

GUIDELINES

Electronic Reporting for Ozone-Depleting Substances

Part 3: Submitting ODS Data to EPA

May 2014

Guidelines Part 3: Submitting ODS Data to EPA

If you have questions about electronic reporting, please contact:

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If further assistance is required specific to submitting files to EPA using CDX, please contact the CDX Helpdesk at **1-888-890-1995** or helpdesk@epacdx.net.

Overview

This document, **Submitting ODS Data to EPA**, is the third part of a comprehensive three-part guidance developed to assist stakeholders in submitting data electronically on ozone-depleting substances (ODS). In its entirety, the three-part guidance provides step-by-step instructions on:

1. Registering as a CDX User,
2. Preparing Data for Submission, and
- 3. Submitting ODS Data to EPA.**

Part 1 of the guidance details the steps required to register as a CDX user. The registration process is a one-time process that will need to be completed prior to submitting data electronically. Part 2 provides guidance on how to prepare data for submission. **Part 3 provides guidance on how to zip, upload, and submit files to EPA using CDX.** The remainder of this document focuses on Part 3.

Please note that there may be slight variations in screenshots or pop-ups encountered during the registration process due to the use of different operating systems and/or internet browsers. In addition, during this process, you *may* be asked to install software. If you receive a pop-up, you should install the software by following the steps in the pop-up.

If further assistance is required, please call the CDX Helpdesk at **1-888-890-1995**.

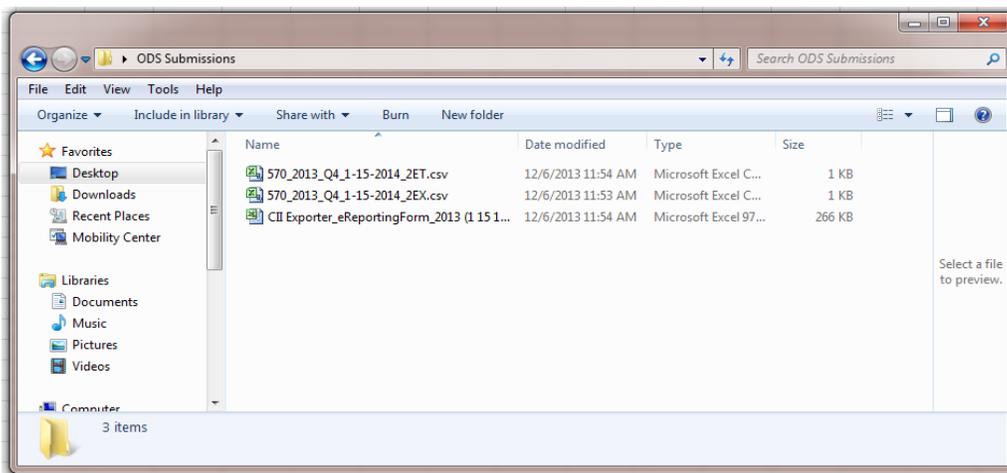
Chapter 2 Part 3. Submitting ODS Data to EPA

A. Zipping Report Files

Note: There are many ways to create a zip file. The approach described in this guidance document is one of many possible approaches that can be used.

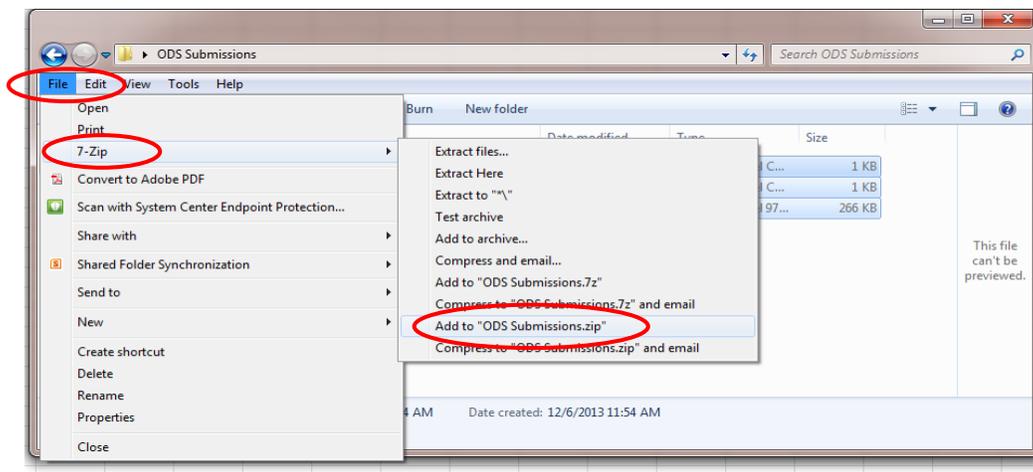
Step 1: Create a new folder on your desktop for your ODS submission.

