

## Preparing an Official Submission

**Note:** There are several sections to this job aide. Select a hyperlink below to navigate to a specific section:

- [Creating an Official Submission](#)
- [Navigating the Official Submission Form](#)
- [Plan Submission Information Page: Specific Questions](#)
- [For Preparers: How to Mark a Submission as Ready for Signature](#)
- [Support](#)

## Creating an Official Submission

1. On the SPeCS for SIPs state landing page, click on the 'Create OFFICIAL Submission' button above the Plans Pending Submission Table or the 'Create OFFICIAL Submission' hyperlink in the top navigation bar (see Figure 1).

**Figure 1: State Landing Page**



## Navigating the Official Submission Form

1. Submissions are separated into multiple components. Each component may be accessed using the left navigation sidebar. Components will appear in the left navigation sidebar based on user selections (see Figure 2).

**Figure 2: Overview of Submission Form Components**

The screenshot shows the EPA SPeCS submission form for 'GA\_8-Hour Ozone 1997 Attainment'. The interface includes a top navigation bar with links like 'Return to CDX', 'EPA Regional Contacts', and 'Contact Us'. A left sidebar contains 'Plan Submission Information' and 'Document Upload'. The main form area has a title field, a list of material types with checkboxes, and a bottom navigation bar with buttons for 'Save', 'Save and Continue', 'Save and return to the homepage', 'Preview Submission', and 'Save and Exit'. Callout boxes explain various UI elements: 'Submission components will appear in this navigation bar' points to the sidebar; 'Enter your submission title here' points to the title field; 'Required questions will be labeled with a red asterisk' points to the 'Attainment Plan(s)' checkbox; 'Question mark icons indicate that help text is available' points to the blue question mark icons; 'Opens a preview of the submission in another browser tab' points to the 'Preview Submission' button; 'Save and remain on the current page' points to the 'Save' button; 'Save and proceed to the next page' points to the 'Save and Continue' button; and 'Save and return to the homepage' points to the 'Save and return to the homepage' button.

2. You may navigate through the submission using the 'Previous' and 'Save and Continue' buttons available at the bottom of each page.
3. The 'Save and Exit' button allows you to save the submission in its current condition, and return to your state landing page.
4. Questions or answers marked with the blue question mark icon indicate that help text is available. To access the help text, simply click on the icon. Click the icon again to hide the help text.
5. All questions marked with a red asterisk (\*) are required questions. In some cases, a required question must be answered before proceeding to the next component. Most required questions can be left blank while you are working through the form and do not require a response until the submission has been certified and submitted to EPA.
6. At any time during the submission development process, you may select the 'Preview Submission' button, which will open a preview of all the submission data entered in a separate tab.

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## Plan Submission Information Page: Specific Questions

1. *Enter a brief title of the plan or plan elements you are submitting.* The first form field on the ‘Plan Submission Information’ page requires you to enter a title for your submission. Submission titles will appear at the top of each page of the submission (in the gray bar) and on the state landing page (in the submissions tables). By default, the name of your state is shown at the top of the plan page as a placeholder until a submission title has been entered and saved. The submission title can be modified at any time prior to submitting a plan.
  - i. The recommended title of your plan should be in the following format: State Abbreviation\_Short Description\_MMDDYYYY.
  - ii. This field cannot contain any of the following special characters: / \ : \* ? “ < > | # %
2. *What type of material are you submitting?* You may include material for multiple types of submissions by selecting one or more checkboxes on the ‘Plan Submission Information’ page. For each type of submission you select, you will be prompted to provide additional information on a component page
  - i. If submitting an Infrastructure SIP, Attainment Plan, and/or Ozone Transport Region (OTR) Requirements, you will be asked to select a standard, area (not applicable for Infrastructure SIPs since they are statewide plans), and the required element(s) you are including in the submission.
  - ii. Several questions throughout the form will display subsequent questions, depending on the response provided.

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## For Preparers: How to Mark a Submission as Ready for Signature

**Note:** You must be registered as a Certifier in SPeCS for SIPs in order to electronically submit plans to EPA. However, Preparers have the ability to mark a submission as ready for a Certifier's electronic signature. For additional information on how to submit official plans as a Certifier, please refer to the 'Signing and Submitting an Official Submission' job aide.

