AIM Act Technology Transitions Reporting

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User Guide

February 2026

User Guide Topics

Introduction

This guide has been prepared for informational purposes only to facilitate reporting and should not be relied on for compliance purposes. Please refer to 40 CFR Part 84, Subpart B for full details.

This guide provides information on how to fill out American Innovation and Manufacturing (AIM) Act Technology Transitions reports and 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. Registration must be approved by EPA. Section I of this guide provides information on the registration process.

General information about the Technology Transitions program, Technology Transitions reporting resources including the reporting form, and answers to frequently asked questions about the Technology Transitions requirements are available on EPA's website:

- **Technology Transitions Program Home –** https://www.epa.gov/climate-hfcs-reduction/technology-transitions-program
- **Technology Transitions Reporting Resources –** https://www.epa.gov/climate-hfcs-reduction/technology-transitions-reporting
- **Technology Transitions Frequent Questions –** https://www.epa.gov/climate-hfcs-reduction/frequent-questions-phasedown-hydrofluorocarbons#technology-transitions-program

Section I. Registration

This section outlines how to register for HAWK if you are a new user and how to select the Program Service if you are an existing CDX user.

To access HAWK (HFC-ODS-R Program Service), a valid CDX account is required. Registration is a one-time process that will need to be completed prior to submitting data electronically.

- New users will need to register with CDX.
- New users who 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 CDX users should log in to CDX and add the HFC-ODS-R program service to their CDX account.
- Users can and should use one CDX account for all reporting to the U.S. EPA, including reporting for multiple programs.

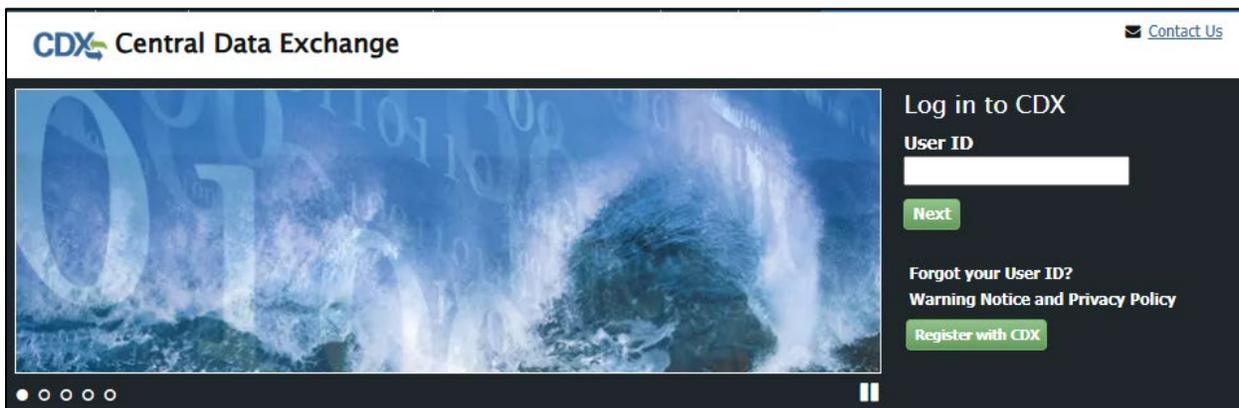> ### Attention Existing HAWK and eGGRT Users
> - You <u>do not</u> need to create a new CDX account.
> - If you have two separate accounts for HAWK and EPA's electronic Greenhouse Gas Reporting Tool (eGGRT), <u>you must</u> register for the HAWK program service under your HAWK CDX account. Follow instructions in the *I.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 Register with CDX (First-Time Users)

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 on the **Proceed** button.

Step 3. Select the Program Service From the Active Program Services List

Locate and select "HFC-ODS-R: Hydrofluorocarbon and Ozone Depleting Substances Reporting" from the list by either scrolling down the list or entering the first few letters of the program service name in the search criteria box.

Step 4. Select the Company Representative Role

Select **Company Representative** and click on the **Request Role Access** button.

Step 5. Enter User ID and Email

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

Click on the **Continue Registration** button.

> **Note: It is important that you remember your User ID; you will need this information to access your CDX account and submit reports to EPA.**

Note: The final step in the "Identity Credentials" section includes accessing Login.gov.

Step 6: Proceed to Login.gov
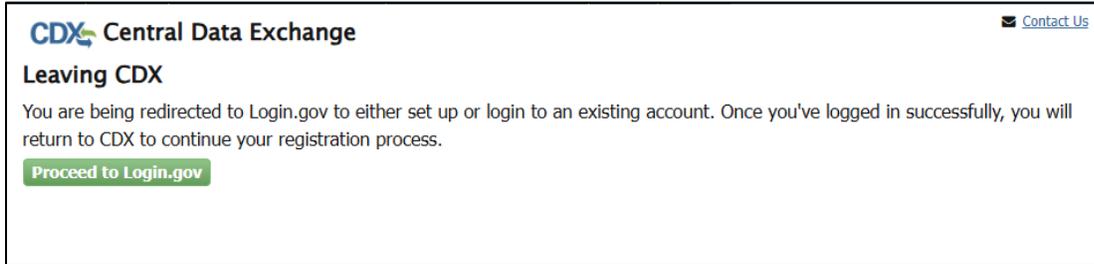
Select the **Proceed to Login.gov** button.

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.
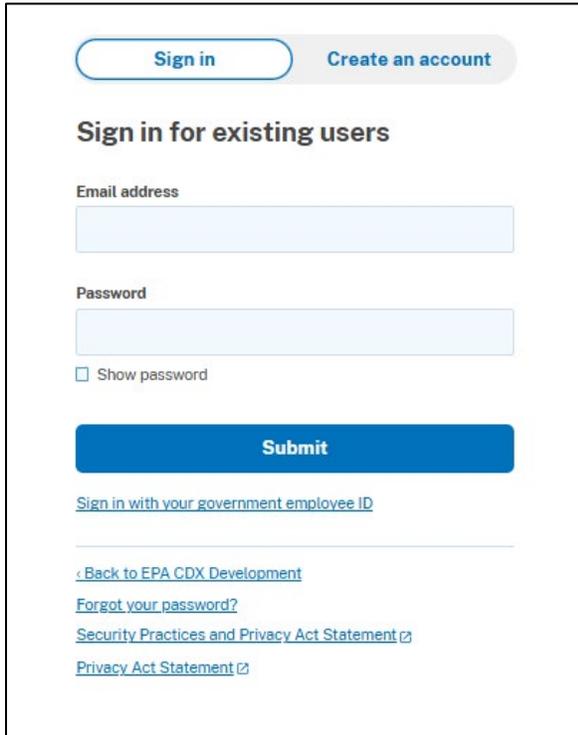
Once you are successfully logged in, you will return to CDX to complete the fields in the "User and Organization" section.

Step 8: Enter 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.

The program requires additional proof of identity. Later in the registration process, LexisNexis, an independent third-party electronic identity proofing service, will be presented as a primary option for confirming identity. Lexis Nexis 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: Enter Organization Information

Search for your organization by typing the name of your organization or the organization ID (if known) in the text box and clicking "Search."

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.

If your organization appears in the search results, continue to Step 9a.

If your organization is not already in CDX, skip to Step 9c.

Step 9a: Select Your Organization

If your organization appears in the search results, click on the link under "Organization ID."

> **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 *the I.3 Register Under a New Organization (Existing CDX Users)* section.

Step 9b: Enter Organization Information

Enter your Phone Number (Phone Number Extension (Ext) and Fax Number are optional). Click on 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.

Submit Request for Access

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

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

Step 9d: Submit Request to Add an Organization

Enter your organization information and click the **Submit Request for Access** button.

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 LexisNexis, an independent third-party electronic identity proofing service or print and submit a signed electronic signature agreement (ESA) through U.S. Postal Mail to EPA. LexisNexis allows users to immediately access the HFC-ODS-R data flow following authentication. LexisNexis is only available to users located within the United States. Users who submit a paper ESA by mail must wait for EPA to receive their ESA and approve them for access. This process can take up to 10 days. Please email HFCTransitions@epa.gov if you have questions.

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 digits of your Social Security Number (SSN). This information is not stored or shared with EPA.

Verify that the name above is you by checking the box. Click on the **Proceed with Verification** button.

Step 11: Sign the ESA

Review and sign your CDX ESA by clicking on the **Sign Electronically** button.

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 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 from helpdesk@epacdx.net will be sent with a subject line similar to "CDX Registration Status Change."

You have successfully registered for HAWK.

Step 12: Submit Signed ESA Through U.S. Postal Mail

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

Click on 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.

Step 12b: Read, Sign, and Mail the Electronic Signature Agreement to EPA

Review and sign the Electronic Signature Agreement (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
Chemicals, 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 HFCTransitions@epa.gov to notify 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. Please allow 7-10 business days for your ESA to arrive by mail to EPA. You will be notified by email when your account has been activated.

You have successfully registered for HAWK.

I.2 Add HFC-ODS-R Program Service to an Existing CDX Account

Step 1: Log In to CDX

Existing Users access the CDX website at https://cdx.epa.gov. Enter your User ID. Click the **Next** button.

Step 2: Proceed to Login.gov

You will be redirected to Login.gov to sign in. Click on the **Proceed to Login.gov** button.
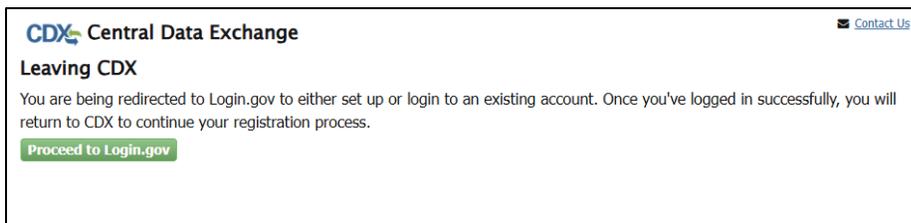
Sign in with your Login.gov credentials.

Step 3: Add Program Service

Click on the **Add Program Service** button.

Step 4: Select the Program Service From the Active Program Services List

Locate and select "HFC-ODS-R: Hydrofluorocarbon and Ozone Depleting Substances Reporting" from the list by either scrolling down the list or entering the first few letters of the program service name in the search criteria box.

Step 5: Select the Role

Select **Company Representative** and click on the **Request Role Access** button.

Step 6: Select a Current Organization

Select a current organization from the dropdown list and click on the **Submit Request for Access** button.

<div style="border:2px solid #2e6da4; background:#dbe9f5; padding:10px;">

Why don't I Need to Sign Another ESA?

The ESA is specific to the organization under which you register. Therefore, since you already submitted an ESA when registering for another CDX program, you are not required to sign and submit a new ESA.

</div>

You have successfully added HAWK to your Program Services.

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.

Once approved, an email from helpdesk@epacdx.net will be sent with the subject line similar to "CDX Registration Status Change."

You have successfully registered for HAWK.

I.3 Register Under a New Organization (Existing CDX Users)

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 who 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.
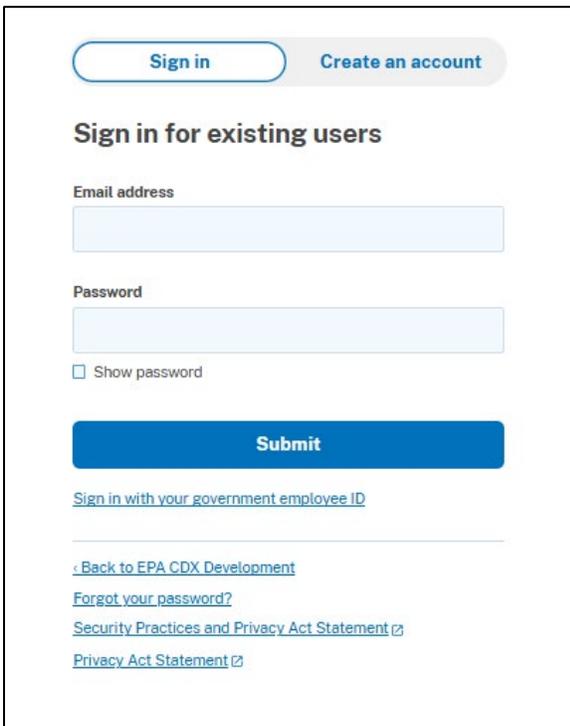
Once you are successfully logged in, you will be redirected to MyCDX.

Step 4: Add Your New Organization

Click on the **Add Program Service** button. This will take you through the edit Account Profile process.
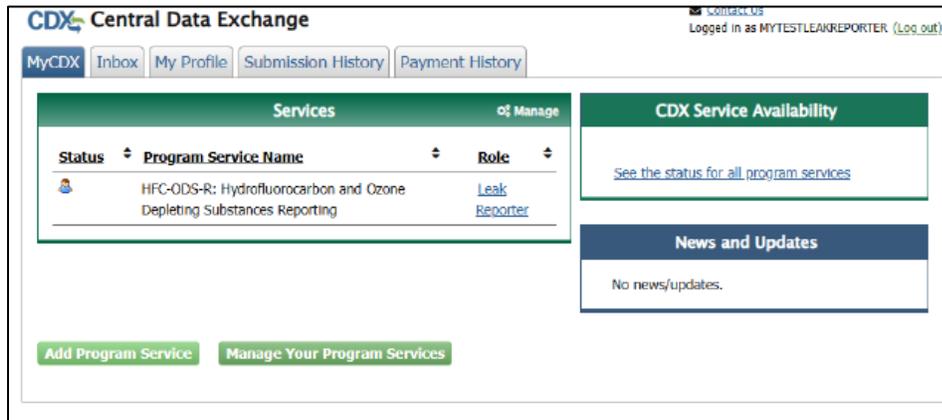
Step 5: Select the Program Service From the Active Program Services List

Locate and select "HFC-ODS-R: Hydrofluorocarbon and Ozone Depleting Substances Reporting" from the list by either scrolling down the list or entering the first few letters of the program service in the search criteria box.

