



CDX Registration

August 26, 2015

Office of Chemical Safety and Pollution Prevention

Agenda

- Speaker: Chris Gorder, Information Management Division
 - Welcome and Overview
 - User Role Abilities
 - Core Registration Process
 - Primary Authorized Official (AO)
 - Secondary Authorized Official (AO)
 - Primary Support
 - Secondary Support
 - Role Sponsorship Registration Process
 - Primary Agent/Consultant
 - Secondary Agent/Consultant
 - Resources
 - Questions and Answers



Overview of ePMN Role Changes

- Speaker: Chris Gorder, Information Management Division
 - Old eTSCA (Thick Client) CDX Registration Role
 - Authorized Official (AO)
 - Support Registrant
 - New CDX Registration Roles (CSPP workflow – Thin Client)
 - Primary Authorized Official (Primary AO)
 - Primary Agent/Consultant
 - Primary Support
 - Secondary Authorized Official (Secondary AO)
 - Secondary Agent/Consultant
 - Secondary Support



User Role Abilities

Primary Authorized Official

- Speaker: Dr. Kathryn Schechter, CESSD/ICB
 - Who can register as a Primary AO in CDX?
 - Any member of the submitting company – from the President of the company to the secretary!



Primary Authorized Official

- Speaker: Dr. Kathryn Schechter, CESSD/ICB
- What can a Primary AO do in the ePMN?
 - Can create, edit, delete, submit, download the Copy of Record, unlock submissions to be amended, and manage Support users
 - See all forms for their company – no matter who created the form – and can open them if they have the passphrase
 - Assign Primary Agents/Consultants or Primary Support persons to forms



Primary Authorized Official

- Speaker: Dr. Kathryn Schechter, CESSD/ICB
 - Who can submit original Section 5 notices to EPA?
 - A Primary AO who has the authority to sign the certification statement and has a US address; this person is defined by the submitting company

This means: The AO who submits the original notice becomes the legally responsible Authorized Official for that notice.



Primary Agent/Consultant

- Speaker: Dr. Kathryn Schechter, CESSD/ICB
- Who can be a Primary Agent/Consultant in CDX?
 - Anyone not a part of the submitting company, who is working on behalf of the submitting company, and has been sponsored by an AO at the submitting company



Primary Agent/Consultant

- Speaker: Dr. Kathryn Schechter, CESSD/ICB
 - What can a Primary Agent/Consultant do?
 - An Agent/Consultant can only see forms that he/she created or that were assigned to him/her by the sponsoring AO
 - An Agent/Consultant can create, unlock, edit, or delete any type of Section 5 Notices and Supports submission
 - An Agent/Consultant **cannot** submit original notices: PMN, Biotechnology, NOC, or Bona Fide notices
 - An Agent/Consultant **can** (to any submissions to which they have access) submit amendments, Support forms, and SNUR ACM forms
 - This role is currently only implemented for Section 5 Notices and Supports.



Primary Support

- Speaker: Dr. Kathryn Schechter, CESSD/ICB
 - Who can be a Support?
 - Any person from any company (either from the submitting company or outside the submitting company) registered in CDX as a Support under an approved AO
 - What can a Support do?
 - A Support may edit any in progress (i.e., un-submitted) or unlocked forms to which he/she is assigned by his/her AO
 - A Support can only see forms to which he/she has been assigned
 - A Support **cannot** create, unlock, delete, or download a Copy of Record for any form



Secondary Authorized Official

- Speaker: Dr. Kathryn Schechter, CESSD/ICB
 - Who can be a Secondary AO?
 - Any member of a company who is submitting, directly to EPA, information that supports another company's PMN, Biotechnology Notice, or Bona Fide Intent Notice (i.e., Joint and Letter of Support submissions)

NOTE: The Secondary AO who submits the Joint/LOS must have authority to sign the certification statement on the submission.



Secondary Authorized Official

- Speaker: Dr. Kathryn Schechter, CESSD/ICB
 - What can a Secondary AO do?
 - Create, edit, delete, submit, unlock, or amend Joint Submissions or Letters of Support
 - Assign Secondary Agents/Consultants or Secondary Support persons to forms

NOTE: Joint Submissions or Letters of Support (LOS) can be created for a PMN or Biotechnology notice; a LOS can also be created for a Bona Fide Notice.



Secondary Agent/Consultant or Support

- Speaker: Dr. Kathryn Schechter, CESSD/ICB

Roles and capabilities of Secondary Agents/Consultants and Secondary Supports parallel those of the Primary Agents/Consultants and Supports.

- Secondary Agents/Consultants and Secondary Supports
 - Have access to forms granted by the Secondary AO
 - Do not have access to information from the primary submitter





CDX Registration Process

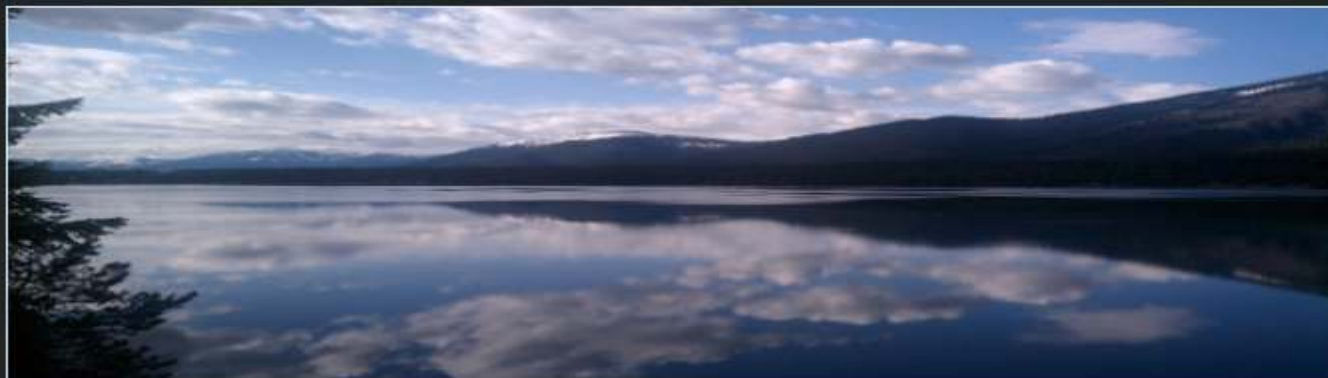
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Welcome

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

Warning Notice and Privacy Policy

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2. unauthorized access to or unauthorized use of U.S. Government information or information systems is subject to criminal, civil, administrative, or other lawful action;
3. the term U.S. Government information system includes systems operated on behalf of the U.S. Government;
4. you have no reasonable expectation of privacy regarding any communications or information used, transmitted, or stored on U.S. Government information systems;
5. at any time, the U.S. Government may for any lawful government purpose, without notice, monitor, intercept, search, and seize any



CDX Terms and Conditions

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

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4. you have no reasonable expectation of privacy regarding any communications or information used, transmitted, or stored on U.S. Government information systems.

