

For Certifiers: Signing and Submitting an Official Submission

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

Note: You must be registered as a Certifier in SPeCS for SIPs in order to electronically submit official submissions to EPA.

1. As a Certifier, you or another person in your organization may enter the information related to a submission.
 - a. If you have entered the information: Once you have responded to all questions on the component pages, click the 'Review Submission' button on the 'Document Upload' page to proceed to the 'Review Submission' page (see Figure 1).
 - b. If a Preparer has already entered the information: On your State Landing Page, the submission will be marked as 'Ready for Signature.'
 - Click on the associated 'Plan Name' in the 'Plans Pending Submission' table.
 - Once the plan opens, navigate to the 'Document Upload' page and then Click on the 'Review Submission' button.

Figure 1: Document Upload Page

Plan Submission Information

Infrastructure SIP(s)

Attainment Plan(s)

Redesignation Request(s)/Maintenance Plan(s)

Ozone Transport Region (OTR) Requirements

Document Upload

* Indicates required question for official submissions

Collapse Sidebar <<

Document Upload

Add a new file

Choose File No file chosen

Upload

Files must be less than 100 MB.
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.

Completeness Certification

Confirm that all completeness requirements of 40 CFR 51, Appendix V, 2.1 are included in your SIP submission by providing appropriate documentation by uploading one or more documents which support the criteria below. For each upload, you may include a description.

Once this has been completed, please certify that you have included all of the applicable completeness requirements in your submittal.

1. Submittal letter from Governor or designee requesting approval of the plan or revision.
2. Evidence of adoption.
3. Evidence of legal authority to adopt and implement plan.
 - 3(a). Copy of final adopted plan and/or rule.
 - 3(b). Indication of changes to existing plan and/or rule if applicable.
4. Evidence that state followed procedural requirements for adoption/issuance of plan.
 - 4(a). Evidence of public notice.
5. Public hearing dates if applicable.
6. Compilation of public comments and state responses or declaration that no comments were received.
7. Technical support documentation, if applicable.

Verify that all applicable completeness requirements are included in this submittal. *

I have included all of the applicable completeness requirements in my submittal.

Does this SIP submission include additional documentation (e.g., large modeling files) that is not submitted through this electronic system? *

Yes

No

Click this button to proceed

< Previous Save **Review Submission** Preview Submission Save and Exit

2. On the Review Submission page, a summary of the submission is displayed (see Figure 4).
 - a. If there are required questions in the submission that have not been answered, a pop-up box will appear on the Review Submission page indicating which questions must be answered prior to submitting your plan or marking the submission as ready for signature (see Figure 2).
 - b. Select a page title in the pop-up box to access the page and fill in the information necessary (see Figure 2).
 - c. The left navigation bar in the submission will have a number next to each component page, representing the number of required questions that need to be answered on each page. After selecting a page, unanswered required questions will appear in highlighted text (See Figure 3).
 - d. To close the pop-up box, select the 'OK' button.

Figure 2: Required Questions

The following questions are required:

Infrastructure SIP(s)

- For what national ambient air quality standard(s) are you providing Infrastructure SIP elements?
- Are you submitting any of the above SIP revisions for parallel processing?

Attainment Plan(s)

- For what national ambient air quality standard(s) are you providing Attainment Plan elements in this submission?
- Are you submitting any of the above SIP revisions for parallel processing?

Redesignation Request(s)/Maintenance Plan(s)

3. Click the 'Sign Electronically' button on the Review Submission page to begin the signature process (see Figure 4).
 - a. If there are required questions in the submission that have not been answered, the 'Sign Electronically' button will be disabled. Select the 'Cancel' button to return to your submission and provide responses to the required questions.
 - b. The left navigation bar in the submission will have a number next to each component page, representing the number of required questions that need to be answered on that page. After selecting a page, unanswered required questions will appear in highlighted text (see Figure 3).

