



CROMERR & Verify's New Request for Certificate (RFC) Module

Motorcycle/ATV Manufacturer Webinar
December 2016



Agenda

- Important Motorcycle/ATV Dates
- CROMERR and the User Registration Process
- CROMERR and Certification
 - Overview of Process
 - MyCDX
 - Maintain Manufacturer Information
 - Uploading Certification Documents
 - Request for Certificate Process
- Demo of CROMERR Request for Certificate Process
- Questions
- Appendix: CROMERR Requirements
- Appendix: Sample CDX CRK Letters



MC/ATV Implementation Dates

- Submit MC/ATV CROMERR documentation by 02/10/2017 to increase likelihood that the CROMERR signer role will be added to the user's Verify account in order to be able to request certificates
- EPA must complete or "deny" all pending MC/ATV certificate requests on 02/23/2017 in preparation for deployment of new RFC module
 - Any MC/ATV certificate requests denied by EPA must be resubmitted by the manufacturer using the new RFC module beginning on Monday, 02/27/2017
- Beginning Monday 02/27/2017 all MC/ATV certificate requests (New, Revised, CSI Updates) can only be submitted using the new RFC Module by the CROMERR signer
 - **IMPORTANT**- Only CROMERR Signers who have completed the Verify registration process will be able to see and access the new RFC module



CROMERR AND THE USER REGISTRATION PROCESS



Cross-Media Electronic Reporting Rule (CROMERR)

- CROMERR (40 CFR part 3) provides the framework for electronic reporting for all of the EPA's environmental regulations
- CROMERR establishes standards for information systems that receive reports and other documents electronically
- The CROMERR program ensures the enforceability of regulatory information collected electronically by EPA and EPA's state, tribal and local government partners.
- Under CROMERR, electronic reporting directly to EPA requires submission through EPA's Central Data Exchange (CDX)



System Roles for Each Company

| Functional Roles | Description |
|------------------------------------|---|
| Company Authorizing Official (CAO) | Identifies, vouches for, and manages the “Verify Submitters” and “CROMERR Signers” |
| CROMERR Signer | Takes legal responsibility for all of the information used as the basis for a request for certificate |
| Verify Submitter | Submits certification and compliance information to Verify (not including certificate requests) |
| Additional Roles | Description |
| Maintain Manufacturer Information | Provide updates to industries, addresses, contacts, test labs and other manufacturer information |
| Upload Compliance Documents | Submit non-certification compliance documents |



Company Authorizing Official

- To establish a CAO you must submit:
 - Sponsor letter to establish CAO(s) for the company
 - Signed by a senior company manager to identify CAOs
 - Electronic Signature Agreement (ESA) signed by CAO
 - Verify User Registration Information spreadsheet

<https://www.epa.gov/vehicle-and-engine-certification/checklist-verify-registration-package>

CAO – *use these templates to establish CAO(s) for your company*

- blank Verify CROMERR Company Authorizing Official (CAO) Sponsor Letter (Word)
- blank Verify CROMERR Company Authorizing Official (CAO) Electronic Signature Agreement (ESA) (Word)
- blank Verify User Registration Information (XLS) **

Sponsor Letter for the Verify CAO

- Print letter on company letterhead
- List name(s) of CAO(s)
- Include the Date
- Sign the letter in ink (wet ink signature) by Senior Manager

ESA for the CAO

For each CAO listed in the sponsor letter

- Complete ESA
- Signed in ink (wet ink signature) by CAO & proper witness

Information Spreadsheet for Verify User Registration

For each CAO listed in the sponsor letter

- Fill in Manufacturer Code and Date
- Fill in the contact information
- Select CAO



CROMERR Signer(s)

- To establish CROMERR Signer(s) you must submit:
 - Sponsor letter signed by the CAO
 - Used only to identify Verify Submitters and CROMERR Signers
 - ESA for the CROMERR Signer
 - Verify User Registration Information spreadsheet

<https://www.epa.gov/vehicle-and-engine-certification/checklist-verify-registration-package>

CROMERR Signer – use these templates to establish CROMERR Signers(s) for your company

- blank Verify CROMERR User Sponsor Letter (Word) *
- blank Verify CROMERR Signer Electronic Signature Agreement (ESA) (Word)
- blank Verify User Registration Information (XLS) **

Sponsor Letter for Verify Submitter and CROMERR Signer

- Print letter on Company Letterhead
- List name(s) of CROMERR Signer(s)
- List names(s) of Verify Submitters
- Include the Date
- Sign the letter in ink (wet ink signature) by a CAO

ESA for the CROMERR Signer

For each CROMERR Signer listed in the sponsor letter

- Complete ESA
- Sign the ESA in ink (wet ink signature by the CROMERR Signer)

