# A Step-By-Step Guide to Submit 40 CFR Part 85 Defect, Recall, and Quarterly Reports to EPA



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Assessment and Standards Division Office of Transportation and Air Quality U.S. Environmental Protection Agency



# Instructions for Submitting Defect and Recall Documents to EPA Verify Document Module

# 1. Manufacturers submitting data must have a manufacturer's code established with Verify

EPA receives data and documents from manufacturers through its Verify system. Any manufacturer wishing to submit data or documents must have a valid manufacturer code, which can be obtained by following the instructions at <a href="http://www.epa.gov/otaq/verify/mfr-code.htm">http://www.epa.gov/otaq/verify/mfr-code.htm</a>. Please follow all instructions on this page completely. Any problems or questions regarding Verify should be directed to the Verify Help Desk at 1-888-890-1995 or <a href="mailto:verifyhelp@csc.com">verifyhelp@csc.com</a>.

#### 2. First time users of Verify need to follow Verify's setup instructions

Once the data submitter obtains a valid manufacturer code with Verify, they will need to set up user account(s) by following the instructions at <a href="http://www.epa.gov/OMS/verify/setup.htm">http://www.epa.gov/OMS/verify/setup.htm</a>. In order to submit data or documents, a user account is mandatory. As with obtaining a manufacturer code, any problems with setting up a user account should be directed to the Verify Help Desk at 1-888-890-1995 or <a href="https://www.epa.gov/OMS/verify/setup.htm">verifyhelp@csc.com</a>.

#### 3. Download and fill out applicable reporting templates

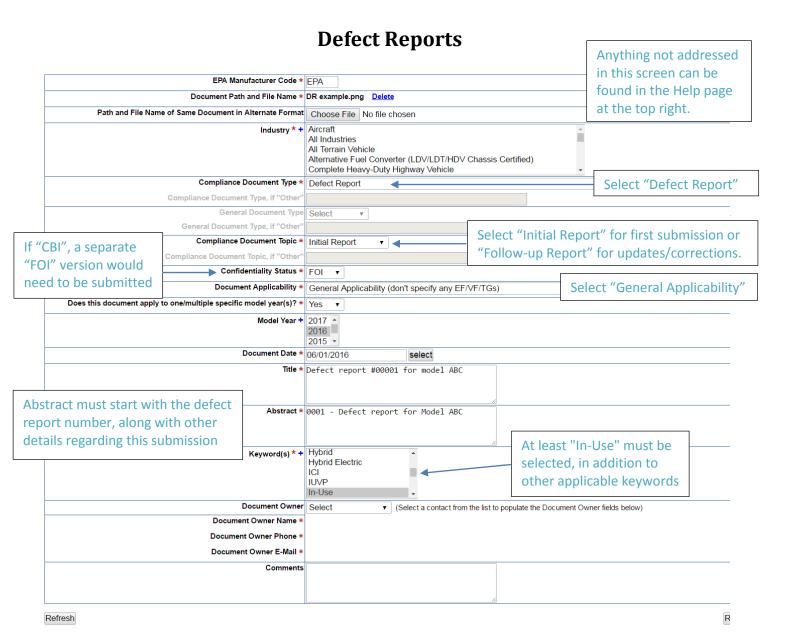
Proceed to <a href="https://www3.epa.gov/otaq/verify/publications.htm#edir">https://www3.epa.gov/otaq/verify/publications.htm#edir</a> to download the appropriate template and fill it out in preparation for submission. For the filename to use for these forms, please refer to Appendix A.

# 4. Log in to Verify and submit completed data submission form to Verify's Document Module

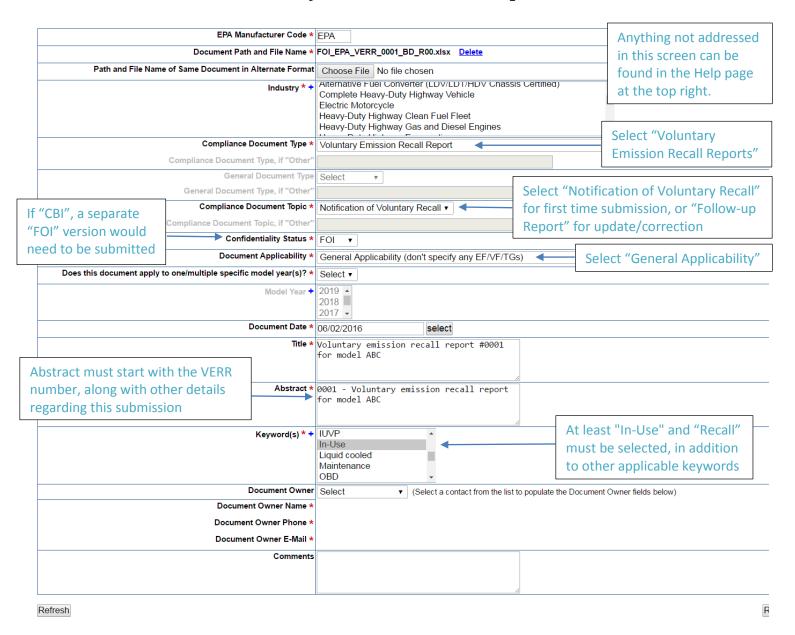
To submit your documents, log in to Verify at <a href="http://cdx.epa.gov/warning.asp">http://cdx.epa.gov/warning.asp</a>. Follow the instructions to log in. Once in the "MyCDX" page, click on the link titled "VERIFY: Upload Compliance Documents." The screen shots below with additional instructions superimposed provides more details for what should be entered in the following screen. Note that there are four different screen shots—corresponding to the four different types of defect and recall related document submissions:

1) Defect reports (DR),

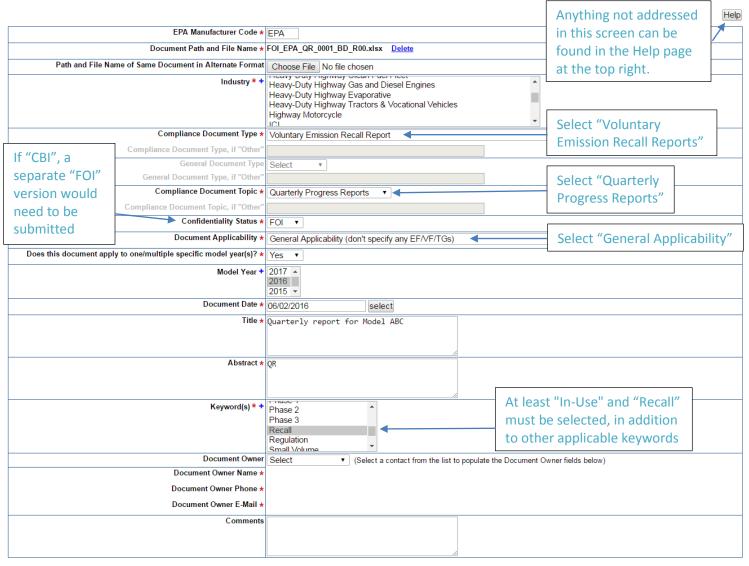
- 2) Voluntary emission recall reports (VERR),
- 3) Quarterly reports (QR), and
- 4) Supporting documents



### **Voluntary Emission Recall Report**

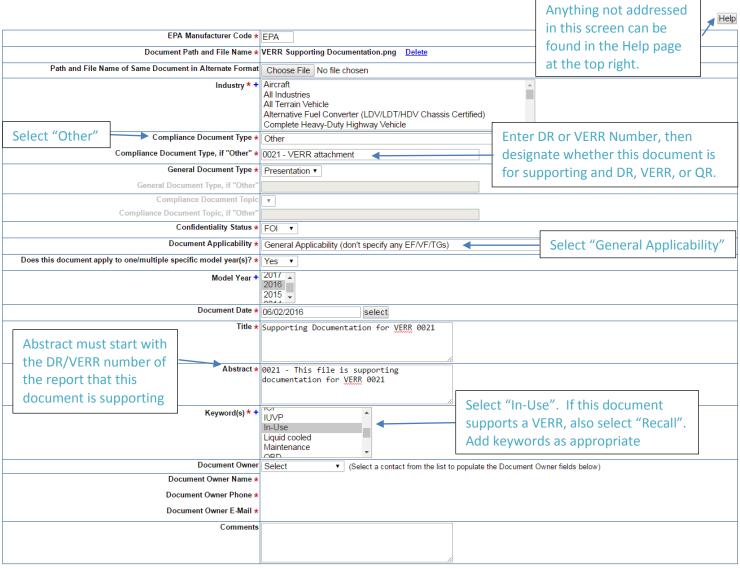


### **Quarterly Report**



Refresh

### **Defect or Recall Report Supporting Documents**



Refresh

After the submission page is correctly filled out, select "Review & Submit." After submitting the document, if Verify accepted the submission, you will receive a message in your inbox stating so. If your submission was rejected, the inbox will also notify you with a reason for why it was reject. The inbox message may take a few minutes before arriving in your inbox. Your CDX inbox can be accessed through the left navigation bar through the "Inbox" link.

#### **APPENDIX A**

#### Naming a DR/VERR attachment for submittal to the Verify Document Module

A name of a document file consists of four sections:

Confidentiality\_ Applicability\_ Information Type\_ Version Indicator. suffix [file type]

Each section has multiple -elements as listed in the following table:

Section 1 Confidentiality (3 characters + underscore)	Section 2 Applicability (3 characters + underscore)	Section 3 Information Type (9 characters + 3 underscores)	Section 4 Version Indicator (3 characters)
• CBI_: a confidential file that will not be released to the public  • FOI _: a non-confidential file after remove confidential information from a CBI file so that it is readily releasable to the public after your vehicles/engines are introduced into commerce	• Manufacturer Code_: the three character code used by the manufacturer in VERIFY	• DRE_XXXX_BD_: Defect Report (1) (4) • VER_XXXX_BD_: Voluntary Emission Recall Report (1) (4) • QR#_YYYY_BD_: Voluntary Emission Recall Report Quarterly Report (2)(3)(4)  Notes:  (1)  "XXXX_" should be the four digits of the DR or VERR number assigned by the manufacturer.  (2)  "#"should be 1, 2, 3 or 4 indicating the quarter of the calendar year that the report applies to.  (3)  "YYYY_" should be the calendar year the report applies to.  (4)  "BD_" (Base Document) should only be changed to one of the following when a document is an attachment to a DR or a VERR:  ED: Emissions Data  DN: Dealer Notification  ON: Owner Notification  RI: Repair Instructions  SB: Technical Service Bulletin  SL: Sample Repair Label  OT: Other	• R00: original  sty • R01: 1 revision  • R02: 2 revision  • etc.