



ODS Phaseout

ODS Phaseout Reporting User Guide

August 2026

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Introduction

This document provides information for reporting entities on how to submit data to the U.S. Environmental Protection Agency (EPA) on **ozone-depleting substances (ODS)**, as required by [40 CFR Part 82, Subpart A](#). The existing ODS Program Service in the Central Data Exchange (CDX) used to report ODS Phaseout Program data is being sunset. As such, HFC-ODS-R is replacing the ODS Program Service. All individuals that report ODS Phaseout Program data electronically on behalf of a reporting entity must register with the new HFC-ODS-R program service within CDX, EPA's electronic reporting site. Once registered, users will need to log into the HFC and ODS Allowance Tracking system (HAWK) through CDX for report submission.¹ To clarify, HFC-ODS-R in CDX will be the new login to report ODS data, and it will connect you to HAWK for all future ODS reporting. This document includes information on both the registration and report submission process. This document is organized as follows:

- **Section 1:** HFC-ODS-R Registration
- **Section 2:** User Management
- **Section 3:** Organization Management
- **Section 4:** Access HAWK
- **Section 5:** Submit a New ODS Report
- **Section 6:** View Report Documents
- **Section 7:** Resubmit an ODS Report
- **Section 8:** Other Documents (Secure Upload)

Important Updates

EPA is **sunsetting the ODS Program Service** historically used to report ODS data in CDX. Beginning in September 2026, reporting entities for ODS data must use the HFC-ODS-R program service in CDX.

¹ Companies that report Hydrofluorocarbon (HFC) Phasedown Program data in accordance with [40 CFR Part 84 Subpart A](#), should *continue* to use the HAWK reporting application available within the electronic greenhouse gas reporting tool (e-GGRT) to report data (available at [ghgreporting.epa.gov](#)). See the [HAWK Registration and Account Management](#) and [Submitting HFC Reports](#) guides for additional information on HFC Phasedown reporting.

Related Reporting Programs

In addition to the ODS Phaseout Program, the HAWK reporting application, accessed by registering with the HFC-ODS-R program service, allows users to submit data to EPA under the following programs/regulations: National Recycling and Emissions Reduction ([40 CFR Part 82 Subpart F](#)), Management of Regulated Substances ([40 CFR Part 84 Subpart C](#)), and Technology Transitions ([40 CFR Part 84 Subpart B](#)).

For program-specific information, refer to the following guides:

- [Reclamation Reporting User Guide](#)
- [Leak Reporting User Guide](#)
- [Technology Transitions Reporting User Guide](#)

1. HFC-ODS-R Registration

To access the HFC-ODS-R program service, a valid CDX account is required. CDX registration is a one-time process that must be completed prior to submitting data. Most ODS Phaseout reporters should have a CDX account already.

- ODS Phaseout Reporters received a request for response to ODSPhaseout@epa.gov with their current CDX Organization information.
- ODS Phaseout reporters who responded to the request have been invited to the HFC-ODS-R program service under their existing CDX account.
- Users should use one CDX account for all reporting to EPA, including reporting for multiple regulatory programs.

The remainder of this section provides information on User Roles (**Section 1.1**), Registering as a Company Representative (**Section 1.2**), and Sponsoring a Delegate (**Section 1.3**).

1.1 User Roles

Users are characterized in the system by their designated role. The User Role determines the types of privileges of each user. The table below summarizes the key differentiators and privileges of each user type.

Role	Description
Company Representative	• Each reporting entity must have at least one Company Representative and no more than two. • Requires EPA approval for registration. • Can sponsor another Company Representative and Delegates. • Can view and modify sponsored users for their organization. • Can modify “My Programs” in the HAWK application. • Can create, modify, and submit reports and view historical data for their organization.
Delegate	• Reporting entities are not required to have Delegates. • There is no limit on the number of Delegates that may register with a given organization. • Requires sponsorship for registration. • Can create, modify, and submit reports and view historical data for their organization.
Leak Reporter ²	• Can register without EPA approval. • Only has access to historical leak reports for their organization.

² This guide focuses on registration and account management for Company Representatives and Delegates. Refer to the [Leak Reporting User Guide](#) for additional information on registering as a Leak Reporter.

1.2 Register as a Company Representative

This section describes how to complete registration as a Company Representative with the HFC-ODS-R program service in CDX. Refer to the Appendix if you are new to using CDX.

The existing ODS Program Service in CDX is being sunset and replaced with the HFC-ODS-R Program Service. Preliminary information about ODS Phaseout reporters' existing CDX organizations is required for registration with the HAWK reporting system. ODS reporters received a request to respond to ODSPhaseout@epa.gov with information about your CDX organization. This request included your CDX: Organization ID, Organization Name, Organization Address, Company Representative (CR) Name, and CR Email.

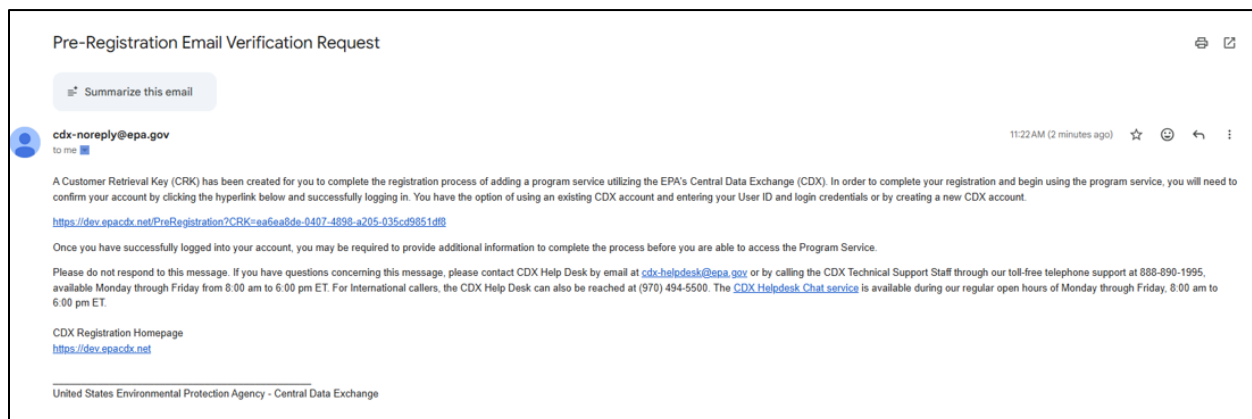
After responding to this request, an email from cdx-helpdesk@epa.gov with an **invitation link** to complete registration to the HFC-ODS-R Program Service should have been received. **Please note: Only the person your organization identified as the CR in your response to ODSPhaseout@epa.gov will receive a registration link.**

If you have not yet responded, you are encouraged to do so promptly, or you will be unable to access HAWK to report under the ODS Phaseout program. If you are an ODS reporter and did not receive an email, reach out to ODSPhaseout@epa.gov for assistance.

1.2.1 Registering by Invitation Link

Step 1: Click on the invitation link

The person in your organization identified as the CR should locate the email received from cdx-helpdesk@epa.gov to click on the invitation link. You will then be redirected to the CDX Pre-Registration page.



Step 2: Confirm your CDX Account

Select an existing account from the User Id dropdown or create a new account.

CDX Pre-Registration: Additional Verification [Contact Us](#)

1. Confirm Account > 2. Role Information > 3. Review Account Information

A CDX user account has been created for you by an authorized CDX user with basic user and organization information. If you do not have an existing CDX user account click the [Create New Account] hyperlink; otherwise, log in with your existing credentials.

Note: Logging in with your existing credentials will add the program information to your user profile.

Log in to existing account

User ID [Log In](#) [Create New Account](#)

EPA Home | Privacy and Security Notice | Accessibility | CDX Help Desk: 888-890-1995 | (970) 494-5500 for international callers | About CDX | Frequently Asked Questions | Terms and Conditions | Contact Us

- ➔ Existing Account (skip to Step 3)
- ➔ Create New Account (skip to Step 4)

Step 3: Confirm User ID (Existing Account)

Confirm that the User ID selected matches the User ID sent to ODSPhaseout@epa.gov. Click **Log In**.

CDX Pre-Registration: Additional Verification [Contact Us](#)

1. Confirm Account > 2. Role Information > 3. Review Account Information

A CDX user account has been created for you by an authorized CDX user with basic user and organization information. If you do not have an existing CDX user account click the [Create New Account] hyperlink; otherwise, log in with your existing credentials.

Note: Logging in with your existing credentials will add the program information to your user profile.

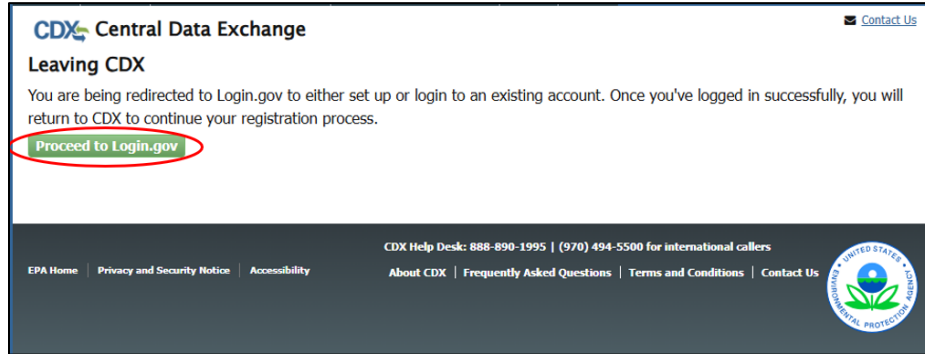
Log in to existing account

User ID [Log In](#) [Create New Account](#)

EPA Home | Privacy and Security Notice | Accessibility | CDX Help Desk: 888-890-1995 | (970) 494-5500 for international callers | About CDX | Frequently Asked Questions | Terms and Conditions | Contact Us

Step 3a: Proceed to Login.gov

Log in to Login.gov to authenticate. Once logged in, you will be prompted to enter a one-time code. If the login is successful, the screen in Step 3b will display.



Step 3b: Review Your Organization Information

Make sure to select the current organization from the dropdown if not already displayed. Click the **Submit Request for Access** button.

CDX Pre-Registration

[Contact Us](#)

Logged in as DEB20260323 ([Log out](#))

1. Confirm Account ✓ 2. Role Information ✓ 3. Review Account Information

Registration Information

Program Service	Hydrofluorocarbon and Ozone Depleting Substances Reporting
Role	Company Representative

The following information was entered by an authorized CDX user on your behalf. Please review and make any modifications before completing your profile information. Fields with asterisks (*) indicate required fields.

Part 1: User Information

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

User ID *	DEB20260323
Prefix	Mrs
First Name *	Deb
Middle Initial	
Last Name *	Test
Suffix	

Part 2: Organization Info

☒ Select a Current Organization ←

☐ Request to Add an Organization

Select a Current Organization

Select an organization from the dropdown list.

New Org 2 (123 Main St., Washington, DC, 20871, US)

Submit Request for Access

Once your account has been activated by EPA, you will receive an email titled “CDX Registration Status Change” stating your CDX Role has been activated.

Step 4: Continue with Creating a New CDX Account

Enter a User ID in the field and click the **Continue Registration** button.

The screenshot shows the 'CDX Pre-Registration' page. At the top, there is a progress bar with three steps: '1. Confirm Account' (checked), '2. Role Information' (checked), and '3. Review Account Information' (active). Below the progress bar, a message says 'Please fill out all required fields marked with an asterisk(*)'. The main section is titled 'Part 1: User Information' and contains a 'User Id *' field with the value 'debbie20260722'. Below this field are two buttons: 'Continue Registration' (highlighted with a red circle) and 'Cancel'. The footer contains links for 'EPA Home', 'Privacy and Security Notice', 'Accessibility', 'CDX Help Desk: 888-890-1995 | (970) 494-5500 for international callers', 'About CDX', 'Frequently Asked Questions', 'Terms and Conditions', 'Contact Us', and the EPA logo.

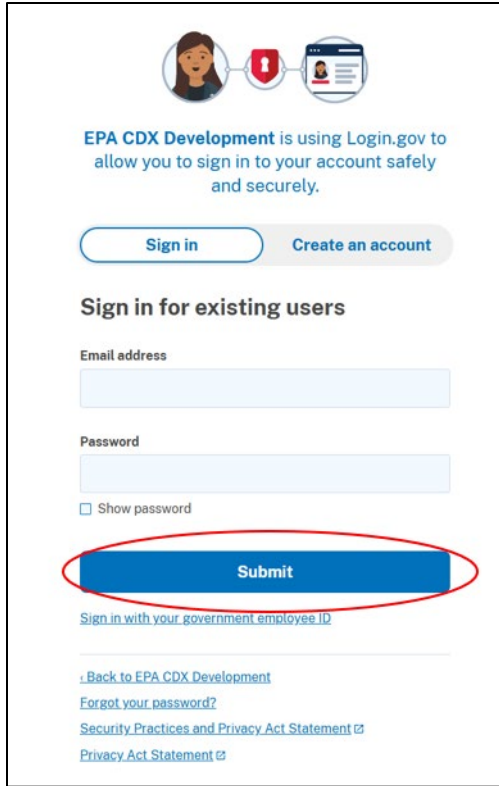
Step 5: Proceed to Login.gov

Login to your Login.gov account by clicking on **Proceed to Login.gov** button.

The screenshot shows the 'CDX Central Data Exchange' page. The title is 'Leaving CDX'. Below the title, a message says 'You are being redirected to Login.gov to either set up or login to an existing account. Once you've logged in successfully, you will return to CDX to continue your registration process.' Below this message is a button labeled 'Proceed to Login.gov' (highlighted with a red circle). The footer contains links for 'EPA Home', 'Privacy and Security Notice', 'Accessibility', 'CDX Help Desk: 888-890-1995 | (970) 494-5500 for international callers', 'About CDX', 'Frequently Asked Questions', 'Terms and Conditions', 'Contact Us', and the EPA logo.

Step 6: Sign in to Login.gov

Enter your Login.gov credentials and click the **Submit** button.



EPA CDX Development is using Login.gov to allow you to sign in to your account safely and securely.

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

Sign in for existing users

Email address

Password

☐ Show password

Submit

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

[Back to EPA CDX Development](#)

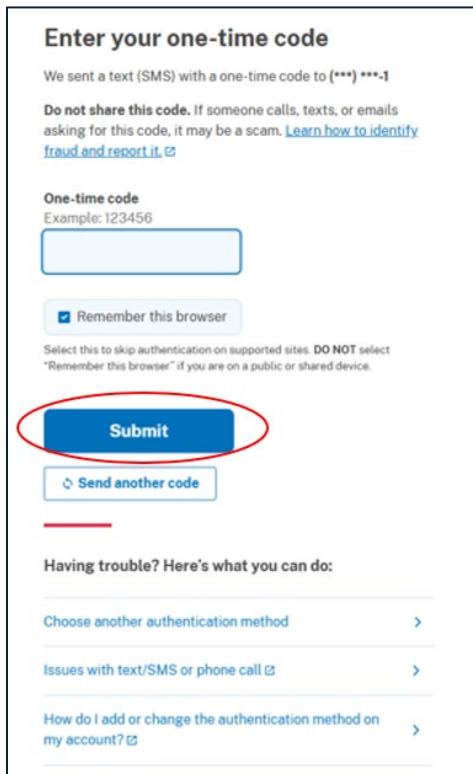
[Forgot your password?](#)

[Security Practices and Privacy Act Statement](#)

[Privacy Act Statement](#)

Step 7: Login.gov Authentication Method

Enter the one-time code and click the **Submit** button.



Enter your one-time code

We sent a text (SMS) with a one-time code to (***) ***.1

Do not share this code. If someone calls, texts, or emails asking for this code, it may be a scam. [Learn how to identify fraud and report it.](#)

One-time code
Example: 123456

☒ Remember this browser

Select this to skip authentication on supported sites. **DO NOT** select "Remember this browser" if you are on a public or shared device.

Submit

[Send another code](#)

Having trouble? Here's what you can do:

[Choose another authentication method](#)

[Issues with text/SMS or phone call](#)

[How do I add or change the authentication method on my account?](#)

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. You may want to write down your answers for later reference.


CDX Pre-Registration
Contact Us
 Logged in as DEBBIE20260722 ([Log out](#))

1. Confirm Account ✓
 2. Role Information ✓
 3. Review Account Information

Registration Information

Program Service	Hydrofluorocarbon and Ozone Depleting Substances Reporting
Role	Company Representative

The following information was entered by an authorized CDX user on your behalf. Please review and make any modifications before completing your profile information. Fields with asterisks (*) indicate required fields.

Part 1: User Information

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

Title *

First Name *

Middle Initial

Last Name *

Suffix

Security Question 1 *

Security Answer 1 *

Security Question 2 *

Security Answer 2 *

Security Question 3 *

Security Answer 3 *

☐ Show Answers

Part 2: Organization Info

Enter organization or organization ID

Step 9: Complete Organization Information

Enter a valid CDX Organization ID and click the **Search** button.

Note: To avoid registration delays, enter your CDX Organization ID provided by EPA.

Click on the **Organization ID** link.

Part 2: Organization Info

Enter organization or organization ID

Organization ID	Organization Name	Address	City	State	ZIP Code
49775	New Org 2	123 Main St.	Washington	DC	20871

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

Your current organization, address, and email should appear under Organization Info. Enter your phone number as well as your phone number extension and fax number, if applicable. Click the **Submit Request for Access** button.

Part 2: Organization Info

New Org 2

123 Main St.

Washington, DC, US

20871

Email *

cjtest027@gmail.com

Phone Number *

Phone Number Ext

Fax Number

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

Step 10: Complete the LexisNexis Verification

Enter your home address, phone number, date of birth, and the last 4 digits of your SSN. Click the **Proceed with Verification** button.

Note: If you are unable to verify your identity through the LexisNexis process, select the **Paper Verification** link.

CDX Registration: LexisNexis

[Contact Us](#)
 Logged in as DEBBIE20260722 ([Log out](#))

1. Identity Verification

2. ESA

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

LexisNexis® Instant ID

Legal Name

Home Address

Home or Personal Phone

Date of Birth

Last 4 of SSN

☐ Show SSN

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

Proceed with Verification

[Paper Verification](#)
[Exit](#)

Step 11: Sign and Submit your Electronic Signature Agreement (ESA)

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

CDX Registration: Additional Verification

[Contact Us](#)
 Logged in as DEBBIE20260722 ([Log out](#))

1. Identity Verification✓

2. ESA

Electronic CDX Electronic Signature Agreement

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

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

U.S. Environmental Protection Agency
ELECTRONIC SIGNATURE AGREEMENT

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

Electronic Signature Holder Company Information

Organization Name:	New Org 2
Address:	123 Main St.
City, State, Zip:	Washington, DC 20871
Province:	
Country:	US
Phone Number:	(901) 999-9999
E-mail Address:	cjtest027@gmail.com
Registrant's Name:	Mrs deb testing
CDX User Name:	DEBBIE20260722

Sign Electronically

Cancel

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

CDX Registration: Additional Verification

[Contact Us](#)
 Logged in as DEBBIE20260722 ([Log out](#))

1. Identity Verification✓

2. ESA

Electronic CDX Electronic Signature Agreement

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

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

U.S. Environmental Protection Agency
ELECTRONIC SIGNATURE AGREEMENT

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

Electronic Signature Holder Company Information

Organization Name:	New Org 2
Address:	123 Main St.
City, State, Zip:	Washington, DC 20871
Province:	
Country:	US
Phone Number:	(901) 999-9999
E-mail Address:	cjtest027@gmail.com
Registrant's Name:	Mrs deb testing
CDX User Name:	DEBBIE20260722

Sign Electronically

Cancel

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.

