



e-CDRweb User Guide –  
Primary Authorized Official  
Environmental Protection Agency  
Office of Pollution Prevention and Toxics  
Manage Toxic Substances



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## Table of Contents

1	Introduction .....	1
1.1	Overview .....	1
2	System Requirements: .....	2
2.1	Supported Browsers .....	2
2.2	Screen Resolution .....	2
3	Primary Authorized Official (AO) Functions .....	3
3.1	Log In to the e-CDRweb Tool .....	3
3.2	Home Screen Navigation.....	4
3.3	User Management .....	5
3.4	Complete a 2012 CDR Form U.....	6
3.4.1	2012 CDR Form U Navigation .....	7
3.4.2	Create Passphrase Screen.....	8
3.4.3	Enter Passphrase Screen .....	9
3.4.4	Navigation Tree .....	10
3.4.5	Action Bar .....	13
3.4.6	Upload an XML File .....	14
3.4.7	Section 1.A - Parent Company Information .....	16
3.4.8	Section 1.B - Site Information .....	18
3.4.9	Section 1.C - Technical Contact Information .....	19
3.4.10	Chemical Report Folder .....	21
3.4.11	Chemical Identification (Section 2.A) .....	22
3.4.12	Add Joint Submission .....	26
3.4.13	Section 2.A - Chemical Identification for Joint Submission .....	27
3.4.14	Section 2.B - Manufacturing Information .....	32
3.4.15	Section 3.A - Industrial Processing and Use .....	35
3.4.16	Section 3.B - Consumer and Commercial Use .....	37
3.4.17	CBI Substantiation .....	39
4	Validate .....	42
5	Submit to EPA via CDX .....	44
5.1	Submit Electronically – CROMERR Certification.....	44
5.2	Submit – CROMERR LOGIN.....	47
5.3	CROMERR Security Question .....	48
5.4	Submit to EPA via CDX .....	49

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5.5	CROMERR Submission.....	50
6	Download Copy of Record.....	52
7	Create an Amendment .....	55
7.1	Amendment and Late Submission Explanation.....	56
8	Resources .....	59
	Appendix A. Acronyms and Abbreviations.....	60

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## List of Exhibits

Exhibit 3-1: Chemical Information Submission System Screen .....	4
Exhibit 3-2: e-CDRweb Home Screen .....	5
Exhibit 3-3: User Management Screen.....	6
Exhibit 3-4: 2012 CDR Form U Screen .....	8
Exhibit 3-5: Create Passphrase Screen.....	9
Exhibit 3-6: Enter Passphrase.....	10
Exhibit 3-7: Navigation Tree .....	11
Exhibit 3-8: Navigation Prompt.....	12
Exhibit 3-9: Action Bar - Validate.....	13
Exhibit 3-10: Action Bar – Save.....	13
Exhibit 3-11: Action Bar – Preview .....	13
Exhibit 3-12: Action Bar – Submit.....	14
Exhibit 3-13: Action Bar – Links .....	14
Exhibit 3-14: Upload XML Screen .....	15
Exhibit 3-15: Windows Explorer Pop-Up Window .....	16
Exhibit 3-16: Section 1.A - Parent Company Information Screen .....	17
Exhibit 3-17: Section 1.B - Site Information Screen.....	18
Exhibit 3-18: Section 1.C - Technical Contact Information Screen (Edit Mode) .....	20
Exhibit 3-19: Technical Contact Information Screen (Populated).....	21
Exhibit 3-20: Section 2.A - Chemical Identification Screen .....	22
Exhibit 3-21: Substance Registry Services Search Screen .....	24
Exhibit 3-22: Substance Registry Services Search Screen (Search Results) .....	25
Exhibit 3-23: Section 2.A - Chemical Identification Screen (Populated).....	26
Exhibit 3-24: Section 2.A - Chemical Identification Screen – Joint.....	29
Exhibit 3-25: Email Screen.....	31
Exhibit 3-26: Section 2.B - Manufacturing Information Screen.....	34
Exhibit 3-27: Section 3.A - Industrial Processing and Use Screen.....	37
Exhibit 3-28: Section 3.B - Consumer and Commercial Use Screen .....	39
Exhibit 3-29: CBI Substantiation Questions Screen.....	40
Exhibit 3-30: CBI Substantiation Summary Screen .....	41
Exhibit 4-1: CDR Form U Validation Pop-up Window .....	43
Exhibit 5-1: Submission Prompt .....	44
Exhibit 5-2: Submission Process: Validation Screen .....	45
Exhibit 5-3: Submission Process: PDF Generation Screen .....	46
Exhibit 5-4: Cross Media Electronic Reporting Regulation (CROMERR) Certification Screen ...	47
Exhibit 5-5: CROMERR LOGIN Screen.....	48
Exhibit 5-6: CROMERR Security Question Screen.....	49

---

Exhibit 5-7: Submit to CDX Screen .....	50
Exhibit 5-8: CROMERR Submission Screen .....	51
Exhibit 6-1: 2012 CDR Form U Screen (Copy of Record).....	52
Exhibit 6-2: Copy of Record .....	53
Exhibit 6-3: Prompt Screen .....	54
Exhibit 7-1: 2012 CDR Form U – Amendment.....	55
Exhibit 7-2: Unlock Prompt Message .....	56
Exhibit 7-3: Explanation Link.....	57
Exhibit 7-4: Amendment and Late Submission Explanation Screen .....	58
Exhibit 8-1: Additional Information Screen.....	59
Exhibit 8-2: Acronyms and Abbreviations .....	60

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# 1 Introduction

## 1.1 Overview

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This document presents the user guide for the Office of Pollution Prevention and Toxics' (OPPT) e-CDRweb tool. E-CDRweb is the electronic, web-based tool provided by the Environmental Protection Agency (EPA) for the submission of Chemical Data Reporting (CDR) information. This document is the user guide for the Primary Authorized Official (AO) user of the e-CDRweb tool.

The e-CDRweb tool allows authorized users to create, modify, and submit the 2012 CDR Form U (Form U). As the Primary AO, the tool also allows you to create Form U amendments and download the Copy of Record (CoR). You must submit one form for each site and if more than one chemical is reportable under CDR at that specific site, you must report information for all reportable chemical substances on one Form U. If you have data on multiple sites, a separate CDR Form U must be completed for each site.

For questions concerning the TSCA e-CDRweb tool requirements, please contact the Central Data Exchange (CDX) Help Desk at [helpdesk@epacdx.net](mailto:helpdesk@epacdx.net) or call 1-888-890-1995 between the hours of 8am – 6pm EST.

## 2 System Requirements:

In order to use the e-CDRweb tool, the following are required:

- An e-mail account
- Java Script enabled web browser
- Internet access
- Adobe Acrobat Reader 5.0 or higher
- CDX username and password

### 2.1 Supported Browsers

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- Internet Explorer 7 or above
  - Go to the following link to download:  
<http://windows.microsoft.com/en-US/internet-explorer/downloads/ie>
- Mozilla Firefox 3.5 or above
  - Go to the following link to download:  
<http://www.mozilla.com/en-US/firefox/all-older.html>
- Safari 4 or above
  - Go to the following link to download:  
<http://support.apple.com/kb/dl877>
- Google Chrome
  - Go to the following link to download:  
<http://www.google.com/chrome>

### 2.2 Screen Resolution

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- Screen resolution should be set to 1024 x 768 or greater

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## 3 Primary Authorized Official (AO) Functions

This section describes how to:

- Access the tool
- Navigate the CDR ‘Home’ screen
- Assign Supports to complete a Form U
- Complete a CDR Form U
- Upload an (Extensible Markup Language) XML File
- Submit a Form U to CDX
- Download a Copy of Record
- Create an Amendment

The Primary AO is the person legally responsible for the site’s CDR submission. The AO, typically, is a senior official for the reporting company and may be the supervisor of the person (or persons) completing the form. This person may be the AO for more than one site. For CDR purposes, the ‘primary’ designation indicates that the AO is representing a site in the United States. In the event that the AO would like to create a joint submission, the AO is responsible for initiating the joint submission with the supplier (Secondary Submitter).

As a Primary AO, you can only access Form Us associated with the site(s) for which you registered in CDX. You are the only person who can start a new Form U, reopen a completed form, and electronically sign and submit a Form U. You can assign Supports to edit and complete a Form U on your behalf.

You can save, and come back to, a Form U at any point during the data entry process and before officially submitting your Form U. The ‘Save’ functionality allows you to return to the same Form U at any point in the future. You can print the form at any point; however, the ‘Draft – Not For Submission’ watermark will be placed on the document anytime it is printed prior to actual submission.

### 3.1 Log In to the e-CDRweb Tool

---

After you create an account in CDX and click the ‘CSPP: Primary Authorized Official’ link, you will be taken to the main ‘Chemical Information Submission System’ screen.



The following exhibit shows a screen capture of the ‘Chemical Information Submission System’ screen:

### Exhibit 3-1: Chemical Information Submission System Screen

CSPP

Logged in as: FRANKJPMAN, Primary Authorized Official [Log Out](#)

## Chemical Information Submission System

Please Choose a Submission Type

Chemical Data Reporting (CDR)

OK

The Chemical Data Reporting (CDR) rule requires manufacturers (including importers) to report to EPA information concerning the manufacturing, processing, and use of certain chemical substances listed on the CSPP Chemical Safety and Pesticide Programs. Click OK to complete the CDR form, Form U, using the e-CDRweb software.

The software includes embedded help files and a downloadable user manual to guide you through the CDR submission process. Submit information for all reportable chemical substances at your site in one Form U. Note that a separate CDR submission is required for each reporting site. If you are not reporting on CDR, please select a different application in the drop-down menu.

#### Paperwork Reduction Act Notice

The annual public burden for this collection of information, which is approved under OMB Control Number 2070-0162, is estimated to be approximately 137 hours per response for a full report and 54 hours per response for a partial report. A full report includes manufacturing, processing, and use information. A partial report includes manufacturing information and does not include processing and use information. According to the Paperwork Reduction Act, "burden" means the total time, effort, or financial resources expended by persons to generate, maintain, retain, or disclose or provide information to or for a Federal agency. For this collection it includes the time needed to review instructions; develop, acquire, install, and utilize technology and systems for the purposes of collecting, validating, and verifying information; processing and maintaining information; and disclosing or providing information; adjust the existing ways to comply with any previously applicable instructions and requirements; train personnel to be able to respond to a collection of information; search data sources; complete and review the collection of information; and transmit or otherwise disclose the information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB number. The OMB control number for this collection appears above. In addition, the OMB control numbers for EPA's regulations, after initial display in the final rule, are listed in 40 CFR part 9.

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**Navigation:** To access the ‘Home’ screen, select ‘Chemical Data Reporting (CDR)’ from the drop-down menu and click the ‘OK’ button.

## 3.2 Home Screen Navigation

You can access the CDR ‘Home’ screen by selecting ‘Chemical Data Reporting (CDR)’ from the drop-down menu on the ‘Chemical Information Submission System’ screen.

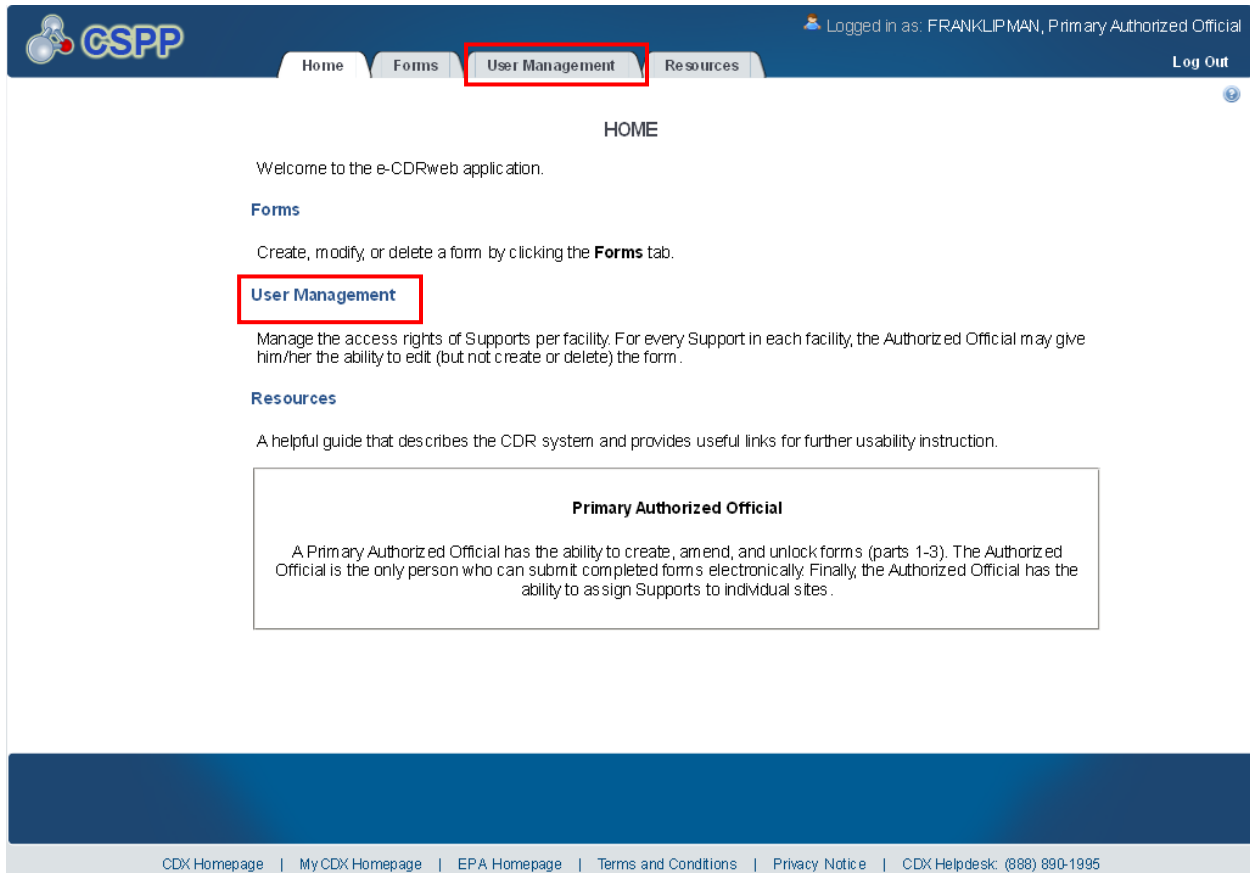
The ‘Home’ screen is the first screen within the e-CDRweb tool. It provides you with links and tabs to access the ‘2012 CDR Form U,’ ‘User Management,’ and ‘Additional Information’ screens. To navigate to any of these screens, click the screen link (in blue text) or click the screen tab (located at the top of the screen). The links and tabs provide you with the same functionality.

- **Forms:** To complete a new Form U or modify an existing form, click the ‘Forms’ link or tab to navigate to the ‘2012 CDR Form U’ screen. For additional details about the ‘2012 CDR Form U’ screen, please refer to **Section 3.4.1**.
- **User Management:** To manage the access rights of Supports for each site, click the ‘User Management’ link or tab to navigate to the ‘User Management’ screen. For additional details about the ‘User Management’ screen, please refer to **Section 3.3**.

- **Resources:** Click the ‘Resources’ link or tab to navigate to the ‘Additional Information’ screen. You can find all of the e-CDRweb user guides, as well as useful links for further guidance on the ‘Additional Information’ screen. For additional details about the ‘Resources’ screen, please refer to **Section 8**.

The following exhibit shows a screen capture for the ‘Home’ screen:

**Exhibit 3-2: e-CDRweb Home Screen**



**Navigation:** To access the ‘User Management’ screen to assign Supports, click the ‘User Management’ link or tab.

### 3.3 User Management

On the ‘User Management’ screen, you can assign one or more Supports to complete or modify a CDR Form U for any of your sites.

**Select a Site:** Select a site from the drop-down menu to begin assigning Supports. Based on which site you select, the ‘Assign Users’ section will update to display only the Supports who have access to that site. If you do not see a list of sites in this drop-down menu, return to CDX and confirm you have added sites to your CDX registration. If you do have sites registered to your CDX account and the sites are still not appearing in this drop-down menu click the ‘Refresh Forms List’ located on the ‘Forms’ screen.

## Assign Support Registrants:

- **Unassigned Users:** This section shows all the Supports available to you that can be assigned to complete or modify a CDR Form U for the site selected. To move Supports from the 'Unassigned' section to the 'Assigned' section, highlight the individual or multiple Supports and click the 'add>>' link. To highlight multiple Supports, hold down the <Ctrl> key on your keyboard while clicking each Support. To highlight multiple consecutive Supports, hold down the <Shift> key on your keyboard while clicking the first and last Support in the range.
- **Assigned Users:** This section shows all the Supports that are assigned to complete or modify a CDR Form U for a single site. To move Supports from the 'Assigned' section to the 'Unassigned' section, highlight the individual or multiple Supports and click the '<< remove' link. To highlight multiple Supports, hold down the <Ctrl> key on your keyboard and click each Support. To highlight multiple consecutive Supports, hold down the <Shift> key on your keyboard and click the first and last Support in the range.

When you finish assigning Supports, click the 'Save' button to save your selections.

