

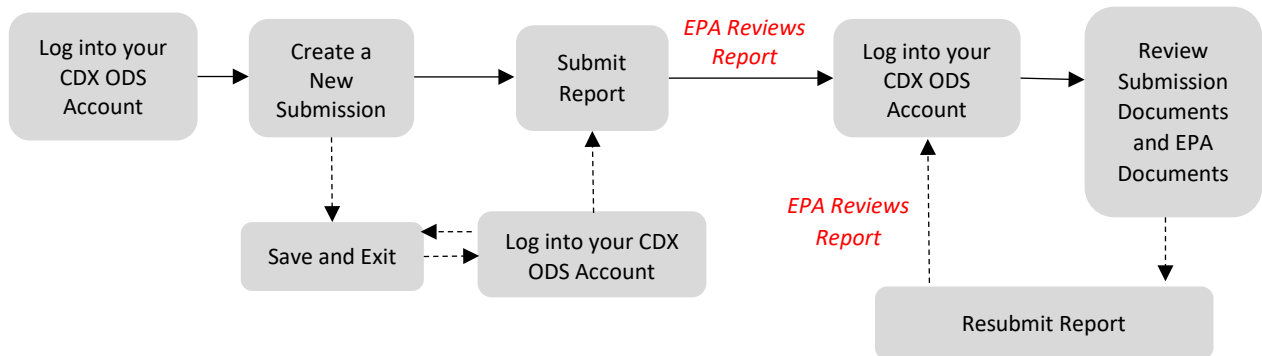
Submitting Data to EPA

ODS Reporting Instructions
June 2024

I. INTRODUCTION

This guidance document provides information for reporting entities on how to submit data to the Environmental Protection Agency (EPA) on ozone depleting substances (ODS), as required by CFR 40, Part 82. A general overview of the submission process is provided in Figure 1 below.

Figure 1: Overview of ODS Report Submission Process



For information on creating a CDX account, see EPA’s guidance document on *Registering with CDX*. The remainder of this document is organized as follows:

- **Section II:** Accessing your CDX ODS Account
- **Section III:** Creating A New ODS Submission
- **Section IV:** Completing a New ODS Submission
- **Section V:** Viewing Submission Documents and EPA
- **Section VI:** Resubmitting an ODS Report
- **Appendix A:** Viewing EPA Documents as a Trade Transferee

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. ACCESSING YOUR CDX ODS ACCOUNT

Step 1: Log into the Central Data Exchange (CDX)

Visit <https://cdx.epa.gov/> and enter your User ID and Password.

CDX Central Data Exchange [Contact Us](#)

Log in to CDX

User ID

Password

[Log In](#) [Register with CDX](#)

[Forgot your Password?](#)
[Forgot your User ID?](#)
[Warning Notice and Privacy Policy](#)

Welcome

Welcome to the Environmental Protection Agency (EPA) Central Data Exchange (CDX) - the Agency's electronic reporting site. The Central Data Exchange concept has been defined as a central point which supplements EPA reporting systems by performing new and existing functions for receiving legally acceptable data in various formats, including consolidated and integrated data.

Step 2: Enter the ODS Application

From the 'MyCDX' tab, select the "Ozone Depleting Substances" link.

MyCDX | [Inbox](#) | [My Profile](#) | [Submission History](#)

Status	Program Service Name	Role
	ODS: Ozone Depleting Substances	<u>Ozone Depleting Substances</u>

[Add Program Service](#) [Manage Your Program Services](#)

CDX Service Availability

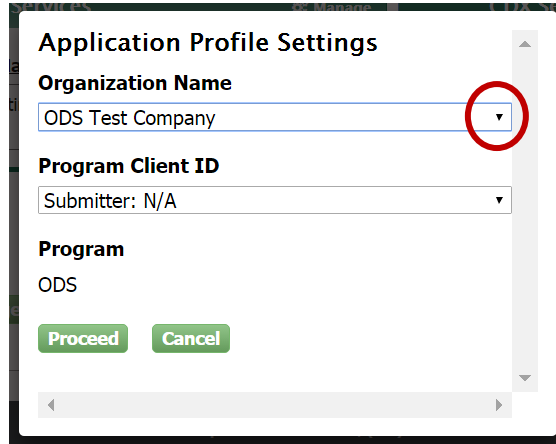
[See the status for all program services](#)

News and Updates

No news/updates.

Step 3: Select the Organization under which to Submit your Report

If you are registered under more than one organization in CDX, you will be asked to select under which organization to submit your report. Use the dropdown menu to select the organization name. If you are only registered under one organization, you will be automatically directed to the ODS home page.



The screenshot shows a dialog box titled "Application Profile Settings". It contains three main sections: "Organization Name" with a dropdown menu showing "ODS Test Company" (highlighted with a red circle), "Program Client ID" with a dropdown menu showing "Submitter: N/A", and "Program" with the text "ODS". At the bottom, there are two green buttons: "Proceed" and "Cancel".

