ODS REPORTING

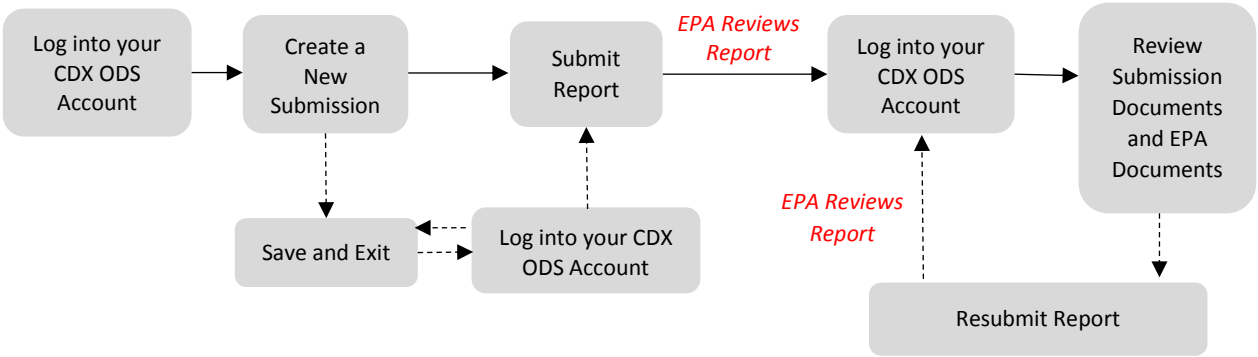
Submitting Data to EPA

January 2020

I. INTRODUTION

This document provides information for reporting entities on how to submit data to the Environmental Protection Agency (EPA) on ozone depleting substances (ODS), as required by 40 CFR Part 82. A general overview of the submission process is provided in Figure 1 below.

Figure 1: Overview of ODS Report Submission Process



For information on creating a CDX account, see EPA's document on *Registering with CDX*. The remainder of this document is organized as follows:

- **Section II:** Accessing your CDX ODS Account
- **Section III:** Creating a New ODS Submission
- **Section IV:** Completing a New ODS Submission
- **Section V:** Viewing Submission Documents and EPA Documents
- **Section VI:** Resubmitting an ODS Report
- **Appendix A:** Reviewing EPA Documents as a Trade Transferee

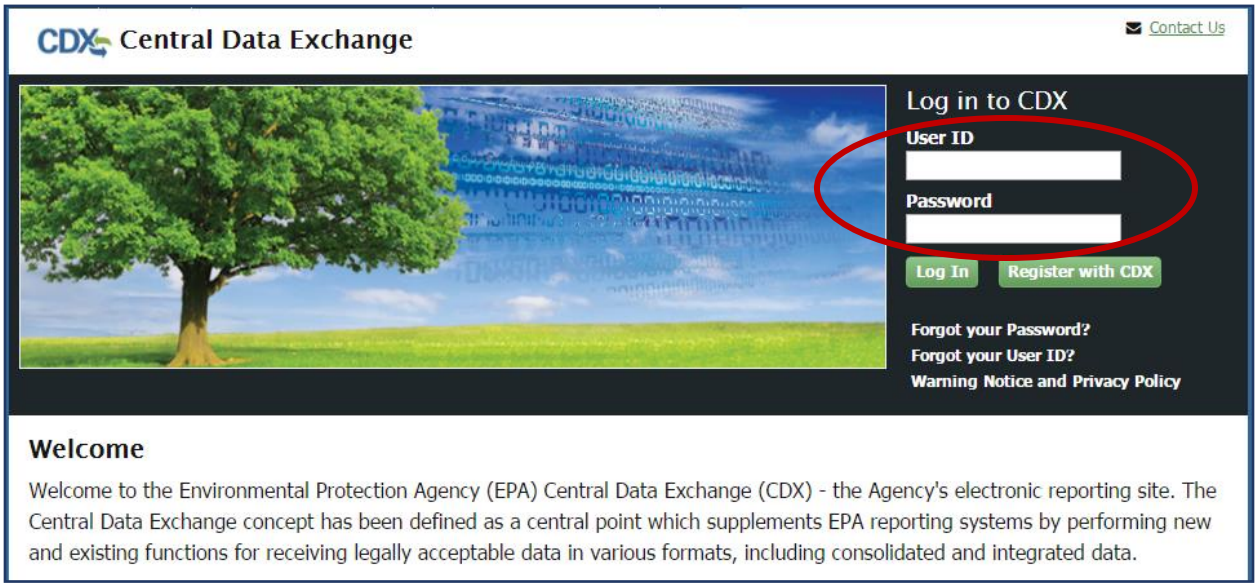
Questions?

For questions about ODS reporting, contact Sean Duenser at **(202) 343-9157** or duenser.sean@epa.gov. For questions about CDX, contact the CDX Helpdesk at **(888) 890-1995** or helpdesk@epacdx.net.

II. ACCESSING YOUR CDX ODS ACCOUNT

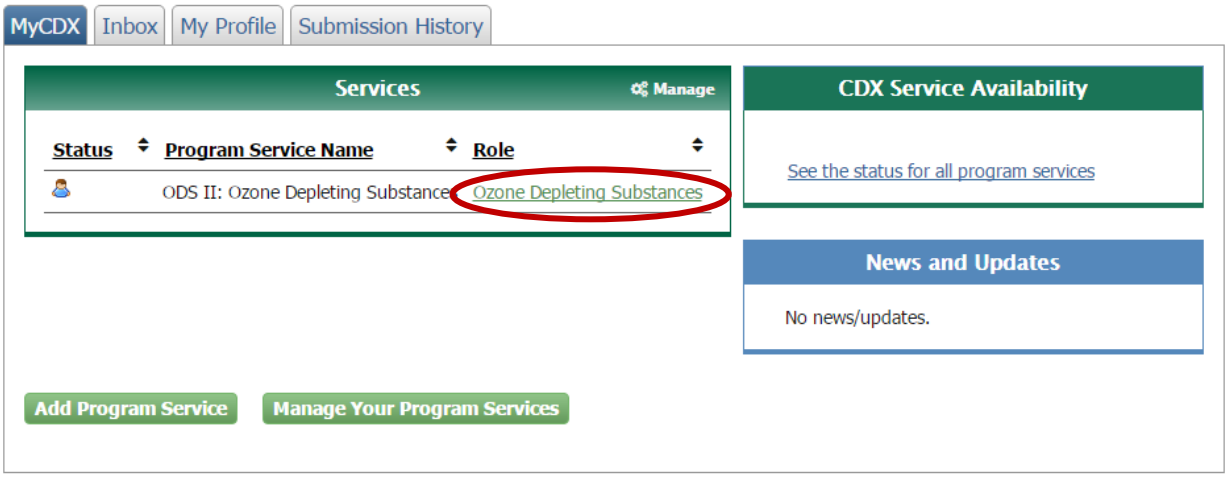
Step 1: Log into the Central Data Exchange (CDX)

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



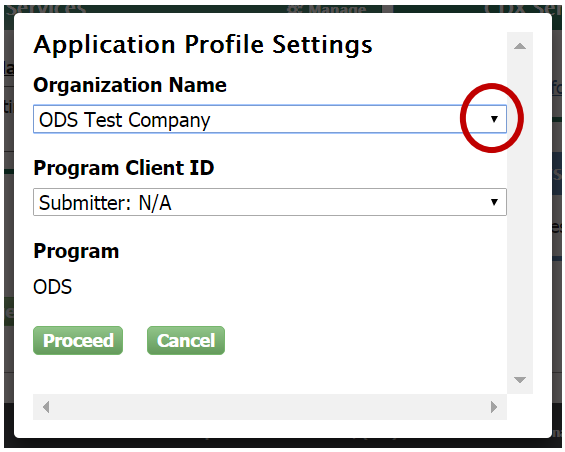
Step 2: Enter the ODS Application

From the 'MyCDX' tab, select the "Ozone Depleting Substances" link.



Step 3: Select the Organization under which to Submit Your Report

If you are registered under more than one organization in CDX, you will be asked to select under which organization to submit your report. Use the dropdown menu to select the organization name. If you are only registered under one organization, you will be automatically directed to the ODS home page.



