ODS REPORTING

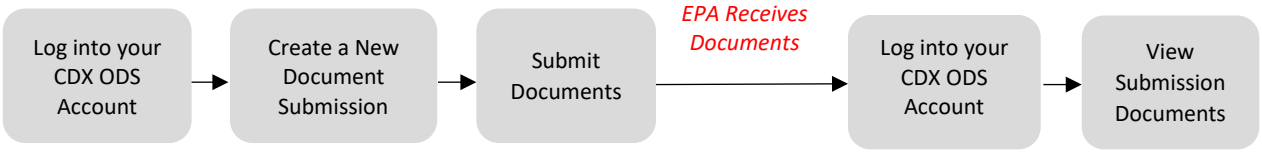
Submitting Other Documents to EPA

September 2020

I. INTRODUTION

This guidance document provides information for reporting entities on how to securely submit other documents to the Environmental Protection Agency (EPA) on ozone depleting substances (ODS), in accordance with CFR 40, Part 82. An overview of the submission process is provided in Figure 1 below.

Figure 1: Overview of ODS Document Submission Process



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

- **Section II:** Accessing your CDX ODS Account
- **Section III:** Submitting Documents
- **Section IV:** Viewing Document Submissions

Questions?

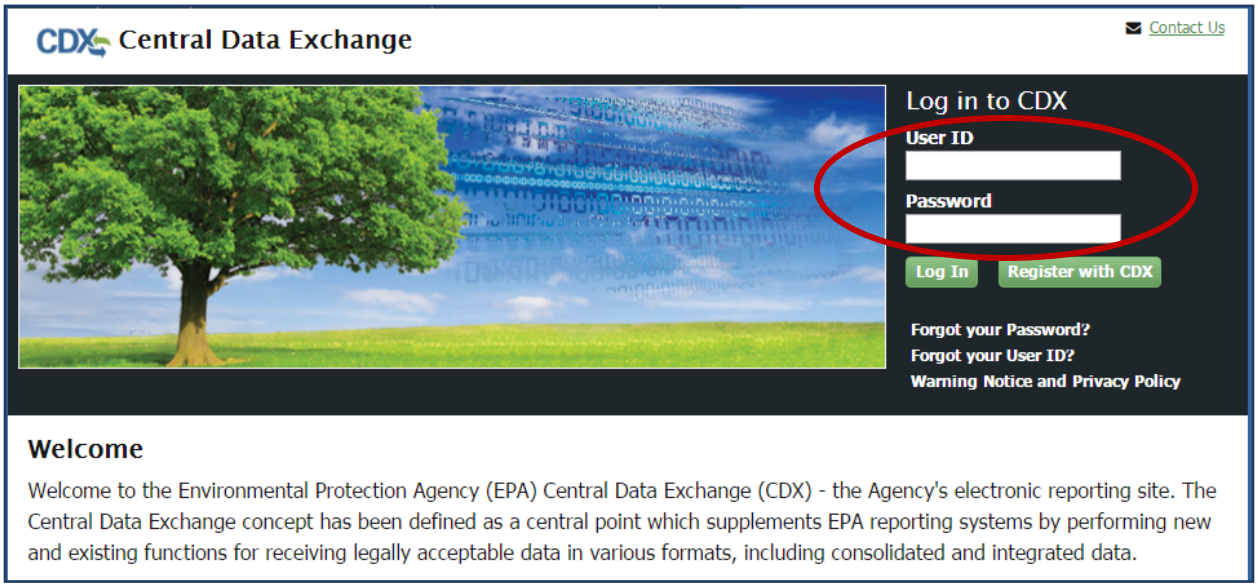
For questions about ODS reporting, contact Sean Duenser at **(202) 343-9157** or duenser.sean@epa.gov.