- Label the folder 'ODS Submission' or something similar.
- In this folder save all CSV files, electronic Excel forms, and required attachments for each report (see Part 2 of the guidance for details on required attachments). All of the files to be submitted for the reporting period should be included in one place.



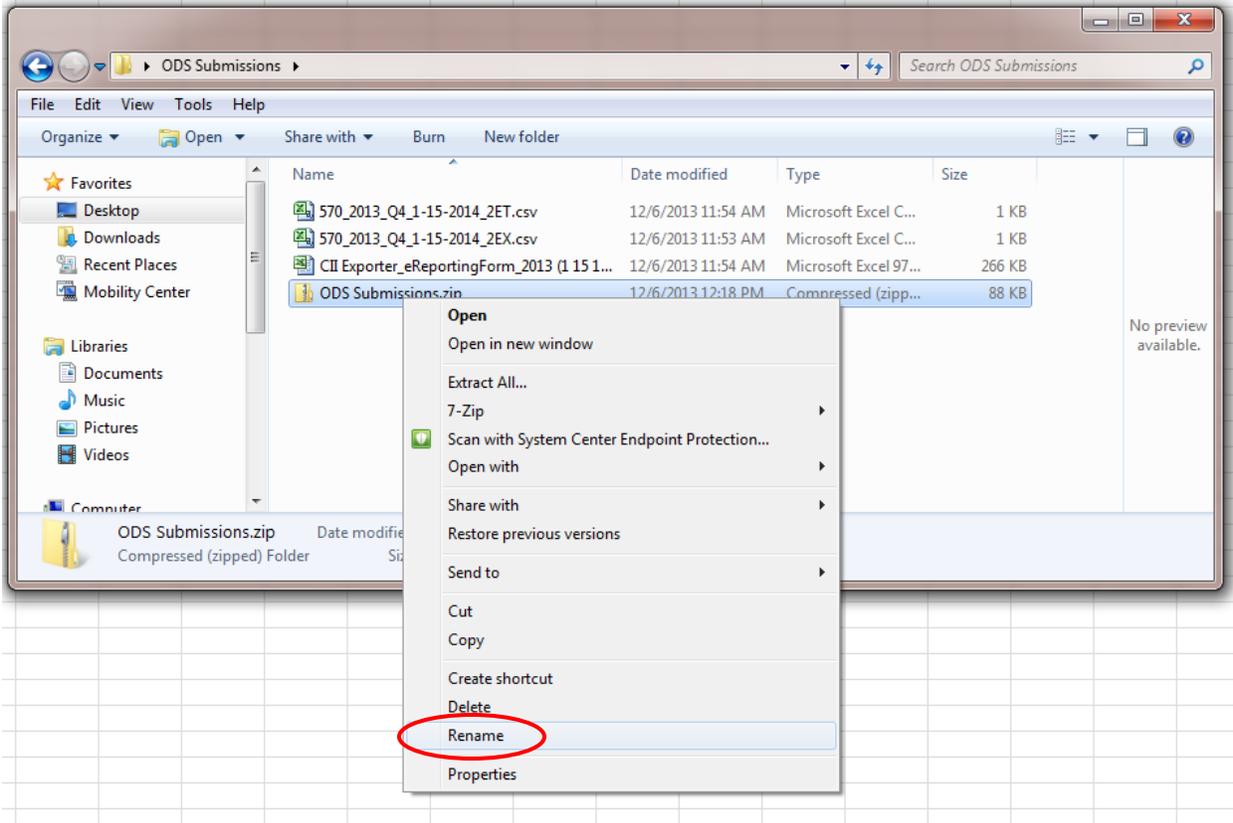
Step 2: Create a zip file.

- Highlight all items that you would like to include in your zip file.
- Select "File" -> "7-Zip" -> "Add to "[Your folder name].zip."