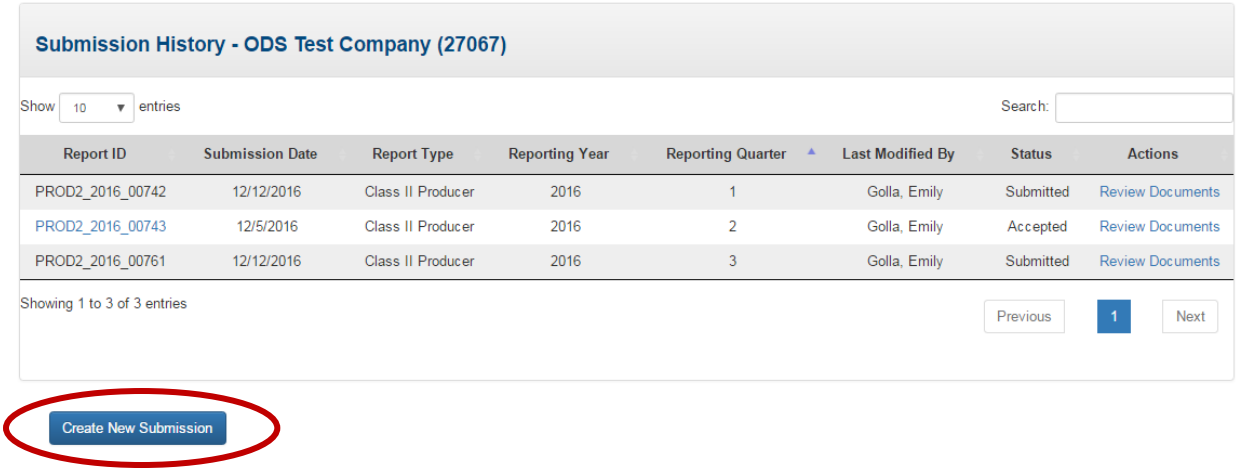
The Importance of Your Organization Name

The organization you register with and submit data under in CDX is used by the ODS Tracking System to identify the reporting entity of each submission. CDX assigns each organization in its database with a unique 5-7 digit ID. The use of a consistent Organization ID by all individuals that submit reports on behalf of your company is required by EPA. Additionally, all users registered under the same Organization ID have access to the same Submission History table in CDX. More details on selecting and updating your Organization Name/ID can be found in EPA's document on *Registering with CDX*.

III. CREATING A NEW ODS SUBMISSION

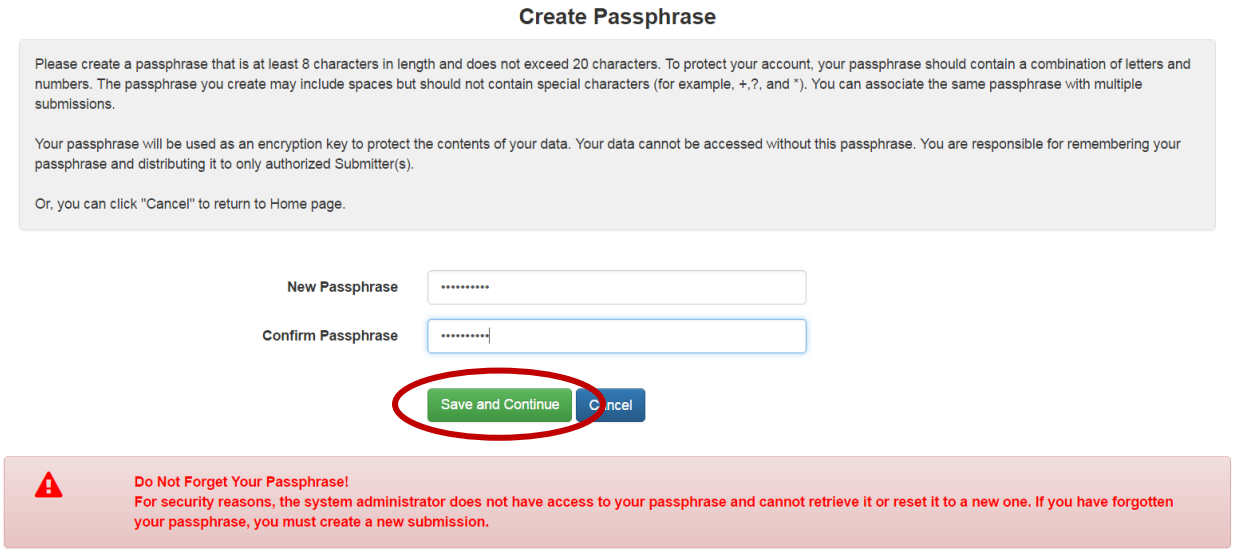
Step 1: Select 'Create New Submission'

From the CDX ODS home page, click the "Create New Submission" button located below the Submission History table.



Step 2: Create a Passphrase

Following the instructions, create a passphrase for your new submission and click "Save and Continue."



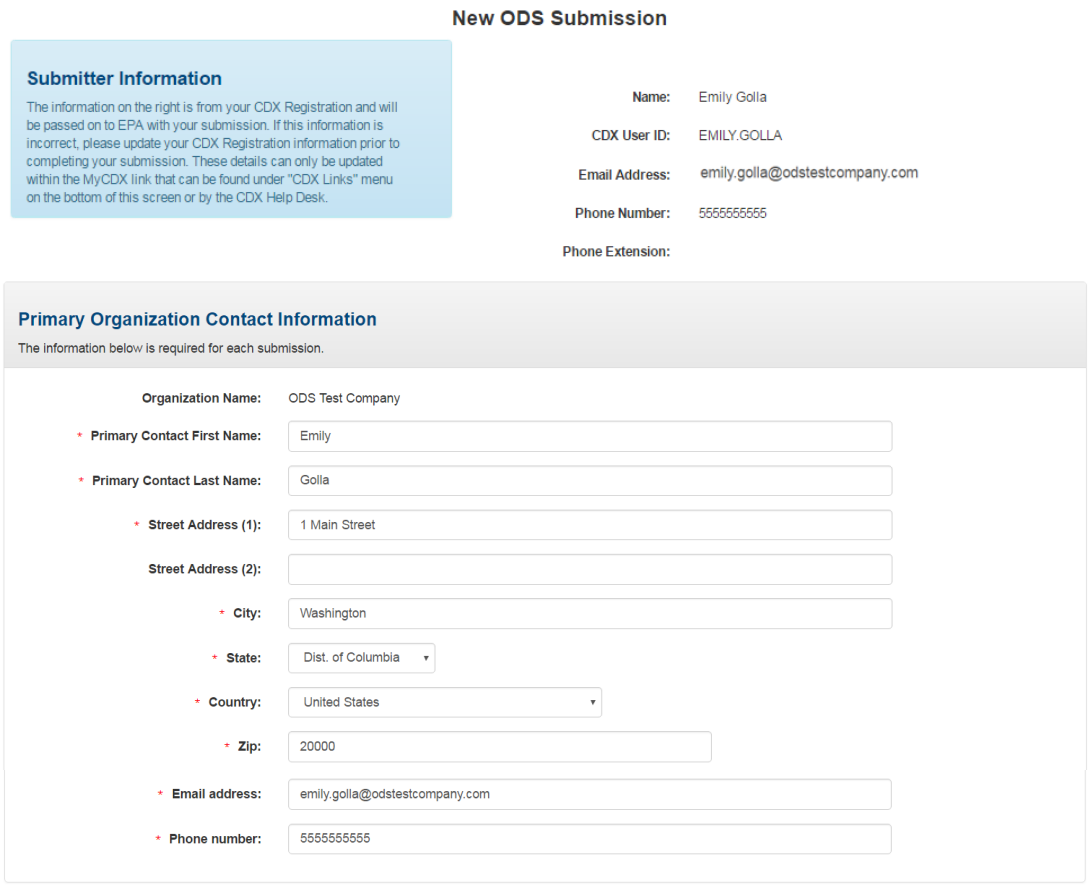
What is a Passphrase?

The passphrase is used as an encryption key to protect the contents of your submission. Each time you create a new submission, you will be asked to create a passphrase. In order to edit an 'in progress' submission, resubmit a report, or view the contents of a previous submission (whether it was last modified by you or another CDX user in your organization), you will be required to enter the submission's passphrase. The same passphrase may be used for all submissions. To ensure all users in your organization have access to all historic submissions, you may consider establishing a single passphrase that is used by all CDX users in your organization for all ODS submissions.

REMEMBER YOUR PASSPHRASE: Please note that the system administrator does not have access to your passphrase and cannot retrieve it or reset it. *If you forget your passphrase you will not be able to view or edit your submission in CDX.*

Step 3: Enter Your Organization's Primary Contact Information

Enter or edit the primary contact information for your new ODS submission.

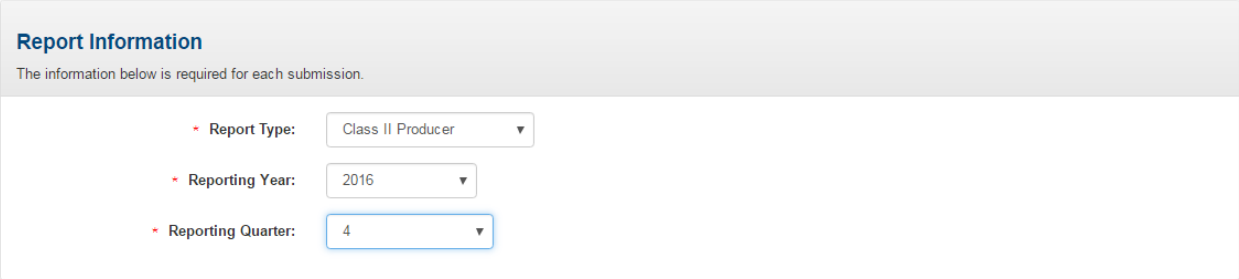


Populating the Primary Contact Information

Your organization's primary contact information should reflect the name and address of the person that serves as the primary contact for your organization and to whom all formal communications from EPA should be addressed. This information may or may not differ from the submitter's information. Once you have submitted a report, the primary contact information will be auto-populated based on the last report submitted by your organization. The primary contact information can then be edited, as needed.

