



e-CDRweb User Guide –
Secondary Support
Environmental Protection Agency
Office of Pollution Prevention and Toxics
Manage Toxic Substances



Version 2.0
January 18, 2012

Table of Contents

1	Introduction	1
1.1	Overview	1
2	System Requirements	2
2.1	Supported Browsers	2
2.2	Screen Resolution	2
3	Secondary Support Functions	3
3.1	Log in to the e-CDRweb Tool.....	3
3.2	Home screen Navigation	4
3.3	Complete a 2012 CDR Form U.....	5
3.3.1	2012 CDR Form U Navigation	5
3.3.2	Enter Passphrase	7
3.3.3	Navigation Tree	7
3.3.4	Action Bar	10
3.3.5	Upload an XML File	11
3.3.6	Section 4.A – Secondary Company Information.....	13
3.3.7	Section 4.B – Technical Contact Information	14
3.3.8	Section 4.C – Primary Company Information	18
3.3.9	Section 4.D – Trade Product Identification Information	19
4	Validate.....	25
5	Complete an Amendment.....	27
5.1	Amendment and Late Submission Explanation.....	27
6	Resources.....	29
	Appendix A. Acronyms and Abbreviations.....	30

List of Exhibits

Exhibit 3-1: Chemical Information Submission System Screen	4
Exhibit 3-2: e-CDRweb Home Screen	5
Exhibit 3-3: 2012 CDR Form U Screen.....	6
Exhibit 3-4: Enter Passphrase Screen.....	7
Exhibit 3-5: Navigation Tree	9
Exhibit 3-6: Navigation Prompt Message.....	10
Exhibit 3-7: Action Bar - Validate.....	10
Exhibit 3-8: Action Bar – Save.....	11
Exhibit 3-9: Action Bar – Preview	11
Exhibit 3-10: Action Bar – Links	11
Exhibit 3-11: Upload XML Screen	12
Exhibit 3-12: Windows Explorer Pop-Up Window	13
Exhibit 3-13: Section 4.A - Secondary Company Information Screen	14
Exhibit 3-14: Section 4.B - Technical Contact Information Screen (Edit Mode).....	17
Exhibit 3-15: Section 4.B - Technical Contact Information Screen (Populated).....	18
Exhibit 3-16: Section 4.C - Primary Company Information Screen.....	19
Exhibit 3-17: Section 4.D - Trade Product Identification Info Screen	20
Exhibit 3-18: Substance Registry Services Search Screen.....	22
Exhibit 3-19: Substance Registry Services Search Screen (Search Results)	23
Exhibit 3-20: Section 4.D - Trade Product Identification Info Screen (Populated)	24
Exhibit 4-1: CDR Form U Validation Pop-Up Window.....	26
Exhibit 5-1: Explanation Link	27
Exhibit 5-2: Amendment and Late Submission Explanation Screen	28
Exhibit 6-1: Additional Information Screen.....	29
Exhibit 6-2: Acronyms and Abbreviations	30

1 Introduction

1.1 Overview

This document presents the user guide for the Office of Pollution Prevention and Toxics' (OPPT) e-CDRweb tool. E-CDRweb is the electronic, web-based tool provided by the Environmental Protection Agency (EPA) for the submission of Chemical Data Reporting (CDR) information. This document is the user guide for the Secondary Support user of the e-CDRweb tool.

The e-CDRweb tool allows authorized users to complete the 2012 CDR Form U (Form U). As a Secondary Support, you can modify and complete a 2012 CDR Form U joint submission. Your Secondary Authorized Official (AO) can create, modify, and submit the 2012 CDR Form U to CDX.

For questions concerning the TSCA e-CDRweb application requirements, please contact the Central Data Exchange (CDX) Help Desk at helpdesk@epacdx.net or call 1-888-890-1995 between the hours of 8am – 6pm EST.

2 System Requirements

In order to use the e-CDRweb tool, the following are required:

- An e-mail account
- Java Script enabled web browser
- Internet access
- Adobe Acrobat Reader 5.0 or higher
- CDX username and password

2.1 Supported Browsers

- Internet Explorer 7 or above
 - Go to the following link to download:
<http://windows.microsoft.com/en-US/internet-explorer/downloads/ie>
- Mozilla Firefox 3.5 or above
 - Go to the following link to download:
<http://www.mozilla.com/en-US/firefox/all-older.html>
- Safari 4 or above
 - Go to the following link to download:
<http://support.apple.com/kb/dl877>
- Google Chrome
 - Go to the following link to download:
<http://www.google.com/chrome>

2.2 Screen Resolution

- Screen resolution should be set to 1024 x 768 or greater

3 Secondary Support Functions

The following section describes how to:

- Access the tool
- Navigate the CDR ‘Home’ screen
- Complete the 2012 CDR Form U
- Upload an (Extensible Markup Language) XML file
- Complete an amendment

A joint submission is a collaborative process that requires the completion of a single 2012 CDR Form U by two different companies. In a joint submission, the Primary Submitter provides the manufacturing data and the Secondary Submitter provides the chemical identity information for the trade products being reported on the form.

As a Secondary Support, you can only access submissions to which the Secondary AO has assigned you, to provide supporting information on behalf of a company.

The e-CDRweb application restricts you to completing only one submission for each reporting cycle. As a Secondary Submitter, you can complete only a single submission that will cover all of your company’s products that are requested by all Primary Submitters.

Once the Primary Submitter creates their portion of the submission, containing manufacturing data, they will provide you with a Unique Identifier (ID) in order to link the submission. You can start the secondary portion of a joint submission prior to receiving a ‘Unique ID’ from the Primary Submitter.

You can print the submission at any point; however, the ‘Draft – Not For Submission’ watermark will be placed on the document anytime the submission is printed prior to actual submission.

As a Secondary Support, you do not have the access rights to create or submit a CDR Form U joint submission. Once the Secondary AO starts a joint submission, they will provide you with a passphrase to access the submission and complete all sections of the CDR Form U. Once you have completed the CDR Form U, the Secondary AO will access, review, and submit the Form U.

3.1 Log in to the e-CDRweb Tool

After you create an account in CDX and click on the ‘CSPP: Secondary Support’ link, you will be taken to the main ‘Chemical Information Submission System’ screen.

The following exhibit shows a screen capture of the ‘Chemical Information Submission System’ screen:

Exhibit 3-1: Chemical Information Submission System Screen

GSPP

Logged in as: John Doe, Secondary Support

Log Out

Chemical Information Submission System

Please Choose A Submission Type

Chemical Data Reporting (CDR)

The Chemical Data Reporting (CDR) rule requires manufactures (including importers) to report to EPA information concerning the manufacturing, processing, and use of certain chemical substances listed on the TSCA Chemical Substances Inventory. Click **OK** to complete the CDR reporting form, Form U, using the e-CDRweb software.

The software includes embedded help files and a downloadable user manual to guide you through the CDR submission process. Submit information for all reportable chemical substances at your site in [one](#) Form U. Note that a separate CDR submission is required for each reporting site.

OK

CDX Homepage | EPA Homepage | OPPT Guidance | CDX Helpdesk: (888) 890-1995

Navigation: Select ‘Chemical Data Reporting (CDR)’ from the drop-down menu and click the ‘OK’ button to navigate to the ‘Home’ screen.

3.2 Home screen Navigation

You can access the CDR ‘Home’ screen by selecting ‘Chemical Data Reporting (CDR)’ from the drop-down menu on the ‘Chemical Information Submission System’ screen.

