

TSCA FEES REPORTING IN CDX

**STEP-BY-STEP INSTRUCTIONS FOR
SELF-IDENTIFICATION AND OTHER CERTIFICATIONS
AS PART OF THE INITIAL RESPONSE FOR EPA-INITIATED RISK EVALUATIONS
40 CFR 700.45(B)(5)**

Step 1. Log into CDX (<https://cdx.epa.gov/>)

- For general questions about CDX, see the “FAQ” or “Help” tabs, or the “Contact Us” link at the top of the screen.
- To create a new CDX account, click on the green “Register with CDX” button
- The CDX link is also available on the TSCA Fees website at www.epa.gov/TSCA-fees under the “Reporting and Paying Fees” section

EPA United States Environmental Protection Agency

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CDX Central Data Exchange [Contact Us](#)

Log in to CDX

User ID

Password

Show 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.

Warning Notice and Privacy Policy

Warning Notice

In proceeding and accessing U.S. Government information and information systems, you acknowledge that you fully understand and consent to all of the following:

1. you are accessing U.S. Government information and information systems that are provided for official U.S. Government purposes only;
2. unauthorized access to or unauthorized use of U.S. Government information or information systems is subject to criminal, civil, administrative, or other lawful action;
3. the term U.S. Government information system includes systems operated on behalf of the U.S. Government;
4. you have no reasonable expectation of privacy regarding any communications or information used, transmitted, or stored on U.S. Government information systems;
5. at any time, the U.S. Government may for any lawful government purpose, without notice, monitor, intercept, search, and seize any authorized or unauthorized communication to or from U.S. Government information systems or information used or stored on U.S. Government information systems;

Step 2. Open the “CSPP: Submissions for Chemical Safety and Pesticide Programs” link as the Primary Authorized Official

Logged in as **COONDERA** ([Log Out](#))

[MyCDX](#) [Inbox](#) [My Profile](#) [Role Sponsorship](#) [Submission History](#) [Payment History](#) [E-Enterprise Portal](#)

Services ⚙️ Manage

Status	Program Service Name	Role
	CSPP: Submissions for Chemical Safety and Pesticide Programs	Accreditation Body (AB) Authorized Official
	CSPP: Submissions for Chemical Safety and Pesticide Programs	Accreditation Body (AB) Support
	CSPP: Submissions for Chemical Safety and Pesticide Programs	Primary Authorized Official
	CSPP: Submissions for Chemical Safety and Pesticide Programs	Primary Support
	CSPP: Submissions for Chemical Safety and Pesticide Programs	Secondary Authorized Official
	CSPP: Submissions for Chemical Safety and Pesticide Programs	Third-Party Certifier (TPC) Authorized Official
	CSPP: Submissions for Chemical Safety and Pesticide Programs	Third-Party Certifier (TPC) Support
	TRIMEweb: Toxic Release Inventory Made Easy Web	TRI-MEweb (Certifying Official)

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 “TSCA Risk Evaluation Rule” from the drop-down list and click “OK”

The screenshot shows the CSPP (Chemical Safety and Hazard Investigation) interface. At the top left is the CSPP logo. At the top right, it says "Logged in as: C G, Primary Authorized Official" and "Log Out". The main heading is "CHEMICAL INFORMATION SUBMISSION SYSTEM". A dropdown menu is open, listing various TSCA-related options. The option "TSCA Risk Evaluation Rule" is highlighted with a red rectangular box. To the left of the dropdown, there is a text prompt: "Welcome to the EPA's Chemical drop-down menu." To the right, there is a partial text prompt: "Please select an application from the".

CSPP

Logged in as: C G, Primary Authorized Official
Log Out

CHEMICAL INFORMATION SUBMISSION SYSTEM

Welcome to the EPA's Chemical drop-down menu.

Please select an application from the

- TSCA Chemical Data Reporting (CDR)
- TSCA Section 5 Notices and Supports - ePMN
- TSCA FYI Submission
- TSCA Section 4
- TSCA Section 8(e) Notice
- TSCA Section 12(b)
- TSCA Section 8(a) Nanoscale Materials
- TSCA Section 8(b) - Notice of Activity
- TSCA Risk Evaluation Rule**
- Mercury Electronic Reporting - MER
- TSCA Chemical Data Reporting (CDR) 2020

Step 4. Select “Initial Response” from the drop-down list and click “Create”

TSCA Risk Evaluation

Create New Request or Response

Create a Risk Evaluation Request or Response to an EPA Request

Initial Response: Select this form type if you are manufacturer/importer required to respond to a preliminary list published by EPA in the Federal Register. Please note that consortium leaders who are not a manufacturer/importer do not need to submit this form.

