



U.S. Environmental Protection Agency  
Central Data Exchange  
CSPP CDX Registration Guide

December 12, 2011

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## 1 Introduction

The Central Data Exchange (CDX) is a system used for many electronic environmental data submissions to the U.S. Environmental Protection Agency (EPA). CDX allows users submitting data to the EPA to register for the specific program of interest. This Registration Guide describes the registration process and information requirements associated with Submissions for the Chemical Safety and Pesticide Programs (CSPP).

Registration in the CDX CSPP program will allow you to submit information required by programs run by the Office of Chemical Safety and Pollution Prevention (OCSPP).

EPA is developing the ability for secure electronic submissions through CDX for a variety of OCSPP reporting requirements. The Chemical Data Reporting (CDR), Endocrine Disruptor Screening Program (EDSP), and Pre-Manufacture Notice (PMN) applications are a few examples of the types of submissions that are or will be available for electronic reporting through CDX.

More information about each of these EPA programs is available at the following websites:

- CDR: [www.epa.gov/cdr](http://www.epa.gov/cdr)
- EDSP: [www.epa.gov/endo](http://www.epa.gov/endo)
- PMN: [www.epa.gov/oppt/newchems](http://www.epa.gov/oppt/newchems)
- CDX: [www.epa.gov/cdx](http://www.epa.gov/cdx)

## 2 System Requirements

In order to use CDX, the following is required:

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

### 2.1 Supported Browsers

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- 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

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Screen resolution should be set to 1024 x 768 or greater



## 3 CSPP User Registration Process

### 3.1 Overview

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The CDX Web site is an application used by EPA programs and various stakeholders to manage environmental data transmitted to the EPA in order to meet EPA reporting requirements. As part of the CDX Web application, the User Registration component is used to facilitate user access to a program. Within the User Registration component, program offices have the ability to define the roles and information required by new users to complete the registration process. The following sections describe the CDX Web user registration process for the following CSPP roles:

- Primary Authorized Official
- Primary Support
- Secondary Authorized Official
- Secondary Support

### 3.2 CDX Home Page

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The ‘Central Data Exchange ‘Home’ page is the landing screen from which you have the ability to access and interact with CDX (**Exhibit 3-1**). The CDX home screen can be accessed by the following link: [http://cdx.epa.gov/epa\\_home.asp](http://cdx.epa.gov/epa_home.asp), and provides the user with the following features:

- **Log in:** If you already have an existing CDX account, you may log in to the system by clicking the ‘Log in to CDX’ button located within the header section.
- **Registration:** If you do not have a CDX account, click the ‘Register with CDX’ button to begin the registration process outlined later in this chapter.
- **Welcome Announcement:** This text area provides welcome text that is visible to all users who visit CDX.
- **Important Alerts:** The alerts appearing in the ‘Notice’ box provides you with system or program-specific information.
- **Warning Notice / Privacy Policy:** The ‘Warning Notice and Privacy Policy’ statements are displayed on the CDX ‘Home’ page to ensure that you are aware of the Terms of Use for the CDX system, whether you decide to log in to, or register with, the system.

The following figure shows the screen capture for the CDX Web ‘Home’ page:

**Exhibit 3-1: CDX Web Home Page**

**EPA** United States Environmental Protection Agency

CENTRAL DATA EXCHANGE **CDX**

[Contact Us](#)

## Central Data Exchange Home

**Get Started with CDX**  
Log in with your username and password. If you do not already have an account, please click on "Register with CDX" to create one.

[Log in to CDX](#)

[Register with CDX](#)

[Warning Notice and Privacy Policy](#)

**CDX Navigation**

[About CDX](#)      [Frequently Asked Questions](#)      [Terms and Conditions](#)  
[Recent Announcements](#)      [Help and Support](#)

### 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.

**Notice**

For more information on radiation and accessing radiation monitoring data, please visit: [RadNet](#).

**Warning Notice and Privacy Policy**

**Warning Notice**

EPA’s Central Data Exchange Registration procedure is part of a United States Environmental Protection Agency (EPA) computer system, which is for authorized use only. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be monitored, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including law enforcement. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

**Privacy Statement**

EPA will use the personal identifying information which you provide for the expressed purpose of registration to the Central Data Exchange site and for updating and correcting information in internal EPA databases as necessary. The Agency will not make this information available for other purposes unless required by law. EPA does not sell or otherwise transfer personal information to an outside third party. [[Federal Register: March 18, 2002 \(Volume 67, Number 52\)\]](#)[[Page 12010-12013](#)].

Last updated on November 7, 2011.  
URL: [https://dev.epacdx.net/epa\\_home.asp](https://dev.epacdx.net/epa_home.asp)

CDX Help Desk: (888) 890-1995 | (970) 494-5500 for callers from Puerto Rico and Guam

[EPA Home](#) | [Privacy and Security Notice](#) | [Contact Us](#)

### 3.3 Terms and Conditions

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After choosing to register, the CDX ‘Terms and Conditions’ screen (see **Exhibit 3-2** and **Exhibit 3-3**) is displayed documenting the following minimum Terms and Conditions:

- Acceptance of warning and privacy policies
- Choosing a complex password
- Protecting your password
- Notifying CDX of possible misuse of account
- Limiting distribution of CDX software
- Agreement to notify CDX of changes in duties

You can accept the Terms and Conditions by clicking the ‘I Accept’ button or cancel the registration by clicking the ‘I Decline’ button. Once you have accepted the registration agreement, you will be redirected to proceed with the registration process.

The following figures show the screen captures for the ‘Terms and Conditions’ agreement:

### Exhibit 3-2: CDX Web Terms and Conditions Agreement Scroll 1

**Registration** [Contact Us](#)

[About CDX](#)  
[Recent Announcements](#)  
[Account Login](#)  
**Registration**  
[Frequently Asked Questions](#)  
[Help & Support](#)  
[CDX Home](#)  
[Terms & Conditions](#)

CDX Home » Terms & Conditions

## Terms & Conditions

The access and use of CDX Registration for the electronic submittal of environmental information require the creation of a user ID and password that I must maintain and keep confidential. I will review the following steps concerning the creation and maintenance of a user ID and password.

### Warning Notice

EPA's Central Data Exchange Registration procedure is part of a United States Environmental Protection Agency (EPA) computer system, which is for authorized use only. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be monitored, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including law enforcement. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

### Privacy Statement

EPA will use the personal identifying information which you provide for the expressed purpose of registration to the Central Data Exchange site and for updating and correcting information in internal EPA databases as necessary. The Agency will not make this information available for other purposes unless required by law. EPA does not sell or otherwise transfer personal information to an outside third party. [\[Federal Register: March 18, 2002 \(Volume 67, Number 52\)\]](#)[Page 12010-12013]

### Choosing a CDX Password

For CDX registration purposes, I agree to select a password which will not be easily guessed (e.g., my name, my children's names, birthdays, etc.). Passwords must be a minimum of 8 alpha-numeric characters (no spaces or special characters) and contain at least 1 of each of the following:

- uppercase character
- lowercase character
- number

Passwords may *not* begin with a number nor contain the word "password" nor contain your User Name.

### Protecting my CDX Password

I agree to protect my CDX password.

*I will not divulge my password to any other individual;* I will not store it in an unprotected location; and I will not allow it to be written into computer scripts to achieve automated login.

### Limited CDX Software Distribution

Any distribution of software provided by the Environmental Protection Agency's Central Data Exchange shall be handled according to any defined license practices.

CDX provides tools which contains FIPS-validated RSA BSAFE Crypto-J which is classified under Export Commodity Classification Number (ECCN) 5D002 "Encryption Software" referenced under CCATS G059799. This product is eligible for license exception ENC under Sections 740.17 (A) and (B) (2) of the Export Administration Regulations (EAR). The exportation of this item classified by the Bureau of Industry and Security (BIS) as 5D002 "Unrestricted" to foreign subsidiaries of US companies is permitted under this license exception ("ENC "Encryption"). This license exception does not apply to the embargoed nations of Cuba, Iran, North Korea, Sudan and Syria or any parties found on the various government denial lists including the Department of Commerce Denied Parties List. For additional information and guidance regarding your use of this product, please refer to the United States' standard regulations for encryption at <http://www.access.gpo.gov/bis/ear/pdf/740.pdf>

## Exhibit 3-3: CDX Web Terms and Conditions Agreement Scroll 2

make this information available for other purposes unless required by law. EPA does not sell or otherwise transfer personal information to an outside third party. [Federal Register: March 18, 2002 (Volume 67, Number 52)][Page 12010-12013]

### Choosing a CDX Password

For CDX registration purposes, I agree to select a password which will not be easily guessed (e.g., my name, my children's names, birthdays, etc.). Passwords must be a minimum of 8 alpha-numeric characters (no spaces or special characters) and contain at least 1 of each of the following:

- uppercase character
- lowercase character
- number

Passwords may *not* begin with a number nor contain the word "password" nor contain your User Name.

### Protecting my CDX Password

I agree to protect my CDX password.

*I will not divulge my password to any other individual;* I will not store it in an unprotected location; and I will not allow it to be written into computer scripts to achieve automated login.

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CDX provides tools which contains FIPS-validated RSA BSAFE Crypto-J which is classified under Export Commodity Classification Number (ECCN) 5D002 "Encryption Software" referenced under CCATS G059799. This product is eligible for license exception ENC under Sections 740.17 (A) and (B) (2) of the Export Administration Regulations (EAR). The exportation of this item classified by the Bureau of Industry and Security (BIS) as 5D002 "Unrestricted" to foreign subsidiaries of US companies is permitted under this license exception ("ENC "Encryption"). This license exception does not apply to the embargoed nations of Cuba, Iran, North Korea, Sudan and Syria or any parties found on the various government denial lists including the Department of Commerce Denied Parties List. For additional information and guidance regarding your use of this product, please refer to the United States' standard regulations for encryption at <http://www.access.gpo.gov/bis/ear/pdf/740.pdf>

### Actions to take if my CDX Account has been Compromised

If I have determined that my CDX account has become compromised, I agree to contact the CDX Technical Support staff at 1-888-890-1995 as soon as possible.

### Terminating my CDX Account

I agree to notify CDX within ten working days if my duties change and I no longer need to interact with the CDX on behalf of my organization. I agree to make this notification via either the CDX web interface or by notifying the CDX Technical Support staff at 1-888-890-1995. This notification will allow CDX to deactivate my account and protect it from potential abuse by others.

I have reviewed these terms and conditions.

Last updated on October 11, 2011.  
URL: <https://dev.epacdx.net/SSL/cdx/terms.asp>

### 3.4 User Information

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The 'User Information' screen collects the following information:

- Prefix
- First Name (required)
- Middle Initial
- Last Name (required)
- Suffix
- User Name (required)
- Password (required)
- Re-enter Password (required)
- Secret Question (required)
- Secret Answer (required)

After all required information has been entered, click the 'Next' button at the bottom of the page (see **Exhibit 3-4**). It is important that you carefully note the input for the 'User Name' and 'Password' fields, as you will be prompted for this information during the CSPP submission process and will need to provide an exact match for authentication.

The 'Secret Question' and 'Secret Answer' are of your choosing and are for authentication in the event you forget your password and need to reset it.

The following figure shows the screen capture for the ‘User Information’ screen:

**Exhibit 3-4: CDX Registration – User Information**

### 3.5 Organization Information

The ‘Organization Information’ screen collects the following information:

- Organization Name (required)
- Registrant’s Work Mailing Address 1 (required)
- Registrant’s Work Mailing Address 2
- City (required)
- State/Province (required)
- Zip/Postal Code (required)
- Country (required)

- E-mail (required)
- Phone Number (required)
- Phone Number Extension

After all required information has been entered, click the ‘Next’ button at the bottom of the page (see **Exhibit 3-5**).

The following figure shows the screen capture for the ‘Organization Information’ screen:

**Exhibit 3-5: CDX Registration – Organization Information**

**Registration**

MyCDX » Registration

Organization Information

The red asterisk (\*) indicates a required field.

Organization Name:  \*

Registrant's Work Mailing Address 1:  \*

Registrant's Work Mailing Address 2:

City:  \*

State/Province: Alabama  \*

Zip/Postal Code:  \*

Country: UNITED STATES  \*

E-mail:  \*

Phone Number:  \* Ext.

U.S., Canada & Caribbean Islands Phone Format: ###-###-####  
International Phone Format: 011 + Country Code + City Code + Local Number

<sup>1</sup> As necessary.

Last updated on October 12, 2011.  
URL: https://dev.epacdx.net/SSL/cdx/pre-reg-organizationinfo.asp

CDX Help Desk: (888) 890-1995 | (970) 494-5500 for callers from Puerto Rico and Guam  
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### 3.6 Add Program

The ‘Add Program’ screen displays a list of open programs from which you can choose. Select the radio button next to the ‘Submissions for Chemical Safety and Pesticide Programs (CSPP)’ option from the list and click the ‘Next’ button (see **Exhibit 3-6**). The selection on this page will determine the information you must enter on subsequent pages.

The following figures show the screen captures for the ‘Add Program’ screen:

**Exhibit 3-6: CDX Registration – Add Program Scroll 1**

The screenshot displays the EPA MyCDX 'Add Program' registration screen. The page header includes the EPA logo and 'United States Environmental Protection Agency' on the left, and the CDX logo and 'CENTRAL DATA EXCHANGE' on the right. A navigation menu on the left lists options like 'About CDX', 'Recent Announcements', 'MyCDX', 'Inbox', 'Change Password', 'Frequently Asked Questions', 'Help & Support', 'CDX Home', 'Terms & Conditions', and 'Logout'. The main content area is titled 'Add Program' and lists various programs with radio buttons for selection. The 'Submissions for Chemical Safety and Pesticide Programs (CSPP)' option is highlighted with a red box. Other programs listed include ACRES, ARCS, CAESC, CAE-SC, CARES, CROMERR Lite Testing Utility, CROMERR Submit Now, CROMERR Test Sandbox, DMR, EAB, EARS TEST, eDisclosure, eNEPA, eNOI, EPASS, FBIT, FRS-US, GHG, GLENDa, iBoard, IEPB, LEAD, LEXIS, LT2, NEI Pilot, NEMI-CBR, ODS, OTAQDCFUEL, OTAQEMTS, OTAQREG, and OTAQWaiverCredits.

