



e-CDRweb User Guide –
Secondary Authorized Official
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 by the Environmental Protection Agency (EPA) for the submission of Chemical Data Reporting (CDR) information. This document is the user guide for the Secondary Authorized Official (AO) user of the e-CDRweb tool.

As a Secondary AO, you can create, modify, and submit a 2012 CDR Form U (Form U). You can also amend a CDR Form U and download a Copy of Record (CoR). You must submit one form for each site and if more than one chemical is reportable under CDR at that specific site, you must report information for all reportable chemicals on one Form U. If you have data on multiple sites, a separate CDR Form U 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 Secondary Authorized Official (AO) Functions

The following section describes how to:

- Access the tool
- Navigate the CDR ‘Home’ screen
- Assign Supports to complete a Form U
- Complete a CDR Form U
- Upload an (Extensible Markup Language) XML File
- Submit a Form U to CDX
- Download a Copy of Record
- Create an Amendment

A joint submission is a collaborative process that requires the completion of a single 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 AO, you can complete a new joint submission. You can only access Form Us associated with the same sites to which you were assigned during the CDX registration process. You can also submit all documents and are legally responsible for the information submitted to EPA on these documents.

The e-CDRweb tool restricts you from creating more than one Form U for each reporting cycle. As a Secondary Submitter, you can start to complete only a single Form U that will cover all of your company’s products that are requested by all Primary Submitters.

Once the Primary Submitter completes his or her portion of the Form U, containing manufacturing data, they will provide you with a Unique Identifier (ID) in order to link the Form U. You can start the secondary portion of a joint submission prior to receiving a Unique ID from the Primary Submitter.

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.

3.1 Log in to the e-CDRweb Tool

After you create an account in CDX and click the ‘CSPP: Secondary Authorized Official’ 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 Authorized Official

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: To access the ‘Home’ screen, select ‘Chemical Data Reporting (CDR)’ from the drop-down menu and click the ‘OK’ button.

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.

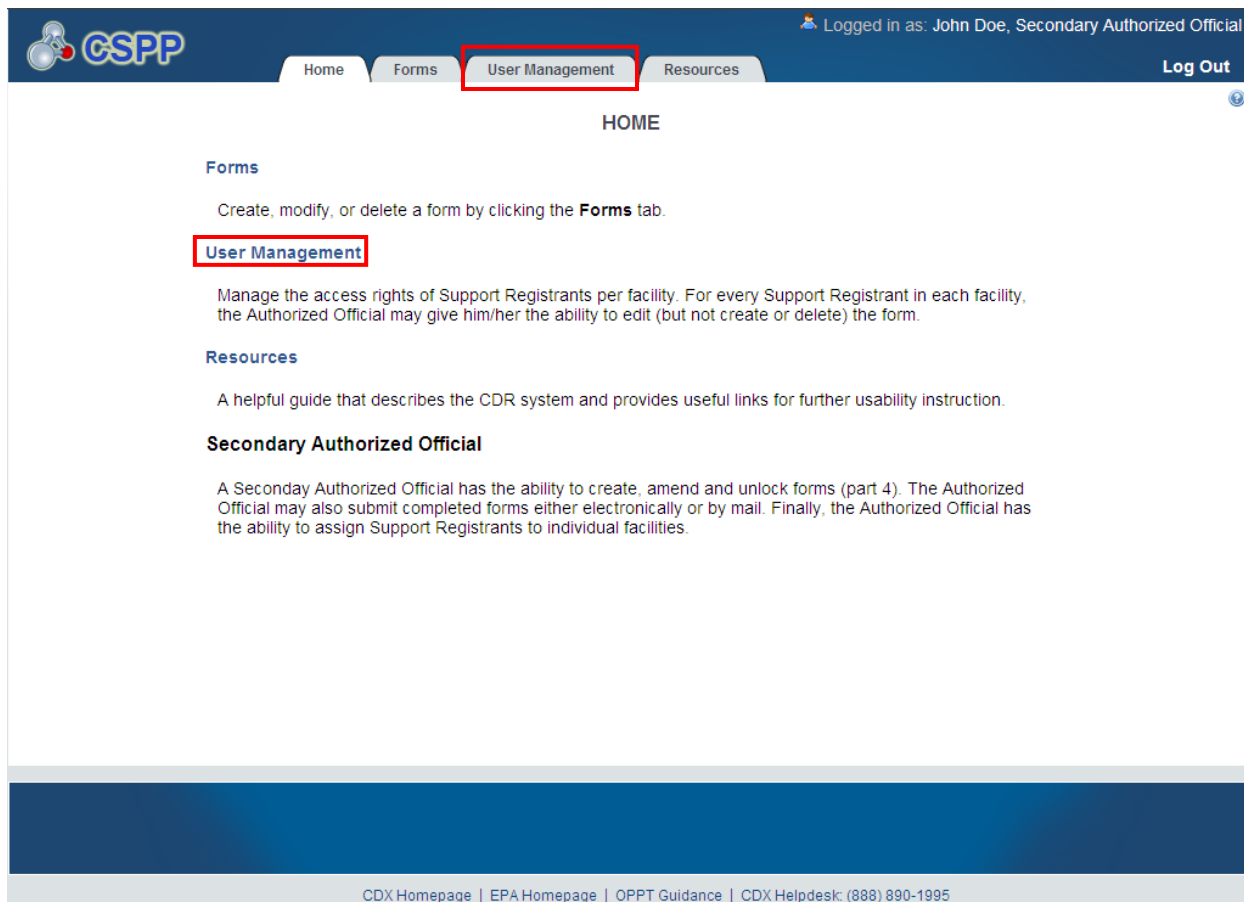
The ‘Home’ screen is the first screen within the e-CDRweb tool. It provides you with links and tabs to access the ‘2012 CDR Form U,’ ‘User Management,’ and ‘Additional Information’ screens. To navigate to any of these screens, click the screen link (in blue text) or click the screen tab (located at the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

- **Forms:** To complete a new Form U or modify an existing form, click the ‘Forms’ link or tab to navigate to the ‘2012 CDR Form U’ screen. For additional details about the ‘2012 CDR Form U’ screen, please refer to **Section 3.4.1**.
- **User Management:** To manage the access rights of Supports for each site, click the ‘User Management’ link or tab to navigate to the ‘User Management’ screen. For additional details about the ‘User Management’ screen, please refer to **Section 3.3**.

- **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 guidance on the ‘Additional Information’ screen. For additional details about the ‘Resources’ screen, please refer to **Section 8**.

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

Exhibit 3-2: e-CDRweb Home Screen



Navigation: To access the ‘User Management’ screen to assign Supports, click the ‘User Management’ link or tab.

3.3 User Management

On the ‘User Management’ screen, you can assign one or more Supports to complete or modify a CDR Form U for any of your sites.

Select a Site: Select a site from the drop-down menu to begin assigning Supports. Based on which site you select, the ‘Assign Users’ section will update to display only the Supports who have access to that site. If you do not see a list of sites in this drop-down menu, return to CDX and confirm you have added sites to your CDX registration. If you do have sites registered to your CDX account and the sites are still not appearing in this drop-down menu click the ‘Refresh Forms List’ located on the ‘Forms’ screen.

Assign Support Registrants:

- **Unassigned Users:** This section shows all the Supports available to you that can be assigned to complete or modify a CDR Form U for the site selected. To move Supports from the 'Unassigned' section to the 'Assigned' section, highlight the individual or multiple Supports and click the 'add>>' link. To highlight multiple Supports, hold down the <Ctrl> key on your keyboard while clicking each Support. To highlight multiple consecutive Supports, hold down the <Shift> key on your keyboard while clicking the first and last Support in the range.
- **Assigned Users:** This section shows all the Supports that are assigned to complete or modify a CDR Form U for a single site. To move Supports from the 'Assigned' section to the 'Unassigned' section, highlight the individual or multiple Supports and click the '<< remove' link. To highlight multiple Supports, hold down the <Ctrl> key on your keyboard and click each Support. To highlight multiple consecutive Supports, hold down the <Shift> key on your keyboard and click the first and last Support in the range.

When you finish assigning the Supports, click the 'Save' button to save your selections.

The following exhibit shows a screen capture of the 'User Management' screen:

Exhibit 3-3: User Management Screen

USER MANAGEMENT

Select a site from the drop-down menu to assign and unassign support users to the site.