EPA Initiated Risk Evaluation: Select this form type if you are manufacturer/importer and/or consortium leader responding to the finalized Risk Evaluation Request published by EPA in the Federal Register.

Manufacturer Requested Risk Evaluation: Select this form type to begin creating a request for EPA to conduct a Risk Evaluation on the chemical(s) you manufacture/import.

Withdrawal Request: Select this form type to begin creating a request for withdrawal of an EPA Initiated Risk Evaluation or Manufacturer Requested Risk Evaluation. Please note that you may withdraw your request at any time after the request is made, and within 30 days of receiving EPA's notification that the request is granted.

Please select the appropriate form type and click the 'Create' button.

Initial Response

Create

Useful Resources

- [Risk Evaluation User Guide](#)
- [Risk Evaluation Rule](#)
- [Risk Evaluations for Existing Chemicals under TSCA](#)
- [TSCA Risk Evaluation Guidance](#)

Step 5. Create a Passphrase and click “continue”

- Note that this passphrase cannot be reset. Make sure you remember it!



TSCA Risk Evaluation

New Passphrase

Confirm Passphrase

⚠ You are responsible for remembering your passphrase!

If you lose or forget your passphrase, you will not be able to access your Risk Evaluation Form to print, submit, or make changes. You will also not be able to make a payment or access an invoice without the passphrase. You will need to complete a new Risk Evaluation Form and create a new passphrase for the form. For security reasons, the system administrator will not have access to your passphrase and will not be able to retrieve it or reset it.

Step 6. Enter your contact information

HOME USER MANAGEMENT

TSCA Risk Evaluation IR-20200210-12:16:23

Step 1 Step 2 Step 3 Step 4

Contact Company Response Information Sub

Contact

* Submission Alias

Please do not include CBI information in the Submission Alias field.

Contact (U.S./non-U.S.) CBI
[Copy From CDX](#)

* First Name

* This field is required.

* Last Name

* This field is required.

Position

* Company Name

* This field is required.

* Phone Number

* This field is required.
Phone Number must be at least 10 digits and contain only numbers.

Phone Number Extension

* Email Address

* This field is required.

Save Validate Preview Submit

Step 7. Enter your company information

- This screen includes the certification as to whether the company is a “small business concern”
- For more information on how to determine whether your company is a “small business concern” as defined in the TSCA Fees Rule, see our website at <https://www.epa.gov/tsca-fees/tsca-fees-and-small-businesses>


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Contact
Submitting Official Information Certification

Company
Response Information

Company

Manufacturer/Importer (in U.S.)

* Company Name CBI

* Mailing Address 1 Mailing Address 2

* City * State

* Postal Code * Country

* Company Size Certification

The company named above is not a "small business concern" as defined under 40 CFR 700.43.

The company named above is a "small business concern" as defined under 40 CFR 700.43.

* The criteria for a "small business concern" has been changed in the final fees rule. View the full definition of a small business concern. A PDF version of the final fees rule is available at <https://www.regulations.gov/contentStreamer?documentId=EPA-HQ-OPPT-2016-0401-0072&contentType=pdf>.

* Will you be joining a consortium?

Yes

No

Not sure

Save Validate Preview Submit

Step 8. Select the appropriate chemical from the “Risk Evaluation Activity” drop-down list.

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Contact Company **Response Information** Submitting Official Information Certification Substantiating CBI Claims

Response Information

Please select the Risk Evaluation Activity you are responding to in the drop-down below.

Risk Evaluation Activity

Response Options*

- Self-identification - 40 CFR 700.45(b)(5): I represent a company that is a manufacturer or importer of the chemical substance subject to this Risk Evaluation Activity. I understand the fee obligation for this activity.
 - The company was included on the Preliminary List.
 - The company was not included on the Preliminary List.
- Certification of No Manufacture - 40 CFR 700.45(b)(5)(ii): I represent a company that was included in error on EPA's Preliminary List of responsible fee payers for this Risk Evaluation Activity. I certify that the company has not manufactured or imported the chemical substance subject to the Risk Evaluation Activity at any point in the five-year period preceding publication of the Preliminary List. The company is not subject to fee obligations for this activity.
- Certification of Cessation - 40 CFR 700.45(b)(5)(ii): I represent a company that was a manufacturer or importer of the chemical substance subject to this Risk Evaluation Activity, and either was or was not included on the Preliminary List. I certify that the company has ceased manufacturing/importing the chemical substance prior to initiation of the prioritization process for the chemical substance (March 21, 2019) and further certify that the company will not manufacture or import the chemical substance again for at least five years from the date of this certification. The company is not subject to fee obligations for this activity.