1. Once you have responded to all questions on the component pages identified on the left navigation sidebar, you should advance to the Document Upload Page and upload all documents related to your submission. (For additional information on how to upload documents, please refer to the 'Uploading Documents' job aide.)
2. After you have uploaded your documents, click the 'Review Submission' button at the bottom of the Document Upload page (see Figure 3) to proceed to the Review Submission page.

Figure 3: Document Upload Page

Plan Submission Information

Infrastructure SIP(s)

Attainment Plan(s)

Redesignation Request(s)/Maintenance Plan(s)

Ozone Transport Region (OTR) Requirements

Document Upload

\* Indicates required question for official submissions

Collapse Sidebar <<

## Document Upload

### Add a new file

Choose File No file chosen

Upload

Files must be less than 100 MB.  
Allowed file types: gif jpg jpeg png bmp eps tif pict psd txt rtf html odf pdf doc docx ppt pptx xls xlsx xml avi mov mp3 ogg wav zip.

### Completeness Certification

Confirm that all completeness requirements of 40 CFR 51, Appendix V, 2.1 are included in your SIP submission by providing appropriate documentation by uploading one or more documents which support the criteria below. For each upload, you may include a description.

Once this has been completed, please certify that you have included all of the applicable completeness requirements in your submittal.

1. Submittal letter from Governor or designee requesting approval of the plan or revision.
2. Evidence of adoption.
3. Evidence of legal authority to adopt and implement plan.
  - 3(a). Copy of final adopted plan and/or rule [?](#)
  - 3(b). Indication of changes to existing plan and/or rule if applicable. [?](#)
4. Evidence that state followed procedural requirements for adoption/issuance of plan.
  - 4(a). Evidence of public notice.
5. Public hearing dates if applicable.
6. Compilation of public comments and state responses or declaration that no comments were received.
7. Technical support documentation, if applicable.

**Verify that all applicable completeness requirements are included in this submittal. \***

I have included all of the applicable completeness requirements in my submittal.

**Does this SIP submission include additional documentation (e.g., large modeling files) that is not submitted through this electronic system? \***

Yes

No

< Previous
Save
Review Submission
Preview Submission

Save and Exit

3. On the Review Submission page, a summary of the submission will be displayed (see Figure 6 for an example).
  - a. If there are required questions in the submission that have not been answered, a box will pop-up on the Review Submission page indicating which questions must be answered prior to submitting your plan (see Figure 4). Once you have answered all required questions, the submission will be ready for signature.
  - b. Select the page titles in the pop-up box to access the relevant component page and fill in the necessary information (see Figure 4).
  - c. The left navigation bar in the submission will have a number next to each component page, representing the number of required questions that need to be answered on that page. After selecting a component page, unanswered required questions will appear in highlighted text (see Figure 5).

- d. To close the pop-up box, select the 'OK' button.

**Figure 4: Required Questions Pop-up Box**

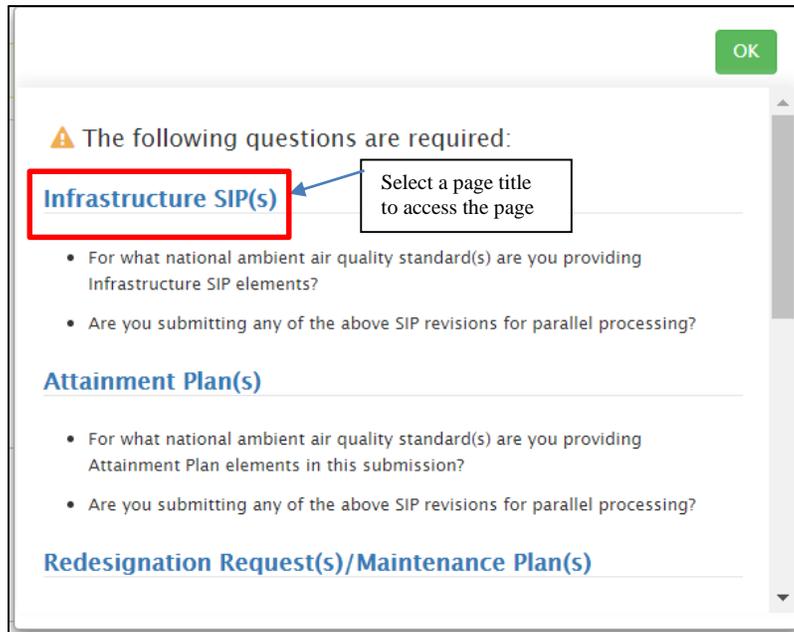


Figure 5: Highlighted Required Questions

SPeCS Home Create OFFICIAL Submission Create DRAFT Submission Return to CDX EPA Regional Contacts Contact Us

