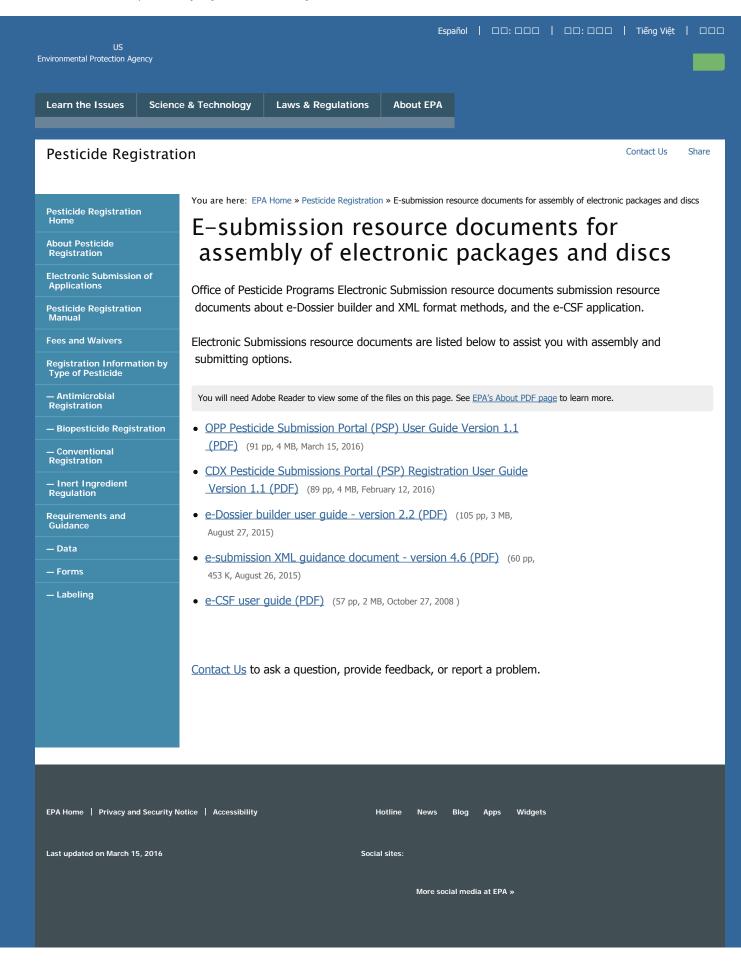
E-submission resource documents for assembly of electronic packages and discs | Pesticide Registration | US EPA





# CDX Pesticide Submissions Portal (PSP) Registration User Guide

**Environmental Protection Agency** 

Office of Pesticide Programs

# CDX

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# 1 Introduction

The Central Data Exchange (CDX) is a web-based system used for various electronic environmental data submissions to the United States Environmental Protection Agency (EPA). CDX allows users submitting data to EPA to register for the specific program of interest. The CDX system also allows for several offices within EPA to use a common framework where a user can access several different flows to satisfy reporting requirements across multiple offices. More information about CDX is available at <u>www.epa.gov/cdx</u>.

## 1.1 Purpose

The purpose of this document is to walk through the registration and user profile management processes in CDX, specifically for Pesticide Submission Portal (PSP) workflow submissions. The CDX modernization effort improves the user experience through an updated user interface, as well as streamlined user registration processes for CDX web users, including the migration of user accounts and profiles for users who currently use the system. This document will assist new CDX users register with the CDX system as well as reacquaint existing users with new system processes and registering for PSP.

# 1.2 Topics Covered

This document will cover the registration process and the MyCDX profile. The sections are described below:

- Section 2 lists the system requirements. This section describes what a user needs to access and interact with the system.
- Section 3 outlines the main CDX navigation. This section guides the user through the CDX screens that do not require a user account.
- Section 4 describes the CDX core registration process. This section introduces a user to the registration process.
- Section 5 describes the additional verification process that takes place for some roles.
- Section 6 details managing user and organization information within CDX.
- Section 7 describes how to manage program services and add EPA OPP Company Numbers.
- Section 8 explains the role sponsorship process.

# 1.3 Application Support

Help can be accessed by using the following options:

## • By Telephone:

Person-to-person telephone support is available from 8:00 am to 6:00 pm eastern standard time/eastern daylight time (EST/EDT). Call the CDX Help Desk's toll-free line at 888-890-1995 or 970-494-5500 for callers from Puerto Rico and Guam.



## • By Email:

Send an email to Technical Support at <u>helpdesk@epacdx.net</u> with "Technical Support" in the 'Subject' line.

# • By Chat:

Click the 'Chat with the CDX Help Desk' link on the 'Contact Us' page to generate a web form to enter information regarding your help request.

# • By Contact Form:

Enter information in the text fields under the 'Contact Form' section of the 'Contact Us' page.

## • By Website:

Users can contact the CDX team from the 'Contact Us' screen at <u>https://cdx.epa.gov/Contact</u> and read the help section at <u>https://cdx.epa.gov/Help</u>.



# 2 System Requirements

To use CDX, the following are required:

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

# 2.1 Supported Browsers

For optimal performance, it is recommended that you use Google Chrome to access the PSP application. However, the following browsers are supported:

Google Chrome

Go to the following link to download:

#### http://www.google.com/chrome

• Internet Explorer 11(Internet Explorer 10 and below are not supported)

## 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

## 2.2 Screen Resolution

Screen resolution should be set to 1024 x 768 or greater.

# 3 CDX Main Navigation

The following section provides an overview of the pages that are accessible upon first navigating to the CDX Homepage before beginning the registration process.

# 3.1 Overview

CDX is an application used by EPA programs and various stakeholders to manage environmental data transmitted to EPA to meet EPA reporting requirements. As part of the CDX system, 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. Based on the program service and role combinations, each program has different information that a user must provide. CDX captures the requirements for each program service and role and prompts the user for only the information required. Some roles do not require any additional information, whereas others require identity proofing and/or additional information processing. The following sections will walk through how a user will register for different program services.

# 3.2 CDX Homepage

The CDX homepage is the landing screen from which you have the ability to access and interact with CDX. The CDX home screen can be accessed by the following link: <u>https://cdx.epa.gov</u>, and provides the user with the following features:

- Log In: If you already have a CDX account, you may log into the system by entering your user identification (ID) and password information and clicking the 'Log In' button located on the right-hand side of the screen.
- **Registration:** If you do not have a CDX account, click the 'Register with CDX' button to begin the registration process outlined later in this section.
- Welcome Announcement: This text area provides welcome text that is visible to all users who visit CDX.
- **Important Alerts:** The alerts in the 'Notices' box that appear below the 'Welcome Announcement' provide you with system or program-specific information. The 'Notices' box will only appear if there are any alerts regarding CDX.
- Warning Notice and Privacy Policy: The 'Warning Notice and Privacy Policy' statements are displayed on the CDX homepage providing you with a list of the terms of use for the CDX system, whether you decide to log into, or register with the system.

# CDX

#### Exhibit 3-1 shows a screen capture of the 'CDX Homepage' screen (Scroll 1):



#### 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.

#### Warning Notice and Privacy Policy

#### Warning Notice

In proceeding and accessing U.S. Government information and information systems, you acknowledge that you fully understand and consent to all of the following:

- 1. you are accessing U.S. Government information and information systems that are provided for official U.S. Government purposes only;
- unauthorized access to or unauthorized use of U.S. Government information or information systems is subject to criminal, civil, administrative, or other lawful action;
- 3. the term U.S. Government information system includes systems operated on behalf of the U.S. Government;
- you have no reasonable expectation of privacy regarding any communications or information used, transmitted, or stored on U.S. Government information systems;
- at any time, the U.S. Government may for any lawful government purpose, without notice, monitor, intercept, search, and seize any authorized or unauthorized communication to or from U.S. Government information systems or information used or stored on U.S. Government information systems;
- at any time, the U.S. Government may for any lawful government purpose, search and seize any authorized or unauthorized device, to include non-U.S. Government owned devices, that stores U.S. Government information;
- any communications or information used, transmitted, or stored on U.S. Government information systems may be used or disclosed for any lawful government purpose, including but not limited to, administrative purposes, penetration testing, communication security monitoring,

## Exhibit 3-1: CDX Homepage Screen (Scroll 1)

## Exhibit 3-2 shows a screen capture of the 'CDX Homepage' screen (Scroll 2):

#### 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.

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- unauthorized access to or unauthorized use of U.S. Government information or information systems is subject to criminal, civil, administrative, or other lawful action;
- 3. the term U.S. Government information system includes systems operated on behalf of the U.S. Government;
- 4. you have no reasonable expectation of privacy regarding any communications or information used, transmitted, or stored on U.S. Government information systems;
- at any time, the U.S. Government may for any lawful government purpose, without notice, monitor, intercept, search, and seize any authorized or unauthorized communication to or from U.S. Government information systems or information used or stored on U.S. Government information systems;
- at any time, the U.S. Government may for any lawful government purpose, search and seize any authorized or unauthorized device, to include non-U.S. Government owned devices, that stores U.S. Government information;
- any communications or information used, transmitted, or stored on U.S. Government information systems may be used or disclosed for any lawful government purpose, including but not limited to, administrative purposes, penetration testing, communication security monitoring, personnel misconduct measures, law enforcement, and counterintelligence inquiries; and
- 8. you may not process or store classified national security information on this computer system.

#### 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].

## Exhibit 3-2: CDX Homepage Screen (Scroll 2)



# 3.2.1 About CDX

From the CDX homepage, you can access the 'About CDX' screen from the tab labeled 'About' at the top of the screen. The 'About CDX' screen provides general information about the CDX system requirements and procedures that site users should be aware of concerning regulation, user information, and system information. Tabs are available across the top part of the CDX homepage for a user to read information regarding specific CDX topics.

Exhibit 3-3 shows a screen capture of the 'About CDX' screen (Scroll 1):

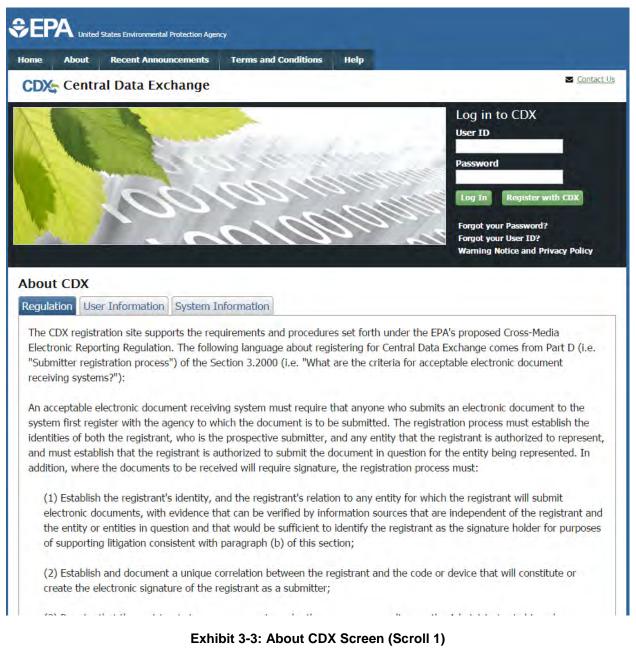


Exhibit 3-4 shows a screen capture of the 'About CDX' screen (Scroll 2):



	and document a unique correlation between the registrant and the code or device that will constitute or ectronic signature of the registrant as a submitter;
discretion ma	nat the registrant sign on paper, or in such other manner or medium as the Administrator in his or her y determine as appropriate for a category of electronic reports, an electronic signature agreement specifying
	n that the registrant agrees to:
(i) Protect purpose;	the electronic signature from unauthorized use, and follow any procedures specified by the agency for this
(ii) Be held signature;	d as legally bound, obligated, or responsible by use of the assigned electronic signature as by hand-written
(iii) Where	e the signature method is based on a secret code or key, maintain the confidentiality of each component of onic signature;
	case, never to delegate the use of the electronic signature, or in any other way intentionally provide access to any other individual for any reason; and
	t to the entity specified in the electronic signature agreement, within twenty-four hours of discovery, any of the loss, theft, or other compromise of any component of an electronic signature;
(4) Provide fo	or the automatic and immediate revocation of an electronic signature in the event of:
(i) Any act	tual or apparent violation of the electronic signature agreement;
	vidence that the signature has been compromised, whether or not this is reported by the registrant to whom ure was issued; or
(iii) Notific on its beh	ation from an entity that the registrant is no longer authorized by the entity to submit electronic documents alf;
	nat the registrant renew his or her electronic signature agreement at least once every two years, or upon PA, with a renewal agreement that:
(i) Complie	es with the provisions listed in paragraph (d)(3) of this section; and
section sin	es the registrant's certification that he or she has complied with provisions listed in paragraph (d)(3) of this nee issuance of the signature, and that all reports submitted under the signature since the electronic signature t was last signed were reviewed and submitted by the registrant;
(6) Provide fo	or a registrant who is surrendering his or her electronic signature to certify that he or she has complied with
-	ted in paragraph (d)(3) of this section since issuance of the signature and that all reports submitted under the te the electronic signature agreement was last signed were reviewed and submitted by the registrant.

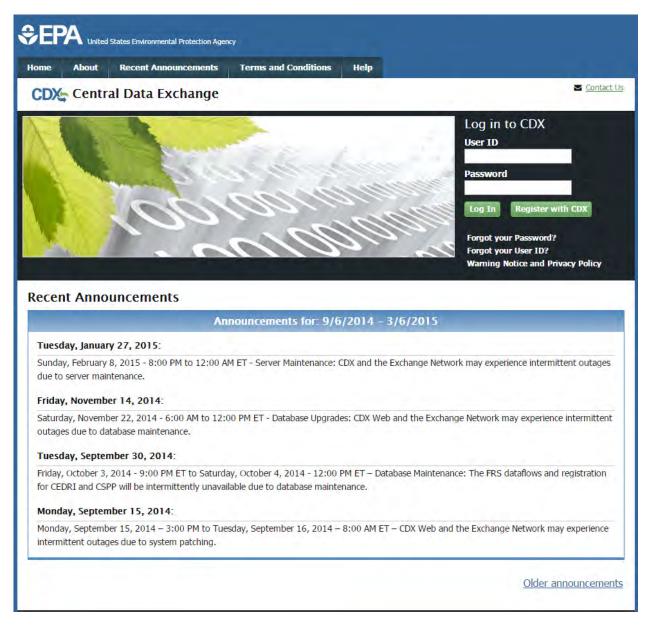
#### Exhibit 3-4: About CDX Screen (Scroll 2)

## 3.2.2 Recent Announcements

From the CDX homepage, you can access the 'Recent Announcements' screen from the tab labeled 'Recent Announcements' at the top of the screen. This page provides an extended list of announcements, both current and archived. The most recent announcements are displayed as important alerts on the homepage. If an alert on the homepage is too long, it will display in a teaser format with a hyperlink to view more details. Upon clicking the hyperlink on the homepage, the user will be directed to the 'Recent Announcements' screen to view the announcement in its entirety. An 'Older announcements' link displays at the bottom of a set of announcements to display announcements from the past six months.



Exhibit 3-5 shows a screen capture of the 'Recent Announcements' screen:



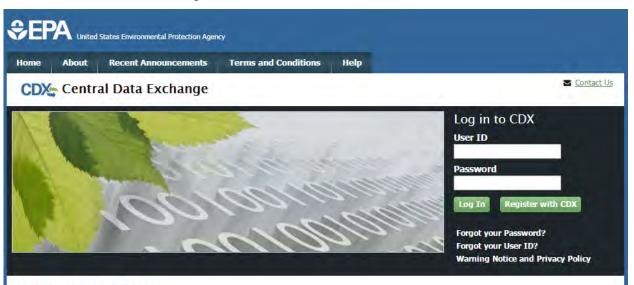
#### Exhibit 3-5: Recent Announcements Screen

## 3.2.3 Terms and Conditions

From the CDX homepage, you can access the 'Terms and Conditions' screen from the tab labeled 'Terms and Conditions' at the top of the screen. This page provides the terms and conditions for use of the application. This includes EPA's privacy statement, warning notice, and user credential notices. Any user who registers for or has a CDX account is legally bound by these conditions.

# CDX

#### Exhibit 3-6 shows a screen capture of the 'Terms and Conditions' screen (Scroll 1):



#### Terms and 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

In proceeding and accessing U.S. Government information and information systems, you acknowledge that you fully understand and consent to all of the following:

- you are accessing U.S. Government information and information systems that are provided for official U.S. Government purposes only;
- unauthorized access to or unauthorized use of U.S. Government information or information systems is subject to criminal, civil, administrative, or other lawful action;
- 3. the term U.S. Government information system includes systems operated on behalf of the U.S. Government;
- 4. you have no reasonable expectation of privacy regarding any communications or information used, transmitted, or stored on U.S. Government information systems;
- at any time, the U.S. Government may for any lawful government purpose, without notice, monitor, intercept, search, and seize any authorized or unauthorized communication to or from U.S. Government information systems or information used or stored on U.S. Government information systems;
- 6. at any time, the U.S. Government may for any lawful government purpose, search and seize any authorized or unauthorized device, to include non-U.S. Government owned devices, that stores U.S. Government information;

## Exhibit 3-6: Terms and Conditions Screen (Scroll 1)



#### Exhibit 3-7 shows a screen capture of the 'Terms and Conditions' screen (Scroll 2):

- at any time, the U.S. Government may for any lawful government purpose, without notice, monitor, intercept, search, and seize any authorized or unauthorized communication to or from U.S. Government information systems or information used or stored on U.S. Government information systems;
- 6. at any time, the U.S. Government may for any lawful government purpose, search and seize any authorized or unauthorized device, to include non-U.S. Government owned devices, that stores U.S. Government information;
- any communications or information used, transmitted, or stored on U.S. Government information systems may be used or disclosed for any lawful government purpose, including but not limited to, administrative purposes, penetration testing, communication security monitoring, personnel misconduct measures, law enforcement, and counterintelligence inquiries; and
- 8. you may not process or store classified national security information on this computer system.

#### **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.

#### Exhibit 3-7: Terms and Conditions Screen (Scroll 2)



## Exhibit 3-8 shows a screen capture of the 'Terms and Conditions' screen (Scroll 3):

#### 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 Sofware" 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 <u>http://www.access.gpo.gov/bis/ear/pdf/740.pdf</u>

#### 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 <u>CDX Technical Support staff</u> at 888-890-1995 or (970) 494-5500 for International callers 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 <u>CDX Technical Support staff</u> at 888-890-1995 or (970) 494-5500 for International callers. This notification will allow CDX to deactivate my account and protect it from potential abuse by others.

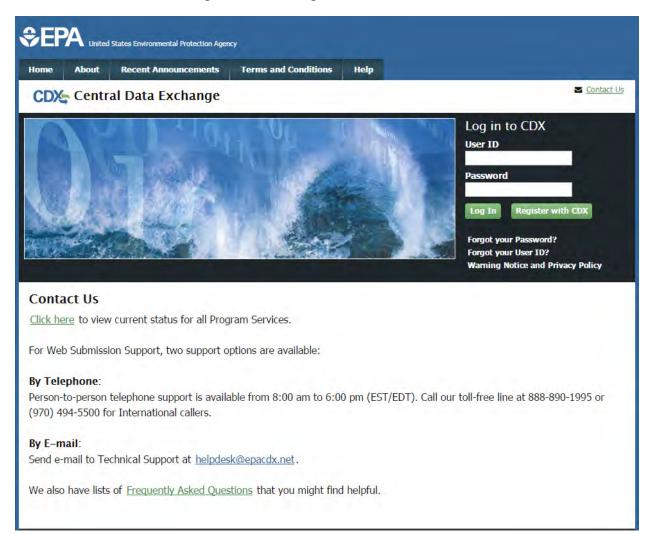
#### Exhibit 3-8: Terms and Conditions Screen (Scroll 3)

#### 3.2.4 Help

This page provides multiple options for users to contact the CDX help desk. Users can contact the help desk by phone or email. The contact information is for both domestic and international end users (see Exhibit 3-9). Users also have the ability to send a message to EPA help desk via the contact form. You may access the contact form by clicking the 'Contact Us' link above the login section (see Exhibit 3-10 and Exhibit 3-11).



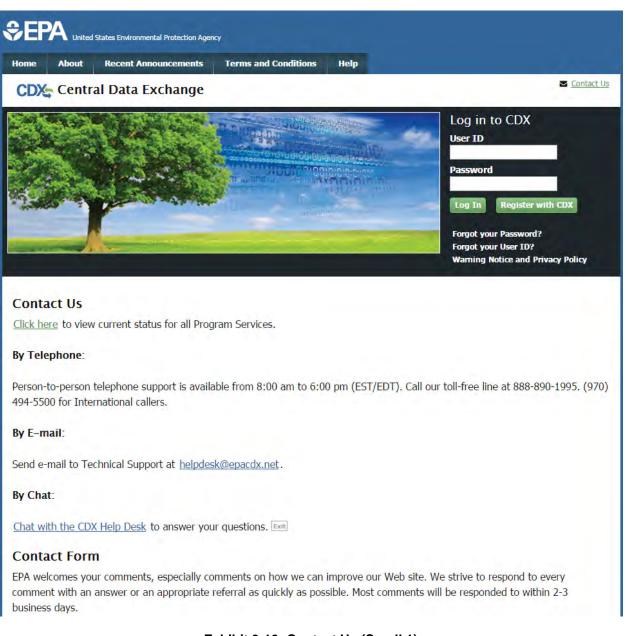
Exhibit 3-9 shows a screen capture of the 'Help' screen:



#### Exhibit 3-9: Help Screen

Exhibit 3-10 shows a screen capture of the 'Contact Us' screen (Scroll 1):





## Exhibit 3-10: Contact Us (Scroll 1)

Exhibit 3-11 shows a screen capture of the 'Contact Us' screen (Scroll 2):



Send e-mail to Technical Support at <u>helpdesk@epacdx.net</u>.

#### By Chat:

Chat with the CDX Help Desk to answer your questions.

#### **Contact Form**

EPA welcomes your comments, especially comments on how we can improve our Web site. We strive to respond to every comment with an answer or an appropriate referral as quickly as possible. Most comments will be responded to within 2-3 business days.

Please help us answer your request by including a correct e-mail address. We have answered thousands of requests, but we receive many messages that we can't respond to because of incorrect email addresses. Also, if you are referring to a specific page within the EPA CDX web site, please include a URL or title for the page. If your browser doesn't support forms, you can e-mail your comment to us at <u>helpdesk@epacdx.net</u>.

Organization			
Email *			
Comments *		 	
Submit Comment		 	

Exhibit 3-11: Contact Us (Scroll 2)

# 4 CDX Core Registration for Primary Submitters

To begin the registration process, click the 'Register with CDX' button that displays in the CDX header on the main CDX navigation screens as listed in **Section 3**.

# 4.1 PSP User Roles

PSP supports two roles: Primary Submitter and Authorized Agent. Primary Submitters can sponsor Authorized Agents to submit on their behalf. Authorized Agents must first be sponsored by a Primary Submitter before they can register through CDX. Please refer to **Section 4.1.1** below for more information about the different PSP roles. For more information about role sponsorship please see **Section 8**.

# 4.1.1 Primary Submitter

Primary Submitters serve as the primary point of contact for a company. Primary Submitters have the following attributes:

- Can sponsor Authorized Agents to submit on their behalf.
- Can revoke an Authorized Agent's access to the PSP application.
- Can see all packages created for their company. However, to view the details of these packages, they must obtain the passphrase used to encrypt the package. **Note:** A passphrase is needed to view all created packages. Neither Primary Submitters nor Authorized Agents may view the details of a package without the package's passphrase.
- Can prepare and submit packages on behalf of their organization.
- Can submit responses to DCIs.
- There can be multiple Primary Submitters for a company.
- Can add EPA companies and submit for multiple companies.

# 4.1.2 Authorized Agent

Authorized Agents have the following attributes:

- Must be sponsored by a Primary Submitter.
- Can only see the packages they created.
- Can submit responses to DCIs.
- Can prepare and submit packages on behalf of their organization.
- There can be multiple Authorized Agents for a company.

# 4.2 Terms and Conditions

After clicking the 'Register with CDX' button, the CDX 'Terms and Conditions' screen (see Exhibit 4-1) displays the following 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 selecting the 'I Accept' radio button and clicking the 'Proceed' button. You can also cancel the registration by selecting the 'I Decline' radio button and clicking the 'Proceed' button or by clicking the 'Cancel' button. Once you have accepted the registration agreement, the application redirects you to proceed with the registration process. If you do not agree to the terms and conditions, you will not be able to continue with the registration process.

Exhibit 4-1 shows a screen capture of the CDX 'Terms and Conditions' screen:

€PA	ted States Environmental Protection Age	:ncy	
Home About	Recent Announcements	Terms and Conditions	Help
CDX Ter	ns and Conditions		Sector Contact Us
user ID and pa	-	n and keep confidential. I	l of environmental information require the creation of a [ will review the following steps concerning the creation
Warning Not	ce		
	and accessing U.S. Governm d consent to all of the follow		rmation systems, you acknowledge that you fully
<ol> <li>you are according to purposes or</li> </ol>	-	ormation and information	n systems that are provided for official U.S. Government
	ed access to or unauthorized istrative, or other lawful acti		t information or information systems is subject to criminal,
3. the term U	S. Government information	system includes systems of	operated on behalf of the U.S. Government;
· · · ·	o reasonable expectation of /ernment information syster	, , , , , ,	ommunications or information used, transmitted, or stored
I Accept I Decline	ancel	<pre>/ / / / / / / / / / / / / / / / / / /</pre>	<u></u>

#### Exhibit 4-1: CDX Terms and Conditions Screen

Navigation: Click the 'I Accept' radio button and click 'Proceed'.



# 4.3 Program Service

The 'Program Service' screen is the first step in the registration process and is indicated in the breadcrumb bar at the top of the page.

The 'Program Service' screen displays a list of available program services from which you can choose (see Exhibit 4-2). You may filter the open program service list by typing the program service name or other related program metadata in the text bar (see Exhibit 4-3). You can select a program by clicking the program name (e.g. 'PSP: Pesticide Submission Portal'). The selection on this page will determine the information you must enter on subsequent pages.

The search component provides an enhanced search capability that instantly displays search results as search criteria and keywords are entered by the user. For example, typing the word 'psp' will display 'PSP: Pesticide Submission Portal' in the search results. The system will take you to the 'Role Access' screen once you select the program service.

Exhibit 4-2 shows a screen capture of the 'Program Service' screen:



Home         About         Recent Announcements         Terms and Conditions         Help
CDX: Core CDX Registration
1. Program Service 2. Role Access 3. User and Organization 4. Confirmation
Begin typing a program service name or related keywords to filter the list of available services (e.g., air quality system, AQS, or Clean Air Act).
Active Program Services List
Enter search criteria
ACRES: Assessment Cleanup and Redevelopment Exchange System
ARCS: Aircraft Reporting and Compliance System
CEDRI: Compliance and Emissions Data Reporting Interface
CROMERRS: CROss-Media Electronic Reporting Rule Services
CSPP: Submissions for Chemical Safety and Pesticide Programs
e-NEPA: NEPA Electronic Filing System
eNOI: Electronic Notice of Intent for the PGP, 2012 CGP, LEW, and VGP VOTR
eSIPS: electronic State Implementation Plan Submission
FOND: Fuel Oil Non-Availability Disclosure
GLENDA: Great Lakes Environmental Database Query System
GMG290000: NeT - EPA Region 6 Outer Continental Shelf NPDES Permit
iBoard: EPA Internet On Boarding Application
IEPB: Exchange Network Grant Semi-Annual Reporting Forms

## Exhibit 4-2: Program Service Screen

Exhibit 4-3 shows a screen capture of a filtered view of the 'Program Service' screen:

Home About	DX Registration	Terms and Conditions	Help		8
		N			
1. Program Serv	ice 🔰 2. Role Acces	s 💙 3. User and Or	rganization	> 4. Confirmation	
Begin typing a pro Clean Air Act). Active Program S	gram service name or rela Services List	ted keywords to filter the	e list of availabl	e services (e.g., air (	quality system, AQS
ps					
DWMaps: Drink	king Water Maps				
eSIPS: electron	ic State Implementation	on Plan Submission			
PSP: Pesticide	Submission Portal				
WHIPS: Wood	Heater Information Pro	ocessing System			
Cancel			90-1995   (976) <del>494</del> -	5500 for International caller	

Exhibit 4-3: Program Service Screen (Filtered View)

**Navigation:** Enter 'PSP' in the 'Active Program Services List' field and select 'PSP: Pesticide Submission Portal'.

# 4.4 Role Access (Primary Submitter)

The 'Role Access' screen is the second step in the registration process. It will be highlighted in the top breadcrumb bar. Completed steps are indicated with a checkmark. You are also able to navigate back to the first step by clicking the 'Program Service' step in the top breadcrumb bar.

The CDX application allows programs to define user roles that can be selected during registration. After selecting 'PSP: Pesticide Submission Portal' on the 'Program Service' page, the 'Role Access' screen will appear and will allow you to register for the Primary Submitter role.

Select the 'Primary Submitter' role from the dropdown and click the 'Request Role Access' button.

After clicking the 'Request Role Access' button, a 'Company Number' field will appear. Enter the EPA Office of Pesticide Programs (OPP) Company Number for the company you will be submitting for and click the 'Next' button. If you do not know the EPA OPP Company Number for your company, please follow this link for instructions on how to obtain a Company Number  $\rightarrow$  <u>http://www2.epa.gov/pesticide-registration/pesticide-registration-manual-how-obtain-company-number-and-register-official</u>.

If you entered a valid company number, an organization name and address will be returned for the specified company number. If the organization you see is not the correct organization, you may click the 'click here' link to re-enter a different company number. If the system cannot find a company that matches the entered number, an error message will be displayed.

Exhibit 4-4 shows a screen capture for the first part of the 'Role Access' screen:

CDX Core CDX	Registration
1. Program Service 🗸	2. Role Access 3. User and Organization 4. Confirmation
Registration Inform	ation
Program Service	Pesticide Submission Portal
Role Select a role from the di	Not selected rop down list and provide any required additional information, if applicable.
Select a role from the di	op down list and provide any required additional information, if applicable.

Exhibit 4-4: Select Role

**Navigation:** Select the 'Primary Submitter' role from the 'Select Role' dropdown. Click the 'Request Role Access' button.

Exhibit 4-5 shows a screen capture for the second part of the 'Role Access' screen:



CDX Core CDX R	egistration	Sector Contact Us
1. Program Service 🗸	2. Role Access 3. User and Organization 4. Confi	rmation
Registration Informa	tion	
Program Service Role	Pesticide Submission Portal Primary Submitter	
he asterisk (*) indicates	a required field.	
Company Number *		
-	CDX Help Desk: 888-890-1995   (970) 494-5500 for International	callers
PA Home Privacy and Security I	Hotice Accessibility About CDX   Frequently Asked Questions   Terms and Condition	is   Contact Us

Exhibit 4-5: Enter Company Number

Navigation: Enter your company number and click the 'Next' button.

Exhibit 4-6 shows a screen capture for the last part of the 'Role Access' screen:



2. Role Access 3. User and Organi	
2. Note Access 5. User and Organi	ization 💙 4. Confirmation
Pesticide Submission Portal	
Primary Submitter	
w contains the information you wish to be as	sociated to.
MARYSVILLE OH 43041 US	
F	Pesticide Submission Portal Primary Submitter ow contains the information you wish to be as

## Exhibit 4-6: Company Search Results

**Navigation:** Confirm the organization displayed on screen. If the organization displayed is incorrect, click the 'click here' link to enter another company number. If the displayed organization is correct, click the 'Next' button.

## 4.4.1 User and Organization Information

The 'User and Organization' screen is the third step in the registration process. It will be highlighted in blue on the top breadcrumb bar. Completed steps are indicated with a checkmark. The 'Registration Information' summary section is at the top and is updated with the selections being made. You will also be able to navigate back to the previous steps by clicking the corresponding step.

Both the user and organization information are captured on the same screen. The information entered in this portion of the registration process is used to support account validation and establish levels of assurance.

All new CDX users will be required to activate their account after these registration steps by following the instructions sent to the email address provided during the registration process for their specified organization.

Since additional identity proofing is required, you will be prompted to either use LexisNexis identity validation or sign a paper Electronic Signature Agreement (ESA). This prompt will occur after your initial login to the system.

# 4.4.2 Part 1: User Information

The 'User Information' section collects the following information (see Exhibit 4-5):

- User ID (required)
- Title (required)
- First Name (required)
- Middle Initial
- Last Name (required)
- Suffix
- Password (required)
- Re-type Password (required)
- Security Question 1 (required)
- Security Answer 1 (required)
- Security Question 2 (required)
- Security Answer 2 (required)
- Security Question 3 (required)
- Security Answer 3 (required)

Please note that the user ID and password information may be requested for re-authentication with features throughout CDX including any submission processes within PSP. The 'Security Question' and 'Security Answer' fields are also used for re-authentication in the event you forget your password and need to reset it.

When creating a user ID, it must abide by the following rules:

- Must be at least 8 characters.
- No special characters may be used with the exception of '\_,' '@,' and '.'.

When creating a password, it must abide by the following rules:

- Must be at least 8 characters.
- Must be no more than 15 characters.
- Must contain one uppercase letter, one lowercase letter, and one number.
- May not begin with a number.



- May not be the same as your user ID.
- May not contain the word 'Password'.
- May not contain any special characters or spaces.
- Must be changed every 90 days.

Exhibit 4-7 shows a screen capture of the 'User and Organization' screen:

CDX Core CDX Re	gistration		<mark>⊻ <u>Contact Us</u></mark>
1. Program Service 🗸	2. Role Access 🗸	3. User and Organization	4. Confirmation
		·	
Registration Information	on		
Program Service	Pesticide Submission Portal		
Role	Primary Submitter		
Please fill out all required fi	elds marked with an asteris	k(*)	
Part 1: User Information	n		
			registration process you will be given t, middle and last name exactly as it is
Title *	Mr		
First Name *			
Middle Initial			
Last Name *			
Suffix	-Please Select- 🔻		
Password *			
Re-type Password *			
Security Question 1 *	-Please Select-		T
Security Answer 1 *			
Security Question 2 *	-Please Select-		¥
Security Answer 2 *			
Security Question 3 *	-Please Select-		¥
Security Answer 3 *			

## Exhibit 4-7: User and Organization Screen (Scroll 1)

Navigation: Enter information into all required fields.



