



Clean Air Act Section 608 Reclamation Reporting

Clean Air Act Section 608 Reclamation Reporting User Guide



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Introduction

This reporting guide is only for informational purposes and should not be relied on for regulatory compliance. Refer to [40 CFR Part 82, Subpart F](#) for full details on submitting reclamation reports for reclaimed refrigerants containing ozone-depleting substances (ODS) and hydrofluorocarbons (HFCs).

This guide provides information on how to fill out Clean Air Act (CAA) section 608 reclamation reports, and how to submit them through EPA's online reporting tool, HAWK.

To submit a report through HAWK, you must first have a Central Data Exchange (CDX) account and be registered with the Hydrofluorocarbon and Ozone Depleting Substances Reporting (HFC-ODS-R) Program Service in CDX. Users submitting CAA section 608 reclamation reports must receive EPA approval during the registration process.

- Section I. Registration
- Section II. Instructions for Completing and Uploading Reclamation Reporting Forms

Resources and information on the CAA section 608 reclamation requirements are available on EPA's website:

- **Section 608 Program Home** – www.epa.gov/section608
- **Section 608 Reporting Resources** – www.epa.gov/section608/recordkeeping-and-reporting-requirements-stationary-refrigeration

Section I. Registration

Section I outlines how to register if you are a new user and how to select the Program Service if you are an existing user.

To access HAWK, a valid CDX account is required. Registering for HAWK is a one-time, multi-step process that will need to be completed prior to submitting reports electronically. The steps include Core CDX Registration and LexisNexis Identity Proofing.

- New users will need to register with CDX.
- New users that do not already have a Login.gov account are recommended to first [go to Login.gov and create an account](#) before proceeding with the CDX registration.
- Existing users should log in to CDX and add the “Hydrofluorocarbon and Ozone Depleting Substances Reporting (HFC-ODS-R)” Program Service to their CDX account.
- Users can and should use one CDX account for all reporting to the EPA, including when reporting for multiple programs.

Attention Existing HAWK and eGGRT Users

- You do not need to create a new CDX account.
- If you have two separate accounts for HAWK and EPA’s electronic Greenhouse Gas Reporting Tool (eGGRT), you must register for the HAWK program service under your HAWK CDX account. Follow instructions in the *1.2 Add HAWK to Your Program Services (Existing CDX Users)* section.

Additional information about CDX is available at <https://cdx.epa.gov/About/AboutRegulation>.

I.1. Company Representative Registration

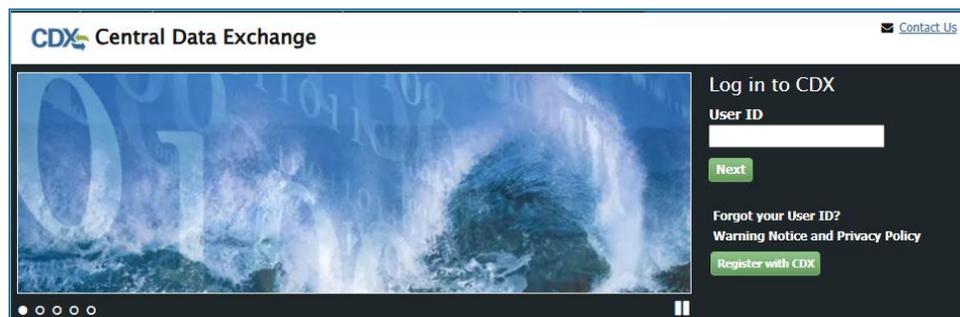
Section I.1 outlines how to register if you are a new user and how to select the program service if you are an existing user.

To access the HAWK, a valid CDX account is required. Registration is a one-time process that will need to be completed prior to submitting data electronically.

I.1.A. New CDX User Registration

Step 1: Register for a CDX Account

First-time users access the CDX website at <https://cdx.epa.gov>. Select the “Register with CDX” button.



Step 2: Read and Accept the Terms and Conditions

After reading the Terms and Conditions, accept the Terms and Conditions by checking the box “I am the original registrant and owner of the User ID requested” and click the “Proceed” button.

CDX Terms and Conditions [Contact Us](#)

The access and use of CDX Registration for the electronic submittal of environmental information require the creation of a CDX User ID and login credentials that I must maintain and keep confidential. I will review the following steps concerning the creation and maintenance of a CDX User ID and login credentials.

Warning Notice

In proceeding and accessing U.S. Government information and information systems, you acknowledge that you fully understand and consent to all of the following:

1. you are accessing U.S. Government information and information systems that are provided for official U.S. Government purposes only;
2. unauthorized access to or unauthorized use of U.S. Government information or information systems is subject to criminal, civil, administrative, or other lawful action;
3. the term U.S. Government information system includes systems operated on behalf of the U.S. Government;
4. you have no reasonable expectation of privacy regarding any communications or information used, transmitted, or stored on U.S. Government information systems;

I am the original registrant and owner of the User ID requested

WARNING: It is a federal crime to submit identifying information for anyone other than yourself, or to use or share information with or without another user's consent. Accordingly, by checking the box, above, you attest that you are the named account holder and sole registrant to whom account information belongs.

[Proceed](#) [Cancel](#)

Step 3: Select Your Program Service

Locate and select “Hydrofluorocarbon and Ozone Depleting Substances Report” Program Service from the list by either scrolling down the list or entering “HFC-ODS-R” in the search criteria box.

1. Program Service > 2. Role Access > 3. Organization Information

Begin typing a program service name or related keywords to filter the list of available services (e.g., air quality system, AQS, or Clean Air Act).

Active Program Services List

HFC-ODS

HFC-ODS-R: Hydrofluorocarbon and Ozone Depleting Substances Reporting

Step 4: Select the Company Representative Role

Select the “Company Representative” role from the “Select Role” dropdown. Click the “Request Role Access” button.

The screenshot shows the CDX Core CDX Registration interface. At the top, there is a progress bar with four steps: 1. Program Service (checked), 2. Role Access (active), 3. Identity Credentials, and 4. User and Organization. Below the progress bar is a table titled "Registration Information" with the following data:

Registration Information	
Program Service	Hydrofluorocarbon and Ozone Depleting Substances Reporting
Role	Not selected

Below the table, there is a text prompt: "Select a role from the drop down list and provide any required additional information, if applicable." This is followed by a "Select Role" dropdown menu. The dropdown is open, showing two options: "Company Representative" and "Leak Reporter". A green "Request Role Access" button is visible to the left of the dropdown.

Step 5: Enter User ID and Email

- Create a unique User ID which must be more than seven (7) characters long.
 - Acceptable special characters: period (.), hyphen (-), underscore (_) and at (@)
- Enter your email address.

Click the “Continue Registration” button.

The screenshot shows the CDX Core CDX Registration interface. At the top, there is a progress bar with four steps: 1. Program Service (checked), 2. Role Access (checked), 3. Identity Credentials (active), and 4. User and Organization. Below the progress bar is a text prompt: "Please fill out all required fields marked with an asterisk(*)". This is followed by a section titled "Part 1: User Information" with the following fields:

Part 1: User Information	
User Id *	<input type="text"/>
Email Address: *	<input type="text" value="example@example.com"/>

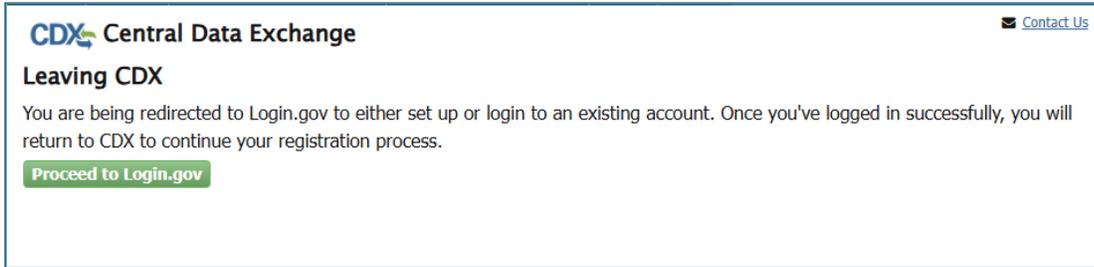
At the bottom of the form, there are two buttons: "Continue Registration" and "Cancel".

Notes

- It is important that you remember your User ID; you will need this information to access your CDX account and submit reports to EPA.
- The final step in the “Identity Credentials” section includes accessing Login.gov.

Step 6: Proceed to Login.gov

Click the “Proceed to Login.gov” button. You will be redirected to Login.gov.



CDX Central Data Exchange [Contact Us](#)

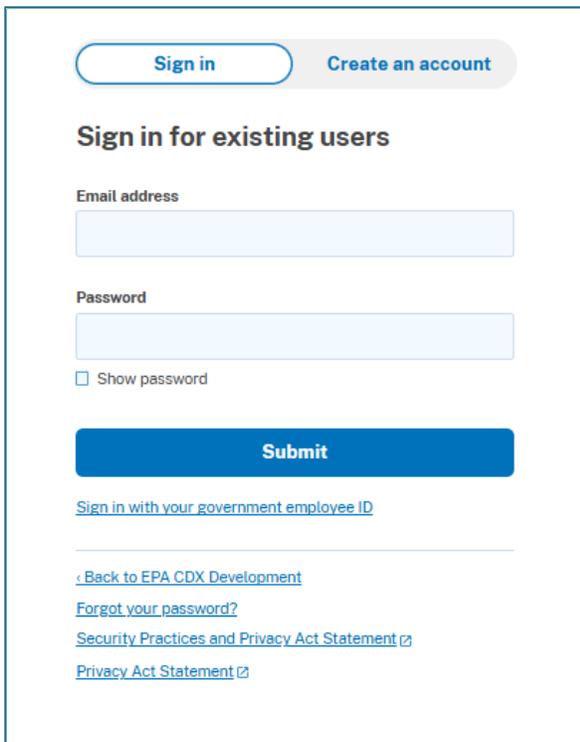
Leaving CDX

You are being redirected to Login.gov to either set up or login to an existing account. Once you've logged in successfully, you will return to CDX to continue your registration process.

