

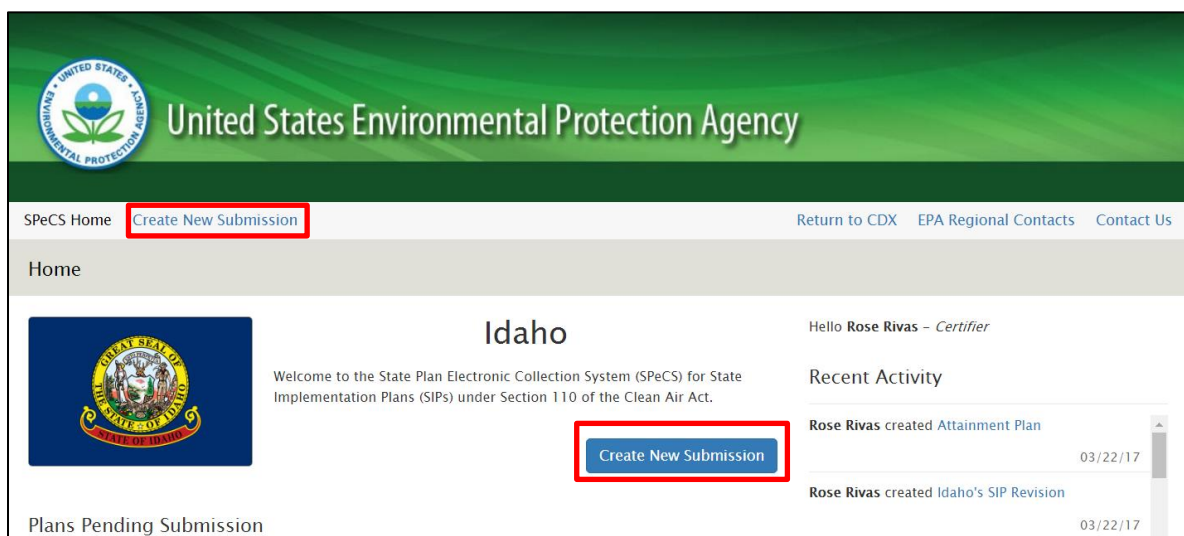
How to Create a Submission and Upload Files in eSIPS

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Creating a New Submission

1. On the eSIPS state landing page, click on the 'Create New Submission' button above the Plans Pending Submission Table or the 'Create New Submission' hyperlink in the top navigation bar (see Figure 1).

Figure 1: State Landing Page



Navigating the Form

Figure 2: SIP Submission Information

The screenshot displays the "SIP Submission Info" form within the EPA's eSIPS system. The form is titled "Attainment Plan" and includes a sidebar with a "Collapse Sidebar" button. The main content area contains several sections: "Submission Title" (with a text input field), "Pollutants" (a list of pollutants with checkboxes), "Submittal Categories" (a list of categories with checkboxes), "Submittal Category Description" (a text area), "Geographic Area Affected" (a dropdown menu), and "Is this SIP revision being submitted for parallel processing?" (radio buttons). The form also includes a "Save" button, a "Save and Continue" button, a "Preview in PDF" button, and a "Save and Exit" button. Annotations with arrows point to various elements: "Submission pages will appear in this navigation bar" points to the "SIP Submission Info" button in the sidebar; "Enter your submission title here" points to the "Submission Title" input field; "Question mark icons indicate that help text is available" points to a question mark icon next to the "Submittal Category Description" label; "Required questions will be labeled with an asterisk" points to an asterisk next to the "Is this SIP revision being submitted for parallel processing?" label; "Opens a PDF preview of the submission in another browser tab" points to the "Preview in PDF" button; "Save and remain on the current page" points to the "Save" button; "Save and return to the eSIPS homepage" points to the "Save and Exit" button; and "Save and proceed to the next page" points to the "Save and Continue" button.

United States Environmental Protection Agency

SPeCS Home Create New Submission Return to CDX EPA Regional Contacts Contact Us

Attainment Plan

SIP Submission Info

Submission Title * Attainment Plan

Enter your submission title here

* Indicates required question for official submissions

Collapse Sidebar <<

Pollutants *

To select non-consecutive items, press and hold down the Ctrl key, and then click each item that you want to select. You can de-select an item by holding down the Ctrl key and clicking again.

PM2.5 (1997 24 hour)

PM2.5 (2006 24 hour)

PM2.5 (2012 Annual)

PM10 (1987)

SO2 (1971)

Submittal Categories *

To select non-consecutive items, press and hold down the Ctrl key, and then click each item that you want to select. You can de-select an item by holding down the Ctrl key and clicking again.

AP - Attainment Plan - Includes any submission related to attainment plan requirements (e.g., attainment demo, RFP/ROP, emissions inventory, contingency measures, MVEBs, and other related requirements)

CONF - General Conformity

CVP - Clean Vehicle Programs

DEF - Definitions

EE - Emergency Episode Plan/Regulation - submission is not associated with an iSIP obligation

Submittal Category Description ?