Organization Name *	THE SCOTTS COMPANY		
Country *	UNITED STATES	Y	
1ailing Address *	14111 SCOTTSLAWN ROAE		
failing Address 2			
City *	MARYSVILLE		
itate *	Ohio		
IP/Postal Code *	43041		
mail *			
Re-enter Email *			
hone Number *			
hone Number Ext			
ax Number			

#### Exhibit 4-8: User and Organization Screen (Scroll 2)

## 4.4.3 Part 2: Organization Information

The 'Organization Information' section displays the information of the company selected. This information is taken from OPP's system and cannot be modified. Enter information into the 'Email' and 'Phone Number' fields and click the 'Submit Request for Access' button to proceed.

Exhibit 4-9 shows a screen capture of the 'Organization Information' section of the 'User and Organization' screen:



Organization Name *	THE SCOTTS COMPANY		
Country *	UNITED STATES	Ŧ	
Mailing Address *	14111 SCOTTSLAWN ROAE		
Mailing Address 2			
City *	MARYSVILLE		
State *	Ohio 🔹		
ZIP/Postal Code *	43041		
Email *			
Re-enter Email *			
Phone Number *			
Phone Number Ext			
Fax Number			
Submit Request for Acces	s		

#### Exhibit 4-9: User and Organization Screen - Organization Information

**Navigation:** Enter information into the 'Email' and 'Phone Number' fields. Click the 'Submit Request for Access' button.

## 4.4.4 Confirmation Email

Once you have submitted your core registration information and reached the 'Confirmation' screen, an email will be sent to the email address you entered for the organization that you registered for on the 'User and Organization' screen (see Exhibit 4-10). The email will contain the account confirmation and the additional instructions. Once you receive the email, click the activation link. The link will take you to the CDX login screen where you will be asked to enter your user ID and password.



## Exhibit 4-10 shows a screen capture of the Confirmation Email:

🔤 🙀 ७ ७ 🕢 🔹 🖡	X) - Message (Plain Text)
File Message	
Extra line breaks in this message were removed. From: helpdesk@epocdx.net To: Cc:	Sent: Mon 3/9/2015 10:40 AM
Subject:         Core Registration Email Verification Request (DEV)           You have successfully created an account with the EPA Central Data Exchange (CDX).           In order to complete your registration and begin using the system, you will need to confirm you will need to enter the UserID (JANEDOE11) and Password that were selected during the registration and password that were select	, , , , , , , , , , , , , , , , , , , ,
https://dev.epacdx.net/Registration/EmailValidation?code=340b291a-5a8d-44ea-83d4-6b1f	
Once you have successfully logged into your account, you may be required to provide additio before you are able to access your Program Service.	
Please do not respond to this message. If you have questions concerning this request, you ma Technical Support Staff through our toll free telephone support on 888-890-1995 between M International callers, the CDX Help Desk can also be reached at (970) 494-5500.	
Sincerely CDX Help Desk	
United States Environmental Protection Agency - Central Data Exchange	
<u>[</u>	×

**Exhibit 4-10: Confirmation Email** 

# 4.5 Logging in to MyCDX for New Users

Once you have clicked the activation link in the confirmation email, you will be taken to the CDX login screen (see Exhibit 4-11). If you try to log in prior to clicking the confirmation link, you will be taken to the user account completion screen where you can request another verification email to be sent to the email address on file (see Exhibit 4-12). If you enter the wrong validation code, or if the validation code has expired, an on-screen message will appear notifying you to contact the CDX Help Desk (see Exhibit 4-13).

After the correct information is accurately entered, you will be taken to the next screen to complete PSP's registration requirements.

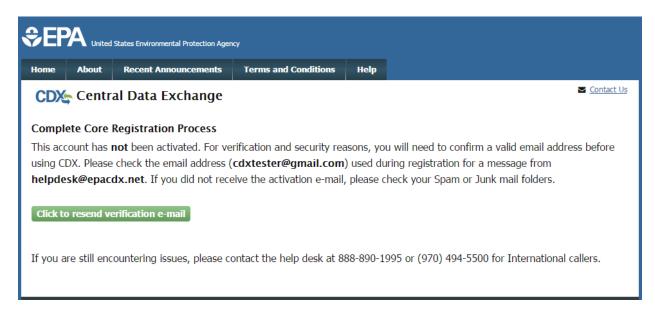
# Exhibit 4-11 shows a screen capture of the 'CDX Login' screen:

SEPA United States Environmental Protection Agency				
Home About Recent Announcements Terms and Conditions Help				
CDX Central Data Exchange				
Log In				
User ID				
Password				
Log In to CDX				
Register with CDX   Forgot your Password?   Forgot your User ID?   Help				
Warning Notice				
Warning Notice				
In proceeding and accessing U.S. Government information and information systems, you acknowledge that you fully understand and consent to all of the following:				
<ol> <li>you are accessing U.S. Government information and information systems that are provided for official U.S. Government purposes only;</li> <li>unauthorized access to or unauthorized use of U.S. Government information or information systems is subject to criminal, civil, administrative, or other lawful action;</li> </ol>				
3. the term U.S. Government information system includes systems operated on behalf of the U.S. Government;				
<ol> <li>you have no reasonable expectation of privacy regarding any communications or information used, transmitted, or stored on U.S. Government information systems;</li> </ol>				
<ol> <li>at any time, the U.S. Government may for any lawful government purpose, without notice, monitor, intercept, search, and seize any authorized or unauthorized communication to or from U.S. Government information systems or information used or stored on U.S. Government information systems;</li> </ol>				
6. at any time, the U.S. Government may for any lawful government purpose, search and seize any authorized or unauthorized device, to include non-U.S. Government owned devices, that stores U.S. Government information;				
7. any communications or information used, transmitted, or stored on U.S. Government information systems may be used or disclosed for any lawful government purpose, including but not limited to, administrative purposes, penetration testing, communication security monitoring,				
personnel misconduct measures, law enforcement, and counterintelligence inquiries; and 8. you may not process or store classified national security information on this computer system.				

## Exhibit 4-11: CDX Login Screen

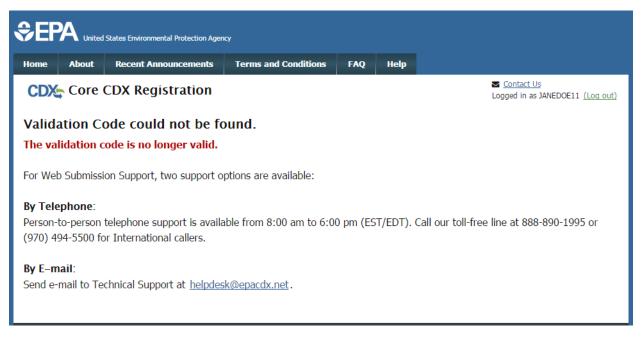


Exhibit 4-12 shows a screen capture of the 'Resend Verification Email' screen:



# Exhibit 4-12: Resend Verification Email Screen

Exhibit 4-13 shows a screen capture of the 'Validation Code Not Found' screen:



#### Exhibit 4-13: Validation Code Not Found Screen

# 5 Additional Verification

After you log into CDX from the activation link, you will be redirected to the screens for the additional information required for your PSP role.

# 5.1 Identity Verification Process

You will be given the option to use the electronic identity verification process (see Exhibit 5-1) or the paper identity verification process. The CDX registration process provides an electronic identity verification service through LexisNexis, which is a third-party service that verifies a user's identity. If you choose to proceed with the electronic verification process, click the check box and click the 'Proceed to Verification' button.

The LexisNexis service will launch a new window, which navigates a user away from CDX to collect additional Personally Identifiable Information (PII) that CDX does not store or use. If you choose not to utilize LexisNexis and click the 'sign the paper form' link (see Exhibit 5-1), CDX will proceed to the paper processing option and instruct you to print, sign, and mail identity proofing documentation.

The 'LexisNexis Data Collection' window will display fields for a user to enter in PII information (see Exhibit 5-2). You must provide the necessary PII for LexisNexis to complete the identity validation.

You will be redirected back to CDX after submitting the information and one of the following scenarios will occur:

- 1. You successfully validate to the minimum standards. After clicking the 'Continue' button, the system will direct you to set your 20-5-1 questions and allow you to electronically sign the ESA (see Section 5.2.1).
- 2. You unsuccessfully validate to the minimum standards after clicking the 'Continue' button. If your user identity proofing failed, you can only sign the paper ESA.
- 3. You choose to sign the paper ESA by clicking the 'Continue' button without submitting the LexisNexis form and clicking the paper ESA link (see Exhibit 5-3).
- 4. You choose to discontinue the registration process by clicking the 'Cancel' button on the 'Additional Verification' screen (see Exhibit 5-1). You will be sent the paper ESA in your MyCDX inbox. You must contact the CDX helpdesk for further information to obtain access to the program role requested.



Exhibit 5-1 shows a screen capture of 'CDX Registration: Additional Verification' screen:

Home About Recent Announcements Term	ns and Conditions FAC	) Help	
CDX Registration: Additional	Verification		Contact Us Logged in as CDXTESTUSER3 (Log out)
1. Identity Verification 2. Electronic Sign	nature Agreement		
The program you are registering for requires additionary of the program you are registering for requires additionary of the protection Agency.			
<b>Note:</b> By clicking [Proceed to Verification] you under identifying information including the last 4 digits of validation of your personally identifying information collect or retain sensitive, personally identifying infor- evidence of identity validation which may be used to	SSN against a 3rd-Party back to the U.S. Enviro ormation such as your S	service LexisN nmental Protec ocial Security N	exis®, which will return evidence of tion Agency. The U.S. EPA will not
You may sign the paper form if you do not want to	) use the automatic veri	ication process	
Note: You will receive a limited number of att information carefully prior to submitting. If y contact the <u>CDX Help Desk.</u>		-	-
First Name: John Last Name: Doe			
I have reviewed the name presented above and <u>Guidance</u>	I would like to proceed	with LexisNexis	. Additional LexisNexis Identity Proofing
Exit Proceed to Verification Cancel			

Exhibit 5-1: CDX Registration: Additional Verification Screen



Exhibit 5-2 shows a screen capture of the 'LexisNexis Data Collection' pop-up window:

ttps://secure.a	ccurint.com/app/bps/ep	)a	
' LexisN	exis <sup>•</sup>   Verifica	tion for EPA	
Required Fields			
uthorized Represen	itative		
ast Name *	First Name *	Middle Name SSN (Last 4)	¥
oe	Jane		
ome Address *			
ome City *	Home State *	Home Zip *	
	State	•	
ome Phone	Date of Birth *		
		Submit Cancel	

Exhibit 5-2: LexisNexis Data Collection Pop-Up Window



Exhibit 5-3 shows a screen capture of the 'LexisNexis Results' screen:

≎EF	A United	States Environmental Protection Ager	Q			
Home	About	Recent Announcements	Terms and Conditions	FAQ	Help	
Lexis	Nexis® ntity Verif	Registration: Additi Results fication 2. Electror nue to complete registratio	nic Signature Agreemeni	)		Contact Us Logged in as CDXTESTUSER3 (Log out)

Exhibit 5-3: LexisNexis Results Screen

Exhibit 5-4 shows a screen capture of the 'LexisNexis Results (without Verification)' screen:

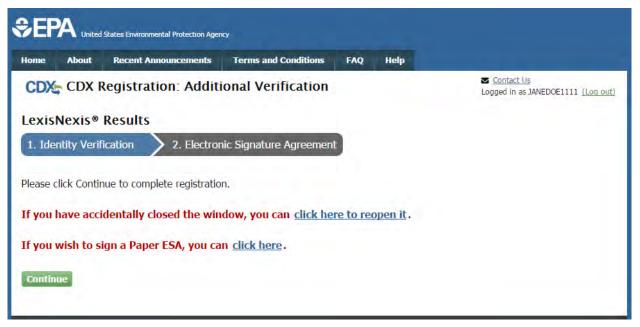


Exhibit 5-4: LexisNexis Continuing Without Verification Screen



Exhibit 5-5 shows a screen capture of the 'Electronic Signature Agreement' screen:

me About	Recent Announcement	s Terms and Conditions	FAQ	Help		
DX CDX R	egistration: Add	itional Verification			Contact Us Logged in as CDXTESTUSER3 (	(Log out
. Identity Verifi	cation 🧿 🔷 2. El	ectronic Signature Agreem	ent			
u have failed Lex	xisNexis identity proofi	ng. Please proceed to print,	sign and	mail the	e paper Electronic Signature Agreemen	ıt
	ne CDX Help Desk for a					
iper CDX El	ectronic Signatu	re Agreement				
ere to the conditions		w. Once the ESA has been signed, ye			r electronic signature. By signing the ESA you agn o sign and/or encrypt information for your data flo	
		U.S. Environmental Pro				
		U.S. Environmental Pro CCTRONIC SIGNATU				
	ELI lectronic signature crede	CTRONIC SIGNATU	RE AG	REEM		ĺ
	ELI lectronic signature crede	CCTRONIC SIGNATU	RE AG	REEM	ENT	ĺ
documents submi	ELI lectronic signature crede	CTRONIC SIGNATU ntial issued by the U.S. Environ a Exchange (CDX), and as a re	RE AG	REEM	ENT	
documents submi	ELI lectronic signature crede tted to EPA's Central Da ture Holder Company I	CTRONIC SIGNATU ntial issued by the U.S. Environ a Exchange (CDX), and as a re	RE AG	REEM	ENT	
documents submi Electronic Signa Organization Nat	ELI lectronic signature crede tted to EPA's Central Da ture Holder Company I	CTRONIC SIGNATU ntial issued by the U.S. Environ a Exchange (CDX), and as a re <b>nformation</b>	RE AG	REEM	ENT	
documents submi Electronic Signa Organization Na: Address:	ELI lectronic signature crede tted to EPA's Central Da ture Holder Company I	CTRONIC SIGNATU ntial issued by the U.S. Environ a Exchange (CDX), and as a re nformation TEST TEST test	RE AG	REEM	ENT	
documents submit Electronic Signa Organization Nat Address: City, State, Zip:	ELI lectronic signature crede tted to EPA's Central Da ture Holder Company I	CTRONIC SIGNATU ntial issued by the U.S. Environ a Exchange (CDX), and as a re nformation TEST TEST	RE AG	REEM	ENT	
documents submit Electronic Signa Organization Nat Address: City, State, Zip: Province:	ELI lectronic signature crede tted to EPA's Central Da ture Holder Company I	CTRONIC SIGNATU ntial issued by the U.S. Environ a Exchange (CDX), and as a re- nformation TEST TEST test TEST, VA 00000	RE AG	REEM	ENT	
documents submit Electronic Signa Organization Nat Address: City, State, Zip: Province: Country:	ELI lectronic signature crede tted to EPA's Central Da ture Holder Company I	CTRONIC SIGNATU ntial issued by the U.S. Environ a Exchange (CDX), and as a re- nformation TEST TEST test TEST, VA 00000 US	RE AG	REEM	ENT	
documents submit Electronic Signa Organization Nat Address: City, State, Zip: Province: Country: Phone Number:	ELI lectronic signature crede tted to EPA's Central Da ture Holder Company I	CTRONIC SIGNATU ntial issued by the U.S. Environ a Exchange (CDX), and as a re- nformation TEST TEST test TEST, VA 00000 US (703) 227-7445	RE AG	REEM	ENT	
documents submit Electronic Signal Organization Nat Address: City, State, Zip: Province: Country: Phone Number: E-mail Address:	ELH lectronic signature crede tted to EPA's Central Dar ture Holder Company I me:	CTRONIC SIGNATU ntial issued by the U.S. Environ a Exchange (CDX), and as a re- nformation TEST TEST test TEST, VA 00000 US (703) 227-7445 cdxtester@gm.ail.com	RE AG	REEM	ENT	
documents submit Electronic Signa Organization Nat Address: City, State, Zip: Province: Country: Phone Number:	ELH lectronic signature crede tted to EPA's Central Dar ture Holder Company I me:	CTRONIC SIGNATU ntial issued by the U.S. Environ a Exchange (CDX), and as a re- nformation TEST TEST test TEST, VA 00000 US (703) 227-7445	RE AG nmental P presentat	REEM	ENT	

#### Exhibit 5-5: Electronic Signature Agreement Screen

# 5.2 CDX Electronic Signature Agreement (ESA)

If you do not have a current ESA, you will be prompted to sign an ESA, which can be signed electronically or manually. The following sections provide more detail about each option.

# 5.2.1 Electronic CDX Electronic Signature Agreement (ESA)

CDX provides twenty questions to choose from which will help validate your identity. You will be prompted to enter Cross-Media Electronic Reporting Regulation (CROMERR) questions after you have successfully passed LexisNexis identity proofing or have been approved via the help desk.

You will choose five questions and provide answers for each. You will not be allowed to select and provide duplicate questions or answers. 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 questions upon submitting any packages within PSP. You will be prompted with a question randomly chosen by the system during the signing process. **Important:** It is important that your remember the answers to these five questions. If you forget the answers and lock your account after three unsuccessful tries, you will have to call the CDX Help Desk to reset the answers.

If you pass LexisNexis validation and choose to sign the ESA electronically, the system will verify that the CROMERR 20-5-1 questions and answers have been set. If the questions and answers were previously set, you will be directed to a page to view the ESA. If these have not been set, you will be directed to a page to provide five questions and answers before proceeding to the ESA page (see Exhibit 5-6). The questions must be completed before you can electronically sign the ESA. Click the 'Save Answers' button after providing the questions and answers. You will receive an email confirmation of your 20-5-1 questions to both your provided email address and MyCDX inbox. **Important:** For security purposes, the answers to these questions will not be sent to your MyCDX inbox or email address. It is important that your remember the answers to these five questions. If you forget the answers and lock your account after three unsuccessful tries, you will have to call the CDX Help Desk to reset the answers.

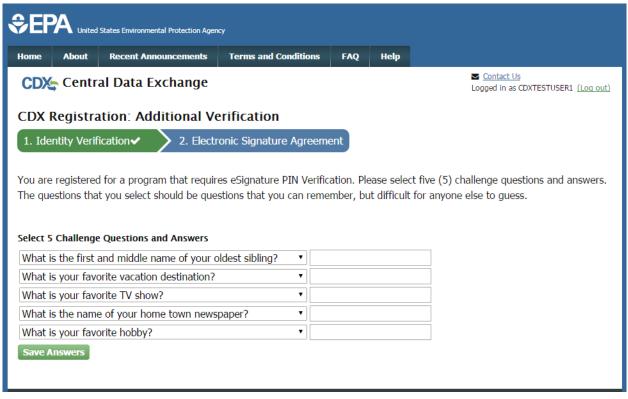
After you complete the 20-5-1 question process, review the ESA, and click the 'Sign Electronically' button, the system will launch the CDX CROMERR widget. As part of the CDX CROMERR widget process, you will be required to re-validate your user ID and password, provide the answer to one of the 20-5-1 questions, and officially sign the ESA (see Exhibit 5-7, Exhibit 5-8, and Exhibit 5-9).

When you officially sign the ESA, a copy of the ESA, along with your electronic signature, is stored in the CDX CROMERR archives. A copy of the ESA is also sent to your MyCDX inbox.

If you choose the paper ESA process, the questions will not be displayed in CDX until your program service role has been activated. After your role has been activated, you will be prompted to provide your questions and answers before being able to navigate to the 'MyCDX' landing page.



Exhibit 5-6 shows a screen capture of the 'CROMERR 20-5-1 Question and Answer' on the 'eSIG-PIN Entry' screen:



#### Exhibit 5-6: eSIG-PIN Entry CROMERR 20-5-1 Question/Answer Screen

**Important:** It is important that your remember the answers to these five questions. If you forget the answers and lock your account after three unsuccessful tries, you will have to call the CDX Help Desk to reset the answers.



Exhibit 5-7 shows a screen capture of the 'Electronic CDX ESA' screen:

DX CDX Regist	nt Announcements	Terms and Conditions	FAQ	Help						
- CEA Regist	ration: Additi	onal Verification					Contact	<u>Us</u> as CDXTEST	USER1 <u>(I</u>	.og out)
. Identity Verification	<ul> <li>2. Electr</li> </ul>	onic Signature Agreem	ent							
ectronic CDX Ele	ctronic Signa	ture Agreement								
	the agreement below. C	ment between yourself and CDX once the ESA has been signed, yo CDX Help Desk.				-		-		
		5. Environmental Pro	otection	Agency						
	c signature credentia	<b>TRONIC SIGNATU</b> l issued by the U.S. Enviror xchange (CDX), and as a re	<b>RE AG</b>	REEM	ENT	(EPA)	to sign el	ectronic		1
	c signature credentia EPA's Central Data E	TRONIC SIGNATU 1 issued by the U.S. Enviror xchange (CDX), and as a re	<b>RE AG</b>	REEM	ENT	(EPA)	to sign el	ectronic		
documents submitted to E	c signature credentia EPA's Central Data E	TRONIC SIGNATU 1 issued by the U.S. Enviror xchange (CDX), and as a re	<b>RE AG</b>	REEM	ENT	(EPA)	to sign el	ectronic		
documents submitted to E Electronic Signature Ho	c signature credentia EPA's Central Data E	TRONIC SIGNATU l issued by the U.S. Environ xchange (CDX), and as a re rmation	<b>RE AG</b>	REEM	ENT	(EPA)	to sign el	ectronic		
documents submitted to E Electronic Signature Ho Organization Name:	c signature credentia EPA's Central Data E	TRONIC SIGNATU l issued by the U.S. Environ xchange (CDX), and as a re rmation TEST	RE AG	REEM	ENT	(EPA)	to sign el	ectronic		
documents submitted to E Electronic Signature Ho Organization Name: Address:	c signature credentia EPA's Central Data E	TRONIC SIGNATU I issued by the U.S. Environ xchange (CDX), and as a re- rmation TEST TEST	RE AG	REEM	ENT	(EPA)	to sign el	ectronic		
documents submitted to E Electronic Signature Ho Organization Name: Address: City, State, Zip:	c signature credentia EPA's Central Data E	TRONIC SIGNATU I issued by the U.S. Environ xchange (CDX), and as a re- rmation TEST TEST	RE AG	REEM	ENT	(EPA)	to sign el	ectronic		
documents submitted to E Electronic Signature Ho Organization Name: Address: City, State, Zip: Province:	c signature credentia EPA's Central Data E	TRONIC SIGNATU I issued by the U.S. Environ xchange (CDX), and as a re- rmation TEST TEST NOWHERE, AL 1	RE AG	REEM	ENT	(EPA)	to sign el	ectronic		
documents submitted to E Electronic Signature Ho Organization Name: Address: City, State, Zip: Province: Country:	c signature credentia EPA's Central Data E	TRONIC SIGNATU I issued by the U.S. Environ xchange (CDX), and as a re rmation TEST TEST NOWHERE, AL 1 US	RE AG	REEM	ENT	(EPA)	to sign el	ectronic		
documents submitted to E Electronic Signature Ho Organization Name: Address: City, State, Zip: Province: Country: Phone Number:	c signature credentia EPA's Central Data E	TRONIC SIGNATU I issued by the U.S. Environ xchange (CDX), and as a re- rmation TEST TEST NOWHERE, AL 1 US (703) 227-7445	RE AG	REEM	ENT	(EPA)	to sign el	ectronic		

#### Exhibit 5-7: Electronic CDX ESA Screen

Exhibit 5-8 and Exhibit 5-9 show screen captures of the 'CROMERR eSignature Widget' pop-up window:



Exhibit 5-8: CROMERR eSignature Widget (Screen 1)

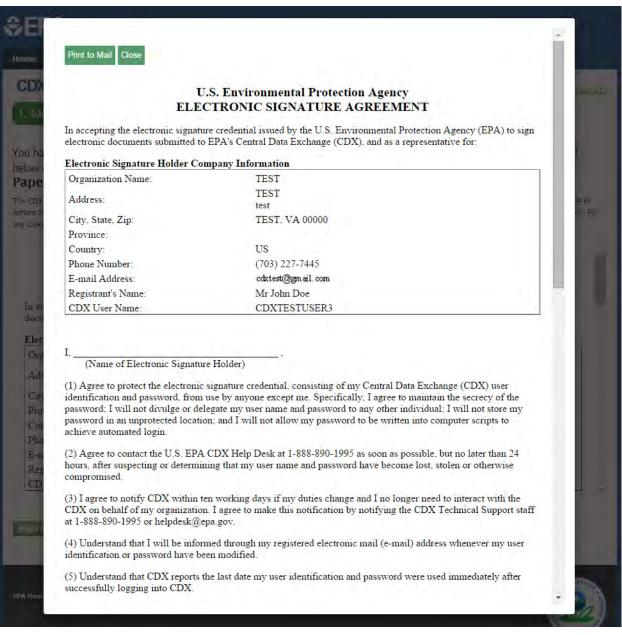


CDX: CDX Registration: A	dditional Verification	Contact Us Logged In as CDXTESTUSER1 (Log out)
1. Identity Verification  2.	Electronic Signature Agreement	
	an agreement between yourself and CDX that will authorize below. Once the ESA has been signed, you will be authorize	your electronic signature. By signing the ESA you agree to ad to sign and/or encrypt information for your data flow. For
eSignature Widget		$\otimes$
1.Log in to CDX User: CDXTESTUSER1 Password: ••••••• Welcome John Doe	2. Answer Secret Question Question: What is your favorite hobby? Answer: hobby Correct Answer	3.Sign File
E-mail Address! Registrant's Name CDX User Name: Sign Electronically Cancel	jeffrey bromck@cgifederal.com Mr John Doe CDXTESTUSER1	

Exhibit 5-9: CROMERR eSignature Widget (Screen 2)

# 5.2.2 Paper ESA

If you do not wish to leverage the LexisNexis process or are unable to be properly validated to meet the minimum requirements, 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 EPA. A copy of the ESA form will be saved in your CDX 'Inbox' for future reference and reprinting.



# Exhibit 5-10 shows a screen capture of the 'Paper CDX ESA' pop-up window:



# 5.3 RMAM Approval

For PSP, a user must wait for a RMAM, an individual responsible for the approval of program service role access requests, to grant access to the role. In this case, the user will not be able to do anything beyond entering registration information. If you have any issues waiting for the approval, you will need to reach out to the point of contact for PSP.



# 5.4 Registration Notifications

After completing the registration process, you will receive confirmation of successful registration (see Exhibit 5-11). If you choose the paper ESA option, you will receive a confirmation email when your role has been approved (see Exhibit 5-12).

Exhibit 5-11 shows a screen capture of a 'CDX Registration' email after you have successfully registered with CDX:

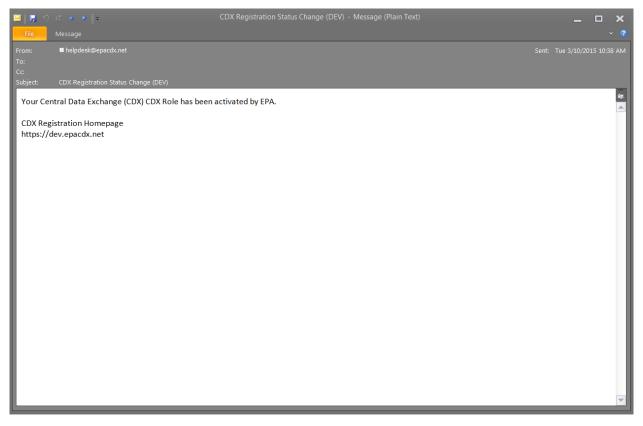


Exhibit 5-11: CDX Registration – Role Activation Email



Exhibit 5-12 shows a screen capture of the 'CDX Registration' email after you have changed a role status or have successfully created an account with CDX and are awaiting approval:

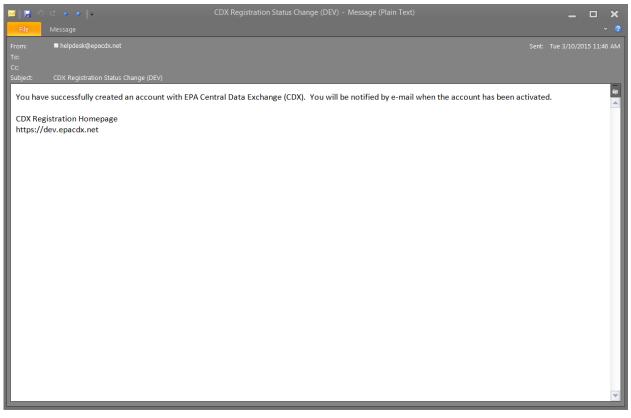


Exhibit 5-12: CDX Registration – Role Status Change Email



# 5.5 Access PSP

Once your account has been activated, you can access PSP via the 'Primary Submitter' or 'Authorized Agent' role link within the 'Role' column on the 'MyCDX' page (see Exhibit 5-13 below).

me	About	Recent Announcements	Terms and Conditions	FAQ	Help	
		al Data Exchange	ship Submission His	tory		Source Contact Us Logged in as JOHNDOE3 (Log c
		Services		¢8 Manage		CDX Service Availability
<u>Statu</u>		Program Service Name	Role Primary Submitter	\$	See	e the status for all program services
						News and Updates
					No	news/updates.
Add Pr	ogram S	ervice Manage Your Pro	ogram Services			
Home	Privacy and	l Security Notice Accessibility				0 for International callers erms and Conditions   Contact Us

Exhibit 5-13: Access PSP

# 6 Managing User and Organization Information

Once you have entered registration information and activated the user account, you may perform various functions such as adding additional organizations to a username, modifying user information, or adding additional program services to a username.

# 6.1 Managing Organization Information

If necessary, a user is able to add additional organizations that may be associated with a username. The new organization will then be added to the 'Organization Details' section. During subsequent logins, a user will be able to select the organization for which they would like to submit for.

To add additional organizations to a username, click the 'Modify User / Organization Information' button on the 'My Profile' tab that displays after logging in. A user can then choose to either search for an existing organization to add or request a new organization to be added. **Note:** When searching for the organization, please note that the organization ID is a CDX specific identifier; it is **not** the OPP Company Number. If a user chooses to add a new organization, populate the required organization contact information and click the 'Submit Request for Access' button.

The additional organization then displays in the 'Organization Details' section of the 'My Profile' page.



Exhibit 6-1 shows a screen capture of the 'My Profile' screen:

me About i	Recent Announcements	Terms and Conditions	FAQ Help	
DX Central	Data Exchange			Contact Us Logged in as CDXTESTUSER1 (Lo
yCDX Inbox M	y Profile Role Spon	sorship Submission Hist	tory	
User Informatio	n			
User ID	CDXTEST	TUSER1		
Name	Mr John	Doe		
Last Updated	3/10/201	.5 11:57:30 AM		
Registration D	ate 3/10/201	.5 10:10:55 AM		
Security Quest	tion 1 What wa	s your childhood nicknam	e?	
Security Quest	tion 2 What sch	nool did you attend for sixt	h grade?	
Security Ques	tion 3 In what o	city does your nearest sibl	ing live?	
Organization In	formation			
Primary Organiza	ation = 🄑			
Org. ID	Name	Address		
17881	CDX Test Org	123 Main St, V	'irginia <mark>B</mark> each, VA,	, US 23462 🤌
Modify User / Org	anization Information	Manage Your Progra	m Services	

Exhibit 6-1: My Profile Screen



Exhibit 6-2 shows a screen capture of the 'Modify User/Organization Information' screen (Scroll 1):

	nental Protection Ager	юу			
Home About Recent A	nnouncements	Terms and Conditions	FAQ	Help	
CDX Central Data	Exchange				Contact Us Logged in as CDXTESTUSER1 (Log out)
MyCDX Inbox My Profile	Role Sponso	orship Submission Hist	ory		
Essential information is ma	arked with an as	sterisk(*)			
Part 1: User Informatio	on				
Description of Fields					
User ID	CDXTESTU	JSER1 Change Password			
Name	Mr John D	oe			
Security Question 1 *	What was	your childhood nickname?			
Security Answer 1 *					
Security Question 2 *	What scho	ol did you attend for sixth gr	ade?		•
Security Answer 2 *					
Security Question 3 *	In what cit	y does your nearest sibling li	ve?		
Security Answer 3 *					
Save User Information					
Part 2: Organization D	etails				
Current Organiza	tions				
Click the organization na	ame to view or i	modify organization infor	mation.		
Primary Organization =	<i>A</i>				
› CDX Test Org (17881	) 🔎				

Exhibit 6-2: Modify User/Organization Information Screen (Scroll 1)

Exhibit 6-3 shows a screen capture of the 'Modify User/Organization Information' screen (Scroll 2):

|--|

Security Question 2 *	What school did you attend for sixth grade?
	what school did you attend for sixth grade:
Security Answer 2 *	
Security Question 3 *	In what city does your nearest sibling live?
Security Answer 3 *	
Save User Information	
Part 2: Organization Deta	ils
Current Organizatio	
Click the organization name	e to view or modify organization information.
Primary Organization = 🎤	
→ CDX Test Org (17881) 🤌	
Part 3: Organization Info	rmation
New Organization	
-	dded to your profile. Search for your organization using the text box below.
nen organizations can be e	adea to your promet bearen for your organization abing the text box below.
	Search
Deactivate User Account	Back to MyCDX

Exhibit 6-3: Modify User/Organization Information Screen (Scroll 2)



Exhibit 6-4 shows a screen capture of the 'Modify User/Organization Information – Add Organization' screen (Scroll 3):

New Organization		
Organization Name *		
Country *	UNITED STATES	
Mailing Address *		
Mailing Address 2		
City *		
State *	-Please Select-	
ZIP/Postal Code *		
Email *		
Re-enter Email *		
Phone Number *		
Phone Number Ext		
Fax Number		
Back to Search Results	Submit Request for Access	
Deactivate User Account	Back to MyCDX	
escivate user Actualit		

Exhibit 6-4: Modify User/Organization Information Screen (Scroll 3)

# 6.2 Add PSP to an existing CDX Account

Users may need to submit forms under several different program services. The following sections provide more details regarding how multiple program services can be added.

# 6.2.1 Adding Program Services

You may add a program service, such as PSP, and associate a program service with a current organization or a new organization.

CDX provides twenty questions to choose from which will help validate your identity. You will be prompted to enter CROMERR questions after you have successfully passed LexisNexis identity proofing or have been approved via the help desk.

You will choose five questions and provide answers for each. You will not be allowed to select and enter duplicate questions or answers. 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 questions upon submitting any forms that utilize the CROMERR widget for electronic signatures. You will be prompted with a question randomly chosen by the system during the signing process.