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

Active Program Services List

CSPP: Submissions for Chemical Safety and Pesticide Programs

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Registration Information

Program Service	Submissions for Chemical Safety and Pesticide Programs
Role	Not selected

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

Select Role

Primary Authorized Official ▼

Request Role Access

Cancel

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Registration Information

Program Service

Submissions for Chemical Safety and Pesticide Programs

Role

Primary Authorized Official

Find Existing Facility

Use the search form below to search for existing EPA facilities. Fill in at least two search criteria to improve the search results.

Facility ID**Facility Name****Facility Address****City****State****ZIP Code**[Search Facilities](#)

For more advanced searching options, please locate your EPA Registry ID using EPA's [Envirofacts Search](#).

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Registration Information

Program Service Submissions for Chemical Safety and Pesticide Programs
Role Primary Authorized Official

Facility Search Results

Select your facility from the list below then click the "Select" button. If you do not see the facility in the results, you may search again.

1 2 3 4 5 6 7 8 9 10

<input type="checkbox"/>	EPA Registry ID	Facility Name	Facility Address	EPA Programs Reporting	Alternate EPA Registry IDs/Program IDs
<input type="checkbox"/>	110012261578	7 ELEVEN 32177	43251 JOHN MOSLEY HWY CHANTILLY, VA 20152	TSCA	TSCA104
<input type="checkbox"/>	110090116303	A NEW TEST FACILITY	123 TEST CT CHANTILLY, VA 20152	TSCA	TSCA83000
<input type="checkbox"/>	110058130785	AGGREGATE INDUSTRIES, INC.	25232 WILLARD ROAD CHANTILLY, VA 20152	TSCA	TSCA82040
<input type="checkbox"/>	110057220234	AIR POWER, INC.	43694 JOHN MOSBY HIGHWAY CHANTILLY, VA 20152	TSCA	TSCA82041
<input type="checkbox"/>	110006457645	AMERICAN AIRLINE, INC.	DULLES INTRNTL ARPT MIDFIELD CHANTILLY, VA 20152	TSCA	TSCA82042
<input type="checkbox"/>	110056520331	AMG - VA, CHANTILLY	44180 WADE DRIVE CHANTILLY, VA 20152	TSCA	TSCA82043

1 2 3 4 5 6 7 8 9 10

Select

Search Again

Create New Facility

Continue Without Facilities

110090102684	TSCA82023	TOMMY'S FACILITY	2200 FAIRFAX ST FAIRFAX, VA 22033	Edit Remove
110005247269	TSCA1531	VDOT NOVA DISTRICT OFFICE	3975 FAIR RIDGE DR FAIRFAX, VA 22033	Details Edit Remove
110005292414	TSCA1532	WALMART # 2015	13059 FAIR LAKES PARKWAY FAIRFAX, VA 22033	Details Edit Remove
110090081536	TSCA1533	WALMART STORE 2015	13059 FAIR LAKES PKWY FAIRFAX, VA 22033	Details Edit Remove
110024532807	TSCA203	WALMART STORE 2015 #2	13059 FAIR LAKES PKWY FAIRFAX, VA 22033	Details Edit Remove
110057334674	TSCA204	WORLD OF WOOD LTD	3905A FAIR RIDGE DRIVE FAIRFAX, VA 22033	Details Edit Remove
110005251324	TSCA88	WORTMAN INC T/A BRIAR OAKS EXXON	12306 LEE JACKSON HWY FAIRFAX, VA 22033	Details Edit Remove

[Continue With Selected Facilities](#)



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Registration Information

Program Service	Submissions for Chemical Safety and Pesticide Programs
Role	Primary Authorized Official

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

Part 1: User Information

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

User ID *

Title *

First Name *

Middle Initial

Last Name *

Suffix

Password *

Re-type Password *

Suffix

-Please Select- ▼

Password *

Re-type Password *

Security Question 1 *

-Please Select- ▼

Security Answer 1 *

Security Question 2 *

-Please Select- ▼

Security Answer 2 *

Security Question 3 *

-Please Select- ▼

Security Answer 3 *

Part 2: Organization Info

Search for your organization using the text box below. You may search by entering the Organization Name or the Organization ID.

LMN

Search

Organization ID

Organization Name

Address

City

State

ZIP Code

No data was found matching your criteria.

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

Cancel

Part 2: Organization Info

Organization Name *

Country *

UNITED STATES



Mailing Address *

Mailing Address 2

City *

State *

-Please Select-



ZIP/Postal Code *

Email *

Re-enter Email *

Phone Number *

Phone Number Ext

Fax Number

[Back to Search Results](#)

[Submit Request for Access](#)

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CDX Confirmation

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A few more steps...

You will soon receive an email confirmation message (at CDX.OPPTAO@gmail.com) asking you to follow a link to activate your user account. Follow that link to complete your registration. Please contact the help desk if you have any issues at 888-890-1995 or (970) 494-5500 for International callers.

Confirmation Number: 5b11ba7e-3aca-4d4b-848d-151165d2b191

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COMPOSE

Inbox (3)

Starred

Important

Sent Mail

Drafts

Circles

More ▾



Jane ▾

New Hangout



Find friends to chat with



Core Registration Email Verification Request (DEV)



Inbox x



helpdesk@epacdx.net

4:17 PM (3 minutes ago) ☆



to me ▾

You have successfully created an account with the EPA Central Data Exchange (CDX).