Site:

Site Name
Site Address
Site, State ZipCode

Assign Users

| Unassigned | Assigned |
|------------|----------|
| | |

add >>
<< remove

Navigation: Assign Supports to the application Form U and click the 'Save' button. Click the 'Forms' link or tab from the 'Home' screen to navigate to the '2012 CDR Form U' screen.

3.4 Complete a 2012 CDR Form U

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

3.4.1 2012 CDR Form U Navigation

You can access the '2012 CDR Form U' screen by clicking the 'Forms' link or tab from the 'Home' screen.

The '2012 CDR Form U' screen presents you with the 'Secondary Form' displayed in table format. When you first access the 'Form U' screen, your 'Secondary Form' will show a status of 'Not Started.' The column headers are denoted by bolded blue text in a gray background. The status column tracks the status of the Form U.

Start a New Form U: To start a new Form U submission, click the 'Secondary Form,' which has a status of 'Not Started.' You will be required to create a passphrase that will be associated

with that particular form. Please be sure to select a passphrase that you will remember, as passphrases cannot be reset or unlocked once a submission is created. Refer to **Section 3.4.2** for instructions on creating a passphrase.

Edit an Existing Form U: To modify an existing CDR Form U, click the ‘Secondary Form,’ which has a status of ‘In Progress.’ You will be required to enter the passphrase associated with that particular Form U in order to gain access to edit the form. Refer to **Section 3.4.3** and **Sections 3.4.6** through **Section 3.4.9** for further instructions on viewing and modifying a Form U that has a status of ‘In Progress.’

Edit a Submitted Form U: To edit a submitted Form U (i.e., to make an amendment), you must first unlock the particular Form U by clicking the lock icon (🔒) under the ‘Actions’ column. You will be required to enter the passphrase associated with the Form U in order to gain access to amend the form. All changes made to the form will be submitted as an amendment. Refer to **Section 7** for further instructions on amending an original Form U.

In addition to the ‘Form’ and ‘Status’ columns, the ‘2012 CDR Form U’ screen displays the following columns:

- **Modify Date:** The ‘Modify Date’ column displays the date the Form U was last modified.
- **Submission Date:** The ‘Submission Date’ displays the date you submitted a Form U to EPA via CDX. This date is populated only after you submit a Form U.
- **Copy of Record:** Click the download arrow icon (⬇️) to navigate to the ‘Copy of Record’ screen. You must first enter your passphrase and CROMERR login information to gain access to the ‘Copy of Record’ screen. Click the download arrow icon (⬇️) on the ‘Copy of Record’ screen to download a copy of the submitted Form U to your local hard drive. The download arrow icon (⬇️) is displayed only after you submit a Form U. Refer to **Section 6** for further instructions on downloading a CoR.

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

Exhibit 3-4: 2012 CDR Form U Screen

GSPP

Logged in as: John Doe, Secondary Authorized Official

Home Forms User Management Resources Log Out

2012 CDR FORM U

To edit an **In Progress** form, click the site link in the **Site** column in the below table.

| Form | Status | Modify Date | Copy of Record | Submission Date | Actions |
|----------------|-------------|-------------|----------------|-----------------|---------|
| Secondary Form | Not Started | 6/14/2012 | | | |

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

Navigation: Click the ‘Secondary Form’ link with a status of ‘Not Started’ to navigate to the ‘Create Passphrase’ screen.

3.4.2 Create Passphrase Screen

The ‘Create Passphrase’ screen allows you to create and associate a passphrase with a new Form U.

Create New Passphrase: To create and associate a passphrase with a Form U, enter a passphrase that is at least 8 characters in length and does not exceed 20 characters. To protect your account, your passphrase should contain a combination of letters and numbers. The passphrase may include spaces, but should not contain special characters (for example, +, ?, and *). You can associate the same passphrase with multiple Form Us.

You will be responsible for remembering the passphrase and distributing it to only authorized Supports for your site. If you forget the passphrase, you will not be able to access the CDR Form U to print, submit, or make changes.

For security reasons, the system administrator will not have access to your passphrase and will not be able to retrieve it or reset it to a new one.

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

Exhibit 3-5: Create Passphrase Screen

Logged in as: John Doe, Secondary Authorized Official Logout

CREATE PASSPHRASE

Please create a passphrase that has minimum of 8 characters and maximum of 20 characters in length. To better protect your account, your passphrase should contain a combination of letters and numbers. Your passphrase may include spaces, but should not contain special characters (for example, +, and *).

New Passphrase:

Confirm New Passphrase:

A passphrase can only be created by an authorized official for a reporting site. Your passphrase will be used as an encryption key to protect the contents of your data. As an Authorized Official, you are responsible for remembering your passphrase and distributing it to only authorized support registrants for your site.

Note: If you lose or forget your passphrase, you will not be able to access your 2012 CDR Form U to print, submit, or make changes. You will need to complete a new 2012 CDR Form U and create a new passphrase for the reportable chemical substance(s) at your site. For security reasons, the system administrator will not have access to your passphrase and will not be able to retrieve it or reset it to a new one.

Cancel Next

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

Navigation: Create a passphrase and click the ‘Next’ button to navigate to the ‘Section 4.A – Secondary Company Information’ screen.

3.4.3 Enter Passphrase Screen

If you have previously created a passphrase for the Form U you are accessing, then enter the passphrase on the ‘Enter Passphrase’ screen and click the ‘Next’ button.

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

Exhibit 3-6: Enter Passphrase Screen

ENTER PASSPHRASE

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

Forgot Your Passphrase?
For security reasons, the system administrator does not have access to your passphrase and can not retrieve it or reset it to a new one. If you have forgotten your passphrase, you must complete a new Form U and create a new passphrase for the reportable chemical substance(s) at your site.

Cancel


Next

Navigation: Enter the passphrase that you created for the Form U and click the 'Next' button to navigate to the 'Section 4.A – Secondary Company Information' screen.

3.4.4 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.

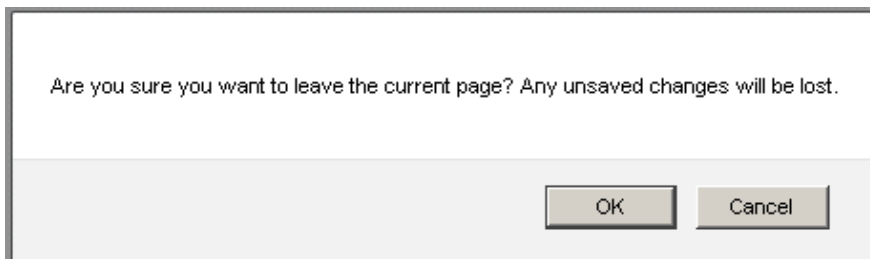
The following exhibit shows a screen capture of the navigation tree:

Exhibit 3-7: Navigation Tree



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

Exhibit 3-8: Navigation Prompt



- **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 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 joint submission sections of the navigation tree.
- **Upload an XML File:** Click the 'Upload XML' button to upload an XML file. Refer to **Section 3.4.6** 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.

3.4.5 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 3-9: Action Bar - Validate



- **Save:** 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 3-10: 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 3-11: Action Bar – Preview



- **Submit:** Click on the ‘Submit’ icon (🗄️+) to submit the CDR Form U after all sections of the form have been completed by you or a Support. After you click the ‘Submit’ icon (🗄️+), the validation process is initiated. Refer to **Section 4** for further instructions on validation errors. You can continue with the submission process only after clearing all validation errors. You can choose between submitting the submission electronically or by mail. Refer to **Section 5** for more information on submitting a form.