[Proceed to Login.gov](#)

Step 7: Log in to or Create a Login.gov Account

If you have an existing Login.gov account, sign in with your Login.gov credentials. If you do not have an existing Login.gov account, select “Create an account” and follow the steps to create an account for new users. Ensure the email you enter is the same email you entered under Step 5.



[Sign in](#) [Create an account](#)

Sign in for existing users

Email address

Password

Show password

[Submit](#)

[Sign in with your government employee ID](#)

[Back to EPA CDX Development](#)

[Forgot your password?](#)

[Security Practices and Privacy Act Statement](#)

[Privacy Act Statement](#)

Once logged in, you will return to CDX to fill out the fields in the “User and Organization” section.

Step 8: Provide User Information

Select a title and enter your first and last name. Middle initial and suffix are optional. Select three (3) security questions and provide an answer for each one.

CDX Core CDX Registration Contact Us
Logged in as DEB20251103 (Log out)

1. Program Service ✓ > 2. Role Access ✓ > 3. Identity Credentials ✓ > 4. User and Organization

Registration Information

Program Service	Hydrofluorocarbon and Ozone Depleting Substances Reporting
Role	Company Representative

Please fill out all required fields marked with an asterisk(*)

Part 1: User Information

The program you are registering for requires additional proof of identity. Later in the registration process you will be given the option to use LexisNexis, an identity proofing service. LexisNexis will pull your first, middle and last name exactly as it is entered on this page.

User ID * DEB20251103

Title *

First Name *

Middle Initial

Last Name *

Suffix

Security Question 1 *

Security Answer 1 *

Security Question 2 *

Security Answer 2 *

Security Question 3 *

Security Answer 3 *

Show Answers

Part 2: Organization Info

Enter organization or organization ID

The program requires additional proof of identity. Later in the registration process, a LexisNexis option will be presented. LexisNexis will pull your first, middle (if applicable), and last name exactly as it is entered in this section.

- **First Name** – acceptable special characters: blank space, hyphen (-) and apostrophe (')
- **Middle Initial** – only one alphabetical character permitted
- **Last Name** – acceptable special characters: blank space, hyphen (-) and apostrophe (')
- **Security Answers** – acceptable special characters: alphanumeric, hyphen, single quote, period, and blank space

Step 9: Provide Organization Information

Search for your organization by typing its name into the organization search bar. If someone else has already reported on behalf of your organization and you know the Organization ID that was used, you can use the Organization ID (if known) in the text box and click “Search.” If you cannot find your organization via the search function, then proceed with step 9c to “request to add your organization.”

Part 2: Organization Info

49 Search

Enter organization or organization ID

Organization ID	Organization Name	Address	City	State	ZIP Code
No data was found matching your criteria.					

Can't find your organization? [Use advanced search](#) or [request that we add your organization](#).

Cancel

The Importance of Your Organization ID

CDX assigns a unique 5–7-digit ID to each organization in its database. The Organization ID you register with and submit data under in CDX is used by the HAWK Reporting System to identify the reporting entity of each submission. Additionally, all users registered under the same Organization ID have access to the same Submission History table in HAWK. The use of a consistent Organization ID by all individuals who submit reports on behalf of your company is required by EPA.

Step 9a: Select Your Organization

If your organization appears in the search results, click the link under “Organization ID.”

Part 2: Organization Info

49773 Search

Enter organization or organization ID

Organization ID	Organization Name	Address	City	State	ZIP Code
49773	Happy Corp#2	123 Main St.	Washington	DC	20871

Can't find your organization? [Use advanced search](#) or [request that we add your organization](#).

Cancel

What if My Organization’s Address Is Different From My Address?

To ensure the accurate tracking of data, EPA requires each reporting entity to use a consistent Organization ID in CDX. If your company has already begun using an Organization ID in CDX, but the address listed for that Organization ID is for a different facility/location than the address of the individual registering, you should still register under the established Organization ID. You will have the option to tailor the primary contact’s address when you submit a report to EPA. If your company has not previously submitted data to EPA under an existing Organization ID in CDX, you may add a new organization entry to CDX by following steps in *Section 1.3 Register Under a New Organization (Existing Users)*.

Step 9b: Enter Organization Information

Enter your business phone number (phone number extension (ext) and fax number are optional). Click the “Submit Request for Access” button.

Part 2: Organization Info

Happy Corp#2
123 Main St.
Washington, DC, US
20871

Email * mytestemail@123.com

Phone Number *

Phone Number Ext

Fax Number

Wrong organization information? [Back to Search Results](#), [Use advanced search](#) or [request that we add your organization](#).

Step 9c: Request to Add Your Organization

If your organization’s information is not already in CDX, you may request for CDX to add your organization by clicking on the link to “request that we add your organization.”

Part 2: Organization Info

Enter organization or organization ID

Organization ID	Organization Name	Address	City	State	ZIP Code
No data was found matching your criteria.					

Can't find your organization? [Use advanced search](#) or [request that we add your organization](#).

Step 9d: Submit Request to Add an Organization

Enter your organization information and click the “Submit Request for Access” button. EPA recommends using the same organization name that would appear on a business ID with the state or federal government. Once your organization is created, take note of the Organization ID assigned to it, to ease reporting access in the future.

Part 2: Organization Info

Organization Name *

Country * UNITED STATES

Mailing Address *

Mailing Address 2

City *

State * -Please Select-

ZIP/Postal Code *

Email * xxx@x.com

Phone Number *

Phone Number Ext

Fax Number

[Back to Search Results](#) [Submit Request for Access](#)

Identity Proofing in CDX

As part of the CDX registration process, EPA requires proof of your identity. You may use an independent third-party electronic identity proofing service (i.e., LexisNexis) or print and submit a signed electronic signature agreement (ESA) through U.S. Postal Mail to EPA. LexisNexis, which is only available to users located within the United States, allows users to immediately access the HFC-ODS-R data flow following authentication; users that submit a paper ESA are required to wait 7-10 business days for EPA to receive their ESA and approve them for access.

If you wish to verify your identity using LexisNexis, continue to Step 10.

If you wish to submit a signed ESA through U.S. Postal Mail, skip to Step 11.

Step 10: Verify your Identity Using LexisNexis

Once you submit a request for access, you will be directed to verify your identity using LexisNexis. Enter your home address, home or personal phone, date of birth, and last four (4) digits of your Social Security Number (SSN). This information is not stored or shared with EPA.

Verify that the name is yours by checking the box. Click the “Proceed with Verification” button.

1. Identity Verification
2. ESA

The program you are registering for requires additional proof of identity. Identity verification allows the EPA to confirm applicants have provided sufficient identity information in order to conduct business safely and securely. Your options are to use the electronic identity proofing service for immediate access to your program service or to print and submit a signed form through U.S. Postal Mail to the U.S. Environmental Protection Agency. **Note:** [Additional LexisNexis® Information](#)

LexisNexis® Instant ID

Legal Name
 M

Home Address

Home or Personal Phone

Date of Birth

Last 4 of SSN
 Show SSN

The name above is me. Please proceed with LexisNexis® Validation.

Proceed with Verification
Paper Verification
Exit

Step 11: Sign the ESA

Review and sign your CDX ESA by clicking the “Sign Electronically” button.

CDX
CDX Registration: Additional Verification
Contact Us
Logged in as DEBORAH20250822 (Log out)

1. Identity Verification
2. ESA

Paper CDX Electronic Signature Agreement

The CDX electronic signature agreement (ESA) is an agreement between yourself and CDX that will authorize your electronic signature. By signing the ESA you agree to adhere to the conditions listed on the agreement below. Once the ESA has been signed, you will be authorized to sign and/or encrypt information for your data flow. For any questions regarding the CDX ESA, please contact the [CDX Help Desk](#).

U.S. Environmental Protection Agency
ELECTRONIC SIGNATURE AGREEMENT

In accepting the electronic signature credential issued by the U.S. Environmental Protection Agency (EPA) to sign electronic documents submitted to EPA's Central Data Exchange (CDX), and as a representative for:

Electronic Signature Holder Company Information

Organization Name:	Happy Corp#2
Address:	123 Main St.
City, State, Zip:	Washington, DC 20871
Province:	
Country:	US
Phone Number:	(901) 222-2222
E-mail Address:	mytest@email.com
Registrant's Name:	Mrs FNTester1 LNTester1
CDX User Name:	DEBORAH20250822

Sign Paper Form
Cancel

Certify that the information provided is correct by clicking the “Accept” button.

Digital Agreement

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.

Signing an electronic document on behalf of another person is subject to criminal, civil, administrative, or other lawful action.

Accept **Decline**

You will be redirected to your new CDX account page (MyCDX).

In the MyCDX tab, the Program Service Name and the Company Representative role will be visible but not yet active. The hourglass icon indicates status “*Awaiting Approval.*” Your request is awaiting approval by EPA.

Services			Manage
Status	Program Service Name	Role	
	HFC-ODS-R: Hydrofluorocarbon and Ozone Depleting Substances Reporting	Company Representative	

Once approved, an email will be sent with a subject line similar to “CDX Registration Status Change.”

You have successfully registered with CDX under the HAWK Reporting Service.

Step 12a: Submit Signed ESA through U.S. Postal Mail

If you are unable to use LexisNexis for identity proofing, click the “Paper Verification” link.

1. Identity Verification
2. ESA

The program you are registering for requires additional proof of identity. Identity verification allows the EPA to confirm applicants have provided sufficient identity information in order to conduct business safely and securely. Your options are to use the electronic identity proofing service for immediate access to your program service or to print and submit a signed form through U.S. Postal Mail to the U.S. Environmental Protection Agency. **Note:** [Additional LexisNexis® Information](#)

LexisNexis® Instant ID

Legal Name
 (M)

Home Address

Home or Personal Phone

Date of Birth

Last 4 of SSN
 Show SSN

The name above is me. Please proceed with LexisNexis® Validation.

Proceed with Verification
Paper Verification
Exit

Click the “Sign Paper Form” button and then “Print to Mail.” Save an electronic copy of the ESA to your computer/device as a PDF. Print a copy of the file.

