

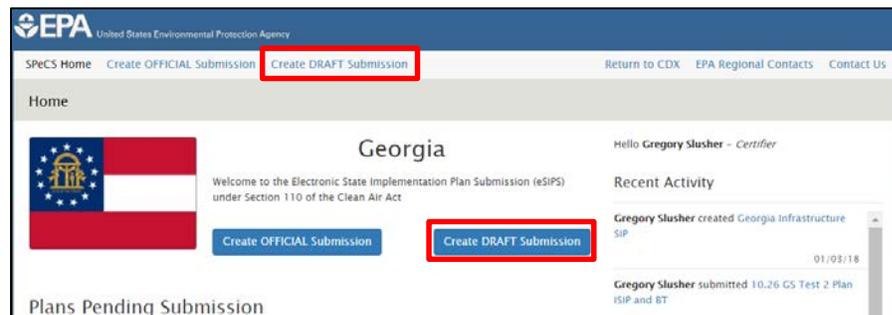
## For Preparers and Certifiers: Preparing and Submitting a Draft Submission.

For more information on state roles, see the [Overview of State Roles](#) job aide.

**Note:** Both Preparers and Certifiers can submit draft submissions to EPA. States may choose to submit draft submissions or “pre-hearing drafts” to EPA through SPeCS in order to receive informal feedback from EPA reviewers on draft sections of a submission that is due in the future. Please coordinate with your EPA Regional Office prior to submitting a draft submission.

1. On the SPeCS for SIPs State Landing Page, click on the ‘Create DRAFT Submission’ button above the Plans Pending Submission Table; or click the ‘Create DRAFT Submission’ hyperlink in the top navigation bar (see Figure 1).
2. All questions and fields marked with a red asterisk (\*) are required.

**Figure 1: State Landing Page**



3. Enter a brief title for your draft submission in the first form 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). By default, the name of your state is shown at the top of the plan page as a placeholder until a unique submission title has been entered and saved. The submission title can be modified at any time prior to submitting the draft plan (see Figure 2).
4. In the next field, please provide additional information for EPA describing what is included in your draft submission.
5. Next, upload all documents associated with your draft submission. (For additional information on how to upload documents, please refer to the ‘Uploading Documents’ job aide.)
6. The ‘Save and Exit’ button allows you to save the submission in its current condition, and return to your state landing page.

7. All questions and fields marked with a red asterisk (\*) are required.
8. You may select the 'Preview Submission' button to open a preview of all the submission data entered in a separate tab.
9. Once you have responded to all questions and uploaded your draft submission files, click the 'Submit' button (see Figure 2).
  - a) Please note: An electronic signature is not required for Draft submissions. Therefore, unlike Official submissions, you will not be prompted to enter your CDX credentials and respond to a verification question prior to submission. Preparers are also able to submit Draft submissions.

**Figure 2: Draft Submission Page**

The screenshot shows the EPA SPeCS interface for creating a draft submission. The page title is "Georgia Draft Plan Submittal". The form includes the following elements:

- A navigation bar with links: "SPeCS Home", "Create OFFICIAL Submission", "Create DRAFT Submission", "Return to CDX", "EPA Regional Contacts", and "Contact Us".
- A header section with the EPA logo and "United States Environmental Protection Agency".
- A main heading: "Georgia Draft Plan Submittal".
- A sub-heading: "You may provide a draft submission or pre-hearing submission through SPeCS for informal review by the EPA."
- A required text field: "Enter a brief title of the draft submittal or pre-hearing submittal you are submitting. \*". The text "Georgia Draft Plan Submittal" is entered in this field.
- A large text area: "Provide specific information for EPA regarding this draft submittal or pre-hearing submittal (e.g. contents of draft submission, specific questions/request for EPA?). \*".
- A file upload section: "Please upload the draft submittal or pre-hearing submittal and any other supporting documentation. \*". It includes a "Choose File" button, "No file chosen" text, and an "Upload" button. Below this, it states "Files must be less than 100 MB." and lists allowed file types: "gif jpg jpeg png bmp eps tif pict psd txt rtf html odf pdf doc docx ppt pptx xls xlsx xml avi mov mp3 ogg wav zip".
- A checkbox: "I have coordinated with my EPA Regional Office regarding this draft submittal or pre-hearing submittal. I understand that an official submission will have to be sent separately to EPA. \*".
- Buttons at the bottom: "Cancel", "Submit" (highlighted with a red box), "Preview Submission", and "Save and Exit".

10. A submission confirmation box will appear with additional details about your submission. You may select the 'Print' button to save a copy of your submission details for your records (see Figure 3).

**Figure 3: Submission Confirmation**

Plan Name:	Georgia Draft Plan Submission
Submitted By:	Gregory Slusher
Submission Date and Time:	January 8, 2018, 12:20 PM

## Support

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

If you have any questions related to CDX or the SPeCS for SIPs program service, please contact the CDX Help Desk at [helpdesk@epacdx.net](mailto:helpdesk@epacdx.net) or by telephone at 888-890-1995.