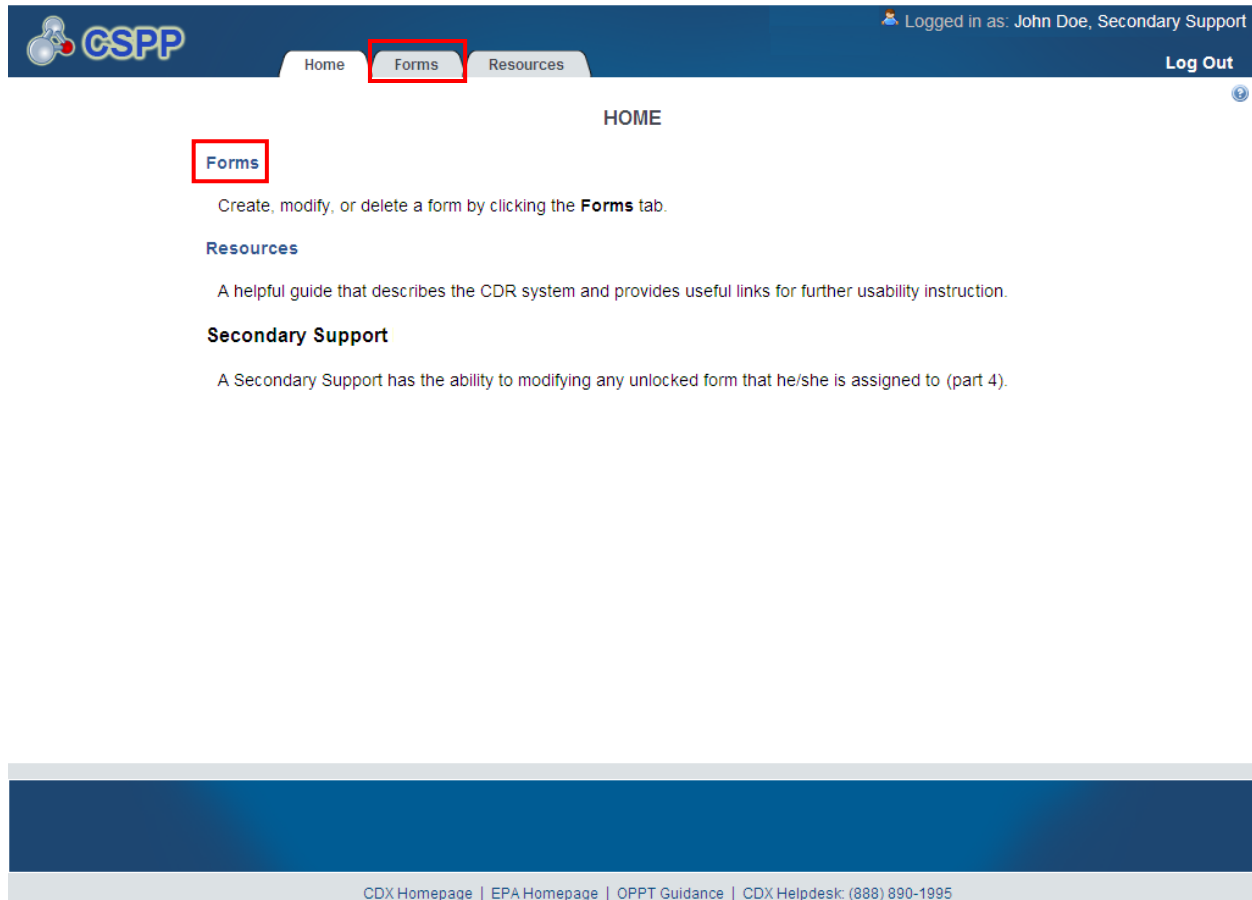
The ‘Home’ screen is the first screen within the e-CDRweb tool. It provides you with links and tabs to access the ‘2012 CDR Form U’ and ‘Additional Information’ screens. To navigate to these screens, click the screen link (in blue text) or click the screen tab (located at the top of the screen) from the ‘Home’ screen. The links and tabs provide you with the same functionality.

- **Forms:** Click the ‘Forms’ link or tab to navigate to the ‘2012 CDR Form U’ screen where you can create or modify a 2012 CDR Form U. For additional details about the ‘2012 CDR Form U’ screen, please refer to **Section 3.3.1.**
- **Resources:** Click the ‘Resources’ link or tab to navigate to the ‘Additional Information’ screen. You can find all of the e-CDRweb user guides, as well as useful links for further

usability instruction on the ‘Additional Information’ screen. For additional details about the ‘Resources’ screen, please refer to **Section 6**.

The following exhibit shows a screen capture of the ‘Home’ screen:

Exhibit 3-2: e-CDRweb Home Screen



Navigation: Click the ‘Forms’ link or tab from the ‘Home’ screen to navigate to the ‘2012 CDR Form U’ screen.

3.3 Complete a 2012 CDR Form U

The e-CDRweb application restricts you to completing only one submission for each reporting cycle. As a Secondary Submitter, you can complete only a single submission that will cover all of your company’s products requested by all Primary Submitters.

3.3.1 2012 CDR Form U Navigation

You can access the ‘2012 CDR Form U’ screen by clicking on the ‘Forms’ link or tab on the ‘Home’ screen.

The ‘2012 CDR Form U’ screen presents you with the ‘Secondary Form’ displayed in table format. When you first access the ‘2012 CDR Form U’ screen, your ‘Secondary Form’ will show a status of ‘In Progress.’ The status column tracks the status of the submission.

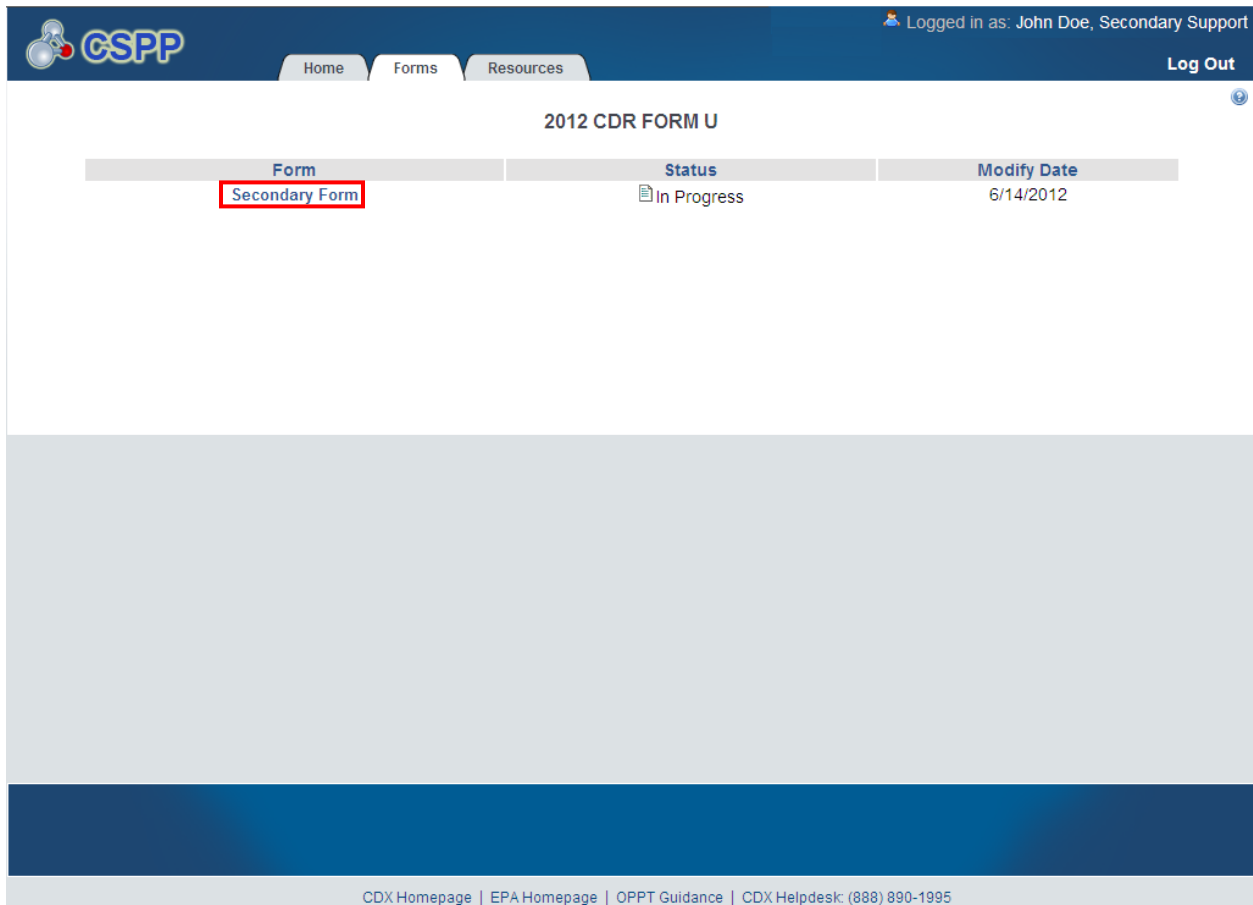
Edit a an Existing Secondary Form: To complete and/or modify an existing 2012 CDR Form U submission, click the ‘Secondary Form’ link with has a status of ‘In Progress.’ You will be required to enter the passphrase associated with that particular form, which was created by Secondary AO, in order to gain access and continue modifying the form. Refer to **Section 3.3.2** through **Section 3.3.8** for further instructions on viewing and modifying a submission that is in progress.

Amend a Submitted Secondary Form: To amend a submitted form (e.g., to create an amendment), the Secondary AO must first unlock the Secondary Form, which has a status of ‘Submitted.’ Only then will you be able to access the submitted form and create an amendment. Refer to **Section 5** for further instructions on creating an amendment.

Modify Date: The ‘Modify Date’ displays the date the Secondary Form was last modified.

The following exhibit shows a screen capture of the ‘2012 CDR Form U’ screen:

Exhibit 3-3: 2012 CDR Form U Screen



Navigation: Click the ‘Secondary Form’ that has a status of ‘In Progress’ to navigate to the ‘Enter Passphrase’ screen.