Information Spreadsheet for Verify User Registration

For each CROMERR Signer listed in the sponsor letter

- Fill in Manufacturer Code and Date
- Fill in the contact information
- CROMERR Signer selected



Verify Submitter(s)

- To establish Verify Submitter(s) you must submit:
 - Sponsor letter signed by the CAO to establish Verify Submitter(s)
 - Used only to identify Verify Submitters and CROMERR Signers
 - Verify User Registration Information spreadsheet

<https://www.epa.gov/vehicle-and-engine-certification/checklist-verify-registration-package>

Verify Submitters – *use these templates to establish Verify Submitters(s) for your company*

- blank Verify CROMERR User Sponsor Letter (Word) *
- blank Verify User Registration Information (XLS) **

Sponsor Letter for Verify Submitter and CROMERR Signer

- Print letter on Company Letterhead
- List name(s) of Verify Submitter (s)
- Include the Date
- Sign the letter in ink (wet ink signature) by a CAO

Information Spreadsheet for Verify User Registration

For each Verify Submitter listed in the sponsor letter

- Fill in Manufacturer Code and Date
- Fill in the contact information
- Select Industry Roles



Contact Info for EPA Registration

- Mail complete hard-copy CROMERR documentation to:

Verify Team
c/o CGI Federal, Inc.
12601 Fair Lakes Circle
Fairfax, VA 22033

- Questions regarding registration can be sent to:

verifydpc@epacdx.net



Verify User Registration & CROMERR Process

- Once approved, each user will receive an email with instructions for finalizing their registration and a link to access their CDX accounts.
- Existing Verify users getting the new CROMERR Signer Role:
 - Upon first log in after the new CROMERR signer role has been added, the user will be required to establish security questions/answers that will be needed during the certificate request process
- To ensure that these notifications aren't filtered as spam/junk mail, please add helpdesk@epacdx.net to your address book/contact list



CROMERR and Certification



Verify Certification Process Overview

Manufacturer (Verify Submitter) submits and Verify accepts a Family dataset and related documents

Manufacturer (Verify CROMERR Signer) submits and Verify accepts Request for Certificate for the same Family

EPA Compliance Representative Approves Manufacturer Request for Certificate

EPA Issues Certificate for requested Family

Update/Correction Needed?

Yes

No

End

Manufacturer submits updated certification dataset and/or documents for corrections/running changes

RFC Submission within 30 days?

Yes

No

End

Updated certification dataset is deleted

Select Process Code of "Request for Revised Certificate" if any fields displayed on the certificate will change, otherwise select Process Code of "Request for CSI Update"



“My CDX” Verify Roles

CDX Central Data Exchange

MyCDX | [Inbox](#) | [My Profile](#) | [Submission History](#)

| Services | | Manage |
|----------|---|---|
| Status | Program Service Name | Role |
| | VERIFY: Vehicles and Engines Compliance Information System | Certification Module: Electric-MC, Portable Fuel Containers, Snowmobile, HD-Evap, HD-Engine CFF |
| | VERIFY: Vehicles and Engines Compliance Information System | Cross Industry Services |
| | VERIFY: Vehicles and Engines Compliance Information System | Maintain Manufacturer Information |
| | VERIFY: Vehicles and Engines Compliance Information System | MC/ATV |
| | VERIFY: Vehicles and Engines Compliance Information System | Upload Compliance Documents |
| | VERIFY: Vehicles and Engines Compliance Information System or Engine Compliance | View Manufacturer Information |
| | Verify-RFC: Request an Engine, Vehicle or Component Certificate of Conformity (CROMERR) | CROMERR Signer |

Click on “Maintain Manufacturer Information” to update industries, addresses, contacts, etc.

Click on the applicable industry to submit the required certification datasets and documents

Click on “Upload Compliance Documents” to submit non-certification compliance documents

Click on “CROMERR Signer” to request a certificate.



Maintain Manufacturer Information



Maintain Manufacturer Information

- Each company is responsible for keeping all of the information in Verify's "Maintain Manufacturer Information" module complete and up-to-date
 - Add any new or missing industries, addresses, contacts, test labs, notification emails, etc
 - Inactivate any obsolete addresses, contacts, test labs, etc
- EPA certification engineers rely on this information
- A special Verify role is needed for "Maintain Manufacturer Information", otherwise users will only have access to "View Manufacturer Information" for their Manufacturer Code



Manufacturer Information

The appropriate industry sector(s)* must be selected as “industries” on this tab in order to submit requests for certificates

Maintain Manufacturer Profile

* = required field

+ = CTRL-click to select multiple values

Help

Manufacturer

Addresses

Contact Information

Notification Emails

Test Labs

Divisions (Light-Duty Only)

Alternate Manufacturers

EPA Compliance Representatives

Manufacturer Information

Manufacturer Full Company Legal Name

Environmental Protection Agency

Manufacturer Code

EPA

Industries*

Please include all applicable industries for which you will be requesting a certificate of conformity from EPA. For each selected industry, please include the first model year you expect to request a certificate.