Figure 3: Highlighted Required Questions

The screenshot displays the 'Attainment Plan' section of the SPeCS for SIPs interface. The left sidebar contains a navigation menu with the following items and their respective counts in red circles:

- Plan Submission Information
- Infrastructure SIP(s) (2)
- Attainment Plan(s) (2)
- Redesignation Request(s)/Maintenance Plan(s) (2)
- Ozone Transport Region (OTR) Requirements (4)
- Document Upload (2)

The main content area features a question highlighted in a red box: "For what national ambient air quality standard(s) are you providing Attainment Plan elements in this submission? (Select all that apply.) *". Below this question is a list of standards with checkboxes:

- 8-Hour Ozone (2008 Standard)
- 8-Hour Ozone (1997 Standard)
- PM-2.5 (2012 Standard)
- PM-2.5 (2006 Standard)
- PM-2.5 (1997 Standard)
- PM-10 (1987 Standard)
- Sulfur Dioxide (2010 Standard)
- Sulfur Dioxide (1971 Standard)
- Lead (2008 Standard)
- Lead (1978 Standard)
- Carbon Monoxide (1971 Standard)
- Nitrogen Dioxide (2010 Standard)
- Nitrogen Dioxide (1971 Standard)

Below the list is another highlighted question: "Are you submitting any of the above SIP revisions for parallel processing? (Ensure this approach has been coordinated with your EPA Regional Office prior to selecting this option.) *". The options are:

- No
- Yes

At the bottom of the page are buttons for navigation: "< Previous", "Save", "Save and Continue >", "Preview Submission", and "Save and Exit".

Two callout boxes provide additional information:

- One callout points to the red circle next to "Infrastructure SIP(s)" in the sidebar, stating: "The number of unanswered required questions remaining on each page are indicated next to each page title".
- Another callout points to the red box around the highlighted question, stating: "Unanswered required questions are highlighted within a submission after accessing the Review Submission page".

Figure 4: Review Submission Page

Review Submission

Submission updated.

THIS FORM WAS GENERATED BY THE ESIPS APPLICATION

United States

ENVIRONMENTAL PROTECTION AGENCY

State Implementation Plans (SIPs) Summary

Section 110

Plan Name: ID Maintenance Plan
 State(s): ID
 Preview Generated By: Rose Rivas, ID
 Generated: June 21, 2017, 12:29 PM (EST)

Plan Submission Information

Enter a brief title of the plan or plan elements you are submitting. ID Maintenance Plan

What type of material are you submitting?

- Maintenance Plan(s)

Maintenance Plan(s)

Select the standard(s) that are addressed by Maintenance Plan elements included in this submission.

- Carbon Monoxide (1971 Standard)
- PM-10 (1987 Standard)

Are you submitting any of the above maintenance plans for parallel processing? No

← Cancel **Sign Electronically** Preview Submission

Returns you to the submission to edit responses

Starts the electronic signature process.

4. A certification statement appears in a pop-up box. In compliance with CROMERR standards, you are required to agree to the certification statement. Read the statement and select the 'Accept' button to continue (see Figure 5).

Figure 5: Certification Statement

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.

Signing an electronic document on behalf of another person is subject to criminal, civil, administrative, or other lawful action.

5. Once the eSignature Widget appears, enter your CDX user name and password. Note that the password is case-sensitive.
6. As a second security measure, you must either choose to answer a security question associated with your account, or receive a text message from CDX with a PIN code (see Figure 6).

Figure 6: eSignature Widget Secret Question Verification

eSignature Widget

1. Authentication
Log into CDX
User:
testuser|
Password:
.....
Welcome

2. Verification
 Answer Secret Question
 Send Text Message
Question:
What is your favorite vacation destination?
Answer:

Enter secret question response here

- a. If you would like to answer the security question, select the 'Answer Secret Question' radio button, enter the answer that you provided during CDX registration, and select the 'Answer' button. The answer that you provide is not case-sensitive.
- b. If you prefer to receive a text message from CDX with a PIN code, select the 'Send Text Message' radio button (see Figure 7). A partially hidden instance of your mobile number will appear on the widget. Once you verify the mobile number, select the 'Send' button. Shortly after, you will receive a text message from CDX with a PIN code. Enter the PIN in the 'Enter PIN below' box on the eSignature Widget and select the 'Verify' button.

