Formaldehyde Standards for Composite Wood Products Act: TSCA Title VI User Guide – Third-Party Certifier Authorized Official

Environmental Protection Agency

Office of Pollution Prevention and Toxics

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List of Exhibits

1   Introduction

This document presents the user guide for the Office of Pollution Prevention and Toxics (OPPT) Formaldehyde Standards for Composite Wood Products Act application and online reporting submission process, enacted as Title VI of the Toxic Substances Control Act (TSCA). This document is the user guide for the Third-Party Certifier (TPC) Authorized Official user of the TSCA Title VI application.

The TSCA Title VI application is the electronic, web-based tool provided by the United States Environmental Protection Agency (EPA) for the submission of data pursuant to TSCA Title VI. As a TPC Authorized Official, you can create, modify, and/or submit a TSCA Title VI form. You can also delete TSCA Title VI forms, create amendments, and download a Copy of Record (CoR).

For questions concerning the TSCA Title VI software requirements, please contact the Central Data Exchange (CDX) Help Desk at helpdesk@epacdx.net or call 1-888-890-1995 between the hours of 8:00 am – 6:00 pm Eastern Standard Time (EST). For questions concerning the TSCA Title VI regulatory reporting requirements, please contact the TSCA Hotline at TSCA-Hotline@epamail.epa.gov or call 202-554-1404 between the hours of 8:30 am – 5:00 pm EST. For general questions concerning Accreditation Bodies (ABs) or TPCs, please contact the TSCA Title VI program office at TSCATitleVI-AB@epa.gov.

2 System Requirements

To use the TSCA Title VI application to submit a TSCA Title VI form, the following are required:

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

2.1 Supported Browsers

- Vendor supported versions of Internet Explorer (IE) or Edge
  - Go to the following link to download:

    https://support.microsoft.com/en-us/help/17621/internet-explorer-downloads
- Vendor supported versions of Mozilla Firefox
  - Go to the following link to download:

    https://www.mozilla.org/en-US/firefox/new/
- Vendor supported versions of Safari
  - Go to the following link to download:

    https://support.apple.com/downloads/
- Vendor supported versions of Google Chrome
  - Go to the following link to download:

    http://www.google.com/chrome

2.2 Screen Resolution

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

3   Third-Party Certifier Authorized Official Functions

This section describes how to:

- Access the application

- Navigate the TSCA Title VI 'Home' screen

- Assign Supports to complete a form

- Start and complete the TSCA Title VI forms – Third-Party Certifier Application, Failed Quarterly Test, Quality Control Limit Exceedance, Reduced Testing and Exemption Notification, and Third-Party Certifier Annual Report

- Download a Copy of Record

- Create an amendment

The TPC Authorized Official is responsible for the submission of original main forms, including Third-Party Certifier Applications, Failed Quarterly Tests, Quality Control Limit Exceedances, Reduced Testing and Exemption Notifications, and TPC Annual Report forms. As a TPC Authorized Official, you can create a new form, submit amendments, and delete forms. You can assign Supports (or other authorized individuals) to edit and complete a form on your behalf.

You can save the form at any point during the data entry process. The save functionality allows you to return to that same form at any point in the future. In addition, you can view a .pdf version of the form at any point, which shows all the data entered in the form.

Exhibit 3-1 displays a table of the capabilities of user roles within the TSCA Title VI application:

Exhibit 3-1 TSCA Title VI User Roles Matrix

Legend X=Can Perform Function	Accreditation Body Authorized Official	Accreditation Body Support	Third-Party Certifier Authorized Official	Third-Party Certifier Support
AB Application, Failure to Comply Notifications, Annual Reports				
Create all original main forms	X			
Submit original main forms	X			
Submit amendments (by editing the main forms)	X			
Unlock all main forms	X			
Edit unlocked main forms	X	X		
Delete forms	X			
Assign Supports	X			
Receive EPA Communications	X	X		
TPC Application, Failed Quarterly Tests, Quality Control Limit Exceedances, Reduced Testing and Exemption Notifications, Annual Reports				
Create forms			X	
Submit forms			X	
Submit amendments			X	
Unlock forms			X	
Edit unlocked forms			X	X
Delete forms			X	
Assign Supports			X	
Receive EPA Communications			X	X

3.1   Log into TSCA Title VI Application

After you create an account in CDX, click the 'Third-Party Certifier (TPC) Authorized Official' link for the Chemical Safety and Pesticide Programs (CSPP) data flow to navigate to the TSCA Title VI 'Home' screen.

3.2   Home Screen Navigation

You can access the TSCA Title VI 'Home' screen by clicking the 'Third-Party Certifier (TPC) Authorized Official' link for the CSPP data flow in CDX.

The TSCA Title VI 'Home' screen is the first screen within the TSCA Title VI application. It provides you with links to access the 'Applications and Notifications,' 'Annual Reports' (if applicable), 'User Management,' and 'Resources' screens. To navigate to any of these screens, click the corresponding screen link on the TSCA Title VI 'Home' screen, or click the link located within the application header.

There is a ten (10) minute logout timer for this application; the application will automatically log you out after 10 minutes of inactivity and navigate you back to the CDX login screen.

- **Applications and Notifications:** Click the 'Applications and Notifications' tab or link to navigate to the 'Applications and Notifications' screen. You can create, modify, or delete a TSCA Title VI form using the 'Applications and Notifications' screen. For additional details about the 'Applications and Notifications' screen, please refer to **Section 3.4**.

- **Annual Reports:** Click the 'Annual Reports' tab or link to navigate to the 'Annual Reports' screen. You can create, modify, or delete a Third-Party Certifier Annual Report form using the 'Annual Reports' screen. The 'Annual Reports' tab and link is only available if a TPC Authorized Official's organization has an approved Third-Party Certifier Application. For additional details about the 'Annual Reports' screen, please refer to **Section 3.5**.

- **User Management:** Click the 'User Management' tab or link to navigate to the 'User Management' screen. You can manage the access rights of Supports per form ID using the 'User Management' screen. For additional details about the 'User Management' screen, please refer to **Section 3.3**.

- **Resources:** Click the 'Resources' tab or link to navigate to the 'Resources' screen. You can find the TSCA Title VI user guide, as well as useful links for guidance documents, on the 'Resources' screen. For additional details about the 'Resources' screen, please refer to **Section 14**.

Exhibit 3-2 shows a screen capture of the TSCA Title VI 'Home' screen:

Exhibit 3-2 TSCA Title VI Home Screen

Navigation: Click the 'User Management' link to access the 'User Management' screen to assign Supports (if applicable).

3.3   User Management

You can access the 'User Management' screen by clicking the 'User Management' link on the TSCA Title VI 'Home' screen or by clicking the 'User Management' link from the application header.

On the 'User Management' screen, you have the ability to assign/un-assign one or more Supports to have access to modify any of the TSCA Title VI forms you have created.

Form ID: The form ID is a system-generated ID that helps differentiate between form types. A form ID will not be available in this drop-down menu until a form has been created. Select a form ID from the drop-down menu to begin assigning Supports. Once a form ID has been selected, the 'Assign Supports' group box will update to display only the Supports who have identified you as their TPC Authorized Official during CDX registration.

Form Information: This field set displays information pertaining to the form you selected from the 'Form ID' drop-down menu.

- **Unique ID:** Displays the ID of the form that a user selects from the 'Form ID' drop-down menu.

Assign Supports: This box shows all the Supports you can assign to complete a TSCA Title VI form for the form ID selected. To move support persons from the 'Unassigned' group box to the 'Assigned' group box, highlight an individual or multiple Support(s) and click the 'Add >>' button.

- **Unassigned:** This box/field contains the registered Support(s) associated with the Authorized Official who can potentially be assigned to access and edit the selected form. To move support persons from the 'Unassigned' group box to the 'Assigned' group box, highlight an individual or multiple support persons and click the 'Add >>' button. To highlight multiple support persons, hold down the <Ctrl> key on your keyboard while clicking each Support. To highlight multiple consecutive support persons, hold down the <Shift> key on your keyboard while clicking the first and last Support in the list.

- **Assigned:** This box/field contains the registered Support(s) given permission, by the Authorized Official, to access and edit the selected form. This group box shows all support persons assigned to complete the TSCA Title VI form for a single form ID. To move from the 'Assigned' group box to the 'Unassigned' group box, highlight individual or multiple support persons and click the '<< Remove' button. To highlight multiple support persons, hold down the <Ctrl> key on your keyboard while clicking each Support. To highlight multiple consecutive support persons, hold down the <Shift> key on your keyboard while clicking the first and last Support in the list.

- **Add >>:** Click the 'Add >>' button to move Supports from the 'Unassigned' box to the 'Assigned' box.

- **<< Remove:** Click the '<< Remove' button to move Supports from the 'Assigned' box to the 'Unassigned' box.

- **Save:** When you have finished assigning or un-assigning Supports, click the 'Save' button to save the changes.

Exhibit 3-3 shows a screen capture of the 'User Management' screen:

Exhibit 3-3 User Management Screen
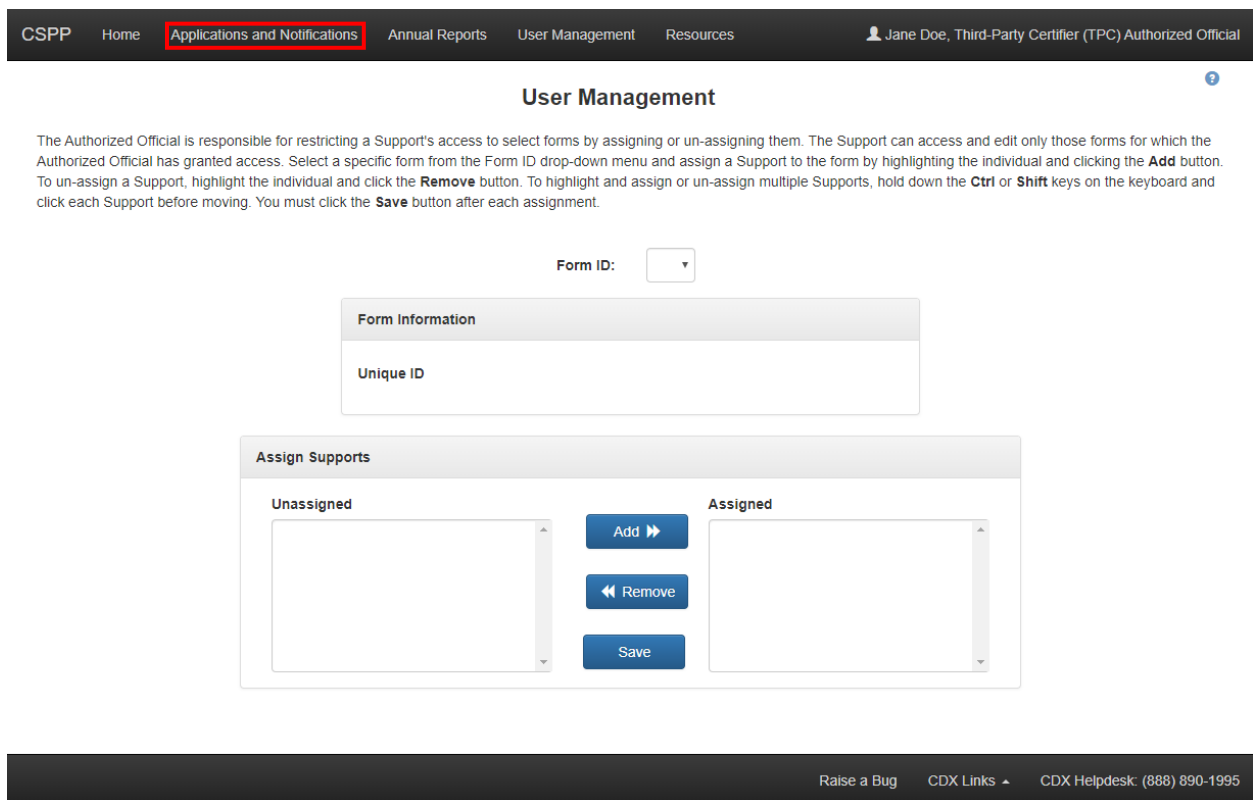
Navigation: Click the 'Applications and Notifications' link located within the application header to navigate to the 'Applications and Notifications' screen.

3.4   Applications and Notifications

You can access the 'Applications and Notifications' screen by clicking the 'Applications and Notifications' link from the TSCA Title VI 'Home' screen, or by clicking the 'Applications and Notifications' link located within the application header.

Each TSCA Title VI form is assigned only one unique ID, which is a system-generated ID that helps differentiate between form types. The 'Unique ID,' 'Form Type,' 'Status,' 'Modify Date,' and 'Submission Date' columns in the table of the 'TSCA Title VI Applications and Notifications' screen can be sorted by clicking the individual column headers.

Start New Form: To create a new TSCA Title VI form, select one of the following options from the 'Select Form Type' drop-down menu and click the 'Start New Form' button: 'Third-Party Certifier Application,' 'Reduced Testing and Exemption Notification,' 'Failed Quarterly Test,' or 'Quality Control Limit Exceedance.' The 'Reduced Testing and Exemption Notification,' 'Failed Quarterly Test,' and 'Quality Control Limit Exceedance' forms will be available in the drop-down menu when a TPC Authorized Official's organization has an approved Third-Party Certifier Application.

Edit an 'In Progress' Form: To modify an existing TSCA Title VI form, click the 'Unique ID' link for a form with a status of 'In Progress.' It is possible for more than one user to modify a form simultaneously; the user that clicks the 'Save' button first will have his/her changes saved.

Amend a Submitted Form: To edit a previously submitted TSCA Title VI form (i.e., to create an amendment), you must first unlock the particular submission by clicking the 'Lock' icon (🔒) under the 'Actions' column. All further changes that are made will be submitted as an amendment. Refer to **Section 13** for further instructions on creating an amendment.

The 'Applications and Notifications' screen displays the following columns of information:

- **Unique ID:** Displays the unique ID generated by the TSCA Title VI application. Click the unique ID to access and edit the in-progress form.

- **Form Type:** Displays the form type of each TSCA Title VI form submission. This column can contain the following values: 'Third-Party Certifier Application,' 'Reduced Testing and Exemption Notification,' 'Failed Quarterly Test,' or 'Quality Control Limit Exceedance.'

- **Status:** Displays the status of the TSCA Title VI form. The values will display as either 'In Progress,' 'Processing,' 'Pending,' 'Submitted,' 'Approved,' 'Rejected,' 'Suspended,' 'Revoked,' 'Renewed,' or 'Withdrawn.'

- **Modify Date:** Displays the date the submission was last modified.

- **Submission Date:** Displays the date when the user completed and sent the submission to EPA via CDX. This date populates only after a user submits the form.

- **Actions:**

  – **Delete:** Displays a 'Delete' icon (✖) for all forms with a status of 'In Progress.' Click the 'Delete' icon to delete a form.

  – **Lock/Unlock:** Displays a 'Lock' icon (🔒) for all forms that have been submitted and are not 'In Progress.' Only a TPC Authorized Official can unlock a form by clicking the 'Lock' icon (🔒), entering the passphrase, and unlocking the form. The form will remain unlocked and display a flag icon (⚑) next to the status of the form in the 'Status' column until the form is resubmitted by the TPC Authorized Official.

  – **Copy of Record:** Displays a 'Copy of Record' icon (⬇) to download a Copy of Record. Click the 'Copy of Record' icon (⬇) to navigate to the 'Cross-Media Electronic Reporting Regulation (CROMERR) Login' screen, and then to the 'Copy of Record' screen. The 'Copy of Record' icon (⬇) displays only after the form has been completed. Refer to **Section 11** for further instructions on downloading the Copy of Record. If you have just submitted via CDX, the 'Copy of Record' icon (⬇) may take 15–20 minutes to display. In addition, you must refresh the 'Applications and Notifications' screen for the 'Copy of Record' icon (⬇) to display.

  – **EPA Communication**: Displays a 'Closed Envelope' icon (✉) for a submission, that contains a new EPA communication and an 'Open Envelope' icon (📩) for a submission, that contains a previously downloaded EPA communication. To access a communication, click either the 'Closed Envelope,' 'Open Envelope' or 'Copy of Record' icon. To ensure EPA communications are not improperly viewed, access to EPA communications is

restricted to users who may access the Copy of Record for a submission. Additionally, EPA captures and stores CDX user and timestamp data each time an EPA communication is accessed.

- **Items per Page:** Select a value ('25,' '50,' '75,' or '100') from this drop-down menu to specify the number of forms to display on a single page.

- **Export Options:** Displays 'CSV,' 'Excel,' 'XML,' and 'PDF' links to export the table within the 'Applications and Notification' screen in one of the specified formats as an Excel spreadsheet, Comma-Separated Values (CSV) file, Extensible Markup Language (XML) file, or portable document format (PDF). The export options section will not display until a form is created.

- **Select Form Type:** Select the form type that you would like to create from the drop-down menu. This drop-down menu contains the following values: 'Third-Party Certifier Application,' 'Reduced Testing and Exemption Notification,' 'Failed Quarterly Test,' or 'Quality Control Limit Exceedance.' The 'Reduced Testing and Exemption Notification,' 'Failed Quarterly Test,' and 'Quality Control Limit Exceedance' forms will be available in the drop-down menu when a TPC Authorized Official's organization has an approved Third-Party Certifier Application.

- **Start New Form:** Click this button to start a new form after selecting a form type.

Exhibit 3-4 shows a screen capture of the 'Applications and Notifications' screen:

Exhibit 3-4 Applications and Notifications Screen

Navigation: Select a form type from the 'Select Form Type' drop-down menu and click the 'Start New Form' button to create a TSCA Title VI form.

3.5   Annual Reports

You can access the 'Annual Reports' screen by clicking the 'Annual Reports' link from the TSCA Title VI 'Home' screen, or by clicking the 'Annual Reports' tab located within the application header.

Each annual report is assigned only one unique ID, which is a system-generated ID that helps differentiate between form types. The 'Unique ID,' 'Form Type,' 'Reporting Year,' 'Status,' 'Modify Date,' and 'Submission Date' columns in the table of the 'Annual Reports' screen can be sorted by clicking the individual column headers.

Start New Annual Report: To create a new TSCA Title VI annual report, click the 'Start New Annual Report' button. Only one TPC Annual Report can be created per reporting year.

Edit an 'In Progress' Form: To modify an existing TSCA Title VI annual report, click the 'Unique ID' link for a form with a status of 'In Progress.' It is possible for more than one user to modify a form simultaneously; the user that clicks the 'Save' button first will have his/her changes saved.

Amend a submitted form: To edit a previously submitted TSCA Title VI annual report (i.e., to create an amendment), you must first unlock the particular submission by clicking the 'Lock' icon (🔒) under the 'Actions' column. All further changes that are made will be submitted as an amendment. Refer to **Section 13** for further instructions on creating an amendment.

The 'Annual Reports' screen displays the following columns of information:

- **Unique ID:** Displays the unique ID generated by the TSCA Title VI application. Click the unique ID to access and edit the annual report.

- **Form Type:** Displays the form type of each TSCA Title VI form submission. This column can contain the following value: 'Third-Party Certifier Annual Report.'

- **Reporting Year:** Displays the reporting year of the TPC Annual Report.

- **Status:** Displays the status of the TSCA Title VI form. The values will display as either 'In Progress,' 'Processing,' or 'Submitted.'

- **Modify Date:** Displays the date the submission was last modified.

- **Submission Date:** Displays the date when the user completed and sent the submission to EPA via CDX. This date populates only after a user submits the form.

- **Actions:**

  – **Delete:** Displays a 'Delete' icon (❌) for all forms with a status of 'In Progress.' Click the 'Delete' icon to delete a form.

  – **Lock/Unlock:** Displays a 'Lock' icon (🔒) for all forms that have been submitted and are not 'In Progress.' Only a TPC Authorized Official can unlock a form by clicking the 'Lock' icon (🔒) and unlocking the form. The form will remain unlocked and display a flag icon (🚩) next to the status of the form in the 'Status' column until the form is resubmitted by the TPC Authorized Official.