3.3.2 Enter Passphrase

You are granted access to a Secondary Form by entering the passphrase the Secondary AO originally created and associated with that form on the ‘Enter Passphrase’ screen. To edit a Secondary Form, you will be required to choose the ‘Secondary Form’ link, which has a status of ‘In Progress’ on the ‘2012 CDR Form U’ screen. The ‘Enter Passphrase’ screen allows you to enter a passphrase that is associated with the submission.

The following exhibit shows a screen capture of the ‘Enter Passphrase’ screen:

Exhibit 3-4: Enter Passphrase Screen


The screenshot shows the 'Enter Passphrase' screen. At the top left is the GSPP logo. At the top right, it says 'Logged in as: John Doe, Secondary Support' and a 'Log Out' button. The main heading is 'ENTER PASSPHRASE'. Below it, the instruction reads: 'Please enter your user passphrase and click Next.' There is a text input field with masked characters (dots). Below the input field is a link for 'Forgot Your Passphrase?'. At the bottom, there are 'Cancel' and 'Next' buttons. The 'Next' button is highlighted with a red box. The footer contains navigation links: CDX Homepage | EPA Homepage | OPPT Guidance | CDX Helpdesk: (888) 890-1995.



Navigation: Enter the passphrase created by the Secondary AO and click the ‘Next’ button to navigate to the ‘Section 4.A – Secondary Company Information’ screen.

3.3.3 Navigation Tree

The navigation tree is located on the left hand side of the form section on each screen. You can perform the following functions using the navigation tree:

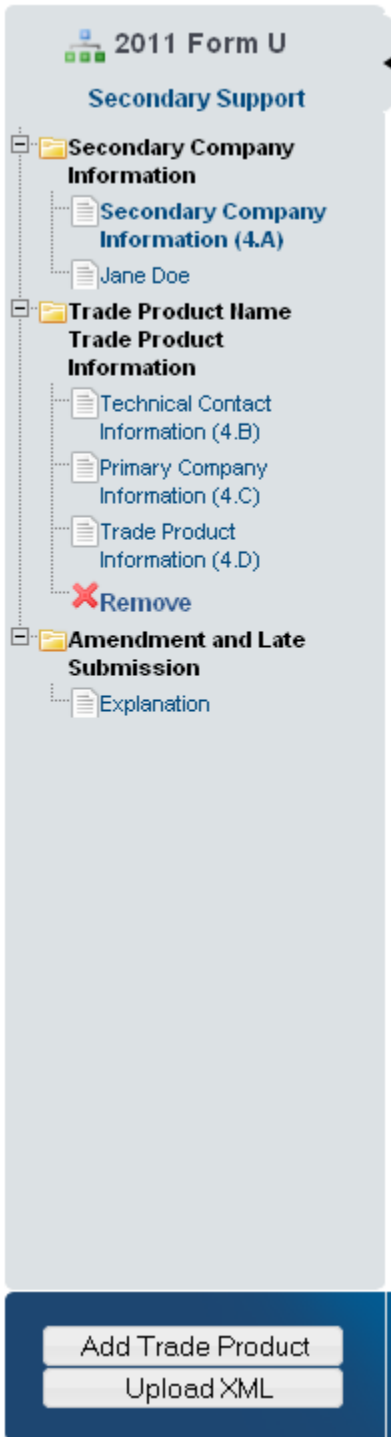
- **Collapse and expand folders:** Each section of the form falls under a collapsible folder in the navigation tree allowing you to save space and easily view items in the navigation tree. When the folder is expanded, click the minus sign (-), by the folder icon (📁), or click the folder title link to collapse that section of the navigation tree. When the folder is collapsed, click the

plus sign (+), by the folder icon () , or click the folder title link to expand that section of the navigation tree. When you place your cursor over the folder title link, it will highlight in red.

- **Navigate between screens:** Although you can use the navigation tree to navigate between the various screens within the tool and the different sections of the form, you are required to save all information entered on a particular screen before navigating to the next screen or the information will be lost. Each section of the form is denoted with a form icon (). You can click either the form icon () or the section title link to navigate between screens. A prompt message will appear after you click a link in the navigation tree, indicating, 'Are you sure you want to leave the current page? Any unsaved changes will be lost.' If you choose the 'OK' button, you will be taken to the desired screen without saving any of the data in the previous screen. If you choose the 'Cancel' button, the prompt message will close and you will not be taken further.

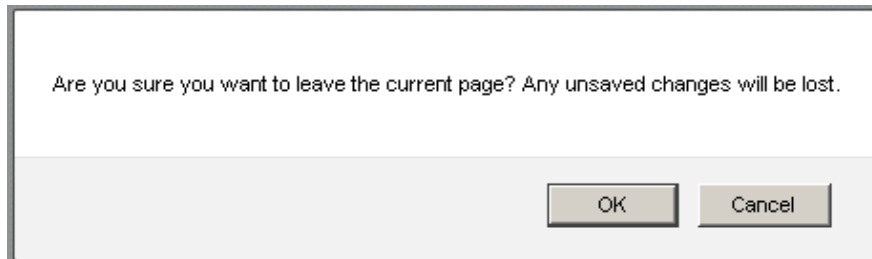
The following exhibit shows a screen capture of the navigation tree:

Exhibit 3-5: Navigation Tree



The following exhibit shows a screen capture of the navigation prompt:

Exhibit 3-6: Navigation Prompt Message



- **Remove a folder:** Each 'Trade Product Name' folder within the navigation tree has a 'Remove' icon (✘). Click the 'Remove' icon (✘) to remove the entire folder and all of its associated sections and information. *Note: If you remove a folder, there is no way to retrieve it.* You must add a new folder and fill in all corresponding data again.
- **Add Trade Product:** Click the 'Add Trade Product' button located at the bottom of the navigation tree to add any number of additional trade products to the navigation tree.
- **Upload an XML File:** Click the 'Upload XML' button to upload an XML file. Refer to **Section 3.3.5** for details about the 'Upload XML' function.
- **Open and Close the Navigation Tree:** To provide more visual form space, a navigation arrow (↔) that opens and closes the navigation tree is located to the right of the navigation tree. Click the arrow (↔) to close the navigation tree and increase the space of the form content. Likewise, click the arrow (↔) on the closed navigation tree to open the navigation tree.

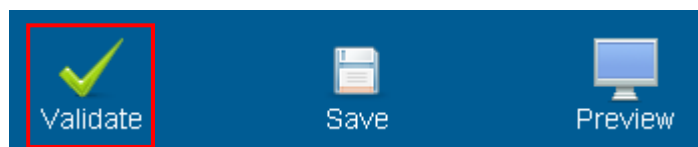
3.3.4 Action Bar

The action bar is located at the bottom of the form section on each screen. You can perform the following functions using the action bar:

- **Validate:** Click the 'Validate' icon (✓) at any stage during the completion of a CDR Form U. A 'CDR Form U Validation' pop-up window will display every time you click on the 'Validate' icon (✓). The 'CDR Form U Validation' pop-up window will display a report of all the warning messages and validation errors that failed validation. Refer to **Section 4** for more information on validating a Form U.

The following exhibit shows a screen capture of the action bar showing the 'Validate' icon:

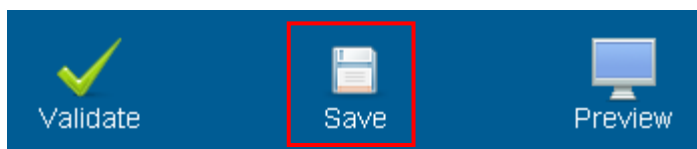
Exhibit 3-7: Action Bar - Validate



- **Save:** You can click the 'Save' icon (💾) at any stage during the completion of a CDR Form U. After you click the 'Save' icon (💾), the data entered on the screen will save. The 'Save' function does not validate any data entered.

The following exhibit shows a screen capture of the action bar showing the ‘Save’ icon:

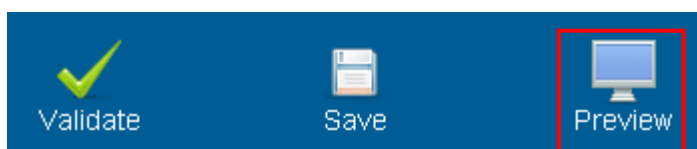
Exhibit 3-8: Action Bar – Save



- **Preview:** Click the ‘Preview’ icon (🖥️) at any stage during the completion of a CDR Form U to preview the form. After you click the ‘Preview’ icon (🖥️), a draft watermarked PDF version of the form will generate and display in a separate window.

The following exhibit shows a screen capture of the action bar showing the ‘Preview’ icon:

Exhibit 3-9: Action Bar – Preview



- **Additional Links:** You can also click any of the additional links, located at the bottom of the page, for helpful information while completing a 2012 CDR Form U.
 - If you click on the ‘CDX Homepage’ link, you will be taken to the ‘CDX Homepage.’
 - If you click on the ‘MyCDX Homepage’ link, you will be taken to the ‘CDX Login Homepage.’
 - If you click on the ‘EPA Homepage’ link, you will be taken to the ‘EPA Homepage.’
 - If you click on the ‘Terms and Conditions’ link, you will be taken to the ‘CDX Terms and Conditions’ screen.
 - If you click on the ‘Privacy Notice’ link, you will be taken to the ‘CDX Privacy and Security Notice’ screen.