Heavy-Duty Highway Gas and Diesel Engines

First Model Year 2000

Heavy-Duty Highway Evaporative

First Model Year 2000

Heavy-Duty Highway Tractors & Vocational Vehicles

First Model Year 2015



Addresses

All company addresses must be entered on this tab in order to submit requests for certificates

Maintain Manufacturer Profile

* = required field
+ = CTRL-click to select multiple values

[Help](#)

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

Company Address Information

Address #6

| | | |
|--------------------------|-------------------------------------|---|
| Address Label * | <input type="text"/> | Example: Company Headquarters |
| Address, First Line * | <input type="text"/> | |
| Address, Second Line | <input type="text"/> | |
| Address, Third Line | <input type="text"/> | |
| Address, Fourth Line | <input type="text"/> | |
| City * | <input type="text"/> | Country * <input type="text" value="Select"/> |
| State | <input type="text" value="Select"/> | Zip Code <input type="text"/> |
| State/Province * | <input type="text"/> | Postal Code * <input type="text"/> |
| Active/Inactive Status * | <input type="text" value="Active"/> | |



Contact Information

- All company contacts must be entered (or inactivated) on this tab with the applicable industries selected for each contact.
- An industry will not appear in the RFC pull-down unless the CROMERR Signer is specified as a contact here for that industry.

Maintain Manufacturer Profile

* = required field

+ = CTRL-click to select multiple values

Help

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

Company Contact Information

Company Contact #1

| | | | |
|--------------------------|--|------------------------|----------------------|
| Prefix | Select ▾ | Title | <input type="text"/> |
| First Name * | Sandra | Middle Initial | <input type="text"/> |
| Last Name * | Somoza | Suffix | Select ▾ |
| Contact Role * | Compliance Representative - Employee ▾ | Contact Role, If Other | <input type="text"/> |
| Active/Inactive Status * | Active ▾ | | |

Contact Industry/Compliance Programs

| Industry* | Compliance Program(s)* | |
|---|------------------------|--------|
| Heavy-Duty Highway Tractors & Vocational Vehicles ▾ | All | Delete |
| | Certification | |
| | Confirmatory Test | |



Notification Emails

All company contacts must be entered (or inactivated) on this tab in order to submit requests for certificates

Maintain Manufacturer Profile

* = required field

+ = CTRL-click to select multiple values

Help

Manufacturer

Addresses

Contact Information

Notification Emails

Test Labs

Divisions (Light-Duty Only)

Alternate Manufacturers

EPA Compliance Representatives

Broadcast Notification Email Address Information

Use this form to indicate to which email addresses Verify should send broadcast notifications.

Notification Email Address #1

Notification Email Address * Email Notification Type *

Industry * +
Aircraft
All Terrain Vehicle

Active/Inactive

Add Another Notification Email Address

Print

< Previous

Next >

Review & Submit



Test Labs

Test lab information only applicable if performing or contracting tire or aerodynamic testing

Maintain Manufacturer Profile

* = required field
+ = CTRL-click to select multiple values

[Help](#)

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

Manufacturer Test Labs

Verify Test Lab ID 1

Is this test lab owned by another manufacturer? * Active/Inactive Status *

Test Lab Description

Test Lab Name *

Test Lab Address *

[Add New Address](#)

High Altitude? * Number of Analyst Sites *

Number of Climate Chambers * Number of Dynos/Sheds/Test Sites *

Test Lab Reference




Uploading Certification Documents



Uploading Family Datasets & Certification Documents

- The “Request for Certificate” link has been removed from each industry home screen and is instead on the MyCDX page (for CROMERR Signers only)
- The “Upload Compliance Documents” link has been renamed to “Upload Certification Documents”



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

Verify: Engine and Vehicle Compliance System

[MyCDX](#) > Nonroad Spark Ignition

- [Upload Nonroad SI Certification Documents](#)
- [Nonroad SI Evaporative Components/Equipment](#)
- [Small SI Engine Family](#)
- [Large SI Engine Family](#)
- [Marine SI Engine Family](#)



Uploading Certification Documents

- The Document Type pull-down list on this screen will only include certification document types for the applicable industry (upload non-certification documents from the Upload Compliance Documents link on the MyCDX page)
- All certification documents for a family must be uploaded before the RFC can be submitted (but do not have to be uploaded before the Engine Family dataset)

Upload Nonroad Spark Ignition Certification Documents

* or = required field
+ = CTRL-click to select multiple values ? Help

Use this page to submit your Documents pertaining to General Data, specific Engine Family Data, or specific Evaporative Family data. You can upload multiple files at a time.

Please create individual ZIP files for larger files.

