

CROMERR and Verify's New Nonroad Spark Ignition Request for Certificate Module

**NRSI Manufacturer Webinar
February 2016**



Important Information

1. The new Request for Certificate (RFC) Module will be required for use effective Monday, February 29, 2016
2. Only users with the CROMERR Signer Role will be able to access the RFC Module starting February 29, 2016
3. All NRSI Certificate Requests in Verify that have not been processed by February 25, 2016 will be denied and will need to be resubmitted starting February 29, 2016



Agenda

- CROMERR and the User Registration Process
- CROMERR and NRSI Certification
 - Maintain Manufacturer Information
 - Uploading Certification Documents
 - Request for Certificate Process
- Demo of CROMERR Request for Certificate Process
- Deployment Information
- Questions
- Appendix: CROMERR Requirements
- Appendix: Sample CDX CRK Letters



CROMERR AND THE USER REGISTRATION PROCESS



What All NRSI Companies Need to Do: Company Authorizing Official (CAO)

1. A Senior Manager must identify the CAO(s) through a signed Verify CAO sponsor letter signed by the Senior Manager
 - A CAO cannot sponsor themselves, it must be another senior manager within the company or notarized if the CAO is the senior manager within the company
 2. Each CAO must complete the latest version of the Verify CAO Electronic Signature Agreement(s) (ESA)
 3. Each CAO must complete the latest version of the Verify User Registration Information spreadsheet with all applicable Verify roles, including the new “Company Authorizing Official (CAO)” Verify role, selected
 4. Once complete, mail all documents to the Verify Team
- **This is required even for existing CAOs**



What All NRSI Companies Need to Do: Verify Submitters

1. The CAO must identify the Verify Submitter(s) through a signed Verify CROMERR User Sponsor Letter
 - CAOs can also be Verify Submitters and can sponsor themselves for this role with the Verify CROMERR User Sponsor Letter
 2. Each Verify Submitter must complete the Verify User Registration Information spreadsheet with the “Nonroad Spark-Ignition (Large, Small, Marine, Evap Components/Equipment)” role selected
 - An Electronic Signature Agreement is not required for Verify Submitters
 3. Once complete, mail all documents to the Verify Team
- **No action is needed for current NRSI Verify submitters**



What All NRSI Companies Need to Do: CROMERR Signer

1. The CAO must identify the CROMERR Signer(s) through a signed Verify CROMERR User Sponsor Letter
 - CAOs can also be CROMERR Signers and can sponsor themselves for this role with the Verify CROMERR User Sponsor Letter
2. Each CROMERR Signer must complete the Verify User Registration Information spreadsheet with the “CROMERR Signer” role selected
3. Each CROMERR Signer must complete a Verify CROMERR Signer Electronic Signature Agreement (ESA)
4. Once complete, mail all documents to the Verify Team
 - **In order to request a certificate, at least one user for your company must have the new CROMERR Signer Role!**



Verify User Registration & CROMERR Process

- EPA reviews all user registration materials for completeness
- The submitter will be notified of any missing/incomplete items
- Once the complete user registration package is received, the CDX Helpdesk (helpdesk@epacdx.net) will send any new users an email, which will contain Pre-registration Customer Retrieval Key (CRK) to access Verify. Follow the instructions of the letter (sample letters are in the appendix)
 - The CRK will expire in 90 days so complete the registration process ASAP
 - Do not forward your CRK to another user or you will be locked out of CDX.



