

Preparing Data for Submission

ODS Reporting Instructions
June 2024

I. INTRODUCTION

This document provides information for reporting entities on how to prepare data on ozone depleting substances (ODS) for submission to the Environmental Protection Agency (EPA), as required by 40 CFR Part 82. All individuals that report ODS data electronically on behalf of a reporting entity must use the relevant Microsoft Excel-based reporting forms and generate a comma separated variables (CSV) file for upload to the Central Data Exchange (CDX) for EPA review. For information on creating a CDX account, see EPA's document on *Registering with CDX*. For information on how to submit an ODS report using CDX, see EPA's document on *Submitting Data to EPA*. The remainder of this document is organized as follows:

- **Section II:** Locate and download the reporting forms
- **Section III:** Navigate through the forms
- **Section IV:** Enter data into the forms
- **Section V:** Save and Export Data into a CSV File
- **Section VI:** Prepare Data for Resubmission

Questions?

For questions about ODS reporting, contact HFCallocation@epa.gov.

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

II. LOCATE AND DOWNLOAD THE REPORTING FORMS

Step 1: Locate the Reporting Forms on EPA’s Website

Visit <https://www.epa.gov/ods-phaseout/ozone-depleting-substances-ods-recordkeeping-and-reporting>.

Environmental Topics **Laws & Regulations** **About EPA** Search EPA.gov

Related Topics: [Phaseout of Ozone-Depleting Substances](#) CONTACT US SHARE

Ozone-Depleting Substances (ODS) Recordkeeping and Reporting

EPA has issued a series of regulations to [phase out](#) the production and import of Class I and Class II [ozone-depleting substances \(ODS\)](#). The regulations include reporting and recordkeeping requirements for producers, importers, and exporters of Class I and Class II ODS. EPA provides [reporting forms](#) and instructions to assist entities in fulfilling these requirements. These Microsoft Excel-based reporting forms are designed to be submitted to EPA through the [Central Data Exchange \(CDX\)](#). To submit a report through CDX, you will first need to [register](#) with CDX and sign an electronic signature agreement.

Contact Information

For questions about registering and logging onto CDX, contact the CDX help desk at 888-890-1995 or email helpdesk@epacdx.net.

Step 2: Download the Reporting Forms

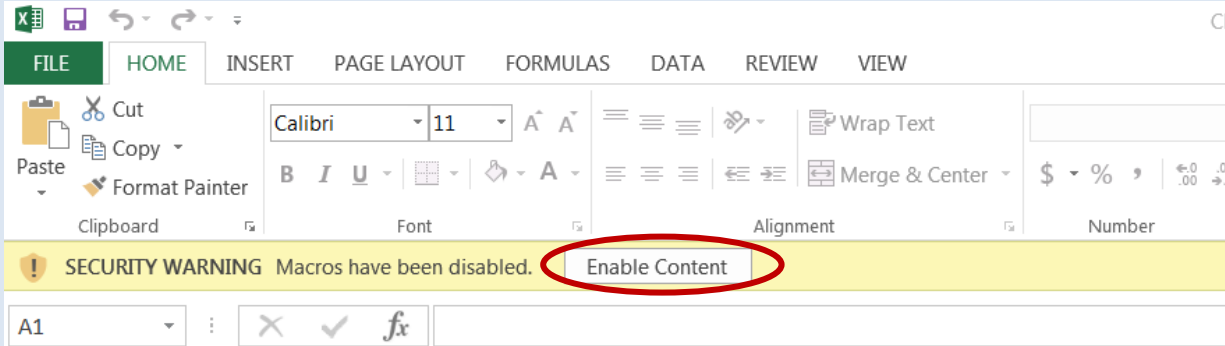
Scroll down the page to view the list of reporting forms. Select the form(s) you wish to download.

Reporting Forms	
Reporting Form	Reporting Frequency
Class I Producer (5 pp, 128 K)	Quarterly
Class I Importer (5 pp, 493 K)	Quarterly
Class I Exporter (5 pp, 527 K)	Annual
Class I Lab supplier (Includes MeBr) (7 pp, 574 K)	Quarterly
Methyl Bromide Producer (4 pp, 109 K)	Quarterly
Methyl Bromide Importer (6 pp, 216 K)	Quarterly
Methyl Bromide Exporter (5 pp, 485 K)	Quarterly
Methyl Bromide Distributor of QPS (3 pp, 70 K)	Quarterly
Methyl Bromide Pre-2005 Stocks (3 pp, 79 K)	Annual
Class II Producer (5 pp, 119 K)	Quarterly
Class II Importer (6 pp, 383 K)	Quarterly
Class II Exporter (6 pp, 382 K)	Quarterly
Class II Trades (6 pp, 100 K)	As Needed
Class II Request for Additional Consumption Allowances (5 pp, 197 K)	As Needed
Second Party Transformation (4 pp, 102 K)	Annual
Second Party Destruction (4 pp, 101 K)	Annual