Industry* :

Document Applicability* :

Engine Family/Test Group :

Evaporative/Permeation/Refueling Family :

Model Year*+ :

Due to memory and file size constraints the total size of all the files to be uploaded should not exceed 100MB.

Document #1

Document Type* :

Confidentiality Status* :

Local File* : No file chosen



MC/ATV Certification Documents

- Required documents are indicated in bold and with an asterisk (*). The other documents are either optional or conditionally required (see the MC/ATV Data Requirements and Business Rule documents for details).

| Document Type | Required? |
|--|---|
| AECD (Auxiliary Emissions Control Device) Supplemental Information | Optional |
| Application for Certification (CBI)* | Required |
| Application for Certification (FOIA)* | Required |
| CARB Executive Order | Optional |
| Certification Preview Meeting Information | Optional |
| Pre-Model Year Averaging Plan | Required if the field "Does it participate in ABT?" from CSI.1 equals "Yes" |



CROMERR Request for Certificate Process



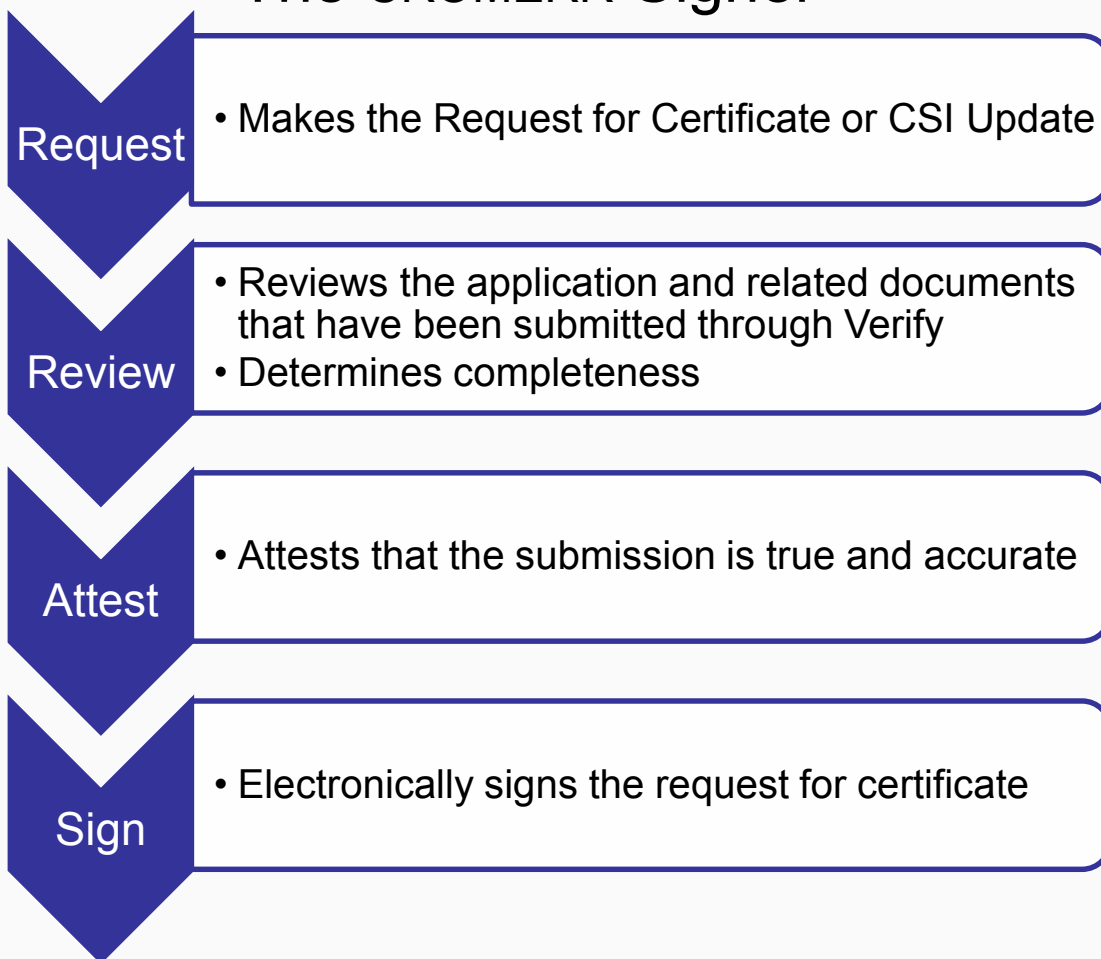
Request for Certificate Process

- Prerequisites
 - The full amount of the certification fee is paid for the Family
 - The Family Dataset for the Family being certified must have been accepted by the system
 - All of the required documents must have been accepted by the system
 - Pass/Fail determination must equal “Pass” for all test results
 - User submitting the Request for Certificate must have the “CROMERR Signer” Role in Verify



