



CROMERR and Verify Light-Duty Request for Certificate Process

Light-Duty Manufacturer Webinar
September 16, 2015



Agenda

- Introduction
- CROMERR and the User Registration Process
- CROMERR and Light-Duty Certification
 - Uploading Certification Documents
 - Request for Certificate Process
- Demo of CROMERR Request for Certificate Process
- Deployment Information
- Next Steps
- Questions



CROMERR AND THE USER REGISTRATION PROCESS



Cross-Media Electronic Reporting Rule (CROMERR)

- What is CROMERR?
 - CROMERR (40 CFR Part 3) provides the framework for electronic reporting for all of the Environmental Protection Agency's (EPA) environmental regulations
 - CROMERR establishes standards for information systems that receive reports and other documents electronically
- Whom does it affect?
 - Regulated entities that submit reports and other documents to EPA under Title 40 of the Code of Federal Regulations
 - States, tribes, and local governments that are authorized to administer EPA programs under Title 40
- How does Verify implement CROMERR?
 - Verify implements CROMERR through its Request for Certificate Module
 - Applications are deemed final when a manufacturer submits a Request For Certificate (RFC)
 - An authorized "CROMERR Signer" must electronically sign that submission



CROMERR and Regulated Entities Reporting Directly to EPA

- Under CROMERR, electronic reporting directly to EPA requires submission through EPA's Central Data Exchange (CDX)
- Submissions must include valid electronic signatures in those cases where handwritten signatures would have been required for the paper-based submissions



CROMERR and Regulated Entities Reporting Directly to EPA

- Valid Electronic Signature: An electronic signature on an electronic document that has been created with an electronic signature device
 - Electronic signatures will have the same legal force as the handwritten signature
- Signatory - An individual who is authorized to sign the document by virtue of his or her legal status or his or her relationship to the entity on whose behalf the signature is executed.
 - The signatory in Verify is called the CROMERR Signer



Verify/CROMERR User Roles

Functional Roles	Description
Company Authorizing Official (CAO)	Individual(s) responsible for identifying, vouching for, and managing the “Verify Submitters” and “CROMERR Signers”. Also referred to as the “Company Approving Official”
Verify Submitter	Submitters of application information to Verify’s Light-Duty module
CROMERR Signer	Individual(s) taking legal responsibility for that final submission and/or requesting a certificate through the Request for Certificate module (Could be the same person as the Verify submitter)



What Your Company Needs to Do Starting September 23, 2015

- For Company Authorizing Official(s) (CAO), all manufacturers must:
 1. Have a Senior Manager identify the CAO(s) through a signed sponsor letter
 2. Have the CAO(s) complete the latest versions of the CAO Electronic Signature Agreement(s) (ESA) and the User Information spreadsheet with the “Company Authorizing Official (CAO)” role selected
 3. Mail the signed CAO Sponsor Letter, the CAO Electronic Signature Agreement(s) and the User Registration Information spreadsheet to the Verify Team



What Your Company Needs to Do Starting September 23, 2015

- For new Verify Submitter(s) only, the CAO will need to:
 1. Create a sponsor letter for the Verify Submitter
 2. Complete the User Information spreadsheet with the “Light-Duty” role selected
 - No Electronic Signature Agreement required for Verify Submitters
 3. Mail the signed Sponsor Letter and the User Information spreadsheet to the Verify Team
- No action needed for current LD Verify submitters