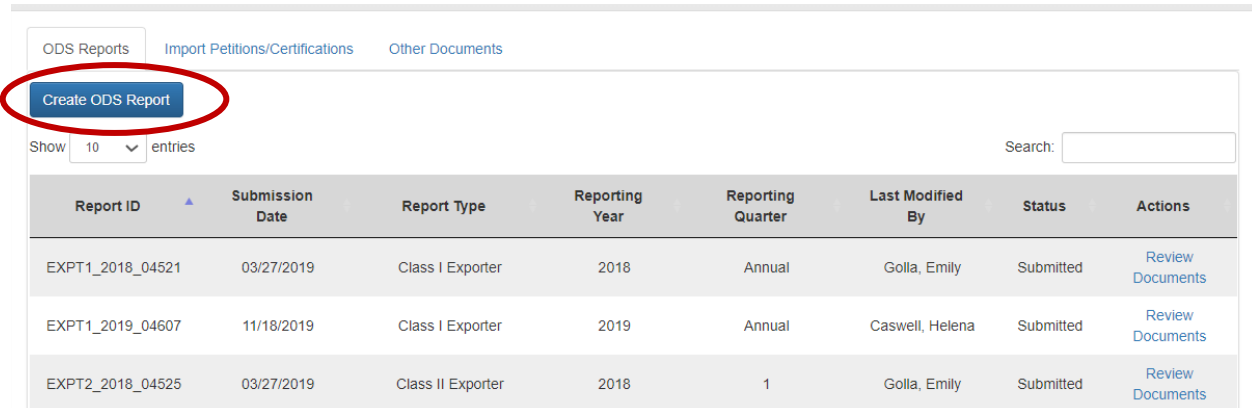
The Importance of your Organization Name

The organization you register with and submit data under in CDX is used by the ODS Tracking System to identify the reporting entity of each submission. CDX assigns each organization in its database with a unique 5–7-digit ID. The use of a consistent Organization ID by all individuals that submit reports on behalf of your company is required by EPA. Additionally, all users registered under the same Organization ID have access to the same Submission History table in CDX. More details on selecting and updating your Organization Name/ID can be found in EPA’s guidance document on *Registering with CDX*.

III. CREATING A NEW ODS SUBMISSION

Step 1: Select 'Create New Submission'

From the CDX ODS home page, click the "Create ODS Report" button located below the ODS Reports tab.

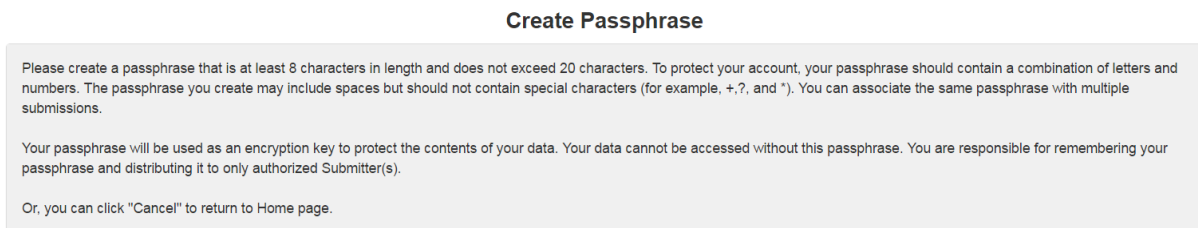


The screenshot shows the CDX ODS home page with three tabs: "ODS Reports", "Import Petitions/Certifications", and "Other Documents". The "ODS Reports" tab is active, and the "Create ODS Report" button is circled in red. Below the tabs, there is a "Show 10 entries" dropdown and a search box. A table lists three ODS reports with columns for Report ID, Submission Date, Report Type, Reporting Year, Reporting Quarter, Last Modified By, Status, and Actions.

Report ID	Submission Date	Report Type	Reporting Year	Reporting Quarter	Last Modified By	Status	Actions
EXPT1_2018_04521	03/27/2019	Class I Exporter	2018	Annual	Golla, Emily	Submitted	Review Documents
EXPT1_2019_04607	11/18/2019	Class I Exporter	2019	Annual	Caswell, Helena	Submitted	Review Documents
EXPT2_2018_04525	03/27/2019	Class II Exporter	2018	1	Golla, Emily	Submitted	Review Documents

Step 2: Create a Passphrase

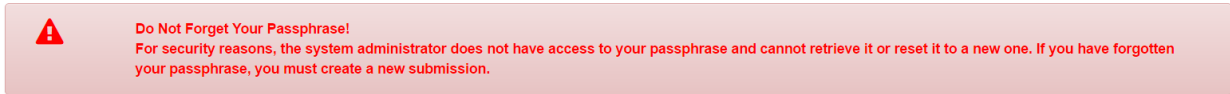
Following the instructions, create a passphrase for your new submission and click "Save and Continue."



The "Create Passphrase" form includes instructions: "Please create 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 you create may include spaces but should not contain special characters (for example, +, ?, and *). You can associate the same passphrase with multiple submissions. Your passphrase will be used as an encryption key to protect the contents of your data. Your data cannot be accessed without this passphrase. You are responsible for remembering your passphrase and distributing it to only authorized Submitter(s). Or, you can click "Cancel" to return to Home page."

