# TSCA FEES REPORTING IN CDX

STEP-BY-STEP INSTRUCTIONS FOR SELF-IDENTIFICATION AND OTHER CERTIFICATIONS AS PART OF THE INITIAL RESPONSE FOR EPA-INITIATED RISK EVALUATIONS 40 CFR 700.45(b)(5)

#### Step 1. Log into CDX (https://cdx.epa.gov/)

- For general questions about CDX, see the "FAQ" or "Help" tabs, or the "Contact Us" link at the top of the screen.
- To create a new CDX account, click on the green "Register with CDX" button
- The CDX link is also available on the TSCA Fees website at <u>www.epa.gov/TSCA-fees</u> under the "Reporting and Paying Fees" section



#### Welcome

Welcome to the Environmental Protection Agency (EPA) Central Data Exchange (CDX) - the Agency's electronic reporting site. The Central Data Exchange concept has been defined as a central point which supplements EPA reporting systems by performing new and existing functions for receiving legally acceptable data in various formats, including consolidated and integrated data.

#### Warning Notice and Privacy Policy

#### Warning Notice

In proceeding and accessing U.S. Government information and information systems, you acknowledge that you fully understand and consent to all of the following:

- 1. you are accessing U.S. Government information and information systems that are provided for official U.S. Government purposes only;
- unauthorized access to or unauthorized use of U.S. Government information or information systems is subject to criminal, civil, administrative, or other lawful action;
- 3. the term U.S. Government information system includes systems operated on behalf of the U.S. Government;
- you have no reasonable expectation of privacy regarding any communications or information used, transmitted, or stored on U.S. Government information systems;
- at any time, the U.S. Government may for any lawful government purpose, without notice, monitor, intercept, search, and seize any authorized or unauthorized communication to or from U.S. Government information systems or information used or stored on U.S.

# Step 2. Open the "CSPP: Submissions for Chemical Safety and Pesticide Programs" link as the Primary Authorized Official

| Status | Program Service Name  | Role 🗘   |   |
|--------|---|--|---|
| 8      | CSPP: Submissions for Chemical<br>Safety and Pesticide Programs | <u>Accreditation Body (AB)</u><br>Authorized Official            | See the status for all program services |
| 8      | CSPP: Submissions for Chemical<br>Safety and Pesticide Programs | Accreditation Body (AB)<br>Support                               | News and Updates                        |
| 8      | CSPP: Submissions for Chemical<br>Safety and Pesticide Programs | Primary Authorized Official                                      | No news/updates.                        |
| 8      | CSPP: Submissions for Chemical<br>Safety and Pesticide Programs | Primary Support  |   |
| 8      | CSPP: Submissions for Chemical<br>Safety and Pesticide Programs | Secondary Authorized<br>Official                                 |   |
| 8      | CSPP: Submissions for Chemical<br>Safety and Pesticide Programs | <u>Third-Party Certifier (TPC)</u><br><u>Authorized Official</u> |   |
| 8      | CSPP: Submissions for Chemical<br>Safety and Pesticide Programs | <u>Third-Party Certifier (TPC)</u><br><u>Support</u>             |   |
| 8      | TRIMEweb: Toxic Release Inventory<br>Made Easy Web              | <u>TRI-MEweb (Certifying</u><br><u>Official)</u>                 |   |

Step 3. Select "TSCA Risk Evaluation Rule" from the drop-down list and click "OK"



### Step 4. Select "Initial Response" from the drop-down list and click "Create"

# **TSCA Risk Evaluation**

## **Create New Request or Response**

#### Create a Risk Evaluation Request or Response to an EPA Request

Initial Response: Select this form type if you are manufacturer/importer required to respond to a preliminary list published by EPA in the Federal Register. Please note that consortium leaders who are not a manufacturer/importer do not need to submit this form.

EPA Initiated Risk Evaluation: Select this form type if you are manufacturer/importer and/or consortium leader responding to the finalized Risk Evaluation Request published by EPA in the Federal Register.

Manufacturer Requested Risk Evaluation: Select this form type to begin creating a request for EPA to conduct a Risk Evaluation on the chemical(s) you manufacture/import.