What Your Company Needs to Do Starting September 23, 2015

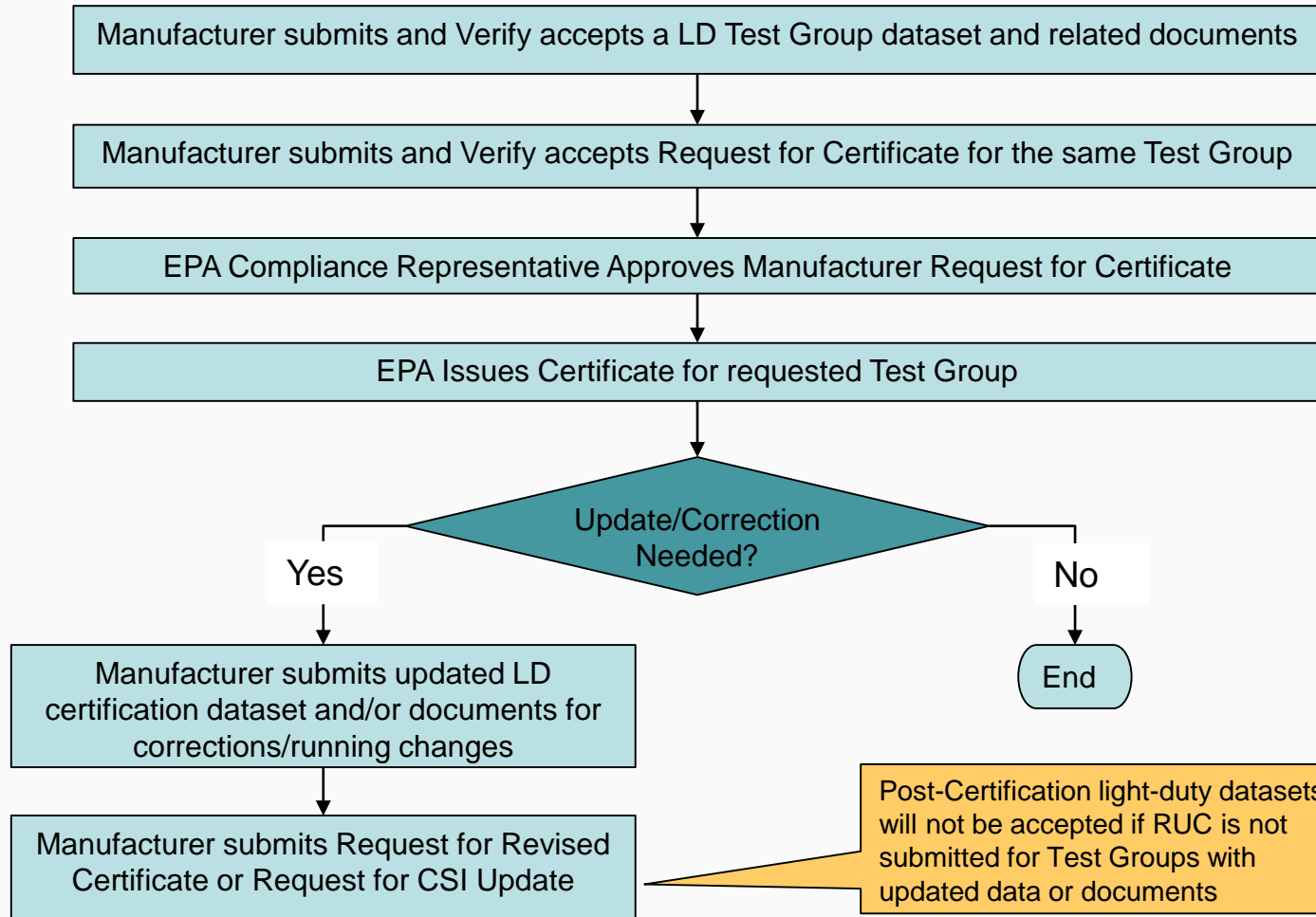
- In order to request a certificate, at least one user will need the CROMERR Signer Role. The CAO will need to:
 1. Create a sponsor letter for the CROMERR Signer
 2. Complete the User Information spreadsheet with the "CROMERR Signer" role selected
 3. Have user(s) complete a CROMERR Electronic Signature Agreement(s) (ESA)
 4. Mail the signed Sponsor Letter, the CROMERR Signer Electronic Signature Agreement(s) and the User Information spreadsheet to the Verify Team
- No action needed for current CROMERR Signers



CROMERR and Light-Duty Certification



LD Certification Process Overview





My CDX

Services		Manage
Status	Program Service Name	Role
	VERIFY: Vehicles and Engines Compliance Information System	Light-Duty
	VERIFY: Vehicles and Engines Compliance Information System	Maintain Manufacturer Information
	Verify-RFC: Request an Engine, Vehicle or Component Certificate of Conformity (CROMERR)	CROMERR Signer
	VERIFY: Vehicles and Engines Compliance Information System	Upload Compliance Documents

Click on "Light-Duty" to enter the required certification datasets and documents

Click on "Maintain Manufacturer Information" to update addresses, contacts, etc.

