

## User Tips for Section 4 Test Order Submissions using CDX Portal

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### 1.) Accessing the CDX Chemical Information Submission System and Beginning Your Response

Upon logging into EPA's Central Data Exchange (CDX), you will be taken to the MyCDX home screen. To begin your Test Order response, you will use the Program Service entitled, "CSPP: Submissions for Chemical Safety and Pesticide Programs" located in the green "Services" box. All companies receiving TSCA section 4(a)(2) Test Orders must respond to the Orders as "Primary Authorized Officials." Click on the hyperlinked text reading "Primary Authorized Official" to proceed with your company's response.

The screenshot displays the EPA CDX Central Data Exchange user interface. At the top left is the EPA logo and the text "United States Environmental Protection Agency". A navigation bar contains links for Home, About, Recent Announcements, Terms and Conditions, FAQ, Help, and Virtual Assistant. The main header area includes the CDX logo and "Central Data Exchange" text, along with a "Contact Us" link and a login status "Logged in as EPAUSERAO10 (Log out)". Below the header is a "MyCDX" section with buttons for Inbox, My Profile, Submission History, Payment History, and E-Enterprise Portal. The main content area features a "Services" table with columns for Status, Program Service Name, and Role. The table lists two entries for "CSPP: Submissions for Chemical Safety and Pesticide Programs" with roles "Primary Authorized Official" and "Secondary Authorized Official". To the right of the Services table is a "CDX Service Availability" box with a link "See the status for all program services". Below that is a "News and Updates" box with the text "No news/updates.". At the bottom of the main content area are two buttons: "Add Program Service" and "Manage Your Program Services".

Status	Program Service Name	Role
	CSPP: Submissions for Chemical Safety and Pesticide Programs	<a href="#">Primary Authorized Official</a>
	CSPP: Submissions for Chemical Safety and Pesticide Programs	<a href="#">Secondary Authorized Official</a>

## 2.) Responding to a Test Order under “TSCA Section 4”

After choosing to proceed as a “Primary Authorized Official”, you will be directed to the Chemical Information Submission System screen seen below. Click on the drop-down menu and select “TSCA Section 4” from the drop-down menu. Click Ok to continue.

**CHEMICAL INFORMATION SUBMISSION SYSTEM**

Logged in as: Billy Idol, Primary Authorized Official [Log Out](#)

The software includes embedded process.

The Toxic Substances Control Act requires processors of existing chemicals under the law to issue:

Information collection regulations that require the submission of health and safety studies which are known or available to those who manufacture, process, or distribute in commerce specified chemicals; and regulations designed to gather information from manufacturers and processor about production/import volumes, chemical uses and methods of disposal, and the extent to which people and the environment are exposed.

TSCA also requires EPA to develop regulations that establish import/export requirements for chemicals which are subject to certain requirements under TSCA.

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hat require manufacturers and  
PA has the broad authority

### 3.) Navigating the TSCA Section 4 Order Submission Dashboard

Selecting “TSCA Section 4” will take you to the Section 4 Order Submission Dashboard. Please take care to read the instructions on the top half of the screen. This dashboard will be a helpful tool as you work through the steps necessary to comply with the Test Order to which your company is subject. You will use this tool for your Initial Response and any subsequent submissions. The image below demonstrates how the application displays the dates and actions associated with the Order(s) to assist in keeping you apprised of relevant deadlines.

The screenshot shows the CSPP Section 4 Orders dashboard. At the top, there are navigation tabs: Home, Submissions, Section 4 Orders (selected), and User Management. The user is identified as Billy Idol, Primary Authorized Official (EPA TEST COMPANY 10).