Withdrawal Request: Select this form type to begin creating a request for withdrawal of an EPA Initiated Risk Evaluation or Manufacturer Requested Risk Evaluation. Please note that you may withdraw your request at any time after the request is made, and within 30 days of receiving EPA's notification that the request is granted.

Create

v

Please select the appropriate form type and click the 'Create' button

Initial Response

## **Useful Resources**

- Risk Evaluation User Guide
- Risk Evaluation Rule
- Risk Evaluations for Existing Chemicals under TSCA
- TSCA Risk Evaluation Guidance

### Step 5. Create a Passphrase and click "continue"

- Note that this passphrase cannot be reset. Make sure you remember it!



## **TSCA Risk Evaluation**

| onfirm Passphrase |  |
|-------------------|--|

#### ▲ You are responsible for remembering your passphrase!

If you lose or forget your passphrase, you will not be able to access your Risk Evaluation Form to print, submit, or make changes. You will also not be able to make a payment or access an invoice without the passphrase. You will need to complete a new Risk Evaluation Form and create a new passphrase for the form. For security reasons, the system administrator will not have access to your passphrase and will not be able to retrieve it or reset it.

Cancel Continue

# Step 6. Enter your contact information

| SCA Dick Evaluation ID 20                            | 1200210 12.16.22 |                         |                      |   |
|--|------------------|-------------------------|----------------------|---|
|  | Step 2           |                         | Step 3               | S |
| ontact   | Company          |                         | Response Information | s |
| ontact   |                  |                         |                      |   |
| * Submission Alias                                   |                  |                         |                      |   |
| IR-20200210-12:16:23                                 |                  |                         |                      |   |
| Please do not include CBI information in the Submiss | on Alias field.  |                         |                      |   |
| Contact (U.S./non-U.S.)                              |                  | CBI                     |                      |   |
| Copy From CDX  |                  |                         |                      |   |
| * First Name   |                  |                         |                      |   |
|  | *                | This field is required. |                      |   |
| * Last Name  |                  |                         |                      |   |
|  | *                | This field is required. |                      |   |
| Position   |                  |                         |                      |   |
|  |                  |                         |                      |   |
|  |                  |                         |                      |   |
| * Company Name                                       |                  | This field is service - |                      |   |
|  | *                | rnis nela is required.  |                      |   |
| * Phone Number                                       |                  |                         |                      |   |
|  | *                | This field is required. |                      |   |
| Phone Number must be at least 10 digits and contain  | only numbers.    |                         |                      |   |
| Phone Number Extension                               |                  |                         |                      |   |
|  |                  |                         |                      |   |
| * Email Address                                      |                  |                         |                      |   |
|  | *                | This field is required. |                      |   |

### Step 7. Enter your company information

- This screen includes the certification as to whether the company is a "small business concern"
- For more information on how to determine whether your company is a "small business concern" as defined in the TSCA Fees Rule, see our website at <u>https://www.epa.gov/tsca-fees/tsca-fees-and-small-businesses</u>

| Номе                                    | USER MANAGEMEN                                     | т  |  |                                   |
|---|--|--|--|-----------------------------------|
| Conset                                  | Company  | Response Information   | Submitting Official Information  | Certification                     |
| Company                                 |  |  |  |                                   |
| Manufacturer/Imp                        | orter (in U.S.)                                    |  |  |                                   |
| * Company Name                          |  |  |  |                                   |
|   |  | CBI  |  |                                   |
| * Mailing Address                       | 1  | Mailing Address 2  |  |                                   |
|   |  |  |  |                                   |
| ★ City                                  |  | * State  |  |                                   |
|   |  | Please select a state •  |  |                                   |
| Det Colo                                |  | . Carte  |  |                                   |
| * Postal Code                           |  | Country United States  |  |                                   |
|   |  |  |  |                                   |
| ★ Company Size Cer                      | tification   |  |  |                                   |
| The company n                           | amed above is not a "sı                            | nall business concern" as defined under 40 CFF   | 700.43.  |                                   |
| O The company n                         | amed above is a "small                             | business concern" as defined under 40 CFR 70   | 0.43.  |                                   |
| * The criteria for<br>https://www.regu  | a "small business conc<br>ulations.gov/contentStre | ern" has been changed in the final fees rule. Vie<br>amer?documentId=EPA-HQ-OPPT-2016-0401-0 | w the full definition of a small business concern. A <i>PDF version of th</i><br>1072&contentType=pdf. | e final fees rule is available at |
| <ul> <li>Will you be joining</li> </ul> | a consortium?                                      |  |  |                                   |
| Yes                                     |  |  |  |                                   |
| No                                      |  |  |  |                                   |
| Not sure                                |  |  |  |                                   |
| Previous                                | inue   |  |  |                                   |
| 🍽 Save 🖌 Validate                       | Preview 🕑 Subm                                     | it   |  |                                   |