  – **Copy of Record:** Displays a 'Copy of Record' icon (⬇️) to download a Copy of Record. Click the 'Copy of Record' icon (⬇️) to navigate to the 'Cross-Media Electronic Reporting

Regulation (CROMERR) Login' screen, and then to the 'Copy of Record' screen. The 'Copy of Record' icon (⬇) displays only after the form has been completed. Refer to **Section 11** for further instructions on downloading the Copy of Record. If you have just submitted via CDX, the 'Copy of Record' icon (⬇) may take 15–20 minutes to display. In addition, you must refresh the 'Annual Reports' screen for the 'Copy of Record' icon (⬇) to display.

– **EPA Communication**: Displays a 'Closed Envelope' icon (✉) for a submission, that contains a new EPA communication and an 'Open Envelope' icon (✉) for a submission, that contains a previously downloaded EPA communication. To access a communication, click either the 'Closed Envelope,' 'Open Envelope 'or 'Copy of Record' icon. To ensure EPA communications are not improperly viewed, access to EPA communications is restricted to users who may access the Copy of Record for a submission. Additionally, EPA captures and stores CDX user and timestamp data each time an EPA communication is accessed.

- **Items per Page:** Select a value ('25,' '50,' '75,' or '100') from this drop-down menu to specify the number of forms to display on a single page.

- **Export Options:** Displays 'CSV,' 'Excel,' 'XML,' and 'PDF' links for you to export the 'Annual Reports' screen in one of the specified formats as an Excel spreadsheet, CSV file, XML file, or PDF. The export options section will not display until a form is created.

- **Start New Annual Report:** Click the 'Start New Annual Report' button to start a new annual report.

Exhibit 3-5 shows a screen capture of the 'Annual Reports' screen for a TPC Authorized Official:

Exhibit 3-5 Annual Reports Screen

Navigation: Click the 'Start New Annual Report' button to create an annual report.

3.6   Create Passphrase

To start a new TSCA Title VI form, select a form type from the 'Select Form Type' drop-down menu and click the 'Start New Form' button on the 'Applications and Notifications' or 'Annual Reports' screen to navigate to the 'Create Passphrase' screen, which allows you to create a passphrase and associate that passphrase with your newly created form.

The application uses the passphrase as an encryption key to protect the contents of the form. You are responsible for remembering the passphrase and distributing it to the appropriate individuals.

If you forget the passphrase, you will not have access to the form and will not be able to view, print, submit, or make changes. If you lose or forget the passphrase, you must create a new form 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.
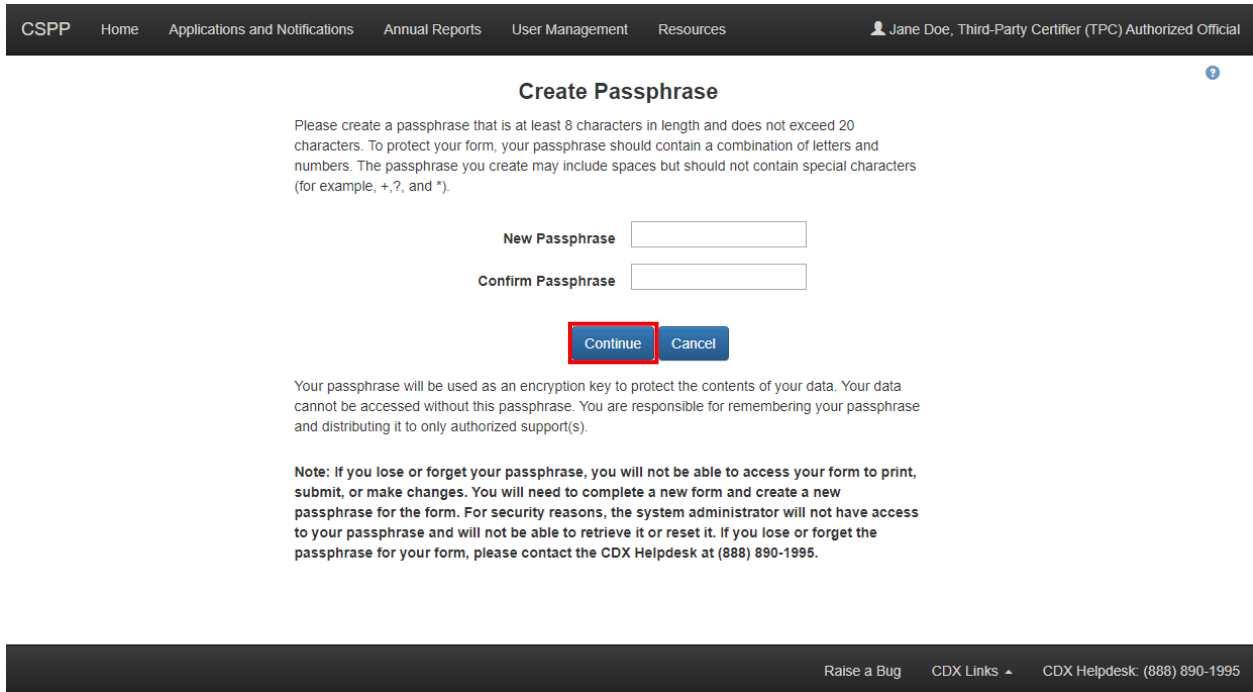
New Passphrase: To associate a passphrase with a form, enter a passphrase that is at least eight (8) characters in length. To protect your account, your passphrase should contain a combination of letters and numbers. The passphrase you create may include spaces, but should <u>not</u> contain special characters (for example, +, ?, and *). You can associate the same passphrase with multiple forms.

Confirm New Passphrase: Re-enter the passphrase that you created and associated with the form.

You will be responsible for remembering the passphrase and distributing it to only authorized Supports for an individual form. If you forget the passphrase, you will not be able to access the TSCA Title VI form to print, submit, or make changes.

Exhibit 3-6 shows a screen capture of the 'Create Passphrase' screen for a TPC Authorized Official:

Exhibit 3-6 Create Passphrase Screen

Navigation: Create a passphrase and click the 'Continue' button to navigate to the 'Organization Information' screen for a Third-Party Certifier Application form. Click the 'Continue' button to navigate to the 'Annual Report Information' screen for a Third-Party Certifier Annual Report form. Click the 'Continue' button to navigate to the 'Failed Quarterly Test' screen for a Failed Quarterly Test form. Click the 'Continue' button to navigate to the 'Quality Control Limit Exceedance' screen for a Quality Control Limit Exceedance form. Click the 'Continue' button to navigate to the 'Reduced Testing and Exemption Notification' screen for a Reduced Testing and Exemption Notification form.

3.7   Enter Passphrase

To edit a form, click the 'Unique ID' link for a TSCA Title VI form with a status of 'In Progress' on the 'Applications and Notifications' or 'Annual Reports' screen. The 'Enter Passphrase' screen requires you to enter the passphrase that is associated with the form.

Enter Passphrase: Enter the passphrase that you originally created and associated with the form.

Exhibit 3-7 shows a screen capture of the 'Enter Passphrase' screen:

Exhibit 3-7 Enter Passphrase Screen

Navigation: Enter the passphrase and click the 'Continue' button to navigate to the 'Organization Information' screen for a Third-Party Certifier Application form. Click the 'Continue' button to navigate to the 'Failed Quarterly Test' screen for a Failed Quarterly Test form. Click the 'Continue' button to navigate to the 'Annual Report Information' screen for an Annual Report form. Click the 'Continue' button to navigate to the 'Quality Control Limit Exceedance' screen for a Quality Control Limit Exceedance form. Click the 'Continue' button to navigate to the 'Reduced Testing and Exemption Notification' screen for a Reduced Testing and Exemption Notification form.
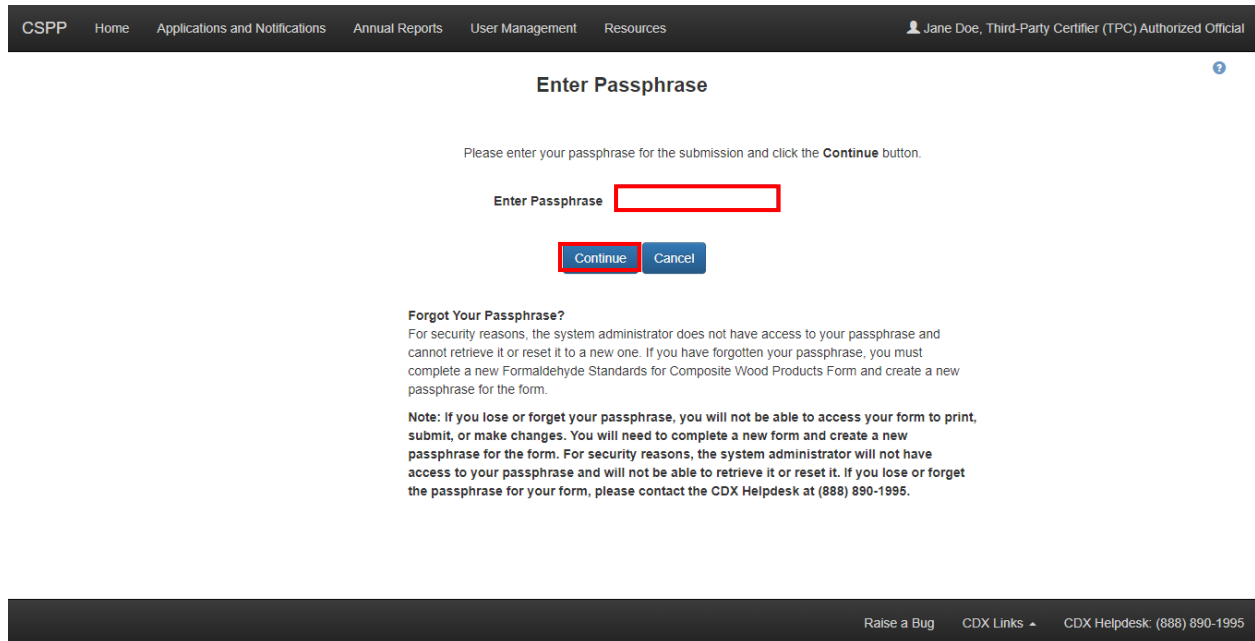
3.8   Navigation Tree

The navigation tree is located on the left-hand side of each screen when completing a TSCA Title VI form. It allows you to navigate between the various screens within the application and the different sections of the form. You can perform the following functions using the navigation tree:

- **Open and close the navigation tree:** A navigation arrow that opens and closes the navigation tree is located to the right of the navigation tree to provide more visual form space. Click the left-facing arrow (◀) on the open navigation tree to close the navigation tree and increase the space of the form content. Likewise, click the right-facing arrow (▶) on the closed navigation tree to open the navigation tree.

- **Collapse and expand folders:** Each section of the form 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' icon (📂) or the folder title link to collapse that section of the navigation tree. When a folder is collapsed, you can

click the 'Folder' icon (📁) or 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 application and the different sections of the form. A 'Form' icon (📄) denotes each section of a form. Click the 'Form' icon (📄) or a section title link to navigate between screens. 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.' Click the 'OK' button to navigate to the requested screen without saving any of the data in the previous screen. Click the 'Cancel' button to close the prompt and remain on the current screen.

Exhibit 3-8 shows a screen capture of the navigation prompt pop-up window:

Exhibit 3-8 Navigation Prompt Pop-Up Window
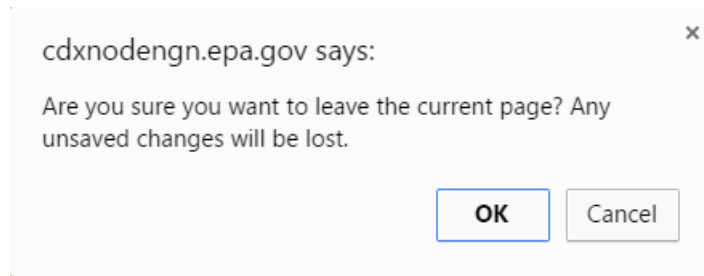
Exhibit 3-9 shows a screen capture of the Third-Party Certifier Application navigation tree:

Exhibit 3-9 Third-Party Certifier Application Navigation Tree
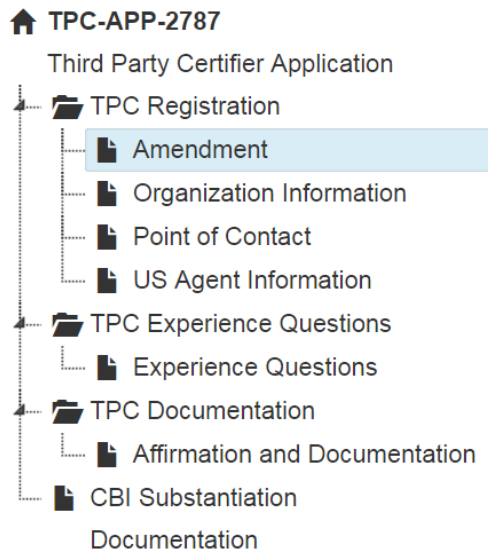
Exhibit 3-10 shows a screen capture of the Failed Quarterly Test navigation tree:

Exhibit 3-10 Failed Quarterly Test Navigation Tree
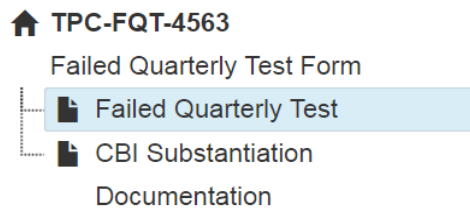
Exhibit 3-11 shows a screen capture of the Quality Control Limit Exceedance navigation tree:

Exhibit 3-11 Quality Control Limit Exceedance Navigation Tree
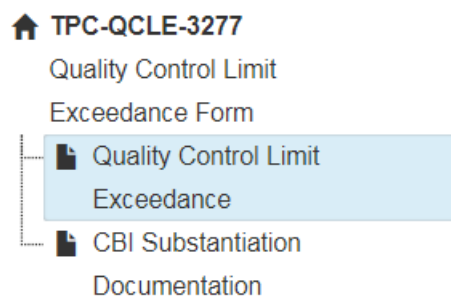
Exhibit 3-12 shows a screen capture of the Reduced Testing and Exemption Notification navigation tree:

Exhibit 3-12 Reduced Testing and Exemption Notification Navigation Tree
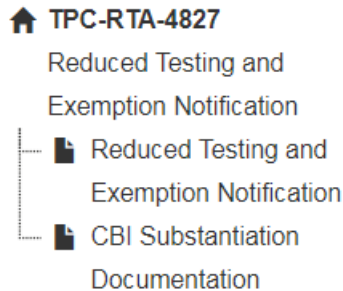
Exhibit 3-13 shows a screen capture of the Third-Party Certifier Annual Report navigation tree:

Exhibit 3-13 Third-Party Certifier Annual Report Navigation Tree
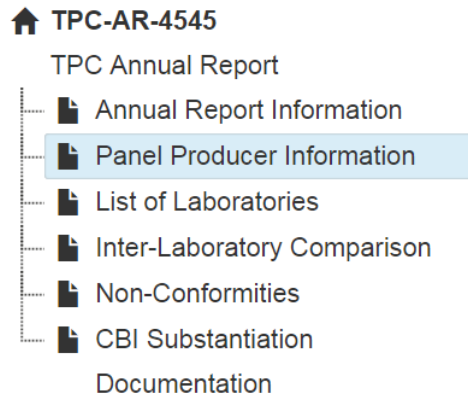
3.9   Action Bar

The action bar is located at the bottom of the form on each screen. You can perform the following functions using the action bar:

- **Save:** Click the 'Save' icon (💾) at any stage of completing a TSCA Title VI form to save the form. To generate and access links to other pages of the form within the navigation tree, you must click the 'Save' icon (💾) within the action bar. After you click the 'Save' icon (💾), a prompt will appear on the screen indicating that all data entered in the form has been saved successfully. The save function does not validate any entered data. On screens that display an expandable/collapsible field set, you must click the 'Save' button displayed within the expandable/collapsible field set to save the information entered before being able to click the 'Save' icon (💾) located within the action bar, or use the 'Previous,' 'Next,' or 'Submit' buttons. For any TSCA Title VI form that contains more than one page, clicking the 'Previous' and 'Next' buttons on a form will save the data entered within a form before navigating to the previous or next page.

The following exhibits, Exhibit 3-14, Exhibit 3-15, Exhibit 3-16, and Exhibit 3-17 show screen captures for the action bar:

Exhibit 3-14 Action Bar – Save
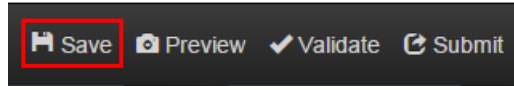
- **Preview:** Click the 'Preview' icon ( ) at any stage of completing a TSCA Title VI form to view a .pdf rendering of the data entered in the form. For any TSCA Title VI form that contains CBI, click the 'Regular PDF' after clicking the 'Preview' icon ( ) to view a regular .pdf of the form or click the 'Sanitized PDF' after clicking the 'Preview' icon ( ) to view a sanitized .pdf of the form. If the form contains no CBI indications, then both the regular .pdf and the sanitized .pdf will be the same.

Exhibit 3-15 Action Bar - Preview
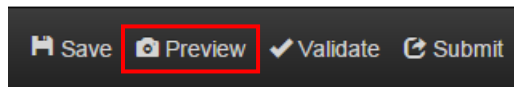
- **Validate:** Click the 'Validate' icon ( ) at any stage of completing a TSCA Title VI form to validate the information entered in the entire form. A 'Third-Party Certifier Application for Recognition Agreement Validation' pop-up window generates when you click the 'Validate' icon ( ) within a Third-Party Certifier Application for Recognition Agreement form if you disable the pop-up blocker within your internet browser. The 'Third-Party Certifier Application for Recognition Agreement Validation' pop-up window displays a report of all validation errors. The validation pop-up window may also display different titles, including 'Third-Party Certifier Annual Report Validation.' Refer to **Section 8** for more information on validating a form.

Exhibit 3-16 Action Bar - Validate
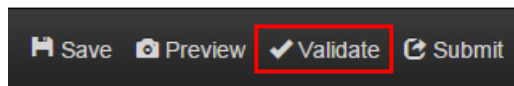
- **Submit:** You can click the 'Submit' icon ( ) to submit a TSCA Title VI form after you and/or an assigned Support have completed all sections of a TSCA Title VI form. After you click the 'Submit' icon ( ), a pop-up message displays to confirm the submission process. The form validates during the submission process and displays any applicable error messages. Refer to **Section 8** for further instructions on validation errors. You can continue with the submission process only after clearing all validation errors. Upon successful submission of the form, the 'Status' on the 'Applications and Notifications' screen will appear as 'Pending,' or if applicable, the 'Status' on the 'Annual Reports' screen will appear as 'Submitted.' Refer to **Section 10** for more information on submitting a TSCA Title VI form.

Exhibit 3-17 Action Bar - Submit
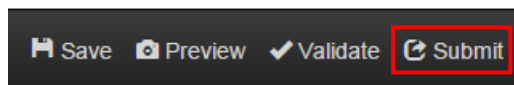
- **CDX Links**: Click the 'CDX Links' menu, located at the bottom of each screen, at any stage of completing a TSCA Title VI form.
  - Click the 'CDX Homepage' link to go to the CDX Homepage.
  - Click the 'MyCDX Homepage' link to go to the CDX Login screen.
  - Click the 'EPA Homepage' link to go to the EPA Homepage.
  - Click the 'Terms and Conditions' link to go to the CDX Terms and Conditions screen.
  - Click the 'Privacy Notice' link to go to the CDX Privacy and Security Notice screen.