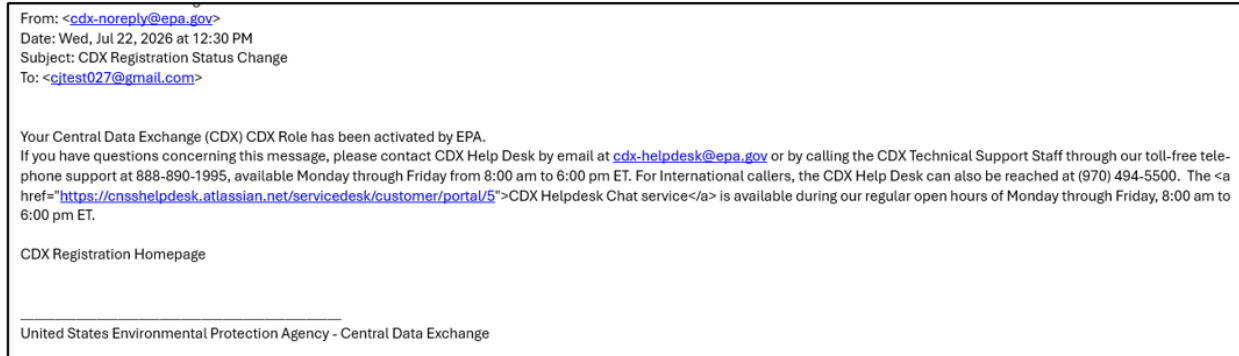
Accept

Decline

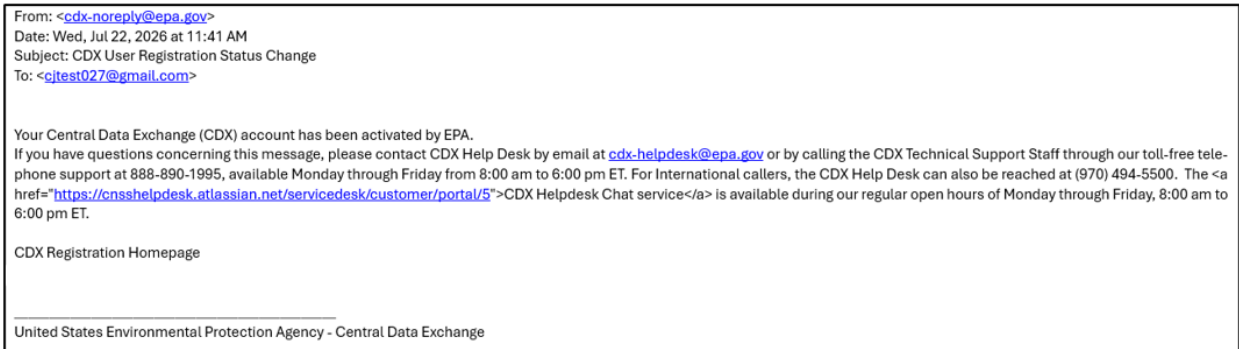
Step 12: Receive Email Confirmation

You will receive similar confirmation emails after EPA has activated your CDX role and CDX account.

Your CDX Role has been activated by EPA.



Your CDX account has been activated by EPA.



1.3 Sponsor a Delegate

As described in Section 1.1, CRs may sponsor other users for their organization. The Delegate role cannot self-register in CDX. This section describes the process for sponsoring a Delegate. Action is required by both the CR and Delegate, as indicated in parentheses.

1.3.1 Submit Invitation (Company Representative)

Step 1: Log into CDX

Go to <https://cdx.epa.gov>, enter your User ID, and click the **Next** button. Click the **Proceed to Login.gov** button, enter your [Login.gov](#) credentials and click the **Submit** button.

[Contact Us](#)

Log in to CDX

User ID

Next

[Forgot your User ID?](#)
[Warning Notice and Privacy Policy](#)
[Register with CDX](#)

● ○ ○ ○ ○

Welcome

Welcome to the Environmental Protection Agency (EPA) Central Data Exchange (CDX) - the Agency's electronic reporting site. The Central Data Exchange concept has been defined as a central point which supplements EPA reporting systems by performing new and existing functions for receiving legally acceptable data in various formats, including consolidated and integrated data.

Step 2: Select the Role Sponsorship Tab

Click the **Role Sponsorship** tab.

[Contact Us](#)

Logged in as COMPREP2025 ([Log out](#))

[MyCDX](#)
[Inbox](#)
[My Profile](#)
[Role Sponsorship](#)
[Submission History](#)
[Payment History](#)

Services

[Manage](#)

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

CDX Service Availability

[See the status for all program services](#)

News and Updates

No news/updates.

Step 3: Initiate the Role Sponsorship Invitation Process

Click the **Role Sponsorship/Invitation** link.

CDX Central Data Exchange

Contact Us
Logged in as COMPREP2025 (Log out)

MyCDX | Inbox | My Profile | **Role Sponsorship** | Submission History | Payment History

You are here: [Role Sponsorship Tools](#)

Role Sponsorship Tools

Tool	Description
Role Sponsorship/Invitation	Initiate and inform users of request to authorize service access
Pending Sponsorship Requests	List and approve/deny requests for service access
Access Management	View and/or modify existing privileges

Step 4: Enter the Recipient and Sponsorship Information

Enter the email address for the individual you want to sponsor.

Select **HFC-ODS-R: Hydrofluorocarbon and Ozone Depleting Substances Reporting** from the program service dropdown and select **Delegate** from the role dropdown. Click the **Submit** button.

MyCDX | Inbox | My Profile | **Role Sponsorship** | Submission History | Payment History

You are here: [Role Sponsorship Tools](#) » Role Sponsorship/Invitation

Role Sponsorship

The asterisk (*) denotes a required field.

Step 1: Recipient Information

Provide the email address of the user you wish to sponsor. If the user does not already exist in CDX, you can either try a different email address or invite the new user to create a CDX account.

Email *

Step 2: Sponsorship Information

Provide the information for the role you wish to sponsor.

Program Service *

HFC-ODS-R: Hydrofluorocarbon and Ozone Deple

Role *

Company Representative

Delegate

Submit Back

Step 5: Select Sponsorship Organization and Role (If Applicable)

If you are registered as a CR under the HFC-ODS-R program service with more than one organization in CDX, you will be prompted to select the organization under which you are sponsoring the Delegate. Once you specify the organization, select the **Company Representative** role from the dropdown list and click the **Submit** button.

Sponsorship Role Selection

Please choose the role you wish to use to initiate this sponsorship request.

-- Select an Organization --

-- Select a Role --

Submit

Cancel

Make sure the Delegate knows which Organization/ID to register under – The delegate you are sponsoring is required to register with the same organization under which you are sponsoring their role. For CRs that are only registered under the HFC-ODS-R program service with one organization/ID, the system will expect the Delegate to register under the same organization/ID.

Step 6: Confirm the Registration Information

If the information is correct, click the **Yes, the provided email address is correct** radio button and click the **Submit** button.

MyCDX

Inbox

My Profile

Role Sponsorship

Submission History

Payment History

You are here: [Role Sponsorship Tools](#) » [Role Sponsorship/Invitation](#) » Role Sponsorship/Invitation Review

Role Sponsorship Review

Registration Information	
Program Service	Hydrofluorocarbon and Ozone Depleting Substances Reporting
Role	Delegate
Email	test@gmail.com

☒ Yes, the provided email address is correct.
 ☐ No, the provided email address is incorrect and must be updated.

Submit

Back

Step 7: Confirm the Email Address and Send the Invitation

Reenter the Delegate email address and click the **Confirm** button. The system will take a few seconds to process. This will generate and send an email to the Delegate.

The screenshot shows the 'Role Sponsorship/Invitation Review' page. A modal titled 'Email Confirmation' is displayed, asking the user to confirm the provided email address before sending the invitation. The modal contains the following fields and buttons:

- Email ***: test@gmail.com
- Confirm Email ***: test@gmail.com (This field is circled in red)
- Confirm** button (This button is circled in red)
- Cancel** button

In the background, the 'Role Sponsorship' section shows a table with columns: Program Service, Role, and Email. Below the table, there are radio buttons for 'Yes, the provided' and 'No, the provided', and 'Submit' and 'Back' buttons.

➔ Action is now required by the Delegate, as detailed in **Section 1.3.2**

1.3.2 Accept Invitation (Delegate)

Step 1: Receive Sponsorship Invitation

The Delegate will receive an email from cdx-helpdesk@epa.gov that identifies the sponsor of the request, the program service, and the sponsored role. Click the **review this sponsorship** link to proceed.

Ms Deb Test with registered email address test@gmail.com has requested to sponsor you for the Delegate role.

Program Service: Hydrofluorocarbon and Ozone Depleting Substances Reporting
 Role: Delegate
 Additional Info: N/A

You may [review this sponsorship](#) and follow the instructions after being redirected to the CDX application.
 You may [cancel this sponsorship request](#).

➔ If you have an existing CDX account, continue to **Step 2a**.

➔ If you are new to using CDX, skip to **Step 2b**.

Step 2a: Log into CDX and Accept Sponsorship

If you have an existing CDX account, select your user ID from the dropdown and click the **Log In** button. Click the **Proceed to Login.gov** button, enter your Login.gov credentials, and click the **Submit** button.

Role Sponsorship Process

[Contact Us](#)

You are here: Role Sponsorship

Sponsorship Information	
Email	test@gmail.com
Program Service	Hydrofluorocarbon and Ozone Depleting Substances Reporting
Role	Delegate

You have been sponsored for a CDX role. Since you have an existing account, you may enter your CDX user ID and password to link the role to your account. If you do not already have a CDX account you may create a new one.

If you experience issues or need assistance with the sponsorship process, please call the CDX Help Desk toll-free line at 888-890-1995. (970) 494-5500 for callers from Puerto Rico and Guam.

Log in to existing account

User ID

Click on the **Approve** button to accept the sponsorship role.

Role Sponsorship Process

[Contact Us](#)

Logged in as ICFTESTACCOUNT ([Log out](#))

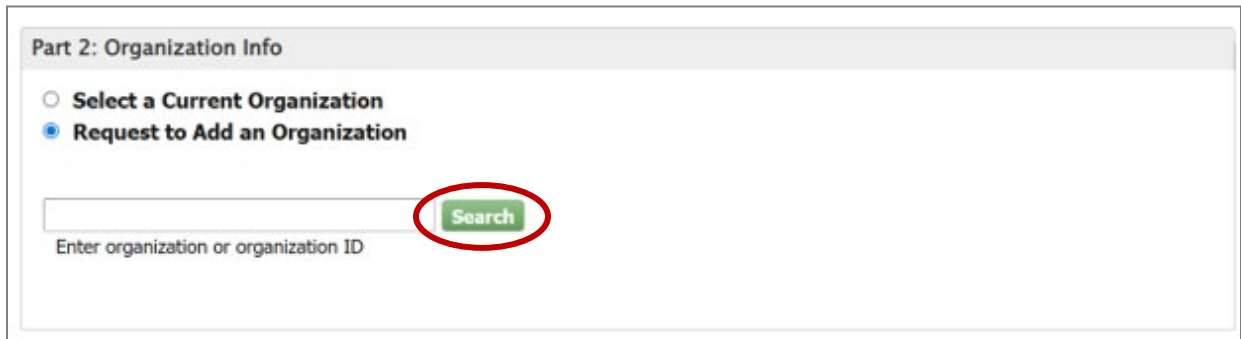
You are here: [Role Sponsorship](#) » Role Sponsorship Review

Sponsorship Information	
Email	test@gmail.com
Program Service	Hydrofluorocarbon and Ozone Depleting Substances Reporting
Role	Delegate

A CDX official for the program service above is requesting to view your contact information to sponsor you for the corresponding role. You may choose to approve or reject this request by making the appropriate selection below.

Review your account information, click the button next to **Request to Add an Organization**, and enter the organization/ID provided to you by the CR. Click the **Search** button.

If you are already registered with the organization/ID under a different role or program service, click the radio button next to **Select a Current Organization** and select the organization from the dropdown list.



Part 2: Organization Info

☐ Select a Current Organization

☒ Request to Add an Organization

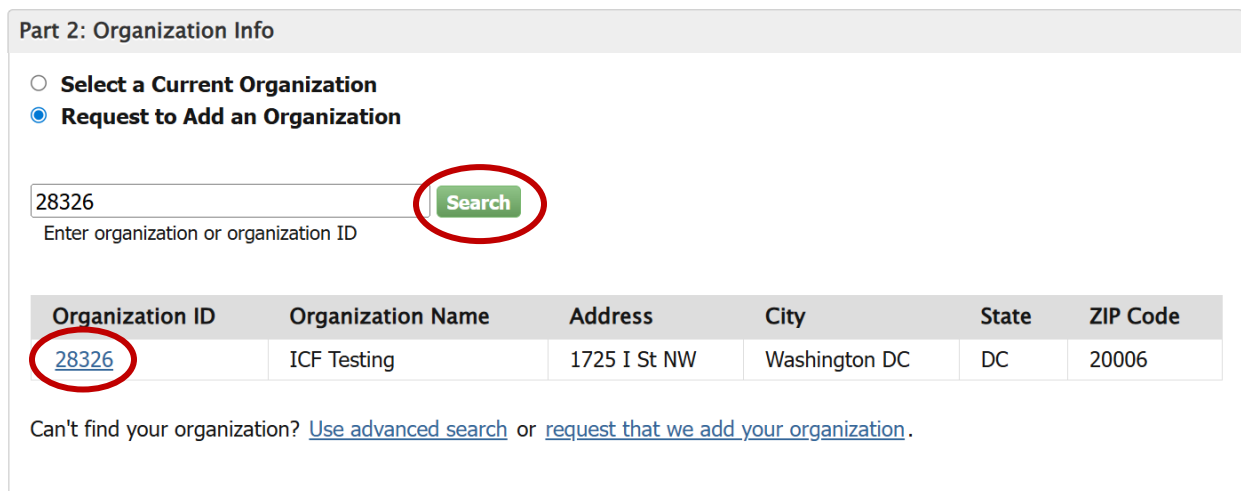
Enter organization or organization ID

Search

Make sure you select the correct organization/ID – You must register with the same organization/ID as the CR that is sponsoring your role. Check with the CR to confirm the correct organization/ID. See the text box on page **Error! Bookmark not defined.** for more information on organization/ID selection.

If you know your organization name but it does not appear in the search results – Some organizations may not show up when you search by name, for example, if they were created more than a year ago. Instead, search for the organization using the known ID.

Once you have located the correct organization, click the link under **Organization ID**.



Part 2: Organization Info

☐ Select a Current Organization

☒ Request to Add an Organization

28326

Enter organization or organization ID

Search

Organization ID	Organization Name	Address	City	State	ZIP Code
28326	ICF Testing	1725 I St NW	Washington DC	DC	20006

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

Enter your phone number as well as your phone number extension and fax number, if applicable. Click the **Submit Request for Access** button.

Part 2: Organization Info

☐ Select a Current Organization
☒ Request to Add an Organization

ICF Testing
1725 I St NW
Washington DC, DC, US
20006

Email *

test@gmail.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

Following the submission of your request for access, you will receive an email from cdx-helpdesk@epa.gov confirming your request was submitted.

Your request was submitted.

Ms Deb Test with registered email address test@gmail.com is requesting your sponsorship for the following Delegate role.

Contact Organization: ICF Testing
Program Service: Hydrofluorocarbon and Ozone Depleting Substances Reporting
Role: Delegate
Additional Info: N/A

➔ Action is now required by the Company Representative, as detailed in **Section 1.3.3**

Step 2b: Create CDX Account and Accept Sponsorship

If you do not already have existing CDX account, click the **Create New Account** button.


Role Sponsorship Process

Contact Us

You are here: Role Sponsorship

Sponsorship Information	
Email	test@gmail.com
Program Service	Hydrofluorocarbon and Ozone Depleting Substances Reporting
Role	Delegate

You have been sponsored for a CDX role. Since you have an existing account, you may enter your CDX user ID and password to link the role to your account. If you do not already have a CDX account you may create a new one.

If you experience issues or need assistance with the sponsorship process, please call the CDX Help Desk toll-free line at 888-890-1995. (970) 494-5500 for callers from Puerto Rico and Guam.

Log in to existing account

User ID

Click on the **Approve** button to accept the sponsorship role.


Role Sponsorship Process

Contact Us

You are here: [Role Sponsorship](#)» Role Sponsorship Review

Sponsorship Information	
Email	test@gmail.com
Program Service	Hydrofluorocarbon and Ozone Depleting Substances Reporting
Role	Delegate

A CDX official for the program service above is requesting to view your contact information to sponsor you for the corresponding role. You may choose to approve or reject this request by making the appropriate selection below.

Create a unique User ID and click the **Continue Registration** button.

Role Sponsorship Process

Contact Us

You are here: [Role Sponsorship](#) » [Role Sponsorship Review](#) » Account Registration

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

Part 1: User Information

User Id *

Continue Registration

Cancel

Remember your User ID - It is important that you remember your User ID; you will need this information to access your CDX account and submit reports to EPA.

You will be redirected to Login.gov for authentication. Select **Proceed to Login.gov** to continue. Enter your Login.gov credentials and click the **Submit** button. If you do not have an existing Login.gov account, select **Create an account** and follow the steps to create an account. You will be redirected to CDX upon successful login.

Central Data Exchange

Contact Us

Leaving CDX

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

Proceed to Login.gov

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. You may want to write down your answers for later reference.


Role Sponsorship Process

[Contact Us](#)
 Logged in as ICFTESTACCOUNT3 ([Log out](#))

You are here: [Role Sponsorship](#) » [Role Sponsorship Review](#) » Account Registration

Registration Information

Program Service	Hydrofluorocarbon and Ozone Depleting Substances Reporting
Role	Delegate

The following information was entered by a CDX user on your behalf. Please review and make any modifications before completing your profile information. Fields with asterisks (*) indicate required fields.

Part 1: User Information

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

Title *

First Name *

Middle Initial

Last Name *

Suffix

Security Question 1 *

Security Answer 1 *

Security Question 2 *

Security Answer 2 *

Security Question 3 *

Security Answer 3 *

☐ Show Answers

Enter the organization/ID provided to you by the CR and click the **Search** button.

