

## Withdrawing a Submission (or part of a Submission)

**Note:** A state can officially withdraw all or part of a previous submission through SPeCS. A Preparer can create a withdrawal notification and enter necessary information, but only a Certifier can officially submit a withdrawal notification to EPA. Please coordinate any withdrawal of a previous submission with your EPA Regional Office.


1. In the “Plans Submitted” table on your state landing page, click on the ‘Partial/Full Withdrawal’ button next to the plan submission you would like to withdraw or partially withdraw (see Figure 1).

**Figure 1: State Landing Page**

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Home



### New York

Welcome to the Electronic State Implementation Plan Submission (eSIPS) under Section 110 of the Clean Air Act

[Create OFFICIAL Submission](#)   [Create DRAFT Submission](#)

Hello **Rose Rivas** – Certifier

#### Recent Activity

- Rose Rivas deleted New york 01/18/18
- Rose Rivas deleted New york 01/18/18
- Rose Rivas submitted NY Infrastructure SIP, Maintenance Plan, and OTR 01/18/18
- Rose Rivas created NY Infrastructure SIP, Maintenance Plan, and OTR 01/18/18

#### EPA Regional Contact(s)

Kenneth Fradkin  
212-637-3702  
fradkin.kenneth@epa.gov

#### Plans Pending Submission

ACTION	PLAN NAME	STATUS	LAST MODIFIED	SUBMISSION TYPE
You do not have any plans.				

#### Plans Submitted

Show **10** entries   Search:

ACTION	PLAN NAME	STATUS	SUBMITTED ON	SUBMISSION TYPE
<a href="#">Partial/Full Withdrawal</a> <a href="#">Supplement</a>	NY Infrastructure SIP, Maintenance Plan, and OTR	Submitted to EPA	01/18/2018	Infrastructure SIP(s), Maintenance Plan(s), Ozone Transport Region (OTR) Requirements

2. A plan withdrawal screen will appear (see Figure 2). The gray bar at the top of the page includes the title of the official submission that you indicated you wish to withdraw or partially withdraw. (This title cannot be modified.)
3. Enter a reason for withdrawing the submission in the first text box on the page along with any other notes or comments to EPA. This is a required field. If you are withdrawing only part of the submission, provide details about what part is to be withdrawn.

4. Upload an official letter from your organization requesting the partial/full withdrawal and any other supporting documentation. You are required to upload at least one file related to the withdrawal notification (see Figure 2). See the “Uploading Documents” job aide for more information on uploading documents.
5. Verify that you have coordinated with your EPA Regional Office prior to submitting the withdrawal notification by selecting the checkbox below the file upload section (see Figure 2). This is a required field.

**Note: Steps 6-10 apply only to Certifiers.**

6. If you are registered as a Certifier, select the ‘Submit’ button to electronically sign and submit the withdrawal notification (see Figure 2).
  - a. If you are registered as a Preparer, a ‘Ready for Certification’ button appears instead of the ‘Submit’ button. Select the ‘Ready for Certification’ button to notify certifiers in your state that the withdrawal notification is ready for review and submission to EPA through SPECS.

**Figure 2: Withdrawal Page**

EPA United States Environmental Protection Agency

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Are you sure you want to withdraw (or partially withdraw) plan **NY Infrastructure SIP, Maintenance Plan, and OTR?**

Please provide the reason for the withdrawal and any other specific comments for EPA. (For example, if withdrawing only part of a submission, please identify which plan elements you would like to withdraw). \*

Please upload an official letter requesting a partial or full withdrawal and any other supporting documentation. \*

Choose File No file chosen

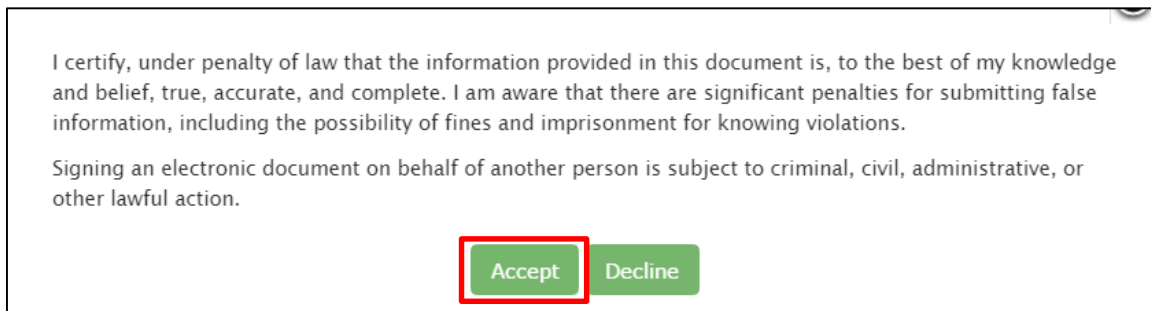
Upload

Files must be less than 100 MB.  
Allowed file types: gif 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.