### Exhibit 3-7: CDX Registration – Add Program Scroll 2

- Facility Registry System – Update Service (FRS-US)
- Green House Gas Reporting (GHG)
- Great Lakes Environmental Database Query System (GLENDA)
- EPA Internet On Boarding Application (iBoard)
- Exchange Network Grant Semi-Annual Reporting Forms (IEPB)
- Lead-Based Paint Program (LEAD)
- 3rd Party Validation Test Application (LEXIS)
- LT2: LT2, Stage 2, and IDSE Plan/Report Entry (LT2)
- National Emissions Inventory (Web/Node Integration Pilot) (NEIpilot)
- National Environmental Methods Index Contaminants (NEMI-CBR)
- Ozone Depleting Substances (ODS)
- Office of Transportation Air Quality DC FUEL Program (OTAQDCFUEL)
- Office of Transportation and Air Quality EPA Moderated Transaction System (OTAQEMTS)
- Office of Transportation and Air Quality Fuels Registration (OTAQREG)
- Cellulosic Biofuel Waiver Credits Pay.gov Application (OTAQWaiverCredits)
- Public Health Air Surveillance Evaluations (PHASE)
- Pesticide Producer Tracking System (PPTS) (PPTS)
- Radionuclide NESHAPs (RAD)
- Region 6 Enforcement Workshops (Reg6ENF)
- Risk Management Plan (RMPESUBMIT)
- STORET File Transfer (STORET)
- Stormwater Notice of Intent (eNOI) (SWENOI)
- Toxics Release Inventory-Digital Signature (TRI-DS)
- Toxic Release Inventory Made Easy (TRIME)
- Toxic Release Inventory Made Easy Web (TRIMEweb)
- TRI Data Exchange Viewer (TRISDX)
- TSCA (TSCA)
- Vehicles and Engines Compliance Information System (VERIFY)
- Request Manufacturer Code for Vehicle or Engine Compliance (VERIFY MFR REG)
- Water Contaminant Information Tool (WCIT)
- Wood Heater Information Processing System (WHIPS)

Next

Last updated on October 12, 2011.  
URL: <https://dev.epacdx.net/SSL/cdx/regaddprogram.asp>

CDX Help Desk: (888) 890-1995 | (970) 494-5500 for callers from Puerto Rico and Guam

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## 3.7 Role Information

The CDX application allows applications to define user roles that can be selected during registration. After clicking the 'Next' button on the 'Add Program' page, the 'Add Program ID' page will appear and will allow you to register as the Authorized Official or Support for your organization (see **Exhibit 3-8**).

The following figure shows the screen capture for the 'Add Program' screen:

### Exhibit 3-8: CDX Registration - Add Program ID

#### 3.7.1 CSPP User Role: Authorized Official

CSPP allows you to choose to register for one of two Authorized Official roles as detailed below:

**Primary Authorized Official:** The Primary AO is the person legally responsible for the CSPP submission. The AO, typically, is a senior official for the reporting company and may be the supervisor of the person (or persons) completing the form. An AO can also be a third party, such as an attorney or consultant, who is legally authorized to respond on behalf of the company.

A Primary AO is the only user who can start a new form, or reopen a completed form to begin the amendment process, and is the only user who can electronically sign and submit a form. Primary AOs can also assign Supports to edit and complete forms on his or her behalf.

**Secondary Authorized Official:** There are specific modules within CSPP that allow for a collaborative submission between two submitters. This combined or joint submission consists of a Primary Submitter and Secondary Submitter both providing and submitting information that is applicable to the submission.

A Secondary AO is the only user who can start a new secondary/joint form, or reopen a completed form to begin the amendment process, and is the only person who can electronically sign and submit a form. Secondary AOs are legally responsible for the information submitted to EPA and can assign Supports to edit and complete forms on his or her behalf.

The following table displays applications to which each AO has access:

**Table 3-1: Authorizing Official Application Access**

Role	Applications
Primary Authorizing Official	CDR, EDSP, PMN
Secondary Authorizing Official	CDR, PMN

You may select the Primary Authorized Official or Secondary Authorized Official user role from the ‘Program ID Type’ drop-down menu (see **Exhibit 3-9**). AOs are required to provide facility information in the ‘Facility ID’ field, which can be accessed by clicking the ‘Search EPA Facilities’ button. Selecting this button will launch a new window from which you can search for facilities within EPA (see **Section 3.8**). After the facility information is provided, click the ‘Finished’ button and then you have the option to use the electronic identity verification process (see **Section 3.8**).

The following figure shows the screen capture for adding the Authorized Official role:

**Exhibit 3-9: CDX Registration: Add Authorized Official Role**

The screenshot shows the 'Add Program ID' registration page. The left sidebar contains navigation links: About CDX, Recent Announcements, Account Login, Registration, Frequently Asked Questions, Help & Support, CDX Home, and Terms & Conditions. The main content area has the following fields:

- Role: A SUBMITTER
- Program ID Type: Primary Authorized Official
- Facility ID: Multi-facilities (marked with a red asterisk). A 'Search EPA Facilities' button is next to it.
- Submission Method: WEBFORM

Below the form is a 'Facility Information' box with the following text: 'DPW - ADAMS PLACE FUELING FACILITY 2200 ADAMS PLACE, NE WASHINGTON, DC 20018'. A 'FINISHED' button is located below the facility information box. At the bottom of the page, there is a footer with contact information and a URL: 'Last updated on October 12, 2011. URL: https://dev.epacdx.net/SSL/CDX/regaddclientrole.asp'.

### 3.7.2 CSPP User Role: Support

CSPP allows you to choose to register for one of two Support roles as detailed below:

**Primary Support:** Primary Supports can edit a submission that is created by the Primary AO. Primary Support users are only allowed to edit submissions that the Primary AO has granted him or her access. Primary Support users do not have any access rights to create or submit a form. Once the Primary AO creates a form, they will provide the Primary Support with a passphrase to access the submission and complete all sections of the form. Once the Primary Support has finished completing the form, the Primary AO will access the submission, review it, and submit it.

**Secondary Support:** There are specific modules within CSPP that allow for a collaborative submission between two submitters. This combined or joint submission consists of a Primary Submitter and Secondary Submitter both providing and submitting information that is applicable to the submission.

Secondary Supports can edit a secondary/joint submission that is created by the Secondary AO. Secondary Support users are only allowed to edit submissions that the Secondary AO has granted him or her access. Secondary Support users do not have access rights to create or submit a joint submission. Once the Secondary AO creates a joint submission, they will provide the Secondary Support user with a passphrase to access the submission and complete all sections of the form. Once the Secondary Support has finished completing the form, the Secondary AO will access the submission, review it, and submit it.

The following table displays applications to which each Support has access:

**Table 3-2: Support Application Access**

Role	Applications
Primary Support	CDR, EDSP, PMN
Secondary Support	CDR, PMN

You may select the Primary Support or Secondary Support user role from the ‘Program ID Type’ drop-down menu. Supports are not required to provide a Facility ID, but must provide an AO’s User ID and organization information after clicking the ‘Finished’ button (see **Exhibit 3-10**, **Exhibit 3-11** and **Exhibit 3-12**).

The following figure shows the screen capture for adding the Support role:

**Exhibit 3-10: CDX Registration: Add Support Role**

**Registration**

MyCDX » Registration

**Add Program ID**

The red asterisk (\*) indicates a required field.

Role:

Program ID Type:

Program ID:  \*

Submission Method:

Last updated on October 12, 2011.  
URL: <https://dev.epacdx.net/SSL/CDX/regaddclientrole.asp>

CDX Help Desk: (888) 890-1995 | (970) 494-5500 for callers from Puerto Rico and Guam  
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The following figures show the screen captures for the 'CSPP Support' screens:

**Exhibit 3-11: CDX Registration – CSPP Support**

**Registration**

MyCDX » Registration

**CSPP Support**

The red asterisk (\*) indicates a required field.

Authorized Official's User ID:  \*

Last updated on October 12, 2011.  
URL: <https://dev.epacdx.net/SSL/CDX/REG-CSPP-ADDLINFO-PS.asp>

CDX Help Desk: (888) 890-1995 | (970) 494-5500 for callers from Puerto Rico and Guam  
EPA Home | Privacy and Security Notice | Contact Us

## Exhibit 3-12: CDX Registration – CSPP Support

The screenshot displays the EPA CDX Registration interface. At the top, the EPA logo and 'United States Environmental Protection Agency' are on the left, and the CDX logo and 'CENTRAL DATA EXCHANGE' are on the right. A 'Contact Us' link is visible in the top right. The main content area is titled 'Registration' and shows a breadcrumb trail 'MyCDX » Registration'. The page title is 'CSPP Support'. A note states: 'The red asterisk (\*) indicates a required field. Authorized Official: Jane Doe (JANEDOEOPPT)'. Below this, it asks the user to 'Select the organization that you should be associated with:'. A radio button is selected for 'Organization: CGI Test Company', with the following details: 'Address: 12601 Fair Lakes Circle, Fairfax, VA, 22033, Phone: 7034349615, Email: suzanne.dose@cgifederal.com'. A 'Next' button is located below the form. At the bottom of the page, it says 'Last updated on October 12, 2011.' and provides a URL: 'https://dev.epacdx.net/SSL/CDX/REG-CSPP-ADDLINFO-PS.asp'. The footer contains 'CDX Help Desk: (888) 890-1995 | (970) 494-5500 for callers from Puerto Rico and Guam', 'EPA Home | Privacy and Security Notice | Contact Us'.

### 3.8 EPA Facility Information

If applicable, AOs are required to provide facility information. Click the ‘Search EPA Facilities’ button on the ‘Add Program ID’ screen to launch the Facility Registration System (FRS) search service that allows you to search for existing EPA facilities. If the facility information cannot be found, you have the opportunity to create a facility and submit the information for review and inclusion in FRS. The facility search, search results, and creation pages are displayed in **Exhibit 3-13** and **Exhibit 3-14**,

**Exhibit 3-15**, and **Exhibit 3-16**. To ensure search results are returned within optimal processing timeframes, populate at least two search fields.

The following figure shows the screen capture for the 'Add Program ID' screen:

**Exhibit 3-13: Add Program ID**

**Registration** [Contact Us](#)  
Logged in as FRENCH77

[About CDX](#)  
[Recent Announcements](#)  
[Account Login](#)  
[Registration](#)  
[Frequently Asked Questions](#)  
[Help & Support](#)  
[CDX Home](#)  
[Terms & Conditions](#)

MyCDX » Registration

## Add Program ID

The red asterisk (\*) indicates a required field.

Role:

Program ID Type:

Facility ID: \*  \*

Please enter N/A.

Submission Method:

**Facility Information**

DPW - ADAMS PLACE FUELING FACILITY	2200 ADAMS PLACE, NE WASHINGTON, DC 20018	(X)
------------------------------------	----------------------------------------------	-----

Last updated on October 12, 2011.  
URL: <https://dev.epacdx.net/SSL/CDX/regaddclientrole.asp>

CDX Help Desk: (888) 890-1995 | (970) 494-5500 for callers from Puerto Rico and Guam  
EPA Home | [Privacy and Security Notice](#) | [Contact Us](#)



The following figures show the screen captures for the ‘Search EPA Facilities’ screens:

**Exhibit 3-14: CDX Registration – Search EPA Facilities**

**Search EPA Facilities**

**Find Existing Facility**

Use the TAB key to move from field to field.

EPA Registry ID:

Facility Name:

Facility Address:

City:

State:

ZIP Code:

For more advanced searching options, please locate your EPA Registry ID using EPA's [Envirofacts Search](#).

**Exhibit 3-15: CDX Registration – Search EPA Facilities Search Results**

**Search EPA Facilities**

**Facility Search Results**

Select your facility from the list below then click the "Select" button. If you do not see the facility in the results, you may search again.

EPA Registry ID	Facility Name	Address	EPA Programs Reporting
<input type="checkbox"/> 110020866605		100 VERA DRIVE CORVALLIS, OR 97330	AIRS/AQS
<input type="checkbox"/> 110020923811		ORE STATE UNIV EXP WEATHER STATION CORVALLIS, OR	AIRS/AQS
<input type="checkbox"/> 110020989705		CENTRAL FIRE STATION 5TH & VAN BUREN CORVALLIS, OR	AIRS/AQS
<input type="checkbox"/> 110042118277	11TH & WASHINGTON LOTS	11TH & WASHINGTON CORVALLIS, OR 97333	OR-DEQ
<input type="checkbox"/> 110014300782	5240 PHILOMATH BLVD.	5240 PHILOMATH BLVD CORVALLIS, OR 97333-1042	OR-DEQ
<input type="checkbox"/> 110037720133	7TH STREET STATION	7TH STREET AND WESTERN BOULEVARD	OR-DEQ

If you are certain your facility does not already exist, click the "Create New Facility" button.

### Exhibit 3-16: CDX Registration – FRS Create New Facility

**Search EPA Facilities** [X]

**Create a New Facility**

The red asterisk (\*) indicates a required field.