New Passphrase

Confirm Passphrase



Do Not Forget Your Passphrase!
For security reasons, the system administrator does not have access to your passphrase and cannot retrieve it or reset it to a new one. If you have forgotten your passphrase, you must create a new submission.

What is a Passphrase?

The passphrase is used as an encryption key to protect the contents of your submission. Each time you create a new submission, you will be asked to create a passphrase. In order to edit an 'in progress' submission, resubmit a report, or view the contents of a previous submission (whether it was last modified by you or another CDX user in your organization), you will be required to enter the submission's passphrase. The same passphrase may be used for all submissions. To ensure all users in your organization have access to all historic submissions, you may consider establishing a single passphrase that is used by all CDX users in your organization for all ODS submissions.

REMEMBER YOUR PASSPHRASE: Please note that the system administrator does not have access to your passphrase and cannot retrieve it or reset it. *If you forget your passphrase, you will not be able to view or edit your submission in CDX.*

Step 3: Enter your Organization's Primary Contact Information

Enter or edit the primary contact information for your new ODS submission.

New ODS Submission

Submitter Information

The information on the right is from your CDX Registration and will be passed on to EPA with your submission. If this information is incorrect, please update your CDX Registration information prior to completing your submission. These details can only be updated within the MyCDX link that can be found under "CDX Links" menu on the bottom of this screen or by the CDX Help Desk.

Name: Emily Golla
CDX User ID: EMILY.GOLLA
Email Address: emily.golla@odstestcompany.com
Phone Number: 5555555555
Phone Extension:

Primary Organization Contact Information

The information below is required for each submission.

Organization Name: ODS Test Company

* **Primary Contact First Name:**

* **Primary Contact Last Name:**

* **Street Address (1):**

Street Address (2):

* **City:**

* **State:**

* **Country:**

* **Zip:**

* **Email address:**

* **Phone number:**

Populating the Primary Contact Information

Your organization's primary contact information should reflect the name and address of the person that serves as the primary contact for your organization and to whom all formal communications from EPA should be addressed. This information may or may not differ from the submitter's information. Once you have submitted a report, the primary contact information will be auto populated based on the last report submitted by your organization. The primary contact information can then be edited, as needed.

Step 4: Enter your Report Information

Select the report type, reporting year, and reporting quarter (if applicable) of your submission.

Report Information
The information below is required for each submission.

* Report Type:

* Reporting Year:

* Reporting Quarter:

Trade Reports

When submitting a trade report, you must additionally identify the Transferee Organization in CDX. A representative from the Transferee Organization must register with the ODS Program in CDX in order for the transferee to appear in the CDX dropdown list. Make sure to confirm with the Transferee Organization the Organization ID associated with their organization prior to submitting your report. For intra-company trades, select your organization as the Transferee Organization.

Report Information
The information below is required for each submission.

* Report Type:

* Reporting Year:
This field is required.

* Transferee Organization:
This field is required.

Creating a New ODS Submission

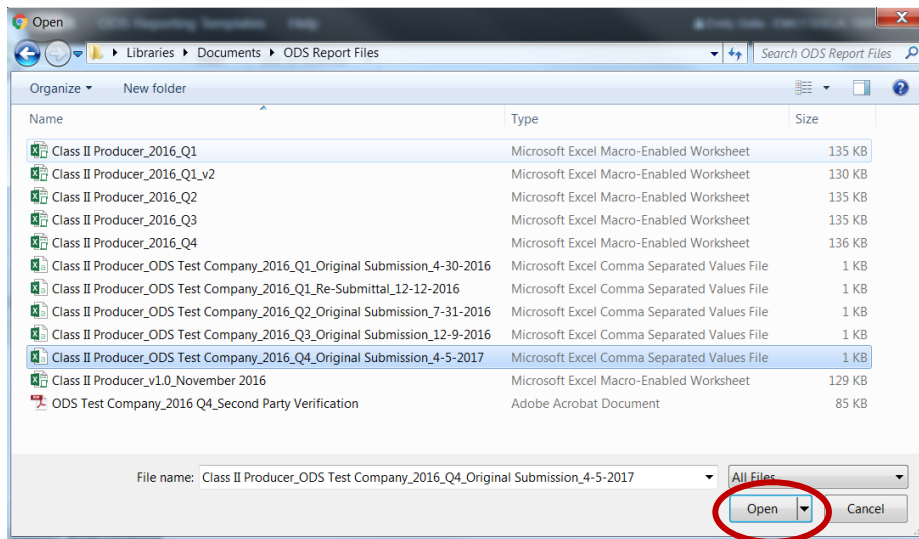
Step 5: Upload Report Attachments

Select “Add Document” to upload your report attachments. Locate each submission file. Select and click “Open” to upload each file to CDX. If a document is uploaded in error, it may be removed by clicking on the red ‘x’ in the far right column.

Report Attachments

A CSV and Excel document is required for each submission. Other attachments (PDF, MS Word, MS Excel) may also be submitted.

Add document



Report Attachments

A CSV and Excel document is required for each submission. Other attachments (PDF, MS Word, MS Excel) may also be submitted.

