



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



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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 Primary Support user of the e-CDRweb tool.

The e-CDRweb tool allows authorized users to create, modify, and submit the 2012 CDR Form U (Form U). The tool also allows the Primary Authorized Official (AO) to create Form U amendments and download the Copy of Record (CoR). Your Primary AO must submit one form for each site, and if more than one chemical is reportable under CDR at that specific site, the Primary AO must report information for all reportable chemicals on one Form U. If the Primary AO has data on multiple sites, a separate CDR form must be completed for each site.

For questions concerning the TSCA e-CDRweb tool 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 Primary Support Functions

This section describes how to:

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

As a Primary Support, you can edit a submission that is created by the Primary Authorized Official (AO). You are only allowed to access submissions to which the Primary AO has granted you access. Please make sure to include all relevant products in this submission, as you will not be able to create a second submission during this cycle.

You can save, and come back to, a Form U at any point during the data entry process and before officially submitting your Form U. The 'Save' functionality allows you to return to the same Form U at any point in the future. You can print the form at any point; however, the 'Draft – Not For Submission' watermark will be placed on the document anytime it is printed prior to actual submission.

As a Primary Support, you do not have access rights to create or submit a 2012 CDR Form U submission. Once the Primary AO creates a submission, he/she will provide you with a passphrase to access the submission and complete all sections of the 2012 CDR Form U. Once you have completed the 2012 CDR Form U, the Primary AO will access, review, and officially submit the Form U.

3.1 Log in to the e-CDRweb Tool

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

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

Exhibit 3-1: Chemical Information Submission System Screen

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 CSPP Chemical Safety and Pesticide Programs. Click Ok to complete the CDR 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. If you are not reporting on CDR, please select a different application in the drop-down menu.

OK

CDX Homepage | MyCDX Homepage | EPA Homepage | Terms and Conditions | Privacy Notice | 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

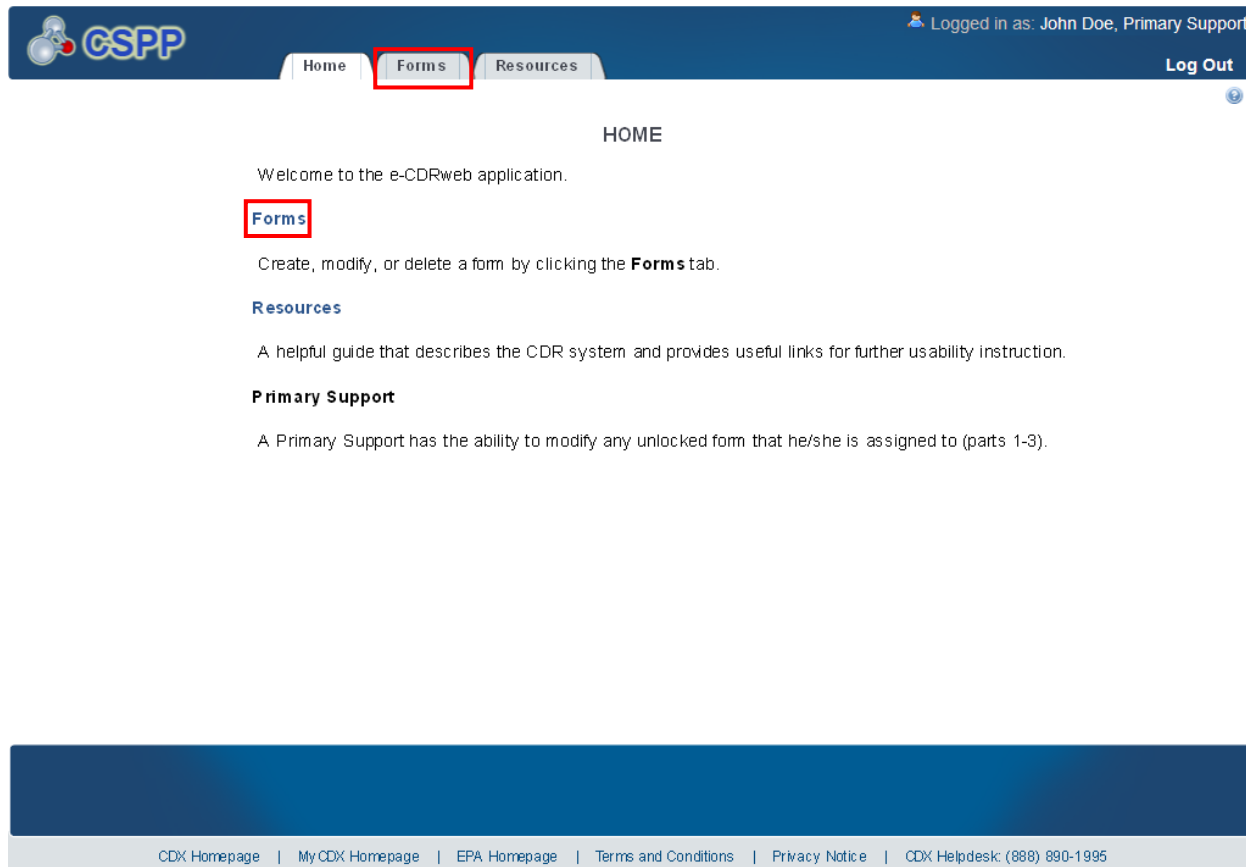
You can access the CDR ‘Home’ screen by selecting ‘Chemical Data Reporting (CDR)’ from the drop-down menu on the ‘Chemical Information Submission System’ screen.

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 for the 'Home' screen:

Exhibit 3-2: e-CDRweb Home Screen



Navigation: Click the 'Forms' link or tab on the 'Home' screen to access the '2012 CDR Form U' screen.

3.3 Complete a 2012 CDR Form U

As a Primary Support, you can edit a 2012 CDR Form U. You will be able to access only those forms for which the Primary AO has designated you to complete.

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 a list of all sites to which your AO has granted you access. Each row in the '2012 CDR Form U' screen can be sorted by clicking on the column headers.

Edit an Existing Form U: To modify an existing CDR Form U, click the 'Site' link for a site that has a status of 'In Progress.' You will be required to enter the passphrase associated with that particular Form U, obtained from your AO, in order to gain access to edit the form. Refer to **Section 3.3.2** and **Section 3.3.6** through **Section 3.3.16** for further instructions on viewing and modifying a form that is in progress.

In addition to the 'Site' and 'Status' columns, the '2012 CDR Form U' screen displays the following columns of information:

- **Address:** The 'Address' column displays the street address of the site.
- **Modify Date:** The 'Modify Date' column displays the date the Form U was last modified.

The following exhibit shows a screen capture for the '2012 CDR Form U' screen:

Exhibit 3-3: 2012 CDR Form U Screen

The screenshot shows the '2012 CDR FORM U' screen. At the top, there is a navigation bar with the GSP logo, 'Home', 'Forms', and 'Resources' tabs, and a 'Log Out' button. The user is logged in as 'John Doe, Primary Support'. Below the navigation bar, the title '2012 CDR FORM U' is displayed. A message states: 'To edit an **In Progress** form, click the site link in the **Site** column in the below table. The form(s) listed as **Submitted** will not be available for access.' Below this message is a table with the following data:

Site	Address	Status	Modify Date
7 ELEVEN 23427	3201 W OX RD FAIRFAX, VA 22030	Submitted	11/04/2011
7-ELEVEN #30474	10020 MAIN ST FAIRFAX, VA 22030	In Progress	09/13/2011
7-ELEVEN # 33540	1788 BRIGANDS WAY VIRGINIA BEACH VA 23453-2896	Submitted	09/23/2011

At the bottom of the screen, there is a footer with links: 'CDX Homepage | My CDX Homepage | EPA Homepage | Terms and Conditions | Privacy Notice | CDX Helpdesk: (888) 890-1995'.

Navigation: Click a 'Site' link with a status of 'In Progress' to navigate to the 'Enter Passphrase' screen.

3.3.2 Enter Passphrase Screen

You are granted access to a Form U by entering the passphrase the AO originally created and associated with that form on the 'Enter Passphrase' screen.

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

Exhibit 3-4: Enter Passphrase Screen

GSPP

Logged in as: John Doe, Primary Support

Log Out

ENTER PASSPHRASE

Please enter your user passphrase and click **Next**

Navigation: Enter the passphrase created by the AO and click the ‘Next’ button to navigate to the ‘Section 1.A – Parent Company Information’ screen.