If you pass LexisNexis validation and choose to sign the ESA electronically, the system will verify that the CROMERR 20-5-1 questions and answers have been set (see Section 5.2.1). If the questions and answers were previously set, you will be directed to a page to view the ESA (see Exhibit 6-10). If these have not been set, you will be directed to a page to provide five questions and answers before proceeding to the ESA page. The questions must be completed before you can electronically sign the CDX ESA or sponsor letter. You must click the 'Save Answers' button after providing the questions and answers. You will receive an email confirmation of your 20-5-1 questions to both your provided email address and CDX inbox.

After you complete the 20-5-1 question process, review the ESA, and click the 'Sign Electronically' button, the system will launch the CDX CROMERR widget. As part of the CDX CROMERR widget process, you will be required to re-validate your user ID and password, provide the answer to one of the questions, and officially sign the ESA.

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

If you choose the paper ESA process, the questions will not be displayed in CDX until your program service role has been activated. After your role has been activated, you will be prompted to provide your questions and answers before being able to navigate to the 'MyCDX' landing page.

**Important:** If you have already passed identity proofing with another program service and organization, you will not have to pass LexisNexis verification again. You will instead be navigated to signing an ESA for the new organization and role (see Exhibit 6-10). After signing the ESA, you will be able to access PSP.

**Important:** If you are adding PSP to an organization for which you have already signed an ESA, you may not have to sign an ESA again (since the identity proofing requirements for each



program service may be the same). In this case, after clicking the 'Submit Request for Access' button on the 'Organization Information' screen (see Exhibit 6-9), you will be navigated to the 'Manage Program Services' screen. You will receive a message stating that the program service has been successfully added to your organization, and you will be able to access PSP.

DX,	Cent	ral Data Exchange			Contact Us Logged in as CDXTESTUSER1 (Log
YCDX	Inbox	My Profile Role Sponsor		COTY	CDX Service Availability
<u>Sta</u>	tus ‡	Program Service Name CSPP: Submissions for Chemical	Role Primary Agent/Const	¢ iltant	See the status for all program services
8		Safety and Pesticide Programs CSPP: Submissions for Chemical Safety and Pesticide Programs	Primary Authorized (	Official	News and Updates
					CDX: CDX Web will now utilize a brand new responsive layout. This will allow for a dynamic display depending on how CDX is accessed. Whether through a mobile device, a tablet, or a desktop browser, the site will automatically adapt for optimal viewing on any screen. September 04 2014
		Service Manage Your Pro			

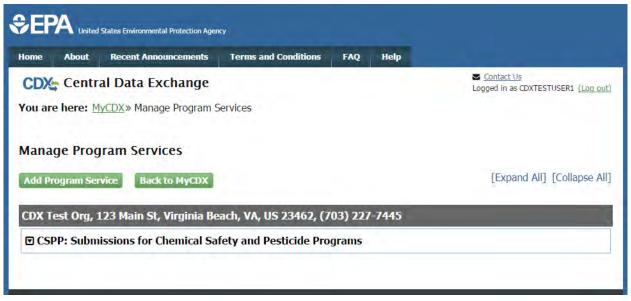
Exhibit 6-5 shows a screen capture of the 'MyCDX' screen:

#### Exhibit 6-5 MyCDX Screen

Navigation: Click the 'Manage Your Program Services' button.



Exhibit 6-6 shows a screen capture of the 'Manage Program Services' screen:



#### Exhibit 6-6: Manage Program Services Screen

Navigation: Click the 'Add Program Service' button.



Exhibit 6-7 shows a screen capture of the 'Program Service' screen:

	States Environmental Protection Agenc	Ŷ			
Home About	Recent Announcements	Terms and Conditions	FAQ	Help	
CDX Edit A	Account Profile				Contact Us Logged in as JOHNDOE2 (Log out)
1. Program Ser	vice 🔰 2. Role Access	3. Organization	1 Informa	ation	
Begin typing a pro Clean Air Act). Active Program		ed keywords to filter the	list of av	/ailable s	ervices (e.g., air quality system, AQS, or
psp					
PSP: Pesticide	Submission Portal				
Cancel EPA Home Privacy at	d Security Notice Accessibility				D for International callers erms and Conditions   Contact Us

Exhibit 6-7: Program Service Screen

Navigation: Search for PSP and select it in the search results.

# 6.2.2 Request Role Access

After selecting PSP on the 'Program Service' screen, the next step will be to select 'Primary Submitter' as the role. Again, you may only register as a Primary Submitter; the Authorized Agent role must receive a sponsorship request and cannot register through this method.

After selecting your role, click the 'Request Role Access' button and then enter the EPA OPP Company Number that you will submit for.



Exhibit 6-8 shows a screen capture of the 'Role Access' screen:

1. Program Service V		Information	Contact Us Logged in as TEST.1234 (Log out)
Registration Inform			
Program Service	Pesticide Submission Portal		
Role	Not selected		
Select a role from the d	rop down list and provide any required additional	information, if applicable.	5 ·
Select a role from the d	rop down list and provide any required additional Primary Submitter 🔹	information, if applicable.	5
		information, if applicable.	

Exhibit 6-8: Role Access Screen

**Navigation:** Select 'Primary Submitter' from the 'Select Role' dropdown and click the 'Request Role Access' button. Enter the correct OPP company number on the subsequent screen and click 'Next.'

# 6.2.3 Organization Information

The 'Organization Information' screen is the last step in adding a new program service. The organization information is read-only and cannot be edited. **Note:** The 'ZIP/Postal Code' field is the only part of the organization information that is editable. You may change the zip code if it does not pass validation when clicking the 'Submit Request for Access' button. Please ensure you enter a valid zip code. Enter your information into the 'Emal' and 'Phone Number' fields.

After all required fields have been completed, click the 'Submit Request for Access' button to complete your request.



Exhibit 6-9 shows a screen capture of the 'Organization Information' screen:

CDX Edit Accour	t Profile		Contact Us Logged in as TEST.1234 (Log out)
1. Program Service 🗸	2. Role Access 🗸	> 3. Organization Information	
Registration Informa	tion		
Program Service Role	Pesticide Submission Portal Primary Submitter		
Organization Name *	SCOTT AND GILBERT COMP	3	
Country *	UNITED STATES	ि <b>म</b>	
Mailing Address *		]	
Mailing Address 2	PO BOX		
City *	SAN FRANCISCO		
State *	California	Ŧ	
ZIP/Postal Code *	94101		
Email *			
Re-enter Email *			
Phone Number *			
Phone Number Ext			
Fax Number			
Submit Request for Acce	55		

#### Exhibit 6-9: Organization Information Screen

**Navigation:** Enter your information into the 'Email' and 'Phone Number' fields and click the 'Submit Request for Access' button.

Exhibit 6-10 shows a screen capture of the 'Electronic Signature Agreement' screen:

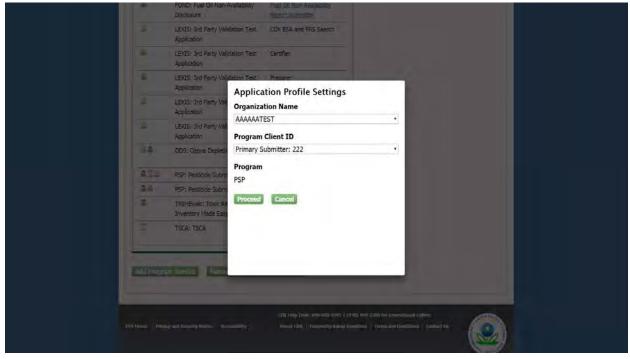
€EF	SEPA United States Environmental Protection Agency								
Home	About	Recent Announcements	Terms and Conditions	FAQ	Help				
CDX	CDX I	Registration: Additi	onal Verification			Contact Us Logged in as CDXTESTUSER1 (Log out)			
1. Ide	1. Identity Verification  2. Electronic Signature Agreement								
Electr	Electronic CDX Electronic Signature Agreement								
adhere to	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:								
Elect	ronic Sign	ature Holder Company Info	rmation						
Orga	mization N	ame:	TEST						
Add	ress:		TEST						
City	, State, Zip		NOWHERE, AL 1	1222					
Prov	ince:								
Cou	ntry:		US						
Phor	ne Number:		(703) 227-7445						
E-m	ail Address		jdoe@doe.com						
Regi	strant's Na	ne:	Mr John Doe						
CDY	User Nam	ie:	CDXTESTUSER1						
						•			
Sign E	lectronical	ly Cancel							

# Exhibit 6-10: Electronic Signature Agreement Screen

Navigation: Click the 'Sign Electronically' button and go through the electric signature process.



Exhibit 6-11 shows a screen capture of the 'Application Profile Settings' screen that is displayed if a user is registered for multiple organizations under the same program service:



**Exhibit 6-11: Application Profile Settings Screen** 

# 7 Manage Program Services

You can access the 'Manage Program Services' screen by clicking the hyperlink above the table listing your program service roles on the 'MyCDX' tab (see Exhibit 7-1).

The 'Manage Program Services' link allows you view all of your roles in the system for your specific organization as well as the current statuses of these roles (e.g., active, awaiting approval, deactivated). You can also request to add new roles and program services to an existing organization.

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 window (see Exhibit 7-2). The 'OK' button will deactivate the chosen role. The 'Cancel' button will close the pop-up box and no action will be taken. Once a role has been deactivated, it cannot be reactivated and you will need to request to add the role to the program service again.

Exhibit 7-1 shows a screen capture of the 'Manage Program Services' screen:

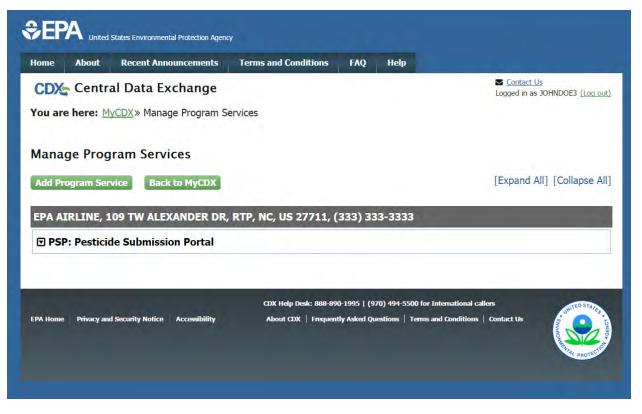


Exhibit 7-1: Manage Program Services Screen



Home       About       Recent Announcent         CDX       Central Data Exchant         You are here:       MyCDX >> Manage Pro	Are you sure you want t	/dev.epacdx.net says: × to deactivate this role? OK Cancel	Contact Us Logged in as CDXTESTUSER1 (Log out)				
Ianage Program Services         Add Program Service       Back to MyCDX         EXPANDENT OF The Service       [Expand All] [Collapse All]         CDX Test Org, 123 Main St, Virginia Beach, VA, US 23462, (703) 227-7445							
<ul> <li>CSPP: Submissions for Chemi</li> <li>Request New Role</li> </ul>	cal Safety and Pesticide P	Programs					
Role	Program ID	Status	Details				
Primary Authorized Official	Facility ID: 82472	Active (Deactivate)	Manage Facilities				
Primary Agent/Consultant		Awaiting Sponsorship					
	Primary Agent/Consultant       Awaiting Sponsorship         EST, TEST, NOWHERE, AL, US 11222, (703) 227-7445         CSPP: Submissions for Chemical Safety and Pesticide Programs						

Exhibit 7-2: Deactivation Confirmation Pop-up Window

# 8 PSP Role Sponsorship

Primary Submitters can sponsor Authorized Agents to submit PSP packages on behalf of their company. Sponsorship can only be initiated by the Primary Submitter, and both the Primary Submitter and Authorized Agent will have to review and accept the sponsorship request.

# 8.1 Role Sponsorship

As a Primary Submitter, click the 'Role Sponsorship' tab to identify a new or current user who will serve as an Authorized Agent.

The 'Role Sponsorship' screen displays various options available, including initiating the role sponsorship process, approving/denying sponsorship requests, and viewing/modifying existing privileges.

United States Environmental Protection Agenc Home About **Recent Announcements** Terms and Conditions FAO Help Contact Us CDX Central Data Exchange Logged in as CDXTESTUSER1 (Log out) MyCDX Inbox My Profile Role Sponsorship Submission History You are here: Role Sponsorship Tools **Role Sponsorship Tools** Tool Description Role Sponsorship/Invitation Initiate and inform users of request to authorize service access Pending Sponsorship Requests List and approve/deny requests for service access Access Management View and/or modify existing privileges

Exhibit 8-1 shows a screen capture of the 'Role Sponsorship' screen:

Exhibit 8-1 Role Sponsorship Screen

# 8.2 Role Sponsorship/Invitation

The 'Role Sponsorship/Invitation' screen is the next step in identifying a user to sponsor as an Authorized Agent for PSP.

In the 'Step 1: Recipient Information' field, a Primary Submitter enters the email address of the user to sponsor as an Authorized Agent.

In the 'Step 2: Sponsorship Information' field, a Primary Submitter selects PSP and selects 'Authorized Agent' from the 'Role' drop-down menu.

Click the 'Submit' button to navigate to the 'Role Sponsorship Review' screen (see Exhibit 8-3).



Exhibit 8-2 shows a screen capture of the 'Role Sponsorship/Invitation' screen:

Central Data Exchange	Contact Us Logged in as CDXTESTUSER1 (Log or
You are here: <u>Role Sponsorship Tools</u> » Role Sponsorship/ Role Sponsorship The asterisk (*) denotes a required field.	/Invitation
Step 1: Recipient Information	Step 2: Sponsorship Information
Provide the email address of the user you wish to sponsor. If the user does not already exist in CDX, you can either try a different email address or invite the new user to create a CDX account.	Provide the information for the role you wish to sponsor. Program Service *
Email *	Role *

Exhibit 8-2: Role Sponsorship/Invitation Screen

# 8.2.1 Role Sponsorship Review

The 'Role Sponsorship Review' screen displays the details of the role sponsorship, including the program service, user role, and email address of the identified Authorized Agent.

The Primary Submitter will indicate whether the provided email address is correct or incorrect and provide updates if necessary.

To proceed with the role sponsorship process, select the 'Yes, the provided email address is correct' radio button and click the 'Submit' button. If you select the 'No, the provided email address is incorrect and must be updated' radio button, click the 'Back' button and re-enter the agent/consultant user information. A pop-up window displays to confirm the email address of the specified Authorized Agent (see Exhibit 8-4). You must enter the email address of the specified Authorized Agent before the application generates the email invitation. Multiple confirmations are required to confirm email address accuracy.



Click the 'Confirm' button to generate an email that will be sent to the identified Authorized Agent. The Authorized Agent will receive an email to review or cancel the sponsorship request (see Exhibit 8-5). As a Primary Submitter, you will be sent a copy of this email for your records (see Exhibit 8-6). Click the 'review this sponsorship' link within the email to generate the 'Sponsorship Information' screen. Click the 'cancel this sponsorship request' link within the email to cancel the sponsorship request (see Exhibit 8-5).

Exhibit 8-3 shows a screen capture of the 'Role Sponsorship Review' screen:

My Profile R	ole Sponsor	ship Submission		Role Sp	oonsorship/In	Logged in as CDXTESTUSER1 (Log ou
				Role Sp	oonsorship/In	vitation Review
Role Sponsorsk	nip Tools» R	ole Sponsorship/Ir	vitation »	Role Sp	oonsorship/In	vitation Review
orship Revi	iew					
n Information		_				
vice	Submissions fo	or Chemical Safety an	d Pesticide	Program	s	
	Primary Agent	/Consultant				
	john.doe@tes	t.com				
	n Information vice	vice Submissions fo Primary Agent	n Information	n Information vice Submissions for Chemical Safety and Pesticide Primary Agent/Consultant	n Information vice Submissions for Chemical Safety and Pesticide Program Primary Agent/Consultant	n Information vice Submissions for Chemical Safety and Pesticide Programs Primary Agent/Consultant

Exhibit 8-3: Role Sponsorship Review Screen

Exhibit 8-4 shows a screen capture of the 'Email Confirmation' pop-up window:

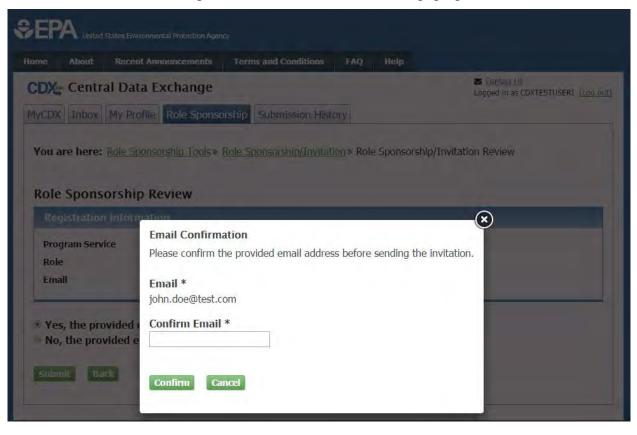


Exhibit 8-4: Email Confirmation Pop-Up Window



# Exhibit 8-5 shows a screen capture of the 'CDX Role Sponsorship Request' email that is received by the Authorized Agent:

Mr	with registered email address	has requested to sponsor you for the Authorized Agent role.						
Program Serv Role: Authoriz Company Nu	5							
	You may <u>review this sponsorship</u> and follow the instructions after being redirected to the CDX application. You may <u>cancel this sponsorship request</u> .							
CDX Technic		cerning this message, you may contact CDX Help Desk by email at <u>helpdesk@epacdx.net</u> or by calling the ort on <u>888-890-1995</u> between Monday through Friday from 8:00 am to 6:00 pm EST/EDT. For International 0.						
CDX Registra https://dev.ep	ition Homepage <u>acdx.net</u>							
United States	Environmental Protection Agency - Central Data Exc Exhibit 8-5: CDX Role S	<sup>change</sup> ponsorship Request Email – Authorized Agent						

# Exhibit 8-6 shows the copy of the request that is sent to the Primary Submitter:

Your request was submitted. Below is a copy of the email sent to the submitter you are sponsoring.

Mr	with registered email address	has requested to sponsor you for the Authorized Agent role.

Program Service: Pesticide Submission Portal Role: Authorized Agent Company Number: 864

Please do not respond to this message. If you have questions concerning this request, you may contact us by email at <u>helpdesk@epacdx.net</u> or by calling the CDX Technical Support Staff through our toll free telephone support on <u>888-890-1995</u> 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 (<u>970) 494-5500</u>.

Sincerely CDX Help Desk

#### Exhibit 8-6: Copy of CDX Role Sponsorship Request Email – Primary Submitter

#### 8.2.2 Sponsorship Information

The 'Sponsorship Information' page displays when a potential Authorized Agent clicks the 'review this sponsorship' link within the Authorized Agent sponsorship email. A potential Authorized Agent has the option to log into an existing account, or create a new account.

If a user chooses to create a new account, they should click the 'Create New Account' button on the 'Sponsorship Information – Log-In' page (see Exhibit 8-7).

If a user chooses to log into an existing account, they should select the user ID from the 'User ID' drop-down menu, enter the password, and click the 'Log In' button to log into their CDX account. This displays an additional 'Sponsorship Information' page where a potential Authorized Agent must approve or reject a CDX official's request to view their contact information; to sponsor them for the corresponding Authorized Agent role (see Exhibit 8-8).



Exhibit 8-7 shows a screen capture of the 'Sponsorship Information – Log-In' screen:

United States Environmental Protection Agency								
Home About	Recent Announcements	Terms and Conditions	Help					
CDX Role	Sponsorship Proces	5		Sector Contact Us				
You are here: Role Sponsorship								
Sponsorship Information								
Email								
Program Servio	e Pesticide Subm	ission Portal						
Role	Authorized Age	nt						
Company Num	<b>ber</b> 862							
link the role to you If you experience 1995. (970) 494- Log in to existin User ID Password	ur account. If you do not a issues or need assistance 5500 for callers from Puerto	Iready have a CDX accou	nt you may cre	nay enter your CDX user ID and password to eate a new one. Il the CDX Help Desk toll-free line at 888-890-				

Exhibit 8-7: Sponsorship Information – Log-In Screen

Exhibit 8-8 shows a screen capture of the 'Sponsorship Information' screen:

\$EP	A United	States Environm	ental Protection Age	ncy				
Home	About	Recent An	nouncements	Terms and Conditions	FAQ	Help		
CDX: Role Sponsorship Process								
You are	You are here: Role Sponsorship & Role Sponsorship Review							
Spon	sorship li	nformatio	1					
Email								
Progra	am Service	•	Pesticide Subr	nission Portal				
Role			Authorized Ag	ent				
Comp	any Numb	er	862					
A CDX official for the program service above is requesting to view your contact information to sponsor you for the corresponding role. You may choose to approve or reject this request by making the appropriate selection below.								
EPA Home	Privacy and	Security Notice	· Accessibility				0 for International callers	

Exhibit 8-8: Sponsorship Information Screen

After clicking the 'Approve' button, the Authorized Agent will be navigated to the 'Account Registration' page where they will see a description of their role. The 'Authorized Agent' role will be displayed in a read-only drop down box. The Authorized Agent should click the 'Request Role Access' button (see Exhibit 8-9).

Exhibit 8-9 shows a screen capture of the 'Account Registration' screen:



lome About Reco	ent Announcements	Terms and Conditions	FAQ	Help			
CDX Role Spon	sorship Process					✓ Contact U Logged in as	<u>s</u> TEST.1234 <u>(Log ou</u>
ou are here: Role Spo	onsorship» Role Sponso	orship Review» Accou	nt Registra	tion			
Registration Inform	ation						
Program Service	Pesticide Submissio	on Portal					
Role	Authorized Agent						
		applicable.					
PSP CDX Registration Gu	<u>uide</u>		oany can h	ave multip	le Authorizec	l Agents.	
Provide any required add PSP CDX Registration Gu Authorized Agents can s Select Role	<u>uide</u>	r company. Each comp	oany can h	ave multip	le Authorizec	l Agents.	
2SP CDX Registration Gu	uide ubmit on behalf of their	r company. Each comp	oany can h	ave multip	le Authorizec	l Agents.	
<u>SP CDX Registration Gu</u> uthorized Agents can s Select Role	uide ubmit on behalf of their Authorized Agent	r company. Each comp	oany can h	ave multip	le Authorizec	l Agents.	

**Exhibit 8-9: Account Registration Screen** 

After clicking the 'Request Role Access' button, the Authorized Agent will be navigated to the 'Role Access' screen. The Authorized Agent will be able to search by company number on this screen. They should search by the same company number that the Primary Submitter is sponsoring them for.

**Important:** Please ensure that you search by the **exact** same company number that the Primary Submitter is sponsoring you for. The company number that the Primary Submitter sponsored you for can be found on the previous screens (see Exhibit 8-8). It can also be found within the various sponsorship emails.

Exhibit 8-10 shows a screen capture of the 'Role Access' screen:



ome About Rece	nt Announcements Registration	Terms and Conditions	FAQ	Help	Source Contact Us Logged in as TEST.1234 (Log out)
1. Program Service 🗸	2. Role Acce	ess 💙 3. User and	l Organizati	on 💙 4. Confi	rmation
Registration Informa	ation				
Program Service	Pesticide Submis	sion Portal			
Role	Authorized Agen	t			
ne asterisk (*) indicates ompany Number * Vext	a required field.				
ICAL					

Exhibit 8-10: Role Access Screen

Enter an OPP Company Number and click the 'Next' button. After clicking the 'Next' button, the Authorized Agent will be navigated to the search results for the 'Role Access' screen. Exhibit 8-11 shows a screen capture of the 'Role Access' search results screen.



Home About	Recent Announcements	Terms and Conditions	FAQ	Help			
CDX: Core	CDX Registration				Contact Us Logged in as TEST.1234 (Log out)		
1. Program Ser	rvice 🗸 💙 2. Role Acc	cess 💙 3. User and	Organiza	ition	4. Confirmation		
Registration	Information						
Program Servic	e Pesticide Subm	ission Portal					
Role	Authorized Age	nt					
Company Number: 862 Confirm that the Company below contains the information you wish to be associated to. Organization: SUNOCO, INC. Address: 1735 MARKET STREET, PHILADELPHIA, PA, 19103 US Wrong information? <u>Click here</u> if you wish to re-enter your Company Number.							
Next		,,					

Exhibit 8-11: Request Role Access Search Results Screen

Confirm the read-only organization information displayed. If the organization information is correct, click the 'Next' button. If the organization displayed is not correct, click the 'Click here' link in order to re-enter your Company Number.

After clicking the 'Next' button, the Authorized Agent will be navigated to the 'Account Registration' screen. Exhibit 8-12 shows a screen capture of the 'Account Registration' screen (scroll 1). Exhibit 8-13 shows a screen capture of the 'Account Registration' screen (scroll 2):



	ironmental Protection Agen	ay .					
Home About Recen	nt Announcements	Terms and Conditions	FAQ	Help			
CDX Role Spons	orship Proces	s			Contact Us Logged in as TEST.1234 (Log out)		
You are here: Role Sponsorship » Role Sponsorship Review » Account Registration							
		·	5				
Registration Informa	tion						
Program Service	PSP						
Role	Authorized Age	nt					
-	-			eview an	d make any modifications before completing		
your profile information. F	fields with asterisks	(*) indicate required fie	lds.				
Part 1: User Informati	on						
					e registration process you will be given the niddle and last name exactly as it is		
User ID *	TEST.1234						
Prefix	Mr						
First Name *	John						
Middle Initial							
Last Name *	Doe						
Suffix							
Part 2: Organization I	nfo						

#### Exhibit 8-12: Account Registration screen (scroll 1)

The 'Account Registration' screen displays the user and organization information of the Authorized Agent.



Organization Name *	SUNOCO, INC.	
Country *	UNITED STATES	×
Mailing Address *	1735 MARKET STREET	
Mailing Address 2		
City *	PHILADELPHIA	
State *	Pennsylvania *	
ZIP/Postal Code *	19103	
Email *		
Phone Number *		
Phone Number Ext		
Fax Number		
Submit Request for Acces	s	
ack		
	CDX Help Desk: 888-890-1995   (970) 494-5	500 for International callers

Exhibit 8-13: Account Registration screen (scroll 2)

The Authorized Agent should confirm all displayed information, enter any missing information that is required, and click the 'Submit Request for Access' button.

After clicking the 'Submit Request for Access' button, emails will be sent to both the Authorized Agent and Primary Submitter.

Exhibit 8-14 shows a screen capture of the 'CDX Role Sponsorship Request' email that is sent to the Primary Submitter:



Mr John Doe with registered email address Agent role. is requesting your sponsorship for the following Authorized

Contact Organization: SCOTT AND GILBERT COMPANY Program Service: Pesticide Submission Portal Role: Authorized Agent Company Number: 864

You may review this sponsorship request and follow the instructions after being redirected to the CDX application. You may cancel this sponsorship request.

**Please do not reply to this message.** If you have questions concerning this message, you may contact CDX Help Desk by email at <u>helpdesk@epacdx.net</u> or by calling the CDX Technical Support Staff through our toll free telephone support on <u>888-890-1995</u> 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 (<u>970) 494-5500</u>.

CDX Registration Homepage <u>https://dev.epacdx.net</u>

United States Environmental Protection Agency - Central Data Exchange

#### Exhibit 8-14: CDX Role Sponsorship Request Email – Primary Submitter

# Exhibit 8-15 shows the copy of the 'CDX Role Sponsorship Request' email that is sent to the Authorized Agent:

Your request was submitted.

Mr John Doe with registered email address is requesting your sponsorship for the following Authorized Agent role.

Contact Organization: SCOTT AND GILBERT COMPANY Program Service: Pesticide Submission Portal Role: Authorized Agent Company Number: 864

Please do not reply to this message. If you have questions concerning this message, you may contact CDX Help Desk by email at <u>helpdesk@epacdx.net</u> or by calling the CDX Technical Support Staff through our toll free telephone support on <u>888-890-1995</u> 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 (<u>970) 494-5500</u>.

CDX Registration Homepage https://dev.epacdx.net

United States Environmental Protection Agency - Central Data Exchange

#### Exhibit 8-15: Copy of CDX Role Sponsorship Request Email – Authorized Agent

CDX

Exhibit 8-16 shows a screen capture of the 'Role Sponsorship Login' screen. The Primary Submitter is navigated to this screen once they click the 'review this sponsorship request' link within their email:

Home	About	Recent Announcements	Terms and Conditions	Help				
CDX	CDX Role Sponsorship Process							
You are	You are here: Role Sponsorship							
Spon	Sponsorship Information							
Email								
Organ	ization	SCOTT AND GIL	BERT COMPANY (33333333)	PO BOX , SA	AN FRANCISCO, CA, US 94101)			
Progra	am Service	Pesticide Submi	ssion Portal					
Role		Authorized Ager	nt					
Comp	any Numb	<b>er</b> 864						
A reque	st was rec	eived requesting your spon	sorship for the role abov	e.				
			NI AL					
	•	issues or need assistance v 500 for callers from Puerto		ess, please	call the CDX Help Desk toll-free line at 888-890-			
,	,							
Log in t	to existir	ig account						
User ID	)	TEST.1234						
Passwo	ord	•••••						
Log In								

#### Exhibit 8-16: Role Sponsorship Login Screen

The Primary Submitter should enter their password on the 'Role Sponsorship Login' screen and click the 'Log In' button to log into their CDX account. After logging in, the Primary Submitter will be navigated to the 'Role Sponsorship Review' screen.



Exhibit 8-17 shows a screen capture of the 'Role Sponsorship Review' screen:

	vironmental Protection Agenc	y						
Home About Rece	nt Announcements	Terms and Conditions	FAQ	Help				
CDX Role Spons	orship Proces	5			Contact Us Logged in as ANDREW.TEST (Log out)			
You are here: Role Sponsorship & Role Sponsorship Review								
Sponsorship Information								
Email								
Organization	SUNOCO, INC.	1735 MARKET STREET, PHI	LADELPHI	A, PA, US	19103)			
Program Service	m Service Pesticide Submission Portal							
Role	Authorized Agent							
Company Number	862							
Role Information								
A request was submitted request.	for you to sponsor f	he CDX role above. Plea	se select	the role y	you wish to use as a sponsor for this			
Select an Existing R	Role							
Add a New Role								
Organization:	SUNOCO, INC.	(1735 MARKET STREET,	PHILADE	ELPHIA, P	A, US 19103) 🔹			
Role:	Primary Submit	ter - 862 🔹						
Approve Reject								
Approve Reject								
					for International callers			
EPA Home Privacy and Security	Notice Accessibility	About CDX   Frequent	tly Asked Qu	estions   Te	rms and Conditions   Contact Us			

Exhibit 8-17: Role Sponsorship Review Screen

**Important:** The Primary Submitter **must** select the EPA OPP company and role that they are sponsoring the Authorized Agent for. This EPA OPP company and role should match what the Authorized Agent entered when they accepted the sponsorship request. **Do Not** click the 'Add a New Role' radio button. The Primary Submitter should only use the 'Select an Existing Role' radio button.

After choosing the correct company and role, the Primary Submitter should click the 'Approve' button.



After clicking the 'Approve' button the Primary Submitter will have to sign an electronic ESA (see Exhibit 8-18 and Exhibit 8-19).

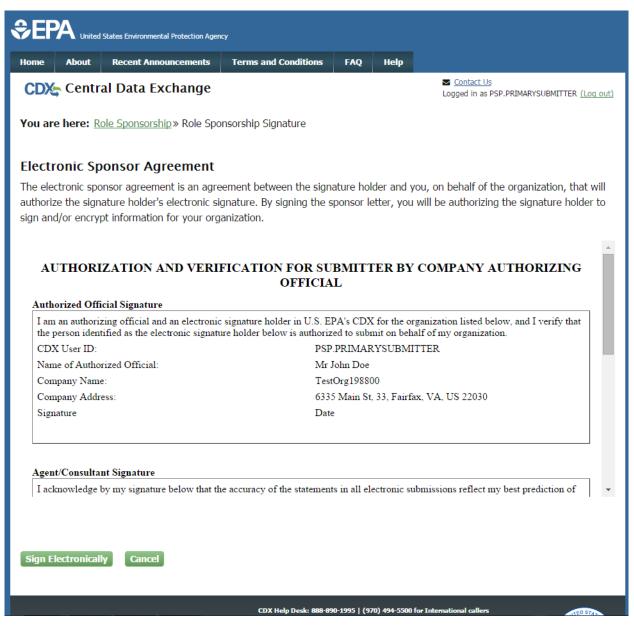


Exhibit 8-18: Electronic ESA (Scroll 1)



	racy of the statements in all electronic submissions reflect my best prediction of ribed therein. Any knowing and willful misrepresentation is subject to criminal			
I also acknowledge that I am authorized to submit o	only on behalf of the organization listed above.			
DX User ID: PSP.SUBMITTER				
Name of Electronic Signature Holder:	Mr Jane Doe			
Company Name:	TestOrg198800			
Company Address:	6335 Main St, 33, Fairfax, VA, US 22030			
Signature	Date			
LEASE SEND THIS DOCUMENT AS SOON AS	POSSIBLE TO:			
LEASE SEND THIS DOCUMENT AS SOON AS	POSSIBLE TO:			

#### Exhibit 8-19: Electronic ESA (Scroll 2)

After Clicking the 'Sign Electronically' button and clicking 'Accept' in the pop-up window, the Primary Submitter will be presented the 'eSignature Widget' screen.

The Primary Submitter will be required to log in to CDX, answer a secret question, and sign the file by clicking the 'Sign' button.

Exhibit 8-20 shows a screen capture of the 'eSignature Widget' screen:

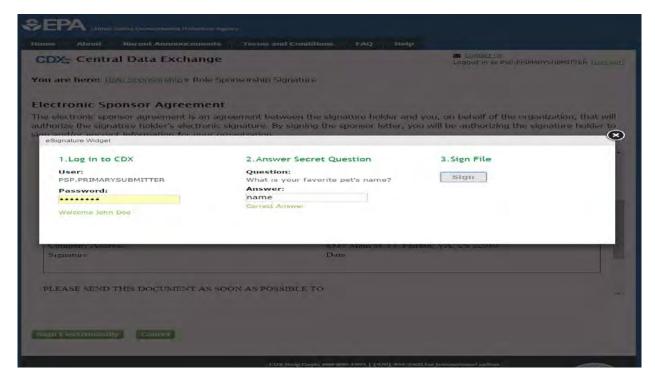


Exhibit 8-20: eSignature Widget Screen

#### 8.3 Finalizing the Role Sponsorship Process

After completing the 'eSignature Widget Screen,' the Primary Submitter will be navigated back to the 'Role Sponsorship' tab within CDX. The Primary Submitter will also receive two emails. One email will confirm that the Primary Submitter has successfully signed using the CROMERR E-Signature process (see Exhibit 8-22). The other email will indicate that the sponsor letter for the sponsorship request has been completed (see Exhibit 8-21).

