Request For Certificate (RFC).
  - An authorized "CROMERR Signer" must electronically sign that submission.

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Verify/CROMERR User Roles

Functional Roles	Description
Company Authorizing Official (CAO)	Individual(s) responsible for identifying, vouching for, and managing the "Verify submitters" and "CROMERR signers". Also referred to as the "Company Approving Official"
Verify Submitter	Submitters of electric motorcycle & portable fuel container application information to Verify's Certification module.
CROMERR Signer	Individual(s) taking legal responsibility for that final submission and/or requesting a certificate through the Request for Certificate module. (Could be the same person as the Verify submitter.)

User Registration Process

- Assumptions:
  - All Certification Module submitters of electric motorcycle and portable fuel container information are currently registered Verify users.
  - A CAO was previously identified in the CROMERR package submitted to EPA
- Manufacturers will have to identify
  - Verify Submitters
  - CROMERR Signers

What Your Company Needs to do?

- For Users requesting the Verify Submitter Role, the Company Authorizing Official (CAO) will need to:
    1. Create a sponsor letter for the Verify Submitter.
    2. Complete the User Information spreadsheet with the "Certification Module" role selected.
    3. Mail package to the Verify Team.

- For Users requesting the Request for Certificate CROMERR Signer Role, the CAO will need to:
    1. Create a sponsor letter for the CROMERR Signer.
    2. Complete the User Information spreadsheet with the "Certification Module" role and CROMERR Signer role selected.
    3. Have user complete a CROMERR Electronic Signature Agreement (ESA).
    4. Mail package to the Verify Team.

To Complete User Registration

- The CDX Helpdesk (helpdesk@epacdx.net) will send the user an email, which will contain Pre-registration Customer Retrieval Key (CRK) to access the new certification module - follow the instructions of the letter (sample letters are in the appendix).

- Make sure you complete the registration process when you get the email, the CRK will expire.

- Do not forward your CRK to another user, it is meant for the identified person only, you will get locked out of CDX access.

Electric Motorcycle and Portable Fuel Container Submission Overview

- Update Manufacturer Information

- Submit Certification Information
  - Process includes document submission

- Request Certificate

Login To CDX

- To login
  - Go to http://cdx.epa.gov
  - Enter your User ID and Password
    - If you do not remember your User ID or Password click on the "Forgot your Password" or "Forgot your User ID" links below the log in box.
    - If you are still unable to log in to CDX contact the CDX helpdesk at 888-890-1995 and tell them you are having issues with your CDX account.

- Once you are logged in click on
  - Certification Module: Electric-MC, Portable Fuel Containers, Snowmobile, HD-Evap, HD-Engine CFF

My CDX Continued

- Required Roles
  - Certification Module: Electric-MC, Portable Fuel Containers, Snowmobile, HD-Evap, HD-Engine CFF
    - Used to enter electric motorcycle and portable fuel container certification data and documents
  - CROMERR Signer
    - Used to request a certificate through the Request for Certificate module.
  - Maintain Manufacturer Information
    - Used to enter/update manufacturer contact information, test labs and specify contacts for each industry.

My CDX

Click on "Certification Module…" to enter engine family information

Click on "Maintain Manufacturer Information" to update addresses & contacts

Click on "CROMERR Signer" to request a certificate

Maintain Manufacturer Information

Maintain Manufacturer Information

Maintain Manufacturer Information

Maintain Manufacturer Profile

⋆ = required field

Help

+ = CTRL-click to select multiple values

| Manufacturer | Addresses | Contact Information | Notification Emails | Test Labs | Divisions (Light-Duty Only) | Alternate Manufacturers | EPA Compliance Representatives |

Company Address Information

Address #6

Address Label ⋆ [_____] Example: Company Headquarters

Address, First Line ⋆ [_____]

Address, Second Line [_____]

Address, Third Line [_____]

Address, Fourth Line [_____]