Step 6: Select the Role

Select **Company Representative** and click on the **Request Role Access** button.

Step 7: Search for the Organization

Select "Request to Add an Organization." Click on the **Search** button.

Step 8: Request to Add the New Organization

Click on the link to **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 on the **Submit Request for Access** button.

Step 10: Sign the Electronic Signature Agreement

Review and sign your CDX electronic signature agreement (ESA) by clicking the **Sign Electronically** button.

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.

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.

You are here: MyCDX » Manage Program Services

Manage Program Services

Program Service successfully added to My new Happy Corp.   ✕

Add Program Service   Back to MyCDX   [Expand All] [Collapse All]

My new Happy Corp, 1515 Corp, Arlington, TN, US 38133, (901) 999-9999

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

I.4 CDX Role Sponsorship: Invitation

Company Representatives may sponsor other users via the CDX Role Sponsorship tab. The Delegate role cannot self-register in CDX. The Company Representative must identify an individual as a Delegate for the organization.

Role	Description
Company Representative	• This user can invite other Company Representatives and Delegates. • This user may update company and user information in the HAWK Reporting System. • This user may create reports, delete reports, view data for the organization, and sign documents under the Cross-Media Electronic Reporting Rule (CROMERR).
Delegate	• This user may not invite other users or make any changes to company or user information in the HAWK Reporting System. • This user may create reports, delete reports, view data for the organization, and CROMERR sign documents.

Step 1: Log In to CDX

Users with the role of a Company Representative can access the CDX website at (https://cdx.epa.gov).

Enter your User ID. Click the **Next** button.
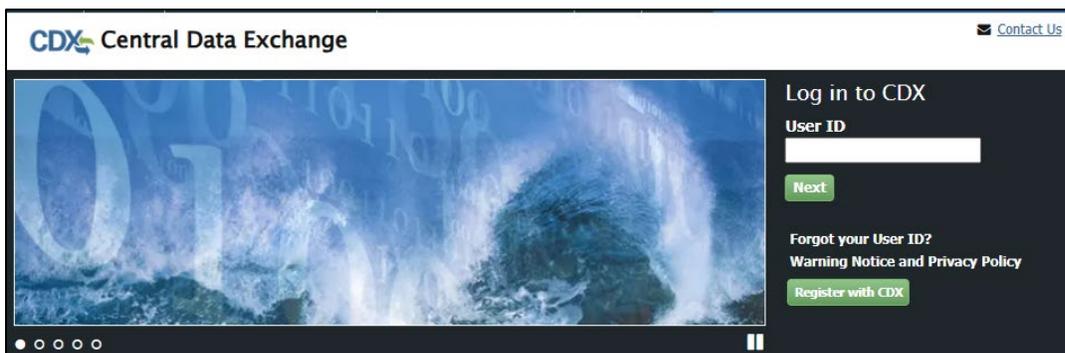
Step 2: Proceed to Login.gov

Click on the **Proceed to Login.gov** button.
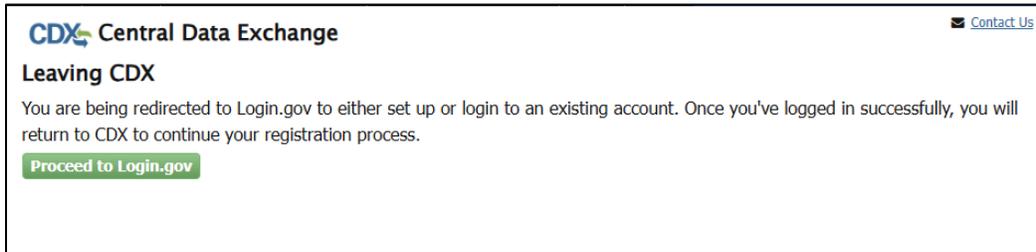
Sign in with your Login.gov credentials. After logging into your account, you will be redirected to CDX.

Step 3: Select the Role Sponsorship Tab

Click on the **Role Sponsorship** tab.
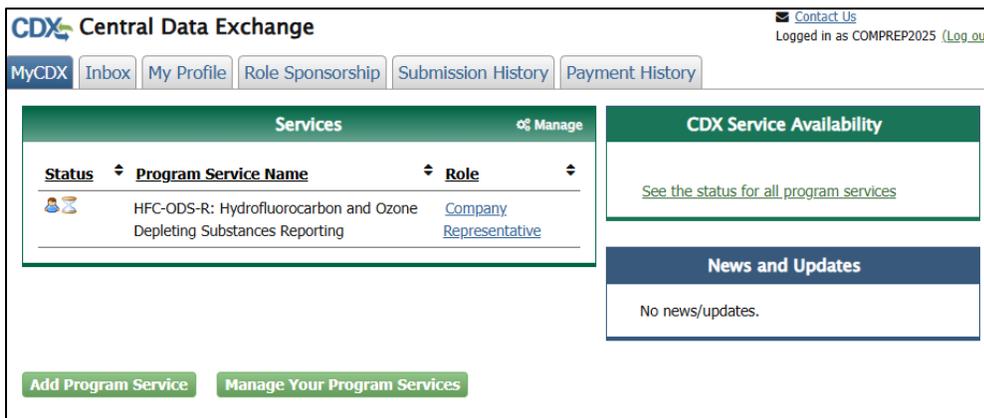
The "Role Sponsorship" page will display.

- Role Sponsorship/Invitation – send an invitation for sponsorship.
- Pending Sponsorship Requests – view and approve pending requests.
- Access Management - view and/or modify existing privileges (revoke/reactivate).

Step 4: Initiate the Role Sponsorship Invitation Process

Click on the **Role Sponsorship/Invitation** link.
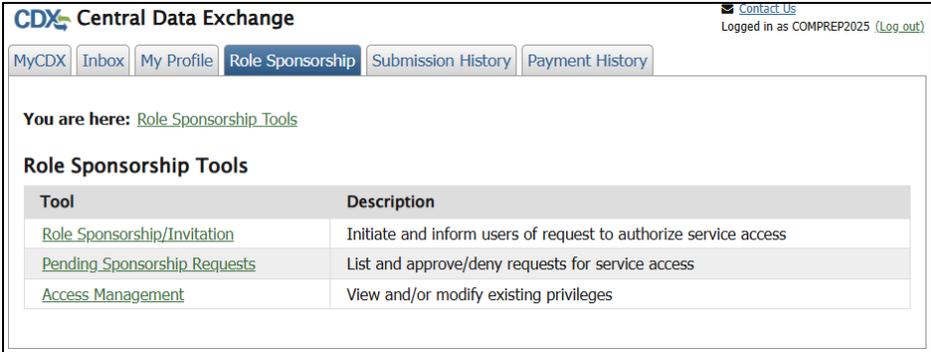
The "Role Sponsorship/Invitation" Page will display.
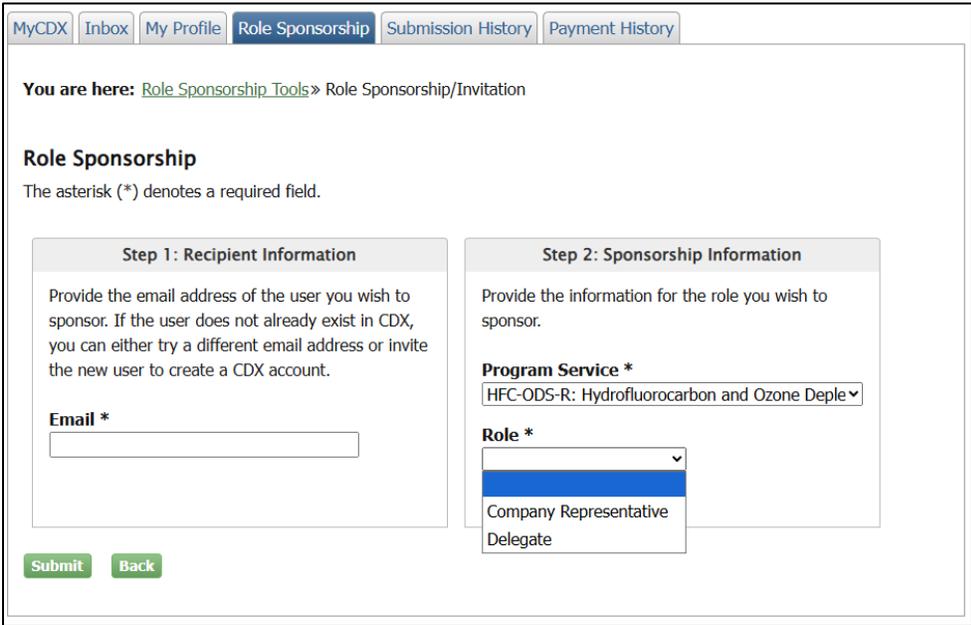
Step 4a: Enter the Recipient Information

Enter the email address for the user who is being sponsored.
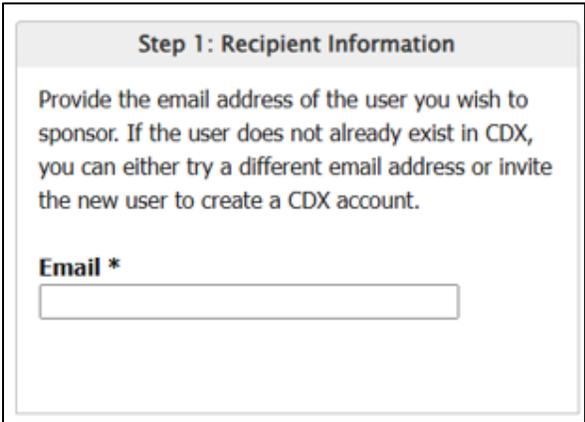
Step 4b: Select the Sponsorship Information

Select "HFC-ODS-R: Hydrofluorocarbon and Ozone Depleting Substances Reporting" under the "Program Service" dropdown and select the desired role from the "Role" dropdown based on the user's permission needs. Click the **Submit** button.

Step 4c: Review the Registration Information

Check the **Yes, the provided email address is correct** radio button. Click the **Submit** button.

Step 4d: Confirm the Email Address and Send the Invitation

Click the **Confirm** button. The system will take a few seconds to process. This will generate and send an email to the Sponsored User.

The "Role Sponsorship" page will display.

Note: *The registration process requires interaction between the Sponsor and Sponsored User via CDX emails. The section below, I.5 CDX Role Sponsorship: Pending Sponsorship Requests, outlines the next steps to complete the Role Sponsorship Invitation process.*

I.5 CDX Role Sponsorship: Pending Sponsorship Requests

The Sponsor can view and approve pending requests by accessing CDX directly.

Step 1: Log In to CDX

Users with the role of a Company Representative can access the CDX website at (https://cdx.epa.gov).

Enter your User ID. Click the **Next** button.

Step 2: Proceed to Login.gov

Click on the **Proceed to Login.gov** button.

Sign in with your Login.gov credentials. After logging into your account, you will be redirected to CDX.

Step 3: Access the Pending Sponsorship Requests

Click on the **Role Sponsorship** tab and click on the **Pending Sponsorship Requests** link.

If you wish to approve a pending request via the CDX email skip to Instruction 6.

Step 4: Search for Pending Sponsorship Requests

Select the program service "HFC-ODS-R: Hydrofluorocarbon and Ozone Depleting Substances Reporting" from the "Program Service" dropdown and click on the **Search** button. You can filter the search results by using other search criteria in the section.

Step 5: Review the Request Details and Approve the Pending Sponsorship Request

The "Pending Sponsorship Request Search Results" page will display. Review the request details and then click on the **Approve** button.

Note: A pending request will only be visible on the "Pending Sponsorship Request Search Results" page if a Sponsored User has accepted the invitation.

Step 5a: Sign the Electronic Sponsor Agreement

Review and sign your Electronic Sponsor Agreement by clicking on the **Sign Electronically** button.

Click on the **Accept** button. The system will take a few seconds to process.
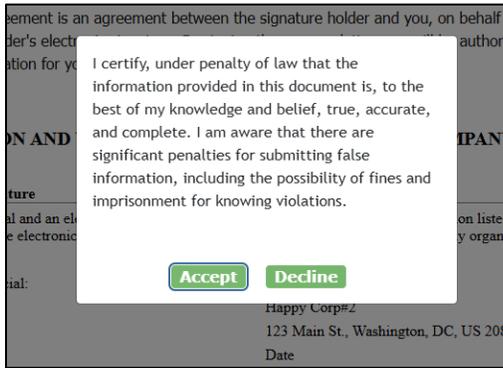
The "Pending Sponsorship Request Search Results" page will display.
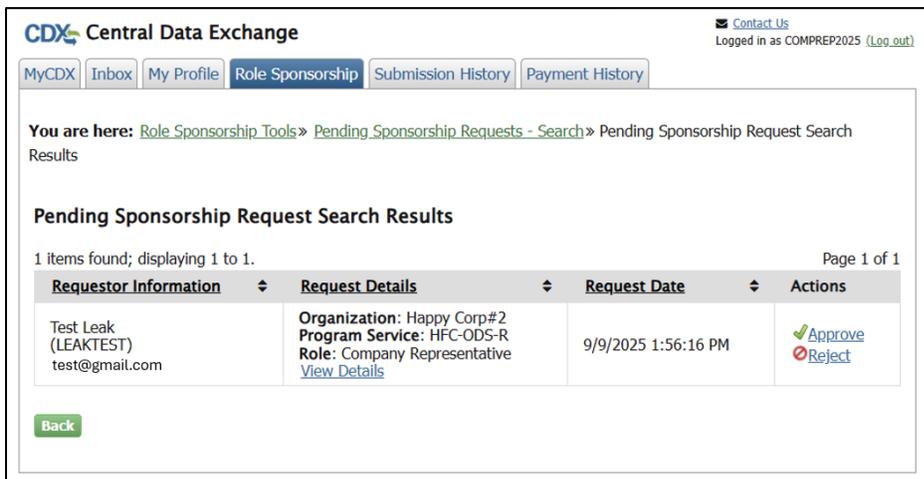
Step 6: Approve the Pending Request via the CDX Email

Locate the email with a subject line similar to "Central Data Exchange Sponsorship Request." Review the details in the CDX email and click on the **review this sponsorship request** link in the email.
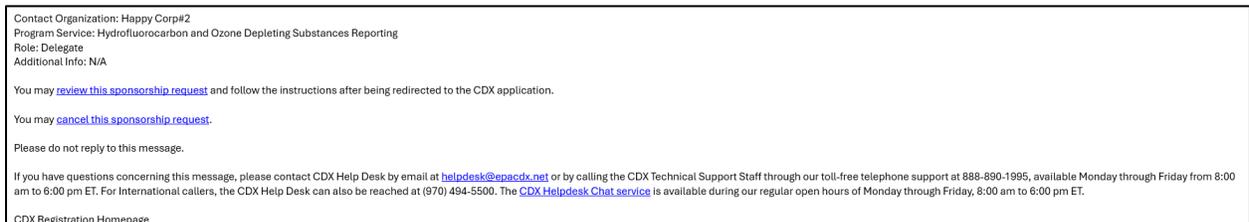
Step 6a: Review the Sponsorship Information

Click on the **Log In** button.