☐ I have coordinated with my EPA Regional Office regarding this partial or full withdrawal. \*

Cancel **Submit** Preview Submission Save and Exit

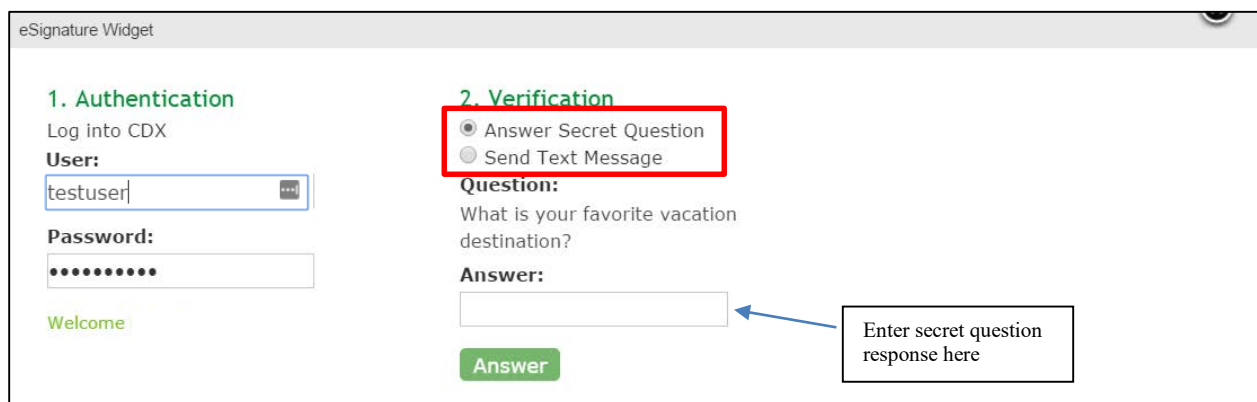
7. A certification statement appears in a pop-up box. You are required to agree to the certification statement, in compliance with CROMERR standards. Read the statement and select the ‘Accept’ button to continue (see Figure 3).

**Figure 3: 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.

8. Once the eSignature Widget appears, enter your CDX user name and password. Note that the password is case-sensitive.
9. As a second security measure, you may either choose to answer a security question associated with your account or receive a text message from CDX with a PIN code (see Figure 4).

**Figure 4: eSignature Widget Secret Question Verification**

eSignature Widget

**1. Authentication**

Log into CDX

**User:**

  
**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 your answer that was provided during CDX registration and select the 'Answer' button (see Figure 4).
- b. If you prefer to receive a text message from CDX with a PIN code, select the 'Send Text Message' radio button. 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 (see Figure 5).

Figure 5: 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 6).

Figure 6: MyCDX Verification Methods

Verification Methods

Signature Devices are indicated by \* next to the Verification Method.

**Signature Questions \*** Set [Edit](#)

<b>Mobile Number *</b> ⓘ	1. (***) ***..	<a href="#">Edit</a>	<a href="#">Remove</a>
Primary Number = ⓘ	<a href="#">Add New</a>		

[Back](#)

- Once you have verified your account, select the ‘Sign’ button that appears on the eSignature Widget (see Figure 7).

Figure 7: eSignature Widget Signature Process

eSignature Widget

**1. Authentication**

Log into CDX

**User:**

  
**Password:**

**Welcome**

**2. Verification**

**Question:**

What is your favorite TV show?

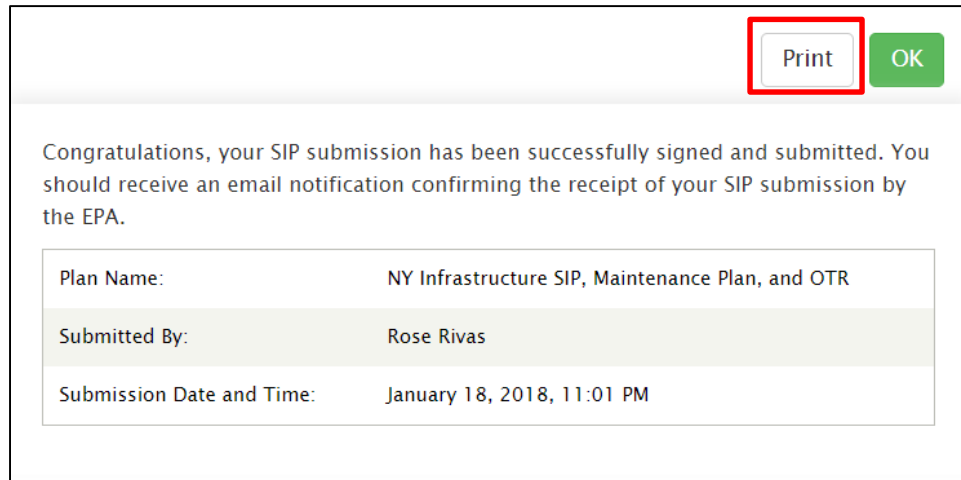
**Answer:**

  
**Correct Answer**

**3. Sign File**

[Sign](#)

- A submission confirmation pop-up appears with additional details about your submission. You may select the ‘Print’ button to save an HTML copy of your submission details for your records (see Figure 8).
- Once you have officially submitted the Withdrawal notification through SPECS, this plan Withdrawal notification will be listed in the “Plans Submitted” table on the State Landing Page.

**Figure 8: Submission Confirmation**

Print OK

Congratulations, your SIP submission has been successfully signed and submitted. You should receive an email notification confirming the receipt of your SIP submission by the EPA.

Plan Name:	NY Infrastructure SIP, Maintenance Plan, and OTR
Submitted By:	Rose Rivas
Submission Date and Time:	January 18, 2018, 11:01 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.