CDX Registration: Additional Verification
Contact Us
Logged in as DEBORAH20250822 (Log out)

1. Identity Verification
2. ESA

Paper CDX Electronic Signature Agreement

The CDX electronic signature agreement (ESA) is an agreement between yourself and CDX that will authorize your electronic signature. By signing the ESA you agree to adhere to the conditions listed on the agreement below. Once the ESA has been signed, you will be authorized to sign and/or encrypt information for your data flow. For any questions regarding the CDX ESA, please contact the [CDX Help Desk](#).

U.S. Environmental Protection Agency
ELECTRONIC SIGNATURE AGREEMENT

In accepting the electronic signature credential issued by the U.S. Environmental Protection Agency (EPA) to sign electronic documents submitted to EPA's Central Data Exchange (CDX), and as a representative for:

Electronic Signature Holder Company Information

Organization Name:	Happy Corp#2
Address:	123 Main St.
City, State, Zip:	Washington, DC 20871
Province:	
Country:	US
Phone Number:	(901) 222-2222
E-mail Address:	mytest@email.com
Registrant's Name:	Mrs FNTester1 LNTester1
CDX User Name:	DEBORAH20250822

Sign Paper Form
Cancel

1. Identity Verification 2. ESA

Paper CDX Electronic Signature Agreement

The CDX electronic signature agreement (ESA) is an agreement between yourself and CDX that will authorize your electronic signature. By signing the ESA you agree to adhere to the conditions listed on the agreement below. Once the ESA has been signed, you will be authorized to sign and/or encrypt information for your data flow. For any questions regarding the CDX ESA, please contact the [CDX Help Desk](#).

**U.S. Environmental Protection Agency
ELECTRONIC SIGNATURE AGREEMENT**

In accordance with the terms and conditions of the agreement, you hereby agree to the terms and conditions of the agreement.

[Print to Mail](#) [Close](#)

**U.S. Environmental Protection Agency
ELECTRONIC SIGNATURE AGREEMENT**

Organization:	
Address:	
City, State:	
Province:	
Country:	US
Phone Number:	(901) 999-9999
E-mail Address:	mytestemail@123.com
Registrant's Name:	Mrs Deb Test
CDX User Name:	LEAKREP3

[Sign Paper Form](#) [Cancel](#) [Return to Electronic Verification](#)

Your account will not be activated (status “Awaiting ESA approval”) in MyCDX until EPA approves your paper form.

Step 12b: Read, Sign, and Mail the ESA to EPA

Review and sign the ESA and mail the document to EPA using one of the following addresses.

For Private Courier:

U.S. Environmental Protection Agency
HFC and ODS Reporting Program Manager
Chemicals, Coatings, and Products Division
William Jefferson Clinton East Building, Room 1309
1200 Pennsylvania Avenue, N.W.
Mail Code: 6205A
Washington, DC 20004

For U.S. Postal Service:

U.S. Environmental Protection Agency
Chemical, Coatings, and Products Division
Office of Clean Air Programs
Mail Code: 6205A
1200 Pennsylvania Avenue, N.W.
Washington, DC 20460

Notifying EPA of Your Hardcopy ESA

It is strongly encouraged that you send an email to 608reports@epa.gov notifying EPA that you have sent by mail a hardcopy ESA and provide a tracking number for the document. This will help EPA expedite the account activation process.

Step 13: Final Registration Notification

Once EPA has received the signed ESA by mail, your account will be activated. Account activation is expected to take 7 – 10 business days. You will be notified by email when your account has been activated.

You have successfully registered with CDX under the HFC-ODS-R Program Service.

I.1.B. Add HFC-ODS-R Program Service to an Existing CDX Account

When Should I Register Under a New Organization?

The organization you register with and submit data under in CDX is used by the HAWK Reporting 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. If your company has previously submitted data to EPA through CDX under an Organization ID, you should only register and submit data under a new Organization ID in CDX if the name of your organization changes (e.g., due to a merger or acquisition).

Step 1: Log in to CDX

Access the CDX website at <https://cdx.epa.gov>. Enter your User ID. Click the “Next” button.

Step 2: Proceed to Login.gov

Select the “Proceed to Login.gov” button.

Step 3: Log in to Login.gov

Sign in with your Login.gov credentials.

Once logged in, you will be redirected to MyCDX.

Step 4: Add your new organization

Click the “Add Program Service” button. This will take you through the edit Account Profile process.

Step 5: Select “HFC-ODS-R” from the Active Program Services List

Locate and select “Hydrofluorocarbon and Ozone Depleting Substances Reporting” Program Service from the list by either scrolling down the list or entering “HFC-ODS-R” in the search criteria box.

1. Program Service 2. Role Access 3. Organization Information

Begin typing a program service name or related keywords to filter the list of available services (e.g., air quality system, AQS, or Clean Air Act).

Active Program Services List

hfc

HFC-LR: Stratospheric Protection Division System Leak Reporting

HFC-ODS-R: Hydrofluorocarbon and Ozone Depleting Substances Reporting

Cancel

Step 6: Select the Role

Select “Company Representative” and click the “Request Role Access” button.

1. Program Service ✓ 2. Role Access ✓ 3. Organization Information

Registration Information

Program Service	Hydrofluorocarbon and Ozone Depleting Substances Reporting
Role	Not selected

Select a role from the drop down list and provide any required additional information, if applicable.

Select Role

Request Role Access Cancel

Company Representative

Leak Reporter

Step 7: Add Your New Organization

Select “Request to Add an Organization.” Click the “Search” button.

1. Program Service ✓ 2. Role Access ✓ 3. Organization Information ✓

Registration Information

Program Service	Hydrofluorocarbon and Ozone Depleting Substances Reporting
Role	Company Representative

Select a Current Organization

Request to Add an Organization

Enter organization or organization ID Search

Step 8: Request to Add the New Organization

Click the “request that we add your organization” link.

1. Program Service ✓
2. Role Access ✓
3. Organization Information

Registration Information

Program Service	Hydrofluorocarbon and Ozone Depleting Substances Reporting
Role	Company Representative

Select a Current Organization

Request to Add an Organization

Search

Enter organization or organization ID

Organization ID	Organization Name	Address	City	State	ZIP Code
Too many organizations found. Please refine your search using the advanced search below and try again.					

Can't find your organization? [Use advanced search](#) or [request that we add your organization](#).

Step 9: Enter Your New Organization Information

Enter the organization name, mailing address, city, state, ZIP/postal code, email, and phone number. Click the “Submit Request for Access” button.

1. Program Service ✓
2. Role Access ✓
3. Organization Information

Registration Information

Program Service	Hydrofluorocarbon and Ozone Depleting Substances Reporting
Role	Company Representative

Select a Current Organization

Request to Add an Organization

Organization Name *

Country *

Mailing Address *

Mailing Address 2

City *

State *

ZIP/Postal Code *

Email *

Re-enter Email *

Phone Number *

Phone Number Ext

Fax Number

Back to Search Results
Submit Request for Access

Step 10: Sign the ESA

Why Do I Need to Sign Another ESA?

The ESA is specific to the organization under which you register. Therefore, when you register under a new organization in CDX, you are required to sign and submit a new ESA. If you did not previously sign your ESA electronically, you may be required to provide additional verification information or, alternatively, will be required to submit a paper-copy ESA through U.S. Postal Mail.

Review and sign your CDX ESA by clicking the “Sign Electronically” button.

1. Identify Verification 2. ESA

Electronic CDX Electronic Signature Agreement

The CDX electronic signature agreement (ESA) is an agreement between yourself and CDX that will authorize your electronic signature. By signing the ESA you agree to adhere to the conditions listed on the agreement below. Once the ESA has been signed, you will be authorized to sign and/or encrypt information for your data flow. For any questions regarding the CDX ESA, please contact the [CDX Help Desk](#).

Signing an electronic document on behalf of another person is subject to criminal, civil, administrative, or other lawful action.

**U.S. Environmental Protection Agency
ELECTRONIC SIGNATURE AGREEMENT**

In accepting the electronic signature credential issued by the U.S. Environmental Protection Agency (EPA) to sign electronic documents submitted to EPA's Central Data Exchange (CDX), and as a representative for:

Electronic Signature Holder Company Information

Organization Name:	My new Happy Corp
Address:	1515 Corp
City, State, Zip:	Arlington, TN 38133
Province:	
Country:	US
Phone Number:	(901) 999-9999
E-mail Address:	xx@cc.com
Registrant's Name:	Mrs Frances Luanne
CDX User Name:	COMPREP0015

Sign Electronically Cancel

Step 11: Certify the Information Provided is Accurate

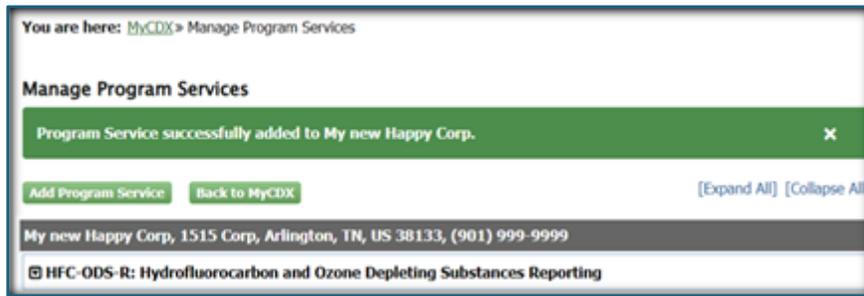
Certify that the information provided is correct by clicking on the “Accept” button.

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.

Signing an electronic document on behalf of another person is subject to criminal, civil, administrative, or other lawful action.

Accept **Decline**

You are now registered under your new Organization.



Section II. Instructions for CAA Section 608 Reclamation Reporting

II.1 Completing CAA Section 608 Reclamation Reporting

Overview

Certified reclaimers under CAA section 608 are required to report annually by February 1 of the next calendar year the total annual quantity of material (the combined mass of refrigerant and contaminants) by refrigerant type sent to them for reclamation, the total annual mass of each refrigerant reclaimed, and the total annual mass of waste products. Refer to [40 CFR 82.164\(d\)\(3\)](#) for additional detail.