Verify User Registration & CROMERR Process

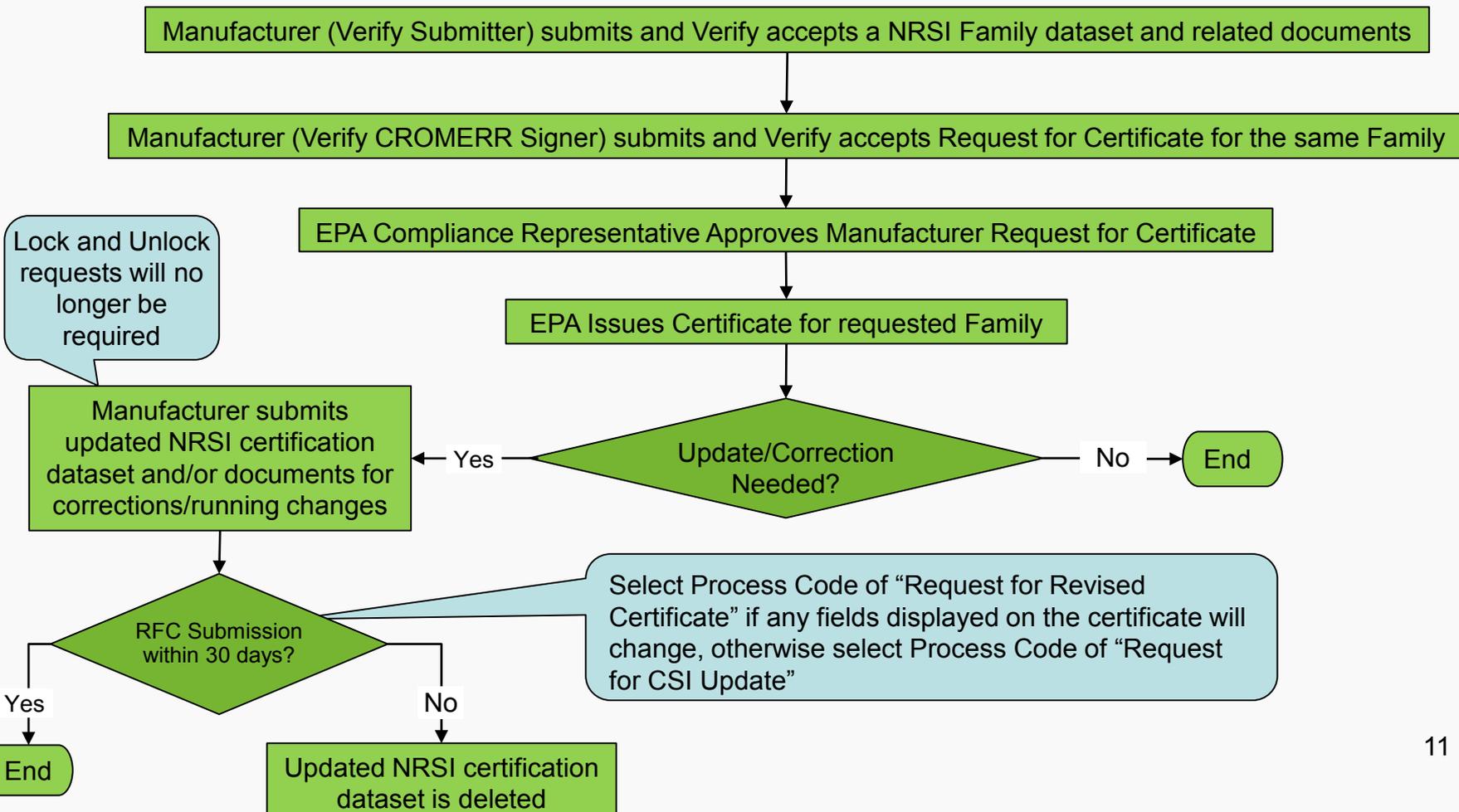
- Existing Verify users getting the CROMERR Signer Role:
 - Once the CROMERR Signer role is assigned (or any other new role), you will receive an email from the CDX helpdesk as notice that the additional role has been added to your profile
 - Upon first log in after the new CROMERR signer role has been added, the user will be required to establish security questions/answers that will be needed during the request for certificate process
- To ensure that these notifications aren't filtered as spam/junk mail, please add helpdesk@epacdx.net to your address book/contact list



CROMERR and NRSI Certification



NRSI Verify Certification Process Overview





“My CDX” Roles

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

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

Click on “Non-Road Spark Ignition” to enter the required certification datasets and documents

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

Click on “CROMERR Signer” to request a certificate. This requires a different CDX Role than the one required to submit NRSI certification information



Maintain Manufacturer Information



Maintain Manufacturer Information

- Each company is responsible for keeping all of the information in Verify's "Maintain Manufacturer Information" module complete and up to date
 - Add any new or missing addresses, contacts, test labs, etc
 - Inactivate any obsolete addresses, contacts, test labs, etc
- EPA certification representatives rely on this information



Maintain Manufacturer Information

- The appropriate industry sector(s) must be selected as industries on this tab in order to submit requests for certificates