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

Exhibit 3-12: Action Bar – Submit



- **Additional Links:** You can click on 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.’
 - 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 screen:

Exhibit 3-13: Action Bar – Links

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

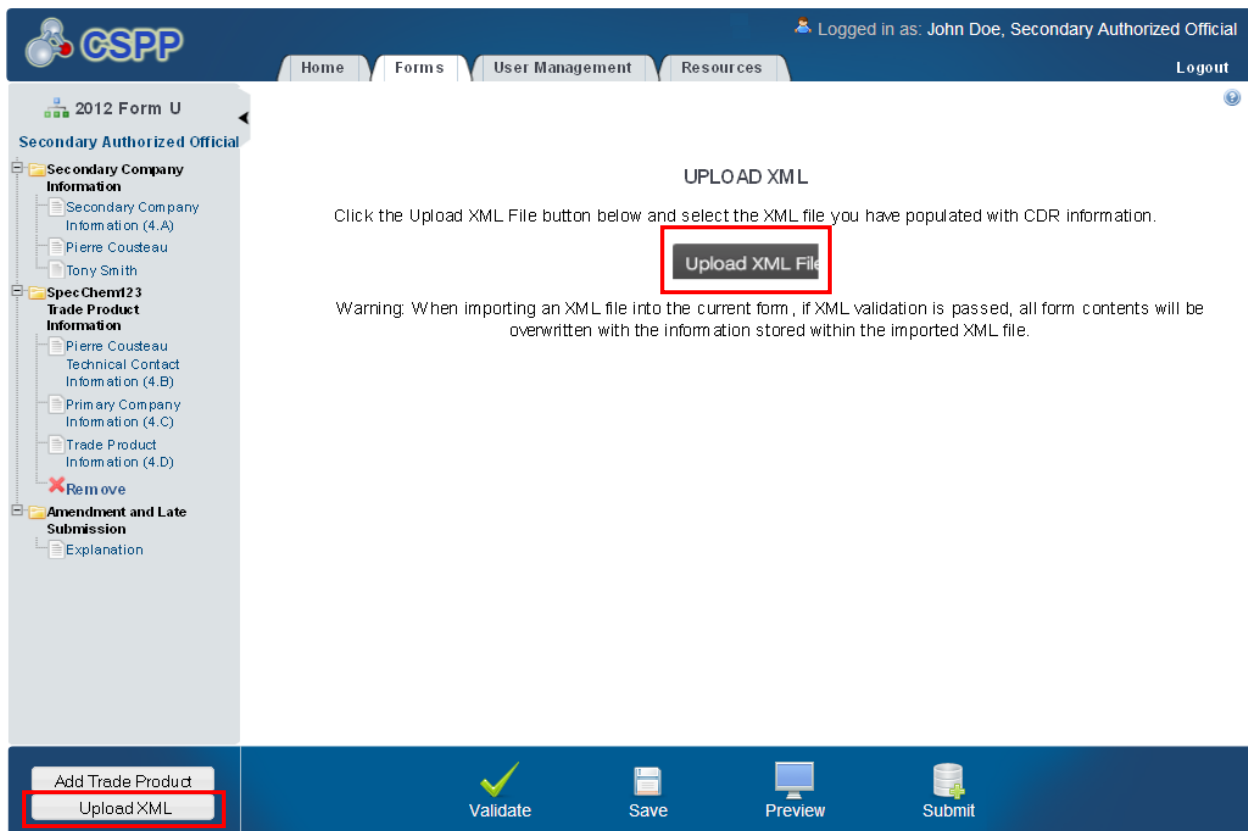
3.4.6 Upload an XML File

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:

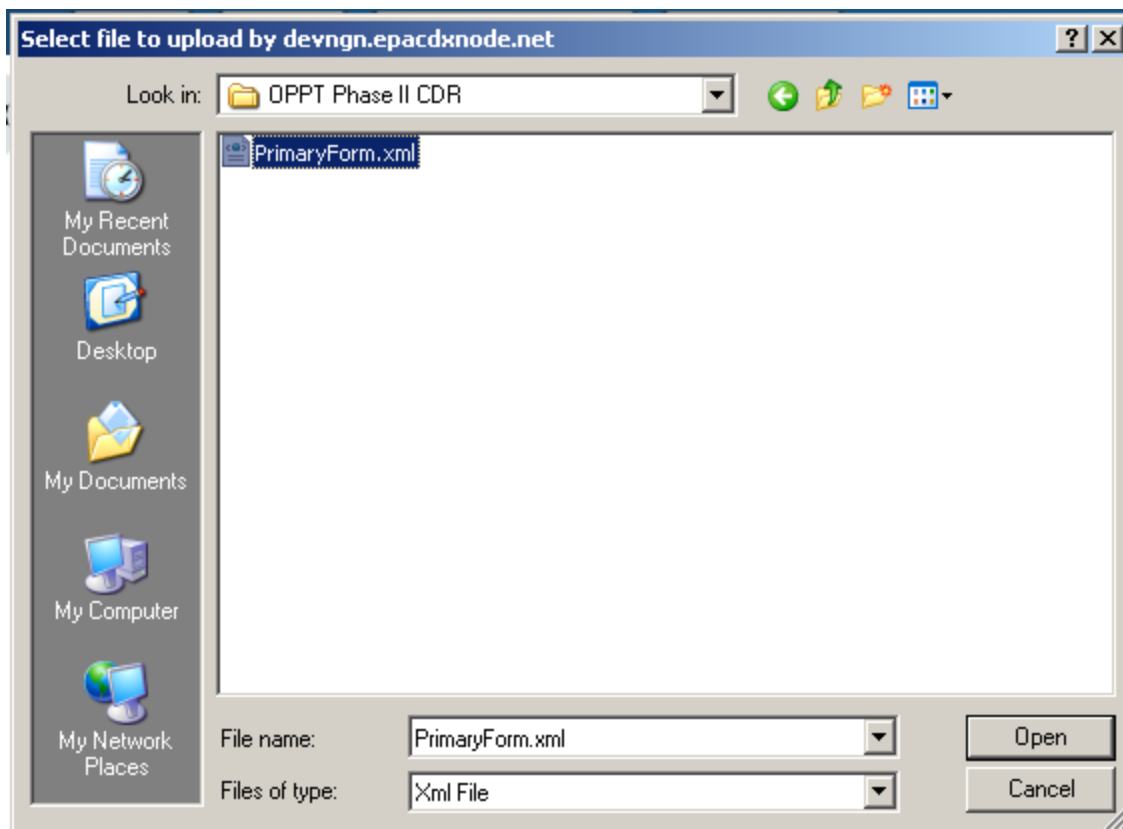
Exhibit 3-14: Upload XML Screen



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 3-15: 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 3.4.1** for more details about navigating the ‘2012 CDR Form U’ screen. Enter the passphrase associated with the Form U and click the ‘OK’ button.

Submit the Form U: To submit the Form U, click the ‘Submit’ icon () located in the bottom action bar of the application. Refer to **Section 5** for more details about the submit functionality.

3.4.7 Section 4.A – Secondary Company Information

To access the ‘Section 4.A – Secondary Company Information’ screen, click the ‘Secondary Form’ link 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 3-16: Section 4.A - Secondary Company Information Screen

2012 Form U
Secondary Authorized Official
2012 Form U > CGI Federal > Secondary Company Information > Secondary Company Information (4.A)

SECTION 4.A - SECONDARY COMPANY INFORMATION

| | |
|-------------------------------------|----------------------|
| Secondary Company Name (4.A.1) | CGI Federal |
| Secondary Company Address (4.A.2-3) | 12601 |
| City/Town (4.A.4) | Fairfax |
| County/Parish (4.A.5) | <input type="text"/> |
| State/Province (4.A.6) | VA |
| Zip Code (4.A.7) | 22033 |
| Country (if applicable) (4.A.8) | US |

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.

Next

Add Trade Product
Upload XML
Validate
Save
Preview
Submit

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 using the 'Technical Contact Information (4.B)' link in the navigation tree.

3.4.8 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 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 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 Contact’ 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 3-17: Section 4.B - 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, Secondary Authorized Official'. The navigation menu on the left includes '2012 Form U', 'Secondary Authorized Official', 'Secondary Company Information', 'Pierre Cousteau', 'Spec Chem123 Trade Product Information', and 'Amendment and Late Submission'. The main content area is titled 'SECTION 4.B - TECHNICAL CONTACT INFORMATION' and contains the following form fields:

| | | |
|---------------------------|---------------------------|---|
| Prefix (4.B.1) | Mr. | Default Contact <input checked="" type="checkbox"/> |
| First Name (4.B.1) | Pierre | |
| Middle Initial (4.B.1) | | |
| Last Name (4.B.1) | Cousteau | |
| Suffix (4.B.1) | | |
| Company Name (4.B.2) | CompanyA | |
| Telephone (4.B.3) | 5555555555 | ext |
| Email Address (4.B.4) | Pierre.cousteau@email.com | |
| Mailing Address 1 (4.B.5) | 99, Rue Marte | |
| Mailing Address 2 (4.B.6) | | |
| City (4.B.7) | Clichy Cedex | |
| State (4.B.8) | | |
| Zip Code (4.B.9) | 92117 | |
| Country (4.B.10) | France | |

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 icons for 'Add Trade Product', 'Upload XML', 'Validate', 'Save', 'Preview', and 'Submit'.