In order to complete your registration and begin using the system, you will need to confirm your account by clicking the hyperlink below and successfully logging in. You will need to enter the UserID (CDXOPTAO) and Password that were selected during the registration process.

<https://dev.epacdx.net/Registration/EmailValidation?code=ca94db69-d940-4c1c-a55c-d6174e678064>

If you click the link and it appears to be broken, please copy and paste it into a new browser window.

Once you have successfully logged into your account, you may be required to provide additional information. Any additional information will need to be completed before you are able to access your Program Service.

Please do not respond to this message. If you have questions concerning this request, you may contact us by email at helpdesk@epacdx.net or by calling the CDX Technical Support Staff through our toll free telephone support on [888-890-1995](tel:888-890-1995) between Monday through Friday from 8:00 am to 6:00 pm EST/EDT. For callers from Puerto Rico and Guam, the CDX Help Desk can also be reached at [\(970\) 494-5500](tel:970-494-5500).

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Sincerely
CDX Help Desk

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Password

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3. the term U.S. Government information system includes systems operated on behalf of the U.S. Government;
4. you have no reasonable expectation of privacy regarding any communications or information used, transmitted, or stored on U.S. Government information systems;
5. at any time, the U.S. Government may for any lawful government purpose, without notice, monitor, intercept, search, and seize any authorized or unauthorized communication to or from U.S. Government information systems or information used or stored on U.S. Government information systems;
6. at any time, the U.S. Government may for any lawful government purpose, search and seize any authorized or unauthorized device, to include non-U.S. Government owned devices, that stores U.S. Government information;
7. any communications or information used, transmitted, or stored on U.S. Government information systems may be used or disclosed for any lawful government purpose, including but not limited to, administrative purposes, penetration testing, communication security monitoring, personnel misconduct measures, law enforcement, and counterintelligence inquiries; and



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CDX CDX Registration: Additional Verification

[Contact Us](#)Logged in as JANEDOEDV ([Log out](#))[1. Identity Verification](#)[2. Electronic Signature Agreement](#)

The program you are registering for requires additional proof of identity. Your options are to use LexisNexis®, an independent 3rd-Party electronic identity proofing service or to print and submit a signed form through U.S. Postal Mail to the U.S. Environmental Protection Agency.

Note: By clicking [Proceed to Verification] you understand the service is voluntary and that you are validating personally identifying information including the last 4 digits of SSN against a 3rd-Party service LexisNexis®, which will return evidence of validation of your personally identifying information back to the U.S. Environmental Protection Agency. The U.S. EPA will not collect or retain sensitive, personally identifying information such as your Social Security Number (SSN); however, EPA will receive evidence of identity validation which may be used to identify you for legal purposes.

You may [sign the paper form](#) if you do not want to use the automatic verification process.

Note: You will receive a limited number of attempts to complete identity verification. Please review all personal information carefully prior to submitting. If you need to modify the personal information listed below, please contact the [CDX Help Desk](#).

First Name: Jane

Last Name: Doe

☐ I have reviewed the name presented above and I would like to proceed with LexisNexis. [Additional LexisNexis Identity Proofing Guidance](#)

[Exit](#)[Proceed to Verification](#)[Cancel](#)



Please click "OK" to perform identity verification conducted by LexisNexis® on behalf of the US Environmental Protection Agency.

Canceling this process may require additional information be mailed to the US Environmental Protection Agency in order to continue your CDX registration process.

OK

Cancel

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* Required Fields

Authorized Representative

Last Name *

Doe

First Name *

Jane

Middle Name

SSN (Last 4) *

Home Address *

Home City *

Home State *

-- State --

Home Zip *

Home Phone

Date of Birth *

Submit

Cancel



Thank you for completing the LexisNexis verification process on behalf of the U.S. Environmental Protection Agency.

Please click the "OK" button below or close this window to return to CDX to continue

Ok



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2. Electronic Signature Agreement

You are registered for a program that requires eSignature PIN Verification. Please select five (5) challenge questions and answers. The questions that you select should be questions that you can remember, but difficult for anyone else to guess.

Select 5 Challenge Questions and Answers

What is your favorite vacation destination?	▼	<input type="text"/>
What is your favorite pet's name?	▼	<input type="text"/>
Who is your favorite author?	▼	<input type="text"/>
What is your favorite hobby?	▼	<input type="text"/>
What is your favorite TV show?	▼	<input type="text"/>

Save Answers

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CDX CDX Registration: Additional Verification

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1. Identity Verification ✓

2. Electronic Signature Agreement

Electronic CDX Electronic Signature Agreement

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

U.S. Environmental Protection Agency ELECTRONIC SIGNATURE AGREEMENT

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

Electronic Signature Holder Company Information

Organization Name:	TEST ORG
Address:	12601 FAIRLAKES CIRCLE
City, State, Zip:	FAIRFAX, VA 22033
Province:	
Country:	US
Phone Number:	(888) 890-1995
E-mail Address:	Jane.Doe@test.com
Registrant's Name:	Miss Jane Doe
CDX User Name:	JANEDOEDV2

[Sign Electronically](#)[Cancel](#)



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CDX CDX Registration: Additional Verification

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1. Identity Verification ✓

2. Electronic Signature Agreement

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In accepting the electronic signature submitted to EPA's Central Data Exchange (CDX) to sign electronic documents

Electronic Signature Holder Confirmation

Organization Name:

Address:

City, State, Zip:

Province:

Country:

Phone Number:

E-mail Address:

Registrant's Name:

CDX User Name:

Accept

Decline

Jane.Doe@test.com

Miss Jane Doe

JANEDOEEDEV2

[Sign Electronically](#)

[Cancel](#)



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CDX Registration: Additional Verification

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eSignature Widget

1. Log in to CDX

User:

JANEDOEV2

Password:

E-mail Address:	Jane.Doe@test.com
Registrant's Name:	Miss Jane Doe
CDX User Name:	JANEDOEV2



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CDX CDX Registration: Additional Verification

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eSignature Widget

1. Log in to CDX

User:

JANEDOEV2

Password:

••••••••

Welcome Casey Yeh

2. Answer Secret Question

Question:

What was your first pet's name?