Exhibit 3-18 shows a screen capture of the 'CDX Links' menu on the action bar:

Exhibit 3-18 Action Bar – CDX Links
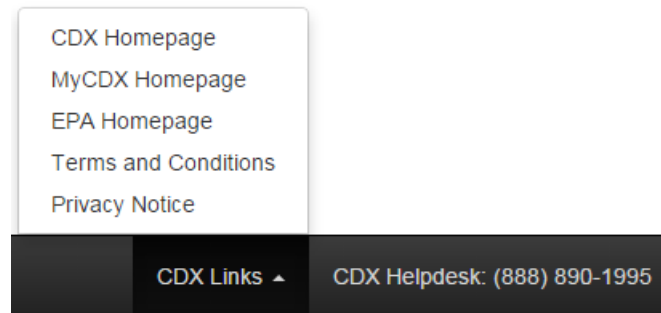
3.10   Choose Panel Producer

The 'Choose Panel Producer' link displays on various TSCA Title VI forms. Clicking the 'Choose Panel Producer' link generates the 'Panel Producer Search' screen to search and select the applicable panel producers for which you will be reporting.

On the 'Panel Producer Search' screen, enter as much information related to the panel producer as possible to perform a search. The 'Name' and 'Address 1' fields must be populated on the 'Panel Producer Search' screen for the search function to return results. Click the 'Search Existing Panel Producers' button to search for existing panel producers based on the data entered.

The 'Panel Producer Search Results' screen displays after clicking the 'Search Existing Panel Producers' button on the 'Panel Producer Search' screen. Based on the search criteria entered on the 'Panel Producer Search' screen, a number of results may display. Select your panel producer from the list by clicking the 'Panel Producer Name' link of the panel producer you would like to choose. If you do not see the panel producer in the results, you may search again by entering new information into the fields and clicking the 'Search Existing Panel Producers' button, or you can add a new panel producer by clicking the 'Add New Panel Producer' button.

If the system cannot find any panel producers based on the information entered on the 'Panel Producer Search' screen, then the 'Panel Producer Search Results' page will display no results.

The 'Add New Panel Producer' screen displays after clicking the 'Add New Panel Producer' button on the 'Panel Producer Search Results' screen. Enter as much information as possible

related to the new panel producer you would like to create; at a minimum, the 'Name,' 'Address 1,' 'City,' 'State,' 'Postal Code,' and 'Country' fields are required. Once you have entered the minimum information required to create a new panel producer, click the 'Save New Panel Producer' button to add the panel producer to the list of existing panel producers.

Click the 'Choose Panel Producer' link within the navigation tree to generate the 'Panel Producer Search' screen, which displays the following fields of information:

- **Name:** Enter or edit the panel producer's name. This is a required field when searching for a panel producer or adding a new panel producer.

- **Address 1:** Enter or edit the first line of the panel producer's mailing address. This is a required field when searching for a panel producer or adding a new panel producer.

- **Address 2:** Enter or edit the second line of the panel producer's mailing address.

- **City:** Enter or edit the city of the panel producer's mailing address. This is a required field when adding a new panel producer.

- **State:** Select or change the state of the panel producer's mailing address. This is a required field if the country is set to 'United States' when adding a new panel producer.

- **Postal Code:** Enter or edit the postal code of the panel producer's mailing address. This is a required field when adding a new panel producer.

- **Country:** Select or change the country of the panel producer's mailing address. This is a required field when adding a new panel producer.

- **Panel Producer Name:** Displays the name of the panel producer from which the search was initiated, if applicable. Click on the 'Panel Producer Name' link to add the panel producer to the form.

- **Panel Producer Address:** Displays the address of the panel producer from which the search was initiated, if applicable.

- **Search Existing Panel Producers:** Click the 'Search Existing Panel Producers' button to conduct a search for the panel producer based on the information entered.

- **Add New Panel Producer:** Click the 'Add New Panel Producer' button to add a new panel producer to the main page from which you are initiating the search.

- **Save New Panel Producer:** Click the 'Save New Panel Producer' button to add the panel producer to the list of existing panel producers and the current form.

- **Cancel:** Click the 'Cancel' button to cancel entering panel producer information and navigate back to the respective form.

Exhibit 3-19 shows a screen capture of the 'Panel Producer Search' screen:

Exhibit 3-19 Panel Producer Search

Exhibit 3-20 shows a screen capture of the 'Panel Producer Search Results' screen:

Exhibit 3-20 Panel Producer Search Results

Exhibit 3-21 shows a screen capture of the 'Add New Panel Producer' screen:

Exhibit 3-21 Add New Panel Producer

Navigation: Click the 'Save New Panel Producer' button to add the panel producer to the list of existing panel producers and the current form.

3.11   Choose Laboratory

The 'Choose Laboratory' link displays within the 'Failed Quarterly Test' form and the 'Third-Party Certifier Annual Report' form. Clicking the 'Choose Laboratory' link generates the 'Laboratory Search' screen to search for and select the applicable laboratories for which you will be reporting.

On the 'Laboratory Search' screen, enter as much information related to the laboratory as possible to perform a search. The 'Name' and 'Address 1' fields must be populated on the 'Laboratory Search' screen for the search function to return results. Click the 'Search Existing Labs' button to search for existing laboratories based on the data entered.

The 'Laboratory Search Results' screen displays after clicking the 'Search Existing Labs' button on the 'Laboratory Search' screen. Based on the search criteria entered on the 'Laboratory Search' screen, a number of results may display. Select your laboratory from the list by clicking the 'Laboratory Name' link of the laboratory you would like to choose. If you do not see the laboratory in the results, you may search again by entering new information into the fields and clicking the 'Search Existing Labs' button, or you can add a new laboratory by clicking the 'Add New Lab' button.

If the system cannot find any laboratories based on the information entered on the 'Laboratory Search' screen, then the 'Laboratory Search Results' page will display no results.

The 'Add New Laboratory' screen displays after clicking the 'Add New Lab' button on the 'Laboratory Search Results' screen. Enter as much information as possible related to the new laboratory you would like to create: at a minimum, the 'Name,' 'Address 1,' 'City,' 'State,' 'Postal Code,' and 'Country' fields are required. Once you have entered the minimum information required to create a new laboratory, click the 'Save New Lab' button to add the laboratory to the list of existing laboratories and to the 'Failed Quarterly Test – Laboratory Search' screen or the 'Annual Report – Laboratory Search' screen.

Click the 'Choose Laboratory' link to generate the 'Laboratory Search' screen, which displays the following fields of information:

- **Name:** Enter or edit the laboratory's name. This is a required field when searching for a laboratory or adding a new laboratory.

- **Address 1:** Enter or edit the first line of the laboratory's mailing address. This is a required field when searching for a laboratory or adding a new laboratory.

- **Address 2:** Enter or edit the second line of the laboratory's mailing address.

- **City:** Enter or edit the city of the laboratory's mailing address. This is a required field when adding a new laboratory.

- **State:** Select or change the state of the laboratory's mailing address. This is a required field if the country is set to 'United States' when adding a new laboratory.

- **Postal Code:** Enter or edit the postal code of the laboratory's mailing address. This is a required field when adding a new laboratory.

- **Country:** Select or change the country of the laboratory's mailing address. This is a required field when adding a new laboratory.

- **Laboratory Name:** Displays the name of the lab from which the search was initiated, if applicable. Click on the 'Laboratory Name' link to add the lab to the 'Failed Quarterly Test' screen or the 'Annual Report' screen.

- **Laboratory Address:** Displays the address of the lab from which the search was initiated, if applicable.

- **Search Existing Labs:** Click the 'Search Existing Labs' button to conduct a search for the laboratory based on the information entered.

- **Add New Lab:** Click the 'Add New Lab' button to add a new lab to the main page from which you are initiating the search.

- **Save New Lab:** Click the 'Save New Lab' button to add the laboratory to the list of existing laboratories and to the 'Failed Quarterly Test' screen or the 'Annual Report' screen.

- **Cancel:** Click the 'Cancel' button to cancel entering laboratory information and navigate back to the 'Failed Quarterly Test' screen or the 'Annual Report' screen without saving the entered information.

Exhibit 3-22 shows a screen capture of the 'Laboratory Search' screen:

Exhibit 3-22 Laboratory Search

Exhibit 3-23 shows a screen capture of the 'Laboratory Search Results' screen:

Exhibit 3-23 Laboratory Search Results

Exhibit 3-24 shows a screen capture of the 'Add New Laboratory' screen:

Exhibit 3-24 Add New Laboratory

Navigation: Click the 'Save New Lab' button to add the laboratory to the list of existing laboratories and the current form.

3.12 Choose Product

The 'Choose Product' link displays on various TSCA Title VI forms. The 'Choose Product' link generates the 'Product Search' screen to search for and select the applicable products for which you will be reporting.

On the 'Product Search' screen, enter as much information related to the product as possible to perform a search. At least one field must be populated on the 'Product Search' screen for the search function to return results. Click the 'Search Existing Products' button to search for existing products based on the fields that you have entered.

The 'Product Search Results' screen displays after clicking the 'Search Existing Products' button on the 'Product Search' screen. Based on the search criteria entered on the 'Product Search' screen, a number of results may display. Select your product from the list by clicking the 'Product Name' link of the product you would like to choose. If you do not see the product in the results, you may search again by entering new information into the fields and clicking the 'Search Existing Products' button, or you can add a new product by clicking the 'Add New Product' button.

If the system cannot find any products based on the information entered on the 'Product Search' screen, then the 'Product Search Results' page will display no results.

The 'Add New Product' screen displays after clicking the 'Add New Product' button on the 'Product Search Results' screen. Enter as much information as possible related to the new

product you would like to create; both the 'Product Name' and 'Product Type' fields are required. Once you have entered in the minimum information required to create a new product, click the 'Save New Product' button to add the product to the list of existing products.

Click the 'Choose Product' link to generate the 'Product Search' screen, which displays the following fields: 'Product Name' and 'Product Type.'

- **Product Name (or brief description):** Enter or edit the product's name. This is a required field when searching for a product or adding a new product.

- **Product Type:** Enter or edit the product type. This is a required field when searching for a product or adding a new product.

- **Product Name:** Displays the name of the product from which the search was initiated, if applicable. Click the 'Product Name' link to add the product to the form.

- **Product Type:** Displays the product type of the specific product from which the search was initiated, if applicable.

- **Search Existing Products:** Click the 'Search Existing Products' button to conduct a search for the product based on the information entered.

- **Add New Product:** Click the 'Add New Product' button to add a new product to the main page from which you are initiating the search.

- **Save New Product:** Click the 'Save New Product' button to add the newly created product to the list of existing products and the form.

- **Cancel:** Click the 'Cancel' button to cancel entering product information and navigate back to the form.

Exhibit 3-25 shows a screen capture of the 'Product Search' screen:

Exhibit 3-25 Product Search
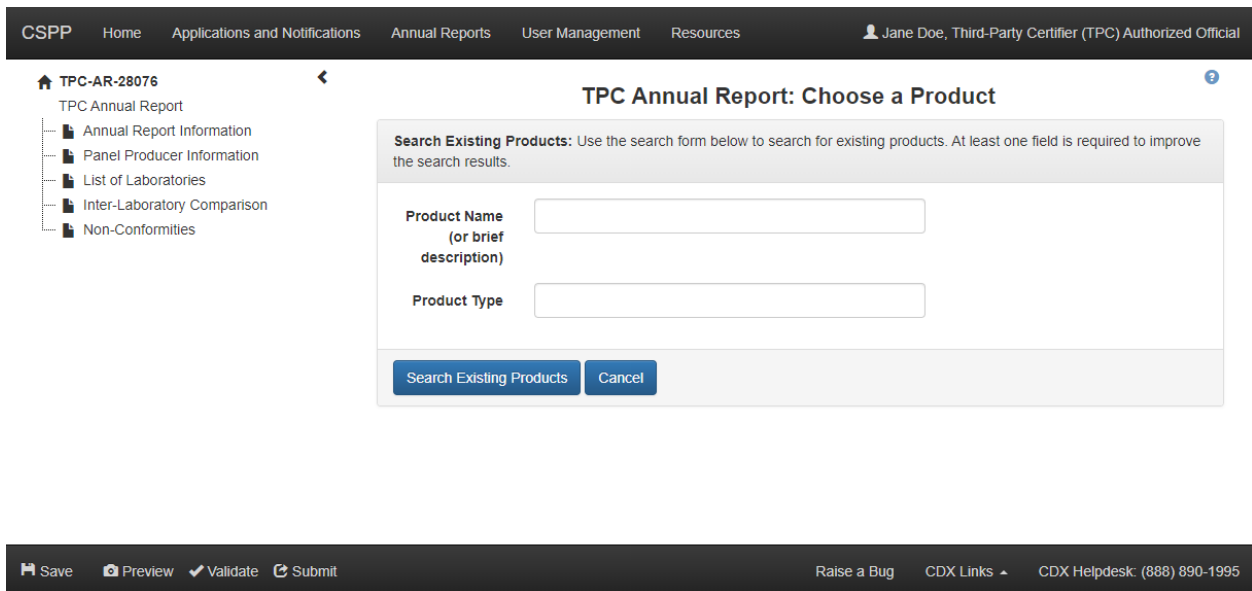
Exhibit 3-26 shows a screen capture of the 'Product Search Results' screen:

Exhibit 3-26 Product Search Results
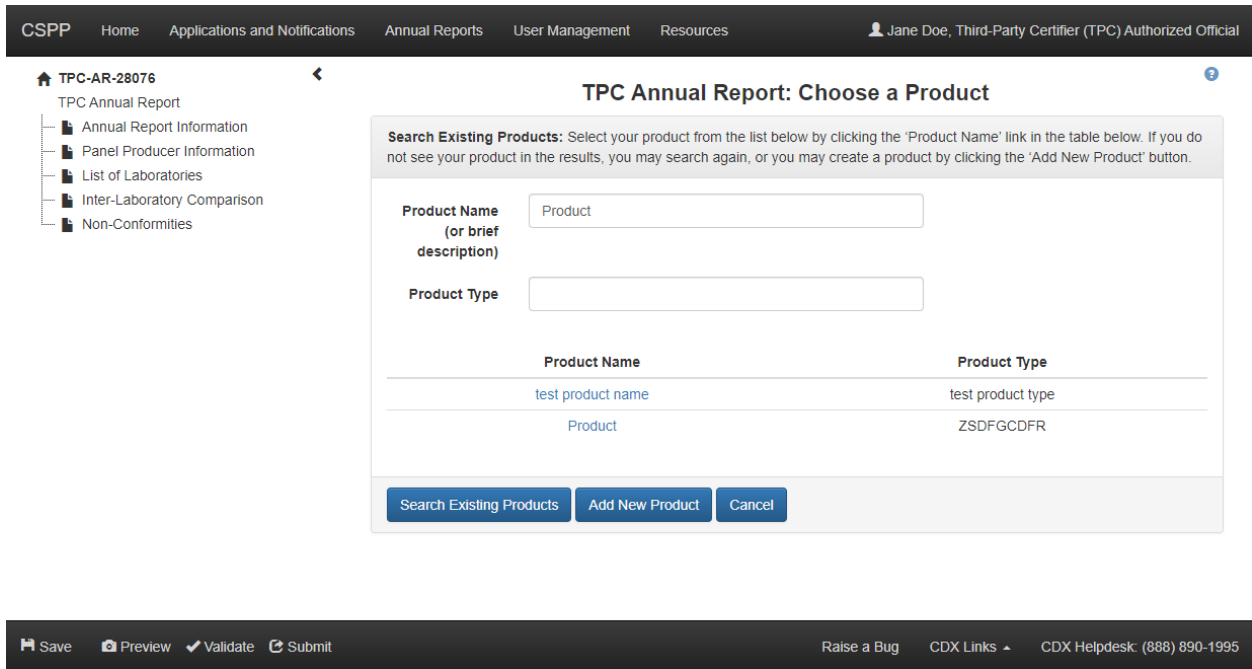
Exhibit 3-27 shows a screen capture of the 'Add New Product' screen:

Exhibit 3-27 Add New Product
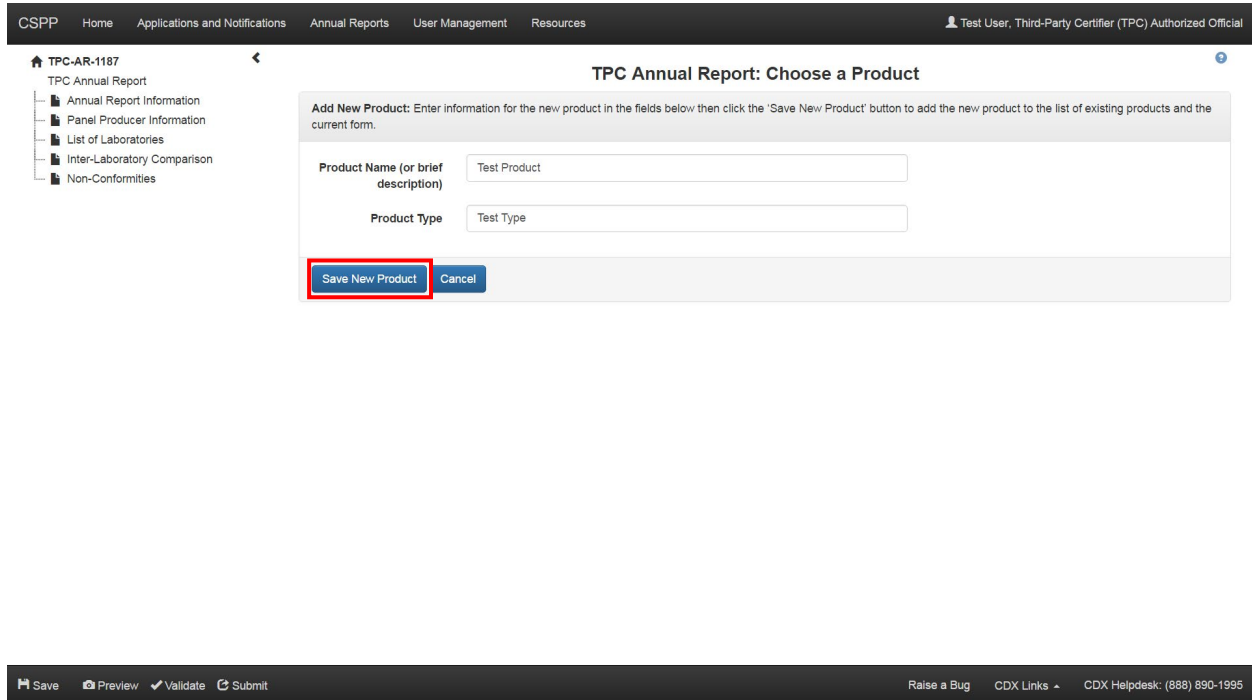
Navigation: Click the 'Save New Product' button to add the product to the list of existing products and the current form.

3.13 Confidential Business Information (CBI)

The CBI pop-up window displays every time you click on the CBI checkbox next to a field that can be claimed as CBI. After reading the text that appears in the pop-up window, click the 'OK' button or the 'X' icon in the upper right-hand corner of the window to close the window and continue completing the form.

After checking the CBI checkbox next to the field that you would like to claim as CBI and closing the CBI pop-up window, a 'CBI Justification' text box may appear underneath the field that has been claimed as CBI. This text box only appears for some CBI claims and an entry in the text box is not required.

Exhibit 3-28 shows a screen capture of the 'Confidential Business Information' pop-up window:

Exhibit 3-28 Confidential Business Information Pop-Up Window

Under the Toxic Substances Control Act (TSCA), EPA is required to review at least 25% of confidentiality claims. TSCA Section 14(g)(1). For any information claimed as confidential business information (CBI), EPA requests you substantiate your CBI claim by explaining how disclosure of the information will likely result in substantial competitive harm to your business. Please be specific about why the harm is substantial and explain the causal relationship between disclosure and such harm. You bear the burden of substantiating your business confidentiality claim. Generalized or conclusory statements will be given little or no weight in EPA's determination of the confidentiality of the information you claim as CBI.

You can acknowledge receipt of this message by clicking the 'OK' button or 'X' in the upper right-hand corner.

OK

Navigation: Click the 'OK' button or the 'X' icon in the upper right-hand corner of the window to close the window and navigate back to the form.

4   Third-Party Certifier Application

TSCA Title VI of TSCA establishes a third-party certification program to ensure that composite wood panel producers comply with established formaldehyde emission limits. Under TSCA Title VI, TPCs must be accredited by EPA-recognized Accreditation Bodies (ABs) who verify the TPC's ability to ensure that panel producers comply with the formaldehyde emission standards. Under TSCA Title VI, TPCs inspect composite wood panel producers and verify compliance with the formaldehyde emission standards. For a TPC to be recognized by EPA, they must submit a Third-Party Certifier Application.