Additional Information and Attachments (Only if Requested by Agency)

Use this section to submit additional information regarding your initial response. Click the 'Attach Document' link to include attachments.

File Name	File Description	Page Count	Date	CBI	Action
No document information found					

[Attach Document](#)

Additional Information

Save Validate Preview Submit Raise a Bug CDX Links CDX Helpdesk: (888) 890-1995

Step 9. Select Appropriate “Response Option” and click “Continue”

- Options include “Self-Identification,” “Certification of No Manufacture,” or “Certification of Cessation.” See next page for closer view.
- For specific questions on how to respond, please review EPA’s FAQs on reporting for EPA-Initiated Risk Evaluations on our website at www.epa.gov/tsca-fees.
- There is an “Additional Information” box below the Response Options for any additional information companies feel necessary to provide. Note that EPA is not requiring any upfront submission of supporting information for purposes of completing the Initial Response.

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G. Christel (Primary Authorized Official)

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Contact Company Response Information Submitting Official Information Certification Substantiating CBI Claims

Response Information

Please select the Risk Evaluation Activity you are responding to in the drop-down below.

* Risk Evaluation Activity

Response Options*

Self-Identification - 40 CFR 700.45(b)(5): I represent a company that is a manufacturer or importer of the chemical substance subject to this Risk Evaluation Activity. I understand the fee obligation for this activity.

- The company was included on the Preliminary List.
- The company was not included on the Preliminary List.

Certification of No Manufacture - 40 CFR 700.45(b)(5)(iii): I represent a company that was included in error on EPA's Preliminary List of responsible fee payers for this Risk Evaluation Activity. I certify that the company has not manufactured or imported the chemical substance subject to the Risk Evaluation Activity at any point in the five-year period preceding publication of the Preliminary List. The company is not subject to fee obligations for this activity.

Certification of Cessation - 40 CFR 700.45(b)(5)(ii): I represent a company that was a manufacturer or importer of the chemical substance subject to this Risk Evaluation Activity, and either was or was not included on the Preliminary List. I certify that the company has ceased manufacturing/importing the chemical substance prior to initiation of the prioritization process for the chemical substance (March 21, 2019) and further certify that the company will not manufacture or import the chemical substance again for at least five years from the date of this certification. The company is not subject to fee obligations for this activity.

Additional Information and Attachments (Only if Requested by Agency)

Use this section to submit additional information regarding your initial response. Click the 'Attach Document' link to include attachments.

Search:

File Name	File Description	Page Count	Date	CBI	Action
No document information found					

[Attach Document](#)

Additional Information

Previous
Continue

Save Validate Preview Submit
Raise a Bug CDX Links CDX Helpdesk: (888) 890-1995

Response Options*

- **Self-Identification - 40 CFR 700.45(b)(5):** I represent a company that is a manufacturer or importer of the chemical substance subject to this Risk Evaluation Activity. I understand the fee obligation for this activity.
 - The company was included on the Preliminary List.
 - The company was not included on the Preliminary List.
- **Certification of No Manufacture - 40 CFR 700.45(b)(5)(iii):** I represent a company that was or was not included on the Preliminary List. I certify that the company EITHER has not manufactured or imported the chemical substance subject to the Risk Evaluation Activity at any point in the five-year period preceding publication of the Preliminary List, OR falls into one or more of the following categories: (1) imports the chemical in an article, (2) produces the chemical as a byproduct, or (3) produces or imports the chemical as an impurity.
***Based on this certification, the company should not be included on the final list of responsible fee payers subject to fee obligations for this activity.
- **Certification of Cessation - 40 CFR 700.45(b)(5)(ii):** I represent a company that was a manufacturer or importer of the chemical substance subject to this Risk Evaluation Activity, and either was or was not included on the Preliminary List. I certify that the company has ceased manufacturing/importing the chemical substance prior to initiation of the prioritization process for the chemical substance (March 21, 2019) and further certify that the company will not manufacture or import the chemical substance again for at least five years from the date of this certification. The company is not subject to fee obligations for this activity.

Step 10. Confirm “Submitting Official” information and click “Continue”

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Step 1 Step 2 Step 3 Step 4 Ste

Contact Company Response Information **Submitting Official Information** Ce

Submitting Official Information

The information below has been pre-populated from CDX registration. If the information listed is incorrect please make the appropriate edits to your user information in CDX registration. Check the associated checkbox to confirm your acknowledgement of the legally responsible certification statement and activate the 'Continue' button.