Step 6b: Proceed to Login.gov

You will need to log in to your Login.gov account. Click on the **Proceed to login.gov** button.

Once you have successfully logged in to Login.gov, you will be redirected to the "Role Sponsorship Review" page in CDX.

Step 6c: Select the Role You Wish to Use as a Sponsor for the Request

Select the organization from the "Organization" dropdown and select a role from the "Role" dropdown you wish to use as a Sponsor for this request. Click on the **Approve** button.

Step 6d: Sign the Electronic Sponsor Agreement

Click on the **Sign Electronically** button.

At this point, the Sponsored User will not have access to the HAWK Reporting System. EPA will need to approve the CDX role for the Sponsored User.

I.6 CDX Role Sponsorship: Access Management

In CDX Access Management, Company Representatives can view and modify existing Sponsored Users' privileges (revoke/reactivate CDX roles).

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

Click on the **Proceed to Login.gov** button.
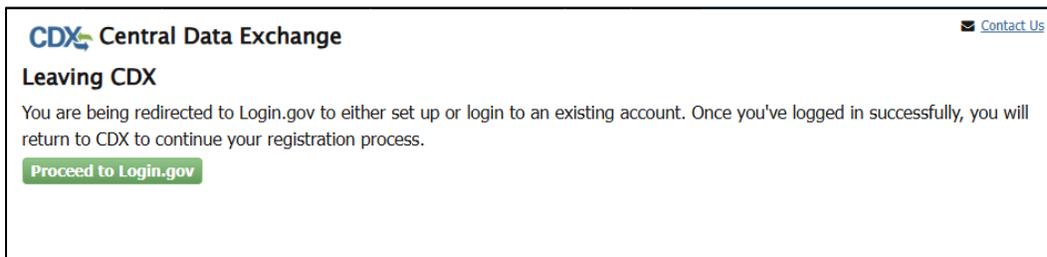
Sign in with your Login.gov credentials. After logging into your account, you will be redirected to CDX.

Step 3: Access the Role Sponsorship Tools

Click on the **Role Sponsorship** tab and select the "Access Management" link.
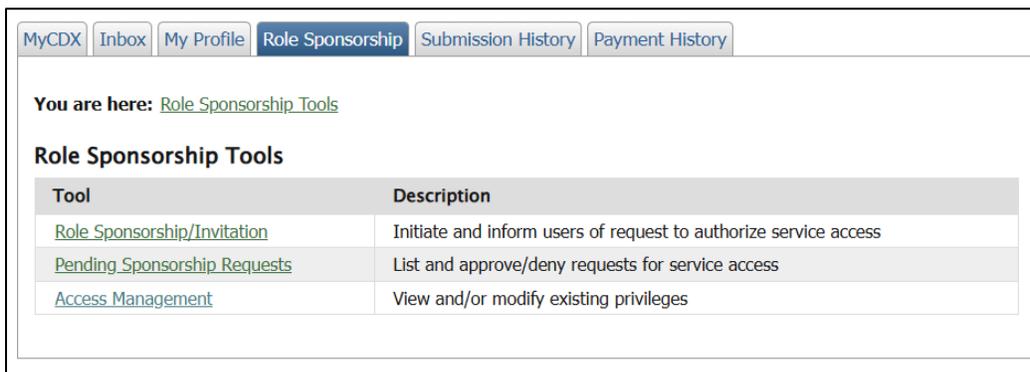
Step 4: Search for a Sponsored User(s)

Select the "HFC-ODS-R: Hydrofluorocarbon and Ozone Depleting Substances Reporting" program service. Enter any additional search criteria to narrow down the search results. Click on the **Search** button.

Step 5: Locate the Sponsored User(s) to Revoke/Reactivate the CDX Role

Click on the **Revoke** and/or **Reactivate** link.

Access Management Search Results

40 items found; displaying 1 to 20.   Page 1 of 2 ▶ ⊮

Sponsored Users ⬍	Sponsorship Details ⬍	Status ⬍	Last Updated ⬍	Actions
Deb Test (DEBBIE20250915) test@gmail.com	**Organization:** Happy Corp#2 **Program Service:** HFC-ODS-R **Role:** Delegate : N/A View Details	Active	9/15/2025 11:37:14 AM	*No actions available*
CJ Test (DEBBIE20250811) test@gmail.com	**Organization:** Happy Corp#2 **Program Service:** HFC-ODS-R **Role:** Delegate : N/A View Details	Active	8/28/2025 3:57:33 PM	✖Revoke
Deborah Smith (DEBBIE20250808) test@gmail.com	**Organization:** Happy Corp#2 **Program Service:** HFC-ODS-R **Role:** Delegate : N/A View Details	Active	8/11/2025 9:31:01 AM	*No actions available*
Deborah Smith (DELEGATEUSER) test@gmail.com	**Organization:** Happy Corp#2 **Program Service:** HFC-ODS-R **Role:** Delegate : N/A View Details	Inactive	8/29/2025 5:23:17 PM	Reactivate
Deborah Smith (DELEGATEUSER2) test@gmail.com	**Organization:** Happy Corp#2 **Program Service:** HFC-ODS-R **Role:** Delegate : N/A View Details	Active	8/29/2025 5:37:59 PM	*No actions available*

Section II. Access Your HAWK Account

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

II.1 Login.gov

Instructions: Log in to CDX (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 and click on the **Submit** button.

Enter the One-time code in the field, click on 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/.

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

II.2 MyCDX Page

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

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

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 on the **Proceed** button.

You will be redirected to the HAWK homepage.

II.3 HAWK Homepage/Program Selection Page

The HAWK Program Selection page will display to Company Representative to select a reporting program. This will determine the navigation links that will be displayed at the top of your screen, and which tiles will display on your HAWK Homepage (see **Program Selections** image below).

To report on the Technology Transitions program, select "Technology Transitions (Subsection (i))," and click on the **Submit** button.
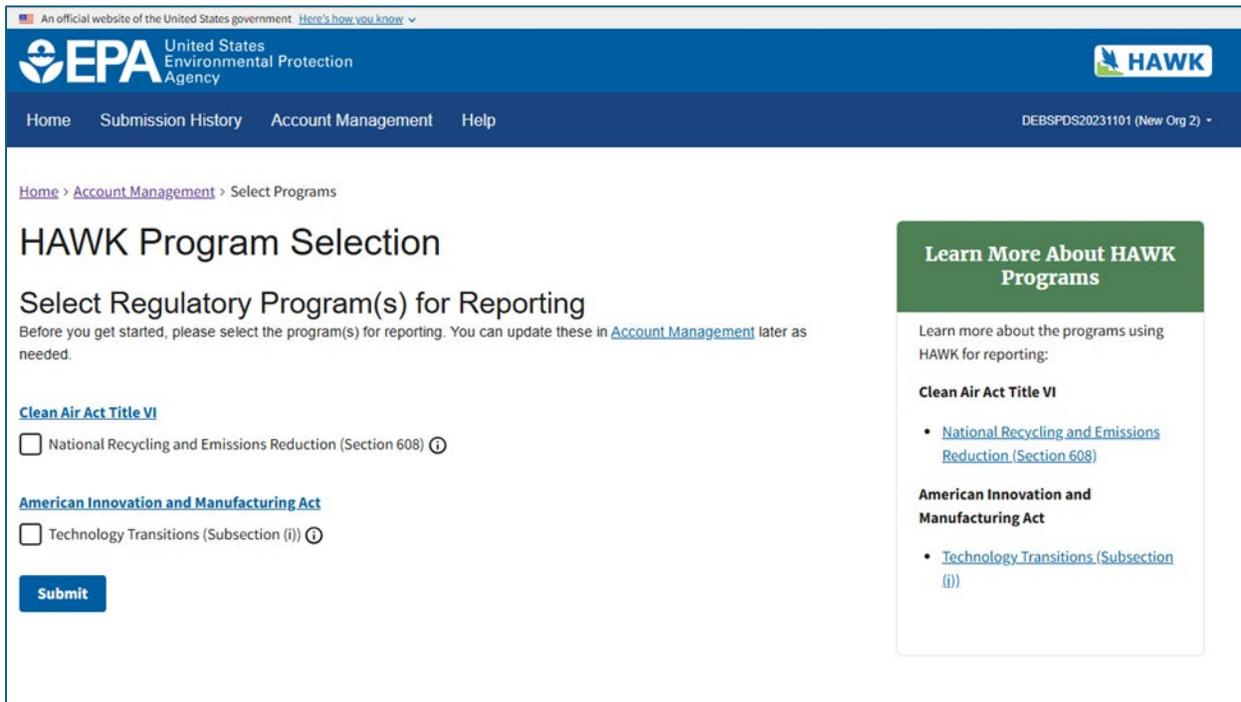
Section III. Instructions for Completing the Technology Transitions Reporting Form (.xlsx form)

III.1 General

Instructions: Download the appropriate reporting form from the Technology Transitions Reporting web page: https://www.epa.gov/climate-hfcs-reduction/technology-transitions-reporting.
Open and review the Excel reporting form. The reporting form includes the following five tabs.

- **1. Background** – includes links to resources, the regulation, and other sheets within the reporting form.
- **2a. RACHP** – the tab for reporting required information on Refrigeration, Air Conditioning and Heat Pump (RACHP) products and specified components AND closed-cell foams contained in RACHP equipment.
- **2b. Foams** – the tab for reporting required information on foam products NOT contained in a piece of RACHP equipment.
- **2c. Aerosols** – the tab for reporting required information on aerosol products.
- **3. Other HFCs + Custom Blends** – the tab for reporting required information for other HFCs and custom blends not yet included in the dropdown lists

The legend applies across all sheets and indicates where data should be entered.

Legend:	
	A blue-colored cell indicates that the data entry/dropdown selection is required.
	A grey-colored cell indicates that the cell is not editable by the user.
	A black-colored cell indicates that no data are required

Other general tips and practices to review BEFORE entering any information in the form:

- Do NOT edit, modify or delete content or formatting of the reporting form or attempt to unprotect cells. Modifications to the reporting form will result in validation errors during the submission process. If you are experiencing issues or have questions regarding data entry, contact the Technology Transitions help desk at HFCTransitions@epa.gov.
- This reporting form was designed to be compatible with Microsoft Excel version 2024. If you are using an earlier version of Excel, there may be limited functionality. The form will not function properly if you are using a version of Excel from 2019 or earlier.
- Only fill out applicable sectors of the form. For example, if only the Foam sector is applicable, then fill out only Tab 1 Background and Tab 2b Foams.

III.2 Identifying information

Instructions: Enter identifying information in the tab titled "1. Background," filling out cells C29 – C38 also outlined in RED in the image below. *This information is required per* 40 CFR 84.60 (a)(2). *The information entered here should be consistent with your registration (see Section I of this user guide).*

Required data elements to enter:
- Reporting entity's name
  - Enter name of reporting entity
- Physical Street Address
  - Enter the street address where the reporting entity is located
- City
  - Enter the city where the reporting entity is located
- State
  - Enter the state where the reporting entity is located
- ZIP Code
  - Enter the ZIP Code where the reporting entity is located
- Email address
  - Enter the email address of the reporter
- Phone number of contact person
  - Enter the phone number of the contact person for the reporting entity
- Year covered in report (i.e., the year of data reporting in Tabs 2a – c)
  - Enter the calendar year for which the data in Tabs 2a – c are being reported.
- Date of submittal
  - Enter the date on which the report is submitted in the format MM/DD/YYYY.

Identifying Information

Instructions: Provide the following information in the table below. This information should be consistent with data entries in CDX account registration.

Reporting entity's name:	
Physical Street Address:	
City:	
State:	
Zip Code:	
Contact Person:	
Email Address:	
Phone Number:	
Year Covered in Report:	
Date of Submittal:	

III.3 Sectoral Data Entry

Data on HFC use for each applicable sector are entered into the relevant Reporting Form tabs starting with Tab 2 (i.e., Tabs 2a, 2b, and/or 2c). Each tab includes general instructions in Row 20 or 21. Several columns include pre-populated selections, or dropdown lists to facilitate data entry. This is noted above the data element column headers and shown outlined in RED below.

Select from dropdown	Select from dropdown	Enter Data	Enter Data
Subsector	**Additional Subsector Information**	**Equipment Type (e.g., compressor) [optional]**	**Additional Equipment Information (e.g., model number) [optional]**
Chillers (as a stand-alone product)	Industrial process refrigeration with exiting fluid below -50 °C (-58 °F)		

If you use custom blends or HFCs not identified in the dropdown list, use Tab 3. Other HFCs + Custom Blends. Once you add any other HFCs or blends not included in the dropdown list they will appear in the dropdown list. Additional instructions are provided in Section III.3.D Identifying Other HFCs and Custom Blends (Tab 3) of this guide.