CROMERR Signer Role in Request for Certificate Module

The CROMERR Signer





Request for Certificate – CROMERR Package

- The CROMERR package is compiled and stored in the CROMERR Archive when a Request for Certificate (or Revised Certificate) is completed and includes:
 - Formatted Certificate Summary Information (CSI) PDF report
 - Supporting certification documents
 - RFC Compliance Statement Answers
 - Encrypted electronic signature information
- A link to the CROMERR package will be sent to the CROMERR signer's CDX in-box



Request for Certificate Process Codes

Request for New Certificate

- Request a certificate for a Family that has not been previously certified

Request for Revised Certificate

- Request a revised certificate for a certified Family if any fields displayed on the certificate have 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 but no changes to any fields displayed on the certificate

Delete Request for Certificate

- Delete a request for a certificate (only for a Family that has not been acted upon by EPA)



Post-Certification Updates

- Any updates to either the family dataset or supporting certification documents must be completed by submitting a Request for CSI Update or Request for Revised Certificate as applicable
 - CDX in-box notifications will remind the CROMERR Signer who submitted the original request for certificate to complete the required update
 - If a Request for Revised Certificate or Request for CSI Update are not completed by the required date, the family updates will be deleted
 - Submitting the applicable request recompiles the CROMERR package with the updated information



CROMERR Request for Certificate Screenshots



Request for Certificate Process

- Only Verify users with the CROMERR Signer role will have the link to the Request for Certificate module on their MyCDX page

Central Data Exchange

MyCDX | Inbox | My Profile | Reg Maint | **Role Sponsorship** | Submission History

| Status | Program Service Name | Role(s) |
|--------|---|-----------------------|
| | Verify-RFC: Request an Engine, Vehicle or Component Certificate of Conformity (CROMERR) | CROMERR Signer |

Add Program Service



Request for Certificate Process

- Select the applicable Process Code for this submission

Request for Certificate

General Information

Process Code *

Select Process Code

Industry *

Select Industry

Model Year (YYYY) *

Process Code *

Industry *

Model Year (YYYY) *

Select Process Code

Select Process Code

Request for New Certificate

Request for Revised Certificate

Request for CSI Update

Delete Request for Certificate

Next





Request for Certificate Process

- When Process Code and Industry are selected, the Request for Certificate progress status bar will appear and the fields displayed on the screen will change as applicable

Request for Certificate

1 Identify 2 Documents 3 Statements 4 Confirm 5 eSignature 6 Complete

General Information

Process Code * Request for New Certificate

Industry * Nonroad Spark-Ignition - Small

Model Year (YYYY) *

EPA Engine Family Name *

Next →



Request for Certificate Process

- Applicable validation errors will be displayed after clicking on “Next”

Request for Certificate

1 Identify 2 Documents 3 Statements 4 Confirm 5 eSignature 6 Complete

General Information

Please correct the following errors.

- ✖ RFC-GEN-BR007 - The Model Year (RFC-4) must match the model year code (first character) embedded in the EPA Engine Family Name (RFC-5).
- ✖ RFC-GEN-BR001 - The Certification Information dataset for the EPA Engine Family Name (RFC-5) and Model Year (RFC-4) does not exist in Verify for the selected Industry Name (RFC-3).

Process Code *

Industry *

Model Year (YYYY) *

EPA Engine Family Name *

Next →



Request for Certificate Process

- Click "Next" again after addressing any errors on the screen

Request for Certificate

1 Identify 2 Documents 3 Statements 4 Confirm 5 eSignature 6 Complete

General Information

Process Code *

Industry *

Model Year (YYYY) *

EPA Engine Family Name *

Next →



Request for Certificate Process- Documents

- Click the minus sign (“-”) to hide the fields from previous screens. Click the plus sign (“+”) to display the information again

Request for Certificate

1 2 3 4 5 6

Identify Documents Statements Confirm eSignature Complete

- Review Industry Information Hide -

| | |
|--|---|
| Process Code Request for New Certificate | Industry Nonroad Spark-Ignition - Small |
| Model Year 2017 | EPA Engine Family Name HEPAS.9992ZZ |

Certification Documents

Select the document(s) below by clicking the checkbox or box area. Sort the document(s) by clicking the ▲ up arrow (ascending) and the ▼ down arrows (descending). You can open the documents by clicking the file name or document title in bold text.

Filter: Select Document Type ▼

| File Name ▲ | Document Title ▲ | Document Type ▲ | Date ▲ |
|--|---|--|------------|
| <input type="checkbox"/> NRSI Bond-Small-ZZ.docx | EPA2017 Compliance Document DataHEPAS.9992ZZ | Bond Worksheet | 01/26/2016 |
| <input type="checkbox"/> NRSI DF-Small-ZZ.docx | EPA2017 Compliance Document DataHEPAS.9992ZZ | Durability/Deterioration Factor (DF) Report | 01/26/2016 |



Request for Certificate Process- Documents

- All certification documents submitted for the family name entered on the previous screen as well as “General Applicability” documents for the same industry and model year will be displayed on this screen. Select all applicable documents for this family and click “Next”.