The following exhibit shows a screen capture of the links located below the action bar at the bottom of the page:

Exhibit 3-10: Action Bar – Links



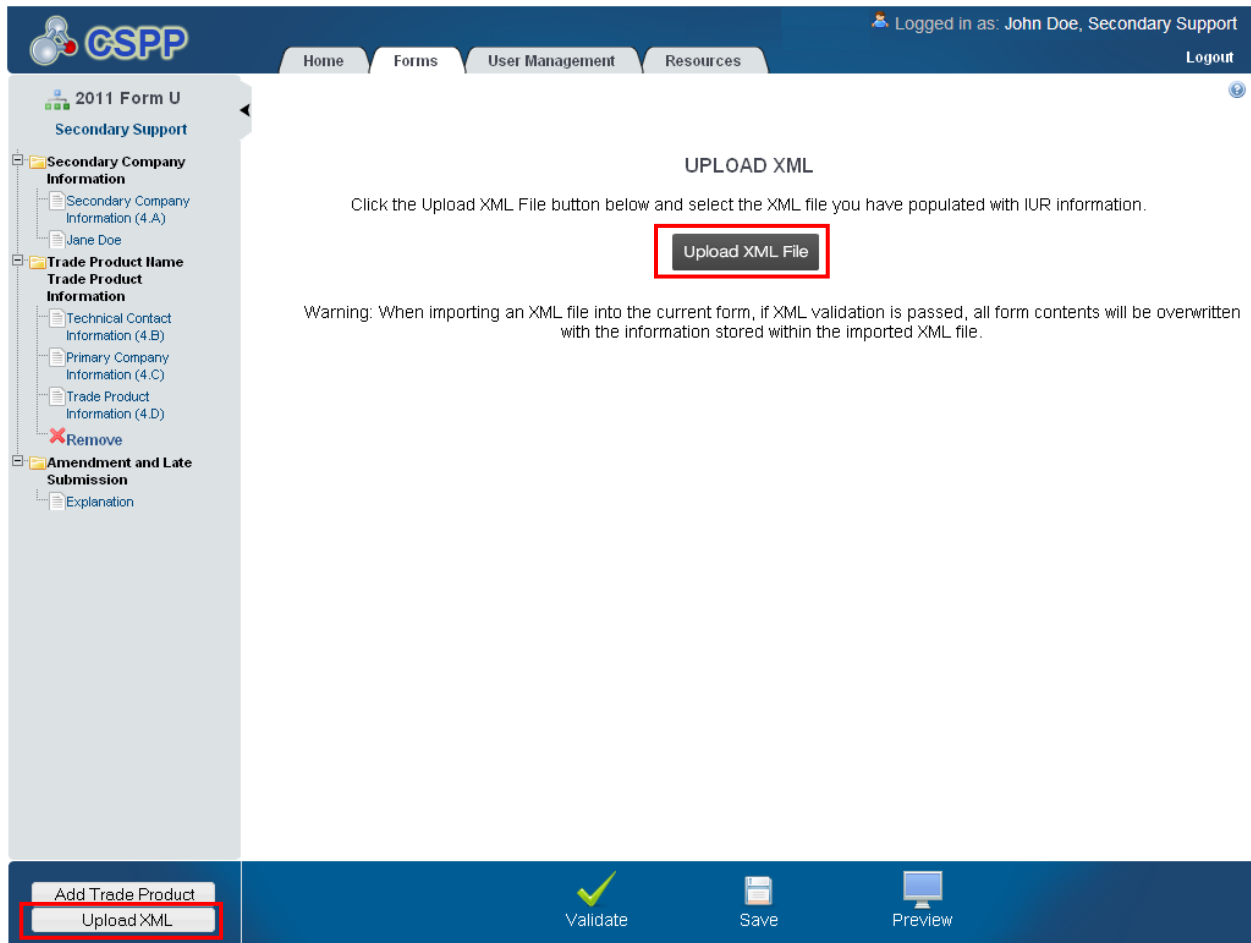
3.3.5 Upload an XML File

You can access the ‘Upload XML’ screen by clicking the ‘Upload XML’ button from the bottom left side of the action bar.

Click the ‘Upload XML’ button to upload an XML file. When you click the ‘Upload XML’ button, a Windows Explorer pop-up window will be displayed.

The following exhibit shows the screen capture of the 'Upload XML' screen:

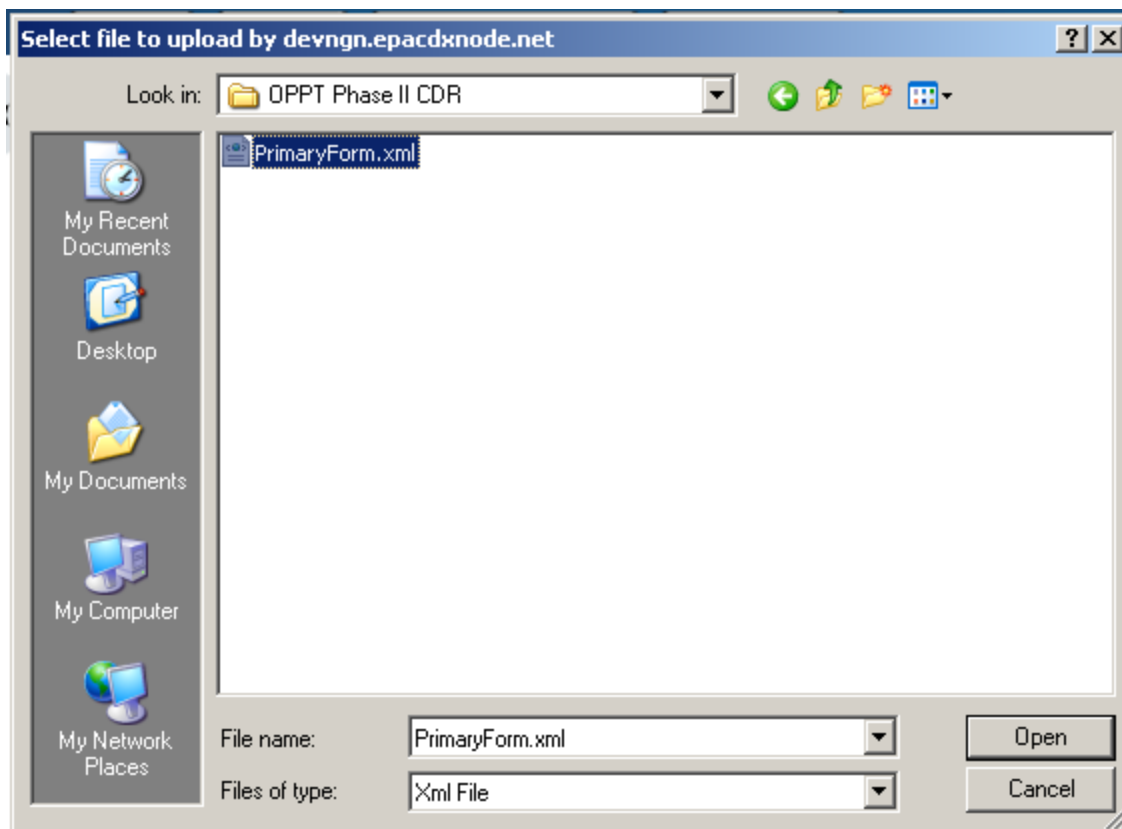
Exhibit 3-11: Upload XML Screen



Upload an XML File: Navigate to the location on your computer where you have stored the XML file you want to upload. Select the XML file from your local hard drive and click the 'Open' button. You will be taken back to the 'Upload XML' screen and the system will process and validate the XML file.

The following exhibit shows a screen capture of the Windows Explorer pop-up window:

Exhibit 3-12: Windows Explorer Pop-Up Window



XML Validation: If the upload is successful, you will be taken to the ‘Upload XML Successful’ screen. From the ‘Upload XML Successful’ screen, click the ‘OK’ button to navigate to the ‘Home’ screen.

If you upload an XML file that is not consistent with the e-CDRweb schema, you will receive a message indicating that the document did not pass validation.

Access the Form U: To access and view your Form U after uploading the XML file, click the ‘Forms’ link located on the ‘Home’ screen. This will take you to the ‘2012 CDR Form U’ screen. Locate and click the ‘Secondary Form’ link for which you uploaded the XML file to access the Form U. This will take you to the ‘Enter Passphrase’ screen. Refer to **Section 3.3.1** for more details about navigating the ‘2012 CDR Form U’ screen. Enter the passphrase associated with the Form U and click the ‘OK’ button.

