ODS REPORTING

Preparing Data for Submission

January 2020

I. INTRODUCTION

This document provides information for reporting entities on how to prepare data on ozone depleting substances (ODS) for submission to the Environmental Protection Agency (EPA), as required by 40 CFR Part 82. All individuals that report ODS data electronically on behalf of a reporting entity must use the relevant Microsoft Excel-based reporting forms and generate a comma separated variables (CSV) file for upload to the Central Data Exchange (CDX) for EPA review. For information on creating a CDX account, see EPA's document on *Registering with CDX*. For information on how to submit an ODS report using CDX, see EPA's document on *Submitting Data to EPA*. The remainder of this document is organized as follows:

- Section II: Locate and Download the Reporting Forms
- Section III: Navigate through the Forms
- Section IV: Enter Data into the Forms
- Section V: Save and Export Data into a CSV file
- Section VI: Prepare Data for Resubmission

Questions?

For questions about ODS reporting, contact Sean Duenser at **(202) 343-9157** or duenser.sean@epa.gov. For questions about CDX, contact the CDX Helpdesk at (888) 890-1995 or helpdesk@epacdx.net.

II. LOCATE AND DOWNLOAD THE REPORTING FORMS

Step 1: Locate the Reporting Forms on EPA's Website

Visit https://www.epa.gov/ods-phaseout/ozone-depleting-substances-ods-recordkeeping-and-reporting.

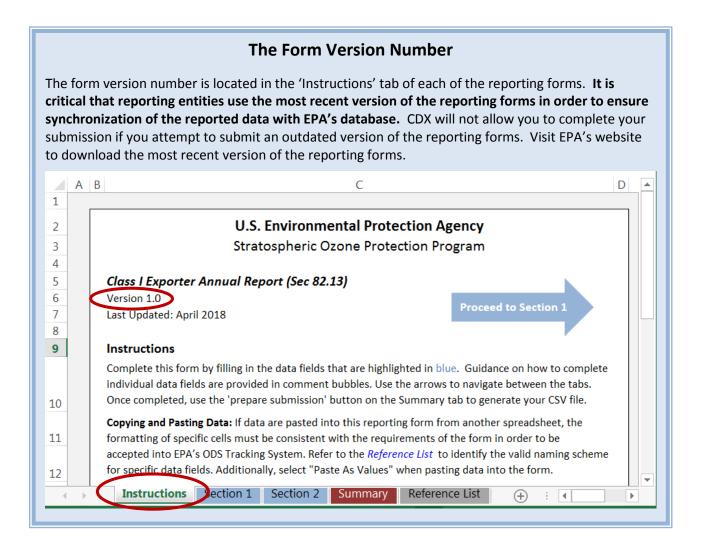


Step 2: Download the Reporting Forms

Scroll down the page to view the list of reporting forms. Select the form(s) you wish to download.



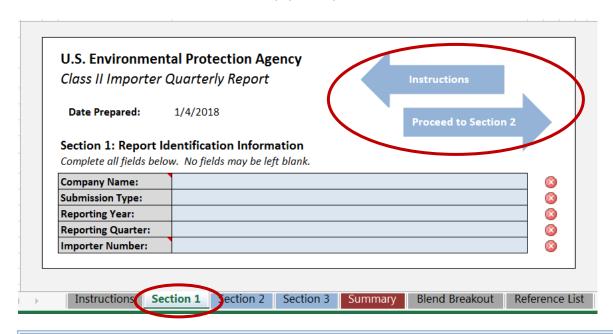
Enabling Macros A macro is an automated input sequence that is used to make the ODS reporting forms streamlined and efficient. To allow for all the capabilities of the reporting forms you must enable macros. M - 5 - 6 - = HOME PAGE LAYOUT **FORMULAS** X Cut → A A = = Wrap Text Copy • Paste Format Painter Alignment Clipboard Number SECURITY WARNING Macros have been disabled. Enable Content \times \checkmark f_x Α1



III. NAVIGATE THROUGH THE FORMS

Navigation Buttons and Tabs

Click on the blue arrows that are generally located in the top right corner of each tab to move between the different sections of the form. Alternatively, you may select the tabs at the bottom of each form.



