

ODS REPORTING

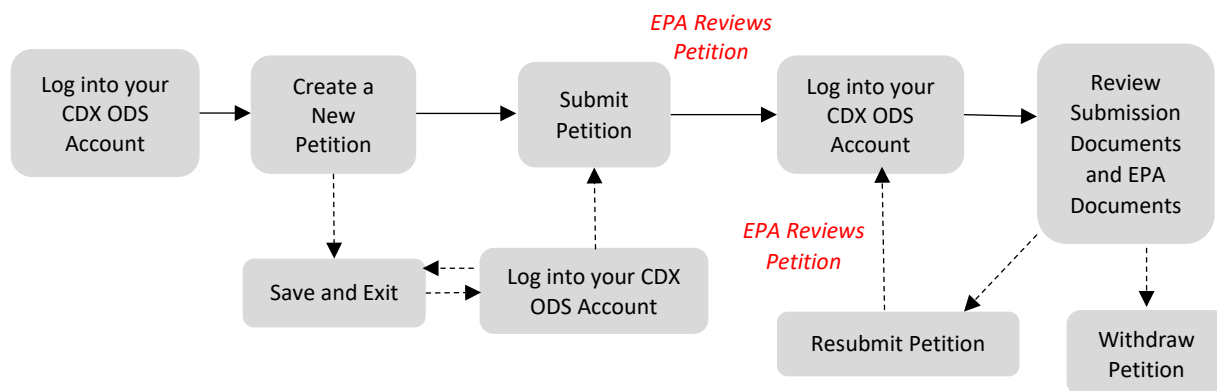
Petitioning EPA to Import Used ODS for Reuse

April 2020

I. INTRODUCTION

This document provides information for reporting entities on how to petition the Environmental Protection Agency (EPA) to import used ozone depleting substances (ODS), as required by 40 CFR Part 82. A general overview of the submission process is provided in Figure 1 below.

Figure 1: Overview of Petitioning Process



For information on creating a CDX account, see EPA’s document on *Registering with CDX*. The remainder of this document is organized as follows:

- **Section II:** Accessing your CDX ODS Account
- **Section III:** Creating a New Import Petition For Reuse
- **Section IV:** Completing a New Import Petition for Reuse
- **Section V:** Viewing Submission Documents and EPA Documents
- **Section VI:** Resubmitting an Incomplete or Denied Petition
- **Section VII:** Resubmitting an Accepted Petition
- **Section VIII:** Withdrawing a Petition

Questions?

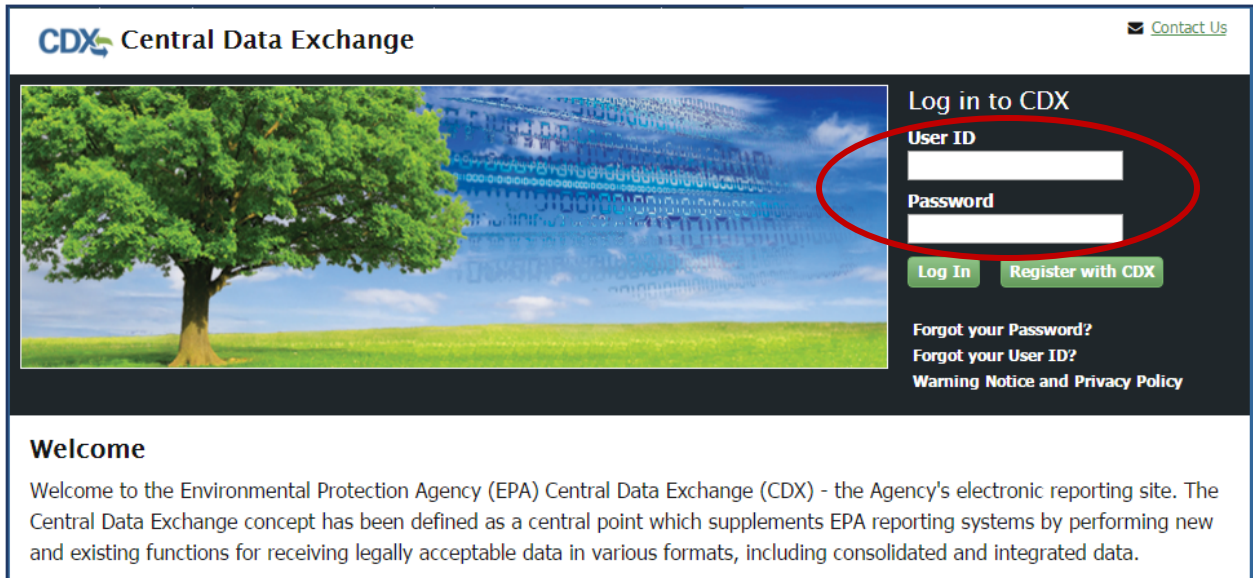
For questions about petitioning, email odspetitions@epa.gov.

For questions about CDX, contact the CDX Helpdesk at (888) 890-1995 or helpdesk@epacdx.net.

II. ACCESSING YOUR CDX ODS ACCOUNT

Step 1: Log into the Central Data Exchange (CDX)

Visit <https://cdx.epa.gov/> and enter your User ID and Password.