Click on "CROMERR Signer" to request a certificate. This requires a different CDX Role than the one required to submit light-duty certification information

Click on "Upload Compliance Documents" to submit non-certification compliance documents



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Verify: Engine and Vehicle Compliance System

[MyCDX](#) > [Light-Duty Vehicle & Truck](#) > [Cert Home](#)

Certification

- **Carline**
 - [Start New Dataset](#)
 - [Open Existing Dataset](#)
 - [Submit Batch Dataset](#)
 - [Request Dataset Report](#)
- **Evaporative/Refueling Family**
 - [Start New Dataset](#)
 - [Open Existing Dataset](#)
 - [Submit Batch Dataset](#)
 - [Request Dataset Report](#)
- **Test Group**
 - [Start New Dataset](#)
 - [Open Existing Dataset](#)
 - [Submit Batch Dataset](#)
 - [Request Dataset Report](#)
 - [Request CSI Report](#)
- ~~**Certificate Request**~~
 - ~~[Request Certificate](#)~~
 - ~~[Submit Batch Dataset](#)~~
 - ~~[Request Dataset Report](#)~~
 - ~~[Request Pending Certificate Request Report](#)~~
- [Upload Certification Documents](#)

No changes are being made to the light-duty Carline, Evaporative/Refueling or Test Group XML schemas.

The Certificate Request link will now be on the MyCDX screen (but only for the users from each company with the CROMERR Signer Role)

“Upload Certification Documents” will be a new link on the light-duty certification screen for uploading certification documents



Uploading Certification Documents



Uploading Certification Documents

About CDX
MyCDX
Inbox
Change Password
Frequently Asked Questions
Help & Support
CDX Home
Terms & Conditions
Logout

* or [red asterisk] = required field
+ = CTRL-click to select multiple values

? Help

Use this page to submit your documents pertaining to general data or specific Engine Family data. You can upload multiple files at a time.
Please create individual ZIP files for larger files.

Document Applicability* :

Engine Family :

Model Year* + :

Due to memory and file size constraints the total size of all the files to be uploaded should not exceed 100MB.

Document #1

Document Type* :

Confidentiality Status* :

Local File : No file chosen

+ Add

✓ Review & Submit

- The Document Type pull-down list on this new screen will only include light-duty certification document types
- Multiple documents can be submitted in one submission. A different CDX In-Box message will be received for each document



Upload Certification Documents

- **Light-Duty Certification Documents (when applicable)**

- ABT Credit Projection Report
- Auxiliary Emissions Control Device Information
- Application for Certification (CBI)
- Application for Certification (FOIA)
- CARB Executive Order
- CARB OBD Approval
- Certification Preview Meeting Information
- Delegated Assembly Instructions
- Durability Process Application
- Durability Process Approval
- Durability Carry-Over/Carry-Across Statement
- Emission Control Information
- HD-GHG 2b/3 Pre-Model Year Report
- Hardship Relief Request
- Hardship Relief Request Approval
- Installation Instructions
- IRAF (Infrequently Regenerating Adjustment Factor) Information
- LD-GHG Pre-Model Year Report
- EPA On-Board Diagnostics (OBD) Approval
- On-Board Diagnostics (OBD) Information
- ORVR Information
- Secondary Manufacturer Information
- Special Alternate Test Procedure₁₇