Submitter is CBI

First Name: C

Last Name: G

Company Name: Christest

Phone Number: 2025640710

Email: clg6783@gmail.com

Mailing Address 1: 123 Main Street

City: City

State: WA

Postal Code: 12345

Country: US

This confirmation is required to proceed with the submission process
Please confirm that you are the legally responsible party from the submitting company.

[Previous](#) [Continue](#)

Step 11. Certify as to completeness and accuracy of submission

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Step 1 Step 2 Step 3 Step 4 Step 5

Contact Company Response Information Submitting Official Information **Certification**

Submission of Referenced Information

Upon request, I commit to provide to EPA any referenced information contained in this request.

I certify that to the best of my knowledge and belief:
All information provided in this response is complete and accurate as of the date of this submission.

This confirmation is required to proceed with the submission process
I certify to the above statement.

Step 12. Substantiate any Confidential Business Information (CBI) Claims

- Note that this screen will not be generated unless information in your response is claimed CBI.
- Click on "Attach Document for CBI Substantiation" link and provide CBI substantiations as required. Additional information on substantiating CBI claims can be found at <https://www.epa.gov/tsca-cbi>.


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Step 2
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Step 5
Step 6

Contact	Company	Response Information	Submitting Official Information	Certification	Substantiating CBI Claims
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Instructions for Substantiating Confidential Business Information (CBI) Claims

The Frank R. Lautenberg Chemical Safety for the 21st Century Act created a number of new requirements for those making confidential business information (CBI) claims in TSCA submissions. Among these requirements is an obligation to substantiate most CBI claims at the time of submission.

Information which may be claimed as CBI without substantiation is identified at TSCA 14(c)(2). This information includes:

- A. Specific information describing the processes used in manufacture or processing of a chemical substance, mixture, or article;
- B. Marketing and sales information;
- C. Information identifying a supplier or customer;
- D. In the case of a mixture, details of the full composition of the mixture and the respective percentages of constituents;
- E. Specific information regarding the use, function, or application of a chemical substance or mixture in a process, mixture, or article;
- F. Specific production or import volumes of the manufacturer or processor; and
- G. Prior to the date on which a chemical substance is first offered for commercial distribution, the specific chemical identity of the chemical substance, including the chemical name, molecular formula, Chemical Abstracts Service number, and other information that would identify the specific chemical substance, if the specific chemical identity was claimed as confidential at the time it was submitted in a notice under TSCA 5.

For other submissions where the submitter has claimed information as CBI, the submitter will be required to upload a document substantiating those CBI claims at the time of submission. The substantiation document should provide EPA any information believed to support the validity of the CBI claims. In order to assist submitters in substantiating their CBI claims, EPA has developed substantiation templates that may be used as a starting point in preparing their CBI substantiations. Submitters are encouraged to use these substantiation template documents, but are not required to do so. The templates and other information relating to substantiating CBI claims can be found at <https://www.epa.gov/tsca-cbi/what-information-include-cbi-substantiations>.

The Agency is required to review and make a determination on the validity of many CBI claims. Failure to substantiate a CBI claim or a substantiation that does not adequately justify the claim may result in a denial of claims and subsequent public release of information. If you have any questions concerning the options or the substantiation process, please contact:

- Scott Sherlock, 202-564-8257, sherlock.scott@epa.gov
- Jessica Barkas, 202-250-8880, barkas.jessica@epa.gov

If you believe all of the information you have claimed as CBI is exempt from substantiation under TSCA section 14(c)(2) or has been previously substantiated, select the following "Substantiation Opt Out" checkbox and provide a detailed explanation why you believe substantiation is not required.

Substantiation Opt-Out

Attach Document for CBI Substantiation

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Start Submission Process

Step 13. Final Submission Process

- Click on the blue "Start Submission Process" button and follow the steps to submit.


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Contact Company Response Information Submitting Official Information Certification **Substantiating CBI Claims**

Instructions for Substantiating Confidential Business Information (CBI) Claims

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- D. In the case of a mixture, details of the full composition of the mixture and the respective percentages of constituents;
- E. Specific information regarding the use, function, or application of a chemical substance or mixture in a process, mixture, or article;
- F. Specific production or import volumes of the manufacturer or processor; and
- G. Prior to the date on which a chemical substance is first offered for commercial distribution, the specific chemical identity of the chemical substance, including the chemical name, molecular formula, Chemical Abstracts Service number, and other information that would identify the specific chemical substance, if the specific chemical identity was claimed as confidential at the time it was submitted in a notice under TSCA 5.

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Substantiation Opt-Out

Attach Document for CBI Substantiation