City ⋆ [_____] Country ⋆ [Select ▾]

State [Select ▾] Zip Code [_____]

State/Province ⋆ [_____] Postal Code ⋆ [_____]

Active/Inactive Status ⋆ [Active ▾]

Delete This New Address

Add New Address on Address Tab

| Print | | < Previous | Next > | | Review & Submit |

Maintain Manufacturer Information - Continued

Maintain Manufacturer Profile

* = required field

+ = CTRL-click to select multiple values

| Manufacturer | Addresses | Contact Information | Notification Emails | Test Labs | Divisions (Light-Duty Only) | Alternate Manufacturers | EPA Compliance Representatives |

Help

Company Contact Information

Company Contact #6

Prefix	Select ▼	Title	
First Name ★		Middle Initial	
Last Name ★		Suffix	Select ▼
Contact Role ★	Select ▼	Contact Role, If Other	
Active/Inactive Status ★	Active ▼		

Contact Industry/Compliance Programs

Industry★	Compliance Program(s)★	
Heavy-Duty Highway Tractors & Vocational Vehicles ▼	All / Certification / Confirmatory Test	Delete

Add Additional Industry/Compliance Program(s)

Contact Address/Phone Information

Address ★   Select ▼

Add New Address on Address Tab

Phone Number★	Phone Type★	
	Select ▼	Delete

Primary Email Address ★

Add Phone Number

Secondary Email Address

Delete This New Contact

Add Another Contact

Print   < Previous   Next >   Review & Submit

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Submitting Certification Information

Electric Motorcycle & Portable Fuel Container

Electric Motorcycle & Portable Fuel Container Continued

- Certification Information Submission
  - New Submission
    - Used to enter your certification information for your family for the first time.
  - Correction
    - Used to enter updated certification information for your family.
  - Request Dataset Report
    - Used to request a dataset report for a specific family and model year combination.
  - Delete Dataset
    - Used to delete a dataset submission for a specific family and model year combination.

Electric Motorcycle & Portable Fuel Container Continued

Electric Motorcycle & Portable Fuel Container Continued

Electric Motorcycle & Portable Fuel Container Continued

These should be 2 versions of the same application with all CBI removed from the FOIA version

Add as many additional documents as applicable

Electric Motorcycle & Portable Fuel Container Continued

Electric Motorcycle & Portable Fuel Container Continued

Electric Motorcycle & Portable Fuel Container Continued

"Transaction ID" will be needed for Verify Help Desk inquiries

MyCDX Inbox

MyCDX Inbox

- Inbox contains information about your submission
- There will be an inbox notification for the family dataset and a separate inbox notification for each successful document submitted