CDX Central Data Exchange [Contact Us](#)

Log in to CDX

User ID

Password

[Log In](#) [Register with CDX](#)

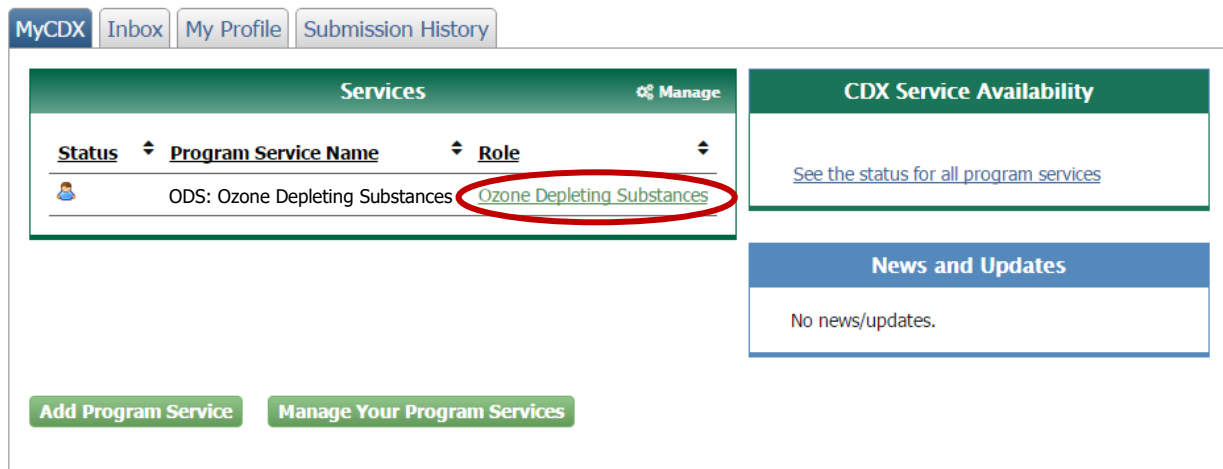
[Forgot your Password?](#)
[Forgot your User ID?](#)
[Warning Notice and Privacy Policy](#)

Welcome

Welcome to the Environmental Protection Agency (EPA) Central Data Exchange (CDX) - the Agency's electronic reporting site. The Central Data Exchange concept has been defined as a central point which supplements EPA reporting systems by performing new and existing functions for receiving legally acceptable data in various formats, including consolidated and integrated data.

Step 2: Enter the ODS Application

From the 'MyCDX' tab, select the "Ozone Depleting Substances" link.



MyCDX [Inbox](#) [My Profile](#) [Submission History](#)

Services [Manage](#)

Status	Program Service Name	Role
	ODS: Ozone Depleting Substances	Ozone Depleting Substances

CDX Service Availability

[See the status for all program services](#)

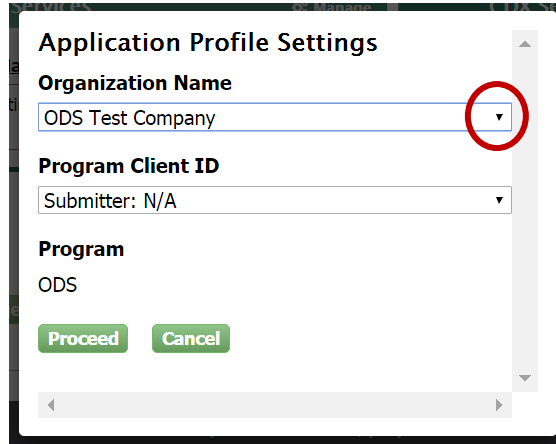
News and Updates

No news/updates.

[Add Program Service](#) [Manage Your Program Services](#)

Step 3: Select the Organization under which to Submit your Report

If you are registered under more than one organization in CDX, you will be asked to select under which organization to submit your report. Use the dropdown menu to select the organization name. If you are only registered under one organization, you will be automatically directed to the ODS home page.



The screenshot shows a dialog box titled "Application Profile Settings". It contains three main sections: "Organization Name" with a dropdown menu showing "ODS Test Company" (highlighted with a red circle), "Program Client ID" with a dropdown menu showing "Submitter: N/A", and "Program" with the text "ODS". At the bottom of the dialog are two buttons: "Proceed" and "Cancel".

The Importance of your Organization Name

The organization you register with and submit data under in CDX is used by the ODS Tracking System to identify the reporting entity of each submission. CDX assigns each organization in its database with a unique five to seven-digit ID. The use of a consistent Organization ID by all individuals that submit reports on behalf of your company is required by EPA. Additionally, all users registered under the same Organization ID have access to the same Submission History table in CDX. More details on selecting and updating your Organization Name/ID can be found in EPA's document on [Registering with CDX](#).

III. CREATING A NEW IMPORT PETITION FOR REUSE

Step 1: Select 'Import Petitions/Certifications'

From the CDX ODS home page, select the "Import Petitions/Certifications" tab of the Submission History table.

Submission History - TEST COMPANY (16889)

ODS Reports **Import Petitions/Certifications**

Create ODS Report

Show 10 entries Search:

Report ID	Submission Date	Report Type	Reporting Year	Reporting Quarter	Last Modified By	Status	Actions
EXPT1_2018_04521	03/27/2019	Class I Exporter	2018	Annual	Golla, Emily	Submitted	Review Documents

Step 2: Select 'Create Import Petition/Certification'

From the CDX ODS home page, click the "Create Import Petition/Certification" button located above the Submission History table.