The sponsor letter for the following sponsorship request has been completed.

Organization: SUNOCO, INC. Program Service: Pesticide Submission Portal Role: Authorized Agent Company Number: 862

**Please do not reply to this message.** If you have questions concerning this message, you may contact CDX Help Desk by email at <u>helpdesk@epacdx.net</u> or by calling the CDX Technical Support Staff through our toll free telephone support on <u>888-890-1995</u> 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 (<u>970) 494-5500</u>.

CDX Registration Homepage <u>https://dev.epacdx.net</u>

United States Environmental Protection Agency - Central Data Exchange

#### Exhibit 8-21: Central Data Exchange Sponsorship Request Completed Email – Primary Submitter

Subject: You successfully signed a document (DEV)

You have successfully signed your CDX submission using the CROMERR E-Signature process. To view the details of this CROMERR activity please <u>click here</u>. This message is being sent to you as confirmation of your submission. If you did not perform this submission please contact the CDX Helpdesk at <u>888-890-1995</u>.

#### Exhibit 8-22: CROMERR E-Signature Email



The Authorized Agent will also receive an email indicating that the sponsor letter for the sponsorship request has been completed (see Exhibit 8-23).

The sponsor letter for the following sponsorship request has been completed.

Organization: SUNOCO, INC. Program Service: Pesticide Submission Portal Role: Authorized Agent Company Number: 862

You may <u>log in to complete your account registration</u> associated with this request after being redirected to the CDX application.

**Please do not reply to this message.** If you have questions concerning this message, you may contact CDX Help Desk by email at <u>helpdesk@epacdx.net</u> or by calling the CDX Technical Support Staff through our toll free telephone support on <u>888-890-1995</u> between Monday through <u>Friday from 8:00 am to 6:00 pm EST/EDT</u>. For International callers, the CDX Help Desk can also be reached at (<u>970) 494-5500</u>.

CDX Registration Homepage <u>https://dev.epacdx.net</u>

United States Environmental Protection Agency - Central Data Exchange

#### Exhibit 8-23: Central Data Exchange Sponsorship Request Completed Email – Authorized Agent

The Authorized Agent should click the 'log in to complete your account registration' link within the email. After clicking this link, the Authorized Agent will be navigated to the 'Role Sponsorship' screen (see Exhibit 8-24).



	d States Environmental Protection Agenc	Ŋ						
Home About	Recent Announcements	Terms and Conditions	Help					
CDX Role Sponsorship Process								
You are here: Role Sponsorship								
Sponsorship	Information							
Email								
Organization	SUNOCO, INC.	(1735 MARKET STREET, PHIL	ADELPHIA, P	A, US 19103)				
Program Servi	e Pesticide Submi	Pesticide Submission Portal						
Role	Authorized Age	nt						
Company Num	<b>ber</b> 862							
If you experience 1995. (970) 494	Your sponsorship has been approved. Please log in to complete your account registration with CDX.         If you experience issues or need assistance with the sponsorship process, please call the CDX Help Desk toll-free line at 888-890-1995. (970) 494-5500 for callers from Puerto Rico and Guam.         Log in to existing account         User ID       TEST.1234         Password       ••••••••							

#### Exhibit 8-24: Role Sponsorship Screen

After the Authorized Agent enters their password and clicks the 'Log In' button, they will be navigated to the 'Complete Account' screen (see Exhibit 8-25).

CDX Role Sponsor	Contact Us Logged in as TEST.1234 (Log out)	
You are here: Role Sponse	orship» Complete Account	
Registration Information	on .	
Name	Mr John Doe (TEST.1234)	
Email		
Program Service	Pesticide Submission Portal	
Role	Authorized Agent	
Company Number	862	
Provide Contact Informa SUNOCO, INC. 1735 MARKET STREET PHILADELPHIA, PA, US 19103	ıtion	
Email *		
Phone Number *	(333) 333-3333	
Phone Number Ext		
Fax Number		
Submit		

#### Exhibit 8-25: Complete Account Screen

After clicking the 'Submit' button, the Authorized Agent will be navigated to the 'Identity Verification' screen (see Exhibit 8-26). **Note:** If the Authorized Agent has already passed identity verification for another role, they will be navigated to the 'CDX Registration: Additional Verification' screen to sign an ESA. For guidance on signing ESAs, please reference **Section 5.2**.



Home About	d States Environmental Protection Ager Recent Announcements	cy Terms and Conditions	FAQ	Help					
	Registration: Additi				Contact Us Logged in as PSP.SUBMITTER (Log out)				
1. Identity Veri	fication 💙 2. Electror	nic Signature Agreemen							
The program you are registering for requires additional proof of identity. Your options are to use LexisNexis®, an independent 3rd-Party electronic identity proofing service or to print and submit a signed form through U.S. Postal Mail to the U.S. Environmental Protection Agency.									
<b>Note</b> : By clicking [Proceed to Verification] you understand the service is voluntary and that you are validating personally identifying information including the last 4 digits of SSN against a 3rd-Party service LexisNexis®, which will return evidence of validation of your personally identifying information back to the U.S. Environmental Protection Agency. The U.S. EPA will not collect or retain sensitive, personally identifying information such as your Social Security Number (SSN); however, EPA will receive evidence of identity validation which may be used to identify you for legal purposes.									
You may <u>sign the</u>	e paper form if you do not	want to use the automati	c verifica	tion proc	ess.				
	refully prior to submittin			-	ification. Please review all personal information listed below, please				
	First Name: Jane Last Name: Doe								
I have reviewe <u>Guidance</u>	I have reviewed the name presented above and I would like to proceed with LexisNexis. <u>Additional LexisNexis Identity Proofing</u> <u>Guidance</u>								
Exit Proceed to Verif									
EPA Home   Privacy a	nd Security Notice Accessibility	CDX Help Desk: 888-89 About CDX   Frequen			for International callers erms and Conditions   Contact Us				

Exhibit 8-26: 'Identity Verification' Screen

The Authorized Agent can either choose LexisNexis as a verification option or they can sign a Paper ESA. For more information about identity verification, refer to **Section 5**.

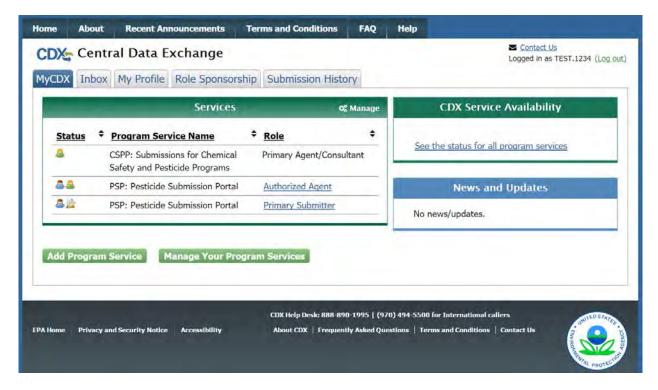
The Authorized Agent will be navigated to the 'MyCDX' tab within CDX after going through identity verification. If the Authorized Agent did not pass LexisNexis, they will see 'PSP: Pesticide Submission Portal' under the 'Program Service Name' column and 'Authorized Agent' under the 'Role' column. The 'Authorized Agent' role in the 'Role' column will be plain text and will not be clickable (see Exhibit 8-27). Once the Authorized Agent's ESA has been processed and approved, the Authorized Agent will be navigated to the 'CDX Registration: Additional Verification' screen to sign an ESA upon logging in to CDX. For guidance on



completing additional verification and signing ESAs, please reference **Section 5.2**. After completion of the additional verification, the 'Authorized Agent' text will become a blue link under the 'Role' column (see Exhibit 8-28).

ome	About		Terms and Conditions	FAQ	Help
CDX,	Cent	tral Data Exchange			Contact Us Logged in as TEST.1234 (Log out
MyCDX	Inbox	My Profile Role Sponsors	hip Submission His	tory	
į	-	Services		o: Manage	CDX Service Availability
Sta	tus ÷	Program Service Name	≑ <u>Role</u>	•	See the status for all program services
-		CSPP: Submissions for Chemical Safety and Pesticide Programs	Primary Agent/Cons	sultant	See the status for an program services
		PSP: Pesticide Submission Portal	Authorized Agent		News and Updates
22	4	PSP: Pesticide Submission Portal	Primary Submitter		No news/updates.
Add F		and Security Notice Accessibility			970) 494-5500 for International callers

Exhibit 8-27: 'MyCDX' Inactive Authorized Agent Role





# 9 Appendix A - Definitions, Acronyms, and Abbreviations

Acronym	Full Name
CDX	Central Data Exchange
EPA	Environmental Protection Agency
PSP	Pesticdie Submission Portal
ID	User identification
OPP	Office of Pestice Programs
ESA	Electronic Signature Agreement
RMAM	Registration Maintenance Account Manager
PII	Personally Identifiable Information
CROMERR	Cross-Media Electronic Reporting Regulation



# CDDC Pesticide Submissions Portal (PSP) User Guide Environmental Protection Agency

**Environmental Protection Agency** 

Office of Pesticide Programs

# CDX

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## 1 Introduction

The United States Environmental Protection Agency (EPA) Office of Pesticide Programs (OPP) developed the Pesticide Submission Portal (PSP) application to allow registrants to electronically submit pesticide application packages to EPA. PSP allows registrants to create and submit packages electronically. Applications for pesticide registration can be submitted, including forms, studies, and draft product labeling. Applicants need not submit multiple electronic copies of any pieces of their applications. In PR Notice 2011-3, EPA made clear that the requirement to submit multiple copies of data is applicable only to paper submissions. Similarly, EPA interprets the requirement to submit five copies of draft labeling in 40 CFR 152.50(e) to apply only to applications made on paper. As electronic submissions are easily reproducible, EPA will accept electronic applications containing one copy of all the required elements.

EPA encourages electronic submissions for the following regulatory actions:

- Product Registration Section 3
  - o New pesticide active ingredients
  - New pesticide products containing already-registered pesticide active ingredients
  - FIFRA 6(a)(2) study submissions
  - Amendments to registered pesticide products.
- Experimental Use Permit Section 5
- Petitions for food tolerance
- Distributor products
- Notifications
- Inert Ingredient Request
- Pre-Application

A package created within PSP consists of all documents and metadata required by EPA to properly process the package. Users may also upload and submit packages created in the e-Submission XML format or the EPA e-Dossier Builder format.

In addition to preparing packages, users may also respond to Data Call-Ins (DCIs). DCI Acknowledgements, 90-Day Responses, and Data Submissions can be submitted through the portal. Both Generic Data Call-Ins (GDCIs) and Product-Specific Data Call-Ins (PDCIs) are supported.

#### 1.1 Purpose

The purpose of this document is to provide instructions on how to use the PSP application. This document provides guidance on how to properly prepare a package for submission to EPA.

After reviewing this document, users will be able to:

• Access the PSP application via the Central Data Exchange (CDX)



- Generate root master record identification numbers (MRIDs)
- Navigate the PSP application and prepare packages for submission
- Upload batch packages in the e-Submission XML format
- Upload and modify packages created with e-Dossier Builder
- Submit packages to EPA for processing
- Respond to DCIs by submitting DCI Acknowledgements, 90-Day Responses, and Data Submissions.



## 2 System Requirements

To use the PSP application the following are required:

- An e-mail account
- A supported web browser with Java Script enabled and pop-up blockers disabled
- Internet access
- CDX username and password

#### 2.1 Supported Browsers

For optimal performance, it is recommended that you use Google Chrome to access the PSP application. However, the following browsers are supported:

- Google Chrome 44 or above
  - Go to the following link to download:

http://www.google.com/chrome

- Internet Explorer 11 (Internet Explorer 10 and below are not supported)
  - 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



## 3 PSP Functionality

This section describes:

- The PSP User Roles
- How to access the PSP application
- How to navigate the PSP 'Home' screen
- How to access the PSP User Guide

#### 3.1 PSP User Roles

Users can access the PSP application as one of two roles - Primary Submitter and Authorized Agent. As a Primary Submitter, you can view all packages and DCIs created for your company, sponsor and maintain Authorized Agent users' access to the PSP application, prepare and submit packages, and respond to DCIs.

As an Authorized Agent, you can only see the packages you created and are unable to sponsor other users' access to the PSP application. Authorized Agents may prepare and submit packages and respond to DCIs.

For more information about user roles and CDX registration, please refer to the 'OPP CDX Pesticide Submission Portal Registration User Guide' below:

https://cdx.epa.gov/content/documents/PSP/OPP\_CDX\_Pesticide\_Submission\_PortalRegistratio n\_UserGuidev1.0p.pdf

#### 3.2 Access PSP Application

To access the CDX 'Home' page, navigate to https://cdx.epa.gov/.

Exhibit 3-1 below shows a screen capture of the 'CDX 'Home' screen.





#### Exhibit 3-1: CDX Home Screen

**Navigation:** Enter a valid User ID and Password into the 'User ID' and 'Password' fields, and click the 'Log In' button.

After logging in, you will be navigated to the 'MyCDX' page. This page lists the program services with which you are associated as well as your status and role(s) for those services. If you are registered for the PSP application, you will see 'PSP: Pesticide Submission Portal' in the services list. 'Primary Submitter' and/or 'Authorized Agent' will appear as a blue link under the 'Role' column as shown in Exhibit 3-2 below.

	Services	_	🕫 Manage
<u>Status</u>	Program Service Name	Role	
8	PSP: Pesticide Submission Portal	Primary Submitter	
8	PSP: Pesticide Submission Portal	Authorized Agent	

Exhibit 3-2: MyCDX Screen and Role Link

**Navigation:** Click a blue role link under the 'Role' column to enter the PSP application as that role.

**Note:** If you are associated with multiple companies, you will have to choose the organization name and company role/pesticide company number for which you are submitting. In this case, dropdown boxes will display upon clicking the 'Role' link. If you are not associated with multiple companies, proceed to the next section.



Exhibit 3-3 below displays the organization name and company role/pesticide company number dropdown boxes that appear when you are associated with multiple companies. The pesticide company number is located next to the role within the 'Program Client ID' dropdown box. In this case, '456' is the pesticide company number.

Program Service	Name * Role *	See the status for all program service
LEXIS: 3rd Party V Application	Application Profile Settings	Sector Sector de program Service
PSP: Pesticide Subi	Organization Name	ews and Updates
PSP: Pesticide Sub	TEST ORG	▼ dates.
	Program Client ID Primary Submitter: 456	
Leevice 1000	<b>Program</b> PSP	
and Security Wokton A	Proceed Cancel	tional callers inditions:    Containt Us.

Exhibit 3-3: Choosing the Organization Name and Company Role/Pesticide Company Number

**Navigation:** Choose the organization name, company role/number, and then click the 'Proceed' button to enter the PSP application. After clicking 'Proceed,' you will be navigated to the PSP 'Home' screen.

#### 3.3 PSP 'Home' Screen

The PSP 'Home' screen, shown in Exhibit 3-4, is the first screen within the PSP application. It provides you with links and tabs to access various screens within the application. To navigate to any of these screens, click the blue screen link or the screen tab located within the application header. The links and tabs provide the same functionality.

Your name, company, and role are displayed as a link in the application header. Clicking this link will log you out of both the PSP application and CDX. 'CDX Links' are displayed in the application footer. Clicking this link will display a list of CDX resources to which you may navigate. The CDX Helpdesk number is displayed next to 'CDX Links.'

The PSP 'Home' Screen contains the following links:

- **'Create New Package'** Clicking this link will navigate you to the 'Create Passphrase' screen. After creating a passphrase for your package, you will be navigated to the 'Package Info' screen where you can begin the package creation process. For more information about creating packages, refer to **Section 5**.
- 'Continue Saved Packages' Clicking this link will navigate you to the 'Continue Saved Packages' screen. This screen lists in-progress packages with the 'Awaiting User Completion' status. For more information about continuing saved packages, refer to Section 7.



- **'Package Status'** Clicking this link will navigate you to the 'Package Status' page. This screen lists packages submitted to EPA. For more information about checking a package's status, refer to **Section 10**.
- 'Upload XML e-Submission Packages' Clicking this link will navigate you to the 'Upload XML e-Submission Packages' screen. This screen allows you to upload and submit a package created using your company's IT systems in the e-Submission XML format. This page accepts zip files that contain an e-Submission XML and is meant for single application submissions. For more information about uploading XML e-Submission packages, refer to Section 6.1.
- 'Upload e-Dossier Builder Packages' Clicking this link will navigate you to the 'Upload a Package Created by e-Dossier Builder' screen. This screen allows you to upload and modify a package created using e-Dossier Builder. For more information about uploading e-Dossier Builder Packages, refer to Section 6.2.
- 'Data Call-In' Clicking this link will navigate you to the 'DCI List' screen. This screen allows you to submit DCIs and check their statuses.
- 'Generate Root MRIDs' Clicking this link will navigate you to the 'Generate Root MRIDs' screen where you can generate root MRIDs for use in study documents. A valid MRID is required for each 'Study' document type in a package. For more information about generating root MRIDs, refer to Section 4.

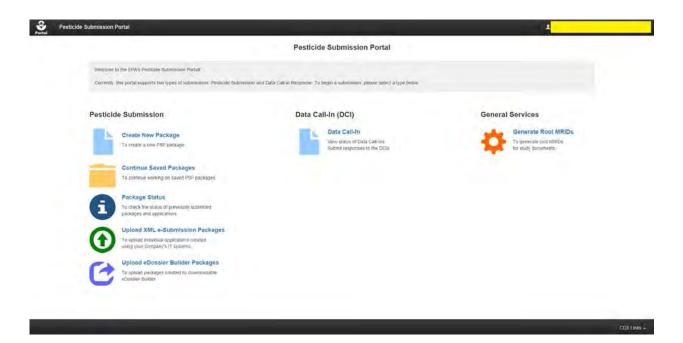


Exhibit 3-4: PSP Home Screen



#### 3.4 Access the PSP User Guide

Users can access this user guide at any time within PSP's various screens. To access the user guide, click the 'Help' tab in the application header and click the 'Pesticide Submissions Portal User Guide' link. Exhibit 3-5 below displays a screen capture of the location of the user guide link within the 'Generate Root MRIDs' screen.



Exhibit 3-5: PSP User Guide Link



## 4 Generate Root MRIDs

EPA uses MRIDs to track and manage information submitted to the pesticide program. An MRID is a unique, eight-digit number assigned to each study submitted to EPA. The first six digits are referred to as the root MRID. To submit a package through the PSP application that will include a study, you must use a root MRID that was previously provided or generate a new root MRID through the PSP application.

When using MRIDs please keep the following in mind:

- The first MRID always ends in '00' and must be assigned to the transmittal document that describes the purpose of the submission and lists all of the included studies by title and MRID.
- MRIDs ending in '01' through '99' are available for assignment to supporting studies.
- If a submission includes more than 99 studies, you will need more than one root MRID.
- List studies on the transmittal document in MRID order without any breaks in sequence.
- Do not use MRIDs from the same root MRID for different submissions.
- Print the MRID ending in '00" on the upper right corner of page one of the transmittal document.
- Print each study's MRID on the upper right corner of the title page (page one).

You can access the 'Generate Root MRIDs' screen by clicking the 'Generate Root MRIDs' link on the PSP 'Home' screen or by clicking the 'Generate Root MRIDs' tab in the application header.

After clicking the 'Generate Root MRIDs' link, you will be navigated to the 'Generate Root MRIDs' screen. A text box labeled 'Number of Root MRIDs' will be displayed. Enter the necessary number of Root MRIDs and click the 'Generate Root MRIDs' button. Each root MRID can be used by up to ninety-nine (99) study documents in a single application.

Exhibit 4-1 below displays a screen capture of the 'Generate Root MRIDs' screen.

#### **Generate Root MRIDs**

Enter the number of root MRIDs you need below, then click "Generate Root MRIDs". Each root MRID can be used by up to 99 study documents. Each application must have its own root MRID.



#### Exhibit 4-1: Generate Root MRIDs

**Navigation:** Enter the amount of necessary Root MRIDs and click the 'Generate Root MRIDs' button; a pop-up will display as the root MRIDs are generated. After system processing, the newly generated root MRIDs are displayed on screen. Record these root MRIDs, as you will need them later during the package creation process. The system will also send an email to the



email account associated with your CDX account containing the generated root MRIDs. You can press the 'Reset' button to clear this screen of entries and generate additional root MRIDs.

Exhibit 4-2 below displays the root MRID generation results. Exhibit 4-3 below displays the MRID results email that is sent to the user.

#### Generate Root MRIDs

Enter the number of root MRIDs you need below, then click "Generate Root MRIDs". Each root MRID can be used by up to 99 study documents. Each application must have its own root MRID.

* Number of Root MRIDs	2		
The following root MRIDs were generate	d. Click 'Re	set' to generate additional root MRIDs, or 'Ba	ck' to return to the Home screen.
333049			
333050			
Reset Back			
	Exhibit	I-2: Generate Root MRIDs - Re	sults
helpdesk@epacdx.net CDX PSP Generate Root MRIDs Result	5		
The following root MRIDs have been generated.			
Company Name: TEST ORG Company Number: 456			
<ul><li>333049</li><li>333050</li></ul>			
If you have questions concerning this message, you email at <u>helpdesk@epacdx.net</u> or by calling the CDJ toll free telephone support on (888) 890-1995 betwe am to 6:00 pm EST/EDT. For International callers, t at (970) 494-5500.	X Technical Su en Monday thr	port Staff through our ugh Friday from 8:00	
CDX Homepage https://cdx.cpa.gov			
United States Environmental Protection Agency - C	entral Data Exc	lange	

Exhibit 4-3: Example Root MRIDs Email



# 5 Prepare a Package for Submission Using PSP

This section describes the process to prepare a package for submission using the PSP application. If you plan to include study documents in your package, please refer to **Section 4** for instructions on how to generate Root MRIDs.

#### 5.1 Create Package

You can begin the package creation process by clicking the 'Create New Package' link on the 'Home' page. You can return to the PSP 'Home' screen at any time by clicking the 'Portal' link at the top left of the screen.

Pesticide Sub Pesticide Submission Portal n, please select a type below Pesticide Submission Data Call-In (DCI) **General Services** Data Call-In Generate Root MRIDs Create New Package view status of Data Cas-ins Submit responses to the DOs To generate root MRIDs to study documents tinue Saved Packages To continue working on saved PSP package Package Status eck the status of pre ages and application Upload XML e-Submission Packages o upload individual applications created sing your company's 17 systems Ipload eDossier Builder Packages pload packages created by down

Exhibit 5-1 below displays this option on the PSP 'Home' screen.

Exhibit 5-1: Create New Package Option

**Navigation:** Click the 'Create New Package' link to navigate to the 'Create Passphrase' screen and create a package.

#### 5.2 Create Passphrase

A passphrase protects your package from unauthorized disclosure while it is being prepared and encrypts your package at both rest and submission. To associate a passphrase with a submission, enter a passphrase that is at least 8 characters long. To protect your package, your passphrase should contain a combination of letters and numbers. The passphrase you create may include spaces, but should <u>**not**</u> contain special characters (for example, +, and \*). You can associate the same passphrase with multiple submissions.

You are responsible for remembering the passphrase and distributing it to only authorized persons for the package.

CDX Links a



**Important:** If you forget the passphrase, you will be unable to access the package. If you lose or forget the passphrase, you must create a new package and passphrase. For security reasons, the system administrator does not have access to the passphrase and will not be able to retrieve it or reset it to a new one. Exhibit 5-2 below displays a screen capture of the 'Create Passphrase' screen.

Portel	Packages •	Sach Uphaas + Help + L	CHEMICALS (Primary Submitter)
		Create Passphrase	
		Please create a paraphilase that is a lead 8 characters in length and does tool exceed 20 characters. To protect your account your paraphilase shauld contain a combination of letters and numbers. The paraphilase you challe may include that is of based but contain special characters (for example + 7 and 1) You can associate the same paraphilase with maters submissions.	ida
		Your passphrase will be used as an encryption key to protect the contents of your data. Your data cannot be accessed without this passphrase. As a Primary Submitter, you are responsible for remembering your passphrase and doctor it to only authorized Submitters)	ting .
		Or your can click "Cancet" to return to Home plage	
		New Passphrase	
		Cancis J Hent	
		Do Not Forgot Your Passphrase! Por security reasons, the system administrator does not have access to your passphrase and cannot retrieve it of reset it to a new meil. If you have forgotien your passphrase, you must create a new submostor.	
			-CDX Links +

Exhibit 5-2: Create Passphrase Screen

**Navigation:** Create a passphrase and click the 'Next' button to navigate to the 'Package Info' screen.

#### 5.3 Navigation Tree

The navigation tree is located on the left side of each screen. The bottom portion of the navigation tree contains tips (contextually based on the current screen) to guide you through the package creation process. You can perform the following functions using the navigation tree:

- **Collapse and Expand folders:** Each section of the package falls under a collapsible folder within the navigation tree, which allows you to save space or easily view items in the navigation tree. When a folder is expanded, you can click the folder title link to collapse that section of the navigation tree. When a folder is collapsed, you can click the folder title link to expand that section of the navigation tree.
- Navigate between screens: You can use the navigation tree to navigate between the various screens within the PSP application. You can click the screen title link to navigate to the selected screen. Important: You are required to save all information entered on a particular screen before navigating to the next screen or all entered information will be lost. A prompt will appear after you click a link in the navigation tree indicating, 'Are you sure you want to leave the current page? Any unsaved changes will be lost.' If you click the 'OK' button, you will be taken to the requested screen without saving any of the data in the previous screen. If



you click the 'Cancel' button, the prompt will close and you will not be taken to the requested screen.

The navigation tree on the left side of the screen will update once applications have been added to your package. The application name within the navigation tree can be clicked to hide or unhide the associated application.

Exhibit 5-3 below displays the navigation tree.

Packages + Balth Uploads +	нар •					1	JOHNSON CHEMICALS (Primary Submitter)
EP-45095     Pockage info     Pockage info     Application (s): 3     EUR-New-400001     Application Info     Application     Application     Application     Application In	Prease entrie Policize motivation in the rests provi       00001     - Package motivation in the rests provi       00001     - Package motivation in the rests provi       00 Documents     - Package motivation in the rests provi       00 Documents     - Package motivation in the rests provi       00 Documents     - Package motivation in the rests provi       00 Documents     - Package motivation in the rests provi       00 Documents     - Package motivation in the rests provi       01 Documents     - Package motivation in the rests provi       02-00001     - Package motivation in the rests provi						
Sec3-5(a)(2)-000001 Application inda Application Documents	is this PRIA Company Name		f this submission is subject to PRIA) CHELNICALS				
	Application Name		Regulatory Type	*	Аррискою Туре		v Action(s)
	CUP-New DODOD1		Experimental Use Permit Section 5		New		*
	Iner(Reg-Arrend-000001		Inert Ingredient Request		Amendment		*
	Secs-6(4)(2)-000001		Product Registration - Section 3		6(8)(2) Data		
	To est an	existing applic	s, please click the "Add Application" button and aldon, please click the "Application Name" link a				
Click the 'Add Application' button and click	h mi ing takeni Resush						
each regulatory application type to add frem to your package. After specifying the	Fire Application						
number and types of applications, press	Fipbus Registrater - S	E Marce					
number and types of applications, press the 'Salve' button to salve your changes helds with a red asterisk are required	in Interaction Particip						
0.							
Man management of the state of the state							american -

**Exhibit 5-3: Navigation Tree** 

### 5.4 Application Footer

The application footer is located at the bottom of each screen. You can perform the following functions using the application footer:

The following exhibits, Exhibit 5-4, Exhibit 5-5, Exhibit 5-6, and Exhibit 5-7 show the different screen captures for the application footer:

• Save: You can click the 'Save' icon at any stage of completing a package. After you click the 'Save' icon, the data entered on the screen will save. The 'Save' function does not validate any data entered.



Exhibit 5-4: Application Footer – Save

• **Preview:** You can click the 'Preview' icon at any stage of completing a package to preview the submission. After you click the 'Preview' icon, a pop-up will display a PDF representation of the package.



Exhibit 5-5: Application Footer – Preview

• Validate: You can click the 'Validate' icon at any stage of completing a package to check for certain types of errors in a submission. A validation pop-up window generates when you click the 'Validate' icon. The pop-up window displays a report of all validation errors relating to a failed validation. Please refer to **Section 8** if you need guidance about the validation process.

H Save	Preview	🗸 Validate	C Submit

Exhibit 5-6: Application Footer – Validate

• Submit: You can click the 'Submit' icon to submit the package after you have completed all required sections. After you click the 'Submit' icon and press 'OK' in the pop-up window that generates, you will be brought to the 'Submitter Information' screen. Refer to Section 9 for guidance on the submission process.

H Save	Preview	🗸 Validate	Ċ Submit

Exhibit 5-7: Application Footer – Submit

• Help Links: You can click any of the Help links, located within the 'CDX Links' dropdown at the bottom of each screen, at any stage of completing a package.

If you click the 'CDX Homepage' link, you will be taken to the CDX Homepage at:

• <u>http://www.epa.gov/cdx/</u>

If you click the 'MyCDX Homepage' link, you will be taken to the CDX Login at:

• <u>https://dev.epacdx.net/CDX/MyCDX</u>

If you click the 'EPA Homepage' link, you will be taken to the EPA Homepage at:

• <u>http://www.epa.gov/</u>

If you click the 'Terms and Conditions' link, you will be taken to the CDX Terms and Conditions screen at:

• <u>https://cdx.epa.gov/Terms</u>



If you click the 'Privacy Notice' link, you will be taken to the CDX Privacy and Security Notice screen at:

• https://cdx.epa.gov/privacy.asp

Exhibit 5-8 below shows the screen capture of the application footer 'Help' links:



Exhibit 5-8: Application Footer – Help Links

### 5.5 'Package Info' Screen

The 'Package Info' screen (see Exhibit 5-9) allows you to record information about your package as well as add applications to your package. The navigation tree on the left side of the screen will populate as applications are added to your package. You can click any link in the navigation tree to navigate to that portion of your package. All fields marked with a red asterisk are required. The following fields are displayed on the 'Package Info' screen:

- Package Name: Enter a name for the package. This is a required field.
- Description: Enter a description for the package. This is an optional field.
- Is this PRIA: Designate if the package is subject to Pesticide Registration Improvement Extension Act (PRIA) fees. This is an optional field.
- **Company Name:** The name of the company for which you are submitting. This field is not editable and is pulled from CDX.

To add applications to your package, click the 'Add Application' button and then click the check box next to one or more of the regulatory types listed below:

- Distributor Product
- Experimental Use Permit Section 5
- Inert Ingredient Request
- Pre-Application
- Product Registration Section 3
- Tolerance Petition

Clicking a Regulatory Type check box will reveal its associated Application Type(s). You can click the checkbox next to an Application Type to select it. Multiple Regulatory and Application types can be selected on this screen. After clicking an application check box, you will be able to designate how many applications of that type will be included in your package.

**Important:** The Distributor Product regulatory type follows a different workflow than the other regulatory types. The selection of different application types for Distributor Products takes place on the 'Application Info' screen. Please see **Section 6** for guidance on preparing Distributor Product applications.

Pertel Packages - Batch Uploads -	Help -			1	JOHNSON CHEMICALS	(Premary Submitte
EP-40099     Package Info     Package Documents	Please enter Package Information in the	CH LAN	Package Info			
Application(s): 3     EUP-New-000001     Application Info     Application Info     Application Documents     InertReq-Amend-000001     Application Documents     See 34(a)(2):00001     Application Documents     Application Documents	- Package Name Description Is this PRIA	Check if this submission is subject to PRIA) NSON CHEMICALS				
	Application Name	Regulatory Type		Application Type		Action(s)
	EUP New-000001	Experimental Use Permit - Section	5	New		*
	InertReg Amend-000001	Inert Ingredient Request		Amendment		*
	Sec 3.6(a)(2)-000001	Product Registration - Section 3		fi(a)(2) Data		*
		vapplication, please click the 'Add Application eting application, please click the 'Application		1		
Click the Add Application button and click	Detronior Product					
each regulatory/application type to add them to your package. After specifying the	Experimental Ose Perind-	Section 5				
number and types of applications, press	went lingrodient filebuest					
the Save' button to save your changes. Fields with a red asterisk are reduited	Fre-Auplousers					
0	Endact Registration Sect					
H Save @ Preview  Validate @ Submit						COX Links -

Exhibit 5-9 below displays a screen capture of the 'Package Info' screen.

### Exhibit 5-9: Package Info Screen

**Navigation:** Fill out all necessary fields on the 'Package Info' screen. Click the 'Add Application' button.



Exhibit 5-10 below displays the process of adding and saving applications to your package.

Experimental Use Permi	t - Section 5	
New New	1	
Amendment	1	
Inert Ingredient Request		
New		
Amendment		
€ (a)(2) Data	1	
Pre-Application		
	1	

### Exhibit 5-10: Choose and Save Applications

**Navigation:** Select Regulatory type(s) and Application Type(s). After selecting an Application Type, enter the number of that type of application that will be in your package and click the 'Save' button.



Exhibit 5-11 below displays a screen capture of the completed 'Package Info' screen.

Packages - Batch Uploads - He	10 -		1	JOHNSON CHEMICALS (Primary Submit
EP-45099     Package into     Package Into     Package Documents     Application(s): 3     EU-Pakew-000011	Description			
Explication Info     Application Info     Application Info     Application Info     Application Info     Application Info     Application Documents		(Check if this submission is subject to PRIA) INSON CHEMICALS		
+ _ Sec3-6(a)(2)-000001	Application Name	Regulatory Type	Application Type	<ul> <li>Action(s)</li> </ul>
- Application info	EUP-New-000001	Experimental Use Permit - Section 5	New	*
Application Documents	InerReg-Amerid-000001	inert ingredient Request	Amendment	
	Sec3-6(a)(2)-000001	Product Registration - Section 3	6(a)(2) Data	*
		w application, please click the 'Add Application' roting application, please click the 'Application'		
	0. Inertingrenietet fühguest			
	this Approximit			
lick the 'Add Application' button and click	Throadingt Registration - Sec	00 g R.		
Ack the VAID Application button and clex which regulationypolication type to add mem to your package. After specifying the umber and types of Amplications, press. In: Stave' buttom to save you'r changes. Iedds with a red asternik are required.	Transmise Palmon			
H Save @ Preview ✔ Validate C Submit				CDX Links -

Exhibit 5-11: Completed Package Info Screen

**Navigation:** After saving the applications to your package, a table will appear on screen displaying the 'Application Name,' 'Regulatory Type,' 'Application Type,' and 'Action(s)' columns. You can delete applications from your package by clicking the red 'x' icon in the 'Actions' column. You will have to confirm deletion via a pop-up window before the application will be deleted. Clicking the blue link under the 'Application Name' column will take you to the 'Application Info' screen for that application. The application names default to a placeholder name that you may change on their respective 'Application Info' screen. You can add more applications by clicking the 'Add Application' button. After entering all requisite information on the 'Package Info' screen and adding all applications, click the 'Next' button to navigate to the 'Documents for the Package' screen.