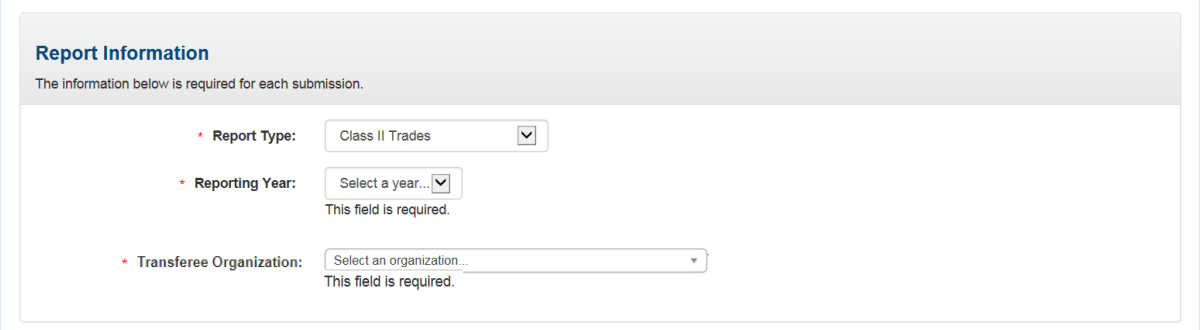
Step 4: Enter Your Report Information

Select the report type, reporting year, and reporting quarter (if applicable) of your submission.



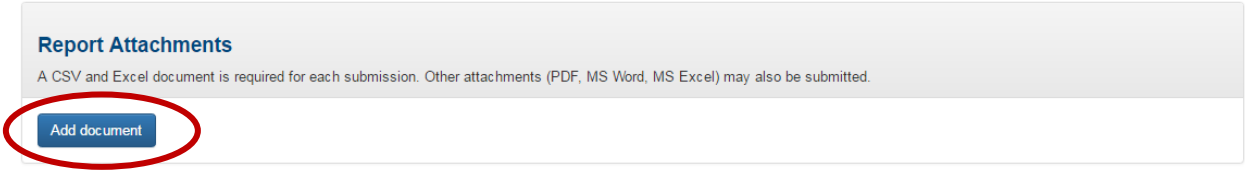
Trade Reports

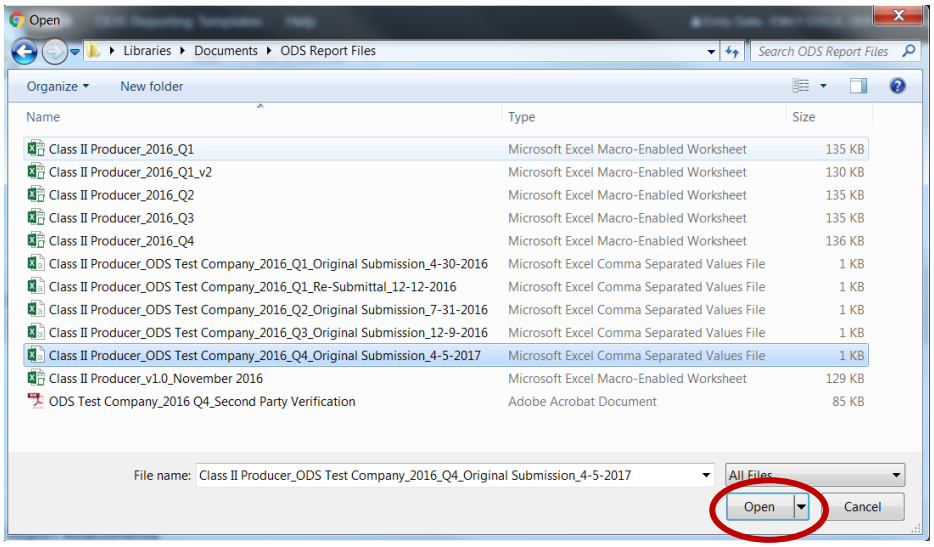
When submitting a trade report you must additionally identify the Transferee Organization in CDX. A representative from the Transferee Organization must register with the ODS Program in CDX in order for the transferee to appear in the CDX dropdown list. Make sure to confirm with the Transferee Organization the Organization ID associated with their organization prior to submitting your report. For intra-company trades, select your organization as the Transferee Organization.

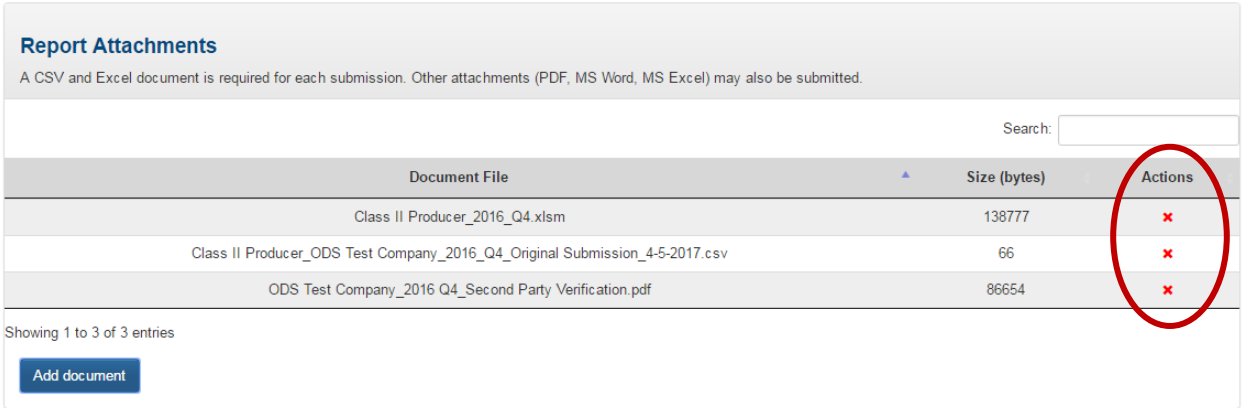


Step 5: Upload Report Attachments

Select "Add document" to upload your report attachments. Locate each submission file. Select and click "Open" to upload each file to CDX. If a document is uploaded in error, it may be removed by clicking on the red 'x' in the far right column.







What Attachments are Required?

Each submission **MUST** include (1) the completed Excel reporting form and (2) the generated comma separated value (CSV) file. Additionally, supplemental documentation may be required, depending on your reporting activity. Refer to EPA's reporting regulations at 40 CFR 82.13 and 40 CFR 82.24 to determine what supplemental documentation is required as part of your submission. PDF, Excel, CSV, and Word files are acceptable formats for attachments.

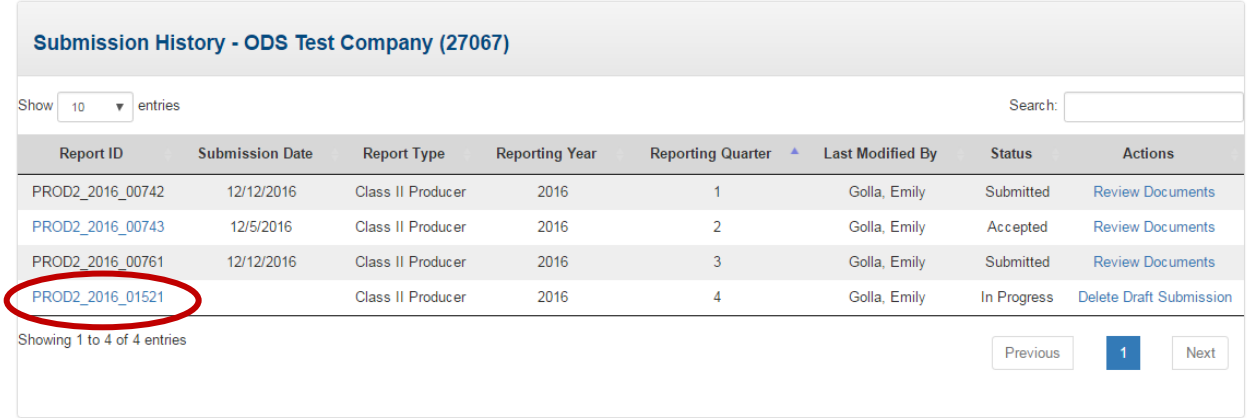
Step 6: Save Progress without Submitting Report (Optional)

At any time during the submission process, you have the option to save the submission and come back to complete and submit the report at a later date. If you wish to complete your submission at another time, click the "Save and Exit" button at the bottom of the screen.

