

# **Submitting Your Reclaimer Reports Electronically**

December 15, 2020



# Agenda



- Why submit electronically
- CDX Overview
- Reclaimer Submission Process
- Submitting Your Reclaimer Report
- Viewing Your Reclaimer Report
- Questions

The information presented in this webinar is also covered in the document: *Submitting Other Documents*, available on EPA's ODS reporting website: <https://www.epa.gov/ods-phaseout/ods-recordkeeping-and-reporting>. We will also be posting this webinar at this website.



## Why Submit Electronically

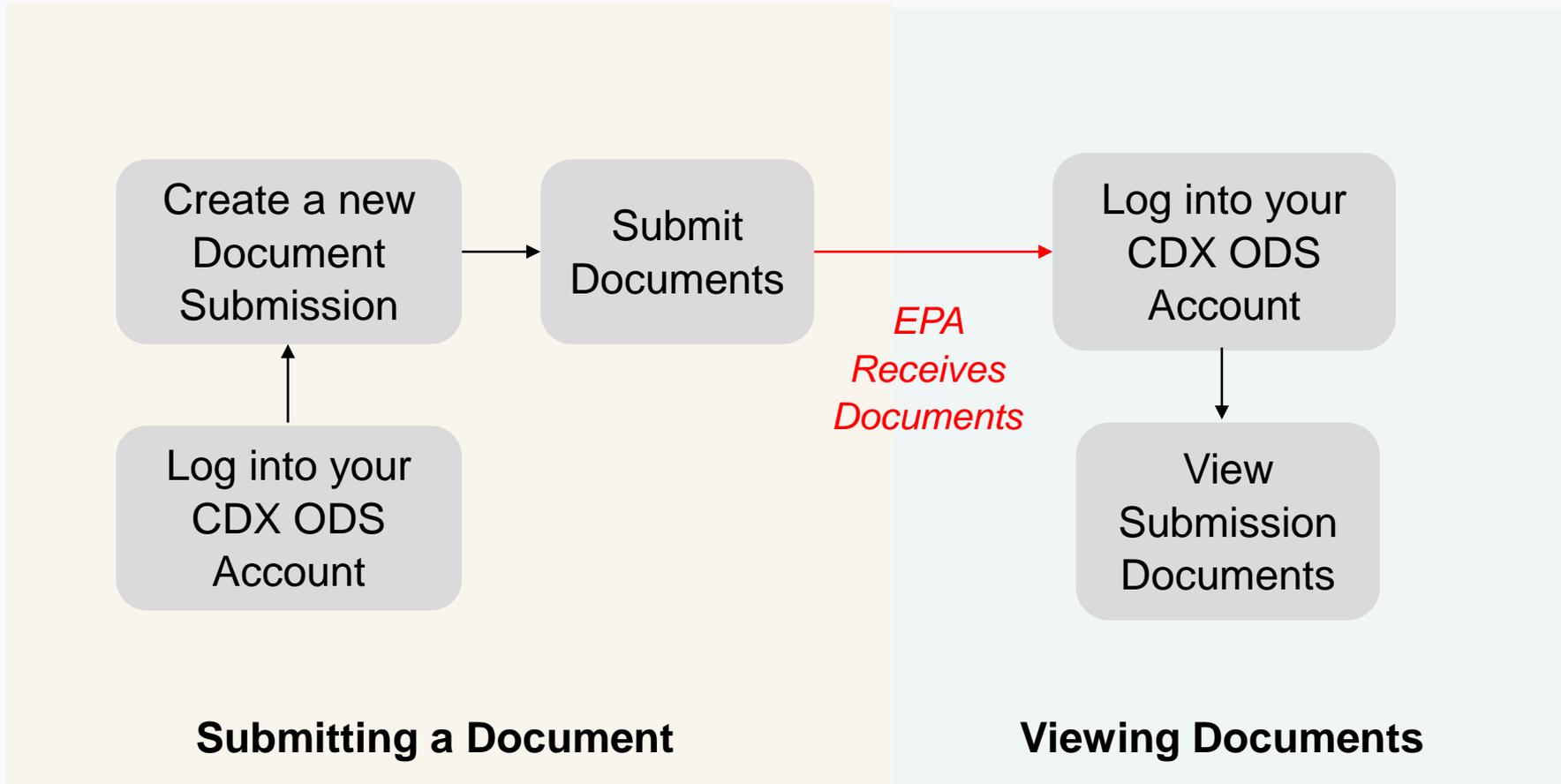
- More secure
- Manages your data better
- U.S. government policy supports moving towards electronic reporting
- Provides automatic confirmation receipt