Part 2: Organization Info

Enter organization or organization ID

Make sure you select the correct organization/ID – You must register with the same organization/ID as the CR that is sponsoring your role. Check with the CR to confirm the correct organization/ID. See the text box on page **Error! Bookmark not defined.** for more information on organization/ID selection.

If you know your organization name but it does not appear in the search results – Some organizations may not show up when you search by name, for example, if they were created more than a year ago. Instead, search for the organization using the known ID.

Once you have located the correct organization, click the link under **Organization ID**.

Part 2: Organization Info

Enter organization or organization ID

Organization ID	Organization Name	Address	City	State	ZIP Code
28326	ICF Testing	1725 I St NW	Washington DC	DC	20006

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

Enter your phone number as well as your phone number extension and fax number, if applicable. Click the **Submit Request for Access** button.

Part 2: Organization Info

ICF Testing
1725 I St NW
Washington DC, DC, US
20006

Email *

Phone Number *

Phone Number Ext

Fax Number

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

Following the submission of your request for access, you will receive an email from cdx-helpdesk@epa.gov confirming your request was submitted.

Your request was submitted.

Ms Deb Test with registered email address test@gmail.com is requesting your sponsorship for the following Delegate role.

Contact Organization: ICF Testing

Program Service: Hydrofluorocarbon and Ozone Depleting Substances Reporting

Role: Delegate

Additional Info: N/A

➔ Action is now required by the Company Representative, as detailed in **Section 1.3.3**

1.3.3 Approve Request (Company Representative)

Step 1: Review Sponsorship Request

Following submission of the Delegate's request, the CR who sponsored the request will receive an email from cdx-helpdesk@epa.gov. Click the **review this sponsorship request** link in the email.

Ms Deb Test with registered email address test@gmail.com is requesting your sponsorship for the following Delegate role.

Contact Organization: ICF Testing

Program Service: Hydrofluorocarbon and Ozone Depleting Substances Reporting

Role: Delegate

Additional Info: N/A

You may [review this sponsorship request](#) and follow the instructions after being redirected to the CDX application.

You may [cancel this sponsorship request](#).

Step 2: Review the Sponsorship Information

Click the **Log In** button.

 **Role Sponsorship Process**
[Contact Us](#)

You are here: Role Sponsorship

Sponsorship Information	
Email	test@gmail.com
Organization	ICF Testing (1725 I St NW, Washington DC, DC, US 20006)
Program Service	Hydrofluorocarbon and Ozone Depleting Substances Reporting
Role	Delegate

A request was received requesting your sponsorship for the role above.

If you experience issues or need assistance with the sponsorship process, please call the CDX Help Desk toll-free line at 888-890-1995. (970) 494-5500 for callers from Puerto Rico and Guam.

Log in to existing account

User ID COMPREP2025

Log In

Step 3: Log into CDX

Click the **Proceed to Login.gov** button, enter your Login.gov credentials and click the **Submit** button.

 **Central Data Exchange**
[Contact Us](#)

Leaving CDX

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

Proceed to Login.gov

Step 4: Confirm the Sponsorship Organization and Role

Select the organization under which you are sponsoring the Delegate from the organization dropdown and select **Company Representative** from the role dropdown. Click the **Approve** button.

CDX Role Sponsorship Process [Contact Us](#)

You are here: [Role Sponsorship](#) » Role Sponsorship Review

Sponsorship Information	
Email	test@gmail.com
Organization	ICF Testing (1725 I St NW, Washington DC, DC, US 20006)
Program Service	Hydrofluorocarbon and Ozone Depleting Substances Reporting
Role	Delegate

Role Information
A request was submitted for you to sponsor the CDX role above. Please select the role you wish to use as a sponsor for this request.

☒ **Select an Existing Role**

☐ **Add a New Role**

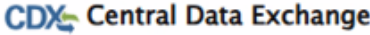
Organization:

Role:

Make sure the Organization/ID is correct – Make sure the organization you select from the dropdown list is the correct organization for which you want to sponsor the Delegate. If the organization you select does not match the organization the Delegate selected (i.e., the organization displayed under the Sponsorship Information), proceed by selecting the correct organization.

Step 5: Sign the Electronic Sponsor Agreement

Click the **Sign Electronically** button and then certify that the information provided is correct by clicking the **Accept** button.


[Contact Us](#)

You are here: [Role Sponsorship](#) » Role Sponsorship Signature

Electronic Sponsor Agreement

The electronic sponsor agreement is an agreement between the signature holder and you, on behalf of the organization, that will authorize the signature holder's electronic signature. By signing the sponsor letter, you will be authorizing the signature holder to sign and/or encrypt information for your organization.

AUTHORIZATION AND VERIFICATION FOR SUBMITTER BY COMPANY AUTHORIZING OFFICIAL

Authorized Official Signature

I am an authorizing official and an electronic signature holder in U.S. EPA's CDX for the organization listed below, and I verify that the person identified as the electronic signature holder below is authorized to submit on behalf of my organization.

CDX User ID:	ICFTESTACCOUNT1
Name of Authorized Official:	Ms Deb Test
Company Name:	ICF Testing
Company Address:	1725 I St NW, Washington DC, DC, US 20006
Signature	Date

Electronic Signature Holder for Submission of Information

I acknowledge by my signature below that the accuracy of the statements in all electronic submissions reflect my best prediction of

Sign Electronically

Cancel

I certify, under penalty of law that the information provided in this document is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations.

Accept

Decline

Following signature of the electronic sponsorship agreement, you will receive an email from cdx-helpdesk@epa.gov confirming completion.

The sponsor letter for the following sponsorship request has been completed.

Organization: ICF Testing
Program Service: Hydrofluorocarbon and Ozone Depleting Substances Reporting
Role: Delegate
Additional Info: N/A

Please do not reply to this message. If you have questions concerning this message, you may contact CDX Help Desk by email at helpdesk@epacdx.net or by calling the CDX Technical Support Staff through our toll free telephone support on 888-890-1995 between Monday through Friday from 8:00 am to 6:00 pm ET. For International callers, the CDX Help Desk can also be reached at (970) 494-5500.

➔ Action is now required by the Delegate, as detailed in **Section 1.3.4**

1.3.4 Complete Account Registration (Delegate)

Step 1: Receive Completion Notification

Following signature of the electronic sponsorship agreement by the CR, the Delegate will receive an email from cdx-helpdesk@epa.gov confirming completion. Click on the **log in to complete your account registration** link in the email.

The sponsor letter for the following sponsorship request has been completed.

Organization: ICF Testing
Program Service: Hydrofluorocarbon and Ozone Depleting Substances Reporting
Role: Delegate
Additional Info: N/A

You must [log in to complete your account registration](#) associated with this request after being redirected to the CDX application.

Please do not reply to this message. If you have questions concerning this message, you may contact CDX Help Desk by email at helpdesk@epacdx.net or by calling the CDX Technical Support Staff through our toll free telephone support on 888-890-1995 between Monday through Friday from 8:00 am to 6:00 pm ET. For International callers, the CDX Help Desk can also be reached at (970) 494-5500.

Step 2: Log into CDX

Click the **Log In** button. Click the **Proceed to Login.gov** button, enter your Login.gov credentials and click the **Submit** button.


Role Sponsorship Process
[Contact Us](#)

You are here: Role Sponsorship

Sponsorship Information	
Email	test@gmail.com
Organization	ICF Testing (1725 I St NW, Washington DC, DC, US 20006)
Program Service	Hydrofluorocarbon and Ozone Depleting Substances Reporting
Role	Delegate

Your sponsorship has been approved. Please log in to complete your account registration with CDX.

If you experience issues or need assistance with the sponsorship process, please call the CDX Help Desk toll-free line at 888-890-1995. (970) 494-5500 for callers from Puerto Rico and Guam.

Log in to existing account

User ID ICFTESTACCOUNT1

Log In

Step 3: Review Contact Information

Review the contact information previously entered and click the **Submit** button.


Role Sponsorship Process

[Contact Us](#)
 Logged in as ICFTESTACCOUNT ([Log out](#))

You are here: [Role Sponsorship](#)» Complete Account

Registration Information	
Name	Ms Deb Test (ICFTESTACCOUNT)
Email	test@gmail.com
Program Service	Hydrofluorocarbon and Ozone Depleting Substances Reporting
Role	Delegate

Please review your contact information below before proceeding to complete your account registration.

Provide Contact Information

ICF Testing
 1725 I St NW
 Washington DC, DC, US
 20006

Email * test@gmail.com

Phone Number *

Phone Number Ext

Fax Number

Submit

Identity Proofing in CDX

For users that are new to CDX, EPA requires proof of your identity as part of the registration process. 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 HAWK following authentication. LexisNexis is only available to users located within the United States. Users who submit ESA by mail must wait for EPA to receive their ESA and approve them for access. See Section 2.1, Steps 11a and 11b for additional detail on the process. Email ODSPhaseout@epa.gov if you have questions.

Step 4: Sign the Electronic Signature Agreement

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

CDX Registration: Additional Verification

[Contact Us](#)
 Logged in as ICFTESTACCOUNT (Log out)

1. Identity Verification ✓

2. ESA

Electronic CDX Electronic Signature Agreement

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

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

U.S. Environmental Protection Agency ELECTRONIC SIGNATURE AGREEMENT

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

Electronic Signature Holder Company Information

Organization Name:	ICF Testing
Address:	1725 I St NW
City, State, Zip:	Washington DC, DC 20006
Province:	
Country:	US
Phone Number:	(222) 222-2222
E-mail Address:	test@gmail.com
Registrant's Name:	Ms Deb Test
CDX User Name:	ICFTESTACCOUNT

Sign Electronically

Cancel

Certify that the information provided is correct by clicking 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

Step 5: Receive Confirmation of Account Activation

Following completion of the electronic signature agreement, you (as well as the sponsor) will receive an email from cdx-helpdesk@epa.gov confirming account activation.

Your Central Data Exchange (CDX) CDX Role has been activated by EPA.

If you have questions concerning this message, please contact CDX Help Desk by email at helpdesk@epacdx.net or by calling the CDX Technical Support Staff through our toll-free telephone support at 888-890-1995, available Monday through Friday from 8:00 am to 6:00 pm ET. For International callers, the CDX Help Desk can also be reached at (970) 494-5500. The <https://cnsshelpdesk.atlassian.net/servicedesk/customer/portal/5> CDX Helpdesk Chat service is available during our regular open hours of Monday through Friday, 8:00 am to 6:00 pm ET.

You are now successfully registered for HAWK and can submit ODS Phaseout program reports!

2. User Management

This section describes how to add and/or replace a CR, deactivate your account, and view and modify sponsored users.

2.1 Add/Replace your Company Representative

A CR may sponsor another CR if the current CR intends to leave the organization or moves on to another role within the organization. To sponsor a CR, follow the steps outlined in Section 1.3, select **Company Representative** as the role in **Section 1.3.1, Step 4**.

Following signature of the electronic signature agreement (Section 1.3.4), EPA will need to approve the new CR's account. Following approval by EPA, the new CR will receive an email from cdx-helpdesk@epa.gov indicating that their account has been activated.

Once the new CR's account is approved by EPA, the old CR may deactivate their account.

2.2 Deactivate your Account

When a user leaves your organization, they may deactivate their CDX account by:

- Logging into CDX.
- Navigating to the **My Profile** tab.
- Selecting the **Modify Program Services** button.
- Selecting the **HFC-ODS-R** program service under the organization name.
- Selecting **Deactivate** under the Status column.

Deactivating Company Representatives

A CR that initiated registration through CDX (not through sponsorship), cannot be revoked by other CRs. If a Company Representative has left your organization without deactivating their CDX account or sponsoring another CR, email ODSPhaseout@epa.gov.

2.3 View and Modify Sponsored Users

Only Company Representatives can view and modify sponsored users.

Step 1: Log into CDX

Go to <https://cdx.epa.gov>, enter your User ID, and click the **Next** button. Click the **Proceed to Login.gov** button, enter your Login.gov credentials and click the **Submit** button.

Welcome

Welcome to the Environmental Protection Agency (EPA) Central Data Exchange (CDX) - the Agency's electronic reporting site. The Central Data Exchange concept has been defined as a central point which supplements EPA reporting systems by performing new and existing functions for receiving legally acceptable data in various formats, including consolidated and integrated data.

Step 2: Access the Role Sponsorship Tools

Click the **Role Sponsorship** tab and select the **Access Management** link.

Tool	Description
Role Sponsorship/Invitation	Initiate and inform users of request to authorize service access
Pending Sponsorship Requests	List and approve/deny requests for service access
Access Management	View and/or modify existing privileges

Step 3: Search for Sponsored Users

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 the **Search** button.

Access Management - Search

Search Criteria

Email Exact ☐

User ID Exact ☐

First Name Exact ☐

Last Name Exact ☐

Sponsorship Status

Organization Name

Program Service *

Role

Program ID Exact ☐

Search **Reset** **Back**

Step 4: View and Modify Sponsored Users

All sponsored users that are registered with your organization will display in the table. Modify user access by clicking the **Revoke** and/or **Reactivate** links.

Access Management Search Results

2 items found; displaying 1 to 2. Page 1 of 1

Sponsored Users	Sponsorship Details	Status	Last Updated	Actions
Deb Test (ICFTESTACCOUNT) test@gmail.com	Organization: ICF Testing Program Service: HFC-ODS-R Role: Delegate : N/A View Details	Active	4/23/2026 3:26:32 PM	Revoke
Deb Test (ICFTESTACCOUNT1) test@gmail.com	Organization: ICF Testing Program Service: HFC-ODS-R Role: Delegate : N/A View Details	Inactive	4/23/2026 8:11:06 PM	Reactivate

3. Organization Management

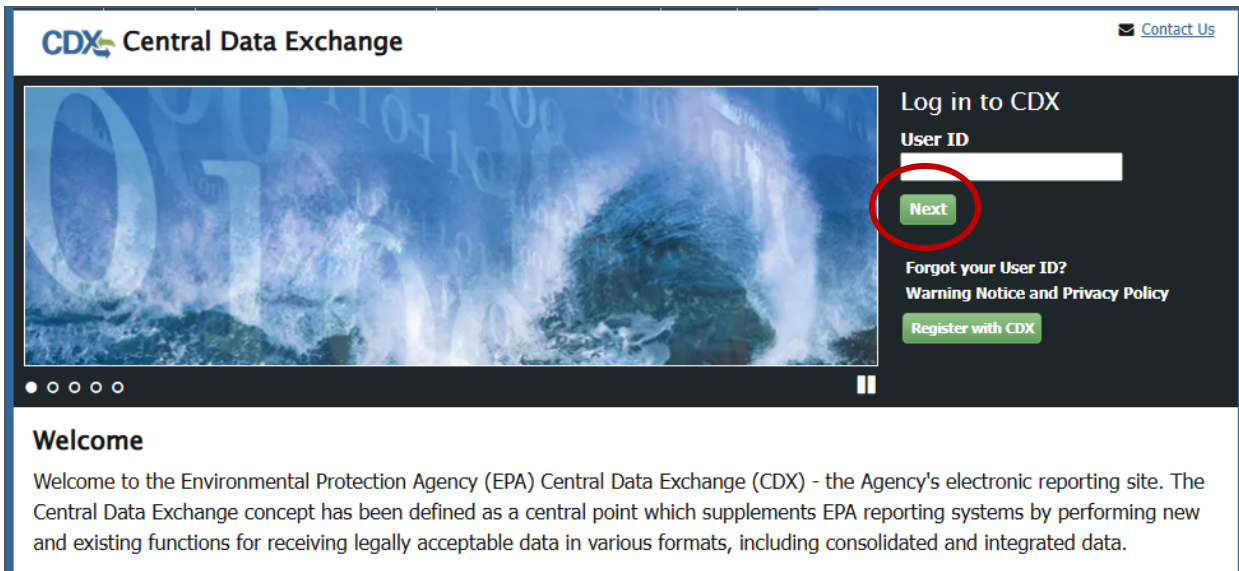
This section describes how to select and manage program selections and manage organization information.

3.1 Selecting and Managing My Programs

Following account approval, users can log into HAWK to view and report data. Upon initial login, the CR will be prompted to select the regulatory programs under which your organization intends to report data. Program selection determines which tiles are displayed to users of your organization on the HAWK homepage. The steps below outline how to select and manage program selection.

Step 1: Log into CDX

Go to <https://cdx.epa.gov>, enter your User ID, and click the **Next** button. Click the **Proceed to Login.gov** button, enter your Login.gov credentials and click the **Submit** button.



CDX Central Data Exchange [Contact Us](#)

Log in to CDX

User ID

Next

[Forgot your User ID?](#)
[Warning Notice and Privacy Policy](#)
[Register with CDX](#)

Welcome

Welcome to the Environmental Protection Agency (EPA) Central Data Exchange (CDX) - the Agency's electronic reporting site. The Central Data Exchange concept has been defined as a central point which supplements EPA reporting systems by performing new and existing functions for receiving legally acceptable data in various formats, including consolidated and integrated data.

Step 2: Enter HAWK

Click the **Role** link for which you have registered to access in the HFC-ODS-R program service.

The screenshot shows the MyCDX dashboard with a top navigation bar containing links: MyCDX, Inbox, My Profile, Role Sponsorship, Submission History, and Payment History. The main content area is divided into two columns. The left column, titled 'Services' with a 'Manage' icon, contains a table with columns: Status, Program Service Name, and Role. The table has one row with a status icon, the program name 'HFC-ODS-R: Hydrofluorocarbon and Ozone Depleting Substances Reporting', and the role 'Company Representative' which is circled in red. Below the table are two buttons: 'Add Program Service' and 'Manage Your Program Services'. The right column contains two sections: 'CDX Service Availability' with a link 'See the status for all program services', and 'News and Updates' with the text 'No news/updates.'

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

Step 3: Select the Organization Name (If Applicable)

If you are registered under multiple organizations, you will be prompted to select the organization under which you want to view and/or submit reports. Select the desired organization name from the **Organization Name** dropdown and click the **Proceed** button.

The screenshot shows the 'Application Profile Settings' form. It has three sections: 'Organization Name' with a dropdown menu showing 'New Org 2', 'Program Client ID' with a dropdown menu showing 'Company Representative: N/A', and 'Program' with the text 'HFC-ODS-R'. At the bottom, there are two buttons: 'Proceed' and 'Cancel'. The 'Proceed' button is circled in red.

Step 4: Select Application Programs

When a CR logs in for the first time, you will be prompted to select the regulatory programs under which you intend to report data. Select the applicable programs and click the **Submit** button.

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

HAWK Program Selection

Select Regulatory Program(s) for Reporting

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

Clean Air Act Title VI

☐ National Recycling and Emissions Reduction (Section 608) ⓘ

☒ ODS Phaseout ⓘ

American Innovation and Manufacturing Act

☐ HFC Phasedown ⓘ

☐ Technology Transitions (Subsection (i)) ⓘ

Other

If you have a file to provide to EPA that needs to be uploaded securely but does not fall under the programs above, select "Other Documents" on the next screen.