The following exhibit shows a screen capture of the 'User Management' screen:

**Exhibit 3-3: User Management Screen**

USER MANAGEMENT

The Authorized Official is responsible for restricting a Support's access to select forms by assigning or unassigning them to each site. The Support can access and edit only those forms for which the Authorized Official has granted access. Select a site from the **Select Site** drop-down menu, and assign a Support to the site by highlighting the individual and clicking the **add** link. To unassign a Support, highlight the individual and click the **remove** link. To highlight and assign or unassign multiple Supports, hold down the **Ctrl** or **Shift** keys on the keyboard and click each Support before moving. You must click the **Save** button after each site assignment.

Site:

**Site Name**  
Site Address  
Site, State ZipCode

**Assign Users**

Unassigned	Assigned

**add >>**  
**<< remove**

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**Navigation:** Assign Supports to the application Form U and click the 'Save' button. Click the 'Forms' link or tab from the 'Home' screen to navigate to the '2012 CDR Form U' screen.

### 3.4 Complete a 2012 CDR Form U

As a Primary AO, you can start a new Form U and designate one or more Supports to complete the form.

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### 3.4.1 2012 CDR Form U Navigation

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The '2012 CDR Form U' screen presents you with a list of all the sites you selected during CDX registration. If you do not see a list of sites on this screen, click the 'Refresh Form List' button. If you still do not see a list of sites on this screen, return to CDX and confirm you have added sites to your CDX registration.

You can complete one CDR Form U per site. If you have more than one reportable chemical substance at a single site, report the information for all of the chemical substances on one Form U. Each column in the '2012 CDR Form U' screen can be sorted by clicking the column headers.

**Start a New Form U:** To start a new CDR Form U, click the 'Site' link for a site that has a status of 'Not Started.' You will be required to create a passphrase (see **Section 3.4.2**) that will be associated with that particular Form U. Make sure to select a passphrase that you will remember, as it cannot be retrieved or reset.

**Edit an Existing Form U:** To modify an existing CDR Form U, click the 'Site' link for a site that has a status of 'In Progress.' You will be required to enter the passphrase associated with that particular Form U in order to gain access to edit the form. Refer to **Section 3.4.3** and **Sections 3.4.7** through **Section 3.4.17** for further instructions on viewing and modifying a Form U.

**Edit a Submitted Form U:** To edit a submitted Form U (i.e., to make an amendment), you must first unlock the particular Form U with a status of 'Submitted' by clicking the lock icon (🔒) under the 'Actions' column. You will be required to enter the passphrase associated with the Form U in order to gain access to amend the form. All changes made to the form will be submitted as an amendment. Refer to **Section 7** for further instructions on amending an original Form U.

In addition to the 'Site' and 'Status' columns, the '2012 CDR Form U' screen displays the following columns of information:

- **Address:** The 'Address' column displays the street address of the site.
- **Modify Date:** The 'Modify Date' column displays the date the Form U was last modified.
- **Submission Date:** The 'Submission Date' displays the date you submitted a Form U to EPA via CDX. This date is populated only after you submit a Form U.
- **Copy of Record:** Click the download arrow icon (⬇️) to navigate to the 'Copy of Record' screen. You must first enter your passphrase and CROMERR login information to gain access to the 'Copy of Record' screen. Click the download arrow icon (⬇️) on the 'Copy of Record' screen to download a copy of the submitted Form U to your local hard drive. The download arrow icon (⬇️) is displayed only after you submit a Form U. Refer to **Section 6** for further instructions on downloading a CoR.

The following exhibit shows a screen capture for the '2012 CDR Form U' screen:

### Exhibit 3-4: 2012 CDR Form U Screen

2012 CDR FORM U

If responding to an order for the first time in CDR, click the **Site** link located under the site column for a form that is **Not Started** in the below table.

To edit an **In Progress** form, click the site link in the **Site** column in the table below.

To access and edit a form previously **Submitted** through CDX, unlock the form by clicking the lock icon and enter your passphrase when prompted. All additional changes made to the form will be submitted as an amendment.

To download a Copy of Record for a submitted order, click the **green arrow** icon and enter your passphrase when prompted.

Site	Address	Status	Modify Date	Submission Date	Copy of Record	Action
<a href="#">Cook County</a>	12 Main Street Chicago, Illinois 12345	In Progress	2012-03-01			
<a href="#">Grundy County</a>	435 2nd Street Chicago, Illinois 12345	Submitted	2012-03-09	2012-03-09		
<a href="#">Kendall County</a>	109 4th Ave Chicago, Illinois 12345	Not Started	2012-03-09			
<a href="#">Kenosha County</a>	1080 Eagle Street Chicago, Illinois 12345	Not Started	2012-03-01			

[Refresh Form List](#)

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**Navigation:** Click a 'Site' link for a site with a status of 'Not Started' to navigate to the 'Create Passphrase' screen.

#### 3.4.2 Create Passphrase Screen

The 'Create Passphrase' screen allows you to create and associate a passphrase with a new Form U.

**Create New Passphrase:** To create and associate a passphrase with a Form U, enter a passphrase that is at least 8 characters in length and does not exceed 20 characters. To protect your account, your passphrase should contain a combination of letters and numbers. The passphrase may include spaces, but should not contain special characters (for example, +, ?, and \*). You can associate the same passphrase with multiple Form Us.

**You will be responsible for remembering the passphrase and distributing it to only authorized Supports for your site. If you forget the passphrase, you will not be able to access the CDR Form U to print, submit, or make changes.**

**For security reasons, the system administrator will not have access to your passphrase and will not be able to retrieve it or reset it to a new one.**

The following exhibit shows a screen capture for the ‘Create Passphrase’ screen:

**Exhibit 3-5: Create Passphrase Screen**

GSPP

Logged in as: KJGARRETT, Primary Authorized Official

Logout

### CREATE PASSPHRASE

Please create a passphrase that has minimum of 8 characters and maximum of 20 characters in length. To better protect your account, your passphrase should contain a combination of letters and numbers. Your passphrase may include spaces, but should not contain special characters (for example, +, and \*).

New Passphrase:

Confirm New Passphrase:

A passphrase can only be created by an authorized official for a reporting site. Your passphrase will be used as an encryption key to protect the contents of your data. As an Authorized Official, you are responsible for remembering your passphrase and distributing it to only authorized support registrants for your site.

**Note: If you lose or forget your passphrase, you will not be able to access your 2012 CDR Form U to print, submit, or make changes. You will need to complete a new 2012 CDR Form U and create a new passphrase for the reportable chemical substance(s) at your site. For security reasons, the system administrator will not have access to your passphrase and will not be able to retrieve it or reset it to a new one.**

Cancel Next

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**Navigation:** Create a passphrase and click the ‘Next’ button to navigate to the ‘Section 1.A – Parent Company Information’ screen.

### 3.4.3 Enter Passphrase Screen

If you have previously created a passphrase for the Form U you are attempting to access, enter the passphrase on the ‘Enter Passphrase’ screen and click the ‘Next’ button.

The following exhibit shows a screen capture of the 'Enter Passphrase' screen:

### Exhibit 3-6: Enter Passphrase

ENTER PASSPHRASE

Please enter your user passphrase and click **Next**

**Forgot Your Passphrase?**

For security reasons, the system administrator does not have access to your passphrase and cannot retrieve it or reset it to a new one. If you have forgotten your passphrase, you must complete a new 2012 CDR Form U and create a new passphrase for the reportable chemical substance(s) at your site.

Cancel Next

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**Navigation:** Enter the passphrase you created for the Form U and click the 'Next' button to navigate to the 'Section 1.A – Parent Company Information' screen.

#### 3.4.4 Navigation Tree

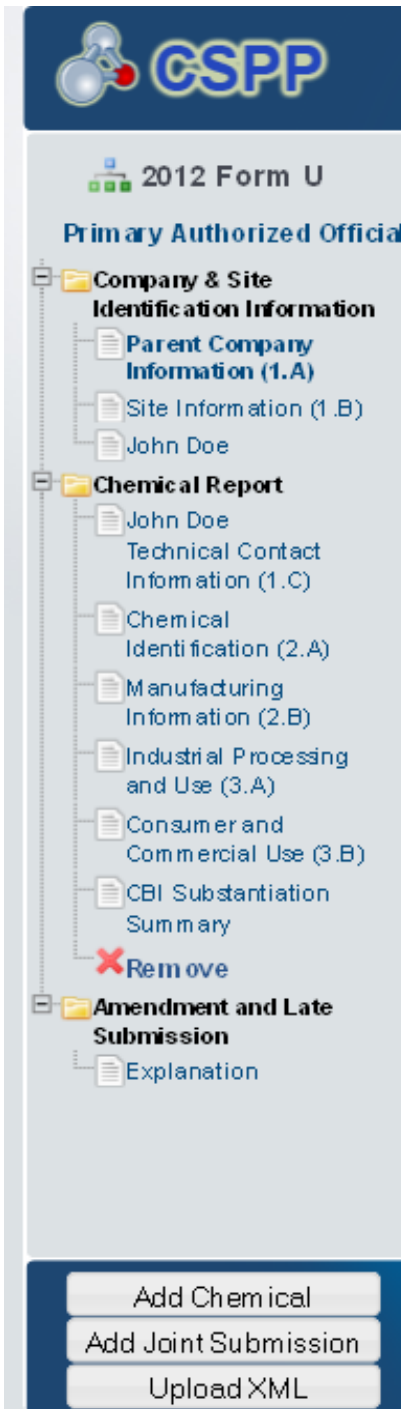
The navigation tree is located on the left-hand side of the form section on each screen. You can perform the following functions using the navigation tree:

- **Collapse and Expand folders:** Each section of the form falls under a collapsible folder in the navigation tree, allowing you to save space and easily view items in the navigation tree. When the folder is expanded, click the minus sign (-), by the folder icon (📁), or click the folder title link to collapse that section of the navigation tree. When the folder is collapsed, click the plus sign (+), by the folder icon (📁), or click the folder title link to expand that section of the navigation tree. When you place your cursor over the folder title link, it will highlight in red.
- **Navigate between screens:** Although, you can use the navigation tree to navigate between the various screens within the tool and the different sections of the form, you are required to save all the information entered on a particular screen before navigating to the next screen or the information will be lost. Each section of the form is denoted with a form icon (📄). You can click either the form icon (📄) or the section title link to navigate between screens. A prompt message will appear after you click a link in the navigation tree, indicating, 'Are you

sure you want to leave the current page? Any unsaved changes will be lost.’ If you choose the ‘OK’ button, you will be taken to the desired screen without saving any of the data in the previous screen. If you choose the ‘Cancel’ button, the prompt message will close and you will not be taken further.

The following exhibit shows a screen capture of the navigation tree:

**Exhibit 3-7: Navigation Tree**

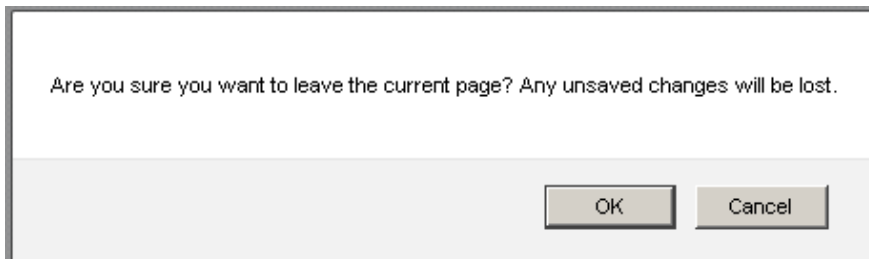




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The following exhibit shows a screen capture of the navigation prompt:

**Exhibit 3-8: Navigation Prompt**



- **Remove a folder:** Each 'Chemical Report' folder within the navigation tree has a 'Remove' icon (✘). Click the 'Remove' icon (✘) to remove the entire folder and all of its associated sections and information. *Note: If you remove a folder, there is no way to retrieve it.* You must add a new folder and fill in all corresponding data again.
- **Add Chemical:** Click the 'Add Chemical' button located at the bottom of the navigation tree to create a new chemical report for another chemical substance. You should choose this option if you have more than one reportable substance at the site for which you are completing the Form U.
- **Add Joint Submission:** Click the 'Add Joint Submission' button located at the bottom of the navigation tree to create a joint submission for a chemical substance, which you may only know by its trade name. See **Sections 3.4.12** and **3.4.13** for more information on joint submissions.
- **Upload an XML File:** Click the 'Upload XML' button to upload an XML file. Refer to **Section 3.4.6** for details about the 'Upload XML' function.
- **Open and Close the Navigation Tree:** To provide more visual form space, a navigation arrow (◀) that opens and closes the navigation tree is located to the right of the navigation tree. Click the arrow (◀) to close the navigation tree and increase the space of the form content. Likewise, click the arrow (▶) on the closed navigation tree to open the navigation tree.

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### 3.4.5 Action Bar

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The action bar is located at the bottom of the form section on each screen. You can perform the following functions using the action bar:

- **Validate:** Click the ‘Validate’ icon (✓) at any stage during the completion of a CDR Form U. A ‘CDR Form U Validation’ pop-up window will display every time you click the ‘Validate’ icon (✓). The ‘CDR Form U Validation’ pop-up window will display a report of all the warning messages and validation errors that failed validation. Refer to **Section 4** for more information on validating a Form U.

The following exhibit shows a screen capture of the action bar showing the ‘Validate’ icon:

**Exhibit 3-9: Action Bar - Validate**



- **Save:** You can click the ‘Save’ icon (floppy disk) at any stage during the completion of a CDR Form U. After you click the ‘Save’ icon (floppy disk), the data entered on the screen will save. The ‘Save’ function does not validate any data entered.

The following exhibit shows a screen capture of the action bar showing the ‘Save’ icon:

**Exhibit 3-10: Action Bar – Save**



- **Preview:** Click the ‘Preview’ icon (computer monitor) at any stage during the completion of a CDR Form U to preview the form. After you click the ‘Preview’ icon (computer monitor), a draft watermarked PDF version of the form will generate and display in a separate window.

The following exhibit shows a screen capture of the action bar showing the ‘Preview’ icon:

**Exhibit 3-11: Action Bar – Preview**



- **Submit:** Click the ‘Submit’ icon (database cylinder with plus sign) to submit the CDR Form U after all sections of the form have been completed by you or a Support. After you click the ‘Submit’ icon (database cylinder with plus sign), the validation process will be initiated. Refer to **Section 4** for further instructions on validation errors. You can continue with the submission process only after addressing all validation errors. Refer to **Section 5** for more information on submitting a Form U.

---

The following exhibit shows a screen capture of the action bar showing the ‘Submit’ icon:

**Exhibit 3-12: Action Bar – Submit**



- **Additional Links:** You can also click any of the additional links, located at the bottom of the page, for helpful information while completing a 2012 CDR Form U.
  - If you click the ‘CDX Homepage’ link, you will be taken to the ‘CDX Homepage.’
  - If you click the ‘MyCDX Homepage’ link, you will be taken to the ‘CDX Login.’
  - If you click the ‘EPA Homepage’ link, you will be taken to the ‘EPA Homepage.’
  - If you click the ‘Terms and Conditions’ link, you will be taken to the ‘CDX Terms and Conditions’ screen.
  - If you click the ‘Privacy Notice’ link, you will be taken to the ‘CDX Privacy and Security Notice’ screen.

The following exhibit shows a screen capture of the links located below the action bar at the bottom of the screen:

**Exhibit 3-13: Action Bar – Links**



### 3.4.6 Upload an XML File

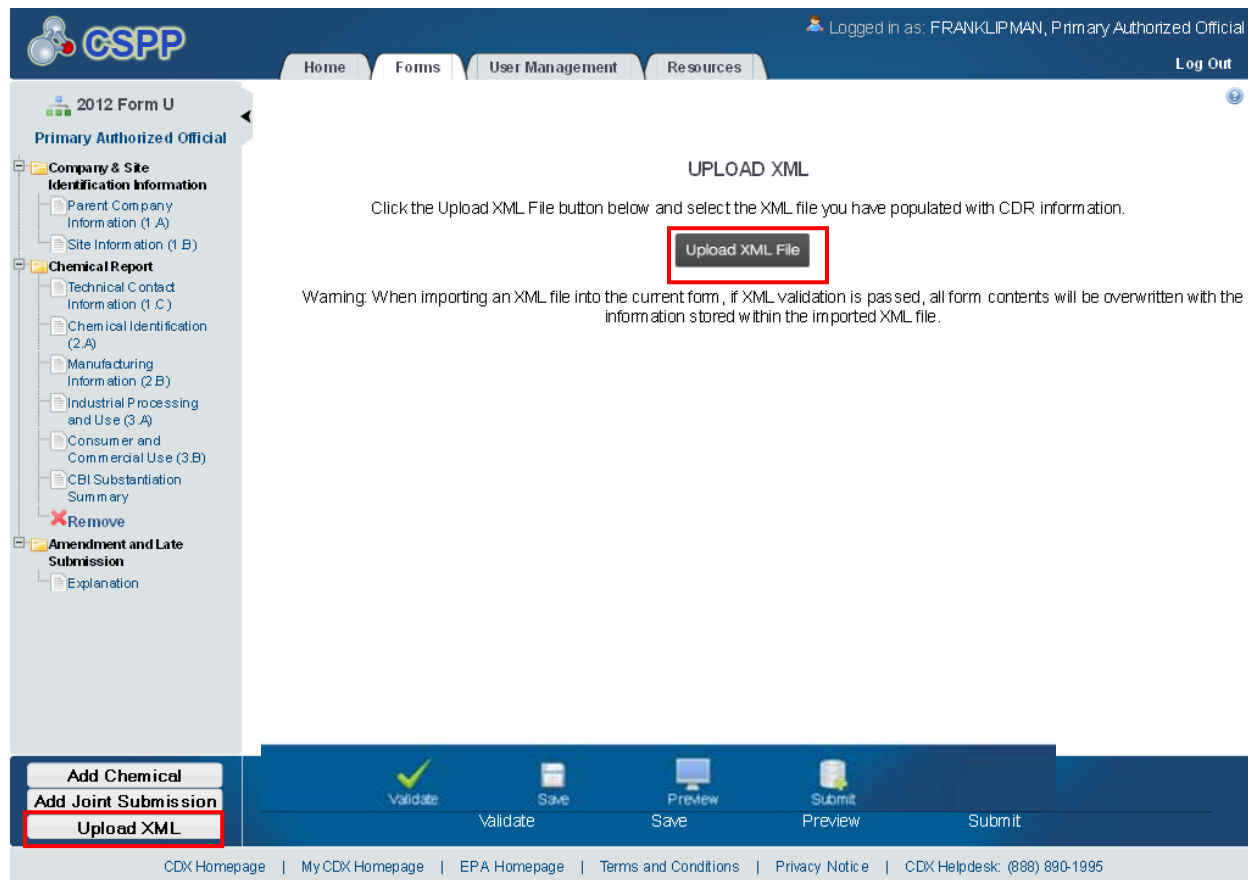
---

You can access the ‘Upload XML’ screen by clicking the ‘Upload XML’ button from the bottom left side of the action bar.