CROMERR Request for Certificate Process



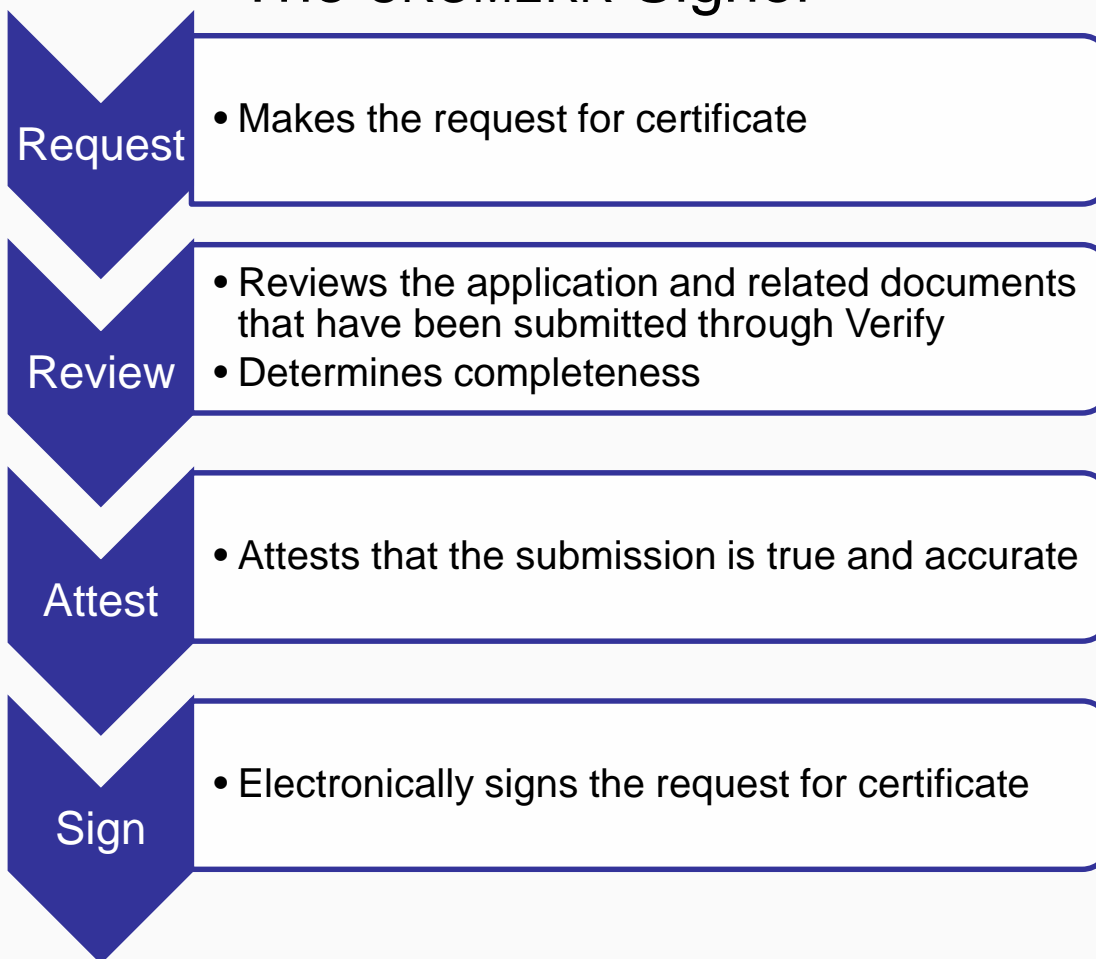
Request for Certificate Process

- Prerequisites
 - The Test Group Dataset for the Test Group being certified must have been accepted by the system
 - All of the required documents must have been accepted by the system
 - Pass/Fail determination equals “Pass” for all test results
 - User submitting the Request for Certificate must have the “CROMERR Signer” Role



CROMERR Signer Role in Request for Certificate Module

The CROMERR Signer





Request for Certificate Process Codes

Request for New Certificate

- Request a certificate for a Test Group that has not been previously certified

Request for Revised Certificate

- Request a revised certificate for a certified Test Group where the information on the certificate has changed



Request for Certificate Process Codes

Request for CSI Update

- Request a Certificate Summary Information (CSI) update for a certified Test Group where updates have been made to any LD dataset and/or certification documents

Delete Request for Certificate

- Delete a request for a certificate for a Test Group that has not been acted upon by EPA



Request for Certificate

- The CROMERR package is compiled when a request for certificate (or Revised Certificate) is made and includes:
 - Formatted CSI PDF report
 - Supporting certification documents
 - RFC Answers
 - Encrypted password hash
- There will be business rules in the post-certification datasets (FE Label, CAFE, IUVP, Roadload) that check to see that all updates are completed (Request for Revised Certificate or Request for CSI Update)