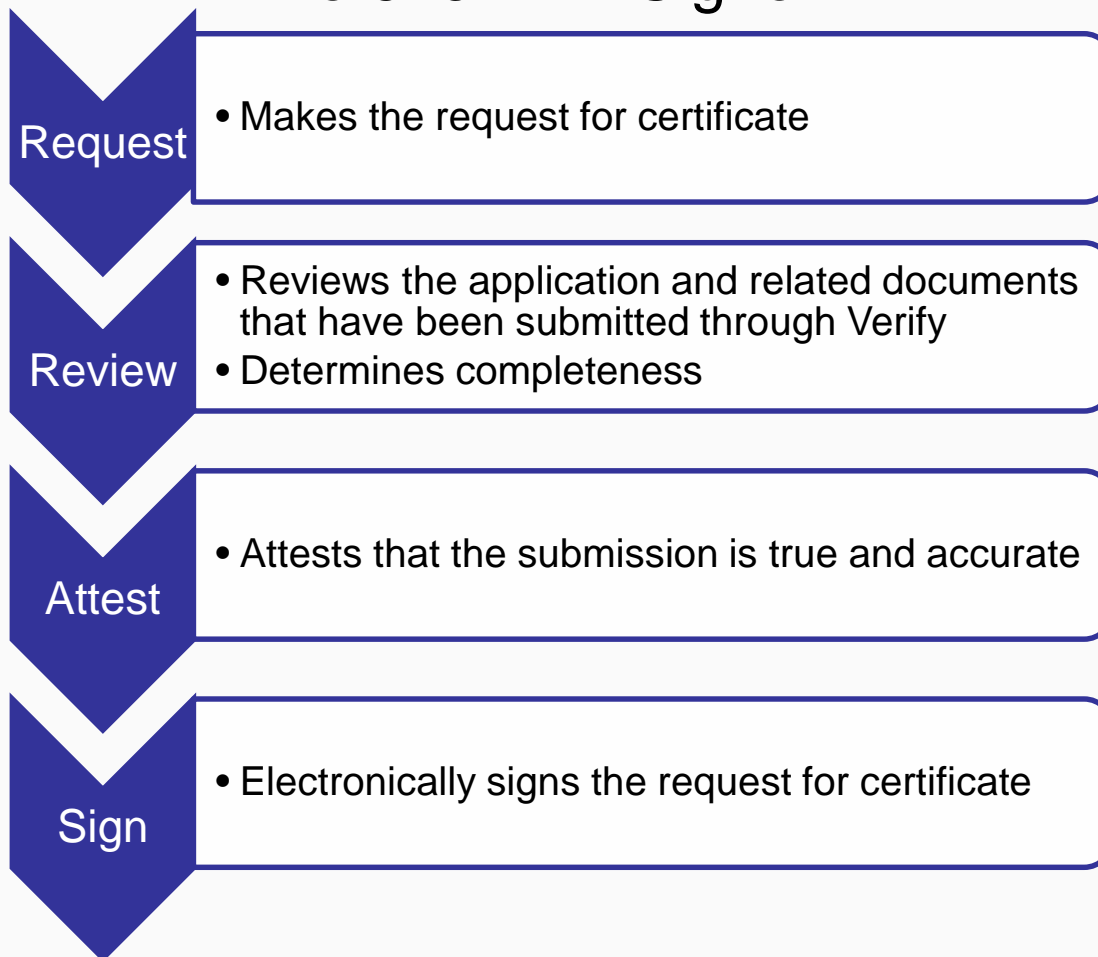# Request for Certificate Process

Request for Certificate Process

- Prerequisites
  - Family Dataset for the family being certified must have been accepted by the system.
  - All of the required documents must have been submitted.
  - User must have the "Verify Request for Certificate CROMERR Signer" Role.

CROMERR Signer Role in Request for Certificate Module

The CROMERR Signer

Request
- Makes the request for certificate

Review
- Reviews the application and related documents that have been submitted through Verify
- Determines completeness

Attest
- Attests that the submission is true and accurate

Sign
- Electronically signs the request for certificate

Request for Certificate

- Go to your MyCDX account
  - Click on "CROMERR Signer"
    - Make sure the Program Service Name is "Verify-RFC: Request an Engine, Vehicle or Component Certificate of Conformity (CROMERR)"
  - For General Information Provide:
    - Process Code (Type of Certificate Request)
    - Industry (Electric Motorcycle or Portable Fuel Container)
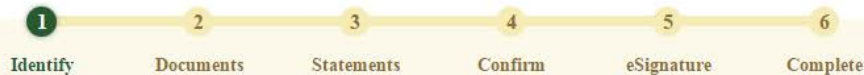   - Model Year
    - EPA Family Name
  - Click "Next"

Request for Certificate - Continued

Request for Certificate - Continued

- Request for Certificate Process Codes
  - Request for New Certificate
    - Request a certificate for a family that has not previously been certified.
  - Request for Revised Certificate
    - Request a revised certificate for a certified family where the information on the certificate has changed.
  - Request for CSI Update
    - Request a Certificate Summary Information (CSI) update for a certified family where updates have been made to the family dataset and/or certification documents. This option should only be selected when nothing on the certificate has changed.
  - Delete Request for Certificate
    - Delete a request for a certificate for a engine family that has not been certified.
- Request for Certificate Documents
  - While requesting a certificate you will receive a list of all documents associated with the family you are certifying. You must select one of each of the required document types and any additional documents associated with the family. If you have multiple versions of a document, make sure you are choosing the correct version.