Locate and Download the Reporting Forms

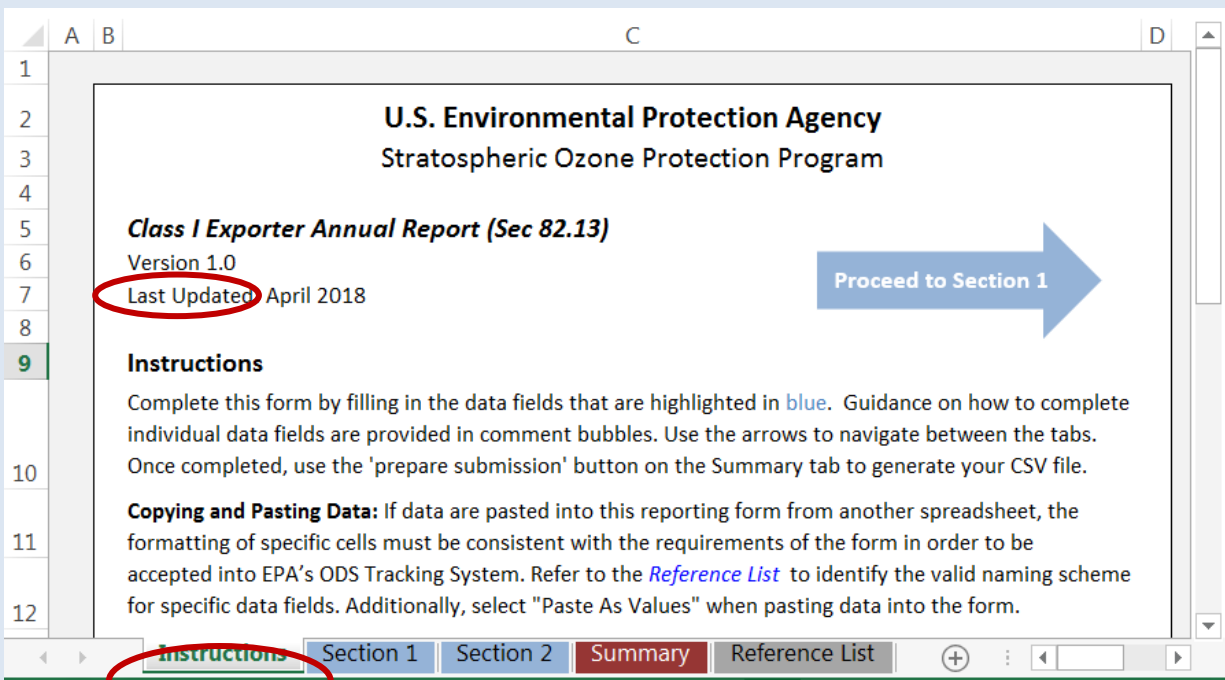
Enabling Macros

A macro is an automated input sequence that is used to make the ODS reporting forms streamlined and efficient. To allow for all the capabilities of the reporting forms you must enable macros.



The Form Version Number

The form version number is located in the 'Instructions' tab of each of the reporting forms. **It is critical that reporting entities use the most recent version of the reporting forms in order to ensure synchronization of the reported data with EPA's database.** CDX will not allow you to complete your submission if you attempt to submit an outdated version of the reporting forms. Visit EPA's website to download the most recent version of the reporting forms.



III. NAVIGATE THROUGH THE FORMS

Navigation Buttons and Tabs

Click on the blue arrows that are generally located in the top right corner of each tab to move between the different sections of the form. Alternatively, you may select the tabs at the bottom of each form.

U.S. Environmental Protection Agency
Class II Importer Quarterly Report

Date Prepared: 1/4/2018

Section 1: Report Identification Information
Complete all fields below. No fields may be left blank.

Company Name:		✘
Submission Type:		✘
Reporting Year:		✘
Reporting Quarter:		✘
Importer Number:		✘

Instructions | **Section 1** | Section 2 | Section 3 | Summary | Blend Breakout | Reference List

Tab Color Coding

The tabs are color coded to help you navigate through the form. The tabs are coded as follows:

- **Gray tabs:** Contain instructions and other information for reference.
- **Blue tabs:** Contain sections of the reporting form that require data entry.
- **Red tabs:** Summarize data entered into the blue tabs.

Hyperlinks

Click on the *italicized blue text* to navigate directly to tabs that are referenced within the form instructions.

U.S. Environmental Protection Agency
Class II Importer Quarterly Report

Company Name:
Reporting Period:

Section 2: Import Transaction Data

*In the table below, enter data for each import transaction containing a class II controlled substance that took place during the reporting period... was imported for **second party transformation or second party destruction**, a copy of the transformation and/or destruction verification from... If **copying and pasting data** into the table, please refer to the **Reference List** and the accompanying instructions. If **blends were imported**, refer to the table of HCFC blends provided in the **Blend Breakout** tab, as needed.*

IV. ENTER DATA INTO THE FORMS

Step 1: Read the Instructions

Read the instructions for entering data into each section of the report. Additional information is provided in comment bubbles that can be viewed by scrolling over the cells that have a red flag in the top right corner or upon selection of a data entry cell.