Click the ‘Upload XML’ button to upload an XML file. When you click the ‘Upload XML’ button, a Windows Explorer pop-up window will be displayed.

The following exhibit shows the screen capture of the 'Upload XML' screen:

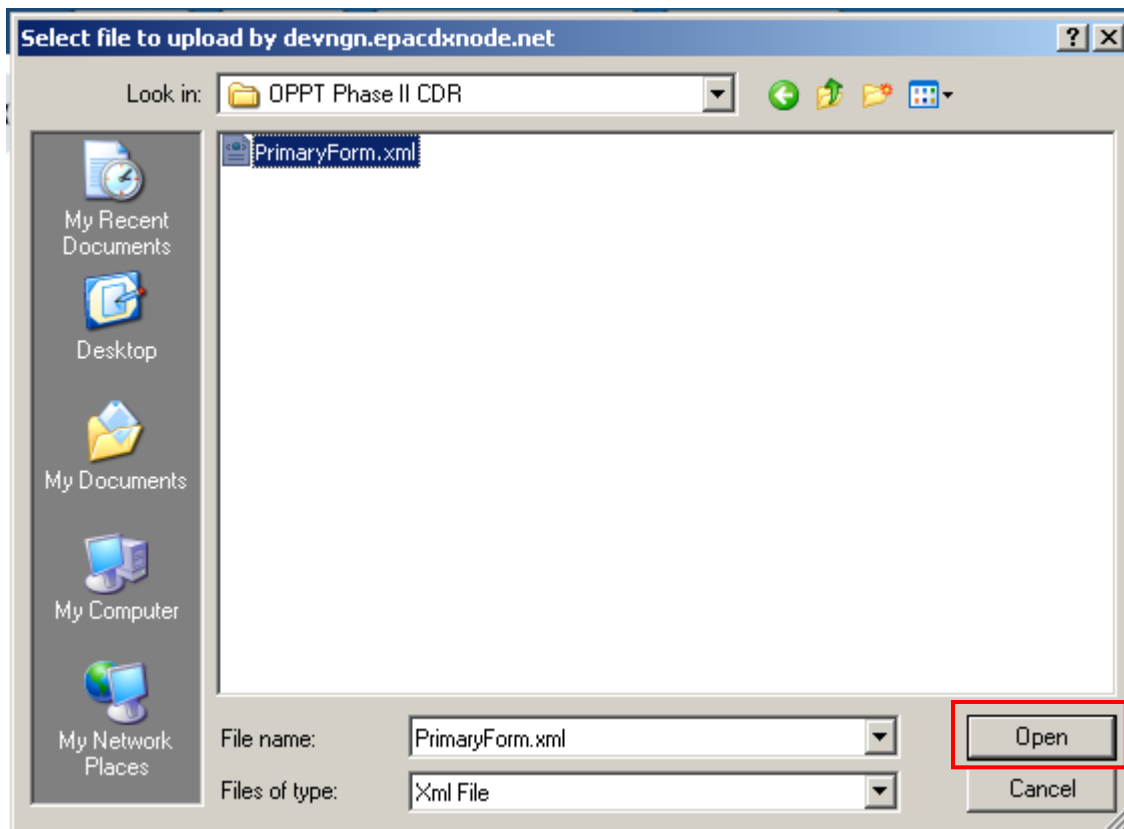
### Exhibit 3-14: Upload XML Screen



**Upload an XML File:** Navigate to the location on your computer where you have stored the XML file you want to upload. Select the XML file from your local hard drive and click the 'Open' button. You will be taken back to the 'Upload XML' screen and the system will process and validate the XML file.

The following exhibit shows a screen capture of the Windows Explorer pop-up window:

**Exhibit 3-15: Windows Explorer Pop-Up Window**



**XML Validation:** If the upload is successful, you will be taken to the ‘Upload XML Successful’ screen. From the ‘Upload XML Successful’ screen, click the ‘OK’ button to navigate to the ‘Home’ screen.

If you upload an XML file that is not consistent with the e-CDRweb schema, you will receive a message indicating that the document did not pass validation.

**Access the Form U:** To access and view your Form U after uploading the XML file, click the ‘Forms’ link located on the ‘Home’ screen. This will take you to the ‘2012 CDR Form U’ screen. Locate and click the site name for which you uploaded the XML file to access the Form U. This will take you to the ‘Enter Passphrase’ screen. Refer to **Section 3.4.1** for more details about navigating the ‘2012 CDR Form U’ screen. Enter the passphrase associated with the Form U and click the ‘OK’ button.

**Submit the Form U:** To submit the Form U, click the ‘Submit’ icon (🗑️) located in the bottom action bar. Refer to **Section 5** for more details about the submit functionality.

### 3.4.7 Section 1.A - Parent Company Information

To access the ‘Section 1.A - Parent Company Information’ screen, click a ‘Site’ link from the ‘2012 CDR Form U’ screen and create or enter the passphrase associated with a particular Form U.

The **Parent Company Name** and the **Parent Company Address** fields will be pre-populated from what you entered during CDX Registration. If the information displayed here is incorrect, return to CDX and update your organization information. If your organization differs from your parent company (such as in the case of a subsidiary), you can edit the information on this screen by checking the ‘If your parent company differs from the organization you registered under in CDX, check here to edit this information.’ checkbox to make the fields on this screen editable. Un-checking this checkbox will cause the information on this screen to default back to the parent company information entered during CDX registration.

**Parent Company Dun & Bradstreet Number (1.A.2):** You will be required to enter a 9-digit Dun & Bradstreet (D&B) number associated with the parent company name.

For more information on obtaining a D&B number, see [www.dnb.com/us](http://www.dnb.com/us). If you are already listed with D&B, but do not know your number, you can call 1-800-234-3867 for assistance.

The following exhibit shows a screen capture of the ‘Section 1.A - Parent Company Information’ screen:

**Exhibit 3-16: Section 1.A - Parent Company Information Screen**

The screenshot shows the GSPP web application interface. At the top, the user is logged in as 'FRANKLIPMAN, Primary Authorized Official'. The navigation menu on the left includes '2012 Form U', 'Company & Site Identification Information', 'Chemical Report', and 'Amendment and Late Submission'. The main content area is titled 'SECTION 1.A - PARENT COMPANY INFORMATION' and contains the following text and form fields:

If you simply need to update the parent company address information pulled in from CDX, you should do so through CDX registration. If your parent company is different from the organization you registered under in CDX, edit the information on this screen by checking the checkbox provided below.

If your parent company differs from the organization you registered under in CDX, check here to edit this information.

Parent Company Name (1.A.1)	Parent Company 4
Parent Company Dun & Bradstreet Number (1.A.2)	<input type="text"/>
Parent Company Address (1.A.3-4)	451 Southpond Road
City (1.A.5)	Richmond
County/Parish (1.A.6)	<input type="text"/>
State (1.A.7)	VA
Zip Code (1.A.8)	23236

A 'Next' button is highlighted with a red box below the form fields.

The bottom toolbar contains the following buttons: 'Add Chemical', 'Add Joint Submission', 'Upload XML', 'Validate', 'Save', 'Preview', and 'Submit'.

**Navigation:** Click the ‘Next’ button to navigate to the ‘Section 1.B - Site Information’ screen. You can also access this screen by clicking the ‘Site Information (1.B)’ link from the navigation tree.

### 3.4.8 Section 1.B - Site Information

You can access the ‘Section 1.B - Site Information’ screen by entering the parent company information and clicking on the ‘Next’ button from the ‘Section 1.A – Parent Company Information’ screen. You can also access this screen by using the ‘Site Information (1.B)’ link from the navigation tree.

The **Site Name** and the **Site Address** fields will pre-populate from what you entered during CDX Registration. You will be required enter only the ‘Site Dun & Bradstreet Number’ information. If any of the information displayed here is incorrect, return to CDX and update your facility information.

**Site Dun & Bradstreet Number (1.B.2):** You will be required to enter a 9-digit D&B number associated with the site company name.

For more information on obtaining a D&B number, see [www.dnb.com/us](http://www.dnb.com/us). If you are already listed with D&B, but do not know your number, you can call 1-800-234-3867 for assistance.

The following exhibit shows a screen capture of the ‘Section 1.B - Site Information’ screen:

**Exhibit 3-17: Section 1.B - Site Information Screen**

The screenshot shows the CDX website interface. At the top, there is a navigation bar with 'Home', 'Forms', 'User Management', and 'Resources' tabs, and a 'Logout' button. The user is logged in as 'KJGARRETT, Primary Authorized Official'. The main content area is titled 'SECTION 1.B - SITE INFORMATION' and contains the following fields:

EPA Registry ID	110005240738
Site Name (1.B.1)	7-ELEVEN #23127
Site Dun & Bradstreet Number (1.B.2)	<input type="text"/>
Site Address (1.B.3-4)	5756 NORTHAMPTON BLVD
City (1.B.5)	VIRGINIA BEACH
County/Parish (1.B.6)	
State (1.B.7)	VA
Zip Code (1.B.8)	23455-3726

Below the fields are two buttons: 'Previous' and 'Next'. The 'Next' button is highlighted with a red box. At the bottom of the page, there is a footer with navigation links: 'CDX Homepage', 'MyCDX Homepage', 'EPA Homepage', 'Terms and Conditions', 'Privacy Notice', and 'CDX Helpdesk: (888) 890-1995'.

**Navigation:** Click the ‘Next’ button to navigate to the ‘Section 1.C – Technical Contact Information’ screen. You can also access this screen by clicking the ‘Technical Contact (1.C)’ link from the navigation tree.

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### 3.4.9 Section 1.C - Technical Contact Information

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You can access the ‘Section 1.C – Technical Contact Information’ screen by clicking the ‘Next’ button on the ‘Section 1.B – Site Information’ screen. You can also access the ‘Section 1.C – Technical Contact Information’ screen by clicking the ‘Technical Contact (1.C)’ link from the navigation tree.

The technical contact should be a person who can answer questions about the reported chemical substance(s). Typically, a person located at the manufacturing site is best able to answer such questions; however, you may use your discretion in selecting a technical contact or multiple technical contacts. When selecting a technical contact, consider that EPA may have follow-up questions about a CDR submission, one or more years after the submission date. The technical contact need not be the person who signed the certification statement.

You can assign one technical contact per chemical substance and one per ‘Trade Product Name’ in a joint submission. Since there can be multiple technical contacts, each associated with a different chemical substance, you can either create a new contact, choose an existing contact, or modify an existing contact.

**Creating a Technical Contact:** When you first access the ‘Section 1.C – Technical Contact Information’ screen, all of the fields will be editable. You can make a new contact the default contact for all chemical substances by checking the default checkbox. Each time you add a new chemical report, the associated default technical contact is displayed (to help avoid entering the same information multiple times).

- **Technical Contact Name (1.C.1):** Enter the name of the person whom EPA may contact about information submitted for a chemical substance.
- **Company Name (1.C.2):** Enter the name of the company for whom the technical contact works.
- **Technical Contact Telephone Number and Email Address (1.C.3 and 1.C.4):** Enter the technical contact’s telephone number, including the area code, and the technical contact’s email address. Do not enter any dashes or parentheses when entering the telephone number.
- **Technical Contact Mailing Address (1.C.5 through 1.C.10):** Enter the technical contact’s full mailing address. Post office box numbers should be accompanied by a street address. If a post office box is used as a mailing address, enter the street address in field 1.C.5 and enter the post office box number in field 1.C.6.
- **Default Contact:** Check the ‘Default Contact’ box if you want to make the person the default technical contact for all chemical substances.



The following exhibit shows a screen capture of the ‘Section 1.C - Technical Contact Information’ screen:


**Exhibit 3-18: Section 1.C - Technical Contact Information Screen (Edit Mode)**

The screenshot displays the CSPP web application interface. At the top, the user is logged in as 'KJGARRETT, Primary Authorized Official'. The navigation menu includes 'Home', 'Forms', 'User Management', and 'Resources'. The breadcrumb trail shows the path: '2012 Form U > 7-ELEVEN #23127 > Company & Site Identification Information > John Doe (1.C)'. The main content area is titled 'SECTION 1.C - TECHNICAL CONTACT INFORMATION'. The form contains the following fields:

Prefix (1.C.1)	Mr.	Default Contact <input checked="" type="checkbox"/>
First Name (1.C.1)	John	
Middle Initial (1.C.1)	D	
Last Name (1.C.1)	Doe	
Suffix (1.C.1)		
Company Name (1.C.2)	ABC Company	
Telephone (1.C.3)	5555555555	ext <input type="text"/>
Email Address (1.C.4)	John.Doe@gmail.com	
Mailing Address 1 (1.C.5)	324 Powers Road	
Mailing Address 2 (1.C.6)		
City (1.C.7)	Springfield	
State (1.C.8)	Rhode Island	
Zip Code (1.C.9)	96565	
Country (1.C.10)	United States	

At the bottom of the form, there are 'Previous' and 'Next' buttons. The 'Next' button is highlighted with a red box. Below the form, there is a blue bar with icons for 'Validate', 'Save', 'Preview', and 'Submit'. On the left side of the page, there is a navigation tree with the following items:

- 2012 Form U
- Primary Authorized Official
- Company & Site Identification Information
  - Parent Company Information (1.A)
  - Site Information (1.B)
  - John Doe
    - Technical Contact Information (1.C)
- Alkylsilanes Chemical Report
  - John Doe
    - Technical Contact Information (1.C)
- Amendment and Late Submission
  - Explanation

**Edit an existing technical contact:** You can edit an existing technical contact by clicking the technical contact’s name link under the ‘Company and Site Identification Information’ folder in the navigation tree. The technical contact information previously created will display in the ‘Section 1.C – Technical Contact Information’ screen and the fields will be editable. Make applicable changes and click the ‘Save’ icon (  ) to save your changes.

**Creating multiple technical contacts:** You can add a new technical contact (after you have created at least one technical contact). Click the ‘Technical Contact Information (1.C)’ link from the navigation tree. You will see the technical contact information that you entered previously. Click the ‘Create New Contact’ button to clear the form to add a new technical contact.

The following exhibit shows a screen capture of the ‘Technical Contact Information’ screen after it is populated:

**Exhibit 3-19: Technical Contact Information Screen (Populated)**

2012 Form U  
Primary Authorized Official

Home Forms User Management Resources Logout

SECTION 1.C - TECHNICAL CONTACT INFORMATION

Select a technical contact from the drop-down menu, edit an existing contact, or enter information for a new contact. You can select the default button to assign the same technical contact to all your chemical substances or enter a different technical contact for each chemical substance at this site.

Select: John Doe OR Create New Contact

Prefix (1.C.1) Mr. Default Contact

First Name (1.C.1) John

Middle Initial (1.C.1) D

Last Name (1.C.1) Doe

Suffix (1.C.1)

Company Name (1.C.2) ABC Company

Telephone (1.C.3) 5555555555

Email Address (1.C.4) John.Doe@gmail.com

Mailing Address 1 (1.C.5) 324 Powers Road

Mailing Address 2 (1.C.6)

City (1.C.7) Springfield

State (1.C.8) RI

Zip Code (1.C.9) 96565

Country (1.C.10) US

Previous Next

Add Chemical Add Joint Submission Upload XML Validate Save Preview Submit

**Navigation:** Click the ‘Next’ button to navigate to the ‘Section 2.A - Chemical Identification’ screen. You can also click the ‘Chemical Identification (2.A)’ link under the ‘Chemical Report’ folder or under the ‘Joint Submission’ folder on the navigation tree.