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

II. ACCESSING YOUR CDX ODS ACCOUNT

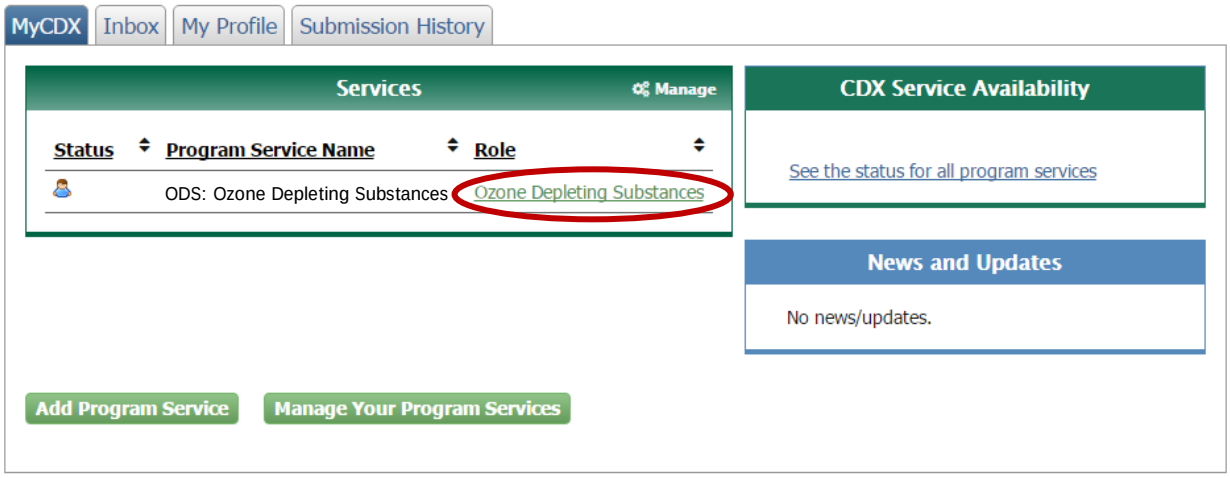
Step 1: Log into the Central Data Exchange (CDX)

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



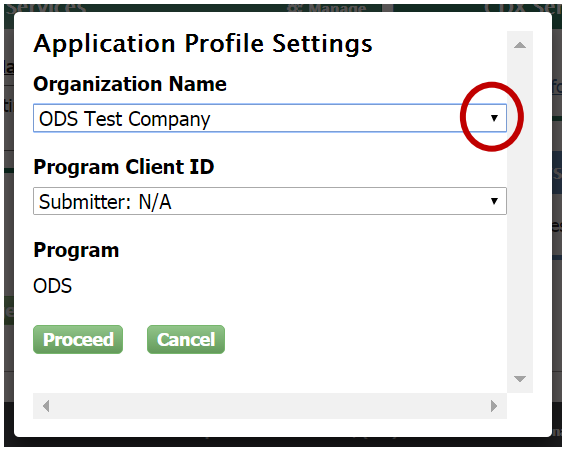
Step 2: Enter the ODS Application

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



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.



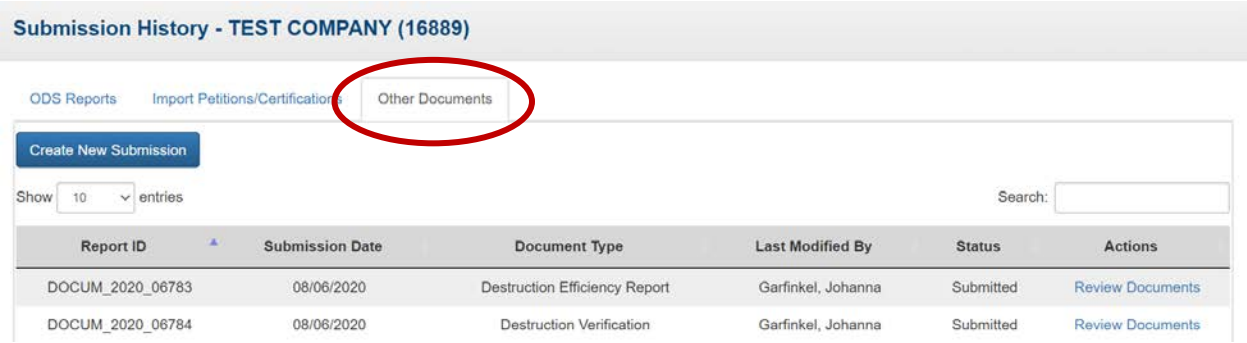
The Importance of your Organization Name

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 5-7 digit ID. The use of a consistent Organization ID by all individuals that submit reports and documents 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 guidance document on *Registering with CDX*.