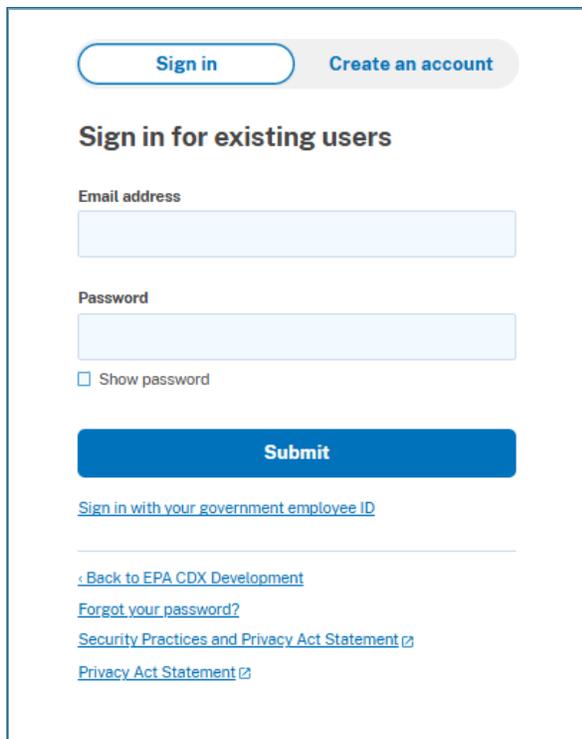
II.2 Access your HAWK Account for 608 Reclamation

Once you have a valid CDX account and EPA has approved you for reporting to the HFC-ODS-R Program Service, you will be able to access the HAWK Reporting System.

II.2.A. Login.gov

Instructions: Log in to the CDX website at <https://cdx.epa.gov> and enter your User ID. You will be redirected to the Login.gov website.

Enter your email address and password for your Login.gov account, click the “Submit” button.



The screenshot shows the Login.gov sign-in interface. At the top, there are two buttons: "Sign in" (highlighted with a blue border) and "Create an account". Below these is the heading "Sign in for existing users". The form includes an "Email address" input field, a "Password" input field, and a checkbox labeled "Show password". A prominent blue "Submit" button is located below the password field. At the bottom of the form, there are several links: "Sign in with your government employee ID", "Back to EPA CDX Development", "Forgot your password?", "Security Practices and Privacy Act Statement", and "Privacy Act Statement".

Enter the One-time code in the field, click the “Submit” button.

Note: The screen may be slightly different depending on the authentication method you selected. If you need assistance with Login.gov, visit the Help Center at <https://www.login.gov/help/>.

Enter your authentication app code

One-time code
Example: 123456

Remember this browser

Submit

Enter the code from your authenticator app. If you have several accounts set up in your app, enter the code corresponding to **Login.gov**.

Having trouble? Here's what you can do:

- [Choose another authentication method](#) >
- [Learn more about authentication options](#) >

[Cancel](#)

Once logged in, you will be redirected to the MyCDX page.

II.2.B. MyCDX Page

Instructions: Access the role link, Company Representative, in MyCDX.

Click the Role link for which you registered. In this scenario, click the “Company Representative” role link to access the HAWK Reporting System.

The screenshot shows the MyCDX interface. At the top, there are navigation tabs: MyCDX, Inbox, My Profile, Role Sponsorship, Submission History, and Payment History. Below these is a 'Services' section with a 'Manage' link. It contains a table with the following data:

Status	Program Service Name	Role
	HFC-ODS-R: Hydrofluorocarbon and Ozone Depleting Substances Reporting	Company Representative

To the right of the table are two sections: 'CDX Service Availability' with a link 'See the status for all program services' and 'News and Updates' with the text 'No news/updates.' At the bottom of the Services section are two buttons: 'Add Program Service' and 'Manage Your Program Services'.

If you have multiple Organizations registered on your CDX account, the “Application Profile Settings” box will display. Select the desired organization name from the “Organization Name” dropdown.

Click the “Proceed” button.

The screenshot shows the 'Application Profile Settings' dialog box. It contains the following fields:

- Organization Name:** GDIT
- Program Client ID:** Company Representative: N/A
- Program:** HFC-ODS-R

At the bottom of the dialog are two buttons: 'Proceed' and 'Cancel'.

You will be redirected to the HAWK Homepage.

II.2.C. HAWK Homepage

First-time HAWK users will see the “Select Programs” page. Company Representatives will be able to select the programs to report on via Program Selections. This will determine which tiles will display on your Submit Reports page.

Select the programs you are required to report on (“National Recycling and Emissions Reduction (Section 608)” for the purposes of section 608 reclamation reporting), and then click the “Submit” button.

[Home](#) > [Account Management](#) > Select Programs

HAWK Program Selection

Select Regulatory Program(s) for Reporting

Before you get started, please select the program(s) for reporting. You can update these in [Account Management](#) later as needed.

Clean Air Act Title VI

National Recycling and Emissions Reduction (Section 608) ⓘ

American Innovation and Manufacturing Act

HFC (Production and Consumption) Phasedown ⓘ

Technology Transitions (Subsection (i)) ⓘ

[Submit](#)

II.3. Submit 608 Reclamation Report

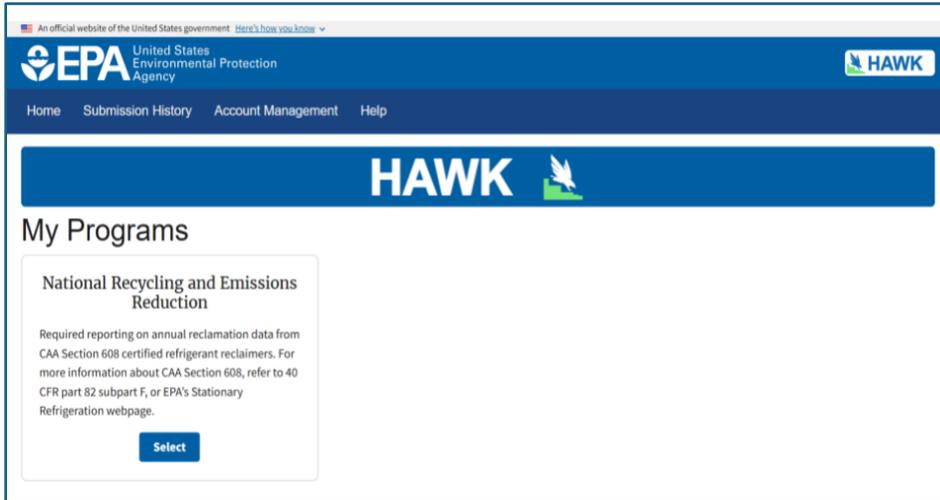
II.3.A. Submitting a Report through HAWK

Instructions: Fill out the following general report information.

In Section II.3.A, enter relevant contact information for the person submitting this report. The reporting data elements appear below in the relevant sections.

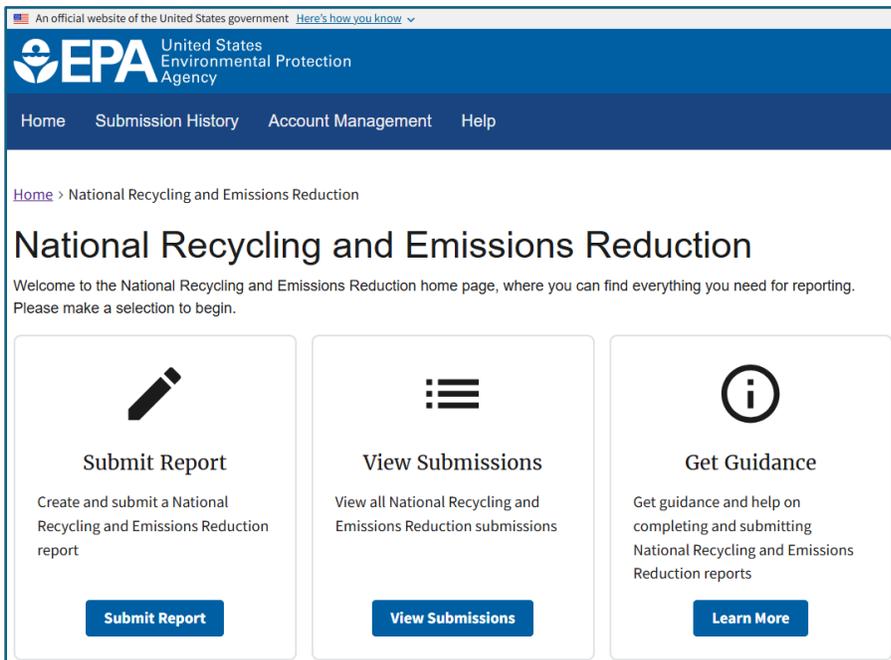
Step 1: Navigate to the HAWK home page

Click the “Select” button in the “National Recycling and Emissions Reduction” tile.



Step 2: Select Submit Report

Click the “Submit Report” button in the “Submit Report” tile.



Step 3: Enter General Report Information

Data elements:

- Reporting year:
 - Select the reporting year from the “Reporting Year” dropdown.
 - For example, if the report is being submitted in 2028 covering data from calendar year 2027, enter “2027” as the reporting year.
- Organization name:
 - The organization name and street address information are populated from CDX.
- Click the “Do you have any reclamation data to report for the selected year?” dropdown.
 - Enter “Yes” if there are reclamation data to submit in this report. You will be required to fill out all fields in Sections 1, 2, 3, and 5.
 - If “No” is selected, you are required to fill out all fields in Sections 1 and 2.
 - Do this if no refrigerants were reclaimed and if no refrigerants were received for reclamation by the company in the reporting period.
- Click the “Save & Continue” button.

An official website of the United States government [Here's how you know](#) ▼

EPA United States Environmental Protection Agency

Home Submit Reports View Submission History Learn About The Programs Manage Profile Get Help DEBSPDS20231101 (It's all Mine (GDIT Testing)) ▼

1 Enter General Report Information 2 Enter Contact Information 3 Enter Reclamation Data 4 Enter Additional Mixed Refrigerants 5 Review and Submit

1. Enter General Report Information

If your organization information is incorrect, please change that in [CDX](#).

Asterisk (*) denotes required field.