### 3.4.10 Chemical Report Folder

You can add one or more ‘Chemical Report’ folders (one for each reportable chemical substance per site) by clicking the ‘Add Chemical’ button from the bottom left of the action bar. When you click the ‘Add Chemical’ button, a new ‘Chemical Report’ folder is created in the left navigation tree. The ‘Chemical Report’ folder will have the following links:

- **Technical Contact Information (1.C):** Clicking this link will take you to the ‘Section 1.C – Technical Contact Information’ screen. For additional details about the ‘Section 1.C – Technical Contact Information’ screen, please refer to **Section 3.4.9**.
- **Chemical Identification (2.A):** Clicking this link will take you to the ‘Section 2.A – Chemical Identification’ screen. For additional details about the ‘Section 2.A – Chemical Identification’ screen, please refer to **Section 3.4.11**.
- **Manufacturing Information (2.B):** Clicking this link will take you to the ‘Section 2.B – Manufacturing Information’ screen. For additional details about the ‘Section 2.B – Manufacturing Information’ screen, please refer to **Section 3.4.14**.

- **Industrial Processing and Use (3.A):** Clicking this link will take you to the ‘Section 3.A – Industrial Processing and Use’ screen. For additional details about the ‘Section 3.A – Industrial Processing and Use’ screen, please refer to **Section 3.4.15**.
- **Consumer and Commercial Use (3.B):** Clicking this link will take you to the ‘Section 3.B – Consumer and Commercial Use’ screen. For additional details about the ‘Section 3.B – Consumer and Commercial Use’ screen, please refer to **Section 3.4.16**.
- **CBI Substantiation Summary:** Clicking this link will take you to the ‘CBI Substantiation Summary’ screen. For additional details about the ‘CBI Substantiation Summary’ screen, please refer to **Section 3.4.17**.

### 3.4.11 Chemical Identification (Section 2.A)

You can access the ‘Section 2.A - Chemical Identification’ screen by entering the technical contact for the chemical substance on the ‘Section 1.C - Technical Contact Information’ screen and clicking the ‘Next’ button. You can also access the ‘Section 2.A - Chemical Identification’ screen using the ‘Chemical Identification (2.A)’ link from the navigation tree.

**Search for a Chemical Substance in the Substance Registry Services (SRS) Search:** You can search for a chemical substance by using the search mechanism in EPA’s SRS search. Click the ‘Search’ button on the ‘Section 2.A - Chemical Identification’ screen to navigate to the ‘Substance Registry Services Search’ screen.

The following exhibit shows a screen capture of the ‘Section 2.A - Chemical Identification’ screen after it is populated:

**Exhibit 3-20: Section 2.A - Chemical Identification Screen**

The screenshot displays the GSPP web application interface. At the top, the user is logged in as 'KJGARRETT, Primary Authorized Official'. The navigation menu on the left shows the current path: '2012 Form U' > 'Formaldehyde Chemical Report' > 'Chemical Identification (2.A)'. The main content area is titled 'SECTION 2.A - CHEMICAL IDENTIFICATION' and contains the following fields:

- CBI for Chemical Identification (2.A.1):
- Chemical Identifying Number (2.A.2): 50-00-0
- Number ID Code (2.A.3): CASRN
- Chemical Name (2.A.4): Formaldehyde
- Search:  (highlighted with a red box)
- Chemical Report Folder Alias:

Below the fields, there is a text block explaining the SRS search functionality. At the bottom of the screen, there is a toolbar with buttons for 'Add Chemical', 'Add Joint Submission', 'Upload XML', 'Validate', 'Save', 'Preview', and 'Submit'. The footer contains links to 'CDX Homepage', 'MyCDX Homepage', 'EPA Homepage', 'Terms and Conditions', 'Privacy Notice', and 'CDX Helpdesk: (888) 890-1995'.

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On the SRS search screen, you can search for the desired chemical substance by various search fields. To search SRS, enter one of the following search fields and click the 'Search' button:

**For chemical substances listed on the *non-confidential* portion of the TSCA Inventory, Search by Chemical Abstracts Service Registry Number (CASRN) or Chemical Abstracts (CA) Index Name:** Enter data in the 'CASRN' field and/or the 'CA Index Name or Other Synonym' field and click the 'Search' button. Search results will display in a table format at the bottom of the screen. If no information is retrieved back from SRS, the bottom of the screen will display a 'No Results Found' message. If you enter data into both of the fields and click the 'Search' button, the system will perform an 'and' search. Search results are retrieved that match both of the search criteria fields and will display in a table format at the bottom of the screen.

- **CASRN:** You may enter a full or partial CASRN or another identifying number. Search results will display CASRNs or other numbers that contain, begin with, or exactly match the numbers you entered. Use the drop-down menu to specify the search criteria.
- **CA Index Name or Other Synonym:** You may enter a full or partial CA index name, biological name, EPA registry name, or other synonym. Search results will display CA index names or other synonyms that contain, begin with, or exactly match the name you entered. Use the drop-down menu to specify the search criteria.

**For chemical substances listed on the *confidential* portion of the TSCA Inventory, search by Accession Number and/or Generic Name:** Enter data in the 'Accession Number' field and/or the 'Generic Name' field and click the 'Search' button. Search results will display in a table format at the bottom of the screen. If no information is retrieved back from SRS, the bottom of the screen will display a 'No Results Found' message.

- **TSCA Accession Number:** You may enter a full or partial number accession number. Search results will display accession numbers that contain, begin with, or exactly match the numbers you entered. Use the drop-down menu to specify the search criteria.
- **Generic Name:** You may enter a full or partial generic name. Search results will display Generic Names that contain, begin with, or exactly match the name you entered. Use the drop-down menu to specify the search criteria.

The following exhibits show screen captures of the ‘Substance Registry Services Search’ screen:

**Exhibit 3-21: Substance Registry Services Search Screen**

**CSPP**

### SUBSTANCE REGISTRY SERVICES SEARCH

Enter the specific or partial, currently correct Chemical Abstracts (CA) Index name as listed on the TSCA Inventory **and/or** the exact corresponding Chemical Abstract Services Registry Number (CASRN) for each reportable chemical substance at your site. Click Search and select the appropriate CA Index name/ CASRN combination from EPA's Substance Registry Services (SRS).

**Please search by CASRN or CA Index Name**

1. CASRN: Matches exactly

2. CA Index Name or Other Synonym: Matches Exactly

**Search**

**OR**

Enter the specific or partial, currently correct Accession Number as listed on the TSCA Inventory **and/or** the exact or partial corresponding Generic Name for each reportable chemical substance at your site. Click Search and select the appropriate Accession Number/ Generic Name combination from EPA's Substance Registry Services (SRS).

**Please search by Accession Number and/or Generic Name**

1. Accession Number: Matches Exactly

2. Generic Name: Matches Exactly

**Search**

### Exhibit 3-22: Substance Registry Services Search Screen (Search Results)

2. CA Index Name or Other Synonym:

OR

Enter the specific or partial, currently correct Accession Number as listed on the TSCA Inventory **and/or** the exact or partial corresponding Generic Name for each reportable chemical substance at your site. Click Search and select the appropriate Accession Number/ Generic Name combination from EPA's Substance Registry Services (SRS).

**Please search by Accession Number and/or Generic Name**

1. Accession Number:

2. Generic Name:

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[SRS Homepage](#)

Select the appropriate chemical name and identifying number for the reportable chemical substance at your site from the list below. The following chemicals have been filtered to ensure CDR system compatibility.

Systematic Name	Registry Name	CASRN	EPA Identifier
<input checked="" type="radio"/> Methane	Methane	74-82-8	

If there is no information available for the search criteria entered, please contact the EPA by telephone at (202) 554-1404 or by email at [tsca-hotline@epa.gov](mailto:tsca-hotline@epa.gov) for assistance on chemical substance identification.

**Navigation:** Select the chemical substance from the ‘Substance Registry Services Search’ screen by selecting the button (located to the left of the chemical name) and clicking the ‘OK’ button. You will be taken to the ‘Section 2.A – Chemical Identification’ screen and the following information will be populated:

- **CBI for Chemical Identification (2.A.1):** You may claim as confidential the identity of a chemical substance that is already listed as confidential on the TSCA Inventory. These chemical substances will be listed by a TSCA accession number in SRS. Claims for confidential treatment of the identity of a chemical substance, which is listed on the public section of the TSCA Inventory, are not valid and will not be allowed.

To assert a claim of confidentiality for the accession number corresponding to the confidential chemical substance intended to be reported, check the ‘CBI for Chemical Identification (2.A.1)’ box and submit detailed written answers to the questions in order to substantiate your CBI claims. See **Section 3.4.17** for more information on substantiating CBI claims.

- **Chemical Identifying Number (2.A.2):** Displays the specific CASRN or accession number for each reportable chemical substance.
- **Number ID Code (2.A.3):** Displays the code specifying the type of identifying number entered in the SRS Search screen. Either the accession number or the CASRN will be displayed.
- **Chemical Name (2.A.4):** Displays the specific chemical name that is returned from the SRS search screen.

**Chemical Report Folder Alias:** You can enter an alias or alternative name to help distinguish between the different chemical substances added to the Form U, especially for chemical substances with long or complex systematic names. The alias or alternative name will be displayed above the ‘Chemical Report’ folder name in the navigation tree.

The following exhibit shows a screen capture of the ‘Section 2.A - Chemical Identification’ screen after it is populated:

**Exhibit 3-23: Section 2.A - Chemical Identification Screen (Populated)**

**Navigation:** Click the ‘Next’ button to navigate to the ‘Section 2.B – Manufacturing Information’ screen. You can also click the ‘Manufacturing Information (2.B)’ link under the ‘Chemical Report’ folder or under the ‘Joint Submission’ folder on the navigation tree.

### 3.4.12 Add Joint Submission

A joint submission is a collaborative process that requires the completion of a single CDR Form U by two different companies. Joint submissions are allowed only in those instances where a supplier will not disclose to the manufacturer (including importer) the specific chemical name of



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the imported chemical substance or of a reactant used to manufacture a chemical substance, because the specific chemical name is claimed confidential. The manufacturer (including importer) is responsible for ensuring that the CDR information is submitted to EPA, therefore, they must ask the supplier of the confidential chemical substance to directly provide EPA with the correct chemical identity in Part IV of Form U. In a joint submission, the manufacturer (including importer) provides the manufacturing and processing and use data and the Secondary Submitter provides the chemical identity information for trade products being reported on the form.

If you know the percent composition of each component chemical substance of a trade name product or mixture, you should not file jointly with a supplier. Additionally, in the event that you actually know the chemical identity of a chemical substance subject to CDR reporting, you must provide that information irrespective of a supplier's confidentiality claims.

You can add one or more joint submission folders (one for each trade product) by clicking the 'Add Joint Submission' button from the bottom action bar. A new 'Joint Submission Report' folder will be created in the left navigation tree and will have the following links:

- **Technical Contact Information (1.C):** Clicking this link to take you to the 'Section 1.C – Technical Contact Information' screen. For additional details about the 'Section 1.C – Technical Contact Information' screen, please refer to **Section 3.4.9**.
- **Chemical Identification (2.A):** Clicking this link will take you to the 'Section 2.A – Chemical Identification' screen for joint submitters. For additional details about the 'Section 2.A – Chemical Identification' screen for joint submitters, please refer to **Section 3.4.13**.
- **Manufacturing Information (2.B):** Clicking this link will take you to the 'Section 2.B – Manufacturing Information' screen. For additional details about the 'Section 2.B – Manufacturing Information' screen, please refer to **Section 3.4.14**.
- **Industrial Processing and Use (3.A):** Clicking this link will take you to the 'Section 3.A – Industrial Processing and Use' screen. For additional details about the 'Section 3.A – Industrial Processing and Use' screen, please refer to **Section 3.4.15**.
- **Consumer and Commercial Use (3.B):** Clicking this link will take you to the 'Section 3.B – Consumer and Commercial Use' screen. For additional details about the 'Section 3.B – Consumer and Commercial Use' screen, please refer to **Section 3.4.16**.
- **CBI Substantiation Summary:** Clicking this link will take you to the 'CBI Substantiation Summary' screen. For additional details about the 'CBI Substantiation Summary' screen, please refer to **Section 3.4.17**.

### 3.4.13 Section 2.A - Chemical Identification for Joint Submission

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If you are entering data within the 'Joint Submission Report' folder, you can access the 'Section 2.A – Chemical Identification' screen for joint submitters by entering the technical contact for the chemical substance on the 'Section 1.C - Technical Contact Information' screen and clicking the 'Next' button. You can also access the 'Section 2.A - Chemical Identification' screen for joint submission using the 'Chemical Identification (2.A)' link in the navigation tree.



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You can enter the following information for the secondary company who will be filling out Part IV of CDR Form U:

- **Trade Product Name or Another Designation (2.A.5):** Enter the trade product name of the chemical substance. By default, the name provided in field 2.A.5 will appear in the navigation tree.
- **Other Information (2.A.6):** You can enter additional information pertaining to the identity of the chemical substance (optional).
- **Secondary Company Name (2.A.7):** Enter the name of the secondary company who will be filling out Part IV of the form.
- **Secondary Company Address (2.A.8 through 2.A.12):** Enter the street address of the secondary company along with the city/town, state/province, zip code, and country information.

**Unique Identifier for Joint Submission:** Follow the instructions in the box labeled ‘Unique Identifier for Joint Submission’ to communicate with the secondary submitter via email. The tool will generate an email with a unique ID and language that you can use to notify your secondary submitter of the partial CDR submission containing information for the trade name product. This will allow the secondary submitter to complete their portion of the form.

The following exhibit shows the screen capture of the ‘Section 2.A - Chemical Identification’ screen for a joint submission:

**Exhibit 3-24: Section 2.A - Chemical Identification Screen – Joint**

2012 Form U  
Primary Authorized Official

2012 Form U > BETTER BAKED FOODS INC > Joint Submission Report > Chemical Identification (2.A)

SECTION 2.A - CHEMICAL IDENTIFICATION

**Section A. Joint Submissions Information (Primary Submitter only)**

Trade Product Name or Another Designation (2.A.5)

Other Information (2.A.6)

Secondary Company Name (2.A.7)

Secondary Company Address (2.A.8)

Secondary Company Address 2 (2.A.8)

City/Town (2.A.9)  State (2.A.10)

Zip Code(2.A.11)  Country (2.A.12)

Joint Submission Report Folder Alias

The joint submission folder alias is an optional field that changes the folder name in the navigator on the left. Its purpose is to make it easier to distinguish between joint submission folders when there is more than one.

Unique Identifier for Joint Submission:  
69ddd49-3719-4404-bc78-6e0f510b7f3f

This is the unique identification number for this trade product in your joint submission. The Secondary Submitter will need this identification number to complete **Section IV of Form U**. Please [click here](#) to notify the Secondary Submitter of the partial CDR submission. It is your responsibility to ensure that your secondary submitter understands how to complete the Form U and sends the information to EPA by the end of the submission period. *Note: If the secondary submitter decides to provide you with the required trade product information, instead of completing **Section IV**, you must change your submission type and submit a single submission.*

Previous **Next**

Add Chemical  
Add Joint Submission  
Upload XML

Validate Save Preview Submit

**Navigation:** Click the ‘click here’ link within the instructional text to email the secondary submitter.

On the email screen, most of the information is auto-populated along with the message to be provided to the secondary submitter. The following information will be displayed on the ‘Email’ screen:

- **From:** Defaults to your email address from CDX registration.
- **CC:** Displays the EPA email address.

- 
- **To:** Enter the email address of the secondary submitter or any other person whom you want to send the unique identification information. The value entered must have an '@' sign to be a valid email address (e.g., [joesmith@company.com](mailto:joesmith@company.com)). You can send the email to one or more email addresses by separating each email address by either a comma or a semicolon.
  - **Subject:** The subject text is defaulted to '2012 Chemical Data Reporting.'
  - **Message:** Displays the 'Unique ID' and language that you can use to notify your secondary submitter of the partial CDR submission containing information for the trade name product.
  - **Additional Information:** Enter additional information that you want to email to the secondary submitter (optional).

The following exhibit shows the screen capture of the 'Email' screen for a joint submission:

**Exhibit 3-25: Email Screen**

**CSPP**

CDX Homepage

From: johndoe@abccompany.com

CC: EPA mailbox

To: Enter email addresses separated by semicolons (;) or commas (,). Click in this box to start entering email addresses.

Subject: 2012 Chemical Data Reporting

Message: As the Authorized Official of Company X, I have identified you as a Secondary Submitter of a joint submission for the 2012 Chemical Data Reporting (CDR). Please use the reporting tool, e-CDRweb, to provide the correct chemical identification information for the trade product name provided in this email. See the instructions below for accessing the reporting tool. You will need to use the unique identification number to access and complete Part IV of Form U of the joint submission.

Trade Product Name: X  
Unique Identifier: X

Information about the CDR program, how to access e-CDRweb, and instructions for reporting under the CDR rule are available at [www.epa.gov/iur](http://www.epa.gov/iur). For additional information or if you believe you have received this email in error, please contact me.

Additional Comments:

Send

After entering all the information on the 'Email' screen, click the 'Send' button to send the email to the right recipients. You will be taken to the 'Section 2.A – Chemical Identification' screen.

**Navigation:** Click the 'Next' button to navigate to the 'Section 2.B - Manufacturing Information' screen. You can also click the 'Manufacturing Information (2.B)' link either under the 'Chemical Report' folder or under the 'Joint Submission' folder on the navigation tree.