3.3.3 Navigation Tree

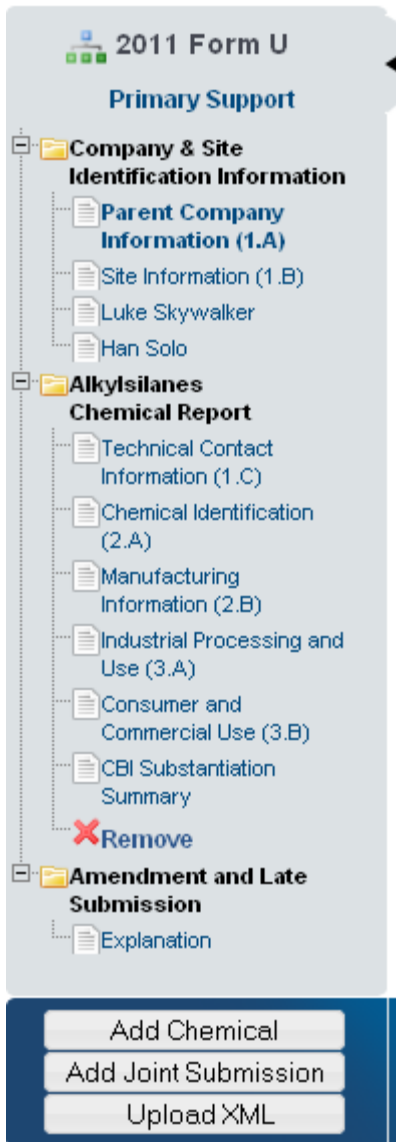
The navigation tree is located on the left-hand side of the form section on each screen. You can perform the following functions using the navigation tree:

- **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 the 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.

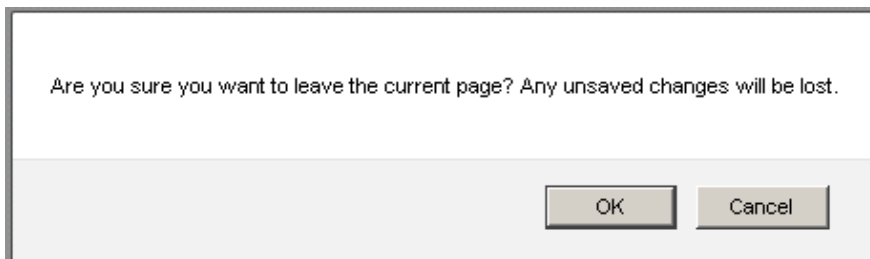
The following exhibit shows a screen capture of the navigation tree:

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 'Chemical Report' 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 Chemical:** Click the 'Add Chemical' button located at the bottom of the navigation tree to create a new chemical report for another chemical substance. You should choose this option if you have more than one reportable substance at the site for which you are completing the Form U.
- **Add Joint Submission:** Click the 'Add Joint Submission' button located at the bottom of the navigation tree to create a joint submission for a chemical substance, which you may only know by its trade name. See **Sections 3.3.11** and **3.3.12** for more information on joint submissions.
- **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.

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 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:

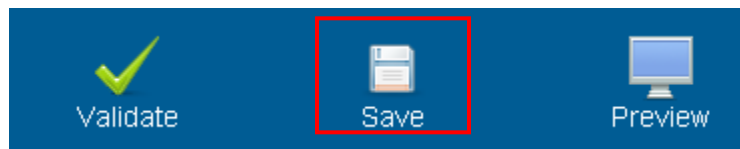
Exhibit 3-7: Action Bar - Validate



- **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:

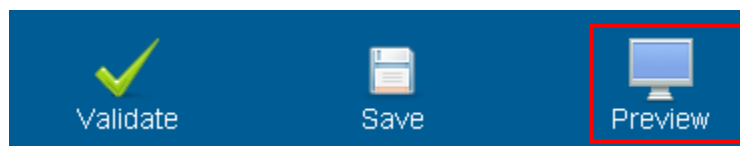
Exhibit 3-8: Action Bar – Save



- **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 the ‘CDX Homepage’ link, you will be taken to the ‘CDX Homepage.’
 - If you click the ‘MyCDX Homepage’ link, you will be taken to the ‘CDX Login Homepage.’
 - If you click the ‘EPA Homepage’ link, you will be taken to the ‘EPA Homepage.’
 - If you click the ‘Terms and Conditions’ link, you will be taken to the ‘CDX Terms and Conditions’ screen.

- If you click 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



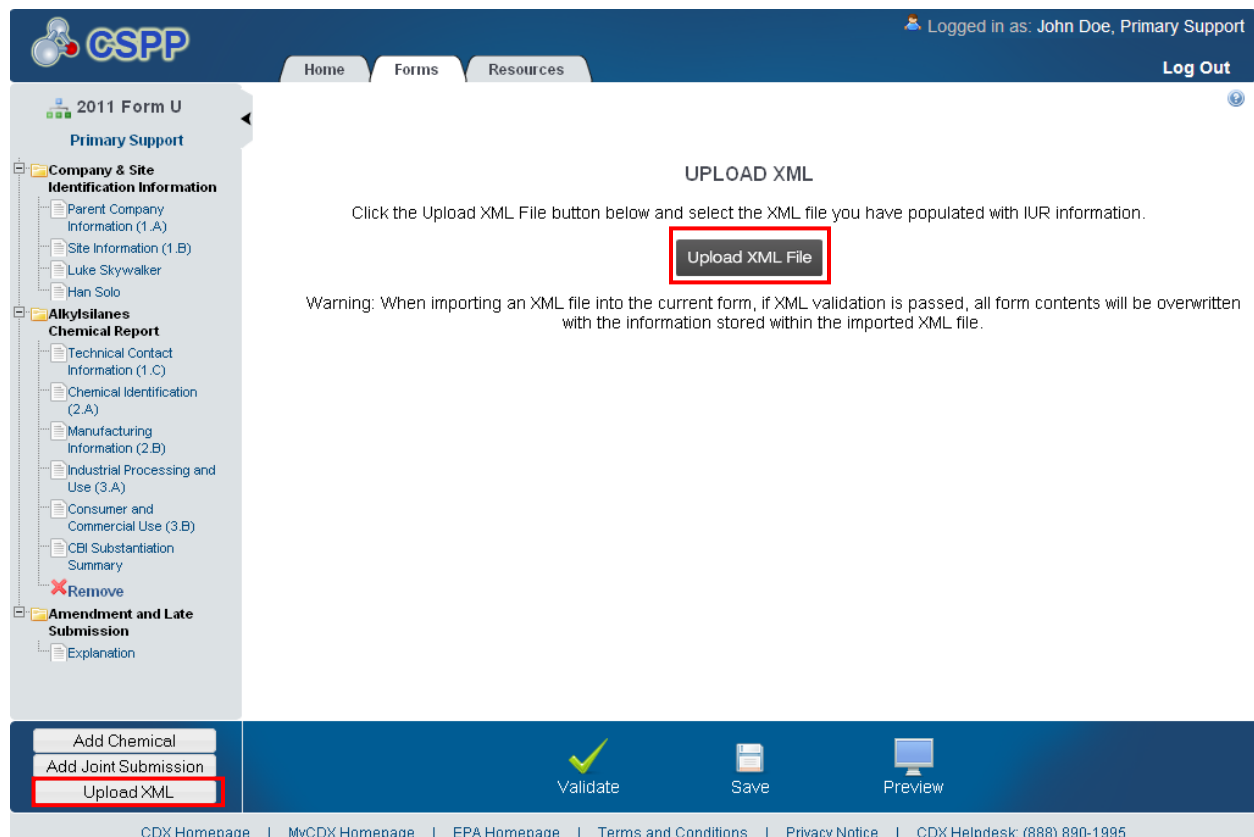
3.3.4 Upload an XML File

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:

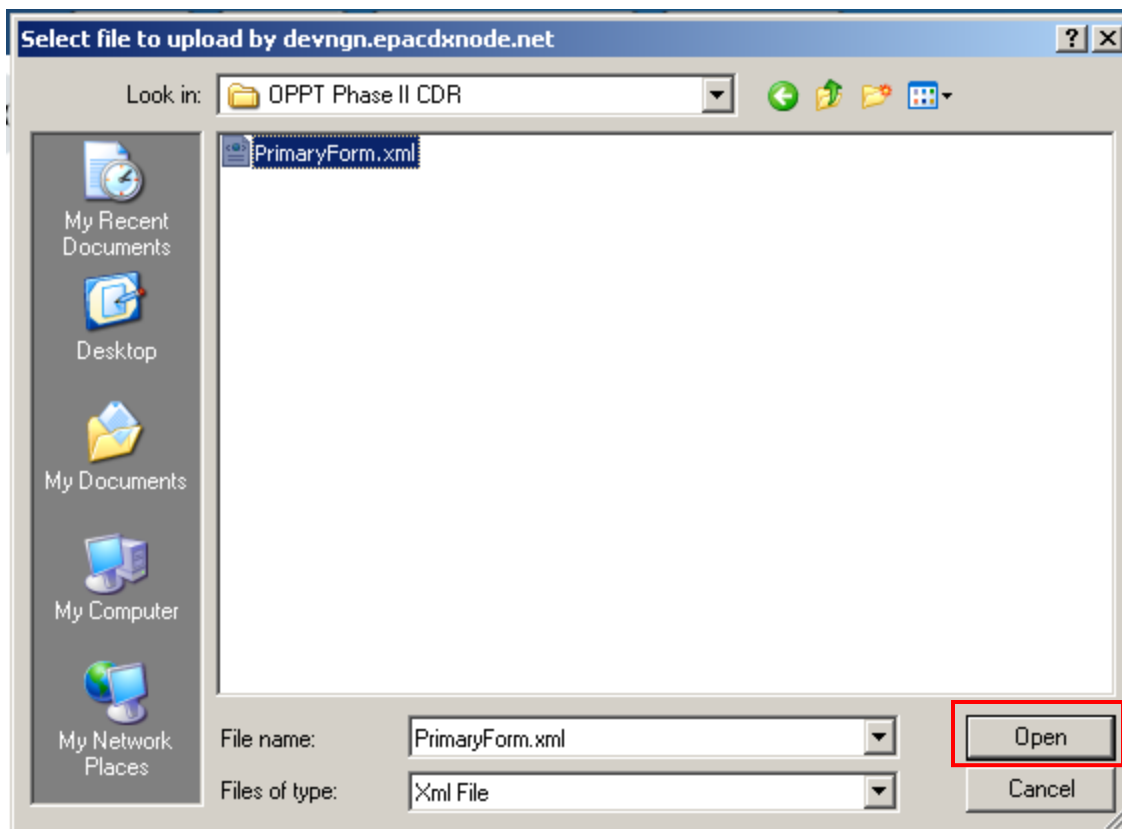
Exhibit 3-11: Upload XML Screen



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 site name 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.

3.3.5 Section 1.A - Parent Company Information

To access the ‘Section 1.A - Parent Company Information’ screen, click a ‘Site’ link from the ‘2012 CDR Form U’ screen and enter the passphrase associated with a particular Form U.

The **Parent Company Name** and the **Parent Company Address** fields will be pre-populated from what was entered by the AO during CDX Registration. If the information displayed here is incorrect, return to CDX and update your organization information.

Parent Company Dun & Bradstreet Number (1.A.2): You will be required to enter a 9-digit Dun & Bradstreet (D&B) number associated with the parent company name.

For more information on obtaining a D&B number, see www.dnb.com/us. If you are already listed with D&B, but do not know your number, you can call 1-800-234-3867 for assistance.

The following exhibit shows a screen capture of the ‘Section 1.A - Parent Company Information’ screen:

Exhibit 3-13: Section 1.A - Parent Company Information Screen

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, Primary Support'. The main content area displays the 'SECTION 1.A - PARENT COMPANY INFORMATION' form. The form fields are as follows:

Parent Company Name (1.A.1)	Parent Company 4
Parent Company Dun & Bradstreet Number (1.A.2)	<input type="text"/>
Parent Company Address (1.A.3-4)	987 West St.
City (1.A.5)	Fairfax
County/Parish (1.A.6)	<input type="text"/>
State (1.A.7)	VA
Zip Code (1.A.8)	22033

A 'Next' button is located below the form fields and is highlighted with a red box. At the bottom of the page, there are buttons for 'Add Chemical', 'Add Joint Submission', and 'Upload XML', along with 'Validate', 'Save', and 'Preview' options. The footer contains links to 'CDX Homepage', 'MyCDX Homepage', 'EPA Homepage', 'Terms and Conditions', 'Privacy Notice', and 'CDX Helpdesk (888) 890-1995'.

Navigation: Click the ‘Next’ button to navigate to the ‘Section 1.B - Site Information’ screen. You can also access this screen by clicking the ‘Site Information (1.B)’ link from the navigation tree.

3.3.6 Section 1.B - Site Information

You can access the ‘Section 1.B - Site Information’ screen by entering the parent company information and clicking the ‘Next’ button from the ‘Section 1.A – Parent Company Information’ screen. You can also access this screen by using the ‘Site Information (1.B)’ link from the navigation tree.

The **Site Name** and the **Site Address** fields will pre-populate from what you entered during CDX registration. You will be required to enter only the ‘Site Dun & Bradstreet Number’ information.

Site Dun & Bradstreet Number (1.B.2): You will be required to enter a 9-digit D & B number associated with the parent company name.

For more information on obtaining a D&B number, see www.dnb.com/us. If you are already listed with D&B, but do not know your number, you can call 1-800-234-3867 for assistance.

Note: If any information that is pre-populated from CDX is incorrect or incomplete, you should notify your AO to make the necessary changes in CDX.

The following exhibit shows a screen capture of the ‘Section 1.B - Site Information’ screen:

Exhibit 3-14: Section 1.B - Site Information Screen

The screenshot displays the GSPP web application interface. At the top, the user is logged in as 'John Doe, Primary Support'. The navigation menu on the left includes '2011 Form U', 'Primary Support', 'Company & Site Identification Information', 'Chemical Report', and 'Amendment and Late Submission'. The main content area is titled 'SECTION 1.B - SITE INFORMATION' and contains the following fields:

EPA Registry ID	110004195415
Site Name (1.B.1)	ACIMI CORP
Site Dun & Bradstreet Number (1.B.2)	<input type="text"/>
Site Address (1.B.3-4)	7 AMSTERDAM STREET #33
City (1.B.5)	NEWARK
County/Parish (1.B.6)	
State (1.B.7)	NJ
Zip Code (1.B.8)	071053801

Below the form fields are two buttons: 'Previous' and 'Next'. The 'Next' button is highlighted with a red box. At the bottom of the page, there are buttons for 'Add Chemical', 'Add Joint Submission', and 'Upload XML', along with 'Validate', 'Save', and 'Preview' buttons. The footer contains links to 'CDX Homepage', 'MyCDX Homepage', 'EPA Homepage', 'Terms and Conditions', 'Privacy Notice', and 'CDX Helpdesk: (888) 890-1995'.

Navigation: Click on the ‘Next’ button to navigate to the ‘Section 1.C – Technical Contact Information’ screen. You can also access this screen by clicking the ‘Technical Contact (1.C)’ link from the navigation tree.

3.3.7 Section 1.C - Technical Contact Information

You can access the ‘Section 1.C – Technical Contact Information’ screen by clicking the ‘Next’ button on the ‘Section 1.B – Site Information’ screen. You can also access the ‘Section 1.C – Technical Contact Information’ screen by clicking the ‘Technical Contact (1.C)’ link from 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.

Creating a technical contact: When you first access the ‘Section 1.C – 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 chemical report, the associated default technical contact is displayed (to help avoid entering the same information multiple times).

- **Technical Contact Name (1.C.1):** Enter the name of the person whom EPA may contact about information submitted for a chemical substance.
- **Company Name (1.C.2):** Enter the name of the company for whom the technical contact works.
- **Technical Contact Telephone Number and Email Address (1.C.3 and 1.C.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 (1.C.5 through 1.C.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 1.C.5 and enter the post office box number in field 1.C.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 1.C - Technical Contact Information’ screen:

Exhibit 3-15: Section 1.C - Technical Contact Information Screen (Edit Mode)

The screenshot displays the GSPP web application interface. At the top, the user is logged in as 'John Doe, Primary Support'. The navigation menu on the left shows the current path: '2012 Form U > 7-ELEVEN #23127 > Company & Site Identification Information > John Doe (1.C)'. The main content area is titled 'SECTION 1.C - TECHNICAL CONTACT INFORMATION' and contains the following form fields:

Prefix (1.C.1)	Mr.	Default Contact <input checked="" type="checkbox"/>
First Name (1.C.1)	John	
Middle Initial (1.C.1)	D	
Last Name (1.C.1)	Doe	
Suffix (1.C.1)		
Company Name (1.C.2)	ABC Company	
Telephone (1.C.3)	5555555555	ext
Email Address (1.C.4)	John.Doe@gmail.com	
Mailing Address 1 (1.C.5)	324 Powers Road	
Mailing Address 2 (1.C.6)		
City (1.C.7)	Springfield	
State (1.C.8)	Rhode Island	
Zip Code (1.C.9)	96565	
Country (1.C.10)	United States	

At the bottom of the form, there are 'Previous' and 'Next' buttons. The 'Next' button is highlighted with a red box. Below the form, there is a blue bar with 'Add Chemical', 'Add Joint Submission', and 'Upload XML' buttons, and a 'Validate' button with a green checkmark icon. To the right of the 'Validate' button are 'Save' and 'Preview' buttons with their respective icons.