Tab Color Coding

The tabs are color coded to help you navigate through the form. The tabs are coded as follows:

- Gray tabs: Contain instructions and other information for reference.
- Blue tabs: Contain sections of the reporting form that require data entry.
- Red tabs: Summarize data entered into the blue tabs.

Hyperlinks

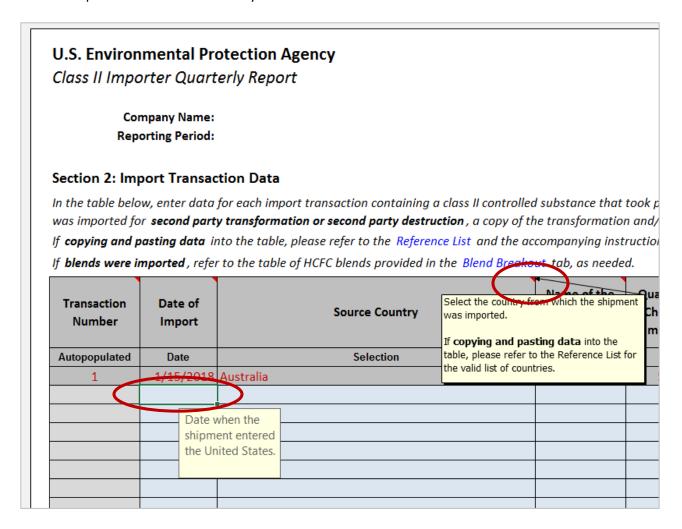
Click on the *italicized blue text* to navigate directly to tabs that are referenced within the form instructions.



IV. ENTER DATA INTO THE FORMS

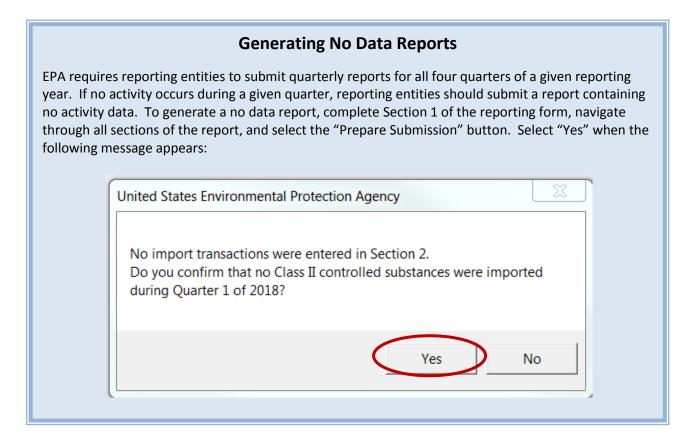
Step 1: Read the Instructions

Read the instructions for entering data into each section of the report. Additional information is provided in comment bubbles that can be viewed by scrolling over the cells that have a red flag in the top right corner or upon selection of a data entry cell.



Step 2: Enter Data

Starting with Section 1, enter data into the blue cells. For cells with a dropdown list, select the appropriate option from the list provided. The complete list of dropdown list options is available to view in the *Reference List* tab. Reporting entities are encouraged **not** to copy and paste data into cells that contain a dropdown list. If you do copy and paste data from another spreadsheet, please ensure consistency with the formatting of the dropdown list. If data is not available for a particular field, follow the instructions provided in the comment bubbles. Data must be entered in all fields unless otherwise noted.