3.3.6 Section 4.A – Secondary Company Information

To access the ‘Section 4.A – Secondary Company Information’ screen, click the ‘Secondary Form’ link from the ‘2012 CDR Form U’ screen and enter the passphrase associated with that particular Form U.

In order to protect the trade secrets of the Secondary Submitter, the e-CDRweb tool allows you to report the identity of the trade secret chemical substance or the Primary Submitter’s product, while preventing the Primary Submitter from having access to your information.

County/Parish (4.A.5): Enter the county/parish information in Section 4.A.5.

The remaining data fields are pre-populated based on the information collected during CDX registration.

The following exhibit shows a screen capture of the ‘Section 4.A - Secondary Company Information’ screen:

Exhibit 3-13: Section 4.A - Secondary Company Information Screen

The screenshot displays the GSPP web application interface. At the top, the GSPP logo is on the left, and the user is logged in as 'John Doe, Secondary Support' on the right. Below the header, there are navigation tabs for 'Home', 'Forms', and 'Resources', and a 'Log Out' button. The main content area is titled 'SECTION 4.A - SECONDARY COMPANY INFORMATION'. It contains two columns of form fields:

Secondary Company Name (4.A.1)	Organization Name
Secondary Company Address (4.A.2-3)	12345 Main St.
City/Town (4.A.4)	Fairfax
County/Parish (4.A.5)	<input type="text" value="Fairfax"/>
State/Province (4.A.6)	VA
Zip Code (4.A.7)	22033
Country (if applicable) (4.A.8)	US

Below the form fields, there is a message: "If any of the above information is incorrect, please sign into CDX and make the necessary change(s) to your registration information. Changes made in CDX will be reflected here." A 'Next' button is highlighted with a red box. At the bottom of the page, there are buttons for 'Add Trade Product', 'Upload XML', 'Validate', 'Save', and 'Preview'.

Navigation: Click the ‘Next’ button on the ‘Section 4.A - Secondary Company Information’ screen to navigate to the ‘Section 4.B – Technical Contact Information’ screen. You can also access this screen by clicking the ‘Technical Contact Information (4.B)’ link in the navigation tree.

3.3.7 Section 4.B – Technical Contact Information

You can access the ‘Section 4.B – Technical Contact Information’ screen by clicking the ‘Next’ button on the ‘Section 4.A – Secondary Company Information’ screen. You can also access the ‘Section 4.B – Technical Contact Information’ screen by clicking the ‘Technical Contact Information (4.B)’ link in the navigation tree.

The technical contact should be a person who can answer questions about the reported chemical substance(s). Typically, a person located at the manufacturing site is best able to answer such questions; however, you may use your discretion in selecting a technical contact or multiple technical contacts. When selecting a technical contact, consider that EPA may have follow-up questions about a CDR submission one or more years after the submission date. The technical contact need not be the person who signed the certification statement.

You can assign one technical contact per chemical substance and one per ‘Trade Product Name’ in a joint submission. Since there can be multiple technical contacts, each associated with a different chemical substance, you can either create a new contact, choose an existing contact, or modify an existing contact.

Create a technical contact: When you first access the ‘Section 4.B – Technical Contact Information’ screen, all of the fields will be editable. You can make a new contact the default contact for all chemical substances by checking the default checkbox. Each time you add a new trade product, the associated default technical contact is displayed (to help avoid entering the same information multiple times).

- **Technical Contact Name (4.B.1):** Enter the name of the person whom EPA may contact about information submitted for a chemical substance.
- **Company Name (4.B.2):** Enter the name of the company for whom the technical contact works.
- **Technical Contact Telephone Number and Email Address (4.B.3 and 4.B.4):** Enter the technical contact’s telephone number, including the area code, and the technical contact’s email address. Do not enter any dashes or parentheses when entering the telephone number.
- **Technical Contact Mailing Address (4.B.5 through 4.B.10):** Enter the technical contact’s full mailing address. Post office box numbers should be accompanied by a street address. If a post office box is used as a mailing address, enter the street address in field 4.B.5 and enter the post office box number in field 4.B.6.
- **Default Contact:** Check the ‘Default Contact’ box if you want to make the person the default technical contact for all chemical substances.

The following exhibit shows a screen capture of the ‘Section 4.B - Technical Contact Information’ screen:

Exhibit 3-14: Section 4.B - Technical Contact Information Screen (Edit Mode)

2011 Form U
Secondary Support

Home Forms Resources

Logged in as: John Doe, Secondary Support Log Out

2011 Form U > Secondary Support Registrant > Trade Product Name Trade Product Information > Technical Contact Information (4.B)

SECTION 4.B - TECHNICAL CONTACT INFORMATION

Prefix (4.B.1) [Dropdown] Default Contact

First Name (4.B.1) [Text Box]

Middle Initial (4.B.1) [Text Box]

Last Name (4.B.1) [Text Box]

Suffix (4.B.1) [Dropdown]

Company Name (4.B.2) [Text Box]

Telephone (4.B.3) [Text Box]

Email Address (4.B.4) [Text Box]

Mailing Address 1 (4.B.5) [Text Box]

Mailing Address 2 (4.B.6) [Text Box]

City (4.B.7) [Text Box]


State (4.B.8) [Dropdown]

Zip Code (4.B.9) [Text Box]

Country (4.B.10) [Dropdown]

Previous Next

Add Trade Product Upload XML Validate Save Preview

Edit an existing technical contact: You can edit an existing technical contact by clicking the technical contact’s name link under the ‘Secondary Company Information’ folder in the navigation tree. The technical contact information previously created will display in the ‘Section 4.B – Technical Contact Information’ screen and the fields will be editable. Make applicable changes and click the ‘Save’ icon () to save your changes.

Creating multiple technical contacts: You can add a new technical contact (after you have created at least one technical contact). Click the ‘Technical Contact Information (4.B)’ link from the navigation tree. You will see the technical contact information that you entered previously. Click on the ‘Create New Contact’ button to clear the form to add a new technical contact.

The following exhibit shows a screen capture of the ‘Section 4.B - Technical Contact Information’ screen after it is populated:

Exhibit 3-15: Section 4.B - Technical Contact Information Screen (Populated)

The screenshot shows the GSPP web application interface. At the top, there is a navigation bar with 'Home', 'Forms', and 'Resources' tabs, and a 'Log Out' button. The user is logged in as 'John Doe, Secondary Support'. The left sidebar contains a navigation tree with categories like '2011 Form U Secondary Support', 'Secondary Company Information', 'Trade Product Name Trade Product Information', 'Technical Contact Information (4.B)', 'Primary Company Information (4.C)', 'Trade Product Information (4.D)', and 'Amendment and Late Submission'. The main content area is titled 'SECTION 4.B - TECHNICAL CONTACT INFORMATION' and contains the following text: 'Select a technical contact from the drop-down menu, edit an existing contact, or enter information for a new contact. You can select the default button to assign the same technical contact to all your chemical substances or enter a different technical contact for each chemical substance at this site.' Below this text, there is a 'Select:' dropdown menu with 'Jane Doe' selected, followed by 'OR Create New Contact'. A 'Default Contact' checkbox is checked. The form fields are: Prefix (4.B.1), First Name (4.B.1) 'Jane', Middle Initial (4.B.1) 'A', Last Name (4.B.1) 'Doe', Suffix (4.B.1), Company Name (4.B.2) 'Company Name', Telephone (4.B.3) '1234567890', Email Address (4.B.4) 'jane.doe@companyname.com', Mailing Address 1 (4.B.5) '12345 North St.', Mailing Address 2 (4.B.6), City (4.B.7) 'Fairfax', State (4.B.8) 'VA', Zip Code (4.B.9) '22033', and Country (4.B.10) 'US'. At the bottom of the form area, there are 'Previous' and 'Next' buttons, with the 'Next' button highlighted by a red box. The footer of the application contains buttons for 'Add Trade Product', 'Upload XML', 'Validate', 'Save', and 'Preview'.

Navigation: Click the ‘Next’ button to navigate to the ‘Section 4.C – Primary Company Information’ screen. You can also access this screen by clicking the ‘Primary Company Information (4.C)’ link in the navigation tree.

3.3.8 Section 4.C – Primary Company Information

You can access the ‘Section 4.C – Primary Company Information’ screen by clicking the ‘Next’ button from the ‘Section 4.B – Technical Contact Information’ screen or by clicking the ‘Primary Company Information (4.C)’ link from the navigation tree.

To populate the primary company information, enter the Unique Identifier (ID) that was generated and emailed to you by the Primary Submitter.

Unique ID: The ‘Unique ID’ links your submission to the Primary Submitter’s submission. The ‘Unique ID’ and ‘Trade Name (2.A.5)’ will populate after you enter the ‘Unique ID’ and click the ‘Populate’ button. If the Primary Submitter has deleted the joint submission before you populate the ‘Unique ID,’ an error message will generate indicating that the ‘Unique ID’ is

invalid. You are required to report a minimum of one primary company for a trade product name. You do not have the ability to add the same company multiple times for a single trade product name. If the Primary Submitter has deleted the joint submission after you populated the ‘Unique ID,’ an error message will generate during validation or submission of the Form U.