Step 3: View and rename folder, if desired.

- A zip file within the folder should now appear.
- If you wish to change the name of the zip file, right click on the zip file, select “Rename,” and enter the desired file name.



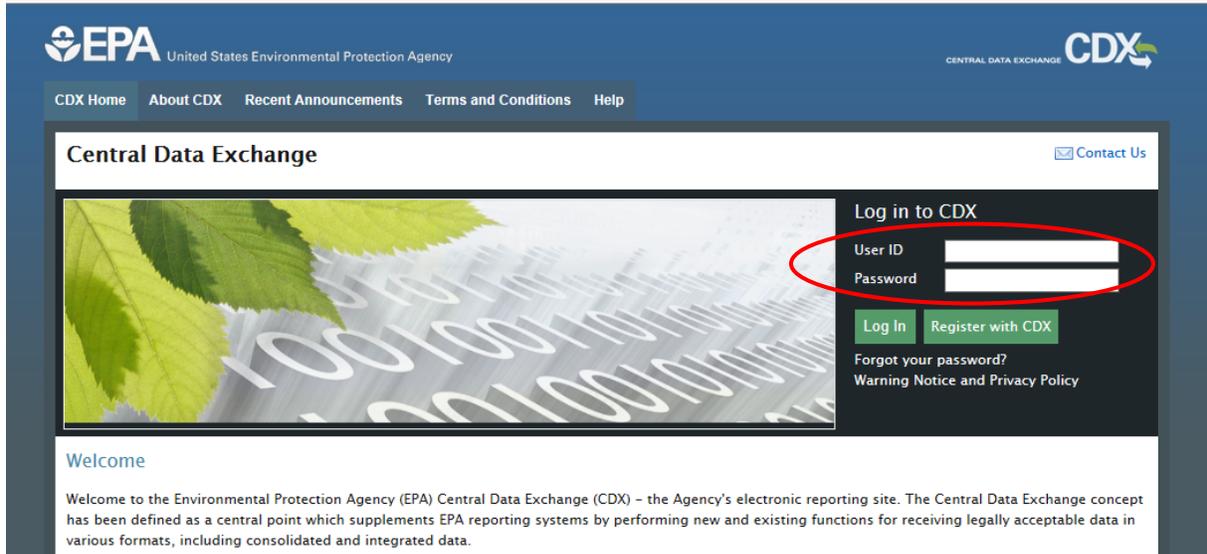
Step 4: Note the location of the zip file on your computer.

- Document the name of the zip file and what reports are saved in the file. You will need to locate the file to upload it to CDX (see Part B).
- Open the zip file to ensure that the correct files are contained within the file. From the CDX interface, you will not be able to make changes to the content of the file.

B. Uploading Report Files to CDX

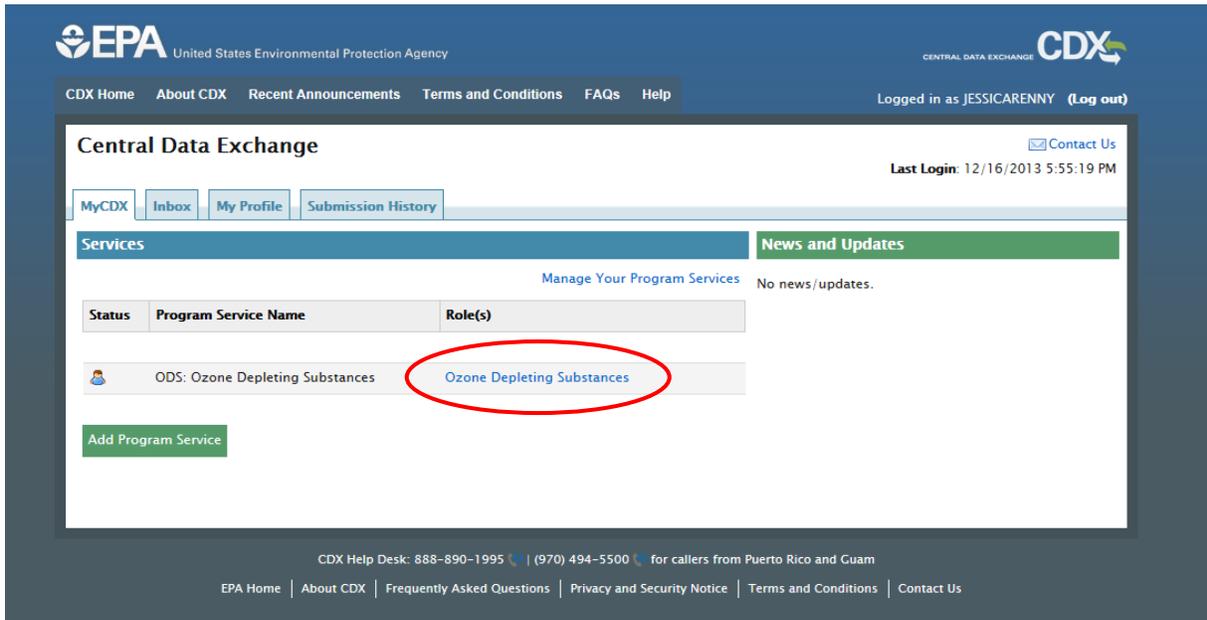
Step 5: Login into CDX.