Search:

Document File	Size (bytes)	Actions
Class II Producer_2016_Q4.xlsx	138777	x
Class II Producer_ODS Test Company_2016_Q4_Original Submission_4-5-2017.csv	66	x
ODS Test Company_2016_Q4_Second Party Verification.pdf	86654	x

Showing 1 to 3 of 3 entries

Add document

What Attachments are required?

Each submission **MUST** include (1) the completed Excel reporting form and (2) the generated comma separated value (CSV) file. Additionally, supplemental documentation may be required, depending on your reporting activity. Refer to EPA’s reporting regulations at [40 CFR 82.13](#) and [40 CFR 82.24](#) to determine what supplemental documentation is required as part of your submission. PDF, Excel, CSV, and Word files are acceptable formats for attachments.

Step 6: Save Progress without Submitting Report (Optional)

At any time during the submission process, you have the option to save the submission and come back to complete and submit the report at a later date. If you wish to complete your submission at another time, click the “Save and Exit” button at the bottom of the screen.



IV. COMPLETING A NEW ODS SUBMISSION

Step 1: Return to the 'In Progress' Submission (if applicable)

If you decided to "Save and Exit" prior to completing your new ODS submission, locate the in-progress submission in the Submission History table and click on the "Report ID" link.

Submission History - ODS Test Company (27067)

Show entries Search:

Report ID	Submission Date	Report Type	Reporting Year	Reporting Quarter	Last Modified By	Status	Actions
PROD2_2016_00742	12/12/2016	Class II Producer	2016	1	Golla, Emily	Submitted	Review Documents
PROD2_2016_00743	12/5/2016	Class II Producer	2016	2	Golla, Emily	Accepted	Review Documents
PROD2_2016_00761	12/12/2016	Class II Producer	2016	3	Golla, Emily	Submitted	Review Documents
PROD2_2016_01521		Class II Producer	2016	4	Golla, Emily	In Progress	Delete Draft Submission

Showing 1 to 4 of 4 entries

Step 2: Enter the Submission's Passphrase (if applicable)

Enter the passphrase that was created under Section III, Step 2 and select "Next."

Enter Passphrase

Please enter your passphrase for the submission and click the "Next" button.
Or, you can click "Cancel" to return to the Home page.

Report ID: PROD2_2016_01521

Enter Passphrase:


Passphrase must be at least 8 characters long and may not contain special characters (+,?,*, etc.)

Step 3: Submit your Report

From the submission page, complete and/or confirm all information is correct and all attachments have been uploaded and click "Save and Submit." Reports may not be edited once submitted.

Step 4: Edit your Submission to Address Failed Validations (if applicable)

When the “Save and Submit” button is selected, CDX runs a number of data validation checks to ensure your submission is complete, correctly labeled, and not duplicative of another submission. If the submission fails a validation, an error message will appear at the top of the page. Select “See Errors” for additional information on why your submission failed validation. Revise the submission accordingly and select “Save and Submit” again.

 The information below is required for each submission.
Unable to continue form failed validation. Form failed validation

[See Errors](#)

Data Validations

When the “Save and Submit” button is selected, CDX validates that the following is true:

- The Report Type, Reporting Year, and Reporting Quarter (if applicable) selected under Section III, Step 4 matches the Report Type, Reporting Year, and Reporting Quarter (if applicable) that appears in the CSV file attachment.
- A report with the same Report Type, Reporting Year, and Reporting Quarter (if applicable) was not already submitted by your organization (see Section VI for more information on resubmitting an ODS report).
- The reporting form version number is up to date.
- A CSV file is included in your submission.
- An Excel file is included in your submission.

Step 5: Review Submission

Review your submission’s information and ensure all attachments have been uploaded. If any information looks incorrect or if you forgot to include an attachment, click “Cancel Submission” and you will be returned to the ODS Home Page. If the information looks good, click the “Sign, Encrypt, and Submit” button at the bottom of the page.

Completing a New ODS Submission

Review Submission - PROD2_2016_01521

Submitter Information	Primary Organization Contact Information
Name: Emily Golla	Organization Name: ODS Test Company
CDX User ID: EMILY.GOLLA	Primary Contact First Name: Emily
Email Address: emily.golla@odstestcompany.com	Primary Contact Last Name: Golla
Phone Number: 5555555555	Street Address (1): 1 Main Street
Phone Extension:	Street Address (2):
	City: Washington
	State: Dist. of Columbia
	Country: United States
	Zip: 20000
	Email address: emily.golla@odstestcompany.com
	Phone number: 5555555555

Report Metadata
Report Type: PROD2
Report Year: 2016
Report Quarter: 4

Report Attachments	
Document File	Size (bytes)
Class II Producer_2016_Q4.xlsm	138800
Class II Producer_ODS Test Company_2016_Q4_Original Submission_4-5-2017.csv	96
ODS Test Company_2016 Q4_Second Party Verification.pdf	86672

[Back](#) [Sign, Encrypt and Submit](#) [Cancel submission](#)

Step 6: Certify the Accuracy of your Submission

Read the message that appears and, if you agree, select "Accept."

I certify, under penalty of law that the information provided in this document is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations.