Edit an existing technical contact: You can edit an existing technical contact by clicking the technical contact’s name link under the ‘Company and Site Identification Information’ folder in the navigation tree. The technical contact information previously created will display in the ‘Section 1.C – 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 (1.C)’ link from the navigation tree. You will see the technical contact information that you entered previously. Click 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 1.C - Technical Contact Information’ screen after it is populated:

Exhibit 3-16: Section 1.C - Technical Contact Information Screen (Populated)

The screenshot shows the GSPP web application interface. The top navigation bar includes 'Home', 'Forms', and 'Resources' tabs, and a 'Log Out' button. The user is logged in as 'John Doe, Primary Support'. The breadcrumb trail indicates the current path: '2012 Form U > BJS WHOLESALE CLUB #0033 > Alkylsilanes Chemical Report > Technical Contact Information (1.C)'. The main content area is titled 'SECTION 1.C - TECHNICAL CONTACT INFORMATION' and contains instructions: '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, there is a 'Select:' dropdown menu with 'Bob Jones' selected, and an 'OR Create New Contact' link. A table of fields and their values is displayed:

Prefix (1.C.1)	Mr.	Default Contact <input checked="" type="checkbox"/>
First Name (1.C.1)	Bob	
Middle Initial (1.C.1)	D	
Last Name (1.C.1)	Jones	
Suffix (1.C.1)	Jr.	
Company Name (1.C.2)	Jones Inc	
Telephone (1.C.3)	5645555555	
Email Address (1.C.4)	bob.jones@gmail.com	
Mailing Address 1 (1.C.5)	12345 Powers Road	
Mailing Address 2 (1.C.6)		
City (1.C.7)	Fairfax	
State (1.C.8)	AR	
Zip Code (1.C.9)	23432	
Country (1.C.10)	US	

At the bottom of the form area, there are 'Previous' and 'Next' buttons. The 'Next' button is highlighted with a red box. Below the form area, there is a dark blue action bar with three buttons: 'Add Chemical', 'Add Joint Submission', and 'Upload XML'. To the right of these buttons are three icons: a green checkmark labeled 'Validate', a floppy disk labeled 'Save', and a computer monitor labeled 'Preview'.

Navigation: Click the ‘Next’ button to navigate to the ‘Section 2.A - Chemical Identification’ screen. You can also click the ‘Chemical Identification (2.A)’ link under the ‘Chemical Report’ folder or under the ‘Joint Submission’ folder on the navigation tree.

3.3.8 Chemical Report Folder

You can add one or more ‘Chemical Report’ folders (one for each reportable chemical substance per site) by clicking on the ‘Add Chemical’ button from the bottom left of the action bar. When you click the ‘Add Chemical’ button, a new ‘Chemical Report’ folder is created in the left navigation tree. The ‘Chemical Report’ folder will have the following links:

- **Technical Contact Information (1.C):** Clicking this link will take you to the ‘Section 1.C – Technical Contact Information’ screen. For additional details about the ‘Section 1.C – Technical Contact Information’ screen, please refer to **Section 3.3.8**.
- **Chemical Identification (2.A):** Clicking this link will take you to the ‘Section 2.A – Chemical Identification’ screen. For additional details about the ‘Section 2.A – Chemical Identification’ screen, please refer to **Section 3.3.10**.

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- **Manufacturing Information (2.B):** Clicking this link will take you to the ‘Section 2.B – Manufacturing Information’ screen. For additional details about the ‘Section 2.B – Manufacturing Information’ screen, please refer to **Section 3.3.13**.
 - **Industrial Processing and Use (3.A):** Clicking this link will take you to the ‘Section 3.A – Industrial Processing and Use’ screen. For additional details about the ‘Section 3.A – Industrial Processing and Use’ screen, please refer to **Section 3.3.14**.
 - **Consumer and Commercial Use (3.B):** Clicking this link will take you to the ‘Section 3.B – Consumer and Commercial Use’ screen. For additional details about the ‘Section 3.B – Consumer and Commercial Use’ screen, please refer to **Section 3.3.15**.
 - **CBI Substantiation Summary:** Clicking this link will take you to the ‘CBI Substantiation Summary’ screen. For additional details about the ‘CBI Substantiation Summary’ screen, please refer to **Section 3.3.16**.

3.3.9 Section 2.A - Chemical Identification

You can access the ‘Section 2.A - Chemical Identification’ screen by entering the technical contact for the chemical substance on the ‘Section 1.C - Technical Contact Information’ screen and clicking the ‘Next’ button. You can also access the ‘Section 2.A - Chemical Identification’ screen using the ‘Chemical Identification (2.A)’ link from the navigation tree.

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 EPA’s SRS search. Click the ‘Search’ button on the ‘Section 2.A - Chemical Identification’ screen to navigate to the ‘Substance Registry Services Search’ screen.

The following exhibit shows a screen capture of the ‘Section 2.A - Chemical Identification’ screen before it is populated:

Exhibit 3-17: Section 2.A - Chemical Identification Screen

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 the Chemical Abstracts Service Registry Number (CASRN) or the 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: Matches Exactly

2. Generic Name: 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 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 clicking the ‘OK’ button. You will be taken to the ‘Section 2.A – Chemical Identification’ screen and the following information will be populated:

- **CBI for Chemical Identification (2.A.1):** You may claim as confidential the identity of a chemical substance that is already listed as confidential on the TSCA Inventory. These chemical substances will be listed by a TSCA accession number in SRS. Claims for confidential treatment of the identity of a chemical substance, which is listed on the public section of the TSCA Inventory, are not valid and will not be allowed.

To assert a claim of confidentiality for the accession number corresponding to the confidential chemical substance intended to be reported, check the ‘CBI for Chemical Identification (2.A.1)’ box and submit detailed written answers to the questions in order to substantiate your CBI claim. See **Section 3.3.16** for more information on substantiating CBI claims.

- **Chemical Identifying Number (2.A.2):** Displays the specific CASRN or accession number for each reportable chemical substance.
- **Number ID Code (2.A.3):** Displays the code specifying the type of identifying number entered in the SRS Search screen. Either the accession number or the CASRN will be displayed.
- **Chemical Name (2.A.4):** Displays the specific chemical name that is returned from the SRS search screen.

Chemical Report Folder Alias: You can enter an alias or alternative name to help distinguish between the different chemical substances added to the Form U, especially for chemical substances with long or complex systematic names. The alias or alternative name will be displayed above the ‘Chemical Report’ folder name in the navigation tree.

The following exhibit shows a screen capture of the ‘Section 2.A - Chemical Identification’ screen after it is populated:

Exhibit 3-20: Section 2.A - Chemical Identification Screen (Populated)

The screenshot shows the GSPP web application interface. The top navigation bar includes 'Home', 'Forms', and 'Resources' tabs, and a 'Log Out' button. The user is logged in as 'John Doe, Primary Support'. The main content area is titled 'SECTION 2.A - CHEMICAL IDENTIFICATION'. It contains the following fields and values:

CBI for Chemical Identification (2.A.1)	<input type="checkbox"/>
Chemical Identifying Number (2.A.2)	74-82-8
Number ID Code (2.A.3)	CASRN
Chemical Name (2.A.4)	Methane

Below these fields is a search box and a text input field for the 'Chemical Report Folder Alias'. A paragraph of text explains the search process: 'Search 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. For easier navigation, you may add an alias for this chemical. This alias will appear on the navigation panel on the left hand side.'

At the bottom of the main content area, there are two buttons: 'Previous' and 'Next'. The 'Next' button is highlighted with a red box. Below the main content area, there is a dark blue bar with buttons for 'Add Chemical', 'Add Joint Submission', and 'Upload XML'. To the right of these buttons are three icons: a green checkmark for 'Validate', a floppy disk for 'Save', and a computer monitor for 'Preview'. The footer of the page contains links for 'CDX Homepage', 'MyCDX Homepage', 'EPA Homepage', 'Terms and Conditions', 'Privacy Notice', and 'CDX Helpdesk (888) 890-1995'.

Navigation: Click the ‘Next’ button to navigate to the ‘Section 2.B – Manufacturing Information’ screen. You can also click the ‘Manufacturing Information (2.B)’ link under the ‘Chemical Report’ folder or under the ‘Joint Submission’ folder on the navigation tree.