Reporting Year *

- Select -

Organization Name
It's all Mine (GDIT Testing)

Street Address
75 Test Drive
Suite 7

City
Bartlett

State
TN

Zip/Postal Code
38133

Do you have any reclamation data to report for the selected year? *

Yes

[Cancel](#) [Save & Continue](#)

Step 4: Enter Contact Information

Data elements:

- Reporter Contact Information:
 - Populated with the reporter’s contact information from CDX. Enter the Contact Person First Name, Contact Person Last Name, Email Address, and Phone number.
 - The Supplemental contact information is encouraged, but optional.

Click the “Save & Continue” button.

Step 5: Enter Reclamation Data

Select and add the mass of each refrigerant received and/or reclaimed from the dropdown menus.

Note: *The reporting form in HAWK may not allow you to input zero for certain fields. In this case, input 0.01 instead.*

Data elements:

- Mass of Waste Products:
 - Enter the total mass of waste products from all refrigerants that were processed for reclamation during the reporting period. This is an independent value that cannot be calculated from the other values reported. Mass of Waste Products is not the difference between Mass of Material Received and Mass of Refrigerant Reclaimed.
 - Enter this quantity in kilograms (kgs).
 - To convert from pounds (lbs.) to kgs, use a conversion factor of 2.2046 lbs./kg.
- Category of Refrigerant:
 - Select the refrigerant classification from the dropdown list.
 - If the reclaimed refrigerant is a blend that contains any amount of Class I or Class II ODS, select “Blend – ODS.”
 - If the refrigerant is a blend consisting only of HFCs, select “Blend – HFCs.”
 - If the refrigerant is a blend and contains any amount of material that is neither ODS nor HFC, select “Blend – Other.”
- Name of Substance:
 - Select the specific refrigerant name from the dropdown list.
- Mass of Material Received:
 - Enter the total mass of all refrigerants received during the reporting period, regardless of whether they were ultimately processed for reclamation during that period. Mass of Material Received should not equal Mass of Refrigerant Reclaimed.
 - Enter this quantity in kg.
 - To convert from lbs. to kgs, use a conversion factor of 2.2046 lbs./kg.
- Mass of Refrigerant Reclaimed:
 - Enter the output or resulting total mass of the refrigerants that were processed for reclamation during the reporting period. This includes the processing of newly received refrigerants and/or preexisting stocks. Mass of Material Received should not equal Mass of Refrigerant Reclaimed.
 - Enter this quantity in kg.
 - To convert from lbs. to kgs, use a conversion factor of 2.2046 lbs./kg.
- Repeat the steps to add another reclaimed refrigerant if needed.

Click the “Save & Continue” button.

1 Enter General Report Information

2 Enter Contact Information

3 Enter Reclamation Data

4 Enter Additional Mixed Refrigerants

5 Review and Submit

3. Enter Reclamation Data

Mass of Waste Products (kg) ⓘ

kg

Enter Reclaimed Refrigerants

Please select and add the mass of each refrigerant received and/or reclaimed from the dropdown menus below.

Applicable Refrigerant Categories	Substance	Mass of Material Received (kg)	Mass of Refrigerant Reclaimed (kg)	Action

Category of Refrigerant

Select Refrigerant Category ▾

Name of Substance

Select Substance Type ▾

Mass of Material Received ⓘ

kg

Mass of Refrigerant Reclaimed ⓘ

kg

Add Refrigerant

Back

Save & Continue

Cancel

Step 6: Enter Additional Mixed Refrigerants

In this step, enter data related to the mixed refrigerants received by the company during the reporting year. The reporting data elements appear below:

- Mass of Additional Mixed Refrigerants Received:
 - Enter the total mass of mixed refrigerants received during the reporting period.
 - Enter this quantity in kg.
 - To convert from lbs. to kgs, use a conversion factor of 2.2046 lbs./kg.
- Category of Refrigerant:
 - Select the refrigerant category from the dropdown menu.
- Name of Substance:
 - Select the specific substance type from the dropdown menu.
- Percentage:
 - Enter the approximate percentages of known, discrete HFC and ODS components, within the mixed refrigerants received during the reporting period. A value between 0.01 and 100 can be entered in this field.
- Click the “Add Refrigerant” button. The refrigerant will display in the table. Repeat the steps to add another refrigerant if needed.
- Click the “Save & Continue” button.

Note

Reclaimers should input their best estimates for reported individual component refrigerants within a mixture as a percentage of total refrigerant mixture mass. Reclaimers only need to report on ODS and HFC refrigerants and do not need to include other refrigerants (e.g., HFOs, Hydrocarbons) when providing percent mass. If you leave out non-reportable refrigerants when reporting the contents of a refrigerant mixture, note your decision to do so in the reclaimer notes box at the point of report submission.

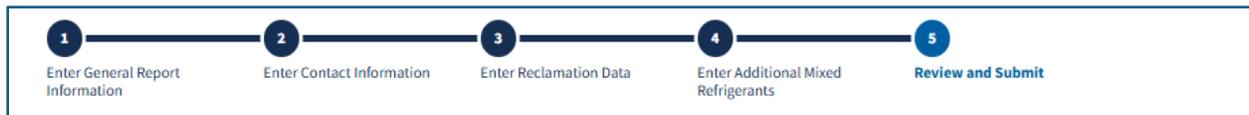
Step 7: Review and Submit

Review the information in the following sections: Report Overview, Regulation Specific Information, Reclaimed Refrigerants, and Additional Mixed Refrigerants.

Reclaimer Notes (optional) – add any comments EPA should know about this report. For example, you can note if you left out non-reportable refrigerants when reporting the contents of a refrigerant mixture.

Click “Choose file” and locate the file on your device. Click the “Upload File” button.

Click the “Sign & Submit” button.



5. Review and Submit

To edit, use back buttons to navigate back to section needing update.

Report Overview

Report Identifier 608 RR 2022 1037	Current Status Pre-Submission
Regulation National Recycling and Emissions Reduction	Version 1
Report Type 608 Reclamation	Reporter First Name Deb
Reporting Year 2022	Reporter Last Name Smith
Reporting Period Calendar year January through December	Reporter Email Address test@123.com
Organization Name It's all Mine (GDIT Testing)	Reporter Phone Number 999-999-9999
Street Address 75 Test Drive Suite 7	Primary Contact Person First Name First
City Bartlett	Primary Contact Person Last Name Last
State TN	Primary Contact Person Email Address 123@12.com
Zip/Postal Code 38133	Primary Contact Person Phone Number 701-123-1212
CDX Submission ID(s)	Supplemental Contact Person First Name N/A
	Supplemental Contact Person Last Name N/A
	Supplemental Contact Person Email Address N/A
	Supplemental Contact Person Phone Number N/A

Regulation Specific Information

Method of Submission to HAWK

SPDS

Do you have any reclamation data to report for the selected year?

Yes

Reclaimed Refrigerants

Mass of Waste Products (kg): 150

Applicable Refrigerant Categories	Substance	Mass of Material Received (kg)	Mass of Refrigerant Reclaimed (kg)
Blend - HFC	R-407G	15	15

Additional Mixed Refrigerants

Mass of Material Received (kg): 100

Applicable Refrigerant Categories	Substance	Percentage

Reclaimer Notes (max 5000 characters)

Please add any additional comments EPA should know about this report (5000 character max).

Acceptable file types include: PDF, DOC, DOCX, XLS, XLSX, TXT and CSV.

File Name	File Format	Date Added	Action

Select a file to upload:

Choose File No file chosen

Upload File

[Back](#) **Sign & Submit**

[Cancel](#)

Step 7a: CROMERR Sign and Submit Your Report

Enter a passphrase to protect your report in the Cross-Media Electronic Reporting Rule (CROMERR) archive in CDX.

You will need this passphrase to access your report in CDX, so be sure to take note of your passphrase.

Read the certification statement and certify that the information provided in your report is accurate by clicking on the “Sign Submission” button.

If the “Cancel” link is selected, any text entered in the “Reclaimer Notes” section will be saved, but the report will not be submitted to EPA.

CROMERR Certification

Username: RECLAMATION_TEST

Organization Name: RECLAMATION_ORG

Report Type: 608 Reclamation

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.

To complete the CROMERR signature, please enter a passphrase. You can associate the same passphrase with multiple submissions.

The passphrase will be used as an encryption key to protect your report in the CROMERR archive at cdx.epa.gov. You will always be able to access your report in HAWK, but you will need the passphrase to access it in the CROMERR archive.

Passphrase *

[Cancel](#) **Sign Submission**

Step 8: Confirmation of Submission

The confirmation message will display with a “Submission History” link to view your report in HAWK. You can also view your submission documents by clicking on the “CDX” link, and search for the submission ID (Refer to Section II.4 below).

608 Reclamation Reporting

Your submission on behalf of It's all Mine (GDIT Testing) has been successful. View all submissions in [Submission History](#) or visit [CDX](#) and search for the Submission ID (_e594d6b6-637a-4459-8957-baa28bfc44b7) in your CDX Submission History.