IV. COMPLETING A NEW ODS SUBMISSION

Step 1: Return to the 'In Progress' Submission (if Applicable)

If you decided to "Save and Exit" prior to completing your new ODS submission, locate the in progress submission in the Submission History table and click on the "Report ID" link.



Submission History - ODS Test Company (27067)

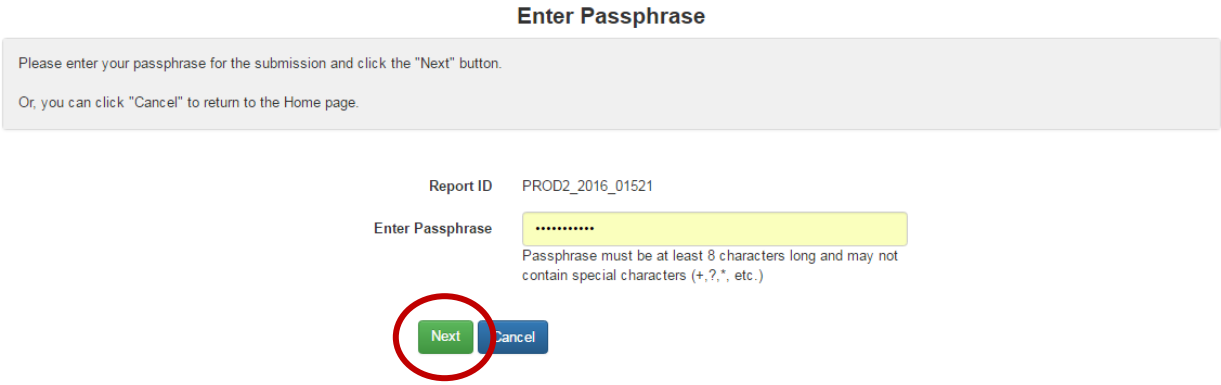
Show 10 entries Search:

Report ID	Submission Date	Report Type	Reporting Year	Reporting Quarter	Last Modified By	Status	Actions
PROD2_2016_00742	12/12/2016	Class II Producer	2016	1	Golla, Emily	Submitted	Review Documents
PROD2_2016_00743	12/5/2016	Class II Producer	2016	2	Golla, Emily	Accepted	Review Documents
PROD2_2016_00761	12/12/2016	Class II Producer	2016	3	Golla, Emily	Submitted	Review Documents
PROD2_2016_01521		Class II Producer	2016	4	Golla, Emily	In Progress	Delete Draft Submission

Showing 1 to 4 of 4 entries Previous 1 Next

Step 2: Enter the Submission's Passphrase (if Applicable)

Enter the passphrase that was created under Section III, Step 2 and select "Next."



Enter Passphrase

Please enter your passphrase for the submission and click the "Next" button.

Or, you can click "Cancel" to return to the Home page.

Report ID PROD2_2016_01521

Enter Passphrase ••••••••••••

Passphrase must be at least 8 characters long and may not contain special characters (+,?,*, etc.)

Next Cancel

Step 3: Submit Your Report

From the submission page, complete and/or confirm all information is correct and all attachments have been uploaded, and click "Save and Submit." Reports may not be edited once submitted.

Step 4: Edit Your Submission to Address Failed Validations (if Applicable)

When the "Save and Submit" button is selected, CDX runs a number of data validation checks to ensure your submission is complete, correctly labeled, and not duplicative of another submission. If the submission fails a validation, an error message will appear at the top of the page. Select "See Errors" for additional information on why your submission failed validation. Revise the submission accordingly and select "Save and Submit" again.

Data Validations

When the "Save and Submit" button is selected, CDX validates that the following are true:

- The Report Type, Reporting Year, and Reporting Quarter (if applicable) selected under Section III, Step 4 matches the Report Type, Reporting Year, and Reporting Quarter (if applicable) that appears in the CSV file attachment.
- A report with the same Report Type, Reporting Year, and Reporting Quarter (if applicable) was not already submitted by your organization (see Section VI for more information on resubmitting an ODS report).
- The reporting form version number is up-to-date.
- A CSV file is included in your submission.
- An Excel file is included in your submission.

Step 5: Review Submission

Review your submission's information and ensure all attachments have been uploaded. If any information looks incorrect or if you forgot to include an attachment, click "Cancel Submission" and you will be returned to the ODS Home Page. If the information looks good, click the "Sign, Encrypt, and Submit" button at the bottom of the page.

Review Submission - PROD2_2016_01521

Submitter Information

Name:	Emily Golla
CDX User ID:	EMILY.GOLLA
Email Address:	emily.golla@odstestcompany.com
Phone Number:	5555555555
Phone Extension:	

Report Metadata

Report Type:	PROD2
Report Year:	2016
Report Quarter:	4

Primary Organization Contact Information

Organization Name:	ODS Test Company
Primary Contact First Name:	Emily
Primary Contact Last Name:	Golla
Street Address (1):	1 Main Street
Street Address (2):	
City:	Washington
State:	Dist. of Columbia
Country:	United States
Zip:	20000
Email address:	emily.golla@odstestcompany.com
Phone number:	5555555555

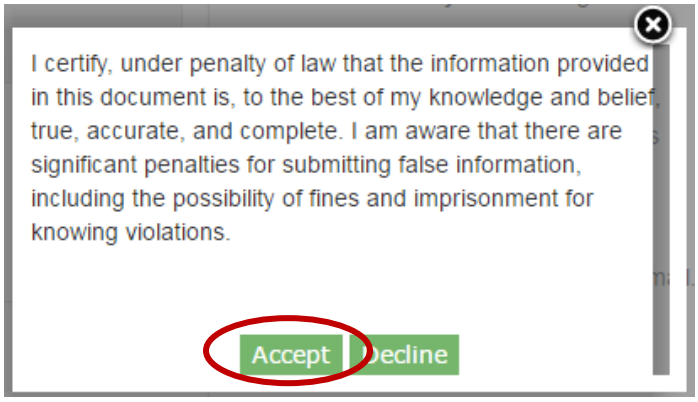
Report Attachments

Document File	Size (bytes)
Class II Producer_2016_Q4.xlsm	138800
Class II Producer_ODS Test Company_2016_Q4_Original Submission_4-5-2017.csv	96
ODS Test Company_2016 Q4_Second Party Verification.pdf	86672

Back | Sign, Encrypt and Submit | Cancel submission

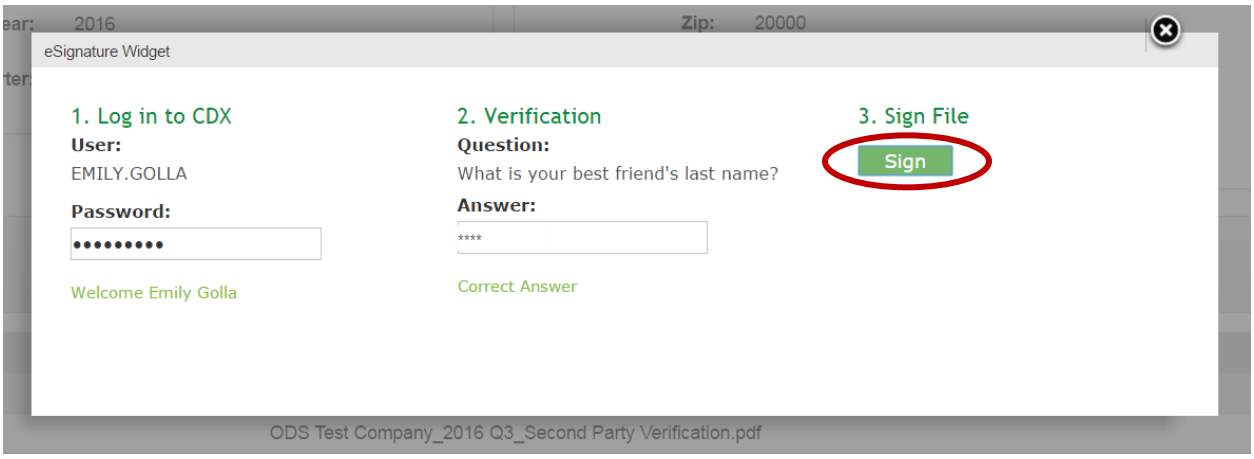
Step 6: Certify the Accuracy of Your Submission

Read the message that appears and, if you agree, select "Accept."



Step 7: Complete the eSignature

- **Re-enter your CDX password.** This is the same password used to log into CDX.
- **Answer the security question.** The security question will correspond to one of the security questions entered during CDX registration.
- **Sign file.** Select "Sign" to submit your submission.



Step 8: Receive CDX Submission Acknowledgement

Congratulations! You have successfully submitted your ODS report. An email will be sent by CDX to the submitter's email address to acknowledge receipt of your submission. Retain this email for your records.

