

## Vehicle and Engine Certification

# Compliance Reporting for Non-Electric Motorcycles

Once you have received your certificate of conformity, follow these steps to submit required compliance reports.

### **STEP 1: Confirm that you have access to Verify.**

You must register with EPA to gain access to the Verify system *for the specific manufacturer code* for which you are seeking certification.

- [How to register for the Verify system](#)

You must also set up an account with EPA to establish the necessary Verify roles.

- [Account setup for the Verify system](#)
- [Information about "MyCDX" roles in the Verify system](#)

### **STEP 2: Update manufacturer information in Verify.**

To update information, users must have the "Maintain Manufacturer Information" role in the Verify system. Otherwise, users will only be able to *view* the information.

## Information to Update

Updates include (but are not limited to):

- Industry sector(s);
- Addresses;
- Contacts and Industry/Compliance Programs;
- Test labs; and
- Notification email addresses (used for Verify's broadcast notifications).

### **STEP 3: Review all applicable regulations.**

Regulations provide requirements for certification and compliance.

## Regulations

Review the following:

- [40 CFR Part 85](#)  
Control of air pollution from mobile sources.
- [40 CFR Part 86](#)  
Control of emissions from new and in-use highway vehicles and engines.

## Selected Guidance Letters

Review selected guidance letters:

- [Changes in Submission Process of Emissions-Related Defect and Recall Reports under 40 CFR Part 85, Subparts S and T \(PDF\)](#)(1 p, 67 K, August 15, 2016)

To search all guidance letters, go to:

- [EPA's Transportation and Air Quality Document Index System \(DIS\)](#)

You will need Adobe Reader to view some of the files on this page. See [EPA's About PDF page](#) to learn more.

## STEP 4: Prepare compliance reporting materials.

Download and complete the materials below.

### Compliance Reporting Materials

- [Template for Annual Production Report](#)
- [Report Forms and Guidance for Defects and Recalls under 40 CFR Part 85, Subparts S and T](#)

## STEP 5: Submit the completed applicable compliance reporting materials in Verify.

Login to the Verify System through the CDX portal: [Central Data Exchange \(CDX\)](#)

Click the applicable industry role on the MyCDX homepage.

- For more about roles, see: [Information about "MyCDX" roles in the Verify system](#)

Submit the completed applicable compliance reporting materials by the required deadlines.

## **STEP 6: Confirm that your submission(s) from Step 5 were accepted by Verify.**

Within a few minutes of all submissions, the submitter will receive a notification in their CDX inbox indicating whether the submission was accepted or rejected.

To access your CDX inbox, click the "Inbox" link on the left navigation bar of the MyCDX homepage.

[Contact Us](#) to ask a question, provide feedback, or report a problem.