☐ Other

Submit

Learn More About HAWK Programs

Learn more about the programs using HAWK for reporting:

Clean Air Act Title VI

- [National Recycling and Emissions Reduction \(Section 608\)](#)
- [ODS Phaseout](#)

American Innovation and Manufacturing Act

- [HFC Phasedown](#)
- [Technology Transitions \(Subsection \(i\)\)](#)

Step 5: Modify My Programs

As needed, the CRs may modify your programs by navigating to the **Account Management** tab from within HAWK and selecting the **Update Programs** button. This will bring you back to the screen shown under Step 4.

EPA United States Environmental Protection Agency

HAWK

[Home](#) [Submission History](#) [Account Management](#) [Help](#) ICFTSTACCOUNT (TEST COMPANY) ▾

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

Account Management

Regulatory Programs

- ODS Phaseout

Update Programs

3.2 Updating Organization Information

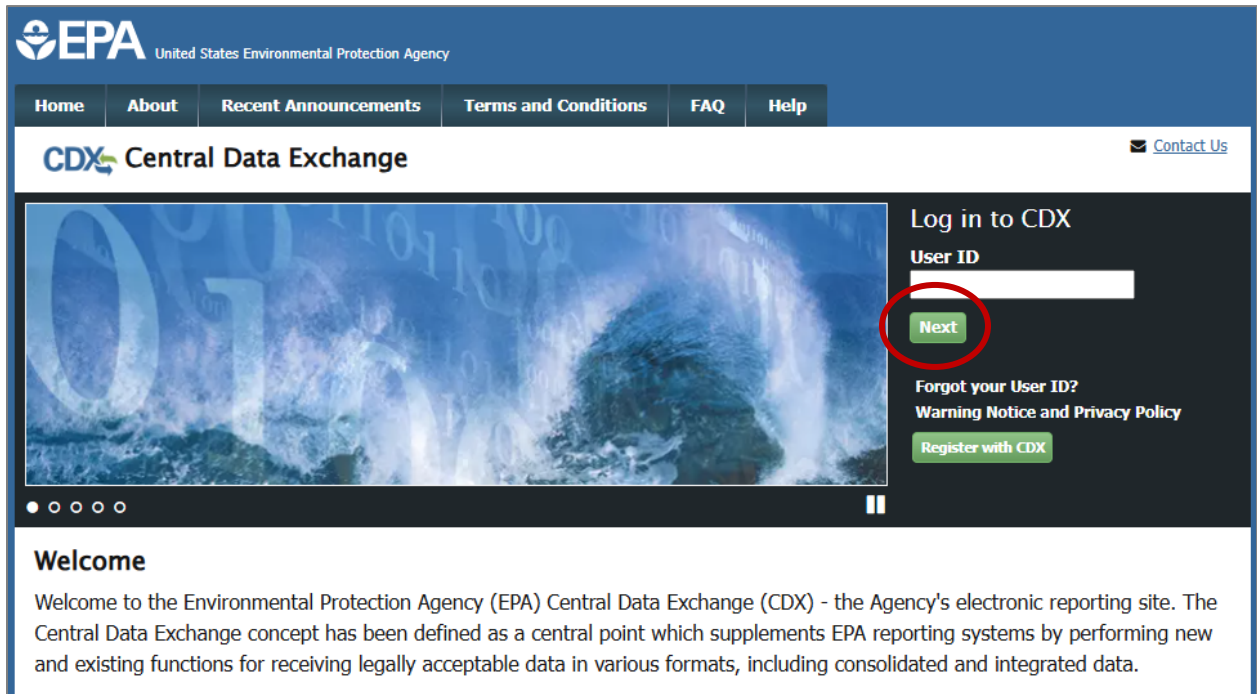
At this time, the system does not allow modifications to an organization's name or address following registration with an organization in CDX. If you need to modify your organization's name or address, email ODSPhaseout@epa.gov.

4. Access HAWK

Once you have successfully registered with the HFC-ODS-R program service, you will be able to log into HAWK to submit ODS reports and view past submissions.³

Step 1: Log into CDX

Go to <https://cdx.epa.gov/>, enter your User ID, and click the **Next** button.



EPA United States Environmental Protection Agency

Home About Recent Announcements Terms and Conditions FAQ Help

CDX Central Data Exchange [Contact Us](#)

Log in to CDX

User ID

Next

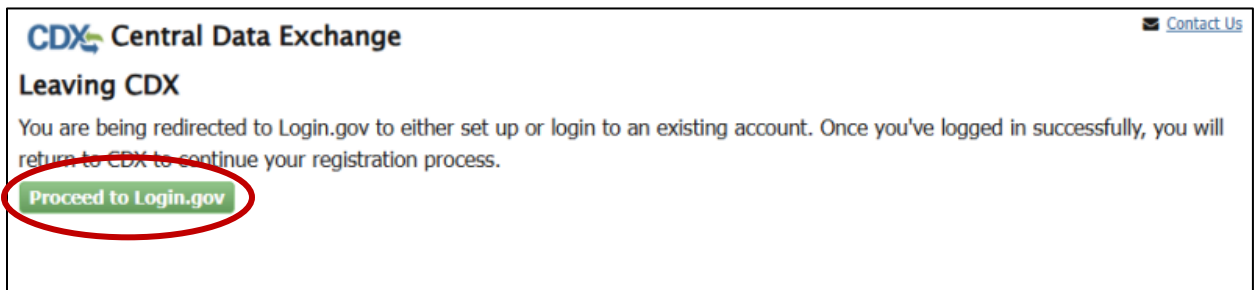
[Forgot your User ID?](#)
[Warning Notice and Privacy Policy](#)
[Register with CDX](#)

Welcome

Welcome to the Environmental Protection Agency (EPA) Central Data Exchange (CDX) - the Agency's electronic reporting site. The Central Data Exchange concept has been defined as a central point which supplements EPA reporting systems by performing new and existing functions for receiving legally acceptable data in various formats, including consolidated and integrated data.

Step 2. Proceed to Login.gov

You will be redirected to the Login.gov website for authentication. Select the **Proceed to Login.gov** button to continue.



CDX Central Data Exchange [Contact Us](#)

Leaving CDX

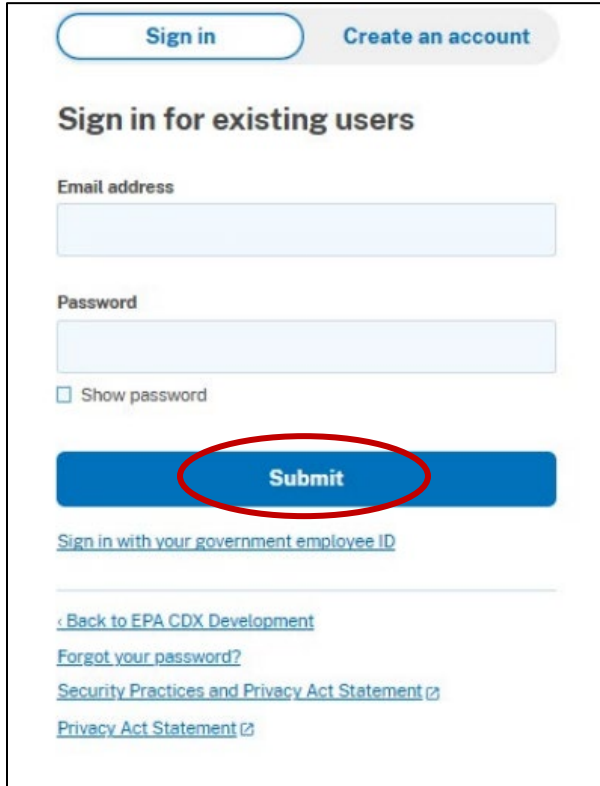
You are being redirected to Login.gov to either set up or login to an existing account. Once you've logged in successfully, you will return to CDX to continue your registration process.

Proceed to Login.gov

³ The HAWK application referred to in this user guide is distinct from the HAWK reporting application available within e-GGRT (available at ghgreporting.epa.gov), which is used to report HFC Phasedown data in accordance with [40 CFR Part 82 Subpart A](#). See the [HAWK Registration and Account Management](#) and [Submitting HFC Reports](#) guides for additional information on HFC Phasedown reporting.

Step 3: Log into Login.gov

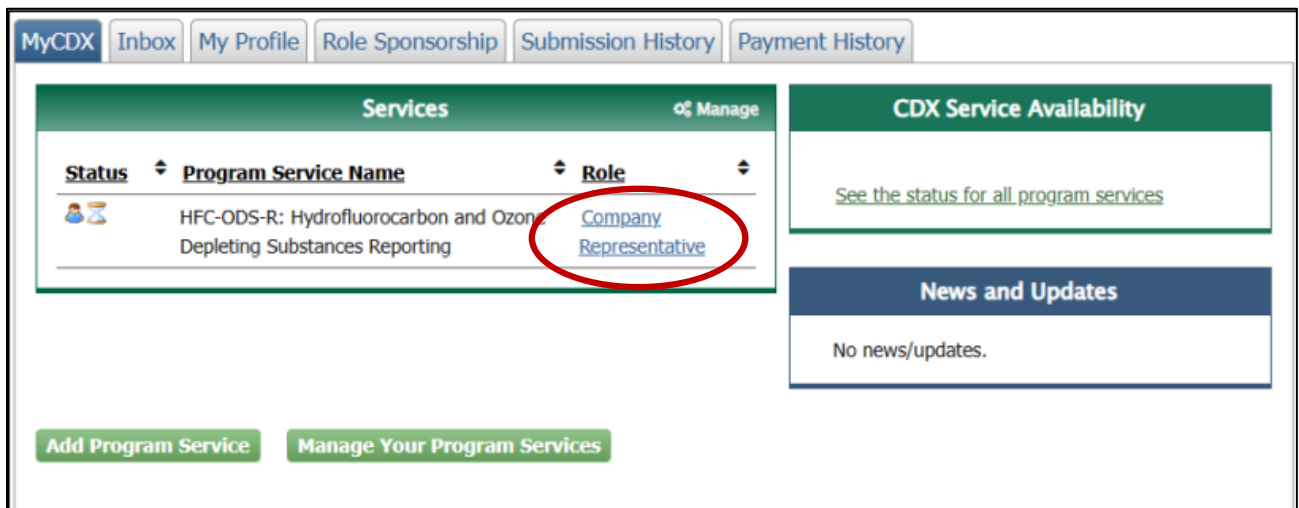
Enter your Login.gov credentials and click the **Submit** button. You may be prompted to enter a two-factor authentication code.



The screenshot shows the Login.gov sign-in interface. At the top, there are two buttons: 'Sign in' and 'Create an account'. Below them is the heading 'Sign in for existing users'. There are two input fields: 'Email address' and 'Password'. Below the password field is a checkbox labeled 'Show password'. A large blue 'Submit' button is prominently displayed and circled in red. Below the button, there are several links: 'Sign in with your government employee ID', 'Back to EPA CDX Development', 'Forgot your password?', 'Security Practices and Privacy Act Statement', and 'Privacy Act Statement'.

Step 4: Enter HAWK

Select the Role link for which you are registered with the HFC-ODS-R program service.



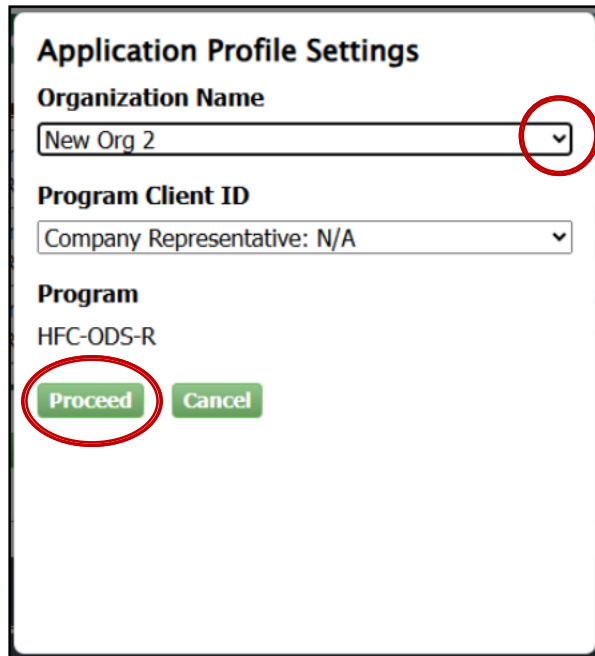
The screenshot shows the MyCDX dashboard. At the top, there are several tabs: 'MyCDX', 'Inbox', 'My Profile', 'Role Sponsorship', 'Submission History', and 'Payment History'. The main content area is divided into two columns. The left column is titled 'Services' and contains a table with the following data:

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

The 'Role' column is circled in red, highlighting the 'Company Representative' link. Below the table, there are two buttons: 'Add Program Service' and 'Manage Your Program Services'. The right column contains two sections: 'CDX Service Availability' with a link 'See the status for all program services', and 'News and Updates' with the text 'No news/updates.'.

Step 5: Select Organization (If Applicable)

If you are registered under more than one organization with the HFC-ODS-R program service in CDX, you will be prompted to select the organization you wish to report under prior to entering HAWK. Use the dropdown menu to select the organization name and click the **Proceed** button.



Application Profile Settings

Organization Name
New Org 2

Program Client ID
Company Representative: N/A

Program
HFC-ODS-R

Proceed **Cancel**

Importance of Organization Selection

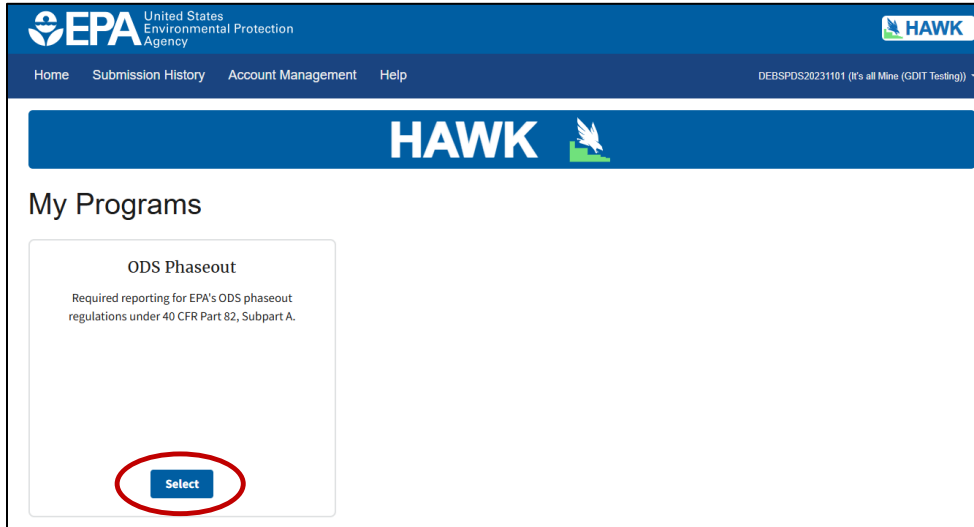
The organization you register with and submit data under in CDX is used by the ODS and HFC Reporting application to identify the reporting entity of each submission. CDX assigns each organization in its database with a unique 5–7-digit ID. The use of a consistent organization/ID by all individuals that submit reports on behalf of your company is required by EPA.

Unless told otherwise by EPA, individuals should only be registered with the HFC-ODS-R program service in CDX under a single organization. Contact EPA at ODSPhaseout@epa.gov if you are registered with more than one organization in CDX and are not sure which organization to select for report submission. More details on selecting and updating your organization name/ID can be found in Sections 1 and 2 of this guide.

5. Submit a New ODS Report

Step 1: Enter the ODS Phaseout Reporting Portal

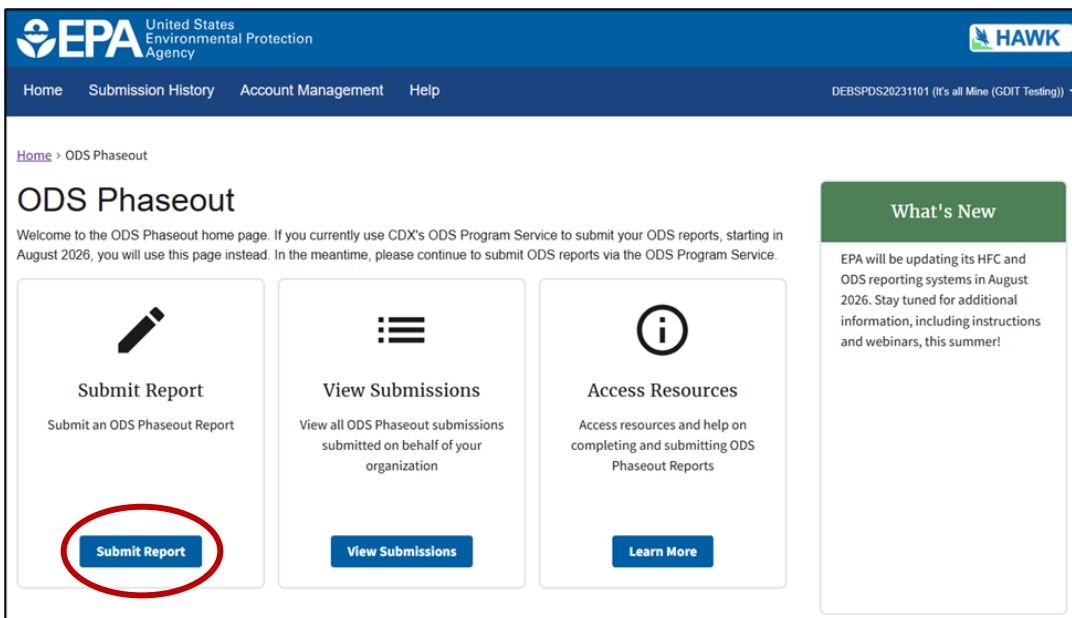
From the HAWK homepage, click the **Select** button in the “ODS Phaseout” tile.



Don't see the ODS Phaseout tile from the HAWK homepage? Refer to Section 3 of the for instructions on Selecting and Managing My Programs.

Step 2: Start a New Report Submission

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



ODS Report Types and Reporting Frequency

The table below summarizes the ODS report types available for submission within the reporting system and their report frequency.

Report Type	Report Frequency
Class I Producer	Quarterly
Class I Importer	Quarterly
Class I Exporter	Annual
Class I Lab Supplier	Quarterly
MeBr Producer	Quarterly
MeBr Importer	Quarterly
MeBr Exporter	Quarterly
MeBr Distributor of QPS	Quarterly
MeBr Pre-2005 Stocks	One-Time
Class II Producer	Quarterly
Class II Importer	Quarterly
Class II Exporter	Quarterly
Class II Trades	As Needed
Class II Request for Additional Consumption Allowances (RACA)	As Needed
ODS Second Party Transformation	Annual
ODS Second Party Destruction	Annual
Class I Annual ODS Process Agent	Annual
Class I One-Time ODS Process Agent	One-Time
Class II Annual ODS Process Agent	Annual
Class II One-Time ODS Process Agent	One-Time
Annual ODS Emissions	Annual
One-Time ODS Emissions	One-Time
Petition to Import Used ODS for Reuse*	As Needed
Petition to Import ODS and HFCs for Destruction*	As Needed

**Please note that Petitions will be submitted as an Excel reporting form to HAWK moving forward. They will no longer be webforms in CDX.*

Step 3: Enter Report Information

Select the reporting year for which you are submitting a report from the drop down. Your organization's name and address information will be automatically pulled from your CDX account. Select the type of ODS Phaseout report from the dropdown. Click the **Save & Continue** button.