Request for Certificate - Continued

- If you have any validation errors they will be displayed at the top of each screen.

Request for Certificate - Continued

- Select all applicable certification documents and click "Next"

Request for Certificate - Continued

- Provide the Introduction to Commerce Date, Agree to the Compliance statement and click "Review".

Request for Certificate - Continued

- Review the information you provided. If you agree click "Sign and Submit"
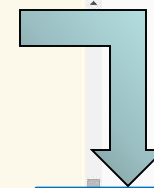
This warning will appear if Verify doesn't have a record of the required fee payment for this family

Request for Certificate - Continued

- Read the CROMERR Electronic Signature page and click "Accept" to continue.

I certify, under penalty of law that the information provided in this document is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations.

Decline   **Accept**

- You will need to provide your CDX password and answer one of your secret questions to sign your Certification package. Click "Sign".

eSignature Widget

1. Log in to CDX
User:
SARAZAREMSKI
Password:
••••••••
Welcome Sara Zaremski

2. Answer Secret Question
Question:
Where did you graduate from high school?
Answer:

Correct Answer

3. Sign File
Sign

Request for Certificate - Continued

Request *for* Certificate

Identify — Documents — Statements — Confirm — eSignature — 6 Complete

⊘ **Complete**

Your Request for Certificate has been submitted to EPA.

If you have any questions, please contact EPA at 888-890-1995 or email verifyhelp@csc.com

Please check your MyCDX Inbox for a message indictating that Verify has accepted your submission.

Submission Summary

Date	06/04/2015
Process Code	**Request for New Certificate**
Industry	**Electric Motorcycle**
EPA Engine Family Name	**GEPAC1.15127**
Model Year	**2016**
CROMERR Activity ID	_b17aa111-0adb-4e7f-9cef-0b121bc7570c
CROMERR Document ID	6027f871-008c-46d2-ab74-9d693c5b38df
Transaction ID	_c412d748-d278-43a0-a157-4e28cf348a3e

New Request   Go to My CDX →

59:55
Click here to reset timer

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CDX Inbox – Certificate Notifications

CDX Inbox – Certificate Notifications

Click "here" to go to the next screen

CDX Inbox – Certificate Notifications

U.S. Environmental Protection Agency

Verify (CDX): Submission Status

Logged in as, SARAZAREMSKI. (Logo

MyCDX > Verify (CDX) Submission Status

The status of your submission is shown below:
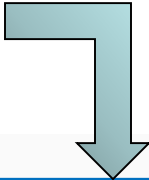
- Submission
  - Document Name: RequestForCertificateSubmission.xml
  - Transaction Id: _c412d748-d278-43a0-a157-4e28cf348a3e
  - Date Originally Submitted: 06/04/2015

- Status History

Date	Status	Description
Thu 06/04/2015 4:32 PM	Completed	The Electric Motorcycle Request for Certificate for EPA Engine Family Name GEPAC1.15127 has been successfully signed and submitted to EPA. You can view the signed Request for Certificate package through the Submission History link on your MyCDX page or by using the link below. Contact your EPA compliance representative for additional information. https://test.epacdx.net/SilentHandoff?URL=https://testngn.epacdxnode.net/cromerr-review/action/submitter/details/details/_b17aa111-0adb-4e7f-9cef-0b121bc7570c
Thu 06/04/2015 4:33 PM	Completed	Electric Motorcycle Certificate Number GEPAC1.15127-001 for Engine Family GEPAC1.15127 has been issued. A copy of the signed certificate is attached below. If you would like to have the certificate in an alternate 508 Compliant PDF format, please contact the Verify Help Desk.