4.1   Create a Third-Party Certifier Application

To create a new Third-Party Certifier Application, navigate to the 'Applications and Notifications' screen, select 'Third-Party Certifier Application' from the 'Select Form Type' drop-down menu, and click the 'Start New Form' button. Refer to **Section 3.4** for additional details regarding the 'Applications and Notifications' screen.

Refer to **Section 3.6** for additional details regarding the create passphrase process.

4.1.1   Organization Information

The 'Organization Information' screen allows a user to provide information about their TPC's organization and attach documentation verifying their accreditation qualifications from an EPA-recognized AB. The system automatically imports the user's organization information that was entered during CDX registration, but allows the user to edit the fields, as necessary.

To associate your TPC with a specific AB, select the AB from the drop-down menu from a list of EPA-recognized ABs. To upload a copy of your TPC's Certificate of Accreditation(s) from the EPA-recognized AB, click the 'Browse' button to generate the 'File Upload' window to search a user's local hard drive and attach a document.

The 'Composite Wood Products Certified' table displays a list of composite wood products from which the user can select. The application allows a user to select any number of composite wood products that the user intends to certify from the list by clicking the checkbox next to the name of the composite wood product.

- **New EPA Only or Existing CARB TPC:** Allows the user to indicate whether their TPC organization is seeking recognition from EPA only or if the TPC is currently approved by the California Air Resources Board (CARB). The 'CARB TPC Number' field generates if 'Existing CARB TPC' is selected from the drop-down menu. If 'New EPA Only TPC' is selected from the drop-down menu, a system-generated EPA TPC number will display. This is a required field.

- **EPA Number (optional):** A read-only field that displays 'EPA Number to be assigned by EPA' when 'New EPA-Only TPC' is selected from the 'New EPA Only or Existing CARB TPC' drop-down menu.

- **CARB TPC Number:** Enter the organization's CARB TPC number. This is a required field if 'Existing CARB TPC' is selected from the 'New EPA Only TPC or Existing CARB TPC' field.

- **Organization Name:** Displays the organization name of the logged-in user in a non-editable field.

- **CBI:** Check the 'CBI' checkbox to claim the organization name as confidential.

- **Unique ID:** Displays the Unique ID of the Third-Party Certifier Application form in a non-editable field. The TPC Authorized Official is responsible for providing the Unique ID of the TPC to ABs who wish to report to this TPC.

- **Justification for Organization Name CBI:** Enter a CBI justification explanation in this text box. This field displays only if the 'CBI' checkbox is checked next to the 'Organization Name' field.

- **Organization Address 1:** Displays line 1 of the logged-in user's mailing address. This is a required field.

- **CBI:** Check the 'CBI' checkbox to claim the organization address as confidential.

- **Organization Address 2:** Displays line 2 of the logged-in user's mailing address.

- **City:** Displays the city of the logged-in user's mailing address. This is a required field.

- **State:** Displays the state of the logged-in user's mailing address within the drop-down menu. This field is required if the 'Country' field is set to 'United States.'

- **Postal Code:** Displays the postal code of the logged-in user's mailing address. This is a required field.

- **Country:** Displays the country of the logged-in user's mailing address within the drop-down menu. This is a required field.

- **Justification for Address CBI:** Enter a CBI justification explanation in this text box. This field displays only if the 'CBI' checkbox is checked for the 'Organization Address 1' field.

- **Phone Number:** Displays the logged-in user's phone number. This is a required field.

- **CBI:** Check the 'CBI' checkbox to claim the phone number as confidential.

- **Justification for Phone Number CBI:** Enter a CBI justification explanation in this text box. This field displays only if the 'CBI' checkbox is checked next to the 'Phone Number' field.

- **Business Email Address:** Enter the business email address for the AB Authorized Official's organization.

- **CBI:** Check the 'CBI' checkbox to claim the business email address as confidential.

- **Justification for Business Email Address CBI:** Enter a justification as to why the business email address is claimed as CBI in this text box. This field displays only if the 'CBI' checkbox is checked for the 'Business Email Address' field.

- **Website:** Enter the URL for the third-party certifier's corporate website.

- **Accreditation Body:** Select from a list of EPA-recognized ABs within the drop-down menu. Click the 'X' icon to remove a selected value. This is a required field.

- **Add an additional Accreditation Body:** Click the 'Add an additional Accreditation Body' link to add an additional AB to the Third-Party Certifier Application.

- **TPC Certificate of Accreditation:** Click the 'Browse' button to generate the 'File Upload' window to search a user's local hard drive to attach a document.

- **CBI:** Check the 'CBI' checkbox to claim the attached document as confidential.

- **Justification for Document CBI:** Enter a CBI justification explanation in this text box. This field displays only if the 'CBI' checkbox is checked.

- **Sanitized Document:** Click the 'Browse' button to generate the 'File Upload' window to search a user's local hard drive to attach a document. For any attached document claimed as CBI, you will be required to attach a sanitized version of the document.

- **Composite Wood Products Certified:** Displays the following values: 'Hardwood Plywood,' 'Particleboard,' 'Medium Density Fiberboard,' and 'Thin Medium Density Fiberboard.' Select values from the list by clicking the corresponding checkbox.

- **CBI:** check the 'CBI' checkbox to claim the Composite Wood Products Certified as confidential.

- **Justification for Composite Wood Products Certified CBI:** Enter a CBI justification explanation in this text box. This field displays only if the 'CBI' checkbox for 'Composite Wood Products Certified' is checked.

- **Next:** Click the 'Next' button to navigate to the 'Point of Contact' screen.

Exhibit 4-1 shows a screen capture of the 'Organization Information' screen (Scroll 1):

Exhibit 4-1 Organization Information Screen (Scroll 1)

Exhibit 4-2 shows a screen capture of the 'Organization Information' screen (Scroll 2):

Exhibit 4-2 Organization Information Screen (Scroll 2)

Exhibit 4-3 shows a screen capture of the 'Organization Information' screen (Scroll 3):

Exhibit 4-3 Organization Information Screen (Scroll 3)

Navigation: Click the 'Next' button to navigate to the 'Point of Contact' screen.

4.1.2 Point of Contact

The 'Point of Contact' screen provides a user the ability to enter information about the individual who should be contacted regarding questions about the TPC's organization or information contained within the TPC's forms. The point of contact can be the logged-in user or any other individual nominated as the point of contact.

- **Copy CDX Registration:** Click the 'Copy CDX Registration' button to populate the logged-in user's CDX registration information into the 'Point of Contact' screen.

- **Prefix:** Select the point of contact's prefix from the drop-down menu.

- **First Name:** Enter the point of contact's first name. This is a required field.

- **Middle Initial:** Enter the point of contact's middle initial.

- **Last Name:** Enter the point of contact's last name. This is a required field.

- **Suffix:** Select the point of contact's suffix from the drop-down menu.

- **Job Title:** Enter the point of contact's job title. This is a required field.
- **Organization Name:** Enter the point of contact's organization name. This is a required field.
- **Phone Number:** Enter the point of contact's phone number. This is a required field.
- **Email Address:** Enter the point of contact's email address. This is a required field.
- **Mailing Address 1:** Enter the first line of the point of contact's mailing address. This is a required field.
- **Mailing Address 2:** Enter the second line of the point of contact's mailing address.
- **City:** Enter the city of the point of contact's mailing address. This is a required field.
- **State:** Select the state of the point of contact's mailing address. This is a required field if the 'Country' field is set to 'United States.'
- **Postal Code:** Enter the postal code of the point of contact's mailing address. This is a required field.
- **Country:** Select the country of the point of contact's mailing address. This is a required field.

Exhibit 4-4 shows a screen capture of the 'Point of Contact' screen (Scroll 1):

Exhibit 4-4 Point of Contact Screen (Scroll 1)

Exhibit 4-5 shows a screen capture of the 'Point of Contact' screen (Scroll 2):

Exhibit 4-5 Point of Contact (Scroll 2)

Navigation: If the TPC organization entered on the 'Organization Information' screen is located outside of the United States, click the 'Next' button to navigate to the 'US Agent Information' screen. If the TPC organization entered on the 'Organization Information' screen is located within the United States, click the 'Next' button to navigate to the 'TPC Experience Questions' screen.

4.1.3 US Agent Information

TPCs whose address is located outside of the United States must designate a U.S.-based agent.

The 'US Agent Information' screen captures the contact information of the U.S.-based agent.

- **CBI:** Check the 'CBI' checkbox to claim the US Agent Information as confidential.
- **Justification for US Agent CBI:** Enter a CBI justification explanation in this text box. This field displays only if the 'CBI' checkbox is checked.
- **Prefix:** Select the U.S. agent's prefix from the drop-down menu.
- **First Name:** Enter the U.S. agent's first name. This is a required field.

- **Last Name:** Enter the U.S. agent's last name. This is a required field.

- **Suffix:** Select the U.S. agent's suffix from the drop-down menu.

- **Agent Organization Name:** Enter the U.S. agent's organization name.

- **Phone Number:** Enter the U.S. agent's phone number. This is a required field.

- **Email Address:** Enter the U.S. agent's email address. This is a required field.

- **Mailing Address 1:** Enter the first line of the U.S. agent's mailing address. This is a required field.

- **Mailing Address 2:** Enter the second line of the U.S. agent's mailing address.

- **City:** Enter the city of the U.S. agent's mailing address. This is a required field.

- **State:** Select the state of the U.S. agent's mailing address. This is a required field.

- **Postal Code:** Enter the postal code of the U.S. agent's mailing address. This is a required field.

Exhibit 4-6 shows a screen capture of the 'US Agent Information' screen:

Exhibit 4-6 US Agent Information Screen

Navigation: Click the 'Next' button to navigate to the 'TPC Experience Questions' screen. You can also access this screen by clicking the 'TPC Experience Questions' link within the navigation tree.

4.1.4　　TPC Experience Questions

The 'TPC Experience Questions' screen captures information relating to composite wood product testing. You are required to answer all of the questions to navigate to the 'Affirmation and Documentation' screen. Check the corresponding 'CBI' checkbox for an experience question to claim that answer as confidential.

After you enter the necessary information that answers the questions listed on the 'TPC Experience Questions' screen, click the 'Next' button to navigate to the 'Affirmation and Documentation' screen.

Exhibit 4-7 shows a screen capture of the 'TPC Experience Questions' screen:

Exhibit 4-7 TPC Experience Questions Screen

Navigation: Click the 'Next' button to navigate to the 'Affirmation and Documentation' screen. You can also access this screen by clicking the 'Affirmation and Documentation' link within the navigation tree.

4.1.5 Affirmation and Documentation

The 'Affirmation and Documentation' screen allows you to affirm the TPC's ability to conduct inspections of composite wood products and to upload associated documentation, if necessary. You are required to confirm the TPC's ability to conduct inspections of composite wood products and accept the impartiality statement to complete submission of the form. Check the 'CBI' checkbox to claim the affirmation and impartiality statement as CBI.

After you read the affirmation statement and impartiality statement and indicate understanding and acceptance, click the 'Submit' button or the 'Submit' icon to submit the form.

Exhibit 4-8 shows a screen capture of the 'Affirmation and Documentation' screen:

Exhibit 4-8 Affirmation and Documentation Screen

Navigation: Click the 'Validate' icon (✔) located in the bottom action bar to validate the form. Click the 'Save' icon (💾) located in the bottom action bar to perform a global save on the form. Click the 'Preview' icon (📷) located in the bottom action bar to view a PDF preview of the form. If any information within the form is claimed confidential, click the 'Next' button at the bottom of the screen to navigate to the 'Instructions for Substantiating Confidential Business Information (CBI) Claims' screen. If no CBI claims are made, click the 'Submit' icon (↻) located in the bottom action bar, or the 'Submit' button that appears, to begin the submission process.

4.2 Third-Party Certifier Application Form Amendment

The 'Third-Party Certifier Application Form Amendment' screen displays various checkboxes and text boxes for the user to list the fields that were changed in the form's amendment.

To indicate that this amendment is a renewal application, check the 'Renewal Application' checkbox and submit the form. Selecting the 'Renewal Application' will re-initiate the entire review process. Check the 'CBI' checkbox for the 'Renewal Application' checkbox to claim this information as confidential.

To withdraw your TPC from the TSCA Title VI Third-Party Certifier program, check the 'Third-Party Certifier Voluntary Withdrawal' checkbox and submit the form. You may also enter information describing your reason for withdrawal, but it is not required to submit the form. Check the 'CBI' checkbox for the 'Third-Party Certifier Voluntary Withdrawal' checkbox to claim this information as confidential.

To indicate that your TPC has lost its accreditation status, check the 'Loss of Accreditation Status' checkbox, click the calendar widget or the field, select the date of loss of accreditation, and submit the form. Check the 'CBI' checkbox for the 'Loss of Accreditation Status' checkbox to claim this information as confidential.

Click the 'Next' button to navigate to the other screens within the form to make any additional edits or changes.

Exhibit 4-9 shows a screen capture of the 'Third-Party Certifier Application Amendment' screen:

Exhibit 4-9 Third-Party Certifier Application Amendment Screen
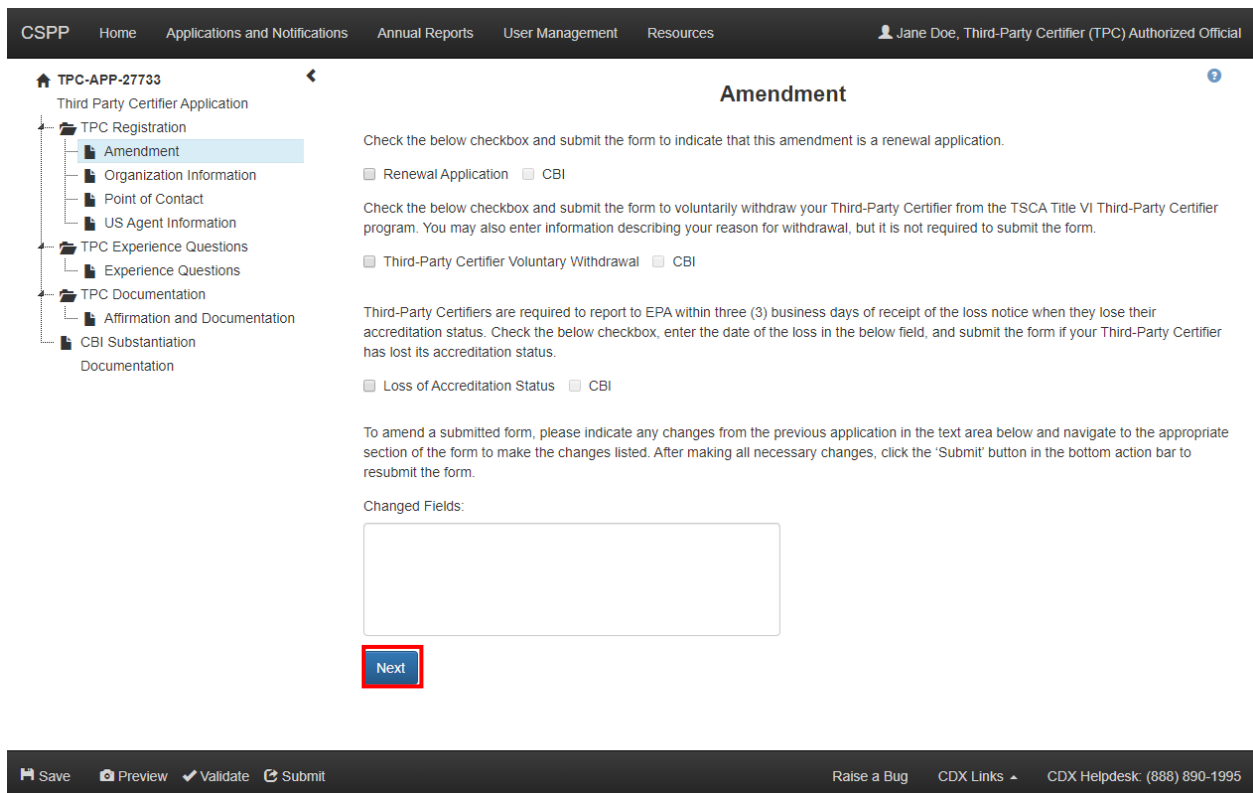
Navigation: Click the 'Next' button to navigate to the other screens of the form to make any edits or changes necessary. Click the 'Submit' button or 'Submit' icon in the bottom action bar to submit any changes made.

5 Failed Quarterly Test, Quality Control Limit Exceedance, and Reduced Testing and Exemption Notification Forms

Under TSCA Title VI, EPA-recognized TPC's are required to report failed quarterly tests, quality control limit exceedances, and reduced testing approvals.

5.1 Create Failed Quarterly Test Form

To create a new Failed Quarterly Test form, navigate to the 'Applications and Notifications' screen and select 'TPC – Failed Quarterly Test' from the 'Select Form Type' drop-down menu. Refer to **Section 3.4** for additional details regarding the 'Applications and Notifications' screen.

Refer to **Section 3.6** for additional details regarding the create passphrase process.

5.1.1 Failed Quarterly Test

The 'Failed Quarterly Test' screen provides the ability to enter information regarding a panel producer's failed quarterly test. To record a failed quarterly test, click the 'Choose Panel Producer' link to select a Panel Producer, then click the 'Add' button and enter the necessary information in the failed quarterly test fields.

- **Choose Panel Producer:** Click the 'Choose Panel Producer' link to navigate to the 'Panel Producer Search' screen. The 'Panel Producer Search' screen provides you the ability to enter information and search from a list of existing panel producers to enter into the 'Failed Quarterly Test' screen. This is a required field. Refer to **Section 3.10** for more information regarding the 'Choose Panel Producer' link.

- **CBI:** Check the 'CBI' checkbox to claim the panel producer information as confidential.

- **Test Date:** The 'Test Date' field captures the date of the failed quarterly test. This is a required field.

- **Quarter:** The 'Quarter' drop-down menu captures the quarter in which the test date falls.

- **Test Method:** The 'Test Method' fields allow you to select the test method from a drop-down menu to indicate which test method was used. It provides the option of reporting test methods that are not included by default in the 'Test Method' drop-down menu. This is a required field.

- **Other Test Method:** The 'Other Test Method' text box captures the test method used if the test method is not listed in the 'Test Method' drop-down menu. This field is required if 'Other, please specify' is selected as the test method.

- **Contract Lab:** The 'Contract Laboratory' checkbox allows you to indicate whether a contract laboratory was used to perform the quarterly test. Select a Laboratory by checking the 'Contract Laboratory' checkbox and clicking the 'Choose Laboratory' link. Click the 'CBI' checkbox below the 'Contract Laboratory' checkbox to indicate this information as CBI. Clicking the 'Choose Laboratory' link will direct you to the 'Laboratory Search' screen. The 'Laboratory Search' screen provides you with the ability to enter information and search from a list of existing laboratories to enter the laboratory into the 'Failed Quarterly Test' screen. Refer to **Section 3.11** for more information regarding the 'Choose Laboratory' link.

The 'Failed Quarterly Test' table displays the product name (refer to **Section 3.12** for more information regarding the 'Choose Product' link), product type, product volume, the result of the

quarterly test, the result of re-certification, how the product was disposed, and allows you to delete failed quarterly tests by clicking the 'Delete' icon located under the 'Actions' column.

To edit the information for previously entered failed quarterly tests, click the product name link to enable the failed quarterly test entry fields.

- **Product Name:** Displays the name of the product reported in the failed quarterly test.

- **Product Type:** Displays the type of composite wood product, or group of composite wood products, made by the same panel producer with the same resin system reported in the failed quarterly test.

- **Volume:** Displays the volume of the product affected in the failed quarterly test.

- **CBI:** Check the 'CBI' checkbox to indicate the volume field as CBI.

- **Result of Quarterly Test:** Displays the result of the quarterly test.

- **Result of Re-certification:** Displays the product's result of re-certification.