The following exhibit shows a screen capture of the ‘Section 4.C - Primary Company Information’ screen after it is populated:

Exhibit 3-16: Section 4.C - Primary Company Information Screen

The screenshot shows the GSPP web application interface. The header includes the GSPP logo, navigation tabs (Home, Forms, Resources), and user information (Logged in as: John Doe, Secondary Support). The main content area is titled 'SECTION 4.C - PRIMARY COMPANY INFORMATION'. It features a form with a text input field for 'Enter Unique Identifier for Joint Submission' and a 'Populate' button. Below the form is a table with the following data:

Unique ID	Trade Name (2.A.5)	Actions
db89b57d-f7a-4f16-9a52-5c655e8a1439	Product 1	X

Below the table are 'Previous' and 'Next' buttons. The 'Next' button is highlighted with a red box. At the bottom of the screen, there are buttons for 'Add Trade Product', 'Upload XML', 'Validate', 'Save', and 'Preview'.

Navigation: Populate at least one primary company for trade product name and click the ‘Next’ button to navigate to the ‘Section 4.D – Trade Product Identification Information’ screen. You can also access this screen by using the ‘Trade Product Identification Information (4.D)’ link in the navigation tree.

3.3.9 Section 4.D – Trade Product Identification Information

You can access the ‘Section 4.D – Trade Product Identification Information’ screen by clicking the ‘Next’ button from the ‘Section 4.C – Primary Company Information’ screen or by clicking the ‘Trade Product Identification Information (4.D)’ link from the navigation tree.

Enter Trade Product Name (4.D.1): Enter the secondary company’s ‘Trade Product Name.’

Provided Company Trade Name: This field is pre-populated based on the ‘Unique ID’ you entered and populated into the ‘Section 4.C – Primary Company Information’ screen.

Search for a Chemical Substance in the Substance Registry Services (SRS) Search: You can search for a chemical substance by using the search mechanism in SRS Search. Click the search icon (🔍) located under the ‘Action’ column. The ‘Substance Registry Services Search’ pop-up window is generated every time you click the search icon (🔍).

The following exhibit shows a screen capture of the ‘Section 4.D - Trade Product Identification Info’ screen when it is first accessed:

Exhibit 3-17: Section 4.D - Trade Product Identification Info Screen

2011 Form U
Secondary Support

Home Forms Resources Log Out

Logged in as: John Doe, Secondary Support


2011 Form U > Secondary Support Registrant > Trade Product Name Trade Product Information > Trade Product Information (4.D)

SECTION 4.D - TRADE PRODUCT IDENTIFICATION INFO

Trade Product Name (4.D.1)

Provided Company Trade Names (2.A.5)

Search the EPA's Substance Registry Services (SRS) for the specific, currently correct Chemical Abstracts (CA) Index name as listed on the TSCA Inventory and/or the correct corresponding Chemical Abstract Services Registry Number (CASRN) for each reportable chemical substance at your site.

(4.D.2)			
Action	Chemical Name/Generic Name	CASRN/Accession Number	Percent Composition (%)
			

Contains Non-reportable Substances:

Other Information (4.D.3)

Previous Next

Add Trade Product Upload XML

Validate Save Preview

Navigation: From the ‘Section 4.D - Trade Product Identification Info’ screen click the search icon (🔍) to launch the SRS pop-up window. Search for the desired chemical substance by entering search criteria in one of the following search fields and click the ‘Search’ button:

On the SRS search screen, you can search for the desired chemical substance by various search fields. To search SRS, enter one of the following search fields and click the ‘Search’ button:

For chemical substances listed on the *non-confidential* portion of the TSCA Inventory, Search by Chemical Abstracts Service Registry Number (CASRN) or Chemical Abstracts

(CA) Index Name: Enter data in the ‘CASRN’ field and/or the ‘CA Index Name or Other Synonym’ field and click the ‘Search’ button. Search results will display in a table format at the bottom of the screen. If no information is retrieved back from SRS, the bottom of the screen will display a ‘No Results Found’ message. If you enter data into both of the fields and click the ‘Search’ button, the system will perform an ‘and’ search. Search results are retrieved that match both of the search criteria fields and will display in a table format at the bottom of the screen.

- **CASRN:** You may enter a full or partial CASRN or another identifying number. Search results will display CASRNs or other numbers that contain, begin with, or exactly match the numbers you entered. Use the drop-down menu to specify the search criteria.
- **CA Index Name or Other Synonym:** You may enter a full or partial CA index name, biological name, EPA registry name, or other synonym. Search results will display CA index names or other synonyms that contain, begin with, or exactly match the name you entered. Use the drop-down menu to specify the search criteria.

For chemical substances listed on the *confidential* portion of the TSCA Inventory, Search by Accession Number and/or Generic Name: Enter data in the ‘Accession Number’ field and/or the ‘Generic Name’ field and click the ‘Search’ button. Search results will display in a table format at the bottom of the screen. If no information is retrieved back from SRS, the bottom of the screen will display a ‘No Results Found’ message.

- **TSCA Accession Number:** You may enter a full or partial number accession number. Search results will display accession numbers that contain, begin with, or exactly match the numbers you entered. Use the drop-down menu to specify the search criteria.
- **Generic Name:** You may enter a full or partial generic name. Search results will display generic names that contain, begin with, or exactly match the name you entered. Use the drop-down menu to specify the search criteria.

The following exhibits show screen captures of the 'Substance Registry Services Search' screen:

Exhibit 3-18: Substance Registry Services Search Screen

CSPP

SUBSTANCE REGISTRY SERVICES SEARCH

Enter the specific or partial, currently correct Chemical Abstracts (CA) Index name as listed on the TSCA Inventory **and/or** the exact corresponding Chemical Abstract Services Registry Number (CASRN) for each reportable chemical substance at your site. Click Search and select the appropriate CA Index name/ CASRN combination from EPA's Substance Registry Services (SRS).

Please search by CASRN or CA Index Name

1. CASRN: Matches exactly

2. CA Index Name or Other Synonym: Matches Exactly

Search

OR

Enter the specific or partial, currently correct Accession Number as listed on the TSCA Inventory **and/or** the exact or partial corresponding Generic Name for each reportable chemical substance at your site. Click Search and select the appropriate Accession Number/ Generic Name combination from EPA's Substance Registry Services (SRS).

Please search by Accession Number and/or Generic Name

1. Accession Number: Matches Exactly

2. Generic Name: Matches Exactly

Search

Exhibit 3-19: Substance Registry Services Search Screen (Search Results)

2. CA Index Name or Other Synonym:

Matches Exactly ▼

OR

Enter the specific or partial, currently correct Accession Number as listed on the TSCA Inventory **and/or** the exact or partial corresponding Generic Name for each reportable chemical substance at your site. Click Search and select the appropriate Accession Number/ Generic Name combination from EPA's Substance Registry Services (SRS).

Please search by Accession Number and/or Generic Name

1. Accession Number:

2. Generic Name:

Matches Exactly ▼

Matches Exactly ▼

[SRS Homepage](#)

Select the appropriate chemical name and identifying number for the reportable chemical substance at your site from the list below. The following chemicals have been filtered to ensure CDR system compatibility.

Systematic Name	Registry Name	CASRN	EPA Identifier
<input checked="" type="radio"/> Methane	Methane	74-82-8	

If there is no information available for the search criteria entered, please contact the EPA by telephone at (202) 554-1404 or by email at tsca-hotline@epa.gov for assistance on chemical substance identification.

Navigation: Select the chemical substance from the ‘Substance Registry Services Search’ screen by selecting the button (located to the left of the chemical name) and click the ‘OK’ button. You will be taken to the ‘Section 4.D – Trade Product Identification Info’ screen.

The chemical substance name will populate ‘Section 4.D – the Trade Product Identification Info’ screen under the ‘Section 4.D.2’ table as read-only. Based on what you searched for in SRS, either the CASRN or the accession number will be displayed under the ‘CASRN/Accession Number’ column.

If you wish to add multiple chemical substances, repeat the above steps. You cannot add the same chemical substance more than once. If you need to delete a chemical substance from the table, click the ‘Delete’ icon (✖).

The following exhibit shows a screen capture of the ‘Section 4.D - Trade Product Identification Info’ screen after it is populated:

Exhibit 3-20: Section 4.D - Trade Product Identification Info Screen (Populated)

2011 Form U
Secondary Support

Home Forms Resources Log Out

2011 Form U > Secondary Support Registrant > Trade Product Name Trade Product Information > Trade Product Information (4.D)

SECTION 4.D - TRADE PRODUCT IDENTIFICATION INFO

Trade Product Name (4.D.1)

Provided Company Trade Names (2.A.5)

Search the EPA's Substance Registry Services (SRS) for the specific, currently correct Chemical Abstracts (CA) Index name as listed on the TSCA Inventory and/or the correct corresponding Chemical Abstract Services Registry Number (CASRN) for each reportable chemical substance at your site.

