United States Environmental Protection Agency

Module 4:
Registering with CDX for CDR Reporting

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Office of Chemical Safety and Pollution Prevention

Welcome to *Training Module 4: Registering with CDX for CDR Reporting*

This the fourth in EPA's series of seven Training Modules to assist you in complying with the requirements of the CDR rule. This Training Module will explain how to register on EPA's Central Data Exchange (CDX) so that you may access EPA's e-CDRweb reporting tool.

This Training Module does not substitute for the CDR rule and does not impose legally binding requirements on the regulated community or on the U.S. Environmental Protection Agency.

Training Agenda: Module 4

- Introduction

- What is CDX?

- Who Must Register with CDX?

- CDX Registration Process

  – Initial Online Registration

  – Electronic Signature Agreement (ESA) and Account Activation

  – Finalizing Registration

- After CDX Registration

Introduction

Electronic Reporting under the CDR Rule is Now Required.

- To electronically report, manufacturers (including importers) need to:
    - Register with CDX.
    - Add the CSPP program to the CDX registration.
    - Access e-CDRweb, the web-based CDR reporting tool, through CDX.
    - Use e-CDRweb to complete and electronically submit the CDR Form U.
- Registration is for individuals, not companies.

IMPORTANT: *The 2006 eIUR desktop software is not applicable for 2012 CDR reporting.*

What is CDX?

The Central Data Exchange (CDX)

- Is the Agency's electronic reporting site.

- Enables company officials to submit their data to EPA in a fast, efficient and more accurate manner.

- Is secure for confidential business information (CBI) data transmission.

- Provides access to the e-CDRweb reporting tool for chemical data reporting.

- Automates and expedites validation and receipt acknowledgment.

- Enables companies to access and download a copy of record (e.g., Form U and any associated XML).

Who Must Register on CDX?

Each individual who will be entering data and/or submitting a Form U to EPA must register on CDX. Two basic roles are associated with electronic Chemical Data Reporting:

- **Authorized Official** (AO) is legally responsible for the Form U.
  - Each site is <u>required</u> to have an AO.
  - Only the AO can create a new Form U, reopen a completed Form U, and electronically sign and submit a Form U.
  - The AO is typically a senior official for the reporting company.
  - AO may be associated with more than one site.

- **Support** is designated by an AO to assist with Form U.
  - The SR <u>may not</u> sign the certification statement, create, or submit Form U.
  - The SR may enter or modify data for the site the AO authorizes.
  - The SR may be a company a technical contact, consultant, or agent.
  - SR may be associated with more than one site or company.

CDX Registration Process

- CDX registration is a multi-step process:
    1. Initial online registration[*]
    2. Electronic Signature Agreement (ESA) completion
    3. Account activation[*]
    4. Finalized online registration[*]

- Successful completion of all 4 registration steps means the user is ready to submit via CDX.

[*]*Acknowledgment of each successful event by e-mail.*

Step 1: Initial Online Registration

- Registration on CDX begins on the CDX Home Page: https://cdx.epa.gov/epa_home.asp

- From this CDX Home Page, you can either register or log in to CDX:

  - **First time** CDX users:
    - Click on "Register with CDX"
  - **Existing** CDX users:
    - Click on "Log in to CDX"

Step 1: Initial Online Registration

- **First-time CDX users:**
  - Accept the terms and conditions.
  - Enter your name.
  - Choose a user name, password, and secret question.
  - Enter your organization and contact information.

- **Existing CDX users:**
  - You are already registered and only need to add the correct CDX program to your registration.
  - From the MyCDX page:
    - Click on the "Edit Current Account Profiles."
    - Click on the "Add New Program."

Step 1: Initial Online Registration

- On the "Add Program" page, select:
  - **Submissions for Chemical Safety and Pesticide Programs (CSPP)**
- On the "Add Program ID" page, select your role:
  - **Authorized Official (AO)**
    - <u>Primary AO</u>: AO for U.S. site; will be most who register as AO.
    - <u>Secondary AO</u>: Person legally responsible for the secondary portion of a joint submission.*
    - Use the "Search EPA Facilities" button to select your facility or to add it to the EPA database.
  - **Support**
    - <u>Primary Support</u>: Supports Primary AO; most who register will be Supports.
    - <u>Secondary Support</u>: Supports Secondary AO on behalf of the secondary company in a joint submission.*
    - Enter you AO's CDX User ID when asked, and select your facility.
- Note that the AO needs to register before the Support.

See Module 6, "Joint Submissions" for more information (to come)

Step 2: Electronic Signature Form (ESA)

AOs Only:

- Complete an Electronic Signature Form (ESA), which provides identity and signature verification and will enable you to sign and submit documents through CDX.

- The ESA can be completed either electronically or on paper:
  - Electronically – click on the "Proceed to LexisNexis" button to initiate the electronic identity verification process.
  - On paper – click on the "Sign Paper Form" button.
  - If a user does not pass the LexisNexis identity verification process, the paper ESA must be completed.

- One ESA may be used to cover all the sites you represent.

Step 3: Account Activation

Account Activation:

- EPA will notify you via e-mail when your account has been activated and registration can be finalized.

- For AOs, note that:

  – Electronic ESAs will allow faster account activation.

  – Paper ESAs are required to be mailed in, with a wet-ink signature, and may take up to two weeks longer for account activation.

Step 4: Finalizing CDX Registration

- **Finalize Registration:** Once your account is activated, the system will request that you log into MyCDX (your CDX account) to complete your registration.

  - AOs complete eSignature PIN Verification by answering five security questions from the "20-5-1 Questionnaire."

- You will receive an e-mail notification and a MyCDX inbox.

- You may access e-CDRweb and begin completing a Form U from your MyCDX home page.

- If you forget your 20-5-1 security answers, you may contact the CDX Help Desk (888- 890-1995) to reset the questions/answers.

  - When you receive an email notification, you will need to log in to CDX, click on the "Reset eSig Pin" link in the left navigation pane, and follow the instructions.

See Module 5, "Using the eCDRweb Reporting Tool"

After CDX Registration

After CDX registration, you can:

- Access e-CDRweb to work on Form U *(see Module 5, "Using the eCDRweb Reporting Tool)".*

- Check your MyCDX inbox for incoming email messages.

- Check your registration status.

- Add another site to your profile (using Facility Registration).

- Add another CSPP role/Program ID (e.g., Support for another company).

- View status and manage access rights of Supports (if you are an AO).

Where to Obtain Help

- CDX Help Desk
  - (888) 890-1995
  - helpdesk@epa.cdx.net
- TSCA Hotline
  - (202) 554-1404
  - tsca-hotline@epa.gov

Training Modules for CDR Rule

Seven Training Modules are being developed for the CDR Rule. The Training Module you have just completed is highlighted below in the list of all seven Training Modules. You may select another Training Module if you wish to continue your review of the CDR.

Module 1: IUR Modifications and CDR Final Rule (August 2011)

Module 2: Reporting Requirements for the 2012 CDR

Module 3: Completing Form U for 2012

Module 4: Registering with CDX for CDR Reporting

Module 5: Using the e-CDRweb Reporting Tool

Module 6: Joint Submissions

Module 7: Byproducts