Facility Name \*:

Facility Address \*:

Address 2:

City \*:

County:

State \*:

ZIP Code \*:

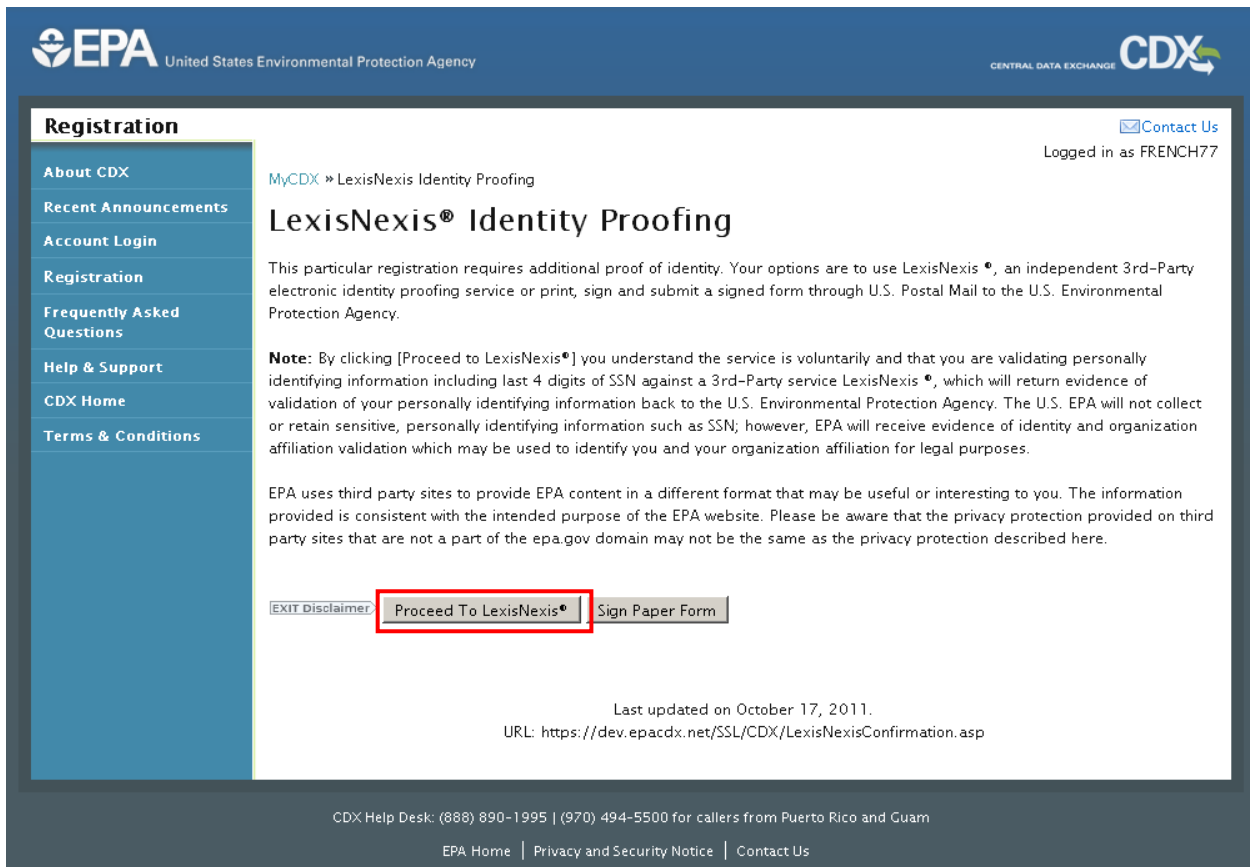
### 3.9 Identity Verification Process

Applicable only to the AO user role, after providing the facility information, you will be given the option to use the electronic identity verification process. The CDX Web application provides an identity verification service called LexisNexis, which is a third-party service that verifies the user's identity, organization information, and association to an organization. If you choose to proceed with the electronic verification process, you must click the 'Proceed to LexisNexis' button (see **Exhibit 3-17**). The LexisNexis service will launch a new web browser window and navigate a user away from CDX to collect additional Personally Identifiable Information (PII) that CDX does not collect.

The LexisNexis Data Collection window, in **Exhibit 3-18** below, displays the user and organization information collected by CDX and is not editable. The window also displays text fields in which you must provide the necessary PII information for LexisNexis to complete the identity validation. After completing the information, you will be redirected back to CDX Web where the validation results will be given (see **Exhibit 3-19**).

If you choose not to utilize LexisNexis and you click the 'Sign Paper Form' button, CDX will proceed to the existing paper processing option and instruct you to print, sign, and mail any identity proofing documentation.

The following figure shows the screen capture for the ‘LexisNexis Identity Proofing’ screen:  
**Exhibit 3-17: CDX Registration – LexisNexis Identity Proofing**



The following figure shows the screen capture for the 'LexisNexis Data Collection' screen:

**Exhibit 3-18: CDX Registration – LexisNexis Data Collection**

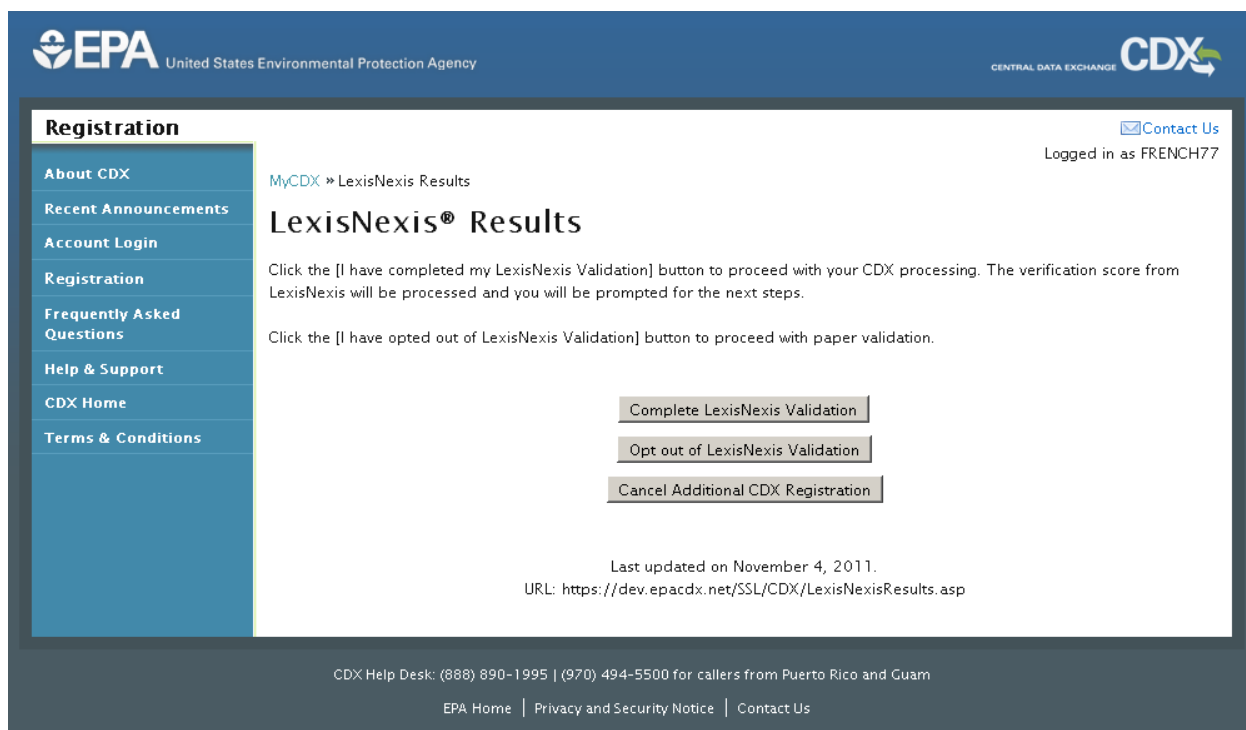
The screenshot shows a web browser window titled "LexisNexis® Verification for EPA". The form contains the following fields and values:

- \* Required Fields**
- Company Name \***: CGI
- Street Address \***: 12601 Fair Lake Cir
- City \***: Fairfax
- State \***: VA - VIRGINIA
- Zip \***: 22033
- Work Phone**: 7032275685
- FBI#**: (empty)
- Authorized Representative**
- Last Name \***: RB
- First Name \***: Test
- Middle Name**: (empty)
- SSN (Last 4) \***: 1234
- Home Address \***: 123 Anystreet
- Home City \***: Anycity
- Home State \***: VA - VIRGINIA
- Home Zip \***: 22030
- Home Phone**: (empty)
- DOB \***: 04/02/1982

At the bottom of the form, there are two buttons: "Submit" and "Cancel". The "Submit" button is highlighted with a red border. The LexisNexis logo and navigation links "About LexisNexis | Privacy Policy" are visible at the bottom of the page.

The following figure shows the screen capture for the ‘LexisNexis Results’ screen:

**Exhibit 3-19: CDX Registration – LexisNexis Results**



After navigating back to CDX from LexisNexis, one of the following four scenarios may occur:

1. You successfully validate to the standards after clicking the ‘Complete LexisNexis Validation’ button. You can electronically sign the ESA at this point.
2. You unsuccessfully validate to meet the minimum standards after clicking the ‘Complete LexisNexis Validation’ button. If your identity proofing failed, you can only sign the paper ESA. If the organization or user-organization association fails, then you have up to five (5) itimes to improve your score for validation.
3. You choose to sign the paper ESA by clicking the ‘Opt out of LexisNexis Validation’ button.
4. You choose to discontinue the registration process by clicking the ‘Cancel Additional CDX Registration’ button. You must contact your Registration Maintenance Account Manager (RMAM) to obtain access to the program role requested.

### 3.10 CDX Electronic Signature Agreement (ESA)

As an AO user, if you have not previously provided an electronic signature agreement (ESA) for CSPP, you will be prompted to sign an ESA, which can be signed electronically or manually. The following sections provide more detail about each option.

#### 3.10.1 Electronic ESA

Applicable only to AO’s, CDX provides twenty (20) questions to help validate your identity. You will choose five (5) questions and provide answers for each. The questions that you select

should be easy for you to remember, but difficult for someone else to guess. You will be required to answer one of these five (5) questions upon submitting any CSPP application forms. The question will be randomly chosen by the system. This method of identity validation is referred to as ‘CROMERR 20-5-1.’ If you pass LexisNexis validation and choose to sign the ESA electronically, the application will verify that the CROMERR 20-5-1 security question and answers have been set.

If these have been set, you will be directed to the ESA (see **Section 3.10.1**). If these have not been set, you will be directed to a page to provide five (5) secret questions and answers before proceeding to the ESA page (see **Exhibit 3-20** and **Exhibit 3-21**). The CROMERR 20-5-1 process must be completed before you can electronically sign the CDX (or CSPP) ESA or sponsor letter. You must click the ‘Save Answers’ button after providing five (5) secret questions and answers. To complete the process, you must click the ‘Continue’ button on the confirmation page. You will receive an email confirmation of your 20-5-1 questions.

If you choose the paper ESA application process, the 20-5-1 questions will not be displayed. If you need to electronically sign an ESA at a later time, you will be required to provide your 20-5-1 questions and answers before signing electronically.

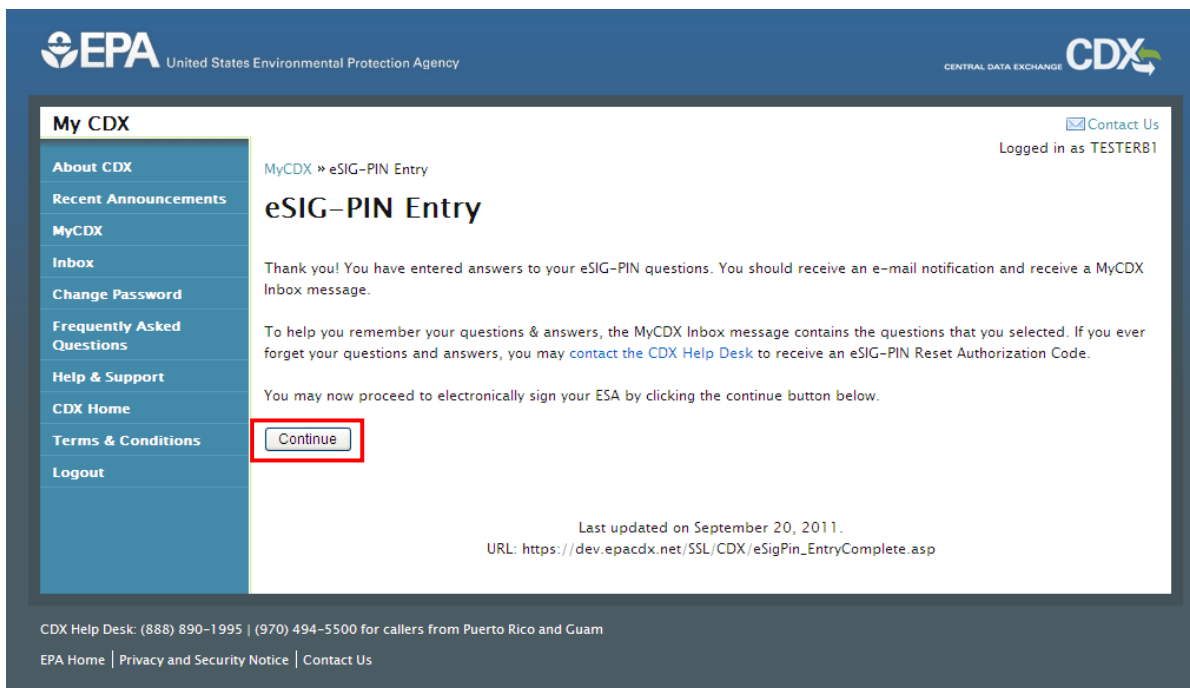
The following figure shows the screen capture for the CROMERR 20-5-1 Question and Answer on the 'eSIG-PIN Entry' screen:

**Exhibit 3-20: CDX Registration – eSIG-PIN Entry CROMERR 20-5-1 Question/Answer**

The screenshot displays the 'eSIG-PIN Entry' interface. On the left is a navigation menu with options like 'About CDX', 'Recent Announcements', 'MyCDX', 'Inbox', 'Change Password', 'Frequently Asked Questions', 'Help & Support', 'CDX Home', 'Terms & Conditions', and 'Logout'. The main content area shows the title 'eSIG-PIN Entry' and a brief instruction: 'The eSignature process requires eSignature PIN Verification. Please select exactly 5 questions. The questions that you select should be questions that you can remember, but difficult for anyone else to guess.' Below this is a list of 15 questions, each with a checkbox. Five questions are checked: 'What is your best friend's last name?', 'What is the last name of your favorite teacher?', 'Where did you graduate from high school?', 'What is your favorite pet's name?', and 'Who is your favorite author?'. At the bottom of the question list are two buttons: 'Save Answers' (highlighted with a red box) and 'Reset'. The footer contains contact information for the CDX Help Desk and EPA Home links.