Submission History - TEST COMPANY (16889)

ODS Reports **Import Petitions/Certifications**

Create Import Petition/Certification

Show 10 entries Search:

Report ID	Form Alias	Submission Date	Type	Expected Year of Import	Last Modified By	Status	Actions
DPETI_2019_04644		05/06/2019	Destruction	2020	Caswell, Helena	Submitted	Action

Creating a New Import Petition for Reuse

Step 3: Select Import for Reuse

Select "Import for Reuse" from the pop-up menu.

The screenshot shows the 'Submission History - TEST COMPANY' interface. A pop-up menu titled 'Attention' is displayed, asking the user to 'Please select a petition/certification type'. The menu contains three buttons: 'Import for Reuse' (circled in red), 'Import for Destruction', and 'Cancel'. The background interface includes tabs for 'ODS Reports' and 'Import Petitions/Certifications', a 'Create Import Petition/Certification' button, a 'Show 10 entries' dropdown, and a table with columns: Report ID, Form Alias, Submission Date, Type, Expected Year of Import, Last Modified By, Status, and Actions.

Step 4: Create a Passphrase

Following the instructions, create a passphrase for your new submission and click "Save and Continue."

Create Passphrase

Please create a passphrase that is at least 8 characters in length and does not exceed 20 characters. To protect your account, your passphrase should contain a combination of letters and numbers. The passphrase you create may include spaces but should not contain special characters (for example, +, ?, and *). You can associate the same passphrase with multiple submissions.

Your passphrase will be used as an encryption key to protect the contents of your data. Your data cannot be accessed without this passphrase. You are responsible for remembering your passphrase and distributing it to only authorized Submitter(s).

Or, you can click "Cancel" to return to Home page.

The screenshot shows the 'Create Passphrase' form. It has two input fields: 'New Passphrase' and 'Confirm Passphrase', both containing masked characters. Below the fields are two buttons: 'Save and Continue' (circled in red) and 'Cancel'.



Do Not Forget Your Passphrase!

For security reasons, the system administrator does not have access to your passphrase and cannot retrieve it or reset it to a new one. If you have forgotten your passphrase, you must create a new submission.

What is a Passphrase?

The passphrase is used as an encryption key to protect the contents of your submission. Each time you create a new submission, you will be asked to create a passphrase. In order to edit an 'in progress' submission, resubmit a report, or view the contents of a previous submission (whether it was last modified by you or another CDX user in your organization), you will be required to enter the submission's passphrase. The same passphrase may be used for all submissions. To ensure all users in your organization have access to all historic submissions, you may consider establishing a single passphrase that is used by all CDX users in your organization for all ODS submissions.

REMEMBER YOUR PASSPHRASE: Please note that the system administrator does not have access to your passphrase and cannot retrieve it or reset it. *If you forget your passphrase you will not be able to view or edit your submission in CDX. If you need to view your submission but forgot your passphrase, contact EPA at odspetitions@epa.gov.*

Step 5: Enter Importer and Exporter Information

Enter the importer and exporter information for your new ODS petition on the "Importer and Exporter Information" tab. You may select the 'Copy from CDX' link to populate select fields with your CDX profile information. This information can then be edited further, if desired. If the ODS was owned by another party after recovery, select 'Yes' in response to the question at the bottom of the page and add the contact information of the organization(s). To enter information for more than one organization, select the "+" at the end of the row. Once all information is entered, select "Continue."

Step 1	Step 2	Step 3	Step 4	Step 5
Importer and Exporter Information	Facilities	Equipment and Installation Information	Import Summary	Optional Uploads

Importer and Exporter Information

Please enter all required information below. Fields with red asterisk are required. The 'Company Name' has been pre-populated from your CDX profile and cannot be edited. Click the 'Copy From CDX' link to populate the fields with your CDX profile information.

Importer Information

[Copy From CDX](#)

* Company Name: TEST COMPANY

* Contact First Name: Emily

* Contact Last Name: Golla

* Email: emily.golla@company.org

* Phone: 5555555555

* Street Address 1: 1 Main St

Street Address 2:

* City: Washington

* State: Dist. of Columbia

* Country: United States

Postal Code: 20000

* Importer Number: 111111111

Vessel Name:

* Expected Year of Import: 2020

Expected Month of Import: January



* Intended Port Of Entry: 0101 - Portland, Maine

Creating a New Import Petition for Reuse

Please enter all required information below

Exporter Information			
* Company Name	Exporter Company A	* Contact Name	Jane Doe
* Email	jdoe@exportera.com	* Phone	1111111111
* Street Address 1	1 River St	Street Address 2	
* City	London	Postal Code	
* Country	United Kingdom		

Was this ODS owned by another party after recovery? ☒ Yes ☐ No

Row	* Company Name	* Contact Name	* Phone	* Email	* Address 1	Address 2	* City	* Country	Postal Code	Action
1	Company B	John Lee	4444444444	jlee@companyb.com	100 East Street		London	United Kingdom		 

Continue

Next Page: Facilities

Step 6: Enter Facilities/Halon Bank Information

Enter information for the source facilities or halon bank from which you obtained the ODS material and select all intended uses of the recovered material. Clarify whether the material to be imported is stored in a halon bank by selecting 'Yes' in response to the question below the table. If applicable, add contact information for Reclamation Facilities and U.S. Purchasers by selecting 'Yes' in response to the questions at the bottom of the page and adding the contact information of the facilities and/or purchasers. To enter information for more than one facility/purchaser, select the "+" at the end of the appropriate row. Once all information is entered, select "Continue."