[Home](#) > [ODS Phaseout](#) > Submit

Submit Report

Help with submitting this report is available in the [User Guide](#) or in the [Form Instructions](#).

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

1. Enter General Report Information

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

Asterisk (*) denotes required field.

Select Reporting Year *

- Select Reporting Year -

Organization Name
It's all Mine (GDIT Testing)

Street Address
75 Test Drive
Suite 7

City
Test

State
TN

Zip
38111

Select Type of ODS Phaseout Report ⓘ *

- Select ODS Phaseout Report Type -

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

Reporting Year – HAWK allows users to submit or resubmit ODS activity data for the 2020 reporting year and later. Contact ODSPhaseout@epa.gov if you need to submit or revise data for a prior reporting year.

Step 4: Enter Supplemental Contact Information (Optional)

The reporter contact information will automatically populate from CDX, reflecting the contact information of the reporter who initiated the report. If needed, enter the contact information for a supplemental contact person, for example, if someone else at your organization is a more appropriate contact for follow up questions from EPA. Click the **Save & Continue** button.


United States
Environmental Protection
Agency



Home
Submission History
Account Management
Help

DEBSPDS20231101 (It's all Mine (GDIT Testing))

Home > ODS Phaseout > Submit

Submit Class II Trades Report

Help with submitting this report is available in the [User Guide](#) or in the [Form Instructions](#).

1
2
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Enter General Report Information
Enter Contact Information
Upload Report File
Upload Supplemental File(s)
Review and Submit

2. Enter Contact Information

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

Asterisk (*) denotes required field.

If there is another person who should be contacted about the content of this report, please enter their information below. If there is no other person, please click Save & Continue.

Reporter Contact Information

Reporter First Name
Deb

Reporter Last Name
lastName

Reporter Email Address
test@test.com

Reporter Phone Number
999-999-9999

Supplemental Contact Person (optional)

Supplemental Contact Person First Name

Supplemental Contact Person Last Name

Supplemental Contact Person Email Address

Supplemental Contact Person Phone

Back
Save & Continue

[Cancel](#)

Step 5: Upload Report File

Click **Choose File**, locate and select a completed ODS report, and click the **Upload File** button. Click the **Save & Continue** button.

[Home](#) > [ODS Phaseout](#) > Submit

Submit Class II Trades Report

Help with submitting this report is available in the [User Guide](#) or in the [Form Instructions](#).

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

3. Upload Report File

Upload the Class II Trades for 2022 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. Acceptable file formats are XLSX and XLSM. Maximum file size is 50 MB.

File Name	File Format	Date Added	Parsing Status	Action

Select a file to upload:

No file chosen

[Cancel](#)

Step 6: Correct Validation Errors (If Applicable)

After clicking on the **Upload File** button, the system runs validation checks on the report to confirm accuracy and completeness of the data provided. View the “Report Errors” table and correct any validation errors by revising the report per validation error instructions. Reupload the corrected reporting form.

Some reports do not have automatic validations (e.g., Petitions), if the report you uploaded does not require validation checks, you may click **Save & Continue** and proceed to the next step.

ODS Phaseout Reporting User Guide

[Home](#) [Submission History](#) [Account Management](#) [Help](#) DEBSPDS20231101 (It's all Mine (GDIT Testing))

[Home](#) > [ODS Phaseout](#) > Submit

Submit Class II Trades Report

Help with submitting this report is available in the [User Guide](#) or in the [Form Instructions](#).

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Enter General Report Information

Enter Contact Information

Upload Report File

Upload Supplemental File(s)

Review and Submit

3. Upload Report File

Upload the Class II Trades for 2022 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.

Your report file has validation errors. Using the guidance below, please correct the errors and reupload your report file using the file upload option below.

Report File Upload *

Reports must be in the required template. Acceptable file formats are XLSX and XLSM. Maximum file size is 50 MB.

File Name	File Format	Date Added	Parsing Status	Action
class_ii_trades_v5.0.xlsm	xlsm	2026-05-29	Parsing Error	Download Delete

Select a file to upload:

[Choose File](#) No file chosen

Upload File

Report Errors

If you upload a new file, this list of errors will no longer be available. If you want to retain a copy of these, copy and paste them into an XLSX file or similar.

class_ii_trades_v5.0.xlsm	Section 2	H23	chemicalNameTransferred	Class II Chemical Name (Allowances Being Transferred) is required. Please provide this information in Section 2.
class_ii_trades_v5.0.xlsm	Section 2	I23	chemicalBeingTransferred	ODP of Class II Chemical Being Transferred is required. Please provide this information in Section 2.
class_ii_trades_v5.0.xlsm	Section 2	J23	quantityOfClassIIAllowances	Quantity of Class II Allowances is required. Please provide this information in Section 2.
class_ii_trades_v5.0.xlsm	Section 2	M23	amountOfOffset	Amount of Offset is required. Please provide this information in Section 2.
class_ii_trades_v5.0.xlsm	Section 2	N23	numberOfAllowancesSubtracted	Number of Allowances Subtracted from Transferor's Class II Allowance Balance is required. Please provide this information in Section 2.
class_ii_trades_v5.0.xlsm	Section 2	O23	numberOfAllowancesReceived	Number of Class II Allowances Being Received is required. Please provide this information in Section 2.

[Back](#)

Save & Continue

[Cancel](#)

Step 7: Upload Supporting Files, As Needed

Click the **Choose File** button to upload supporting documentation. Select the file you wish to upload and click the **Upload File** button. 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**. Click the **Save & Continue** button.

Submit Class II Trades Report

Help with submitting this report is available in the [User Guide](#) or in the [Form Instructions](#).

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

4. Upload Supplemental File(s)

Supplemental File Upload ⓘ

Upload supporting documentation here.

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

File Name	File Format	Date Added	Action
Select a file to upload: Choose File No file chosen			

Upload File

Back

Save & Continue

[Cancel](#)

Note: If supporting documentation is required, a dropdown menu will be available for selecting the document(s) to upload. At least one supporting file must be uploaded before the report can be submitted.

Example Supplemental File dropdown for a Petition to Import ODS and HFCs for Destruction report.

Select Type of Supplemental File

- Select Supplemental File -

Exporter License

Application for License

Other

Upload File

Step 8: Review Report Summary

Review the Report Overview and Attachments to confirm your submission is accurate and complete. Click the **Edit** link to modify attachments, as needed.

ODS Phaseout Reporting User Guide

[Home](#) > [ODS Phaseout](#) > [Submit](#)

Submit Class II Trades Report

Help with submitting this report is available in the [User Guide](#) or in the [Form Instructions](#).

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Enter General Report Information

Enter Contact Information

Upload Report File

Upload Supplemental File(s)

Review and Submit

5. Review and Submit

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

Report Overview

Report Identifier	ODS TRAD2 2022 1013	Current Status	Pre-Submission
Regulation	ODS Phaseout	Version	1
Report Type	Class II Trades	Reporter First Name	Deb
Reporting Year	2022	Reporter Last Name	Test
Reporting Period	Ad Hoc	Reporter Email Address	test@test.com
Organization Name	It's all Mine (GDIT Testing)	Reporter Phone Number	999-999-9999
Street Address	75 Test Drive Suite 7	Supplemental Contact Person First Name	N/A
City	Test	Supplemental Contact Person Last Name	N/A
State	TN	Supplemental Contact Person Email Address	N/A
Zip/Postal Code	38100	Supplemental Contact Person Phone Number	N/A
CDX Submission ID(s)			

Attachments

File Name	Attachment Type	File Format	Date Added	Parsing Status	Action
class_ii_trades_v5.0test1.xlsx	Parsed Report	xlsx	2026-06-02	Parsing Completed	Edit

Reporter Notes ⓘ

my notes

Back

Sign & Submit

[Cancel](#)

Step 9. Add Reporter Notes (Optional)

If you would like to communicate anything to EPA regarding your submission, enter a message in the **Reporter Notes** text field. Click the **Sign & Submit** button.

Reporter Notes ⓘ

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

Back

Sign & Submit

Cancel

Step 10: Enter Passphrase and Sign Your Submission

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

You will need this passphrase to access your report in CDX.

Click the **Sign Submission** button.

If the **Cancel** button is selected, any changes made in the “Reporter Notes” section will be saved, and the system will generate a temporary copy of record.

CROMERR Certification

Username: Your Username

Organization Name: It's all Mine (GDIT Testing)

Report Type: Class II Trades

Report Identifier: ODS TRAD2 2022 1013

I certify, under penalty of law, that the information provided in this document is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations.

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

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

Passphrase *

....

👁

Cancel

Sign Submission

What is a Passphrase? – The passphrase is used as an encryption key to protect your report in the CROMERR archive at cdx.epa.gov. You will need the passphrase to access the report in the CROMERR archive, but the password is **not** needed to access your report in HAWK.

Step 11: Receive Confirmation

Once the report has been successfully submitted, a confirmation page will display. The status of your submission will change to “Submitted”. You will no longer see the **Edit** button on the “View Report” page. If changes are needed, EPA will need to send the report back. Requests can be sent to ODSPhaseout@epa.gov.

[Home](#) > [ODS Phaseout](#) > Submit

ODS Phaseout Reporting

Your submission on behalf of It's all Mine (GDIT Testing) has been successful. View all submissions in [Submission History](#) or visit [CDX](#) and search for the Submission ID (._ff51d458-ce53-4e98-8965-a4dd1a87bbf6) in your CDX Submission History.

Report Submission Details

Report Identifier	Organization	Report Type	Reporting Year	Status
ODS TRAD2 2022 1013	It's all Mine (GDIT Testing)	Class II Trades	2022	Submitted

Report Overview

Report Identifier ODS TRAD2 2022 1013 Regulation ODS Phaseout Report Type Class II Trades Reporting Year 2022 Reporting Period Ad Hoc Organization Name It's all Mine (GDIT Testing) Street Address 75 Test Drive Suite 7 City Test State TN Zip/Postal Code 38100 CDX Submission ID(s) ._ff51d458-ce53-4e98-8965-a4dd1a87bbf6	Date Report Submitted 2026-06-02, 2:50 PM Current Status Submitted Version 1 Reporter First Name Deb Reporter Last Name Test Reporter Email Address test@test.com Reporter Phone Number 999-999-9999 Supplemental Contact Person First Name N/A Supplemental Contact Person Last Name N/A Supplemental Contact Person Email Address N/A Supplemental Contact Person Phone Number N/A
--	--

Attachments

File Name	Attachment Type	File Format	Date Added	Version	Parsing Status
class_ii_trades_v5.0_test_1.xlsm	Parsed Report	xlsm	2026-06-02	1	Parsing Completed
ODS_TRAD2_2022_1013_V1_COPY_OF_RECORD.html	CROMERR_HTML	html	2026-06-02	1	-

Reporter Notes

my notes

[Return to ODS Phaseout Landing Page](#)

Step 12: Receive Email Notification of Review Outcome

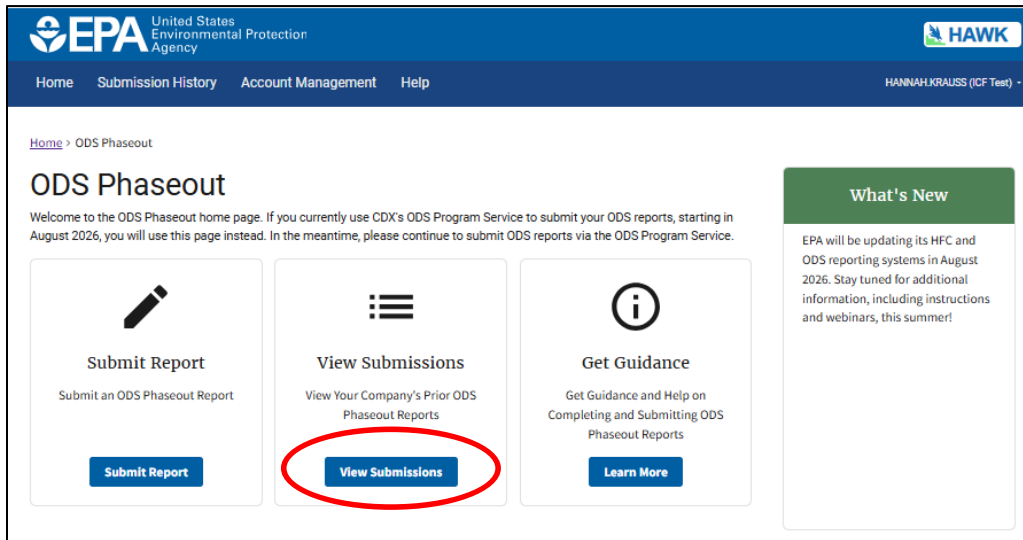
Once your submission has been reviewed by EPA, you may receive additional information from EPA depending on the report type as well as the outcome of EPA's review.

6. View Report Documents

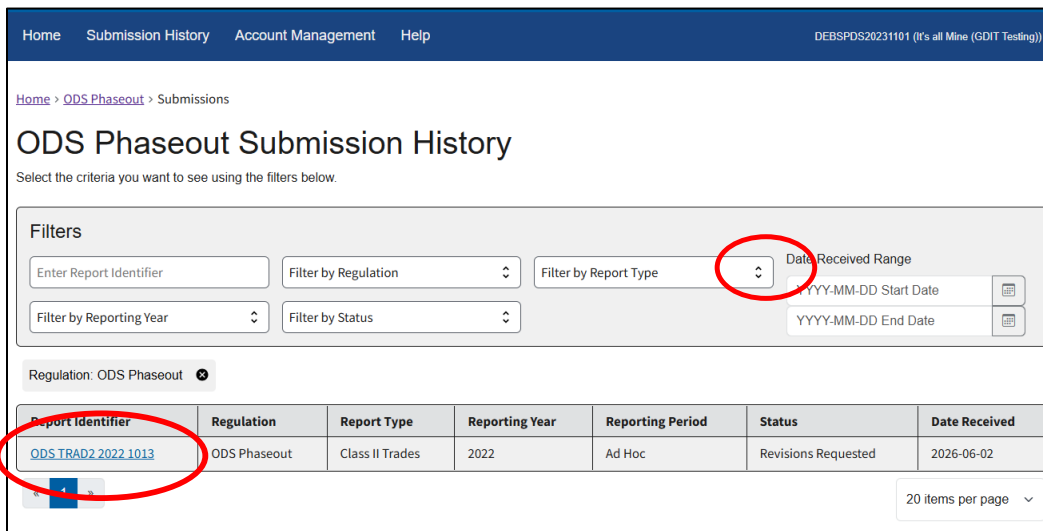
This section describes how to view report documents, including report outcome documents and messages from EPA.

Step 1. Locate your ODS Report

Click the **View Submissions** button on the “ODS Phaseout” landing page.



On the “ODS Phaseout Submission History” page, use the filters, as needed, to find the desired report. Locate the report you would like to view and click the **Report Identifier** hyperlink to open it.



Step 2: View Report

View the submitted report. You will not be allowed to edit a submitted report unless EPA requests changes. If you identify false or inaccurate information after submitting your report, please contact EPA at ODSPhaseout@epa.gov.

Note: An *Edit Report* button will appear on the “View Report” page if editing is allowed. Reporters can view/edit the following sections:

- Report Overview
- Reviewer Feedback History – feedback from EPA regarding your submission.
- Attachments
- Reporter Notes

ODS Phaseout Reporting User Guide

[Home](#) > [View Submission History](#) > View Report

View Report : ODS TRAD2 2022 1013

Report Overview

Report Identifier

ODS TRAD2 2022 1013

Regulation

ODS Phaseout

Report Type

Class II Trades

Reporting Year

2022

Reporting Period

Ad Hoc

Organization Name

It's all Mine (GDIT Testing)

Street Address

75 Test Drive
Suite 7

City

Test

State

TN

Zip/Postal Code

38100

CDX Submission ID(s)

- _ff51d458-ce53-4e98-8965-a4dd1a87bbf6

Date Report Submitted

2026-06-02, 2:50 PM

Current Status

Submitted

Version

1

Reporter First Name

Deb

Reporter Last Name

Test

Reporter Email Address

test@test.com

Reporter Phone Number

999-999-9999

Supplemental Contact Person First Name

N/A

Supplemental Contact Person Last Name

N/A

Supplemental Contact Person Email Address

N/A

Supplemental Contact Person Phone Number

N/A

Reviewer Feedback History

No Comments

Attachments

File Name	Attachment Type	File Format	Date Added	Version	Action
class_ii_trades_v5.0.test.1.xlsm	Parsed Report	xlsm	2026-06-02	1	Download
ODS_TRAD2_2022_1013_V1_COPY_OF_RECORD.html	CROMERR_HTML	html	2026-06-02	1	Download

Reporter Notes

my notes

[Back](#)

Any feedback regarding your submission will be available in the “Reviewer Feedback History” section.

Example Reviewer Feedback History Section

Reviewer Feedback History

(Version 2) - Revisions Requested - 2026-06-03, 3:32 PM

Please make changes to this report.

Step 3. View Report Outcome Documents

EPA may attach documents when it processes a report that your organization submitted. These attachments may include non-objection or objection notices and approval letters. You can find a list of example review outcome documents below. These documents will be viewable in the “Attachments” section on the “View Report” page.

Locate the report in the “Submission History”, click the **Report Identifier** link to view the report.

Outcome Attachments

In addition to the reviewer feedback available on all reports after review, for certain reports and review outcomes, an outcome document will be added to the “Attachments” section of the report. These documents are summarized below.

Report Type	Status	
	Accepted	Rejected
Class II Trades	Non-Objection Notice	None
Class II RACA	Approval Letter	None
Petition to Import Used ODS for Reuse	Non-Objection Notice	Objection Letter
Petition to Import ODS and HFCs for Destruction	Non-Objection Notice	Objection Letter

ODS Phaseout Reporting User Guide

[Home](#) > [View Submission History](#) > View Report

View Report : ODS TRAD2 2022 1013

[Edit Report](#)

Report Overview

Report Identifier

ODS TRAD2 2022 1013

Regulation

ODS Phaseout

Report Type

Class II Trades

Reporting Year

2022

Reporting Period

Ad Hoc

Organization Name

It's all Mine (GDIT Testing)

Street Address

75 Test Drive
Suite 7

City

Test

State

TN

Zip/Postal Code

38100

CDX Submission ID(s)

- _b1f61fb3-d0ee-4f9b-9dd6-ef463564f8ad

Date Report Submitted

2026-06-25, 1:10 PM

Current Status

Accepted

Version

1

Reporter First Name

Deb

Reporter Last Name

Test

Reporter Email Address

test@test.com

Reporter Phone Number

999-999-9999

Supplemental Contact Person First Name

N/A

Supplemental Contact Person Last Name

N/A

Supplemental Contact Person Email Address

N/A

Supplemental Contact Person Phone Number

N/A

Reviewer Feedback History

(Version 1) - Submitted - 2026-06-25, 1:12 PM

Approving, check the "Attachments" section for the Allowance Letter.