> Your ODS Submission (PROD2_2016_01521) has been successfully transmitted to ODS and is awaiting processing. Your transaction ID is _2c3acb67-da79-459c-9bbb-a48c4141aa0a
>
> Organization Name: ODS Test Company
>
> If you have questions concerning this message, you may contact the CDX Help Desk by email at helpdesk@epacdx.net or by calling the CDX Technical Support Staff through our toll free telephone support on (888) 890-1995 between Monday through Friday from 8:00 am to 6:00 pm EST/EDT. For International callers, the CDX Help Desk can also be reached at (970) 494-5500.
>
> CDX Homepage

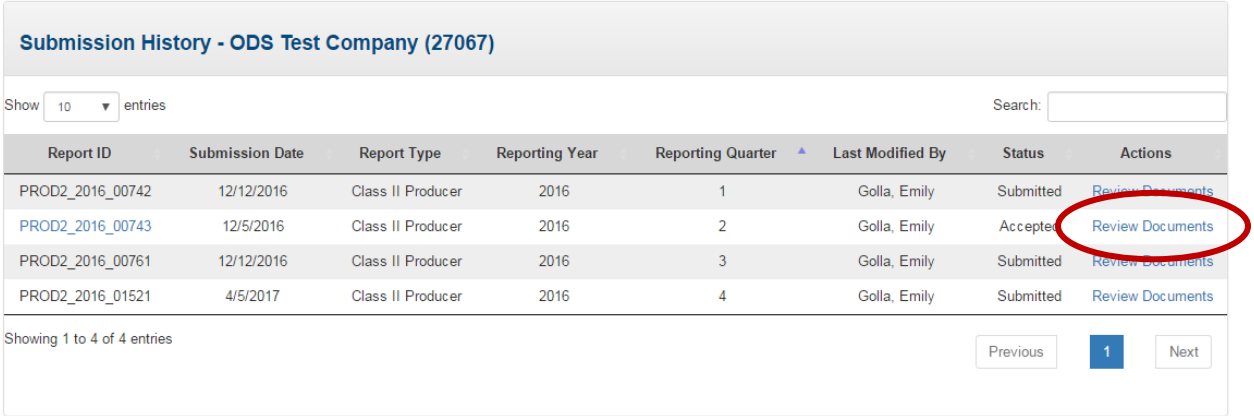
Step 9: Receive CDX Status Change Notification

Once EPA has completed review of your report, you will receive another email to notify you that the status of your submission has changed. At this time, you may log back into CDX, view the new submission status, and view any documents sent to you by EPA regarding your report.

V. VIEWING SUBMISSION DOCUMENTS AND EPA DOCUMENTS

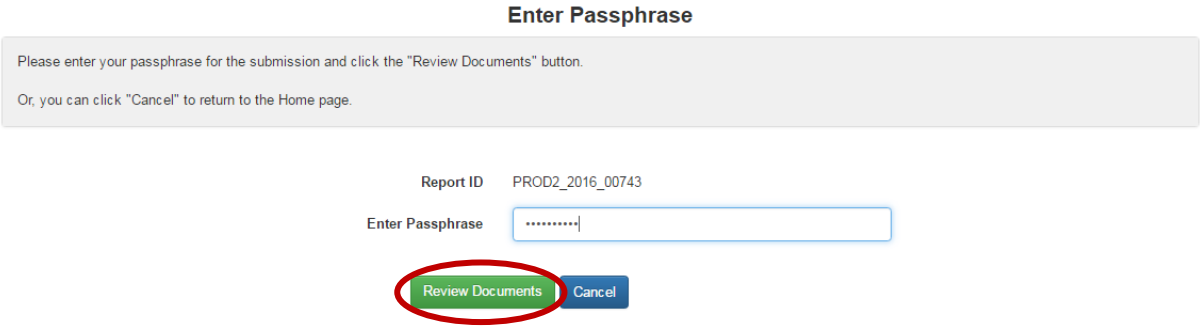
Step 1: Locate the Report to Review

From the CDX Home Page, locate the report for which you would like to review documentation. You may review submission documents for any report that has been submitted. Once located, click the "Review Documents" link. If you are the transferee of a Class II Trades report see Appendix A for additional instructions on viewing EPA documents.



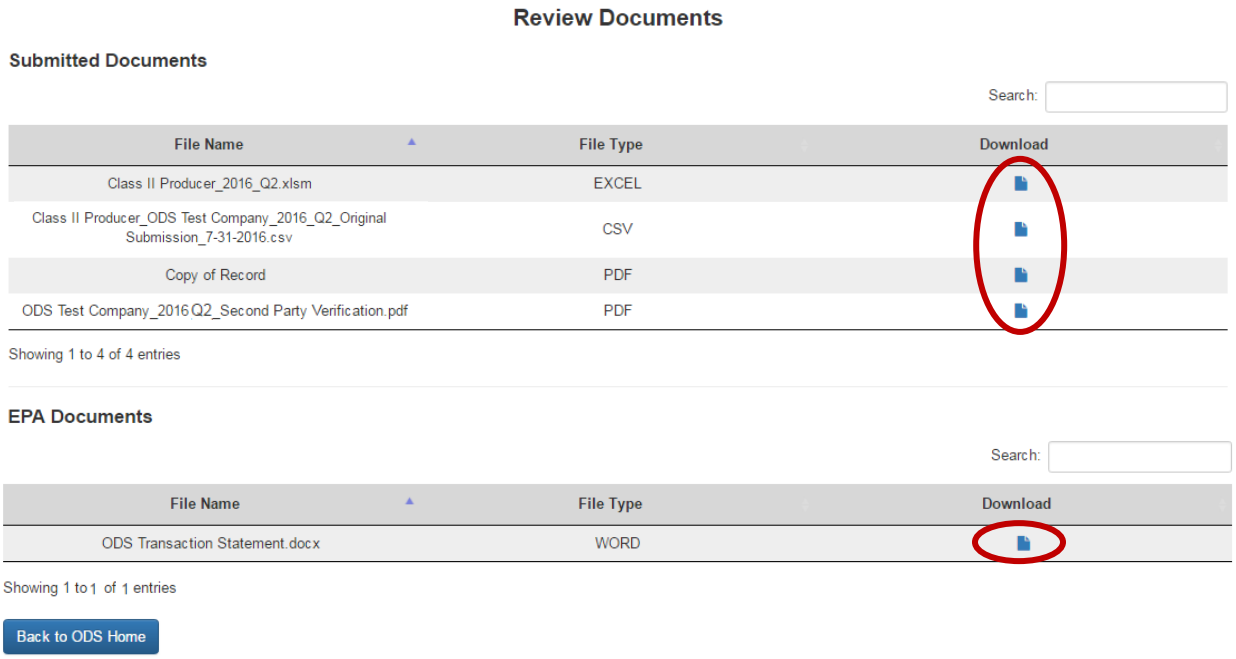
Step 2: Enter the Submission's Passphrase

Enter the passphrase that was created under Section III, Step 2, and select "Review Documents."



Step 3: Review Report Documents

Submitted documents include report attachments as well as the Copy of Record, which summarizes all metadata for the submission. To view these files, select the "Download" icon in the far right column. In addition to submitted documents, you may also review documents that have been sent to you by EPA following EPA's review of your submission. For more information on what EPA documents to expect, see the text box below on EPA documents.



Review Documents

Submitted Documents

Search:

File Name	File Type	Download
Class II Producer_2016_Q2.xlsm	EXCEL	
Class II Producer_ODS Test Company_2016_Q2_Original Submission_7-31-2016.csv	CSV	
Copy of Record	PDF	
ODS Test Company_2016Q2_Second Party Verification.pdf	PDF	

Showing 1 to 4 of 4 entries

EPA Documents

Search:

File Name	File Type	Download
ODS Transaction Statement.docx	WORD	

Showing 1 to 1 of 1 entries

Back to ODS Home

EPA Documents

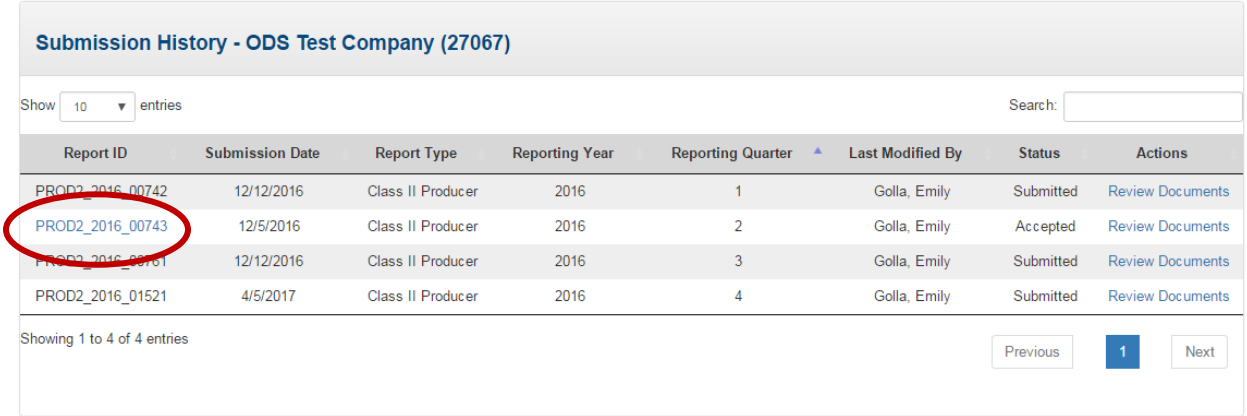
Once your submission has been reviewed by EPA, you may receive additional information from EPA depending on the report type as well as the outcome of EPA's review. The type of documentation you should expect to see by report type and review outcome is summarized below.