**Section 4 Orders**

- If starting a Section 4 Order submission, select the appropriate submission type from the drop-down menu and click the Start New Submission button.
- To edit a submission already in progress, click the submission link in the Current Action column in the table below.
- If submitting a Study Plan it may take up to 15 minutes after the Initial Response is submitted before the submission link is available in the Current Action column.
- If submitting a Study Report it may take up to 15 minutes after the Study Plan is submitted before the submission link is available in the Current Action column.
- To submit an Extension Request, click the calendar icon in the Current Action Due Date column. Note: Extension Requests can only be submitted for Study Plans or Study Reports.
- Click the blue icon next to the order number in the Order/Consortium Number column to expand and view submissions previously submitted through CDX.
- To edit a submission previously submitted through CDX, unlock the submission by clicking the lock icon in the Action column and enter your passphrase originally associated with the selected submission. All additional changes made to a submission will be submitted as an amendment.
- Click the green arrow icon in the Action column to download a Copy of Record for a completed submission. It may take up to 15 minutes for the copy of record to become available.
- To search for submissions, use the Search text box above the table. Note: Search will only work for the current page.

Search:

2 items found. Page 1 of 1. Items Per Page: 25

Order/Consortium Number	Last Action	Current Action	Current Action Due Date	Next Action	Next Action Due Date
TO-2019-0001-461596-01-A	Initial Response	Submit Study Plan	05/06/2020	Submit Study Report	05/30/2020
TO-2019-0001-917354-02-A	N/A	Submit Initial Response	03/13/2020	Submit Study Plan	05/06/2020

Export options: CSV | Excel | XML | PDF

Select the submission type and then click **Start New Submission**

Submission Type:

**Start New Submission**

#### 4.) Submitting a new Initial Response

To begin your Initial Response to a Section 4 Test Order, use the drop-down menu entitled "Submission Type." If you are responding to the Order on behalf of a single parent company, choose "Individual Initial Response to Order." If you are responding as a consortium member, you should also choose "Individual Response to Order." *Note that a consortium member **must** complete and submit their initial response before they can be added to a consortium. If their initial response is not complete and submitted, the consortium lead will not be able to add them to the consortium in the group response.* If you are responding as the lead of a consortium, choose "Consortium Initial Response to Order." After selecting one of these two options, click the blue "Start New Submission" button.

selected submission. All additional changes made to a submission will be submitted as an amendment.

- Click the green arrow icon in the Action column to download a Copy of Record for a completed submission. It may take up to 15 minutes for the copy of record to become available.
- To search for submissions, use the Search text box above the table. Note: Search will only work for the current page.

Search:

3 items found. Page 1 of 1 Items Per Page: 25

Order/Consortium Number	Last Action	Current Action	Current Action Due Date	Next Action	Next Action Due Date
TO-2019-0001-461596-01-A	Initial Response	Submit Study Plan	05/06/2020	Submit Study Report	05/30/2020
TO-2019-0001-917354-02-A	N/A	Submit Initial Response	03/13/2020	Submit Study Plan	05/06/2020
TO-9876-5432-997073-01-A	N/A	Submit Initial Response	01/21/2021	Submit Study Plan	01/01/2021

Export options: [CSV](#) | [Excel](#) | [XML](#) | [PDF](#)

Select the submission type and then click **Start New Submission**

Submission Type:

[Start New Submission](#)

CDX Links | CDX Helpdesk: (888) 890-1995

## 5.) Creating a Passphrase

Upon beginning your Initial Response, you will be asked to create a passphrase. You will need this passphrase as you continue to access submission options in the Section 4 Order Submission Dashboard. Remember that you are responsible for remembering your passphrase. **If lost, it cannot be reset.** Read the guidance on the page thoroughly.

**CSP** Home Submissions Section 4 Orders User Management Billy Idol, Primary Authorized Official (EPA TEST COMPANY 10)

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### TSCA Section 4

**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 Section 4 form to print, submit, or make changes. You will need to complete a new Section 4 form and create a new passphrase for the submission. For security reasons, the system administrator will not have access to your passphrase and will not be able to retrieve it or reset it.

[CDX Links](#) [CDX Helpdesk: \(888\) 890-1995](#)

## 6.) Beginning a Test Order Initial response as a Consortium Lead

Before a Consortium Lead can submit an Initial Response, they must first obtain the Test Order number for each member. Every company subject to an Order has a unique Test Order number.