3.3.10 Add Joint Submission

A joint submission is a collaborative process that requires the completion of a single CDR Form U by two different companies. Joint submissions are allowed only in those instances where a

supplier will not disclose to the manufacturer (including importer) the specific chemical name of the imported chemical substance or of a reactant used to manufacture a chemical substance, because the specific chemical name is claimed confidential. The manufacturer (including importer) is responsible for ensuring that the CDR information is submitted to EPA, therefore, they must ask the supplier of the confidential chemical substance to directly provide EPA with the correct chemical identity in Part IV of Form U. In a joint submission, the manufacturer (including importer) provides the manufacturing and processing and use data and the secondary submitter provides the chemical identity information for trade products being reported on the form.

If you know the percent composition of each component chemical substance of a trade name product or mixture, you should not file jointly with a supplier. Additionally, in the event that you actually know the chemical identity of a chemical substance subject to CDR reporting, you must provide that information irrespective of a supplier's confidentiality claims.

You can add one or more joint submission folders (one for each trade product) by clicking the 'Add Joint Submission' button from the bottom action bar. A new 'Joint Submission Report' folder will be created in the left navigation tree and will have the following links:

- **Technical Contact Information (1.C):** Clicking this link will take you to the 'Section 1.C – Technical Contact Information' screen. For additional details about the 'Section 1.C – Technical Contact Information' screen, please refer to **Section 3.3.8**.
- **Chemical Identification (2.A):** Clicking this link will take you to the 'Section 2.A – Chemical Identification' screen for joint submitters. For additional details about the 'Section 2.A – Chemical Identification' screen for joint submitters, please refer to **Section 3.3.12**.
- **Manufacturing Information (2.B):** Clicking this link will take you to the 'Section 2.B – Manufacturing Information' screen. For additional details about the 'Section 2.B – Manufacturing Information' screen, please refer to **Section 3.3.13**.
- **Industrial Processing and Use (3.A):** Clicking this link will take you to the 'Section 3.A – Industrial Processing and Use' screen. For additional details about the 'Section 3.A – Industrial Processing and Use' screen, please refer to **Section 3.3.14**.
- **Consumer and Commercial Use (3.B):** Clicking this link will take you to the 'Section 3.B – Consumer and Commercial Use' screen. For additional details about the 'Section 3.B – Consumer and Commercial Use' screen, please refer to **Section 3.3.15**.
- **CBI Substantiation Summary:** Clicking this link will take you to the 'CBI Substantiation Summary' screen. For additional details about the 'CBI Substantiation Summary' screen, please refer to **Section 3.3.16**.

3.3.11 Section 2.A - Chemical Identification for Joint Submission

If you are entering data within the 'Joint Submission Report' folder, you can access the 'Section 2.A – Chemical Identification' screen for joint submitters by entering the technical contact for the chemical substance on the 'Section 1.C - Technical Contact Information' screen and clicking the 'Next' button. You can also access the 'Section 2.A - Chemical Identification' screen for joint submission using the 'Chemical Identification (2.A)' link in the navigation tree.

You can enter the following information for the secondary company who will be filling out Part IV of the CDR Form U:

- **Trade Product Name or Another Designation (2.A.5):** Enter the trade product name of the chemical substance. By default, the name provided in field 2.A.5 will appear in the navigation tree.
- **Other Information (2.A.6):** You can enter additional information pertaining to the identity of the chemical substance (optional).
- **Secondary Company Name (2.A.7):** Enter the name of the secondary company who will be filling out Part IV of the form.
- **Secondary Company Address (2.A.8 through 2.A.12):** Enter the street address of the secondary company along with the city/town, state/province, zip code, and country information.

Unique Identifier for Joint Submission: Follow the instructions in the box labeled 'Unique Identifier for Joint Submission' to communicate with the secondary submitter via email. The tool will generate an email with a unique ID and language that you can use to notify your secondary submitter of the partial CDR submission containing information for the trade name product. This will allow the secondary submitter to complete their portion of the form.

The following exhibit shows the screen capture for the ‘Section 2.A - Chemical Identification’ screen for a joint submission:

Exhibit 3-21: Section 2.A - Chemical Identification Screen - Joint

The screenshot displays the GSPP web application interface. At the top, the user is logged in as 'John Doe, Primary Support'. The navigation menu on the left shows the current path: '2012 Form U > BJS WHOLESALE CLUB #0033 > methane Joint Submission Report > Chemical Identification (2.A)'. The main content area is titled 'SECTION 2.A - CHEMICAL IDENTIFICATION' and contains 'Section A. Joint Submissions Information (Primary Submitter only)'. The form fields include: Trade Product Name or Another Designation (2.A.5), Other Information (2.A.6), Secondary Company Name (2.A.7), Secondary Company Address (2.A.8), Secondary Company Address 2 (2.A.8), City/Town (2.A.9), State (2.A.10), Zip Code (2.A.11), Country (2.A.12), and Joint Submission Report Folder Alias. A text box explains the folder alias: 'The joint submission folder alias is an optional field that changes the folder name in the navigator on the left. Its purpose is to make it easier to distinguish between joint submission folders when there is more than one.' Below this is a unique identifier for the joint submission: '243b9c31-d0d6-429f-bed5-8b1e8da361d2'. A note states: 'This is the unique identification number for this trade product in your joint submission. The Secondary Submitter will need this identification number to complete Section IV of Form U. Please click here to notify the Secondary Submitter of the partial CDR submission. It is your responsibility to ensure that your secondary submitter understands how to complete the Form U and sends the information to EPA by the end of the submission period. Note: If the secondary submitter decides to provide you with the required trade product information, instead of completing Section IV, you must change your submission type and submit a single submission.' At the bottom, there are buttons for 'Previous' and 'Next' (highlighted with a red box), and a navigation bar with 'Add Chemical', 'Add Joint Submission', 'Upload XML', 'Validate', 'Save', and 'Preview'.

Navigation: Click the ‘click here’ link within the instructional text to email the secondary submitter.

On the email screen, most of the information is auto-populated along with the message to be provided to the secondary submitter. The following information will be displayed on the ‘Email’ screen:

- **From:** Defaults to your email address from CDX registration.
- **CC:** Displays the EPA email address.

-
- **To:** Enter the email address of the secondary submitter or any other person whom you want to send the unique identification information. The value entered must have an '@' sign to be a valid email address (e.g., joesmith@company.com). You can send the email to one or more email addresses by separating each email address by either a comma or a semicolon.
 - **Subject:** The subject text is defaulted to '2012 Chemical Data Reporting.'
 - **Message:** Displays the 'Unique ID' and language that you can use to notify your secondary submitter of the partial CDR submission containing information for the trade name product.
 - **Additional Information:** Enter additional information that you want to email to the secondary submitter (optional).

The following exhibit shows the screen capture of the 'Email' screen for a joint submission:

Exhibit 3-22: Email Screen

CSPP

CDX Homepage

From: johndoe@abccompany.com

CC: EPA mailbox

To: Enter email addresses separated by semicolons (;) or commas (,). Click in this box to start entering email addresses.

Subject: 2012 Chemical Data Reporting

Message: As the Authorized Official of Company X, I have identified you as a Secondary Submitter of a joint submission for the 2012 Chemical Data Reporting (CDR). Please use the reporting tool, e-CDRweb, to provide the correct chemical identification information for the trade product name provided in this email. See the instructions below for accessing the reporting tool. You will need to use the unique identification number to access and complete Part IV of Form U of the joint submission.

Trade Product Name: X
Unique Identifier: X

Information about the CDR program, how to access e-CDRweb, and instructions for reporting under the CDR rule are available at www.epa.gov/iur. For additional information or if you believe you have received this email in error, please contact me.

Additional Comments:

Send

After entering all the information on the 'Email' screen, click the 'Send' button to send the email to the right recipients. You will be taken to the 'Section 2.A – Chemical Identification' screen.

Navigation: Click on the ‘Next’ button to navigate to the ‘Section 2.B - Manufacturing Information’ screen. You can also click on the ‘Manufacturing Information (2.B)’ link either under the ‘Chemical Report’ folder or under the ‘Joint Submission’ folder on the navigation tree.

3.3.12 Section 2.B - Manufacturing Information

You can access the ‘Section 2.B – Manufacturing Information’ screen by clicking the ‘Next’ button from the ‘Section 2.A - Chemical Identification’ screen or by clicking the ‘Manufacturing Information (2.B)’ link from within the navigation tree.