The following figure shows the screen capture for the CROMERR 20-5-1 Confirmation on the ‘eSIG-PIN Entry’ screen:

**Exhibit 3-21: CDX Registration – eSIG-PIN Entry CROMERR 20-5-1 Confirmation**



After you complete the 20-5-1 process, review the ESA, and click the ‘Sign Electronically’ button, the application will launch the CDX CROMERR widget. As part of the CDX CROMERR widget process, you will be required to re-validate your user name and password, provide the answer to your CROMERR 20-5-1 Question /Answer, and officially sign the ESA (see **Exhibit 3-22** and **Exhibit 3-23**).

When you officially sign the ESA, a copy of the ESA, along with the your electronic signature, is stored in the CDX CROMERR archives.



The following figure shows the screen capture for the electronic ‘CDX ESA’ screen:

**Exhibit 3-22: CDX Registration – Electronic CDX ESA**

**Registration**

MyCDX » Registration

**CDX ESA**

The CDX electronic signature agreement (ESA) is an agreement between yourself and CDX that will authorize your electronic signature. By signing the ESA you agree to adhere to the conditions listed on the agreement below. Once the ESA has been signed, you will be authorized to sign and/or encrypt information for your data flow. For any questions regarding the CDX ESA please contact the [CDX Help Desk](#).

I, \_\_\_\_\_,  
(Name of Electronic Signature Holder)

(1) Agree to protect the electronic signature credential, consisting of my Central Data Exchange (CDX) user identification and password, from use by anyone except me. Specifically, I agree to maintain the secrecy of the password; I will not divulge or delegate my user name and password to any other individual; I will not store my password in an unprotected location; and I will not allow my password to be written into computer scripts to achieve automated login;

(2) Agree to contact the U.S. EPA CDX Help Desk at 1-888-890-1995 as soon as possible, but no later than 24 hours, after suspecting or determining that my user name and password have become lost, stolen or otherwise compromised;

(3) I agree to notify CDX within ten working days if my duties change and I no longer need to interact with the CDX on behalf of my organization. I agree to make this notification by notifying the CDX Technical Support staff at 1-888-890-1995 or [helpdesk@epa.gov](mailto:helpdesk@epa.gov);

(4) Understand that I will be informed through my registered electronic mail (e-mail) address whenever my user identification or password have

**SIGN PAPER FORM** CANCEL

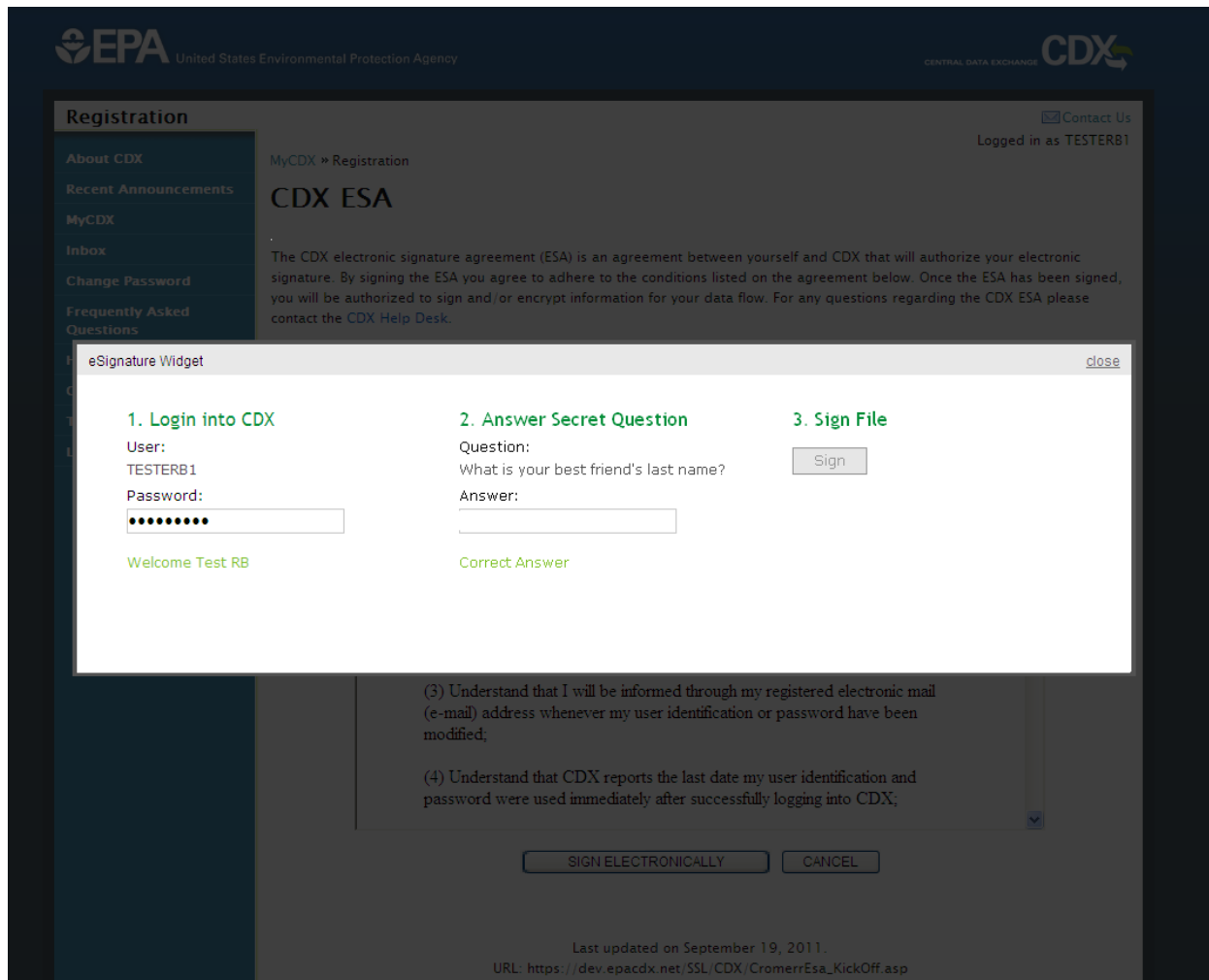
Last updated on September 30, 2011.  
URL: [https://dev.epacdx.net/SSL/CDX/CromerrEsa\\_KickOff.asp](https://dev.epacdx.net/SSL/CDX/CromerrEsa_KickOff.asp)

CDX Help Desk: (888) 890-1995 | (970) 494-5500 for callers from Puerto Rico and Guam

[EPA Home](#) | [Privacy and Security Notice](#) | [Contact Us](#)

The following figure shows the screen capture for the CROMERR eSignature Widget:

**Exhibit 3-23: CDX Registration – CROMERR eSignature Widget**



### 3.10.2 Paper ESA

If you do not wish to leverage the LexisNexis process or are unable to be properly validated to meet the minimum requirements for the program, you will be required to follow the existing paper ESA process. The paper process allows you to print the ESA, provide a wet ink signature, and mail the signed ESA to the EPA.

If needed, a copy of the ESA form will be saved in your MyCDX Inbox for future reference and reprinting.

If you choose the paper ESA application process, the 20-5-1 questions will not be displayed. If you need to electronically sign an ESA at a later time, you will be required to provide their 20-5-1 questions and answers before the electronic signing.

The following figure shows the screen capture for the paper 'CDX ESA' screen:

## Exhibit 3-24: CDX Registration - Paper CDX ESA

**Registration** Contact Us  
Logged in as RBOLDEN26

MyCDX » Registration

### CDX ESA

The CDX electronic signature agreement (ESA) is an agreement between yourself and CDX that will authorize your electronic signature. By signing the ESA you agree to adhere to the conditions listed on the agreement below. Once the ESA has been signed, you will be authorized to sign and/or encrypt information for your data flow. For any questions regarding the CDX ESA please contact the [CDX Help Desk](#).

**U.S. Environmental Protection Agency  
ELECTRONIC SIGNATURE AGREEMENT**

In accepting the electronic signature credential issued by the U.S. Environmental Protection Agency (EPA) to sign electronic documents submitted to EPA's Central Data Exchange (CDX), and as a representative for:

**Electronic Signature Holder Company Information**

Organization Name:	CCGIII
Address:	12601 Fair Lakes Circle
City, State, Zip:	Fairfax, VA 22030
Province:	
Country:	US
Phone Number:	2223334455
E-mail Address:	
Registrant's Name:	
CDX User Name:	

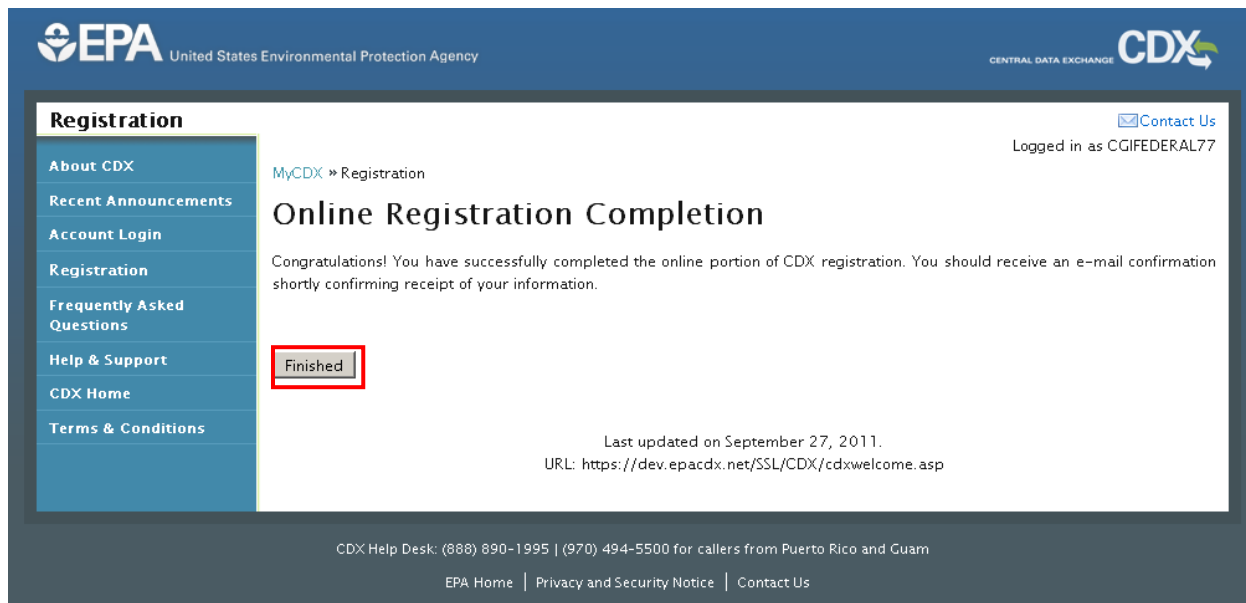
Last updated on September 19, 2011.  
 URL: [https://dev.epacdx.net/SSL/CDX/CromerrEsa\\_KickOff.asp](https://dev.epacdx.net/SSL/CDX/CromerrEsa_KickOff.asp)

### 3.11 CDX Online Registration Completion

After signing (or printing) the ESA, the registration completion page will appear and indicate that you, the registrant, will receive an email confirming receipt of information. After clicking the 'Finished' button, you will be redirected to your MyCDX landing page where you may access the CSPP application(s). You can access the application role when you have either passed the LexisNexis identity validation and signed the ESA electronically or received approval confirmation about your paper ESA application.

The following figure shows the screen capture for the ‘Online Registration Completion’ screen:

**Exhibit 3-25: CDX Registration – Online Registration Completion**

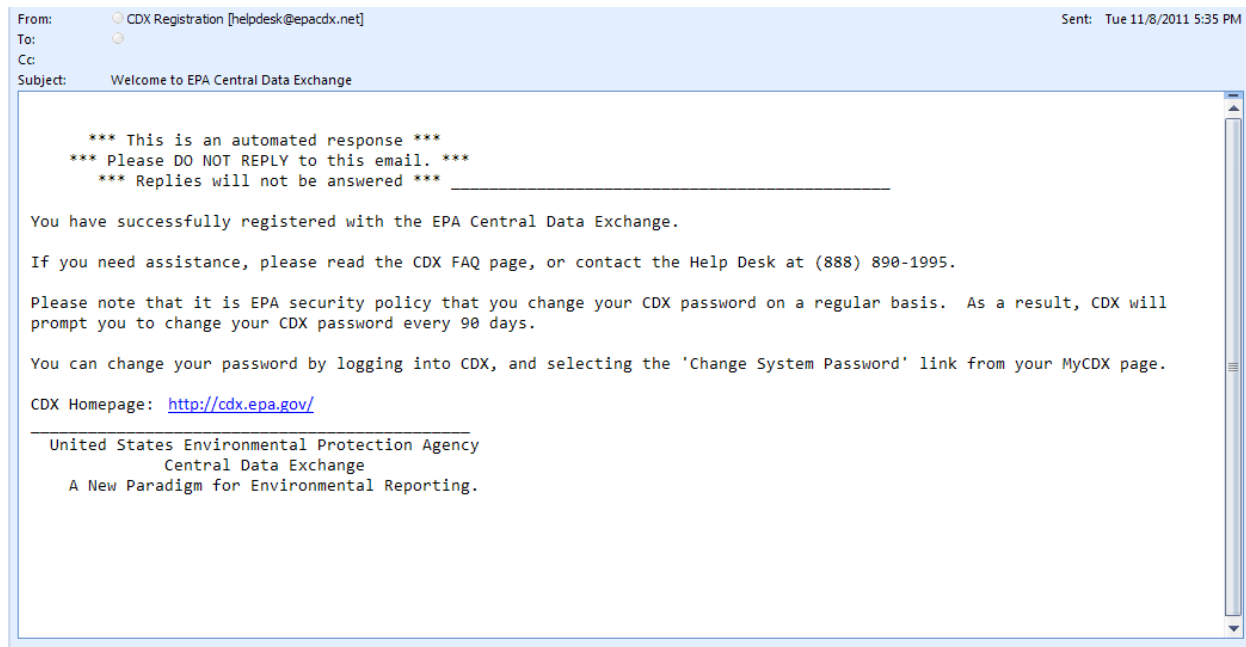


### 3.12 Registration Notifications

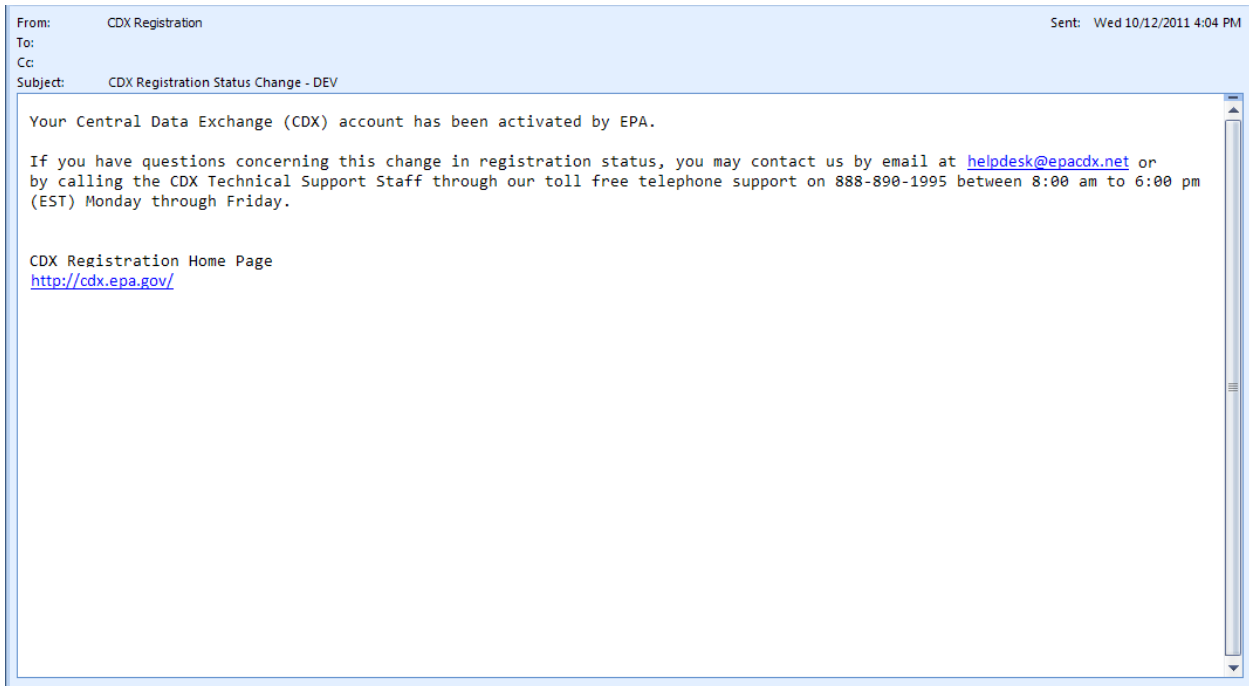
After completing the registration process, you will receive confirmation of successful registration (see **Exhibit 3-25**). If you chose the paper ESA option, you will receive a confirmation email when your role has been approved (see **Exhibit 3-26**).

The following figures show the screen captures for the registration notification emails:

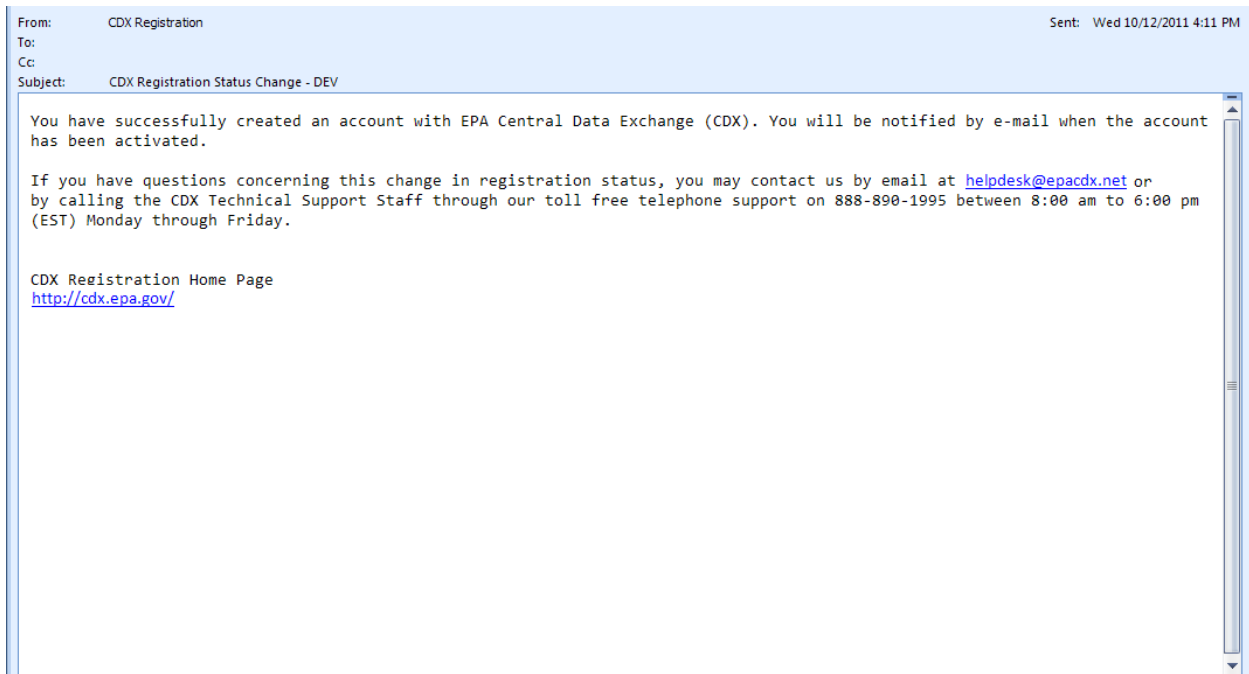
**Exhibit 3-26: CDX Registration – Welcome to EPA CDX E-mail**



### Exhibit 3-27: CDX Registration – CDX Registration Approval E-mail



### Exhibit 3-28: CDX Registration – CDX Registration Confirmation Request E-mail



## 4 Logging In

You can log in to CDX by navigating to the CDX home page and clicking the ‘Login to CDX’ button in the header (see **Exhibit 4-1**). If you are on any other screen within the system (e.g., ‘About CDX’ screen), you will have to click the ‘Account Login’ link located in the left column.

Whichever way you choose to log in, the system will take you to the login screen (see **Exhibit 4-2**). You can log in using the CDX credentials established during CDX registration. For issues regarding a forgotten password, please refer to the ‘Reset Password’ portion of this guide (see **Section 5**).

The following figure shows the screen capture for the CDX 'Home' page:

**Exhibit 4-1: CDX Registration – CDX Home**

The screenshot shows the EPA Central Data Exchange (CDX) Home page. At the top left is the EPA logo and the text "United States Environmental Protection Agency". At the top right is the CDX logo and "CENTRAL DATA EXCHANGE". Below the header is a navigation bar with "CDX Navigation" and links for "About CDX", "Recent Announcements", "Frequently Asked Questions", "Help and Support", and "Terms and Conditions". The main content area is titled "Central Data Exchange Home" and includes a "Contact Us" link. A large image of a forest path is on the left. To the right is a "Get Started with CDX" section with a red box around the "Log in to CDX" button and a "Register with CDX" button. Below this is a "Warning Notice and Privacy Policy" section with a "Warning Notice" and a "Privacy Statement". At the bottom, there is contact information for the CDX Help Desk and links to "EPA Home", "Privacy and Security Notice", and "Contact Us".

The following figure shows the screen capture for the CDX 'Login' screen:

**Exhibit 4-2: CDX Registration – CDX Login**

The AOs are shown a link for 'CSPP: Primary Authorized Official' or 'CSPP: Secondary Authorized Official' (see **Exhibit 4-3**) while Supports are shown a link for 'CSPP: Primary Support' or 'CSPP: Secondary Support' (see **Exhibit 4-4**). Depending on your user role, you will click on the applicable link to access the Chemical Information Submission System (CISS) application.



The following figure shows the screen capture for the Authorized Official MyCDX screen:

**Exhibit 4-3: CDX Registration – CSPP Program Link on the Authorized Official MyCDX Screen**

The screenshot displays the MyCDX user interface. At the top left is the EPA logo and 'United States Environmental Protection Agency'. At the top right is the CDX logo and 'CENTRAL DATA EXCHANGE'. Below the EPA logo is a navigation menu with items: MyCDX, About CDX, Recent Announcements, MyCDX, Inbox, Change Password, Submission History, Frequently Asked Questions, Help & Support, CDX Home, Terms & Conditions, and Logout. The main content area is titled 'MyCDX' and includes a 'Contact Us' link and 'Logged in as JaneDoe7'. A central box titled 'Central Data Exchange – MyCDX' contains user information: 'Welcome, Mrs. Jane Doe, None', 'Last Login: November 8, 2011', 'Registered Since: September 26, 2011', and 'Recertification Date: September 26, 2011'. Below this, it states 'CDX Registration Status: Active'. A notification bar says 'You have 4 new messages in your Inbox'. A row of four links is provided: 'Change System Password', 'Edit Personal Information', 'Edit Current Account Profiles', and 'Add New Employer Profile'. Under 'Available Account Profiles:', a single profile is listed: '• CSPP: Primary Authorized Official', which is highlighted with a red rectangular box. At the bottom of the main content area, it says 'Last updated on October 20, 2011.' and 'URL: https://dev.epacdx.net/SSL/CDX/MyCdx.asp'. The footer contains 'CDX Help Desk: (888) 890-1995 | (970) 494-5500 for callers from Puerto Rico and Guam' and 'EPA Home | Privacy and Security Notice | Contact Us'.

The following figure shows the screen capture for the Support MyCDX screen:

**Exhibit 4-4: CDX Registration – CSPP Program Link on the Support MyCDX Screen**

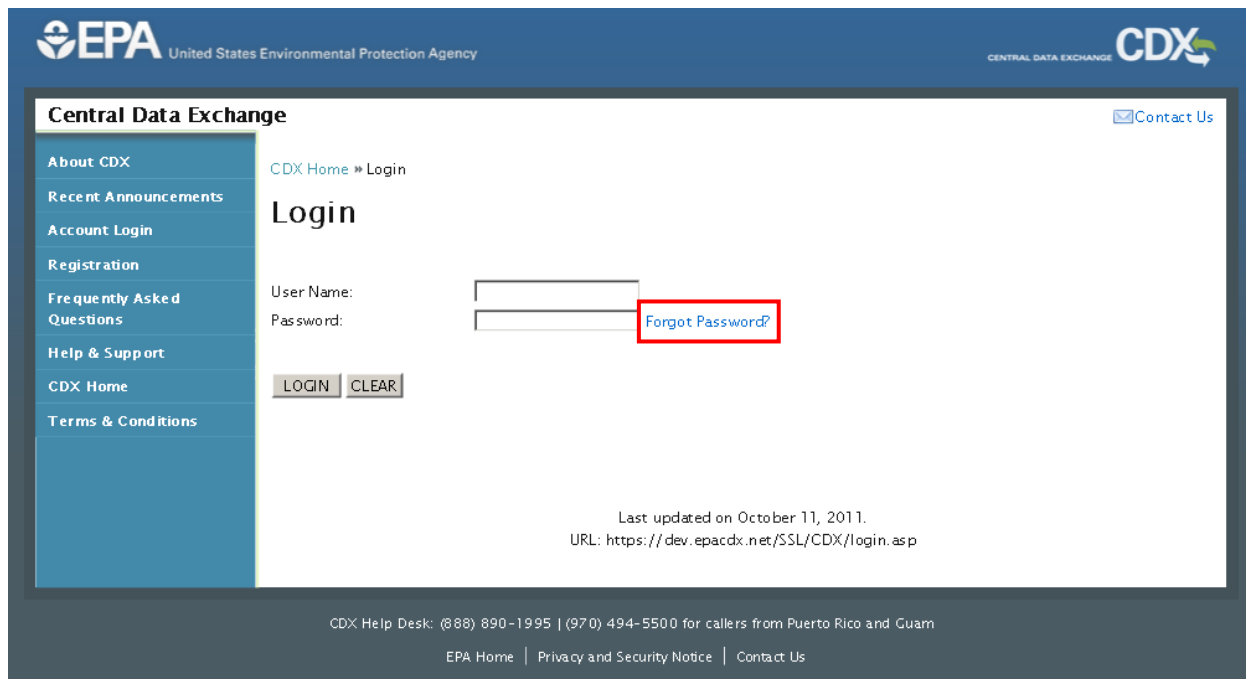
The screenshot displays the MyCDX user interface. At the top left is the EPA logo and 'United States Environmental Protection Agency'. At the top right is the CDX logo and 'CENTRAL DATA EXCHANGE'. The page title is 'MyCDX'. A navigation menu on the left includes links for 'About CDX', 'Recent Announcements', 'MyCDX', 'Inbox', 'Change Password', 'Submission History', 'Frequently Asked Questions', 'Help & Support', 'CDX Home', 'Terms & Conditions', and 'Logout'. The main content area shows the user's name 'Mrs. Jane Doe, None', last login date 'November 8, 2011', registration date 'September 26, 2011', and recertification date 'September 26, 2011'. The registration status is 'Active'. A notification indicates '4 new messages in your Inbox'. Below this are four buttons: 'Change System Password', 'Edit Personal Information', 'Edit Current Account Profiles', and 'Add New Employer Profile'. Under 'Available Account Profiles', there is a single entry 'CSPP: Primary Support' which is highlighted with a red rectangular box. At the bottom, there is a footer with contact information and a URL: 'https://dev.epacdx.net/SSL/CDX/MyCdx.asp'.

## 5 Reset Password

In the event that you forget your password, a 'Forgot Password?' link is available on the 'Login' screen (see **Exhibit 5-1**).