Attainment Plan

Plan Submission Information

Infrastructure SIP(s) 2

Attainment Plan(s) 2

Redesignation Request(s)/Maintenance Plan(s) 2

Ozone Transport Region (OTR) Requirements 4

Document Upload 2

\* Indicates required question for official submissions

Collapse Sidebar <<

For what national ambient air quality standard(s) are you providing Attainment Plan elements in this submission? (Select all that apply.) \*

8-Hour Ozone (2006 Standard)

8-Hour Ozone (1997 Standard)

PM-2.5 (2012 Standard)

PM-2.5 (2006 Standard)

PM-2.5 (1997 Standard)

PM-10 (1987 Standard)

Sulfur Dioxide (2010 Standard)

Sulfur Dioxide (1971 Standard)

Lead (2008 Standard)

Lead (1978 Standard)

Carbon Monoxide (1971 Standard)

Nitrogen Dioxide (2010 Standard)

Nitrogen Dioxide (1971 Standard)

Are you submitting any of the above SIP revisions for parallel processing? (Ensure this approach has been coordinated with your EPA Regional Office prior to selecting this option.) \*

No

Yes

< Previous Save Save and Continue > Preview Submission Save and Exit

4. At the Review Submission page, you can click the ‘Ready for Signature’ button to designate the submission as ready for signature by a Certifier (see Figure 6).
  - a. If you need to make additional edits to your responses before designating the submission as ready for signature, you can select the ‘Cancel’ button, which will return you to the submission.
  - b. Once the ‘Ready for Signature’ button is selected, you will be redirected to the State Landing Page. The submission will be listed under “Plans Pending Submission,” and the submission status will be displayed as ‘Ready for Signature’ (see Figure 7).
  - c. A notification will be sent to all Certifiers registered to your state, alerting them that the submission is ready to be electronically signed.

Figure 6: Review Submission Page

Review Submission

THIS FORM WAS GENERATED BY THE ESIPS APPLICATION

**United States**

**ENVIRONMENTAL PROTECTION AGENCY**

**State Implementation Plans (SIPs) Summary**

**Section 110**

Plan Name: AL\_8-Hour Ozone 1997 Infrastructure SIP\_01252018  
 State(s): AL  
 Preview Generated By: Gregory Slusher, AL  
 Generated: January 25, 2018, 5:39 PM (EST)

**Plan Submission Information**

Enter a brief title of the plan or plan elements you are submitting. AL\_8-Hour Ozone 1997 Infrastructure SIP\_01252018

What type of material are you submitting?

- Infrastructure SIP(s)

**Infrastructure SIP(s)**

For what national ambient air quality standard(s) are you providing Infrastructure SIP elements?

- 8-Hour Ozone (1997 Standard)
  - Section 110(a)(2)(C) Program for enforcement of control measures; Section 110(a)(2)(G) Emergency power  
 Date Adopted: 01/26/2018

Designate the submission as ready for signature

Returns you to the submission to edit responses

< Cancel Ready for Signature

Preview Submission

Figure 7: State Landing Page

SPeCS Home Create OFFICIAL Submission Create DRAFT Submission Return to CDX EPA Regional Contacts Contact Us

Home

**Georgia**

Welcome to the Electronic State Implementation Plan Submission (eSIPS) under Section 110 of the Clean Air Act

Create OFFICIAL Submission Create DRAFT Submission

Hello Gregory Slusher

Recent Activity

Gregory Slusher designated the following plan as ready for signature Attainment Plan 01/05/18

Gregory Slusher created Attainment Plan 01/05/18

Gregory Slusher created Georgia Infrastructure 01/04/18

Plans Pending Submission

Show 10 entries

ACTION	PLAN NAME	STATUS
Delete	Attainment Plan	Ready for Signature

Submissions that are labeled as 'Ready for Signature' will have an updated status on the home page

When a submission is labeled as 'Ready for Signature', it will appear in the Recent Activity section

## Support

If you have any questions related to submission development, please contact your EPA Regional Contact as listed on your state landing page.

If you have any questions related to CDX or the SPeCS for SIPs program service, please contact the CDX Help Desk at [helpdesk@epacdx.net](mailto:helpdesk@epacdx.net) or by telephone at 888-890-1995.