III. SUBMITTING DOCUMENTS

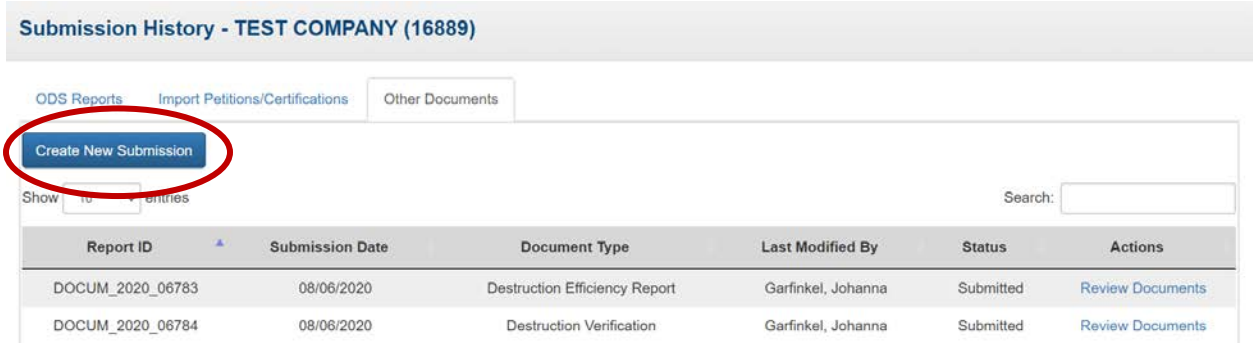
Step 1: Select 'Other Documents'

From the CDX ODS home page, navigate to the "Other Documents" tab.



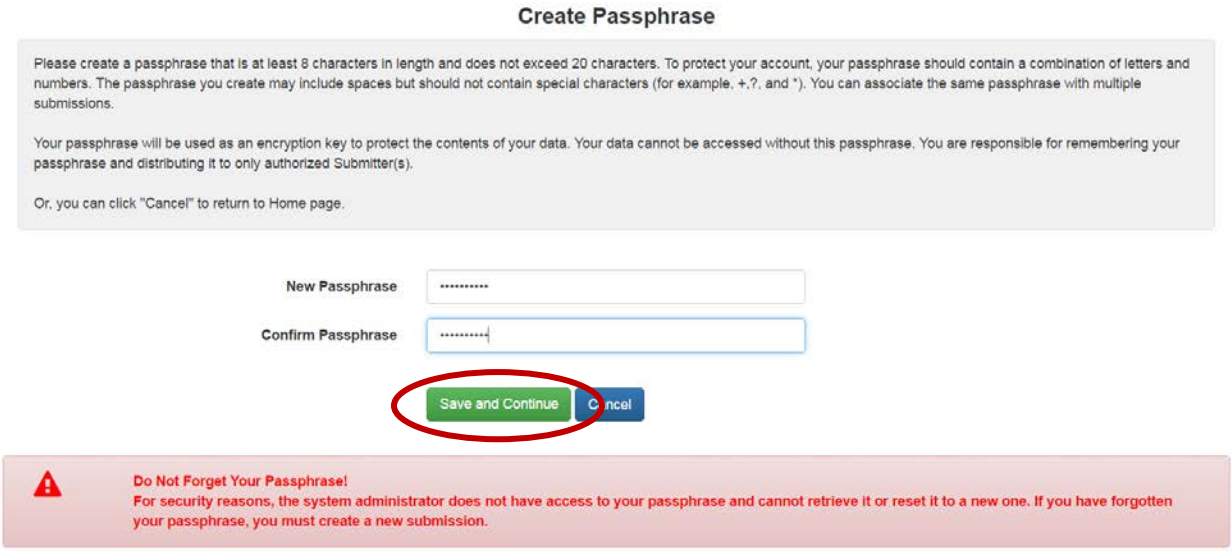
Step 2: Select 'Create New Submission'

Click on the "Create New Submission" button located above the Submission History table.



Step 3: Create a Passphrase

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



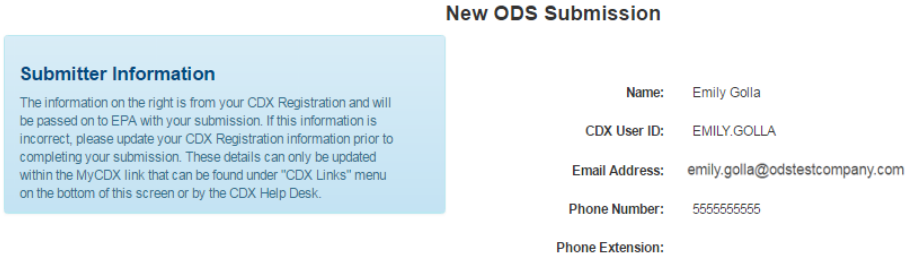
What is a Passphrase?