Report Submission Details

Report Identifier	Organization	Report Type	Status
608 RR 2022 1037	It's all Mine (GDIT Testing)	608 Reclamation Report	Submitted

Report Overview

Report Identifier	Date Report Submitted
608 RR 2022 1037	2025-10-30, 3:40 PM
Regulation	Current Status
National Recycling and Emissions Reduction	Submitted
Report Type	Version
608 Reclamation	1
Reporting Year	Reporter First Name
2022	Deb
Reporting Period	Reporter Last Name
Calendar year January through December	Smith
Organization Name	Reporter Email Address
It's all Mine (GDIT Testing)	test@123.com
Street Address	Reporter Phone Number
75 Test Drive Suite 7	999-999-9999
City	Primary Contact Person First Name
Bartlett	First
State	Primary Contact Person Last Name
TN	Last
Zip/Postal Code	Primary Contact Person Email Address
38133	123@12.com
CDX Submission ID(s)	Primary Contact Person Phone Number
<ul style="list-style-type: none"> • _e594d6b6-637a-4459-8957-baa28bfc44b7 	701-123-1212
	Supplemental Contact Person First Name
	N/A
	Supplemental Contact Person Last Name
	N/A
	Supplemental Contact Person Email Address
	N/A
	Supplemental Contact Person Phone Number
	N/A

Regulation Specific Information				
Method of Submission to HAWK				
SPDS				
Do you have any reclamation data to report for the selected year?				
Yes				
Reclaimed Refrigerants				
Mass of Waste Products (kg): 150				
Applicable Refrigerant Categories	Substance	Mass of Material Received (kg)	Mass of Refrigerant Reclaimed (kg)	
Blend - HFC	R-407G	15	15	
Additional Mixed Refrigerants				
Mass of Material Received (kg): 100				
Applicable Refrigerant Categories	Substance	Percentage		
Reclaimer Notes				
my reclaimer notes				
Attachments				
File Name	File Format	Date Added	Version	Action
testing.my.file.txt	txt	2025-10-30	-	Download

[Return to Reporting Landing Page](#)

II.3.B. Other Means of Reporting

CAA section 608-certified reclaimers may submit annual reports by alternative means to satisfy the requirements at [40 CFR 82.164\(d\)\(3\)](#). There is no required format for report submissions, so long as the report includes the total annual quantity of material (the combined mass of refrigerant and contaminants) by refrigerant type sent to the company for reclamation, the total annual mass of each refrigerant reclaimed, and the total annual mass of waste products, and is received by February 1 of the next calendar year. EPA recommends using the reclamation reporting template if not submitting via HAWK. This form appears on [Recordkeeping and Reporting website](#).

Submissions via Email

- Annual reports may be submitted directly to EPA by emailing them to 608reports@epa.gov.

Submissions via Paper Mail

- Annual reports may also be submitted by mail to one of the following addresses:

For U.S. Postal Service

608 Technician Certification Program Manager
Attention: Andrew Wilps
Chemicals, Coatings, and Products Division
U.S. Environmental Protection Agency
Mail Code 6205A
1200 Pennsylvania Avenue, N.W.
Washington, DC 20460

For Private Courier

608 Technician Certification Program Manager
Attention: Andrew Wilps
Chemicals, Coatings, and Products Division
U.S. Environmental Protection Agency
WJCS 5.5212B
1200 Pennsylvania Avenue, N.W.
Washington, DC 20460

II.4. View 608 Reclamation Report Documents

II.4.A View 608 Reclamation Reports in CDX

Step 1: Log in to CDX at <https://cdx.epa.gov>

Log in to CDX and enter your User ID. You will be redirected to the Login.gov website. Once logged in to Login.gov, you will be redirected to the MyCDX page.

Step 2: Locate your Submission in CDX

Click the “Submission History” tab.

The screenshot shows the MyCDX interface with the following navigation tabs: MyCDX, Inbox, My Profile, Role Sponsorship, Submission History (selected), and Payment History. Below the tabs, there are two main sections: 'Services' and 'CDX Service Availability'. The 'Services' section has a 'Manage' icon and a table with columns for Status, Program Service Name, and Role. The 'CDX Service Availability' section contains a link: 'See the status for all program services'.

Step 3: Review Your Submission Details

Click the desired “Submission ID” link or click the “Link (.zip)” to download the submission documents.

The screenshot shows the 'Recent Submissions' section with a table of submission details. The table has columns for Submission ID, Dataflow, Description, Created, and Download. Below the table, there is a pagination control showing 'Showing 1-5 of 20 entries' and 'Items per page: 20'.

Submission ID	Dataflow	Description	Created	Download
_addd104f-631e-4bfb-ae25-c881803a775d	HFC-ODS-R	HFC-ODS-R Report Submission	11/03/2025 09:27:32	Link (.zip)
_5527a178-8d3e-4d63-a683-4a73faa0bb96	CDX	HFC-ODS-R - Electronic Signature Agreement	09/26/2025 15:25:43	Link (.zip)
_86d00a95-5505-458d-8652-bffe7a5d464	CDX	HFC-ODS-R - Electronic Signature Agreement	09/26/2025 13:52:01	Link (.zip)
_4ee6ae9a-9325-4ef6-bd16-8ba4693e8c5b	CDX	HFC-ODS-R - Sponsor Agreement	09/15/2025 11:17:50	Link (.zip)
_785256fa-7617-4240-a69d-4095a641ca2d	CDX	HFC-ODS-R - Electronic Signature Agreement	09/10/2025 12:19:10	Link (.zip)

Before you can view and download your documents, you must decrypt your documents by clicking the “Decrypt (passphrase)” button.

The screenshot shows the 'Documents Set' section with a table of document details. The table has columns for Name, Size (kb), Category, and Created. Below the table, there is a 'Retention and Repudiation' section with a 'Retention Status' dropdown menu set to 'default'.

Name	Size (kb)	Category	Created
HFC QAQC Guide_October2023.docx	973.375 KB	encrypted	04/10/2025 16:58:21
encryption-metadata-xml.xml	1.385 KB	encryption-metadata-xml	04/10/2025 16:58:21
detached-signature-before-encrypt.xml	2.917 KB	detached-signature-before-encrypt	04/10/2025 16:58:21
detached-signature.xml	2.942 KB	detached-signature	04/10/2025 16:58:21

Retention and Repudiation

Retention Status: default

Enter the passphrase used when the report was signed and submitted and click the “Decrypt” button.

Decrypt Document

Name	HFC QAQC Guide_October2023.docx
Size	973.375 KB
Type	encrypted
Created	04/10/2025 16:58:21
Encrypted By	ABERKOFF
Passphrase	<input style="width: 100%;" type="text"/> <div style="display: flex; justify-content: flex-end; gap: 10px;"> Clear Decrypt </div>

Now you may view and download your documents by clicking on the link located under the “Name” column.

You can also search for your Submission ID by clicking on the “Custom Submission Search” link.

Recent Submissions

Your most recent submissions are displayed below. You can perform [Custom Submission Search](#) to view more submissions.

Showing 1-5 of 20 entries Items per page: << < **1** > >>

Enter your search criteria and click the “Search” button.

MyCDX > Custom Submission Search [Contact Us](#)

Search Submissions

All search criteria are optional. Results are listed in order by date and time. "Start Date" and "End Date" may be used to specify a span of time over which to search.

Document Name

Dataflow

Start Date (MM/DD/YYYY)

End Date (MM/DD/YYYY)

Submission ID

Clear
Search

II.4.B View 608 Reclamation Reports in HAWK

Step 1: Locate your Submission in HAWK

From MyCDX, click the Role link for which you registered. In this scenario, click the “Company Representative” link.

Services		Manage
Status	Program Service Name	Role
	HFC-ODS-R: Hydrofluorocarbon and Ozone Depleting Substances Reporting	Company Representative

Step 2: Navigate to View Submission History

On the HAWK homepage, click the “Submission History” link in the navigation bar. The “Submission History” page will display.

The screenshot shows the HAWK homepage with the EPA logo and navigation bar. The 'My Programs' section is highlighted, featuring a card for 'National Recycling and Emissions Reduction' with a 'Select' button.

Locate the desired report in the list and click the link in the “Report Identifier” column.

The screenshot shows the 'Submission History' page with various filters and a table of reports. The table has columns for Report Identifier, Regulation, Report Type, Report Year, Reporting Period, Status, and Date Received.

Report Identifier	Regulation	Report Type	Report Year	Reporting Period	Status	Date Received
608_RR_2022_1009	National Recycling and Emissions Reduction	608 Reclamation	2022	Annual	In Revision	2025-11-03

The “View Report” page will display.

An official website of the United States government Here's how you know

EPA United States Environmental Protection Agency **HAWK**

Home Submission History Account Management Help

Home > View Submission History > View Report

View Report : 608 RR 2024 1019

[Edit Report](#)

Report Overview

Report Identifier	Date Report Submitted
608 RR 2022 1009	2025-11-03, 9:27 AM
Regulation	Current Status
National Recycling and Emissions Reduction	In Revision
Report Type	Version
608 Reclamation	1
Reporting Year	Reporter First Name

II.5. Resubmit a 608 Reclamation Report

You may need to resubmit a corrected 608 Reclamation Report to correct data errors or to respond to EPA feedback. To do so, follow these instructions:

Step 1: Log in to CDX at <https://cdx.epa.gov/>

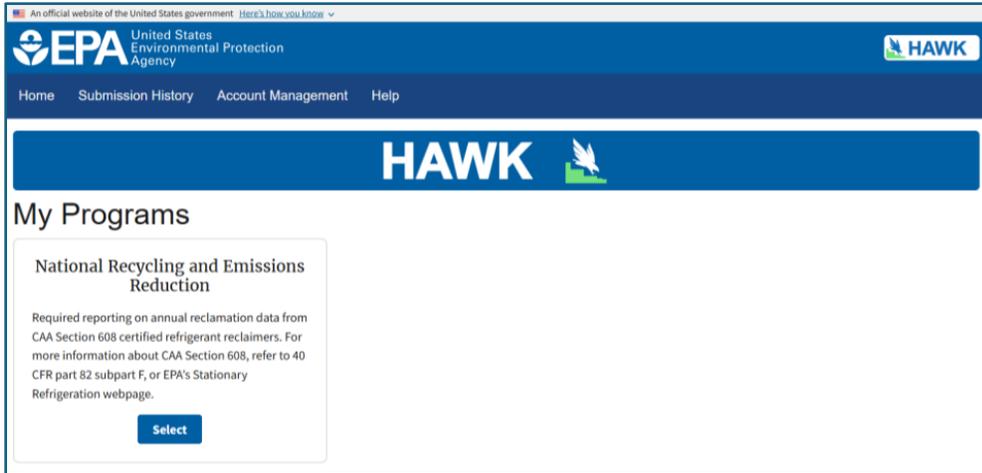
Log in to CDX and enter your User ID. You will be redirected to the Login.gov website. Once logged in to Login.gov, you will be redirected to the MyCDX page.

Click the Role link for which you registered. In this scenario, click the “Company Representative” link.