- Visit https://cdx.epa.gov/epa_home.asp and enter your User ID and Password.



Step 6: Locate your ODS account.

- Click on “Ozone Depleting Substances” under the roles column within the available account profiles.



Step 7: Enter your Company/Entity Information.

- Enter your Company/Entity name and Company ID. Your Company/Entity is simply the name of your company. The Company ID is the three-digit ID that is entered when exporting data into the appropriate format for submission (see Part 2 of the guidance). Call Mike James at (202) 343-9192 if you forget your Company ID.

The screenshot shows the EPA ODS Submission interface. The user is logged in as JESSICARENMY. The page title is "ODS Submission". Under "Submitter Information", the following details are displayed: First Name: Jessica, Last Name: Renny, CDX UserId: JESSICARENMY, Organization Name: EVONIK ROHMAX USA, INC., Email Address: Jessica.Renny@icfi.com, and Phone Number: 1234567890. Under "Company/Entity Information", there are two input fields: "Company/Entity Name" with the value "Sample Company" and "Company ID" with the value "570". Both input fields are circled in red.

Step 8: Enter your Report Information.

- Indicate if this is an original submittal or a resubmission, the report year, and the report period.

The screenshot shows the "Report Information" section of the EPA ODS Submission interface. It prompts the user to provide information about the report. There are three dropdown menus: "Report status" with the value "Original", "Report year" with the value "2013", and "Report period" with the value "Fourth Quarter". All three dropdown menus are circled in red.

Step 9: Select Report Type(s).

- Select the type(s) of reports included in the submission. Select all that apply. To select multiple report types, hold down the control key and select reports by clicking the left mouse button.

Report Type
Select all that apply, must select at least one. Please hold "Ctrl" key for multiple selections.

Class I Controlled Substances (Except Methyl Bromide):
Producer Report
Importer Report
Essential Use Holder and Laboratory Supplier Report
Exporter Report

Methyl Bromide:
Producer Report
Importer Report
Exporter Report

Class II Controlled Substances:
Producer Report
Importer Report
Exporter Report
Request for Additional Class II Consumption Allowances

Step 10: Locate and Upload Zip File.

- Select "Browse..." and navigate to the zip file created under Part A of this guidance. Select the zip file and click "Open."
- The path to your file should now appear.

Report File
Please attach a single file. It should comply with formatting and naming requirements.

Report file *: ons\ODS Submissions.zip Browse...

Comments:

Sign, Encrypt and Submit ✓

Step 11: Enter Comments (optional).

- Note any comments in the comment section, if needed.

Step 12: Submit File.

- Click "Sign, Encrypt, and Submit" at the bottom of the page.

Report File
Please attach a single file. It should comply with formatting and naming requirements.

Report file *: ons\ODS Submissions.zip Browse...

Comments:

Sign, Encrypt and Submit ✓

Step 13: Certify and Accept the Submission.

- Review the information and certify that the information included in the report is accurate to the best of your knowledge by clicking “Accept.”

Class I Controlled Substances (Except Methyl Bromide):
Producer Report
Importer Report

ODS Submission

Submitter User Id: JESSICARENMY
First Name: Jessica
Last Name: Renny
State: PA

Company/Entity Name: Sample Company
Company ID: 570

Report Status: Original

Class I ODS reports: Exporter Report
Methyl Bromide reports:
Class II ODS reports:
Year: 2013
Period: Fourth Quarter

File Name: ODS Submissions.zip

Comments:

I certify under penalty of law that I have personally examined and am familiar with the information I submitted in this and all attached documents, and that based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the submitted information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.