- **Disposition and How Non-Complying Lot was Addressed:** Displays how the product was disposed, including how any non-complying lots were addressed.

- **Actions:** Click the 'Delete' icon (✖) to remove a Failed Quarterly Test entry.

- **Add:** Click the 'Add' button to enable the failed quarterly test entry fields.

- **Product:** Click the 'Choose Product' link to access the 'Product Search' screen. The 'Product Search' screen provides you with the ability to enter information and search from a list of existing products in to enter the product into the 'Failed Quarterly Test' screen. Click the 'Change Product' link to replace a selected product with a different entry. This is a required field.

- **Volume (in Cubic Meters):** Enter the volume of the product that failed the quarterly test in cubic meters. This is a required field.

- **Result of Quarterly Test:** Enter the result of the quarterly test. This is a required field.

- **Result of Re-certification:** Enter the product's result of re-certification. This is a required field.

- **Disposition and How Non-Complying Lot was Addressed:** Enter the disposition method of the product. This is a required field.

- **CBI:** Check the 'CBI' checkbox to indicate the disposition field as CBI.

- **Save:** Click the 'Save' button to save the data entered within the failed quarterly test entry fields. The data entered/edited within the Failed Quarterly Test entry fields is automatically cleared, and the information is transferred to the Failed Quarterly Test table.

- **Cancel:** Click the 'Cancel' button to discard the data entered/edited within the failed quarterly test entry fields.

After entering information into the Failed Quarterly Test entry fields, you are required to click the 'Save' or 'Cancel' buttons to enable the 'Submit' button at the bottom of the page.

Exhibit 5-1 shows a screen capture of the 'Failed Quarterly Test' screen (Scroll 1):

Exhibit 5-1 Failed Quarterly Test Screen (Scroll 1)

Exhibit 5-2 shows a screen capture of the 'Failed Quarterly Test' screen (Scroll 2):

Exhibit 5-2 Failed Quarterly Test Screen (Scroll 2)

Navigation: If any information within the form is claimed confidential, click the 'Next' button at the bottom of the screen to navigate to the 'Instructions for Substantiating Confidential Business Information (CBI) Claims' screen. If no CBI claims are made, click the 'Submit' button (after saving or cancelling the data entered into the Failed Quarterly Test entry fields) at the bottom of the screen, or the 'Submit' icon in the bottom action bar, to begin the submission process.

5.2   Create Quality Control Limit Exceedance Form

To create a new Quality Control Limit Exceedance form, navigate to the 'Applications and Notifications' screen and select 'Quality Control Limit Exceedance' from the 'Select Form Type' drop-down menu. Refer to **Section 3.4** for additional details regarding the 'Applications and Notifications' screen.

Refer to **Section 3.6** for additional details regarding the create passphrase process.

5.2.1   Quality Control Limit Exceedance

The 'Quality Control Limit Exceedance' screen captures information reporting a panel producer's second consecutive exceedance of the quality control limit. To record a quality control limit exceedance, click the 'Choose Panel Producer' link to select a panel producer, then click the 'Add' button and enter the necessary information in the quality control limit exceedance fields.

Click the 'Choose Panel Producer' link to be directed to the 'Panel Producer Search' screen. The 'Panel Producer Search' screen provides the ability to enter information and search from a list of existing panel producers to enter into the 'Quality Control Limit Exceedance' screen. This is a required field. Refer to **Section 3.10** for more information regarding the 'Choose Panel Producer' link.

The 'Quality Control Limit Exceedance' table displays the product name, product type, date of the quality control limit exceedance, quality control test result, quality control limit, quality control method used, ASTM E1333-10 correlative equivalent values, and any associated documents; click the 'Delete' icon located under the 'Actions' column to delete entries.

At least two quality control limit exceedances are required to submit the form.

To edit the information for previously entered quality control limit exceedances, click the product name link to enable the failed quarterly test entry fields.

- **Product Name:** Displays the name of the product reported in the quality control limit exceedance.

- **Product Type:** Displays the type of composite wood product, or group of composite wood products, made by the same panel producer with the same resin system reported in the quality control limit exceedance.

- **Date:** Displays the date of the quality control limit exceedance.

- **Test Result:** Displays the quality control test result.

- **Limit:** Displays the quality control limit.

- **Method:** Displays the quality control method used.

- **ASTM E1333-10 Correlative Equivalent Values:** Displays the ASTM E1333-10 correlative equivalent values.

- **Document:** Displays the name of any attached documents.

- **Actions:** Click the 'Delete' icon (❌) to remove a Quality Control Limit Exceedance entry.

- **Add:** Click the 'Add' button to enable the quality control method exceedance entry fields.

- **Product:** Click the 'Choose Product' link to access the 'Product Search' screen. Refer to **Section 3.12** for more information regarding the 'Choose Product' link. The 'Product Search' screen provides the ability to enter information and search from a list of existing products to enter the product into the 'Quality Control Limit Exceedance' screen. Click the 'Change Product' link to select a different product entry. This is a required field.

- **Test Date:** Enter the date of quality control limit exceedance. This is a required field.

- **Quality Control Test Result:** Enter the quality control test result and enter the unit of measurement in the 'Unit of Measurement' field. This is a required field.

- **Quality Control Limit:** Enter the quality control limit and enter the unit of measurement in the 'Unit of Measurement' field. This is a required field.

- **Quality Control Method Used:** Select the quality control method from the drop-down list to indicate which method was used. This is a required field.

- **If other, please specify:** Enter the test method you used if the test method is not listed in the 'Quality Control Method Used' drop-down. This field appears only if 'Other, please specify' is selected as the quality control method. This is a required field.

- **ASTM E1333-10 Correlative Equivalent Values:** Enter the ASTM E1333-10 correlative equivalent values.

- **Browse:** Click the 'Browse' button to generate the 'File Upload' window to search a user's local hard drive to attach a document.

- **Save:** Click the 'Save' button to save the data entered within the failed quarterly test entry fields. The data entered/edited within the Quality Control Limit Exceedance entry fields is automatically cleared, and the information is transferred to the Quality Control Limit Exceedance entry table.

- **Cancel:** Click the 'Cancel' button to discard the data entered/edited within the failed quarterly test entry fields.

After entering information into the Quality Control Limit Exceedance entry fields, you are required to click the 'Save' or 'Cancel' buttons to enable the 'Submit' button at the bottom of the page.

Exhibit 5-3 shows a screen capture of the 'Quality Control Limit Exceedance' screen (Scroll 1):

Exhibit 5-3 Quality Control Limit Exceedance Screen (Scroll 1)

Exhibit 5-4 shows a screen capture of the 'Quality Control Limit Exceedance' screen (Scroll 2):

Exhibit 5-4 Quality Control Limit Exceedance Screen (Scroll 2)

Navigation: If any information within the form is claimed confidential, click the 'Next' button at the bottom of the screen to navigate to the 'Instructions for Substantiating Confidential Business Information (CBI) Claims' screen. Refer to **Section 9** for more information on CBI substantiation. If no CBI claims are made, click the 'Submit' button (after saving or cancelling the data entered into the Quality Control Limit Exceedance entry fields) at the bottom of the screen, or the 'Submit' icon in the bottom action bar, to submit the 'Quality Control Limit Exceedance' form.

5.3   Create Reduced Testing and Exemption Notification Form

To create a new Reduced Testing and Exemption Notification form, navigate to the 'Applications and Notifications' screen and select 'TPC – Reduced Testing and Exemption Notification' from the 'Select Form Type' drop-down menu. Refer to **Section 3.4** for additional details regarding the 'Applications and Notifications' screen.

Refer to **Section 3.6** for additional details regarding the create passphrase process.

5.3.1　Reduced Testing and Exemption Notification

The 'Reduced Testing and Exemption Notification' screen provides you with the ability to enter information regarding a panel producer's reduced testing approval or exemption. To record a reduced testing approval or exemption, select a panel producer by clicking the 'Choose Panel Producer' link, then click the 'Add' button and enter the necessary information in the reduced testing and exemption fields. Refer to **Section 3.10** for more information regarding the 'Choose Panel Producer' link.

Click the 'Choose Panel Producer' link to navigate to the 'Panel Producer Search' screen. The 'Panel Producer Search' screen provides you with the ability to enter information and search from a list of existing panel producers to enter the panel producer into the 'Failed Quarterly Test' screen. This is a required field.

The 'Reduced Testing and Exemption Notification' table displays the product name (refer to **Section 3.12** for more information regarding the 'Choose Product' link), product type, reduced test status, application type, expiration date, any attached documents, and allows you to delete reduced testing approvals by clicking the 'Delete' icon located under the 'Actions' column.

To edit the information for previously entered reduced tests, click the product name link to enable the reduced test entry fields.

- **Product Name:** Displays the name of the product reported in the reduced test or exemption notification.

- **Product Type:** Displays the type of product reported in the reduced test or exemption notification.

- **Status:** Displays the status of the reduced test or exemption notification.

- **Application Type:** Displays the approval type of the reduced test or exemption notification.

- **Expiration Date:** Displays the expiration date of the approved reduced test or exemption notification.

- **Document:** Displays the name of any attached documents.

- **Actions:** Click the 'Delete' icon (✖) to remove a Reduced Testing or Exemption Notification entry.

- **Add:** Click the 'Add' button to enable the reduced testing and exemption entry fields.

- **Product:** Click the 'Choose Product' link to access the 'Product Search' screen. The 'Product Search' screen provides you with the ability to enter information and search from a list of existing products to enter the product into the 'Reduced Testing and Exemption Notification' screen. This is a required field.

- **Reduced Test Status:** Click the 'Approved' checkbox to indicate that the reduced test has been approved. Click the 'Rejected' checkbox to indicate that the reduced test has been rejected. Click the 'Renewed' checkbox to indicate that the reduced test has been renewed.

- **Application Type:** Select the application type from the drop-down list to indicate the application type for the reduced test or exemption notification. This field displays only if the 'Approved' checkbox is checked and is a required field.

- **CBI:** Check the CBI checkbox to indicate the Application Type as confidential.

- **Expiration Date:** Enter the date of expiration for the approved reduced test. This field displays only if the 'Approved' checkbox is checked and is a required field.

- **Reduced Approval Certification:** Click the 'Browse' button to generate the 'File Upload' window to search a user's local hard drive to attach a Reduced Approval Certification. This field displays only if the 'Approved' checkbox is checked and is a required field.

- **CBI:** Check the 'CBI' checkbox to claim the reduced approval certification as confidential.

- **Save:** Click the 'Save' button to save the data entered within the reduced testing and exemption notification entry fields. The data entered/edited within the Reduced Testing and Exemption Notification entry fields is automatically cleared, and the information is transferred to the Reduced Testing and Exemption Notification entry table.

- **Cancel:** Click the 'Cancel' button to discard the data entered/edited within the reduced testing and exemption notification entry fields.

After entering information into the Reduced Testing and Exemption Notification entry fields, you are required to click the 'Save' or 'Cancel' buttons to enable the 'Submit' button at the bottom of the page.

Exhibit 5-5 shows a screen capture of the 'Reduced Testing and Exemption Notification' screen:

Exhibit 5-5 Reduced Testing and Exemption Notification Screen

Navigation: If any information within the form is claimed confidential, click the 'Next' button at the bottom of the screen to navigate to the 'Instructions for Substantiating Confidential Business Information (CBI) Claims' screen. If no CBI claims are made, click the 'Submit' button (after saving or cancelling the data entered into the Reduced Testing and Exemption Notification entry fields) at the bottom of the screen, or the 'Submit' icon in the bottom action bar, to submit the 'Reduced Testing and Exemption Notification' form.

5.4 Failed Quarterly Test, Quality Control Limit Exceedance, and Reduced Testing and Exemption Notification Amendment

The 'Failed Quarterly Test, Quality Control Limit Exceedance, and Reduced Testing and Exemption Notification Amendment' screens display a text box for a user to list the fields that were changed in the form amendment.

To amend a submitted form, indicate any changes from the previous application in the 'Changed Fields' text box and navigate to the appropriate section of the form to make the changes listed. After making all necessary changes, click the 'Submit' icon in the bottom action bar to resubmit the form.

Exhibit 5-6 shows a screen capture of the 'Reduced Testing and Exemption Notification Amendment' screen:

Exhibit 5-6 Reduced Testing and Exemption Notification Amendment Screen
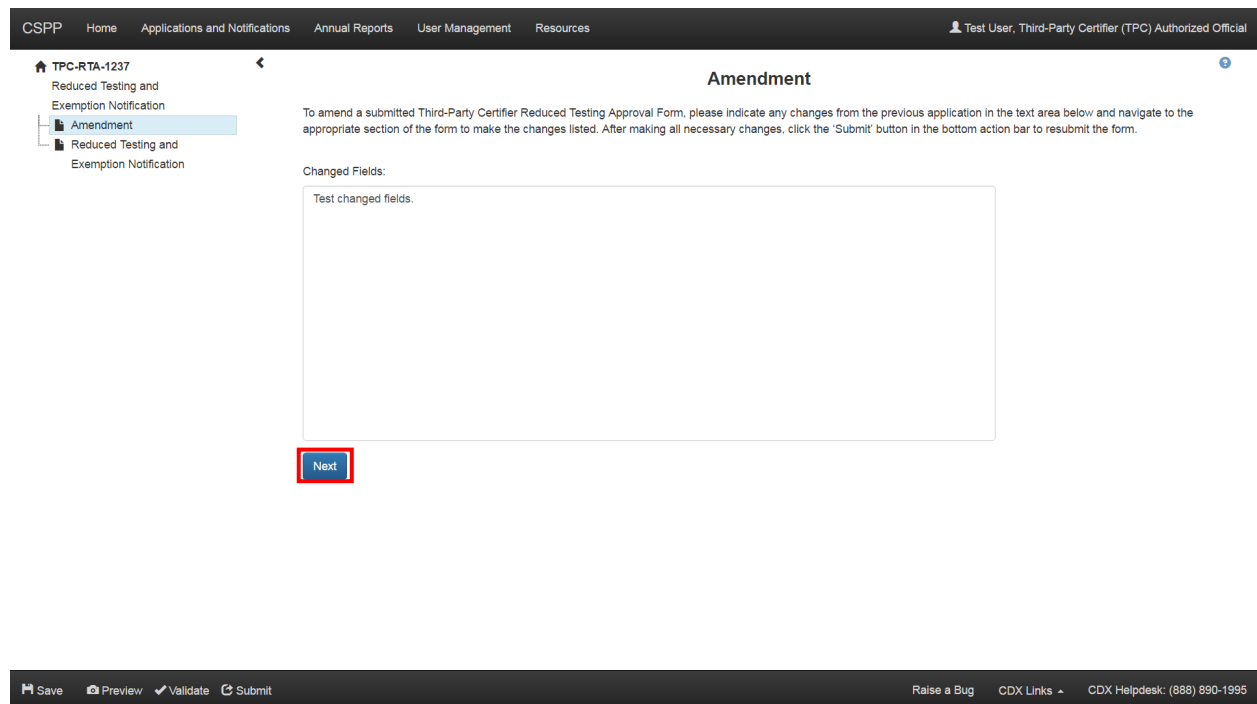
Navigation: Click the 'Next' button to navigate to the other screens of the form to make any edits or changes necessary. Click the 'Submit' button or 'Submit' icon in the bottom action bar to submit any changes made.

6 Annual Reports Forms

Under TSCA Title VI, EPA-recognized TPCs are required to report on their ability to fulfill their responsibilities under EPA's TSCA Title VI regulations.

6.1 Create Third-Party Certifier Annual Report Form

To create a new Third-Party Certifier Annual Report form, navigate to the 'Annual Reports' screen and click the 'Start New Annual Report' button. Only one TPC Annual Report form can be created per reporting year. Refer to **Section 3.5** for additional details regarding the 'Annual Reports' screen.

Refer to **Section 3.6** for additional details regarding the create passphrase process.

6.1.1 Annual Report Information

The 'Annual Report Information' screen provides the ability to enter information regarding the Third-Party Certifier Annual Report.

The 'Reporting Year' field captures the reporting year of the annual report from the drop-down menu.

The 'Share Annual Report with CARB?' checkbox allows you to indicate whether you would like to share the annual report with the California Air Resources Board (CARB).

- **Reporting Year:** Select the reporting year from the drop-down menu.
- **Share Annual Report with CARB?:** Check the checkbox to share the annual report with CARB.

Exhibit 6-1 shows a screen capture of the 'Annual Report Information' screen:

Exhibit 6-1 Annual Report Information Screen

Navigation: Click the 'Next' button at the bottom of the screen to navigate to the 'Panel Producer Information' screen.

6.1.2   Panel Producer Information

The 'Panel Producer Information' screen captures product and quarterly test information related to a specific panel producer. Click the 'Add Panel Producer' button to select a panel producer and report product or quarterly test information. Click the 'Add Panel Producer' button to navigate to the 'Panel Producer Search' screen.

The 'Panel Producer Search' screen provides the ability to enter information and search from a list of existing panel producers to enter the panel producer into the 'Panel Producer Information' screen. Refer to **Section 3.10** for more information regarding the 'Add Panel Producer' button.

Click the 'Delete' icon (✖) to delete a panel producer.

- **Add Panel Producer:** Click the 'Add Panel Producer' button to add a panel producer to the TPC Annual Report. At least one panel producer is required to be identified.

- **Add Product:** Click the 'Add Product' button to add product information related to a specific panel producer. At least one annual report product is required.

- **Add Quarterly Test:** Click the 'Add Quarterly Test' button to add quarterly test information related to a specific panel producer. A quarterly test entry is required for each quarter per panel producer.

Exhibit 6-2 shows a screen capture of the 'Panel Producer Information' screen:

Exhibit 6-2 Panel Producer Information Screen

Navigation: Click the 'Next' button at the bottom of the screen to navigate to the 'List of Laboratories' screen.

6.1.2.1   Product Information

The 'Product Information' screen provides you with the ability to enter product and non-complying lot information related to a specific panel producer. To report product and non-complying lot information, select a product by clicking the 'Choose Product' link. Clicking the 'Choose Product' link will direct you to the 'Product Search' screen.

The 'Product Search' screen provides the ability to enter information and search from a list of existing products to enter the product into the 'Product Information' screen. Refer to **Section 3.12** for more information regarding the 'Choose Product' link.

- **Panel Producer:** Displays the name and address of the panel producer.

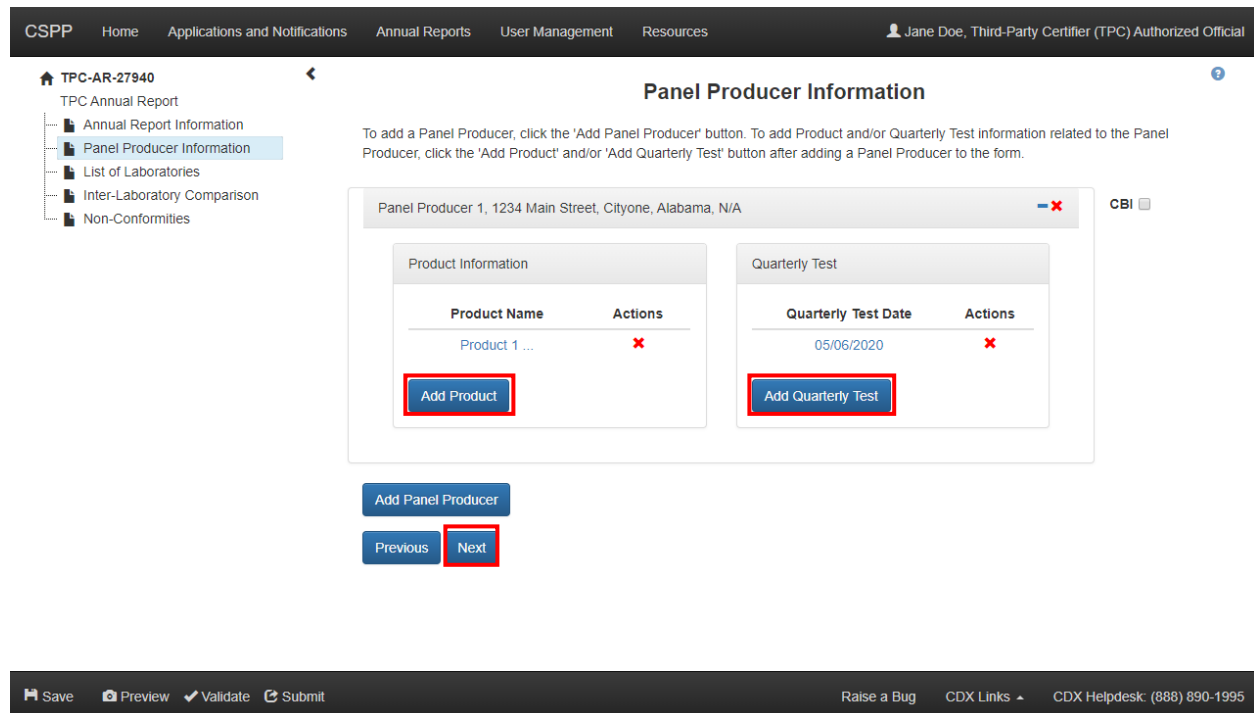- **Product:** Click the 'Choose Product' link to access the 'Product Search' screen. The 'Product Search' screen provides you with the ability to enter information and search from a list of existing products to enter the product into the 'Product Information' screen. This is a required field.