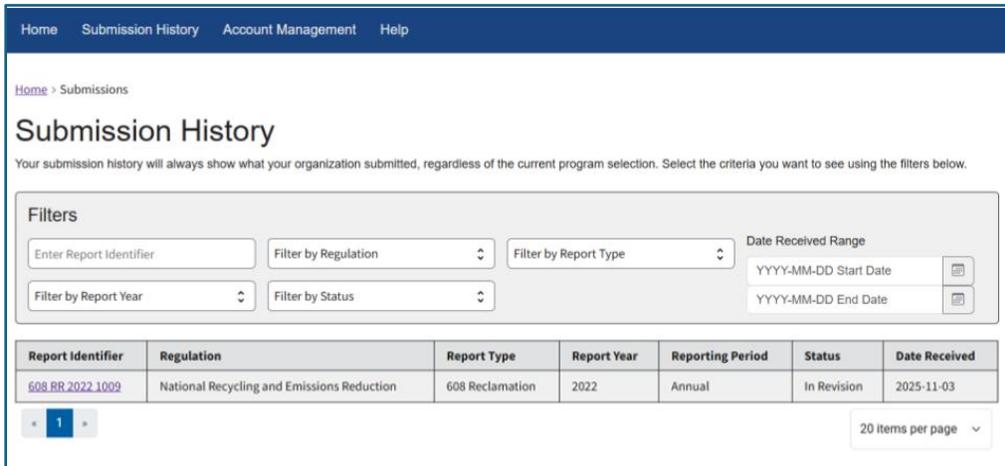
Services		Manage
Status	Program Service Name	Role
	HFC-ODS-R: Hydrofluorocarbon and Ozone Depleting Substances Reporting	Company Representative

Step 2: Navigate to View Submission History

On the HAWK homepage, click the “Submission History” link in the navbar. The “Submission History” page will display.



Locate the desired report in the list and click the link in the “Report Identifier” column.



Step 3: Edit Report

On the “View Report” page, click the “Edit Report” button.

Note: If there is no “Edit Report” button, this means that the report is currently in a status that does not allow editing.

Note: Your previous documents will display in the “Attachments” section on this page.

HAWK > View Submission History > View Report

View Report : 608 RR 2022 1037

Edit Report

Report Overview

<p>Report Identifier 608 RR 2022 1037</p> <p>Regulation National Recycling and Emissions Reduction</p> <p>Report Type 608 Reclamation</p> <p>Reporting Year 2022</p> <p>Reporting Period Calendar year January through December</p> <p>Organization Name It's all Mine (GDIT Testing)</p> <p>Street Address 75 Test Drive Suite 7</p> <p>City Bartlett</p> <p>State TN</p> <p>Zip/Postal Code 38133</p> <p>CDX Submission ID(s) • _e594d6b6-637a-4459-8957-baa26bfc44b7</p>	<p>Date Report Submitted 2025-10-30, 3:40 PM</p> <p>Current Status In Revision</p> <p>Version 1</p> <p>Reporter First Name Deb</p> <p>Reporter Last Name Smith</p> <p>Reporter Email Address test@123.com</p> <p>Reporter Phone Number 999-999-9999</p> <p>Primary Contact Person First Name First</p> <p>Primary Contact Person Last Name Last</p> <p>Primary Contact Person Email Address 123@12.com</p> <p>Primary Contact Person Phone Number 701-123-1212</p> <p>Supplemental Contact Person First Name N/A</p> <p>Supplemental Contact Person Last Name N/A</p> <p>Supplemental Contact Person Email Address N/A</p> <p>Supplemental Contact Person Phone Number N/A</p>
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Regulation Specific Information

Method of Submission to HAWK

SPDS

Do you have any reclamation data to report for the selected year?

Yes

Reclaimed Refrigerants

Mass of Waste Products (kg): 150

Applicable Refrigerant Categories	Substance	Mass of Material Received (kg)	Mass of Refrigerant Reclaimed (kg)
Blend - HFC	R-407G	15	15

Additional Mixed Refrigerants

Mass of Material Received (kg): 100

Applicable Refrigerant Categories	Substance	Percentage

Reclaimer Notes

my reclaimer notes

Attachments

File Name	File Format	Date Added	Version	Action
testing_my_file.txt	txt	2025-10-30	-	Download

[Back](#)

Step 4: Enter General Report Information

On the “Edit Report” page in the “Enter General Report Information” section, you can only change your selection for “Do you have any reclamation data to report for the selected year?” dropdown.

If you need to make changes to your Organization information, click the “CDX” link.

Note: Make sure to save your changes.

Click the “Save & Continue” button.

Edit Report: 608 RR 2022 1037

1
Enter General Report Information

2 Enter Contact Information

3 Enter Reclamation Data

4 Enter Additional Mixed Refrigerants

5 Review and Submit

1. Enter General Report Information

If your organization information is incorrect, please change that in [CDX](#).

Asterisk (*) denotes required field.

Reporting Year
2022

Organization Name
It's all Mine (GDIT Testing)

Street Address
75 Test Drive
Suite 7

City
Bartlett

State
TN

Zip/Postal Code
38133

Do you have any reclamation data to report for the selected year? *

Yes
▾

Cancel
Save & Continue

Step 5: Enter Contact Information

In the “Enter Contact Information” section, make any necessary changes or additions.

Note: *The Reporter contact information is pulled from your CDX profile (non-editable in HAWK).*

Editable fields in this section: Contact Person First Name, Contact Person Last Name, Email Address, Phone Number, Fax Number, Supplemental Contact Person First Name, Supplemental Contact Person Last Name, Supplemental Contact Person Email Address, and Supplemental Contact Person Phone Number.

If the Supplemental Contact Person First Name and Last Name are entered, then either a Supplemental Contact Person Email Address or a Supplemental Contact Person Phone Number is required.

Click the “Save & Continue” button.

Edit Report: 608 RR 2022 1037

1 Enter General Report Information 2 **Enter Contact Information** 3 Enter Reclamation Data 4 Enter Additional Mixed Refrigerants 5 Review and Submit

2. Enter Contact Information

Asterisk (*) denotes required field.

Reporter Contact Information

Reporter First Name
Deb

Reporter Last Name
Smith

Reporter Email Address
test@123.com

Reporter Phone Number
999-999-9999

Contact Person First Name *

First

Contact Person Last Name *

Last

Email Address *

123@12.com

Phone Number *

701-123-1212

Fax Number

XXX-XXX-XXXX

Supplemental Contact Person First Name

Supplemental Contact Person Last Name

Supplemental Contact Person Email Address

name@domain.com

Supplemental Contact Person Phone Number

XXX-XXX-XXXX

[Back](#) [Save & Continue](#) [Cancel](#)

Step 6: Enter Reclamation Data

In the “Enter Reclamation Data” section, make any necessary changes. You can delete the refrigerant by clicking on the “Delete” link.

Note: If “Yes” was selected in the “Enter General Report Information” section, then all fields in this section are required.

Click the “Save & Continue” button.

Edit Report: 608 RR 2022 1037

1
Enter General Report Information

2
Enter Contact Information

3
Enter Reclamation Data

4
Enter Additional Mixed Refrigerants

5
Review and Submit

3. Enter Reclamation Data

Mass of Waste Products (kg) ⓘ

Enter Reclaimed Refrigerants

Please select and add the mass of each refrigerant received and/or reclaimed from the dropdown menus below.

Applicable Refrigerant Categories	Substance	Mass of Material Received (kg)	Mass of Refrigerant Reclaimed (kg)	Action
Blend - HFC	R-407G	15	15	Delete

Category of Refrigerant

Name of Substance

Mass of Material Received ⓘ

Mass of Refrigerant Reclaimed ⓘ

Add Refrigerant

Back

Save & Continue

[Cancel](#)

Step 7: Enter Additional Mixed Refrigerants

In the “Enter Additional Mixed Refrigerants” section, make any necessary changes.

Note: This section is optional if you do not have any mixed refrigerants received.

Click the “Save & Continue” button.

Edit Report: 608 RR 2022 1037

1
Enter General Report Information

2
Enter Contact Information

3
Enter Reclamation Data

4
Enter Additional Mixed Refrigerants

5
Review and Submit

4. Enter Additional Mixed Refrigerants

Mass of Additional Mixed Refrigerants Received (kg) ⓘ

Enter Mixed Refrigerants Received

Please select and add the percentage of each refrigerant received from the dropdown menus below.

Applicable Refrigerant Categories	Substance	Percentage	Action
Class 2 ODS	HCFC-123	56.7 %	Delete

Category of Refrigerant

Name of Substance

Percentage ⓘ

[Back](#)

[Add Refrigerant](#)

[Save & Continue](#)

[Cancel](#)

Step 8: Review and Submit

In the “Review and Submit” section, review the data in your report, add reclaimer notes and upload new or additional files if needed.

Reclaimer Notes (optional) – add new comments EPA should know about this report (e.g., “This report was re-submitted to answer questions from EPA.”)

Click the “Back” button to return to the previous sections if needed.

Click the “Sign & Submit” button.

Edit Report: 608 RR 2022 1037

1
Enter General Report Information

2
Enter Contact Information

3
Enter Reclamation Data

4
Enter Additional Mixed Refrigerants

5
Review and Submit

5. Review and Submit

To edit, use back buttons to navigate back to section needing update.

Report Overview

Report Identifier 608 RR 2022 1037	Date Report Submitted 2025-10-30, 3:40 PM
Regulation National Recycling and Emissions Reduction	Current Status In Revision
Report Type 608 Reclamation	Version 1
Reporting Year 2022	Reporter First Name Deb
Reporting Period Calendar year January through December	Reporter Last Name Smith
Organization Name It's all Mine (GDIT Testing)	Reporter Email Address test@123.com
Street Address 75 Test Drive Suite 7	Reporter Phone Number 999-999-9999
City Bartlett	Primary Contact Person First Name First
State TN	Primary Contact Person Last Name Last
Zip/Postal Code 38133	Primary Contact Person Email Address 123@12.com
CDX Submission ID(s) • _e594d8b6-637a-4459-8957-baa28bfc44b7	Primary Contact Person Phone Number 701-123-1212
	Supplemental Contact Person First Name N/A
	Supplemental Contact Person Last Name N/A
	Supplemental Contact Person Email Address N/A
	Supplemental Contact Person Phone Number N/A

Regulation Specific Information

Method of Submission to HAWK

Do you have any reclamation data to report for the selected year?
Yes

Reclaimed Refrigerants

Mass of Waste Products (kg): 150

Applicable Refrigerant Categories	Substance	Mass of Material Received (kg)	Mass of Refrigerant Reclaimed (kg)
Blend - HFC	R-407G	15	15

Additional Mixed Refrigerants

Mass of Material Received (kg): 100

Applicable Refrigerant Categories	Substance	Percentage
Class 2 ODS	HCFC-123	56.7 %

Reclaimer Notes (max 5000 characters)

my reclaimer notes

Acceptable file types include: PDF, DOC, DOCX, XLS, XLSX, TXT and CSV.

