User Tips for Section 4 Test Order Submissions using CDX Portal

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1.) Accessing the CDX Chemical Information Submission System and Beginning Your Response

Upon logging into EPA’s Central Data Exchange (CDX), you will be taken to the MyCDX home screen. To begin your Test Order response, you will use the Program Service entitled, “CSPP: Submissions for Chemical Safety and Pesticide Programs” located in the green “Services” box. All companies receiving TSCA section 4(a)(2) Test Orders must respond to the Orders as “Primary Authorized Officials.” Click on the hyperlinked text reading “Primary Authorized Official” to proceed with your company’s response.
2.) **Responding to a Test Order under “TSCA Section 4”**

After choosing to proceed as a “Primary Authorized Official”, you will be directed to the Chemical Information Submission System screen seen below. Click on the drop-down menu and select “TSCA Section 4” from the drop-down menu. Click Ok to continue.

The software includes embedded process.

The Toxic Substances Control Act processes of existing chemicals under the law to issue.

Information collection regulations that require the submission of health and safety studies which are known or available to those who manufacture, process, or distribute in commerce specified chemicals, and regulations designed to gather information from manufacturers and processor about production/import volumes, chemical uses and methods of disposal, and the extent to which people and the environment are exposed.

TSCA also requires EPA to develop regulations that establish import/export requirements for chemicals which are subject to certain requirements under TSCA.
3.) Navigating the TSCA Section 4 Order Submission Dashboard

Selecting “TSCA Section 4” will take you to the Section 4 Order Submission Dashboard. Please take care to read the instructions on the top half of the screen. This dashboard will be a helpful tool as you work through the steps necessary to comply with the Test Order to which your company is subject. You will use this tool for your Initial Response and any subsequent submissions. The image below demonstrates how the application displays the dates and actions associated with the Order(s) to assist in keeping you appraised of relevant deadlines.
4.) Submitting a new Initial Response

To begin your Initial Response to a Section 4 Test Order, use the drop-down menu entitled “Submission Type.” If you are responding to the Order on behalf of a single parent company, choose “Individual Initial Response to Order.” If you are responding as a consortium member, you should also choose “Individual Response to Order.” Note that a consortium member must complete and submit their initial response before they can be added to a consortium. If their initial response is not complete and submitted, the consortium lead will not be able to add them to the consortium in the group response. If you are responding as the lead of a consortium, choose “Consortium Initial Response to Order.” After selecting one of these two options, click the blue “Start New Submission” button.
5.) Creating a Passphrase

Upon beginning your Initial Response, you will be asked to create a passphrase. You will need this passphrase as you continue to access submission options in the Section 4 Order Submission Dashboard. Remember that you are responsible for remembering your passphrase. **If lost, it cannot be reset.** Read the guidance on the page thoroughly.

![Passphrase input fields](image-url)

You are responsible for remembering your passphrase!

If you lose or forget your passphrase, you will not be able to access your Section 4 form to print, submit, or make changes. You will need to complete a new Section 4 form and create a new passphrase for the submission. For security reasons, the system administrator will not have access to your passphrase and will not be able to retrieve it or reset it.
6.) Beginning a Test Order Initial response as a Consortium Lead

Before a Consortium Lead can submit an Initial Response, they must first obtain the Test Order number for each member. Every company subject to an Order has a unique Test Order number.

When you are responding to this Order as a consortium lead, you will be directed to the screen seen in the image below before you proceed to complete your initial response. You must provide the following information. You must list each member of your consortium using the “Add Member” Option.
7.) Completing an Initial Response to the Test Order: Options, Fees Certification, Chemical Information, and Specific Testing

You will be guided to the following screen to complete your Initial Response.

The list on the left is the application’s navigation tree. It allows users to jump directly to pages instead of following a sequence of pages. When you go into the application for the first time, the navigation tree will not display the response pages until after you populate the drop-down menus on those pages. Using the navigation tree allows a user to move between pages without activating any page validations.

Using the previous and next buttons, or clicking on the test links, results in the application saving what has been entered. Users can not navigate away from pages by using the previous/next buttons or test link if there are required elements on the page that have not been populated.

The pages will look largely similar whether you are completing a response as an individual parent company, as a member of a consortium, or as a consortium lead. Use the radio buttons to choose your Order Response Option. Then, read the “Fees Certification” instructions thoroughly and indicate whether your company is a “small business concern” as defined under 40 CFR 700.43. Note that the “small business concern” classification relates to your individual business only. Do not answer this question on behalf of your consortium.
Scroll down to the second half of the page (below). Check that the chemical information listed is accurate. If relevant, add alternate names for your chemical using the blue hyperlinked text. The screen below shows three tests being required by this example Test Order: Water Solubility, Octanol Solubility, and Particulates Not Otherwise Regulated, Respirable. Your screen will show the specific tests being required by the Test Order to which your company is subject. Use the Test Response drop-down menus beside each test to choose your test-specific response option for each.
8.) Completing Test-Specific Initial Response Fields

You will need to submit an initial response to each of the required tests. After choosing a submission option from the drop-down menu as detailed above, you will be directed to a screen where you will complete your Initial Response as relevant to that specific test. Shown below is an example of an Initial Response to a test entitled “Water Solubility – OECD 105 with EPA modifications.” Be sure that the selected “Test Response” is accurate and use the hyperlinked “Change Response” text if you need to make a change. Finally, attach relevant response documents at the bottom of the page and click “Next” to submit. If you attach CBI information, you must also provide a CBI-sanitized version of such a document.

Note that if you are joining a consortium, you must first create and submit a test-specific initial response indicating “Join Consortium”. Not doing so will keep the consortium lead from being able to add your company to the consortium submission specific for that test.