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### 3.4.14 Section 2.B - Manufacturing Information

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You can access the ‘Section 2.B – Manufacturing Information’ screen by clicking the ‘Next’ button from the ‘Section 2.A - Chemical Identification’ screen or by clicking the ‘Manufacturing Information (2.B)’ link from within the navigation tree.

This section describes the manufacturing data elements that should be reported for your reportable chemical substance(s) for the current calendar year. Report the information to the extent that such information is known or reasonably ascertainable by you. If any information is not known or reasonably ascertainable (NKRA) by you (including your company), enter or select ‘NKRA’ in the box corresponding to that data element. You may also check the CBI box next to each data element to claim data as confidential. However, keep in mind that you **cannot** claim an ‘NKRA’ designation as confidential. Enter the following fields of data on the ‘Section 2.B - Manufacturing Information’ screen:

- **CBI for Company Identification (2.B.1):** Check the CBI box to assert a confidentiality claim for the link between the chemical substance and the company information reported in ‘Section 1.A – Primary Company Information’ of the Form U.
- **CBI for Site Identification (2.B.2):** Check the CBI box and complete the substantiation questions to assert a confidentiality claim for the link between the chemical substance and the site identity reported in ‘Section 1.B – Site Identification’ of the Form U. If you check the CBI box, you will be taken to the ‘CBI Substantiation’ screen where you must answer each question pertaining to the CBI claim. See **Section 3.4.17** for more information on substantiating CBI claims.
- **CBI for Technical Contact Information (2.B.3):** Check the CBI box to assert a confidentiality claim for the link between the chemical substance and the technical contact information reported in ‘Section 1.C – Technical Contact Information’ of the Form U.
- **Report Calendar Year 2011 Production Volume:**
  - **Activity (Manufacture and/or Import) (Block 2.B.4):** Check the box that describes whether you domestically manufacture or import the chemical substance. If you both domestically manufacture and import the same chemical substance, check both boxes.
  - **Domestically Manufactured Production Volume (Block 2.B.5):** Enter the volume of the chemical domestically manufactured at your site during calendar year 2011, in pounds. Report the quantity to at least two significant figures. Production volumes should be reported in numeric format, without commas (e.g., 6352000). For example, ‘2 million’ or ‘2 E6’ are not acceptable, nor are production volumes with decimals or abbreviations such as M (e.g., 12,000,000 = 12M) or K (e.g., 50,000 = 50K) acceptable.
  - **Imported Production Volume (Block 2.B.6):** Enter the volume of chemical imported by your site in calendar year 2011, in pounds. Report the quantity to at least two significant figures. You should use the same numeric format as described for Block 2.B.5, Domestically Manufactured Production Volume.
  - **Imported Chemical Never Physically at Site (2.B.7):** Use the drop-down menu to indicate whether an imported chemical was never physically at the reporting site. This field will be editable and mandatory when the imported checkbox (2.B.4) is selected in the activity field and when there is data entered in the ‘Imported’ (2.B.6) field.

- 
- **Volume Used on Site (2.B.8):** Enter the total volume of the domestically manufactured and imported chemical substance used at the reporting site, in pounds. The volume used on-site should not exceed the sum of the domestically manufactured and imported volumes minus the volume exported (i.e., (Block 2.B.5 + Block 2.B.6) –Block 2.B.9). Report the quantity to at least two significant figures. You should use the same numeric format as described for Block 2.B.5, Domestically Manufactured Production Volume.
  - **Volume Exported (2.B.9):** Enter the volume directly exported and not domestically processed or used, in pounds. The volume exported should not exceed the sum of the domestically manufactured and imported volumes (e.g., (Block 2.B.5 + Block 2.B.6). Report the quantity to at least two significant figures. You should use the same numeric format as described for Block 2.B.5, Domestically Manufactured Production Volume.
  - **Number of Workers (2.B.10):** Select from the drop-down menu the code corresponding to the appropriate range for the number of workers reasonably likely to be exposed to a reportable chemical substance during manufacture. Click the ‘Help’ icon (🔗) for a detailed explanation of the different code options.
  - **Max Concentration (2.B.11):** Select from the drop-down menu the code corresponding to the appropriate maximum concentration range of the chemical substance. Click the ‘Help’ icon (🔗) for a detailed explanation of the different code options.
  - **Is Chemical Substance Being Recycled, Remanufactured, Reprocessed, or Reused? (2.B.12):** Select from the drop-down menu the appropriate value indicating if the chemical substance is being recycled, remanufactured, reprocessed, or reused. By selecting ‘Y,’ you indicate that the manufactured chemical substance, which otherwise would be disposed of as a waste, is being removed from the waste stream and is being used or reused for a commercial purpose.
  - **Report Physical Form:** Report all physical forms of the chemical substance at the time it is reacted, or as it leaves your site, and the percentage of production volume. For each chemical substance at each site, you must report as many physical forms as applicable by selecting the appropriate blocks which represent the following six physical forms:
    - Dry Powder
    - Pellets or Large Crystals
    - Water- or Solvent-Wet Solid
    - Other Solid
    - Gas or Vapor
    - Liquid

You are required to select at least one (1) physical form. If the chemical substance is sent off-site in more than one physical form, report all the physical forms in which it is sent off-site. Select ‘Unknown,’ if the physical form of the chemical substance is not known to or not reasonably ascertainable by you.

Report the percentage of the total production volume of the chemical substance for each physical form reacted onsite or sent off-site rounded off to the closest 10 percent. These percentages may total more or less than 100% due to rounding. If the total is more or less than 100%, then a warning message will be displayed; however, that does not prevent you

from proceeding with completing the form. If you see the warning message, please check to ensure you have reported the physical forms associated with your full production volume. The sum of your entered ‘% Production Volume’ associated with each physical form reported in this section should correspond to all of your production.

- **Report Past Production Volume:** Enter the total volume of the chemical manufactured at your site (include domestically manufactured and imported volumes) during calendar year 2010, in pounds.

The following exhibit shows the screen capture of the ‘Section 2.B - Manufacturing Information’ screen:

**Exhibit 3-26: Section 2.B - Manufacturing Information Screen**

**Navigation:** Click the ‘Next’ button to navigate to the ‘Section 3.A - Industrial Processing and Use’ screen. You can also click the ‘Industrial Processing and Use (3.A)’ link on the navigation tree.



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### 3.4.15 Section 3.A - Industrial Processing and Use

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You can access the ‘Section 3.A – Industrial Processing and Use’ screen by clicking the ‘Next’ button from the ‘Section 2.B – Manufacturing Information’ screen or by clicking the ‘Industrial Processing and Use (3.A)’ link from within the navigation tree.

This section describes the industrial processing and use information that should be reported for your reportable chemical substance(s) for calendar year 2011. Report the information to the extent that such information is known, or reasonable ascertainable, by you. If any information is not known or reasonably ascertainable by you (including your company), enter or select ‘NKRA’ in the box corresponding to that data element. You may also check the CBI box next to each data element to claim the data confidential. However, keep in mind that you **cannot** claim an ‘NKRA’ designation as confidential. Checking a CBI box associated with a specific processing and use data element automatically triggers substantiation questions. See **Section 3.4.17** for more information on substantiating CBI claims.

**Screen Validation:** For each reportable chemical substance, report at least one (1) and up to ten (10) unique combinations of the ‘Type of Processing or Use,’ ‘Industrial Sector,’ and ‘Industrial Function Category.’ For each of these unique combinations, you are also required to report the ‘Percent Production Volume,’ the ‘Number of Sites,’ and the ‘Number of Workers.’

#### **Actions:**

- You can enter more than ten (10) rows of data by clicking the ‘Add’ icon (denoted by a plus sign). If you need to delete a certain row, click the ‘Delete’ icon (denoted by an ‘X’). This will delete the row and all the data in the row. A warning message will be displayed asking you to confirm the deletion.
- If the chemical is not used in industrial processing or for industrial use, you may check the ‘Not Applicable’ box at the top of the ‘Section 3.A – Industrial Processing and Use’ screen. If you check the ‘Not Applicable’ box, all fields on the screen will be disabled and you may move on to the next screen. If you have any data entered on the screen and you check the ‘Not Applicable’ box, all the data will be deleted and all the fields on the screen will be disabled for editing. You cannot select ‘Not Applicable’ on both the ‘Section 3.A – Industrial Processing and Use’ and the ‘Section 3.B – Consumer and Commercial Use’ screens unless you are below the 100,000 pound production volume (including imports) threshold or are reporting on a partially exempt chemical.

Enter the following fields of data on the ‘Section 3.A - Industrial and Processing Use’ screen:

- **Type of Processing or Use:** Select from the drop-down menu the appropriate ‘Type of Processing or Use Operation.’ Click the ‘Help’ icon (🔍) for a detailed explanation of the different code options.
- **Industrial Sector Code(s):** Select from the drop-down menu the appropriate Industrial Sector (IS) for all sites that receive a reportable chemical substance. Click the ‘Help’ icon (🔍) for a detailed explanation of the different code options.
- **Industrial Function Category:** Select from the drop-down menu the appropriate Industrial Function Category. Click the ‘Help’ icon (🔍) for a detailed explanation of the different code options.



- 
- **Percent Production Volume:** Enter an estimate of the percentage of production volume that is attributable to each unique combination of ‘Type of Process or Use Code,’ ‘Industrial Sector Code,’ and ‘Industrial Function Category Code.’ Click the ‘Help’ icon (🔗) for more information on reporting the ‘Percent Production Volume.’
  - **Number of Sites:** Select from the drop-down menu the appropriate number range for the total number of industrial sites, including those not under your control, that process or use each reported chemical substance. Click the ‘Help’ icon (🔗) for a detailed explanation of the different code options.
  - **Number of Workers:** Select from the drop-down menu the total number of workers that are reasonably likely to be exposed to the chemical substance at sites that process or use the chemical substance. Include workers at sites which are not under your control as well as those sites you control. Click the ‘Help’ icon (🔗) for a detailed explanation of the different code options.

The following exhibit shows a screen capture of the ‘Section 3.A - Industrial Processing and Use’ screen:

**Exhibit 3-27: Section 3.A - Industrial Processing and Use Screen**

SECTION 3.A - INDUSTRIAL PROCESSING AND USE

Not Applicable

	Type of Process or Use		Sector(s)		Industrial Function Category		Percent Production Volume		Number of Sites		Number of Workers		
	Code	CBI	Code	CBI	Code	CBI	%	CBI	Code	CBI	Code	CBI	
(3.A.1)		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	✗
(3.A.2)		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	✗
(3.A.3)		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	✗
(3.A.4)		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	✗
(3.A.5)		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	✗
(3.A.6)		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	✗
(3.A.7)		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	✗
(3.A.8)		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	✗
(3.A.9)		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	✗
(3.A.10)		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	+

Previous

**Navigation:** Click the ‘Next’ button to navigate to the ‘Section 3.B - Consumer and Commercial Use’ screen. You can also click the ‘Consumer and Commercial Use (3.B)’ link on the navigation tree.

### 3.4.16 Section 3.B - Consumer and Commercial Use

Access the ‘Section 3.B – Consumer and Commercial Use’ screen by clicking the ‘Next’ button from the ‘Section 3.A – Industrial Processing and Use’ screen or by clicking the ‘Consumer and Commercial Use (3.B)’ link from within the navigation tree.

This section describes the consumer and commercial use information that should be reported for your reportable chemical substance(s) for calendar year 2011. Report the information to the extent that such information is known, or reasonable ascertainable, by you. If any information is not known or reasonably ascertainable by you (including your company), enter or select ‘NKRA’ in the box corresponding to that data element. You may also check the CBI box next to each data element to claim the data confidential. However, keep in mind that you **cannot** claim a ‘NKRA’ designation as confidential. Checking a CBI box associated with a specific consumer and commercial use data element automatically triggers substantiation questions. See **Section 3.4.17** for more information on substantiating CBI claims.

---

**Screen Validation:** For each reportable chemical substance, report at least one (1) and up to ten (10) unique product categories, which correspond to the actual use of the chemical substance. For each product category reported, indicate whether the use is a consumer and/or commercial use, whether the chemical substance is used in products intended for children, the percentage of production volume, the maximum concentration, and the number of commercial workers.

**Actions:**

- You can enter more than ten (10) rows of data by clicking the add '+' icon. If you need to delete a certain row, click the delete 'X' icon. This will delete the row and all the data in the row. A warning message will be displayed asking you to confirm the deletion.
- If the chemical is not for consumer or commercial use, you may check the 'Not Applicable' box at the top of the 'Section 3.B – Consumer and Commercial Use' screen. If you check the 'Not Applicable' box, all the fields on the screen will be disabled. If you have any data entered on the screen and you click the 'Not Applicable' checkbox, all the data will be deleted and all the fields on the screen will be disabled for editing. You cannot select 'Not Applicable' on both the 'Section 3.A – Industrial Processing and Use' and the 'Section 3.B – Consumer and Commercial Use' screens unless you are below the 100,000 pound production volume (including imports) threshold or are reporting on a partially exempt chemical.

Enter the following fields of data on the 'Consumer and Commercial Use' screen:

- **Product Category:** Select from the drop-down menu the product category which corresponds to the actual use of the chemical substance. Click the 'Help' icon (🔗) for a detailed explanation of the different code options.
- **Consumer and/or Commercial:** Select from the drop-down menu the appropriate value to indicate whether the product has a consumer use, commercial use, both, or NKRA.
- **Used in Products Intended for Children?:** Select from the drop-down menu the appropriate value to indicate whether any amount of the chemical substance or mixture is used in a consumer product intended for use by children. Click the 'Help' icon (🔗) for a detailed explanation of the different code options.
- **Percent Production Volume:** Enter an estimate of the percentage of the production volume that is attributable to each specific consumer and commercial end use carried out at sites under your control. Click the 'Help' icon (🔗) for more information on reporting the percent production volume.
- **Maximum Concentration:** Select from the drop-down menu the appropriate concentration range for each chemical substance used in reported a consumer or commercial product. Click the 'Help' icon (🔗) for a detailed explanation of the different code options.
- **Number of Commercial Workers:** Select from the drop-down menu the appropriate range of commercial workers, including those at sites not under your control that are reasonably likely to be exposed while using the chemical substance, with respect to each commercial use. Click the 'Help' icon (🔗) for a detailed explanation of the different code options.

The following exhibit shows a screen capture of the ‘Section 3.B - Consumer and Commercial Use’ screen:

**Exhibit 3-28: Section 3.B - Consumer and Commercial Use Screen**

The screenshot displays the 'SECTION 3.B - CONSUMER AND COMMERCIAL USE' screen. The main content area features a table with the following columns: Product Category, Consumer and/or Commercial, Used in Products Intended for Children?, Percent Production Volume, Maximum Concentration, and Number of Commercial Workers. Each column has sub-columns for Code and CBI. The table lists ten rows, (3.B.1) through (3.B.10). The 'CBI' checkbox for (3.B.10) is checked, and a green plus sign is visible in the final column. The 'Next' button in the bottom toolbar is highlighted with a red box.

**Navigation:** Click the ‘Next’ button to navigate to the ‘CBI Substantiation Questions’ screen.

### 3.4.17 CBI Substantiation

The ‘CBI Substantiation Questions’ screen displays the substantiation questions required to be answered by you to claim certain fields as CBI.

You are allowed to claim certain fields and information as CBI. When you click the fields that require upfront substantiation, the tool will navigate you directly to the ‘CBI Substantiation Questions’ screen. To claim a field as CBI, you will be required to answer all the CBI substantiation questions displayed for that field.

You will be required to provide written answers to the substantiation questions. If you do not answer each of the questions, a warning message will be displayed during the validation and submission process indicating you are required to answer all questions in order to claim the field as CBI.

The following exhibit shows a screen capture of the ‘CBI Substantiation Questions’ screen:

### Exhibit 3-29: CBI Substantiation Questions Screen

The screenshot shows the eTSCA web application interface. At the top, the user is logged in as 'PRIMARYAO1, Primary Authorized Official'. The navigation menu on the left includes '2011 Form U' and 'Primary Authorized Official'. The main content area is titled 'CBI SUBSTANTIATION QUESTIONS' and 'Site Identification (2.B.2)'. It contains two questions with text input boxes:

1. Has site information been linked with a chemical identity in any other Federal, state, or local reporting scheme? For example, is the chemical identity linked to a site in a filing under the EPCRA section 311, namely, through a Material Safety Data Sheet (MSDS)? If so, identify such schemes. Was the linkage claimed as confidential in any of these instances?

2. What harmful effect, if any, to your competitive position do you think would result from disclosure of the identity of the site and the chemical substance? How could a competitor use such information? Would the effects of disclosure be substantial? What is the causal relationship between the disclosure and the harmful effects?

The bottom bar contains buttons for 'Add Chemical', 'Add Joint Submission', 'Upload XML', 'Validate', 'Save', 'Preview', and 'Submit'. The footer includes links for 'CDX Homepage', 'MyCDX Homepage', 'EPA Homepage', 'Terms and Conditions', 'Privacy Notice', and 'CDX Helpdesk: (888) 890-1995'.

After answering all the CBI substantiation questions, you can click the ‘Next’ button to save and navigate to the ‘CBI Substantiation Summary’ screen.