Sign, Encrypt and Submit ✓

Step 14: Complete the eSignature & Encryption Widget.

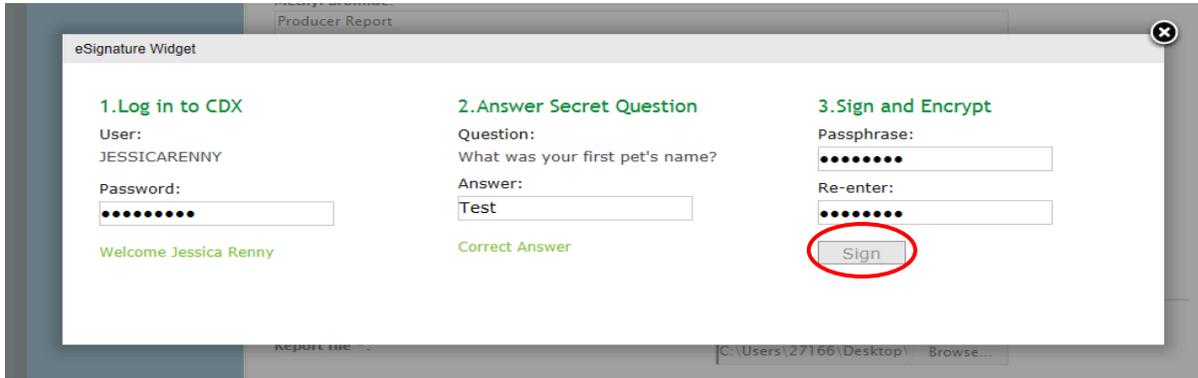
- **Re-enter your password.** This is the same password used to log into CDX.
- **Answer the secret question.** The security question will correspond to one of the security questions entered during CDX registration (see Part 1 of this guidance). You must type in the correct answer to this question.
- **Sign and encrypt.** You must enter and re-enter a passphrase to encrypt your submission (see text box to the right). You will need to remember this passphrase if you wish to decrypt your submission in the future (see Appendix A).
- Select “Sign” to submit your file!

What is the passphrase?

The passphrase is used as an encryption key to protect the contents within your submission. You will have to enter a passphrase within the ‘eSignature Widget’ every time that you submit a form. The same passphrase can be used for multiple submissions.

Just remember, if the passphrase is forgotten or lost, you will not be able to decrypt your file from your “Submission History” at a later time (see Appendix A).