Answer:**Answer**

E-mail Address:

Jane.Doe@test.com

Registrant's Name:

Miss Jane Doe

CDX User Name:

JANEDOEV2

[Sign Electronically](#)[Cancel](#)



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Electronic CDX Electronic Signature Agreement

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eSignature Widget

1. Log in to CDX

User:

JANEDOEV2

Password:

.....

Welcome Casey Yeh

2. Answer Secret Question

Question:

What was your first pet's name?

Answer:

name

Correct Answer

3. Sign File

Sign

E-mail Address:	Jane.Doe@test.com
Registrant's Name:	Miss Jane Doe
CDX User Name:	JANEDOEV2

Sign Electronically

Cancel



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Services

[⚙ Manage](#)

<u>Status</u>	<u>Program Service Name</u>	<u>Role</u>
	CSPP: Submissions for Chemical Safety and Pesticide Programs	Primary Authorized Official

CDX Service Availability

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

News and Updates

No news/updates.

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Adding User Roles Secondary Authorized Official

Office of Chemical Safety and Pollution Prevention



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Services

[⚙ Manage](#)

<u>Status</u>	<u>Program Service Name</u>	<u>Role</u>
	CSPP: Submissions for Chemical Safety and Pesticide Programs	Primary Authorized Official

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

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No news/updates.

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Test Organization J, 123 Blueberry Lane, Fairfax, VA, US 22033, (703) 227-4019

☒ CSPP: Submissions for Chemical Safety and Pesticide Programs

[+ Request New Role](#)

Role	Program ID	Status	Details
Primary Authorized Official	Facility ID: 86339	Active (Deactivate)	Manage Facilities

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Request a New Role

Registration Information

Organization Name	Test Organization J
Program Service	Submissions for Chemical Safety and Pesticide Programs
Role	Not Selected

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

Select a Role

Secondary Authorized Official ▼

[Add Selected Role](#)[Back](#)

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1. Program Service ✓

2. Role Access ✓

3. Organization Information

Registration Information

Program Service

Submissions for Chemical Safety and Pesticide Programs

Role

Secondary Authorized Official

Find Existing Facility

Use the search form below to search for existing EPA facilities. Fill in at least two search criteria to improve the search results.

Facility ID

Facility Name

Facility Address

City

State

ZIP Code

[Search Facilities](#)

For more advanced searching options, please locate your EPA Registry ID using EPA's [Envirofacts Search](#).

[Continue Without Facilities](#)



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CDX Core CDX Registration

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

Registration Information

Program Service Submissions for Chemical Safety and Pesticide Programs
Role Primary Authorized Official

Facility Search Results

Select your facility from the list below then click the "Select" button. If you do not see the facility in the results, you may search again.

1 2 3 4 5 6 7 8 9 10

<input type="checkbox"/>	EPA Registry ID	Facility Name	Facility Address	EPA Programs Reporting	Alternate EPA Registry IDs/Program IDs
<input type="checkbox"/>	110012261578	7 ELEVEN 32177	43251 JOHN MOSLEY HWY CHANTILLY, VA 20152	TSCA	TSCA101
<input type="checkbox"/>	110090116303	A NEW TEST FACILITY	123 TEST CT CHANTILLY, VA 20152	TSCA	TSCA83000
<input type="checkbox"/>	110058130785	AGGREGATE INDUSTRIES, INC.	25232 WILLARD ROAD CHANTILLY, VA 20152	TSCA	TSCA82040
<input type="checkbox"/>	110057220234	AIR POWER, INC.	43694 JOHN MOSBY HIGHWAY CHANTILLY, VA 20152	TSCA	TSCA82041
<input type="checkbox"/>	110006457645	AMERICAN AIRLINE, INC.	DULLES INTRNTL ARPT MIDFIELD CHANTILLY, VA 20152	TSCA	TSCA82042
<input type="checkbox"/>	110056520331	AMG - VA, CHANTILLY	44180 WADE DRIVE CHANTILLY, VA 20152	TSCA	TSCA82043

1 2 3 4 5 6 7 8 9 10

Select

Search Again

Create New Facility

Continue Without Facilities

110090103683	TSCA82022	TEST FACILITY JEAN-LEMAN	12601 FAIR LAKES CIR FAIRFAX, VA 22033	Edit Remove
110090072118	TSCA1530	TEST FAKE 12	12601 FAIR LAKES CIRCLE FAIRFAX, VA 22033	Details Edit Remove
110090102684	TSCA82023	TOMMY'S FACILITY	120 FAIR LN FAIRFAX, VA 22033	Details Edit Remove
110005247269	TSCA1531	VDOT NOVA DISTRICT OFFICE	3975 FAIR RIDGE DR FAIRFAX, VA 22033	Details Edit Remove
110005292414	TSCA1532	WALMART # 2015	13059 FAIR LAKES PARKWAY FAIRFAX, VA 22033	Details Edit Remove
110090081536	TSCA1533	WALMART STORE 2015	13059 FAIR LAKES PKWY FAIRFAX, VA 22033	Details Edit Remove
110024532807	TSCA203	WALMART STORE 2015 #2	13059 FAIR LAKES PKWY FAIRFAX, VA 22033	Details Edit Remove
110057334674	TSCA204	WORLD OF WOOD LTD	3905A FAIR RIDGE DRIVE FAIRFAX, VA 22033	Details Edit Remove
110005251324	TSCA88	WORTMAN INC T/A BRIAR OAKS EXXON	12306 LEE JACKSON HWY FAIRFAX, VA 22033	Details Edit Remove

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CSPP: Submissions for Chemical Safety and Pesticide Programs

Request New Role

Role	Program ID	Status	Details
Primary Authorized Official	Facility ID: 86339	Active (Deactivate)	Manage Facilities
Secondary Authorized Official	Facility ID: MULTI-FACILITIES	Active (Deactivate)	Manage Facilities

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Adding Organizations

Office of Chemical Safety and Pollution Prevention



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User Information

User ID	JANEDOEVDEV
Name	Miss Jane Doe
Last Updated	7/24/2015 11:46:47 AM
Registration Date	7/23/2015 5:31:12 PM
Security Question 1	What is your biggest pet peeve?
Security Question 2	What is your least favorite food?
Security Question 3	What was the best gift you ever received?