# Step 8. Select the appropriate chemical from the "Risk Evaluation Activity" drop-down list.

| p 1  | Step 2  | Step 3   | Step 4   |  | Step 5   | 1   | tep 6                                    |                     |                      |                                |                           |
|--|---|--|--|--|--|---|--|---------------------|----------------------|--------------------------------|---------------------------|
| ntact  | Company   | Response Information   | Subr   | nitting Official Information   | Certification  | :   | ubstantiating CBI Claims                 |                     |                      |                                |                           |
| esponse Inf  | formation   |  |  |  |  |   |  |                     |                      |                                |                           |
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|  | and an  |  |  | *  |  |   |  |                     |                      |                                |                           |
|  | ntionst   |  |  |  |  |   |  |                     |                      |                                |                           |
| sponse op  | puons   |  |  |  |  |   |  |                     |                      |                                |                           |
| Self-Identificat   | ation - 40 CFR 700.45(b)(5): I repr   | isent a company that is a manufacturer o   | r importer of the chemical substance s   | ubject to this Risk Evaluation Activity. I unde  | rstand the fee obligation for this activity.   |   |  |                     |                      |                                |                           |
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|  | or No Manufacture - 40 CFR 7002   | (b)(b)(iii): I represent a company that w  | ras included in entry on LEA's Freinnis  | in y clar or responsible ree payers for this Ri  | ik Evaluation Activity. Locally that the col   |   |  |                     |                      | A bount un nue une             | Jean benea breesa         |
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#### Step 9. Select Appropriate "Response Option" and click "Continue"

- Options include "Self-Identification," "Certification of No Manufacture," or "Certification of Cessation." See next page for closer view.
- For specific questions on how to respond, please review EPA's FAQs on reporting for EPA-Initiated Risk Evaluations on our website at <u>www.epa.gov/tsca-fees</u>.
- There is an "Additional Information" box below the Response Options for any additional information companies feel necessary to provide. Note that EPA is not requiring any upfront submission of supporting information for purposes of completing the Initial Response.