U.S. Environmental Protection Agency
Class II Importer Quarterly Report

Company Name:
Reporting Period:

Section 2: Import Transaction Data

*In the table below, enter data for each import transaction containing a class II controlled substance that took place in the reporting period. If the substance was imported for **second party transformation or second party destruction**, a copy of the transformation and/or **copying and pasting data** into the table, please refer to the [Reference List](#) and the accompanying instructions. If **blends were imported**, refer to the table of HCFC blends provided in the [Blend Breakout](#) tab, as needed.*

Transaction Number	Date of Import	Source Country	Name of the Substance	Quantity	Chemical Name
Autopopulated	Date	Selection			
1	1/15/2018	Australia			

Select the country from which the shipment was imported.

If **copying and pasting data** into the table, please refer to the Reference List for the valid list of countries.

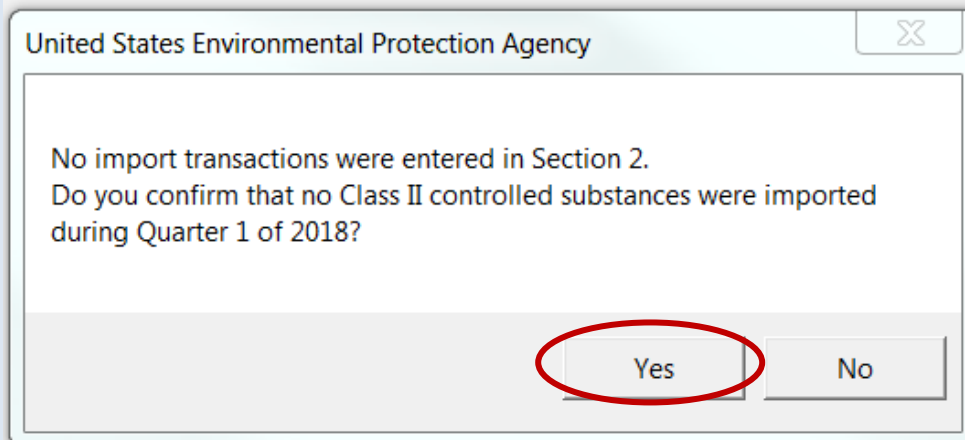
Date when the shipment entered the United States.

Step 2: Enter Data

Starting with Section 1, enter data into the blue cells. For cells with a dropdown list, select the appropriate option from the list provided. The complete list of dropdown list options is available to view in the *Reference List* tab. Reporting entities are encouraged **not** to copy and paste data into cells that contain a dropdown list. If you do copy and paste data from another spreadsheet, please ensure consistency with the formatting of the dropdown list. If data is not available for a particular field, follow the instructions provided in the comment bubbles. Data must be entered in all fields unless otherwise noted.

Generating No Data Reports

EPA requires reporting entities to submit quarterly reports for all four quarters of a given reporting year. If no activity occurs during a given quarter, reporting entities should submit a report containing no activity data. To generate a no data report, complete Section 1 of the reporting form, navigate through all sections of the report, and select the "Prepare Submission" button. Select "Yes" when the following message appears:




Step 3: Ensure Complete and Accurate Data Entry

Ensure all necessary fields have data in the correct format. Data validations are programmed into the forms to prevent you from moving onto the next section if there is an error in the data provided. You will be notified if there is an error through the following mechanisms:

Error Notification Type 1

All fields in Section 1 must be complete before moving on to Section 2. The icons to the right of each cell highlights whether the data field has been correctly completed.

Section 1: Report Identification Information	
<i>Complete all fields below. No fields may be left blank.</i>	
Company Name:	ODS Test Company
Submission Type:	Original Submission
Reporting Year:	
Reporting Quarter:	



Error Notification Type 2

Valid data must be entered into all required fields. For sections with transaction-level data, if a required field is left blank or if the value entered into a field is not valid (e.g., text was entered into a number field), an error message will appear at the end of the row.

Enter Data into the Forms

Transaction Number	Transaction Type	Intended Use	Date of Non-Objection Notice or Acknowledgement Letter
Autopopulated	Selection	Selection	Date
678900	New	In-House Trans	
456123	New	Global Lab	
456123			

ROW INCOMPLETE OR INVALID DATA ENTERED; ENTER/EDIT DATA IN REQUIRED FIELDS

Error Notification Type 3

The ODS reporting forms will not accept invalid entries. If an invalid entry is entered when entering data into the form, an error message will appear that clarifies the criteria of the data that must be entered.

Transaction Number	Date of Import	Source Country	Name of the Class I Chemical Imported	Quantity of the Class I Chemical Imported	Commodity Code
Autopopulated	Date	Selection	Selection	kg	Text
1	1/15/2018	Australia	CFC-13	5,000.00	2903.77.0020
1	1/15/2018	Argentina	CFC-13	1,000.00	2903.77.0020
2	5/15/2018	Argentina	CFC-13	1,000.00	2903.77.0020

Date when the shipment entered the United States.