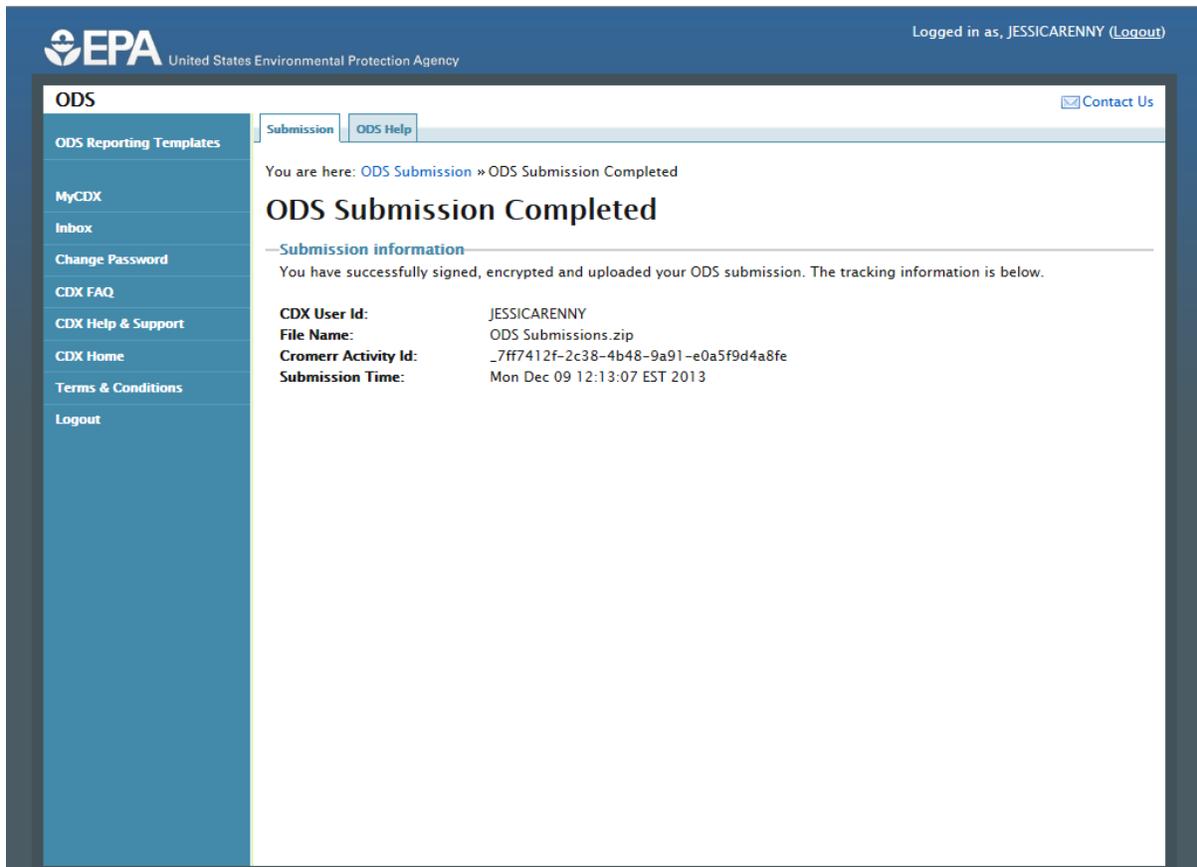
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- You will see the message “Please wait...” on your screen while your file is being submitted. This may take up to several minutes.

Step 15: View Submission Confirmation.

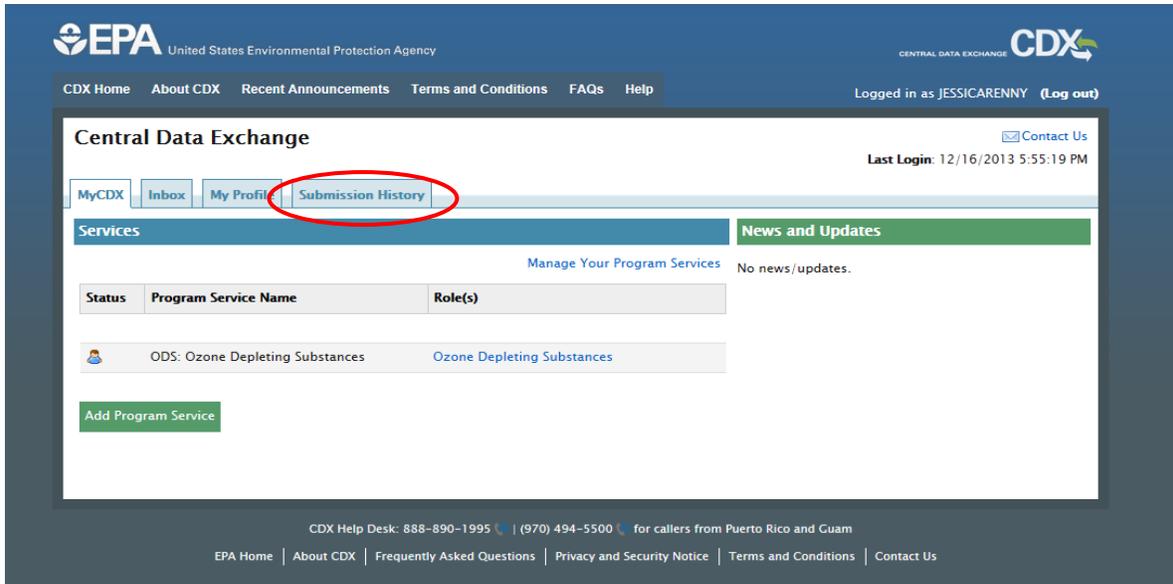
- Once submitted, you will be taken to a confirmation page indicating that the file has been submitted. You will also receive an email indicating the file was successfully submitted. Retain this email for your records.