	Approved		Not Approved
	Balance Statement	**Approval Letter**	**Error Report**
Class II Producer	✓		✓
Class II Importer	✓		✓
Class II RACA	✓	✓	✓
Class II Trades	✓	✓	✓
Class I Producer			✓
MeBr Producer			✓
Class I Importer			✓
MeBr Importer			✓
Class I Exporter			✓
MeBr Exporter			✓
Class II Exporter			✓
Class I Lab Supplier			✓
Second Party Destruction			✓
Second Party Transformation			✓
MeBr Distributor of QPS			✓
MeBr Pre-2005 Stocks			✓

VI. RESUBMITTING AN ODS REPORT

Step 1: Locate the Original Submission

In the Submission History table, locate the report that you would like to resubmit and click on the Report ID link.



Submission History - ODS Test Company (27067)

Show 10 entries Search:

Report ID	Submission Date	Report Type	Reporting Year	Reporting Quarter	Last Modified By	Status	Actions
PROD2_2016_00742	12/12/2016	Class II Producer	2016	1	Golla, Emily	Submitted	Review Documents
PROD2_2016_00743	12/5/2016	Class II Producer	2016	2	Golla, Emily	Accepted	Review Documents
PROD2_2016_00761	12/12/2016	Class II Producer	2016	3	Golla, Emily	Submitted	Review Documents
PROD2_2016_01521	4/5/2017	Class II Producer	2016	4	Golla, Emily	Submitted	Review Documents

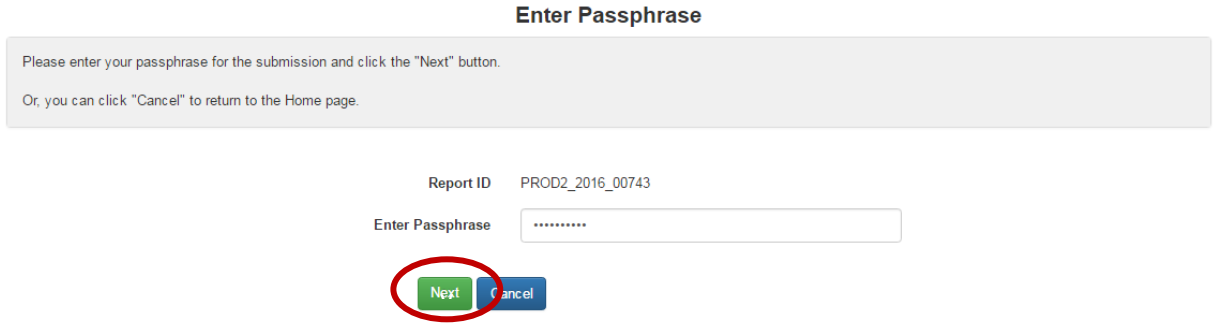
Showing 1 to 4 of 4 entries Previous 1 Next

When Can I Resubmit a Report?

All ODS report types may be resubmitted in CDX with the exception of the Class II Trades report. ODS reports may only be resubmitted after they have been reviewed by EPA. To resubmit a report, you will need to wait until you receive an email notification that the status of your report has changed to either 'Accepted' or 'Not Accepted.' If you are aware that you need to resubmit a report but EPA has not yet reviewed your submission, you may contact the ODS Tracking System Manager at 202-343-9192 to expedite the review process.

Step 2: Enter the Submission's Passphrase

Enter the passphrase that was created under Section III, Step 2, and select "Next."



Enter Passphrase

Please enter your passphrase for the submission and click the "Next" button.

Or, you can click "Cancel" to return to the Home page.

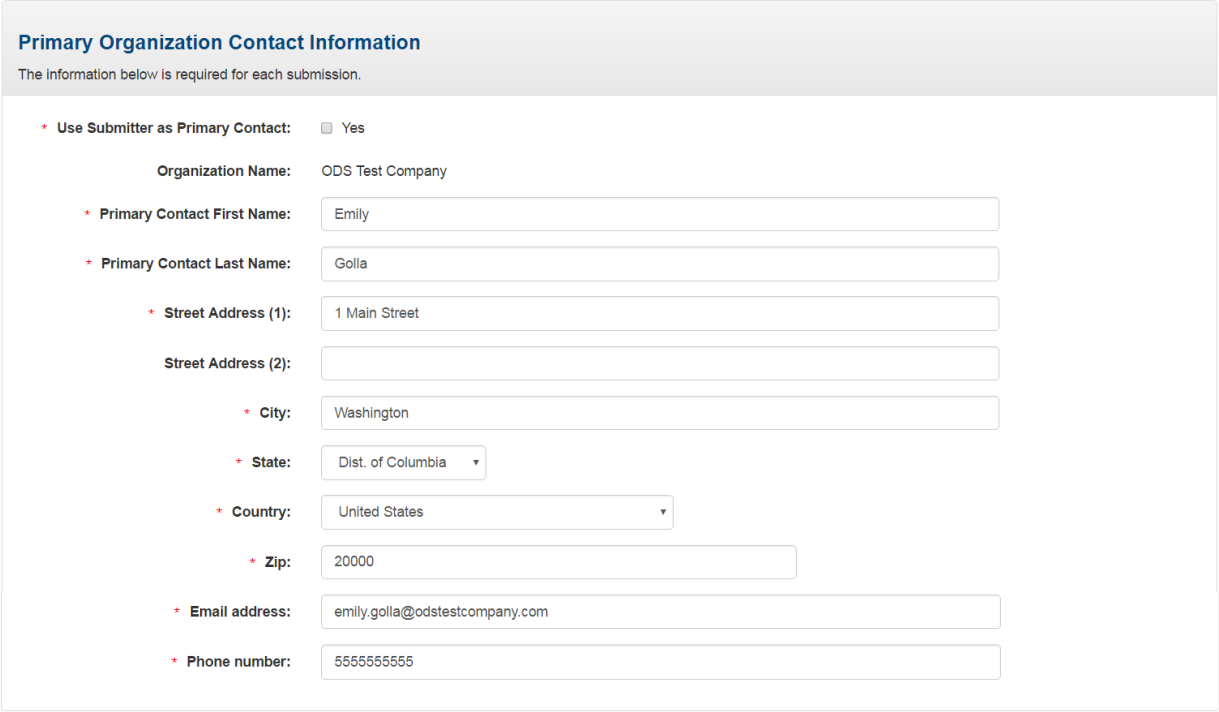
Report ID PROD2_2016_00743

Enter Passphrase ••••••••••

Next Cancel

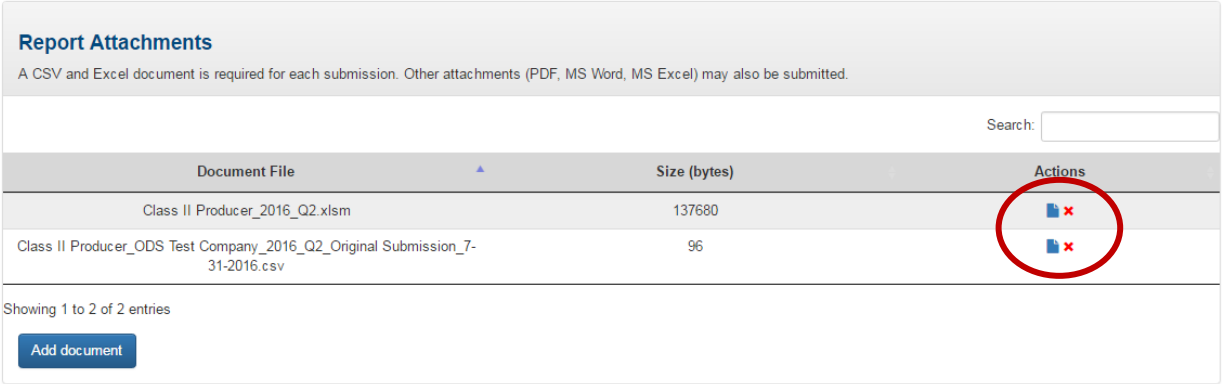
Step 3: Confirm the Submission's Primary Organization Contact Information

Review the submission's contact information to confirm it is still accurate. Edit as needed.