File Name	File Format	Date Added	Action
testing.my.file.txt	txt	2025-10-30	Download Delete

Select a file to upload:

No file chosen

[Cancel](#)

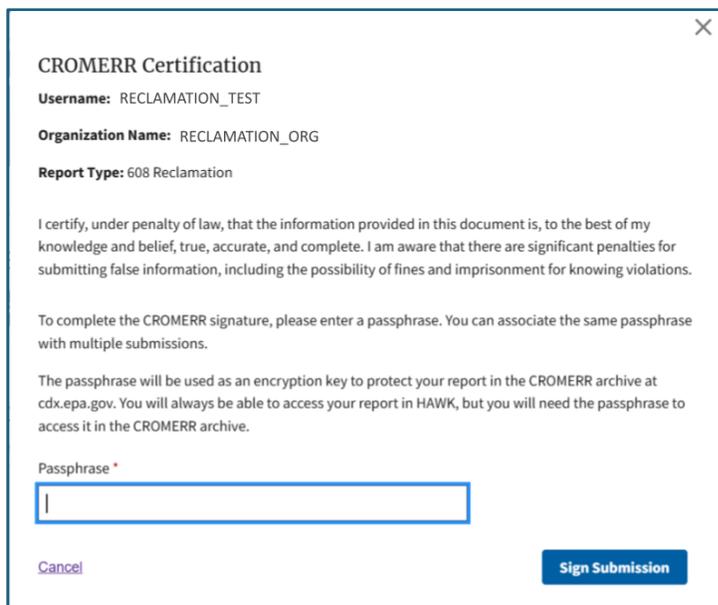
Step 9: Sign and Submit

Enter a passphrase to protect your report in the Cross-Media Electronic Reporting Rule (CROMERR) archive in CDX. You can reuse the same passphrase as before, but you do not have to.

You will need this passphrase to access your report in CDX, so be sure to take note of your passphrase.

Read the certification statement and certify that the information provided in your report is accurate by clicking on the “Sign Submission” button.

If the “Cancel” link is selected, any text entered in the “Reclaimer Notes” section will be saved, but the report will not be submitted to EPA.



The screenshot shows a dialog box titled "CROMERR Certification" with a close button (X) in the top right corner. The dialog contains the following text:

Username: RECLAMATION_TEST
Organization Name: RECLAMATION_ORG
Report Type: 608 Reclamation

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.

To complete the CROMERR signature, please enter a passphrase. You can associate the same passphrase with multiple submissions.

The passphrase will be used as an encryption key to protect your report in the CROMERR archive at cdx.epa.gov. You will always be able to access your report in HAWK, but you will need the passphrase to access it in the CROMERR archive.

Passphrase *

[Cancel](#)

Step 10: Confirmation of Resubmission

The confirmation message will display with a “Submission History” link to view your report in HAWK. You can also view your submission documents by clicking on the “CDX” link, and search for the submission ID.

You will find a new CDX submission ID generated.

608 Reclamation Reporting

Your submission on behalf of It's all Mine (GDIT Testing) has been successful. View all submissions in [Submission History](#) or visit [CDX](#) and search for the Submission ID (_c690ce0b-22fa-4aab-9ccc-446ac66a2d46) in your CDX Submission History.

Report Submission Details

Report Identifier	Organization	Report Type	Status
608 RR 2022 1037	It's all Mine (GDIT Testing)	608 Reclamation Report	Submitted

Report Overview

Report Identifier	Date Report Submitted
608 RR 2022 1037	2025-10-30, 4:02 PM
Regulation	Current Status
National Recycling and Emissions Reduction	Submitted
Report Type	Version
608 Reclamation	2
Reporting Year	Reporter First Name
2022	Deb
Reporting Period	Reporter Last Name
Calendar year January through December	Smith
Organization Name	Reporter Email Address
It's all Mine (GDIT Testing)	test@123.com
Street Address	Reporter Phone Number
75 Test Drive Suite 7	999-999-9999
City	Primary Contact Person First Name
Bartlett	First
State	Primary Contact Person Last Name
TN	Last
Zip/Postal Code	Primary Contact Person Email Address
38133	123@12.com
CDX Submission ID(s)	Primary Contact Person Phone Number
<ul style="list-style-type: none"> • _c690ce0b-22fa-4aab-9ccc-446ac66a2d46 • _e594d6b6-637a-4459-8957-baa28bfc44b7 	701-123-1212
	Supplemental Contact Person First Name
	N/A
	Supplemental Contact Person Last Name
	N/A
	Supplemental Contact Person Email Address
	N/A
	Supplemental Contact Person Phone Number
	N/A

Attachments

File Name	Attachment Type	File Format	Date Added	Version	Parsing Status
Deb updated test file 2025.xlsx	Report	xlsx	2025-11-07	2	-
608_RFRR_2024_1021_COPY_OF_RECORD.html	CROMERR_HTML	html	2025-11-07	2	-
Deb test file.txt	Report	txt	2025-11-07	1	-
Deb test file 2025.xlsx	Report	xlsx	2025-11-07	1	-
608_RFRR_2024_1021_COPY_OF_RECORD.html	CROMERR_HTML	html	2025-11-07	1	-

Reporter Notes

my reporter notes //notes again resubmit

[Return to Reporting Landing Page](#)

Annex A. Definitions

Find definitions (e.g., “reclaim”) in the regulation online at the link listed below.

- **Recycling and Emissions Reduction, 40 CFR 82.152:**
www.ecfr.gov/current/title-40/chapter-I/subchapter-C/part-82/subpart-F#82.152

Annex B. Reporting and Recordkeeping Requirements

Reporting and recordkeeping requirements for Reclamation under section 608 of the Clean Air Act can be found at 40 CFR Part 82 Subpart F. The complete regulation is available on the electronic Code of Federal Regulations (eCFR) at www.ecfr.gov/current/title-40/chapter-I/subchapter-C/part-82/subpart-F.

Annex C. Update Your CDX Account Information

Edit your account's security questions

Select the “Modify User Information” button under the “My Profile” tab.

The screenshot shows the 'My Profile' tab selected in a navigation menu. Below the menu, there is a 'User Information' section with the following details:

User ID	DEBBIE20250811
Name	Mrs CJ Test
Last Logged In	9/29/2025 9:30:26 AM
Registration Date	8/11/2025 1:26:54 PM
Primary Contact Info	Organization: Happy Corp#2 Address: 123 Main St., Washington, DC, US 20871 Phone: (888) 888-8888 Email: testemail@email.com

At the bottom of the 'User Information' section, there is a green button labeled 'Modify User Information'.

Edit the information and click the “Save User Information” button.

The screenshot shows the 'My Profile' tab selected in a navigation menu. Below the menu, there is a 'User Information' section with the following details:

Essential information is marked with an asterisk(*)

Description of Fields ⓘ

User ID	DEBBIE20250811
Name	Mrs CJ Test
Security Question 1 *	What was your childhood nickname? ▼
Security Answer 1 *	••••
Security Question 2 *	In what city or town was your first job? ▼
Security Answer 2 *	••••
Security Question 3 *	What was your dream job as a child? ▼
Security Answer 3 *	••••

At the bottom of the 'User Information' section, there is a checkbox labeled 'Show Answers' and three buttons: 'Save User Information', 'Deactivate User Account', and 'Back'.

Edit your email address, phone number, or fax number

From the “My Profile” tab, click the “Modify Organization Information” button.

Organization Information

Active Organizations

Primary Organization = 🍌

Org. ID	Name	Address
49773	Happy Corp#2	123 Main St., Washington, DC, US 20871 🍌

Pending Organizations

Org. ID	Name	Address
---------	------	---------

[Modify Organization Information](#)

Select the appropriate Organization and edit your phone number or fax number. Click the “Save Organization Details” button.

▼ **Happy Corp#2 (49773)** 🍌

Organization Name (ID) Happy Corp#2 (49773)

Mailing Address 123 Main St.
Washington, DC, US
20871

Provide Additional Contact Information

Email *

Phone Number*

Phone Number Ext

Fax Number

[Save Organization Details](#)

Note

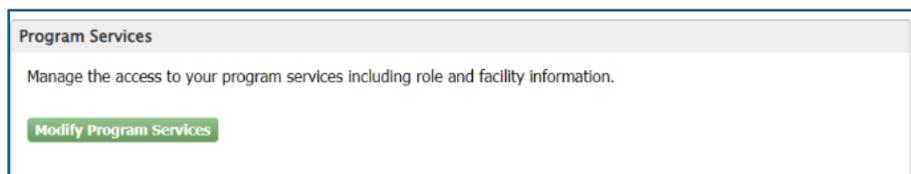
Email addresses, phone numbers, and fax numbers in CDX are tied to the organization under which you are registered. If you are registered under more than one organization in CDX, you may tailor your email address, phone number, and fax number for each organization.

Annex D. Deactivating CDX Accounts

The process for deactivating your own account or an account of a former employee is described below.

Deactivate your own account

Select the **Modify Program Services** button from the “My Profile” tab.



Expand the HFC-ODS-R Program Service dropdown to view the CDX accounts affiliated with your organization. Locate the account you wish to deactivate and select the **Deactivate** link.



Deactivate the account of a former employee

If an employee is no longer with your company and the Company Representative is unable to deactivate that employee’s account, provide the following information to 608reports@epa.gov to request deactivation of an account:

Subject: HAWK Account Deactivation Request

[Employee Name] is no longer responsible for submitting reports on behalf of [Company Name]. Please deactivate their CDX account.