U.S. Environmental Protection Agency

Logged in as, SARAZAREMSKI. Manufacturer: EPA - EPA (Logout)

Manufacturer Information

MyCDX > Manufacturer Information

Maintain Manufacturer Profile

* = required field
+ = CTRL-click to select multiple values

[Help](#)

Manufacturer | Addresses | Contact Information | Notification Emails | Test Labs | Divisions (Light-Duty Only) | Alternate Manufacturers | EPA Compliance Representatives

Manufacturer Information

Manufacturer Full Company Legal Name	Environmental Protection Agency	Manufacturer Code	EPA
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Industries*

Please include all applicable industries for which you will be requesting a certificate of conformity from EPA. For each selected industry, please include the first model year you expect to request a certificate.

<input checked="" type="checkbox"/>	Nonroad Spark-Ignition - Evaporative Component & Equipment/Vessels	First Model Year	2009
<input checked="" type="checkbox"/>	Nonroad Spark-Ignition - Large	First Model Year	2009
<input checked="" type="checkbox"/>	Nonroad Spark-Ignition - Marine	First Model Year	2009
<input checked="" type="checkbox"/>	Nonroad Spark-Ignition - Small	First Model Year	2009

Manufacturer Comments (1000 characters available)



Maintain Manufacturer Information

- All company addresses must be entered on this tab in order to submit requests for certificates

Maintain Manufacturer Profile

* = required field
+ = CTRL-click to select multiple values

[Help](#)

Manufacturer | **Addresses** | Contact Information | Notification Emails | Test Labs | Divisions (Light-Duty Only) | Alternate Manufacturers | EPA Compliance Representatives

Company Address Information

Address #6

Address Label * Example: Company Headquarters

Address, First Line *

Address, Second Line

Address, Third Line

Address, Fourth Line

City * Country *

State Zip Code

State/Province * Postal Code *

Active/Inactive Status *

[Delete This New Address](#)

[Add New Address on Address Tab](#)

[Print](#) [< Previous](#) [Next >](#) [Review & Submit](#)



Maintain Manufacturer Information - Continued

- All company contacts must be entered (or inactivated) on this tab in order to submit requests for certificates

Maintain Manufacturer Profile

* = required field
+ = CTRL-click to select multiple values

[Help](#)

Manufacturer | **Addresses** | **Contact Information** | **Notification Emails** | **Test Labs** | **Divisions (Light-Duty Only)** | **Alternate Manufacturers** | **EPA Compliance Representatives**

Company Contact Information

Company Contact #6

Prefix:

First Name *:

Last Name *:

Contact Role *: Contact Role, If Other:

Active/Inactive Status *:

Contact Industry/Compliance Programs

Industry*	Compliance Program(s)*	
Heavy-Duty Highway Tractors & Vocational Vehicles	All	Delete
	Certification	
	Confirmatory Test	

[Add Additional Industry/Compliance Program\(s\)](#)

Contact Address/Phone Information

Address *: [Add New Address on Address Tab](#)

Primary Email Address *:

Secondary Email Address:

Phone Number*	Phone Type*	
<input type="text"/>	<input type="text" value="Select"/>	Delete

[Add Phone Number](#)

[Delete This New Contact](#)

[Add Another Contact](#)

[Print](#) | [< Previous](#) | [Next >](#) | [Review & Submit](#)



Uploading Certification Documents



Uploading NRSI Family Datasets & Certification Documents

- The Request for Certificate link has been removed from the NRSI home screen



The screenshot shows the "Verify: Engine and Vehicle Compliance System" interface. On the left is a navigation menu with the EPA logo and links for "About CDX", "MyCDX", "Inbox", "Change Password", "Frequently Asked Questions", "Help & Support", "CDX Home", "Terms & Conditions", and "Logout". The main content area has a blue header with the title "Verify: Engine and Vehicle Compliance System" and a breadcrumb trail "MyCDX > Nonroad Spark Ignition". Below this is a list of links for uploading and viewing certification documents.