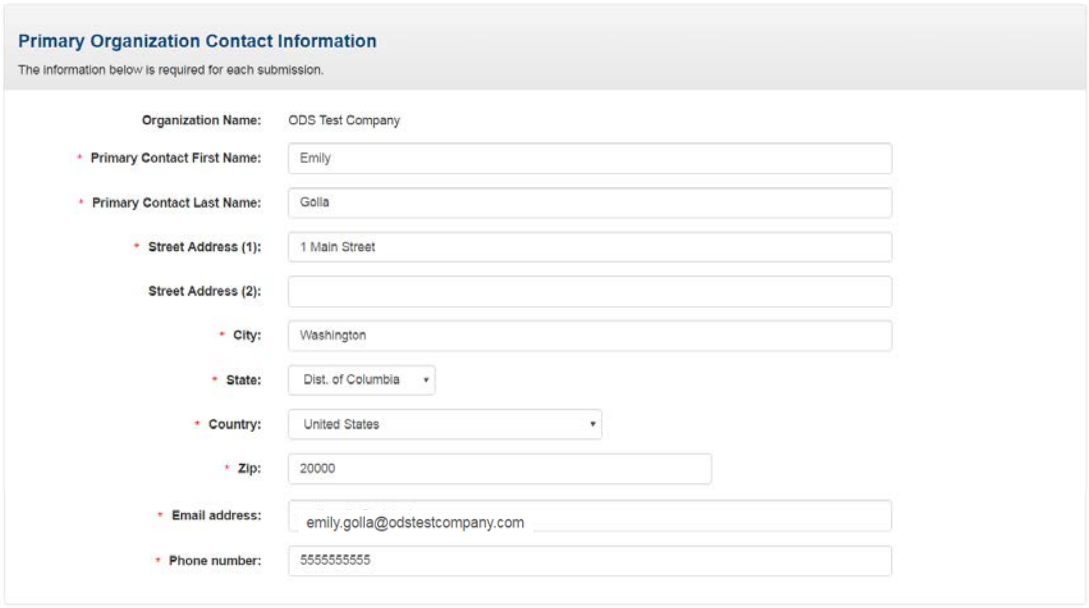
The passphrase is used as an encryption key to protect the contents of your submission. Each time you create a new submission, you will be asked to create a passphrase. In order to edit an 'in progress' submission or view the contents of a previous submission, you will be required to enter the submission's 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.*

Step 4: Enter your Organization's Primary Contact Information

Enter or edit the primary contact information for your new ODS submission.



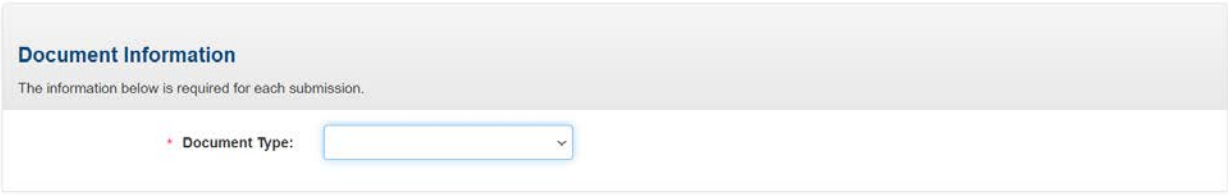


Populating the Primary Contact Information

Your organization's primary contact information should reflect the name and address of the person that serves as the primary contact for your organization and to whom all formal communications from EPA should be addressed. This information may or may not differ from the submitter's information. Once you have submitted a report, the primary contact information will be auto-populated based on the last report submitted by your organization. The primary contact information can then be edited, as needed.