Microsoft Excel

Please enter a date within the quarter and year you have specified in Section 1

Source Country	Name of the Class I Chemical Imported	Quantity of the Class I Chemical Imported	Commodity Code	Port of Entry into the United States
Selection	Selection	kg	Text	Text
Australia	CFC-13	5,000.00	2903.77.0020	Miami, FL
Argentina	CFC-13	1,000.00	2903.77.0020	Miami, FL
Korea	C-13	1,000.00	2903.77.0020	Miami, FL

Select the country from which the shipment was imported. View the Reference List for a valid list of company names.

Microsoft Excel

The value you entered is not valid.

A user has restricted values that can be entered into this cell.

Enter Data into the Forms

Date of Import	Source Country	Name of the Class I Chemical Imported	Quantity of the Class I Chemical Imported	Commodity Code
Date	Selection	Selection	kg	Text
1/15/2018	Australia	CFC-13	5,000.00	2903.77.0020
1/15/2018	Argentina	CFC-13	1,000.00	2903.77.0020
1/15/2018	Argentina	CFC-13	-500	2903.77.0020

Microsoft Excel

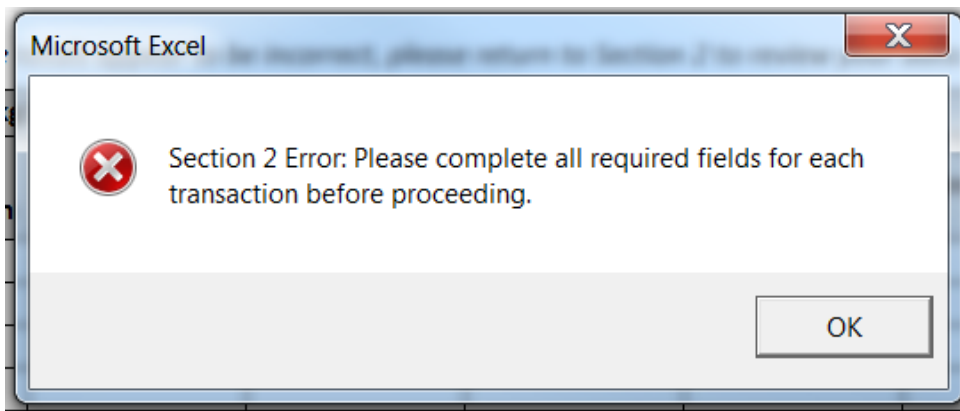
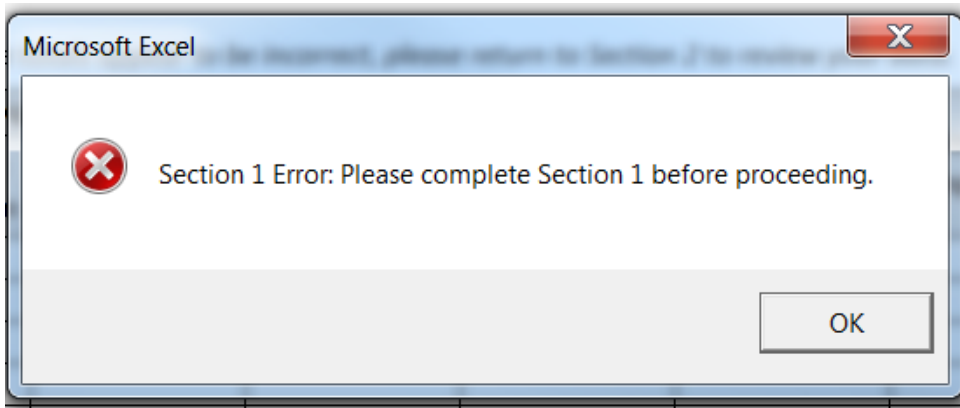
Please enter a positive number.

Retry Cancel Help

Total quantity (kg) of chemical imported.

Error Notification Type 4

You may not proceed to the next section of a report or generate your CSV file until all required fields are completed with valid data. If your form contains invalid or incomplete data and you attempt to use the navigation buttons or prepare your submission, a request to complete all required fields will appear.



V. SAVE AND EXPORT DATA INTO A CSV FILE

Step 1: Prepare Submission for Export from Excel to CSV

Once you have completed filling out your report, select the “Prepare Submission” button located in the final section of the form.

U.S. Environmental Protection Agency
Class II Producer Quarterly Report

Company Name:
Reporting Period:

Prepare Submission

Allowance Summary
The values in the table below are calculated based on data entered in Section 2 for chemicals that have allowances. If the totals appear to be incorrect, please return to Section 2 to review your data.

Chemical Name	Allowances Expended (kg)		
	Production	Consumption	Article 5

Instructions Section 1 Section 2 Section 3 **Summary** Reference List (+)

Step 2: Certify that Your Data is Complete and Accurate

Read the message that appears and, if you agree, select “Yes.”

United States Environmental Protection Agency

I certify under penalty of law that I have personally examined and am familiar with the information I submitted in this and all attached documents, and that based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the submitted information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.

By selecting Yes, you accept that the above is true. Would you like to continue with the preparation of your submission?