(Version 1) - Submitted - 2026-06-25, 1:12 PM

Approving, check the Attachments section for the Allowance Letter.

Attachments

File Name	Attachment Type	File Format	Date Added	Version	Action
class ii trades v5.0 test 1.xlsm	Parsed Report	xlsm	2026-06-25	1	Download
ODS TRAD2 2022 1013 V1 COPY OF RECORD.html	CROMERR HTML copy of record	html	2026-06-25	1	Download
ODS TRAD2 2022 1013 V1 ALLOWANCE LETTER RECORD.html	Review Outcome	html	2026-06-25	1	Download

Reporter Notes

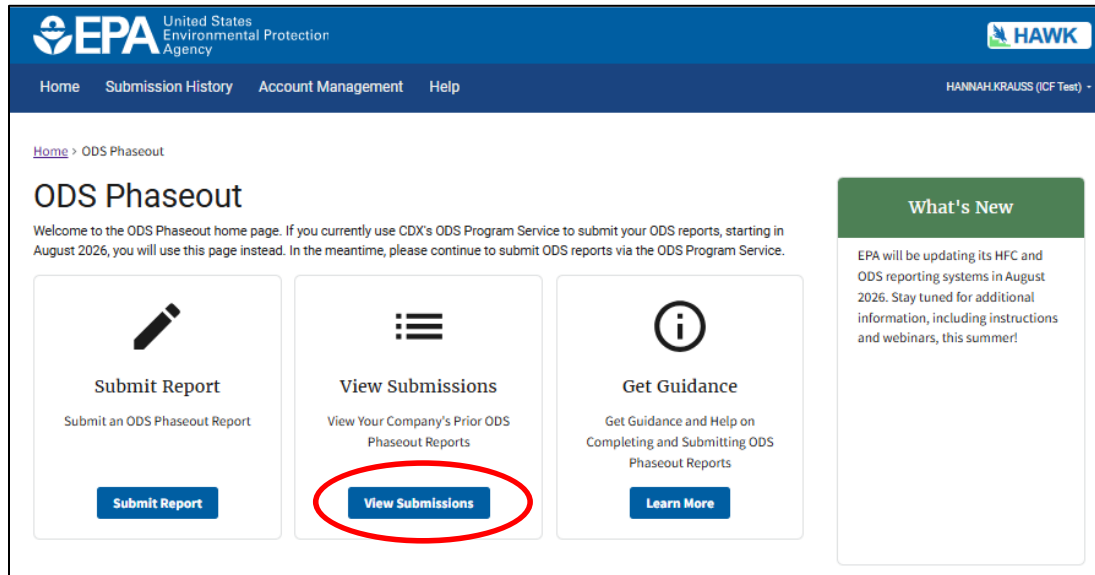
my notes

[Back](#)

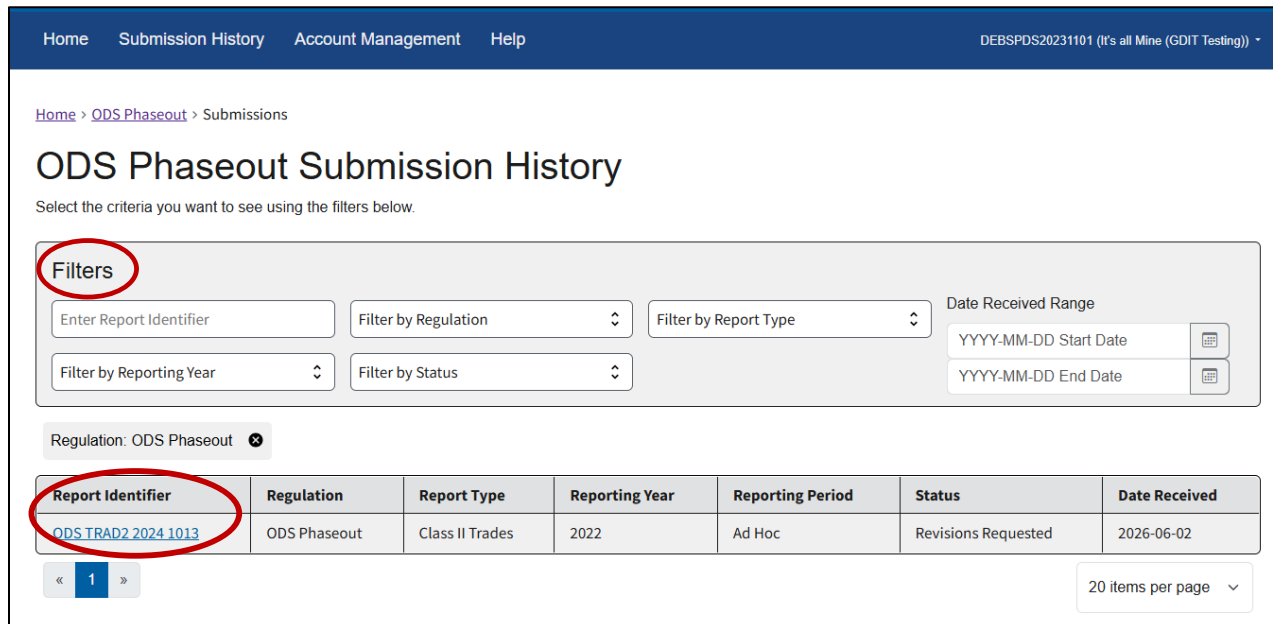
7. Resubmit an ODS Report

Step 1. Locate your ODS Report

Click the **View Submissions** button on the “ODS Phaseout” landing page.



On the “ODS Phaseout Submission History” page, use the filters, as needed, to find the desired report. Locate the report you would like to view and click the **Report Identifier** hyperlink to open it.



Step 2: Start a Report Resubmission

Click the **Edit Report** button.

[Home](#) > [View Submission History](#) > View Report

View Report : ODS TRAD2 2024 1013

Report Overview

Report Identifier

ODS TRAD2 2024 1013

Regulation

ODS Phaseout

Report Type

Class II Trades

Reporting Year

2024

Reporting Period

Ad Hoc

Organization Name

It's all Mine (GDIT Testing)

Street Address

75 Test Drive
Suite 7

City

Test

State

TN

Zip/Postal Code

38100

CDX Submission ID(s)

- _710e0917-564b-4af5-ba79-5f5830239557

Date Report Submitted

2026-06-03, 9:28 AM

Current Status

Revisions Requested

Version

1

Reporter First Name

Deb

Reporter Last Name

Test

Reporter Email Address

test@test.com

Reporter Phone Number

999-999-9999

Supplemental Contact Person First Name

N/A

Supplemental Contact Person Last Name

N/A

Supplemental Contact Person Email Address

N/A

Supplemental Contact Person Phone Number

N/A

Reviewer Feedback History

No Comments

Attachments

File Name	Attachment Type	File Format	Date Added	Version	Action
class_ii_trades_v5.0.test.1.xlsm	Parsed Report	xlsm	2026-06-03	1	Download
ODS_TRAD2_2024_1013_V1_COPY_OF_RECORD.html	CROMERR_HTML	html	2026-06-03	1	Download

Reporter Notes

Notes

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No Edit Button? – If there is no “Edit Report” button, this means that the report is currently in a status that does not allow editing. If you need to modify your report, contact EPA at ODSPhaseout@epa.gov.

Step 3: View Report Information

All fields in the “Enter General Report Information” section are read-only. Click the **Save & Continue** button.

[Home](#) > [ODS Phaseout](#) > Edit

Edit Report: ODS TRAD2 2024 1013

Help with submitting this report is available in the [User Guide](#) or in the [Form Instructions](#).

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

1. Enter General Report Information

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

Asterisk (*) denotes required field.

Selected Reporting Year
2024

Organization Name
It's all Mine (GDIT Testing)

Street Address
75 Test Drive
Suite 7

City
Test

State
TN

Zip
38100

Selected As Needed ODS Phaseout Report
Class II Trades

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

Step 4: Enter Supplemental Contact Information (Optional)

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

Note: The reporter contact information will automatically populate from CDX, and the information displayed is the Reporter’s information that initiated the report.

Editable fields in this section:

ODS Phaseout Reporting User Guide

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

Click the **Save & Continue** button.

[Home](#) > [ODS Phaseout](#) > Edit

Edit Report: ODS TRAD2 2024 1013

Help with submitting this report is available in the [User Guide](#) or in the [Form Instructions](#).

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Enter General Report Information

Enter Contact Information

Upload Report File

Upload Supplemental File(s)

Review and Submit

2. Enter Contact Information

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

Asterisk (*) denotes required field.

If there is another person who should be contacted about the content of this report, please enter their information below. If there is no other person, please click Save & Continue.

Reporter Contact Information

Reporter First Name
Deb

Reporter Last Name
Test

Reporter Email Address
test@test.com

Reporter Phone Number
999-999-9999

Supplemental Contact Person (optional)

Supplemental Contact Person First Name

Supplemental Contact Person Last Name

Supplemental Contact Person Email Address

Supplemental Contact Person Phone

Back

Save & Continue

[Cancel](#)

Step 5: Upload Report File

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

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

Click the **Save & Continue** button.

[Home](#) > [ODS Phaseout](#) > Edit

Edit Report: ODS TRAD2 2024 1013

Help with submitting this report is available in the [User Guide](#) or in the [Form Instructions](#).

1

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

3. Upload Report File

Upload the Class II Trades for 2024 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. Acceptable file formats are XLSX and XLSM. 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](#)

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.

Step 6: Correct Validation Errors (If Applicable)

After clicking on “Upload File”, the system runs validation checks on the report to confirm completeness and scan for potential inaccuracies of the data provided. View the “Report Errors” table and correct any validation errors by revising the report per validation error instructions. Reupload the corrected reporting form.

ODS Phaseout Reporting User Guide

[Home](#) > [ODS Phaseout](#) > [Edit](#)

Edit Report: ODS TRAD2 2024 1013

Help with submitting this report is available in the [User Guide](#) or in the [Form Instructions](#).

1

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Enter General Report Information

Enter Contact Information

Upload Report File

Upload Supplemental File(s)

Review and Submit

3. Upload Report File

Upload the Class II Trades for 2024 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.

Your report file has validation errors. Using the guidance below, please correct the errors and reupload your report file using the file upload option below.

Report File Upload *

Reports must be in the required template. Acceptable file formats are XLSX and XLSM. Maximum file size is 50 MB.

File Name	File Format	Date Added	Parsing Status	Action
class_ii_trades_v5.0.xlsm	xlsm	2026-06-03	Parsing Error	Download Delete

Select a file to upload:

Choose File No file chosen

Upload File

Report Errors

If you upload a new file, this list of errors will no longer be available. If you want to retain a copy of these, copy and paste them into an XLSX file or similar.

class_ii_trades_v5.0.xlsm	Section 2	H23	chemicalNameTransferred	Class II Chemical Name (Allowances Being Transferred) is required. Please provide this information in Section 2.
class_ii_trades_v5.0.xlsm	Section 2	I23	chemicalBeingTransferred	ODP of Class II Chemical Being Transferred is required. Please provide this information in Section 2.
class_ii_trades_v5.0.xlsm	Section 2	J23	quantityOfClassIIAllowances	Quantity of Class II Allowances is required. Please provide this information in Section 2.
class_ii_trades_v5.0.xlsm	Section 2	M23	amountOfOffset	Amount of Offset is required. Please provide this information in Section 2.
class_ii_trades_v5.0.xlsm	Section 2	N23	numberOfAllowancesSubtracted	Number of Allowances Subtracted from Transferor's Class II Allowance Balance is required. Please provide this information in Section 2.
class_ii_trades_v5.0.xlsm	Section 2	O23	numberOfAllowancesReceived	Number of Class II Allowances Being Received is required. Please provide this information in Section 2.

Back

Save & Continue

[Cancel](#)

Step 7: Upload Supporting Files, As Needed

Click on the **Choose File** button to upload a supplemental file. Locate the file on your computer/device, and click the **Upload File** button. 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 in the "Action" column. Click the **Save & Continue** button.

[Home](#) > [ODS Phaseout](#) > Edit

Edit Report: ODS TRAD2 2024 1013

Help with submitting this report 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 ⓘ

Upload supporting documentation here.

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

File Name	File Format	Date Added	Action

Select a file to upload:

[Cancel](#)

Step 8: Review Report Summary

Review the Report Overview and Attachments sections to confirm your resubmission is accurate and complete. Click the **Edit** link to modify attachments, as needed.

ODS Phaseout Reporting User Guide

[Home](#) > [ODS Phaseout](#) > [Edit](#)

Edit Report: ODS TRAD2 2024 1013

Help with submitting this report is available in the [User Guide](#) or in the [Form Instructions](#).

1

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4

5

Enter General Report Information

Enter Contact Information

Upload Report File

Upload Supplemental File(s)

Review and Submit

5. Review and Submit

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

Report Overview

Report Identifier	Date Report Submitted
ODS TRAD2 2024 1013	2026-06-03, 9:28 AM
Regulation	Current Status
ODS (Production and Consumption) Phaseout	In Revision
Report Type	Version
Class II Trades	2
Reporting Year	Reporter First Name
2024	Deb
Reporting Period	Reporter Last Name
Ad Hoc	Test
Organization Name	Reporter Email Address
It's all Mine (GDIT Testing)	test@test.com
Street Address	Reporter Phone Number
75 Test Drive Suite 7	999-999-9999
City	Supplemental Contact Person First Name
Test	N/A
State	Supplemental Contact Person Last Name
TN	N/A
Zip/Postal Code	Supplemental Contact Person Email Address
38100	N/A
CDX Submission ID(s)	Supplemental Contact Person Phone Number
_710e0917-564b-4af5-ba79-5f5830239557	N/A

Attachments

File Name	Attachment Type	File Format	Date Added	Parsing Status	Action
class_ii_trades_v5.0_test1.xlsm	Parsed Report	xlsm	2026-06-03	Parsing Completed	Edit

Reporter Notes

Notes // another note

Back

Sign & Submit

Cancel

Step 9: Add Reporter Notes

Enter a message in the **Reporter Notes** text field to explain the reason for your resubmission. Click the **Sign & Submit** button.

Reporter Notes ⓘ

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

Back

Sign & Submit

Cancel

Step 10: Enter Passphrase and Sign Submission

Enter a passphrase to protect your report in the CROMERR archive in CDX. Click the **Sign Submission** button.

CROMERR Certification

Username: DEBSPDS20231101

Organization Name: It's all Mine (GDIT Testing)

Report Type: Class II Trades

Report Identifier: ODS TRAD2 2024 1013

I certify, under penalty of law, that the information provided in this document is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations.

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

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

Passphrase *

....

👁

Cancel

Sign Submission

Step 11: Receive Confirmation

Once you submit your report to EPA, you will receive a confirmation message at the top of your screen. The status of your submission will change to “Submitted”.

Resubmit an ODS Report

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ODS Phaseout Reporting User Guide

[Home](#) > [ODS Phaseout](#) > [Submit](#)

ODS Phaseout Reporting

Your submission on behalf of It's all Mine (GDIT Testing) has been successful. View all submissions in [Submission History](#) or visit [CDX](#) and search for the Submission ID (_05c28e76-95e8-4fbb-8de2-646630d98111) in your CDX Submission History.

Report Submission Details

Report Identifier	Organization	Report Type	Reporting Year	Status
ODS TRAD2 2024 1013	It's all Mine (GDIT Testing)	Class II Trades	2024	Submitted

Report Overview

Report Identifier	Date Report Submitted
ODS TRAD2 2024 1013	2026-06-03, 9:54 AM
Regulation	Current Status
ODS (Production and Consumption) Phaseout	Submitted
Report Type	Version
Class II Trades	2
Reporting Year	Reporter First Name
2024	Deb
Reporting Period	Reporter Last Name
Ad Hoc	Test
Organization Name	Reporter Email Address
It's all Mine (GDIT Testing)	test@test.com
Street Address	Reporter Phone Number
75 Test Drive Suite 7	999-999-9999
City	Supplemental Contact Person First Name
Test	N/A
State	Supplemental Contact Person Last Name
TN	N/A
Zip/Postal Code	Supplemental Contact Person Email Address
38100	N/A
CDX Submission ID(s)	Supplemental Contact Person Phone Number
_05c28e76-95e8-4fbb-8de2-646630d98111 _710e0917-564b-4af5-ba79-5f5830239557	N/A

Attachments

File Name	Attachment Type	File Format	Date Added	Version	Parsing Status
class_ii_trades_v5.0.test.1.xlsm	Parsed Report	xlsm	2026-06-03	2	Parsing Completed
ODS_TRAD2_2024_1013_V2_COPY_OF_RECORD.html	CROMERR_HTML	html	2026-06-03	2	-
class_ii_trades_v5.0.test.1.xlsm	Parsed Report	xlsm	2026-06-03	1	Parsing Completed
ODS_TRAD2_2024_1013_V1_COPY_OF_RECORD.html	CROMERR_HTML	html	2026-06-03	1	-

Reporter Notes

Notes // another note

[Return to ODS Phaseout Landing Page](#)

8. Other Documents (Secure Upload)

This section provides information for reporting entities on how to securely submit other documents to EPA. This workflow is *only* for submission of documents and reports that otherwise cannot be submitted through the ODS Phaseout or other program-specific modules within HAWK. If you submit a report through this workflow that is designed for submission through another existing workflow, you will be asked to resubmit the report through the appropriate workflow.

8.1 Access Other Documents

Step 1: Gain Access to the Secure Upload

From the “HAWK Program Selection” page, select “Other”, and click the **Submit** button.

Home > Account Management > Select Programs

HAWK Program Selection

Select Regulatory Program(s) for Reporting

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

Clean Air Act Title VI

- ☐ National Recycling and Emissions Reduction (Section 608) ⓘ
- ☐ ODS Phaseout ⓘ

American Innovation and Manufacturing Act

- ☐ HFC Phasedown ⓘ
- ☐ Technology Transitions (Subsection (ii)) ⓘ

Other

If you have a file to provide to EPA that needs to be uploaded securely but does not fall under the programs above, select “Other Documents” on the next screen.