The following figure shows the screen capture for the 'Login' screen/'Forgot Password?' link:

**Exhibit 5-1: CDX Registration – Login Screen/Forgot Password Link**



The screenshot displays the CDX Login page. At the top left is the EPA logo and 'United States Environmental Protection Agency'. At the top right is the CDX logo and 'CENTRAL DATA EXCHANGE'. Below the EPA logo is a navigation menu with links: About CDX, Recent Announcements, Account Login, Registration, Frequently Asked Questions, Help & Support, CDX Home, and Terms & Conditions. The main content area is titled 'Central Data Exchange' and includes a 'Contact Us' link. The page content shows 'CDX Home » Login' and a 'Login' heading. There are two input fields: 'User Name:' and 'Password:'. A red box highlights the 'Forgot Password?' link next to the password field. Below the fields are 'LOGIN' and 'CLEAR' buttons. At the bottom, it says 'Last updated on October 11, 2011.' and 'URL: https://dev.epacdx.net/SSL/CDX/login.asp'. The footer contains 'CDX Help Desk: (888) 890-1995 | (970) 494-5500 for callers from Puerto Rico and Guam' and 'EPA Home | Privacy and Security Notice | Contact Us'.

The 'Forgot Password?' link directs you to the 'Password Reset' screen (see **Exhibit 5-2**) where you are asked to enter your registered email address and user name.

The following figure shows the screen capture for the ‘Password Reset’ screen 1:

**Exhibit 5-2: CDX Registration – Password Reset Screen 1**

At this point, you will be prompted to provide an answer to a security question previously set during the registration process. This can be seen in **Exhibit 5-3** below.

The following figure shows the screen capture for the ‘Password Reset’ screen 2:

**Exhibit 5-3: CDX Registration – Password Reset Screen 2**

After you click the ‘Submit’ button to confirm your password reset request, the screen illustrated in **Exhibit 5-4** will appear confirming that your account has been reset to allow you to create a new password, as well as an e-mail confirmation as seen in **Exhibit 5-5**. The system-generated email will contain a link, which will direct you to a screen allowing you to create a new password. The following figure shows the screen capture for the ‘Password Reset’ screen:

**Exhibit 5-4: CDX Registration – Password Reset**

**EPA** United States Environmental Protection Agency

CENTRAL DATA EXCHANGE **CDX**

Central Data Exchange [Contact Us](#)

[About CDX](#)  
[Recent Announcements](#)  
[Account Login](#)  
[Registration](#)  
[Frequently Asked Questions](#)  
[Help & Support](#)  
[CDX Home](#)  
[Terms & Conditions](#)

[CDX Home](#) » Password Reset

## Password Reset

Your user account has been set to allow you to assign a new password.

Please check your email and follow instructions as directed.

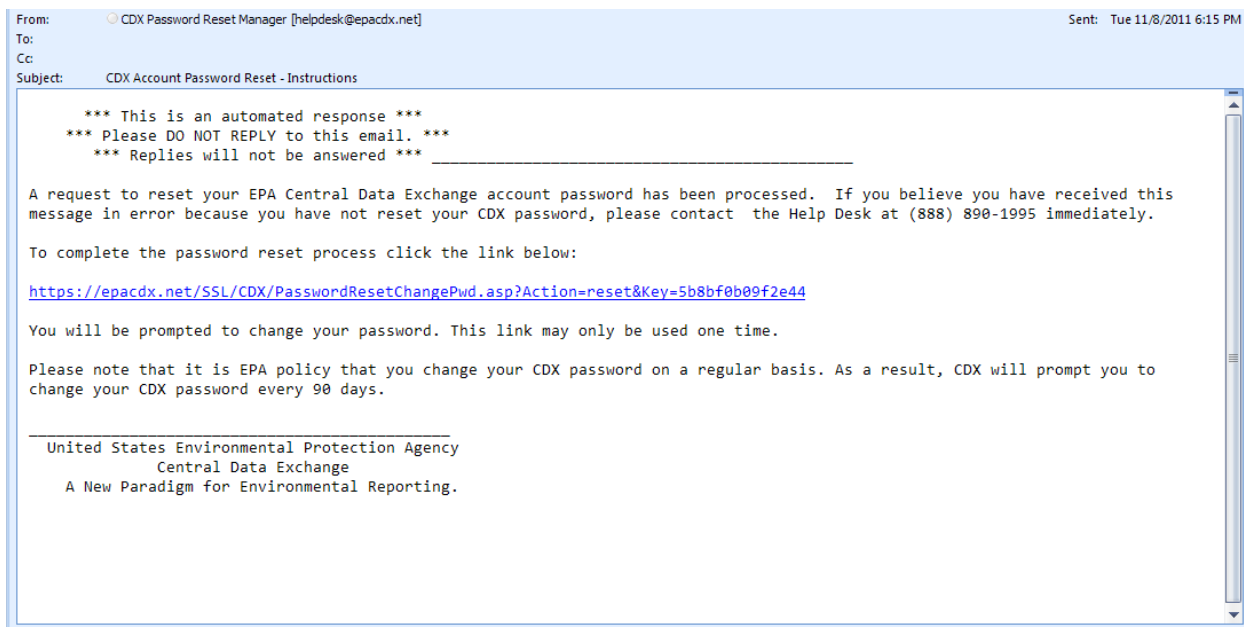
Last updated on September 20, 2011.  
URL: <https://dev.epacdx.net/SSL/CDX/PasswordReset.asp>

CDX Help Desk: (888) 890-1995 | (970) 494-5500 for callers from Puerto Rico and Guam

[EPA Home](#) | [Privacy and Security Notice](#) | [Contact Us](#)

The following figure shows the screen capture for the password reset confirmation e-mail:

**Exhibit 5-5: CDX Registration – Password Reset Confirmation E-mail**



Click the link located in the email to navigate to the ‘Change System Password’ screen (see **Exhibit 5-6**). Once on the ‘Change System Password’ screen, enter a new password in the ‘New Password’ text field and retype it into the ‘Re-enter New Password’ text field. Click the ‘Submit’ button to navigate back to your main ‘MyCDX’ screen.

The following figure shows the screen capture for the ‘Change System Password’ screen:

**Exhibit 5-6: CDX Registration – Change System Password**

**Central Data Exchange** Contact Us

**Change System Password**

Use the form below to reset your password.

The reset code provided in the email has now been deleted. If you reload this page or receive a failure notice that the link you followed was invalid or that the key provided was already used, you will need to return to the [Password Reset](#) page and request a new reset code.

**Change Password**

Passwords must be a minimum of 8 alpha-numeric characters (no spaces or special characters) and contain at least 1 of each of the following: uppercase character, lowercase character, number. Passwords may not begin with a number nor contain the word "password" nor contain your User Name. Use the TAB key to move from field to field.

The red asterisk (\*) indicates a required field.

New Password:  \*

Re-enter New Password:  \*

Last updated on October 12, 2011.  
URL: <https://dev.epacdx.net/SSL/CDX/PasswordResetChangePwd.asp>

CDX Help Desk: (888) 890-1995 | (970) 494-5500 for callers from Puerto Rico and Guam  
EPA Home | Privacy and Security Notice | Contact Us

## 6 For Existing Users

The following section covers the editing of account information for existing users. You must log in to CDX (**Section 4** of this guide) to navigate to the MyCDX screen. From this page, you can change information related to your user account, profile, program, and company.

### 6.1 Edit Current Account Profiles

From the MyCDX page, click the ‘Edit Current Account Profiles’ link (seen in **Exhibit 6-1**) to edit organization information, add a new program, or view user roles and statuses.

The following figure shows the screen capture for the ‘Edit Current Account Profiles’ link:

**Exhibit 6-1: CDX Registration – Edit Current Account Profiles link**

The screenshot displays the MyCDX user interface. At the top left is the EPA logo and 'United States Environmental Protection Agency'. At the top right is the CDX logo and 'CENTRAL DATA EXCHANGE'. Below the EPA logo is a navigation menu with links: MyCDX, About CDX, Recent Announcements, MyCDX, Inbox, Change Password, Submission History, Frequently Asked Questions, Help & Support, CDX Home, Terms & Conditions, and Logout. In the top right corner, there is a 'Contact Us' link and the text 'Logged in as JaneDoe7'. The main content area is titled 'MyCDX' and contains a header 'Central Data Exchange - MyCDX'. Below the header, it says 'Welcome, Mrs. Jane Doe, None' and 'Last Login: November 8, 2011', 'Registered Since: September 26, 2011', and 'Recertification Date: September 26, 2011'. It also shows 'CDX Registration Status: Active'. A notification bar states 'You have 4 new messages in your Inbox'. Below this are four buttons: 'Change System Password', 'Edit Personal Information', 'Edit Current Account Profiles' (highlighted with a red box), and 'Add New Employer Profile'. Underneath, it lists 'Available Account Profiles:' with one entry: 'CSPP: Primary Authorized Official'. At the bottom, it says 'Last updated on October 20, 2011.' and 'URL: https://dev.epacdx.net/SSL/CDX/MyCdx.asp'. The footer contains 'CDX Help Desk: (888) 890-1995 | (970) 494-5500 for callers from Puerto Rico and Guam' and 'EPA Home | Privacy and Security Notice | Contact Us'.

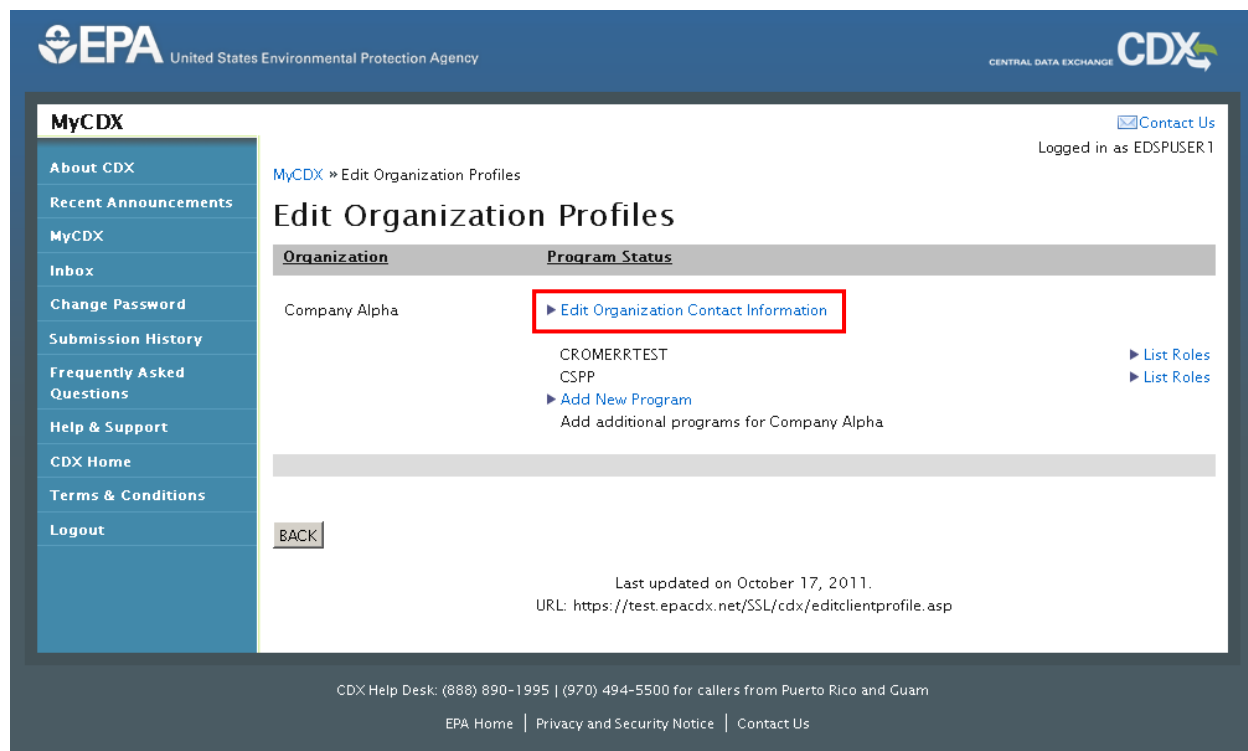
#### 6.1.1 Edit Organization Contact Info

The ‘Edit Current Account Profiles’ link seen above takes you to the ‘Edit Organization Profiles’ screen seen in **Exhibit 6-2** below. This page contains three hyperlinks: the ‘Edit Organization Contact Information’ link, ‘Add New Program’ link, and ‘List Roles’ link. The pages for each of these hyperlinks are described in the following sections.



The following figure shows the screen capture for the ‘Edit Organization Profiles’ screen:

**Exhibit 6-2: CDX Registration – Edit Organization Profiles**



### 6.1.2 Edit Organization Contact Information

The ‘Edit Organization’ section allows users to change any information related to their organization, such as address, e-mail, and phone number. You can navigate to this section by clicking the ‘Edit Organization Contact Information’ link on the ‘Edit Organization Profiles’ screen. After making the necessary edits, click the ‘Save’ button’ to save your changes.

The following figure shows the screen capture for the ‘Edit Organization’ screen:

**Exhibit 6-3: CDX Registration – Edit Organization**

The screenshot shows the 'Edit Organization' screen within the MyCDX portal. The page header includes the EPA logo and 'United States Environmental Protection Agency' on the left, and the CDX logo and 'CENTRAL DATA EXCHANGE' on the right. The user is logged in as 'EDSPUSER1'. The main content area is titled 'Edit Organization' and contains a form with the following fields:

- Organization Name: Company Alpha<sup>1</sup>
- Registrant's Work Mailing Address 1: 123456 Test St. \*
- Registrant's Work Mailing Address 2: [Empty]
- City: Fairfax \*
- State/Province: Virginia \*
- Zip/Postal Code: 22033 \*
- Country: UNITED STATES \*
- E-mail: opptedspuat@gmail.com<sup>1</sup>
- Phone Number: (555) 555-5555 \* Ext. [Empty]

Below the form, there are instructions for phone number formatting and footnotes:

- U.S., Canada & Caribbean Islands Phone Format: ###-###-####
- International Phone Format: 011 + Country Code<sup>2</sup> + City Code<sup>2</sup> + Local Number
- <sup>1</sup>To change your organization name or e-mail address, please contact your account manager or the CDX Help Desk.
- <sup>2</sup>As necessary.