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 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 3-18: 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', 'User Management', and 'Resources' tabs, and a 'Logout' button. The user is logged in as 'John Doe, Secondary Authorized Official'. The main content area is titled 'SECTION 4.B - TECHNICAL CONTACT INFORMATION'. It contains a dropdown menu for selecting a technical contact, currently set to 'Pierre Cousteau', and a 'Create New Contact' link. Below this, there are several input fields for contact information, including Prefix, First Name, Middle Initial, Last Name, Suffix, Company Name, Telephone, Email Address, Mailing Address 1 and 2, City, State, Zip Code, and Country. The 'Default Contact' checkbox is checked. At the bottom of the form, there are 'Previous' and 'Next' buttons. The 'Next' button is highlighted with a red box. The bottom of the page features a blue bar with icons for 'Add Trade Product', 'Upload XML', 'Validate', 'Save', 'Preview', and 'Submit'.

Navigation: Click the ‘Next’ button to navigate to the ‘Section 4.C – Primary Company Information’ screen. You can also click the ‘Primary Company Information (4.C)’ link under the ‘Trade Product Information’ folder on the navigation tree.

3.4.9 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.

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

Exhibit 3-19: Section 4.C - Primary Company Information Screen (Populated)

2012 Form U

Secondary Authorized Official

2012 Form U > CGI Federal > SpecChem123 Trade Product Information > Primary Company Information (4.C)

SECTION 4.C - PRIMARY COMPANY INFORMATION

Enter Unique Identifier for Joint Submission

| Unique ID | Trade Name (2.A.5) | Actions |
|--------------------------------------|--------------------|--|
| 2c439294-2634-455b-871d-c81ec4e518d4 | | <input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="X"/> |

Navigation: Populate at least one primary company for a 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 Information (4.D)’ link in the navigation tree.

3.4.10 Section 4.D – Trade Product Identification Information

You can access the ‘Section 4.D – Trade Product Identification Info’ screen by clicking the ‘Next’ button from the ‘Section 4.C – Primary Company Information’ screen or by clicking the ‘Trade Product 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 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 3-20: Section 4.D - Trade Product Identification Info Screen

2012 Form U
Secondary Authorized Official

2012 Form U > CGI Federal > SpecChem123 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 Submit

Navigation: From the ‘Section 4.D - Trade Product Identification Info’ screen click the search icon (🔍) to launch the SRS search 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 3-21: 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 3-22: 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.

| <input type="radio"/> | 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 tsc 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 on the ‘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 3-23: Section 4.D - Trade Product Identification Info Screen (Populated)

2012 Form U
 Logged in as: John Doe, Secondary Authorized Official
 Home Forms User Management Resources Logout

2012 Form U > CGI Federal > SpecChem123 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 | <input type="text"/> |
| 🔍 | <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 Submit

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 and submitting. Refer to **Section 4** for instructions on validating a CDR Form U and **Section 5** for instructions on submitting 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.

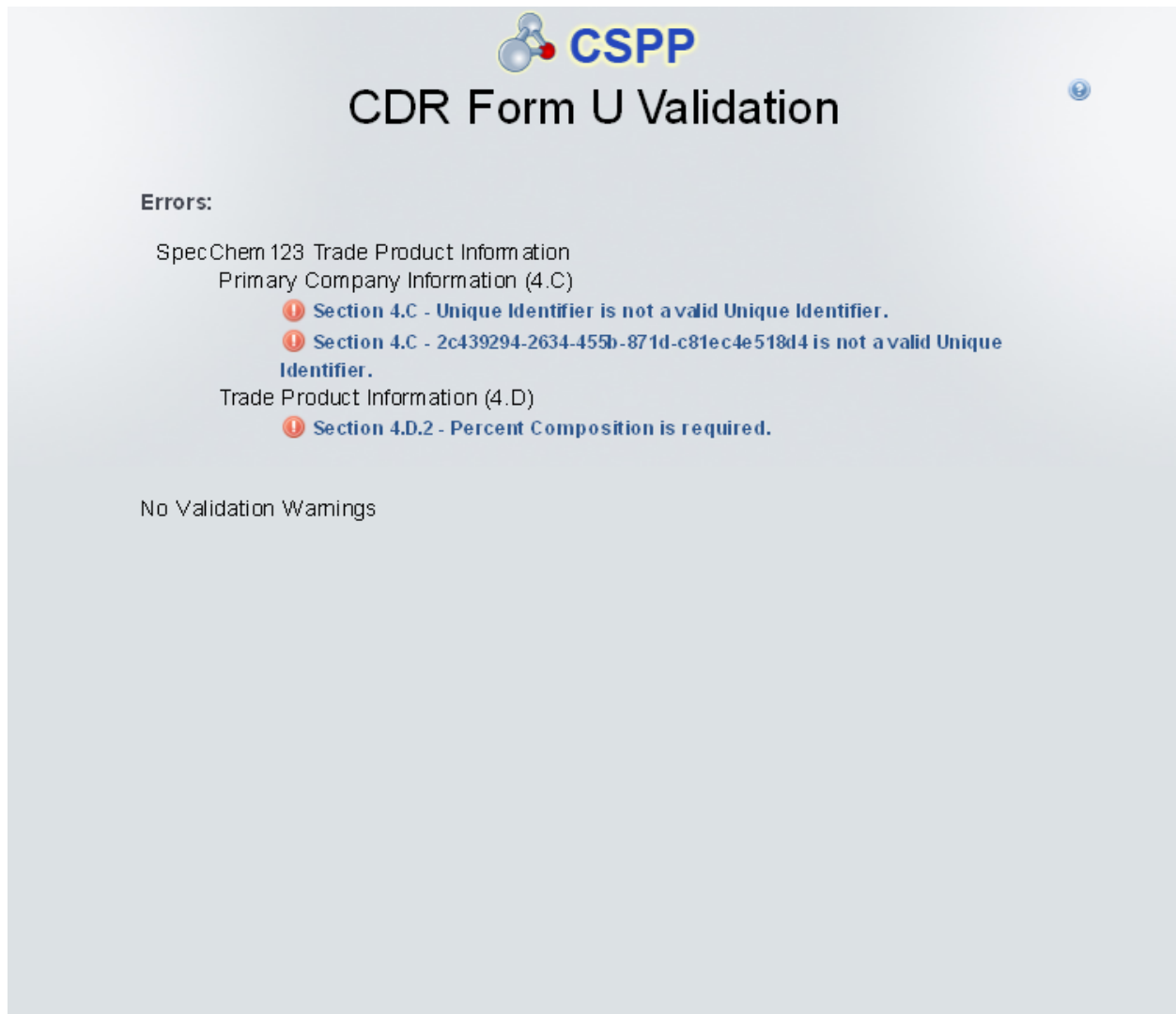
Validation Errors: Errors are denoted by an error icon (❗) and can be fixed by clicking the error link. The links will display the screen section (e.g., Technical Contact Information (4.B)), the field section name (e.g., 4.B.1), and the associated error. After you click a link, the main screen will display the section where the error occurred so you can easily fix the issue. Once you have fixed the error, click 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 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 Submit to EPA via CDX

As a Secondary AO, you have the ability to sign and submit a Form U to EPA. Any assigned Supports cannot sign and submit a Form U to EPA. The save functionality will allow you to return to that same form at any point in the future. You can also print the form at any point; however, the 'Draft – Not For Submission' watermark will be placed on the document.

5.1 Submit Electronically – CROMERR Certification

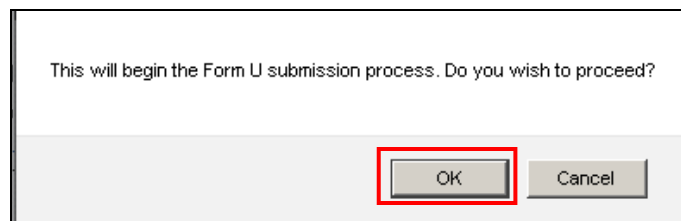
Click the 'Submit' icon (🗑️) located in the bottom action bar of the CDR Form U to access the 'Submission Process' Cross-Media Electronic Reporting Regulation (CROMERR) screen.