This section describes the manufacturing data elements that should be reported for your reportable chemical substance(s) for the current calendar year. Report the information to the extent that such information is known to or reasonably ascertainable by you. If any information is not known or reasonably ascertainable (NKRA) by you (including your company), enter or select ‘NKRA’ in the box corresponding to that data element. You may also check the CBI box next to each data element to claim data as confidential. However, keep in mind that you **cannot** claim an ‘NKRA’ designation as confidential. Enter the following fields of data on the ‘Section 2.B - Manufacturing Information’ screen:

- **CBI for Company Identification (2.B.1):** Check the CBI box to assert a confidentiality claim for the link between the chemical substance and the company information reported in ‘Section 1.A – Primary Company Information’ of the Form U.
- **CBI for Site Identification (2.B.2):** Check the CBI box and complete the substantiation questions to assert a confidentiality claim for the link between the chemical substance and the site identity reported in ‘Section 1.B – Site Identification’ of the Form U. If you check the CBI box, you will be taken to the ‘CBI Substantiation’ screen where you must answer each question pertaining to the CBI claim. See **Section 3.3.16** for more information on substantiating CBI claims.
- **CBI for Technical Contact Information (2.B.3):** Check the CBI box to assert a confidentiality claim for the link between the chemical substance and the technical contact information reported in ‘Section 1.C – Technical Contact Information’ of the Form U.
- **Report Calendar Year 2011 Production Volume:**
 - **Activity (Manufacture and/or Import) (Block 2.B.4):** Check the box that describes whether you domestically manufacture or import the chemical substance. If you both domestically manufacture and import the same chemical substance, check both boxes.
 - **Domestically Manufactured Production Volume (Block 2.B.5):** Enter the volume of the chemical domestically manufactured at your site during calendar year 2011, in pounds. Report the quantity to at least two significant figures. Production volumes should be reported in numeric format, without commas (e.g., 6352000). For example, ‘2 million’ or ‘2 E6’ is not acceptable, nor are production volumes with decimals or abbreviations such as M (e.g., 12,000,000 = 12M) or K (e.g., 50,000 = 50K) acceptable.
 - **Imported Production Volume (Block 2.B.6):** Enter the volume of chemical imported by your site in calendar year 2011, in pounds. Report the quantity to at least two significant figures. You should use the same numeric format as described for Block 2.B.5, Domestically Manufactured Production Volume.

-
- **Imported Chemical Never Physically at Site (2.B.7):** Use the drop-down menu to indicate whether an imported chemical was never physically at the reporting site. This field will be editable and mandatory when the imported checkbox (2.B.4) is selected in the activity field and when there is data entered in the ‘Imported’ (2.B.6) field.
 - **Volume Used on Site (2.B.8):** Enter the total volume of the domestically manufactured and imported chemical substance used at the reporting site, in pounds. The volume used on-site should not exceed the sum of the domestically manufactured and imported volumes minus the volume exported (i.e., (Block 2.B.5 + Block 2.B.6) –Block 2.B.9). Report the quantity to at least two significant figures. You should use the same numeric format as described for Block 2.B.5, Domestically Manufactured Production Volume.
 - **Volume Exported (2.B.9):** Enter the volume directly exported and not domestically processed or used, in pounds. The volume exported should not exceed the sum of the domestically manufactured and imported volumes (i.e., (Block 2.B.5 + Block 2.B.6). Report the quantity to at least two significant figures. You should use the same numeric format as described for Block 2.B.5, Domestically Manufactured Production Volume.
 - **Number of Workers (2.B.10):** Select from the drop-down menu the code corresponding to the appropriate range for the number of workers reasonably likely to be exposed to a reportable chemical substance during manufacture. Click the ‘Help’ icon (🔗) for a detailed explanation of the different code options.
 - **Max Concentration (2.B.11):** Select from the drop-down menu the code corresponding to the appropriate maximum concentration range of the chemical substance. Click the ‘Help’ icon (🔗) for a detailed explanation of the different code options.
 - **Is Chemical Substance Being Recycled, Remanufactured, Reprocessed, or Reused? (2.B.12):** Select from the drop-down menu the appropriate value indicating if the chemical substance is being recycled, remanufactured, reprocessed, or reused. By selecting ‘Y,’ you indicate that the manufactured chemical substance, which otherwise would be disposed of as a waste, is being removed from the waste stream and is being used or reused for a commercial purpose.
 - **Report Physical Form:** Report all physical forms of the chemical substance at the time it is reacted, or as it leaves your site, and the percentage of production volume. For each chemical substance at each site, you must report as many physical forms as applicable by selecting the appropriate blocks which represent the following six physical forms:
 - Dry Powder
 - Pellets or Large Crystals
 - Water- or Solvent-Wet Solid
 - Other Solid
 - Gas or Vapor
 - Liquid
- You are required to select at least one (1) physical form. If the chemical substance is sent off-site in more than one physical form, report all the physical forms in which it is sent off-site. Select ‘Unknown,’ if the physical form of the chemical substance is not known to or not reasonably ascertainable by you.

Report the percentage of the total production volume of the chemical substance for each physical form reacted onsite or sent off-site rounded off to the closest 10 percent. These percentages may total more or less than 100% due to rounding. If the total is more or less than 100%, then a warning message will be displayed; however, that does not prevent you from proceeding with completing the form. If you see the warning message, please check to ensure you have reported the physical forms associated with your full production volume. The sum of your entered ‘% Production Volume’ associated with each physical form reported in this section should correspond to all of your production.

- **Report Past Production Volume:** Enter the total volume of the chemical manufactured at your site (include domestically manufactured and imported volumes) during calendar year 2010, in pounds.

The following exhibit shows the screen capture for the ‘Section 2.B - Manufacturing Information’ screen:

Exhibit 3-23: Section 2.B - Manufacturing Information Screen

The screenshot displays the GSPP web application interface. At the top, the user is logged in as 'John Doe, Primary Support'. The navigation tree on the left shows the current path: 2012 Form U > BJS WHOLESALE CLUB #0033 > methane Joint Submission Report > Manufacturing Information (2.B). The main content area is titled 'SECTION 2.B - MANUFACTURING INFORMATION' and contains several sections:

- Company & Site Identification Information:** Includes fields for 'Company Identification (2.B.1)', 'Site Identification (2.B.2)', and 'Technical Contact Information (2.B.3)'. Each field has a corresponding 'CBI' checkbox.
- Report CY 2011 Production Volume:** Includes fields for 'Domestically Manufactured (2.B.5)', 'Imported (2.B.6)', 'Imported Chemical Never Physically at Site (2.B.7)', 'Volume Used on Site (2.B.8)', and 'Volume Exported (2.B.9)'. There are also checkboxes for 'Manufacture' and 'Import' with 'CBI' options.
- Report Physical Form:** A table with columns for 'Report Physical Form', 'Applies', 'CBI', '% Production Volume of 0 lbs.', and 'CBI'. Rows include 'Dry Powder (2.B.13)', 'Pellets/Large Crystals (2.B.14)', 'Water/Solvent Wet Solid (2.B.15)', 'Other Solid (2.B.16)', 'Gas/Vapor (2.B.17)', 'Liquid (2.B.18)', and 'Unknown (2.B.19)'. Each row has checkboxes for 'Applies' and 'CBI'.
- Report Past Production Volume (2.B.20):** A table with columns for 'Year', 'Production Volume', and 'CBI'. The 'Year' field is set to 'Calendar Year 2010'.

At the bottom, there is a navigation bar with buttons for 'Add Chemical', 'Add Joint Submission', 'Upload XML', 'Validate', 'Save', and 'Preview'. The 'Next' button is highlighted with a red box.

Navigation: Click the ‘Next’ button to navigate to the ‘Section 3.A - Industrial Processing and Use’ screen. You can also click on the ‘Industrial Processing and Use (3.A)’ link on the navigation tree.

3.3.13 Section 3.A - Industrial Processing and Use

You can access the ‘Section 3.A – Industrial Processing and Use’ screen by clicking the ‘Next’ button from the ‘Section 2.B – Manufacturing Information’ screen or by clicking the ‘Industrial Processing and Use (3.A)’ link from within the navigation tree.

This section describes the industrial processing and use information that should be reported for your reportable chemical substance(s) for calendar year 2011. Report the information to the

extent that such information is known, or reasonable ascertainable, by you. If any information is not known or reasonably ascertainable by you (including your company), enter or select 'NKRA' in the box corresponding to that data element. You may also check the CBI box next to each data element to claim the data confidential. However, keep in mind that you **cannot** claim an 'NKRA' designation as confidential. Checking a CBI box associated with a specific processing and use data element automatically triggers substantiation questions. See **Section 3.4.16** for more information on substantiating CBI claims.