- **Resin System:** Enter the product's resin system.

- **Test Date:** Displays the product's test date.

- **Test Method:** Displays the product's test method.

- **Volume:** Displays the volume of the product affected in the annual report.

- **Result of Re-Certification Testing:** Displays the product's result of re-certification testing.

- **Description of Disposition of Affected Product:** Displays how the product was disposed, including how any non-complying lots were addressed.

- **No. of Lot Numbers:** Displays the number of lots reported with the product.

- **Actions:** Click the 'Delete' icon (✖) to remove a Non-Complying Lot entry.

- **Add:** Click the 'Add' button to enter a non-complying lot entry.

- **CBI:** Check the 'CBI' checkbox to indicate the non-complying lot entry as CBI.

- **Test Date:** Enter the product's test date. This is a required field for a non-complying lot entry.

- **Lot Number:** Enter the product's lot number. This is a required field for a non-complying lot entry.

- **Add a new Lot Number:** Click the 'Add a new Lot Number' link to generate the 'Lot Number' field.

- **Test Method:** Enter the product's test method. This is a required field for a non-complying lot entry.

- **Volume (in Cubic Meters):** Enter the product's volume in cubic meters. This is a required field for a non-complying lot entry.

- **Result of Re-Certification Testing:** Enter the product's result of re-certification testing. This is a required field for a non-complying lot entry.

- **Description of Disposition of Affected Product:** Enter how the product was disposed, including how any non-complying lots were addressed. This is a required field for a non-complying lot entry.

- **Result of Failed Quarterly Test:** Check the checkbox to report a Failed Quarterly Test form related to the affected product. Clicking this checkbox will generate the 'Failed Quarterly Test' drop-down menu.

- **Failed Quarterly Test:** Select a Failed Quarterly Test form from the drop-down menu. This is a required field if the 'Failed Quarterly Test' checkbox is checked.

- **Result of QCL Exceedance:** Check the checkbox to report a Quality Control Limit Exceedance form related to the affected product. Clicking this checkbox will generate the 'Quality Control Limit Exceedance' drop-down menu.

- **QCL Exceedance:** Select a Quality Control Limit Exceedance form from the drop-down menu. This is a required field if the 'Quality Control Limit Exceedance' checkbox is checked.

- **Save:** Click the 'Save' button to save the data entered within the product information entry fields. The data entered/edited within the product information entry fields is automatically cleared and the information is transferred to the Non-Complying Lot table.

- **Cancel:** Click the 'Cancel' button to discard the data entered/edited within the product information entry fields.

To edit information for previously entered products, click the product test date link under the 'Test Date' column to enable the product entry fields. After entering information into the product information entry fields, you are required to click the 'Save' or 'Cancel' buttons to enable the 'Add Product' and 'Cancel Product' buttons at the bottom of the page.

Exhibit 6-3 shows a screen capture of the 'Product Information' screen (scroll 1):

Exhibit 6-3 Product Information Screen (Scroll 1)

Exhibit 6-4 shows a screen capture of the 'Product Information' screen (scroll 2):

Exhibit 6-4 Product Information Screen (Scroll 2)

Navigation: Click the 'Add Product' button at the bottom of the screen to add the product information to the 'Panel Producer Information' screen. Click the 'Cancel Product' button to navigate back to the 'Panel Producer Information' screen without entering the product information.

6.1.2.2   Quarterly Test

The 'Quarterly Test' screen provides the ability to enter quarterly test information related to a specific panel producer.

- **Inspection Date:** The 'Inspection Date' field captures the date of the inspection. This is a required field.

- **Quarterly Test Date:** The 'Quarterly Test Date' field capture the date of the quarterly test. This is a required field.

- **Quarter:** The 'Quarter' drop-down menu captures the quarter in which the quarterly test falls.

- **Test Method:** The 'Test Method' field captures the test method from a drop-down list to indicate which test method was used. It provides the option of reporting test methods that are not included by default in the 'Test Method' drop-down menu. This is a required field.

- **Other Test Method:** The 'Other Test Method' text box allows you to enter the test method you used if the test method is not listed in the 'Test Method' drop-down. This field appears only if 'Other, please specify' is selected as the test method.

- **Contract Lab:** The 'Contract Lab' checkbox allows you to indicate whether a contract laboratory was used to perform the quarterly test. Select a laboratory by checking the 'Contract Lab' checkbox and selecting a laboratory from the drop-down menu.

The 'Quarterly Test' table displays the product name (refer to **Section 3.12** for more information regarding the 'Choose Product' link), volume, result of testing, how the product was disposed of, and allows you to delete product entries by clicking the 'Delete' icon (✖) located under the 'Actions' column.

To edit the information for previously entered products, click the product name link to enable the product test entry fields.

- **Product:** Displays the name of the product reported in the quarterly test.

- **Volume:** Displays the volume of the product.

- **Result of Testing:** Displays the product's result of certification testing.

- **Disposition:** Displays how the product was disposed, including how any non-complying lots were addressed.

- **Reason Not Tested:** Displays N/A or displays an explanation as to why a product was not subject to testing.

- **Actions:** Click the 'Delete' icon (✖) to remove a Quarterly Test entry.

- **Add:** Click the 'Add' button to enter a product.

- **Product:** Click the 'Choose Product' link to access the 'Product Search' screen. The 'Product Search' screen provides you with the ability to enter information and search from a list of existing products to enter the product into the 'Quarterly Test' screen. Click the 'Change Product' link to search for a product to replace a previously selected entry. This is a required field.

- **Volume (in Cubic Meters):** Enter the product's volume in cubic meters.

- **Result of Testing:** Enter the product's result of certification testing. This is a required field.

- **Disposition:** Enter how the product was disposed, including how any non-complying lots were addressed.

- **Check here if the product was not tested during this quarter:** Check the checkbox to generate a 'Reason Not Tested' text box. This is a required field if displayed.

- **Save:** Click the 'Save' button to save the data entered within the quarterly test entry fields. The data entered/edited within the product test entry fields is automatically cleared and the information is transferred to the product test entry table.

- **Cancel:** Click the 'Cancel' button to discard the data entered/edited within the quarterly test entry fields.

After entering information into the product test entry fields, you are required to click the 'Save' or 'Cancel' buttons to enable the 'Add Quarterly Test' and 'Cancel Quarterly Test' buttons at the bottom of the page.

Exhibit 6-5 shows a screen capture of the 'Quarterly Test' screen (Scroll 1):

Exhibit 6-5 Quarterly Test Screen (Scroll 1)

Exhibit 6-6 shows a screen capture of the 'Quarterly Test' screen (Scroll 2):

Exhibit 6-6 Quarterly Test Screen (Scroll 2)
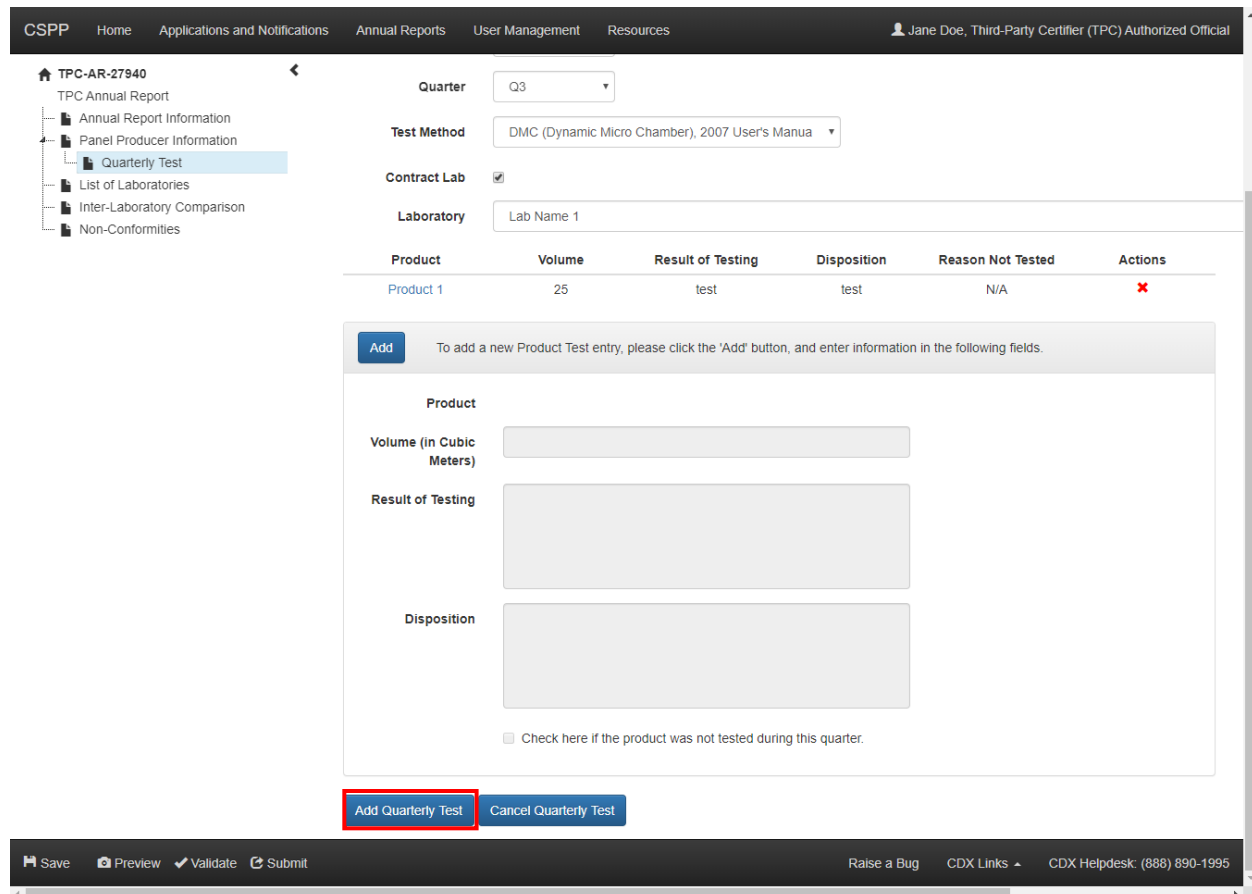
Navigation: Click the 'Add Quarterly Test' button at the bottom of the screen to add the quarterly test information to the 'Panel Producer Information' screen. Click the 'Cancel Quarterly Test' button to navigate back to the 'Panel Producer Information' screen without entering in the quarterly test information.

6.1.3   List of Laboratories

The 'List of Laboratories' screen provides the ability to enter equivalence data related to a specific laboratory. At least one laboratory report entry is needed.

The 'Laboratory' table displays the laboratory name (refer to **Section 3.11** for more information regarding the 'Choose Laboratory' link), primary contact, laboratory accreditation, date of small method equivalence, and number of datasets. Click the 'Delete' icon (✖) located under the 'Actions' column to remove laboratory entries.

To edit the information for previously entered laboratories, click the laboratory name link to enable the laboratory entry fields.

- **Laboratory:** Displays the name of the laboratory reported in the annual report.

- **Primary Contact:** Displays the name of the primary contact.

- **Lab Accreditation:** Displays the laboratory's accreditation.

- **Date of Small Method:** Displays the date of small method equivalence.

- **No. of Datasets:** Displays the number of equivalence data sets. A minimum of five (5) datasets are required.

- **Actions:** Click the 'Delete' icon (✖) to remove a laboratory entry.

- **Add:** Click the 'Add' button to enter equivalence data points related to a specific laboratory.

- **Laboratory:** Click the 'Choose Laboratory' link to search for and select the applicable laboratories for which you will be reporting. Click the 'Change Laboratory' link to search for a new lab to replace a previously selected entry. This is a required field.

- **First Name:** Enter the primary contact's first name. This is a required field.

- **Last Name:** Enter the primary contact's last name. This is a required field.

- **Email:** Enter the primary contact's email address. This is a required field.

- **Phone No.:** Enter the primary contact's phone number. This is a required field.

- **Add Secondary Contact:** Click the 'Add Secondary Contact' link to generate additional fields for a second point of contact.

- **Laboratory Accreditation:** Enter the laboratory's accreditation. This is a required field.

- **Date of Small Chamber Method Equivalence:** Enter the date of small method equivalence. This is a required field.

- **Large Chamber Result:** Enter the large chamber result. This is a required field.

- **Small Chamber Result:** Enter the small chamber result. This is a required field.

- **Small Chamber Equivalent to Large Chamber?:** Check the 'Small Chamber Equivalent to Large Chamber?' checkbox to indicate that the small chamber value and large chamber value are correlated. Checking the 'Small Chamber Equivalent to Large Chamber?' checkbox generates the equivalence data analysis fields.

- **CBI:** Check the 'CBI' checkbox to indicate the equivalence data set as CBI.

- **Average:** Enter the average of the equivalence data. This is a required field if the 'Small Chamber Equivalent to Large Chamber?' checkbox is checked.

- **Standard Deviation:** Enter the standard deviation of the equivalence data. This is a required field if the 'Small Chamber Equivalent to Large Chamber?' checkbox is checked.

- **Check Result:** Click the 'Check Result' button to determine if the candidate ASTM D 6700 is equivalent.

- **Add Equivalence Data Set:** Click the 'Add Equivalence Data Set' link to generate an additional equivalence data set.

- **Save:** Click the 'Save' button to save the data entered within the laboratory entry fields. The data entered/edited within the Laboratory Report entry fields is automatically cleared, and the information is transferred to the List of Laboratories entry table.

- **Cancel:** Click the 'Cancel' button to discard the data entered/edited within the laboratory entry fields.

After entering information into the Laboratory Report entry fields, you are required to click the 'Save' or 'Cancel' buttons to enable the 'Previous' and 'Next' buttons at the bottom of the page.

Exhibit 6-7 shows a screen capture of the 'List of Laboratories' screen (Scroll 1):

Exhibit 6-7 List of Laboratories Screen (Scroll 1)

Exhibit 6-8 shows a screen capture of the 'List of Laboratories' screen (Scroll 2):

Exhibit 6-8 List of Laboratories Screen (Scroll 2)

Navigation: Click the 'Next' button (after saving or cancelling the data entered into the Lab Report entry fields) at the bottom of the screen to navigate to the 'Inter-Laboratory Comparison' screen.

6.1.4   Inter-Laboratory Comparison

The 'Inter-Laboratory Comparison' screen provides the ability to report whether or not you have participated in an Inter-Laboratory Comparison.

- **Did you participate in an Inter-Laboratory Comparison outside of the CARB Inter-Laboratory Comparison?:** Check the 'Did you participate in an Inter-Laboratory Comparison outside of the CARB Inter-Laboratory Comparison?' checkbox to indicate that you participated in an Inter-Laboratory Comparison outside the CARB Inter-Laboratory Comparison.

If the above checkbox is checked, then the following fields will appear:

- **Name of the Organization Conducting the Inter-Laboratory Comparison:** Enter the name of the organization that conducted the Inter-Laboratory Comparison. This is a required field.

- **Result of Comparison when Compared to the Mean:** Enter the result of the Inter-Laboratory Comparison when compared to the mean result of Inter-Laboratory Comparisons. This is a required field.

- **CBI:** Check the 'CBI' checkbox to indicate the result of the comparison when compared to the mean as confidential.

- **Inter-Laboratory Mean Result:** Enter the Inter-Laboratory Comparison mean result. This is a required field.

- **Add a new organization conducting the Inter-Laboratory Comparison:** Click the 'Add a new organization conducting the Inter-Laboratory Comparison' link to report an additional organization that conducted the Inter-Laboratory Comparison.

Exhibit 6-9 shows a screen capture of the 'Inter-Laboratory Comparison' screen:

Exhibit 6-9 Inter-Laboratory Comparison Screen

Navigation: Click the 'Next' button at the bottom of the screen to navigate to the 'Non-Conformities' screen.

6.1.5   Non-Conformities

The 'Non-Conformities' screen provides the ability to report on any non-conformities that occurred during the reporting period.

The 'Non-Conformities' table displays the date of non-conformity, description of non-conformity, how the non-conformity was resolved, any attached documents, and allows you to delete assessments by clicking the 'Delete' icon (✖) located under the 'Actions' column.

To edit the information for previously entered non-conformities, click the date of non-conformity link to enable the non-conformity entry fields.

- **Date of Non-Conformity:** Displays the date of the non-conformity.
- **Description of Non-Conformity:** Displays the description of the non-conformity.
- **Resolution:** Displays how the non-conformity was resolved.
- **Document:** Displays any documents uploaded to the 'Non-Conformities' table.
- **Actions:** Click the 'Delete' icon (✖) to remove a non-conformity entry.
- **Add:** Click the 'Add' button to enable the non-conformity entry fields.
- **Date of Non-Conformity:** Enter the date of the non-conformity. This is a required field when entering a non-conformity entry.

- **Description of Non-Conformity:** Enter the description of the non-conformity. This is a required field when entering a non-conformity entry.

- **CBI:** Check the 'CBI' checkbox to indicate the description of non-conformity as confidential.

- **Resolution:** Enter how the non-conformity was resolved. This is a required field when entering a non-conformity entry.

- **CBI:** Check the 'CBI' checkbox to indicate the resolution as confidential.

- **Document (optional):** Click the 'Browse' button to generate the 'File Upload' window to search your local hard drive and attach a document.

- **CBI:** Check the 'CBI' checkbox to claim the attached document as confidential.

- **Sanitized Document:** Click the 'Browse' button to generate the 'File Upload' window to search your local hard drive and attach a document. For any attached document claimed as CBI, you will be required to attach a sanitized version of the document.

- **Save:** Click the 'Save' button to save the information entered within the non-conformity entry fields. The data entered/edited within the Non-Conformity entry fields is automatically cleared, and the information is transferred to the Non-Conformity entry table.

- **Cancel:** Click the 'Cancel' button to discard the information entered within the non-conformity entry fields.

- **Submit:** Click the 'Submit' button to submit the Third-Party Certifier Annual Report form.

After entering information into the Non-Conformity entry, you are required to click the 'Save' or 'Cancel' buttons to enable the 'Previous' and 'Submit' buttons at the bottom of the page.

Exhibit 6-10 shows a screen capture of the 'Non-Conformities' screen:

Exhibit 6-10 Non-Conformities Screen

Navigation: If any information within the form is claimed confidential, click the 'Next' button at the bottom of the screen to navigate to the 'Instructions for Substantiating Confidential Business Information (CBI) Claims' screen. Refer to **Section 9** for more information on CBI substantiation. If no CBI claims are made, click the 'Submit' button at the bottom of the screen, or the 'Submit' icon in the bottom action bar, to submit the Third-Party Certifier Annual Report form.

6.2   Third-Party Certifier Annual Report Amendment

The 'Third-Party Certifier Annual Report Amendment' screen displays a text box for a user to list the fields that were changed in the form amendment.