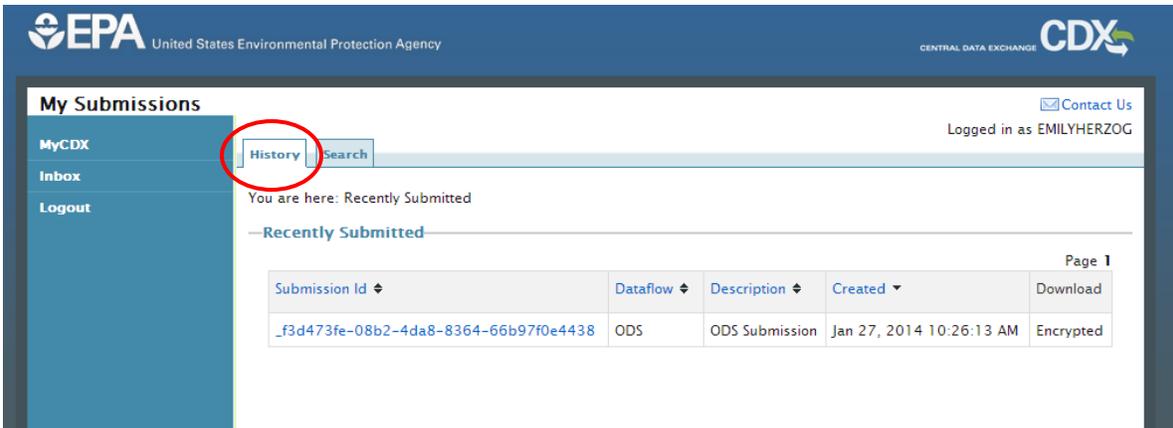
CONGRATULATIONS!

Appendix A: Reviewing your Submission History

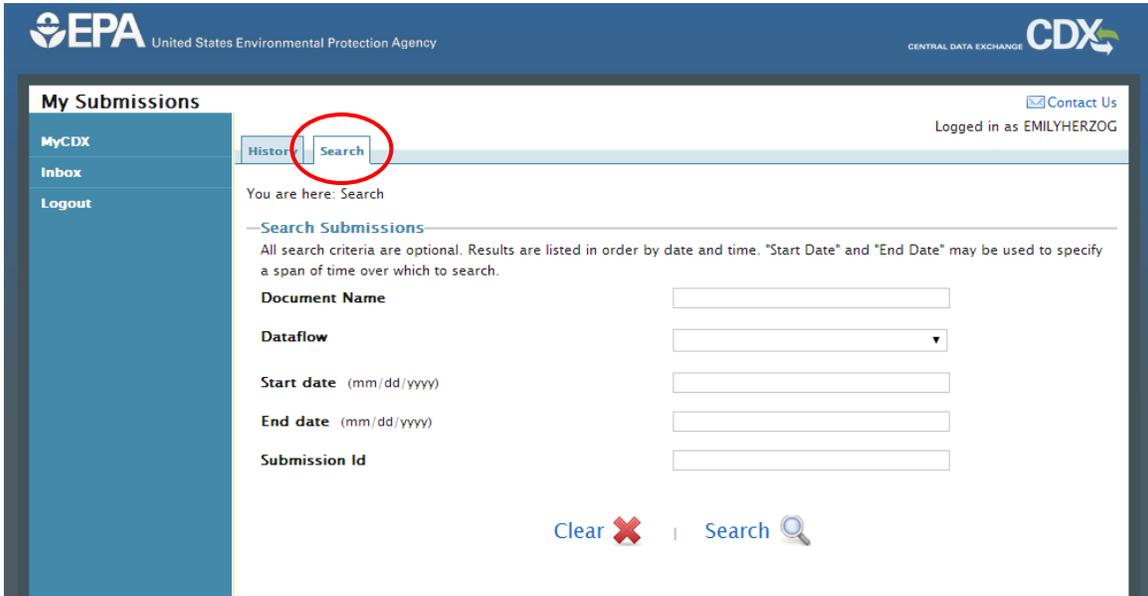
- You may view your submission history in CDX at any time by clicking on the “Submission History” tab when you log into CDX.



- You have the option to either (a) view all reports previously submitted or (b) search your submission history to locate a specific report.



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- Individual submissions can be downloaded and decrypted using the passphrase that was used to encrypt the file in Step 14 of this guidance.