(4.D.2)			
Action	Chemical Name/Generic Name	CASRN/Accession Number	Percent Composition (%)
	Benzenamine, N-methyl-	100-61-8	100
	<input type="text"/>	<input type="text"/>	<input type="text"/>

Contains Non-reportable Substances:

Other Information (4.D.3)

Previous Next

Add Trade Product Upload XML **Validate** Save Preview

After populating the chemical(s) substance information, you are required to enter the percent composition for each chemical substance under the Section 4.D.2 table. The total of all the chemical substances percent composition (%) must add up to, but not exceed, 100%. You can check the ‘Contains Non-reportable Substances’ checkbox, if the percent composition (%) is less than 100%.

The ‘Section 4.D – Trade Product Identification Info’ screen is the last screen in the CDR Form U. Once you have completed all sections, you can continue with validating the form. Refer to **Section 4** for instructions on validating a CDR Form U.

4 Validate

You can click the 'Validate' icon (✓) at any stage during the completion of a CDR Form U to check for missing or invalid data. The 'CDR Form U Validation' pop-up window will display every time you click the 'Validate' icon (✓). The 'CDR Form U Validation' pop-up window will display a report of all the validation errors and warning messages.

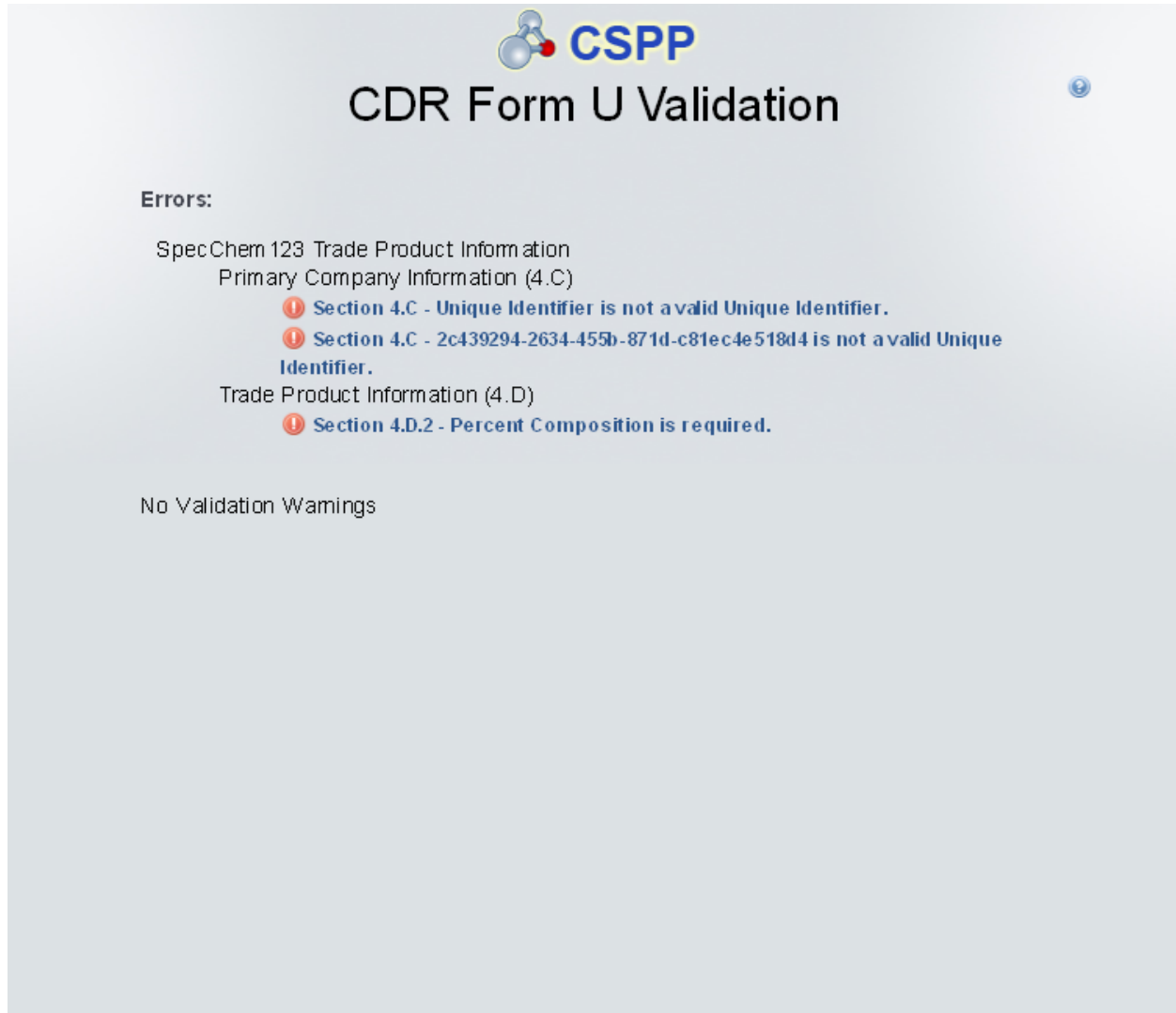
Validation Errors: Errors are denoted by an error icon (ⓘ) and can be fixed by clicking the error link. The links will display the screen section (e.g., Technical Contact Information (4.B)), the field section name (e.g., 4.B.1), and the associated error. After you click a link, the main screen will display the section where the error occurred so you can easily fix the issue. Once you have fixed the error, click on the 'Validate' icon (✓) again to refresh the 'CDR Form U Validation' pop-up window. If the information you fixed passes validation, the error will be removed from the 'CDR Form U Validation' pop-up window. You must correct all validation errors in order for the Secondary AO to submit the form to EPA via CDX. Once all validation errors have been resolved, if the 'Validate' icon (✓) is clicked, the 'CDR Form U Validation' screen will indicate that there are no validation errors.

Warning Messages: Warnings are denoted by a warning icon (⚠) and can be addressed by clicking the warning link. The links will display the screen section, field section name, and the associated warning. After you click a link, the main screen will display the section where the warning occurred so you can verify the data's validity. Once you have corrected or verified the data, click the 'Validate' icon (✓) again to refresh the 'CDR Form U Validation' pop-up window. If the information you corrected or verified passes validation, the warning will be removed from the 'CDR Form U Validation' pop-up window. Once all validation warnings have been resolved, if the 'Validate' icon (✓) is clicked, the 'CDR Form U Validation' screen will indicate that there are no validation warnings. Although you should verify the data indicated in the warning is valid, the tool will still allow you to pass validation and submit a form to EPA with active warning messages.

Close the 'CDR Form U Validation' pop-up window by clicking the 'X' button at the top right of the screen.

The following exhibit shows a screen capture of the 'CDR Form U Validation' pop-up window:

Exhibit 4-1: CDR Form U Validation Pop-Up Window



5 Complete an Amendment

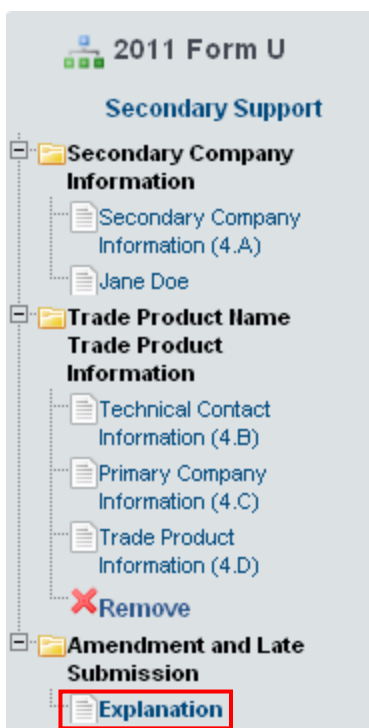
To amend a submitted 2012 CDR Form U joint submission, navigate to the ‘2012 CDR Form U’ screen and locate the ‘Secondary Form’ link, which the Secondary AO previously submitted and unlocked, that displays a status of ‘In Progress.’ The Secondary AO will be required to submit the amended version again once you have made all changes to the submission. Refer to **Section 3.3.2** through **Section 3.3.9** for instructions on editing the submission.

5.1 Amendment and Late Submission Explanation

After you finish editing or completing the form, you must provide an explanation as to why you are amending the original form. You can access the ‘Amendment and Late Submission Explanation’ screen by clicking the ‘Explanation’ link located under the ‘Amendment and Late Submission’ folder on the navigation tree.