To amend a submitted form, indicate any changes from the previous application in the 'Changed Fields' text box and navigate to the appropriate section of the form to make the changes listed. After making all necessary changes, click the 'Submit' icon in the bottom action bar to resubmit the form.

Exhibit 6-11 shows a screen capture of the 'Third-Party Certifier Annual Report Amendment' screen:

Exhibit 6-11 Third-Party Certifier Annual Report Amendment Screen
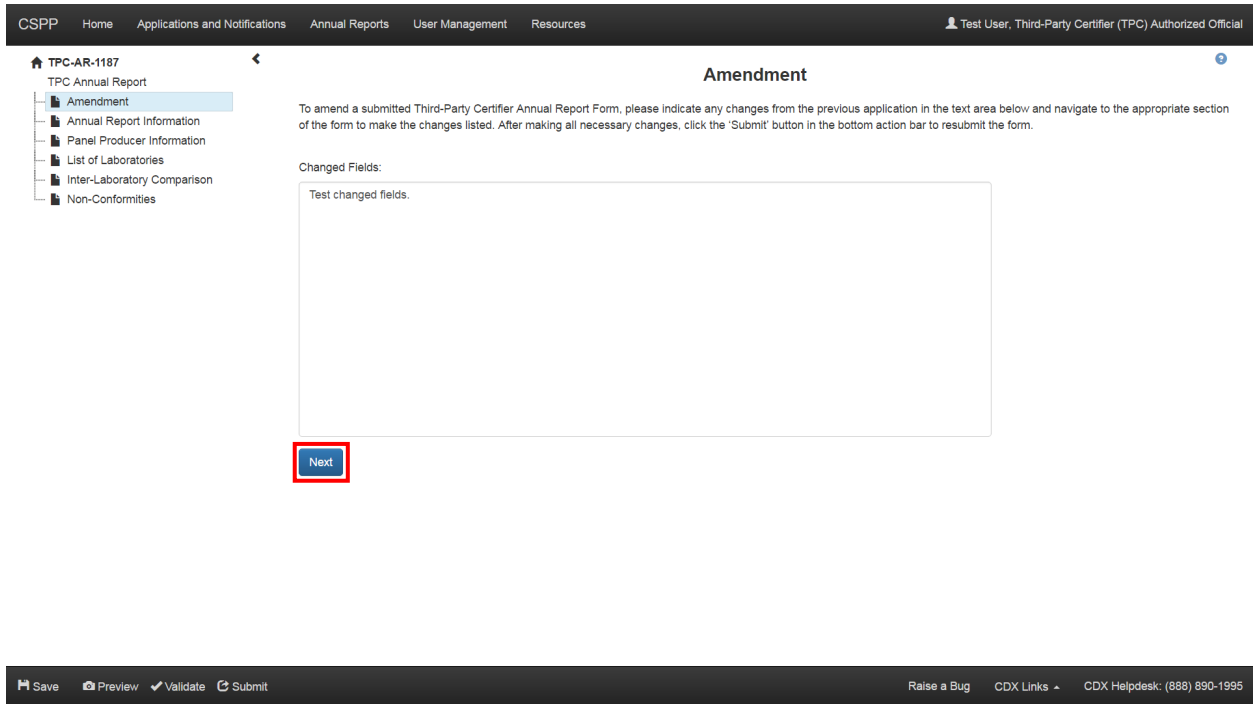
Navigation: Click the 'Next' button to navigate to the other screens of the form to make any edits or changes necessary. Once all necessary changes are made, click the 'Submit' icon in the bottom action bar to submit the amendment.

7   Preview

The system provides the option to preview a form at any point during the submission process. Click the 'Preview' icon (▣), located within the bottom action bar, to see a PDF rendering of the entered information. A pop-up window will appear that displays the information entered in the form in a PDF format.

Exhibit 7-1 shows a screen capture for the preview of the TPC Application form:

Exhibit 7-1 Preview TPC Application Form PDF

Third-Party Certifier Application				
Unique Form ID:				
Organization Information				
New EPA-Only or Existing CARB TPC				
EPA No.				
Organization Name			CBI	☐
Organization Address1			CBI	☐
Organization Address2				

City	State	Postal Code	Country	

Phone Number		CBI	☐
Web site			
Business Email Address		CBI	☐
Accreditation Body			

Composite Wood Products Certified			CBI	☐

Hardwood Plywood	Particleboard	Medium Density Fiberboard	Thin Medium Density Fiberboard

Point Of Contact					

Prefix	First Name	Middle Initial	Last Name	Suffix

Job Title	
Organization Name	
Phone Number	
Email Address	
Mailing Address 1	
Mailing Address 2	

City	State	Postal Code	Country	

Exhibit 7-2 shows a screen capture for the preview of the Reduced Testing and Exemption Notification form:

Exhibit 7-2 Preview Reduced Testing and Exemption Notification Form PDF

Third-Party Certifier Reduced Testing and Exemption Notification					
Unique Form ID:					
Panel Producer Information					
Panel Producer Name				CBI	☐
Panel Producer Address 1					
Panel Producer Address 2					
City	State	Postal Code	Country		

List of Reduced Tests	
Reduced Test - 1	
Product Name	
Product Type	
Reduced Test Status	
Application Type	
Expiration Date	
Document Name	
Reduced Test - 2	
Product Name	
Product Type	
Reduced Test Status	
Application Type	
Expiration Date	
Document Name	

Submitter			
Prefix	First Name	Last Name	Suffix
Organization Name			
Phone Number			
Email Address			
Mailing Address 1			
Mailing Address 2			
City	State	Postal Code	Country

Exhibit 7-3 shows a screen capture for the preview of the Third-Party Certifier Annual Report form:

Exhibit 7-3 Preview Third-Party Certifier Annual Report Form PDF

| Third-Party Certifier Annual Report	
Unique Form ID:	
Reporting Year	
Shared with CARB?	
List of Panel Producers	
Panel Producer - 1	
Panel Producer Name	
Panel Producer Address	
Panel Producer - 1: Product Information	
Product Name	
Product Type	
Resin Type	
Panel Producer - 1: Product Information: Lot - 1 CBI ☐	
Test Date	
Lot Number- 1	
Test Method	
Volume	
Result of Re-Certification Testing	
Description of Disposition of Affected Product	
Result of Failed Quarterly Test	
Result of QCL Exceedance	
List of Laboratories	
Inter-Laboratory Comparison	
Participated in an Inter-Laboratory Comparison?	
List of Non-Conformities	

8 Validate

You can click the 'Validate' icon (☑) at any stage of completing a TSCA Title VI form. The 'TSCA Title VI Validation' pop-up window displays when you click the 'Validate' icon (☑). Disable the pop-up blocker within your internet browser so that the 'TSCA Title VI Validation' pop-up window displays correctly. The 'TSCA Title VI Validation' pop-up window displays a report of all validation errors. During the validation process, the application validates each screen of the TSCA Title VI form to find missing and invalid data.

Validation Errors: Errors can be fixed by clicking the error link. The links will display under the screen title name (e.g., Quality Control Limit Exceedance) as 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(s), click the 'Validate' icon (☑) again to refresh the 'TSCA Title VI Validation' pop-up window. If the information you fixed passes validation, the error will be removed from the 'TSCA Title VI Validation' pop-up window. You must fix all validation errors to submit the form to CDX successfully.

You can close the 'TSCA Title VI Validation' pop-up window by clicking the 'X' button located at the upper right-hand corner of the window.

Exhibit 8-1 shows a screen capture of the 'Third-Party Certifier Application Validation' pop-up window:

Exhibit 8-1 Third-Party Certifier Application Validation Pop-Up Window
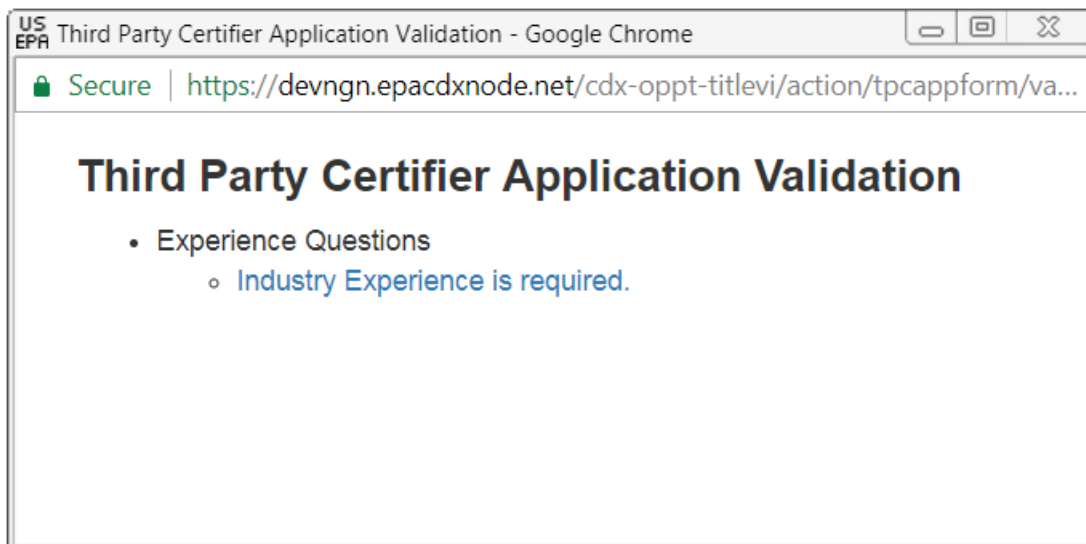
9 CBI Substantiation

EPA modified the electronic reporting applications for TSCA submissions to accept CBI substantiations for CBI claims made during the creation of electronic submissions. Other than information exempt from substantiation under TSCA Section 14(c)(2), users who wish to assert CBI claims for data within a submission must substantiate those claims at the time of submission as required by TSCA Section 14(c)(3).

9.1 Instructions for Substantiating Confidential Business Information (CBI) Claims

You can access the 'Instructions for Substantiating Confidential Business Information (CBI) Claims' screen by claiming information as CBI within a form and clicking the 'CBI Substantiation Documentation' link within the navigation tree. The 'CBI Substantiation Documentation' link and the 'Instructions for Substantiating Confidential Business Information (CBI) Claims' screen will not generate until a CBI claim is made within a submission. Information claimed CBI must either be substantiated or claimed exempt pursuant to TSCA Section 14(c)(2) at the time of submission.

To substantiate a CBI claim, upload documentation asserting your claim(s). You may also opt-out of substantiation if, for example, you believe your CBI claim is exempt under TSCA Section 14(c)(2). Common exemption reasons can be found at https://www.epa.gov/tsca-cbi/what-information-include-cbi-substantiations. To opt-out of substantiation at the time of submission, all CBI claims within a submission must be exempt.

- **Substantiation Opt-Out:** Certain data claimed CBI may be exempt from substantiation at the time of submission. If all information contained within the submission was previously substantiated or you believe it to be exempt pursuant to TSCA Section 14(c)(2), check the 'Substantiation Opt-Out' checkbox to generate the 'Substantiation Opt-Out Reason' text box and hide the 'Browse' button. Either a substantiation opt-out reason or CBI substantiation document must be provided if a CBI claim is made in a submission.
- **Substantiation Opt-Out Reason:** Enter information explaining why you believe your CBI claim(s) to be exempt from substantiation. Either a substantiation opt-out reason within the text box or CBI substantiation document must be provided if a CBI claim is made in a submission.
- **Select a file to attach:** Click the 'Browse' button to search your local machine and upload a file that contains your CBI substantiation. To overwrite an uploaded file, click the 'Browse' button again to search for and upload a new file. Either a substantiation opt-out reason or CBI substantiation document must be provided if a CBI claim is made in a submission.
- **CBI:** If the uploaded substantiation document contains CBI, check the 'CBI' checkbox to generate the 'Sanitized Document' field. A sanitized CBI substantiation document must be provided if the original substantiation document is claimed CBI.
- **Sanitized Document:** Click the 'Browse' button to search your local machine and upload a file that contains your sanitized CBI substantiation. To overwrite an uploaded file, click the 'Browse' button again to search for and upload a new file. A substantiation attachment must be provided if the original substantiation document is claimed CBI.

If you are unfamiliar with substantiating CBI claims or require assistance preparing substantiation documents, EPA offers a link to templates and other information for substantiating CBI claims on the 'Instructions for Substantiating Confidential Business Information (CBI) Claims' screen. It is suggested that you right-click the link and open in a new tab or new window so you do not leave your submission as this may affect your saved data.

Exhibit 9-1 shows a screen capture of the 'Instructions for Substantiating Confidential Business Information (CBI) Claims' screen (Scroll 1):

Exhibit 9-1 Instructions for Substantiating Confidential Business Information (CBI) Claims Screen (Scroll 1)

Exhibit 9-2 shows a screen capture of the 'Instructions for Substantiating CBI Claims' Screen (Scroll 2) (Substantiation Opt-Out Example):

Exhibit 9-2 Instructions for Substantiating CBI Claims Screen (Scroll 2) (Substantiation Opt-Out Example)

Exhibit 9-3 shows a screen capture of the 'Instructions for Substantiating CBI Claims' Screen (Scroll 3) (Sanitized Substantiation Upload Example):

Exhibit 9-3 Instructions for Substantiating CBI Claims Screen (Scroll 3) (Sanitized Substantiation Upload Example)

Navigation: Click the 'Submit' button at the bottom of the screen, or the 'Submit' icon in the bottom action bar, to begin the submission process.

10   Submit to EPA via CDX

As a TPC Authorized Official, you have the ability to sign and submit a TSCA Title VI form to EPA via CDX. You can save your form at any point during the data entry process. Any assigned Supports for your form cannot submit the TSCA Title VI form. The save functionality will allow you to return to that same form at any point in the future.

Once you complete all required information and correct all items failing validation, the system will allow the TSCA Title VI form to be successfully submitted.

10.1   Submission Process: Validate

Click the 'Submit' icon (⎘) that is located in the bottom action bar of the TSCA Title VI application to access the 'Submission Process: Validate' screen. This screen only displays to a TPC Authorized Official upon submission.

The 'Submission Process: Validate' screen displays after clicking the 'Submit' button or icon in the bottom action bar and validates the data in your form.

If there are errors in the form, an error message and the 'TSCA Title VI: Validate' pop-up window are displayed. You can navigate back to the form you were submitting to make the appropriate corrections by clicking the 'Back' button on the 'Submission Process: Validate' screen.

If there are no errors in the form, clicking the 'Continue' button will navigate you to the 'Submission Process: PDF Generation' screen.

Exhibit 10-1 shows a screen capture of the 'Submission Process: Validate' screen:

Exhibit 10-1 Submission Process: Validate Screen
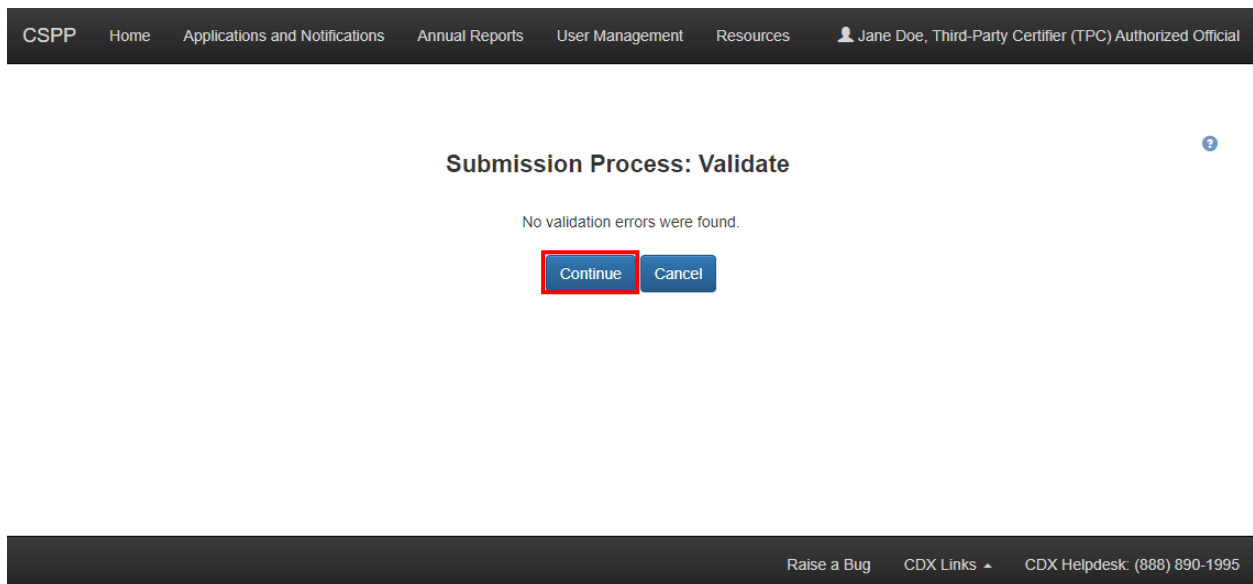
Navigation: Click the 'Continue' button to navigate to the 'Submission Process: PDF Generation' screen.

10.2   Submission Process: PDF Generation Screen

The 'Submission Process: PDF Generation' screen displays after navigating away from the 'Submission Process: Validate' screen. It displays a 'View PDF,' 'View Sanitized PDF,' 'Cancel,' and 'Continue' button to continue the submission process.

Click the 'View PDF' button on the 'Submission Process: PDF Generation' screen to generate a pop-up window displaying a .pdf version of the submitted form.

Click the 'View Sanitized PDF' button on the 'Submission Process: PDF Generation' screen to generate a pop-up window displaying a sanitized .pdf version of the submitted form. If you make no CBI claims on a submission, the 'View PDF' and 'View Sanitized PDF' versions will be the same.

Click the 'Continue' button to navigate to the 'Cross-Media Electronic Reporting Regulation (CROMERR) Submission' screen.

Click the 'Cancel' button to navigate back to the form you were submitting.

Exhibit 10-2 shows a screen capture of the 'Submission Process: PDF Generation' screen:

Exhibit 10-2 Submission Process: PDF Generation Screen
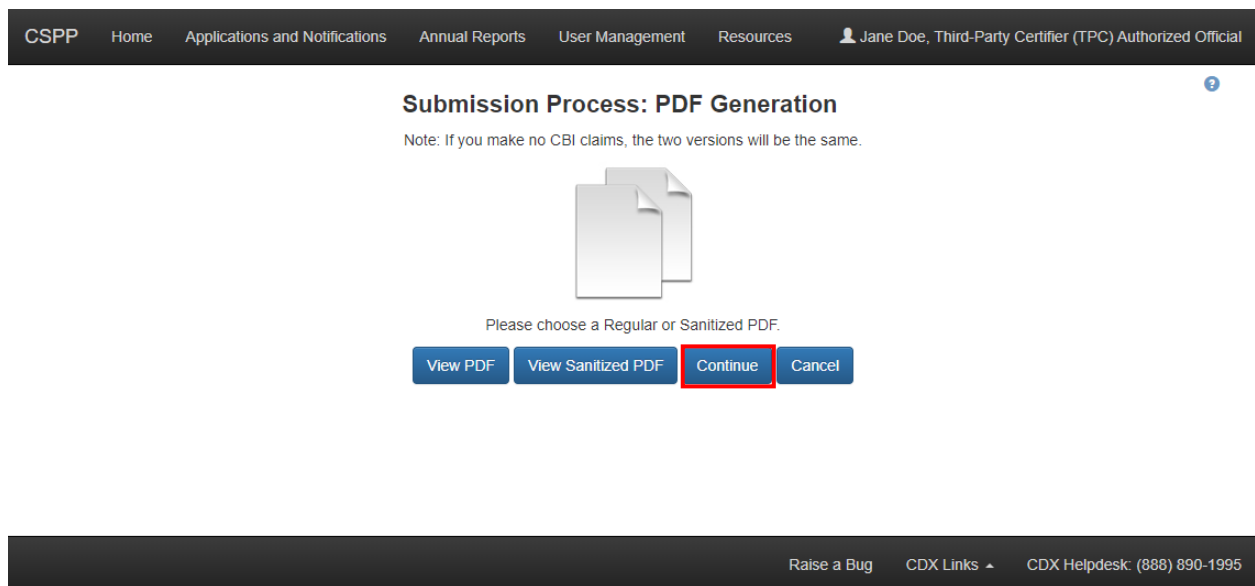
Navigation: Click the 'Continue' button to navigate to the 'Cross-Media Electronic Reporting Regulation (CROMERR) Submission' screen.

