



EPA

United States
Environmental Protection
Agency

Module 4:

**Registering with CDX for
Chemical Data Reporting**

Office of Chemical Safety and Pollution Prevention

PREFACE

Welcome to *Training Module 4:* *Registering with CDX for Chemical Data Reporting*

This is the fourth in EPA's series of seven Training Modules to assist you in complying with the requirements of the Chemical Data Rule (CDR) rule. This Training Module will explain how to register on EPA's Central Data Exchange (CDX) so that you may access EPA's e-CDRweb reporting tool.

Detailed information about using CDX can also be found in the [*Instructions for Reporting the 2016 TSCA Chemical Data Reporting*](#) guidance document available on EPA's website.

This Training Module does not substitute for the CDR rule and does not impose legally binding requirements on the regulated community or on the U.S. Environmental Protection Agency.

Training Agenda: Module 4

- Introduction
- What is CDX?
- Who Must Register with CDX?
- CDX Registration Process
 - Step 1: Initial Online Registration
 - Step 2: Additional Validation
- After CDX Registration

Introduction

Electronic Reporting under the CDR Rule is Now Required.

- To electronically report, manufacturers (including importers) need to:
 - Register with Chemical Data Exchange (CDX)
 - Add the CSPP program to the CDX registration
 - Access Toxic Substance Control Act (TSCA) Chemical Data Reporting, the web-based CDR reporting tool, through CDX
 - Use TSCA Chemical Data Reporting to complete and electronically submit the CDR Form U
- Registration is for individuals, not companies
- **IMPORTANT:** *The 2006 eIUR desktop software is not applicable for 2016 CDR reporting.*

What is CDX?

The Central Data Exchange (CDX)

- Is the Agency's electronic reporting site
- Enables company officials to submit their data to EPA in a fast, efficient and more accurate manner
- Is secure for confidential business information (CBI) data transmission
- Provides access to the TSCA CDR reporting tool for chemical data reporting
- Automates and expedites validation and receipt acknowledgment
- Enables companies to access and download a copy of record (e.g., Form U and any associated XML)

Who Must Register with CDX?

Each individual who will be entering data and/or submitting a Form U to EPA must register on CDX. Two basic roles are associated with electronic Chemical Data Reporting:

- **Authorized Official** (AO) is legally responsible for the Form U
 - Each site is required to have an AO
 - Only the AO can create a new Form U, reopen a completed Form U, and electronically sign and submit a Form U
 - Typically is a senior official for the reporting company
 - AO may be associated with more than one site
- **Support** is designated by an AO to assist with Form U
 - The Support may not sign the certification statement, create, or submit Form U
 - The Support may enter or modify data for the site the AO authorizes
 - The Support may be a company technical contact, consultant, or agent
 - Support may be associated with more than one site or company

CDX Registration Process

- CDX registration is a multi-step process:
 1. Initial Online Registration and account activation*
 2. Additional Validation*
- Successful completion of the registration steps means the user is ready to submit via CDX

**Acknowledgment of each successful event by e-mail*

Step 1: Initial Online Registration

- Registration on CDX begins on the CDX Home Page:
<https://cdx.epa.gov/>
- From this CDX Home Page, you can either register or log in to CDX:
 - Existing CDX users:
 - Click “Log In”
 - First time CDX users:
 - Click “Register with CDX”

Step 1: Initial Online Registration

- **Existing CDX users:**

- You are already registered and only need to add the correct CDX program to your account
- From the MyCDX page:
 - Click “Add Program Service”
 - Select “CSPP: Submissions for Chemical Safety and Pesticide Programs”
 - Select a role from the “Select Role” drop-down and click “Request Role Access.”
 - If you are requesting an AO role, you will then need to select the organization you would like the role to be associated with.
 - If you are requesting a Support role you need to enter the AO’s ID for the AO you would like to be linked to.

Step 1: Initial Online Registration

- **First-time CDX users:**
 - Accept the terms and conditions
 - Select the program service
 - Select a role and provide additional information
 - Add associated facilities
 - Provide user and organization information
 - Confirmation and activation of account
 - Additional validation

Step 1: Initial Online Registration

- On the “Request Program Services” page, select:
 - **“CSPP: Submissions for Chemical Safety and Pesticide Programs.”**
- On the “Request Role Access” page, select your role:
 - **Authorized Official (AO)**
 - Primary AO: AO for U.S. site; will be most who register as AO
 - Secondary AO: Person legally responsible for the secondary portion of a joint submission*
 - **Support**
 - Primary Support: Supports Primary AO; most who register will be Supports
 - Secondary Support: Supports Secondary AO on behalf of the secondary company in a joint submission*
 - Enter your AO’s CDX User ID when asked, and select the AO’s organization
- Note that the AO needs to register before the Support

*See Module 6, “CDR Joint Submissions” for more information

Step 1: Initial Online Registration

- On the “Select Facilities” page, add facilities to your account
 - Search EPA Facility Registry Service to find and select your facility/facilities or manually create a new facility/facilities
 - The facilities selected on this page will display as sites on the “CDR Form U” page
- On the “Provide User and Organization Information” page, enter your personal information
 - Enter your personal information and set up your security questions
 - Select your organization or manually create a new organization
 - Submit your request for access

Step 1: Initial Online Registration

- Complete CDX registration
 - After all core registration information has been provided, the confirmation screen displays. An account activation link will be sent to the organization email address provided. Follow the account activation link instructions to complete registration.
- At this point, you have only created an online account and signed up for a user role.

Step 2: Additional Validation

Once your account is active

- On the “Electronic Signature Agreement” page:
 - Review and certify the use of LexisNexis
 - If you choose not to sign the ESA electronically, click the “sign the paper form” link to print out the ESA and mail to EPA for approval
 - LexisNexis Identity Validation Service (supports paperless ESA signing option)
 - Complete and submit the requested information
 - On the “Electronic Signature Agreement” page”
 - Review and sign the signature agreement
- *If you fail LexisNexis verification or chose not to sign the ESA electronically, you will need to print out the ESA and submit it to EPA for approval

Step 2: Additional Validation

Once your account is active

- On the “Additional Verification” page:
 - Setup your eSignature challenge questions and answers
 - If you forget your questions or answers, you can contact the CDX Help Desk to receive an authorization code

After CDX Registration

After CDX registration, you can:

- **Access TSCA Chemical Data Reporting to work on Form U** (*see Module 5*)
- Check your MyCDX inbox
- Check your registration status
- Add another site to your profile (using “Manage Your Program Services” on the “MyCDX” page)
- Add another CSPP role/Program ID (e.g., Support for another company)
- View status and manage access rights of Supports (if you are an AO)

Where to Obtain Help

- CDX Help Desk
 - (888) 890-1995
 - helpdesk@epacdx.net
- TSCA Hotline
 - (202) 554-1404
 - tsca-hotline@epa.gov

Training Modules for CDR Rule

There are seven Training Modules for the CDR rule. The Training Module you have just completed is highlighted below in the list of all seven Training Modules. Select another Training Module if you wish to continue your review of the CDR.

Module 1: New Requirements for 2016 Chemical Data Reporting

Module 2: Reporting Requirements for the 2016 Chemical Data Reporting

Module 3: Completing Form U for 2016 Chemical Data Reporting

Module 4: Registering with CDX for Chemical Data Reporting

Module 5: Using the e-CDRweb Reporting Tool

Module 6: Joint Submissions for Chemical Data Reporting

Module 7: Byproducts and Chemical Data Reporting