



Electronic Reporting for Section 608 Certified Reclaimers Informational Webinar

January 27, 2025

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Emissions Reduction Branch

Stratospheric Protection Division

- **Purpose:**

- Inform reclaimers of 2025 reporting obligations under Section 608 of the Clean Air Act (CAA) and Subsection (e) of the American Innovation and Manufacturing (AIM) Act.
- Demonstrate electronic submission of annual reclamation data via EPA's Central Data Exchange (CDX).
- This webinar and supporting materials will be posted online at: <https://www.epa.gov/section608/recordkeeping-and-reporting-requirements-stationary-refrigeration#reclaimers>.

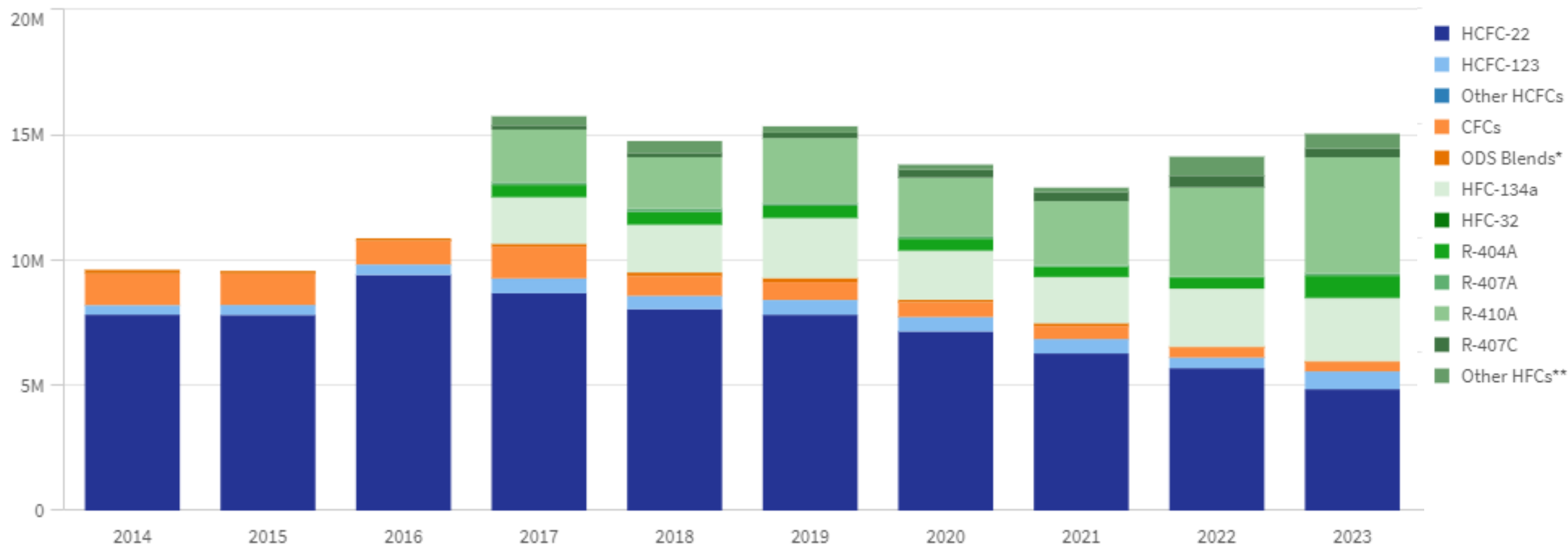
Unless called to
speak, please keep
Mic on **MUTE**

- If joining by phone, unmute by entering *6

During Question and
Answer (Q&A) session

- Raise your HAND to ask to speak
- Open CHAT to submit question or ask to speak
- Please state your **NAME** and **AFFILIATION**
- Please be mindful of time to allow others the opportunity to ask a questions

Reclamation Data



<https://www.epa.gov/section608/summary-refrigerant-reclamation-trends>

CFC: Chlorofluorocarbons
HCFC: hydrochlorofluorocarbon

HFC: Hydrofluorocarbons
ODS: Ozone depleting substance

- CAA Section 608 Reporting
- Submitting Reports via CDX
- AIM Act HFC Allocation Program Reporting
- Q&A
- Resources