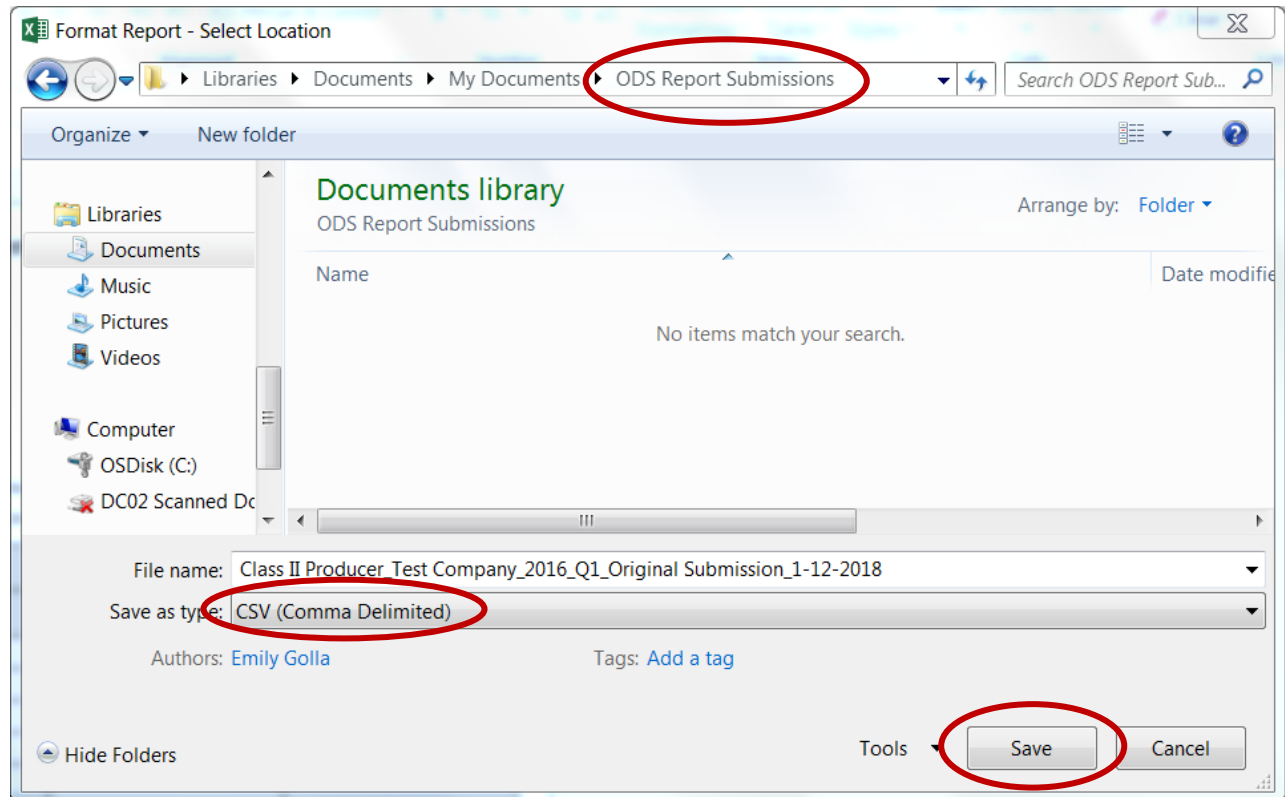
Yes No

Step 3: Save the Comma Separated Variables (CSV) File to Your Computer

Based on the type of computer you use, follow the appropriate steps below.

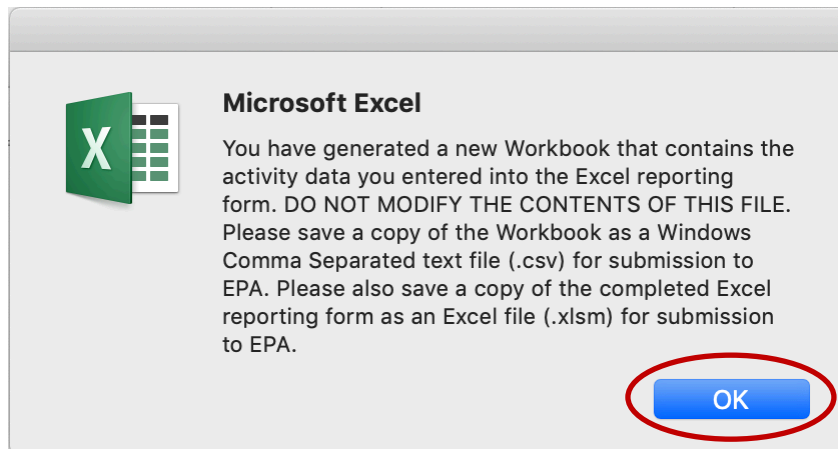
Steps for PC Users:

The reporting form will automatically generate a CSV file. The CSV file is generated using a specific format to help users easily identify their reports. It is strongly suggested that users do not modify the generated name of the form. Navigate to the location where you wish to save your CSV file and select “Save”.