- [Upload Nonroad SI Certification Documents](#)
- [Nonroad SI Evaporative Components/Equipment](#)
- [Small SI Engine Family](#)
- [Large SI Engine Family](#)
- [Marine SI Engine Family](#)



Uploading Certification Documents

- The Document Type pull-down list on this screen will only include NRSI certification document types (non-certification compliance documents must be uploaded using the Upload Compliance Documents link on the MyCDX page)
- All certification documents for a family must be uploaded before the RFC can be submitted (but no longer have to be uploaded before the Engine Family dataset)

Upload Nonroad Spark Ignition Certification Documents

* or = required field
+ = CTRL-click to select multiple values ? Help

Use this page to submit your Documents pertaining to General Data, specific Engine Family Data, or specific Evaporative Family data. You can upload multiple files at a time.

Please create individual ZIP files for larger files.

Industry* :

Document Applicability* :

Engine Family/Test Group :

Evaporative/Permeation/Refueling 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



CROMERR Request for Certificate Process



Request for Certificate Process

- Prerequisites
 - The full amount of the certification fee is paid for the Family
 - The Family Dataset for the Family being certified must have been accepted by the system
 - All of the required documents must have been accepted by the system
 - Pass/Fail determination must equal “Pass” for all test results
 - User submitting the Request for Certificate must have the “CROMERR Signer” Role in Verify



CROMERR Signer Role in Request for Certificate Module

The CROMERR Signer





Request for Certificate – CROMERR Package

- The CROMERR package is compiled and stored in the CROMERR Archive when a Request for Certificate (or Revised Certificate) is completed and includes:
 - Formatted Certificate Summary Information (CSI) PDF report
 - Supporting certification documents
 - RFC Compliance Statement Answers
 - Encrypted electronic signature information
- A link to the CROMERR package will be in the CROMERR signer's CDX in-box



Request for Certificate Process Codes

Request for New Certificate

- Request a certificate for a Family that has not been previously certified

Request for Revised Certificate

- Request a revised certificate for a certified Family if any fields displayed on the certificate have changed

Request for CSI Update

Request a Certificate Summary Information (CSI) update for a certified Family where updates have been made to the Family dataset and/or certification documents but no changes to any fields displayed on the certificate

Delete Request for Certificate

- Delete a request for a certificate (only for a Family that has not been acted upon by EPA)



Post-Certification Updates

- Any updates to either the family dataset or supporting certification documents must be completed by submitting a Request for CSI Update or Request for Revised Certificate as applicable
 - CDX in-box notifications will remind the CROMERR Signer who submitted the original request for certificate to complete the required update
 - If Request for Revised Certificate or Request for CSI Update are not completed by the required date, the updates will be deleted
 - Submitting the applicable request, recompiles the CROMERR package with the updated information



CROMERR Request for Certificate Screenshots



Request for Certificate Process

- Only Verify users with the CROMERR Signer role will have the link to the Request for Certificate module on their MyCDX page

Central Data Exchange

MyCDX | Inbox | My Profile | Reg Maint | Role Sponsorship | Submission History

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

Add Program Service



Request for Certificate Process

- Select the applicable Process Code for this submission

Request for Certificate

General Information

Process Code *

Select Process Code

Industry *

Select Industry

Model Year (YYYY) *

Process Code *

Industry *

Model Year (YYYY) *

Select Process Code

Select Process Code

Request for New Certificate

Request for Revised Certificate

Request for CSI Update

Delete Request for Certificate

Next





Request for Certificate Process

- When Process Code and Industry are selected, the Request for Certificate progress status bar will appear and the fields displayed on the screen will change as applicable

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

- Applicable validation errors will be displayed after clicking on “Next”

Request for Certificate

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

General Information

Please correct the following errors.

- ✖ 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).

Process Code * Request for New Certificate

Industry * Nonroad Spark-Ignition - Small

Model Year (YYYY) * 2016

EPA Engine Family Name * HEPAS.9992ZZ

Next →



Request for Certificate Process

- Click “Next” again after addressing any errors on the screen

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- Documents

- Click the minus sign (“-”) to hide the fields from previous screens. Click the plus sign (“+”) to display the information again

Request for Certificate

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

- Review Industry Information Hide -

Process Code Request for New Certificate	Industry Nonroad Spark-Ignition - Small
Model Year 2017	EPA Engine Family Name HEPAS.9992ZZ

Certification 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"/> NRSI Bond-Small-ZZ.docx	EPA2017 Compliance Document DataHEPAS.9992ZZ	Bond Worksheet	01/26/2016
<input type="checkbox"/> NRSI DF-Small-ZZ.docx	EPA2017 Compliance Document DataHEPAS.9992ZZ	Durability/Deterioration Factor (DF) Report	01/26/2016



Request for Certificate Process- Documents

- All certification documents submitted for the family name entered on the previous screen as well as “General Applicability” documents for the same industry and model year will be displayed on this screen. Select all applicable documents for this family and click “Next”.