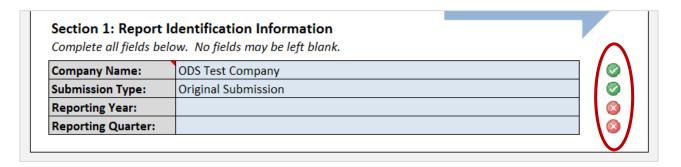


Step 3: Ensure Complete and Accurate Data Entry

Ensure all necessary fields have data in the correct format. Data validations are programmed into the forms to prevent you from moving onto the next section if there is an error in the data provided. You will be notified if there is an error through the following mechanisms:

Error Notification Type 1

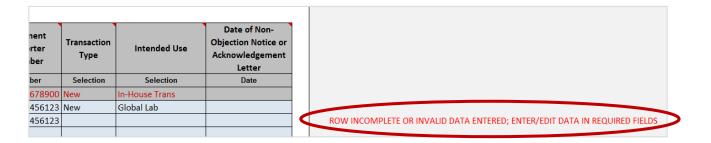
All fields in Section 1 must be complete before moving on to Section 2. The icons to the right of each cell highlights whether the data field has been correctly completed.



Error Notification Type 2

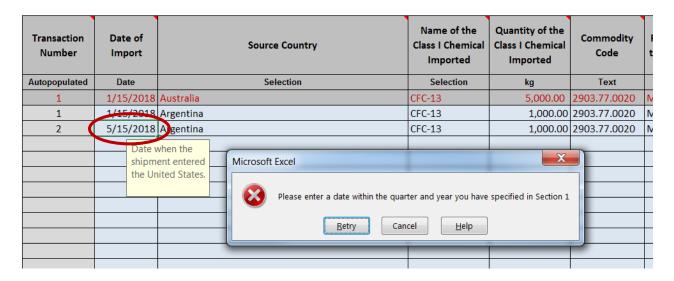
Valid data must be entered into all required fields. For sections with transaction-level data, if a required field is left blank or if the value entered into a field is not valid (e.g., text was entered into a number field), an error message will appear at the end of the row.

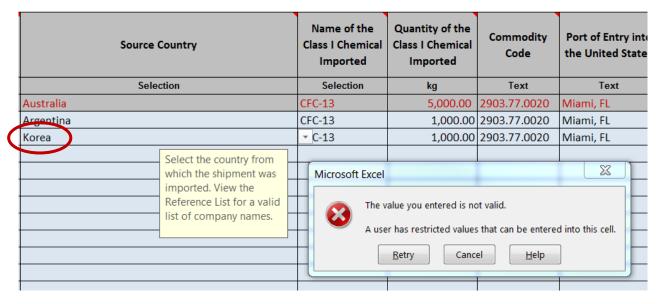
Enter Data into the Forms



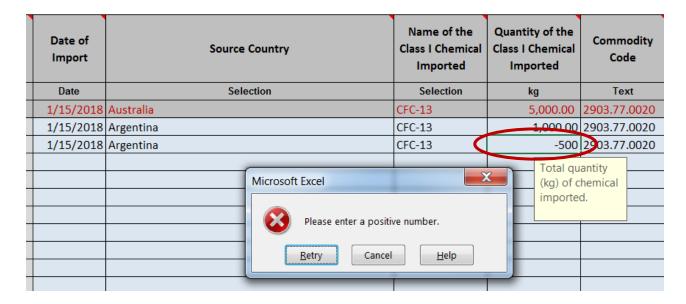
Error Notification Type 3

The ODS reporting forms will not accept invalid entries. If an invalid entry is entered when entering data into the form, an error message will appear that clarifies the criteria of the data that must be entered.