| <b>В</b> НОМЕ  | USER MANAGEMENT   |  |  |  |   |   |   |                       |                          | 👤 C G, Ch           | ristest (Primary Au | thorized Official)   |
|--|---|--|--|--|---|---|---|-----------------------|--------------------------|---------------------|---------------------|----------------------|
| TSCA Risk  | Evaluation IR-20  | 200210-12:16:23  |  |  |   |   |   |                       |                          |                     |                     |                      |
| Step 1   | Step 2  | Step 3   | Step 4   |  | Step 5  |   | Step 6  |                       |                          |                     |                     |                      |
| Contact  | Company   | Response Information   | Submitting   | g Official Information   | Certification   |   | Substantiating CBI C  | laims                 |                          |                     |                     |                      |
| Response Info  | ormation  |  |  |  |   |   |   |                       |                          |                     |                     |                      |
| Please select the R  | sk Evaluation Activity you are re   | sponding to in the drop-down below.  |  |  |   |   |   |                       |                          |                     |                     |                      |
| <ul> <li>Risk Evaluation</li> </ul>  | Activity  |  |  |  |   |   |   |                       |                          |                     |                     |                      |
|  |   |  |  | Ŧ  |   |   |   |                       |                          |                     |                     |                      |
| Response Op  | tions*  |  |  |  |   |   |   |                       |                          |                     |                     |                      |
| <ul> <li>Certification of publication of the Octification of the Certification of for the chemical Additional Informulation and the section to the secti</li></ul> | A Manufacture - 40 CFR 700.<br>Preleminary List. The company<br>Cessation - 40 CFR 700.45(b)(<br>substance (March 21, 2019) anc<br>mation and Attachments<br>ubmit additional information reg | 45(b)(5)(iii): I represent a company that wa<br>is not subject to fee obligations for this ach<br>(5)(ii): I represent a company that was a ma<br>of further certify that the company will not ma<br>(Only if Requested by Agency)<br>arding your initial response. Click the 'Attac | s included in error on EPA's Preliminary List<br>ity:<br>mutachurer or importer of the chemical substance<br>nundachure or import the chemical substance<br>h Document <sup>®</sup> link to include atlachments. | of responsible fee payers for th<br>ance subject to this Risk Evalu<br>again for at least five years fro | IIs Risk Evaluation Activity. I certify that<br>ation Activity, and either was or was not<br>in the date of this certification. The com | he company has not manufac<br>ncluded on the Preliminary Lis<br>any is not subject to fee oblig | ctured or imported the chemical substance<br>st. I certify that the company has ceased r<br>ations for this activity. | subject to the Risk E | valuation Activity at an | y point in the five | -year period preced | ding<br>tion process |
| _  |   |  |  | 14   |   |   |   | 14                    |                          | Search              |                     | 14                   |
|  | File Name   | 44   | File Description   |  | Page Count  |   | Date  |                       | CBI                      |                     | Action              |                      |
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| Additional Informa   | tion  |  |  |  |   |   |   |                       |                          |                     |                     |                      |
| Previous   | ontinue   |  |  |  |   |   |   |                       |                          |                     |                     |                      |
| Ħ Save ✔Validate   | 🛛 Preview 🕑 Submit  |  |  |  |   | _   |   |                       | Raise a Bug              | CDX Links 🔺         | CDX Helpdesk:       | (888) 890-1995       |

#### **Response Options\***

- Self-Identification 40 CFR 700.45(b)(5): I represent a company that is a manufacturer or importer of the chemical substance subject to this Risk Evaluation Activity. I understand the fee obligation for this activity.
  - The company was included on the Preliminary List.
  - The company was not included on the Preliminary List.
- Certification of No Manufacture 40 CFR 700.45(b)(5)(iii): I represent a company that was or was not included on the Preliminary List. I certify that the company EITHER has not manufactured or imported the chemical substance subject to the Risk Evaluation Activity at any point in the five-year period preceding publication of the Preliminary List, OR falls into one or more of the following categories: (1) imports the chemical in an article, (2) produces the chemical as a byproduct, or (3) produces or imports the chemical as an impurity.
- \*\*\*Based on this certification, the company should not be included on the final list of responsible fee payers subject to fee obligations for this activity.
   Certification of Cessation 40 CFR 700.45(b)(5)(ii): I represent a company that was a manufacturer or importer of the chemical substance subject to this Risk Evaluation Activity, and either was or was not included on the Preliminary List. I certify that the company has ceased manufacturing/importing the chemical substance prior to initiation of the prioritization process for the chemical substance (March 21, 2019) and further certify that the company will not manufacture or import the chemical substance again for at least five years from the date of this certification. The company is not subject to fee obligations for this activity.

# Step 10. Confirm "Submitting Official" information and click "Continue"

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| TSCA Risk E  | valuation IR-20   | )200210-12:16:23  |   |
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| Submitting Offi                                      | cial Information  |   |   |
| The information below hat<br>Check the associated ch | as been pre-populated from C<br>leckbox to confirm your ackno | DX registration. If the information listed is incorre<br>wledgement of the legally responsible certificatio | ect please make the appropriate edits to your user information in CDX registration.<br>In statement and activate the 'Continue' button. |
| Submitter is CE                                      | BI  | c   |   |
| First Name:  |   | G   |   |
| Company Name:  |   | Christent   |   |
| company warre:                                       |   | Uninsiesi   |   |
| Phone Number:  |   | 2025640710  |   |
| Email:   |   | clg6783@gmail.com   |   |
| Mailing Address 1:                                   | :   | 123 Main Street   |   |
| City:  |   | City  |   |
| State:   |   | WA  |   |
| Postal Code:   |   | 12345   |   |
| Country:   |   | US  |   |
| This confirmation is<br>Please confirm that yo       | required to proceed with th<br>w are the legally responsible  | e submission process<br>party from the submitting company.  |   |
| Previous Conti                                       | inue  |   |   |