Organization Information

Primary Organization = 

Org. ID	Name	Address
23405	Test Organization J	123 Blueberry Lane, Fairfax, VA, US 22033 

[Modify User / Organization Information](#)[Manage Your Program Services](#)

Security Answer 1 *

test

Security Question 2 *

What is your least favorite food?



Security Answer 2 *

test

Security Question 3 *

What was the best gift you ever received?



Security Answer 3 *

test

Save User Information

Part 2: Organization Details

Current Organizations

Click the organization name to view or modify organization information.

Primary Organization = 🗝️

> [Test Organization J \(23405\)](#) 🗝️

Part 3: Organization Information

New Organization


New organizations can be added to your profile. Search for your organization using the text box below.

Search

Deactivate User Account

Back to MyCDX



Primary Organization = 

[> Test Organization J \(23405\) !\[\]\(529949c2c3dadbaa4e538e8c643454bc_img.jpg\)](#)

Part 3: Organization Information

New Organization

Organization Name *

Country * 

Mailing Address *

Mailing Address 2

City *

State * 

ZIP/Postal Code *

Email *

Re-enter Email *

Phone Number *

Phone Number Ext

Fax Number

[Back to Search Results](#)

[Submit Request for Access](#)

[Deactivate User Account](#)

[Back to MyCDX](#)





Adding Facilities to an Existing CDX User Role

Office of Chemical Safety and Pollution Prevention



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Services

[Manage](#)

Status	Program Service Name	Role
	CSPP: Submissions for Chemical Safety and Pesticide Programs	Primary Authorized Official
	CSPP: Submissions for Chemical Safety and Pesticide Programs	Secondary Authorized Official

CDX Service Availability

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

News and Updates

No news/updates.

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☒ CSPP: Submissions for Chemical Safety and Pesticide Programs

[+ Request New Role](#)

Role	Program ID	Status	Details
Primary Authorized Official	Facility ID: 86339	Active (Deactivate)	Manage Facilities
Secondary Authorized Official	Facility ID: MULTI-FACILITIES	Active (Deactivate)	Manage Facilities

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Logged in as JANEDOEV (Log out)

Registration Information

Organization	Test Organization J
Program Service	CSPP
Role	Primary Authorized Official

Manage Facilities

The facilities selected for this data flow/role are listed below. You may add facilities by clicking the Select Additional Facilities link. You will need to click the Save Selected Facilities button in order to save any new facilities that may have been added. You may also remove individual facilities by selecting the Remove link for each facility.

EPA Registry ID ⓘ**Program ID****Facility Name****Facility Address**

No facilities identified for this role.

[▶ Add Additional Facilities](#)[Back](#)

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Registration Information

Organization	Test Organization J
Program Service	CSPP
Role	Primary Authorized Official

Manage Facilities

The facilities selected for this data flow/role are listed below. You may add facilities by clicking the Select Additional Facilities link. You will need to click the Save Selected Facilities button in order to save any new facilities that may have been added. You may also remove individual facilities by selecting the Remove link for each facility.

EPA Registry ID 	Program ID	Facility Name	Facility Address
---	------------	---------------	------------------

No facilities identified for this role.

Add Additional Facilities

Find Existing Facility

Use the search form below to search for existing EPA facilities. Fill in at least two search criteria to improve the search results.

Facility ID	<input type="text"/>
Facility Name	<input type="text"/>
Facility Address	<input type="text"/>
City	<input type="text"/>
State	<input type="text" value="▼"/>
ZIP Code	<input type="text"/>

[Search Facilities](#)

For more advanced searching options, please locate your EPA Registry ID using EPA's [Envirofacts Search](#).

[Back](#)

Add Additional Facilities

Facility Search Results

Select your facility from the list below then click the "Select" button. If you do not see the facility in the results, you may search again.

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18
19

<input type="checkbox"/>	EPA Registry ID	Facility Name	Facility Address	EPA Programs Reporting	Alternate EPA Registry IDs/Program IDs
<input type="checkbox"/>	110090093284	22033KTHYT235AK	12605 FAIR LAKES CIR FAIRFAX, VA 22033	TSCA	TSCA80601
<input type="checkbox"/>	110090083080	5000 PLEASE SAVE ME	5000 FRS SAVING PROPERLY BOULEVARD FAIRFAX, VA 22033	TSCA	TSCA1481
<input type="checkbox"/>	110090085541	ABC CORPORATION	963 HIGHLAND DRIVE FAIRFAX, VA 22033	TSCA	TSCA1482
<input type="checkbox"/>	110090081322	ABC INDUSTRIES INC. (DBA ABC ENGRAVERS)	1000 QUEENS PKWYYYYYYYYYYYYYYY FAIRFAX, VA 22033	TSCA	TSCA1483
<input type="checkbox"/>	110037446813	ABERCROMBIE & FITCH	11723 U FAIR OAKS MALL FAIRFAX, VA 22033	TSCA	TSCA763
<input type="checkbox"/>	110037446822	ABERCROMBIE (KIDS)	11731 U FAIR OAKS MALL FAIRFAX, VA 22033	TSCA	TSCA1484

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18
19

Select

Search Again

Create New Facility

Back

Facility Name	<input type="text"/>
Facility Address	<input type="text"/>
City	<input type="text"/>
State	<input type="text" value="Virginia"/>
ZIP Code	<input type="text" value="22033"/>

[Search Facilities](#)

For more advanced searching options, please locate your EPA Registry ID using EPA's [Envirofacts Search](#).