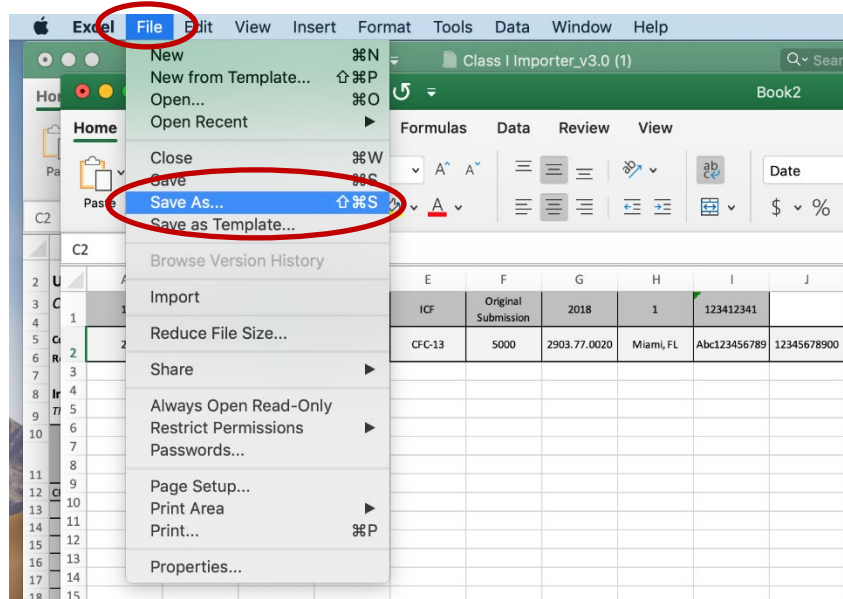
Steps for Mac Users:

The reporting form will automatically generate a new specially-formatted Workbook. A pop-up text box will appear with instructions on how to proceed. Click “OK.”

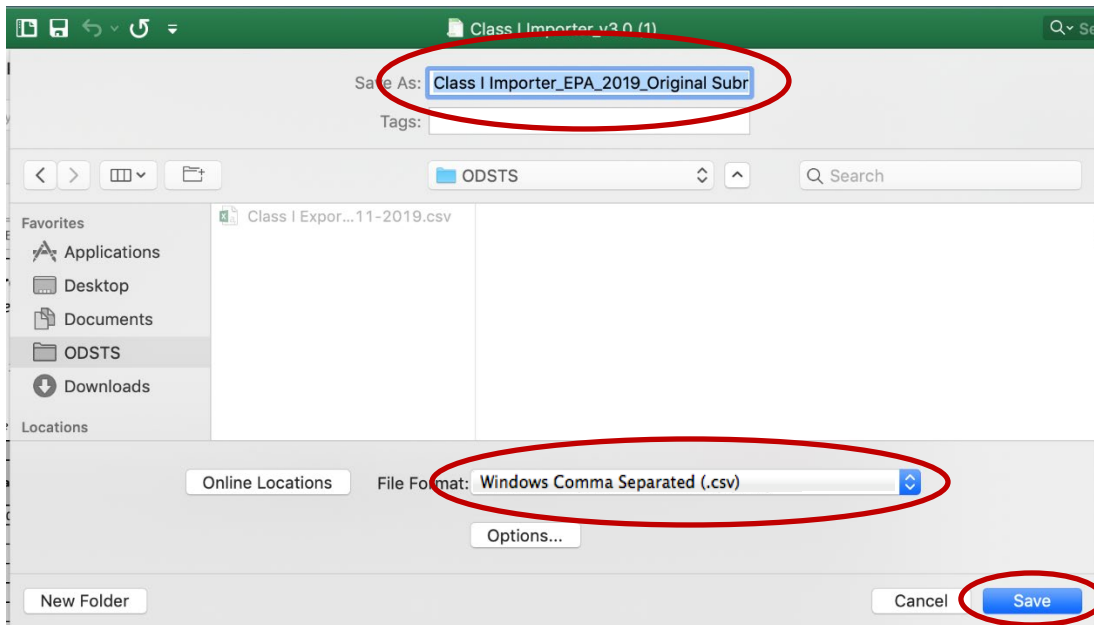


Save and Export Data into a CSV File

Save the newly generated as a CSV file by selecting File → Save As.



Enter a file name of your choice. A suggested format for the file name is “[Report Type]_[Company Name]_[Year]_[Submission Type]_[Date].” **Change the file format to “Windows Comma Separated (.csv).** Navigate to the location where you wish to save your CSV file and select “Save”.



