

Marine CI Verify Module Deployment Meeting August 20, 2014





Agenda

- ▶ Introduction
- ▶ CROMERR Implementation
- ▶ Request a Manufacturer Code through Verify
- ▶ Marine CI User Registration
- ▶ Marine CI Certification Support Documentation
- ▶ Marine CI Demo
- ▶ Request for Certificate (RFC) Demo
- ▶ Information Sources
- ▶ Contact Information
- ▶ Questions
- ▶ Appendix - RFC Process Information

Introduction



CROMERR Implementation



Cross-Media Electronic Reporting (CROMERR)

- ▶ What is CROMERR?
 - ▶ CROMERR (40 CFR Part 3) provides the framework for electronic reporting under 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.



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.
- ▶ Electronic signatures will have the same legal force as the handwritten signature.
- ▶ Valid Electronic Signature: an electronic signature on an electronic document that has been created with an electronic signature device. A scanned document with a signature is not valid.
- ▶ 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's Implementation of the CROMERR Process

- ▶ Application for Certificate
 - ▶ Applications are deemed final when a manufacturer submits a Request For Certificate (RFC)
 - ▶ Authorized “CROMERR Signer” must electronically sign that submission
- ▶ Priority Reporting Documents
 - ▶ Any document submissions that require a signature, that are not part of the Application for Certificate
 - ▶ When any priority reports are submitted that are outside of the application process, they will be signed by the “CROMERR signer”. (Note - this feature will not be available in this release of Verify)



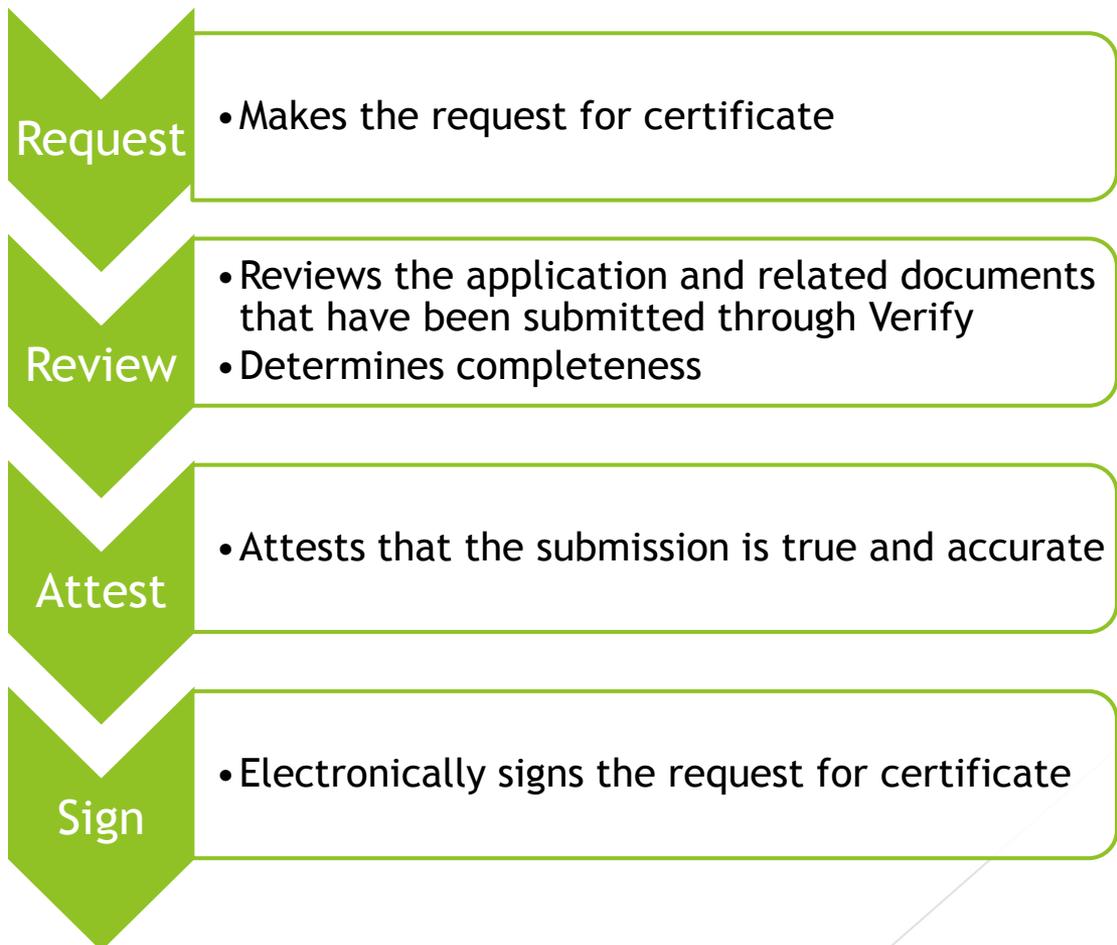
Verify/CROMERR User Roles

Roles	Description
Verify Submitter	Submitters of Marine CI information to Verify
CROMERR Signer	Individual(s) taking legal responsibility for that final submission (Could be the same person as the Verify submitter)
Company Approving Official	Individual(s) responsible for identifying, vouching for, and managing the "Verify submitters" and "CROMERR signers"