Certification 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"/> NRSI Bond-Small-ZZ.docx	EPA2017 Compliance Document DataHEPAS.9992ZZ	Bond Worksheet	01/26/2016
<input type="checkbox"/> NRSI DF-Small-ZZ.docx	EPA2017 Compliance Document DataHEPAS.9992ZZ	Durability/Deterioration Factor (DF) Report	01/26/2016
<input type="checkbox"/> NRSI Warranty.docx	EPA General Applicability Compliance Document Data	Warranty Statement	01/21/2016
<input type="checkbox"/> NRSI Sample Label-NRSI.docx	Sample Label General Applicability	Sample Label Language	01/25/2016
<input checked="" type="checkbox"/> CSI-HEPAS.9992ZZ.pdf	CSI-HEPAS.9992ZZ.pdf	CSI Report	01/26/2016

← Re-start Next →



Request for Certificate Process- Documents

- Any document errors will be displayed on the Certification Statements screen after clicking on “Review”.

Request for Certificate

Identify Documents Statements Confirm eSignature Complete

Please correct the following errors.

- RFC-DOC-NRSI-BR007 - If DF - Determination Method (NRSI-EF-53) in the Certification Information dataset for this engine family equals 'D' (Manufacturer Determined), then a document with Document Type Name (RFC-11) equal to 'Durability/Deterioration Factor (DF) Report' must be selected.
- RFC-DOC-NRSI-BR003 - If Engine Family Industry Category (NRSI-EF-11) in the Certification Information dataset for this engine family equals 'SSI' (Small SI), then a document with Document Type Name (RFC-11) equal to 'Bond Worksheet' must be selected.
- RFC-DOC-NRSI-BR002 - A document with Document Type Name (RFC-11) equal to 'Warranty Statement' must be selected.
- RFC-DOC-NRSI-BR001 - A document with Document Type Name (RFC-11) equal to 'Sample Label Language' must be selected.
- 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 Industry Information Show +

Review Certification Documents Hide -

File Name	Document Title	Type	Date
CSI-HEPAS.9992ZZ.pdf	CSI-HEPAS.9992ZZ.pdf	CSI Report	01/26/2016

Certification Statements



Request for Certificate Process- Documents

- Click “Back” or the check mark  above “Documents” to return to the Document Selection screen or you may have to upload the missing document(s) from the NRSI Upload Certification Document link on the NRSI Home page.

Request for Certificate

Identify Documents Statements Confirm eSignature Complete

Certification Statements

1. Introduction to Commerce Date * 01/31/2016

2. 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



Request for Certificate Process- Documents

- Click “Next” after selecting all applicable documents for this family

Request for Certificate

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

Review Industry Information Hide

Process Code: **Request for New Certificate** Industry: **Nonroad Spark-ignition - Small**

Model Year: **2017** EPA Engine Family Name: **HEPAS.9992ZZ**

Certification 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 checked="" type="checkbox"/> NRSI Bond-Small-ZZ.docx	EPA2017 Compliance Document DataHEPAS.9992ZZ	Bond Worksheet	01/26/2016
<input checked="" type="checkbox"/> NRSI DF-Small-ZZ.docx	EPA2017 Compliance Document DataHEPAS.9992ZZ	Durability/Deterioration Factor (DF) Report	01/26/2016
<input checked="" type="checkbox"/> NRSI Warranty.docx	EPA General Applicability Compliance Document Data	Warranty Statement	01/21/2016
<input checked="" type="checkbox"/> NRSI Sample Label-NRSI.docx	Sample Label General Applicability	Sample Label Language	01/25/2016
<input checked="" type="checkbox"/> CSI-HEPAS.9992ZZ.pdf	CSI-HEPAS.9992ZZ.pdf	CSI Report	01/26/2016

← Re-start Next →



Request for Certificate Process

- Answer all required Compliance Statements and click “Review”