Some columns in Tabs 2a, 2b, and 2c may contain information that the reporting entity considers to be Confidential Business Information (CBI). These columns will contain a dropdown list question located above the title row in Rows 19 or 20 as shown below. Information that is marked as CBI is still required to be reported but will be managed and protected as CBI.[1] To enter information about CBI, click on cell 20 or 21 for each column containing a CBI dropdown list and select "Yes" or "No" to indicate whether the information in that column is CBI. If CBI claims are not asserted at the time of submission, EPA may release the information to the public without further notice to the submitter.

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[1] See EPA–HQ–OAR–2021–0643; FRL–8831–02–OAR, p. 73193, where EPA responded "The Agency understands the need to properly manage and secure CBI and is mindful of the concerns around specific data elements being released and will ensure that appropriate protections are in place for such data collected under this rulemaking. The Agency also agrees that there is substantial value in sharing reported data with the public. EPA plans to publicly share aggregated data collected under this rule through reports, or other public-facing material. EPA intends to protect CBI by aggregating data in public reports as well as implementing data reporting and management platforms appropriate for handling CBI."

	M	N	O	P
19	Is this column Confidential Business Information (CBI)? (Select from dropdown)	Is this column Confidential Business Information (CBI)? (Select from dropdown)	Is this column Confidential Business Information (CBI)? (Select from dropdown)	
20				
21	Enter data	Enter data	Enter data	Select from dropdown
22	Number of Units			Does the product or specified component include closed-cell foam containing a regulated substance?
23	Domestically Manufactured (including products for export)	Imported	Exported	
24	1,000	100	200	

Reporters should use these cells to indicate whether the number of units of the product or specified component is CBI.

Definitions for common terms used in these tabs of the reporting form (e.g., "subsector") are provided in 40 CFR 84.52, while reporting and recordkeeping requirements for reporters under the Technology Transitions regulation are in 40 CFR 84.60.

III.3.A Data Entry for Refrigeration, Air Conditioning, and Heat Pumps (RACHP) Sector (Tab 2a)

This section outlines steps for entering required reporting information on **Refrigeration, Air Conditioning, and Heat Pumps (RACHP) products and specified components**. Required information on closed-cell foams contained in RACHP is also entered on this sheet. This tab of the reporting form is for required reporting information under 40 CFR 84.60(a)(3)(i–iii).

Review the general instructions listed in Row 20 of Tab 2a. RACHP of the reporting form. The general instructions are also listed in Box 1 below. Data element steps are outlined below.

Box 1. RACHP General Instructions

- Follow the steps for each column to enter the required reporting information on RACHP products and specified components AND closed-cell foams contained in RACHP equipment.
- Cells that are shaded blue have either a dropdown list selection or require data to be entered.
- Cells that are shaded light gray are calculated or auto-populated columns.
- If a cell is shaded black, it is considered not relevant based on information provided by the reporter for the selected product or specified components and should not be edited for that row. Do not enter information in cells shaded black.
- Use a different row for each entry. Report an entry for each set of products or specified components with the same combination of subsector, charge size and regulated substance(s).
- Do not skip any rows and do not merge cells.
- For any HFCs that are not available in the dropdown list under "Identity of the HFC or HFC Blend Used or Intended for Use in Product or Specified Component, " "Intended Additional HFC or HFC Blend for the Specified Component, " or "Identity of the HFC or HFC Blend Used in Closed-Cell Foam, " or for custom blends, enter the HFC or the custom blend in Tab 3. Other HFCs + Custom Blends.

Confidential Business Information (CBI)

For the Refrigeration, Air Conditioning, and Heat Pumps (RACHP) Sector, data reported in Columns M, N, O, R, T, U, V, W, X, Y, and Z may qualify as CBI. Select from the dropdown list in Row 20 to note if you are claiming these data as CBI or not.

Step 1: Enter the Sector, Product or Specified Component, Subsector, and Additional Subsector Information

- **Sector** (Column B). Sector refers to the broad category of applications, in this case "RACHP." This column is auto populated with "RACHP."

1

- **Product or Specified Component** (Column C). Definitions for "Product" and "Specified Component" are under 40 CFR 84.52.
  - As defined in the regulation, "Product" means an item or category of items manufactured from raw or recycled materials which performs a function or task and is functional upon completion of manufacturing. The term includes, but is not limited to, appliances, foams, fully formulated polyols, self-contained fire suppression devices, aerosols, pressurized dispensers, and wipes. Examples of "Products" include household refrigerators and freezers, residential dehumidifiers, and vending machines.
  - As defined in the regulation, "Specified component" for purposes of equipment in the RACHP sector means condensing units, condensers, compressors, evaporator units, and evaporators.
  - Click on the cell in Column C for each row entered and access the cell dropdown list to select a product or specified component.

- **Subsector** (Column D). Within the RACHP sector, products and specified components are categorized by subsectors. Additional details about each subsector can be found in the resources listed in Table 1. Each link in the Resources column will bring the reporter directly to the content relevant to the corresponding subsector.

Table 1. RACHP Subsector Resources

Subsector	Resources
Chillers	October 2023 Technology Transitions Final Rule; Frequently Asked Questions (FAQ) Page
Chillers (as stand-alone products)	October 2023 Technology Transitions Final Rule; FAQ Page
Cold storage warehouses	October 2023 Technology Transitions Final Rule
Data centers, computer room air conditioning, and information technology equipment cooling equipment	October 2023 Technology Transitions Final Rule
Household refrigerators and freezers	October 2023 Technology Transitions Final Rule
Ice rinks	October 2023 Technology Transitions Final Rule
Industrial process refrigeration (not using chillers)	October 2023 Technology Transitions Final Rule; FAQ Page
Motor vehicle air conditioning	October 2023 Technology Transitions Final Rule; FAQ Page
Refrigerated transport	October 2023 Technology Transitions Final Rule; FAQ Page
Remote automatic commercial ice machines	October 2023 Technology Transitions Final Rule
Residential and light commercial air conditioning and heat pumps	October 2023 Technology Transitions Final Rule; FAQ Page
Residential dehumidifiers	October 2023 Technology Transitions Final Rule; FAQ Page
Retail food – refrigerated food processing and dispensing equipment	October 2023 Technology Transitions Final Rule
Retail food – refrigeration stand-alone units	October 2023 Technology Transitions Final Rule; FAQ Page
Retail food – remote condensing units	October 2023 Technology Transitions Final Rule; FAQ Page

Subsector	Resources
Retail food – remote refrigerated food processing and dispensing equipment	October 2023 Technology Transitions Final Rule
Retail food – supermarkets	October 2023 Technology Transitions Final Rule; FAQ Page
Self-contained automatic commercial ice machines	October 2023 Technology Transitions Final Rule; FAQ Page
Vending machines	October 2023 Technology Transitions Final Rule

Once the appropriate subsector has been determined, click on the cell for each row entered and access the cell dropdown list to select the appropriate subsector for the reported product or specified component as shown below.

Important: if "Specified Component" is selected in Column C, the dropdown list in Column D will include the option "May be used in multiple subsectors. Must provide list of potential subsectors in Column G." If this is selected, Column E will turn black, and reporters must manually enter all potential subsectors for that specified component in Column G.

- **Additional Subsector Information** (Column E). Subsectors may have additional classifications not captured in Column D. Consult the resources listed in Table 1 for information about each subsector.
    - Click on the cell for each row entered in Column E and access the cell dropdown list to select the appropriate additional subsector information for each reported product or specified component and subsector as shown below. The dropdown list options are dependent on the subsector selection and will update based on the reporter selection in Column D. If the reporter selects "May be used in multiple subsectors. Must provide list of potential subsectors in Column G," Column E will turn black, and information should be entered as described in Step 2 below.

The image below shows examples of completed data entry for reporting sector, product or specified component, subsector and additional subsector information.

Sector	Product or Specified Component	Subsector	Additional Subsector Information
RACHP	Product	Residential and light commercial air conditioning and heat pumps	Residential and light commercial air conditioning and heat pump products (e.g., window units, portable room air conditioning)
RACHP	Specified Component	Residential and light commercial air conditioning and heat pumps	Variable refrigerant flow systems
RACHP	Product	Chillers	Ice rinks
RACHP	Specified Component	Retail food - remote condensing units	With 200 or more lb refrigerant charge, excluding high temperature side of cascade system

Step 2: Enter Optional Supplemental Information for Products and Specified Component (Optional)

Data entry in Columns F and G is optional, **unless** "May be used in multiple subsectors. Must provide list of potential subsectors in Column G" was selected from the dropdown list in Column D. In this case, reporters must manually list any potential subsectors in Column G. The subsector(s) should be written out using the same naming conventions as the subsectors listed in Column D and E as applicable. 2

Product or Specified Component	Subsector	Additional Subsector Information	Equipment Type (e.g., compressor) [optional]	Additional Information [optional]
Specified Component	May be used in multiple subsectors. Must provide list of potential subsectors in column G.			Cold storage warehouses, retail food - supermarkets

Reporters can use data entry in optional columns to keep track of individual product or specified component entries by including information to further characterize the product or specified component application or use and ensure data reporting is complete. The information entered in these columns may also help EPA better understand and analyze the data reported. These data elements do not include dropdown list options, so users can enter details specific to their reported products or specified component equipment as shown below.

- **Equipment Type (e.g., compressor) [Optional]** (Column F). If the entity is reporting several specified components related to a common field-assembled system, it may be helpful to enter "condensing unit," "condenser," "compressor," "evaporator unit," or "evaporator" in Column F of each entry row to ensure all specified components are accounted for in the reporting form.
- **Equipment Type (e.g., compressor) [Optional]** (Column F). If the entity is reporting on a product, additional information could provide details on the product. For instance, if reporting a product under the subsector "Residential and light commercial air conditioning and heat pumps," the entity could consider entering further information such as "window unit" or "PTAC" or detail such as "8000 BTU/h window unit." If the entity is reporting a product under the

subsector "Chillers," the entity may indicate the type and/or capacity of the chiller, such as "reciprocating" or "50-ton scroll."

- **Additional Equipment Information (e.g., model number) [Optional]** (Column G). If the entity is responsible for reporting an entire product catalog, it may be helpful to enter each product's model number in Column F to ensure that all products are accounted for in the reporting form.
- **Additional Equipment Information (e.g., Repair only)** (Column G). If the report includes specified components that are for repair of existing equipment only, such as an R-410A condensing unit for a residential AC system, please indicate that by stating "Repair only" in Column G.

The above examples are meant to be illustrative; reporters can use these columns to enter information that is helpful to their reporting process.

C	D	E	F	G
Select from dropdown	*Select from dropdown*	*Select from dropdown if shaded blue*	*Enter Data*	*Enter Data*
Product or Specified Component	**Subsector**	**Additional Subsector Information**	**Equipment Type (e.g., compressor) [optional]**	**Additional Information [optional]**
Product	Residential and light commercial air conditioning and heat pumps	Residential and light commercial air conditioning and heat pump products (e.g., window units, portable room air conditioning)	Window Units	
Specified Component	May be used in multiple subsectors. Must provide list of potential subsectors in column G.		Condensing Units	Repair Only

3

Step 3: Enter Information on the Charge Size and the Charge Size Units

- **Charge Size (including holding charge or charge of zero, if applicable)** (Column H).
    - Charge size refers to how much refrigerant the product or specified component holds or is intended to hold.
    - If the product or specified component is pre-charged with refrigerant, enter the numerical charge size of the product or specified component as shown below.
    - If entering for a product that is not pre-charged with refrigerant, enter the manufacturer-recommended charge size that would be added when installed.
    - If entering for a specified component that is not pre-charged with refrigerant, enter the likely charge size that would be present in a field-installed system that would use that specified component.
    - If there is variability in the charge size, you may use Columns F and G to explain (see above). For example, if reporting on a condensing unit, you could indicate in Column F or G "charge assumes 10-foot line set."
- **Charge Size Units** (Column I).
    - Click on the cell for each row entered and access the cell dropdown list to select the units for the charge size entered in Column H. Charge size can be reported in grams (g), kilograms (kg), pounds (lb), ounces (oz), or metric tons (MT). Make sure you are using the correct unit.

Step 4: Enter Identity of the HFC or HFC Blend Used or Intended for Use in Product or Specified Component and Additional HFC or HFC Blend Information

- **Identity of the HFC or HFC Blend Used or Intended for Use in Product or Specified Component** (Column J). Enter the identity of the regulated substance(s) contained in each product or specified component for each row entered.
  - o Click on the cell for each row entered and access the cell dropdown list to select the appropriate HFC or HFC blend used in the product or specified component. Note that the substances shown below do not represent the complete list of HFCs and HFC blends available in the dropdown list.
  - o If the product or specified component uses or is designed for use with an HFC or HFC blend not identified in the dropdown list, use Tab 3. Other HFCs + Custom Blends. Once an HFC or HFC blend is added to Tab 3, it will appear in the dropdown list in Column J. Additional instructions are provided in Section III.3.D Identifying Other HFCs and Custom Blends (Tab 3).

- 4**Specified Component Intended for Use with Multiple HFCs (**Column K) and **Intended Additional HFCs or HFC Blends for the Specified Component** (Column L). These columns are only applicable to specified components indicated in Column C and should not be filled out for products. Columns K and L will be shaded black for rows with product entries or specified components not intended for use with multiple HFCs. Some specified components may be designed to operate using several different HFCs or HFC blends. In this case, the reporter should select "Yes" from the dropdown list in Column K and manually enter all additional HFCs or HFC blends intended for use with the specified component in Column L. An example report is shown below.
    - o The reporter can reference the dropdown list in Column J to identify additional HFCs and HFC blends for each specified component, but the reporter should enter all HFCs/HFC blends into Column L even if the substance is not included in the Column J dropdown list.