Step 1

Step 2

Step 3

Step 4

Step 5

Importer and Exporter Information

Facilities



Equipment and Installation Information

Import Summary

Optional Uploads

Facilities



Add the source facilities/halon bank from which you obtained the chemicals. Indicate Reclamation Facilities and U.S. Purchasers, if applicable.

Row	* Company Name	* Contact Name	* Phone	* Email	* Address 1	Address 2	* City	* Country	Postal Code	Action
1	Facility A	Joe Smith	5555555555	email@name.com	1 Main St		Sydney	Australia		
2	Facility B	Jane Doe	4444444444	jane@email.com	5 Oak Ave		Paris	France		 

Is the controlled substance to be imported stored in a halon bank? ☒ Yes ☐ No

What is the intended use of the recovered material? (select all that apply.) ☒ Civil Aviation ☒ Oil and Gas

Are there one or more U.S. Purchasers? ☒ Yes ☐ No

Row	* Company Name	* Contact Name	* Phone	* Email	* Address 1	Address 2	* City	* State	* Country	* Zip Code	Action
1	Purchaser 1	Sarah Winter	5555555555	Sarah@email.com	2 Craig St		Boston	Marshall Islands	United States	12345	 

Was the material reclaimed in another country? ☐ Yes ☒ No

Are there one or more U.S. Reclamation facilities receiving the material for processing to sell as a refrigerant? ☐ Yes ☒ No

Are there other U.S. Reclamation or recycling facilities receiving the material? ☐ Yes ☒ No

Previous

Continue

Next Page: Equipment and Installation Information

Step 7: Enter Equipment Installation Information

Enter equipment installation information for each source facility identified under Step 2. If the material to be import is stored in a halon bank, enter only data on the chemical and quantity. To enter information for more than one piece of equipment at a given facility, select the “+” at the end of the row. If you are petitioning to import used halon from a source facility, cylinder information should be provided. Continue to Step 7a for additional instructions on entering cylinder information. Once all information is entered, select “Continue.”

Step 1 Step 2 **Step 3** Step 4 Step 5

Importer and Exporter Information **Facilities** **Equipment and Installation Information** **Import Summary** **Optional Uploads**

Equipment and Installation Information

Company C

Row	Purpose of Original Installation	Best Estimate of Original Installation	Equipment Name, Make, and Model	Description of Previous Use	Additional Information Regarding Previous Use	Chemical	Quantity of Chemical Recovered (kg)	Cylinders	Action
1	Fire Suppression	1960	Fire Suppression 2000, h	Civil Aviation		Halon 1211		Add/Edit	+ x

Company D

Row	Purpose of Original Installation	Best Estimate of Original Installation	Equipment Name, Make, and Model	Description of Previous Use	Additional Information Regarding Previous Use	Chemical	Quantity of Chemical Recovered (kg)	Cylinders	Action
1	Refrigeration/AC	1970	Chiller Model 3.3	Computer/Elec		CCL4	4	N/A	+ x

Previous **Continue**

Step 7a: Enter Cylinder Information

For halon chemicals not obtained from a halon bank, you should provide information on the cylinders that the material was sourced from. Select the “Add/Edit” link under Cylinders and enter the information for each cylinder in the table. To add rows, select the “+” at the end of the row. Alternatively, you may import this information into the table using the Excel template provided. Refer to Step 7b for additional instructions on using the Excel template. Once all cylinder information is entered, confirm the overall total is correct and select “Save.”

Equipment and Installation Information

Company C

Row	Purpose of Original Installation	Best Estimate of Original Installation	Equipment Name, Make, and Model	Description of Previous Use	Additional Information Regarding Previous Use	Chemical	Quantity of Chemical Recovered (kg)	Cylinders	Action
1	Fire Suppression	1960	Fire Suppression 2000, h	Civil Aviation		Halon 1211		Add/Edit	+ x

Creating a New Import Petition for Reuse

Add/Edit Cylinders

Cylinders for: **Halon 1211**

Company: Company C

Row	Make or Manufacturer Name of Cylinder	Model or Size of Cylinder	Total Halon Weight (kg)	Action
1	Cylinder 1	Model A	5	+
2	Cylinder 2	Model B	1	+

Overall Total: 6.00

Import Cylinders

To import cylinder data into the table above, download the Excel template and populate the fields starting in row two. Example data is included in the template for reference but should be deleted prior to uploading the file. All values must be rounded to the nearest hundredth. Save and upload the file by selecting the "Import Cylinder" button. Confirm the accuracy of the overall total to ensure all data imported correctly prior to proceeding. [Download Template](#).

Save **Cancel**

Step 7b: Import Cylinder Information

Select "Download Template" to download the template for the cylinder data. Note that dummy data is contained within the template for reference. Delete the dummy data and enter your cylinder information. Save the file to your computer. Select "Import Cylinders" to select and import the file. Confirm the overall total is correct and select "Save."

Add/Edit Cylinders

Cylinders for: **Halon 1211**

Company: Facility 1

Row	Make or Manufacturer Name of Cylinder	Model or Size of Cylinder	Total Halon Weight (kg)	Action
1				+

Overall Total: 0.00

Import Cylinders

To import cylinder data into the table above, download the Excel template and populate the fields starting in row two. Example data is included in the template for reference but should be deleted prior to uploading the file. All values must be rounded to the nearest hundredth. Save and upload the file by selecting the "Import Cylinder" button. Confirm the accuracy of the overall total to ensure all data imported correctly prior to proceeding. [Download Template](#).