CROMERR Signer Role in New RFC Module

The CROMERR Signer





Request a Manufacturer Code through Verify



Request a Manufacturer Code through Verify

- ▶ To submit to Verify you must have a manufacturer code existing in Verify.
- ▶ Currently, we have only identified four Marine CI manufacturers who do not currently have a manufacturer code in Verify.
- ▶ The latest instructions to get a manufacturer code are posted at <http://www.epa.gov/otaq/verify/mfr-code.htm>
- ▶ You can contact the Verify Helpdesk at verifyhelp@csc.com for additional assistance.



Marine CI User Registration Process



Marine CI User Registration Process

- ▶ There are three possible scenarios that a user may fall into with respect to registering for the Verify Marine CI or Request for Certificate modules. Each scenario has different requirements for completing registration.
 - ▶ Scenario 1 - User currently has a Verify User Account and their manufacturer has previously submitted a CROMERR package.
 - ▶ Scenario 2 - User does not have a Verify User Account but the manufacturer has submitted a CROMERR package for another Verify industry.
 - ▶ Scenario 3 - User and manufacturer are new to Verify
- ▶ Detailed instructions for each of the scenarios is available on the web at <http://www.epa.gov/otaq/verify/publications.htm>



Scenario 1

- ▶ For Users requesting the Verify Submitter Role, the Company Authorizing Official (CAO) will need to:
 1. Create a sponsor letter for the Verify Submitter
 2. Complete the User Information spreadsheet with the Marine CI role selected
 3. Mail package to the Verify Team.
- ▶ For Users requesting the Request for Certificate CROMERR Signer Role, the CAO will need to:
 1. Create a sponsor letter for the Verify Submitter
 2. Complete the User Information spreadsheet with the Marine CI role and CROMERR Signer role selected
 3. Mail package to the Verify Team.

**The package should include the signed Sponsor Letter and the User Information spreadsheet



Scenario 2

- ▶ For Users requesting the Verify Submitter Role, the Company Authorizing Official (CAO) will need to:
 1. Create a sponsor letter for the Verify Submitter
 2. Complete the User Information spreadsheet with the Marine CI role selected
 3. Mail package to the Verify Team.

- ▶ For Users requesting the Request for Certificate 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 Marine CI role and CROMERR Signer role selected
 3. Have user complete an Electronic Signature Agreement (ESA)
 4. Mail package to the Verify Team.

**The package should include the signed Sponsor Letter, the User Information spreadsheet, and an Electronic Signature Agreement for any user requesting the CROMERR Signer role.



Scenario 3

- ▶ Determine if your manufacturer code is in Verify. If your code is not in Verify then you will need to request a manufacturer code.
- ▶ Identify your CAO and have a Senior Manager sponsor them.
 1. Create a sponsor letter for the CAO
 2. The CAO must complete a CAO ESA
 3. Mail the package to the Verify Team

**The package should include the signed CAO Sponsor Letter and the CAO Electronic Signature Agreement.
- ▶ The CAO can follow the steps for Scenario 2 to register the manufacturer's Verify Submitter and Request for Certificate CROMERR Signer users.



Streamlined Registration Process

- ▶ Verify is piloting a new streamlined registration process. The new process:
 - ▶ Reduces the number of paper packages that the manufacturer needs to mail to the Verify Team
 - ▶ Allows the manufacturer to directly manage their own users without involving EPA staff
- ▶ If your company is interested in participating in the pilot send an email to verify@epa.gov



Marine CI Certification Support Documentation



Marine CI Certification Support Documentation

- ▶ Data Requirements
- ▶ Business Rules
- ▶ Standards Table
- ▶ XML Schema
- ▶ Configurations and Parts CSV Template
- ▶ Calculations Spreadsheet
- ▶ Request for Certificate Data Requirements
- ▶ Request for Certificate Business Rules



Marine CI Demo



Request for Certificate Demo



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



Contact Information

- ▶ Telephone - (888) 890-1995
 - ▶ CDX Help Desk
 - ▶ Option 4 for Verify Questions