Screen Validation: For each reportable chemical substance, report at least one (1) and up to ten (10) unique combinations of the 'Type of Processing or Use,' 'Industrial Sector,' and 'Industrial Function Category.' For each of these unique combinations, you are also required to report the 'Percent Production Volume,' the 'Number of Sites,' and the 'Number of Workers.'

Actions:

- You can enter more than ten (10) rows of data by clicking the 'Add' icon. If you need to delete a certain row, click the 'Delete' icon. This will delete the row and all the data in the row. A warning message will be displayed asking you to confirm the deletion.
- If the chemical is not used in industrial processing or for industrial use, you may check the 'Not Applicable' box at the top of the 'Section 3.A – Industrial Processing and Use' screen. If you check the 'Not Applicable' box, all the fields on the screen will be disabled and you may move on to the next screen. If you have any data entered on the screen and you check the 'Not Applicable' box, all the data will be deleted and all the fields on the screen will be disabled for editing.

Enter the following fields of data on the 'Section 3.A - Industrial and Processing Use' screen:

- **Type of Processing or Use:** Select from the drop-down menu the appropriate 'Type of Processing or Use Operation.' Click the 'Help' icon (🔗) for a detailed explanation of the different code options.
- **Industrial Sector Code(s):** Select from the drop-down menu the appropriate Industrial Sector (IS) for all sites that receive a reportable chemical substance. Click the 'Help' icon (🔗) for a detailed explanation of the different code options.
- **Industrial Function Category:** Select from the drop-down menu the appropriate Industrial Function Category. Click the 'Help' icon (🔗) for a detailed explanation of the different code options.
- **Percent Production Volume:** Enter an estimate of the percentage of production volume that is attributable to each unique combination of 'Type of Process or Use Code,' 'Industrial Sector Code,' and 'Industrial Function Category Code.' Click the 'Help' icon (🔗) for more information on reporting the 'Percent Production Volume.'
- **Number of Sites:** Select from the drop-down menu the appropriate number range for the total number of industrial sites, including those not under your control, that process or use each reported chemical substance. Click the 'Help' icon (🔗) for a detailed explanation of the different code options.
- **Number of Workers:** Select from the drop-down menu the total number of workers that are reasonably likely to be exposed to the chemical substance at sites that process or use the chemical substance. Include workers at sites which are not under your control as well as

those sites you control. Click the 'Help' icon (🗨️) for a detailed explanation of the different code options.

The following exhibit shows a screen capture of the 'Section 3.A - Industrial Processing and Use' screen:

Exhibit 3-24: Section 3.A - Industrial Processing and Use Screen

The screenshot shows the GSPP web application interface. At the top, it displays the user's login information: "Logged in as: John Doe, Primary Support" and a "Log Out" button. The navigation menu includes "Home", "Forms", and "Resources". The main content area is titled "SECTION 3.A - INDUSTRIAL PROCESSING AND USE".

On the left, a navigation tree shows the current path: "2012 Form U > B.J.'S WHOLESALE CLUB #0033 > methane Joint Submission Report > Industrial Processing and Use (3.A)".

The main table is titled "SECTION 3.A - INDUSTRIAL PROCESSING AND USE". It has a header row for "Type of Process or Use" and "Sector(s)", and another header row for "Industrial Function Category", "Percent Production Volume", "Number of Sites", and "Number of Workers". Each of these categories has a "Code" and a "CBI" checkbox. The table contains 10 rows, labeled (3.A.1) through (3.A.10). The "Not Applicable" checkbox at the top left of the table is checked. The "Next" button at the bottom of the table is highlighted with a red box.

	Type of Process or Use		Sector(s)		Industrial Function Category		Percent Production Volume		Number of Sites		Number of Workers		
	Code	CBI	Code	CBI	Code	CBI	%	CBI	Code	CBI	Code	CBI	
(3.A.1)		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	✗
(3.A.2)		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	✗
(3.A.3)		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	✗
(3.A.4)		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	✗
(3.A.5)		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	✗
(3.A.6)		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	✗
(3.A.7)		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	✗
(3.A.8)		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	✗
(3.A.9)		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	✗
(3.A.10)		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	+

At the bottom of the screen, there is a toolbar with three buttons: "Validate" (with a green checkmark icon), "Save" (with a floppy disk icon), and "Preview" (with a monitor icon). The "Next" button in the table is highlighted with a red box.

Navigation: Click the 'Next' button to navigate to the 'Section 3.B - Consumer and Commercial Use' screen. You can also click on the 'Consumer and Commercial Use (3.B)' link on the navigation tree.

3.3.14 Section 3.B - Consumer and Commercial Use

Access the 'Section 3.B – Consumer and Commercial Use' screen by clicking the 'Next' button from the 'Section 3.A – Industrial Processing and Use' screen or by clicking the 'Consumer and Commercial Use (3.B)' link from within the navigation tree.

This section describes the consumer and commercial use information that should be reported for your reportable chemical substance(s) for calendar year 2011. Report the information to the extent that such information is known, or reasonably ascertainable, by you. If any information is not known or reasonably ascertainable by you (including your company), enter or select 'NKRA' in the box corresponding to that data element. You may also check the CBI box next to each data element to claim the data confidential. However, keep in mind that you **cannot** claim a 'NKRA' designation as confidential. Checking a CBI box associated with a specific consumer and

commercial use data element automatically triggers substantiation questions. See **Section 3.4.16** for more information on substantiating CBI claims.

Screen Validation: For each reportable chemical substance, report at least one (1) and up to ten (10) unique product categories, which correspond to the actual use of the chemical substance. For each product category reported, indicate whether the use is a consumer and/or commercial use, whether the chemical substance is used in products intended for children, the percentage of production volume, the maximum concentration, and the number of commercial workers.

Actions:

- You can enter more than ten (10) rows of data by clicking the ‘Add’ icon. If you need to delete a certain row, click the ‘Delete’ icon. This will delete the row and all the data in the row. A warning message will be displayed asking you to confirm the deletion.
- If the chemical is not for consumer or commercial use, you may check the ‘Not Applicable’ box at the top of the ‘Section 3.B – Consumer and Commercial Use’ screen. If you check the ‘Not Applicable’ box, all the fields on the screen will be disabled. If you have any data entered on the screen and you click the ‘Not Applicable’ checkbox, all the data will be deleted and all the fields on the screen will be disabled for editing.

Enter the following fields of data on the ‘Consumer and Commercial Use’ screen:

- **Product Category:** Select from the drop-down menu the product category which corresponds to the actual use of the chemical substance. Click the ‘Help’ icon (🔗) for a detailed explanation of the different code options.
- **Consumer and/or Commercial:** Select from the drop-down menu the appropriate value to indicate whether the product has a consumer use, commercial use, or both. Click the ‘Help’ icon (🔗) for a detailed explanation of the different code options.
- **Used in Products Intended for Children?:** Select from the drop-down menu the appropriate value to indicate whether any amount of the chemical substance or mixture is used in a consumer product intended for use by children. Click the ‘Help’ icon (🔗) for a detailed explanation of the different code options.
- **Percent Production Volume:** Enter an estimate of the percentage of the production volume that is attributable to each specific consumer and commercial end use carried out at sites under your control. Click the ‘Help’ icon (🔗) for more information on reporting the percent production volume.
- **Maximum Concentration:** Select from the drop-down menu the appropriate concentration range for each chemical substance used in reported a consumer or commercial product. Click the ‘Help’ icon (🔗) for a detailed explanation of the different code options.
- **Number of Commercial Workers:** Select from the drop-down menu the appropriate number range of commercial workers, including those at sites not under your control that are reasonably likely to be exposed while using the chemical substance, with respect to each commercial use. Click the ‘Help’ icon (🔗) for a detailed explanation of the different code options.

The following exhibit shows a screen capture of the ‘Section 3.B - Consumer and Commercial Use’ screen:

Exhibit 3-25: Section 3.B - Consumer and Commercial Use Screen

The screenshot shows the CSPP web application interface. At the top, it displays 'Logged in as: John Doe, Primary Support' and a 'Log Out' button. The navigation menu on the left includes '2011 Form U', 'Primary Support', 'Company & Site Identification Information', 'Methane Chemical Report', and 'Amendment and Late Submission'. The main content area is titled 'SECTION 3.B - CONSUMER AND COMMERCIAL USE' and contains a table with columns for 'Product Category', 'Consumer and/or Commercial', 'Used in Products Intended for Children?', 'Percent Production Volume', 'Maximum Concentration', and 'Number of Commercial Workers'. Each column has sub-columns for 'Code' and 'CBI'. The table lists 10 rows (3.B.1 to 3.B.10) with various input fields and checkboxes. A 'Not Applicable' checkbox is highlighted with a red box. At the bottom, there are buttons for 'Previous' and 'Next', with the 'Next' button highlighted in red. The bottom navigation bar includes 'Add Chemical', 'Add Joint Submission', 'Upload XML', 'Validate', 'Save', and 'Preview' buttons. The footer contains links to 'CDX Homepage', 'MyCDX Homepage', 'EPA Homepage', 'Terms and Conditions', 'Privacy Notice', and 'CDX Helpdesk: (888) 890-1995'.