Save **Cancel**

Creating a New Import Petition for Reuse

Cylinder-CSV (6) - Excel

	A	B	C	D
1	Make or Manufacturer Name of Cylinder	Model or Size of Cylinder	Total Halon Weight (kg)	
2	Make1	Model1	123	
3	Make2	Model2	450.12	
4	Make3	Model3	50.1	
5	Make4	Model4	0.01	
6	Make5	Model5	0.1	
7				
8				
9				
10				

Add/Edit Cylinders

Cylinders for: **Halon 1211**

Company: Facility 1

Row	Make or Manufacturer Name of Cylinder	Model or Size of Cylinder	Total Halon Weight (kg)	Action
1	Make1	Model1	123	
2	Make2	Model2	450.12	
3	Make3	Model3	50.1	
4	Make4	Model4	0.01	
5	Make5	Model5	0.1	

Overall Total: 623.33

Import Cylinders To import cylinder data into the table above, download the Excel template and populate the fields starting in row two. Example data is included in the template for reference but should be deleted prior to uploading the file. All values must

Save **Cancel**

Step 8: Complete the Import Summary

Review the information in the "Import Summary" tab for accuracy (note that the commodity code is automatically populated based on the chemical name). If any information is incorrect navigate to the previous tabs using either the navigation bar at the top or "Previous" button at the bottom of the page and correct it. Add the corresponding export license (or application/other communication) amount, if applicable, for each chemical listed and upload the supporting document by selecting "Add Document." If the export license/application does not specify a quantity, check the box in the column to the far right to indicate that a quantity is not listed. You may view or remove documents by selecting the document image or "x" at the end of each row. Once the information is confirmed, select "Continue."

Creating a New Import Petition for Reuse

Petition to Import for Use: ▶ RPETI_2020_05909

Step 1 Step 2 Step 3 Step 4 Step 5
Importer and Exporter Information Facilities Equipment and Installation Information **Import Summary** Optional Uploads

Import Summary

Review the information below for accuracy. The total quantity must be less than or equal to the export license amount.

Row	Chemical	Commodity Code	Total Quantity (kg)	* Export License Amount (kg)	Quantity Not Listed on Export License
1	CBM	2903.79.1000 - Bromochloromethane (CBM)	5	5	

* Please provide an Exporter license/application for license.

Row	Document Name	Size (bytes)	Action
1	Example Attachment.docx	18 KB	

Add document

Previous

Continue

Step 9: Optional Uploads

Upload additional documents and resources, as needed, by selecting “Add Document.” If the document is not a photo or internal transfer document, select “Other” under Document Type and describe the document type under ‘Document Description.’ You may view or remove documents by selecting the document image or “X” at the end of each row. Once the information is confirmed, select “Submit.”

Step 1 Step 2 Step 3 Step 4 Step 5
Importer and Exporter Information Facilities Equipment and Installation Information Import Summary **Optional Uploads**

Optional Uploads

Upload one or more optional documents/resources. Please indicate the type of document/resource uploaded via the 'Document Description' field if you specify the document type as 'Other'.

Row	Document Name	* Document Type	Document Description	Action
1	Optional Resource.PNG	Photos	Photos of Halon Cylinders	

Add document

Previous

Submit

Step 10: Save Progress without Submitting (Optional)

At any time during the submission process, you have the option to save the submission and come back to complete and submit the petition at a later date. If you wish to complete your submission at another time, click the “Save and Exit” button at the bottom of the screen. However, if you “Save and Exit” the form, **remember your passphrase**; the system administrator does not have access to your passphrase and cannot retrieve it or reset it. If you forget your passphrase you will not be able to access or complete your submission. Continue to Section V for instructions on how to complete your submission.

Save Save and Exit Preview Validate Submit

Related Links ▶

IV. COMPLETING A NEW IMPORT PETITION FOR REUSE

Step 1: Return to the 'In Progress' Submission (if applicable)

If you decided to "Save and Exit" prior to completing your new import petition for reuse, locate the 'In Progress' submission in the Submission History table and click on the "Report ID" link.

Submission History - TEST COMPANY (16889)

ODS Reports

Import Petitions/Certifications

Create Import Petition/Certification

Show 10 entries

Search:

Report ID	Form Alias	Submission Date	Type	Expected Year of Import	Last Modified By	Status	Actions
DPETI_XXXX_05906			Destruction		Caswell, Helena	In Progress	Action
RPETI_2019_04661			Reuse	2022	Jongebloed, Ursula	In Progress	Action
RPETI_2019_04763			Reuse	2019	Golla, Emily	In Progress	Action
RPETI_2019_04802			Reuse	2019	Jongebloed, Ursula	In Progress	Action

Step 2: Enter the Submission's Passphrase (if applicable)

Enter the passphrase that was created under Section III, Step 4 and select "Next."

Enter Passphrase

Please enter your passphrase for the submission and click the "Next" button.

Or, you can click "Cancel" to return to the Home page.

Report ID

RPETI_2019_04661

Enter Passphrase

Next

Cancel

Step 3: Submit your Petition

Navigate through the form to confirm all information is correct and that all attachments have been uploaded. Once all information is confirmed, click “Submit” from the “Optional Uploads” tab. Petitions may not be edited once submitted.