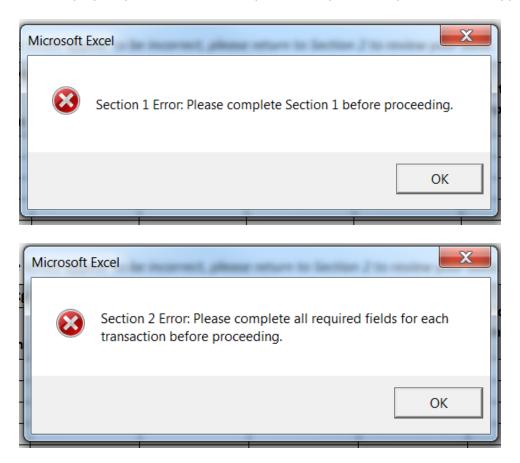


Enter Data into the Forms



Error Notification Type 4

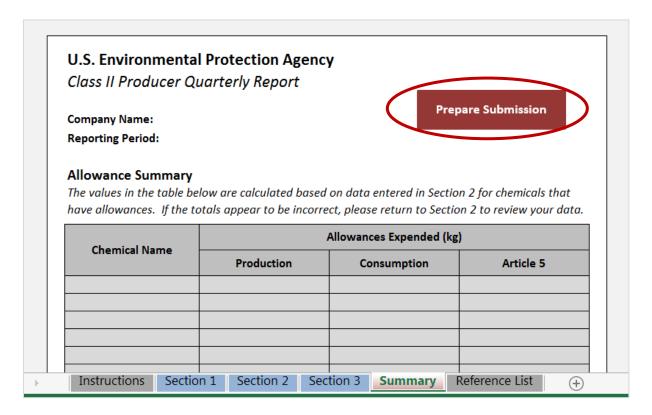
You may not proceed to the next section of a report or generate your CSV file until all required fields are completed with valid data. If your form contains invalid or incomplete data and you attempt to use the navigation buttons or prepare your submission, a request to complete all required fields will appear.



V. SAVE AND EXPORT DATA INTO A CSV FILE

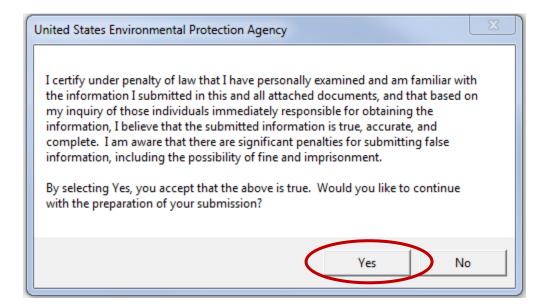
Step 1: Prepare Submission for Export from Excel to CSV

Once you have completed filling out your report, select the "Prepare Submission" button located in the final section of the form.



Step 2: Certify that Your Data is Complete and Accurate

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

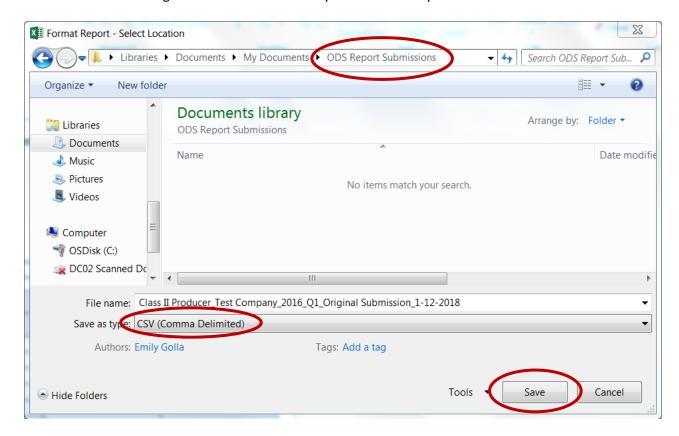


Step 3: Save the Comma Separated Variables (CSV) File to Your Computer

Based on the type of computer you use, follow the appropriate steps below.

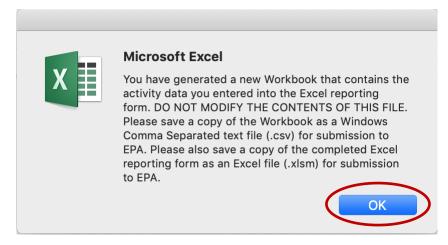
Steps for PC Users:

The reporting form will automatically generate a CSV file. The CSV file is generated using a specific format to help users easily identify their reports. It is strongly suggested that users do not modify the generated name of the form. Navigate to the location where you wish to save your CSV file and select "Save".