Certification Documents

Select the document(s) below by clicking the checkbox or box area. Sort the document(s) by clicking the ▲ up arrow (ascending) and the ▼ down arrows (descending). You can open the documents by clicking the file name or document title in bold text.

Filter Select Document Type ▼

| File Name ▲ | Document Title ▲ | Document Type ▲ | Date ▲ |
|--|--|---|------------|
| <input type="checkbox"/> NRSI Bond-Small-ZZ.docx | EPA2017 Compliance Document DataHEPAS.9992ZZ | Bond Worksheet | 01/26/2016 |
| <input type="checkbox"/> NRSI DF-Small-ZZ.docx | EPA2017 Compliance Document DataHEPAS.9992ZZ | Durability/Deterioration Factor (DF) Report | 01/26/2016 |
| <input type="checkbox"/> NRSI Warranty.docx | EPA General Applicability Compliance Document Data | Warranty Statement | 01/21/2016 |
| <input type="checkbox"/> NRSI Sample Label-NRSI.docx | Sample Label General Applicability | Sample Label Language | 01/25/2016 |
| <input checked="" type="checkbox"/> CSI-HEPAS.9992ZZ.pdf | CSI-HEPAS.9992ZZ.pdf | CSI Report | 01/26/2016 |

← Re-start Next →



Request for Certificate Process- Documents

- Any document errors will be displayed on the Certification Statements screen after clicking on “Review”.

Request for Certificate

Identify Documents Statements Confirm eSignature Complete

Please correct the following errors.

- RFC-DOC-NRSI-BR007 - If DF - Determination Method (NRSI-EF-53) in the Certification Information dataset for this engine family equals 'D' (Manufacturer Determined), then a document with Document Type Name (RFC-11) equal to 'Durability/Deterioration Factor (DF) Report' must be selected.
- RFC-DOC-NRSI-BR003 - If Engine Family Industry Category (NRSI-EF-11) in the Certification Information dataset for this engine family equals 'SSI' (Small SI), then a document with Document Type Name (RFC-11) equal to 'Bond Worksheet' must be selected.
- RFC-DOC-NRSI-BR002 - A document with Document Type Name (RFC-11) equal to 'Warranty Statement' must be selected.
- RFC-DOC-NRSI-BR001 - A document with Document Type Name (RFC-11) equal to 'Sample Label Language' must be selected.
- RFC-COMP-BR003 - Warning: There is an issue regarding the payment of the certification fee for the EPA Engine Family Name (RFC-5/RFC-6) and Model Year (RFC-4) which may delay your certificate request. Please contact your EPA certification representative for more information.

+ Review Industry Information Show +

Review Certification Documents Hide

| File Name | Document Title | Type | Date |
|-----------------------|-----------------------|------------|------------|
| CSI-HEPA S.9992ZZ.pdf | CSI-HEPA S.9992ZZ.pdf | CSI Report | 01/26/2016 |

Certification Statements



Request for Certificate Process- Documents

- To return to the Document Selection screen, either click the “Back” button or the check mark (✓) above “Documents”
- If expected document(s) are not appearing on the Document Selection screen, the missing document(s) must be uploaded from the Upload Certification Document link on the industry’s Certification page.

Request for Certificate

Identify Documents Statements Confirm eSignature Complete

Certification Statements

1. Introduction to Commerce Date * 01/31/2016

2. I unconditionally certify that this test group/engine family/vehicle family/evaporative family complies with the requirements of its corresponding part, other referenced parts of the CFR and the Clean Air Act. * I Agree

Back Review



Request for Certificate Process- Documents

- Click “Next” after selecting all applicable documents for this family

Request for Certificate

1 Identify 2 Documents 3 Statements 4 Confirm 5 eSignature 6 Complete

Review Industry Information Hide

Process Code: **Request for New Certificate** Industry: **Nonroad Spark-ignition - Small**

Model Year: **2017** EPA Engine Family Name: **HEPAS.9992ZZ**

Certification Documents

Select the document(s) below by clicking the checkbox or box area. Sort the document(s) by clicking the ▲ up arrow (ascending) and the ▼ down arrows (descending). You can open the documents by clicking the file name or document title in bold text.