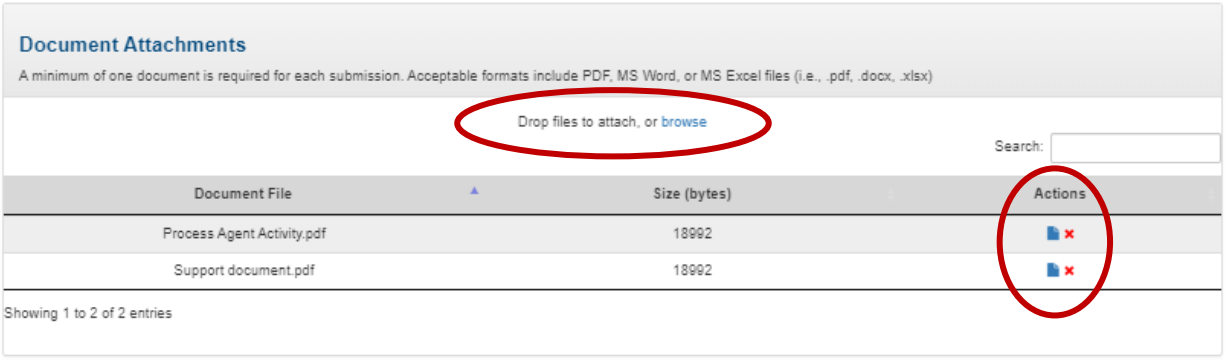
Step 5: Enter your Document Type

Select the document type of your submission. Document submission types include: Chronically Leaking Appliances, Destruction Efficiency Report, Destruction Verification, Process Agent Use, Refrigerant Reclamation, SNAP Submissions, Technician Certifications, and Other. If "Other" is selected, provide a brief description of the document you are submitting in the "Additional Information" field.



Step 6: Upload Documents

Drag and drop files or select "Browse" to upload your documents. PDF, Excel, and Word files are acceptable formats for attachments. Multiple files may be dropped into the form at the same time. If a document is uploaded in error, it may be removed by clicking on the red 'x' in the far-right column.



Sensitive Information

CDX is a secure platform for the electronic submission of Information. Files do not need to be protected or encrypted prior to upload and submission through CDX.

Step 7: Save Progress without Submitting Documents (Optional)

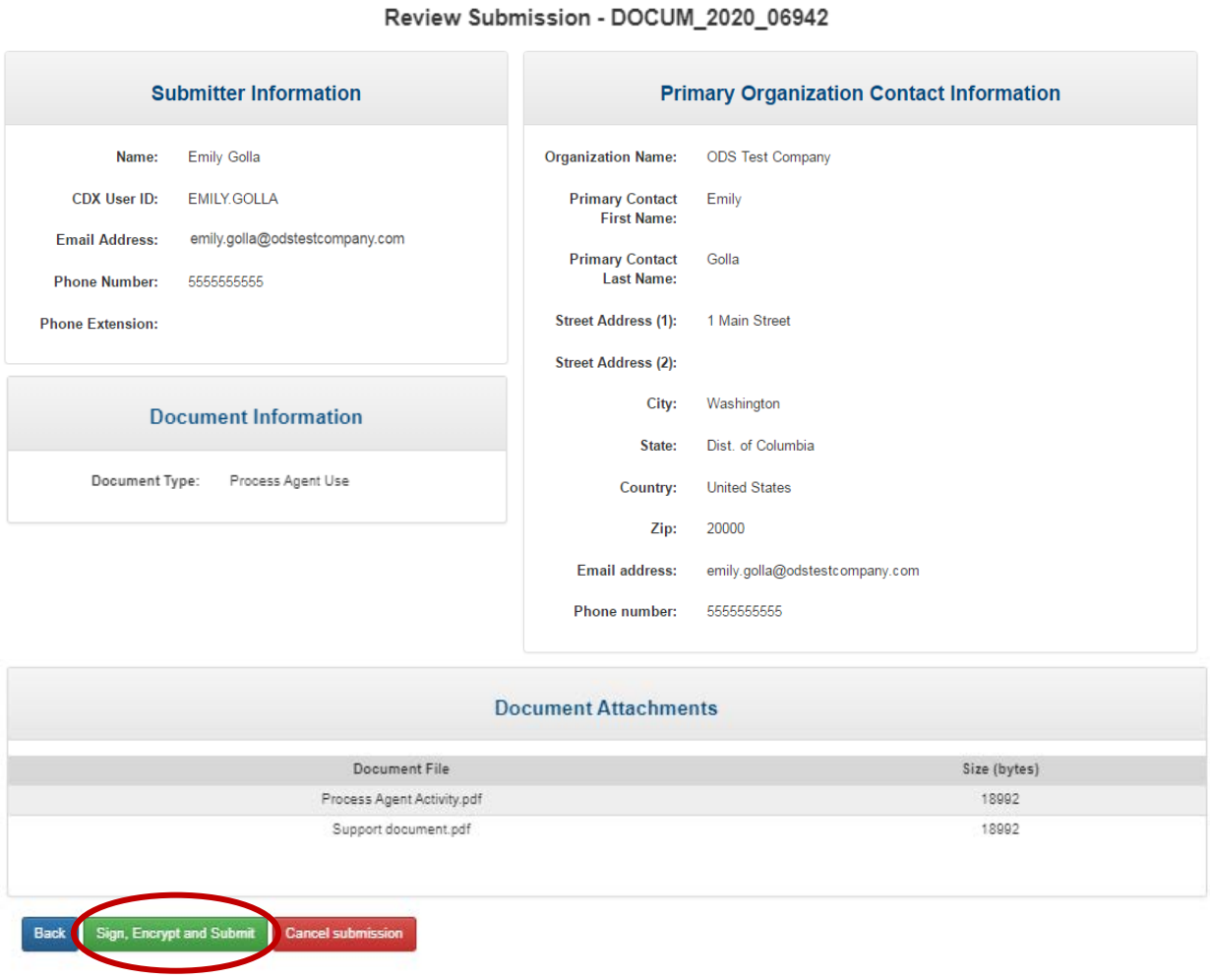
At any time during the submission process, you have the option to save the submission and come back to complete and submit the document at a later date. If you wish to complete your submission at another time, click the "Save and Exit" button at the bottom of the screen.