### 5.6 'Documents for the Package' Screen

The 'Documents for the Package' screen (see Exhibit 5-12) allows you to upload and attach package-level documents to your package. You will also be able to associate information with each uploaded document by filling out the requisite fields. Several validation rules are in place for this screen to ensure data quality and prevent errors.

Click the 'Add' button to enter information and upload documents. After clicking the 'Add' button, the fields become editable. Fill out all necessary fields and click the 'Browse...' button to select and upload a document. Click the 'Save' button to save your changes.

**Important:** At least one package-level document is required. Document file names should not exceed 255 characters. Examples of package-level documents include:



- Submission Cover Letters
- Transmittal Documents
- Payment Receipts

The following fields are displayed on the 'Document for the Package' screen:

- Package Name: The name given to a package. This field is not editable.
- **Document Type:** Select the document type for the uploaded file. This is a required field.
- **Document Upload:** Click the 'Browse...' button and select a file to upload. Empty files, duplicate file names, and .exe files are not allowed into the system. Document file names should not exceed 255 characters. This is a required field.
- **Document Date:** Specify a date, such as the creation date, to link to a document. This is an optional field.
- **Document Group:** Enter a group to which the document is related. This is an optional field.
- Admin Number: Enter the Admin Number, Registration Number, or special local need (SLN) number. Please refer to Appendix B Admin Number for more information about admin numbers.
- **Contains CBI?:** Indicate whether the document contains confidential business information (CBI). This is a required field. For document types that should not include CBI, a read-only text will display the following, "Please do not include CBI in the upload for this document type."
- Comment: Add comments to the document being submitted. This is an optional field.
- **Document Title** Only visible when the 'Other' Document Type is selected. Enter a title for the document. This is an optional field.

Exhibit 5-12 below displays a screen capture of the 'Documents for the Package' screen.



Packages + Batch Uploads +	Holp +				JOHNSO	N CHEMICALS (Primary Submitter)
Package Info		D	ocuments for the Packag	ge		
Package Documents     Application(s): 3	Please submit package-level Document(s) in the folk	awing Selds				
EUP-New-000001	Document Type	File Name	Document Date	CBI	Admin No.	Action(s)
Application Documents	No entries have been added					
- InertReg-Amend-000001						
Application Info Application Documents Sec3-6(a)(2)-000001	To add a new package-level Docum To edd an existing package-level Do		in the above list			
Application Info	Package Name	Test				
	Document Type	Please select a document by	e -			
	Document Upload	Browse_				
	Document Date					
	Document Group					
	bocument orbup					
	Admin Number					
	Comment					
Click the 'Add' button to upload documents and enter data about the uploaded documents, Click 'Save' to save your						
changes, and the added documents will be displayed in the table at the top of the screen.	Previous Next					

Exhibit 5-12: Documents for the Package Screen

**Navigation:** Click the 'Add' button to upload a document and enter all required information. Click the 'Save' button after entering all requisite information. After clicking 'Save,' the uploaded document is displayed in a table at the top of the screen.

Exhibit 5-13 below displays the table that appears on the 'Documents for the Package' screen once documents are added.

# **Documents for the Package**

Please submit package-level Document(s) in the following fields.

Document Type	File Name	Document Date	CBI	Admin No.	Actions
Doc B- Task Force Information	test1.txt		Y		X
Doc C-Labels and Leaflets	test2.txt	08/10/2015	Y		X
Doc D- Uses	test3.txt		Ŷ		X



To add a new package-level Document, please click the 'Add' button.

To edit an existing package-level Document, please click the "Doc Type" in the above list.

### Exhibit 5-13: Documents for the Package Table

**Navigation:** You can remove uploaded documents by clicking the red 'x' icon in the 'Actions' column of this table. To edit the details of a document, click the blue link in the 'Document Type' column. You can add as many documents as needed by clicking the 'Add' button again.

After uploading all necessary documents, click the 'Next' button to navigate to the 'Application Info' screen for the first application in your package.

### 5.7 Application Info Screen

The 'Application Info' screen (see Exhibit 5-14) allows you to enter information about an application included in your package. The fields on this screen are generated based on the application type selected on the 'Package Info' screen. Not all fields will be shown for each Application Type and Regulatory Type combination.

The following fields are displayed on the 'Application Info' screen:

- **Application Name:** Enter the name for the application. The system will assign a default name if no name is specified. This is a required field.
- **Initial Submission:** Select whether the application is an initial submission. This is a required field.
- **Description:** Enter a description for the application. The copy icon next to the 'Description' field allows you to copy the package description text that was entered on the 'Package Info' screen. This is an optional field.



- Admin Number: Enter the Admin Number, Registration Number, or SLN number. This is a required field. Please refer to Appendix B Admin Number for more information about Admin Number.
- **Regulatory Type:** The Regulatory Type of the application. This field is not editable.
- Application Type: The Application Type of the application. This field is not editable.
- **Product Name:** Enter the name of the product. This is a required field.
- Ingredient Name: Enter the name of the ingredient. This is a required field.
- **Parent Section 3 No.**: Enter the Parent Section 3 Registration Number associated with Me-Too, SLN, Distributor Product, or another type of registration. This is a required field.
- **Product/Risk Manager:** Select the risk manager for the selected Regulatory Type and Application Type combination. The 'Product/Risk Manager' dropdown is populated based on the chosen application and regulatory type. This is a required field.
- **Me-Too Indicator:** Enter a "final" Me-Too Indicator for particular Regulatory Type Application Type combinations. This is a required field.
- **Petition Type:** Enter a final Petition Type for a particular Regulatory Type Application Type combination. This is a required field.
- **Fast Track:** Enter a "final" Fast Track Indicator for particular Regulatory Type Application Type combinations. This is a required field.
- Remarks: Provide questions, notes, or other remarks. This field is optional.
- Mark for Review: The 'Mark for Review' check box allows you to mark a page so that it can be returned to at a later time. Clicking this check box highlights the screen in red within the navigation tree and you will have to uncheck this option before you can pass validation of the package. This field is optional.

Exhibit 5-14 below displays a screen capture of the 'Application Info' screen.



Packages - Balch Uploads -	Help +			- 4	JOHNSON CHEMICALS (Primary Submitter)
Package info			Application Info		
Package Documents     Application(s): 3     EUP-New-00001     Application Documenta     Application Documenta     MerrReq.Amend-000001     Application Into	Please enter Application Informatio - Application Name Description	n in the Beads below EUP: New 000001		C	
Seză-sia)(2)-060001 Application Toicuments Application Toicuments	Regulatory Type Application Type Initial Submission? ProductRisk Mansger Remarks	Experimental Use Permit - Section 5 New Yes No Please select a Product/Enk Manager			
Dick the 'Copy Description' con next to the Description fact box to copy the description text may use entered for the package description. The 'Froout/Risk Manuger' box is dynamically generated based on the chosen policitation regulatory type	Mark for Review	*			

Exhibit 5-14: Application Info Screen

**Navigation:** After entering all required information, press the 'Next' button to navigate to the 'Documents for the Application' screen for the associated application.

### 5.8 Documents for the Application Screen

The 'Documents for the Application' screen (see Exhibit 5-15) allows you to upload and attach documents to an application within a package. You will also be able to associate information with each uploaded document by filling out the requisite fields. Fields are displayed based on the chosen document type and sub-type. Not all fields will be shown for each document type and sub-type combination.

**Important:** At least one application-level document is required for each application. Document file names should not exceed 255 characters. Examples of application-level documents include:

- Forms
- Labels
- Studies

**Important:** If you would like to add a study document to an application, proceed to **Section 5.8.1** below and return to this section. Once you have filled out the information for all of your applications, proceed to **Section 9**.

The following fields are displayed on the 'Documents for the Application' screen:



- Package Name: The name given to the package. This field is not editable.
- Application Name: The name given to the application. This field is not editable.
- Document Type: Select the document type for the uploaded file. This is a required field.
- **Document Sub-Type:** Select the document sub-type for the uploaded file. Available sub-types are based on the document type chosen. This is a required field.
- **Document Upload:** Click the 'Browse...' button and select a file to upload. Empty files, duplicate file names, and .exe files are not allowed into the system. Document file names should not exceed 255 characters. This is a required field.
- Document Title: Enter the title of the document. This is an optional field.
- **Document Author:** Enter the name of the person who generated the contents of the document. If there are multiple authors, use commas to separate the names. This is an optional field.
- **Document Date:** Enter a date, such as the creation date, to be linked to the document. This can be either a required or optional field based on the document type and document sub-type.
- **Document Group:** Enter the document group to which the document is related. This is an optional field.
- **Contains CBI?:** Indicate whether the document contains CBI. This is a required field. For document types that should not include CBI, a read-only text will display the following, "Please do not include CBI in the upload for this document type."
- Page Count: Enter the number of pages in a study. This is a required field.
- **Doc MRID:** A MRID Number associated with a particular application cannot be reused with any other application or packages. Please refer to **Section 4** for information about how to generate root MRIDs. A basic validation, ensuring that the MRID is an eight-digit number, is performed on this field. The MRID is also validated against the backend at submission. This is a required field for study documents.
- Lab Report Number: Enter the internal identification number for a study used by the lab that produced the study. This is an optional field.
- **Guideline Number:** Enter the "Guideline Number" associated with a study. This is an optional field.
- Comment: Enter comments about the document. This is an optional field.

Exhibit 5-15 below displays a screen capture of the 'Documents for the Application' screen.



Packages + Batch Upidads + rel	Help -				1	OHNSON CHEMICALS (Primary Saumi
Package Info Package Documents Application(s): 3	Please submit application level Document(s) in the folio		ents for the Application			
EUP-New-000001	Document Type	File Name	Document Date	CBI	MRID	Action(s)
Application Inc. Application Documents InertReq-Amend-000001 Application Info	No emiries have been added.					
Application mod Sec3-6(a)(2)-000001 Application Info	Add To add a new application-level Docume To edit an existing application-level Doc	nt please click the 'Add' button sment, please click line "Doc Type" in the above is	a.			
Application Documenta	Package Nam	e Test				
	Application Nam	EUP-New-000001				
	- Document Typ	Please selection tem				
	Document Sub-Typ	e Please select an item		0		
	Document Uploa	d Browse				
	Document Da					
	Document Grou	p				
	Comme	11.				
the 'Add' builton to upload documents- mar bata about the uploaded nents. Click: 'save' to save your						
es. Offerent fields via display based on osien document lype and sob type	Mark for Review					

#### Exhibit 5-15: Documents for the Application Screen

**Navigation:** Click the 'Add' button to enter information and upload documents. After clicking the 'Add' button, the fields become editable. Different fields will display based upon the chosen document type and sub-type. Fill out all necessary fields and click the 'Browse...' button to select and upload a document. Click the 'Save' button to save your changes.

Exhibit 5-16 below displays a screen capture of the 'Documents for the Application' table.



Document Type	File Name	Document Date	CBI	MRID	Actions
Doc B- Task Force Information	testzip.zip		Y		C×.
Other	test4.txt	08/11/2015	Y		C×.
Doc E- MRLs	test-ok.zip		Ŷ		C ×

### Exhibit 5-16: Documents for the Application Table

**Navigation:** After clicking the 'Save' button, the uploaded document is displayed in a table at the top of the screen. As with the 'Package Info' screen, you can click the red 'x' icon in the 'Actions' column of this table to remove any uploaded documents. You can also click the blue link in the 'Document Type' column to edit the details of that document. You can add as many documents as needed by clicking the 'Add' button again.



Exhibit 5-17 below displays the 'Next' button, which allows the user to proceed to the next 'Application Info' Screen.

Package Name	test		
Application Name	DistPro-New-000001		
* Document Type	Please select an item	•	
* Document Sub-Type	Please select an item	*	
* Document Upload	Browse		
Document Date		Ħ	
Document Group			
+ Contains CBI?	Yes No		
Comment			

#### Exhibit 5-17: Proceeding to the Next Application Info Screen

**Navigation:** After uploading all the necessary documents, click the 'Next' button to navigate to the 'Application Info' screen for the next application in your package. If there are no subsequent applications to edit, the button will read 'Submit.' Proceed to **Section 9** if you see a 'Submit' button.

**Note:** You will have to progress through the 'Application Info' and 'Documents for the Application' screen for each application in your package. You should not start the submission process until you have filled out the information for all of your applications.



### 5.8.1 Adding a Study Document on the Documents for the Application Screen

If you would like to add a study document to an application, navigate to that application by clicking its 'Application Documents' link within the navigation tree. Click the 'Add' button and enter data into all the requisite fields. Choosing the 'Study' document type will display the 'Doc MRID' field. You will need a six-digit root MRID for each application in your package. If you need guidance on generating a root MRID, please refer to **Section 4** at the beginning of this document.

Note:

- A root MRID can only be used in a single application. Documents within different applications cannot use the same root MRID.
- Eight-digit MRIDs must be unique for all 'Study' sub-type documents in a package. 'Study Profile' and 'Supplemental Study Data' sub-type documents can share the same eight-digit MRID and should carry the MRID of the parent study.

When entering a MRID, enter the six-digit root followed by a two-digit sequential number for each document uploaded. For example, when adding the first study document, you would append the digits '01' to the root MRID 333049. For the next study document (assuming that the document sub-type is 'Study') you would append '02' to the 333049 root MRID. As such, the first document would have a MRID of 33304901, and the second document would have a MRID of 33304902.

Exhibit 5-18 below displays study documents that have been saved to an application.

# **Documents for the Application**

Please submit application-level Document(s) in the following fields.

Document Type	File Name	Document Date	CBI	MRID	Actions
Study	test4.txt	08/10/2015	Y	33304903	C×.
Study	Test3.txt	08/11/2015	Y	33304901	<b>₫</b> ×
Study	Test2.txt	08/11/2015	Y	33304902	C×.

### Exhibit 5-18: 'Documents for the Application' Table



### 6 Distributor Product Applications

This section describes how to prepare the five types of Distributor Product applications that PSP supports. The five types of Distributor Product applications are as follows:

- New Distributor Product
- Add Alternate Distributor Name to an Existing Distributor Product
- Cancel a Single Distributor Product (Including All Distributor Product Names for This Product)
- Cancel a Single Distributor Product Name
- Reinstate a Cancelled Distributor Product

### 6.1 Adding Distributor Products to Your Package

To add Distributor Products to your package, navigate to the 'Package Info' screen. Once on the 'Package Info' screen, click the 'Add Application' button. Click the check box next to the 'Distributor Product' Regulatory Type. Enter the number of Distributor Product Applications you will require and press the 'Save' button. Once saved, the Distributor Product will appear in a table on the 'Package Info' screen. The application will also appear in the navigation tree.

Exhibit 6-1 below displays adding a Distributor Product Regulatory Type to a package.

Distributor Product	1	
Experimental Use Permit - Se	ection 5	
Inert Ingredient Request		
Pre-Application		
Product Registration - Section	n 3	
Tolerance Petition		

### Exhibit 6-1: Adding a Distributor Product to a Package

**Navigation:** Select the check box next to 'Distributor Product' and indicate the required number of applications in the text box. Click the 'Save' button once finished. Navigate to the 'Application Info' screen for your Distributor Product via the navigation tree.



Once on the 'Application Info' screen for your Distributor Product, you will see the following fields:

- **Regulatory Type:** The regulatory type of the application. This field is not editable.
- **Basic Product Registration No:** The Basic Product Registration Number of the Distributor Product. It is also known as the Parent Section 3 Number. This field is required.
- **Distributor Company Number:** The company number of the Distributor. This field is required.
- **Application Type:** The type of application. There are five potential Distributor Product application types. This field is required.

Fields will dynamically change based on the chosen Distributor Product application type.

Exhibit 6-2 below displays the initial Distributor Product 'Application Info' screen before any applications are chosen.

Packages + Balch Uplands +	Help -			4	JOHNSON CHEMICALS (Primary Submitter)
Portel     Package Into     Package Documents     Application(s):1     Application Into     Application Documents	Piease select an Application Type Regulatory Type - Basic Product Registration No - Distributor Company Number	n The drop-down list below. Distributor Product	Application Info		
	<ul> <li>Application Type</li> </ul>	Picake selection application type .			
After intering the required information, select on application type in the Application Type' forg down. Once a type is selected, a list of Distributor Product Names referenced from OPP will be displayed. Once the lat's generalist, you can press the Reset builten to change the					
M Save @ Preview Vieldate & Submit					COX Links +

### Exhibit 6-2: Initial Distributor Product Application Info Screen

**Navigation:** Enter all required information and choose a Distributor Product application type. Once all information is entered and a Distributor Product type is chosen, the screen will darken and a spinning status wheel will appear. The system will generate and display a list of active and inactive Distributor Product names based on the entered information and application type.

**Note:** The system will validate your current company number with the entered 'Basic Product Registration No' to ensure that you are accessing PSP with the correct submitting organization.

**Note:** A list of Distributor Product names will be generated for all Distributor Product application types except for 'New' Distributor Products.

### 6.1.1 New Distributor Products

After entering the 'Basic Product Registration No' and 'Distributor Company Number' on the 'Application Info' screen, choose the 'New Distributor Product' option from the 'Application Type' dropdown.

Once the 'New Distributor Product' option is chosen, additional fields will appear on screen. The additional fields are as follows:

- **Application Name:** The name of the application. You can change the name of the application for easier identification. A default name will be generated by the system. This field is required.
- Distributor Product Name: The name of the Distributor Product. This field is required.
- **Description:** Description of the application. This field is optional.
- **Remarks:** Allows the user to provide questions, notes, or other remarks. This field is optional.

Exhibit 6-3 below displays a screen capture of the 'Application Info' screen for the 'New Distributor Product' application type.

Packages • Batch Uploads •	Help +			1	TEST ORG (Primary Submitter)
Pacage // Application for Application Bocuments     Application Bocuments     Application Bocuments	Please enter Application Informatic Regulatory Type - Basic Product Registration No - Distributor Company Number - Application Type - Application Name - Distributor Product Name	Application Info a in the fields below Distributor Product 123-123 123 New Distributor Product 0isPro-000001-3kew			123) UKG (Hintary Guomaer)
After entering the required information selectar application type in the Application Type drop down. Once a type is selected, a list of Distribution Prindict Namer releaved from DPP will be diplayed. Crime the list is generating, you can press the Reset button to change the	Description Remarks Mark for Review Next		a		
H Save B Preview Validate C Submit					CDX Links -



Navigation: Enter information into all required fields and click the 'Next' button.

**Note:** The 'Documents for the Application' screen functions the same for all regulatory/application types. For assistance with completing the 'Documents for the Application' screen, please refer to **Section 5.8**.

### 6.1.2 Add Alternate Distributor Name to an Existing Distributor Product

After entering the 'Basic Product Registration No' and 'Distributor Company Number' on the 'Application Info' screen, choose the 'Add Alternate Distributor Name to an Existing Distributor Product' option from the 'Application Type' dropdown.

The screen will darken and a spinning status wheel will appear. Once the system has finished processing, a list of Distributor Product Names will appear on screen along with their status. Additional fields will also appear on screen. The additional fields are as follows:

- **Application Name:** The name of the application. You can change the name of the application for easier identification. A default name will be generated by the system. This field is required.
- Distributor Product Name: The name of the Distributor Product. This field is required.

You have two options on this screen.

- 1. You may choose to enter a new Distributor Product name (indicated by the 'Use New Distributor Product Name' radio button). After reviewing the table, enter a new Distributor Product name in the 'Distributor Product Name' field.
- 2. Use an inactive Distributor Product name (indicated by the 'Use Inactive Distributor Product Name' radio button). Upon selecting this radio button option, the table will update and only display Distributor Products names with an 'Inactive' status. Select the radio button next to the name you would like to use.

Exhibit 6-4 below displays the 'Use New Distributor Product Name' radio button.



Packages - Batch Uploads -	Help -					4	TEST ORG (Primary Submitter)
eP-45111 Package Info			Applicat	ion Inf	fo		
Package Documents  Application(s): 1  DistPro-000001	Please enter Application Information	on in the fields below.					
Application into	Regulatory Type	Distributor Product					
Application Documents	- Basic Product Registration No	123-123					
	- Distributor Company Number	123					
	- Application Type	Add Alternate Distributor Name to an Existing Distributor	Proiduct				
	<ul> <li>Application Name</li> </ul>	DisPro-008001-Ait  Use New Distributor Product Name Use Inactive The following are Distributor Product Name(s) currently			ma		
		Distributor Product: Distributor Product Name		Status			
		Weed Exterminator		Active			
		Weed Killer		Active			
		Weed Killer Extreme		inactive			
		Weed Killer Plus		inactive			
		Weed Killer Pro		Active			
ther entering the required information.		Xtreme Rose and Flower insect Killer I		Active			
elect an application type in the Application Type' drop down. Once a type is selected, a list of Distributor Product dames retrieved from OPP will be		Xtreme Rose and Flower Insect Killer II		Inactive			
inplayed. Once the bit is generated, you an press the 'Reset' button to change the	- Distributor Product Name						
H Save @ Proview Validate @ Submit							CDXLinks -

Exhibit 6-4: Add Alternate Distributor Name to an Existing Distributor Product: First Option

Navigation: Enter a name into the 'Distributor Product Name' field and click the 'Next' button.

Exhibit 6-5 below displays the 'Use Inactive Distributor Product Name' radio button option.

Packages - Batch Uploads -	Help +			1 TEST OF	RG (Primary Submitter)
EP-48111     Package info     Package Documents     Application(s): 1	Please enter Application Information		Application Info		
DistPro-000001     Application Info	Regulatory Type	Distributor Product			
Application Documente	- Basic Product Registration No	123-128			
	: Distributor Company Number	123			
	- Application Type	Add Attemate Distributor Name to an Existing Distributor (	Product		
	- Application Name	DistPro-800001-Alt			
		U Use New Distributor Product Name * Use Inactive	Distributor Product Name		
		Please select an inactive Distributor Product Name:			
		Distributor Product Name	- Status a		
		U Weed Killer Plus	Inactive		
		<ul> <li>Weed Killer Extreme</li> </ul>	inactive		
		Xtreme Rose and Flower Insect Killer II	inaclive		
After entering line required information select an application type in the Application Type' drop down. Once a type	Mark for Review	8.			
is selected, a list of Distributor Product Names retrieved from OPP will be deplayed. Once the list is generalized, you can press the Reset batton to change the	Reset Next				
M Save @ Preview Validate C Submit					CDX Links +

Exhibit 6-5: Add Alternate Distributor Name to an Existing Distributor Product: Second Option

Navigation: Select a Distributor Product Name and click the 'Next' button.



### 6.1.3 Cancel a Distributor Product (Including All Distributor Product Names for This Product

After entering the 'Basic Product Registration No' and 'Distributor Company Number' on the 'Application Info' screen, choose the 'Cancel a Distributor Product (Including All Distributor Product Names for This Product)' option from the 'Application Type' dropdown.

The screen will darken and a spinning status wheel will appear. Once the system has finished processing, a list of active Distributor Product Names will appear on screen. An additional field will also appear on screen. The additional field is as follows:

• **Application Name:** The name of the application. You can change the name of the application for easier identification. A default name will be generated by the system. This field is required.

Text above the table will read: "These Distributor Product Names will be deleted together with the Distributor Product:"

Exhibit 6-6 below displays the 'Cancel a Distributor Product (Including All Distributor Product Names for This Product)' application type.

Packages + Balch Uploads +	Help +					4	TEST ORG (Primary Submitte
EP45111     Package Info     Package Documents     Application(a): 1	Please unter Application Informatio		Applicat	tion Inf	fo		
DistPro-000001-Ait     Application Info	Regulatory Type	Distributor Product					
Application Documents	<ul> <li>Basic Product Registration</li> <li>No</li> </ul>	123-123					
	Distributor Company     Number	123					
	- Application Type	Cancel & Distributor Product (Including All Distributor Pro					
	Application Name	DisiFro-000001-CnIDist					
		These Distributor Product Names will be deleted togeth Product:	ver with the D	istributor			
		Distributor Product Name		Status			
		Weed Exterminator		Activa			
		Weed Killer		Active			
		Weed Killer Pro		Active			
		Xtreme Rose and Flower Insect Killer I		Active			
After entering the required information. select an application type in the Application Type' drop down. Once is type is selected, a list of Distribution Product Names released from OPP will be deplaylage. Once the list is generated you	Mark for Review	эř					
can press the Reset button to change the → Save © Preview ✓ Validate © Submit.							CDX Links +
Pri save ina Pieview V valuate G Southin.							UDA DEIAS 4

Exhibit 6-6: Cancel a Distributor Product (Including All Distributor Product Names for This Product) Application Info Screen

Navigation: Confirm the list of Distributor Product names and click the 'Next' button.

### 6.1.4 Cancel a Single Distributor Product Name

After entering the 'Basic Product Registration No' and 'Distributor Company Number' on the 'Application Info' screen, choose the 'Cancel a Single Distributor Product Name' option from the 'Application Type' dropdown.

The screen will darken and a spinning status wheel will appear. Once the system has finished processing, a list of active Distributor Product Names will appear on screen. An additional field will also appear on screen. The additional field is as follows:

• **Application Name:** The name of the application. You can change the name of the application for easier identification. A default name will be generated by the system. This field is required.

Text above the table will read: "Please select an active Distributor Product Name you would like to cancel:"

Exhibit 6-7 below displays the 'Cancel a Single Distributor Product Name' application type.

Packages - Balch Uploads -	Help +			TEST ORG (Primary Submitter)
EP-45111     Package Into     Package Documents		6. A.	Application Info	
Application(s): 1	Please enter Application Informatio	on in the fields below		
Application Info	Regulatory Type	Distributor Product		
Application Documents	<ul> <li>Basic Product Registration No</li> </ul>	123-123		
	<ul> <li>Distributor Company</li> <li>Number</li> </ul>	123		
	<ul> <li>Application Type</li> </ul>	Carricel a Single Distributor Product Name		
	- Application Name	DisFro 000001-CniProd		
		Please select an active Distributor Product Name y	ou would like to cancel:	
		Weed Kiler	Active	
		Weed Killer Pro	Active	
		Weed Externinator	Acove	
		Xtreme Rose and Flower Insect Killer I	Active	
After entering the required information arbitrat an application type in the Application Type drop down. Once a type is selected a fail of Distribution Product Names retrieved from OPP will be deplayed. Once the last is generated, you can press the Resch futtom of change the	Mark for Review	Y		
H Save @ Preview ✔ Validate @ Submit				CDX Links -

### Exhibit 6-7: Cancel a Single Distributor Product Name Application Info Screen

**Navigation:** Select the radio button next to the active Distributor Product Name that you would like to cancel. Click the 'Next' button.



### 6.1.5 Reinstate a Cancelled Distributor Product

After entering the 'Basic Product Registration No' and 'Distributor Company Number' on the 'Application Info' screen, choose the 'Reinstate a Cancelled Distributor Product' option from the 'Application Type' dropdown.

The screen will darken and a spinning status wheel will appear. Once the system has finished processing, a list of inactive Distributor Product Names will appear on screen. An additional field will also appear on screen. The additional field is as follows:

• **Application Name:** The name of the application. You can change the name of the application for easier identification. A default name will be generated by the system. This field is required.

Text above the table will read: "Please select one or more inactive Distributor Product Name(s) you would like to reinstate along with the Distributor Product:"

Exhibit 6-8 below displays the 'Reinstate a Cancelled Distributor Product' application type.

Packages + Batch Uploads + Ported	Help -						1	TEST ORG (Primary Submitter)
EP-45111     Package Info     Package Documents	Please enter Application Information	n in the fiel	ds below	Applicat	ion Inf	0		
Application(s): 1 DistPro-000001-Alt Application Info	Regulatory Type		of Product					
Application Documents	Basic Product Registration No	123/12	3					
	- Distributor Company Number	123						
	- Application Type	Reinst	ase a Cancelled Distributor Product			•		
	- Application Name	atton Name DistPro-000001-ReSubmit						
			elect one or more inactive Distributor Product a along with the Distributor Product: Distributor Product Name	ct Name(s) you	would like Status	10		
			Weed Killer Plus		Inactive			
		10	Weed Killer Extreme		Inactive			
		40	Xtreme Rose and Flower Insect Killer II		Inactive			
After entering the required information aeters an application type in the 'Application Type' drop down. Once a type is selected, a sit of Distributor Product Names reflexed (tim DPP will be displayed. Once the lat a generated you can press the "seet' batton to change the	Mark for Review	÷						
N Save @ Preview ✔Validate @ Submit								COX Links 🛪

Exhibit 6-8: Reinstate a Cancelled Distributor Product Application Info Screen



### 7 Batch Upload

The batch upload functionality of the PSP application allows you to upload packages created using the e-Dossier Builder application or your company's IT systems in the XML e-Submission format.

### 7.1 Upload Packages in the XML e-Submission Format

### 7.1.1 Home screen

To upload a package created using your company's IT systems in the XML e-Submission format, click the 'Upload XML e-Submission Packages' link on the 'Home' screen.

Exhibit 7-1 below displays the 'Upload XML e-Submission Packages' option on the 'Home' screen.

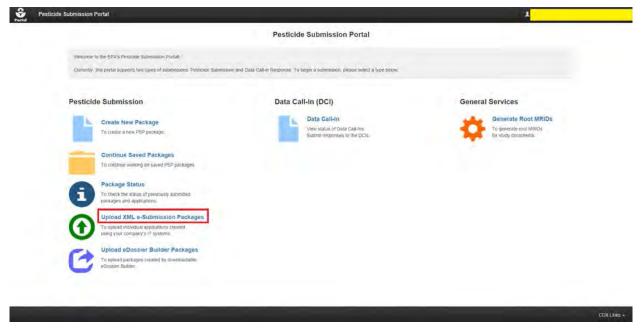


Exhibit 7-1: Selecting 'Upload XML e-Submission Packages' Option

Navigation: Click the 'Upload XML e-Submission Packages' link on the home screen.

### 7.1.2 Upload Packages Screen

Click the 'Browse...' button to upload a package created using your company's IT systems in the XML e-Submission format.



**Important:** Please ensure that files within your package do not contain special characters. Also, the XML within your package should have an e-PRISM prefix as the first part of the file name.

After uploading the package, press the 'Submit' button to submit the package to OPP. You will be navigated to the 'Create Passphrase' screen to create a passphrase that will encrypt your uploaded package.

**Important:** If you forget the passphrase, you will be unable to access the package. If you lose or forget the passphrase, you must create a new package and passphrase. For security reasons, the system administrator does not have access to the passphrase and will not be able to retrieve it or reset it to a new one.

You will need this passphrase to access the copy of record for your batch upload. The submission process will begin once you have created the passphrase. If you need assistance creating a passphrase, please reference **Section 5.2** above. If you need assistance with the package submission process, please refer to **Section 10**. If your package does not pass validation, you will have to make modifications to the package contents and XML and then resubmit via the 'Upload XML e-Submission Packages' option.

Exhibit 7-2 below displays a screen capture of the 'Upload XML e-Submission Packages' screen.

**Note:** This screen will provide you a link to the correct page for uploading e-Dossier packages if you mistakenly upload an e-Dossier package.



Exhibit 7-2: Navigate the Upload XML e-Submission Packages Screen

**Navigation:** Click the 'Browse...' button and upload a package created using your company's IT systems in the XML e-Submission format. After the package is uploaded, click the 'Submit' button to start the submission process.

OPP Pesticide Submission Portal User Guide

### 7.2 Upload e-Dossier Builder Packages

### 7.2.1 Home Screen

To upload a package created using the e-Dossier Builder, click the 'Upload eDossier Builder Packages' link on the 'Home' screen.

Exhibit 7-3 below displays the 'Upload eDossier Builder Packages' options on the 'Home' screen.

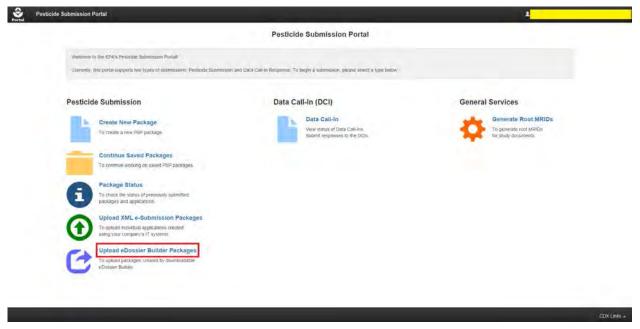


Exhibit 7-3: Selecting 'Upload eDossier Builder Packages' Option

Navigation: Click the 'Upload eDossier Builder Packages' link on the 'Home' screen.

### 7.2.2 Upload eDossier Builder Packages Screen

Click the 'Browse...' button to upload a package created using the e-Dossier Builder. After uploading the package, press the 'Submit' button.

**Important:** Please ensure that files within your package do not contain special characters. Also, your package should contain a main.xml file, which eDossier Builder automatically creates upon finalizing a package.

You will be navigated to the 'Create Passphrase' screen to create a passphrase that will encrypt your uploaded package. You will need this passphrase to access your package.



**Important:** If you forget the passphrase, you will be unable to access the package. If you lose or forget the passphrase, you must create a new package and passphrase. For security reasons, the system administrator does not have access to the passphrase and will not be able to retrieve it or reset it to a new one.

If you need assistance creating a passphrase, please reference **Section 5.2**. Uploaded e-Dossier Builder packages are converted into an online PSP form after being submitted. After creating a passphrase for your package, all package data will populate onto the necessary PSP application and you will be navigated to the 'Package Info' screen to name your package. You may then proceed with package validation and submission as you would with a package created using the PSP application. If you need assistance with package creation and submission, please reference **Section 5** and **Section 10**, respectively.