- ▶ E-mail
 - ▶ verifyhelp@csc.com for technical questions regarding data or file acceptance
 - ▶ helpdesk@epacdx.net for help with your CDX registration (user ID/password) questions

- ▶ Questions regarding Marine CI applications
 - ▶ Contact your Certification Reviewer



Questions



Appendix - RFC Process



Marine CI Request for Certificate Process

▶ Prerequisites

- ▶ Engine Family Dataset for the family being certified must have been accepted by the system
- ▶ All of the required related to the documents must have been submitted
- ▶ User must have the Verify Request for Certificate CROMERR Signer Role



Marine CI Request for Certificate Process

The screenshot shows the EPA MyCDX portal interface. At the top, there is the EPA logo and the text 'United States Environmental Protection Agency'. To the right, it says 'CENTRAL DATA EXCHANGE CDX'. Below this, there are navigation links: 'CDX Home', 'About CDX', 'Recent Announcements', 'Terms and Conditions', 'FAQs', and 'Help'. On the right side, it indicates 'Logged in as MHEESEVRF (Log out)'. 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'. There are several tabs: 'MyCDX', 'Inbox', 'My Profile', 'Reg Maint', 'Role Sponsorship', and 'Submission History'. The 'Services' section is active, showing 'Manage Your Program Services'. Below this is a table with columns 'Status', 'Program Service Name', and 'Role(s)'. The table contains one entry: 'Verify-RFC: Request an Engine, Vehicle or Component Certificate of Conformity (CROMERR)' with the role 'CROMERR Signer' circled in red. There is also an 'Add Program Service' button. At the bottom, there is contact information for the CDX Help Desk and a footer with links to 'EPA Home', 'About CDX', 'Frequently Asked Questions', 'Privacy and Security Notice', 'Terms and Conditions', and 'Contact Us'.

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 Your MyCDX page select the link for the CROMERR Signer Role



Marine CI Request for Certificate Process

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

Request *for* Certificate

1 Identify 2 Documents 3 Statements 4 Confirm 5 e Signature 6 Complete

General Information

Process Code * Industry * Model Year *

Select Process Code ▼ Select Industry ▼ 2014 ▼

Engine Family (If Applicable) Evaporative Family (If Applicable)

Next →

Enter the appropriate information for the family you want to certify.



Marine CI Request for Certificate Process

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

Request for Certificate

- 1 Identify
- 2 Documents
- 3 Statements
- 4 Confirm
- 5 e Signature
- 6 Complete

- ❌ Error: Input validation failed!
- ❌ Process Code is a required field. Please select appropriate Process Code from dropdown.
- ❌ Industry is a required field. Please select appropriate Industry from dropdown.

General Information

Process Code *

Select Process Code ▼

Industry *

Select Industry ▼

Model Year *

2014 ▼

Engine Family (If Applicable)

Evaporative Family (If Applicable)

Next →

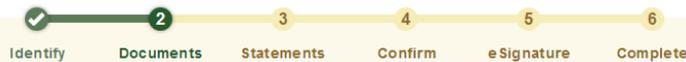
Any errors with the information you entered will appear at the top of the screen. Correct the errors and click 'Next'.



Marine CI Request for Certificate Process

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

Request *for* Certificate



[+ Review Industry Information](#) + Click to View Information

Compliance Documents

Select the document(s) below by clicking the checkbox or box area. Sort the document(s) by clicking the ▲ up arrow (as 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"/> NTE Test Document 1.docx	EPA General Applicability Compliance Document Data	NTE DOCUMENTATION	07/08/2014
<input type="checkbox"/> Warranty Test Document 1.docx	EPA General Applicability Compliance Document Data	WARRANTY STATEMENT	07/08/2014
<input type="checkbox"/> AECD Test Document 1.docx	EPA General Applicability Compliance Document Data	AECD INFORMATION	07/08/2014

Select any documents that are related to the engine family. Certain documents may be required based on the details of the family you are certifying.



Marine CI Request for Certificate Process

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

Request *for* Certificate

Identify Documents **Statements** Confirm eSignature Complete

Review Industry Information + Click to View Information

Review Compliance Documents + Click to View Information

Compliance Statements

1. Introduction to Commerce Date

2. I unconditionally certify that this test group/engine family/evaporative family complies with all of its applicable regulations and the Clean Air Act.

3. I submit this marine engine family for the voluntary statement of compliance with Regulation 13, NOx Emission Limits of Annex VI, MARPOL (73/78) adopted by the International Maritime Organization (IMO).

Enter the Introduction to Commerce Date and attest to any applicable Compliance Statements. If a statement does not apply to your engine family select 'Not Applicable'.