[Accept](#) [Decline](#)

Completing a New ODS Submission

Step 7: Complete the eSignature

- **Re-enter your CDX password.** This is the same password used to log into CDX.
- **Answer the secret question.** The security question will correspond to one of the security questions entered during CDX registration.
- **Sign file.** Select “Sign” to submit your submission.

The screenshot shows a web browser window with the title "eSignature Widget". The interface is divided into three columns representing different steps:

- 1. Log in to CDX:** Includes fields for "User:" (EMILY.GOLLA) and "Password:" (masked with dots). A "Welcome Emily Golla" message is displayed below.
- 2. Verification:** Includes a "Question:" field with the text "What is your best friend's last name?" and an "Answer:" field (masked with asterisks). A "Correct Answer" message is displayed below.
- 3. Sign File:** Features a prominent green "Sign" button, which is circled in red in the image.

At the bottom of the widget, the text "ODS Test Company_2016 Q3_Second Party Verification.pdf" is visible.

Step 8: Receive CDX Submission Acknowledgement

Congratulations! You have successfully submitted your ODS report. An email will be sent by CDX to the submitter’s email address to acknowledge receipt of your submission. Retain this email for your records.

Your ODS Submission (PROD2_2016_01521) has been successfully transmitted to ODS and is awaiting processing. Your transaction ID is `_2c3acb67-da79-459c-9bbb-a48c4141aa0a`

Organization Name: ODS Test Company

If you have questions concerning this message, you may contact the CDX Help Desk by email at helpdesk@epacdx.net or by calling the CDX Technical Support Staff through our toll free telephone support on (888) 890-1995 between Monday through Friday from 8:00 am to 6:00 pm EST/EDT. For International callers, the CDX Help Desk can also be reached at (970) 494-5500.

[CDX Homepage](#)

Step 9: Receive CDX Status Change Notification

Once EPA has completed review of your report, you will receive another email to notify you that the status of your submission has changed. At this time, you may log back into CDX, view the new submission status, and view any documents sent to you by EPA regarding your report.

V. VIEWING SUBMISSION DOCUMENTS AND EPA DOCUMENTS

Step 1: Locate the Report to Review

From the CDX Home Page, locate the report for which you would like to review documentation. You may review submission documents for any report that has been submitted. Once located, click the “Review Documents” link. If you are the transferee of a Class II Trades report, see Appendix A for additional instructions on viewing EPA documents.

Submission History - ODS Test Company (27067)							
Show	10	▼	entries	Search: <input type="text"/>			
Report ID	Submission Date	Report Type	Reporting Year	Reporting Quarter	Last Modified By	Status	Actions
PROD2_2016_00742	12/12/2016	Class II Producer	2016	1	Golla, Emily	Submitted	Review Documents
PROD2_2016_00743	12/5/2016	Class II Producer	2016	2	Golla, Emily	Accepted	Review Documents
PROD2_2016_00761	12/12/2016	Class II Producer	2016	3	Golla, Emily	Submitted	Review Documents
PROD2_2016_01521	4/5/2017	Class II Producer	2016	4	Golla, Emily	Submitted	Review Documents

Showing 1 to 4 of 4 entries

Previous **1** Next

Step 2: Enter the Submission’s Passphrase

Enter the passphrase that was created under Section III, Step 2, and select “Review Documents.”

Enter Passphrase

Please enter your passphrase for the submission and click the “Review Documents” button.
Or, you can click “Cancel” to return to the Home page.

Report ID: PROD2_2016_00743

Enter Passphrase:

Step 3: Review Report Documents





Submitted documents include report attachments as well as the Copy of Record, which summarizes all metadata for the submission. To view these files, select the “Download” icon in the far-right column. In addition to submitted documents, you may also review documents that have been sent to you by EPA following EPA’s review of your submission. For more information on what EPA documents to expect, see the text box below on EPA documents.

Viewing Submission Documents and EPA Documents

Review Documents

Submitted Documents


Search:

File Name	File Type	Download
Class II Producer_2016_Q2.xlsm	EXCEL	
Class II Producer_ODS Test Company_2016_Q2_Original Submission_7-31-2016.csv	CSV	
Copy of Record	PDF	
ODS Test Company_2016_Q2_Second Party Verification.pdf	PDF	

Showing 1 to 4 of 4 entries

EPA Documents

Search:

File Name	File Type	Download
ODS Transaction Statement.docx	WORD	

Showing 1 to 1 of 1 entries

[Back to ODS Home](#)

EPA Documents

Once your submission has been reviewed by EPA, you may receive additional information from EPA depending on the report type as well as the outcome of EPA's review. The type of documentation you should expect to see by report type and review outcome is summarized below.

	Approved	Not Approved
	Balance Statement	Approval Letter
Class II Producer	✓	✓
Class II Importer	✓	✓
Class II RACA	✓	✓
Class II Trades	✓	✓
Class I Producer		✓
MeBr Producer		✓
Class I Importer		✓
MeBr Importer		✓
Class I Exporter		✓
MeBr Exporter		✓
Class II Exporter		✓
Class I Lab Supplier		✓
Second Party Destruction		✓
Second Party Transformation		✓
MeBr Distributor of QPS		✓
MeBr Pre-2005 Stocks		✓

VI. RESUBMITTING AN ODS REPORT

Step 1: Locate the Original Submission

In the Submission History table, locate the report that you would like to resubmit and click on the Report ID link.