**Note:** This screen will provide you a link to the correct page for uploading packages created by your company's IT systems in the XML e-Submission format if you mistakenly upload the wrong package type.

Exhibit 7-4 below displays a screen capture of the 'Upload eDossier Builder Packages' screen.



### Exhibit 7-4: Navigate the Upload e-Dossier Builder Packages Screen

**Navigation:** Click the 'Browse...' button and upload a package created using the e-Dossier Builder application. After the package is uploaded, click the 'Submit' button. You will be navigated to the 'Create Passphrase' screen.



### 8 Continue Saved Packages

You can return to a saved package at any time via the 'Continue Saved Packages' screen. This option is located on the 'Home' screen and within the 'Packages' dropdown in the application header.

The 'Continue Saved Packages' screen allows you to view and access all packages with a status of 'Awaiting User Completion.' All packages, which have not yet been submitted, will have this status. You can create a new package from this screen by clicking the 'Create New Package' button. You can also delete packages by clicking the 'Delete' icon in the 'Actions' column. To access a package, click the blue link within the 'Package ID' column to navigate to the 'Enter Passphrase' screen for that package.

Exhibit 8-1 below displays a screen capture of the 'Continue Saved Packages' screen.

mes lound.		-	-		Modification Date		Status	Items Per Page: 2
_		Type PSP	Package Name	Application(s)	01/28/2016	7		Action(s)
EP-45111				1			Awading User Completion	×
EP-43258		PSP		1	01/25/2016		Awaiting User Completion	÷
EP-42556		PSP		2	01/25/2016		Awaiting User Completion	×
EP-41119			iest	2	01/21/2016		Awarting User Completion	*
EP-41118 EP-42282		PSP	1621	0	01/20/2016		Awaiting User Completion	
							Awaiting User Completion	
EP-42387 EP-42368		PSP		1	01/20/2016		Awaiting User Completion	
EP-42358		PSP	4est 1041123		01/16/2016		Awaiting User Completion	*
EP-41022		PSP	1951123	1	01/04/2016		Awaiting User Completion Awaiting User Completion	×
ale New Packa	9e							

### Exhibit 8-1: Continue Saved Packages Screen

**Navigation:** Click the blue link in the 'Package ID' column to navigate to the 'Enter Passphrase' screen for the selected package. After entering the passphrase you will be able to continue editing the package. Click the 'Create New Package' button to start the package creation process for a new package. You can remove packages on this screen by clicking the 'Remove' icon in the 'Actions' column.

### 8.1 Enter Passphrase Screen

To edit a package you must first enter the passphrase that was used to encrypt that package. The 'Enter Passphrase' screen allows you to enter the passphrase associated with the submission.

Exhibit 8-2 below displays a screen capture of the 'Enter Passphrase' screen.



#### **Enter Passphrase**

Or, you can click "Cancel" to return to the Home page.	
Package Name Enter Passphrase	EP-538 Cancel Next
Do Not Forgot Your Passphrase! For security reasons, the system administrator does not h passphrase, you must create a new submission.	ave access to your passphrase and cannot retrieve it or reset it to a new one. If you have forgotten your

### Exhibit 8-2: Enter Passphrase Screen

**Navigation:** Enter the passphrase that you originally created and associated with the package and click the 'Next' button to navigate to the 'Package Info' screen, seen below in Exhibit 8-3.

Packages - Batch Uploads -	Heig +		1 TEST OR	G (Primary Submitter)
EP-45117     Package Info     Package Documents	Please enter Package Information in the fields below • Package Name	Package Info		
	Description			
	Is this PRIA Criteck if this submission is subject Company Name TEST CRG Add Application To add a new application, please click the fadd	to PRIAL Application' button and choose the component(s)		
	Domescol Product			
	Experimental Upe Plennik - Sector 6			
	Inum formedic for Rengali ni			
	Presidente al contr			
	<ul> <li>Product Reneutation Cliedoar 5</li> </ul>			
Cleck the Add Application buttion and cleck each regulatory naplication type to add them to your package. After specifying the number and types of applications, press the Save button to save your changes fields with a red abtents are regured.	Tolevines (1999)			
H Save D Preview Validate C Submit				COX Links -

#### Exhibit 8-3: Package Info Screen



### 9 Validate

You can click the 'Validate' icon at any stage of completing a PSP package. The 'PSP Package Validation' pop-up window is displayed when you click the 'Validate' icon. The 'PSP Package Validation' pop-up window displays a report of all validation errors. During the validation process, the application validates each screen of the PSP package to find missing and invalid data.

**Validation Errors:** Errors can be fixed by clicking the error link. The links will display the *Screen Title Name* (e.g., Package Info) and the associated error. After you click a link, the main application screen will display the section where the error occurred so you can easily fix the error. Once you have fixed the error, click the 'Validate' icon again to refresh the 'PSP Package' pop-up window. If the information you fixed passes validation, the error will be removed from the 'PSP Package Validation' pop-up window. You must fix all validation errors in order to submit the package.

You can close the 'PSP Package Validation' pop-up window by clicking the 'X' button located at the top right of the window.

Exhibit 9-1 below shows the screen capture for the 'PSP Package Validation' pop-up window:

# **PSP** Package Validation:

- · Package Info
  - Package Name is required.
- · Documents for the Package
  - You have uploaded duplicated package level documents: ambiflufenamid Lab Study.txt
- DistPro-New-1: Application Info
  - Parent Section 3 Number is required.
  - Product/Risk Manager is required.
- DistPro-New-1: Documents for the Application
  - You have uploaded duplicated application level documents: Cover Letter.txt

### Exhibit 9-1: PSP Package Validation Pop-Up Window



## 10 Submit Package to EPA via CDX

Both Primary Submitters and Authorized Agents have the ability to sign and submit a PSP package to EPA. Once you complete all required information and pass validation, the system will allow you to submit.

### 10.1 Submitter Information Screen

Click the 'Submit' icon located in the application footer of the PSP application to access the 'Submitter Information' screen. The system requires you to review your contact information provided during CDX registration and serves as a reminder for which company you are submitting.

Packages - Halch Uploads - Help - nal			1	TEST ORG (Primary Sobinate
	Submitter	Submitter Information		
	Company Name	TEST ORG		
	Company Number	123		
	Submitter's Role	Primary Submitter		
	Prefix	60		
	First Name			
	Middle Initial	F		
	LastName			
	Phone Number	(393).333-3333		
	Email Address			
	Mailing Address 1	TEST WODY		
	City	TESTICITY		
	State	GA.		
	Postal Code	51171		
	Back	Vaktate		

Exhibit 10-1 displays a screen capture of the 'Submitter Information' screen.

Exhibit 10-1: Submitter Information Screen

**Navigation:** Click the 'Validate' button, the screen will darken and a spinning status wheel will appear while your package is checked for validation errors and viruses. After the validation process completes, you will be navigated to the 'Submission Process: Validate' screen.

### 10.2 Submission Process: Validate Screen

The 'Submission Process: Validate' screen notifies you if your package contains validation errors. If validation errors or viruses are found within your package, the screen will display a red



'X' icon and text on the screen will read: "Validation errors and/or viruses were found." A popup window containing a list of validation errors will also appear. All validation errors must be resolved before a package can be successfully submitted. For more information about validation, refer to **Section 9**. If your package passes validation, the screen will display a green 'Checkmark' icon and text on the screen will read: "No validation errors were found. No viruses were found."

Exhibit 10-2 below displays the screen capture for when no viruses or validation errors are found.



Exhibit 10-2: Validation Passed

**Navigation:** Click the 'Continue' button to proceed to the 'Submission Process: PDF Generation' screen.

10.3 Submission Process: PDF Generation Screen

Exhibit 10-3 below displays a screen capture of the 'Submission Process: PDF Generation' screen.





**Exhibit 10-3: PDF Generation** 

**Navigation:** Click the 'View PDF' button to see a PDF representation of your package and its contents. After viewing and/or printing the PDF, you can click the 'Continue' button to proceed to the 'Cross-Media Electronic Reporting Regulation (CROMERR) Submission' screen.

10.4 Submission Process: 'Cross-Media Electronic Reporting Regulation (CROMERR) Submission' Screen.

EPA's Cross-Media Electronic Reporting Rule (CROMERR) provides the legal framework for electronic reporting under EPA's regulatory programs. CROMERR sets performance-based, technology-neutral system standards and provides a streamlined, uniform process for Agency review and approval of electronic reporting. The CROMERR program ensures the enforceability of regulatory information collected electronically by EPA and EPA's state, tribal, and local government partners.

On this screen you will enter your CDX credentials, answer a 20-5-1 question associated with your CDX account, and certify your submission. For additional information about the 20-5-1 questions, please refer to the CDX PSP Registration User Guide. If your package is successfully submitted, you will receive a 'Success' confirmation. You will also receive an email from the CDX Help Desk once your package has been successfully transmitted to OPP.

Exhibit 10-4 below displays a screen capture of the 'CROMERR Submission' screen.



Packages - Balch Uploads - Help - Portel		TEST ORG (Primary Submit
	Cross-Media Electronic Reporting Regulation (CROMERR) Su	ubmission
Log in to COX	Answer Secret Question	Cettily
User ID ANDREW TEST Password Next Cancel	Cleastion         What is the first and middle name of your oldest subling?         Answer         Nett         Exercises         Success         The submission was sent th EPA. The Copy of Record link to allow for the download of the Copy of Record and signature for the submission will appear in the forms list when EPA receives and processes your submission.         Tristed	Loenthy, under penalty of law, that the information provided in this document a. to the best of my knowledge and belief. Use, accurate and complete Lam aware may there are synchronic thematics for submitting tables information including the possibility of fines and imprisonment for knowing violations.
		CDX Leiks

### Exhibit 10-4: CROMERR Screen

**Navigation:** After successfully submitting your package, click the 'Finish' button to proceed to the 'Package Status' page, where you can view the details of submitted packages. Exhibit 10-5 below displays a sample package transmission email.



Your PSP package (test) for THE DOW CHEMICAL CO. (123) has been successfully transmitted to OPP.

Below are the application(s) included in this package and their tracking number(s): PreApp-New-000001: CDX\_2015\_000073

Company Name: THE DOW CHEMICAL CO. Company Number: 123

If you have questions concerning this message, you may contact the CDX Help Desk by email at <u>helpdesk@epacdx.net</u> 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 https://cdx.epa.gov

United States Environmental Protection Agency - Central Data Exchange

Exhibit 10-5: Package Transmission Email

# 11 Check Package Status and Download Copy of Record

The 'Package Status' screen allows you to check the status and details of your submitted packages. You can check the tracking numbers of your applications on this screen, as well as download a copy of record for your package. You can filter the packages on this screen by using the 'Submission Type' and 'Submission Status' dropdowns. The status and submission date are also shown. You will have to enter the passphrase used to encrypt the package, your CDX password, and the answer to a 20-5-1 secret question to access the copy of record.

Refer to the 'Package Status Legend' within Exhibit 11-1 for the meanings of the different statuses.

						Pa	ckage Status				
vare packages and appli	ations that you ha	ve submitted.							Package Status Legen	d	
the icon in the 'Application		10. A		an(s)			Pending: The Failed Transm Partial Succe Successfully Milestone 1 C	package has been tission to OPP: The ss: Part of the pack Transmitted to OPP	in transmission from PSP to OPP: transmitted to OPP and is awaing proce- package haled transmission to OPP age was successfully transmitted to OPP? The package was successfully transmitted kage Receipt Number and Electronic Du f will be sent.	but one or more app tied and processed l	by OPP.
mission Type: ALL	•	Submission Sta	tus: ALL								Items Per Page: 2
atnes found		Submission Sta			Application(s)	-4	Submission Date		Status		
	Type Batch	Submission Sta	tus: ALL Package Name	•	+ Application(s)	4	Submission Date 01/28/2016		Status Pending	٠	Items Per Page: 2 Action(s)
nes found Package ID +	Туре	Submission Sta		•	Application(s)	4				•	Action(s)
BU-44907	Type Batch	Submission Sta		•	10	4	01/28/2016		Pending	•	Action(s)

## Exhibit 11-1: Package Status Screen

**Navigation:** Clicking the 'Show Detail' button next to the application number will display the tracking numbers associated with the applications in a submitted package. Clicking the 'Copy of Record' button in the 'Actions' column will allow you to download a copy of record for your

application. Click the 'Copy of Record' button to proceed to the 'Cross-Media Electronic Reporting Regulation (CROMERR)' screen shown in Exhibit 11-2.

# Cross-Media Electronic Reporting Regulation (CROMERR)

Please Enter Passphrase	Log in to CDX.	Answer Secret Question
Package Name	User ID	Question
test	ANDREW.TEST	What is the first and middle name of your oldest sibling?
Passphrase	Password	Answer
		sibling
Next Cancel	Next Cancel	Next Cancel

# Exhibit 11-2: Navigate the CROMERR Screen

**Navigation:** Enter the correct data into the fields and click the 'Next' button to proceed to the 'Copy of Record' screen.

# 11.1 'Copy of Record' Screen

The 'Copy of Record' screen allows you to download a copy of record for your package as well as download copies of files within your package. Click the 'Download Document' icon within the 'Actions' column to download the requisite materials.

Exhibit 11-3 below displays a screen capture of the 'Copy of Record' screen.

ы



	Cop	by of Record		
To download a Copy of Record, click on the green	arrow under the Action(s) colur	III I		
File Name	File Size	Application	Action(s)	
CoR_IEST ORG_45127.pdf	20.44 KB	(PDF)	0	
test5 txt	9 pytes	(Package Level)	۲	
tent3 txt	9 bytes	PreApp-New-000001 CDX 2018 002029	۲	
10000				
Back				

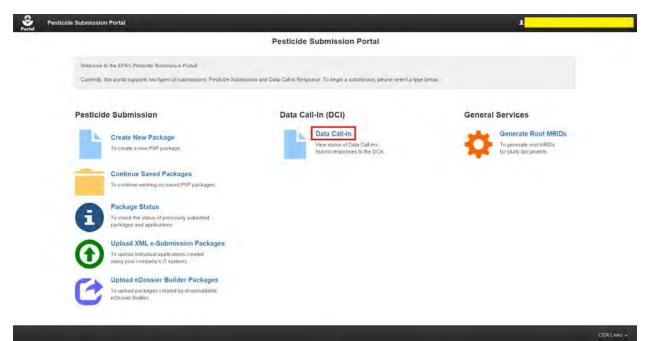
# Exhibit 11-3: Copy of Record Screen

**Navigation:** Click the 'Download Document' icon within the 'Actions' column to download copies of the materials within your package.



# 12 Respond to DCIs

PSP allows users to see and respond to both GDCIs and PDCIs that OPP has assigned for specific chemicals and products. Through PSP, users can review DCI information and submit DCI Acknowledgements, 90-Day Responses, and Data Submissions. Users will also be able to download a copy of record for their responses. **Note:** You will receive a notification email from OPP when a DCI is awaiting your completion in PSP. To access your DCIs, click on the 'Data Call-In' link on the PSP 'Home' screen. Upon clicking the link, you will be navigated to the 'DCI List' screen. Exhibit 12-1 below displays the 'Data Call-In' link on the PSP 'Home' page.



## Exhibit 12-1: Data Call-In Link

Navigation: Click the 'Data Call-In' link on the PSP 'Home' screen.

## 12.1 DCI List Screen

The 'DCI List' screen allows you to see the details and statuses of DCIs that have been assigned to your company. The type of DCI (PDCI or GDCI) is indicated as the first part of the 'DCI Number.' You may go back to the 'Home' screen by clicking the 'Portal' link at the top left of the screen. The list of DCIs can be sorted by the various columns. They may also be filtered using the drop down filters available above the list. Once any portion of a DCI is submitted, a 'Show Detail' icon will appear next to the DCI number. This icon will reveal the tracking numbers associated with the DCI. Please see the screenshot below for reference. Using the filters and sorting feature will allow you to manage and customize your displayed list of DCIs. The 'DCI Acknowledgement,' '90-Day Response,' and 'Data Submission' columns can have any of the statuses indicated in the 'Data Call-In & Response Legend.' These statuses indicate which point you are at within the DCI submission process. Exhibit 12-2 below displays the 'DCI List' screen.



en munt hand a Date Call to have	EDA to start a DCI Askensish	gement. To start a DCI Acknowledgement. cix	h as the "Start DC"		Date College & F	Response Legend		
knowledgement" link in the come		gement, to start a DCTACKnowledgement, ca	Kon the Start DO		Data Call-In 6.4	Kesponse Legend		
rsponse" link in the correspondin ter the initial 80-Day Response is the "Submit Data" link in the corr	g calumn successfully transmitted to ar esponding column. You may	tart a 90-Day Response. Please click on the Ind processed by OPP, you may start a Data S Subint multiple traces to satisfy a clausement se or Data Submission before submitting. Afte	Stant 90-Day No Actig Awaiting Volmosion Piease cick Pailed V S Pending r submitting, you may Start DC Start 30 Start 30 Start 30	in Needed: This is buser Completionalidation: The Re- mission: The Re- the package ha- ransmission to O shully Transmitter I Acknowledgem Day Response : Data: Submit addi	action is available for this type of resist is a listacy DCI, you don't need to suit are. The Response is in progress and appoints has validation errors and ca appoints in a transmitted to QPP and is av IPP. The Response dated transmiss of a OPP. The Response dated transmiss submit as 0-Cary Response for the family and the support your response ubmission successful: Submit and the mission successful: Submit and Submission Successful: Submit and a Submit so Cary Submits and Submits	Smit DCI Acknowler I has not been subt wordt be submitted: a OPP wordtig processing ion to OPP essibly transmitted hat you have receiv bat vou have receiv bat call-in-	nified yet. and processed by OPP red the Data Califin from EPA	
	DCI Acknowledgeme	nt Status: ALL	S0-Day Response Status: AL	ed to OPP			items Per Pa	ge: 25
ompany Name: 21 Number:   ALL entres found	DCI Acknowledgeme	of Status: ALL					items Per Pa	ge: 25
I Number: ALL rotnes found DCI Number	DCI Acknowledgeme     Date ssiend	nt Status: ALL • 90-Day Response Deabline •			• 10-Day Response		items Per Pa Data Submitsion	ge: 25
I Number: ALL			S0-Day Response Status; IAL		• 19-Day Response Pending ±			ge:  26
I Number: ALL nines found DCI Number	Date issued	• 90-Day Response Deadline •	90-Day Response Status: AL     OCI Acknowledgement		• 19-Day Response Pending ± Pending ±		Data Submission	ge:  25
I Number: ALL stines found DCI Number GDCI-101101-69576	Date issued 11/20/2015	90-Day Response Deatitine     02/29/2016	<ul> <li>90-Day Response Status: AL</li> <li>DC) Acknowledgement</li> <li>Pending ±</li> </ul>		• 19-Day Response Pending ±		Data Submission No Action Available	ge:  25
Number: ALL Intres found DCI Number: GDCI-f01101-0957# PDCI-f01101-1909 ©	Date Issued 11/20/2015 11/20/2015	<ul> <li>90-Day Response Deathne</li> <li>03/28/2016</li> <li>02/28/2016</li> </ul>	<ul> <li>90-Day Response Status: AL</li> <li>DCI Acknowladgement Pending ± Pending ±</li> </ul>		• 19-Day Response Pending ± Pending ±	4	Data Submission No Action Available No Action Available	ge: 25
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Number:         ALL           Intes found         Inter found           DCI Number:         Inter found           GDCL-101101-1990 (E)         Inter found           GDCL-101101-1993 (E)         Inter found           PDCL-101101-1990 (E)         Inter found	Date (Soline) 11/20/2015 11/20/2015 11/20/2015 11/20/2015	<ul> <li>90-Day Response Deaptine</li> <li>02/28/2016</li> <li>02/28/2016</li> <li>02/28/2016</li> <li>02/28/2016</li> </ul>	<ul> <li>90-Day Response Status: ALI</li> <li>DCI Acknowledgement</li> <li>Pending ±</li> <li>Pending ±</li> <li>Pending ±</li> <li>Pending ±</li> </ul>		193-Day Response Pending & Pending & Successfully Transmitted to OPP Successfully Transmitted to OPP	± ±	Data Submitssion No Action Available No Action Available Pending Pending	ge: 25
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I Number: ALL DCI Number GDCI-01101-0967/ 0 PCCI-03101-1968 0 GDCI-501101-1968 0 PDCI-01101-1982 0 GDCI-101101-1981 0	Data Issued 11/20/2015 11/20/2015 11/20/2015 11/20/2015 11/20/2015 11/20/2015	<ul> <li>19-Day Response Dext/me</li> <li>02/28/2016</li> <li>02/28/2016</li> <li>02/28/2016</li> <li>02/28/2016</li> <li>02/28/2016</li> <li>02/28/2016</li> <li>02/28/2016</li> </ul>	90-Day Response Status: AL     DC1 Acknowledgement     Pending ±     Pending ±		• • • • • • • • • • • • • •	± ±	Data Submitission Na Action Available No Action Available Pending No Action Available Pending	ge:  25

Exhibit 12-2: DCI List Screen

Navigation: Review the DCI information on screen. If necessary, sort or filter the list of DCIs.

## 12.2 DCI Acknowledgement

The DCI acknowledgement is a simple form that allows you to confirm you have received the DCI from OPP and will submit the requisite data. To begin a DCI Acknowledgement, click the 'Start DCI Acknowledgement' link in the list as seen in Exhibit 12-3 below.

You must have a Data C he "Start DCI Acknowled					3 Acknow	fedgement, click on			Data Call-In a	s Respo	nse Legen	hd	
After the DCI Acknowled 90-Day Response" link in After the initial 90-Day Ro Submission Please click satisfy all requirements. You can view and edit a i submitting, you may dow	on the cor asponse on the 1	responding column is successfully trans "Submit Data" link in t nowledgement, 90-D	mitted to he corre	and processed by OPP sponding column. You n	. you may tay submi	start a Data r multiple times to	Awaiting Use Failed Valida In Transmiss Pending: The Failed Trans Successfully Start DCI Ack	er Completi ation: The R sion: The R e package h mission to / Transmitte knowledger Response:		paress and c from DCI P and is to transmis was such dgement is for the	to OPP awaiting pro- ssion to OP cessfully to that you he Data Call-	submitted. PP ansmitted and processed by OPP ave received the Data Call-In from In.	
								(Previous 3	lubmission Successful):			ate. Your previous submission w	as
Company Name: TEST DCI Number: ALL		23)	wledgen	nent Status; ALL		• 90-D	Submit Data	(Previous 3 transmitted t	lubmission Successful):				
Company Name: TEST		23)	wledgen	nont Status: ALL		• 90-D	Submit Data successfully b	(Previous 3 transmitted t	lubmission Successful):	Submit a		lata: Your previous submission w	
Company Name: TEST SCI Number: ALL		23)	wledgen	90-Day Deadline		90-D DCI Acknowledge	Submit Data successfully b ay Response Sta	(Previous 3 transmitted t	lubmission Successful):	Submit a		lata: Your previous submission w	
Company Name: TEST DCI Number: ALL 4 entries found.	ORG (1	23) • DCI Acknow	wledgen		•		Submit Data successfully b ay Response Sta	(Previous 3 transmitted t atus: ALL	Rubmission Successful): a OPP	Submit a	dditional d	iata. Your previous submission w	
Company Name: TEST DCI Number: ALL Lentries found IDCI Number	ORG (1	23) + DCI Acknor Date Issued	wledgen	90-Day Deadline	•	DCI Acimowietig	Submit Data successfully b ay Response Sta uniont edgement	(Previous 3 transmitted t atus: ALL	ubmission Successful): OPP 90-Day Response	Submit a	dditional d	iata. Your previous submission w Items Por Page Drafa Submission	
Company Name: TEST DCI Number: ALL 4 entries found DCI Number GDCI-101101-1972	ORG (1	<ul> <li>DCI Acknow</li> <li>Dote issued</li> <li>11/20/2015</li> </ul>	wledgen	00-Ony Deadline 02/28/2016	•	DCI Acknowledg Stert DCI Acknowl	Submit Data successfully tr ay Response Sta ensent edgement	(Previous 3 transmitted t atus: ALL	sopp sopp sopp soboy Response No Action Available	Submit a	dditional d	iata. Your previous submission w Items Per Page Data Submission No Action Available.	

Exhibit 12-3: Start DCI Acknowledgement Link

Navigation: Click the 'Start DCI Acknowledgement' link.



After clicking the link, you will be navigated to the 'DCI Acknowledgement' screen, seen in Exhibit 12-4 below. You will see a list of DCI information displayed on screen, as well as two checkboxes on the right side of the screen. Click the first checkbox to acknowledge receipt of the DCI. The second checkbox is optional; it allows you to indicate whether you are an agent for the specified company. After clicking the first checkbox, a blue 'Submit' button will appear on screen. Click this 'Submit' button once you are ready to begin the submission process. **Note:** The process of completing the DCI Acknowledgement form is the same for both GDCIs and PDCIs.

DCI List Help - Portal			4
★ DCI Number GDCI-101101-1972		DCI ACKNOWLED	DGEMENT (GDCI-101101-1972)
DCI Acknowledgement		of the following information for the Data Call-In. u have received the DCI from OPP and submit the DCI	J Acknowledgement.
	Company Name	TEST ORG	L Mr. have received from U.S. EPA's Office of
	Company Address	CHESTNUT RUN PLAZA, 974 CENTRE ROAD WILMINGTON, DE 19805	Pesticide Programs the pesticide DCI (dDCI-101101-1972) for Methodurion of 1120/2015 for TEST ORG. Additionally, I have reviewed the Data Call-in Information.
	DCI Number	GDCI-101101-1972	I am the agent for the registrant company: TEST ORG.
	DCI Туре	Generic	
	Issued Date	11/20/2015	
	90-Day Deadline	02/28/2016	Submit
	CRM		
	Chemical Name	Metribuzin	
	Chemical Number	101101	
Select the first check box to acknowledge your receipt of this information. Select the second check box if you are an agent for the specified	EPA Registration Number(s)	352-596: 352-888: 352-991	
company. Click the 'Submit' button to submit your acknowledgement.	Guideline Number(s)	870.2500; 870.3200; 870.3250	
H Save @ Preview Validate C Submit			CDX Links +

Exhibit 12-4: DCI Acknowledgment Screen

**Navigation:** Click the first checkbox and the second checkbox (optional). Click the 'Submit' button to begin the submission process.

After clicking 'Submit,' click 'OK' in the pop-up window that appears. The submission process for DCIs is identical to the one for submitting PSP packages. Please refer to **Section 10** for assistance with the submission process. Once you have finished the submission process, you will be navigated back to the 'DCI List' screen. The DCI Acknowledgement you submitted will have a status of 'In Transmission' under the 'DCI Acknowledgement' column. There will also be a green 'Copy of Record' icon next to the status. **Important:** You will not be able to start the 90-Day Response until the DCI Acknowledgement status changes to 'Pending.' When the status of the DCI Acknowledgement changes to 'Pending,' the 'Start 90-Day Response' link will appear in the '90-Day Response' column. The timing of these status changes will vary. Exhibit 12-5 below demonstrates the 'DCI List' screen with the 'Pending' DCI Acknowledgement.



esponse "Ink in the corresponding column ber be initial (00-Qay Response is successful) frammated to and processed by OPP, you may start a Data Submission Peerse is an the "submit Data" link in the corresponding column. You may submit multiple times to sativity all equivances. A def a DCD Acknowledgement, 90-Day Response or Data Submission before submitting. After submitting you may ber the initial (00-Qay Response is processed by OPP, you may start a Data Submission. Peerse ber the initial (00-Qay Response is processed by OPP, you may start a Data Submission. Peerse ber the initial (00-Qay Response is processed by OPP, you may start a Data Submission. Peerse ber the initial (00-Qay Response is processed by OPP, you may start a Data Submission. Peerse ber the initial (00-Qay Response is processed by OPP, you may start a Data Submission. Peerse ber the initial (00-Qay Response is processed by OPP) ber data a COP / The Response has validation encors and cannot be submitted. ber data a copy of record. built data (00-Qay Response is processed by OPP) built data (00-Qay Response is processed by OPP) built data (00-Qay Response for Data Submission before submitting you may built data (00-Qay Response for Data Submission before submitting you may built data (00-Qay Response for Data Submission before submitting you may built data (00-Qay Response for Data Submission before submitting you may built data (00-Qay Response for Data Submission before submitting you may built data (00-Qay Response for Data Submission before submitting you may built data (00-Qay Response for Data Submission before submitting you may built data (00-Qay Response for Data Submission before submitting you may built data (00-Qay Response for Data Submission built have for data (00-Qay Response for The Data Cak In the the Response have additional submission built have for data (00-Qay Response for The Data Cak In the the Response have additional submission Successful); built data (0-Qay Response for Data	Tiol .							1	
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Ber Me analy GO 200 Kesponse is successfully transmitted to and processed by OPP you may start o bala Submasion Pearses       In Transmission: The Response is namemasion from DO to OPP in Response is a transmission: The Response is the de awanting poor also			pay start a 90-Day Response. Flease click on the	"Start 90-Day No /	Action Needed: This is alting User Completio	s a legacy DCI, you don't need to sub m: The Response is in progress and	mit DCI Acknowle has not been sub	mitted yet	ie:
Date Answersdegement. (HoUs) versionise of Uals Sudmission before sudmitting. After submitting. You may       version all a LCI Answersdegement. Submit Dats: Submit Dat				Submission, Please In Tr ements: Pen	ransmission: The Re ding: The package ha	sponse is in transmission from DCI to is been transmitted to OPP and is aw	OPP along processing		
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Bit Policie         Disk Issued         Bit Disk Despense Descline         DCI Actinovalsgement         Itel Be-Day Response         Itel Disk Despense         Disk Despense         Disk Despense         Itel Disk Despense         Disk Despense         Itel Disk Despense									
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PDG/-1118/1:35076 0         D9/15/2014         01/05/2015         Pending ±         Pending ±         No Action Available           GGD/200900-1342 0         05/25/2013         10/04/2013         Pending ±         Pending ±         No Action Available	Number:         ALL           entries found         0.01 Number         4           BDCI-101101-06578 (0)         9         9           SDCI-101101-1709 (0)         5         9         9           SDCI-101101-1683 (0)         9         9         9         9           SDCI-101101-1682 (0)         10 <td< td=""><td>Date Issued 11/20/2015 11/20/2016 11/20/2016 11/20/2016 11/20/2015</td><td><ul> <li>18-Day Response Deadles + 02/28/2016 02/28/2016 02/28/2016 02/28/2016 02/28/2016</li> </ul></td><td>DC(Acknowledgement Pending ± Pending ± Pending ± Pending ±</td><td>e ALL</td><td>BS-Day Response Pending ± Pending ± Successibily Transmitted to OPP Successibily Transmitted to OPP Pending ±</td><td>L</td><td>Data Submission No Acton Available No Acton Available Pending Pending No Acton Available</td><td>4 (25</td></td<>	Date Issued 11/20/2015 11/20/2016 11/20/2016 11/20/2016 11/20/2015	<ul> <li>18-Day Response Deadles + 02/28/2016 02/28/2016 02/28/2016 02/28/2016 02/28/2016</li> </ul>	DC(Acknowledgement Pending ± Pending ± Pending ± Pending ±	e ALL	BS-Day Response Pending ± Pending ± Successibily Transmitted to OPP Successibily Transmitted to OPP Pending ±	L	Data Submission No Acton Available No Acton Available Pending Pending No Acton Available	4 (25
GDCI-209600-1342 D 05/20/2013 10/04/2013 Pending ± Pending ± No Action Available	Number: ALL           entries found           DCI Number           BDCI-101101-69578 (0)           PDCI-101101-1999 (0)           SOCI-101101-1999 (0)           SOCI-101101-1999 (0)           SOCI-101101-1999 (0)           SOCI-101101-1991 (0)           SOCI-101101-1991 (0)	Date Issued 11/20/2015 11/20/2015 11/20/2015 11/20/2015 11/20/2015 31/20/2015	<ul> <li>165-Day Response Deadling + 02/28/2016</li> <li>02/28/2016</li> <li>02/28/2016</li> <li>02/28/2016</li> <li>02/28/2016</li> <li>02/28/2016</li> <li>02/28/2016</li> </ul>	DC/ Acknowledgement Pending ± Pending ± Pending ± Pending ± Pending ± Pending ±	e all	10-Day Response Pending ± Pending ± Successfully Transmitted to OPP Pending ± Successfully Transmitted to OPP	L	Data Stubmission No Action Available No Action Available Pending No Action Available Pending	4 (25
	Difference         ALL           entres found         DCT Number         4           BOCH 101101-69678 C         PDCH 101101-1998 C         5           PDCH-101101-1988 C         PDCH-101101-1988 C         5	Date Issued 11/20/2015 11/20/2015 11/20/2015 11/20/2015 11/20/2015 11/20/2015	<ul> <li>18-Day Response Deadling +</li> <li>0228/2016</li> <li>0228/2018</li> <li>0228/2018</li> <li>0228/2018</li> <li>0228/2016</li> <li>02/28/2016</li> <li>02/28/2016</li> <li>02/28/2016</li> <li>02/28/2016</li> </ul>	DCI Acknowledgement Pending ± Pending ± Pending ± Pending ± Pending ± Pending ± Pending ±		19-Day Response Pending ≜ Successfully Transmitted to OPP Seccessfully Transmitted to OPP Pending ≜ Successfully Transmitted to OPP Start 90-Day Response	L	Data Submission No Action Available No Action Available Pending No Acton Available Pending No Action Available No Action Available	4 (25 <u></u>
G0C1-209600-1341 0 06/26/2013 10/04/2013 Pending ± No Action Available	Diffumber         ALL           IDCL Number         Interface           IDCL Not101-06578         Interface           IDCL-101101-1988         Interface           IDCL-101101-1988         Interface           IDCL-101101-1988         Interface           IDCL-101101-1988         Interface           IDCL-101101-1988         Interface	Date Issued 11/20/2015 11/20/2015 11/20/2015 11/20/2015 11/20/2015 11/20/2015 11/20/2015	<ul> <li>18-Day Response Deadling +</li> <li>02/28/2016</li> </ul>	DC( Acknowledgement Pending ± Pending ± Pending ± Pending ± Pending ± Pending ± Pending ±		183-Day Rasponse Pending ± Pending ± Successibily Trainsmitted to OPP Pending ± Successibily Trainsmitted to OPP Sard 90-Day Response No Action Available	L	Data Submission No Acton Available No Acton Available Pending No Acton Available Pending No Acton Available No Acton Available No Acton Available	4 (25 <u></u>
	Diffumber         ALL           entres found         0C1 Number         4           SDCI-101103-56578 (C)         9           PDCI-101101-1069 (C)         6           SDCI-101101-1068 (C)         9           PDCI-101101-1068 (C)         9           SDCI-101101-1068 (C)         9           PDCI-101101-1068 (C)         9	Date Issued 11/20/2015 11/20/2015 11/20/2015 11/20/2015 11/20/2015 11/20/2015 11/20/2015 08/15/2014	<ul> <li>18-Day Response Desaller + 02/28/2016 02/28/2016 02/28/2016 02/28/2016 02/28/2016 02/28/2016 02/28/2016 02/28/2016 02/28/2016 02/28/2016 03/103/2015</li> </ul>	DCI Ackinoviladgement Pending ± Pending ± Pending ± Pending ± Pending ± Pending ± Start DCI Acknowedgeme Pending ±		16-Day Response Pending ≵ Pending ≵ Successfully Transmitted to OPP Pending ≵ Successfully Transmitted to OPP Description (Composition) No Action Available Pending ≵	L	Data Stubmission No Action Available No Action Available Pending Pending No Action Available No Action Available No Action Available No Action Available No Action Available	4 (25

#### Exhibit 12-5: 'Pending' DCI Acknowledgement

You will also receive a notification email from the CDX Help Desk indicating that your DCI Acknowledgement was successfully transmitted to OPP as seen in Exhibit 12-6 below.