Selected Facilities

EPA Registry ID ⓘ	Program ID	Facility Name	Facility Address	
110090085541	TSCA1482	ABC CORPORATION	963 HIGHLAND DRIVE FAIRFAX, VA 22033	Details Edit Remove
110090117491	TSCA83480	CGI FEDERAL	12601 FAIR LAKES CIR FAIRFAX, VA 22033	Details Edit Remove
110008178676	TSCA123	COLLINS INTL SVC CO	4114 LEGATO DR FAIRFAX, VA 22033	Details Edit Remove
110031212168	TSCA1489	DULLES DISCOVERY - PHASE 1	13900 AIR AND SPACE MUSEUM PAR FAIRFAX, VA 220330000	Details Edit Remove
110001900195	TSCA1492	FAIR CENTER CLEANERS	13079 FAIR LAKES SHOPPING CTR FAIRFAX, VA 220330000	Details Edit Remove

[Save Selected Facilities](#)

[Clear Selected Facilities](#)

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Registration Information

Organization	Test Organization J
Program Service	CSPP
Role	Primary Authorized Official

Manage Facilities

The facilities selected for this data flow/role are listed below. You may add facilities by clicking the Select Additional Facilities link. You will need to click the Save Selected Facilities button in order to save any new facilities that may have been added. You may also remove individual facilities by selecting the Remove link for each facility.

EPA Registry ID ⓘ	Program ID	Facility Name	Facility Address	
110090085541	TSCA1482	ABC CORPORATION	963 HIGHLAND DRIVE FAIRFAX, VA 22033	Details Edit Remove
110008178676	TSCA123	COLLINS INTL SVC CO	4114 LEGATO DR FAIRFAX, VA 22033	Details Edit Remove
110031212168	TSCA1489	DULLES DISCOVERY - PHASE 1	13900 AIR AND SPACE MUSEUM PAR FAIRFAX, VA 220330000	Details Edit Remove
110001900195	TSCA1492	FAIR CENTER CLEANERS	13079 FAIR LAKES SHOPPING CTR FAIRFAX, VA 220330000	Details Edit Remove

► [Add Additional Facilities](#)

[Back](#)

Facility Search Results

Select your facility from the list below then click the "Select" button. If you do not see the facility in the results, you may search again.

1 2 3 4 5 6 7 8 9 10

<input type="checkbox"/>	EPA Registry ID	Facility Name	Facility Address	EPA Programs Reporting	Alternate EPA Registry IDs/Program IDs
<input type="checkbox"/>	110012261578	7 ELEVEN 32177	43251 JOHN MOSLEY HWY CHANTILLY, VA 20152	TSCA	TSCA104
<input type="checkbox"/>	110090116303	A NEW TEST FACILITY	123 TEST CT CHANTILLY, VA 20152	TSCA	TSCA83000
<input type="checkbox"/>	110058130785	AGGREGATE INDUSTRIES, INC.	25232 WILLARD ROAD CHANTILLY, VA 20152	TSCA	TSCA82040
<input type="checkbox"/>	110057220234	AIR POWER, INC.	43694 JOHN MOSBY HIGHWAY CHANTILLY, VA 20152	TSCA	TSCA82041
<input type="checkbox"/>	110006457645	AMERICAN AIRLINE, INC.	DULLES INTRNTL ARPT MIDFIELD CHANTILLY, VA 20152	TSCA	TSCA82042
<input type="checkbox"/>	110056520331	AMG - VA, CHANTILLY	44180 WADE DRIVE CHANTILLY, VA 20152	TSCA	TSCA82043

1 2 3 4 5 6 7 8 9 10

Select

Search Again

Create New Facility

Back

110008178676	TSCA123	COLLINS INTL SVC CO	4114 LEGATO DR FAIRFAX, VA 22033	Details Edit Remove
110031212168	TSCA1489	DULLES DISCOVERY - PHASE 1	13900 AIR AND SPACE MUSEUM PAR FAIRFAX, VA 220330000	Details Edit Remove
110001900195	TSCA1492	FAIR CENTER CLEANERS	13079 FAIR LAKES SHOPPING CTR FAIRFAX, VA 220330000	Details Edit Remove

Add Additional Facilities

Create Facility

EPA Registry ID	<i>Pending</i>
Program ID	<i>Pending</i>
Program Acronym	CDX: CSPP - FRS: TSCA
Facility Name	<input type="text"/>
Facility Address 1	<input type="text"/>
Facility Address 2	<input type="text"/>
City	<input type="text"/>
State	<input type="text" value="-Please Select-"/>
County	<input type="text" value="-Please Select-"/>
ZIP Code	<input type="text"/>

Next

Back to Search Results

Back

110031212168	TSCA1489	DULLES DISCOVERY - PHASE 1	13900 AIR AND SPACE MUSEUM PAR FAIRFAX, VA 220330000	Details Edit Remove
110001900195	TSCA1492	FAIR CENTER CLEANERS	13079 FAIR LAKES SHOPPING CTR FAIRFAX, VA 220330000	Details Edit Remove

Add Additional Facilities

Confirm New Facility

EPA Registry ID Pending

Program ID Pending

Program Acronym CDX: CSPP - FRS: TSCA

Facility Name Test Facility X

Facility Address 1 123 Blueberry Lane

Facility Address 2

City Fairfax

State VA

County Fairfax

ZIP Code 22033

Select

Back

Back

Add Additional Facilities

Find Existing Facility

Use the search form below to search for existing EPA facilities. Fill in at least two search criteria to improve the search results.

Facility ID	<input type="text"/>
Facility Name	<input type="text"/>
Facility Address	<input type="text"/>
City	<input type="text"/>
State	<input type="text" value="Virginia"/>
ZIP Code	<input type="text" value="20152"/>

[Search Facilities](#)

For more advanced searching options, please locate your EPA Registry ID using EPA's [Envirofacts Search](#).