- **What is CDX?**
  - The Central Data Exchange (CDX) is the secure, password-protected online platform used by EPA for electronic reporting
  - We are one of many EPA programs that uses CDX for electronic data submissions. It is a tried-and-true, and safe system.
- **Who needs to register?**
  - **First-time CDX Users:** Individuals who do not have a CDX account
  - **Existing CDX Users that are not registered with the ODS Program:** Individuals who have a CDX account but are not registered with the ODS Program

For more information on CDX see the *Registering with CDX* instructions, available on EPA's ODS reporting website: <https://www.epa.gov/ods-phaseout/ods-recordkeeping-and-reporting>

# Reclaimer Submission Process



# Submitting Your Reclaimer Report



- Go to <https://cdx.epa.gov/> and log into your CDX account
- From the “MyCDX” tab, select “Ozone Depleting Substances”

A screenshot of the MyCDX website interface. At the top, there are navigation tabs: "MyCDX", "Inbox", "My Profile", and "Submission History". Below these is a "Services" section with a "Manage" icon. The "Services" table has columns for "Status", "Program Service Name", and "Role". A single row is visible with a user icon, "ODS: Ozone Depleting Substances", and "Ozone Depleting Substances" (which is circled in red). To the right of the "Services" section is a "CDX Service Availability" box with a link "See the status for all program services". Below that is a "News and Updates" box with the text "No news/updates.". At the bottom left, there are two buttons: "Add Program Service" and "Manage Your Program Services".

# Submitting Your Reclaimer Report



- From the CDX ODS home page, select “Other Documents”

## Submission History - TEST COMPANY (16889)

ODS Reports   Import Petitions/Certifications   **Other Documents**

Create New Submission

Show 10 entries

Search:

Report ID	Submission Date	Document Type	Last Modified By	Status	Actions
DOCUM_2020_06783	08/06/2020	Destruction Efficiency Report	Garfinkel, Johanna	Submitted	<a href="#">Review Documents</a>
DOCUM_2020_06784	08/06/2020	Destruction Verification	Garfinkel, Johanna	Submitted	<a href="#">Review Documents</a>

# Submitting Your Reclaimer Report



- Select “Create New Submission”

## Submission History - TEST COMPANY (16889)

ODS Reports

Import Petitions/Certifications

Other Documents

Create New Submission

Show 10 entries

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DOCUM_2020_06783	08/06/2020	Destruction Efficiency Report	Garfinkel, Johanna	Submitted	<a href="#">Review Documents</a>
DOCUM_2020_06784	08/06/2020	Destruction Verification	Garfinkel, Johanna	Submitted	<a href="#">Review Documents</a>

# Submitting Your Reclaimer Report



- Create a passphrase
- **REMEMBER YOUR PASSPHRASE**
  - Passphrases cannot be retrieved or reset
  - If you forget your passphrase you will not be able to view your submission in CDX

**Create Passphrase**

Please create a passphrase that is at least 8 characters in length and does not exceed 20 characters. To protect your account, your passphrase should contain a combination of letters and numbers. The passphrase you create may include spaces but should not contain special characters (for example, +, ?, and \*). You can associate the same passphrase with multiple submissions.

Your passphrase will be used as an encryption key to protect the contents of your data. Your data cannot be accessed without this passphrase. You are responsible for remembering your passphrase and distributing it to only authorized Submitter(s).

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

New Passphrase

Confirm Passphrase

## 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
- The same passphrase may be used for all submissions
- A single passphrase may be used by all CDX users in your organization

# Submitting Your Reclaimer Report



- Enter your Organization's Primary Contact Information

**New ODS Submission**

**Submitter Information**

The information on the right is from your CDX Registration and will be passed on to EPA with your submission. If this information is incorrect, please update your CDX Registration information prior to completing your submission. These details can only be updated within the MyCDX link that can be found under "CDX Links" menu on the bottom of this screen or by the CDX Help Desk.

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

---

**Primary Organization Contact Information**

The information below is required for each submission.

**Organization Name:** ODS Test Company

\* **Primary Contact First Name:**

\* **Primary Contact Last Name:**

\* **Street Address (1):**

**Street Address (2):**

\* **City:**

\* **State:**

\* **Country:**

\* **Zip:**

\* **Email address:**

\* **Phone number:**

# Submitting Your Reclaimer Report



- Enter your Document Type
  - Select “Refrigerant Reclamation” from the dropdown list

## Document Information

The information below is required for each submission.