When you are responding to this Order as a consortium lead, you will be directed to the screen seen in the image below before you proceed to complete your initial response. You must provide the following information. You must list each member of your consortium using the “Add Member” Option.

The screenshot shows a web application interface for 'Section 4 Test Orders'. The main heading is 'Consortium Initial Response to Order'. The left sidebar contains a navigation menu with 'Consortium -' expanded, showing 'Consortium Initial Response to Order' (selected), 'Contact Information', 'Technical Contact Information', and 'Submitting Official Information'. The main content area has a form titled 'Consortium Information' with the following fields: 'Consortium Name:' with a text input field, and 'Order Number:' with a text input field and an 'Add Member' button. Below these is a table with columns 'Order Number', 'Consortium Member Name', and 'Action'. The table currently contains the text 'Nothing found to display.' At the bottom of the page, there are buttons for 'Save', 'Preview', 'Validate', and 'Submit', and a footer with 'CDX Links' and 'CDX Helpdesk: (888) 890-1995'.

CSPP Home Submissions Section 4 Orders User Management Billy Idol, Primary Authorized Official (EPA TEST COMPANY 10)

Section 4 Test Orders  
Consortium -  
Consortium Initial Response to Order  
Contact Information  
Technical Contact Information  
Submitting Official Information

Consortium Initial Response to Order

Consortium Information

Consortium Name:

Order Number:  [Add Member](#)

Order Number	Consortium Member Name	Action
Nothing found to display.		

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

## 7.) Completing an Initial Response to the Test Order: Options, Fees Certification, Chemical Information, and Specific Testing

You will be guided to the following screen to complete your Initial Response.

The list on the left is the application's navigation tree. It allows users to jump directly to pages instead of following a sequence of pages. When you go into the application for the first time, the navigation tree will not display the response pages until after you populate the drop-down menus on those pages. Using the navigation tree allows a user to move between pages without activating any page validations.

Using the previous and next buttons, or clicking on the test links, results in the application saving what has been entered. Users can not navigate away from pages by using the previous/next buttons or test link if there are required elements on the page that have not been populated.

The pages will look largely similar whether you are completing a response as an individual parent company, as a member of a consortium, or as a consortium lead. Use the radio buttons to choose your Order Response Option. Then, read the "Fees Certification" instructions thoroughly and indicate whether your company is a "small business concern" as defined under 40 CFR 700.43. *Note that the "small business concern" classification relates to your individual business only. Do not answer this question on behalf of your consortium.*

**CSPP** Home Submissions Section 4 Orders User Management Billy Idol, Primary Authorized Official (EPA TEST COMPANY 10)

Section 4 Test Orders  
Order Number - TO-9876-5432-997073-01-A

Initial Response To Order  
Contact Information  
Technical Contact Information  
Submitting Official Information

### Initial Response to Order

**Order Information - TO-9876-5432-997073-01-A**

<b>Effective Date of Order:</b>	10-22-2020	<b>Initial Response Deadline:</b>	01-21-2021
<b>Title of Action:</b>	Test Orders Round 2	<b>Docket Number:</b>	EPA-HQ-OPPT-9876-5432

**Order Response Options:**

- Develop Information, Join Consortium, Submit Existing Information, or Request an Exemption
- Claim You Are Not Subject to Test Order
- Discontinue Manufacturing or Importing of Chemical

### Fees Certification

As required by 40 CFR 700.45, fees are applicable to manufacturers who are required to submit information under TSCA section 4. Select the following Fees Certification statement that applies. This selection cannot be modified after initial submission.

- My company is a "small business concern" as defined under 40 CFR 700.43.
- My company is not 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 updated definition of a small business concern. A PDF version of the final fees rule is available at [https://www.epa.gov/sites/production/files/2018-09/documents/2018-09-27\\_prepubcopy\\_tsc-fees-finalrule.pdf](https://www.epa.gov/sites/production/files/2018-09/documents/2018-09-27_prepubcopy_tsc-fees-finalrule.pdf).