Question mark icons indicate that help text is available

Geographic Area Affected Select One

Is this SIP revision being submitted for parallel processing? *

No

Yes

Required questions will be labeled with an asterisk

Save and remain on the current page

Save

Save and Continue >

Save and return to the eSIPS homepage

Preview in PDF

Save and Exit

Opens a PDF preview of the submission in another browser tab

Save and proceed to the next page



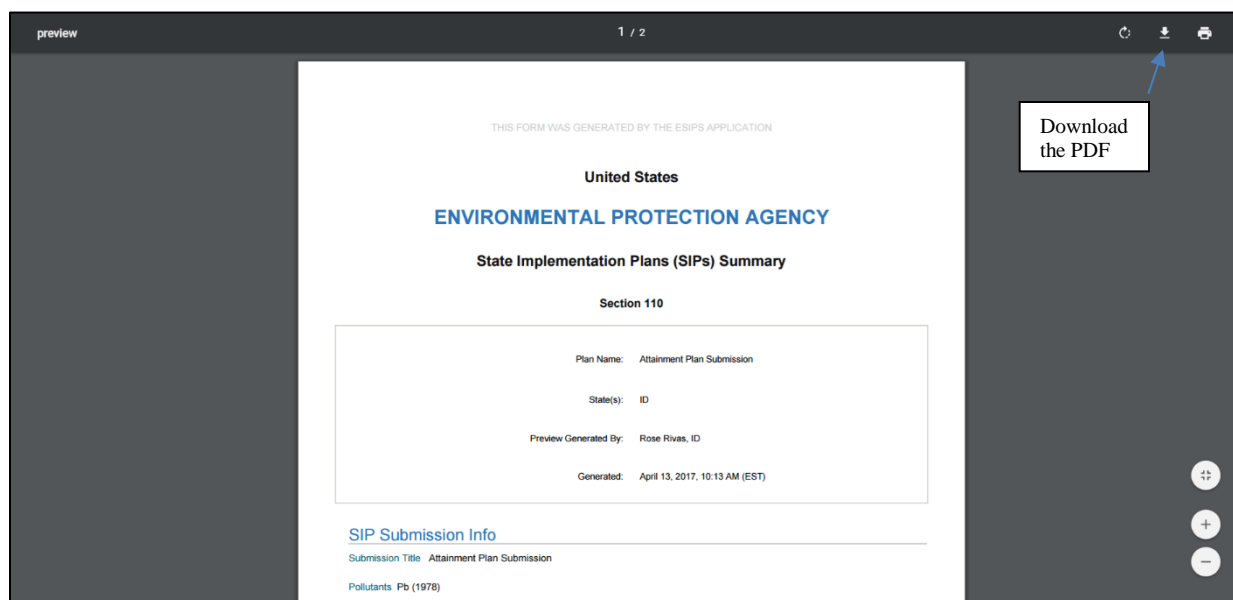
1. Submissions are separated into multiple components. Each component may be accessed using the left navigation. Components will begin to appear in the left navigation bar as soon as they are accessed (see Figure 2).
2. You may navigate through the submission using the 'Previous' and 'Save and Continue' buttons available at the bottom of each page.
3. The 'Save and Exit' button allows you to save the submission in its current condition, and return to your state landing page.
4. Questions or answers marked with the  blue question mark icon indicate that help text is available. To access the help text, simply click on the icon. Click the icon again to hide the help text.
5. All questions marked with a red asterisk (*) are required questions. Required questions must be completed before proceeding to the next component.
6. At any time during the submission development process, you may select the 'Preview in PDF' button, which will open a PDF preview of all the submission data entered in a separate tab. You may save a copy of the plan preview PDF on your local drive by clicking on File > Save As option within the Adobe program (see Figure 3) Note that if you are using Internet Explorer, the save button is displayed as follows: .

Figure 3: PDF Preview



Uploading Documents

1. You may upload supporting documentation in certain components by selecting the 'Choose File' button and choosing the file you would like to upload from the pop-up

- modal. Once the file has been selected, click on the ‘Open’ button and select the ‘Upload’ button to upload the file to the submission (see Figure 4).
2. Once the file has been uploaded, you may enter a file description.
 3. Select the ‘Save’ button to save the uploaded files to your submission.
 4. The maximum file size for each uploaded file is 25MB. If you would like to include a larger file with your submission, please contact your EPA regional contact.
 5. You may upload multiple files within each file upload section. However, the files must be uploaded individually.
 6. Prior to uploading a file, please verify that the file type supported by the eSIPS system. Allowed file types are displayed below the ‘Upload’ button in each file upload section.
 7. You may remove files by selecting the ‘Remove’ button associated with each file.

Figure 4: Document Upload

Question Specific Information

1. Enter a title in the Submission Title field. Submission titles will appear at the top of each page of the submission (in the gray bar) and on the state landing page (in the submissions tables). The submission title can be modified at any time prior to submitting a plan by editing the ‘Submission Title’ field. By default, the name of your state is shown at the top of the plan page as a placeholder until a Submission Title has been entered and saved.
2. If the ‘Yes’ radio button is selected for the ‘Is this SIP revision being submitted for parallel processing?’ question, a SIP Parallel Processing component will appear that will allow you to upload a file related to your SIP Parallel Processing request.
3. On the SIP Technical Support Document Information component, answering ‘Yes’ to the ‘Are there Technical Support Documents included in this submittal?’ question displays a checklist, where items should be selected, as applicable. Additionally, files that support the items selected in the checklist may be attached.
4. Several questions throughout the form will display subsequent questions, depending on the response provided.
5. You may select multiple ‘Pollutants’ and ‘Submittal Categories’ on the SIP Submission Info component. To select non-consecutive items, press and hold down

the Ctrl key, and then click each item that you want to select. You can de-select an item by holding down the Ctrl key and clicking again. These instructions are also displayed above applicable multi-select fields (see Figure 2)

Support

If you have any questions related to submission development, please contact your EPA Regional Contact on your state landing page.

If you have any questions related to CDX or the eSIPS program service, please contact the CDX Help Desk at helpdesk@epacdx.net or by telephone at 888-890-1995.