# Step 11. Certify as to completeness and accuracy of submission

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| TSCA Risk   | Evaluation IR-20  | 200210-12:16:23  |                                 |              |
| Step 1  | Step 2  | Step 3   | Step 4                          | Step 5       |
| Contact   | Company   | <b>Response Information</b>  | Submitting Official Information | Certificatio |
| Submission of<br>Upon request, I comm<br>I certify that to the b<br>All information provide | of Referenced Inform<br>nit to provide to EPA any reference<br>est of my knowledge and belie<br>ad in this response is complete a | ation<br>ed information contained in this request.<br>f:<br>nd accurate as of the date of this submission. |                                 |              |
| This confirmation<br>I certify to the abov  | is required to proceed with the estatement.   | e submission process   |                                 |              |
| Previous  | ontinue   |  |                                 |              |

## Step 12. Substantiate any Confidential Business Information (CBI) Claims

- Note that this screen will not be generated unless information in your response is claimed CBI.
- Click on "Attach Document for CBI Substantiation" link and provide CBI substantiations as required. Additional information on substantiating CBI claims can be found at https://www.epa.gov/tsca-cbi.

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| TSCA Risk   | Evaluation IR-20   | 200210-12:16:23  |   |  |  |
| Step 1  | Step 2   | Step 3   | Step 4  | Step 5   | Step 6   |
| Contact   | Company  | Response Information   | Submitting Official Information   | Certification  | Substantiating CBI Claims  |
| Instructions f  | or Substantiating Co   | onfidential Business Information (   | CBI) Claims   |  |  |
| The Frank R. Lautent<br>most CBI claims at th   | perg Chemical Safety for the 21st<br>e time of submission.   | Century Act created a number of new requirements fo  | r those making confidential business information (CBI) claims in TSCA su  | omissions. Among these requirements is an oblig  | ation to substantiate  |
| Information which ma  | y be claimed as CBI without subs   | stantiation is identified at TSCA $14(c)(2)$ . This information  | on includes:  |  |  |
| A. Specific inform<br>B. Marketing and<br>C. Information ide<br>D. In the case of a<br>E. Specific inform<br>F. Specific produc<br>G. Prior to the dat<br>information tha | ation describing the processes us<br>sales information;<br>sales upplier or customer;<br>a mixture, details of the full compr<br>ation regarding the use, function,<br>cition or import volumes of the ma<br>o on which a chemical substance<br>t would identify the specific chem | ed in manufacture or processing of a chemical substa<br>billion of the mixture and the respective percentages o<br>or application of a chemical substance or mixture in a<br>nufacturer or processor; and<br>is first offered for commercial distribution, the specific<br>cial substance, if the specific chemical identify was cla | nce, mixture, or article;<br>f constituents;<br>process, mixture, or article;<br>chemical identity of the chemical substance, including the chemical name<br>imed as confidential at the time it was submitted in a notice under TSCA 5 | , molecular formula, Chemical Abstracts Service  | number, and other  |
| For other submissions<br>believed to support th<br>encouraged to use th   | s where the submitter has claime<br>e validity of the CBI claims. In or<br>ese substantiation template docu  | d information as CBI, the submitter will be required to<br>der to assist submitters in substantilating their CBI clain<br>ments, but are not required to do so. The templates an   | upload a document substantiating those CBI claims at the time of submiss<br>ns, EPA has developed substantiation templates that may be used as a st<br>d other information relating to substantiating CBI claims can be found at i      | ion. The substantiation document should provide<br>arting point in preparing their CBI substantiations<br>ttps://www.epa.gov/tsca-cbi/what-information-inc | EPA any information<br>. Submitters are<br>clude-cbi-substantiations |
| The Agency is require<br>of information. If you I   | d to review and make a determin<br>have any questions concerning th  | ation on the validity of many CBI claims. Failure to sub<br>the options or the substantiation process, please contact  | ostantiate a CBI claim or a substantiation that does not adequately justify t<br>d:   | he claim may result in a denial of claims and sub  | sequent public release   |
| <ul> <li>Scott Sherlock,</li> <li>Jessica Barkas</li> </ul>   | 202-564-8257, sherlock.scott@e<br>, 202-250-8880, barkas.jessica@  | epa.gov<br>)epa.gov  |   |  |  |
| If you believe all of th<br>you believe substanti-  | e information you have claimed a<br>ation is not required.   | s CBI is exempt from substantiation under TSCA section   | on 14(c)(2) or has been previously substantiated, select the following "Sub   | stantiation Opt Out" checkbox and provide a det  | ailed explanation why  |
| Substantiati     Attach Docum     Previous     St   | on Opt-Out<br>ent for CBI Substantiation<br>art Submission Process   |  |   |  |  |
|   |  |  |   |  |  |
|   |  |  |   |  |  |
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#### **Step 13. Final Submission Process**