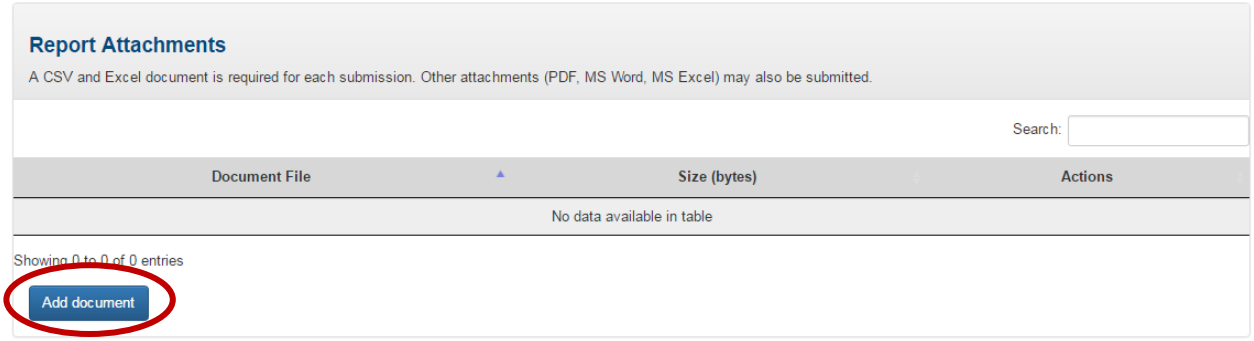
Step 4: Remove Report Attachments

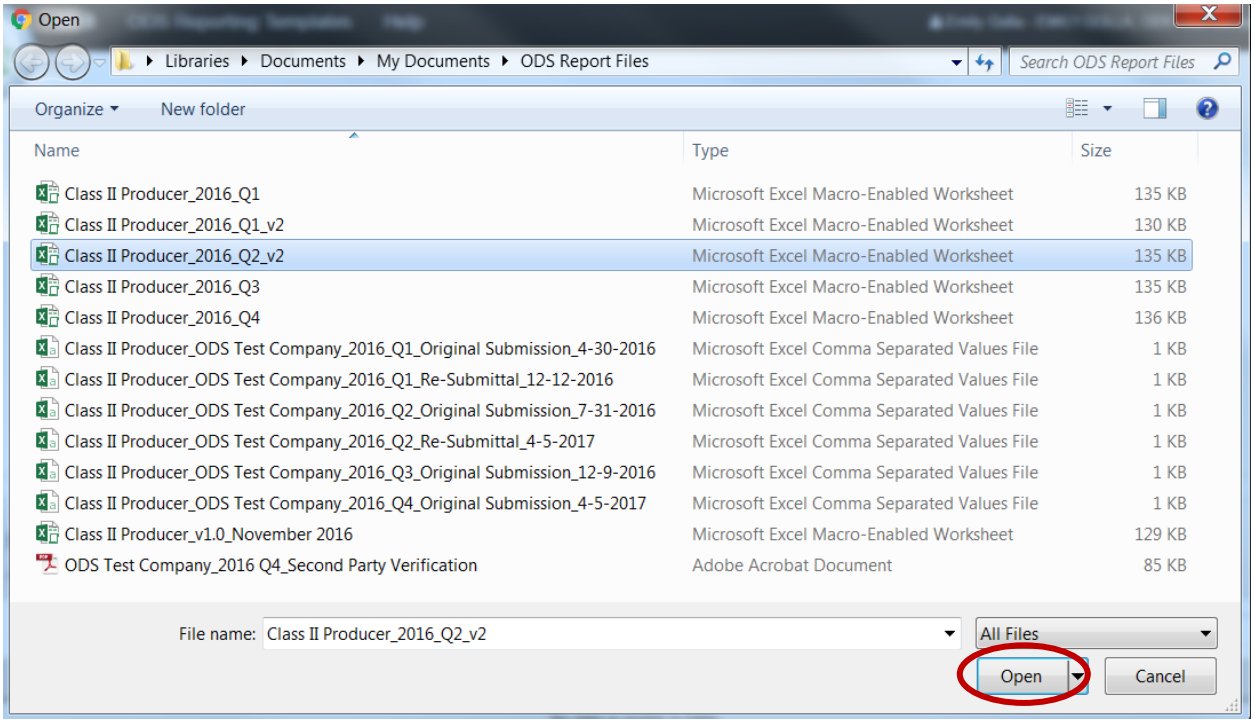
Delete the CSV file and Excel file associated with the previous version of the submission by clicking on the red 'x' in the far right column.



Step 5: Upload Report Attachments

Select "Add document" to upload your revised report attachments. Locate each submission file. Select and click "Open" to upload each file to CDX.



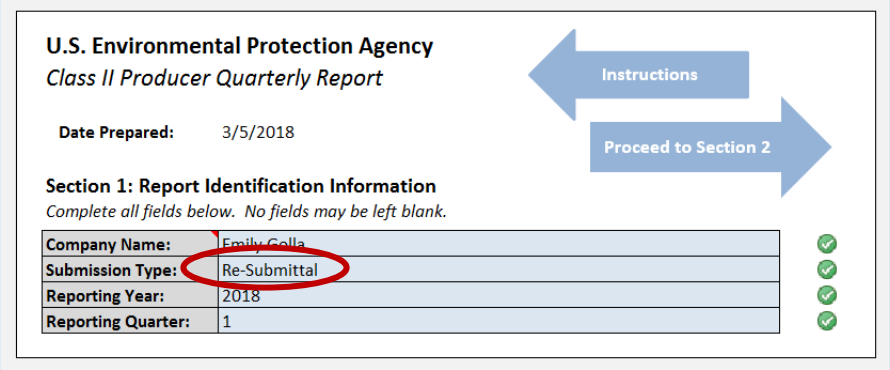


Step 6: Submit Your Revised Report

Once the revised report files have been uploaded along with any new or revised supplemental documents, click "Save and Submit."

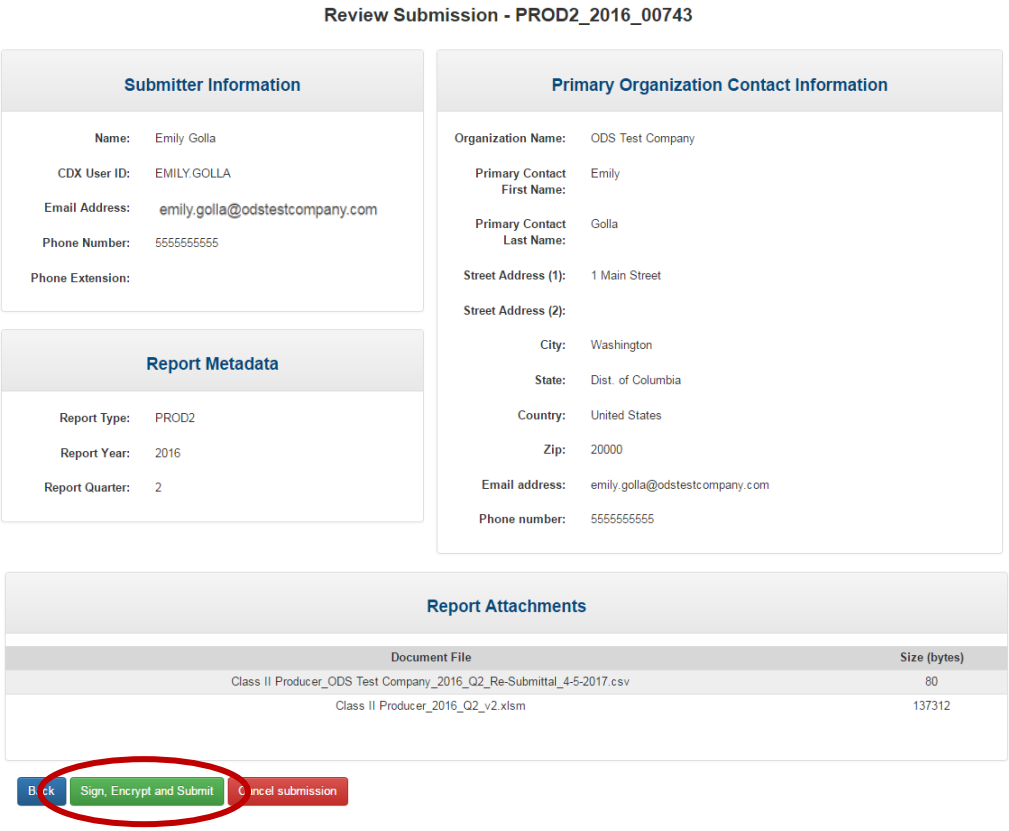
Make Sure Your Report is Marked as a Re-Submittal

When a report is resubmitted, CDX runs a validation check on the CSV file to confirm your report is marked as a re-submittal. Even if the only change to your submission is the addition of supplemental documentation, your report files need to be updated and marked as a re-submittal.