Selected Facilities

EPA Registry ID ⓘ	Program ID	Facility Name	Facility Address	
Pending	Pending	TEST FACILITY X	123 BLUEBERRY LANE FAIRFAX, VA 22033	Details Edit Remove

[Save Selected Facilities](#)

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Registration Information

Organization	Test Organization J
Program Service	CSPP
Role	Primary Authorized Official

Manage Facilities

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EPA Registry ID ⓘ	Program ID	Facility Name	Facility Address	
110090085541	TSCA1482	ABC CORPORATION	963 HIGHLAND DRIVE FAIRFAX, VA 22033	Details Edit Remove
110008178676	TSCA123	COLLINS INTL SVC CO	4114 LEGATO DR FAIRFAX, VA 22033	Details Edit Remove
110031212168	TSCA1489	DULLES DISCOVERY - PHASE 1	13900 AIR AND SPACE MUSEUM PAR FAIRFAX, VA 220330000	Details Edit Remove
110001900195	TSCA1492	FAIR CENTER CLEANERS	13079 FAIR LAKES SHOPPING CTR FAIRFAX, VA 220330000	Details Edit Remove
110090124884	TSCA84581	TEST FACILITY X	123 BLUEBERRY LANE FAIRFAX, VA 22033	Details Edit Remove

► [Add Additional Facilities](#)

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Support Users Primary Support/Secondary Support

Office of Chemical Safety and Pollution Prevention



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Password

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8. you may not process or store classified national security information on this computer system.



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

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3. the term U.S. Government information system includes systems operated on behalf of the U.S. Government;
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☒ I Accept

☐ I Decline

Proceed

Cancel





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Core CDX Registration

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

Active Program Services List

ACRES: Assessment Cleanup and Redevelopment Exchange System**ARCS: Aircraft Reporting and Compliance System****CEDRI: Compliance and Emissions Data Reporting Interface****CEDRI1: Compliance and Emissions Data Reporting Interface****CROMERRLiteTest: CROMERR Lite Testing Utility****CROMERRS: CROSS-Media Electronic Reporting Rule Services****CROMERRSubmitNow: CROMERR Submit Now****CROMERRTEST: CROMERR Test Sandbox****CSPP: Submissions for Chemical Safety and Pesticide Programs****DEMO2: EPA Demonstration 2****DEMO3: US Coast Guard SubmitNow with Encryption****DEMO4: Submit Now 2****DWMaps: Drinking Water Maps****eDisclosure: Voluntary Violation Reporting**



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

Active Program Services List

CSPP: Submissions for Chemical Safety and Pesticide Programs

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Registration Information

Program Service

Submissions for Chemical Safety and Pesticide Programs

Role

Not selected

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

Select Role

Primary Support

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Registration Information

Program Service

Submissions for Chemical Safety and Pesticide Programs

Role

Primary Support

The asterisk (*) indicates a required field.

Authorized Official's User ID *

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Registration Information

Program Service

Submissions for Chemical Safety and Pesticide Programs

Role

Primary Support

Authorized Official:

Jane Doe (JANEDOEDV)

Select the organization that you should be associated with:

☐ **Organization:**

Test Organization J

Address:

123 Blueberry Lane, Fairfax, VA, 22033, US

Phone:

(703) 227-4019

Email:

CDX.OPPTAO@gmail.com

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1. Program Service ✓

2. Role Access ✓

3. User and Organization

4. Confirmation

Registration Information

Program Service	Submissions for Chemical Safety and Pesticide Programs
Role	Primary Support

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

Part 1: User Information

User ID *	<input type="text"/>
Title *	Mr <input type="button" value="v"/>
First Name *	<input type="text"/>
Middle Initial	<input type="text"/>
Last Name *	<input type="text"/>
Suffix	-Please Select- <input type="button" value="v"/>
Password *	<input type="password"/>
Re-type Password *	<input type="password"/>
Security Question 1 *	-Please Select- <input type="button" value="v"/>
Security Answer 1 *	<input type="text"/>
Security Question 2 *	-Please Select- <input type="button" value="v"/>
Security Answer 2 *	<input type="text"/>
Security Question 3 *	-Please Select- <input type="button" value="v"/>

CDX Confirmation

[✉ Contact Us](#)[1. Program Service ✓](#)[2. Role Access ✓](#)[3. User and Organization ✓](#)[4. Confirmation](#)

A few more steps...

You will soon receive an email confirmation message (at CDX.OPPTSUPP@gmail.com) asking you to follow a link to activate your user account. Follow that link to complete your registration. Please contact the help desk if you have any issues at 888-890-1995 or (970) 494-5500 for International callers.

Confirmation Number: 2b5f1969-d25d-43fd-968d-5cb53002a09e

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Services

[Manage](#)

Status	Program Service Name	Role
	CSPP: Submissions for Chemical Safety and Pesticide Programs	Primary Support

CDX Service Availability

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

News and Updates

No news/updates.

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CDX Help Desk: 888-890-1995 | (970) 494-5500 for International callers

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Role Sponsorship Primary Agent/Consultant

Office of Chemical Safety and Pollution Prevention



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Services

[⚙ Manage](#)

Status	Program Service Name	Role
	CSPP: Submissions for Chemical Safety and Pesticide Programs	Primary Authorized Official
	CSPP: Submissions for Chemical Safety and Pesticide Programs	Secondary Authorized Official

CDX Service Availability

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

News and Updates

No news/updates.

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Agent/Consultant Sponsorship Process

- Process Flow:
 1. AO invites Agent/Consultant (email)
 2. Agent/Consultant
 - A. If new to CDX, registers in CDX
 - B. If not new to CDX, logs in to CDX
 - C. Accepts or rejects offer
 3. AO receives acceptance; approves sponsorship of Agent's CDX login
 4. Agent verifies Sponsor/Agent relationship



Agent/Consultant Access

- An Agent/Consultant may support either a Primary or Secondary AO.
- An Agent/Consultant may be sponsored by multiple AOs from multiple organizations.
- Sponsors will not see other sponsor's forms of an Agent/Consultant.
- An Agent/Consultant can only see the list of forms that he/she creates or that his/her sponsor gives access to and can only open forms that he/she has the passphrase for.
- If the sponsor leaves a company, the Agent/Consultant loses access to the company's forms and must find a new sponsor at the company.