Reporting under Clean Air Act (CAA) Section 608

CAA: Section 608 Reporting Requirements



- Under CAA Section 608 (40 CFR Part 82, Subpart F), EPA-certified reclaimers must report the following quantities for both ozone-depleting substances (ODS) and hydrofluorocarbons (HFCs), and submit to the EPA by **February 1** of the following calendar year:
 - Total annual quantity of material (i.e., the combined mass of refrigerant and contaminants) by refrigerant type received for reclamation
 - Total annual mass of each refrigerant reclaimed
 - Total annual mass of waste products
- 608 reports can be submitted **via CDX (preferred)** or via the 608reports@epa.gov mailbox.

CAA: Section 608 Reporting Form



- While there is no standard form for 608 reporting, there is a 608 reporting template at: <https://www.epa.gov/section608/recordkeeping-and-reporting-requirements-stationary-refrigeration#reclaimers>

U.S. Environmental Protection Agency Stratospheric Protection Division

OMB Control Number: 2060-0256
Expiration Date: 04/30/2023

Reclamation Annual Report (Sec 82.166)

Instructions

Complete this form by filling in the data fields that are highlighted in blue. Use the arrows to navigate between the tabs.

To submit, please send your completed report through the Central Data Exchange (CDX). Refer to EPA's website for additional information on form submission: <https://www.epa.gov/ods-phaseout/ozone-depleting-substances-ods-recordkeeping-and-reporting>. Alternatively, completed reports may be emailed to: 608reports@epa.gov.

Section 1: Report Identification Information

Date of Submission:	
Reporting Year:	

Company Name:	
Street Address:	
City:	
State:	
ZIP code:	

Contact Person Name:	
Email Address:	
Phone Number:	
Fax Number:	

CAA: Section 608 Reporting Form (Cont.)



U.S. Environmental Protection Agency

Stratospheric Protection Division

Reclamation Annual Report (Sec 82.166)

Company Name:

Reporting Year:

Return to Section 1

Section 2: Reclamation Data

Mass of Waste Products (kg)	
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Name of the Refrigerant Reclaimed	Mass of Material Received (kg)	Mass of Refrigerant Reclaimed (kg)
TOTAL	0.00	0.00

Select the name of the refrigerant reclaimed. If "other" is selected, please specify the refrigerant reclaimed below.

