Heavy Duty Tractors & Vocational Vehicles - Verify Module

Manufacturer Information Meeting

January 8, 2015
Agenda

- Introduction
- CROMERR and User Registration
- Certification Support Documentation
- Draft Vehicle Family Dataset Screen Shots
- Request for Certificate Process Information and Draft Screen Shots
- Manufacturer Testing plan
- Information Sources
- Questions
- Appendix A – Request a Manufacturer Code through Verify
INTRODUCTION
CROMERR AND THE USER REGISTRATION PROCESS
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.

• How does Verify implement CROMERR?
  – Verify implements CROMERR through its Request for Certificate Module Verify-RFC.
  – Applications are deemed final when a manufacturer submits a Request For Certificate (RFC).
  – An authorized “CROMERR Signer” must electronically sign that submission.
# Verify/CROMERR User Roles

<table>
<thead>
<tr>
<th>Functional Roles</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Authorizing Official (CAO)</td>
<td>Individual(s) responsible for identifying, vouching for, and managing the &quot;Verify submitters&quot; and &quot;CROMERR signers&quot;. Also referred to as the “Company Approving Official”</td>
</tr>
<tr>
<td>Verify Submitter</td>
<td>Submitters of application information to Verify’s Heavy-Duty Highway Tractors and Vocational Vehicles module.</td>
</tr>
<tr>
<td>CROMERR Signer</td>
<td>Individual(s) taking legal responsibility for that final submission and/or requesting a certificate through the Request for Certificate module. (Could be the same person as the Verify submitter.)</td>
</tr>
</tbody>
</table>
User Registration Process

• Assumptions:
  – All Heavy-Duty Highway Tractors and Vocational Vehicles submitters are currently registered Verify users.
  – A CAO was previously identified in the CROMERR package submitted to EPA

• Manufacturers will have to identify
  – Verify Submitters
  – CROMERR Signers
What Your Company Needs to do?

• For Users requesting the Verify Submitter Role, the Company Authorizing Official (CAO) will need to:
  1. Create a sponsor letter for the Verify Submitter.
  2. Complete the User Information spreadsheet with the “Heavy-Duty Highway Tractors & Vocational Vehicles” role selected.
  3. Mail package to the Verify Team.

• For Users requesting the Request for Certificate CROMERR Signer Role, the CAO will need to:
  1. Create a sponsor letter for the CROMERR Signer.
  2. Complete the User Information spreadsheet with the “Heavy-Duty Highway Tractors & Vocational Vehicles” role and CROMERR Signer role selected.
  3. Have user complete a CROMERR Electronic Signature Agreement (ESA).
  4. Mail package to the Verify Team.
Certification Support Documentation

- Documentation for Heavy Duty Tractors and Vocational Vehicles can be found at http://epa.gov/otaq/verify/publications.htm#workdocuments
  - Data Requirements (draft version on web)
  - Business Rules (draft version on web)
  - XML Schema (draft version on web)
  - Issue Tracker (coming in March)
  - CROMERR User Registration Information (on web)
# Certification Information Submission

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

## General Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>EPA Manufacturer Code</td>
<td>EPA</td>
</tr>
<tr>
<td>Process Code**</td>
<td>Select</td>
</tr>
<tr>
<td>Model Year**</td>
<td>Select</td>
</tr>
<tr>
<td>Vehicle Family**</td>
<td></td>
</tr>
<tr>
<td>Running Change Type**</td>
<td>FEL = FEL Update, TIRE = Tire Update (change, delete, or add additional, the information), AEC = Auxiliary Emission Control Device (AEC) Update, GEM = GEM Update</td>
</tr>
<tr>
<td>Comments for Running Change or Correction** (1000 characters available)</td>
<td></td>
</tr>
</tbody>
</table>

## Vehicle Regulatory Sub-category Type**

- Select

## Vehicle Fuel**

- G = Gasoline
- D = Diesel
- M = Methanol
- E = Ethanol

## Useful Life (UL) (miles)**

- Select

## Evaporative Emission System Indicator**

- Select

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**Draft Screen Shot of General Info Tab**
Draft Screen Shot of General Info Tab (Continued)
Request for Certificate Process Information and Draft Screen Shots
Request for Certificate Process

• Prerequisites
  – Vehicle Family Dataset for the family being certified must have been accepted by the system.
  – All of the required documents must have been submitted.
  – User must have the Verify Request for Certificate CROMERR Signer Role.
CROMERR Signer Role in Request for Certificate Module

The CROMERR Signer

- **Request**
  - Makes the request for certificate

- **Review**
  - Reviews the application and related documents that have been submitted through Verify
  - Determines completeness

- **Attest**
  - Attests that the submission is true and accurate

- **Sign**
  - Electronically signs the request for certificate
Request for Certificate Process

From Your MyCDX page select the link for the CROMERR Signer Role
Request for Certificate Process

Enter the appropriate information for the family you want to certify.
Request for Certificate Process

Any errors with the information you entered will appear at the top of the screen. Correct the errors and click ‘Next’.
Select any documents that are related to the vehicle family. Certain documents may be required based on the details of the family you are certifying.
Enter the Introduction to Commerce Date and attest to any applicable Compliance Statements.
Verify Manufacturer Testing Information

- If interested in participating in Verify testing, send an email to verify@epa.gov by February 13, 2015 with the following information:
  - Email Subject: Heavy Duty Tractor & Vocational Vehicle Certification System Testing.
  - Submit your completed user registration form found at:
- Testing will be held in March 2015.
- Follow-up meetings will be held on Tuesdays and Thursdays at 2PM EDT.
- Record any issues you find on the provided issue tracker spreadsheet.
- All issue trackers are due by 3PM EDT Mondays and Wednesday, but we prefer to have them sent on a daily basis so we can review any issues.
- Send issue trackers to verify@epa.gov and cc your Compliance Rep.
- If you have any problems during testing contact your Compliance Rep.
- Questions regarding testing
  - Contact Holly Pugliese at pugliese.holly@epa.gov
Information Sources

• Verify Website: www.epa.gov/otaq/verify

• Verify Listserver: https://lists.epa.gov/read/all_forums/subscribe?name=verify

• Manufacturer Guidance letters: www.epa.gov/dis
QUESTIONS
APPENDIX A - REQUEST A MANUFACTURER CODE
Request a Manufacturer Code through Verify

- To submit to Verify you must have a manufacturer code existing in Verify.
- The latest instructions to get a manufacturer code are posted at http://www.epa.gov/otaq/verify/mfr-code.htm.
- You can contact the Verify Helpdesk at verifyhelp@csc.com for additional assistance.