Frequently Asked Questions & Answers

Office of Chemical Safety and Pollution Prevention

Q&A – Part 1

- Question: Do I need to register with CDX to submit or to work on Section 5 Notices?
 - Answer: Yes, you must be registered with CDX to work on or submit Section 5 Notices and Supports forms.
- Question: What is LexisNexis?
 - Answer: LexisNexis is a third-party identity proofing service that verifies a user's identity.
- Question: What if I do not pass ID proofing with LexisNexis? What do I have to do?
 - Answer: If the LexisNexis identity validation fails, the user is required to sign and mail a paper electronic signature agreement (ESA) which can take ten (10) business days to process.



Q&A – Part 2

– Question: As a non-U.S. person, how is my identity verified?

- Answer: You would register in CDX as an Authorized Official, and mail a paper electronic signature agreement (ESA).

– Question: Do Support users need their identities verified?

- Answer: Since a Support user will not have the ability to sign/submit data to EPA, they do not need to undergo the same level of validation as Authorized Officials or Agents/Consultants.



Q&A – Part 3

- If I have been approved for the TSCA workflow, do I need to reregister in CDX to work in the new ePMN under the CSPP workflow?
 - Answer: If you are approved for the TSCA workflow, you do not need to reregister in CDX. However, you will need to register for a new user role and the CSPP workflow. If you are already identity-proofed and have an approved ESA on-file, you can add the CSPP workflow and add a user role (if a different one is needed) since the ESA can be reused for certain workflows. All persons registered and approved for TSCA are already identity-proofed, but must sign an ESA.



Q&A – Part 4

- Question: What role should I register for in CDX?
 - Answer: EPA will release documentation (user guides, other documentation) to assist users in identifying which role an individual should register for.
- Question: Can I have more than one role in CDX?
 - Answer: It is possible to register for more than one role under a single user ID. However, when you access the application, you can only access the application under one user role at a time.



Q&A – Part 5

- Question: What does Primary mean (AO, Agent, or Support)?
 - Answer: Primary refers to the submitter for the following Section 5 Notices:
 - PMN (including LVE, SNUN, LoREX, etc.), Biotechnology (e.g. MCAN), Support forms (such as test data on PMN, amendments to older submissions, withdrawal requests, and Notices of Transfer), Notice of Commencement (NOC), Bona Fide Intent notices, ACM notices
- Question: What does Secondary mean (AO, Agent, or Support)?
 - Answer: Secondary refers to companies submitting information directly to EPA to support another company's submission. Applies to:
 - Joint PMN, Joint Biotechnology, or Letter of Support (PMN, Biotechnology, Bona Fide)



Q&A – Part 6

- Question: What functions can Primary AOs perform in the Section 5 Notices and Supports application?
 - Answer: Primary AOs can create, edit, delete, unlock, and download the Copy of Record (CoR) for submissions, as well as designate Supports and Agent/Consultants and manage their access to submissions.
 - Initial submission of forms (PMN, NOC, Biotechnology, or Bona Fide) must be submitted by a Primary AO from the submitting company, who has a US address, and who can legally sign and certify to the content. All other forms (ACM, Support, and amended notices) can be submitted by a Primary AO or Primary Agent/Consultant.



Q&A – Part 7

–Question: Who can create and submit Support forms?

- Answer: Only Primary Authorized Officials or Primary Agents/Consultants can create and submit Support forms. Registered Support persons are only able to edit form information once they are assigned the form and given access by an Authorized Official.



Q&A – Part 8

- Question: For what organization name should I register?
 - Answer: The forms created within the Section 5 Notices and Supports CDX application are grouped based on organization name. Any AO registered with that organization name may see form aliases and case numbers within the forms table. However, the data within the forms cannot be accessed without the passphrase.
- Question: Can I be registered under more than one organization name?
 - Answer: Yes, you may register for more than one organization name, and must select which organization you will be working under when logging into CDX. In addition, multi-AO functionality means that all AOs registered under the same organization name will be able to view the forms that other AOs within that organization create.



Q&A – Part 9

- Question: If my organization changes name, how do I access old company files?
 - Answer: Users should maintain old organization names within registration and keep the passphrase(s) for all forms. Make sure you download the Copy of Record and securely maintain records outside of CDX. Users may also register under the new organization name to submit and manage new forms.



Q&A – Part 10

- Question: Do I need to have multiple user IDs within CDX to serve as an agent/consultant to multiple organizations?
 - Answer: No, you do not. When you log into CDX under a single ID, you have the option to select any user role for which you have been approved and then under each role, any organization that you will represent during that CDX session under that role.



Q&A – Part 11

–Question: How are facilities within a PMN identified?

- Answer: During registration a user is given the option to identify the facilities associated with an organization for use when populating a PMN form. The facilities identified for one organization also display for other users associated with that organization.



Resources

- Contacts
 - CDX Helpdesk: 888-890-1995, or helpdesk@epacdx.net
- The slides and audio file from this session will be made available at:
<http://epa.gov/oppt/newchemicals/epmn/epmn-index.htm> for your download.
- Email questions or comments to etscareporting@epa.gov



Upcoming Outreach

- **All upcoming outreach events can also be found at:**
 - <http://epa.gov/oppt/newchems/epmn/epmn-index.htm>
- **Today, August 26, 2015 from 1:00 – 4:00 p.m.** The subjects will be the process of registering with CDX and user roles.
 - Conference phone number within the U.S. (877) 608-6616, outside the U.S. (706) 679-4304
 - Conference ID: **9381747**
 - Access the session at: <https://epa.connectsolutions.com/cdxregistration/>
- **Wednesday September 16, 2015 from 1:00 – 4:00 p.m.** The subjects will be discussion of the PMN form, the Support form and Joint submissions.
 - Conference phone number within the U.S. (877) 608-6616, outside the U.S. (706) 679-4304
 - Conference ID: **9387578**
 - Access the session at: <https://epa.connectsolutions.com/pmnsupportjoint/>
- **Wednesday September 30, 2015 from 1:00 – 4:00 p.m.** The subjects will be discussion of Notice of Commencement (NOC), Biotech, Bona Fide, and SNUR Alternate Control Measures electronic submissions.
 - Conference phone number within the U.S. (877) 608-6616, outside the U.S. (706) 679-4304
 - Conference ID: **9369481**
 - Access the session at: <https://epa.connectsolutions.com/nocbiotechbonafideacm/>