DO NOT Modify the Contents of Your CSV file

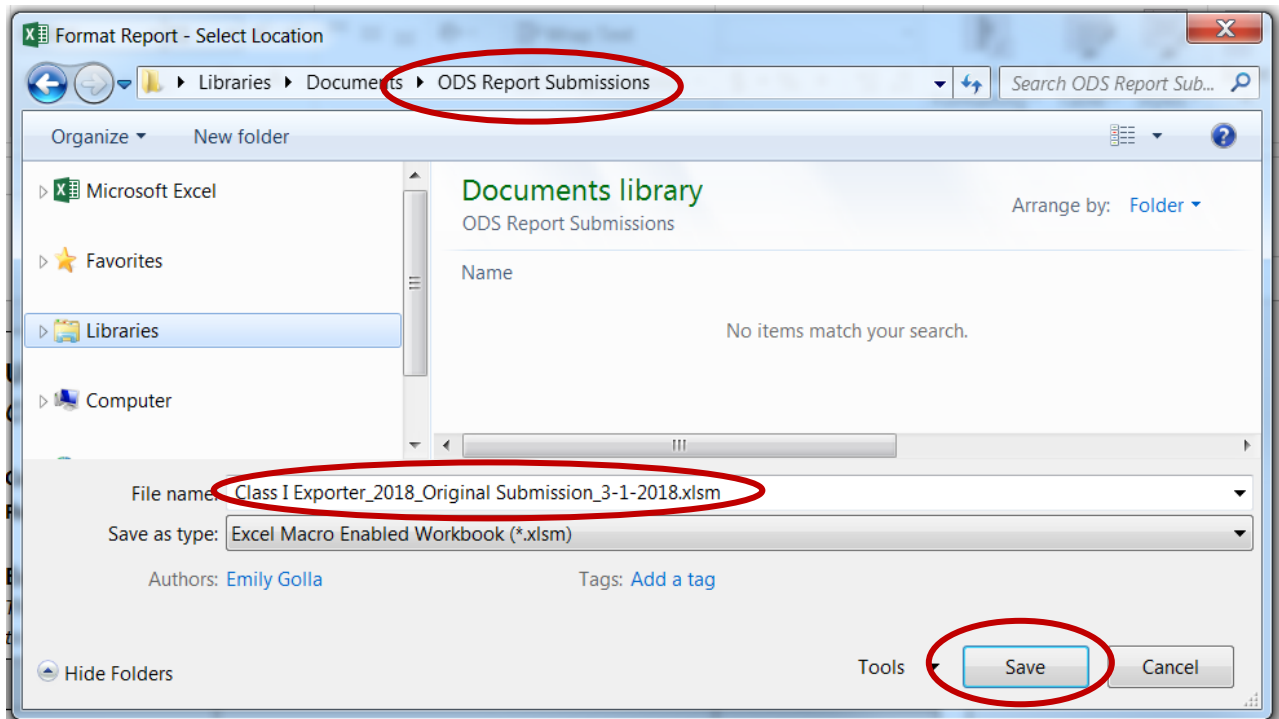
Any changes to the content in the CSV file after generation may disrupt synchronization with EPA’s ODS Tracking System. If you need to edit your submission after the CSV file has been created, make the changes in the Microsoft Excel file and repeat steps 1 through 4.

Step 4: Save the Excel Version of the Reporting Form

Based on the type of computer you use, follow the appropriate steps below.

Steps for PC Users:

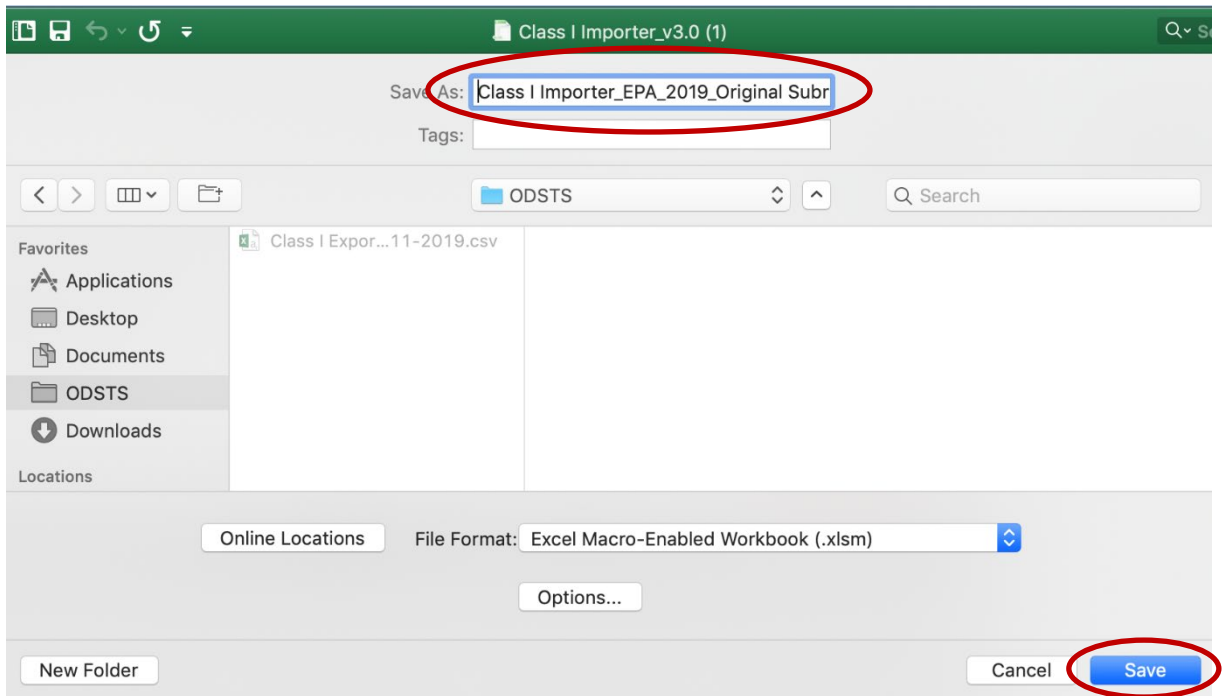
The reporting form will automatically prompt you to save a copy of the completed Excel file after it generates the CSV file. The Excel file name is automatically generated using a specific format to help users manage their reports. It is strongly suggested that users do not modify the generated name of the form. Navigate to the location where you wish to save your Excel file and select “Save.”