Request for Certificate

Identify Documents **Statements** Confirm eSignature Complete

Review Industry Information Hide

Process Code	Industry
Request for New Certificate	Nonroad Spark-Ignition - Small
Model Year	EPA Engine Family Name
2017	HEPAS.9992ZZ

Review Certification Documents Hide

File Name	Document Title	Type	Date
NRSI Bond-Small-ZZ.docx	EPA2017Compliance Document DataHEPAS.9992ZZ	Bond Worksheet	01/26/2016
NRSI DF-Small-ZZ.docx	EPA2017Compliance Document DataHEPAS.9992ZZ	Durability/Deterioration Factor (DF) Report	01/26/2016
NRSI Warranty.docx	EPA General Applicability Compliance Document Data	Warranty Statement	01/21/2016
NRSI Sample Label-NRSI.docx	Sample Label General Applicability	Sample Label Language	01/25/2016
CSI-HEPAS.9992ZZ.pdf	CSI-HEPAS.9992ZZ.pdf	CSI Report	01/26/2016

Certification Statements

1. Introduction to Commerce Date * 02/29/2016

2. 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 Review →



Request for Certificate Process

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

Request for Certificate

✓ — ✓ — ✓ — **4** — 5 — 6

Identify Documents Statements **Confirm** eSignature Complete

Confirm & Review

– Review Industry Information Hide –

Process Code Request for New Certificate	Industry Nonroad Spark-Ignition - Small
Model Year 2017	EPA Engine Family Name HEPAS.9992ZZ

+ Review Certification Documents Show +

– Review Certification Statements Hide –

1. Introduction to Commerce Date	02/29/2016
2. 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 & Submit**



Request for Certificate Process

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

corresponding part, other referenced parts of the CFR and the Cisa

I certify, under penalty of law that the information provided in this document is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations.

Decline Accept

A screenshot of a digital signature confirmation dialog box. The dialog box has a title bar with a close button (X) in the top right corner. The main text reads: "I certify, under penalty of law that the information provided in this document is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations." Below the text are two buttons: "Decline" and "Accept". The "Accept" button is highlighted with a red oval.



Request for Certificate Process

- Provide your CDX password and answer your secret question to electronically 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: <input type="text"/>	
Welcome Sandra Somoza	Correct Answer	



Request for Certificate Process

- Your Request for Certificate package has been submitted to EPA when “Complete” is displayed at the top of the confirmation screen.

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 evcishelpdesk@epacdx.net
Please check your MyCDX Inbox for a message indicating that Verify has accepted your submission.

Submission Summary

Date	01/27/2016
Process Code	Request for New Certificate
Industry	Nonroad Spark-Ignition - Small
EPA Engine Family Name	HEPAS.9992ZZ
Model Year	2017
CROMERR Activity ID	_cea6a96a-5e46-4a4b-bd21-57a63255fb14
CROMERR Document ID	c3d4efb1-291b-4438-9446-af36237db816
Transaction ID	_3b702274-5fb6-42f0-86bb-c7981db6e3da

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



Request for Certificate Process

- The CROMERR Signer will receive a confirmation message in their CDX In-box for success Request for Certificate submissions. Click on the link to view the CROMERR package.

MyCDX **Inbox** My Profile Submission History

Request for Certificate for HEPAS.9992ZZ Received

From Verify Administrator

Date 1/27/2016 2:15:43 PM

The Nonroad Spark-Ignition - Small Request for Certificate for EPA Engine Family Name HEPAS.9992ZZ has been successfully signed and submitted to EPA. You can view the signed Request for Certificate package through the Submission History link on your MyCDX page or by using the link below. Contact your EPA compliance representative for additional information.

https://test.epacdx.net/SilentHandoff?URL=https://testngn.epacdxnode.net/cromerr-review/action/submitter/details/details/_c4469f5a-7fd4-43e1-8899-4c2d10750f19

Transaction Identifier: _877822f6-26d1-4b1a-b852-e988c40136f3

Click [here](#) to view the status history.

Thank you for submitting your request to Verify via CDX.