\* Document Type:

Refrigerant Reclamation



# Submitting Your Reclaimer Report



- Upload Documents
  - PDF, Excel, and Word files are acceptable formats for attachments
  - Remove documents by clicking on the red 'x' in the far-right column
- Reclamation Reporting Form:
  - Available online for download at <https://www.epa.gov/section608/recordkeeping-and-reporting-requirements-stationary-refrigeration>

**Document Attachments**

A minimum of one document is required for each submission. Acceptable formats include PDF, MS Word, or MS Excel files (i.e., .pdf, .docx, .xlsx)

Drop files to attach, or [browse](#)

Search:

Document File	Size (bytes)	Actions
5900-404_reclamation_report.xlsx	27520	
supporting document.pdf	1948688	

Showing 1 to 2 of 2 entries

# Submitting Your Reclaimer Report



- You may save your submission at any time and complete and submit the report at a later date



- To complete an 'in progress' submission, locate the report in the Submission History table and click on the "Report ID" link
- Enter the passphrase and click "Next" to return to the report

Submission History - TEST COMPANY (16889)

ODS Reports Import Petitions/Certifications Other Documents

Create New Submission

Show 10 entries Search:

Report ID	Submission Date	Document Type	Last Modified By	Status	Actions
<a href="#">DOCUM_2020_06942</a>	08/15/2020	Process Agent Use	Golla, Emily	Submitted	<a href="#">Review Documents</a>
<a href="#">DOCUM_2020_07378</a>			Golla, Emily	In Progress	<a href="#">Delete Draft Submission</a>
<a href="#">DOCUM_2020_06783</a>	08/06/2020	Destruction Efficiency Report	Garfinkel, Johanna	Submitted	<a href="#">Review Documents</a>

# Submitting Your Reclaimer Report



- Confirm all information is correct and click “Save and Submit”



- Review your submission for completeness and accuracy
- Click “Sign, Encrypt, and Submit”



# Submitting Your Reclaimer Report



- Certify the accuracy of your submission by clicking “Accept”
- Complete the eSignature by entering your CDX account password, answering the verification question, and clicking “Sign”

A screenshot of a certification dialog box. The text inside reads: "I certify, under penalty of law that the information provided in this document is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations." At the bottom of the dialog, there are two green buttons: "Accept" and "Decline". The "Accept" button is circled in red.A screenshot showing three steps of the CDX process. Step 1, "1. Log in to CDX", shows a login form with "User: EMILY.GOLLA" and a password field containing "\*\*\*\*\*". Below the form is the text "Welcome Emily Golla". Step 2, "2. Verification", shows a question: "What is your best friend's last name?" and an answer field containing "\*\*\*\*". Below the answer field is the text "Correct Answer". Step 3, "3. Sign File", shows a green "Sign" button circled in red.

# Submitting Your Reclaimer Report



- Immediately following the submission of your documents, you will receive an email from CDX to acknowledge the transfer of the files
- Once EPA has downloaded the documents, you will receive another email to notify you that your document submission has been received

## *Submission Acknowledgement*

Your ODS Submission (DOCUM\_2020\_06861) has been successfully transmitted to ODS and is awaiting processing. Your transaction ID is \_462c387e-365d-4b5e-8c41-29c7b06a5c30

Organization Name: ICF Testing

If you have questions concerning this message, you may contact the CDX Help Desk by email at [helpdesk@epacdx.net](mailto: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](#)

## *Notification of Status Change*

A status update has occurred for the following submission

Organization Name: ICF Testing  
Report ID: DOCUM\_2020\_06861  
New Status: RECEIVED

Please review the submission in [CDX](#) for any additional information concerning this status change.

# Viewing Your Reclaimer Report



- Locate the report to review from the CDX home page
- Click the “Review Documents” link
- Enter the passphrase you created for the report

## Submission History - TEST COMPANY (16889)

ODS Reports   Import Petitions/Certifications   **Other Documents**

Create New Submission

Show  entries   Search:

Report ID	Submission Date	Document Type	Last Modified By	Status	Actions
DOCUM_2020_06783	08/06/2020	Refrigerant Reclamation	Garfinkel, Johanna	Submitted	<a href="#">Review Documents</a>
DOCUM_2020_06784	08/06/2020	Destruction Verification	Garfinkel, Johanna	Submitted	<a href="#">Review Documents</a>

# Viewing Your Reclaimer Report



- Submitted Documents include the uploaded files as well as the Copy of Record that summarizes all metadata for the submission
- To view the files, select the “Download” icon on the far right

**Review Documents - DOCUM\_2020\_07481**

**Submitted Documents**

Search:

File Name	File Type	Download
5900-404_reclamation_report.xlsx	EXCEL	
Copy of Record	PDF	
supporting document.pdf	PDF	

Showing 1 to 3 of 3 entries

[Back to ODS Home](#)



Questions?

# Thank you for participating!



## For More Information

**Reclamation Program: Robert Burchard**

202-343-9126

[Burchard.Robert@epa.gov](mailto:Burchard.Robert@epa.gov)

**ODS Tracking System: Sean Duenser**

202-343-9157

[Duenser.Sean@epa.gov](mailto:Duenser.Sean@epa.gov)