The following exhibit shows a screen capture of the 'CBI Substantiation Summary' screen:

### Exhibit 3-30: CBI Substantiation Summary Screen

The screenshot displays the 'CBI Substantiation Summary' screen within the eTSCA application. The interface includes a top navigation bar with the eTSCA logo and user information (Logged in as: PRIMARYAO1, Primary Authorized Official). Below the navigation bar are tabs for Home, Forms, User Management, and Resources, along with a Logoff button. A left-hand navigation pane shows a tree structure with categories like '2011 Form U', 'Company & Site Identification Information', 'Chemical Report', and 'Amendment and Late Submission'. The main content area is titled 'CBI SUBSTANTIATION SUMMARY' and contains a 'CBI' checkbox and 'Site Identity Questions'. Two questions are listed, each with a 'Site Identification (2.B.2)' section and an input field labeled 'a'. At the bottom of the main content area are 'Previous' and 'Next' buttons. A dark blue footer bar contains buttons for 'Add Chemical', 'Add Joint Submission', 'Upload XML', 'Validate', 'Save', 'Preview', and 'Submit'. Below this bar is a footer with links to CDX Homepage, MyCDX Homepage, EPA Homepage, Terms and Conditions, Privacy Notice, and CDX Helpdesk (888) 890-1995.

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## 4 Validate

You can click the ‘Validate’ icon (✓) at any stage during the completion of a CDR Form U to check for missing or invalid data. The ‘CDR Form U Validation’ pop-up window will display every time you click the ‘Validate’ icon (✓). The ‘CDR Form U Validation’ pop-up window will display a report of all the validation errors and warning messages.

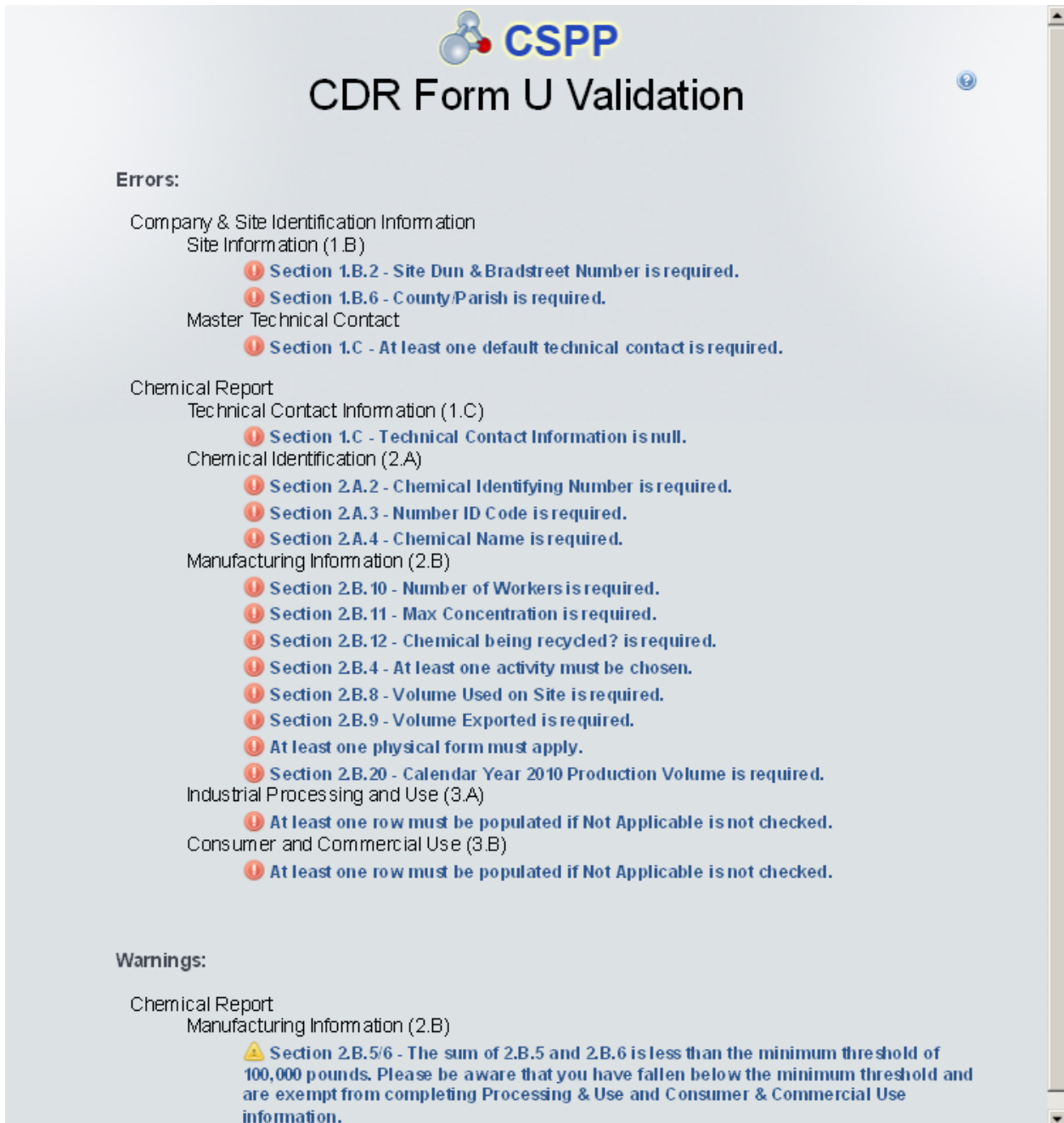
**Validation Errors:** Errors are denoted by an error icon (ⓘ) and can be fixed by clicking the error link. The links will display the screen section (e.g., Technical Contact Information (1.C)), the field section name (e.g., 1.C.1), and the associated error. After you click a link, the main screen will display the section where the error occurred so you can easily fix the issue. Once you have fixed the error, click the ‘Validate’ icon (✓) again to refresh the ‘CDR Form U Validation’ pop-up window. If the information you fixed passes validation, the error will be removed from the ‘CDR Form U Validation’ pop-up window. You must correct all validation errors in order to submit the form to EPA via CDX. Once all validation errors have been resolved, if the ‘Validate’ icon (✓) is clicked, the ‘CDR Form U Validation’ screen will indicate that there are no validation errors.

**Warning Messages:** Warnings are denoted by a warning icon (⚠) and can be addressed by clicking the warning link. The links will display the screen section, field section name, and the associated warning. After you click a link, the main screen will display the section where the warning occurred so you can verify the data’s validity. Once you have corrected or verified the data, click the ‘Validate’ icon (✓) again to refresh the ‘CDR Form U Validation’ pop-up window. If the information you corrected or verified passes validation, the warning will be removed from the ‘CDR Form U Validation’ pop-up window. Once all validation warnings have been resolved, if the ‘Validate’ icon (✓) is clicked, the ‘CDR Form U Validation’ screen will indicate that there are no validation warnings. Although you should verify the data indicated in the warning is valid, the tool will still allow you to pass validation and submit a form to EPA with active warning messages.

Close the ‘CDR Form U Validation’ pop-up window by clicking the ‘X’ button at the top right of the screen.

The following exhibit shows a screen capture of the 'CDR Form U Validation' pop-up window:

**Exhibit 4-1: CDR Form U Validation Pop-up Window**






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## 5 Submit to EPA via CDX


As the Primary AO, you have the ability to sign and submit a Form U to EPA. Any assigned Supports cannot sign and submit a Form U to EPA. The save functionality will allow you to return to that same form at any point in the future. You can also print the form at any point; however, the 'Draft – Not For Submission' watermark will be placed on the document.

### 5.1 Submit Electronically – CROMERR Certification

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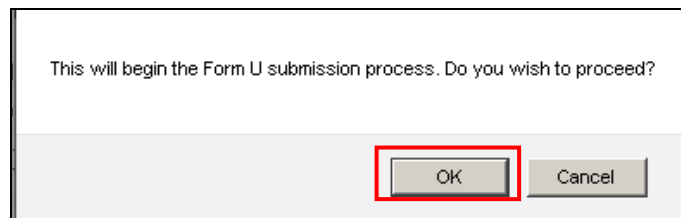
Click the 'Submit' icon (  ) located in the bottom action bar of the CDR Form U to access the 'Submission Process' Cross-Media Electronic Reporting Regulation Security System (CROMERR) screen.

CROMERR provides the legal framework for electronic reporting under all of EPA's environmental regulations.

Upon clicking the 'Submit' icon (  ), you will receive a prompt indicating 'This will begin the Form U submission process. Do you wish to proceed?'

The following exhibit shows a screen capture of the submission prompt:

**Exhibit 5-1: Submission Prompt**



Click the 'OK' button to continue the submission and proceed to the validation process.

The following exhibit shows a screen capture of the ‘Submission Process: Validation’ screen:

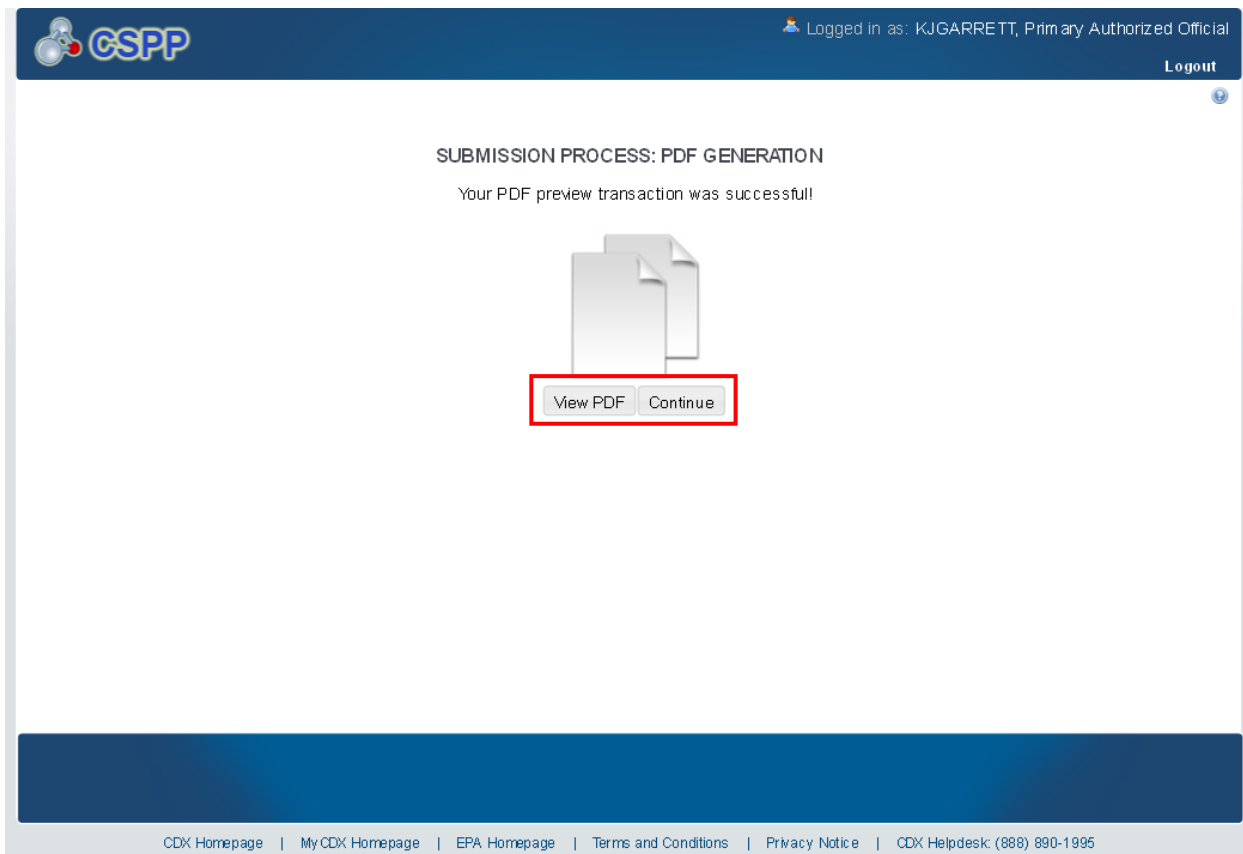
### Exhibit 5-2: Submission Process: Validation Screen



Once validation has been successfully completed, you have the option to preview the watermarked draft version of the Form U, which will be displayed as a PDF document.

The following exhibit shows a screen capture of the ‘Submission Process: PDF Generation’ screen:

### Exhibit 5-3: Submission Process: PDF Generation Screen

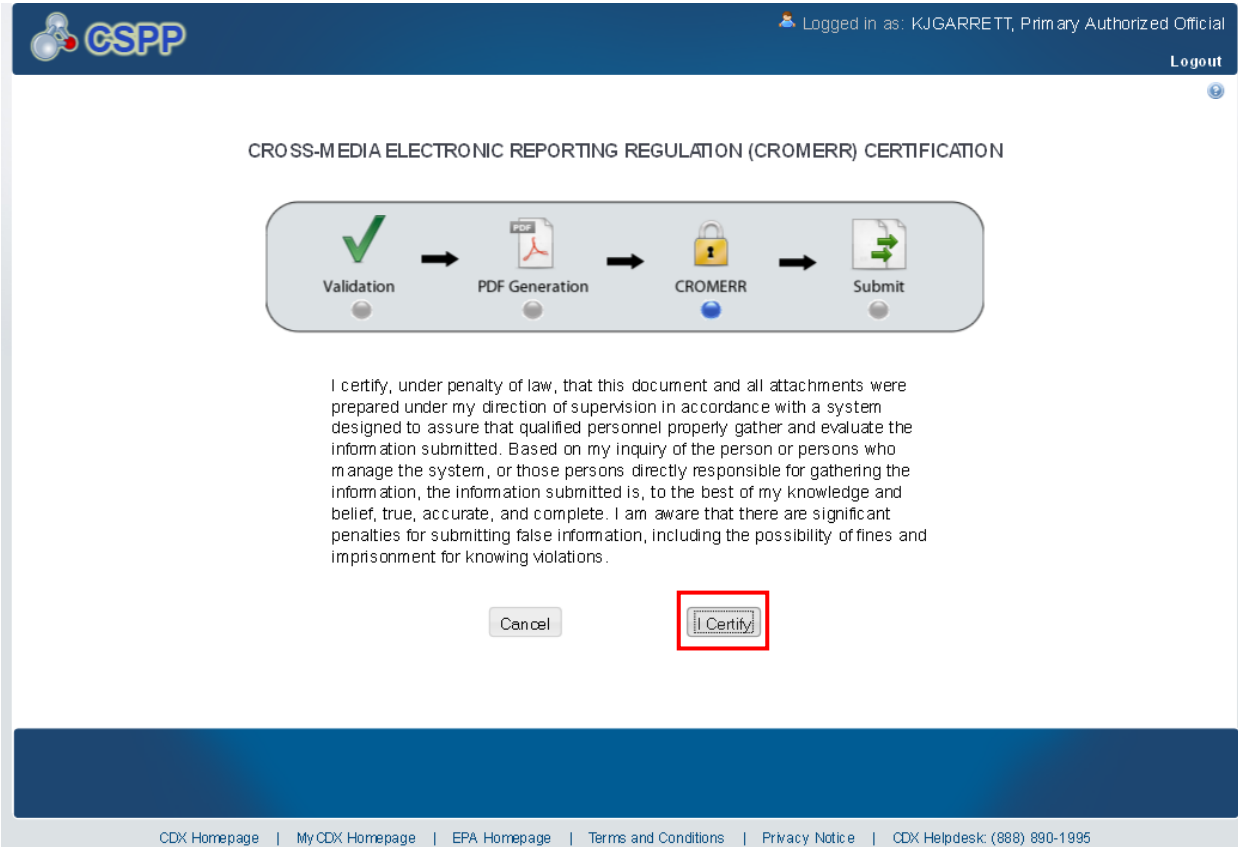


**Navigation:** Click the ‘View PDF’ button to view the Form U. A watermarked draft PDF version of the form will be displayed in a separate window. Once you are satisfied with the contents of the form, click the ‘Continue’ button to proceed with the submission process.

On the ‘Cross-Media Electronic Reporting Regulation (CROMERR) Certification’ screen, you will be asked to certify your submission. By clicking on the ‘I Certify’ button on the CROMERR screen, you are authenticating all the information entered on the Form U and agreeing to take full responsibility for the submission of the data. If you are not yet ready to authenticate the information, click the ‘Cancel’ button.