Submission History - ODS Test Company (27067)

Show 10 entries Search:

Report ID	Submission Date	Report Type	Reporting Year	Reporting Quarter	Last Modified By	Status	Actions
PROD2_2016_00742	12/12/2016	Class II Producer	2016	1	Golla, Emily	Submitted	Review Documents
PROD2_2016_00743	12/5/2016	Class II Producer	2016	2	Golla, Emily	Accepted	Review Documents
PROD2_2016_00761	12/12/2016	Class II Producer	2016	3	Golla, Emily	Submitted	Review Documents
PROD2_2016_01521	4/5/2017	Class II Producer	2016	4	Golla, Emily	Submitted	Review Documents

Showing 1 to 4 of 4 entries

Previous 1 Next

When can I Resubmit a Report?

All ODS report types may be resubmitted in CDX with the exception of the Class II Trades report. ODS reports may only be resubmitted after they have been reviewed by EPA. To resubmit a report, you will need to wait until you receive an email notification that the status of your report has changed to either 'Accepted' or 'Not Accepted.' If you are aware that you need to resubmit a report but EPA has not yet reviewed your submission, you may send an email to HFCallocation@epa.gov to expedite the review process.

Step 2: Enter the Submission's Passphrase

Enter the passphrase that was created under Section III, Step 2, and select "Next."

Enter Passphrase

Please enter your passphrase for the submission and click the "Next" button.

Or, you can click "Cancel" to return to the Home page.

Report ID PROD2_2016_00743

Enter Passphrase

Next

Cancel

Resubmitting an ODS Report

Step 3: Confirm the Submission's Primary Organization Contact Information

Review the submission's contact information to confirm it is still accurate. Edit as needed.

Primary Organization Contact Information

The information below is required for each submission.

* Use Submitter as Primary Contact: Yes

Organization Name: ODS Test Company

* Primary Contact First Name:

* Primary Contact Last Name:

* Street Address (1):

Street Address (2):

* City:

* State:

* Country:

* Zip:

* Email address:

* Phone number:





Step 4: Remove Report Attachments

Delete the CSV file and Excel file associated with the previous version of the submission by clicking on the red 'x' in the far right column.

Report Attachments

A CSV and Excel document is required for each submission. Other attachments (PDF, MS Word, MS Excel) may also be submitted.

Search:

Document File	Size (bytes)	Actions
Class II Producer_2016_Q2.xlsx	137680	 
Class II Producer_ODS Test Company_2016_Q2_Original Submission_7-31-2016.csv	96	 

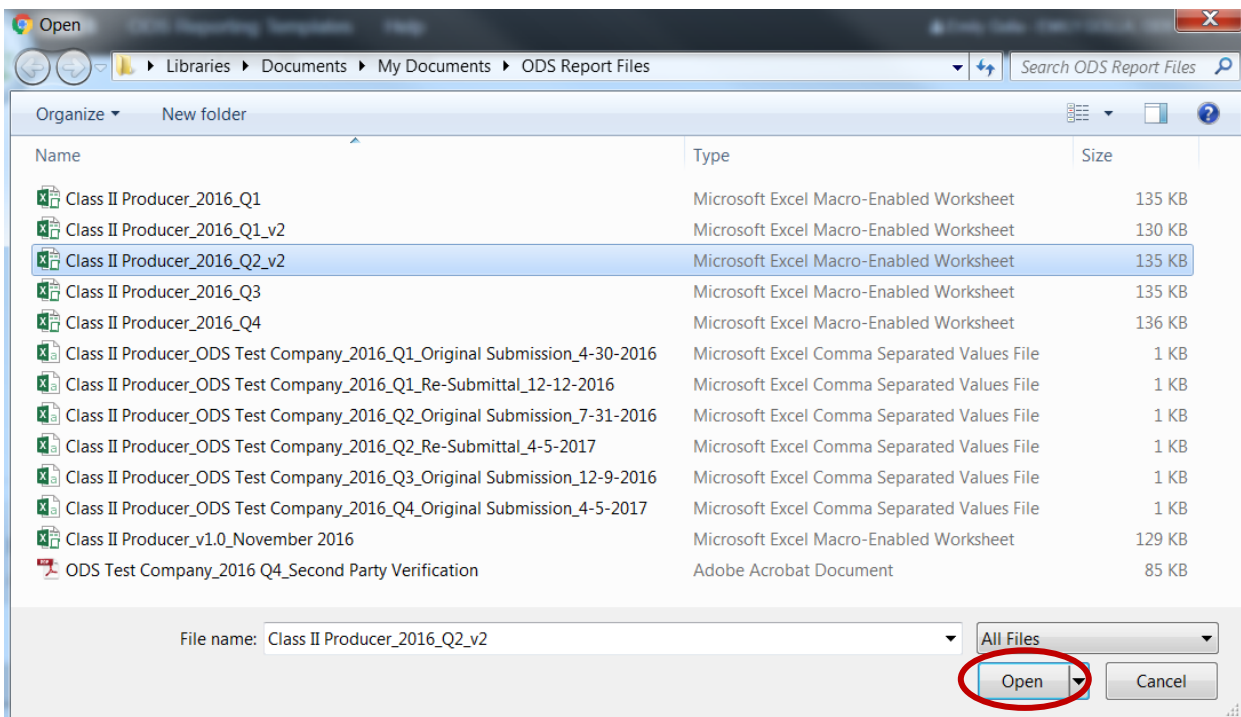
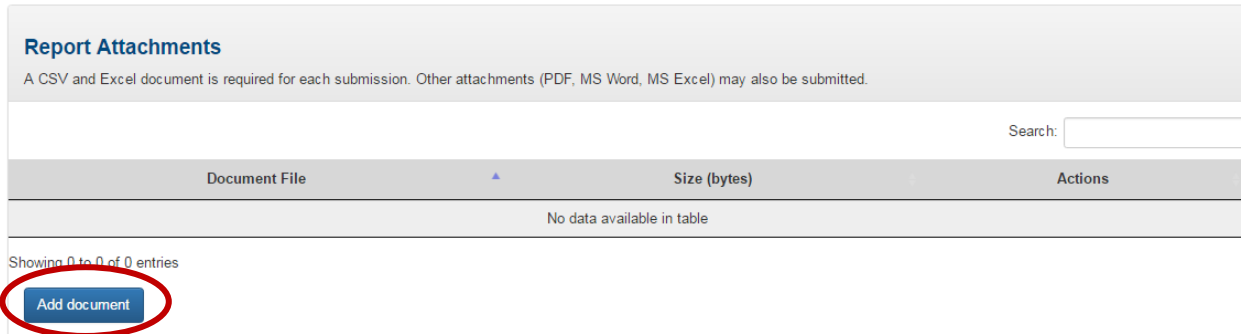
Showing 1 to 2 of 2 entries