5

J	K	L
Select from dropdown	*Select from dropdown if shaded blue*	*Enter data if shaded blue*
Identity of the HFC or HFC Blend Used or Intended for Use in Product or Specified Component	**Specified Component intended for use with multiple HFCs?**	**Intended Additional HFCs or HFC Blends for the Specified Component**
R-457A	Yes	R-454C, R-454A, R-454B

Step 5: Enter Information on the Number of Units

- **Domestically Manufactured** (Column M).
    - o Enter the number of products or specified component units the reporting entity manufactured in the United States as shown below. Note this number includes products produced in the United States even if they are designated for export to another country.
- **Imported** (Column N).
    - o Enter the number of products or specified component units the reporting entity imported into the United States as shown below.
- **Exported** (Column O).
    - o Enter the number of products or specified component units the reporting entity exported from the United States as shown below

| M	N	O
Number of Units		
Domestically Manufactured (including products for export)	Imported	Exported
1,000	100	200
600	200	300

6

Step 6: Enter Information for the Closed-Cell Foam Contained Within a Product or Specified Component (If Applicable)

- **Does the product or specified component include closed-cell foam containing a regulated substance?** (Column P). This column refers to whether the entered product or specified component contains any foam product, excluding packaging foam, that is constructed with a closed-cell structure and a blowing agent containing a regulated substance. This definition includes (but is not limited to) rigid polyurethane (PU) foam contained in equipment, vehicles, and vessels; rigid PU continuous and discontinuous panel foam, extruded polystyrene (XPS) boardstock and billet foam, and XPS sheet foam. Packaging foam means foam used exclusively during shipment or storage to temporarily enclose items.
  - Click on the cell for each entry row and access the cell dropdown list to select "Yes" or "No" to indicate if the product or specified component contains closed-cell foam using a regulated substance.

- 7**Identity of the HFC or HFC Blend Used in Closed-Cell Foam [if applicable]** (Column Q) Enter the identity of the regulated substance(s) contained in the closed-cell foam. This column applies to products and specified components including a closed-cell foam with a regulated substance and will only appear in blue if "Yes" is selected from the dropdown list in Column P. For products and specified components that do not contain closed-cell foam, this column will appear black and can be skipped.
  - Click on the cell for each row entered and access the cell dropdown list to select the appropriate HFC or HFC blend used in the product or specified component as shown below. If the product or specified component uses or is designed for use with an HFC or HFC blend not identified in the dropdown list, use Tab 3. Other HFCs + Custom Blends. Once an HFC or HFC blend is added to Tab 3, it will appear in the dropdown list in Column Q. Additional instructions for adding an HFC or HFC blend not identified are provided in Section III.3.D Identifying Other HFCs and Custom Blends (Tab 3) of this guide.
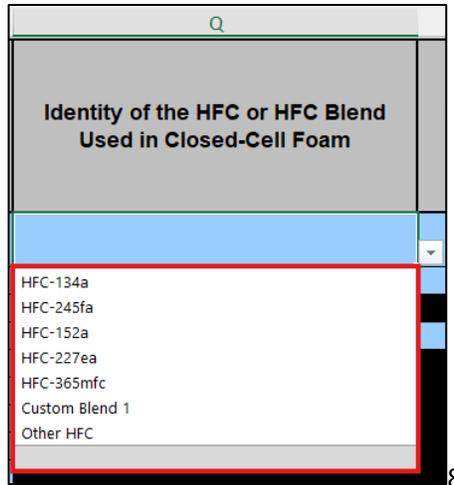
- **Mass of the Regulated Substance Used in Closed-Cell Foam [if applicable]** (Column R). "Regulated Substance" refers to the HFC or HFC blend identified in Column Q. This column applies to products and specified components including a closed-cell foam with a regulated substance and will only appear in blue if "Yes" is selected from the dropdown list in Column P. For products and specified components that do not contain closed-cell foam, this column will appear black and can be skipped.
  - o Enter the numerical mass of the regulated substance used in closed-cell foam.

- **Mass of the Regulated Substance Used in Closed-Cell Foam Units** (Column S). "Regulated Substance" refers to the HFC or HFC blend identified in Cell Q. This column applies to products and specified components including a closed-cell foam with a regulated substance and will only appear in blue if "Yes" is selected from the dropdown list in Column P. For products and specified components that do not contain closed-cell foam, this column will appear black and can be skipped.
  - o Click on the cell for each row entered to access the cell dropdown list and select the units for the mass of the regulated substance entered in Column R. Mass can be reported in grams (g), kilograms (kg), pounds (lb), ounces (oz), or metric tons (MT).

III.3.B Data Entry for the Foams Sector (Tab 2b)

This section outlines steps for entering required reporting information on **Foam Products and Foam Blowing Systems**. Tab 2b of the reporting form is for required reporting information under 40 CFR 84.60(a)(4)(i–iii).

Reporters should review the general instructions listed in Row 21 of Tab 2b. Foams of the reporting form. The general instructions are also listed in Box 2 below. Data element steps are outlined below.

Box 2. Foams General Instructions

- Follow the steps for each column to enter the required reporting information on foam products NOT contained in a piece of equipment.
- Cells that are shaded blue have either a dropdown list selection or require data to be entered.
- Cells that are shaded light gray are calculated or auto populated columns.
- If a cell is shaded black, it is considered not relevant based on information provided by the reporter for the selected product or specified components and should not be edited for that row.
- Use a different row for each entry.
- Do not skip any rows and do not merge cells.
- For any HFCs that are not available in the dropdown list under "Identity of the HFC or HFC Blend Used" or for custom blends, enter the HFC or the custom blend in Tab 3. Other HFCs + Custom Blends.

Confidential Business Information (CBI)

For foams sector reporting, data reported in Columns H, J, L, M, O, P, Q, R, S, T, U and V may qualify as CBI. Select from the dropdown list in Row 21 to note if you are claiming these data as CBI or not. For more information about designating data as CBI, review the above Section III.3 Sectoral Data Entry.

## Step 1: Enter the Sector, Subsector, and Additional Product Information

- **Sector** (Column B). Sector refers to the broad category of applications, in this case "Foams." This column is auto populated with "Foams."
- **Subsector** (Column C). Within the Foams sector, products and foam blowing systems are further categorized into subsectors. Additional details on the different Foams subsector can be found in the October 2023 Technology Transitions Final Rule.
  - Click on the cell for each row entered and access the cell dropdown list to select the appropriate subsector for the foam product as shown below.


- **Additional Product Information [optional]** (Column D). Data entry in Column D is optional. This information can be used by reporters to track entries and ensure data reporting is complete. These data elements do not include dropdown list options; users can enter details specific to the product such as model number.
  - Click on the cell for each row entered and type additional product information.
  - For some foam subsectors, additional information might help define the subsector further. For example, if the subsector is "Rigid polyurethane appliance foam," reporters might choose to list the type of appliance, such as a refrigerator-freezer or chest freezer. Likewise, for "Rigid polyurethane commercial refrigeration and sandwich panels" the user might distinguish whether it is commercial refrigeration foam or a sandwich panel, and indicate on what type of equipment the foam is applied, such as a refrigerated display case, a walk-in freezer, or a vending machine.

Step 2: Enter Whether the Entry Row is a Foam Product or a Foam Blowing System and Select the HFC or HFC Blend Used

- **Is this a foam product or a foam blowing system?** (Column E). A foam product is typically rigid with closed cells that still contain the foam blowing agent. A foam blowing system typically consists of two cylinders of chemicals connected by hoses with a nozzle; an aerosol can for PU one-component spray foam sealants is also a foam blowing system.
  - Click on the cell for each row entered and access the cell dropdown list to select whether the foam is a foam product or foam blowing system.
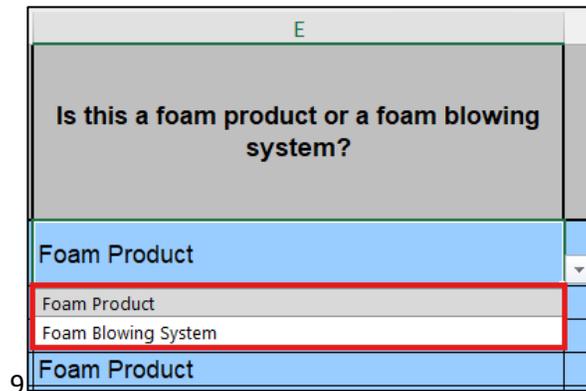

- **Identify the HFC or HFC Blend Used** (Column F). Enter the identity of the regulated substance(s) contained in each foam product or system reported in Column E.
  - Click on the cell for each row entered and access the cell dropdown list to select the appropriate HFC or HFC blend used in the foam product or foam blowing system. If the foam product or system uses or is designed for use with an HFC or HFC blend not identified in the dropdown list, use Tab 3. Other HFCs + Custom Blends. Once an HFC or HFC blend is added to Tab 3, it will appear in the dropdown list in Column F. Additional instructions are provided in Section III.3.D Identifying Other HFCs and Custom Blends (Tab 3) of this guide.
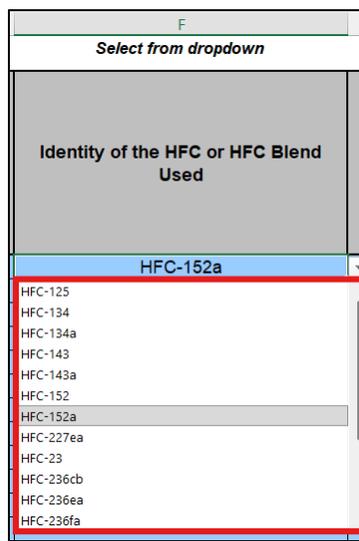
## Step 3: Enter Whether Reporting "Mass" or "Density and Volume"

In Column G, click on the cell for each row entered and access the cell dropdown list to select whether you are reporting "Mass" or "Density and Volume."
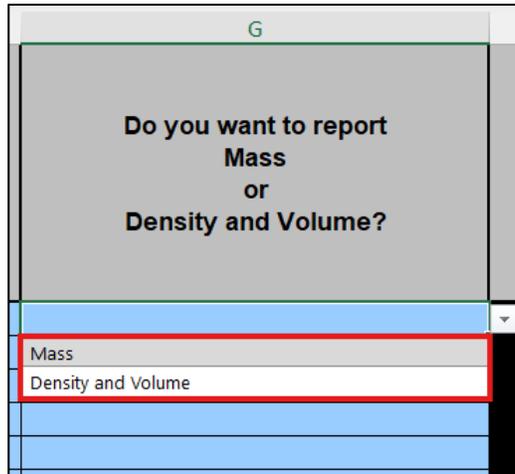
Step 4: Enter Information on Mass (if Applicable)

Data entry in Columns H and I only applies when reporting mass and will only appear in blue when "Mass" is selected in Column G. If "Density and Volume" is selected in Column G, this column will appear black and should be skipped.

- **Mass of the Regulated Substance** (Column H).
  - o Enter the numerical mass of the regulated substance (HFC or HFC blend from column column F) that is used.
- **Mass of Regulated Substance Units** (Column I).
  - o Click on the cell for each row entered and access the cell dropdown list to select the units for the mass of the regulated substance entered in Column F. Mass can be reported in grams (g), kilograms (kg), pounds (lb), ounces (oz), or metric tons (MT), as shown below. Make sure you are using the correct unit.
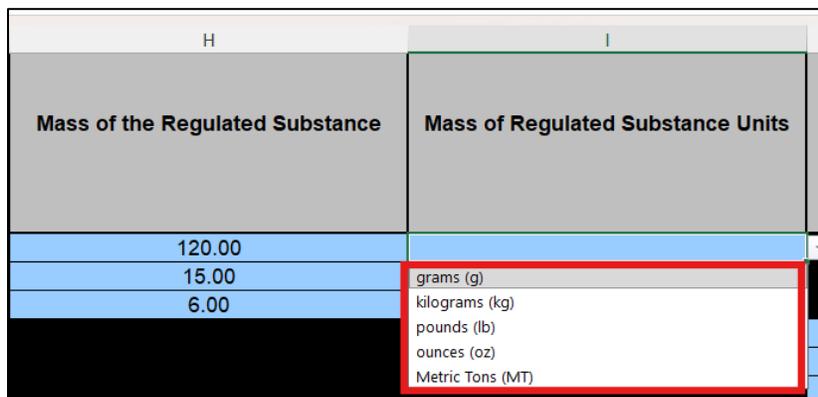
Step 5: Enter Information on Density (If Applicable) of Foam Products

Data entry in Columns J and K only applies when reporting density and volume and will only appear in blue when "Density and Volume" is selected in Column G. If "Mass" is selected in Column G, this column will appear black and can be skipped.

- **Density of the Regulated Substance** (Column J).
  - o Enter the numerical density of the regulated substance used in the foam product.
- **Density of the Regulated Substance Units** (Column K).
  - o Select the units for the density of the regulated substance entered in Column I by clicking on the cell for each row entered to access the cell dropdown list of units as shown below. Units can be reported in kg of regulated substance per cubic meter or lb of regulated substance per cubic foot, as shown below.
- **Density of the Regulated Substance (kg per cubic meter)** (Column L). This value is automatically calculated based on data entry/selection in preceding column cells and cannot be overridden.

J	K	L
Density of the Regulated Substance	**Density of the Regulated Substance Units**	**Density of the Regulated Substance (kg per cubic meter)**
3.15	kg of regulated substance per cubic meter	3.15
0.80	lb of regulated substance per cubic foot	12.81
	kg of regulated substance per cubic meter	
	lb of regulated substance per cubic foot	

Step 6: Enter Information on Volume (If Applicable) of Foam Products

These columns apply to foam products only and will only appear in blue for foam products identified in Column E. For foam blowing systems this column will appear black and can be skipped.
- **Volume of Foam** (Column M).
    - Enter the numerical volume of foam used in the product.
- **Volume of Foam Units** (Column N).
    - Click on the cell for each row entered and access the cell dropdown list to select the units for the volume of foam entered in Column M.
- **Volume of Foam (cubic meters)** (Column O). This value is automatically calculated based on data entry/selection in the preceding column cells and cannot be overridden.