Filter: **Select Document Type**

| File Name ▲ | Document Title ▲ | Document Type ▲ | Date ▲ |
|---|--|---|------------|
| <input checked="" type="checkbox"/> NRSI Bond-Small-ZZ.docx | EPA2017 Compliance Document DataHEPAS.9992ZZ | Bond Worksheet | 01/26/2016 |
| <input checked="" type="checkbox"/> NRSI DF-Small-ZZ.docx | EPA2017 Compliance Document DataHEPAS.9992ZZ | Durability/Deterioration Factor (DF) Report | 01/26/2016 |
| <input checked="" type="checkbox"/> NRSI Warranty.docx | EPA General Applicability Compliance Document Data | Warranty Statement | 01/21/2016 |
| <input checked="" type="checkbox"/> NRSI Sample Label-NRSI.docx | Sample Label General Applicability | Sample Label Language | 01/25/2016 |
| <input checked="" type="checkbox"/> CSI-HEPAS.9992ZZ.pdf | CSI-HEPAS.9992ZZ.pdf | CSI Report | 01/26/2016 |

Re-start Next



Request for Certificate Process

- Answer all required Compliance Statements and click “Review”

Request for Certificate

Identify Documents Statements Confirm eSignature Complete

Review Industry Information Hide

Process Code: Request for New Certificate
Industry: Nonroad Spark-Ignition - Small
Model Year: 2017
EPA Engine Family Name: HEPAS.9992ZZ

Review Certification Documents Hide

| File Name | Document Title | Type | Date |
|-----------------------------|--|---|------------|
| NRSI Bond-Small-ZZ.docx | EPA2017Compliance Document DataHEPAS.9992ZZ | Bond Worksheet | 01/26/2016 |
| NRSI DF-Small-ZZ.docx | EPA2017Compliance Document DataHEPAS.9992ZZ | Durability/Deterioration Factor (DF) Report | 01/26/2016 |
| NRSI Warranty.docx | EPA General Applicability Compliance Document Data | Warranty Statement | 01/21/2016 |
| NRSI Sample Label-NRSI.docx | Sample Label General Applicability | Sample Label Language | 01/25/2016 |
| CSI-HEPAS.9992ZZ.pdf | CSI-HEPAS.9992ZZ.pdf | CSI Report | 01/26/2016 |

Certification Statements

1. Introduction to Commerce Date *

2. I unconditionally certify that this test group/engine family/vehicle family/evaporative family complies with the requirements of its corresponding part, other referenced parts of the CFR and the Clean Air Act. * I Agree



Request for Certificate Process

- Review the information you provided and click “Sign & Submit” if everything is correct

Request for Certificate

✓ ✓ ✓ **4** 5 6
Identify Documents Statements **Confirm** eSignature Complete

Confirm & Review

Review Industry Information Hide —

| | |
|--|---|
| Process Code Request for New Certificate | Industry Nonroad Spark-Ignition - Small |
| Model Year 2017 | EPA Engine Family Name HEPAS.9992ZZ |

+ Review Certification Documents Show +

Review Certification Statements Hide —

| | |
|--|-------------------|
| 1. Introduction to Commerce Date | 02/29/2016 |
| 2. I unconditionally certify that this test group/engine family/vehicle family/evaporative family complies with the requirements of its corresponding part, other referenced parts of the CFR and the Clean Air Act. | I Agree |

← Back **Sign & Submit**



Request for Certificate Process

- Read the CROMERR Electronic Signature message and click “Accept”

corresponding part, other referenced parts of the CFR and the Cisa

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

A screenshot of a digital signature confirmation dialog box. The dialog box has a title bar with a close button (X) in the top right corner. The main text reads: "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." Below the text are two buttons: "Decline" and "Accept". The "Accept" button is highlighted with a red oval.



Request for Certificate Process

- Provide your CDX password and answer your secret question to electronically sign your Certification package. Click “Sign”.

eSignature Widget

| | | |
|----------------------------|--|-------------------------------------|
| 1. Log in to CDX | 2. Answer Secret Question | 3. Sign File |
| User: SOMOZA4704 | Question: Who is your favorite author? | <input type="button" value="Sign"/> |
| Password: ●●●●●●●● | Answer: <input type="text"/> | |
| Welcome Sandra Somoza | Correct Answer | |



Request for Certificate Process

- Your Request for Certificate package has been submitted to EPA when “Complete” is displayed at the top of the confirmation screen.

Request for Certificate

Identify Documents Statements Confirm eSignature 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 evcishelpdesk@epacdx.net

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

Submission Summary

| | |
|------------------------|---------------------------------------|
| Date | 01/27/2016 |
| Process Code | Request for New Certificate |
| Industry | Nonroad Spark-Ignition - Small |
| EPA Engine Family Name | HEPAS.9992ZZ |
| Model Year | 2017 |
| CROMERR Activity ID | _cea6a96a-5e46-4a4b-bd21-57a63255fb14 |
| CROMERR Document ID | c3d4efb1-291b-4438-9446-af36237db816 |
| Transaction ID | _3b702274-5fb6-42f0-86bb-c7981db6e3da |

New Request Go to My CDX



Request for Certificate Process

- The CROMERR Signer will receive a confirmation message in their CDX In-box for success Request for Certificate submissions. Click on the link to view the CROMERR package.