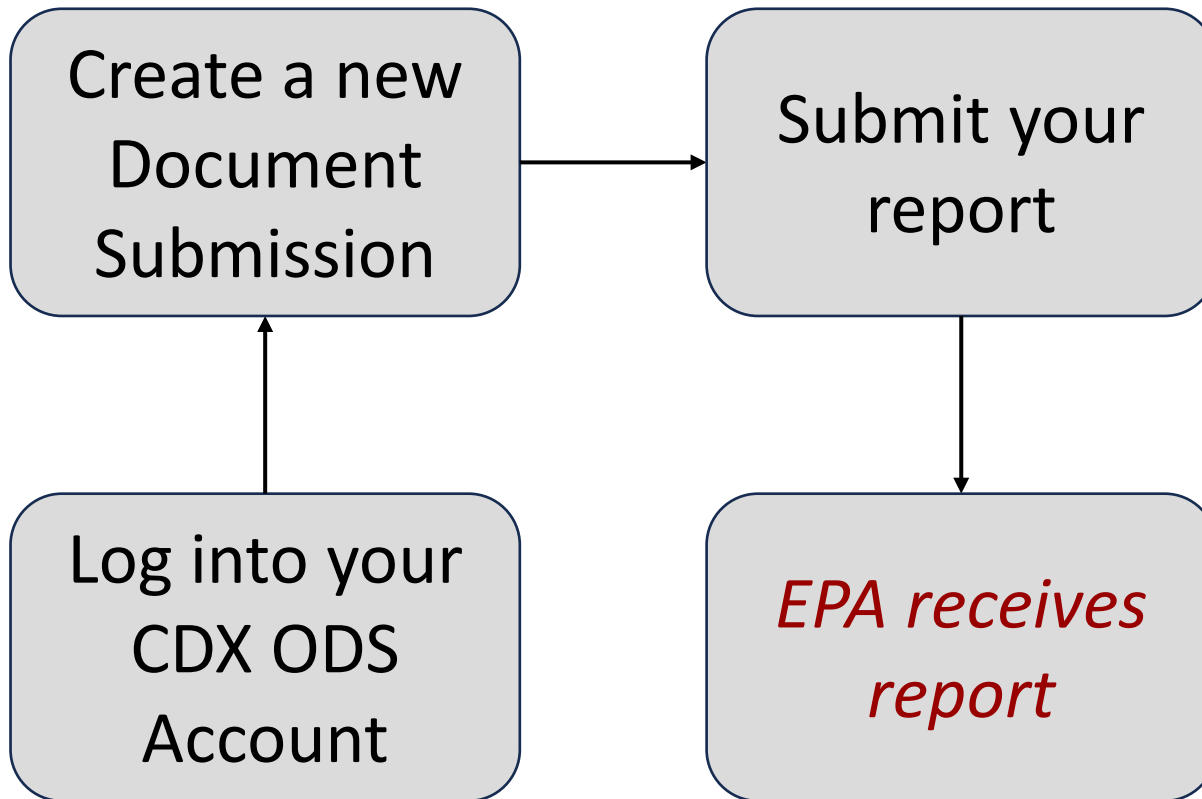
- Submit data in kilograms (kg).
 - Also ensure your company is using an appropriate conversion factor (e.g., 2.20462 Lbs → 1 Kg).
- If prompted to resubmit a CAA Section 608 report, please resubmit a **complete** report including your company's complete ODS and HFC figures.
- Report all mixed refrigerants as the estimated quantities of individual HFCs and ODS components that are salvageable within those mixtures.
- Update the EPA if your company's reporting contact info changes.

Submitting Reports Electronically via CDX

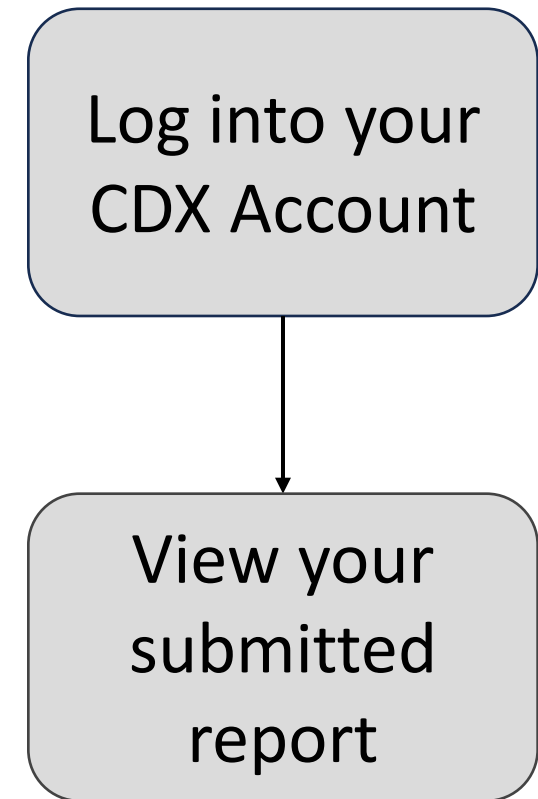
- What is CDX?
 - The Central Data Exchange (CDX) is the password-protected online platform used by EPA for electronic reporting.
 - Submitting 608 data in this format is more secure and manageable for the Agency.
- Who needs to register?
 - First-time CDX users who do not have a CDX account.
 - Existing CDX users who have a CDX account but are not registered with the ODS program.
 - If you are currently registered to report information in HAWK¹ under the AIM Act, your login information can be used to access CDX.

¹ The HFC and ODS Allowance Tracking (HAWK) reporting module is the platform reclaimers use to submit quarterly reporters required under 40 CFR Part 84 Subpart A.