M	N	O
Volume of Foam	**Volume of Foam Units**	**Volume of Foam (cubic meters)**
10.00	cubic feet of foam	0.28
1.20		
	cubic feet of foam	
	cubic inches of foam	
	cubic meters of foam	

Step 7: Enter Information on the Number of Units

- **Domestically Manufactured** (Column P).
  - o Enter the number of foam product or system units manufactured in the United States as shown below.
- **Imported** (Column Q).
  - o Enter the number of foam product or system units imported into the United States as shown below.
- **Exported** (Column R).
  - o Enter the number of foam product or system units exported from the United States as shown below.

P	Q	R
Number of Units		
Domestically Manufactured (including products for export)	**Imported**	**Exported**
100	25	30
1,000	100	200

The data in Columns S, T, U, and V are automatically calculated and cannot be overridden.

III.3.C Data Entry for the Aerosols Sector (Tab 2c)

This section outlines steps for entering required reporting information on **Aerosol Products**. This tab of the reporting form is required for reporting information under 40 CFR 84.60(a)(4)(i–iii).

Review the general instructions listed in Row 20 of Tab 2c. Aerosols of the reporting form. The general instructions are also listed in Box 3 below. Data element steps are outlined below.

Box 3. Aerosols General Instructions
- Follow the steps for each column to enter the required reporting information on aerosol products.
- Cells that are shaded blue have either a dropdown list selection or require data to be entered.
- Cells that are shaded light gray are calculated columns.
- If a cell is shaded black, it is considered not relevant based on information provided by the reporter for the selected product or specified components and should not be edited for that row.
- Use a different row for each entry.
- Do not skip any rows and do not merge cells.
- For any HFCs that are not available in the dropdown list under "Identity of the HFC or HFC Blend Used" or for custom blends, enter the HFC or the custom blend in Tab 3. Other HFCs + Custom Blends.

Confidential Business Information (CBI)
For the aerosols sector, data reported in Columns G, I, J, K, L, M, N, and O may qualify as CBI. Select from the dropdown list in Row 20 to note if you are claiming these data as CBI or not. For more information on reporting CBI, review Section III.3 Sectoral Data Entry.

Step 1: Enter the Sector, Subsector, and Additional Product Information

- **Sector** (Column B). Sector refers to the broad category of applications, in this case "Aerosols." This column is auto populated with "Aerosols."
- 11**Subsector** (Column C). Within the Aerosols sector, products are further categorized into subsectors. Detailed information on and examples of the subsectors can be found in the Aerosols section of the October 2023 Technology Transitions Final Rule.
  - ○ Click on the cell for each row entered and access the cell dropdown list to select "Consumer aerosol products" or "Technical aerosol products."

- **Additional Subsector Information** (Column D). Technical aerosol products have additional classifications not captured in Column C. If in Column C reporters choose "Technical aerosol products" as the subsector, they will be required to choose an additional classification in Column

D. If reporters select "Consumer aerosol products" as the subsector, Column D can be left blank, or "Consumer aerosol" can be selected from the dropdown list.

Click on the cell for each row entered and access the cell dropdown list to select the appropriate additional subsector information for each reported product.

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- **Additional Product Information (Optional)** (Column E). Data entry for Column E is optional. Information entered in the column can be used by reporters to track individual entries and ensure data reporting is complete. These data elements do not include dropdown list options, so users can opt to enter details specific to the product such as model number, if helpful for reporting purposes.

The image below shows an example of completed data entry for reporting sector, subsector, and additional subsector information.

13

Sector	Subsector	Additional Subsector Information	Additional Product Information [optional]
Aerosols	Consumer aerosol products	Consumer Aerosol	
Aerosols	Technical aerosol products	Duster sprays specifically for removal of dust from photographic negatives, semiconductor chips, specimens under electron microscopes, and energized electrical equipment	

Step 2: Enter Identity of the HFC or HFC Blend Used and Additional HFC or HFC Blend

- **Identity of the HFC or HFC Blend Used** (Column F). Click on the cell for each row entered and access the cell dropdown list to select the appropriate HFC or HFC Blend used in the aerosol product. If the product uses an HFC or HFC blend not identified in the dropdown list, use Tab 3. Other HFCs + Custom Blends. Once an HFC or HFC blend is added to Tab 3, it will appear in the

dropdown list in Column F. Additional instructions are provided in Section III.3.D Identifying Other HFCs and Custom Blends (Tab 3) of this guide.
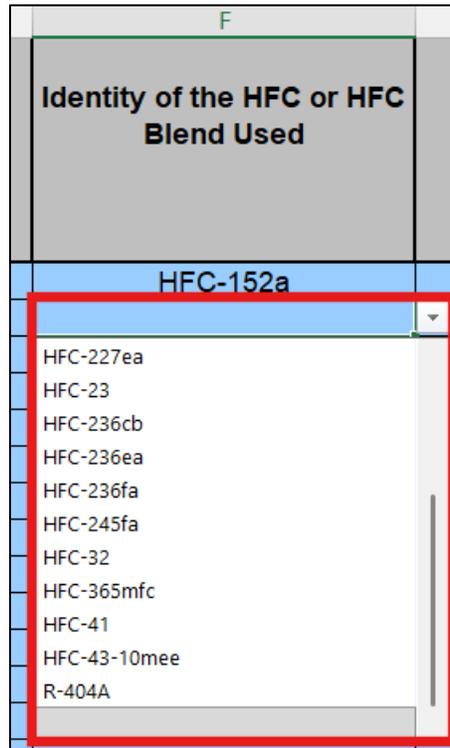
- **Mass of the Regulated Substance** (Column G). "Regulated Substance" refers to the HFC or HFC blend identified in Column F.
  - Enter the numerical mass of the regulated substance used in each reported aerosol product.
- **Mass of the Regulated Substance Units** (Column H). "Regulated Substance" refers to the HFC or HFC blend identified in Column F.
  - Click on the cell and access the cell dropdown list to select the units for the mass of the regulated substance. Mass can be reported in grams (g), kilograms (kg), pounds (lb), ounces (oz), or metric tons (MT). Make sure you are using the correct unit.
- **Mass of the Regulated Substance (Metric Tons)** (Column I). The data in Column I are automatically calculated based on data entry/selection in preceding column cells and cannot be overridden.

G	H	I
Mass of the Regulated Substance	**Mass of the Regulated Substance Units**	**Mass of the Regulated Substance (Metric Tons)**
3.00	ounces (oz)	0.00
200.00	grams (g)	
5.20	kilograms (kg)	
	pounds (lb)	
	ounces (oz)	
	Metric Tons (MT)	

Step 3: Enter Information on the Number of Aerosol Product Units

- **Domestically Manufactured** (Column J). Enter the number of aerosol product units manufactured in the United States as shown below.
- **Imported** (Column K). Enter the number of aerosol product units imported into the United States as shown below.
- **Exported** (Column L). Enter the number of aerosol product units exported from the United States as shown below.

J	K	L
Number of Units		
Domestically Manufactured (including products for export)	**Imported**	**Exported**
50	10	15
800	50	100

The data in Columns M, N, and O are automatically calculated and cannot be overridden by a reporter.

III.3.D Identifying Other HFCs and Custom Blends (Tab 3)

This section outlines steps for entering information on **Other HFCs and Custom Blends** not included in one or more dropdown lists in Tabs 2a, 2b, or 2c. Do not use this to define HFCs or blends containing HFCs that are within the dropdown lists, such as most such blends designated in American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) Standard 34.

Review the general instructions listed in Row 21 of Tab 3. Other HFCs + Custom Blends of the reporting form. The general instructions are also listed in Box 4 below. Data element steps are outlined below.

Box 4. Other HFCs and Custom Blends General Instructions

- Follow the steps for each column to enter the required reporting information.
- For other HFCs, enter the HFC name under "Name." Then select the HFC under "Compound" or select "Other" if the HFC is not available.
- For custom blends, enter one row for each custom blend compound. For each row enter the blend name under "Name." Select the compound under "Compound, " or select "Other. " If selecting "Other, " specify the compound in "Other Compound - Please Specify. " Enter the compound percent composition under "Percent. " For each unique custom blend, the percentages for each compound should sum to 100%.
- Cells that are shaded blue require data to be entered.
- Cells that are shaded light gray are calculated columns and cannot be overridden.
- If a cell is shaded black, it is not relevant for the selected subsector chosen and should not be edited for that row.
- Use a different row for each entry.
- Do not skip any rows and do not merge cells.

Confidential Business Information (CBI)

Data reported in Columns C, D, and E may qualify as CBI. Select from the dropdown list in row 23 to note if you are claiming these data as CBI or not. For more information on reporting CBI, review Section III.3 Sectoral Data Entry.

Step 1: Enter the HFC Name and Compound Information (If Applicable)

- **Name** (Column B). The HFC name can be entered using the substance trade name or another moniker. If the HFC contains a single compound, only one row is needed per regulated substance. If a custom blend contains more than one compound, all rows related to that substance must use the same name.
- **Compound** (Column C). For each row, click the cell to access the dropdown list and select the HFC compound which partially or completely comprises the entry in Column B. If the compound is not included in the dropdown list, select "Other."
- **Other Compound – Please Specify** (Column D). This cell will only be shaded blue if "Other" is selected in Column C. Enter the compound information in Column D, following the format of the compounds listed in Column C (e.g., HFC-XXX).

Step 2: Enter the Percent Composition for Each Compound

- **Percent** (Column E). If an entry in Column B contains a single compound, enter "100%" in Column E of that row. If an entry in Column B contains two or more compounds, enter the composition percentage for each compound (in separate rows) in Column E. Compounds associated with the same name in Column B must contain data in Column E that sum to 100%. Reporters can use the automatically calculated validation check in Column G to ensure the compounds for each custom blend sum to 100%.
  - Note that the requirement that compounds sum to 100% means you might enter in Column D compounds that are not controlled substances, such as HFO-1234yf, HFO-1234ze(E), or R-744/CO2.

The image below illustrates examples of a custom HFC blend and a single compound HFC.

B	C	D	E
Name	**Compound**	**Other Compound - Please Specify**	**Percent**
Custom Blend 1	HFC-245fa		75%
Custom Blend 1	HFC-23		25%
Other HFC	Other	HFC-XXX	100%

Section IV. Submitting Technology Transitions Reports

Step 1: Navigate to the HAWK Landing Page

The HAWK landing page will display the "Technology Transitions" tile.
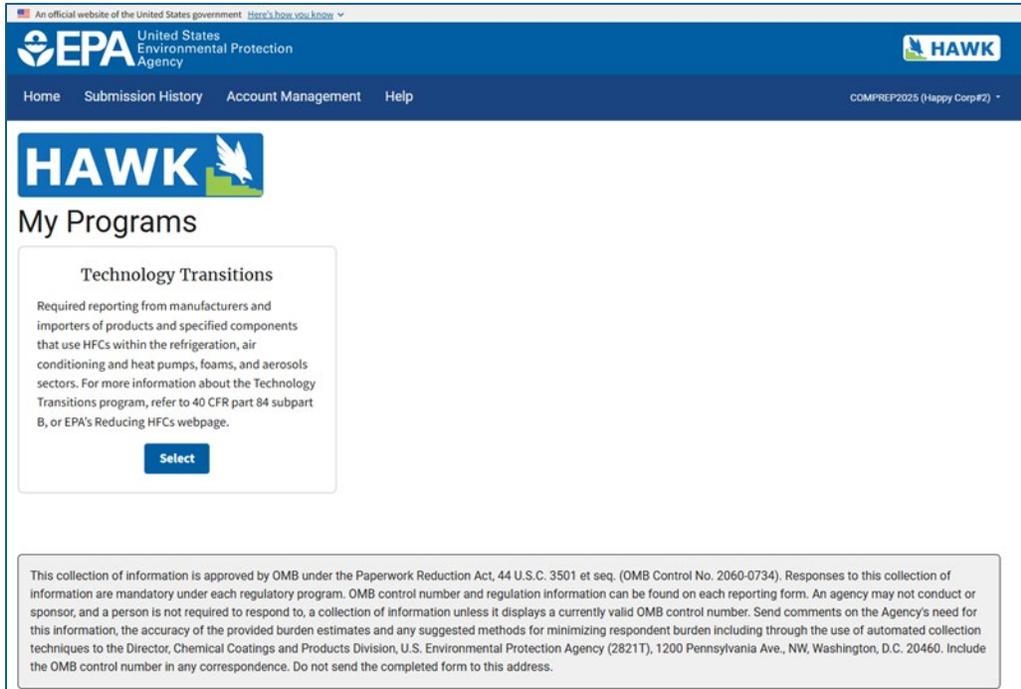
Step 2: Create a Technology Transitions Report

Click on the **Select** button in the "Technology Transitions" tile.