MyCDX **Inbox** My Profile Submission History

Request for Certificate for HEPAS.9992ZZ Received

From Verify Administrator

Date 1/27/2016 2:15:43 PM

The Nonroad Spark-Ignition - Small Request for Certificate for EPA Engine Family Name HEPAS.9992ZZ 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/_c4469f5a-7fd4-43e1-8899-4c2d10750f19

Transaction Identifier: _877822f6-26d1-4b1a-b852-e988c40136f3

Click [here](#) to view the status history.

Thank you for submitting your request to Verify via CDX.

[Back to Inbox](#) [Print](#) [Delete](#)



Request for Certificate Process

- The Request for Certificate CROMERR Package can be viewed by clicking on the .zip file below

MyCDX | **Inbox** | My Profile | **Submission History**

You are here: [Submission History Home](#) » [Custom Submission Search](#) » [Search Results](#) » Submission Details

Submission Details

Submission ID _cea6a96a-5e46-4a4b-bd21-57a63255fb14

Description Test CROMERR submission using widget

Dataflow Verify-RFC

Created Jan 27, 2016 09:42:19 AM

Download [Download Submission as .zip](#)


Creator Details

User ID CHRISTIPOIRIER

Name Christi Poirier

Organization Name EPA

Documents Set

Signature 

| Name | Size (kb) | Category | Created |
|--|-----------|------------|-----------------------|
| rfc-submission.zip | 46.45 | Submission | 01-27-2016 9:43:41 AM |
| detached-signature.xml | 3.09 | Signature | 01-27-2016 9:43:41 AM |



Request for Certificate Process

- CDX Inbox warning message for any updates/corrections made to certified families that have not been finalized with a Request for Certificate (or Request for CSI Update).

MyCDX **Inbox** My Profile Submission History

Pending Dataset for HEPAS.9992AB Requires Action.

From Verify Administrator

Date 1/22/2016 7:00:41 PM

It has been 25 days since you have updated your certification dataset for EPA Engine Family Name HEPAS.9992AB, please submit either a Request for Revised Certificate or Request for CSI Update in the Request for Certificate module within the next 5 days otherwise your pending changes will be deleted.

Transaction Identifier: _452f38ff-57a5-4101-a281-fd4a8358037a

Click [here](#) to view the status history.

Thank you for submitting your request to Verify via CDX.

[Back to Inbox](#) [Print](#) [Delete](#)



Request for Certificate Process

- CDX Inbox message for any updates/corrections made to certified families that were not finalized within 30 days with a Request for Certificate (or Request for CSI Update) and were therefore deleted.

MyCDX **Inbox** My Profile Submission History

Pending Dataset for HEPAS.9992AB Deleted.

From Verify Administrator

Date 1/27/2016 7:00:08 PM

It has been 30 days since you have updated your certification dataset for EPA Engine Family Name HEPAS.9992AB. Your pending changes have been deleted since the required Request for Revised Certificate or Request for CSI Update was not submitted.

Transaction Identifier: _452f38ff-57a5-4101-a281-fd4a8358037a

Click [here](#) to view the status history.

Thank you for submitting your request to Verify via CDX.

[Back to Inbox](#) [Print](#) [Delete](#)



Additional Verify Information Sources

- Verify Website (On-Highway): <https://www.epa.gov/vehicle-and-engine-certification/certification-non-electric-motorcycles>
- Verify Website (ATV/Dirt Bike): <https://www.epa.gov/vehicle-and-engine-certification/certification-all-terrain-vehicles-atvs-and-dirt-bikes>
- Listserv:
https://lists.epa.gov/read/all_forums/subscribe?name=verify
- Manufacturer Guidance letters: www.epa.gov/dis
- For CROMERR and User Registration questions, please contact verifydpc@epacdx.net
- For Verify Request for Certificate questions, please contact: evcishelpdesk@epacdx.net



QUESTIONS



APPENDIX – CROMERR REQUIREMENTS



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



Cross-Media Electronic Reporting Rule (CROMERR)

- How does Verify implement CROMERR?
 - Verify implements CROMERR through its Request for Certificate Module
 - Applications are deemed final when a manufacturer submits a Request For Certificate (RFC)
 - An authorized “CROMERR Signer” must electronically sign that submission
 - Electronic signatures will have the same legal force as the handwritten signature
 - The CROMERR Signer is an individual who is authorized to sign the document by virtue of his or her legal status or his or her relationship to the entity on whose behalf the signature is executed



APPENDIX – SAMPLE CDX CRK EMAILS



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: [Industry]

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: [Industry]

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.