CROMERR provides the legal framework for electronic reporting under all of EPA's environmental regulations.

Upon clicking the 'Submit' icon (🗑️), you will receive a prompt indicating 'This will begin the Form U submission process. Do you wish to proceed?'

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

Exhibit 5-1: Submission Prompt



Click the 'OK' button to continue the submission and proceed to the validation process.

The following exhibit shows a screen capture of the ‘Submission Process: Validation’ screen:

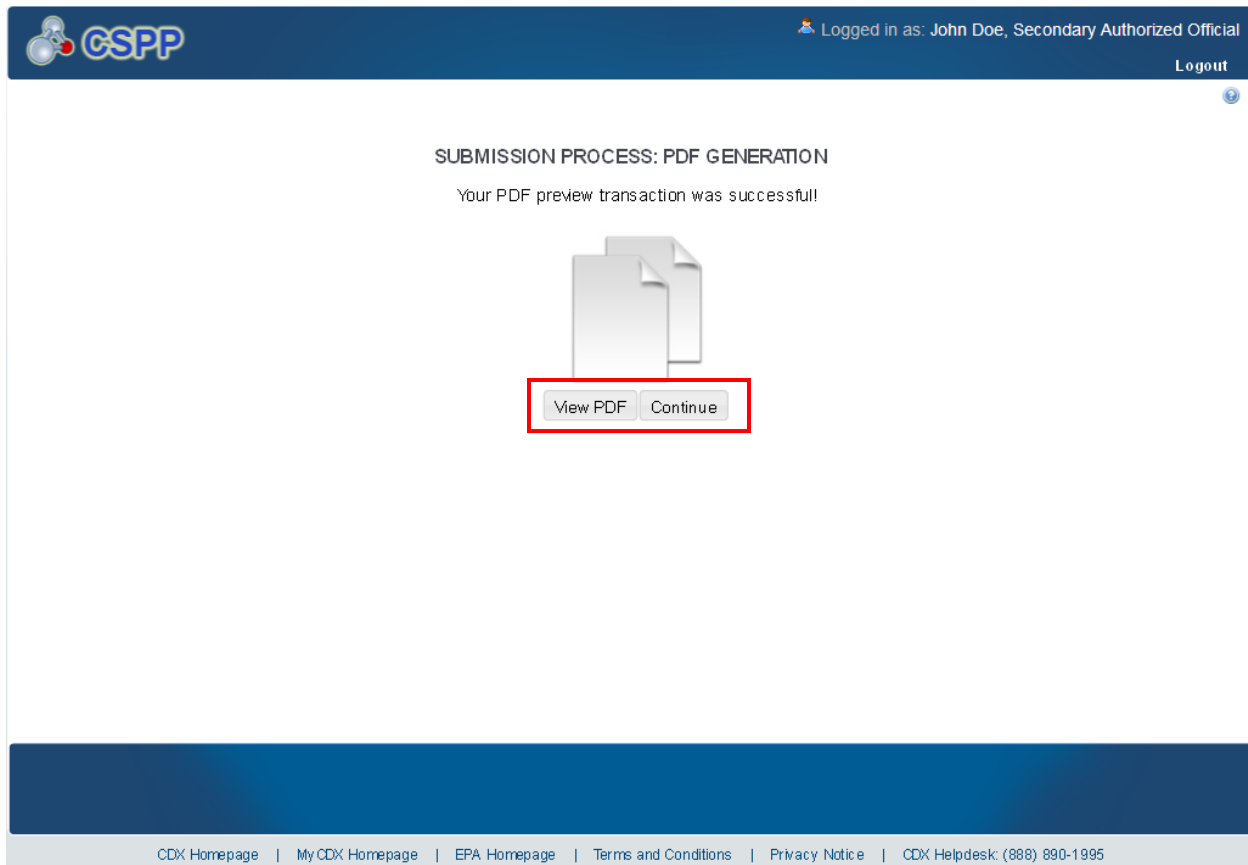
Exhibit 5-2: Submission Process: Validation Screen



Once validation has been successfully completed, you have the option to preview the draft watermarked version of the Form U, which will be displayed as PDF document.

The following exhibit shows a screen capture of the ‘Submission Process: PDF Generation’ screen:

Exhibit 5-3: Submission Process: PDF Generation Screen



Navigation: Click the ‘View PDF’ button to view the Form U. A watermarked draft PDF version of the form will be displayed in a separate window. Once you are satisfied with the contents of the form, click the ‘Continue’ button to proceed with the submission process.

On the ‘Cross-Media Electronic Reporting Regulation (CROMERR) Certification’ screen, you will be asked to certify your submission. By clicking on the ‘I Certify’ button on the CROMERR screen, you are authenticating all the information entered on the Form U and agreeing to take full responsibility for the submission of the data. If you are not yet ready to authenticate the information, click the ‘Cancel’ button.

The following exhibit shows a screen capture of the 'Cross Media Electronic Reporting Regulation (CROMERR) Certification' screen:

Exhibit 5-4: Cross Media Electronic Reporting Regulation (CROMERR) Certification Screen



Navigation: Click the 'I Certify' button to navigate to the 'CROMERR LOGIN' screen.

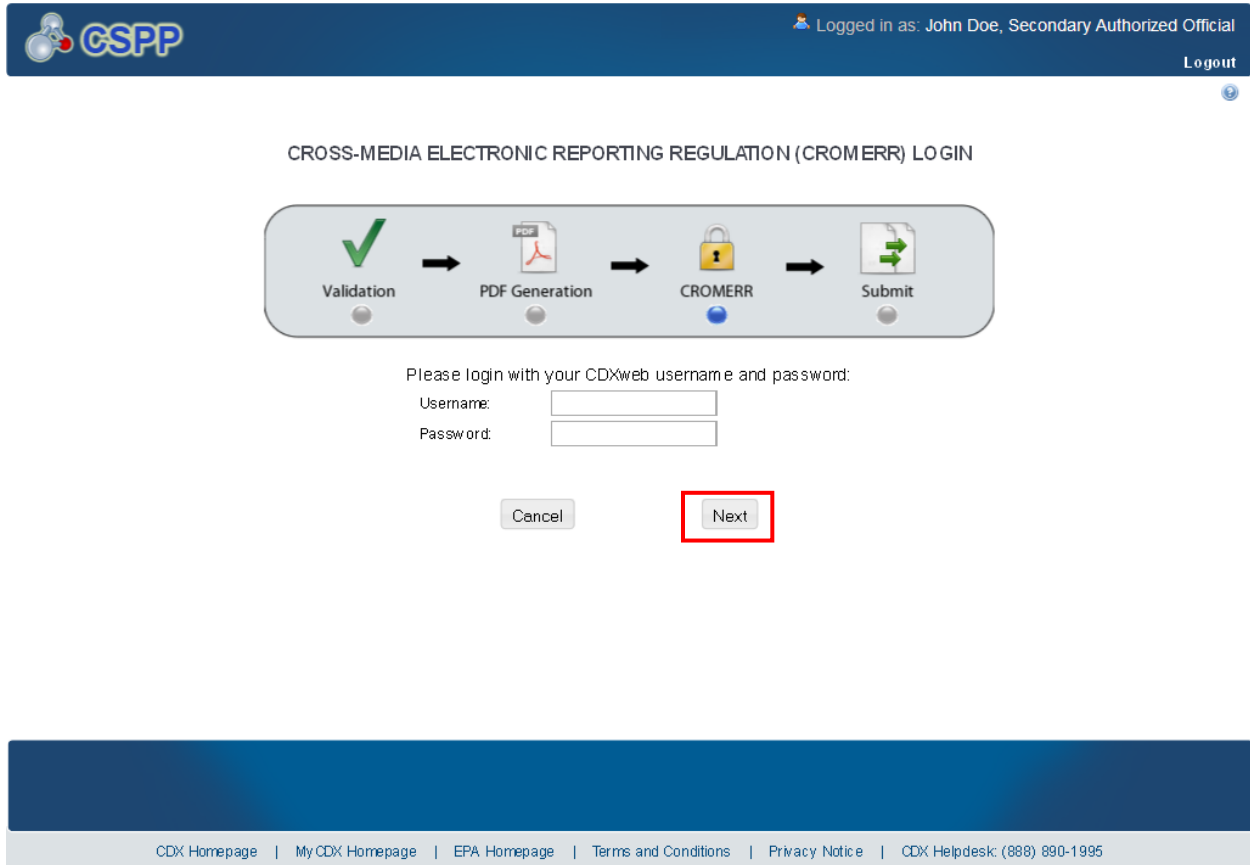
5.2 Submit – CROMERR LOGIN

To submit the Form U, log in to CDX using the credentials you provided during CDX registration:

- **Username:** Enter your CDX registration username
- **Password:** Enter your CDX registration password

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

Exhibit 5-5: CROMERR LOGIN Screen



Navigation: Enter your CDX credentials and click the ‘Next’ button to navigate to the ‘Cross-Media Electronic Reporting Regulation (CROMERR) Security Question’ screen.