Step 8: Submit your Documents

Complete and/or confirm all information is correct and all documents have been uploaded, and click "Save and Submit." Documents may not be edited once submitted.

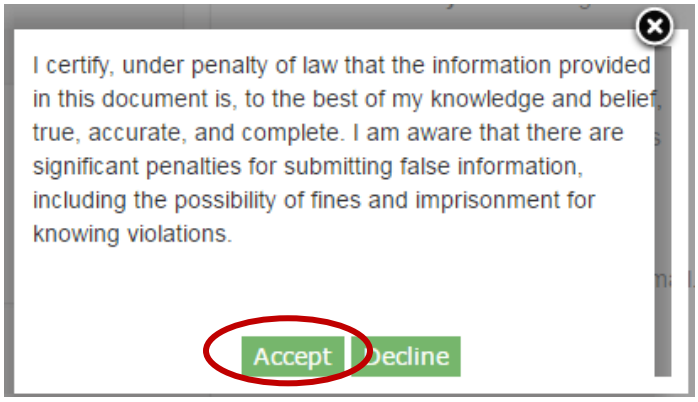
Step 9: Review your Document Submission

Review your submission's information and ensure all documents have been uploaded. If any information looks incorrect or if you forgot to include an attachment, click "Cancel Submission" and you will be returned to the ODS Home Page. If the information looks good, click the "Sign, Encrypt, and Submit" button at the bottom of the page.



Step 10: Certify the Accuracy of your Submission

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



Step 11: 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.

Step 12: Receive CDX Submission Acknowledgement

Congratulations! You have successfully submitted your ODS document. 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 (DOCUM_2020_06861) has been successfully transmitted to ODS and is awaiting processing. Your transaction ID is _462c387e-365d-4b5e-8c41-29c7b06a5c30

Organization Name: ICF Testing

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 13: Receive CDX Status Change Notification

Once EPA has completed review of your documents, you will receive another email to notify you that your document submission has been received.

A status update has occurred for the following submission

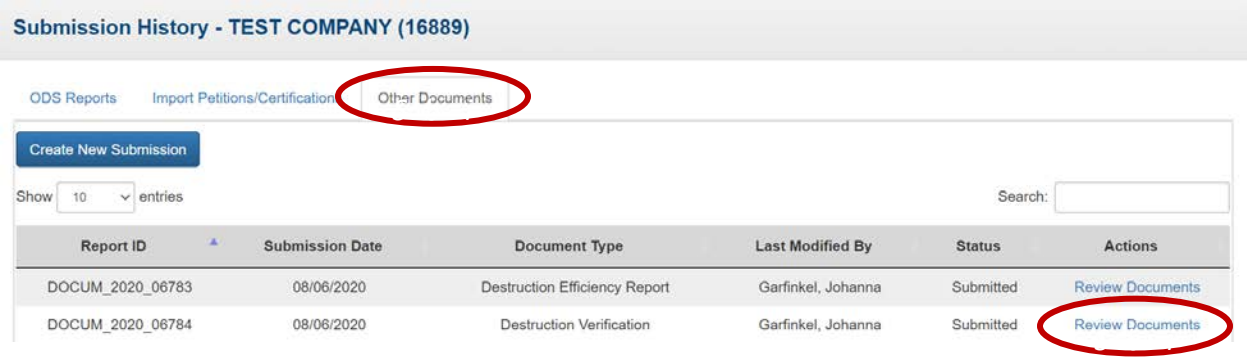
Organization Name: ICF Testing
Report ID: DOCUM_2020_06861
New Status: RECEIVED