The following exhibit shows a screen capture of the 'Cross Media Electronic Reporting Regulation (CROMERR) Certification' screen:

**Exhibit 5-4: Cross Media Electronic Reporting Regulation (CROMERR) Certification Screen**



**Navigation:** Click the 'I Certify' button to navigate to the 'CROMERR LOGIN' screen.

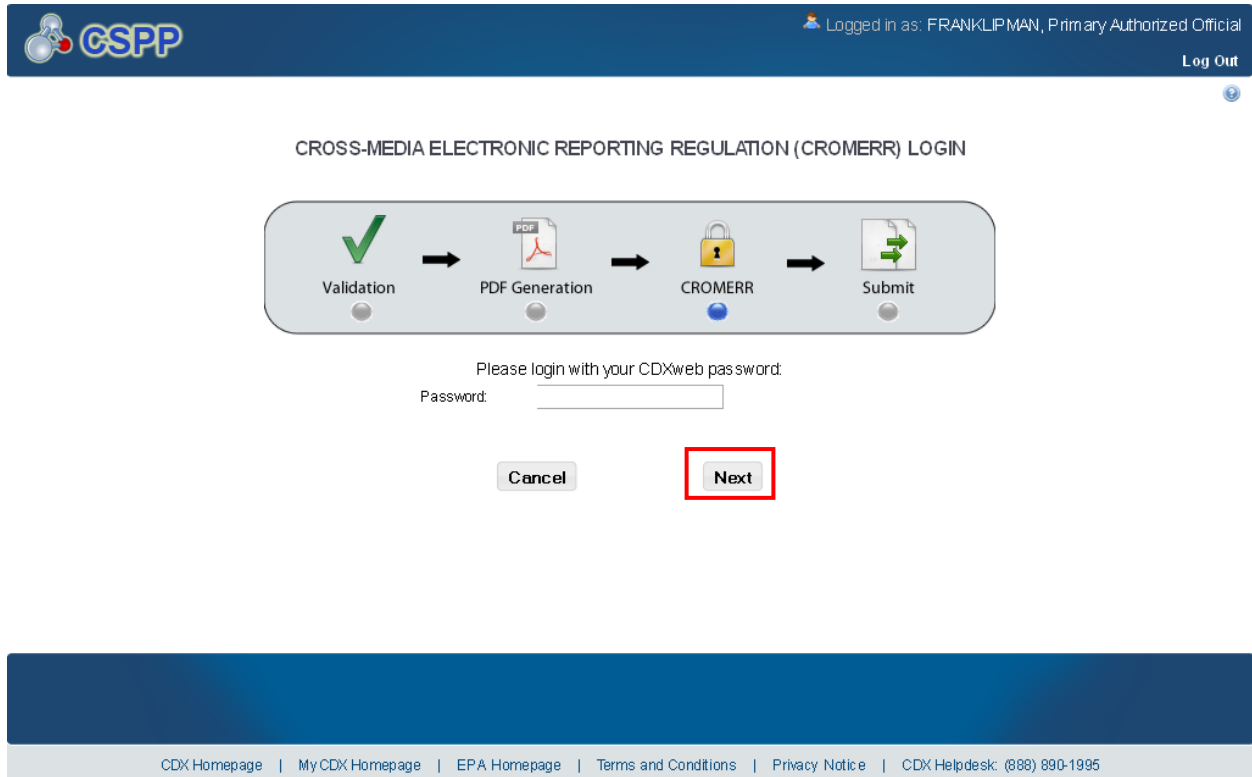
## 5.2 Submit – CROMERR LOGIN

To submit the Form U, log in to CDX using the credentials you provided during CDX registration:

- **Password:** Enter your CDXweb password

The following exhibit shows a screen capture of the ‘CROMERR LOGIN’ screen:

### Exhibit 5-5: CROMERR LOGIN Screen



**Navigation:** Enter your CDX password and click the ‘Next’ button to navigate to the ‘Cross-Media Electronic Reporting Regulation (CROMERR) Security Question’ screen.

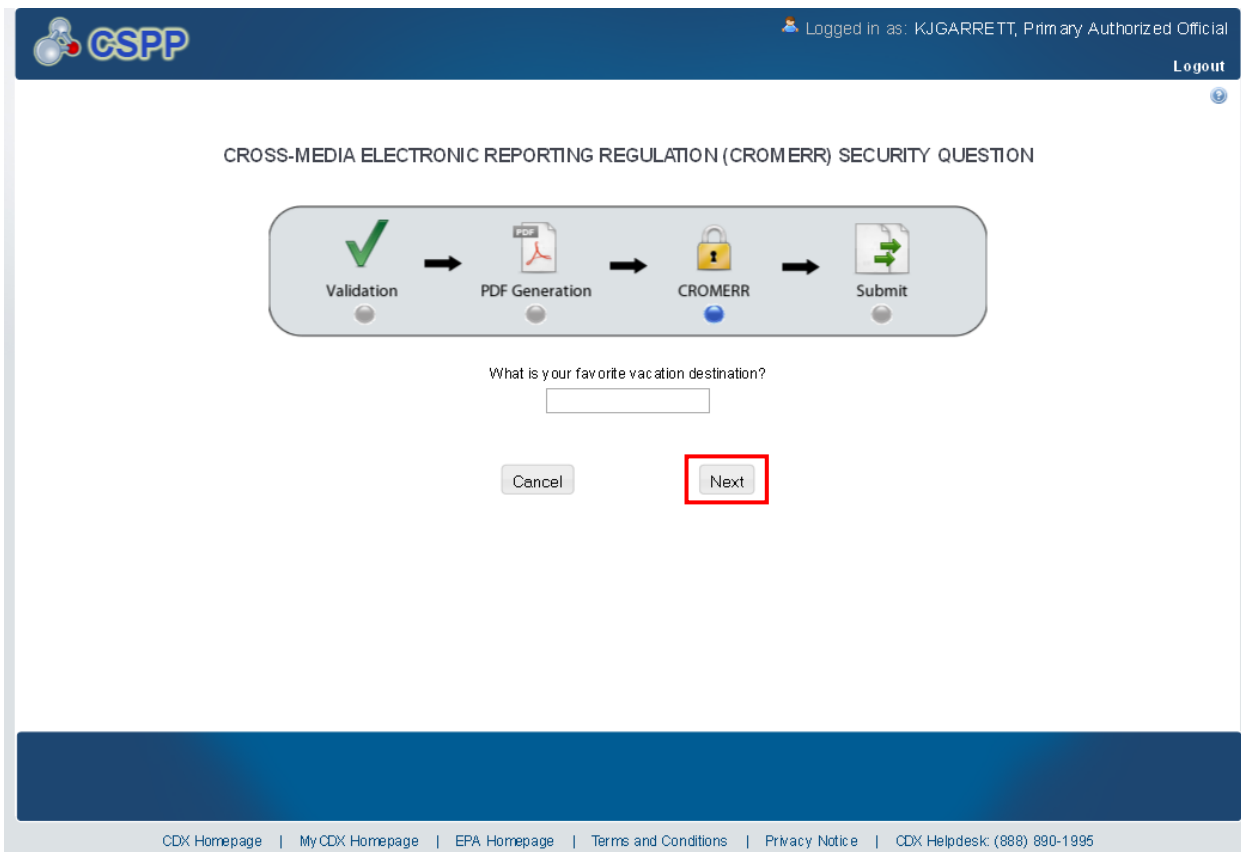
### 5.3 CROMERR Security Question

The ‘Cross-Media Electronic Reporting Regulation (CROMERR) Security Question’ screen randomly selects and displays one (1) of the five (5) CROMERR eSIG-PIN questions that you answered on the 20-5-1 question screen during CDX registration.

**eSIG-PIN Authorization Code:** Provide the answer to the question that was pulled from the list of CDX registration security questions.

The following exhibit shows a screen capture of the ‘Cross-Media Electronic Reporting Regulation (CROMERR) Security Question’ screen:

**Exhibit 5-6: CROMERR Security Question Screen**



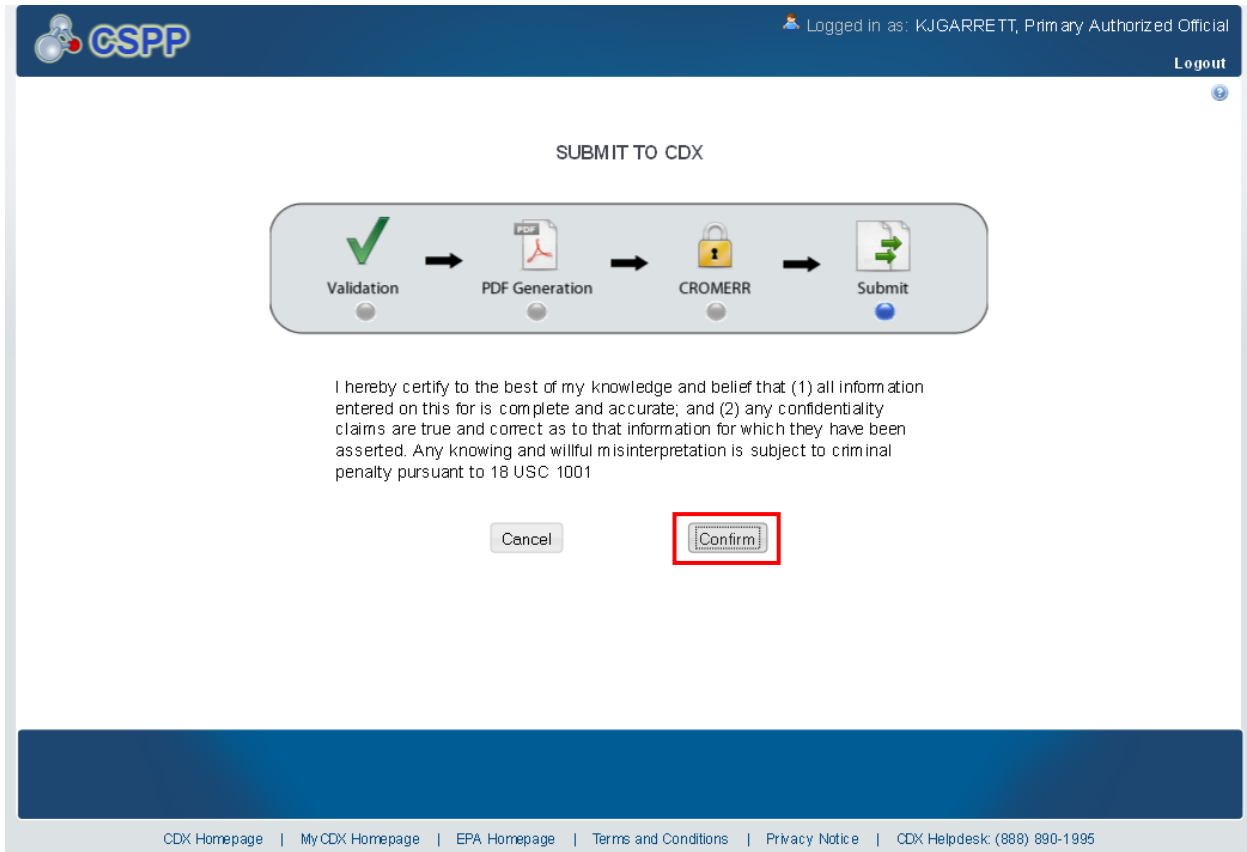
**Navigation:** Answer the security question and click the ‘Next’ button to navigate to the ‘Submit to CDX’ screen.

#### 5.4 Submit to EPA via CDX

On the ‘Submit to CDX’ screen, you will see a certification message. Read the message and acknowledge by clicking the ‘Confirm’ button. Once you have clicked the ‘Confirm’ button, your Form U will be submitted to EPA.

The following exhibit shows a screen capture of the ‘Submit to CDX’ screen:

### Exhibit 5-7: Submit to CDX Screen



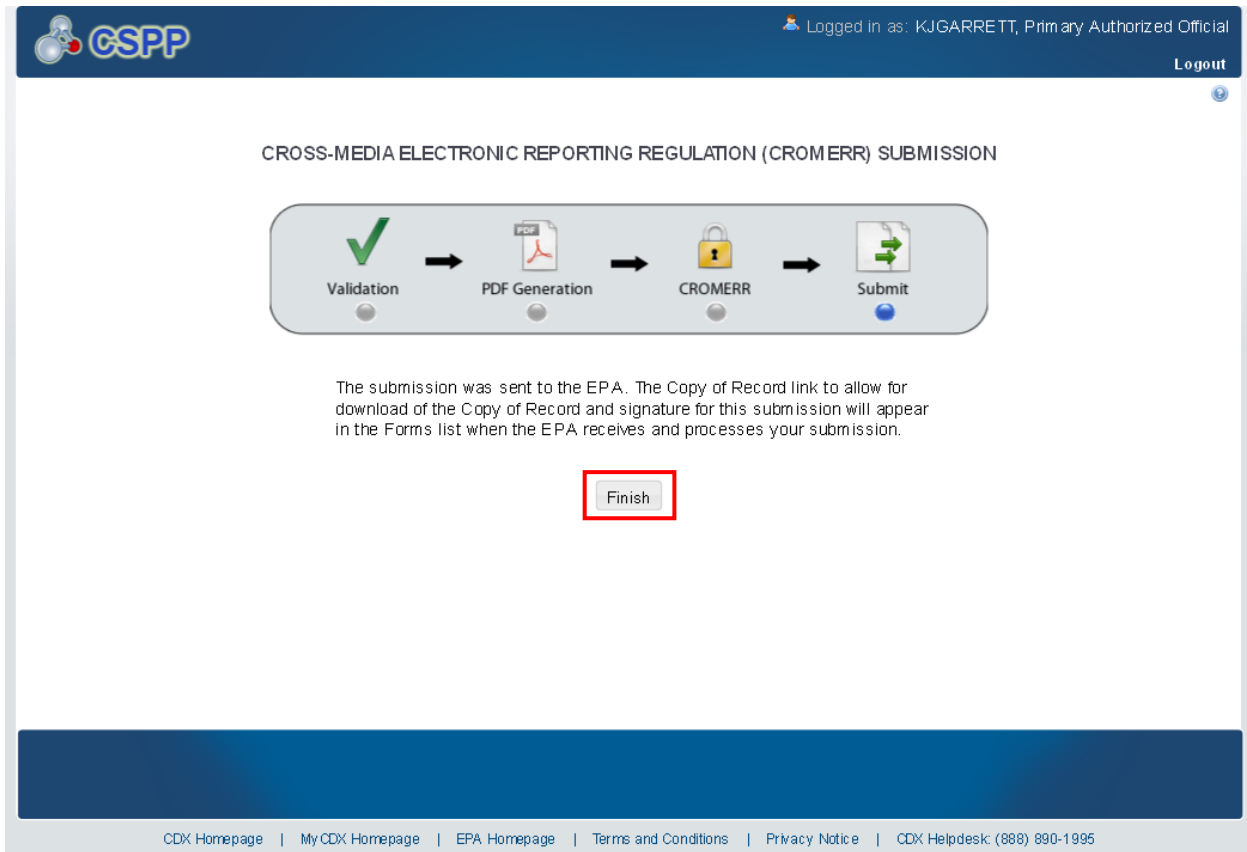
**Navigation:** Click the ‘Confirm’ button to navigate to the ‘Cross-Media Electronic Reporting Regulation (CROMERR) Submission’ screen.

#### 5.5 CROMERR Submission

On the ‘Cross-Media Electronic Reporting Regulation (CROMERR) Submission’ screen, you will see a message indicating the submission has been successfully submitted to EPA via CDX.

The following exhibit shows a screen capture of the ‘Cross-Media Electronic Reporting Regulation (CROMERR) Submission’ screen:

### Exhibit 5-8: CROMERR Submission Screen



**Navigation:** Clicking the ‘Finish’ button will take you back to the ‘Home’ screen. Click the ‘Forms’ link to find your submitted Form U. On the ‘2012 CDR Form U’ screen, the form will have a status of ‘Submitted’ under the ‘Status’ column. In addition to displaying a status of ‘Submitted,’ a lock icon (🔒) will be displayed under the ‘Action’ column. Only a Primary AO can unlock a Form U that has already been submitted. A Primary AO will also need to unlock a Form U before a Support can amend the form.



## 6 Download Copy of Record

You may obtain a copy of your submitted Form U in accordance with CROMERR. To download a Copy of Record (CoR), navigate to the '2012 CDR Form U' screen and locate a site for which you have successfully submitted a Form U. The form should have a status of 'Submitted.'

The following exhibit shows a screen capture of the '2012 CDR Form U' screen with the download arrow icon (↓) displayed:

**Exhibit 6-1: 2012 CDR Form U Screen (Copy of Record)**



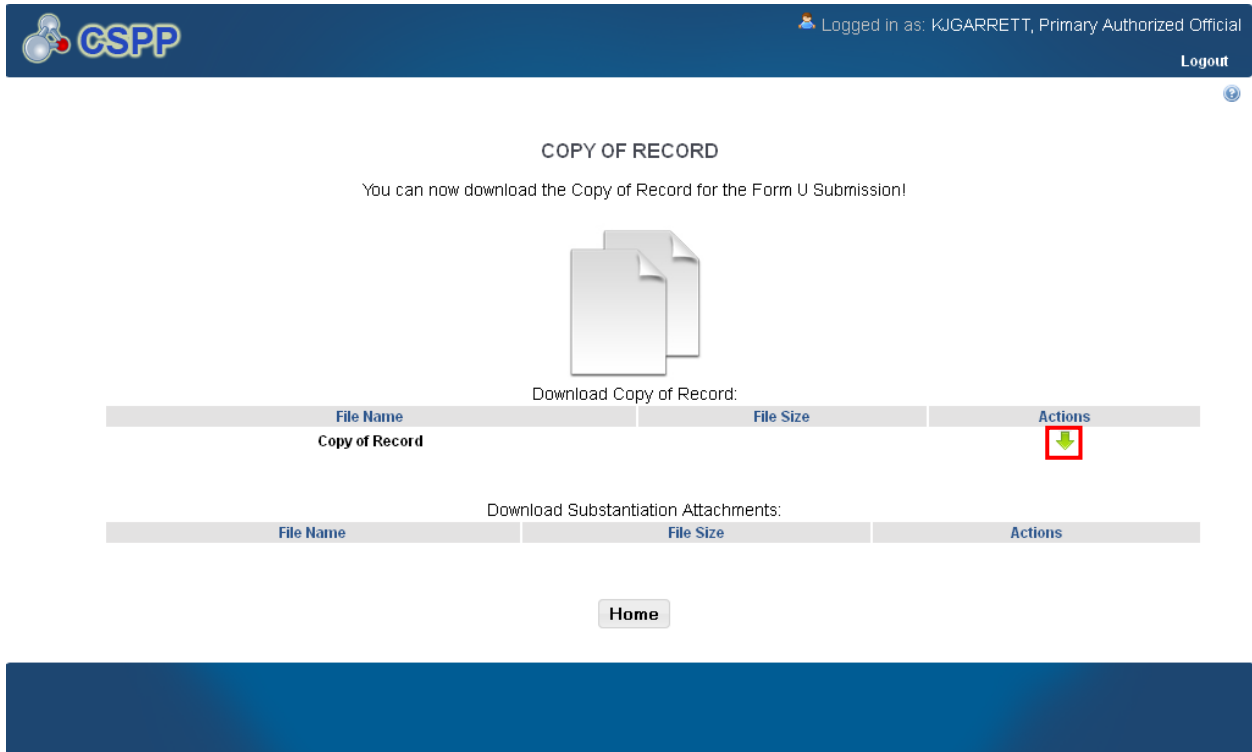
The screenshot shows the GSPP interface with a user logged in as KJGARRETT, Primary Authorized Official. The main content area displays a table of sites with columns for site name, address, status, and dates. The 'Submitted' status is highlighted with a red box, and a download arrow icon is also highlighted with a red box. A 'Refresh Form List' button is located below the table.