- Returned Documents
  - Cert_GEPAC1.15127-001.pdf
  - Cert_Alternate_View_GEPAC1.15127-001.xml

Back To Inbox

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

Click this link to view the certificate

Electric Motorcycle and Portable Fuel Container Update/Correction Process

- Submit Updated Certification Information through Certification Module
  - Process code: Correction
  - Any changes to documents should be included in this submission

- Process Update through Request for Certificate Module (if a certificate has already been issued)
  - Process Code:
    - Request Update CSI or
    - Request Revised Certificate

Deployment Information

Deployment Information

- The Electric Motorcycle and Portable Fuel Container Certification Module will be available to manufacturers starting Friday, July 24, 2015
  - All new applications for certification (including carry over families) will need to be submitted via this new Verify module
  - Updates to any applications submitted prior to July 24, 2015 will need to be updated via the current method being used.

Information Sources

- Verify Website: www.epa.gov/otaq/verify

- Verify Listserver: https://lists.epa.gov/read/all_forums/subscribe?name=verify

- Manufacturer Guidance letters: www.epa.gov/dis

- Verify Help Desk: verifyhelp@csc.com

QUESTIONS

APPENDIX A- REQUEST A MANUFACTURER CODE

Request a Manufacturer Code through Verify

- To submit to Verify you must have a manufacturer code existing in Verify.

- The latest instructions to get a manufacturer code are posted at http://www.epa.gov/otaq/verify/mfr-code.htm.

- You can contact the Verify Helpdesk at verifyhelp@csc.com for additional assistance.

APPENDIX B – SAMPLE CRK LETTERS

CRK Email – U.S. Template

Hello [Persons name here],

A Pre-registration Customer Retrieval Key (CRK) has been created for you to utilize the VERIFY application via the Central Data Exchange (CDX) using the Manufacture Code of [insert MFR here] with a Role of "Submitter" and an ID Type of:

Certification Module: Electric-MC, Portable Fuel Containers, Snowmobile, HD-Evap, HD-Engine CFF

Please contact the CDX Helpdesk at (888)890-1995 or (970) 494-5500 where you will need to refer to this ticket [enter ticket number here] to obtain your CRK VERIFY CRK notification for [enter MFR here]

Once you have received your CRK, please access the CDX website using the following link:

https://cdx.epa.gov/SSL/CDX/preregistration.asp

If you already have a CDX account, you will be asked to provide the password for it.

If you have more than one CDX account, you will be asked to select the one you wish the CRK to be applied to and then provide the password for it.

If you don't currently have a CDX account, you will be asked to create an account with a user ID of your choice.

If you have any questions or require assistance, please contact us by utilizing one of the two contact numbers above or by emailing us at Helpdesk@epacdx.net

CRK Email – International Template

Hello [Persons name here],

A Pre-registration Customer Retrieval Key (CRK) has been created for you to utilize the VERIFY application via the Central Data Exchange (CDX) using the Manufacture Code of [insert MFR here] with a Role of "Submitter" and an ID Type of:

Certification Module: Electric-MC, Portable Fuel Containers, Snowmobile, HD-Evap, HD-Engine CFF

Please contact the CDX Helpdesk at (888)890-1995, 970-494-5500 internationally or by email, Helpdesk@epacdx.net where you will need to refer to this ticket [enter ticket number here] to obtain your CRK VERIFY CRK notification for [enter MFR here]

Once you have received your CRK, please access the CDX website using the following link:

https://cdx.epa.gov/SSL/CDX/preregistration.asp

If you already have a CDX account, you will be asked to provide the password for it.

If you have more than one CDX account, you will be asked to select the one you wish the CRK to be applied to and then provide the password for it.

If you don't currently have a CDX account, you will be asked to create an account with a user ID of your choice.

If you have any questions or require assistance, please contact us by utilizing any of the contact methods as listed above.