☒ Other

Submit

Learn More About HAWK Programs

Learn more about the programs using HAWK for reporting:

Clean Air Act Title VI

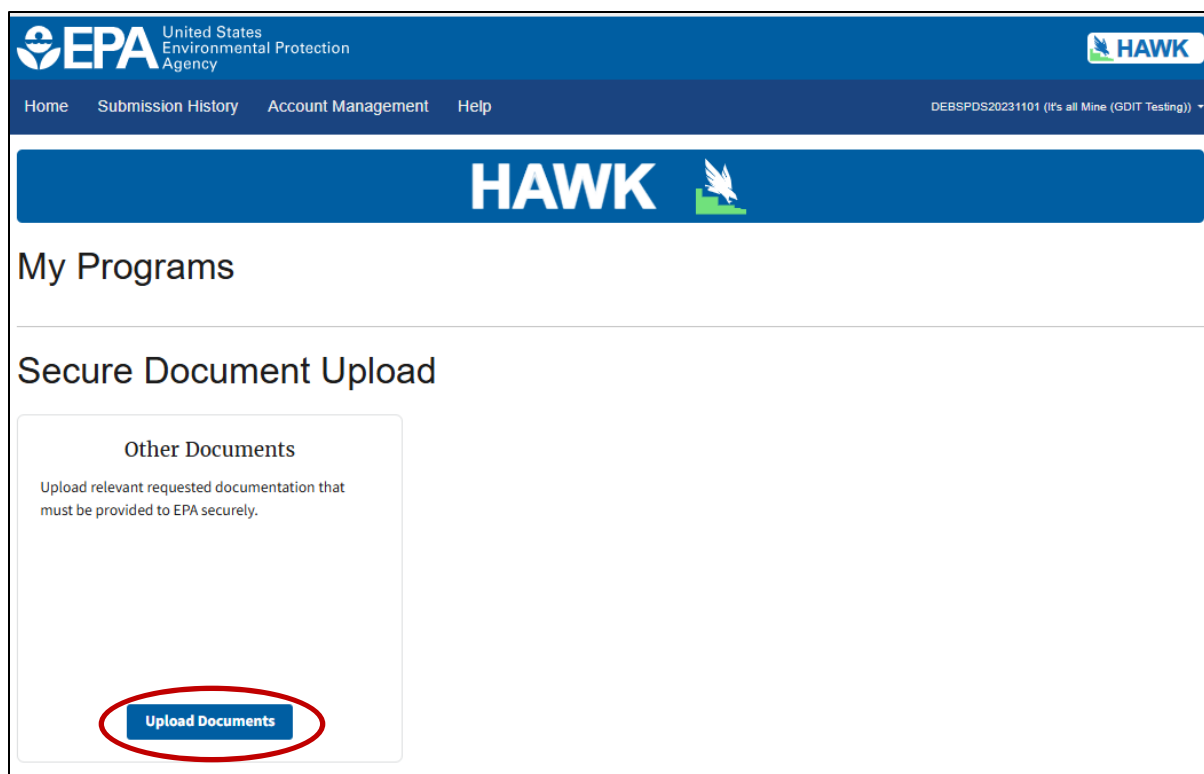
- [National Recycling and Emissions Reduction \(Section 608\)](#)
- [ODS Phaseout](#)

American Innovation and Manufacturing Act

- [HFC Phasedown](#)
- [Technology Transitions \(Subsection \(ii\)\)](#)

Step 2: Upload Document

The “Other Documents” tile will display on the HAWK homepage. Select **Upload Documents**.



8.2 Submit Other Documents

Step 1: Upload a Secure Document

On the “Other Documents” landing page, click the **Upload Documents** button.

From the landing page, you can also view documents submitted on behalf of your organization by clicking the **View Submission History** button or view resources available for secure document upload by clicking the **Access Resources** button.

ODS Phaseout Reporting User Guide

 United States Environmental Protection Agency



Home Submission History Account Management Help

DEBSPDS20231101 (It's all Mine (GDIT Testing))

[Home](#) > Other

Other Documents

Welcome to the Other Document page, where you can upload files or supplemental files securely to EPA.



Upload Documents

Upload any relevant requested documentation that must be provided to EPA securely.

[Upload Documents](#)



View Submission History

View all other documents submitted on behalf of your organization.

[View Submission History](#)



Access Resources

Access additional resources for secure document upload.

[Learn More](#)

What's New

Updates and announcements for submitting Other Documents to EPA can be found here.

Step 2: Enter General Report Information

Select a reporting year from the dropdown, click the **Save & Continue** button.

Secure Document Upload

Upload files or supplemental materials that need to be provided securely to EPA and do not fall under one of the other program workflows.

1

2

3

4

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

1. Enter General Report Information

Asterisk (*) denotes required field.

Reporting Year *

2020

Organization Name
It's all Mine (GDIT Testing)

Street Address
75 Test Drive
Suite 7

City
Test

State
TN

Zip
38100

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

Step 3: Enter Contact Information

The Reporter's contact information is populated from CDX. Enter supplemental contact person information if needed.

Note: *If the supplemental contact person first and last names are entered, you will be required to enter either an email address or phone number.*

Click the **Save & Continue** button.

[Home](#) > [Other](#) > Submit

Secure Document Upload

Upload files or supplemental materials that need to be provided securely to EPA and do not fall under one of the other program workflows.

1

2

3

4

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

2. Enter Contact Information

Asterisk (*) denotes required field.

Reporter Contact Information

Reporter First Name
Deb

Reporter Last Name
Test

Reporter Email Address
test@test.com

Reporter Phone Number
999-999-9999

Supplemental Contact Person (optional)

Supplemental Contact Person First Name

Supplemental Contact Person Last Name

Supplemental Contact Person Email Address

Supplemental Contact Person Phone

Back

Save & Continue

[Cancel](#)

Step 4: Upload Your Documents

Click the **Choose File** button, select a file from your computer/device, and click the **Upload File** button. Follow the same steps to upload additional files. Click the **Save & Continue** button.

[Home](#) > [Other](#) > Submit

Secure Document Upload

Upload files or supplemental materials that need to be provided securely to EPA and do not fall under one of the other program workflows.

1

2

3

4

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

3. Upload Report File(s)

Asterisk (*) denotes required field.

Report File Upload *

Upload the report file and any additional documentation needed.

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

Save & Continue

[Cancel](#)

Step 5: Review Your Submission

Review the information in the Report Overview section and Attachments section, add any notes that you wish to share with EPA in the **Reporter Notes** section. If you wish to make changes to the attachment(s), click the **Edit** link.

Otherwise, click the **Sign & Submit** button.

ODS Phaseout Reporting User Guide

[Home](#) > [Other](#) > Submit

Secure Document Upload

Upload files or supplemental materials that need to be provided securely to EPA and do not fall under one of the other program workflows.

1

2

3

4

Enter General Report Information

Enter Contact Information

Upload Report File(s)

Review and Submit

4. Review and Submit

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

Report Overview

Report Identifier	Current Status
OTR DOCUM 2020 1017	Pre-Submission
Regulation	Version
Other Documents	1
Report Type	Reporter First Name
Other Report	Deb
Reporting Year	Reporter Last Name
2020	Test
Reporting Period	Reporter Email Address
Ad Hoc	test@test.com
Organization Name	Reporter Phone Number
It's all Mine (GDIT Testing)	999-999-9999
Street Address	Supplemental Contact Person First Name
75 Test Drive	N/A
Suite 7	Supplemental Contact Person Last Name
City	N/A
Test	Supplemental Contact Person Email Address
State	N/A
TN	Supplemental Contact Person Phone Number
Zip/Postal Code	N/A
38100	
CDX Submission ID(s)	

Attachments

File Name	Attachment Type	File Format	Date Added	Parsing Status	Action
My_Test (1).xlsx	Report	xlsx	2026-06-03	-	Edit
my-test-file-20250204 (1).csv	Report	csv	2026-06-03	-	Edit

Reporter Notes

my notes

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

[Cancel](#)

Step 6: Sign Your Submission

Once you have clicked **Sign & Submit**, CROMERR Certification modal will display. Enter a passphrase to protect your report in the CROMERR archive in CDX.

Click the **Sign Submission** button.

×

CROMERR Certification

Username: DEBSPDS20231101

Organization Name: It's all Mine (GDIT Testing)

Report Type: Other Documents

Report Identifier: OTR DOCUM 2020 1017

I certify, under penalty of law, that the information provided in this document is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations.

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

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

Passphrase *

👁

Cancel

Sign Submission

What is a Passphrase? – The passphrase is used as an encryption key to protect your report in the CROMERR archive at cdx.epa.gov. You will need the passphrase to access the report in the CROMERR archive, but the password is **not** needed to access your report in HAWK.

Step 7: Receive Confirmation of Submission

Once the report has been successfully submitted, a confirmation page will be displayed.

Other Documents (Secure Upload)

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ODS Phaseout Reporting User Guide

[Home](#) > [Other](#) > Submit

Other Documents

Your submission on behalf of It's all Mine (GDIT Testing) has been successful. View all submissions in [Submission History](#).

Report Submission Details

Report Identifier	Organization	Report Type	Reporting Year	Status
OTR DOCUM 2020 1017	It's all Mine (GDIT Testing)	Other Report	2020	Submitted

Report Overview

Report Identifier

OTR DOCUM 2020 1017

Regulation

Other Documents

Report Type

Other Report

Reporting Year

2020

Reporting Period

Ad Hoc

Organization Name

It's all Mine (GDIT Testing)

Street Address

75 Test Drive
Suite 7

City

Test

State

TN

Zip/Postal Code

38100

CDX Submission ID(s)**Date Report Submitted**

2026-06-03, 1:22 PM

Current Status

Submitted

Version

1

Reporter First Name

Deb

Reporter Last Name

Test

Reporter Email Address

test@test.com

Reporter Phone Number

999-999-9999

Supplemental Contact Person First Name

N/A

Supplemental Contact Person Last Name

N/A

Supplemental Contact Person Email Address

N/A

Supplemental Contact Person Phone Number

N/A

Attachments

File Name	Attachment Type	File Format	Date Added	Version	Parsing Status
My_Test (1).xlsx	Report	xlsx	2026-06-03	1	-
my test file 20250204 (1).csv	Report	csv	2026-06-03	1	-
OTR DOCUM 2020 1017 V1 COPY OF RECORD.html	CROMERR_HTML	html	2026-06-03	1	-

Reporter Notes

my notes

[Return to Other Documents Landing Page](#)

8.3 View Other Documents

Step 1. Locate your Other Document

Click the **View Submissions** button on the “Other Documents” landing page.

Other Documents

Welcome to the Other Document page, where you can upload files or supplemental files securely to EPA.

Upload Documents

Upload any relevant requested documentation that must be provided to EPA securely.

[Upload Documents](#)

View Submission History

View all other documents submitted on behalf of your organization.

[View Submission History](#)

Access Resources

Access additional resources for secure document upload.

[Learn More](#)

What's New

Updates and announcements for submitting Other Documents to EPA can be found here.

Step 2: Select Your Submission

On the “Submission History” page, use the filters, as needed, to find the desired submission and click the **Report Identifier** hyperlink to open it.

Submission History

Your submission history will always show what your organization submitted, regardless of the current program selection. Select the criteria you want to see using the filters below.

Filters

Enter Report Identifier Filter by Regulation Filter by Report Type Date Received Range

Filter by Reporting Year Filter by Status

Report Identifier	Regulation	Report Type	Reporting Year	Reporting Period	Status	Date Received
OTR DOCUM 2024 1011	Other Documents	Other Report	2024	Ad Hoc	Submitted	2026-06-17
OTR DOCUM 2022 1011	Other Documents	Other Report	2022	Ad Hoc	Submitted	2026-06-17

« 1 » 20 items per page

Step 3: View Your Submission

ODS Phaseout Reporting User Guide

View the submission. You will not be allowed to edit a submission unless EPA requests changes. If you identify false or inaccurate information after submitting your report, please contact EPA at ODSPhaseout@epa.gov.

Note: An Edit Report button will appear on the “View Report” page if editing is allowed.

United States
Environmental Protection
Agency



Home Submission History Account Management Help

DEBSPDS20231101 (It's all Mine (GDIT Testing))

Home > Submission History > View Report

View Report : OTR DOCUM 2024 1011

Report Overview

Report Identifier	Date Report Submitted
OTR DOCUM 2024 1011	2026-06-17, 9:26 AM
Regulation	Current Status
Other Documents	Submitted
Report Type	Version
Other Report	1
Reporting Year	Reporter First Name
2024	Deb
Reporting Period	Reporter Last Name
Ad Hoc	Test
Organization Name	Reporter Email Address
It's all Mine (GDIT Testing)	test@test.com
Street Address	Reporter Phone Number
75 Test Drive Suite 7	999-999-9999
City	Supplemental Contact Person First Name
Test	N/A
State	Supplemental Contact Person Last Name
TN	N/A
Zip/Postal Code	Supplemental Contact Person Email Address
38100	N/A
CDX Submission ID(s)	Supplemental Contact Person Phone Number
	N/A

Reviewer Feedback History

No Comments

Attachments

File Name	Attachment Type	File Format	Date Added	Version	Action
my.test.file3.txt	Report	txt	2026-06-17	1	Download
OTR DOCUM 2024 1011 V1 COPY OF RECORD.html	CROMERR HTML copy of record	html	2026-06-17	1	Download

Reporter Notes

my notes

[Back](#)

8.4 Resubmit Other Documents

Step 1: Select Edit Report

After navigating to the “View Report” page (see Section 8.3), click the **Edit Report** button.

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

[Home](#) > [Submission History](#) > View Report

View Report : OTR DOCUM 2024 1011

Report Overview

Report Identifier	Date Report Submitted
OTR DOCUM 2024 1011	2026-06-17, 9:26 AM
Regulation	Current Status
Other Documents	Revisions Requested
Report Type	Version
Other Report	1
Reporting Year	Reporter First Name
2024	Deb
Reporting Period	Reporter Last Name
Ad Hoc	Test
Organization Name	Reporter Email Address
It's all Mine (GDIT Testing)	test@test.com
Street Address	Reporter Phone Number
75 Test Drive Suite 7	999-999-9999
City	Supplemental Contact Person First Name
Test	N/A
State	Supplemental Contact Person Last Name
TN	N/A
Zip/Postal Code	Supplemental Contact Person Email Address
38100	N/A
CDX Submission ID(s)	Supplemental Contact Person Phone Number
	N/A

Reviewer Feedback History

No Comments

Attachments

File Name	Attachment Type	File Format	Date Added	Version	Action
my.test.file3.txt	Report	txt	2026-06-17	1	Download
OTR DOCUM 2024 1011 V1 COPY OF RECORD.html	CROMERR HTML copy of record	html	2026-06-17	1	Download

Reporter Notes

my notes

Step 2: Enter General Report Information

All fields in the “Enter General Report Information” section are read-only. Click the **Save & Continue** button.

[Home](#) > [Other](#) > Edit

Edit Report: OTR DOCUM 2024 1011

Upload files or supplemental materials that need to be provided securely to EPA and do not fall under one of the other program workflows.

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

1. Enter General Report Information

Asterisk (*) denotes required field.

Reporting Year
2024

Organization Name
It's all Mine (GDIT Testing)

Street Address
75 Test Drive
Suite 7

City
Test

State
TN

Zip
38100

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

Step 3: Enter Supplemental Contact Information (Optional)

The reporter contact information will automatically populate from CDX, reflecting the contact information of the reporter who initiated the report. If needed, enter the contact information for a supplemental contact person. Click the **Save & Continue** button.

[Home](#) > [Other](#) > [Edit](#)

Edit Report: OTR DOCUM 2024 1011

Upload files or supplemental materials that need to be provided securely to EPA and do not fall under one of the other program workflows.

1

2

3

4

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

2. Enter Contact Information

Asterisk (*) denotes required field.

Reporter Contact Information

Reporter First Name
Deb
Reporter Last Name
Test
Reporter Email Address
test@test.com
Reporter Phone Number
999-999-9999

Supplemental Contact Person (optional)

Supplemental Contact Person First Name
Supplemental Contact Person Last Name
Supplemental Contact Person Email Address
name@domain.com
Supplemental Contact Person Phone
XXX-XXX-XXXX

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

[Cancel](#)

Step 4: Upload Files

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

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

Click the **Save & Continue** button.

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.

[Home](#) > [Other](#) > Edit

Edit Report: OTR DOCUM 2024 1011

Upload files or supplemental materials that need to be provided securely to EPA and do not fall under one of the other program workflows.

1

2

3

4

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

3. Upload Report File(s)

Upload the report file and any additional documentation needed.

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

File Name	File Format	Date Added	Action

Select a file to upload:

Choose File
No file chosen

Upload File

Back

Save & Continue

[Cancel](#)

Step 5: 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** – required on a resubmission and can be up to 5000 characters.

ODS Phaseout Reporting User Guide

[Home](#) > [Other](#) > Edit

Edit Report: OTR DOCUM 2024 1011

Upload files or supplemental materials that need to be provided securely to EPA and do not fall under one of the other program workflows.

1

2

3

4

Enter General Report Information

Enter Contact Information

Upload Report File(s)

Review and Submit

4. Review and Submit

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

Report Overview

Report Identifier	Date Report Submitted
OTR DOCUM 2024 1011	2026-06-17, 9:26 AM
Regulation	Current Status
Other Documents	In Revision
Report Type	Version
Other Report	2
Reporting Year	Reporter First Name
2024	Deb
Reporting Period	Reporter Last Name
Ad Hoc	Test
Organization Name	Reporter Email Address
It's all Mine (GDIT Testing)	test@test.com
Street Address	Reporter Phone Number
75 Test Drive Suite 7	999-999-9999
City	Supplemental Contact Person First Name
Test	N/A
State	Supplemental Contact Person Last Name
TN	N/A
Zip/Postal Code	Supplemental Contact Person Email Address
38100	N/A
CDX Submission ID(s)	Supplemental Contact Person Phone Number
	N/A

Attachments

File Name	Attachment Type	File Format	Date Added	Parsing Status	Action
My_Test.xlsx	Report	xlsx	2026-06-17	-	Edit

Reporter Notes

my notes

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

[Cancel](#)

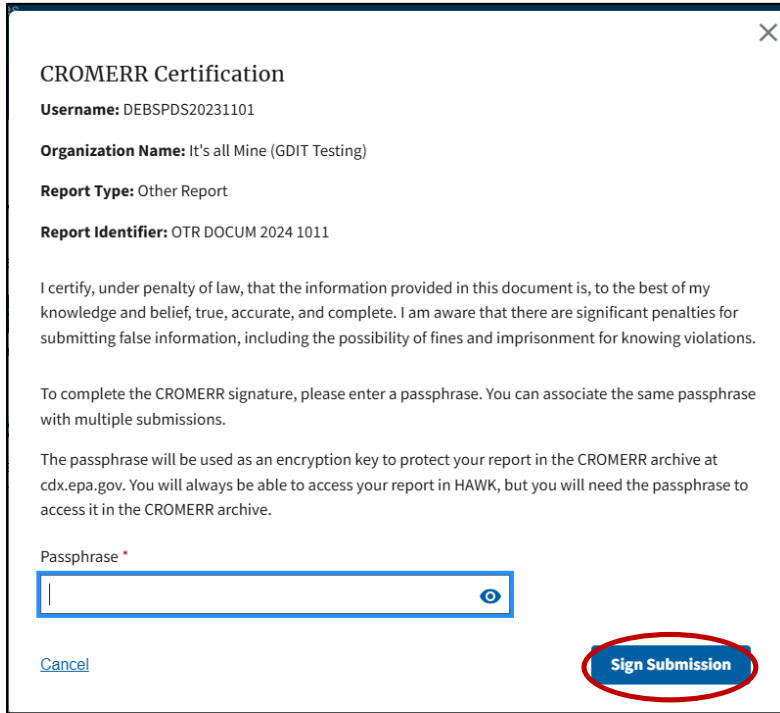
Step 6: Sign & Submit

After clicking on the **Sign & Submit** button, the CROMERR Certification modal will popup. 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.