Site Name	Address	Status	Start Date	End Date	Download Icon	Lock Icon
LAKE COUNTY DAIRY	128 EAST MAIN STREET WESTFIELD, NY 14787	Not Started				
BARCELONA HARBOR HOUSE	WATER ST WESTFIELD, NY 14787	In Progress	09/26/2011			
BETTER BAKED FOODS INC	25 JEFFERSON STREET WESTFIELD, NY 14787-1010	Submitted	09/22/2011	09/22/2011	↓	🔒
CONCORD GRAPE BELT DISCOVERY CENTER	8305 W MAIN RD WESTFIELD, NY 14787-9748	Not Started				
NYS THRUWAY AUTH	MILE POST 485.59 EB OVER WESTFIELD, NY 14787	Not Started				
ABERCROMBIE & FITCH	11723 U FAIR OAKS MALL FAIRFAX, VA 22033	Not Started				
ABERCROMBIE (KIDS)	11731 U FAIR OAKS MALL FAIRFAX, VA 22033	Not Started				
BJ'S WHOLESALE CLUB #0033	13053 FAIR LAKES SHOPPING CENTER FAIRFAX, VA 22033	Not Started				
COLLINS INTL SVC CO	4114 LEGATO DR FAIRFAX, VA 22033	Not Started				
DULLES DISCOVERY - PHASE 1	13900 AIR AND SPACE MUSEUM PAR FAIRFAX, VA 220330000	Not Started				
A FIRST STEP EROSION CONTROL INC	3411 MOORES MILL RD PELZER, SC 29669	Not Started				
ACE ENVIRONMENTAL INC	508 CHEROKEE RD PELZER, SC 29669	Not Started				
ACTOL INDUSTRIES	550 GARRISON RD PELZER, SC 29669	Not Started				

**Navigation:** Click the download arrow icon (↓) under the 'Copy of Record' column. You will be taken to the 'Enter Passphrase' screen to enter the passphrase associated with that Form U. Once you have entered your passphrase, click the 'Next' button to navigate to the 'Cross-Media Electronic Reporting Regulation (CROMERR) LOGIN' screen. Enter your CDX login credentials and click the 'OK' button. If your login was successful, you will be taken to the 'Cross-Media Electronic Reporting Regulation (CROMERR) Security Question' screen. The 'Cross-Media Electronic Reporting Regulation (CROMERR) Security Question' screen randomly selects and displays one of the five CROMERR eSIG-PIN questions that you answered on the 20-5-1 question screen during CDX registration. Answer the CROMERR security question and click the 'OK' button. If your answer was correct, you will be taken to the 'Copy of Record' screen.

The following exhibit shows a screen capture of the 'Copy of Record' screen for downloading a CoR:

### Exhibit 6-2: Copy of Record

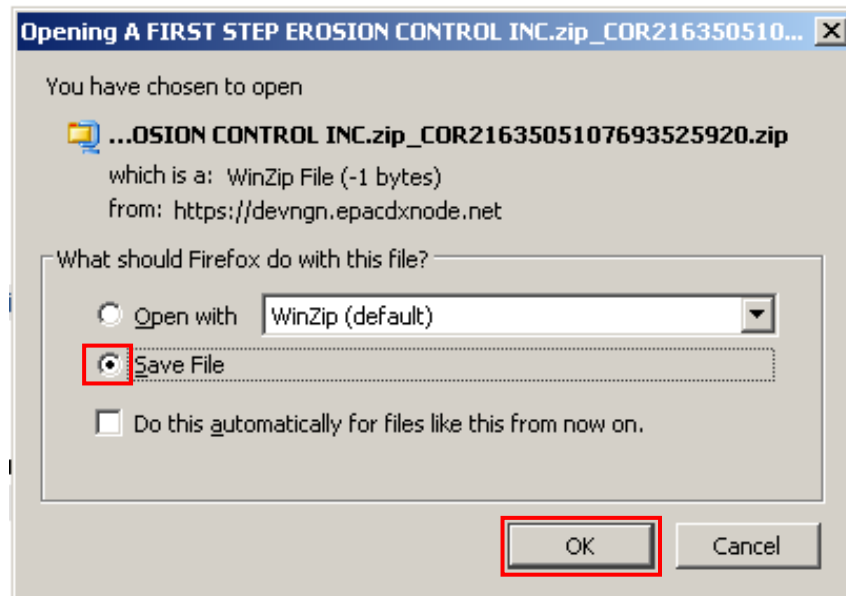


Click the download arrow icon (↓) to download a PDF and an XML file of the Form U. Upon clicking the download arrow icon (↓), a download prompt will be displayed asking you to save the files to your local hard drive. Click the 'Save File' button and click the 'OK' button to download and save the zip file to your local hard drive.

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The following exhibit shows a screen capture of the prompt screen:

**Exhibit 6-3: Prompt Screen**



If you click the download arrow icon (↓), you will download:

- A PDF version of the Form U
- An XML version of the Form U

## 7 Create an Amendment

To amend a submitted CDR Form U, navigate to the '2012 CDR Form U' screen and locate a site for which you previously submitted a Form U. The form should display a status of 'Submitted' under the 'Status' column. In addition to displaying a status of 'Submitted,' the lock icon (🔒) will be displayed under the 'Action' column. Click the lock icon (🔒) under the 'Action' column to start an amendment.

The following exhibit shows a screen capture of the '2012 CDR Form U' screen displaying the lock (🔒) icon:

**Exhibit 7-1: 2012 CDR Form U – Amendment**

The screenshot shows the GSPP (Global Site Profile) interface. At the top, it says "Logged in as: KJGARRETT, Primary Authorized Official". The main heading is "2012 CDR FORM U". Below this, there are instructions: "If responding to an order for the first time in CDR, click the **Site** link located under the site column for a form that is **Not Started** in the below table." "To edit an **In Progress** form, click the site link in the **Site** column in the table below." "To access and edit a form previously **Submitted** through CDX, unlock the form by clicking the lock icon and enter your passphrase when prompted. All additional changes made to the form will be submitted as an amendment." "To download a Copy of Record for a submitted order, click the **green arrow** icon and enter your passphrase when prompted."

Site	Address	Status	Modify Date	Submission Date	Copy of Record	Action
7 ELEVEN 23427	3201 W OX RD FAIRFAX, VA 22030	Submitted	11/04/2011	11/04/2011		
<a href="#">7-ELEVEN #30474</a>	10020 MAIN ST FAIRFAX, VA 22030	In Progress	09/13/2011			
<a href="#">7 ELEVEN 26002</a>	496 S INDEPENDENCE BLVD VIRGINIA BEACH, VA 23452-1106	In Progress	09/19/2011			
<a href="#">7 ELEVEN 32407</a>	1996 S INDEPENDENCE BLVD VIRGINIA BEACH, VA 23453-4700	In Progress	09/14/2011			
<a href="#">7 ELEVEN 33279</a>	2093 LYNHAVEN PKWY VIRGINIA BEACH, VA 23456	In Progress	09/20/2011			
<a href="#">7 ELEVEN 33316</a>	2292 UPTON DRIVE VIRGINIA BEACH, VA 23454-1185	In Progress	10/27/2011			
<a href="#">7-ELEVEN # 33537</a>	200 ARA GONA BLVD VIRGINIA BEACH, VA 23462	In Progress	09/21/2011			
<a href="#">7 ELEVEN # 33510</a>	1788 BRIGANDS WAY	In Progress	09/22/2011	09/22/2011		

At the bottom of the page, there are links: CDX Homepage | My CDX Homepage | EPA Homepage | Terms and Conditions | Privacy Notice | CDX Helpdesk: (888) 890-1995

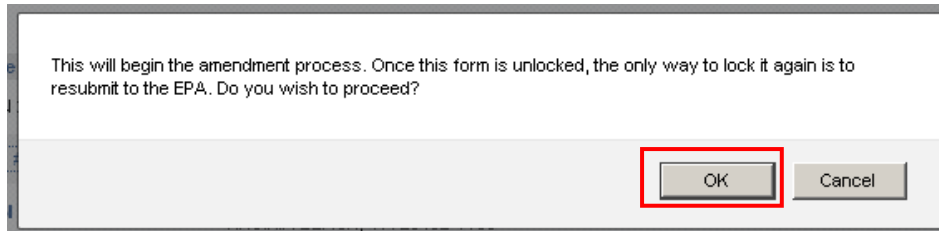
**Navigation:** Click the lock icon (🔒) under the 'Action' column to start an amendment.

After clicking the lock icon (🔒), you will receive a prompt to confirm the unlock process. If you unlock a Form U, you will be required to resubmit the form to EPA after you finish making your changes. If you do not want to continue with the amendment, click the 'Cancel' button to cancel the amendment process and return to the '2012 CDR Form U' screen. Click the 'OK' button to close the prompt and continue with the amendment.

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The following exhibit shows a screen capture of the unlock prompt:

**Exhibit 7-2: Unlock Prompt Message**



After you click the 'OK' button, you will be taken to the 'Enter Passphrase' screen. You must enter the passphrase that was originally associated with the Form U to start the amendment process. After you enter the passphrase and click the 'Next' button you will be taken to the 'Section 1.A – Parent Company Information' screen.

At this point, the '2012 CDR Form U' screen will display a status of 'In Progress' under the 'Status' column, and the unlocked icon (🔓) will be displayed under the 'Action' column; however, you will not see these changes until you navigate back to the '2012 CDR Form U' screen.

### 7.1 Amendment and Late Submission Explanation

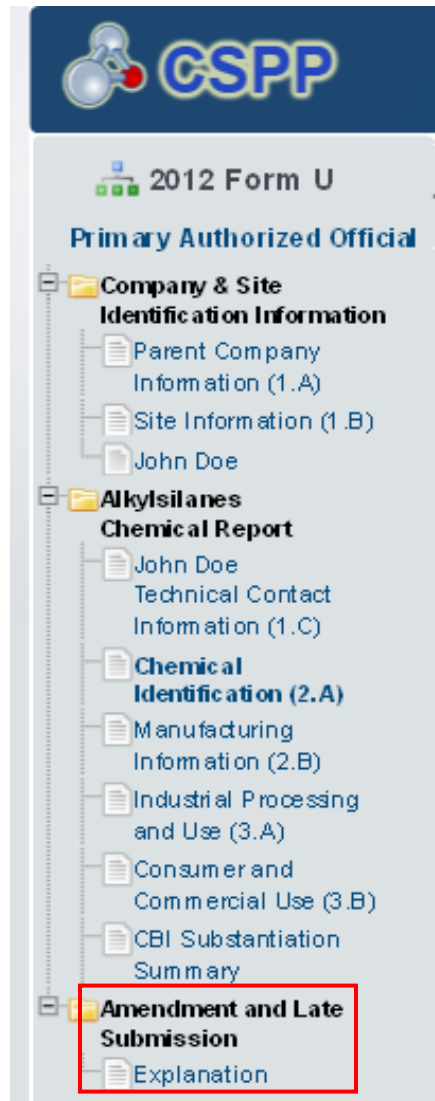
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After you finish editing or completing the form, you must provide an explanation as to why you are amending the original form. You can access the 'Amendment and Late Submission Explanation' screen by clicking the 'Explanation' link located under the folder 'Amendment and Late Submission' folder on the navigation tree.

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The following exhibit shows a screen capture of the 'Explanation' link in the navigation tree:

**Exhibit 7-3: Explanation Link**



The following exhibit shows a screen capture of the ‘Amendment and Late Submission Explanation’ screen:

### Exhibit 7-4: Amendment and Late Submission Explanation Screen

The screenshot displays the GSPP (Global Site Profile) interface. At the top, the user is logged in as 'KJGARRETT, Primary Authorized Official'. The navigation menu includes 'Home', 'Forms', 'User Management', 'Resources', and 'Logout'. The breadcrumb trail shows the path: '2012 Form U > A FIRST STEP EROSION CONTROL INC > Amendment and Late Submission > Explanation'. The main content area is titled 'AMENDMENT AND LATE SUBMISSION EXPLANATION' and asks the user, 'Why are you amending this form or submitting it late?'. Below this question is a large, empty text input field. A 'Save' button is located below the input field and is highlighted with a red rectangular box. The left sidebar contains a tree view with the following items: '2012 Form U', 'Primary Authorized Official', 'Company & Site Identification Information' (with sub-items: Parent Company Information (1.A), Site Information (1.B), Tom Bob), 'Formaldehyde Chemical Report' (with sub-items: Tom Bob Technical Contact Information (1.C), Chemical Identification (2.A), Manufacturing Information (2.B), Industrial Processing and Use (3.A), Consumer and Commercial Use (3.B), CBI Substantiation Summary), 'Remove', and 'Amendment and Late Submission' (with sub-item: Explanation). The bottom navigation bar features buttons for 'Add Chemical', 'Add Joint Submission', 'Upload XML', 'Validate' (with a green checkmark icon), 'Save' (with a floppy disk icon), 'Preview' (with a monitor icon), and 'Submit' (with a database icon).

Once you finish editing the Form U and provide an explanation on the ‘Amendment and Late Submission Explanation’ screen, click the ‘Save’ button and submit the amended form to EPA as described in **Section 5**.

## 8 Resources

You can access the ‘Additional Information’ screen by clicking the ‘Resources’ tab located at the top of the screen at any time during the submission process. You can also access the ‘Additional Information’ screen by clicking the ‘Resources’ link from the ‘Home’ screen. The ‘Additional Information’ screen provides you with links to all of the e-CDRweb user guides as well as links to additional resources. Click the ‘User Guide’ link to access the e-CDRweb user guide documents.

**Chemical Data Reporting Homepage:** If you click this link, a new internet browser window will generate displaying the CDR Homepage.

**CDX Homepage:** If you click on this link, a new internet browser window will generate displaying the CDX Homepage.

**TSCA Chemical Substances Inventory:** If you click on this link, a new internet browser window will generate displaying the ‘TSCA Chemical Substances Inventory’ screen.

The following exhibit shows a screen capture of the ‘Additional Information’ screen:

**Exhibit 8-1: Additional Information Screen**

The screenshot shows the 'Additional Information' screen in the e-CDRweb application. The top navigation bar is dark blue with the GSPP logo on the left and the user's name 'KJGARRETT, Primary Authorized Official' on the right. The navigation tabs are 'Home', 'Forms', 'User Management', 'Resources' (highlighted with a red box), and 'Logout'. The main content area is white with the heading 'ADDITIONAL INFORMATION'. Below this heading, there are several sections: 'e-CDRweb User Guide' with a description of the guide, a link to 'User Guide', 'Helpful Web Links' with three links: 'Inventory Update Reporting Homepage', 'CDX Homepage', and 'TSCA Chemical Substances Inventory'. At the bottom of the page, there is a footer with links to 'CDX Homepage', 'My CDX Homepage', 'EPA Homepage', 'Terms and Conditions', 'Privacy Notice', and 'CDX Helpdesk: (888) 890-1995'.



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## Appendix A. Acronyms and Abbreviations

The following exhibit displays all the acronyms and abbreviations used in this document:

### Exhibit 8-2: Acronyms and Abbreviations

Acronym	Full Name
AO	Authorized Official
CA	Chemical Abstract
CASRN	Chemical Abstract Service Registry Number
CBI	Confidential Business Information
CDR	Chemical Data Reporting
CDX	Central Data Exchange
CoR	Copy of Record
CROMERR	Cross-Media Electronic Reporting Regulation Security System
CSPP	Chemical Safety and Pesticide Programs
D&B	Dun and Bradstreet
EPA	Environmental Protection Agency
e-CDRweb	Chemical Data Reporting web
ID	Identifier
IS	Industrial Sector
NKRA	Not Known or Reasonably Ascertainable
OPPT	Office of Pollution Prevention and Toxics
PDF	Portable Document Format
SRS	Substance Registry Services
TSCA	Toxic Substances Control Act
XML	Extensible Markup Language