- Click on the blue "Start Submission Process" button and follow the steps to submit.

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| TSCA Risk E   | valuation IR-20   | 200210-12:16:23  |  |  |   |
| Step 1  | Step 2  | Step 3   | Step 4   | Step 5   | Step 6                                    |
| Contact   | Company   | Response Information   | Submitting Official Information  | Certification  | Substantiating CBI Claims                 |
| Instructions for  | Substantiating Co   | onfidential Business Information (   | CBI) Claims  |  |   |
| The Frank R. Lautenberg<br>most CBI claims at the ti  | g Chemical Safety for the 21s<br>me of submission.  | t Century Act created a number of new requirements t   | or those making confidential business information (CBI) claims in TSC.   | A submissions. Among these requirements is an obligat  | tion to substantiate                      |
| nformation which may b  | e claimed as CBI without sub  | stantiation is identified at TSCA 14(c)(2). This information   | ion includes:  |  |   |
| C. Information identif<br>D. In the case of a m<br>E. Specific informatic<br>F. Specific productio<br>G. Prior to the date o<br>information that w<br>For other submissions w | ying a supplier or customer;<br>ixture, details of the full comp<br>on regarding the use, function<br>n or import volumes of the ma<br>n which a chemical substance<br>ould identify the specific chem<br>here the submitter has claime | osition of the mixture and the respective percentages<br>or application of a chemical substance or mixture in<br>nurfacturer or processor; and<br>is first offered for commercial distribution, the specifi<br>class abustance, if the specific chemical identify was c<br>d information as CBI, the submitter will be required to | of constituents:<br>process, mixture, or article;<br>c chemical identity of the chemical substance, including the chemical n<br>amed as confidential at the time it was submitted in a notice under TS<br>updad a document substantiating those CBI claims at the time of sub- | ame, molecular formula, Chemical Abstracts Service n<br>CA 5.<br>mission. The substantiation document should provide E | umber, and other<br>EPA any information   |
| believed to support the v<br>encouraged to use these  | alidity of the CBI claims. In or<br>substantiation template docu  | der to assist submitters in substantiating their CBI cla<br>iments, but are not required to do so. The templates a   | ms, EPA has developed substantiation templates that may be used as<br>nd other information relating to substantiating CBI claims can be found  | a starting point in preparing their CBI substantiations.<br>I at https://www.epa.gov/tsca-cbi/what-information-inclu   | Submitters are<br>ide-cbi-substantiations |
| The Agency is required t<br>of information. If you hav  | o review and make a determine<br>any questions concerning the   | nation on the validity of many CBI claims. Failure to su<br>he options or the substantiation process, please conta   | ibstantiate a CBI claim or a substantiation that does not adequately jus<br>ct:  | tify the claim may result in a denial of claims and subse  | equent public release                     |
| <ul> <li>Scott Sherlock, 20</li> <li>Jessica Barkas, 2</li> </ul>   | 2-564-8257, sherlock.scott@<br>02-250-8880, barkas.jessica@   | epa.gov<br>Žepa.gov  |  |  |   |
| If you believe all of the ir<br>you believe substantiatio   | formation you have claimed a<br>in is not required.   | as CBI is exempt from substantiation under TSCA sec  | ion $14(c)(2)$ or has been previously substantiated, select the following  | "Substantiation Opt Out" checkbox and provide a detail   | led explanation why                       |
| Substantiation  | Opt-Out   |  |  |  |   |
| Attach Document     Previous     Start  | for CBI Substantiation<br>Submission Process  |  |  |  |   |