Step 3: Submit a Report

Click on the **Submit Report** button in the "Submit Report" tile.
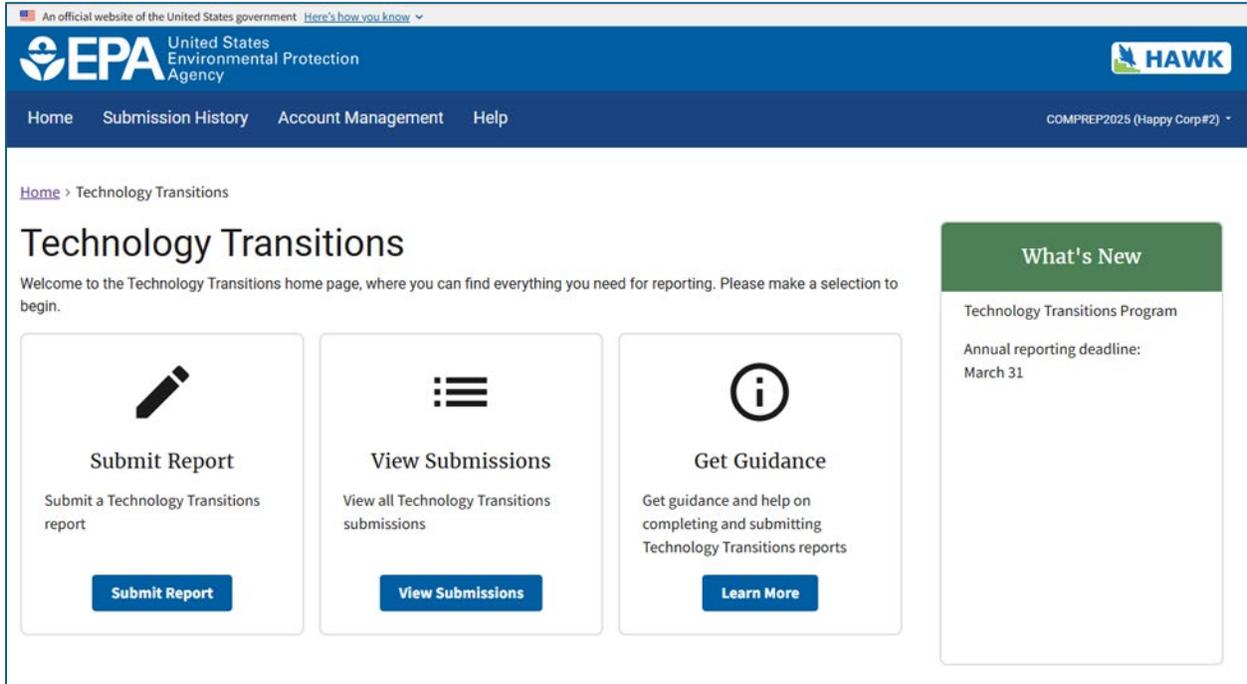
Step 4: Enter General Report Information

Select the reporting year for which you are submitting a report. Your organization's name and address information will be automatically pulled from your CDX account. If needed, enter any additional organizational information. Enter all applicable North American Industry Classification System (NAICS) codes for the report you are about to submit. When you are finished with this section, click **Save & Continue**.

Step 5: Enter Contact Information

The contact information for the reporter who is submitting the report will be pulled automatically from their CDX account. If needed, enter the contact information for a supplemental contact person. When you are finished with this section, click **Save & Continue.**

Step 6: Upload a Completed Technology Transitions Report

> **Note: The Excel reporting form has a maximum number of rows configured on each tab. If you need additional space to report your data, please fill out a second Excel reporting form. When completing your report in HAWK, make sure to upload the second form in the "Upload Supplemental File(s)" section.**

Home > Technology Transitions > Create

Create Technology Transitions Report

Help with completing this form is available in the User Guide or in the Form Instructions.

① ━━━━━ ② ━━━━━ ③ ━━━━━ ④ ━━━━━ ⑤

Enter General Report Information | Enter Contact Information | **Upload Report File** | Upload Supplemental File(s) | Review and Submit

3. Upload Report File

Upload the Technology Transitions Report for the Reporting Year using the required template.

Once uploaded, HAWK will analyze the file. This should take no more than a few minutes. When that is complete, the system will either save the file or return errors to you for correction.

The system will only analyze one file at a time. If you want to upload a new file, it will replace/restart the parsing process. If you are not ready to upload a report yet, you can continue, but you will be required to upload a file before submission.

Asterisk (*) denotes required field.

Report File Upload *

Reports must be in the required template, uploaded as an XLSX file. Maximum file size is 50 MB.

File Name	File Format	Date Added	Parsing Status	Action

Select a file to upload:

Choose File   No file chosen

Upload File

Back   **Save & Continue**

Cancel

Click **Choose File**, select your completed Technology Transitions report, and click **Upload File**. A blank form is available for download from within the application by selecting **required template** and is also available on the Technology Transitions Reporting Webpage: https://www.epa.gov/climate-hfcs-reduction/technology-transitions-reporting. If you upload a file in error, delete the file by selecting **Delete** from the Action menu. If you wish to download the report, select **Download**. When you are finished with this section, click **Save & Continue**.

Step 7: Correct Validation Errors (If Applicable)

When you click **Upload File,** the system runs validation checks on your report to confirm accuracy and completeness of the data provided. Correct any validation errors by revising the report per the validation error instructions and reuploading the completed reporting form.

Step 8: Upload Supporting Documentation, if Needed

Click **Choose File**, select the file you wish to upload, and click **Upload File**. If you upload a file in error, delete the file by selecting **Delete** from the Action menu. If you wish to download the supplemental file, click **Download**. When you are finished with this section, click **Save & Continue**.

Help with completing this form is available in the User Guide or in the Form Instructions.

1 — Enter General Report Information
2 — Enter Contact Information
3 — Upload Report File
4 — **Upload Supplemental File(s)**
5 — Review and Submit

4. Upload Supplemental File(s)

Supplemental File Upload ⓘ

To provide additional information, either in response to an EPA request or to share additional context related to your report, please upload any supporting documentation here. The Technology Transitions Reporting Form file should be added in Step 3.

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

Cancel

Save & Continue

Step 9: Review Your Report

Review your report overview, attachments, and summary data. At any time, you can click the **Back** button to go back and make necessary changes to previous sections. Once the information is confirmed, click **Sign & Submit.**

Step 10: Sign and Submit

Once you have clicked **Sign & Submit**, the Cross-Media Electronic Reporting Rule (CROMERR) Certification will pop up. Enter a passphrase to protect your report in the CROMERR archive in CDX.

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

To sign and submit your report, click the **Sign Submission** button.

If "Cancel" is selected, any changes made in the "Reporter Notes" section will be saved.
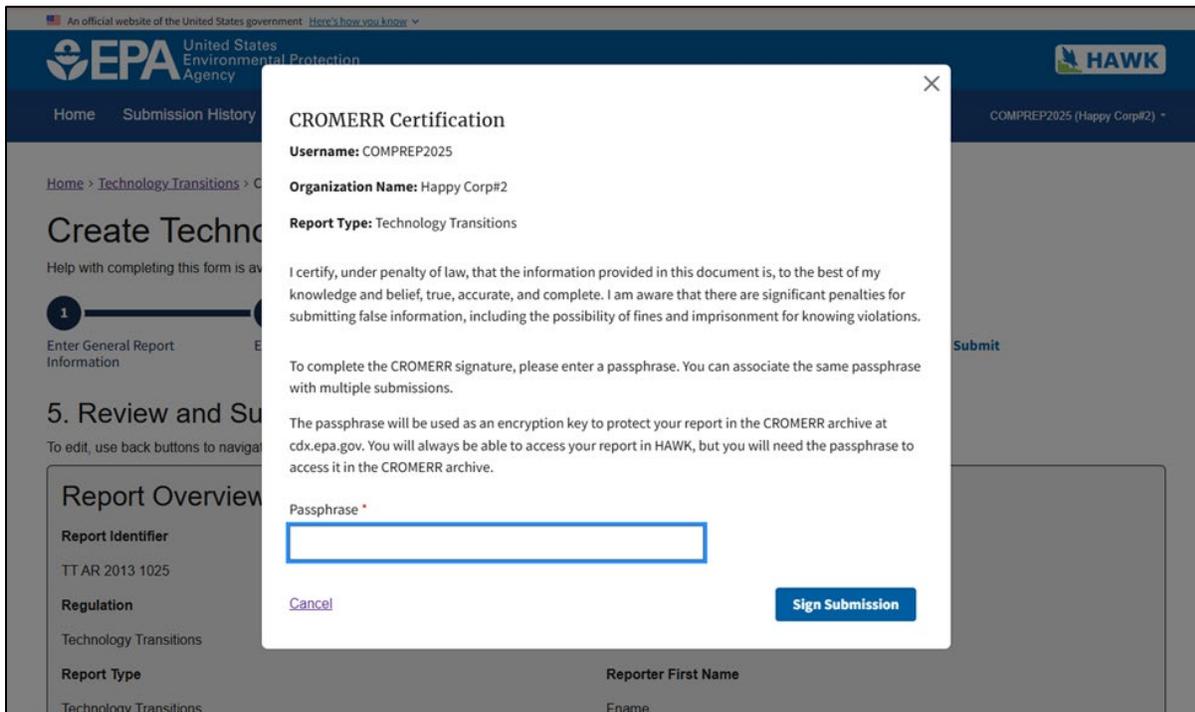
Step 11: Receive Confirmation of Submission

Once you submit your report to EPA, you will receive a confirmation message at the top of your screen, and all individuals who are registered with the organization will receive an email from HFCTransitions@epa.gov confirming submission of the report. The status of your submission will change to **Submitted**. Reporters will be able to withdraw and resubmit reports up until midnight of the annual reporting deadline. After the reporting deadline, all reports will be "locked," so the reporter will need to submit a request to EPA to return the submitted report for withdrawal and submission. Requests can be submitted to HFCTransitions@epa.gov.

Section V. View Report Documents

V.1 View Report Documents in CDX

Step 1: Log In to CDX at https://cdx.epa.gov

Enter your User ID. You will be redirected to the Login.gov website. Once you have logged in to Login.gov successfully, you will be redirected to the MyCDX page.

Step 2: Locate Your Submission in CDX

Click on the "Submission History" tab.

Step 3: Review Your Submission Details

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

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

Documents Set

Encrypted

[Decrypt (passphrase)](#)

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	[Clear] [Decrypt]

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: 20   « ‹ **1** › »

Enter your search criteria and click on the **Search** button.

V.2 View Report Documents in HAWK

Step 1: Locate Your Report

After logging into CDX and entering the HAWK application (see Section III), click on the **Submission History** tab.

Step 2: Select Your Report

View all your organization's reports in the Submission History table. You may view reports that have been submitted and are in a submitted status and reports that are in a pre-submission status but have not yet been submitted.

If desired, you can filter your organization's reports by any menu item in the table. Select the field in the Filters section corresponding to the menu item you wish to filter by, then input or select from a dropdown the value you wish to filter by.

Step 3: View Your Report

View the report you submitted. If desired, you may edit and resubmit your report up until the March 31 annual reporting deadline. After the deadline passes you will no longer be allowed to edit your submitted report unless EPA requests changes. See Section VI. Resubmit a Report for more details on resubmittals.

Home > Submission History > View Report

View Report : TT AR 2013 1025

Edit Report

Report Overview

Report Identifier	**Date Report Submitted**
TT AR 2013 1025	2025-12-16, 1:31 PM
Regulation	**Current Status**
Technology Transitions	Submitted
Report Type	**Version**
Technology Transitions	1
Reporting Year	**Reporter First Name**
2013	Fname
Reporting Period	**Reporter Last Name**
Calendar year January through December	Lname
Organization Name	**Reporter Email Address**
Happy Corp#2	cjtest027@gmail.com
Street Address	**Reporter Phone Number**
123 Main St.	901-999-9999
City	**Supplemental Contact Person First Name**
Washington	N/A
State	**Supplemental Contact Person Last Name**
DC	N/A
Zip/Postal Code	**Supplemental Contact Person Email Address**
20871	N/A
CDX Submission ID(s)	**Supplemental Contact Person Phone Number**
• _337612c5-b46a-4d3f-94a0-b80c0cea2988	N/A

Regulation Specific Information

Additional Organizational Information

N/A

Applicable NAICS Code(s)

• 324199 - All Other Petroleum and Coal Products Manufacturing

Attachments

File Name	Attachment Type	File Format	Date Added	Version	Action
HFC_Technology_Transitions_Report_this one.xlsx	Parsed Report	xlsx	2025-12-16	1	Download
TT_AR_2013_1025_V1_COPY_OF_RECORD.html	CROMERR_HTML	html	2025-12-16	1	Download

Reporter Notes

my reporter notes

Back

Section VI. Resubmit a Report

Technology Transitions reports in HAWK that are in a "Submitted" status may be edited and resubmitted up until the March 31st reporting deadline. After the deadline, a report may only be edited and resubmitted if it is in the "Revision Requested" status, meaning EPA is requesting changes.

Step 1: Log In to CDX

Log in to https://cdx.epa.gov and enter your User ID. You will be redirected to the Login.gov website. Once you have logged in to Login.gov successfully, you will be redirected to the MyCDX page.