Request for CSI Update

- A Request for CSI Update:
 - Is required when changes are made to any of the following after a certificate has been issued:
 - LD Certification Datasets
 - Supporting certification documents
 - Replaces the current lock/unlock process
 - Should only be selected when nothing on the certificate has changed (otherwise use “Request for Revised Certificate”)
 - Recompiles the CROMERR package with the updated information
- There will be business rules in the post-certification datasets (FE Label, CAFE, IUVP, Roadload) that check to see that all updates are completed (Request for Revised Certificate or Request for CSI Update)



Request for Certificate Demo



Request for Certificate Process

The screenshot shows the EPA CDX MyCDX user interface. At the top, the EPA logo and 'United States Environmental Protection Agency' are on the left, and 'CDX CENTRAL DATA EXCHANGE' is on the right. A navigation bar includes links for 'CDX Home', 'About CDX', 'Recent Announcements', 'Terms and Conditions', 'FAQs', and 'Help'. The user is logged in as 'MHEESEVRF' with a 'Log out' link. The main content area is titled 'Central Data Exchange' and includes a 'Contact Us' link and 'Last Login: 8/18/2014 9:46:58 AM'. Below this are tabs for 'MyCDX', 'Inbox', 'My Profile', 'Reg Maint', 'Role Sponsorship', and 'Submission History'. The 'Services' section is titled 'Manage Your Program Services' and contains a table with the following data:

Status	Program Service Name	Role(s)
	Verify-RFC: Request an Engine, Vehicle or Component Certificate of Conformity (CROMERR)	CROMERR Signer

An 'Add Program Service' button is located below the table. To the right of the table, a green box labeled 'News and Updates' contains the text 'No news/updates.'. A blue arrow points from the 'CROMERR Signer' role in the table to a text box on the right.

CDX Help Desk: 888-890-1995 | (970) 494-5500 for callers from Puerto Rico and Guam

EPA Home | About CDX | Frequently Asked Questions | Privacy and Security Notice | Terms and Conditions | Contact Us

From the MyCDX page of the company user with the CROMERR Signer Role, select the "CROMERR Signer" link next to the Verify-RFC



Request for Certificate Process

EPA VERIFY ENGINE AND VEHICLE COMPLIANCE SYSTEM My CDX CDX Inbox Welcome, SOMOZA4704! Logout
Manufacturer: EPA

Request *for* Certificate

1 Identify 2 Documents 3 Statements 4 Confirm 5 eSignature 6 Complete

General Information

Process Code *

Industry *

Model Year (YYYY)*

EPA Engine Family Name

Next →



Request for Certificate Process

- Any validation errors will be displayed at the top of each screen.

EPA VERIFY ENGINE AND VEHICLE COMPLIANCE SYSTEM My CDX CDX Inbox Welcome, SOMOZA4704! Manufacturer: EPA Logout

Request for Certificate

1 Identify 2 Documents 3 Statements 4 Confirm 5 eSignature 6 Complete

⊗ RFC-GEN-BR007 - The Model Year (RFC-4) must match the model year code (first character) embedded in the EPA Engine Family Name (RFC-5).

⊗ RFC-GEN-BR001 - The Certification Information dataset for the EPA Engine Family Name (RFC-5) and Model Year (RFC-4) does not exist in Verify for the selected Industry Name (RFC-3).

General Information

Process Code *	Request for New Certificate
Industry *	Heavy-Duty Highway Engine
Model Year (YYYY)*	2016
EPA Engine Family Name	FEPAH13.0ABC

Next →



Request for Certificate Process

- Select all applicable certification documents and click “Next”

Review Industry Information - Click to Hide Information

Process Code: **Request for New Certificate** Industry: **Heavy-Duty Highway Engine**
Model Year: **2015** EPA Engine Family Name: **FEPAH13.0ABD**

Compliance Documents

Select the document(s) below by clicking the checkbox or box area. Sort the document(s) by clicking the ▲ up arrow (ascending) and the ▼ down arrows (descending). You can open the documents by clicking the file name or document title in bold text.