Step 1 Step 2 Step 3 Step 4 Step 5

Importer and Exporter Information Facilities Equipment and Installation Information Import Summary Optional Uploads

Optional Uploads

Upload one or more optional documents/resources. Please indicate the type of document/resource uploaded via the 'Document Description' field if you specify the document type as 'Other'.

Row	Document Name	Document Type	Document Description	Action
1	Optional Resource.PNG	Photos	Photos of Halon Cylinders	

[Add document](#)

[Previous](#) [Submit](#)

Step 4: Review your Submission

After clicking submit, you will have the option to view a summary of your submission’s information by selecting ‘View PDF.’ If any information is incorrect, click “Cancel” and modify the information, as needed. You also have the option to enter a form alias (i.e., an alternate name to help you track your petitions/certifications). A default alias is automatically populated; you have the option to edit the form alias, as desired. If the information is correct, click “Sign, Encrypt, and Submit.”

Review Submission - RPETI_2022_04661

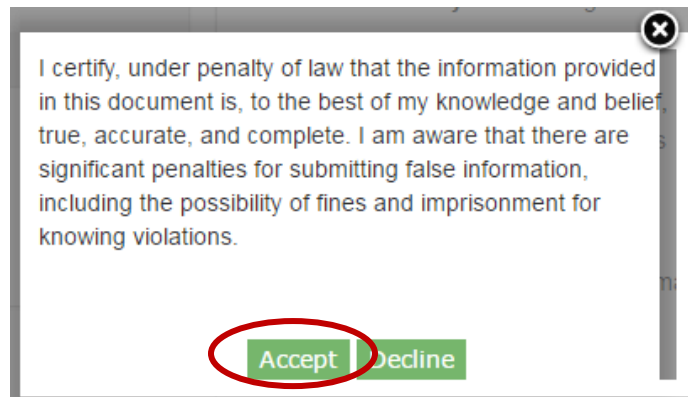
Form Alias

[View PDF](#)

[Cancel](#) [View PDF](#) [Sign, Encrypt and Submit](#)

Step 5: Certify the Accuracy of your Submission

Read the message that appears and, if you agree, select "Accept."



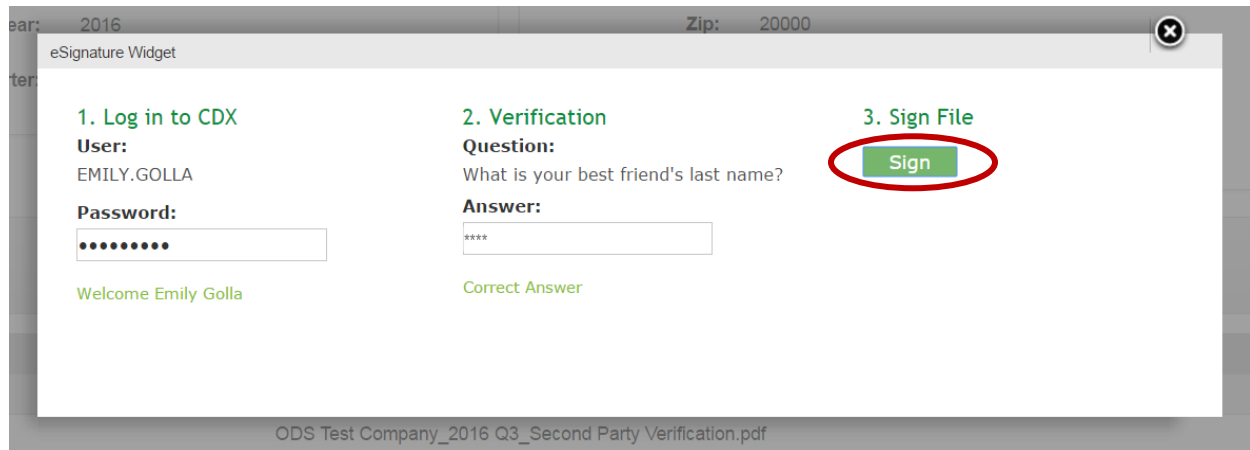
I certify, under penalty of law that the information provided in this document is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations.

Accept Decline

The screenshot shows a dialog box with a certification statement. At the bottom, there are two buttons: "Accept" and "Decline". The "Accept" button is highlighted with a red oval.

Step 6: Complete the eSignature

- **Re-enter your CDX password.** This is the same password used to log into CDX.
- **Answer the secret question.** The security question will correspond to one of the security questions entered during CDX registration.
- **Sign file.** Select "Sign" to submit your submission.



Year: 2016 Zip: 20000

eSignature Widget

1. Log in to CDX
User:
EMILY.GOLLA
Password:
••••••••
Welcome Emily Golla

2. Verification
Question:
What is your best friend's last name?
Answer:
•••••
Correct Answer

3. Sign File
Sign

ODS Test Company_2016 Q3_Second Party Verification.pdf

The screenshot shows the eSignature Widget interface. It has three main sections: 1. Log in to CDX, 2. Verification, and 3. Sign File. In the 'Sign File' section, the 'Sign' button is highlighted with a red oval. The bottom of the widget shows the filename 'ODS Test Company_2016 Q3_Second Party Verification.pdf'.

Step 7: Receive CDX Submission Acknowledgement

Congratulations! You have successfully submitted your import petition. An email will be sent by CDX to the submitter's email address to acknowledge receipt of your submission. Retain this email for your records.