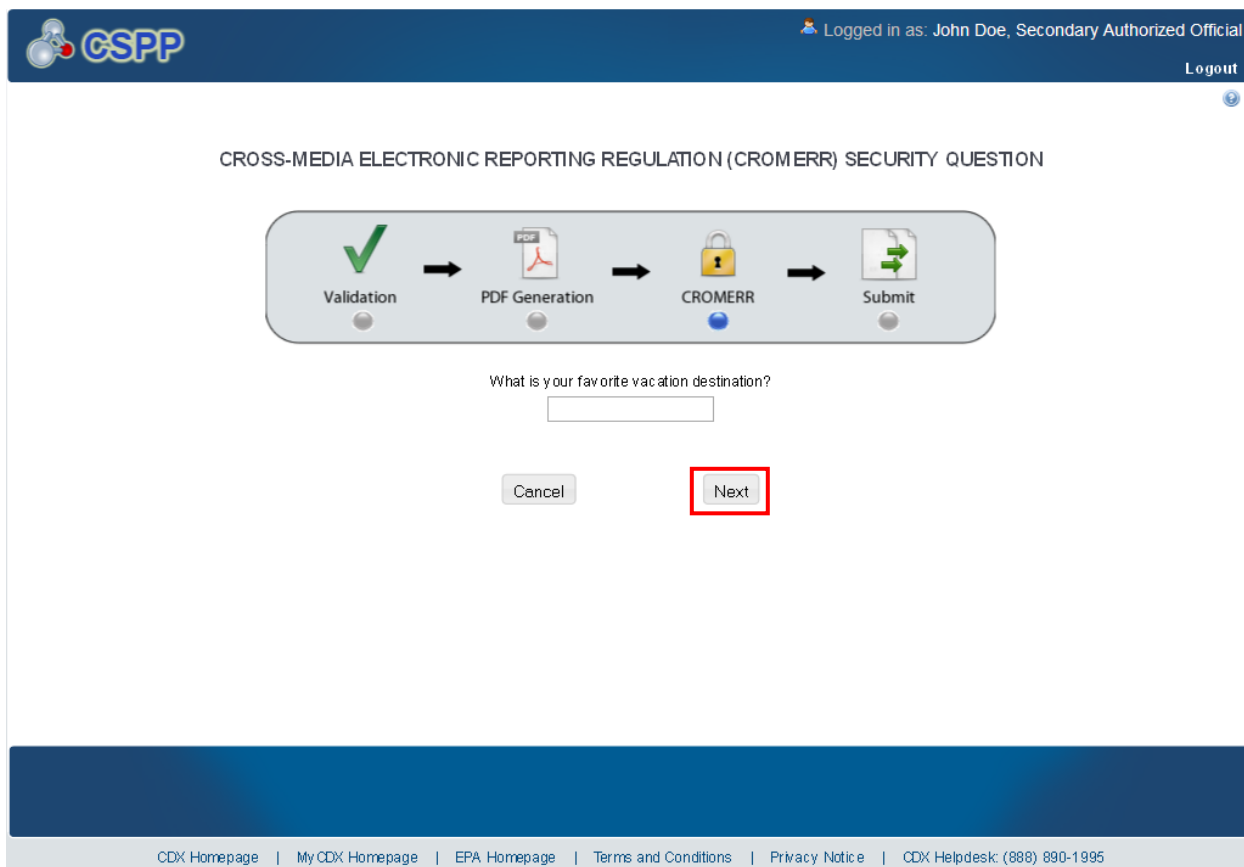
5.3 CROMERR Security Question

The ‘Cross-Media Electronic Reporting Regulation (CROMERR) Security Question’ screen randomly selects and displays one (1) of the five (5) CROMERR eSIG-PIN questions that you answered on the 20-5-1 question screen during CDX registration.

eSIG-PIN Authorization Code: Provide the answer to the question that was pulled from the list of CDX registration security questions.

The following exhibit shows a screen capture of the ‘Cross-Media Electronic Reporting Regulation (CROMERR) Security Question’ screen:

Exhibit 5-6: CROMERR Security Question Screen



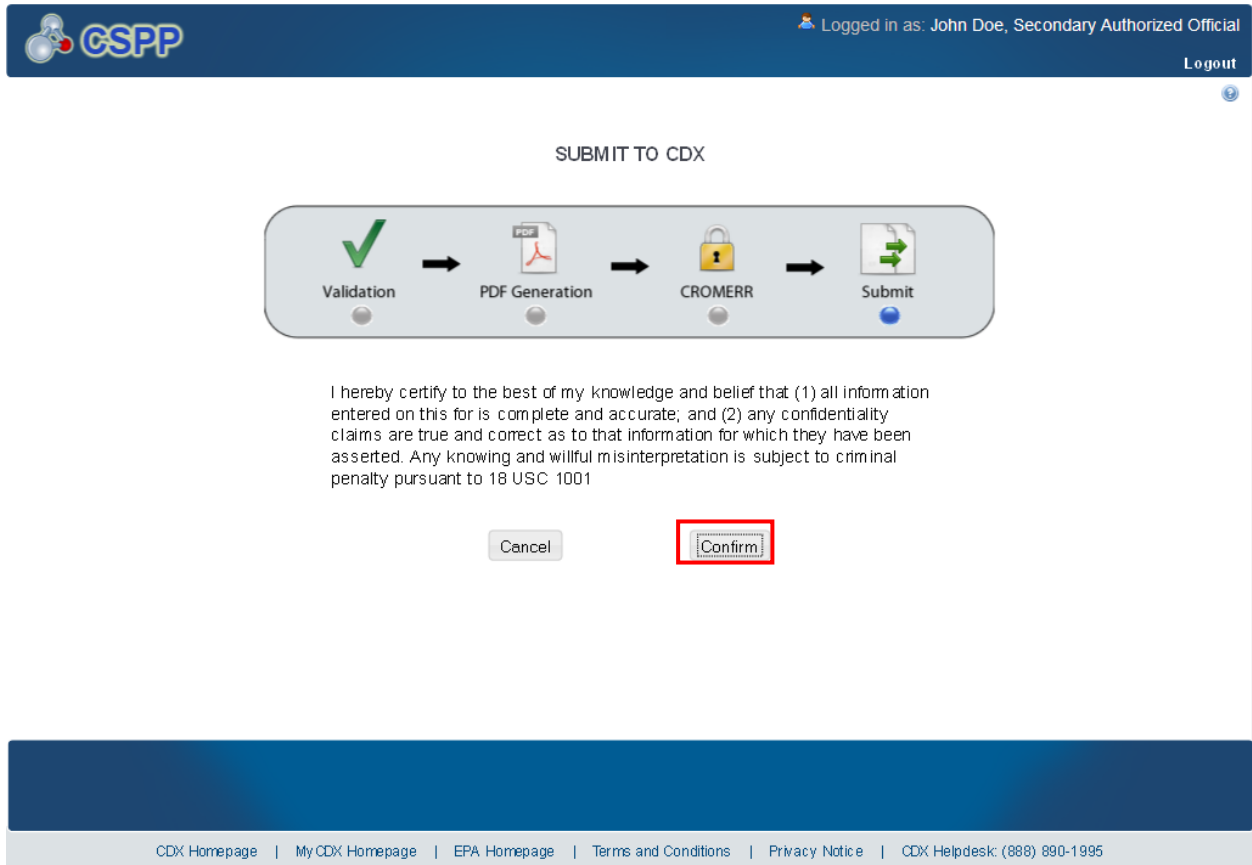
Navigation: Answer the Security Question and click the ‘Next’ button to navigate to the ‘Submit to CDX’ screen.

