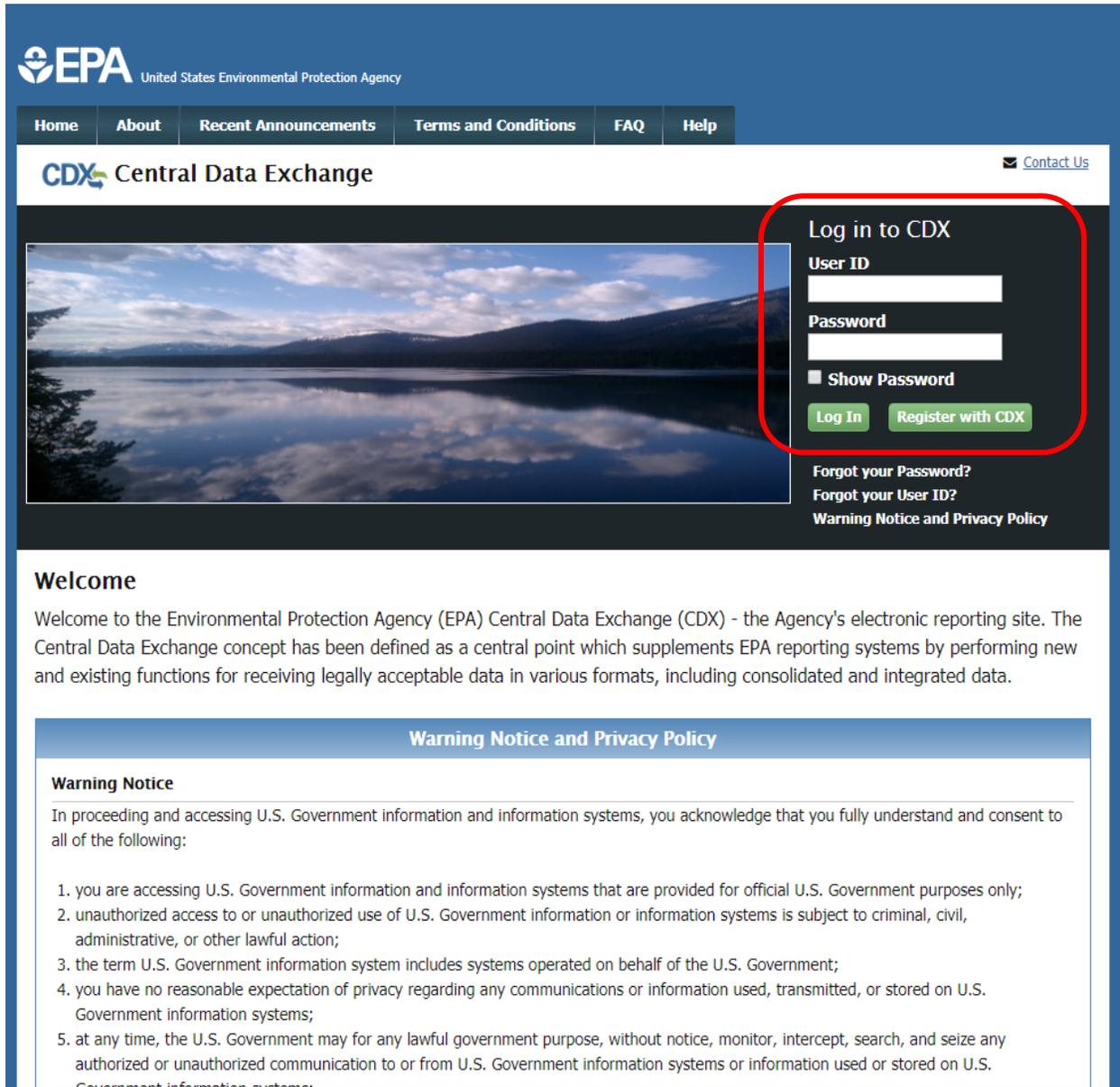


# **TSCA FEES AMENDING INITIAL RESPONSE IN CDX**

**STEP-BY-STEP INSTRUCTIONS FOR  
AMENDING 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.
- The CDX link is also available on the TSCA Fees website at [www.epa.gov/TSCA-fees](http://www.epa.gov/TSCA-fees) under the “Reporting and Paying Fees” section



The screenshot shows the EPA Central Data Exchange (CDX) website. At the top left is the EPA logo with the text "United States Environmental Protection Agency". Below the logo is a navigation bar with links: Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. To the right of the navigation bar is a "Contact Us" link with an envelope icon. The main header area features the "CDX Central Data Exchange" logo and a large background image of a lake reflecting mountains. A red rounded rectangle highlights the "Log in to CDX" form, which includes fields for "User ID" and "Password", a "Show Password" checkbox, and "Log In" and "Register with CDX" buttons. Below the form are links for "Forgot your Password?", "Forgot your User ID?", and "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**

The screenshot shows the MyCDX user interface. At the top right, it says "Logged in as COONDERA (Log Out)". Below this is a navigation bar with buttons for "MyCDX", "Inbox", "My Profile", "Role Sponsorship", "Submission History", "Payment History", and "E-Enterprise Portal".

The main content area is divided into two columns. The left column is titled "Services" and contains a table with the following data:

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

The third row of the table is highlighted with a red border. Below the table are two buttons: "Add Program Service" and "Manage Your Program Services".

The right column contains two sections: "CDX Service Availability" with a link "See the status for all program services", and "News and Updates" with the text "No news/updates."

**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".

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

Please select an application from the

**TSCA Risk Evaluation Rule**

**Step 4. Click on the Lock icon in the Action column for the submission you need to amend.**

- The lock icon should appear to be locked. If the icon is appearing as unlocked, this step can be ignored.