Click on the **Sign Submission** button.

If the **Cancel** button is selected, any changes made in the “Reporter Notes” section will be saved, and a draft copy of record will be available.



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

CROMERR Certification

Username: DEBSPDS20231101

Organization Name: It's all Mine (GDIT Testing)

Report Type: Other Report

Report Identifier: OTR DOCUM 2024 1011

I certify, under penalty of law, that the information provided in this document is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations.

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

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

Passphrase *

Below the text is a text input field with a blue border and a blue eye icon on the right. At the bottom left is a [Cancel](#) link. At the bottom right is a blue button labeled **Sign Submission**, which is circled in red.

Step 7: Receive Confirmation of Submission

Once you submit your report to EPA, you will receive a confirmation message at the top of your screen. The status of your submission will change to “Submitted”.

ODS Phaseout Reporting User Guide

[Home](#) > [Other](#) > Submit

Other Documents

Your submission on behalf of It's all Mine (GDIT Testing) has been successful. View all submissions in [Submission History](#).

Report Submission Details

Report Identifier	Organization	Report Type	Reporting Year	Status
OTR DOCUM 2024 1011	It's all Mine (GDIT Testing)	Other Report	2024	Submitted

Report Overview

Report Identifier	Date Report Submitted
OTR DOCUM 2024 1011	2026-06-17, 11:06 AM
Regulation	Current Status
Other Documents	Submitted
Report Type	Version
Other Report	2
Reporting Year	Reporter First Name
2024	Deb
Reporting Period	Reporter Last Name
Ad Hoc	Test
Organization Name	Reporter Email Address
It's all Mine (GDIT Testing)	test@test.com
Street Address	Reporter Phone Number
75 Test Drive Suite 7	999-999-9999
City	Supplemental Contact Person First Name
Test	N/A
State	Supplemental Contact Person Last Name
TN	N/A
Zip/Postal Code	Supplemental Contact Person Email Address
38100	N/A
CDX Submission ID(s)	Supplemental Contact Person Phone Number
	N/A

Attachments

File Name	Attachment Type	File Format	Date Added	Version	Parsing Status
My_Test.xlsx	Report	xlsx	2026-06-17	2	-
OTR DOCUM 2024 1011 V2 COPY OF RECORD.html	CROMERR HTML copy of record	html	2026-06-17	2	-
my.test.file3.txt	Report	txt	2026-06-17	1	-
OTR DOCUM 2024 1011 V1 COPY OF RECORD.html	CROMERR HTML copy of record	html	2026-06-17	1	-

Reporter Notes

my notes

[Return to Reporting Landing Page](#)

APPENDIX A. First-Time CDX Users

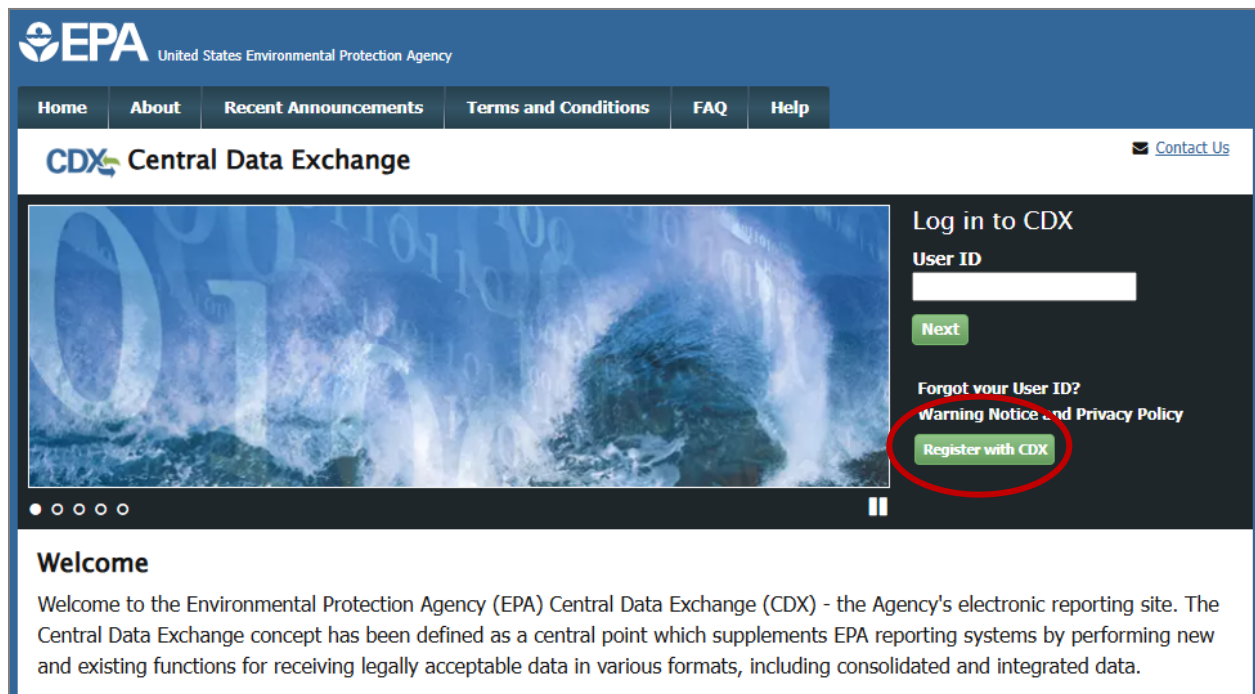
This section should only be used if **no one in your organization currently has a CDX account**. If you are unsure whether anyone in your organization has a CDX account, or intend to follow this process to create one, **first reach out to ODSPhaseout@epa.gov**.

New CDX Users must first register for CDX using a multistep process:

- Create a CDX Account;
- Create a Login.gov Account;
- Request Access;
- Complete the LexisNexis Confirmation and sign the electronic signature agreement (ESA);
- Receive Access.

Step 1: Register with CDX

Access the CDX website at <https://cdx.epa.gov> and select the **Register with CDX** button.



Step 2: Read and Accept the Terms and Conditions

Read the Terms and Conditions, check the box to accept the Terms and Conditions, and click the **Proceed** button.

Terms and Conditions
[Contact Us](#)

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

Warning Notice

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

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

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

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

Step 3. Select the HFC-ODS-R Program Service

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

Core CDX Registration
[Contact Us](#)

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

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

Active Program Services List

hfc

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

Step 4. Select the Company Representative Role

Select **Company Representative** from the dropdown menu and click the **Request Role Access** button.

CDX Core CDX Registration [Contact Us](#)

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

Registration Information

Program Service	Hydrofluorocarbon and Ozone Depleting Substances Reporting
Role	Not selected

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

Select Role Company Representative ▼

Request Role Access Cancel

Step 5. Enter User Information

Create a unique User ID. The ID must be more than 7 characters in length. Enter your email address and click the **Continue Registration** button.

CDX Core CDX Registration [Contact Us](#)

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

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

Part 1: User Information

User Id *

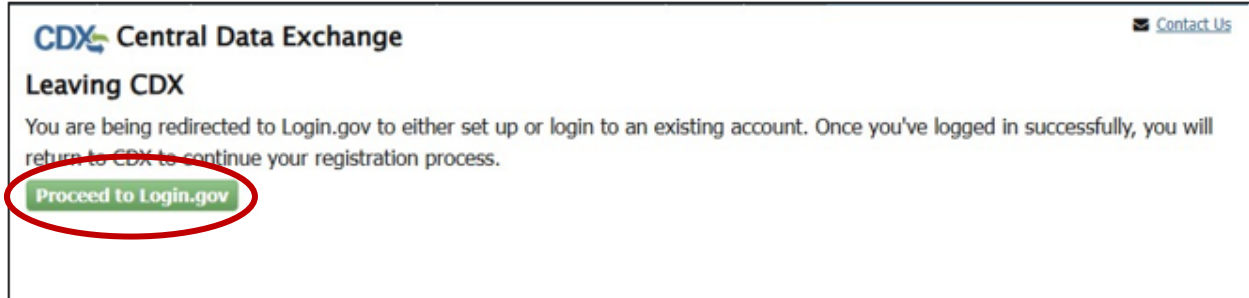
Email Address: *

Continue Registration Cancel

Remember your User ID - It is important that you remember your User ID; you will need this information to access your CDX account and submit reports to EPA.

Step 6: Proceed to Login.gov

You will be redirected to Login.gov for authentication. Select **Proceed to Login.gov** to continue.



Step 7: Log into Login.gov

Enter your Login.gov credentials and click the **Submit** button. If you do not have an existing Login.gov account, select **Create an account** and follow the steps to create an account. Ensure you enter the same email you entered under Step 5. You will be redirected to CDX upon successful login.

Login.gov requirements - You will need an email address, password, and a multi-factor authentication method (MFA) to create a Login.gov account. Refer to the Login.gov help center at <https://login.gov/help/> if you have issues creating an account.

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. You may want to write down your answers for later reference.

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

Registration Information

Program Service	Hydrofluorocarbon and Ozone Depleting Substances Reporting
Role	Company Representative

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

Part 1: User Information

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

User ID * DEBBIE20250909

Title * -Please Select-

First Name *

Middle Initial

Last Name *

Suffix -Please Select-

Security Question 1 * -Please Select- ▼

Security Answer 1 *

Security Question 2 * -Please Select- ▼

Security Answer 2 *

Security Question 3 * -Please Select- ▼

Security Answer 3 *

☐ **Show Answers**

Step 9: Enter Organization Information

Enter the name of your organization or the organization ID (if known) in the text box and click the **Search** button.

Part 2: Organization Info

▶
Search

Enter organization or organization ID

Important Information about Organization/ID Selection

What is an organization/ID and why is it important? CDX assigns a unique 5-7-digit ID to each organization in its database. The organization/ID you register with for the HFC-ODS-R program service is used by HAWK to identify the reporting entity of each submission. **The use of a consistent organization/ID by all individuals who submit reports on behalf of your company in HAWK is required by EPA.** All users registered under the same organization have access to the same “Submission History” table in HAWK, meaning they can view, download, and modify previously submitted reports.

What organization/ID should I register under? If your company has not previously reported data to EPA in HAWK and no other representatives from your organization have already registered with HFC-ODS-R, you may register under any of the existing organizations in CDX or add a new organization entry. However, if data were previously reported to EPA in HAWK or a representative from your organization has already registered with the HFC-ODS-R program service, check with other HAWK users from your organization to confirm the organization/ID under which you should register.

Where can I view my organization information? For users that have previously registered with a program service in CDX, organization information can be viewed by logging into CDX, navigating to the “My Profile” tab, and scrolling down to the “Organization Information” section. Click on “Modify Program Services” to view the organization associated with each program service.

What if my organization’s address is different from my address? EPA requires each reporting entity to use a consistent organization/ID in CDX. If your organization has already begun using an organization/ID in CDX, but the address listed for that organization is for a different facility/location than the address of the individual registering, you should still register under the established organization.

How do I modify my organization information? Once an organization has been created in CDX, the name and address of that organization cannot be edited. At this time, users also cannot edit their organization name or address information in HAWK following registration with an organization in CDX. HAWK is in the process of being updated to allow users to modify and manage the name and address of their organization.

➔ *If your organization appears in the search results, continue to **Step 10a**.*

➔ *If your organization is not already in CDX, skip to **Step 10b**.*

Step 10a: Select Your Organization

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

Part 2: Organization Info

Enter organization or organization ID

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

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

If you know your organization name but it does not appear in the search results – Organizations that were not recently created will not appear in the search results when searched for by name. Instead, search for the organization using the known organization ID.

Enter your phone number as well as your phone number extension and fax number, if applicable. Click the **Submit Request for Access** button.

Part 2: Organization Info

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

Email *

Phone Number *

Phone Number Ext

Fax Number

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

Step 10b: 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

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](#).

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

As noted above, the organization name and address cannot be edited in CDX once an organization is created. Enter an organization name and address that reflects the reporting entity that you are representing. If your reporting entity represents multiple facilities and/or subsidiaries, enter information for the parent company/headquarters.

Part 2: Organization Info

Organization Name *

Country * UNITED STATES

Mailing Address *

Mailing Address 2

City *

State * -Please Select-

ZIP/Postal Code *

Email * xxx@xx.com

Phone Number *

Phone Number Ext

Fax Number

➔ If you wish to verify your identity using LexisNexis, continue to **Step 11a**.

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

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 HAWK following authentication.

LexisNexis is only available to users located within the United States. Users who submit an ESA by mail must wait for EPA to receive their ESA and approve them for access. Email ODSPhaseout@epa.gov if you have questions.

Step 11a: 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 the information by checking the box and click the **Proceed with Verification** button.

ODS Phaseout Reporting User Guide

1. Identity Verification **2. ESA**

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

LexisNexis® Instant ID

Legal Name

Home Address

Home or Personal Phone

Date of Birth

Last 4 of SSN
 ☐ Show SSN

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

Proceed with Verification [Paper Verification](#) [Exit](#)

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

CDX Registration: Additional Verification

[Contact Us](#)
 Logged in as DEBORAH20250904: [Log Out](#)

1. Identity Verification ✓

2. ESA

Electronic CDX Electronic Signature Agreement

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

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

U.S. Environmental Protection Agency ELECTRONIC SIGNATURE AGREEMENT

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

Electronic Signature Holder Company Information

Organization Name:	Happy Corp#2
Address:	123 Main St.
City, State, Zip:	Washington, DC 20871
Province:	
Country:	US
Phone Number:	(901) 999-9999
E-mail Address:	mytestemail@123.com
Registrant's Name:	Yourname Yourname
CDX User Name:	DEBORAH20250904

Sign Electronically

Cancel

Certify that the information provided is correct by clicking 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.

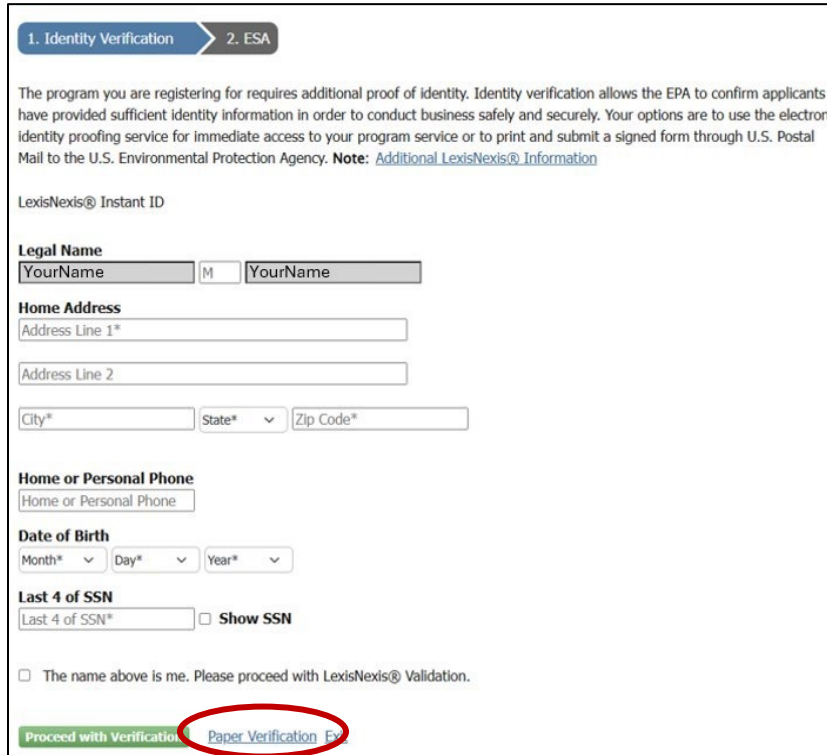
Signing an electronic document on behalf of another person is subject to criminal, civil, administrative, or other lawful action.

Accept

Decline

Step 11b: Submit Signed ESA Through U.S. Postal Mail

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



1. Identity Verification 2. ESA

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

LexisNexis® Instant ID

Legal Name
YourName M YourName

Home Address
Address Line 1*
Address Line 2
City* State* Zip Code*

Home or Personal Phone
Home or Personal Phone

Date of Birth
Month* Day* Year*

Last 4 of SSN
Last 4 of SSN* ☐ Show SSN

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

[Proceed with Verification](#) [Paper Verification](#)

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



CDX CDX Registration: Additional Verification

Contact Us
Logged in as DEBORAH20250822 (Log out)

1. Identity Verification 2. ESA

Paper CDX Electronic Signature Agreement

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

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

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

Electronic Signature Holder Company Information

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

[Sign Paper Form](#) [Cancel](#)

Review and sign the paper ESA in blue or black ink and mail the document to EPA's HFC and ODS Help Desk using the address below.

Note: Paper ESAs must be sent by U.S. postal mail; courier deliveries cannot be accepted.

HFC and ODS Help Desk
ICF Incorporated
2550 S. Clark Street, 12th Floor
Arlington, VA 22202

Notify EPA of Your Hardcopy ESA – It is strongly encouraged that you send an email to ODSPhaseout@epa.gov to notify EPA that you have sent a hardcopy ESA by mail and provide a tracking number for the document. This will help EPA expedite the account activation process.

Step 12: Receive Final Registration Notification

Following completion of Step 11, you will be redirected to the CDX landing page (MyCDX).

In the MyCDX tab, the Program Service Name and the CR role will be visible but not yet active. The hourglass icon indicates your account is **Awaiting Approval**, meaning your registration request is awaiting approval by EPA.

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

The signature icon indicates your account is **Awaiting ESA Approval**, meaning you have not completed the ESA process and/or EPA has not yet received your hardcopy ESA.

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

Accounts Awaiting ESA Approval

Your account will remain inactive until you verify your identity either electronically (via LexisNexis) or by mailing in a paper ESA. If you exited CDX before completing identity verification, sign back into CDX and:

1. Select Manage Your Program Services from the MyCDX homepage.
2. Select HFC-ODS-R to expand the section.
3. Select Request New Role.
4. Select your role from the dropdown, which will direct you back to the ESA screen.
5. Complete identity proofing by following Step 11a or Step 11b, shown above.

Once EPA has received the signed ESA by mail (if applicable) and approved your account, you will receive an email from cdx-helpdesk@epa.gov indicating that your account has been activated.

You are now successfully registered for HAWK and can begin reporting ODS Phaseout program data to EPA!