5.4 Submit to EPA via CDX

On the ‘Submit to CDX’ screen, you will see a certification message. Read the message and acknowledge by clicking the ‘Confirm’ button. Once you have clicked the ‘Confirm’ button, your Form U will be submitted to EPA.

The following exhibit shows a screen capture of the ‘Submit to CDX’ screen:

Exhibit 5-7: Submit to CDX Screen



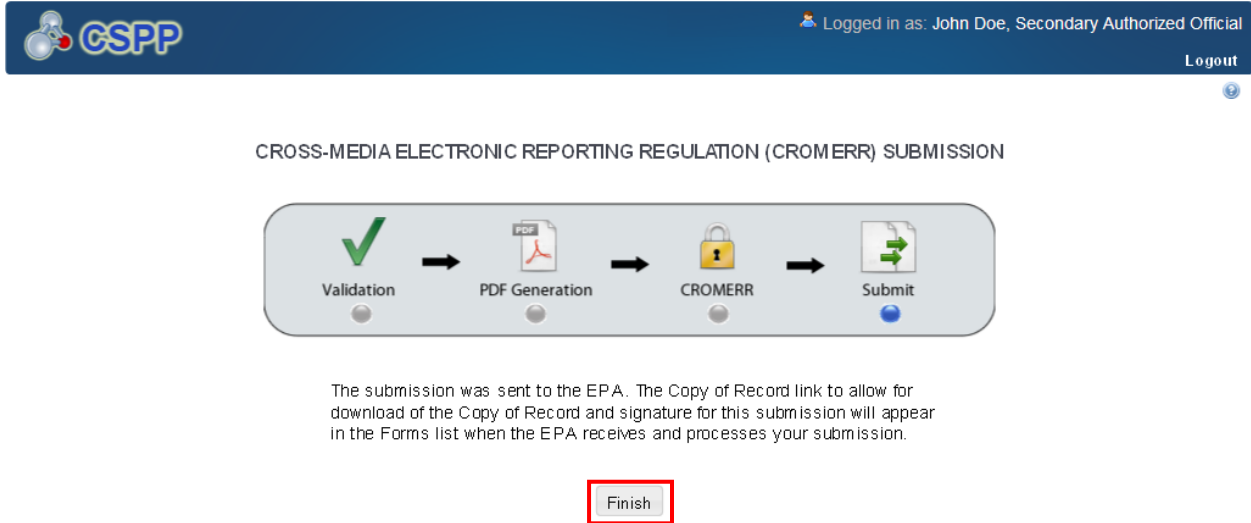
Navigation: Click the ‘Confirm’ button to navigate to the ‘Cross-Media Electronic Reporting Regulation (CROMERR) Submission’ screen.

5.5 CROMERR Submission

On the ‘Cross-Media Electronic Reporting Regulation (CROMERR) Submission’ screen, you will see a message indicating the submission has been successfully submitted to the EPA via CDX.

The following exhibit shows a screen capture of the ‘Cross-Media Electronic Reporting Regulation (CROMERR) Submission’ screen:

Exhibit 5-8: CROMERR Submission Screen



Navigation: Clicking the ‘Finish’ button will take you back to the ‘Home’ Screen. Click the ‘Forms’ link to find your submitted Form U. On the ‘2012 CDR Form U’ screen, the form will have a status of ‘Submitted’ under the ‘Status’ column. In addition to displaying a status of ‘Submitted,’ a lock icon (🔒) will be displayed under the ‘Action’ column. Only a Secondary AO can unlock a Form U that has already been submitted. A Secondary AO will also need to unlock a Form U before a Support can amend the form.

6 Download Copy of Record

You may obtain a copy of your submitted Form U in accordance with CROMERR. To download a Copy of Record (CoR), navigate to the '2012 CDR Form U' screen and locate a site for which you have successfully submitted a Form U. The form should have a status of 'Submitted.'

The following exhibit shows a screen capture of the '2012 CDR Form U' screen with the download arrow icon (↓) displayed:

Exhibit 6-1: 2012 CDR Form U Screen (Copy of Record)

The screenshot shows the '2012 CDR FORM U' screen. At the top, there is a navigation bar with the GSP logo and the text 'Logged in as: John Doe, Secondary Authorized Official'. Below the navigation bar, there are tabs for 'Home', 'Forms', 'User Management', and 'Resources', along with a 'Logout' button. The main heading is '2012 CDR FORM U'. Below this, there is a instruction: 'To edit an In Progress form, click the form link in the Form column in the table below.' A table with the following columns is displayed: 'Form', 'Status', 'Modify Date', 'Submission Date', 'Copy of Record', and 'Action'. The table contains one row for a 'Secondary Form' with a status of 'Submitted', a modify date of '11/04/2011', and a submission date of '11/04/2011'. The 'Copy of Record' column for this row contains a green download arrow icon. The 'Action' column contains a lock icon. 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'.

| Form | Status | Modify Date | Submission Date | Copy of Record | Action |
|----------------|-----------|-------------|-----------------|----------------|--------|
| Secondary Form | Submitted | 11/04/2011 | 11/04/2011 | ↓ | 🔒 |

Navigation: Click the download arrow icon (↓) under the 'Copy of Record' column. You will be taken to the 'Enter Passphrase' screen to enter the passphrase associated with that Form U. Once you have entered your passphrase, click the 'Next' button to navigate to the 'Cross-Media Electronic Reporting Regulation (CROMERR) LOGIN' screen. Enter your CDX login credentials and click the 'OK' button. If your login was successful, you will be taken to the 'Cross-Media Electronic Reporting Regulation (CROMERR) Security Question' screen. The 'Cross-Media Electronic Reporting Regulation (CROMERR) Security Question' screen randomly selects and displays one of the five CROMERR eSIG-PIN questions that you answered on the 20-5-1 question screen during CDX registration. Answer the CROMERR security question and click the 'OK' button. If your answer was correct, you will be taken to the 'Copy of Record' screen.

The following exhibit shows a screen capture of the 'Copy of Record' screen for downloading a CoR:

Exhibit 6-2: Copy of Record

GSPP Logged in as: John Doe, Secondary Authorized Official Logout

COPY OF RECORD
You can now download the Copy of Record for the Form U Submission!

Download Copy of Record:



| File Name | File Size | Actions |
|----------------|-----------|---------|
| Copy of Record | | |

Download Substantiation Attachments:

| File Name | File Size | Actions |
|-----------|-----------|---------|
|-----------|-----------|---------|

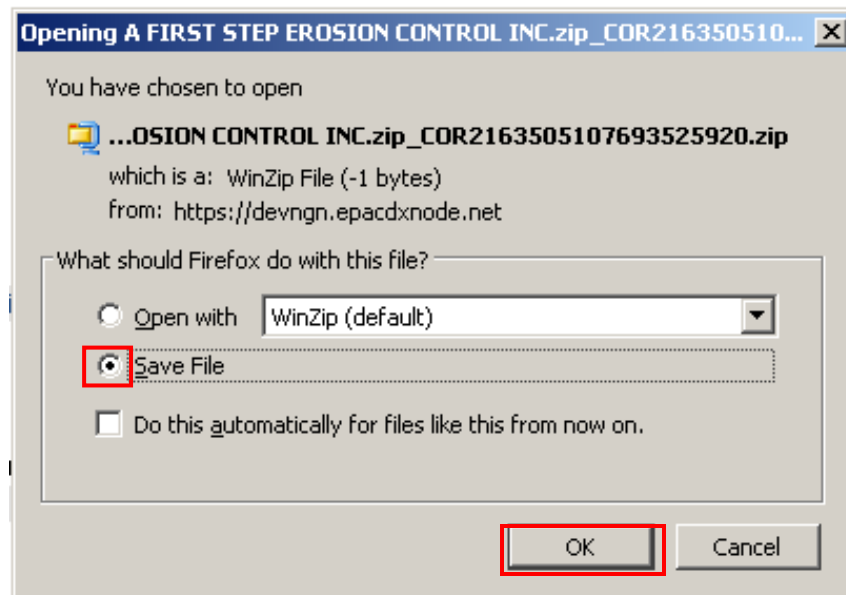
Home

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

Click the download arrow icon () to download a PDF and an XML file of the Form U. Upon clicking the download arrow icon (), a download prompt will be displayed asking you to save the files to your local hard drive. Click the 'Save File' button and click the 'OK' button to download and save the zip file to your local hard drive.