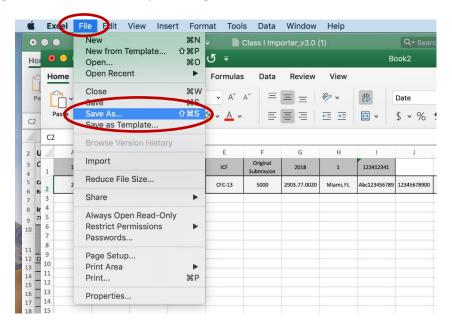


Steps for Mac Users:

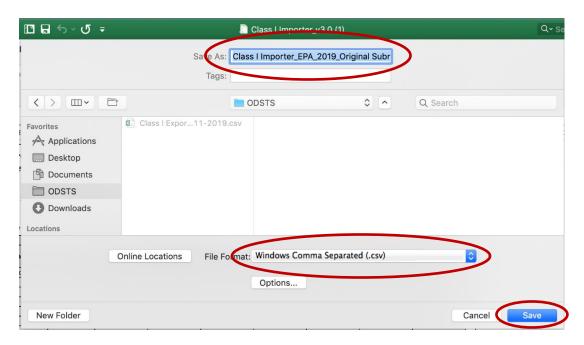
The reporting form will automatically generate a new specially-formatted Workbook. A pop-up text box will appear with instructions on how to proceed. Click "OK."



Save the newly generated as a CSV file by selecting File \rightarrow Save As.



Enter a file name of your choice. A suggested format for the file name is "[Report Type]_[Company Name]_[Year]_ [Submission Type]_[Date]." Change the file format to "Windows Comma Separated (.csv). Navigate to the location where you wish to save your CSV file and select "Save".



DO NOT Modify the Contents of Your CSV file

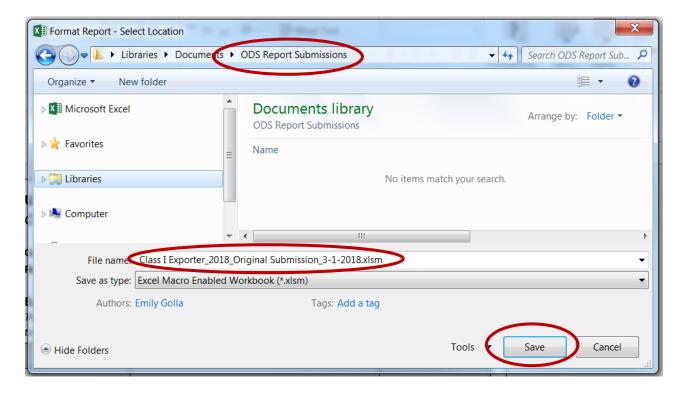
Any changes to the content in the CSV file after generation may disrupt synchronization with EPA's ODS Tracking System. If you need to edit your submission after the CSV file has been created, make the changes in the Microsoft Excel file and repeat steps 1 through 4.

Step 4: Save the Excel Version of the Reporting Form

Based on the type of computer you use, follow the appropriate steps below.

Steps for PC Users:

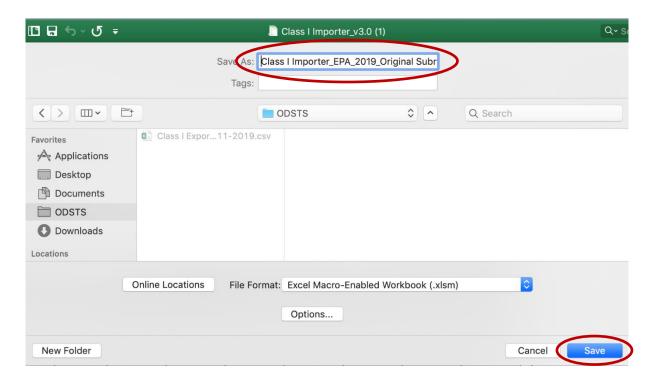
The reporting form will automatically prompt you to save a copy of the completed Excel file after it generates the CSV file. The Excel file name is automatically generated using a specific format to help users manage their reports. It is strongly suggested that users do not modify the generated name of the form. Navigate to the location where you wish to save your Excel file and select "Save."