At the bottom of the form, there are three buttons: 'SAVE' (highlighted with a red box), 'RESET', and 'CANCEL'. The page footer includes contact information for the CDX Help Desk and links to EPA Home, Privacy and Security Notice, and Contact Us.

### 6.1.3 Add New Program

To add an additional program, users can navigate to the ‘Add Program’ screen (see **Exhibit 6-4**) by clicking the ‘Add New Program’ link from the ‘Edit Organization Profiles’ screen (see **Exhibit 6-2**).

The original program for which you registered (CSPP, in this case) will no longer appear in the list. To add one of the listed programs, simply select the radio button next to the desired item and click the ‘Add’ button to save. The ‘Cancel’ button will navigate you back to ‘Edit Organization Profiles’ screen.

The following figure shows the screen capture for the Add Program page:

**Exhibit 6-4: Add Program Page – Scroll 1**

**MyCDX** [Contact Us](#)  
Logged in as EDSPUSER1

[MyCDX » Edit Organization Profiles » Add Program for Company Alpha](#)

## Add Program

- Assessment Cleanup and Redevelopment Exchange System (ACRES)
- Aircraft Reporting and Compliance System (ARCS)
- CROMERR Lite Testing Utility (CROMERRLiteTest)
- NEPA Electronic Filing System (e-NEPA)
- Environmental Appeals Board (EAB)
- Audit Reporting System (eDisclosure)
- Electronic Notice of Intent (eNOI)
- Federal Bridge Interoperability Test (FBIT)
- Facility Registry System - Update Service (FRS-US)
- Great Lakes Environmental Database Query System (GLENDA)
- High Production Volume (HPV)
- EPA Internet On Boarding Application (iBoard)
- Exchange Network Grant Semi-Annual Reporting Forms (IEPB)
- Lead-Based Paint Program (LEAD)
- 3rd Party Validation Test Application (LEXIS)
- LT2: LT2, Stage 2, and IDSE Plan/Report Entry (LT2)
- National Environmental Methods Index Contaminants (NEMI-CBR)
- Ozone Depleting Substances (ODS)
- Office of Transportation Air Quality DC FUEL Program (OTAQDCFUEL)
- Office of Transportation and Air Quality EPA Moderated Transaction System (OTAQEMTS)
- Office of Transportation and Air Quality Fuels Registration (OTAQREG)
- Cellulosic Biofuel Waiver Credits Pay.gov Application (OTAQWaiverCredits)
- Public Health Air Surveillance Evaluations (PHASE)
- Radionuclide NESHAPs (RAD)
- Risk Management Plan (RMPESUBMIT)
- STORET File Transfer (STORET)
- Stormwater Notice of Intent (eNOI) (SWENOI)
- Toxic Release Inventory Made Easy Web (TRIMEweb)
- TRI Data Exchange Viewer (TRISDX)
- TSCA (TSCA)
- Toxic Substance Control Act - HaSD Form (TSCA-HASD)
- Vehicles and Engines Compliance Information System (VERIFY)
- Request Manufacturer Code for Vehicle or Engine Compliance (VERIFY MFR REG)

### Exhibit 6-5: Add Program Page – Scroll 2

The screenshot shows a web interface for adding programs. On the left is a blue sidebar with 'Terms & Conditions' and 'Logout' links. The main area contains a list of programs, each with a radio button. At the bottom, there are 'ADD' and 'CANCEL' buttons. The 'ADD' button is highlighted with a red box. Below the list, there is a note: 'Last updated on October 17, 2011. URL: https://test.epacdx.net/SSL/cdx/addprogram.asp'. The footer contains contact information for CDX Help Desk and links to EPA Home, Privacy and Security Notice, and Contact Us.

- Federal Bridge Interoperability Test (FBIT)
- Facility Registry System - Update Service (FRS-US)
- Great Lakes Environmental Database Query System (GLENDAS)
- High Production Volume (HPV)
- EPA Internet On Boarding Application (iBoard)
- Exchange Network Grant Semi-Annual Reporting Forms (IEPB)
- Lead-Based Paint Program (LEAD)
- 3rd Party Validation Test Application (LEXIS)
- LT2: LT2, Stage 2, and IDSE Plan/Report Entry (LT2)
- National Environmental Methods Index Contaminants (NEMI-CBR)
- Ozone Depleting Substances (ODS)
- Office of Transportation Air Quality DC FUEL Program (OTAQDCFUEL)
- Office of Transportation and Air Quality EPA Moderated Transaction System (OTAQEMTS)
- Office of Transportation and Air Quality Fuels Registration (OTAQREG)
- Cellulosic Biofuel Waiver Credits Pay.gov Application (OTAQWaiverCredits)
- Public Health Air Surveillance Evaluations (PHASE)
- Radionuclide NESHAPs (RAD)
- Risk Management Plan (RMPESUBMIT)
- STORET File Transfer (STORET)
- Stormwater Notice of Intent (eNOI) (SWENOI)
- Toxic Release Inventory Made Easy Web (TRIMEweb)
- TRI Data Exchange Viewer (TRISDX)
- TSCA (TSCA)
- Toxic Substance Control Act - HaSD Form (TSCA-HASD)
- Vehicles and Engines Compliance Information System (VERIFY)
- Request Manufacturer Code for Vehicle or Engine Compliance (VERIFY MFR REG)
- Water Contaminant Information Tool (WCIT)

**ADD** **CANCEL**

Last updated on October 17, 2011.  
URL: <https://test.epacdx.net/SSL/cdx/addprogram.asp>

CDX Help Desk: (888) 890-1995 | (970) 494-5500 for callers from Puerto Rico and Guam  
EPA Home | Privacy and Security Notice | Contact Us

#### 6.1.4 List Roles

The 'List Roles' link allows you view all of your roles in the system for your specific organization as well as the current statuses (active, awaiting approval, deactivated) of these roles. **Exhibit 6-6** below shows the screen for a user that is both an Authorized Official and a Support.

From this page, you will have the option to edit or deactivate the roles in the list. If you deactivate a role in the list, you must provide confirmation in the pop-up box (see **Exhibit 6-7**). The 'OK' button will deactivate the chosen role. The 'Cancel' button will remove the pop-up box and no action will be taken.

The following figure shows the screen capture for the user roles and statuses:

**Exhibit 6-6: CDX Registration – List of User Roles and Statuses**

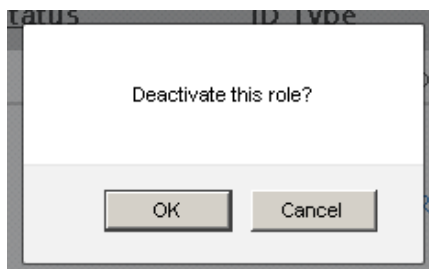
The screenshot shows the EPA MyCDX interface. The main content area is titled 'Edit Organization Profiles' and displays a table of TSCA Roles. The table has the following data:

TSCA Role	Role Status	ID Type	Program ID	Options
A SUBMITTER	Active	Primary Authorized Official	28094	<a href="#">Edit</a>   <a href="#">Deactivate</a>   <a href="#">Manage Facilities</a>
A SUBMITTER	Active	Primary Support Registrant	28094	<a href="#">Edit</a>   <a href="#">Deactivate</a>   <a href="#">Reg. Data</a>
A SUBMITTER	Active	Secondary Authorized Official	28119	<a href="#">Edit</a>   <a href="#">Deactivate</a>   <a href="#">Manage Facilities</a>

Below the table, there is a link: [Add New TSCA Role / Program ID](#). At the bottom of the main content area, it says: 'Last updated on October 12, 2011. URL: https://dev.epacdx.net/SSL/cdx/listroles.asp'.

The following figure shows the screen capture for the deactivation confirmation pop-up window:

**Exhibit 6-7: CDX Registration – Deactivation Confirmation Pop-up Window**



If you are a Support, you can view details of the AO’s registration information by clicking the ‘Reg. Data’ link. A new window will appear with these details.

Roles can only be approved by the Registration Account Manager.

The following figure shows the screen capture for the ‘Additional Registration Data’ information:

**Exhibit 6-8: CDX Registration – Additional Registration Data**

### Additional Registration Data

User: **Jane Doe (JANEDOEOPPTSUPPORT)**  
 Program: **CSPP**  
 Role: **Primary Support (28544)**

Associated Authorized Official

CDX User ID:       JANEDOEOPPT  
 Email Address:     jane.doe@testcompany.com  
 Name:               Jane Doe  
 Organization:       CGI Test Company  
 Telephone Number: 7034349615

Close Window

#### 6.1.4.1 Add New Role

You may add a new role for yourself by clicking the ‘Add New CSPP Role/Program ID’ link, which will take you to the screen seen below.

The following figure shows the screen capture for the ‘Add Role’ page:

**Exhibit 6-9: CDX Registration – Add Role**

You may register a second role as a Support or an AO.

If you are registering a Support role, you will be asked to provide the User ID of the AO under which you will be registering. After doing so, you will choose the appropriate organization associated with the AO you have specified. These screens will be identical to those seen in **Exhibit 6-10: CDX Registration – CSPP Support Authorized Official User ID** and **Exhibit 6-11.**

The following figure shows the screen capture for the ‘CSPP Support’ Authorized Official User ID screen:

**Exhibit 6-10: CDX Registration – CSPP Support Authorized Official User ID**

**Registration**

MyCDX » Registration

## CSPP Support

The red asterisk (\*) indicates a required field.

Authorized Official's User ID:  \*

[Next](#)

Logged in as JANE DOE PPT

Last updated on October 12, 2011.  
URL: <https://dev.epacdx.net/SSL/cdx/REG-CSPP-ADDLINFO-SS.asp>

CDX Help Desk: (888) 890-1995 | (970) 494-5500 for callers from Puerto Rico and Guam

[EPA Home](#) | [Privacy and Security Notice](#) | [Contact Us](#)

The following figure shows the screen capture for the ‘CSPP Support’ Authorized Official Organization Selection screen:

**Exhibit 6-11: CDX Registration – CSPP Support Authorized Official Organization Selection**

**EPA** United States Environmental Protection Agency **CDX**  
CENTRAL DATA EXCHANGE

**Registration** [Contact Us](#)  
Logged in as JANEDOEOPPTSUPPORT

**About CDX** MyCDX » Registration

**Recent Announcements**

**Account Login**

**Registration** **CSPP Support**

**Frequently Asked Questions** The red asterisk (\*) indicates a required field.

**Help & Support** Authorized Official:  
**Jane Doe** (JANEDOEOPPT)

**CDX Home** Select the organization that you should be associated with:

**Terms & Conditions**

- Organization: CGI Test Company  
Address: 12601 Fair Lakes Circle  
Fairfax  
VA, 22033  
Phone: 7034349615  
Email: [suzanne.dose@cgifederal.com](mailto:suzanne.dose@cgifederal.com)

Last updated on October 12, 2011.  
URL: <https://dev.epacdx.net/SSL/CDX/REG-CSPP-ADDLINFO-PS.asp>

CDX Help Desk: (888) 890-1995 | (970) 494-5500 for callers from Puerto Rico and Guam  
EPA Home | Privacy and Security Notice | Contact Us

If you wish to add another role, you will be required to fill out and send in all required forms again (essentially re-register) to be approved for this role. The necessary form(s) will automatically be generated.

This method may only be used to register for another role for the current organization under which you are already registered. To add another role for a separate organization, you must add a new employer profile (**Section 6.2** of this guide).

Note: For the CSPP program, you should always enter the value ‘N/A’ into the ‘ID’ field.

## 6.2 Add New Employer Profile

The ‘Add New Employer Profile’ link (see **Exhibit 6-12**) may be used to add a new organization and/or role to your profile. This link will direct you to a form where you can input information for a new organization (see **Exhibit 6-13**).



The following figure shows the screen capture for the ‘Add New Employer Profile’ link:  
**Exhibit 6-12: CDX Registration – Add New Employer Profile link**

The screenshot displays the MyCDX user interface. At the top left is the EPA logo and 'United States Environmental Protection Agency'. At the top right is the CDX logo and 'CENTRAL DATA EXCHANGE'. Below the EPA logo is a navigation menu with items: MyCDX, About CDX, Recent Announcements, MyCDX, Inbox, Change Password, Frequently Asked Questions, Help & Support, CDX Home, Terms & Conditions, and Logout. In the top right corner, there is a 'Contact Us' link and the text 'Logged in as JANEDOEOPPT'. The main content area is titled 'MyCDX' and 'Central Data Exchange – MyCDX'. It shows a welcome message for 'Miss Jane E Doe' and login details: Last Login: November 7, 2011, Registered Since: November 7, 2011, and Recertification Date: November 7, 2011. The registration status is 'Active'. A notification bar indicates 'You have 2 new messages in your Inbox'. Below this are four buttons: 'Change System Password', 'Edit Personal Information', 'Edit Current Account Profiles', and 'Add New Employer Profile' (which is highlighted with a red box). Underneath is a section for 'Available Account Profiles' with one entry: 'CSPP: Primary Authorized Official'. At the bottom, it states 'Last updated on October 20, 2011.' and provides the URL: 'https://dev.epacdx.net/SSL/CDX/MyCDX.asp'. The footer contains contact information for the CDX Help Desk and links to EPA Home, Privacy and Security Notice, and Contact Us.

The following figure shows the screen capture for the ‘Add Organization’ screen:

**Exhibit 6-13: CDX Registration – Add Organization**

**MyCDX** MyCDX » Add Organization

United States Environmental Protection Agency Contact Us  
Logged in as TESTERB1

### Add Organization

The red asterisk (\*) indicates a required field.

Organization Name:  \*

Registrant's Work Mailing Address 1:  \*

Registrant's Work Mailing Address 2:

City:  \*

State: Alabama  \*

Zip/Postal Code:  \*

Country: UNITED STATES  \*

E-mail:  \*

Phone Number:  \* Ext.

U.S., Canada & Caribbean Islands Phone Format: ###-###-####  
International Phone Format: 011 + Country Code + City Code + Local Number

<sup>1</sup>As necessary.