Your ODS Submission (RPETI_2020_06423) has been successfully transmitted to EPA and is awaiting processing. Your transaction ID is _c01c4099-33b5-4b30-8add-4f5b4d835968

Organization Name: TEST COMPANY

If you have questions concerning this message, you may contact the CDX Help Desk by email at helpdesk@epacdx.net or by calling the CDX Technical Support Staff through our toll free telephone support on (888) 890-1995 between Monday through Friday from 8:00 am to 6:00 pm EST/EDT. For International callers, the CDX Help Desk can also be reached at (970) 494-5500.

[CDX Homepage](#)

Step 8: Receive CDX Status Change Notification

Once EPA has completed review of your petition, you will receive another email to notify you that the status of your submission has changed. At this time, you may log back into CDX, view the new submission status, and view any documents sent to you by EPA regarding your petition.

V. VIEWING SUBMISSION DOCUMENTS AND EPA DOCUMENTS

Step 1: Locate the Petition to Review

From the CDX ODS home page, locate the petition for which you would like to review documentation. You may review submission documents for any petition that has been submitted. Once located, click “Action” and select “Review Documents.”

Submission History - TEST COMPANY (16889)

ODS Reports

Import Petitions/Certifications

Create Import Petition/Certification

Show 10 entries

Search:

Report ID	Form Alias	Submission Date	Type	Expected Year of Import	Last Modified By	Status	Actions
RPETI_2019_05521		10/17/2019	Reuse	2019	Caswell, Helena	Accepted	Action
RPETI_2019_05564		10/21/2019	Reuse	2020	Caswell, Helena	Accepted	Action
RPETI_2019_05642	2019_TEST COMPANY_2	11/18/2019	Reuse	2019	Caswell, Helena	Accepted	Action
RPETI_2020_05622	2020TEST COMPANY1-Reuse	11/11/2019	Reuse	2020	Caswell, Helena	Accepted	Action
RPETI_2020_05909	2020_TEST COMPANY_3	01/22/2020	Reuse	2020	Caswell, Helena	Accepted	Action

Showing 51 to 55 of 55 entries

Previous

1

2

3

4

5

6

Review Documents

Withdraw

Step 2: Enter the Submission’s Passphrase

Enter the passphrase that was created under Section III, Step 4, and select “Review Documents.”

Enter Passphrase

Please enter your passphrase for the submission and click the "Review Documents" button.

Or, you can click "Cancel" to return to the Home page.

Report ID RPETI_2020_05909

Enter Passphrase

Review Documents

Cancel



Step 3: Review Report Documents

Submitted documents include report attachments as well as the Copy of Record, which summarizes all data entered for the submission. To view these files, select the “Download” icon in the column to the far right. In addition to submitted documents, you may also review documents that have been sent to you by EPA following EPA’s review of your petition. For more information on what EPA documents to expect, see the text box below on EPA documents.

Review Documents - RPETI_2020_05909

Submitted Documents


Search:

File Name	File Type	Download
Copy of Record	PDF	
Example Attachment.docx	WORD	

Showing 1 to 2 of 2 entries

EPA Documents

Search:

File Name	File Type	Download
RPETI_2020_05909_01_Final_Non-Objection_Letter.pdf	PDF	

Showing 1 to 1 of 1 entries

[Back to ODS Home](#)

EPA Documents

Once your submission has been reviewed by EPA, you will receive additional information depending on the outcome of EPA’s review. The type of documentation you will see by review outcome is summarized below.

Outcome of EPA Petition Review	Document Received from EPA
Approved	Non-Objection Letter
Incomplete	Incomplete Notification
Denied	Objection Letter

VI. RESUBMITTING AN INCOMPLETE OR DENIED PETITION

Step 1: Locate the Original Submission

In the Submission History table, locate the report that you would like to resubmit and click on the Report ID link.

Submission History - TEST COMPANY (16889)

ODS Reports Import Petitions/Certifications

Create Import Petition/Certification

Show 10 entries Search:

Report ID	Form Alias	Submission Date	Type	Expected Year of Import	Last Modified By	Status	Actions
RPETI_2019_04704		05/08/2019	Reuse	2019	Caswell, Helena	Incomplete	Action
RPETI_2019_04921		06/07/2019	Reuse	2019	Caswell, Helena	Incomplete	Action

When can I Revise an Incomplete Petition?

To revise an incomplete petition, you will need to wait until you receive an email notification that the status of your petition has changed to 'Incomplete.' Petitions identified as 'Incomplete' may be revised and resubmitted at any time following the completion of EPA's review of the petition. If you are aware that you need to amend your petition but EPA has not yet reviewed your submission, please email odspetitions@epa.gov and EPA will reach out to you to discuss the best path forward.

When can I Re-Petition a Denied Petition?

To re-petition a petition that has been denied, you must wait until you receive an email notification that the status of your petition has changed to 'Denied.' Petitions identified as 'Denied' may be re-petitioned within 10 working days after receipt of the objection notice.

Step 2: Enter the Submission's Passphrase

Enter the passphrase that was created under Section III, Step 4, and select "Review Documents."

Enter Passphrase

Please enter your passphrase for the submission and click the "Review Documents" button.

Or, you can click "Cancel" to return to the Home page.

Report ID

RPETI_2019_04704

Enter Passphrase

Review Documents

Cancel

Step 3: Edit Petition Information

Navigate through the petition and revise the content of the petition and/or upload additional files, as needed, to respond to the feedback provided by EPA in the Objection Letter or Incomplete Notification.