[Add document](#)

Resubmitting an ODS Report

Step 5: Upload Report Attachments

Select “Add Document” to upload your revised report attachments. Locate each submission file. Select and click “Open” to upload each file to CDX.



Step 6: Submit your Revised Report

Once the revised report files have been uploaded along with any new or revised supplemental documents, click “Save and Submit.”



Resubmitting an ODS Report

Make Sure your Report is Marked as a Re-Submittal!

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 need to be updated and marked as a re-submittal.

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

Date Prepared: 3/5/2018

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

Company Name:	Emily Golla	✓
Submission Type:	Re-Submittal	✓
Reporting Year:	2018	✓
Reporting Quarter:	1	✓

← Instructions

Proceed to Section 2 →

Step 7: Review Submission

Review your submission's information for completeness and accuracy and click the "Sign, Encrypt, and Submit" button at the bottom of the page.

Review Submission - PROD2_2016_00743

Submitter Information	Primary Organization Contact Information
Name: Emily Golla	Organization Name: ODS Test Company
CDX User ID: EMILY.GOLLA	Primary Contact First Name: Emily
Email Address: emily.golla@odstestcompany.com	Primary Contact Last Name: Golla
Phone Number: 5555555555	Street Address (1): 1 Main Street
Phone Extension:	Street Address (2):
	City: Washington
	State: Dist. of Columbia
	Country: United States
	Zip: 20000
	Email address: emily.golla@odstestcompany.com
	Phone number: 5555555555

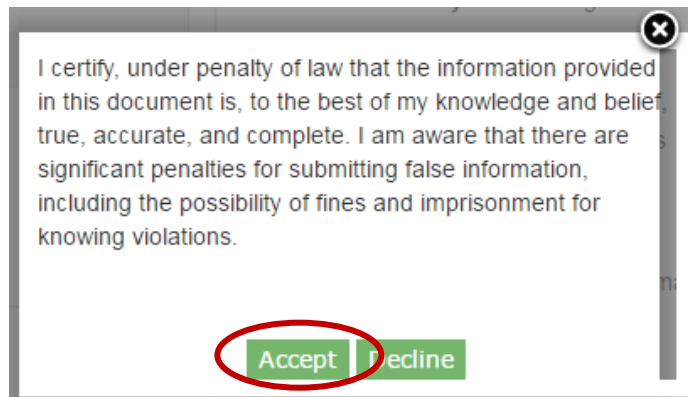
Report Metadata
Report Type: PROD2
Report Year: 2016
Report Quarter: 2

Report Attachments	
Document File	Size (bytes)
Class II Producer_ODS Test Company_2016_Q2_Re-Submittal_4-5-2017.csv	80
Class II Producer_2016_Q2_v2.xlsm	137312