Your DCI Acknowledgement of Receipt (GDCI-101101-1972) has been successfully transmitted to OPP and is awaiting processing. Your tracking number is CDX\_DCI\_2016\_000001.

Your 90-Day Response is now open and you can start the submission.

Company Name: TEST ORG Company Number: 123

If you have questions concerning this message, you may contact the CDX Help Desk by email at <u>helpdesk@epacdx.net</u> 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 https://cdx.epa.gov

United States Environmental Protection Agency - Central Data Exchange

#### Exhibit 12-6: DCI Acknowledgement Email



# 12.3 90-Day Response

The 90-Day Response allows you to review and respond to studies/guidelines as outlined in the DCI. After indicating whether or not you will satisfy the DCI data requirements, you will get the opportunity to respond to each guideline and provide additional documents/data as necessary. The following sections detail 90-Day Responses for both PDCIs and GDCIs. To start a 90-Day Response, click the 'Start 90-Day Response' link under the '90-Day Response' column as seen in Exhibit 12-5 above. You will have to create a passphrase for your 90-Day Response; please refer to **Section 5.2** for assistance with creating a passphrase.

# 12.4 GDCI 90-Day Response

The following sections detail the process of completing and submitting a GDCI 90-Day Response. GDCIs may contain multiple EPA Registration Numbers. Unlike PDCIs, GDCIs contain a single list of guidelines regardless of the number of EPA Registration Numbers. If you choose to cancel or claim a generic data exemption for ALL EPA Registration Numbers, you will not have to respond to any associated guidelines. Otherwise, any guideline responses you indicate will be applied to all the EPA Registration Numbers for which you have agreed to satisfy data requirements. Please refer to the subsequent GDCI sections for more details.

# 12.4.1 GDCI 90-Day Response Submission Screen

After clicking the 'Start 90-Day Response' link, you will be navigated to the '90-Day Response Submission' screen. This screen contains summary information about the DCI. You can also upload DCI-level documents on this screen. A navigation tree is also present, pictured below in Exhibit 12-7.

Portal					1 <mark>.</mark>	
A DCI Number GDCI-101101-1972		90	-Day RESPONS	E (GDCI-101101-1972	)	
<ul> <li>90-Day Response Submission</li> <li>EPA Reg. No. 352-596</li> <li>EPA Reg. No. 352-888</li> </ul>	Please review the following i	information of the Data Call-In				
EPA Reg. No. 352-991	Company Name	TEST ORG		Summary of t	he DCI (GDCI-101101-15	972)
Registrant's Response Acuts dermal initiation - 870.2500	Company Address	CHESTNUT RUN PLAZA, 974 ROAD WILMINGTON, DE 198		There are 3 EPA Product R Requirement Number(s) as	sociated with this DCI, pl	
21/28-day dermal toxicity -	DCI Number	GDCI-101101-1972		sure that you respond to ea		
870.3200 90-day dermal toxicity -	DCI Type	Generic		EPA Product Registration 352-596 352-888	1 Number(s)	
870:3250 Additional Email Recipients	Issued Date	11/20/2015		352-991		
	90-Day Deadline	02/28/2016		Guideline Requirement N 870.2500	umber(s)	
	CRM			870.3200 870.3250		
	Chemical Name	Metribuzin				
	Chemical Number	101101				
Review the information displayed on-screen						
and click the 'Next' button. You may upload DCI level documents by clicking the 'Add DCI		File Name	File Type	SubType	Action(s)	
Level Document' button.		Cover Letter.txt	Correspondence	Submission Cover Letter	×	
		Add DCI Lovel Documer	t			
H Save In Preview Validate C Submit						CDX Links +

Exhibit 12-7: GDCI Navigation Tree



The following fields are displayed on the '90-Day Response Submission' screen:

- **Company Name:** The name of the company for which the DCI was issued. This field is not editable.
- **Company Address:** The address of the company for which the DCI was issued. This field is not editable.
- **DCI Number:** The DCI number. This field is not editable.
- DCI Type: Indicates whether the DCI is a GDCI or PDCI. This field is not editable.
- Issued Date: The date the DCI was issued. This field is not editable.
- 90-Day Deadline: The 90-Day deadline of the DCI. This field is not editable.
- CRM: The Chemical Review Manager. This field is not editable.
- **Chemical Name:** The name of the chemical associated with the DCI. This field is not editable.
- **Chemical Number:** The number of the chemical associated with the DCI. This field is not editable.

The 'Summary of the DCI' table on the right side of the screen displays the EPA Product Registration Numbers and Guideline Requirement Numbers associated with the DCI.

The document upload section contains the following document types:

- Correspondence
  - Submission Cover Letter
  - o Voluntary Cancellation / Use Deletion
  - o Time Extension Request
- Study
- o Transmittal Document

**Please note:** If you upload any study documents, you must have a corresponding Transmittal Document uploaded at the DCI level. If you upload studies in subsequent data submissions, you must have a new transmittal document for each of those data submissions.

Exhibit 12-8 displays the '90-Day Response Submission' screen.



DOX Number	Company Name	TEST ORG-		Summary of the I	OCI (GDCI-101101-1972)
GDCI-101101-1972 50-Day Response Submission EPA Reg. No. 352-595	Company Address	CHESTNUT RUN PLAZA, 974 CENTRE ROAD WILMINGTON, DE 19805		These are 3 EPA Product Registration Nun issociated with this DCL please make surv	uber(s) and 3 Guideline Requirement Number(s) I that you respond to each ut them
EPA Reg No. 352-888 EPA Reg No. 352-991	DCI Number	GDCI-101101-1972		PA Product Registration Number(s)	
Requirement Status &	DCI Type	Generic		82-888 82-991	
Registrant's Response Acide cermal intacon-	Issued Date	11/20/2015			
870.2500 21/28-day demuit koncity	90-Day Deadline	02/28:2016	8. 8.	Suideline Requirement Number(s) 170 2600 170 3200	
970.3200 90-day demail lowcity -	CRM			70.3250	
670.3250	Chemical Name	Metrilouzin			
Additional Email Recipients	Chemical Number	TOTIDI			
		File name No entries have seen added. Add DGI Level Document	File Type	sub Type	Action(s)
		- Document Type	Choose a Document Type		
		- Document Subtype	Choose a Document Subby	pe	
		Comments			
ities the information displayed on screen		- Upload	Based		

Exhibit 12-8: GDCI 90-Day Response Submission Screen

Review all displayed information and upload DCI level documents if necessary. To upload documents, click the 'Add DCI Level Document' button. After clicking the button, choose a 'Document Type' and 'Document Subtype' and upload files by clicking the 'Browse...' button. You may also enter comments if desired. After selecting a document for upload, click the 'Save' button. Any uploaded documents will display in the documents table in the center of the screen. You may remove any uploaded documents by clicking the red 'Delete' icon in the 'Action(s)' column. Refer to Exhibit 12-9 below.

Partol					1	
6 DCI Number	Company Name	TEST ORG		Sommary	of the DGI (GDCI-101101-1972)	
GDCI-101101-1972 +- 30-Day Response Submission #PA Deg. No. 353-596	Company Address	CHESTNUT RUN PLAZA, 974 CER WILMINGTON, DE 10805	ITRE RIDAD		tion Number(s) and 3 Guideane Requirement axe sure that you respond to each of them	Mumber(s)
EPA Reg res 359-555 EPA Reg No 352-591	DCI Number	GIDCI-101301-1972		EPA Product Registration Numb	er(s)	
Requirement Status &	рсі туре	Oeneric:		352-596 300-888 352-991		
Registrant's Response Acuto domina inflation	issued Date	11/20/2015		Ouideline Requirement Number		
# (9-350) 21/26-day dermat toxicity -	90-Day Deadline	02/28/2018		670 2000 0/0 3200	34	
878.3200 90-day cermal koncity -	CRM			070.1250		
679.3250	Chemical Name	3-3647347347347347				
Adotional Entail Recipients	Chemical Number	101101				
		File Mame	File Type	SubType	Action(s)	
		Cover Letter bd	Correspondence	Subinission Cover Leffer		
		Add DG Level Document				
			ocument Type Choose a Docum	med Time		
			Contrast 1994	and vibe		
		- Doc	ument Subtype Choose a Docom	vert bubype	*	
			Comments			
ievely the information displayed on action						
nd clack the Next button. You may upload of level documents by clicking the Add DCJ evel Cockment button			Upload			
0	Nexo					
Molever O Prevente Validation C Stational						CDX LINA

Exhibit 12-9: Navigate the GDCI 90-Day Response Submission Screen

**Navigation:** Review the displayed information and upload DCI level documents if desired. Click the 'Next' button.

**Note:** For information about the 'Save,' 'Preview,' 'Validate,' and 'Submit' buttons in the application footer, proceed to **Section 5.4**. Otherwise, proceed to the next section.

# 12.4.2 GDCI EPA Product Registration Screen

This screen contains basic information about an EPA Registration Number. On this screen, you may choose one of three radio button options. Select a radio button option for each EPA Registration Number (if more than one) before proceeding to the 'Requirement Status & Registrant Response' section.

The following information is displayed on the 'EPA Product Registration' screen:

- **EPA Registration Number:** The EPA Registration Number associated with the DCI. This field is not editable.
- Product Name: The Name of the product associated with the DCI. This field is not editable.

The following radio button options are available:

• I wish to cancel this product registration voluntarily: Selecting this option will cause a file upload section to appear.

Exhibit 12-10 below demonstrates this selection. A document must be uploaded to support the cancellation. Click the 'Add Document' button, choose a 'Document Type' and 'Subtype,' and upload a document via the 'Browse...' button. Any uploaded documents will appear in the documents table in the center of the screen. You can delete added documents by clicking the red 'Delete' icon in the 'Action(s)' column. The document types are as follows:

- Correspondence
  - Company Letter
  - General Correspondences



S DCI List Help +						1	
DCI Number GDCI-101101-1972			EPA Pro	duct Registration	(EPA Reg. No. 352-596	5)	
90 Cay Response Submasion EPA Reg. No. 352-388 EPA Reg. No. 352-381 EPA Reg. No. 352-391	If you are claming a Generic Dias		où can enter Soorte EPA		siste click (he "+" sign to indid Source t (ber(s), "You will not have to fill out, an	EPA Registration Number(s) y subsequent 'Requirement Status & Regis	sitian's Response forms in this case
Requirement status & Registrant's Response	EPA Registration Number	352-696					
<ul> <li>Acute dermal initiation - 870 2500</li> </ul>	Próduct Name	DUPONT CANOPY SP HEP	BICIDE				
21/28-carly dermal toxic by - 870 3200 = 90-carly dermal toxic by -	T web to cancel this product in	egistration voluntarily					
670.5260 Additional Emile Recipients	1 am claiming à Genevic Data	Exemption because I obtain the a	olive ingleater) from the	source EPA registration num	ber listed below		
	i agree to satisfy Generic Dat	a requirements as indicated on the	attached form entitled in	Requirements Status and Re	gistrant's Response		
		File Name		File Type	SubType	Action(s)	
		Add Document		lan espondence	Company Letter		
		Add Document					
			- Document Type	Choose a Document T	ype	•	
			- Document Subtype	Choose a Document 6	abtype -	•	
the appropriate option, upload			Comments				
the appropriate option, updata thing documentation if necessary, and a "Next" buttop.			- Uptoad	Roma			
na Oliverina Alabiata Philosoft	Prevenits Next						DINI MA

#### Exhibit 12-10: GDCI Voluntary Cancellation

**Navigation:** Upload a supporting document and click the 'Next' button to respond to the other registration numbers (if any).

• I am claiming a Generic Data Exemption because I obtain the active ingredient from the source EPA registration number listed below: Selecting this option will cause a 'Source EPA Registration Number' text box to appear. Exhibit 12-11 below demonstrates this selection. You may enter multiple Source EPA Registration Numbers by clicking the blue 'Add Another Source EPA Registration Number' link. You may delete any added numbers by clicking the red 'Delete' icon next to the text box. After you have finished adding numbers, click the 'Next' button.

OCI Number 3DCI-101101-1972	EPA Product Registration (EPA Reg. No. 352-596)
90.0ay Hespanie Submission EPA Reg. Na 352-508 EPA Reg. Na 352-888 EPA Reg. No 352-001 Regultment Status &	Please seted the appropriate option before. Only une option can be selested Byop and clamma & demanc Data exemption (the second option), you can enter Source EPA Registration Number(s). Please click the ">" sign to add Source EPA Registration Number(s) Byop clamma & demanc Data exemption (the second option), you can enter Source EPA Registration Number(s). Please click the ">" sign to add Source EPA Registration Number(s) Byop clamma & the condition below, please provide supporting documentation or Source EPA Registration Number(s). You will not have to Bio any subsequent "Requirement Status & Registrant's Response" forms in this case
Registrant's Response	EPA Registration Humber 352-596
870 2500 21/28 day demai toxely	Product Name DUPONT CANOPY SP HERBICIDE
870.3200 90 day damai taxe ty	Winds the earneet this product registration voluntarity
970,3250 Additional Emul Recipients	* Tam claiming a Genteric Data Exemption because Lobtain the active significant from the voluce EPA registration number leted below
	Iagree to sansty Generic Data requirements as interated on the attached form entitled "Requirements Status and Registrants Response."
	Source EPA Registration. 103/2011
	Source EPA Registration 123-201 Number 123-200 X
Ne sponsprate option, upload vig documentation Theopsary, and r best foution	Source EPA Registration. 133/331 Number Source EPA Registration 123-832 Sc Number

Exhibit 12-11: GDCI Generic Data Exemption

**Note:** All entered Source EPA Registration Numbers will be validated during submission or when you press the 'Validate' button in the Application Footer.

**Navigation:** Enter all required 'Source EPA Registration Numbers' and click the 'Next' button to respond to the other registration numbers (if any).

• I agree to satisfy Generic Data requirements as indicated on the attached form entitled "Requirements Status and Registrant's Response": Selecting this option requires no additional data. Exhibit 12-12 below demonstrates this selection. After selecting this option, click the 'Next' button; you can continue navigating through the DCI.

GDCI-101101-1972	EPA Product Registration (EPA Reg. No. 352-596)
90-Day Response Submission EPA Rey, No. 352-566 EPA Rey, No. 352-566 EPA Rey, No. 352-891 Regularment Status &	Please select the appropriate option below. Only one option can be selected. If you are channing a General: Data exemption (the second roboth) you can enter Source EPA Registration Number(s) If you choose the first or second option below, please privide supporting documentation or Source EPA Registration Number(s). Response forms in this case
Registrant's Response	EPA Registration Number 382-396
Acute dermal indation - 870 2500 21/28-day dermal toxicity -	Product Name DUPONT CANOPY 5P HERBICIDE
670 2200 60-day derma) toxicay	E with to sand et this product registration voluntarity.
n70.3260 Additional Email Recipients	I am claiming a Generic Data Exemption because I ubtain the active ingredient from the source EPA registration number lated below
	* Tagree to satisfy Generic Data requirements as indicated on the attached form entitled "Requirements Status and Registrant's Response."
	Previous Next
	Previous Next
The appropriate uption, upload rang documentation of increasiany, and	Previous Next

Exhibit 12-12: GDCI Agree to Satisfy Data Requirements

**Navigation:** After selecting this option, click the 'Next' button to respond to the other registration numbers (if any).

**Note:** If an option has been selected for all EPA Registration Numbers, click the 'Next' button to proceed to the 'Requirement Status & Registrant's Response' section (**Section 12.4.3**).

**Important:** Your responses to the guidelines in the 'Requirement Status & Registrant's Response' section will only apply to the EPA Registration Numbers for which you agreed to satisfy the Generic Data requirements (third radio button). If you select the first or second radio button for **ALL** EPA Product Registration Numbers, you will not have to fill out responses for any of the guidelines. In this case, a gray strikethrough line will appear in the navigation tree and red text will appear on the guideline pages. See Exhibit 12-13 below for reference.

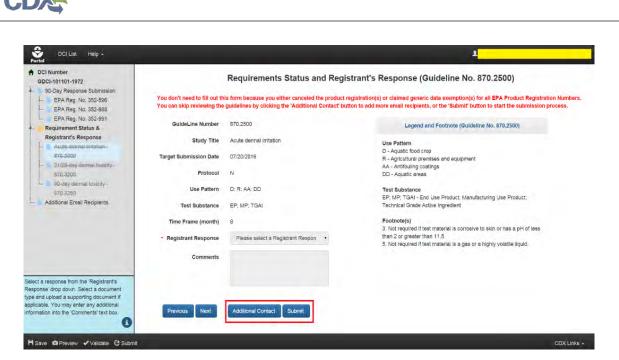


Exhibit 12-13: GDCI Response to Guidelines Not Needed

**Navigation:** Since no guidelines require a response, you may click the 'Additional Contact' button to specify additional email recipients for DCI email updates, or the 'Submit' button to begin the submission process.

# 12.4.3 GDCI Requirements Status and Registrant's Response Screen

This screen contains information about a Guideline Number within the DCI. On this screen, you may choose a response from the 'Registrant Response' dropdown. After selecting a response, additional fields or a document upload section may appear so that you can submit data to support your response. You may also enter comments about the response into the 'Comments' text box. You must respond to all guidelines before submitting the 90-Day Response.

The following information is displayed on the 'Requirements Status and Registrant's Response' screen:

- **GuideLine Number:** The Guideline Number associated with the DCI. This field is not editable.
- Study Title: The study associated with the guideline. This field is not editable.
- Target Submission Date: The targeted date for submission. This field is not editable.
- Protocol: The protocol for the guideline. This field is not editable.
- Use Pattern: The use pattern for the guideline. This field is not editable.
- Test Substance: The test substance for the guideline. This field is not editable.
- Time Frame (month): The time frame for the guideline. This field is not editable.



You may select a response for the guideline via the 'Registrant Response' drop down. You can also copy a response to all guidelines within a DCI by clicking the blue icon next to the 'Registrant Response' drop down and clicking 'OK' in the pop-up window. This will ensure that all guidelines have the selected response applied to them. You can later change the response for the affected guidelines if you wish. See Exhibit 12-14 below.

DCI Number GDCI-101101-1972		Requirements Status and Re	egistrant's Response (Guideline No. 870.2500)
90-Day Response Submission     EPA Reg. No. 352-596     EPA Reg. No. 352-888	Choose an appropriate response b	below	
EPA Reg. No 352-991	GuideLine Number	670 2500	Legend and Footnote (Guideline No. 870.2600)
Requirement Status & Registrant's Response	Study Title	Acute dermal intiation	Use Panem D. Aquate food crop
Acute dermal inflation - 870,2500	Target Submission Date	07/20/2016	Li - Aquase tere crop R - Agoculural premises and equipment AA - Antibung coatengs
<ul> <li>21/28-day defmal toxicity - 870 3200</li> </ul>	Protocol	N	DD - Aquabc areas
- 90-day dermal toxicity	Use Pattern	D: R: AA, DD	Test Substance EP_MP_TGAL-End Use Product Manufacturing Use Product Teshinical Grade
870 3250 Additional Email Recipients	Test Substance	EP MP TGAI	Active Ingredient
	Time Frame (month)	8	Footnote(s) 3. Not required if test material is comosive to skin or bas a pH of less than 2 or
	- Registrant Response	Developing Data • 🗹	greater than 11.5 5. Not required if test material is a gas or a highly volatile liquid.
	Comments		
	Previous Next		
elect a response from the Registrants exponse' dipp down. Select a document pe and upload a supporting document if ppleable. You may enter any additional formation into the 'Comments' text box.			

#### Exhibit 12-14: 'Copy Response Code to Other Guidelines' Button

The possible responses for 'Registrant Response' are:

- **Developing Data:** Selecting this response indicates that you will provide study data at a later date. There is no document upload or data required as part of the 90-Day Response submission for this response. If you choose 'Developing Data,' you can click 'Next' to proceed to the next guideline.
- Agreement to Cost Share: This response requires at least one 'General Correspondence' document upload. When selecting a response that requires a file upload, there are two radio buttons available. The 'Add New Document' radio button should be used when you want to upload a new document to the response. Click the 'Add New Document' radio button. The document types are as follows:
  - o Form
    - Form 8570-32 Certification of Attempt to Enter into an Agreement with other Registrants for Development of Data.
  - o Correspondence
    - General Correspondences



Select the 'Correspondence' document type and the 'General Correspondences' subtype. Enter any comments if necessary. Upload a document via the 'Browse...' button. Click the 'Save' button. The uploaded document will appear in the documents table in the center of the screen. You may delete an uploaded document by clicking the red 'Delete' icon in the 'Action(s)' column. After uploading a document, you will not be able to change your 'Registrant Response' selection. You will have to delete all uploaded documents before you can change your response. See Exhibit 12-15 below.

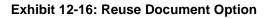
1 CI Number DCI-101101-1972 90-Day Response Submission	Use Pattern Test Substance	DD: AA: R; D EP; MP: TGAI			Test Substance EP. MP. TGAL - End Use Prod Active Ingredient	uct Manufacturing Use Product Tech	nical Grade
EPA Reg No 352-598	Time Frame (month)	8			Footnote(s) 3. Not required if test material	is conceive to skin ur has a pH of less	than 2 or
EPA Reg. No. 352-888 EPA Reg. No. 352-901	Registrant Response	Agreement to Cost Sha	ie •	C	greater than 11.5 5. Not required if test material	is a gas or a highly volatile liquid	
Requirement Status &						and the second	
Registrant's Response	Comments						
Acute dermal imtation - 870.2500							
21/28-day dermal toxicity -							
870 3200							
80-day demial toxicity		File Name	Туре	SubType	MRID	Action(s)	
870.9250 Additional Email Recipients		Testater	Correspondence	General Correspond		×	
and the carries we were		TENE MI	concaponacine	General Concepting	circi		
		Add New Docum	ent		Use Previously Uploaded I	Document	
			Document Type	Choose a Document	Type		
		- D	ocument Subtype	Choose a Document	Sutitype		
			Comments				
			- Upload	Browse			
response from the Registrants							
e' drop down. Select a document		NAMES OF TAXABLE PARTY.					
pload a supporting document if You may enter any additional		Save Gancel					
in into the 'Comments' text box.	1.000						
0	Previous Next						

Exhibit 12-15: Agreement to Cost Share

**Navigation:** Click the 'Add New Document' radio button. Select a document type and subtype and upload a document via the 'Browse...' button. Click the 'Save' button and click 'Next' if you are finished uploading documents to the response. Clicking 'Next' will navigate you to the next guideline in the DCI.

The 'Use Previously Uploaded Document' radio button allows you to reference a document that has already been uploaded so that it does not have to be uploaded again. Your response codes must match between guidelines if you want to reuse documents. After selecting the 'Use Previously Uploaded Document' radio button, a drop down list of uploaded files will appear within the file upload section. Simply select the document you would like to reuse from the 'Uploaded Documents' section and click the 'Reuse' button. The referenced document will appear in the documents table. You may remove the reference to an uploaded document by clicking the yellow icon in the 'Action(s)' column. See Exhibit 12-16 and Exhibit 12-17 below.

90 Day Response Submession           EPA Reg No: 352:369         Test:           EPA Reg No: 352:301         Time Fran           Registrant Response         Registrant Response           2022/02         Comparison         Comparison           90 Day Response         Response         Registrant Response           90 Day Status         Registrant Response         Registrant Response           90 Day Status         Comparison         Comparison           90 Day Status         Comparison         Comparison           90 Day Status         Comparison         Comparison           91 Day Status         Comparison         Comparison           92 Day Status         Comparison         Comparison           92 Day Status         Comparison         Comparison         Comparison           92 Day Status         Day Status         Day Status         Day Status         Day Status           92 Day Status         Day Status         Day Status         Day Status         Day Status         Day Status           92 Day Status         Day Status         Day Status         Day Status         Day Status         Day Status           92 Day Status         Day Status         Day Status         Day Status         Day Status         Day Status	Protocol Ise Pattern Substance ne (month) Response Comments	N DD, AA, R: D TGA4 24 Agreement to Cost Share		c	10 17 22 30 31 4 4	Aquiátic foroir crioti- est Substance GAL-Terchnic al Grade Active Ing oconos(s) Required for agricultural uses o cur. Not required if an acceptable of submitted EV estang as required if the prod ermal attisorption of the active ing GAL or increase toxic or pharmar	if repeated human derm ie 90-day dermal loxicity s uct, or any component of redient(s) as determined	tudy is performed
BO-day demail tokeny     R70-3250     Addmin-al Email Recipients     Addmin-al Email Recipients		File Name No entres have been added. Add New Document	Түре		SubType	MRID Use Previously Uploaded Docu	Action(s)	
		- Uploaded Doc Documé Document 1 Uploa	nt Type Subtype	Test2 txt Corresponden Genetal Corres Test3 tar				
scré a response from the Registrant's sponse drog down. Seets a document a schulyzkad a augenring document A skable. Yrou maj enter any reddionat imaken wils the "Comments" (existica ()	ent	Reuse						



	File Name Trist2 bat	Type Correspondence	SubType General Corresponde	MRID	Action(s)	
	Add New Docum	nent		Use Previously Uploaded Docume	ent	
		- Document Type	Choose a Document	Type .		
	94	Document Subtype	Choose a Document	Subtype •		
		Comments				
		- Upload	Binwsei			
Previous Next	Save Cancel					
	Prevenues Next	Add New Docum	Add New Document - Document Type - Document Subtype Comments. - Upload Server Clances	Add New Document	Add New Document Use Previously Uploaded Document Document Type Choose a Document Type Document Subtype Choose a Document Subtype Comments Upload Binnese	Add New Document     Use Previously Uploaded Document

Exhibit 12-17: Reused Document in the Documents Table

**Navigation:** Click the 'Use Previously Uploaded Document' radio button. If any documents are available for reuse, select the appropriate document from the 'Uploaded Documents' drop down. If no documents are available for reuse, you will get an appropriate message. Click the



'Reuse' button and click 'Next' if you are finished uploading documents to the response. Clicking 'Next' will navigate you to the next guideline in the DCI.

- Offer to Cost Share: This response requires at least one 'General Correspondence' and one 'Form 8570-32 (Certification of Attempt to Enter into an Agreement with other Registrants for Development of Data)' document upload. This response has the same document types as 'Agreement to Cost Share.' Upload the necessary documents and click the 'Next' button to proceed to the next guideline.
- Submitting Existing Data: This response allows you to upload study documents. It features the standard file upload feature, but also allows you to enter an MRID for your study via the 'MRID' field. For assistance with generating a root MRID, please refer to Section 4. The document types are as follows:
  - o Study
    - Data Entry Spreadsheet Template (DEST)
    - Data Waiver Request
    - Protocol
    - Study
    - Study Profile
    - Supplemental Study Data
    - Transmittal Document
    - Water Monitoring Data

Upload all necessary documents and click the 'Next' button to proceed to the next guideline. See Exhibit 12-18.

**Note:** The MRIDs you enter will be validated during submission or when you press the 'Validate' button within the application footer.

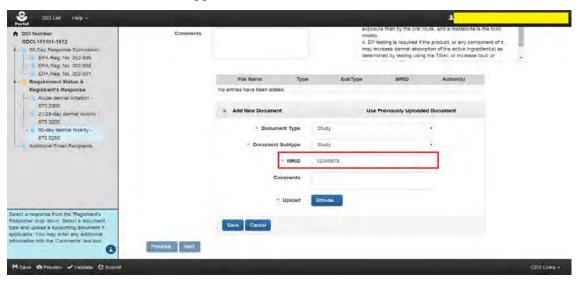


Exhibit 12-18: Submitting Existing Data



**Navigation:** Upload all necessary documents, enter MRIDs, and click the 'Next' button to proceed to the next guideline.

- Upgrading a Study: This response allows you to upload study documents. It features the standard file upload feature, but also allows you to enter an MRID for your study via the 'MRID' field. For assistance with generating a root MRID, please refer to Section 4. This response has the same document types and features as the 'Submitting Existing Data' response.
- **Citing a Study:** This response allows you to cite studies. It features an 'MRID Number' field so that you may enter the MRID of the studies you are citing. You can click the 'Cite an additional MRID Number' link to cite multiple studies. You can also delete MRIDs by clicking the red 'Delete' icon next to the 'MRID Number.' See Exhibit 12-19 below.

😌 DCI List Help -				4	-
Portal	extraction extraction	010,0200		Legend and Foomote (Guideline No. 870.3250)	-
<ul> <li>♣ DCI Number GDCI-101101-1972</li> <li>90-Day Response Submission EPA Reg. No. 352-596</li> <li>EPA Reg. No. 352-991</li> <li>Requirement Status &amp; Registrant's Response</li> <li>Acute dermal imitation - 870.2500</li> <li>21/28-day dermal toxicity - 870.3200</li> <li>90-day dermal toxicity - 870.3200</li> <li>90-day dermal toxicity - 870.3260</li> <li>Additional Email Recipients</li> </ul>	Study Title Target Submission Date Protocol Use Pattern Test Substance Time Frame (month) * Registrant Response Comments	90-day dermal toxicity 11/20/2017 N DD: AA: R: D EP: TGAI 24 Citing a Study	. C	Legend and Footbole (duideline No. 570.3230) Use Pattern DD - Aquatic areas AA - Antiouling coatings R - Agricultural premises and equipment D - Aquatic food premises and equipment D - Aquatic food premises and equipment D - Aquatic food or the Product: Technical Grade Active Ingredient Footbole(s) 1. Required for food uses if either of the following criteria is met: (i) the use pattern is such that the dermal route would be the primary route of exposure: or (ii) the active Ingredient is toolw nor exposure than by the oral route, and a metabolite is the toxic molety 4. EP testing is required if the product, or any component of it, may increase dermal absorption of the active Ingredient (b) as	
	MRID Number	12345678 87654321	×	determined by testing using the TGAI, or increase toxic or	
Select a response from the Registrant's Response drop down. Select a document type and upload a supporting document if applicable. You may enter any additional information into the "Contiments" text box.	MRID Number Previous Next	11223344  Cite an additional MRID /var	mber		
H Save @Preview Validate @ Submit					CDX Links +

#### Exhibit 12-19: Citing a Study

**Navigation:** Enter the necessary MRIDs and click the 'Next' button to proceed to the next guideline.

- **Deleting Uses:** This response features the same file upload feature found in other responses. The document type and subtype are as follows:
  - o Label
    - Draft

Upload the necessary documents and click the 'Next' button to proceed to the next guideline.

- Low Volume/Minor Use Waiver Request: This response features the same file upload feature found in other responses. The document type and subtype are as follows:
  - o Correspondence



### Waiver Request

Upload the necessary documents and click the 'Next' button to proceed to the next guideline.

• Waiver Request: This response features the same file upload feature found in other responses. The document type and subtype is the same as the 'Low Volume/Minor Use Waiver Request' response. Upload the necessary documents and click the 'Next' button to proceed to the next guideline.

# 12.4.4 Additional Email Recipients and GDCI Submission Process

After all guidelines have been responded to, you may indicate additional email recipients on the 'Additional Email Recipients' screen. This screen allows you to indicate additional email addresses to which DCI notification emails will be sent. By default, these emails are only sent to the PSP account that performs the submissions. These emails will inform the recipients when 90-Day Responses and Data Submissions are submitted to OPP.

Click the 'Add a new email address' link. An 'Email Address' text field will appear. Enter the email address of the desired recipient. If you would like to add more than one email address, click the 'Add a new email address' link as many times as necessary. You can use the red 'x' icon in order to delete entered addresses.

Once you are finished entering email addresses, click the 'Submit' button to begin the submission process. Press 'OK' in the pop-up that appears. See Exhibit 12-20 below.

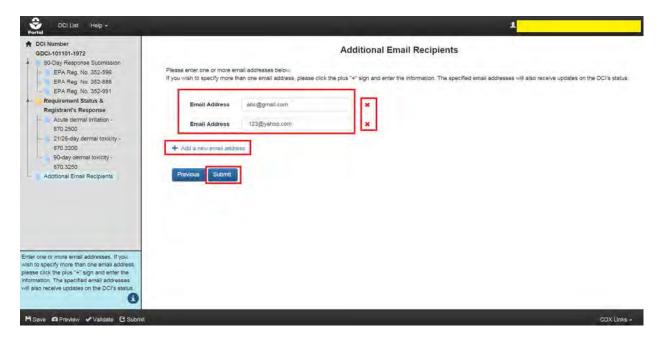


Exhibit 12-20: Additional Email Recipients



Please refer to **Section 10** for assistance with the submission process. After you have successfully submitted the DCI, you will be navigated back to the 'DCI List' screen. Your submitted DCI will have a status of 'In Transmission.'