Step 4: Submit your Revised Petition

Once the petition has been revised, click "Submit" at the bottom of the page. Review your submission's information and "Sign, Encrypt, and Submit" the petition. Refer to Section IV, Steps 4-8 for detailed instructions on completing your resubmission.

Save

Save and Exit

Preview

Valida

Submit

Related Links

VII. RESUBMITTING AN ACCEPTED PETITION

Accepted petitions can only be revised to reflect a change in the expected year of import. If other modifications are required, you will need to submit a new petition for review by EPA.

How long do I have to Import the Material following Receipt of a Non-Objection Notice?

Importers have one year from the date stamped on a non-objection notice for the import to occur. If it is anticipated that the import will not occur within the approved timeframe, the importer may revise the expected year of import and resubmit their certification in CDX for review by EPA.

Step 1: Locate the Original Submission

In the Submission History table, locate the report that you would like to revise and click on the Report ID link.

Submission History - TEST COMPANY (16889)

ODS Reports Import Petitions/Certifications

Create Import Petition/Certification

Show 10 entries Search:

Report ID	Form Alias	Submission Date	Type	Expected Year of Import	Last Modified By	Status	Actions
RPETI_2020_05622	2020TEST COMPANY1-Reuse	11/11/2019	Reuse	2020	Caswell, Helena	Accepted	Action
RPETI_2020_05909	2020_TEST COMPANY_3	01/22/2020	Reuse	2020	Caswell, Helena	Accepted	Action

Step 2: Enter the Submission's Passphrase

Enter the passphrase that was created under Section III, Step 4, and select "Next."

Enter Passphrase

Please enter your passphrase for the submission and click the "Next" button.

Or, you can click "Cancel" to return to the Home page.

Report ID RPETI_2020_05909

Enter Passphrase

Next Cancel

Step 3: Edit Expected Year of Import

On the Importer and Exporter Information tab, change the “Expected Year of Import.” Note that all other fields within the petition are intentionally disabled for editing.

Step 1 Step 2 Step 3 Step 4 Step 5

Importer and Exporter Information Facilities Equipment and Installation Information Import Summary Optional Uploads

Importer and Exporter Information

Please enter all required information below. Fields with red asterisk are required. The 'Company Name' has been pre-populated from your CDX profile and cannot be edited. Click the 'Copy From CDX' link to populate the fields with your CDX profile information.

Importer Information

* Company Name	TEST COMPANY	* Importer Number	123123123
* Contact First Name		Vessel Name	
* Contact Last Name		* Expected Year of Import	2020

Step 4: Submit your Revised Petition

Once the ‘Expected Year of Import’ has been revised, click “Submit” at the bottom of the page. Review your submission’s information and “Sign, Encrypt, and Submit” the petition. Refer to Section IV, Steps 4-8 for detailed instructions on completing your resubmission.

Save Save and Exit Preview Validated Submit Related Links

VIII. WITHDRAWING A PETITION

Step 1: Locate the Petition to Withdraw

From the CDX ODS home page, locate the petition for which you would like to withdraw. Once located, click “Action” and select “Withdraw.”

Submission History - TEST COMPANY (16889)

ODS Reports Import Petitions/Certifications

Create Import Petition/Certification

Show 10 entries Search:

Report ID	Form Alias	Submission Date	Type	Expected Year of Import	Last Modified By	Status	Actions
RPETI_2019_04921		06/07/2019	Reuse	2019	Caswell, Helena	Incomplete	Action
RPETI_2019_05521		10/17/2019	Reuse	2019	Caswell, Helena	Accepted	Action
RPETI_2019_05564		10/21/2019	Reuse	2020	Caswell, Helena	Accepted	Review Documents Withdraw

When should I Withdraw a Report?

Petitions may be withdrawn after they have been submitted, reviewed, and ‘Accepted’ by EPA and a non-objection notice is issued. Petitions should be withdrawn if the import is no longer expected to take place. Each year, EPA reviews petitioned material against reported imports; therefore, it is important to communicate to EPA when material that was petitioned for import is no longer expected.

Step 2: Enter the Submission’s Passphrase

Enter the passphrase that was created under Section III, Step 4, and select “Withdraw Submission” and then select “Ok.”

Enter Passphrase

Please enter your passphrase for the submission and click the "Next" button.

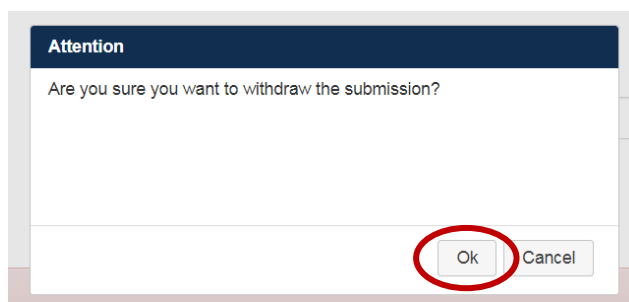
Or, you can click "Cancel" to return to the Home page.

Report ID RPETI_2019_05521

Enter Passphrase

Withdraw Submission Cancel

Withdrawing a Petition



Step 3: Certify the Submission and complete the eSignature

Complete the withdrawal of your petition by certifying the submission and completing the eSignature. Refer to Section IV, Steps 5-8 for detailed instructions on completing your withdrawal. Note that the petition status will appear as 'Submitted' in the Submission History table until EPA reviews and accepts the withdrawal.