Steps for Mac Users:

Return to the completed reporting form and save a copy of the Excel file by selecting File → Save As. Enter a file name of your choice. A suggested format for the file name is “[Report Type]_[Year]_[Submission Type]_[Date].” Navigate to the location where you wish to save your CSV file and select “Save”.

Save and Export Data into a CSV File



Submission Requirements

To ensure synchronization of the reported data with EPA's ODS Tracking System and the readability of the submission, EPA requires that you submit both the Microsoft Excel version of the form and the CSV file. CDX will not allow you to complete your submission if you do not include both versions of the report in your submission.

Step 5: Compile Supporting Documentation

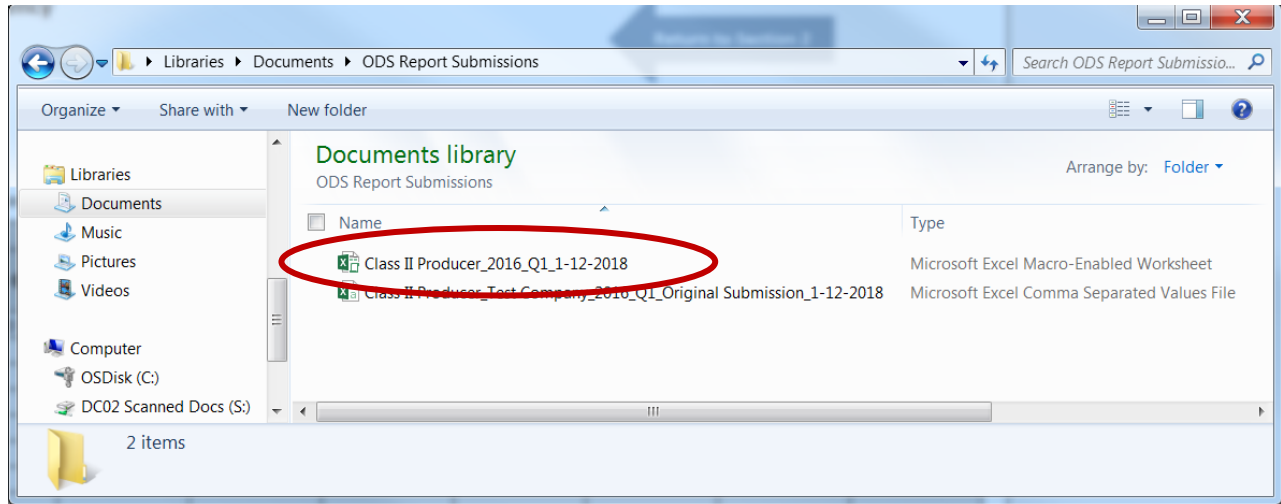
Depending on the type of data reported, supplemental documentation (e.g., destruction verification, bills of lading, invoices) may be required as part of your submission. Compile and save all supporting documentation in an electronic format (e.g., PDF, Word, or Excel). Information on all reporting requirements can be found at [40 CFR Part 82, Subpart A](#). If supplementary documentation required by the regulations is not submitted, your submission will be considered incomplete.

Congratulations! You are now ready to submit a report to EPA.

VI. PREPARE DATA FOR RESUBMISSION

Step 1: Locate the Original/Previous Submission

Locate the Excel version of the original or previous submission by navigating to the location where the file was previously saved. Alternatively, you may locate the previous submission documents by logging into CDX. See Section V in EPA’s document on *Submitting Data to EPA* for additional details.



Step 2: Change the Report Type to Re-Submittal

In Section 1 of the Excel file, change the Report Type from “Original Submission” to “Re-Submittal.”

U.S. Environmental Protection Agency
Class II Producer Quarterly Report

Date Prepared: 1/30/2018

Section 1: Report Identification Information
Complete all fields below. No fields may be left blank.

Company Name:	Test Company	✓
Submission Type:	Re-Submittal	✓
Reporting Year:	2016	✓
Reporting Quarter:	1	✓

Step 3: Revise your Report

Edit the information in the other sections of the Excel file, if necessary.

What if I Do Not Need to Edit the Content of my Submission?

When a report is resubmitted, CDX runs a validation check on the CSV file to confirm your report is marked as a re-submittal. Even if the only change to your submission is the addition of supplemental documentation, your report files will need to be updated and marked as a re-submittal.

Step 4: Save and Export Data into a CSV file

Save and export the data into a CSV file by following the steps described in *Section V* above.

Congratulations! You are now ready to re-submit your report to EPA.