Click on the Role link for which you have registered. In this scenario, click on the **Company Representative** link.
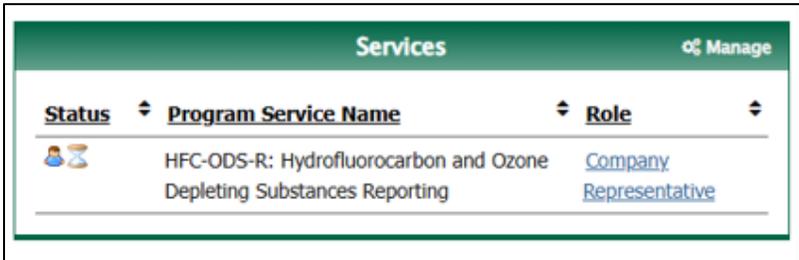
Step 2: Navigate to Submission History

On the HAWK homepage, click on the **Submission History** link in the navigation bar. The "Submission History" page will display. Locate the desired report in the list and select the link in the "Report Identifier" column.
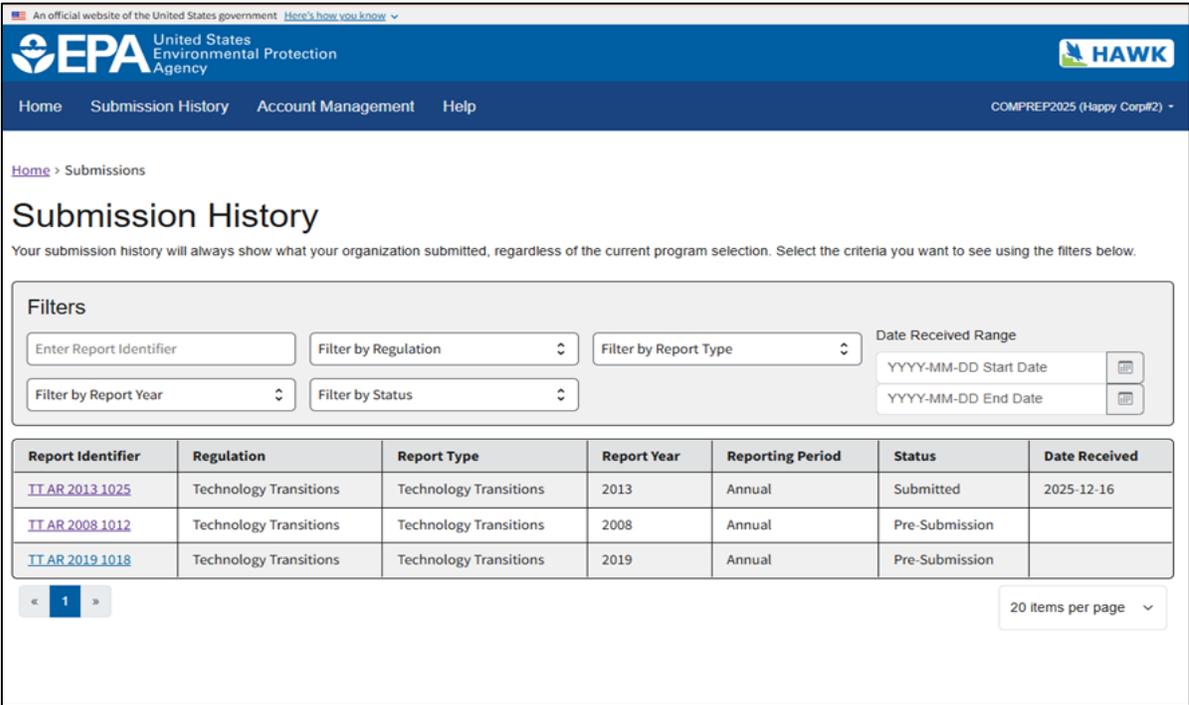
Step 3: Edit Report

On the "View Report" page, click on 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.

Step 4: Enter General Report Information

On the "Edit Report" page in the "Enter General Report Information" section, make any necessary changes or additions.

Editable fields in this section:

- Additional Organization Information
- Applicable NAICS Code(s)

Click on the **Save & Continue** button.

Edit Report: TT AR 2013 1025

Help with completing this form is available in the User Guide or in the Form Instructions.

1 ——— 2 ——— 3 ——— 4 ——— 5

Enter General Report   Enter Contact Information   Upload Report File   Upload Supplemental File(s)   Review and Submit
Information

1. Enter General Report Information

If your organization information is incorrect, please change that in CDX.

Asterisk (*) denotes required field.

Reporting Year
2013

Organization Name ⓘ
Happy Corp#2

Street Address
123 Main St.

City
Washington

State
DC

Zip
20871

Additional Organizational Information ⓘ

Please add any additional information EPA needs to know about this organization (i.e. parent/sister company name)

Applicable NAICS Code(s) * ⓘ

324199 - All Other Petroleum and Coal Products Manufacturing ✕   ✕ ▾

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.

Editable fields in this section:

- Supplemental Contact Person First Name
- Supplemental Contact Person Last Name
- Supplemental Contact Person Email Address
- Supplemental Contact Person Phone

If the Supplemental Contact Person first and last names are entered, then either a Supplemental Contact Person email address or a Supplemental Contact Person phone is required.

Click the **Save & Continue** button.

Step 6: Upload Report File

<div style="border: 2px solid orange; background: #f9d9c0; padding: 1em;">

Why Am I Being Asked to Upload My File Again?

Whenever you resubmit a report, the system will remove your previous file upload from this section. However, your previous file that was uploaded can be downloaded via the View Report page for the report.

</div>

In the "Upload Report File" section, upload your reporting form.

Click on **Choose File** to upload a new reporting file. Select the desired file on your computer/device and click on the **Upload File** button.

- **Download** – download a copy of the file to your computer/device.
- **Delete** – delete the file.

Click on the **Save & Continue** button.

Step 7: Correct Validation Errors (If Applicable)

When you click **Upload File,** the system runs validation checks on your report to confirm accuracy and completeness of the data provided. Correct any validation errors by revising the report per the validation error instructions and reuploading the completed reporting form.

Step 8: Upload Supplemental File(s)

In the "Upload Supplemental File(s)" section, you can upload any supporting documentation.

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

If a file was previously uploaded, you will be able to download and/or delete the file by clicking on the Download and Delete links that will be visible in the "Action" column (not shown here).

Click on **Choose File** to upload a supplemental file. Locate the file on your computer/device. Click on the **Upload File** button. To upload another file, follow the same steps.

Click the **Save & Continue** button.

Step 9: Review Your Report

In the "Review and Submit" section, a summary of the data entered is displayed in the "Report Overview" section. At any time, you can click the **Back** button to go back and make necessary changes to previous sections.

- **Edit** – to replace the reporting file or supplemental file.
- **Reporter Notes** – If desired, enter a note for EPA to go with your report. Notes can be up to 5000 characters.

Step 10: Sign & Submit

Once you have selected **Sign & Submit**, the Cross-Media Electronic Reporting Rule (CROMERR) Certification will pop up. Enter a passphrase to protect your report in the 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 the passphrase that you use.

To sign and submit your report, click the **Sign Submission** button.

If "Cancel" is selected, any changes made in the "Reporter Notes" section will be saved.

Step 11: Receive Confirmation of Submission

Once you submit your report to EPA, you will receive a confirmation message at the top of your screen, and all individuals who are registered with the organization will receive an email from HFCTransitions@epa.gov confirming submission of the report. The status of your submission will change to **Resubmitted**. You may edit and resubmit your report as many times as needed before the March 31 annual reporting deadline. After the deadline passes you will no longer be allowed to edit your submitted/resubmitted report.

Home › Technology Transitions › Create

Technology Transitions Reporting

Your submission on behalf of Happy Corp#2 has been successful. View all submissions in Submission History or visit CDX and search for the Submission ID (_5b901724-62d7-4fe0-b1c1-458ab672d944) in your CDX Submission History.

Report Submission Details

Report Identifier	Organization	Report Type	Report Year	Status
TT AR 2013 1025	Happy Corp#2	Technology Transitions	2013	Submitted

Report Overview

Report Identifier	**Date Report Submitted**
TT AR 2013 1025	2025-12-16, 2:02 PM
Regulation	**Current Status**
Technology Transitions	Submitted
Report Type	**Version**
Technology Transitions	2
Reporting Year	**Reporter First Name**
2013	Fname
Reporting Period	**Reporter Last Name**
Calendar year January through December	Lname
Organization Name	**Reporter Email Address**

Annex A. Definitions

Find definitions (e.g., product or specified component) in the regulation online at the links listed below.

- **Phasedown of Hydrofluorocarbons, 40 CFR Part 84 link:** https://www.ecfr.gov/current/title-40/chapter-I/subchapter-C/part-84
- **Technology Transitions (Restrictions on the Use of Hydrofluorocarbons), 40 CFR 84.52 link:** https://www.ecfr.gov/current/title-40/chapter-I/subchapter-C/part-84/subpart-B#84.52

Annex B. Reporting and Recordkeeping Requirements from 40 CFR Part 84 Subpart B

Reporting and recordkeeping requirements for Technology Transitions can be found at 40 CFR Part 84 Subpart B. The complete regulation is available on the 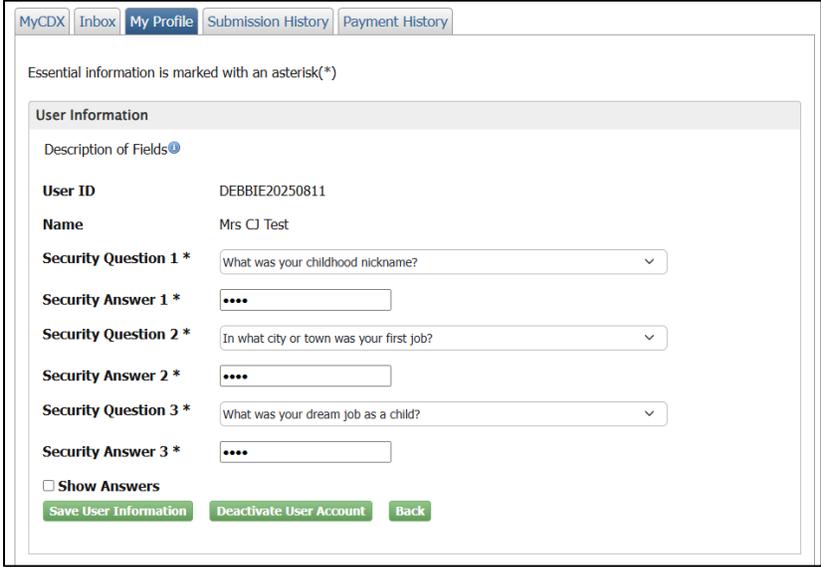electronic Code of Federal Regulations (eCFR) at https://www.ecfr.gov/current/title-40/chapter-I/subchapter-C/part-84/subpart-B.

Annex C. Update Your CDX Account Information

Edit your account's security questions

Click on the **Modify User Information** button under the "My Profile" tab.
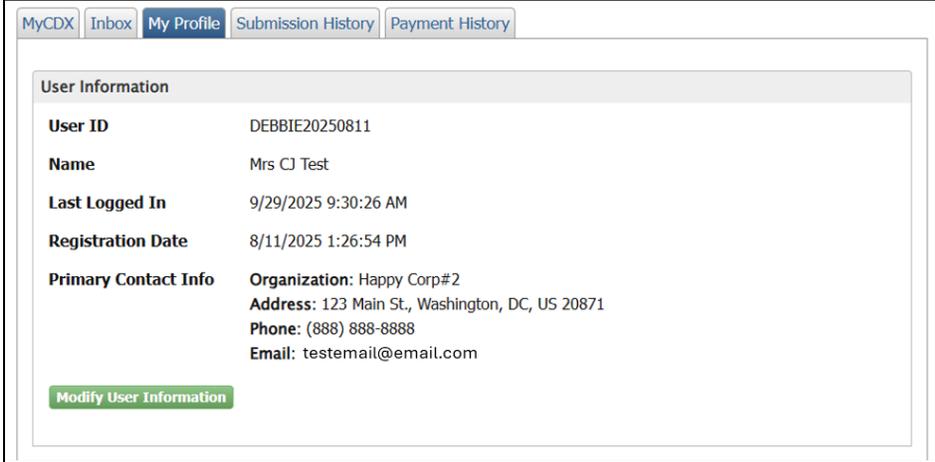
Edit the information and click on the **Save User Information** button.

Edit your email address, phone number, or fax number

From the "My Profile" tab, click on the **Modify Organization Information** button.

Select the appropriate organization and edit your phone number or fax number. Click on the **Save Organization Details** button.
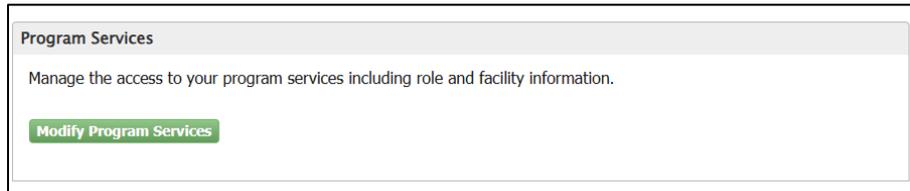

Email addresses, phone numbers, and fax numbers in CDX are tied to the organization under which you are registered. If you are registered under more than one organization in CDX, you may tailor your email address, phone number, and fax number for each organization.
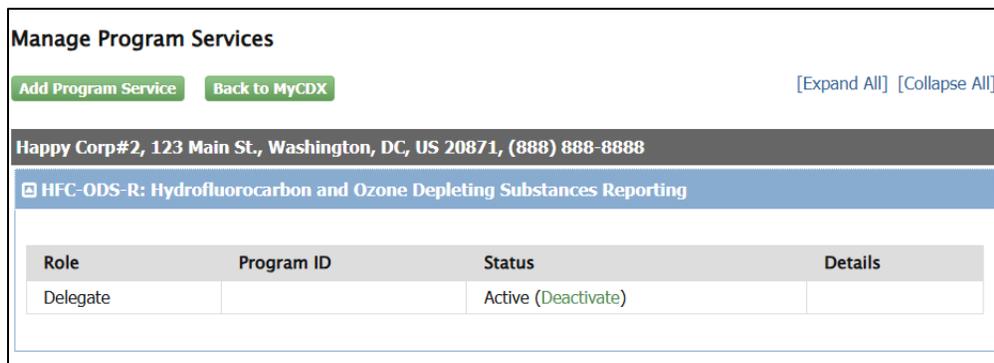
Annex D. Deactivating CDX Accounts

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

Deactivate your own account

Click on the **Modify Program Services** button from the "My Profile" tab.

Program Services

Manage the access to your program services including role and facility information.

Modify Program Services

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.

Manage Program Services

Add Program Service   Back to MyCDX   [Expand All] [Collapse All]

Happy Corp#2, 123 Main St., Washington, DC, US 20871, (888) 888-8888

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

Role	Program ID	Status	Details
Delegate		Active (Deactivate)	

Deactivate the account of a previous employee

If an employee is no longer with your company and the Company Representative is unable to deactivate that employee's account, please provide the following information to HFCTransitions@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."