Figure 7: eSignature Widget SMS Verification

eSignature Widget

1. Authentication
Log into CDX
User:
testuser|
Password:

Welcome

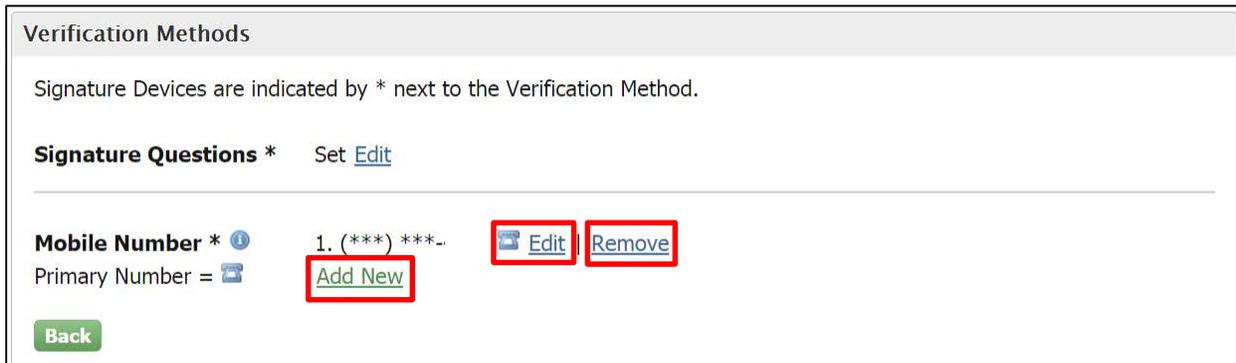
2. Verification
 Answer Secret Question
 Send Text Message
Text message will be sent to:
(**) ***_
Message and data rates may apply.
Send
Enter PIN below:

Verify

Enter SMS pin here

- c. Please note: If this radio button option does not appear on your eSignature Widget, you do not have a mobile number added as a verification method on your account. To add a mobile number, navigate to the MyCDX page by selecting the 'Return to CDX' hyperlink from the navigation bar. Select the 'My Profile' tab from the homepage, and navigate to the 'Verification Methods' section. Select the 'Modify Verification Methods' button to edit or add a mobile number to your account (see Figure 8).

Figure 8: MyCDX Verification Methods



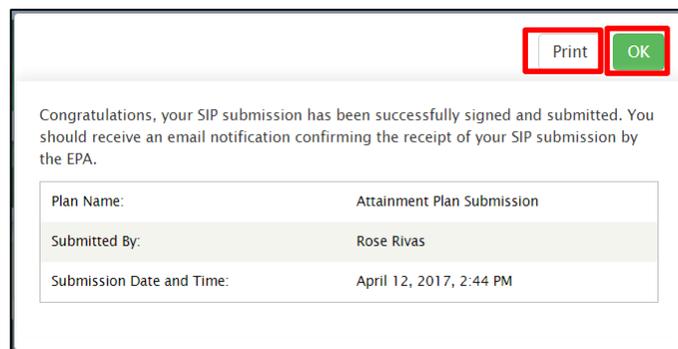
- Once you have verified your account, select the ‘Sign’ button that appears on the eSignature Widget (see Figure 9).

Figure 9: eSignature Widget Signature Process



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

Figure 10: Submission Confirmation



Support

If you have any questions related to preparing and certifying submission in SPeCS, please contact your EPA Regional 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 or by telephone at 888-890-1995.