Navigation: Click the ‘Next’ button to navigate to the ‘CBI Substantiation Summary’ screen.

3.3.15 CBI Substantiation

The ‘CBI Substantiation Questions’ screen displays the substantiation questions required to be answered by you to claim certain fields as CBI.

You are allowed to claim certain fields and information as CBI. When you click the fields that require upfront substantiation of the CBI claim, the tool will navigate you directly to the ‘CBI Substantiation Questions’ screen. To claim a field as CBI, you will be required to answer all the CBI substantiation questions displayed for that field.

You will be required to provide written answers to the CBI substantiation questions. If you do not answer each of the questions, a warning message will be displayed during the validation and submission process indicating you are required to answer all questions in order to claim the field as CBI.

The following exhibit shows a screen capture of the 'CBI Substantiation Questions' screen:

Exhibit 3-26: CBI Substantiation Questions Screen

The screenshot shows the GSPP (Global Site Profile) interface. At the top, the user is logged in as John Doe, Primary Support. The navigation menu on the left includes sections for '2011 Form U', 'Company & Site Identification Information', 'Methane Chemical Report', and 'Joint Submission Report'. The main content area is titled 'CBI SUBSTANTIATION QUESTIONS' and 'Site Identification (2.B.2)'. It contains two questions:

1. What harmful effect, if any, to your competitive position do you think would result from disclosure of the identity of the site and the chemical substance? How could a competitor use such information? Would the effects of disclosure be substantial? What is the causal relationship between the disclosure and the harmful effects?
2. Has site information been linked with a chemical identity in any other Federal, state, or local reporting scheme? For example, is the chemical identity linked to a site in a filing under the EPCRA section 311, namely, through a Material Safety Data Sheet (MSDS)? If so, identify such schemes. Was the linkage claimed as confidential in any of these instances?

At the bottom of the screen, there are three buttons: 'Validate' (with a green checkmark icon), 'Save' (with a floppy disk icon), and 'Preview' (with a monitor icon). The footer contains links to CDX Homepage, MyCDX Homepage, EPA Homepage, Terms and Conditions, Privacy Notice, and CDX Helpdesk (888) 890-1995.

After answering all the CBI substantiation questions, you can click the 'Next' button to save and navigate to the 'CBI Substantiation Summary' screen.

The following exhibit shows a screen capture of the 'CBI Substantiation Summary' screen:

Exhibit 3-27: CBI Substantiation Summary Screen

2011 Form U
Primary Support

2011 Form U > ACIMI CORP > Methane Chemical Report > CBI Substantiation Summary

CBI SUBSTANTIATION SUMMARY

CBI

Site Identity Questions

1. Has site information been linked with a chemical identity in any other Federal, state, or local reporting scheme? For example, is the chemical identity linked to a site in a filing under the EPCRA section 311, namely, through a Material Safety Data Sheet (MSDS)? If so, identify such schemes. Was the linkage claimed as confidential in any of these instances?

Site Identification (2.B.2)
Response Answer 2

2. What harmful effect, if any, to your competitive position do you think would result from disclosure of the identity of the site and the chemical substance? How could a competitor use such information? Would the effects of disclosure be substantial? What is the causal relationship between the disclosure and the harmful effects?

Site Identification (2.B.2)
Response Answer 1

Previous Next

Add Chemical
Add Joint Submission
Upload XML

Validate Save Preview

CDX Homepage | MyCDX Homepage | EPA Homepage | Terms and Conditions | Privacy Notice | CDX Helpdesk: (888) 890-1995

4 Validate

You can click on 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 (1.C)), the field section name (e.g., 1.C.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 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 to allow the 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 the AO 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 for the 'CDR Form U Validation' pop-up window:

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



5 Complete an Amendment

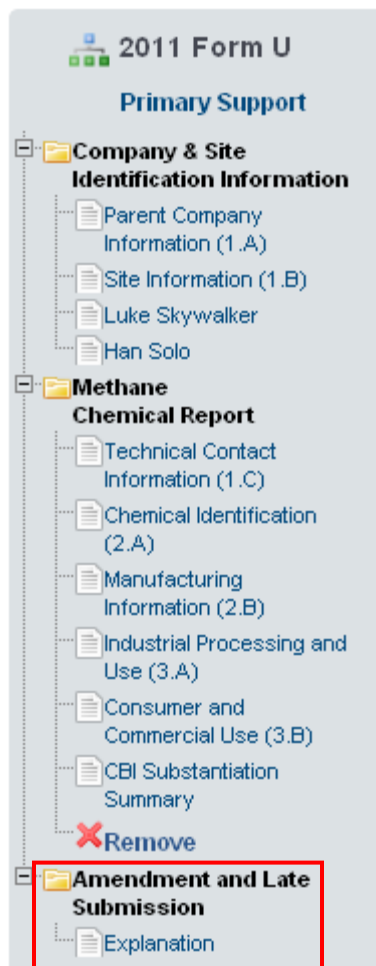
The Primary AO can unlock the submission to make an amendment. After the AO has unlocked the submission and logged out, you can log in and edit the submission. At this point, the '2012 CDR Form U' screen will display a status of 'In Progress' under the 'Status' column; however, you will not see these changes until you navigate back to the '2012 CDR Form U' screen. Click the 'Site' link for the submission for which you are trying to do an amendment; you will be taken to the 'Enter Passphrase' screen. You must enter the passphrase that was originally associated with the submission to start the amendment process. After you enter the passphrase, and click the 'Next' button, you will be taken to the 'Section 1.A – Primary Company Information' screen.

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 in the navigation tree.

The following exhibit shows a screen capture for the 'Explanation' link in the navigation tree:

Exhibit 5-1: Explanation Link



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

Exhibit 5-2: Amendment and Late Submission Explanation 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 'WANDAWOO, Primary Support' on the right. Below the header, there are navigation tabs for 'Home', 'Forms', and 'Resources'. The main content area shows the breadcrumb path: '2012 Form U > A FIRST STEP EROSION CONTROL INC > Amendment and Late Submission > Explanation'. The title of the page is 'AMENDMENT AND LATE SUBMISSION EXPLANATION', and the question posed is 'Why are you amending this form or submitting it late?'. A large, empty text input box is provided for the user's response. A 'Save' button is located below the input box and is highlighted with a red rectangular border. On the left side, there is a vertical navigation menu with a tree structure. The 'Amendment and Late Submission' section is expanded, showing 'Explanation' as the active item. At the bottom of the page, there is a dark blue navigation bar with several buttons: 'Add Chemical', 'Add Joint Submission', 'Upload XML', 'Validate' (with a green checkmark icon), 'Save' (with a floppy disk icon), and 'Preview' (with a monitor icon).

Once you finish editing the Form U and provide 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 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 this link, a new internet browser window will generate displaying the CDR Homepage.

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

TSCA Chemical Substances Inventory: If you click 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

The screenshot shows the GSPP (Global Site Profile) interface. At the top, there is a navigation bar with tabs for 'Home', 'Forms', and 'Resources'. The 'Resources' tab is highlighted with a red box. To the right of the navigation bar, it says 'Logged in as: John Doe, Primary Support' and a 'Log Out' button. Below the navigation bar, the main content area is titled 'ADDITIONAL INFORMATION'. Under this title, there is a section for 'e-CDRweb User Guide' with a brief description and a link to 'User Guide'. Below that is a section for 'Helpful Web Links' with three links: 'Chemical Data Reporting Homepage', 'CDX Homepage', and 'TSCA Chemical Substances Inventory'. At the bottom of the main content area, there is a line of text: 'If you need assistance, please call (202) 564-3011 or e-mail the TSCA-Hotline at TSCA-Hotline@epamail.epa.gov.' The footer of the page contains the text: 'CDX Homepage | EPA Homepage | OPPT Guidance | CDX Helpdesk: (888) 890-1995'.

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
CBI	Confidential Business Information
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	Electronic Chemical Data Reporting web
ID	Identifier
IS	Industrial Sector
NKRA	Not Known or Reasonably Ascertainable
OPPT	Office of Pollution Prevention and Toxics
PDF	Portable Document Format
SRS	Substance Registry Services
TSCA	Toxic Substances Control Act
XML	Extensible Markup Language