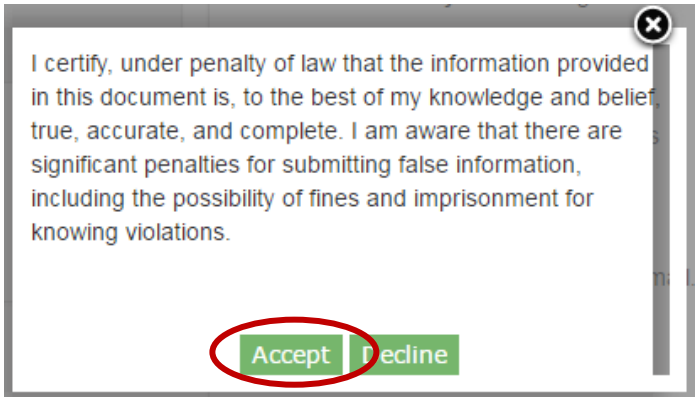
Step 7: Review Submission

Review your submission's information for completeness and accuracy and click the "Sign, Encrypt and Submit" button at the bottom of the page.



Step 8: Certify the Accuracy of Your Re-Submission

Read the message that appears and, if you agree, select "Accept."



Step 9: Complete the eSignature

- **Re-enter your CDX password.** This is the same password used to log into CDX.
- **Answer the security question.** The security question will correspond to one of the security questions entered during CDX registration.
- **Sign file.** Select "Sign" to submit your re-submission.

Step 10: Receive Submission Acknowledgement and Status Change Notification

Congratulations! You have successfully re-submitted your ODS report. An email will be sent by CDX to the submitter's email address to acknowledge receipt of your re-submission. Retain this email for your records. Once EPA has completed review of your report, you will receive another email to notify you that the status of your re-submission has changed. At this time, you may log back into CDX, view the new submission status, and view any documents sent to you by EPA regarding your report.

APPENDIX A. VIEWING EPA DOCUMENTS AS A TRADE TRANSFEREE

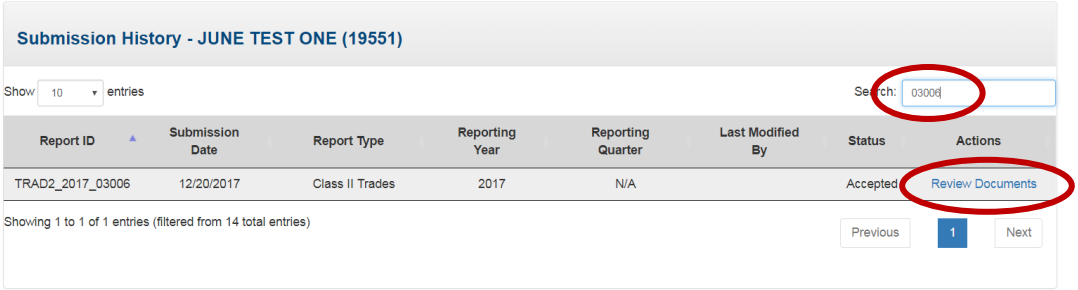
Step 1: Receive Notification from CDX

When another organization submits a Class II Trade report and identifies your company as the Transferee Organization, following the Acceptance of the report by EPA, you will receive an email from CDX notifying that a submission has been created for your organization.

> A Class II Trade transfer submission has been created for your organization.
>
> Organization Name: JUNE TEST ONE
> Report ID: TRAD2_2017_03006
> Temporary Passphrase: e754dfa300
> Upon initial review of the Trade Form you will have an opportunity to provide a permanent passphrase for this report causing the temporary passphrase to become inactive. This permanent passphrase can be used by all members of your organization to access the form after it's creation.
>
> Please review the submission in CDX for any additional information concerning this status change.

Step 2: Log into CDX and Locate the Report

From the CDX Home Page, locate the report using the Report ID provided in the email notification. Once located, click the "Review Documents" link.



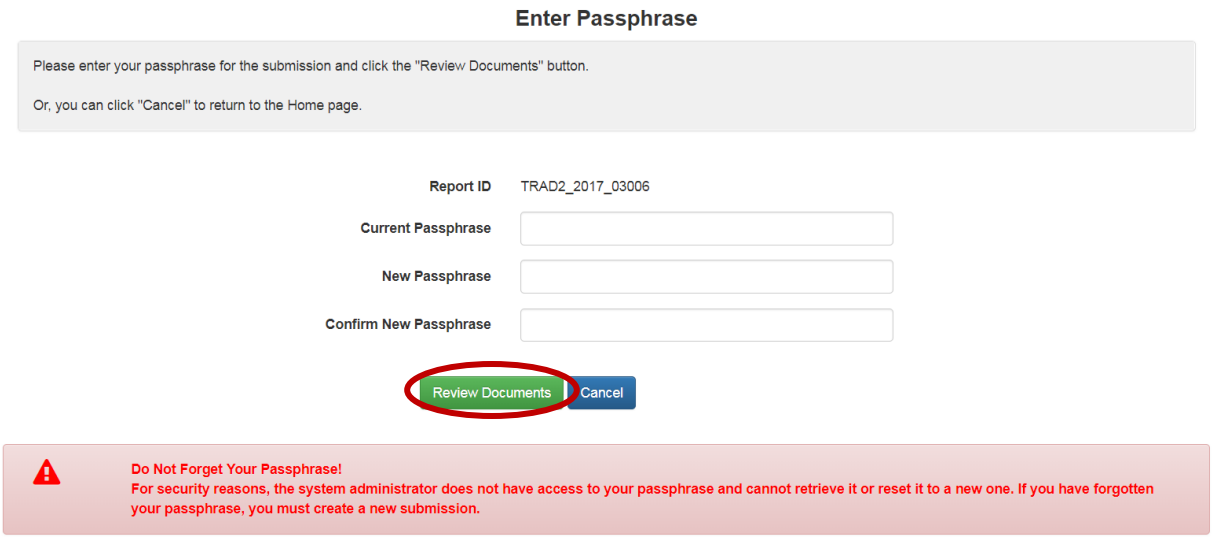
Step 3: Enter the Passphrase

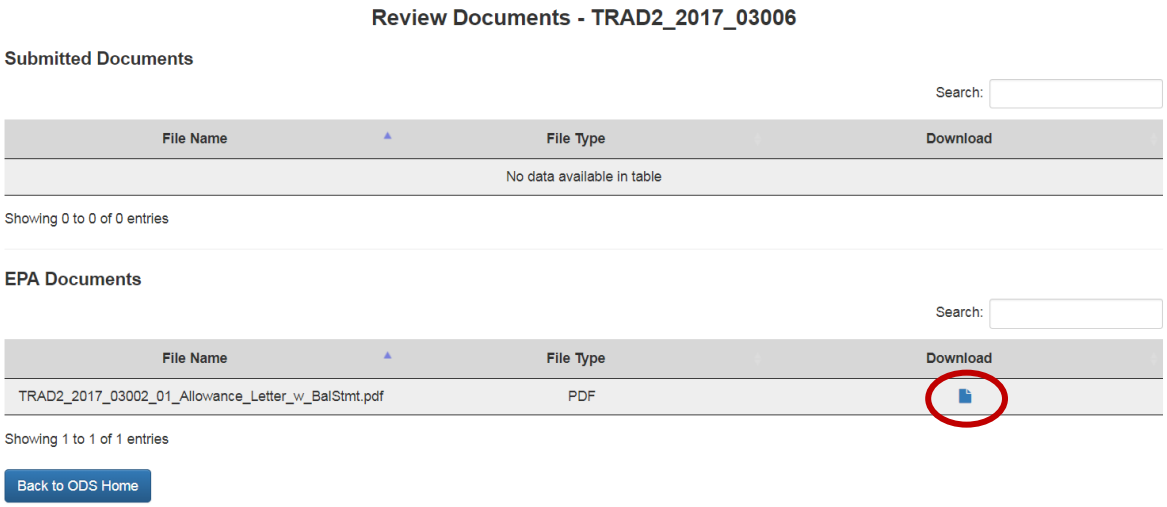
Enter the temporary passphrase provided in the email notification as well as a new passphrase for your submission. Click "Review Documents."

What is a Passphrase?

The passphrase is used as an encryption key to protect the contents of your submission. To view the contents of your submission, you will be required to enter the submission's passphrase. The same passphrase may be used for all submissions. To ensure all users in your organization have access to all historic submissions, you may consider establishing a single passphrase that is used by all CDX users in your organization for all ODS submissions.

REMEMBER YOUR PASSPHRASE: Please note that the system administrator does not have access to your passphrase and cannot retrieve it or reset it. *If you forget your passphrase you will not be able to view or edit your submission in CDX.*



Step 4: Review EPA Documents

To view the documents provided by EPA, select the "Download" icon in the far right column.