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

Exhibit 6-3: Prompt Screen



If you click the download arrow icon (↓), you will download:

- A PDF version of the Form U
- An XML version of the Form U

7 Create an Amendment

To amend a submitted CDR Form U, navigate to the '2012 CDR Form U' screen and locate a secondary form for which you previously submitted a Form U. The form should display a status of 'Submitted' under the 'Status' column. In addition to displaying a status of 'Submitted,' the lock icon (🔒) will be displayed under the 'Action' column.

The following exhibit shows a screen capture of the '2012 CDR Form U' screen displaying the lock icon (🔒):

Exhibit 7-1: CDR Form U – Amendment

The screenshot shows the GSPP application interface. At the top, there is a navigation bar with the GSPP logo and the text "Logged in as: John Doe, Secondary Authorized Official". Below the navigation bar are tabs for "Home", "Forms", "User Management", and "Resources", along with a "Logout" button. The main content area is titled "2012 CDR FORM U" and contains the instruction: "To edit an In Progress form, click the form link in the Form column in the table below." Below this instruction is a table with the following data:

| Form | Status | Modify Date | Submission Date | Copy of Record | Action |
|----------------|-----------|-------------|-----------------|----------------|--------|
| Secondary Form | Submitted | 11/04/2011 | 11/04/2011 | ↓ | 🔒 |

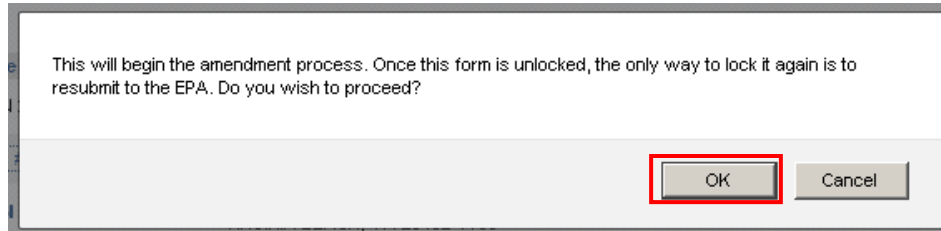
The lock icon (🔒) in the Action column is highlighted with a red box. At the bottom of the screen, there is a footer with links: "CDX Homepage | MyCDX Homepage | EPA Homepage | Terms and Conditions | Privacy Notice | CDX Helpdesk: (888) 890-1995".

Navigation: Click the lock icon (🔒) under the 'Action' column to start an amendment.

After clicking the lock icon (🔒), you will receive a prompt to confirm the unlock process. If you unlock a Form U, you will be required to resubmit the form to EPA after you finish making your changes. If you do not want to continue with the amendment, click the 'Cancel' button to cancel the amendment process and return to the '2012 CDR Form U' screen. Click the 'OK' button to close the prompt and continue with the amendment.

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

Exhibit 7-2: Unlock Prompt



After you click the 'OK' button, you will be taken to the 'Enter Passphrase' screen. You must enter the passphrase that was originally associated with the Form U to start the amendment process. After you enter the passphrase and click the 'Next' button you will be taken to the 'Section 4.A – Secondary Company Information' screen.

At this point, the '2012 CDR Form U' screen will display a status of 'In Progress' under the 'Status' column, and the unlocked icon (🔓) will be displayed under the 'Action' column; however, you will not see these changes until you navigate back to the '2012 CDR Form U' screen.

7.1 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 folder 'Amendment and Late Submission' folder on the navigation tree.

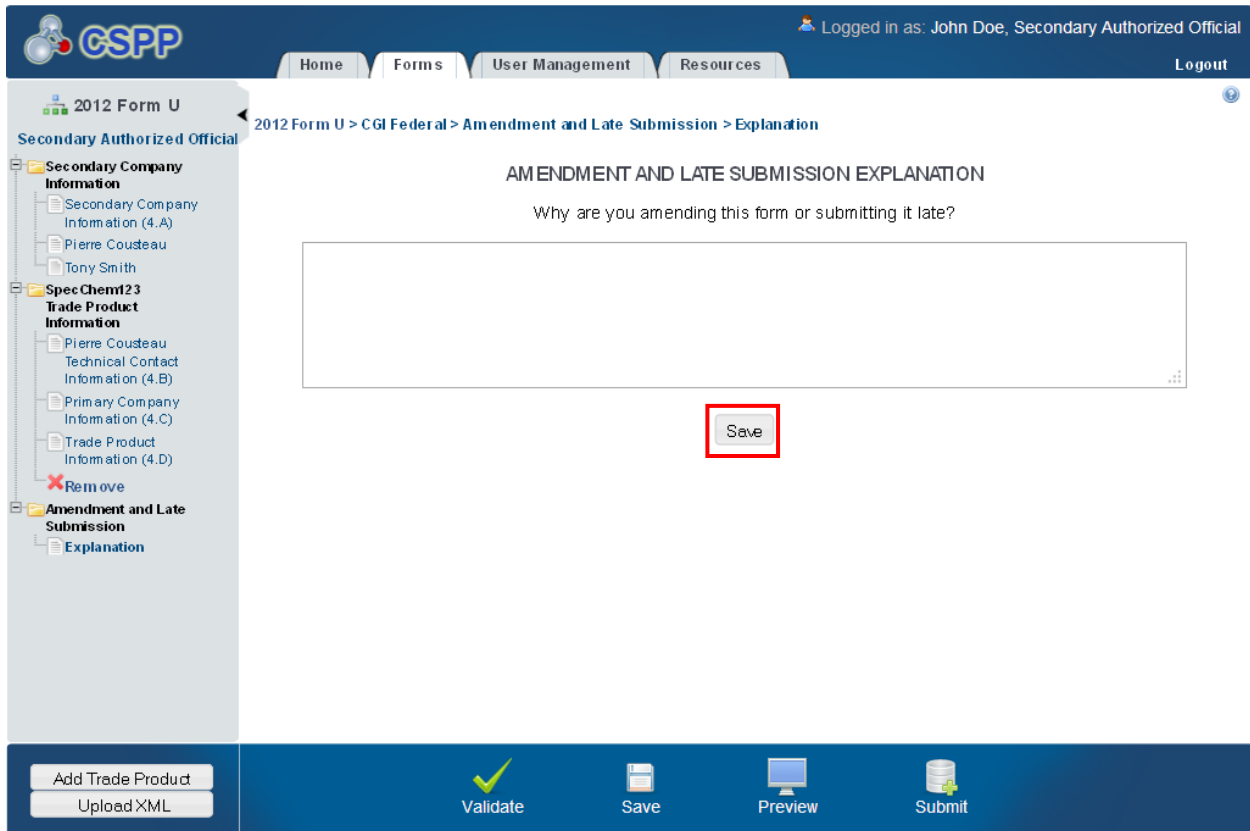
The following exhibit shows a screen capture of the 'Explanation' link in the navigation tree:

Exhibit 7-3: Explanation Link



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

Exhibit 7-4: 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 and submit the amended form to EPA as described in **Section 5**.

8 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 as 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 8-1: Additional Information Screen

The screenshot shows the GSPP application interface. At the top, there is a navigation bar with tabs for 'Home', 'Forms', 'User Management', 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, Secondary Authorized Official' and a 'Logout' 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 the 'User Guide'. Below that is a section for 'Helpful Web Links' with three links: 'Inventory Update Reporting Homepage', 'CDX Homepage', and 'TSCA Chemical Substances Inventory'. At the bottom of the page, there is a footer with links to 'CDX Homepage', 'My CDX Homepage', 'EPA Homepage', 'Terms and Conditions', 'Privacy Notice', and 'CDX Helpdesk: (888) 890-1995'.

Appendix A. Acronyms and Abbreviations

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

Exhibit 8-2: 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 |
| CROMERR | Cross-Media Electronic Reporting Regulation Security System |
| CSPP | Chemical Safety and Pesticide Programs |
| D&B | Dun and Bradstreet |
| EPA | Environmental Protection Agency |
| e-CDRweb | Chemical Data Reporting web |
| 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 |