[Back to Inbox](#) [Print](#) [Delete](#)



Request for Certificate Process

- The Request for Certificate CROMERR Package can be viewed by clicking on the .zip file below

MyCDX | **Inbox** | My Profile | **Submission History**

You are here: [Submission History Home](#) » [Custom Submission Search](#) » [Search Results](#) » Submission Details

Submission Details

Submission ID _cea6a96a-5e46-4a4b-bd21-57a63255fb14

Description Test CROMERR submission using widget

Dataflow Verify-RFC

Created Jan 27, 2016 09:42:19 AM

Download [Download Submission as .zip](#)

Creator Details

User ID CHRISTIPOIRIER

Name Christi Poirier

Organization Name EPA

Documents Set

Signature

Name	Size (kb)	Category	Created
rfc-submission.zip	46.45	Submission	01-27-2016 9:43:41 AM
detached-signature.xml	3.09	Signature	01-27-2016 9:43:41 AM



Request for Certificate Process

- CDX Inbox warning message for any updates/corrections made to certified families that have not been finalized with a Request for Certificate (or Request for CSI Update).

MyCDX **Inbox** My Profile Submission History

Pending Dataset for HEPAS.9992AB Requires Action.

From Verify Administrator

Date 1/22/2016 7:00:41 PM

It has been 25 days since you have updated your certification dataset for EPA Engine Family Name HEPAS.9992AB, please submit either a Request for Revised Certificate or Request for CSI Update in the Request for Certificate module within the next 5 days otherwise your pending changes will be deleted.

Transaction Identifier: _452f38ff-57a5-4101-a281-fd4a8358037a

Click [here](#) to view the status history.

Thank you for submitting your request to Verify via CDX.

[Back to Inbox](#)

[Print](#)

[Delete](#)



Request for Certificate Process

- CDX Inbox message for any updates/corrections made to certified families that were not finalized within 30 days with a Request for Certificate (or Request for CSI Update) and were therefore deleted.

MyCDX **Inbox** My Profile Submission History

Pending Dataset for HEPAS.9992AB Deleted.

From Verify Administrator

Date 1/27/2016 7:00:08 PM

It has been 30 days since you have updated your certification dataset for EPA Engine Family Name HEPAS.9992AB. Your pending changes have been deleted since the required Request for Revised Certificate or Request for CSI Update was not submitted.

Transaction Identifier: _452f38ff-57a5-4101-a281-fd4a8358037a

Click [here](#) to view the status history.

Thank you for submitting your request to Verify via CDX.

[Back to Inbox](#) [Print](#) [Delete](#)



Deployment Information



Important Deployment Dates

- **Friday, February 5, 2016**: Submit your certificate requests and CROMERR documents by this date to increase the likelihood that EPA completes review in time
- **Thursday, February 25, 2016**: EPA must complete or “deny” all pending NRSI certificate requests in preparation for deployment of new RFC module
- **Friday, February 26, 2016**: The new RFC module will be deployed to production
- **Monday, February 29, 2016**: All NRSI certificate requests (new, revised, CSI updates) must be submitted via Verify’s new RFC module using the new CROMERR Signer role⁴⁸



Deployment Information

- Verify will be unavailable during the deployment (5 pm Friday February 26, 2016 through 8 am Monday February 29, 2016).
- EPA cannot guarantee that certificate requests will be completed prior to February 25, 2016 even if they are submitted by February 5, 2016
- Any certificate requests “denied” by EPA must then be resubmitted by the manufacturer using the new Request for Certificate module beginning on Monday, February 29, 2016
 - **IMPORTANT**- Only **CROMERR Signers** who have completed the **Verify registration process** will be able to see and access the new **RFC module** beginning **Monday, February 29, 2016**



Next Steps

- **Friday, February 5, 2016**: Submit required CROMERR documents for all CAOs, all CROMERR Signers and any new Verify submitters to help ensure your CROMERR documentation is processed by Monday, February 29, 2016 so your company will be able to submit certificate requests
 - Mail complete hard-copy documentation to:
Verify Team
c/o CGI Federal, Inc.
12601 Fair Lakes Circle
Fairfax, VA 22033



Additional Verify 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: evcishelpdesk@epacdx.net



QUESTIONS



APPENDIX – CROMERR REQUIREMENTS



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



Cross-Media Electronic Reporting Rule (CROMERR)

- 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
 - Electronic signatures will have the same legal force as the handwritten signature
 - The CROMERR Signer is 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



Verify/CROMERR User Roles

- All manufacturers must submit documentation to EPA for the following:

Functional Roles	Description
Company Authorizing Official (CAO)	Individual(s) responsible for identifying, vouching for, and managing (both activating and inactivating) the “Verify Submitters” and “CROMERR Signers”. Also referred to as the “Company Approving Official”
Verify Submitter	Submitters of application information to Verify’s Nonroad Spark Ignition (NRSI) 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)



Summary of Required CROMERR Documents

Verify Functional Roles	Description	Verify CROMERR Company Authorizing Official (CAO) Sponsor Letter	Verify Company Authorizing Official (CAO) Electronic Signature Agreement (ESA)	Verify CROMERR User Sponsor Letter (Submitters) and Signers)	Verify CROMERR Signer Electronic Signature Agreement (ESA)	Verify User Registration Information Spreadsheet
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”	X	X	--	--	X
Verify Submitter	Submitters of certification and compliance information to Verify except for requests for certificates of conformity	--	--	X	--	X
CROMERR Signer	Individual(s) taking legal responsibility for all of the information used as the basis for a request for certificate through the Request for Certificate module (Could be the same person as the Verify submitter)	--	--	X	X	X



Sources for Latest CROMERR Documents

Document Name	Document URL
Verify CROMERR Company Authorizing Official (CAO) Sponsor Letter	http://www3.epa.gov/otaq/verify/documents/verify-cromerr-cao-sponsor-letter-2016-02-08.doc
Verify Company Authorizing Official (CAO) Electronic Signature Agreement (ESA)	http://www3.epa.gov/otaq/verify/documents/verify-cromerr-cao-esa-2015-09-23.doc
Verify CROMERR User Sponsor Letter (Submitters and Signers)	http://www3.epa.gov/otaq/verify/documents/verify-cromerr-user-sponsor-letter-2016-01-13.doc
Verify CROMERR Signer Electronic Signature Agreement (ESA)	http://www3.epa.gov/otaq/verify/documents/verify-cromerr-signer-esa-2015-09-23.doc
Verify User Registration Information Spreadsheet	http://www3.epa.gov/otaq/verify/documents/verify-user-registration-information-spreadsheet-20160204.xls



APPENDIX – SAMPLE CRK EMAILS



CRK Email – U.S. Template

Hello [Persons name here],

A Pre-registration Customer Retrieval Key (CRK) has been created for you to utilize the VERIFY application via the Central Data Exchange (CDX) using the Manufacture Code of [insert MFR here] with a Role of “Submitter” and an ID Type of:

Certification Module: Nonroad Spark-Ignited (Large, Small, Marine, Evap Components/Equipment)

Please contact the CDX Helpdesk at (888)890-1995 or (970) 494-5500 where you will need to refer to this ticket [enter ticket number here] to obtain your CRK VERIFY CRK notification for [enter MFR here]

Once you have received your CRK, please access the CDX website using the following link:

<https://cdx.epa.gov/SSL/CDX/preregistration.asp>

If you already have a CDX account, you will be asked to provide the password for it.

If you have more than one CDX account, you will be asked to select the one you wish the CRK to be applied to and then provide the password for it.

If you don't currently have a CDX account, you will be asked to create an account with a user ID of your choice.

If you have any questions or require assistance, please contact us by utilizing one of the two contact numbers above or by emailing us at Helpdesk@epacdx.net



CRK Email – International Template

Hello [Persons name here],

A Pre-registration Customer Retrieval Key (CRK) has been created for you to utilize the VERIFY application via the Central Data Exchange (CDX) using the Manufacture Code of [insert MFR here] with a Role of “Submitter” and an ID Type of:

Certification Module: Nonroad Spark-Ignited (Large, Small, Marine, Evap Components/Equipment)

Please contact the CDX Helpdesk at (888)890-1995, 970-494-5500 internationally or by email, Helpdesk@epacdx.net where you will need to refer to this ticket [enter ticket number here] to obtain your CRK VERIFY CRK notification for [enter MFR here]

Once you have received your CRK, please access the CDX website using the following link:

<https://cdx.epa.gov/SSL/CDX/preregistration.asp>

If you already have a CDX account, you will be asked to provide the password for it.

If you have more than one CDX account, you will be asked to select the one you wish the CRK to be applied to and then provide the password for it.

If you don't currently have a CDX account, you will be asked to create an account with a user ID of your choice.

If you have any questions or require assistance, please contact us by utilizing any of the contact methods as listed above.