Last updated on October 12, 2011.  
URL: <https://dev.epacdx.net/ssl/cdx/addorganization.asp>

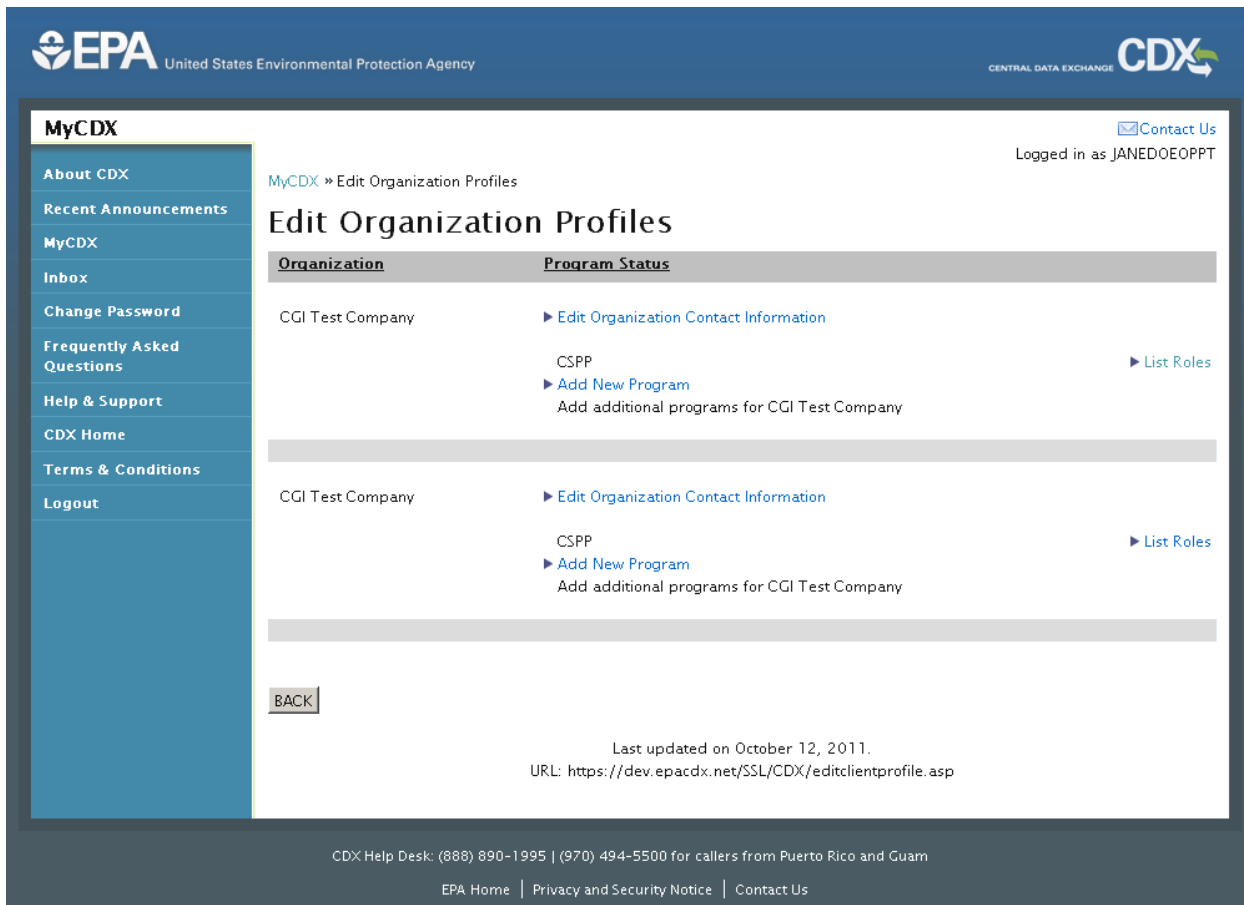
CDX Help Desk: (888) 890-1995 | (970) 494-5500 for callers from Puerto Rico and Guam  
EPA Home | Privacy and Security Notice | Contact Us

After completing this form, you will see the page pictured in **Exhibit 6-4** and you will be asked to provide the program for this role and organization. You can choose the same program (CSPP) or a new one. You will then be prompted to choose a user role: Authorized Official or Support. When this process has been completed, you will need to send in all mandatory forms and be approved again by the Registration Account Manager.

The change will be reflected in your account profile on the ‘Edit Organization Profiles’ page. As seen in **Exhibit 6-14** below, a new organization has been added to this user’s profile.

The following figure shows the screen capture for viewing new organizations:

**Exhibit 6-14: CDX Registration – View New Organizations**



### 6.3 The CDX User Inbox

Your CDX user Inbox can be accessed two ways - via the link on the left-hand navigation pane or the notification on the MyCDX user homepage. This notification, as seen in **Exhibit 6-15** below, displays the number of unread messages that currently exist in the inbox.

The following figure shows the screen capture for the 'Inbox' links:

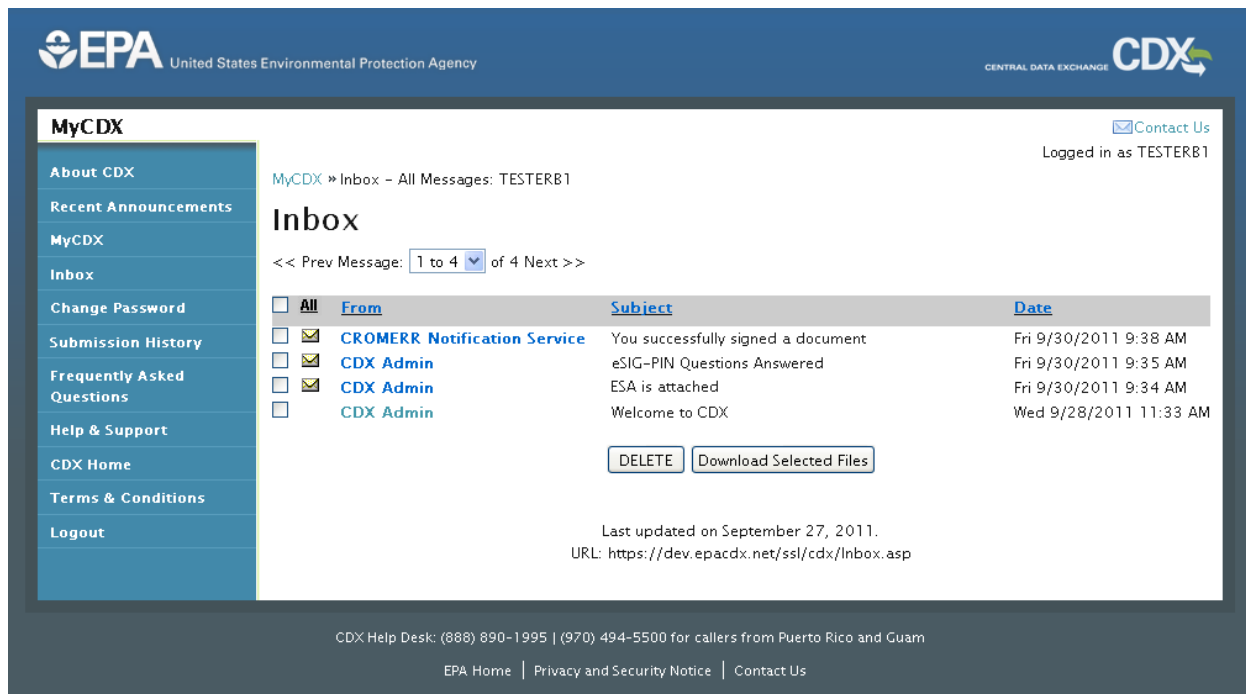
**Exhibit 6-15: CDX Registration – How to Access User Inbox**

The screenshot displays the MyCDX user interface. At the top left is the EPA logo and 'United States Environmental Protection Agency'. At the top right is the CDX logo and 'CENTRAL DATA EXCHANGE'. Below the EPA logo is a navigation menu with items: About CDX, Recent Announcements, MyCDX, **Inbox**, Change Password, Submission History, Frequently Asked Questions, Help & Support, CDX Home, Terms & Conditions, and Logout. The main content area is titled 'MyCDX' and 'Central Data Exchange - MyCDX'. It shows a welcome message for 'Dr. Veronica Google' and account details: Last Login: October 20, 2011; Registered Since: October 14, 2011; Recertification Date: October 14, 2011. The registration status is 'Active'. A notification bar states 'You have 0 new messages in your **Inbox**', with 'Inbox' highlighted by a red box. Below this are four links: Change System Password, Edit Personal Information, Edit Current Account Profiles, and Add New Employer Profile. Under 'Available Account Profiles', there is one entry: CSPP: Primary Authorized Official. At the bottom, it says 'Last updated on October 20, 2011.' and provides a URL: https://test.epacdx.net/SSL/cdx/MyCdx.asp. The footer contains contact information: CDX Help Desk: (888) 890-1995 | (970) 494-5500 for callers from Puerto Rico and Guam, and links for EPA Home, Privacy and Security Notice, and Contact Us.



### 6.3.1 Viewing and Sorting the User Inbox

A sample view of a user Inbox can be seen below in **Exhibit 6-16**. This inbox contains four (4) messages, three (3) of which are new.

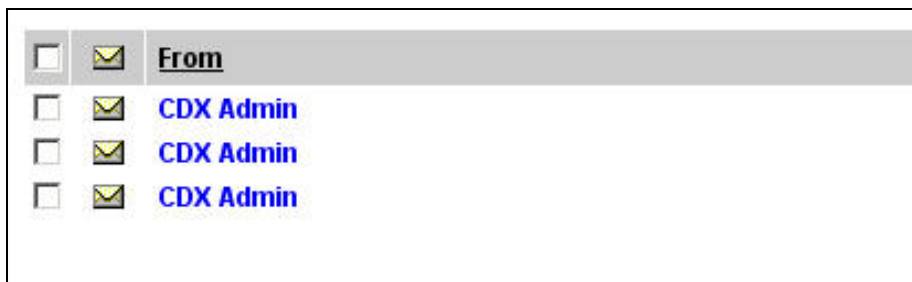
**Exhibit 6-16: CDX Registration – User Inbox**




Messages in the Inbox can be sorted by status (new or read), sender, subject, or date. To sort by one of these options, click the title header of that column and the messages will automatically sort in ascending order (for sender, subject, or date). Clicking the column header again will sort messages in descending order.

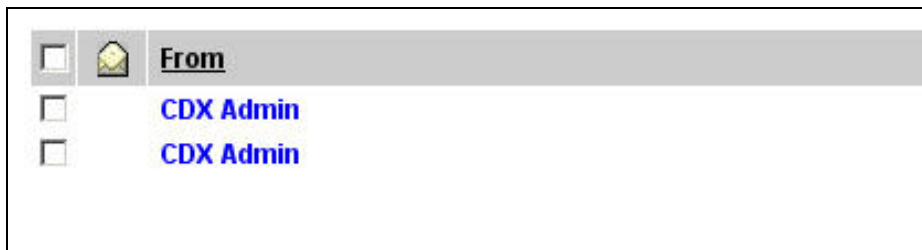
An envelope icon (  ) denotes a new (unread) message in the Inbox. By default, the column header will read 'all,' meaning that it is showing all messages in the Inbox. Clicking this header will change the text 'all' to show the un-opened envelope icon (  ). The Inbox will now display only un-read messages, as seen in **Exhibit 6-17**

**Exhibit 6-17: CDX Registration – Inbox View: Unread messages**



If clicked again, the un-opened envelope icon will change into an opened envelope icon () , and the Inbox will now display only previously read messages. A sample Inbox can be seen in **Exhibit 6-18: Inbox view: Read messages**

**Exhibit 6-18: Inbox view: Read messages**



Finally, the Inbox will return to the default ‘all’ display if the column header is clicked again.

Selecting a message can be done by clicking the checkbox associated with the desired message. Messages must be selected before attempting to delete or download an attached file. To select all, click the header checkbox located in the grey header section.

Attachments may also be downloaded by opening the message and clicking the file link located within.

### 6.3.2 Messages in the user Inbox

The items in the system Inbox will be similar to those received at the e-mail address you provided during registration. While the message and title are subject to change, you can expect to see some of the following messages in your CDX inbox:

- Subject: **Welcome to CDX** – This message is received upon CDX registration welcoming you to the Central Data Exchange.
- Subject: **CSPP ESA is attached** – As part of the registration process, you will be required to print and sign an Electronic Signature Agreement (ESA). A digital copy of this form is available for download from this message in your user Inbox.
- Subject: **eSIG-PIN Questions Answered** – This message is to inform you that you have successfully established your 20-5-1 question and answer sets. The e-mail contains the five questions you have chosen, but for security purposes, does not include your answers.
- Subject: **Authorized Official Verification Form or Support Verification Form** – When you have signed up as (or have added a role as) an Authorized Official or a Support, you will need to go through a verification process and be approved by the EPA. A digital copy of this verification form will be available for reference or printing in this Inbox message.
- Subject: **You successfully signed a document** – This message will appear after you have successfully submitted a form with the CSPP tool. It informs you that you have successfully signed a document with CROMERR.

## Appendix A. List of Acronyms

The following is a list of acronyms used in this document.

Acronym/Term	Definition
CDR	Chemical Data Reporting
CDX	Central Data Exchange
CISS	Chemical Information Submission System
CoR	Copy of Record
CROMERR	Cross-Media Electronic Reporting Regulation
CSPP	Chemical Safety and Pesticides Program
ECMS	Enterprise Content Management System
EDSP	Endocrine Disruptor Screening Program
EPA	Environmental Protection Agency
ESA	Electronic Signature Agreement
IE	Internet Explorer
OPPT	Office of Pollution Prevention and Toxics
PII	Personally Identifiable Information
PMN	Pre-Manufacture Notice
SRN	Submission Report Number
SSL	Secure Socket Layer
TSCA	Toxic Substances Control Act
UI	User Interface
WSDL	Web services description language

## Appendix B. Comments Matrix

<b>Comment Number</b>	<b>Section and Page</b>	<b>OPPT Comment</b>	<b>CGI Response</b>
1.	Entire Document	Make sure all links are correct	Incorporate Change
2.	Table of Contents	Link the words in the TOC to the page, not just the numbers	Incorporate Change
3.	Introduction	Change introduction text to supplied text from OPPT	Incorporate Change