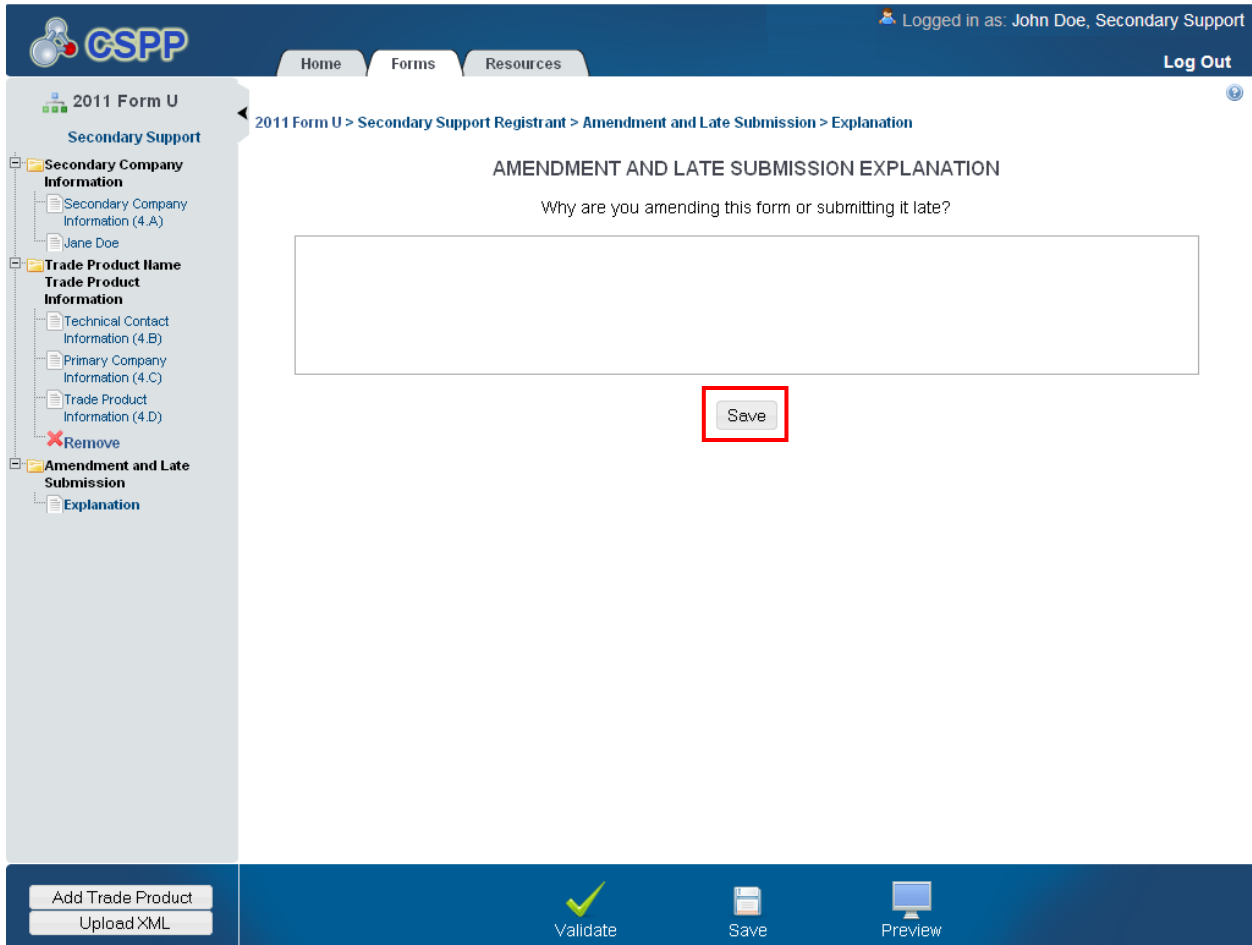
The following exhibit shows a screen capture of the ‘Explanation’ link in the navigation tree:

Exhibit 5-1: Explanation Link



The following exhibit shows a screen capture of the ‘Amendment and Late Submission Explanation’ screen:

Exhibit 5-2: Amendment and Late Submission Explanation Screen



Once you finish editing the Form U and providing an explanation on the ‘Amendment and Late Submission Explanation’ screen, click the ‘Save’ button.

6 Resources

You can access the ‘Additional Information’ screen by clicking the ‘Resources’ tab located at the top of the screen at any time during the submission process. You can also access the ‘Additional Information’ screen by clicking on the ‘Resources’ link on the ‘Home’ screen. The ‘Additional Information’ screen provides you with links to all of the e-CDRweb user guides as well links to additional resources. Click the ‘User Guide’ link to access the e-CDRweb user guide documents.

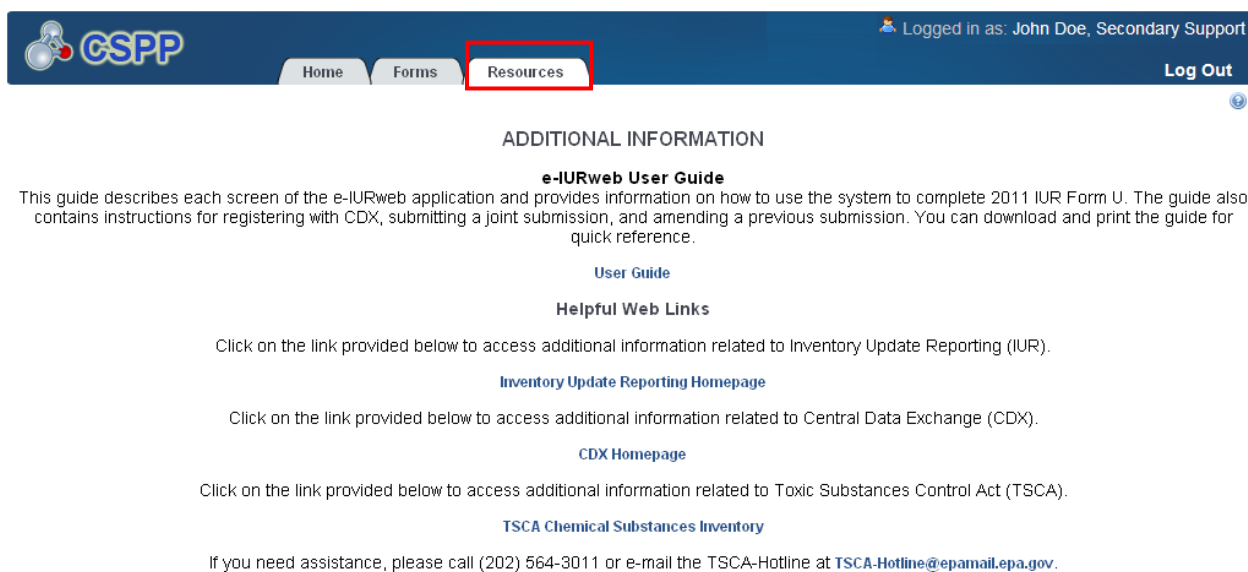
Chemical Data Reporting Homepage: If you click on this link, a new internet browser window will generate displaying the CDR Homepage.

CDX Homepage: If you click on this link, a new internet browser window will generate displaying the CDX Homepage.

TSCA Chemical Substances Inventory: If you click on this link, a new internet browser window will generate displaying the ‘TSCA Chemical Substances Inventory’ screen.

The following exhibit shows a screen capture of the ‘Additional Information’ screen:

Exhibit 6-1: Additional Information Screen



GSPP Home Forms **Resources** Logged in as: John Doe, Secondary Support Log Out

ADDITIONAL INFORMATION

e-IURweb User Guide
This guide describes each screen of the e-IURweb application and provides information on how to use the system to complete 2011 IUR Form U. The guide also contains instructions for registering with CDX, submitting a joint submission, and amending a previous submission. You can download and print the guide for quick reference.

[User Guide](#)

Helpful Web Links

Click on the link provided below to access additional information related to Inventory Update Reporting (IUR).
[Inventory Update Reporting Homepage](#)

Click on the link provided below to access additional information related to Central Data Exchange (CDX).
[CDX Homepage](#)

Click on the link provided below to access additional information related to Toxic Substances Control Act (TSCA).
[TSCA Chemical Substances Inventory](#)

If you need assistance, please call (202) 564-3011 or e-mail the TSCA-Hotline at TSCA-Hotline@epamail.epa.gov.

Appendix A. Acronyms and Abbreviations

The following exhibit displays all the acronyms and abbreviations used in this document:

Exhibit 6-2: Acronyms and Abbreviations

Acronym	Full Name
AO	Authorized Official
CA	Chemical Abstract
CASRN	Chemical Abstract Service Registry Number
CDR	Chemical Data Reporting
CDX	Central Data Exchange
CoR	Copy of Record
CSPP	Chemical Safety and Pesticide Programs
D&B	Dun and Bradstreet
EPA	Environmental Protection Agency
e-CDRweb	Chemical Data Reportingweb
ID	Identifier
OPPT	Office of Pollution Prevention and Toxics
PDF	Portable Document Format
SRS	Substance Registry Services
TSCA	Toxic Substances Control Act
XML	Extensible Markup Language