Please review the submission in CDX for any additional information concerning this status change.

IV. VIEWING DOCUMENT SUBMISSIONS

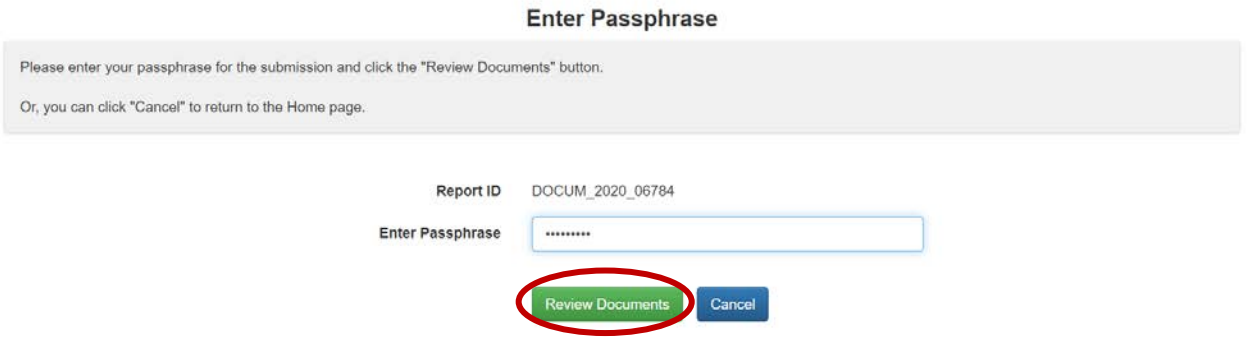
Step 1: Locate the Submission to Review

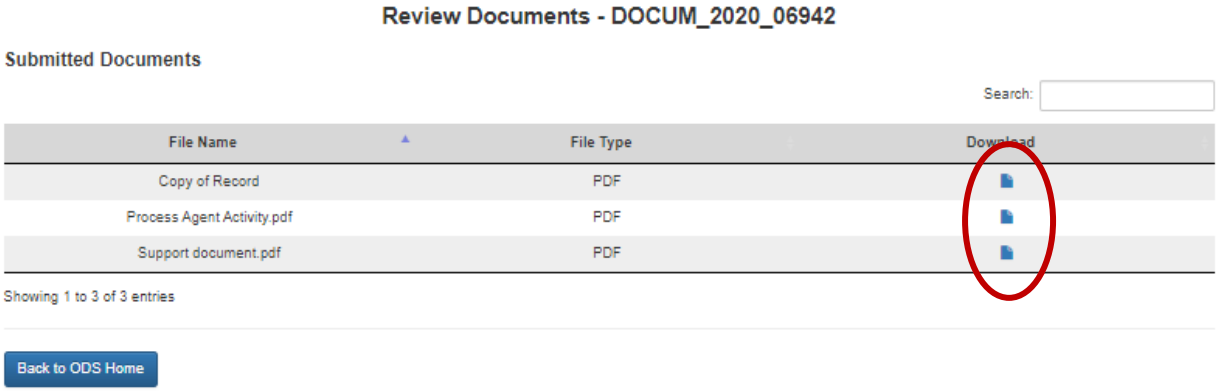
From the CDX Home Page, navigate to the 'Other Documents' tab and locate the submission that you would like to view. Once located, click the "Review Documents" link.



Step 2: Enter the Submission's Passphrase

Enter the passphrase that was created under Section III, Step 3, and select "Review Documents."



Step 3: Review Submission Documents

Submitted documents include the uploaded files as well as the Copy of Record, which summarizes all metadata for the submission. To view these files, select the "Download" icon in the far-right column.