Back Sign, Encrypt and Submit Cancel submission

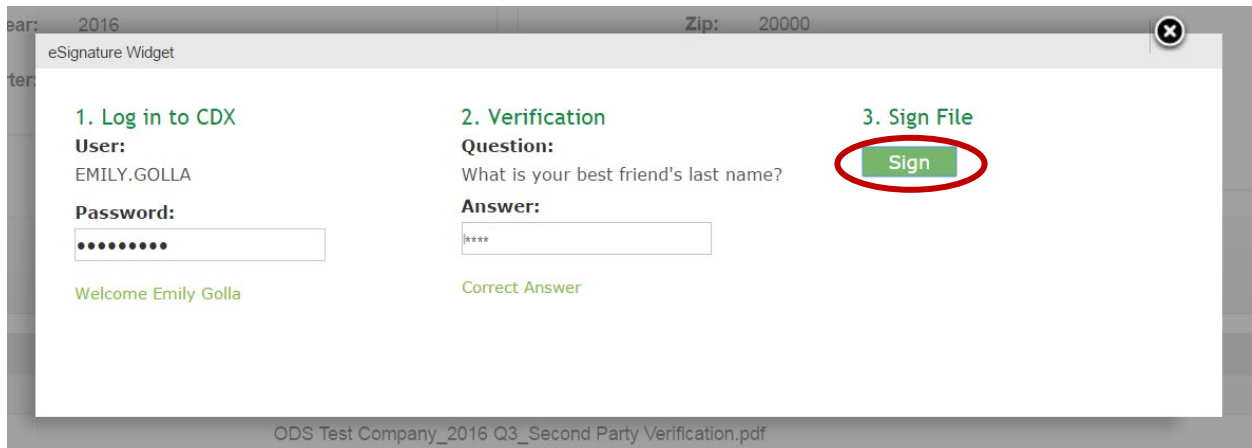
Step 8: Certify the Accuracy of your Re-Submission

Read the message that appears and, if you agree, select "Accept."



Step 9: Complete the eSignature

- **Re-enter your CDX password.** This is the same password used to log into CDX.
- **Answer the secret question.** The security question will correspond to one of the security questions entered during CDX registration.
- **Sign file.** Select "Sign" to submit your re-submission.



Step 10: Receive Submission Acknowledgement and Status Change Notification

Congratulations! You have successfully re-submitted your ODS report. An email will be sent by CDX to the submitter's email address to acknowledge receipt of your re-submission. Retain this email for your records. Once EPA has completed review of your report, you will receive another email to notify you that the status of your re-submission has changed. At this time, you may log back into CDX, view the new submission status, and view any documents sent to you by EPA regarding your report.

APPENDIX A. VIEWING EPA DOCUMENTS AS A TRADE TRANSFEREE

Step 1: Receive Notification from CDX

When another organization submits a Class II Trade report and identifies your company as the Transferee Organization, following the Acceptance of the report by EPA, you will receive an email from CDX notifying that a submission has been created for your organization.

A Class II Trade transfer submission has been created for your organization.

Organization Name: JUNE TEST ONE
Report ID: TRAD2_2017_03006
Temporary Passphrase: e754dfa300

Upon initial review of the Trade Form you will have an opportunity to provide a permanent passphrase for this report causing the temporary passphrase to become inactive. This permanent passphrase can be used by all members of your organization to access the form after it's creation.

Please review the submission in [CDX](#) for any additional information concerning this status change.

Step 2: Log into CDX and locate the Report

From the CDX Home Page, locate the report using the Report ID provided in the email notification. Once located, click the “Review Documents” link.

Submission History - JUNE TEST ONE (19551)

Show 10 entries Search: 03006

Report ID	Submission Date	Report Type	Reporting Year	Reporting Quarter	Last Modified By	Status	Actions
TRAD2_2017_03006	12/20/2017	Class II Trades	2017	N/A		Accepted	Review Documents

Showing 1 to 1 of 1 entries (filtered from 14 total entries)

Previous 1 Next

Step 3: Enter the Passphrase

Enter the temporary passphrase provided in the email notification as well as a new passphrase for your submission. Click “Review Documents.”

What is a Passphrase?

The passphrase is used as an encryption key to protect the contents of your submission. To view the contents of your submission, you will be required to enter the submission’s passphrase. The same passphrase may be used for all submissions. To ensure all users in your organization have access to all historic submissions, you may consider establishing a single passphrase that is used by all CDX users in your organization for all ODS submissions.

REMEMBER YOUR PASSPHRASE: Please note that the system administrator does not have access to your passphrase and cannot retrieve it or reset it. *If you forget your passphrase, you will not be able to view or edit your submission in CDX.*

Viewing EPA Documents as Trade Transferee

Enter Passphrase

Please enter your passphrase for the submission and click the "Review Documents" button.

Or, you can click "Cancel" to return to the Home page.

Report ID: TRAD2_2017_03006

Current Passphrase:

New Passphrase:

Confirm New Passphrase:



Do Not Forget Your Passphrase!
For security reasons, the system administrator does not have access to your passphrase and cannot retrieve it or reset it to a new one. If you have forgotten your passphrase, you must create a new submission.

Step 4: Review EPA Documents

To view the documents provided by EPA, select the "Download" icon in the far-right column.

Review Documents - TRAD2_2017_03006

Submitted Documents


Search:

File Name	File Type	Download
No data available in table		

Showing 0 to 0 of 0 entries

EPA Documents

Search:

File Name	File Type	Download
TRAD2_2017_03002_01_Allowance_Letter_w_BalStmnt.pdf	PDF	

Showing 1 to 1 of 1 entries

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