Steps for Mac Users:

Return to the completed reporting form and save a copy of the Excel file by selecting File → Save As. Enter a file name of your choice. A suggested format for the file name is "[Report Type]_[Year]_ [Submission Type]_[Date]." Navigate to the location where you wish to save your CSV file and select "Save".

Save and Export Data into a CSV File



Submission Requirements

To ensure synchronization of the reported data with EPA's ODS Tracking System and the readability of the submission, EPA requires that you submit both the Microsoft Excel version of the form and the CSV file. CDX will not allow you to complete your submission if you do not include both versions of the report in your submission.

Step 5: Compile Supporting Documentation

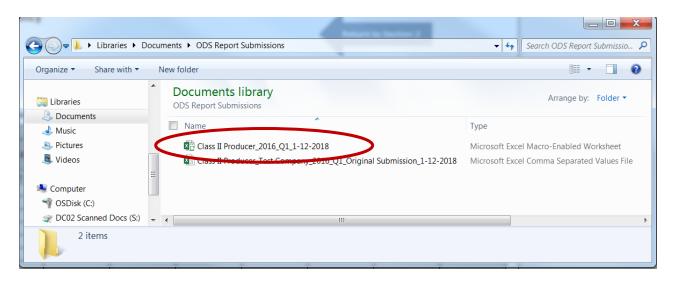
Depending on the type of data reported, supplemental documentation (e.g., destruction verification, bills of lading, invoices) may be required as part of your submission. Compile and save all supporting documentation in an electronic format (e.g., PDF, Word, or Excel). Information on all reporting requirements can be found at 40 CFR Part 82, Subpart A. If supplementary documentation required by the regulations is not submitted, your submission will be considered incomplete.

Congratulations! You are now ready to submit a report to EPA.

VI. PREPARE DATA FOR RESUBMISSION

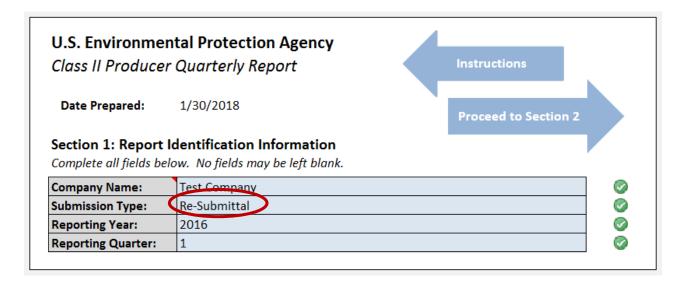
Step 1: Locate the Original/Previous Submission

Locate the Excel version of the original or previous submission by navigating to the location where the file was previously saved. Alternatively, you may locate the previous submission documents by logging into CDX. See Section V in EPA's document on *Submitting Data to EPA* for additional details.



Step 2: Change the Report Type to Re-Submittal

In Section 1 of the Excel file, change the Report Type from "Original Submission" to "Re-Submittal."



Step 3: Revise your Report

Edit the information in the other sections of the Excel file, if necessary.

What if I Do Not Need to Edit the Content of my Submission?

When a report is resubmitted, CDX runs a validation check on the CSV file to confirm your report is marked as a re-submittal. Even if the only change to your submission is the addition of supplemental documentation, your report files will need to be updated and marked as a re-submittal.

Step 4: Save and Export Data into a CSV file

Save and export the data into a CSV file by following the steps described in Section V above.

Congratulations! You are now ready to re-submit your report to EPA.