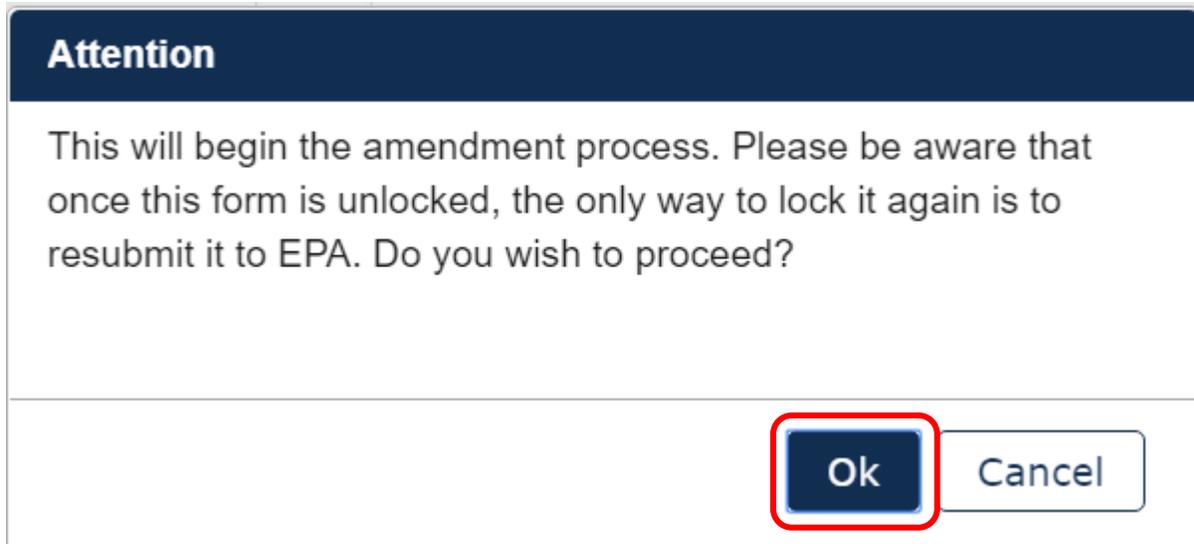
**Submission History**

Show  entries Search:

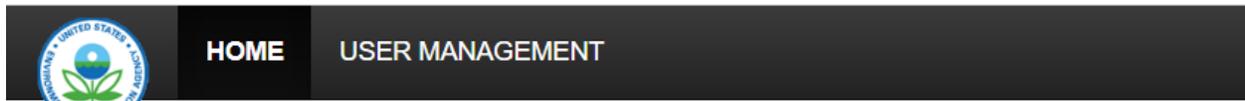
Form Alias 	Form Type 	Case Number 	Submission Date 	Status 	Action 
<a href="#">EIRE-20191204-10:09:15</a>	EPA Initiated Risk Evaluation	EIRE-19-0011	12/19/2019	In Progress	 
Eval for Formaldehyde	Manufacturer Requested Risk Evaluation	MRRE-17-0007	06/27/2017	Completed	 
Fees Test Submission	Manufacturer Requested Risk Evaluation	MRRE-18-0029	06/24/2019	Failed - Awaiting Payment	 
<a href="#">IR-20191114-11:46:45</a>	Initial Response	IR-19-0006	12/17/2019	In Progress	 
<a href="#">IR-20200210-12:16:23</a>	Initial Response	IR-20-0007	03/30/2020	Completed	 

**Step 5. Click “Ok” to confirm unlocking of the submission.**

- *Clicking ‘Cancel’ will end the process of unlocking the submission.*



**Step 6. Enter your Passphrase and click “Continue”.**



## TSCA Risk Evaluation Eval for Formaldehyde

### Enter Passphrase

**Form Alias**

Eval for Formaldehyde

**Enter 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 7. Enter your reason for amending the submission. Edit contact information if necessary and click “Continue”.**

HOME USER MANAGEMENT

## TSCA Risk Evaluation IR-20191114-11:46:45

Step 1 Step 2

Contact Company

### Contact

✦ **Amendment Explanation**

test

✦ **Submission Alias**

IR-20191114-11:46:45

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

**Contact (U.S./non-U.S.)**  CBI

Copy From CDX

✦ **First Name**

C

✦ **Last Name**

G

**Position**

✦ **Company Name**

Save Validate Preview Submit

## Step 8. Edit your company information if necessary and click “Continue”.

- 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 9. Edit the “Response Option” if necessary 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](http://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.

HOME USER MANAGEMENT
G. Christel (Primary Authorized Official)

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

Step 1    Step 2    Step 3    Step 4    Step 5    Step 6

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

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.

## Step 11. Certify as to completeness and accuracy of submission and click “Continue”.

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

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 and click “Start Submission Process”.

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

Step 1   Step 2   Step 3   Step 4   Step 5   Step 6

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

### 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:

- Specific information describing the processes used in manufacture or processing of a chemical substance, mixture, or article;
- Marketing and sales information;
- Information identifying a supplier or customer;
- In the case of a mixture, details of the full composition of the mixture and the respective percentages of constituents;
- Specific information regarding the use, function, or application of a chemical substance or mixture in a process, mixture, or article;
- Specific production or import volumes of the manufacturer or processor; and
- 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](mailto:sherlock.scott@epa.gov)
- Jessica Barkas, 202-250-8880, [barkas.jessica@epa.gov](mailto: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**

## Step 13. Final Submission Process

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


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

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Step 3
Step 4
Step 5
Step 6

Contact	Company	Response Information	Submitting Official Information	Certification	Substantiating CBI Claims
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- E. Specific information regarding the use, function, or application of a chemical substance or mixture in a process, mixture, or article;
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Substantiation Opt-Out

Attach Document for CBI Substantiation

Previous
Start Submission Process