Filter: **Select Document Type**

File Name ▲ ▼	Document Title ▲ ▼	Document Type ▲ ▼	Date ▲ ▼
<input type="checkbox"/> AECD1.docx	US EPA General Applicability Compliance Document Data	AECD REPORTING TEMPLATE	06/29/2015
<input type="checkbox"/> Del_assem1.docx	US EPA General Applicability Compliance Document Data	DELEGATED ASSEMBLY INSTRUCTIONS	06/29/2015
<input type="checkbox"/> ALT_Fuel1.docx	US EPA General Applicability Compliance Document Data	ALT FUEL CONVERSION DATA SUBMISSION FORM	06/29/2015
<input type="checkbox"/> ABT1.docx	US EPA General Applicability Compliance Document Data	ABT CREDIT PROJECTION REPORT	06/29/2015
<input type="checkbox"/> NTE1.docx	US EPA General Applicability Compliance Document Data	NTE DOCUMENTATION	06/29/2015
<input type="checkbox"/> Label1.docx	US EPA General Applicability Compliance Document Data	SAMPLE LABEL LANGUAGE	06/29/2015
<input type="checkbox"/> warranty1.docx	US EPA General Applicability Compliance Document Data	WARRANTY STATEMENT	06/29/2015
<input checked="" type="checkbox"/> CSI-FEPAH13.0ABD.pdf	CSI-FEPAH13.0ABD .pdf	CSI REPORT	07/09/2015

Re-start **Next**



Request for Certificate Process

- Provide the Introduction into Commerce Date, Agree to the Compliance statements and click “Review”.

EPA VERIFY ENGINE AND VEHICLE COMPLIANCE SYSTEM My CDX CDX Inbox Welcome, SOMOZA4704! Logout
Manufacturer: EPA

Request for Certificate

Identify Documents **Statements** Confirm eSignature Complete

Review Industry Information - Click to Hide Information

Process Code	Request for New Certificate	Industry	Heavy-Duty Highway Engine
Model Year	2015	EPA Engine Family Name	FEPAH13.0ABD

Review Compliance Documents + Click to View Information

Compliance Statements

1. Introduction to Commerce Date

2. CARB Executive Order Number

3. I unconditionally certify that this test group/engine family/vehicle family/evaporative family complies with the requirements of its corresponding part, other referenced parts of the CFR and the Clean Air Act * I Agree

The CARB Executive Order Number is only entered for California-Only groups



Request for Certificate Process

- Review the information you provided and click “Sign and Submit” if everything is correct.

Request *for* Certificate

✓ — ✓ — ✓ — 4 — 5 — 6
Identify Documents Statements Confirm eSignature Complete

! RFC-COMP-BR003 - Warning: There is an issue regarding the payment of the certification fee for the EPA Engine Family Name (RFC-5/RFC-6) and Model Year (RFC-4) which may delay your certificate request. Please contact your EPA certification representative for more information.

Review & Confirm

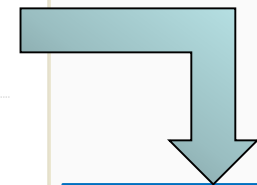
+ Industry Information

+ Compliance Documents

- Compliance Statements

1. Introduction to Commerce Date	07/20/2015
3. I unconditionally certify that this test group/engine family/vehicle family/evaporative family complies with the requirements of its corresponding part, other referenced parts of the CFR and the Clean Air Act.	I Agree