Reclaimer Submission Process



Submitting a Report



Viewing a Submitted Report

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 web application interface. At the top, there are four tabs: 'MyCDX' (selected), 'Inbox', 'My Profile', and 'Submission History'. Below the tabs is a main content area. On the left, under the 'Services' header, there is a table with columns: 'Status', 'Program Service Name', and 'Role'. The first row shows a user icon, 'ODS: Ozone Depleting Substances', and a link 'Ozone Depleting Substances' which is circled in red. To the right of the table is a 'CDX Service Availability' section with a link 'See the status for all program services'. Below that is a 'News and Updates' section with the text 'No news/updates.'. At the bottom of the main content area 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 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	Review Documents
DOCUM_2020_06784	08/06/2020	Destruction Verification	Garfinkel, Johanna	Submitted	Review Documents

Submitting Your Reclaimer Report



- Select “Create New Submission.”

Submission History - TEST COMPANY (16889)

ODS Reports Import Petitions/Certifications Other Documents

Create New Submission

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DOCUM_2020_06784	08/06/2020	Destruction Verification	Garfinkel, Johanna	Submitted	Review Documents

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?

- An encryption key that protects the contents of your submission.
- You must create one each time you create a new submission.
- You are permitted to use the same passphrase for all submissions.
- A single passphrase may be used by all CDX users in your organization(s).

Submitting Your Reclaimer Report



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: 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

- Enter your Organization's Primary Contact information.

Submitting Your Reclaimer Report



- Select “Refrigerant Reclamation” from the Document Type 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.

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:

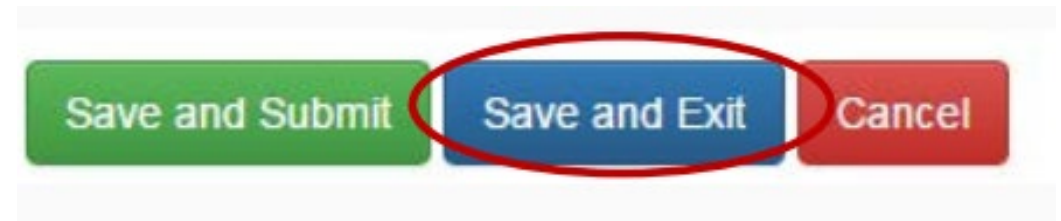
Document File	Size (bytes)	Actions
5900-404_reclamation_report.xlsx	27520	 
supporting document.pdf	1948688	 

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.
- Confirm information and then click “Save and Submit.”
- Review your Submission for completeness and accuracy and then click “Sign, Encrypt, and Submit.”



Submission History - TEST COMPANY (16889)

ODS Reports Import Petitions/Certifications Other Documents

Create New Submission

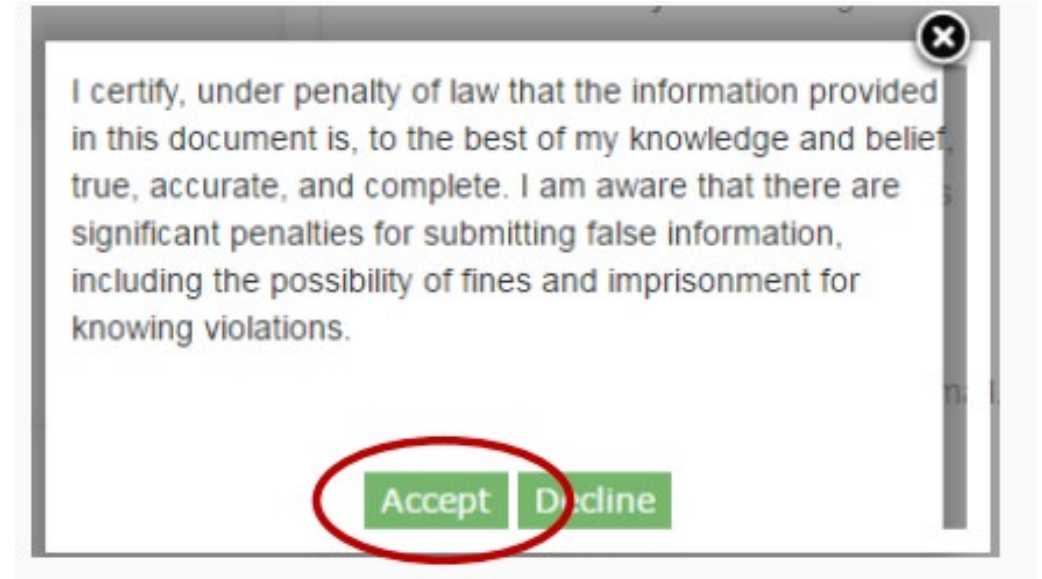
Show 10 entries Search:

Report ID	Submission Date	Document Type	Last Modified By	Status	Actions
DOCUM_2020_05942	08/15/2020	Process Agent Use	Golla, Emily	Submitted	Review Documents
DOCUM_2020_07378			Golla, Emily	In Progress	Delete Draft Submission
DOCUM_2020_06783	08/06/2020	Destruction Efficiency Report	Garfinkel, Johanna	Submitted	Review Documents

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. It contains a text area with a legal disclaimer: "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 right, there are two green buttons: "Accept" and "Decline". The "Accept" button is circled in red.

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.

Accept Decline

A screenshot showing three steps of a process. Step 1: "1. Log in to CDX" with fields for "User:" (EMILY.GOLLA) and "Password:" (masked with dots), followed by "Welcome Emily Golla". Step 2: "2. Verification" with a "Question:" "What is your best friend's last name?", an "Answer:" field (masked with asterisks), and a "Correct Answer" message. Step 3: "3. Sign File" with a green "Sign" button circled in red.

1. Log in to CDX

User:
EMILY.GOLLA

Password:
••••••••

Welcome Emily Golla

2. Verification

Question:
What is your best friend's last name?

Answer:
•••••

Correct Answer

3. Sign File

Sign

Submitting Your Reclaimer Report



- After submitting your report, you will receive an email from CDX acknowledging the transfer of the files.
- Once EPA has downloaded the documents, you will receive another email notifying 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 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 10 entries Search:

Report ID	Submission Date	Document Type	Last Modified By	Status	Actions
DOCUM_2020_06783	08/06/2020	Refrigerant Reclamation	Garfinkel, Johanna	Submitted	Review Documents
DOCUM_2020_06784	08/06/2020	Destruction Verification	Garfinkel, Johanna	Submitted	Review Documents

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](#)

HFC Allocation Program Reporting Under the AIM Act

HFC Allocation Program Reporting Requirements



- HFC reporting and recordkeeping requirements are codified in 40 CFR part 84.
- All reports are to be submitted quarterly to the EPA through the **HFC and ODS Allowance Tracking (HAWK)** reporting module, within the electronic Greenhouse Gas Reporting Tool (e-GGRT).

Reporting Period	Covered Period	Reports Due
Quarter 1	January 1–March 31	May 15
Quarter 2	April 1–June 30	August 14
Quarter 3	July 1–September 30	November 14
Quarter 4	October 1–December 31	February 14

Questions and Answers

- Section 608 Reporting
 - [Recordkeeping and Reporting Requirements for Stationary Refrigeration](#)
 - Reclamation reporting form
- HFC Allocation Program
 - [HFC Allocation Program Reporting and Recordkeeping webpage](#)
 - Reporting forms
 - [HFC Allocation Rule Reporting Resources](#)
 - Reporting forms
 - Webinar presentation slides
 - Reporting instructions
 - [The EPA's electronic Greenhouse Gas reporting Tool \(e-GGRT\)](#)
 - [HFC Allocation Help Desk](#)
- [Frequent Questions on the Phasedown of Hydrofluorocarbons](#)

608 Program Managers



- James Casey
 - Casey.James.G@epa.gov
 - Phone: (202) 564-1977
- Adrienne Keel
 - Keel.Adrienne@epa.gov
 - Phone: (202) 566-6273
- Assistance with AIM Act Reporting
 - HFCAllocation@epa.gov
- Leo Cosgrove
 - Cosgrove.leo@epa.gov
 - Phone: (202) 564-2870

Thank You