**Important:** You will be able to submit data once your DCI '90-Day Response' status changes to 'Successfully Transmitted to OPP.' See Exhibit 12-21 below.

u must have a Data Call-In from EF knowledgement" link in the corresp		dgement. To start a DCI Acknowledgement	click on the "Start DCI		Data Call-In & Resp	ionse Legend		
sponse" link in the corresponding er the initial 90-Day Response is si	column. auccessfully transmitted to ar	start a 90-Day Response. Please click on t ind processed by OPP, you may start a Dat may submit multiple times to satisfy all req	ne "Start 90-Day ta Submission: Please uirements,	No Action Needed: Th Awaiting User Comple Failed Validation: The In Transmission: The Pending: The package	No action is available for this type of respon- its is a legaty DCI, you don't need to submin eton: The Respirate is in progress and his Response to viabilition errors and cance Response is in transmission from DCI to Of his oben transmitted to OPP and is availit to OPP. The Response failed transmission	DCI Acknowledg s not been submit t be submitted. op ng processing		
u can view and edit a DCI Acknowl wnload a copy of record mpany Name: TEST ORG (123)	kdgement 90-Day Respon	sse or Data Submission before submitting	Atter submitting, you may	Successfully Transm Start DCI Acknowledg Start 90-Day Respons Submit Data: Submit a	to Greve the interpolate used standingson titled to OPP: The Response was successful generat: Submit 3 of Day Response was distontial data to support your responses a s Submits ion Successful; Submit addition	ally transmitted an ou have received Call-In nd satisfy guidelin	d the Data Call in trom EPA.	
Number: ALL	DCI Acknowledgeme	ent Status: ALL	• 90-Day Response St	tatus: ALL	- • • )		Items Per Page:	25 .
entries found	and of the second		and the second second		and an experimental		and the second second	
DCI Number *		+ 90-Day Response Deadline =	DCI Acknowledgem	****	90-Day Response		Data Submission	0
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DCI-Number         *           GOCI-101101-89578 @         *           POCI-101101-1909 @         *           GOCI-101101-1909 @         *	11/20/2015 11/20/2015 11/20/2015	02/28/2018 02/28/2018 02/28/2018	Pending ± Pending ± Pending ±	****	Pending ± Pending ± Subtessfully Transmitted to OPP ±	•	No Action Available No Action Available Pending	
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#### Exhibit 12-21: DCI List After Submission

In addition, you will receive an email stating that your 90-Day Response Submission was successfully transmitted to OPP. An example of this email is seen below in Exhibit 12-22.

Your 90-Day Response Submission (GDCI-101101-1972) has been successfully transmitted to OPP and is awaiting processing. Your tracking number is CDX\_DCI\_2016\_000003.

Below are the guideline(s) included in this response: Acute dermal irritation - 870.2500 21/28-day dermal toxicity - 870.3200 90-day dermal toxicity - 870.3250

Once your 90-Day Response is processed by OPP, you can start additional data submission.

Company Name: TEST ORG Company Number: 123

If you have questions concerning this message, you may contact the CDX Help Desk by email at <u>helpdesk@epacdx.net</u> 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 https://cdx.epa.gov

United States Environmental Protection Agency - Central Data Exchange

#### Exhibit 12-22: GDCI 90-Day Response Email Notification

# 12.5 PDCI 90-Day Response

The following sections detail the process of completing and submitting a PDCI 90-Day Response. PDCIs may contain multiple EPA Registration Numbers. Unlike GDCIs, the guidelines are grouped under each EPA Registration Number. This allows you to respond to the guidelines differently based on the EPA Registration Number provided.

If you choose to cancel a product registration, you will not have to fill out any of the guidelines associated with that registration. However, the other product registrations and their guidelines will remain unaffected. Please refer to the subsequent PDCI sections for more details.

## 12.5.1 PDCI 90-Day Response Submission Screen

After clicking the 'Start 90-Day Response' link, you will be navigated to the '90-Day Response Submission' screen. This screen contains summary information about the DCI. You can also upload DCI-level documents on this screen. A navigation tree is also present, pictured below in Exhibit 12-23.

BCILINI Help +					1	
DCI Number     PDCI-101101-1902     So Day Response Submission     Day Day Les Son Day	Please review the following information		ay RESPONSE	(PDCI-101101-1902)		
EPA Reg. 4to: 352-366     EPA Reg. 4to: 352-366     The additional strates - trz 2400     The additional strates - The additional strates -	Company Name Company Address DCI Number DCI Type Issued Date 90-Day Deadline CRM	TEST ORG CHESTINUT RUN PLAZA 974 CENTRE ROAD WILMINGTON DE 19885 PDCI-101101-1980 Product Specific 11/20/2015 U2/28/2016		There are 2 EPA Product Regis associated with This DCI, beside EPA Product Registration Nul 352-595 352-459	mber : Guideline Requirement Numb 870 3250	r them
	Chemical Name Chemical Number	1049/buzin 101101				
		File Name Ny orthog have been added Add DDI Level Document	File Type	ΣubType	Action(s)	
Inview Vile Information Slepplying on screen nd cash the "west barrier, You may uplead of ever documents by planing the Vela Diol ever Document puttion		- Document Type - Document Subtype Comments	Chaose a Documer		•	
M Save O Preview Validate C Submit						COX Links •

Exhibit 12-23: PDCI Navigation Tree

Since the '90-Day Response Submission' screen is the same for both GDCIs and PDCIs, please refer to **Section 12.4.1** for a detailed description of the items on this page.

**Navigation:** Review the displayed information and upload DCI level documents if desired. Click the 'Next' button.

**Note:** For information about the 'Save,' 'Preview,' 'Validate,' and 'Submit' buttons in the Application Footer, proceed to **Section 5.4**. Otherwise, proceed to the next section.

# 12.5.2 PDCI EPA Product Registration Screen

This screen contains basic information about an EPA Registration Number. On this screen, you may choose one of three radio button options. Select a radio button option for each EPA Registration Number (if more than one) before proceeding to the 'Requirement Status & Registrant Response' section.

The following information is displayed on the 'EPA Product Registration' screen:

- **EPA Registration Number:** The EPA Registration Number associated with the DCI. This field is not editable.
- Product Name: The Name of the product associated with the DCI. This field is not editable.

The following radio button options are available:

• I wish to cancel this product registration voluntarily: Selecting this option will cause a file upload section to appear.

Exhibit 12-24 below demonstrates this selection. A document must be uploaded to support the cancellation. Click the 'Add Document' button, choose a 'Document Type' and 'Subtype' and upload a document via the 'Browse...' button. Any uploaded documents will appear in the documents table in the center of the screen. You can delete added documents by pressing the red 'Delete' icon in the 'Action(s)' column. The document types are as follows:

- o Correspondence
  - Company Letter
  - General Correspondences

Portel							
PDCI Number PDCI-101101-1902			EPA Prod	luct Registration (	EPA Reg. No. 352-59	6)	
10 Day Response transmission     +	Place select the appropriate spic If you shoese to carece the product			emotion, You will not have to	fill out any subsorgadent forms relat	ed to the product	r y, this case
Acule dermal instalion 970-2900	EPA Registration Number	362-694					
2 CO5-City Herman lookby - 826-2200	Product Name	DUPONT CANOPY SP HEP	BICIDE				
HTM 3250	· I with to cancer this product of	Saturda Sources					
El'A Rom No. 352-455     Anni Ammai methon -	-						
UTILIZADA	Ny product is all (400° and 1 e	orce to satisfy the KILP insparent	enth ain this alkached Asvis i	unived Toosarcenceith Stakin	and Redelizent's Response."		
670 stola OC-salv derma (postfy 670 stola	<ul> <li>Wy postar is an RUP and Liq</li> </ul>	yer in safety for fit. Precisions	in a te staded tim e	meri 'Requestenti Stato	and Repictunt's Response."		
Adational Criat Records		File Marne		File Type	Suit Type		ation(5)
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Exhibit 12-24: PDCI Voluntary Cancellation

Navigation: Upload a supporting document and click the 'Next' button.

**Important:** Selecting this option means that you will not have to respond to any of the guidelines grouped under that specific EPA Product Registration Number. A gray strikethrough line will appear in the navigation tree and red text will appear on the associated guideline pages. See Exhibit 12-25 below for reference.

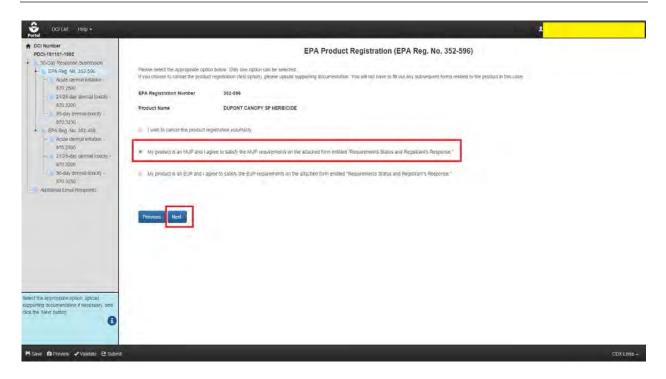
Ported DCI Ltd Help +			
DCI Number PDCI-101101-1902		Requirements Status and Registrant's Re	sponse (EPA Reg. No. 352-596 : Guldeline No. 870.2500)
98-Day Response Subtrassion     EPA Reg. No. 352-598     - S. Accession directober     #20-3989	You can skip reviewing the guidelim	es and go to the next EPA Product Registration screen by clickin	untariy," in the corresponding EPA Product Registration screen. Ig the Year EPA Registration Number button. If button to add more email recipients, or the Subrat button to start the submission process.
- 1 Milk-ta-Correctionsity- 820-000	GuideLine Number	870 2500	Legend and Footnote (Guideline No. 870.2500)
90-any amma0rammy- 826.5260	Study Title	Acuje dermai impation	Use Pattern
EPA Reg. No. 352-459 Acute dermal entation	Target Submission Date	07/20/2016	AA Anthousing countrys DD - Aquatic tareas R - Aquatic tareas R - Aquatic guinates and equipment
870 2500	Protocol	N	in - Agricultural primates and equipment D - Aquatic food crop
<ul> <li>23/26-day dermal toxicity - 8/0.3260</li> </ul>	Use Patiern	AALDO, R. D	Test Substance EP: MP: TGM - End Use Product: Munichchung Use Product: Technical Gride Active
90-day dermal toecky 870 3250	Test Substance	EP: MP: TGAL	ingredient
Additional Email Respirats	Time Frame (month)	8	Footnote(s) 3 Not required if test insideral is corrosive to skin or has a pri of less than 2 or greater than
	- Registrant Response	Peaks send a Registrant Response.	11.5. 5 Not required if lest material is a gas or a righty volatile liquid.
	Comments		
	-		
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ect a response trom the 'Registrant's sponse' drop down. Select a document e and sphood a supporting document if docable. You may enter any additional smartion into the 'Comments' test box			
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Save O Prevew Validate C Sabril			COX units

#### Exhibit 12-25: PDCI Response to Guidelines Not Needed

**Navigation:** Since no guidelines under this EPA Production Registration Number require a response, you may click the 'Next EPA Registration Number' button to proceed to the next registration number.

- My product is an MUP and I agree to satisfy the MUP requirements on the attached form entitled "Requirements Status and Registrant's Response: Selecting this option requires no additional data. Exhibit 12-26 below demonstrates this selection. After selecting this option, click the 'Next' button; you can continue navigating through the DCI.
- My product is an EUP and I agree to satisfy the EUP requirements on the attached form entitled "Requirements Status and Registrant's Response: Selecting this option requires no additional data. Exhibit 12-26 below demonstrates this selection. After selecting this option, click the 'Next' button; you can continue navigating through the DCI.

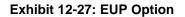




#### Exhibit 12-26: MUP Option

**Navigation:** After selecting this option, click the 'Next' button to respond to the guidelines within the DCI as seen below in Exhibit 12-27.

Portel			
PDCI-101101-1902		EPA Product Registration (EPA Reg. No. 352-596)	•
Submasko     Submasko     Submasko     EPA Reg. No. 982-596     Acute dermal invalion     ro70 2500     SUBMASK     SUBMASK     SUBMASK     SUBMASK     SUBMASK     SUBMASK     SUBMASK     SUBMASK     SUBMASK     SUBMASK		In Below. Only one option can be selected registration (first option), please upload supporting documentation, ifou will not have to the out any subsequent tooms neated to the product in this case. 353-696 DUPONT CANOPY SP HERBICIDE	
60-day dermal toxicity     870-3250     EPA-Ridg No. 352-451     Aculte dermal inflation -     870-2500	<ul> <li>Awash to cancel this product re</li> </ul>		
C20 ago dermal toxicity     C20 ago dermal toxicity     C20 ago dermal toxicity     S0-dayo dermal toxicity     S70 agoo     S0 agoo     S70 agoo     S70 agoo     S70 agoo	-	gree to saidly the MUR requirements on the attactived form entitled "Requirements. Status and Registrant's Response."	
	Pittovisus		
Seed the appropriate sprion, uplicat separating documentation if nonestary, and pick the Next builtin			
M Save & Preview - Vaidabe @ Stident			COX Links -



**Navigation:** After selecting this option, click the 'Next' button to respond to the guidelines within the DCI.

# 12.5.3 PDCI Requirements Status and Registrant's Response Screen

This screen contains information about a Guideline Number within the DCI. On this screen, you may choose a response from the 'Registrant Response' dropdown. After selecting a response, additional fields or a document upload section may appear so that you can submit data to support your response. You may also enter comments about the response into the 'Comments' text box. You must respond to all guidelines before submitting the 90-Day Response.

The following information is displayed on the 'Requirements Status and Registrant's Response' screen:

- **GuideLine Number:** The Guideline Number associated with the DCI. This field is not editable.
- Study Title: The study associated with the guideline. This field is not editable.
- Target Submission Date: The targeted date for submission. This field is not editable.
- Protocol: The protocol for the guideline. This field is not editable.
- Use Pattern: The use pattern for the guideline. This field is not editable.
- Test Substance: The test substance for the guideline. This field is not editable.
- Time Frame (month): The time frame for the guideline. This field is not editable.

You may select a response for the guideline via the 'Registrant Response' drop down. You may also copy a response to all guidelines under that EPA Product Registration Number by clicking the blue icon next to the 'Registrant Response' drop down and clicking 'OK' in the pop-up window. Please note that this will only copy the response to the guidelines grouped under that particular EPA Product Registration Number. This will ensure that all guidelines under a specific registration number have the selected response applied to them. You can later change the response for the affected guidelines if you wish. See Exhibit 12-14 in the GDCI section above for reference.

The possible responses for 'Registrant Response' are:

- **Developing Data:** Selecting this response indicates that you will provide study data at a later date. There is no document upload or data required as part of 90-Day Response submission for this response. If you choose 'Developing Data,' you can click 'Next' to proceed to the next guideline.
- Agreement to Cost Share: This response requires at least one 'General Correspondence' document upload. When selecting a response that requires a file upload, there are two radio buttons available. The 'Add New Document' radio button should be used when you want to upload a new document to the response. Click the 'Add New Document' radio button. The document types are as follows:
  - o Form



- Form 8570-32 Certification of Attempt to Enter into an Agreement with other Registrants for Development of Data.
- o Correspondence
  - General Correspondences

Select the 'Correspondence' document type and the 'General Correspondences' subtype. Enter any comments if necessary. Upload a document via the 'Browse...' button. Click the 'Save' button. The uploaded document will appear in the documents table in the center of the screen. You may delete an uploaded document by clicking the red 'Delete' icon in the 'Action(s)' column. After uploading a document, you will not be able to change your 'Registrant Response' selection. You will have to delete all uploaded documents before you can change your response. See Exhibit 12-15 in the GDCI section above for an example. Exhibit 12-16 and Exhibit 12-17 above also detail the 'Use Previously Uploaded Document' radio button.

- Offer to Cost Share: This response requires at least one 'General Correspondence' and one 'Form 8570-32 (Certification of Attempt to Enter into an Agreement with other Registrants for Development of Data)' document upload. This response has the same document types as 'Agreement to Cost Share.' Upload the necessary documents and click the 'Next' button to proceed to the next guideline.
- Submitting Existing Data: This response allows you to upload study documents. It features the standard file upload feature, but also allows you to enter an MRID for your study via the 'MRID' field. For assistance with generating a root MRID, please refer to Section 4. The document types are as follows:
  - o Study
    - Data Entry Spreadsheet Template (DEST)
    - Data Waiver Request
    - Protocol
    - Study
    - Study Profile
    - Supplemental Study Data
    - Transmittal Document
    - Water Monitoring Data

Upload all necessary documents and click the 'Next' button to proceed to the next guideline. See Exhibit 12-18 in the GDCI section above for reference.

**Note:** The MRIDs you enter will be validated during submission or when you press the 'Validate' button within the Application Footer.

• Upgrading a Study: This response allows you to upload study documents. It features the standard file upload feature, but also allows you to enter an MRID for your study via the 'MRID' field. For assistance with generating a root MRID, please refer to Section 4. This



response has the same document types and features as the 'Submitting Existing Data' response.

- **Citing a Study:** This response allows you to cite studies. It features an 'MRID Number' field so that you may enter the MRID of the studies you are citing. You can click the 'Cite an additional MRID Number' link to cite multiple studies. You can also delete MRIDs by clicking the red 'Delete' icon next to the MRID Number. See Exhibit 12-19 in the GDCI section above for reference.
- Waiver Request: This response features the standard file upload feature. The document type and subtype are as follows:
  - o Correspondence
    - Waiver Request

Upload the necessary documents and click the 'Next' button to proceed to the next guideline.

• Not Applicable: This response features the standard file upload feature. The document type and subtype is the same as the 'Waiver Request' response. This response also features an 'MRID' field so that you may enter an MRID. Upload the necessary documents and click the 'Next' button to proceed to the next guideline.

# 12.5.4 Additional Email Recipients and GDCI Submission Process

After all guidelines have been responded to, you may indicate additional email recipients on the 'Additional Email Recipients' screen. This screen allows you to indicate additional email addresses to which DCI notification emails will be sent. By default, these emails are only sent to the PSP account that performs the submissions. These emails will inform the recipients when 90-Day Responses and Data Submissions are submitted to OPP.

Click the 'Add a new email address' link. An 'Email Address' text field will appear. Enter the email address of the desired recipient. If you would like to add more than one email address, click the 'Add a new email address' link as many times as necessary. You can use the red 'x' icon in order to delete entered addresses.

Once you are finished entering email addresses, click the 'Submit' button to begin the submission process. Press 'OK' in the pop-up that appears. See Exhibit 12-20 in the GDCI section above for reference.

Please refer to **Section 10** for assistance with the submission process. After you have successfully submitted the DCI, you will be navigated back to the 'DCI List' screen. Your submitted DCI will have a status of 'In Transmission.' You will be able to submit data once your DCI status changes to 'Successfully Transmitted to OPP.' See Exhibit 12-21 in the GDCI section above for reference.

In addition, you will receive an email stating that your 90-Day Response Submission was successfully transmitted to OPP. An example of this email is seen below in Exhibit 12-22.



# 12.6 Submit Data

The 'Submit Data' feature of PSP allows you to submit additional documents after you have submitted a 90-Day Response. These additional documents will support previous responses and help satisfy guidelines. You may submit data at any point after submitting a 90-Day Response. The 'Submit Data' feature functions the same for both GDCIs and PDCIs.

Navigate to the 'DCI List' screen. Before you can submit data, the status of your 90-Day Response submission must be 'Successfully Transmitted to OPP.' Click the 'Submit Data' link in the 'Data Submission' column. See Exhibit 12-28 below for reference.

fol								
		3gement. To start a DCI Acknowledgement.	click on the "Start DCI		Data Call-In & Res	ponse Legend		-
esponse" link in the corresponding for the initial 00-Day Response is a ick on the "Submit Data" link in the o	column successfully transmitted to a corresponding column. You	stari a 90-Day Response. Please click on th ind processed by DPP, you may start a Data may submit multiple times to satisfy all requi nse or Data Submission before submitting. A	e "Start Id-U3ay No. Aw I Submission Please Faa In Trothents Person Alter submitting, you may Faa Star Star Star Sub Sub	Action Needed: This httpg User Completi d Validation: The R ding: The package h ed Transmission to cessfully Transmitt t DCI Acknowledge t 90-Day Response mit Data: Subnik ad	a action is available for this type of respon- is a legacy DCL you don't med to subm one. The Response is in progress and his response has validation errors and canno esponse is in transmission, fram DCI is O as been transmitted to DPP and is avail- OPP: The Response tailed transmission <b>et to OPP:</b> The Response for the Data Submit a 90-Day Response for the Data Submit sion Successfull; Submit addde	It DCI Acknowled; as not been submitted of the submitted spp ing processing to OPP fully transmitted are you have network as Call-In and satisfy guidet	inted yet ind processed by OPP of the Data Call-In from EPA. mes	
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Exhibit 12-28: 'Submit Data' Link

Navigation: Click the 'Submit Data' link.

After clicking the 'Submit Data' link, you will be navigated to the 'Enter Passphrase' screen. Enter the passphrase that was used to encrypt your 90-Day Response submission. Refer to **Section 8.1** above if you need assistance with navigating this screen.

After entering the correct passphrase, you will be navigated to the 'Data Submission' screen. As seen in Exhibit 12-29 below, this is the same screen you were first navigated to when starting the 90-Day Response. Notice that your previous response to the first EPA Product Registration Number is saved; the guidelines are crossed out in the navigation tree.



DCI Number						
PDCI-101101-1905		90-Da	y RESPONS	E (PDCI-101101-1905)		
Data Submission     EPA Reg. No. 352-598     Data Submission     Security dominal antidation	Please review the following inform	ation of the Data Cali-In				
870-2699 21/28-day-dominal lonicity-	Company Name	TEST ORG		Summar	y of the DCJ (PDCI-101101-1905)	
Company Adde     Company Adde     Shina yani		CHESTNUT RUN PLAZA, 974 CENTRE ROAD WILMINGTON, DE 19805		Number(s) associated with t	egistration Number(s) and 6 Guide his DCI, please make sure that yo	
4- EPA Reg No 352-459	DCI Number	PDCI-101101-1905		of them.		
Acute dermal irritation - 870/2500	DCI Type	Product Specific		EPA Product Registration / 352-590 352-459	(umber(s)	
21/28-day detrual toxicity - 970 3200	issued Date	11/20/2015			umber : Guideline Requirement	Municipality
90-day dermal toxicity 870 3250	90-Day Deadline	02/28/2016		352-596: 870 2500, 870 32 352-459: 870 2500, 870 32	00: 870 3250	(umber(s)
Additional Email Recipients	CRM					
	Chemical Name	Metribuzin				
	Chemical Number	101101				
		File Name	File Type	SubType	Action(s)	
		No entries have been added				
ew the information displayed on acceen click the Next button. You may upload lever documents by clicking the Widd DC1		Add DCI Level Document				
Document button		Document Type	Choose a Doci	iment Type _		
		+ Document Subrype	Choose a Doci			

Exhibit 12-29: Data Submission Screen

**Navigation:** Add additional DCI Level Documents if desired by clicking the 'Add DCI Level Document' button. Proceed to the next set of guidelines to submit additional documents.

The 'Data Submission' portion of PSP allows you to re-enter your 90-Day Response and upload additional documents to satisfy guidelines. All previously entered data will be displayed. However, you will not be able to change any of your responses as seen in Exhibit 12-30 below. Any previously submitted documents will have a status of 'Previously Submitted' in the 'Action(s)' column. For assistance with uploading documents to a response, please refer to **Section 12.4.3** for GDCIs and **Section 12.5.3** for PDCIs.



Port Number     POCI-101105-1595     DOI Number     POCI-101105-1595     Data Submassion     EPA Ray No. 352-596     EPA Ray No. 352-599	Test Substance Time Frame (month)	EP. TGAI 24		Footnote(s) 1 Required for food uses if e	reconncal orace active ingredient inlier of the following criteria is met (i) the u al route would be the primary route of expr	
	- Registrant Response Comments	Agreement to Cost Share		patient is such that the demain oule would be the primary outline of exposure, or (ii) the active impositent is known or expected to be metabolized determity by the demain orule of exposure than by the oral route, and a metabolite is the toxic movely. 4. EP testing is required if the product or any component of it, may increase demail absorption of the active appredicable) as deprimed by testing using the TGAL, or increase toxic or pharmacologic effects.		
Acute dermai intation - 870 2500		File Name Ty	ipe SubTyp	M MRID	Action(s)	
<ul> <li>21/28-day dermál téxicily - 870 3200</li> </ul>		lesit bi Carresp	ondence General Correspo	indences	Previously Submitted	
90-day dermal loxacity - 870 3260		Add New Document		Use Previously Uploaded	Document	
Additional Email Recipients		- Document	Choose a Docum	ent Type	•	
		- Document Su	btype Choose a Documi	en Subtype	*	
		Comm	nents			
		- u	pload Bawsie			
elect a response from the Registrant's esponse' drop down. Select a document, e-and uplaud a supporting document, if pplicable. You may enter any additional domation into the 'Comments' text box	Previous Next	Save Taincel				

Exhibit 12-30: Data Submissions

Navigation: Upload any additional documents and click the 'Next' button.

The submission process for a Data Submission is the same as the 90-Day Response. Please refer to **Section 10** for assistance with the PSP submission process. When you successfully submit a Data Submission, the 90-Day Response copy of record is updated on the 'DCI List' screen. The copy of record is additive, it will show all the documents submitted as part of the 90-Day Response or subsequent Data Submissions. Please refer to **Section 12.7** for assistance with accessing the copy of record. You can make another data submission after your previous data submission successfully transfers to OPP. However, you will not be able to submit additional data until the status changes to 'Submit Data (Previous Submission Successful).' You can submit data as many times as is necessary to satisfy all guidelines. See Exhibit 12-31 below.



ou must have a Data Call-In from E cknowledgement" link in the corres		vledgement. To start a DCI Acknowledgement	t click on the "Start DCI		Data Call-In & Res	ponse Lege	end	
esponse" link in the corresponding her thir indial 90-Day Response is ick on the "Submit Data" link in the	g column successfully transmitted b corresponding column. Y	ary start a SO-Day Response. Please click on th o and processed by OPP, you may start a Dat foru may sobmit multiple times to satisfy all requ ponse or Data Submission before submitting /	ta Submission. Please uirements.	No Action Needed: Ti Awaiting User Compl Failed Validation: The Pending: The packap Failed Transmission Successfully Transm Start DCI Acknowled Start 90-Day Respon Submit Data: Subme	No action is available for this type of respon- ins is a legary DC, you don't need to subme telefori. The Response is an progress and has Response has validation errors and canno Response has validation errors and canno to OPP. The Response failed share models to OPP. The Response failed superment that set: Submit a SO-Day Response for the Data additional data is support your responses rate additional super super super supermeas as Submitsion Successfull; Submit addition	e DCI Ackno as not been s ot be submo ppp ang processi to OPP fully transmit you have re a Call-In and sately g	submitted yet deed sing lifed and processed by OPP eccived the Data Daillie from EPA putclelines	
ompany Name: TEST ORG (123) Cl Number: ALL	DCI Acknowledge	ement Status: ALL	• 90-Day Response 5	itatus: ALL			items Per Page	25
CI Number: ALL	<ul> <li>DCI Acknowledge</li> </ul>							25
Cl Number: ALL 2 entries found DCl Number +	DCI Acknowledge     Date Issued	• 80-Day Response Deadline •	DCI Acknowledger		90-Day Response	*	Data Submission	25
Cl Number: ALL 2 entries found OCH Number • ODCH 101101-69578 (3)	DCI Acknowledge     Date Issued     11/20/2015	- 80-Day Response Deadline • 02/28/2016	DCI Acknowledgen Penang ±	nens *	99-Day Response Pending ±	*	Data Submission No Action Available	25
Cl Number: ALL 2 entres lound DCI Number • ODCI-101101-05578 © PDCI-101101-1509 ©	DCI Acknowledge     Date Issued     11/20/2015     11/20/2015	- 00-Day Response Deadline • 02/28/2016 02/28/2016	DCI Acknowledger Pending ± Pending ±	9801 *	00-Day Response Pending ± Pending ±		Data Submission No Action Available No Action Available	25
Cl Number: ALL 2 entries found: DCI Number: • ODCI-101101-89578 © PDCI-101101-1993 © GDCI-101101-1993 ©	DCI Acknowledge     Date Issued     11/28/2015     11/20/2015     11/20/2015	- 80-Day Response Deadline • 02/28/2010 02/28/2016 02/28/2016 02/28/2016	DCI Acknowledger Pending ± Pending ± Pending ±	9801 *	99-Day Response Pending ± Pending ± SuccessRuly Transmitted to OFP ±		Data Submission No Action Available No Action Available Peoding	
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Exhibit 12-31: Submit Data (Previous Submission Successful)

**Navigation:** Click the 'Submit Data (Previous Submission Successful)' link to start another data submission. You can do this as many times as necessary until all guidelines are satisfied.

# 12.7 DCI Copy of Record

Once you submit a DCI Acknowledgement or 90-Day Response, you will have the ability to download a copy of record. To download a copy of record, click the green 'Copy of Record' icon in either the 'DCI Acknowledgement' or '90-Day Response' column on the 'DCI List' screen. See Exhibit 12-32 below for reference.



DCIList Help -							1	
u must have a Data Call-In from El knowledgement" link in the corresp		edgement. To start a DCI Acknowledgement, cl	lick on the "Start DCI		Data Call-In & Res	ponse Leg	gend	
sponse" link in the corresponding or the initial 90-Day Response is s is on the "Subinit Data" link in the i	column uccessfully transmitted to orresponding column. Yo	vy start a 90-Qay Response - Please click on the and processed by OPP' you may start a Data su may submit multiple times to startify all requir onse or Data Submission before submitting. Aft	* Start 60-Day No Action Awating Submesson: Please ements. Pending: ter submitting: you may bar submitting. you may start 00- Start 00- Submit 0 Submit 0 Submit 0 Submit 0	n Needed: This is a User Completion: " Inliation: The Respo- The package has b ansmission to OPP fully Transmitted to Acknowledgemen Day Response: Sul lata: Submt additor	The Response is in progress and ha brise has validation entrors and canno nose in transmission from DCH to 0 een transmitted to OPP and is availa ; The Response table transmission OPP: The Response value succession to OPP: The Response value succession to OPP: The Response has succession to Submit an atknowledgement that in a 90-Day Response for the Dable and a 193-Day Response for the Dable and a 193-Day Response for the Dable	e DCI Ackr is not been of be subm pp ting process to OPP fully transm you have n a Call-In and satisfy	nitled ssing nitled and processed by OPP received the Data Call-In tom EPA	
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I Number: ALL entries found DOI Number +	Date Issued	S0-Day Response Deadline	DCI Acknowledgement	•	50-Day Response	•	Data Submission	e: 25
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Exhibit 12-32: 'Copy of Record' Icons

**Navigation:** Click the green 'Copy of Record' icon in the 'DCI Acknowledgement or '90-Day Response' column.

After clicking the 'Copy of Record' icon, you will be navigated to the 'Cross-Media Electronic Reporting Regulation (CROMERR)' screen. You will have to enter the passphrase used to encrypt the submission, your CDX password, and the answer to one of your secret questions to see the copy of record. See Exhibit 12-33 below.

Dorlust Help + Føl		4
	Cross-Media Electronic Reporting Regulation (	CROMERR)
Please Enter Passphrase	Log in to CDX	Answer Secret Question
DCI Number PDCI-101101-1902	User ID ANDREW TEST	Question What is the first and middle name of your oldest sibling?
Passphrase	Password	Answer solog
Nexi Gancel	Hent Games	Next Cancel

Exhibit 12-33: CROMERR Copy of Record Screen

**Navigation:** Enter the passphrase used to encrypt the submission, your CDX password, and the answer to one of your secret questions. Click the 'Next' button.



**Note:** Since DCI Acknowledgements do not require a passphrase, you will only have to enter your CDX password and the answer to one of your secret questions.

After entering all the requisite information, you will be navigated to the 'Copy of Record' screen as seen in Exhibit 12-34. Click the green 'Download Document' icon in the 'Action(s)' column to download a copy of record for your submitted documents. You may also download a PDF overview of your submission.

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#### Exhibit 12-34: Copy of Record Screen

**Navigation:** Click the green 'Download Document' icons to download the associated documents.

# 13 Appendix A - Definitions, Acronyms, and Abbreviations

Acronym	Full Name
СВІ	Confidential Business Information
CDX	Central Data Exchange
CoR	Copy of Record
CRM	Chemical Review Manager
DCI	Data Call-In
CROMERR	Cross-Media Electronic Reporting Regulation Security System
EPA	Environmental Protection Agency
ІТ	Information Technology
MRID	Master Record Identification Number
OPP	Office of Pesticide Programs
PDF	Portable Document Format
PRIA	Pesticide Registration Improvement Extension Act
PSP	Pesticide Submission Portal
SLN	Special Local Need
XML	Extensible Markup Language



# 14 Appendix B – Admin Number Information

# **Admin Number Information**

The EPA Registration Number (Admin Number) is required on all pesticide products. The purpose of an Identification Number is to provide a unique product number for regular registrations, distributor registrations, Special Local Needs registrations, and Experimental Use Permits.

The EPA Registration Number indicates which company holds the registration for the pesticide product, and in which sequence the product was submitted to EPA by the company.

Refer to Exhibit 14-1 below for examples of Admin Numbers. Please note the following:

- CompanyNum = Company Number
- xxSEQxx = Sequence
- Seq = Sequence
- ParentRegNum means = Parent Regulatory Number
- EUP = Experimental Use Permit
- IN = Inert Ingredient Request
- PA = Pre-Application



Regulatory Action	Format	Examples
Product Registration – Section 3	CompanyNum-xxSEQxx	<ul> <li>55050-1</li> <li>334-165</li> <li>334-ANA (Temporary File Symbol before the product is registered, see Exhibit 12-2)</li> </ul>
Distributor Product	ParentRegNum-CompanyNum	<ul><li> 2155-40-12319</li><li> 3862-140-13103</li></ul>
Experimental Use Permit - Section 5	CompanyNum-EUP-xxSEQxx	<ul><li> 44544-EUP-2</li><li> 45054-EUP-1</li></ul>
Tolerance Petition	ParentRegNum-CompanyNum	<ul> <li>3F1383</li> <li>2G1214</li> <li>Possible 2<sup>nd</sup> characters: E,F,G,H,T - based on the Tolerance Petition type</li> </ul>
Inert Ingredient Request	As given below 2nd character being E,F,G,H,T based on the tolerance petition type	<ul><li>IN-10606</li><li>IN-10559</li></ul>
Pre-Application	CompanyNumPASeq	• 2382PA1 • 54022PA16

Exhibit 14-1 Admin Number Examples	Exhibit 14-1	Admin	Number	Examples
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R	Е	G	U	L	Α	Т	Ι	0	Ν
1	2	3	4	5	6	7	8	9	0

Exhibit 14-2 File Symbol