← Back **Sign and Submit**

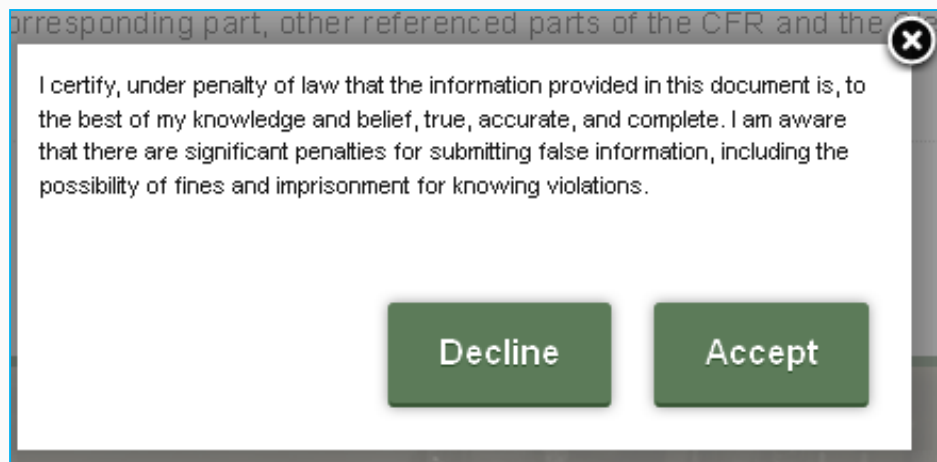


This warning will appear if Verify doesn't have a record of the required fee payment for this test group



Request for Certificate Process

- Read the CROMERR Electronic Signature message and click “Accept” to continue.





Request for Certificate Process

- You will need to provide your CDX password and answer one of your secret questions to sign your Certification package. Click “Sign”.

eSignature Widget

1. Log in to CDX	2. Answer Secret Question	3. Sign File
User: SOMOZA4704	Question: Who is your favorite author?	<input type="button" value="Sign"/>
Password: ●●●●●●●●	Answer: allende	
Welcome Sandra Somoza	Correct Answer	



Request for Certificate Process

VERIFY ENGINE AND VEHICLE COMPLIANCE SYSTEM

My CDX CDX Inbox Welcome, SOMOZA4704! [Logout](#)
Manufacturer: EPA

Request *for* Certificate

Identify Documents Statements Confirm eSignature **Complete**

Complete

Your Request for Certificate has been submitted to EPA.

If you have any questions, please contact EPA at (888) 890-1995 or email verifyhelp@csc.com

Please check your MyCDX Inbox for a message indicating that Verify has accepted your submission.

Submission Summary

Date	07/09/2015
Process Code	Request for New Certificate
Industry	Heavy-Duty Highway Engine
EPA Engine Family Name	FEPAH13.0ABD
Model Year	2015
CROMERR Activity ID	_22dce5e7-ff12-455a-9411-551b0630ced3
CROMERR Document ID	c0c197b5-9ede-4e63-8aed-56dd65aad3b
Transaction ID	_54b75a48-d48e-4902-a009-1be9833671a6

[New Request](#) [Go to My CDX](#)



Deployment Information



Deployment Information

- There will not be a light-duty manufacturer testing period for this release
- EPA will instead conduct a second manufacturer webinar in late October or early November to demo a testing version of the light-duty Request for Certificate module
 - The second webinar will be announced via a Verify listserver message as soon as it is scheduled



Deployment Information

- The new Certification Document Upload and Light-Duty Request for Certificate modules will be deployed to production on Friday, December 4, 2015
- All light-duty Request for Certificate submissions (including requests for revised certificates) will need to be submitted via this new module beginning on Monday, December 7, 2015
- In preparation for this deployment, EPA must complete or deny all Request for Certificates by 3 PM EST on Thursday, December 3, 2015



Deployment Information

- To increase the likelihood that your certificate requests are completed by December 3, 2015, submit them before Tuesday, November 24, 2015
 - However, even if a certificate request is submitted prior to November 24, 2015, EPA cannot guarantee that it will be completed prior to the deadline
- Any “denied” requests must then be resubmitted by the manufacturer after the new Request for Certificate module is deployed on Monday, December 7, 2015
 - To reiterate, if a new Certificate Request is required, no other datasets need to be resubmitted



Next Steps

- Beginning September 23, 2015 but no later than November 20, 2015 submit required CROMERR documentation for your company:
 - All required documents can be found on our website at: <http://www3.epa.gov/otaq/verify/setup.htm>
- Mail complete documentation to:
 - Verify Team
OAR/OTAQ/CD
US EPA, NVFEL
2000 Traverwood Drive
Ann Arbor, MI 48105



Information Sources

- Verify Website: www.epa.gov/otaq/verify
- Verify Listserver:
https://lists.epa.gov/read/all_forums/subscribe?name=verify
- Manufacturer Guidance letters: www.epa.gov/dis
- For CROMERR and User Registration questions, please contact helpdesk@epacdx.net
- For Verify Request for Certificate questions, please contact: verifyhelp@csc.com



QUESTIONS