### Chemical Information

**Chemical Substance Identifier:** P030041

Save Preview Validate Submit CDX Links CDX Helpdesk (888) 890-1995

Scroll down to the second half of the page (below). Check that the chemical information listed is accurate. If relevant, add alternate names for your chemical using the blue hyperlinked text. The screen below shows three tests being required by this example Test Order: Water Solubility, Octanol Solubility, and Particulates Not Otherwise Regulated, Respirable. Your screen will show the specific tests being required by the Test Order to which your company is subject. Use the Test Response drop-down menus beside each test to choose your test-specific response option for each.

CSPP Home Submissions Section 4 Orders User Management Billy Idol, Primary Authorized Official (EPA TEST COMPANY 10)

Section 4 Test Orders  
 Order Number - TO-9878-5432-997073-01-A

- Initial Response To Order
- Water Solubility - OECD 105 with EPA modifications
- Octanol Solubility - OECD 105 with EPA modification
- Particulates Not Otherwise Regulated, Respirable - NIOSH 0600
- Contact Information
  - Technical Contact Information
  - Submitting Official Information

### Chemical Information

**Chemical Substance Identifier:** P030041

**Chemical Substance Name (Regulatory Name):** Alkyl silane methacrylate

**Chemical Group:** HPV Chemicals List  
Work Plan Chemicals

**Chemical Category:** Mononitrite Category  
n-Alkanes

**Alternate Names:**  
[Add Alternate Name](#)

### Test Response Information

Click the drop down menu arrow next to each test name to view a listing of the attached test documents.

Test	Test Response	Study Plan Deadline	Study Report Deadline	Status
Water Solubility - OECD 105 with EPA modifications (Select Response Type)	Select...	01-01-2021	05-31-2021	Not Started
Octanol Solubility - OECD 105 with EPA modifications (Select Response Type)	Select...	02-01-2021	06-30-2021	Not Started
Particulates Not Otherwise Regulated, Respirable - NIOSH 0600 (Select Response Type)	Develop Information Submit Existing Information Request an Exemption Join Consortium	01-01-2021	05-31-2021	Not Started

[Next](#)

Save Preview Validate Submit CDX Links CDX Helpdesk (888) 890-1995

## 8.) Completing Test-Specific Initial Response Fields

You will need to submit an initial response to each of the required tests. After choosing a submission option from the drop-down menu as detailed above, you will be directed to a screen where you will complete your Initial Response as relevant to that specific test. Shown below is an example of an Initial Response to a test entitled “Water Solubility – OECD 105 with EPA modifications.” Be sure that the selected “Test Response” is accurate and use the hyperlinked “Change Response” text if you need to make a change. Finally, attach relevant response documents at the bottom of the page and click “Next” to submit. If you attach CBI information, you must also provide a CBI-sanitized version of such a document.

*Note that if you are joining a consortium, you must first create and submit a test-specific initial response indicating “Join Consortium”. Not doing so will keep the consortium lead from being able to add your company to the consortium submission specific for that test.*

**Water Solubility - OECD 105 with EPA modifications Response**

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**Order Information**

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<b>Order Number:</b>	TO-9876-5432-997073-01-A	<b>Initial Response Deadline:</b>	01-21-2021
<b>Docket Number:</b>	EPA-HQ-OPPT-9876-5432	<b>Effective Date of Order:</b>	10-22-2020
<b>Title of Action:</b>	Test Orders Round 2		

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**Test Information**

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<b>Test Name:</b>	Water Solubility - OECD 105 with EPA modifications	<b>Test Response:</b>	Develop Information <a href="#">Change Response</a>
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**Water Solubility - OECD 105 with EPA modifications Response Documents**

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File Name	Document Type	Attachment Date	CBI	Action
Nothing found to display.				
<a href="#">Attach Document</a>				

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PreviousNext