10.3   Cross-Media Electronic Reporting Regulation (CROMERR) Submission Screen

The 'CROMERR Submission' screen displays your user ID and an editable password field for you to enter your CDX password.

Click the 'Next' button to generate the 'Answer Secret Question' field set. A 20-5-1 question displays with an editable answer field. The 20-5-1 question will be one that you selected during CDX registration. Enter the answer to the 20-5-1 secret question.

Click the 'Next' button to generate the 'Certify' field set.

Click the 'Submit' button to navigate to generate the 'Success' field set. You must click the 'Submit' button to submit the form to CDX.

Click the 'Finish' button to navigate to the 'Applications and Notifications' screen. You must click the 'Finish' button to acknowledge submission of the form to CDX.

Exhibit 10-3 shows a screen capture for the 'Cross-Media Electronic Reporting Regulation (CROMERR) Submission' screen:

Exhibit 10-3 Cross-Media Electronic Reporting Regulation (CROMERR) Submission Screen

Navigation: Click the 'Finish' button to complete the submission process and proceed to the 'Applications and Notifications' screen.

11   Download Copy of Record

To download a Copy of Record, navigate to the 'Applications and Notifications' screen or the 'Annual Reports' screen and locate a unique ID for which you have successfully completed a submission and which has a status of 'Pending,' 'Approved,' 'Rejected,' or 'Submitted.'

Click the 'Copy of Record' icon (![icon]) from the 'Applications and Notifications' screen or the 'Annual Reports' screen and enter the passphrase that is associated with the form's Copy of Record. Then click the 'Next' button to navigate to the 'Cross-Media Electronic Reporting Regulation (CROMERR) Login' screen where you are required to enter the credentials that you provided during CDX registration. Once you have provided the correct CDX login information, click the 'Next' button to navigate to the 'Answer Secret Question' field set. Enter the answer to the 20-5-1 question and click the 'Next' button to navigate to the 'Copy of Record' screen.

The 'Copy of Record' screen displays the 'File Name,' 'File Size,' and 'Actions' columns in a table format. The 'Copy of Record' screen also gives the option to Download EPA Communications and displays the 'Communication Type,' 'File Name,' 'File Size,' 'Status,' and 'Download' columns in a table format. Click the 'Download Copy of Record' icon (![icon]) to download the individual files uploaded during the submission process or a PDF version of the TSCA Title VI form.

Exhibit 11-1 shows a screen capture of the 'Copy of Record' screen:

Exhibit 11-1 Copy of Record Screen

Navigation: Click the 'Download' icon (![icon]) under the Actions column to download a Copy of Record. Click the 'Home' button to navigate to the TSCA Title VI 'Home' screen.

12   EPA Communications

EPA may send electronic communications related to specific CDX submissions. In the event EPA sends an electronic communication, the original submitter will receive a notification to both their registered email address and inbox within CDX. The notification will inform the user that there is a new, submission-specific communication available from EPA.

Exhibit 12-1 shows a screen capture of a sample Email Notification from CDX:

Exhibit 12-1 New EPA Communication Email Notification

Date: 01/11/2018 16:00:48

You have received a new communication from EPA. You may download a copy of your communication document from the reporting module's "Submission" page in CDX. The "Resources" tab in CDX also contains information that you may find useful, such as links to user guides, programmatic homepages, and information on how to contact EPA should you have questions.

CDX transactionId: _f3ad9834-6192-482c-89fa-ff1266b6ab75

Submission Alias: TPC-APP-2046

Exhibit 12-2 shows a screen capture of a sample CDX Inbox Notification:

**Exhibit 12-2 New EPA Communication CDX Inbox Notification**
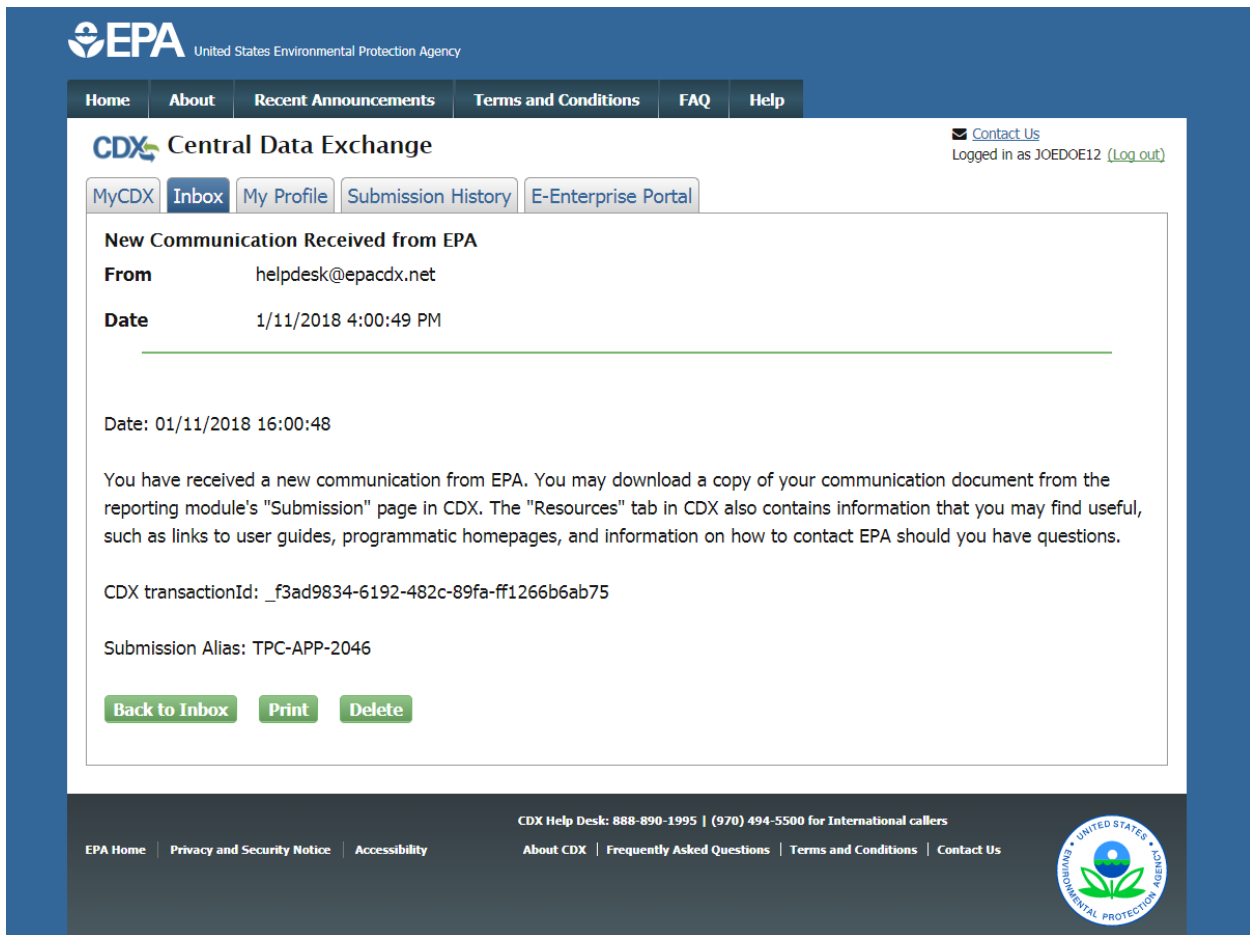
Users can access EPA communications by logging into CDX and navigating to the CSPP application to which a communication applies. Within the TSCA Title VI application, users should navigate to the 'Applications and Notifications' screen or the 'Annual Reports' screen— depending on which form the communication applies to—to access EPA communications. A 'Closed Envelope' icon (📧) appears under the 'Actions' column for a submission that contains a new EPA communication, and an 'Open Envelope' icon (📨) displays for a submission that contains a previously downloaded EPA communication. To access a communication, click either the 'Closed Envelope,' 'Open Envelope,' or 'Copy of Record' icon. To ensure EPA communications are not improperly viewed, access to EPA communications is restricted to users who may access the Copy of Record for a submission. Additionally, EPA captures and stores CDX user and timestamp data each time an EPA communication is accessed.

Exhibit 12-3 shows a screen capture of the 'Applications and Notifications' screen containing a new EPA communication:

Exhibit 12-3 Applications and Notifications Screen

| CSPP | Home | Applications and Notifications | Annual Reports | User Management | Resources | | 👤 Joe Doe, Third-Party Certifier (TPC) Authorized Official |

Applications and Notifications

- If submitting a form for the first time in the TSCA Title VI application, select a form from the 'Select Form Type' drop-down menu and click the 'Start New Form' button.
- To edit an 'In Progress' form, click the Unique ID link in the Unique ID column in the table below.
- To access and edit a form previously submitted through CDX, unlock the form by clicking the lock icon. All additional changes made to an application and/or notification form will be submitted as an amendment.
  An amendment must be submitted to capture information regarding a change in accreditation status including the suspension, reduction or withdrawal of accreditation.
- To download a copy of record for a submitted form, click the green arrow icon.
- To delete any form that has not yet been submitted, click the delete icon.
- All columns may be sorted by clicking the column header.
- Once a form has been completed, click the "Submit" button to begin the submission process.

One entry found.   Items Per Page: 25 ▾

Unique ID ⬍	Form Type ⬍	Status ⬍	Modify Date ⬍	Submission Date ▾	Actions
TPC-APP-2046	Third Party Certifier Application	Approved	01/11/2018	01/11/2018	⬇ ✉ 🔒

Export options: CSV | Excel | XML | PDF

Select Form Type

TPC - Failed Quarterly Test ▾

[Start New Form]

Raise a Bug   CDX Links ▲   CDX Helpdesk: (888) 890-1995

Navigation: Click the 'Closed Envelope,' 'Open Envelope,' or 'Copy of Record' icon to navigate to the 'Enter Passphrase' screen and enter the passphrase that is associated with the submission. Then, click the 'Continue' button to navigate to the 'Cross-Media Electronic Reporting Regulation (CROMERR) Login' screen where you are required to enter the credentials that you provided during CDX registration. Once you have provided the correct CDX login information, click the 'Next' button to navigate to the 'Answer Secret Question' field set. Enter the answer to the 20-5-1 question and click the 'Next' button to navigate to the 'Copy of Record' screen.

The 'Download EPA Communications' table is located at the bottom of the 'Copy of Record' screen and displays EPA communications associated with all versions of the selected submission. The 'Download EPA Communications' table includes the following columns of information:

- **Communication Type:** Displays the type of EPA communication.

- **File Name:** Displays the file name of the EPA communication.

- **File Size:** Displays the file size of the EPA communication.

- **Status:** Displays the status of the EPA communication. The 'Closed Envelope' icon (✉) indicates an un-accessed EPA communication, and the 'Open Envelope' icon (✉) indicates an accessed EPA communication.

- **Download:** Click the 'Download' icon (⬇) to download an EPA communication. The communication file downloads as a PDF.

Exhibit 12-4 shows a screen capture of the 'Copy of Record' screen with the 'Download EPA Communications' table at the bottom:

Exhibit 12-4 Copy of Record Screen (to Access EPA Communications)

Navigation: Click the 'Download' icon (⊕) under the 'Download EPA Communications' table to download the EPA communication file. Click the 'Home' button to return to the TSCA Title VI 'Home' screen.

![CDX logo]

13   Create an Amendment

To amend a submitted TSCA Title VI form, navigate to the 'Applications and Notifications' or 'Annual Reports' screen and locate a submission that you previously submitted with a status of 'Approved,' 'Rejected,' or 'Submitted.' In addition to displaying a status of 'Approved,' 'Rejected,' or 'Submitted' under the 'Status' column, the 'Lock' icon (🔒) will be displayed under the 'Actions' column. Click the 'Lock' icon (🔒) under the 'Actions' column and enter the passphrase associated with that submission to start an amendment.

Exhibit 13-1 shows a screen capture of the 'Applications and Notifications' screen:

Exhibit 13-1 Applications and Notifications Screen - Amendment

| CSPP | Home | Applications and Notifications | Annual Reports | User Management | Resources | | 👤 Jane Doe, Third-Party Certifier (TPC) Authorized Official |

Applications and Notifications

- If submitting a form for the first time in the TSCA Title VI application, select a form from the 'Select Form Type' drop-down menu and click the 'Start New Form' button.
- To edit an 'In Progress' form, click the Unique ID link in the Unique ID column in the table below.
- To access and edit a form previously submitted through CDX, unlock the form by clicking the lock icon. All additional changes made to an application and/or notification form will be submitted as an amendment.
  An amendment must be submitted to capture information regarding a change in accreditation status including the suspension, reduction or withdrawal of accreditation.
- To download a copy of record for a submitted form, click the green arrow icon.
- To delete any form that has not yet been submitted, click the delete icon.
- All columns may be sorted by clicking the column header.
- Once a form has been completed, click the "Submit" button to begin the submission process.

4 entries found.   Items Per Page: 25 ▾

Unique ID ⬥	Form Type ⬥	Status ⬥	Modify Date ⬥	Submission Date ▾	Actions
TPC-APP-27733	Third Party Certifier Application	Approved	05/06/2020	05/06/2020	⬇ 🔒
TPC-FQT-27900	Failed Quarterly Test	In Progress	05/06/2020		✖
TPC-QCLE-27917	Quality Control Limit Exceedance	In Progress	05/06/2020		✖
TPC-RTA-27927	Reduced Testing and Exemption Notification	In Progress	05/06/2020		✖

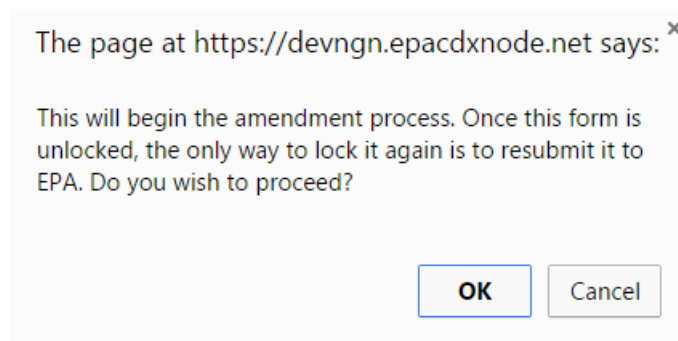Export options: CSV | Excel | XML | PDF

Select Form Type

| TPC - Failed Quarterly Test   ▾ |

[Start New Form]

| | | Raise a Bug | CDX Links ▴ | CDX Helpdesk: (888) 890-1995 |

Navigation: After clicking the 'Lock' icon (🔒), a prompt will display to confirm the amendment process. If you do not want to continue with the amendment, click the 'Cancel' button to cancel the amendment process and return to the 'Applications and Notifications' screen. Click the 'OK' button to close the prompt and continue with the amendment.

Exhibit 13-2 shows a screen capture of the 'Unlock Prompt' message:

Exhibit 13-2 Unlock Prompt Message

The page at https://devngn.epacdxnode.net says: ×

This will begin the amendment process. Once this form is unlocked, the only way to lock it again is to resubmit it to EPA. Do you wish to proceed?

OK   Cancel

Click the 'OK' button to navigate to the 'Enter Passphrase' screen and then the 'Amendment' screen for the specific TSCA Title VI form.

After a submission has been unlocked, the 'Applications and Notifications' screen will display a status of 'In Progress' under the 'Status' column; however, you will not see these changes until you navigate back to the 'Applications and Notifications' screen.

- Refer to **Section 4.2** for further instructions on amending a Third-Party Certifier Application.

- Refer to **Section 5.4** for further instructions on amending a Failed Quarterly Test, Quality Control Limit Exceedance, and Reduced Testing and Exemption Notification forms.

- Refer to **Section 6.2** for further instructions on amending a Third-Party Certifier Annual Report form.
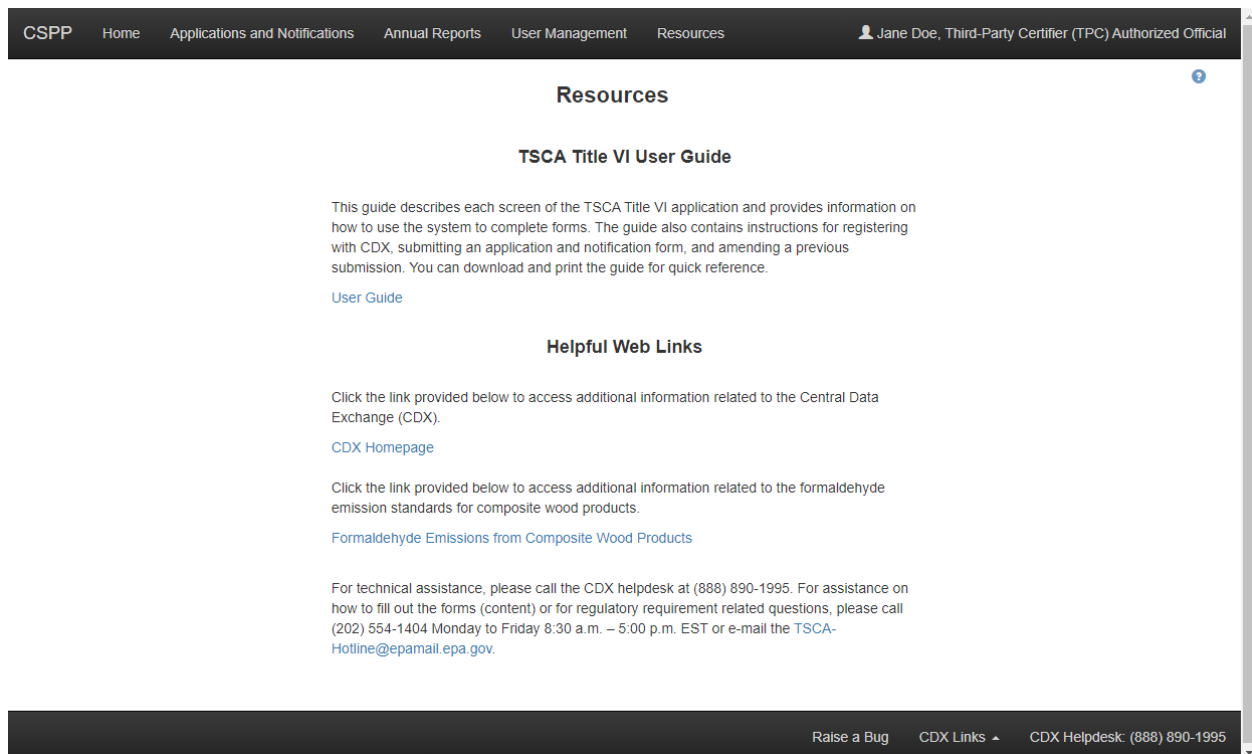
14   Resources

You can access the 'Resources' screen by clicking the 'Resources' tab located at the top of the screen at any time during the submission process. You can also access the 'Resources' screen by clicking the 'Resources' link from the TSCA Title VI 'Home' screen. The 'Resources' screen provides you with links to the appropriate TSCA Title VI user guide as well as additional helpful links. Click the 'User Guide' link to access the TSCA Title VI user guide document.

- **CDX Homepage:** Click the 'CDX Homepage' link to access additional information related to the Central Data Exchange (CDX).

- **Formaldehyde Emissions from Composite Wood Products:** Click the 'Formaldehyde Emissions from Composite Wood Products' link to access additional information related to the formaldehyde emission standards for composite wood products.

Exhibit 14-1 shows a screen capture of the 'Resources' screen:

Exhibit 14-1 Resources Screen

Appendix A

The following table displays all the acronyms and abbreviations used in this document and their full name.

Acronyms and Abbreviations

Acronym	Full Name
AB	Accreditation Body
AO	Authorized Official
CARB	California Air Resources Board
CBI	Confidential Business Information
CDX	Central Data Exchange
CROMERR	Cross-Media Electronic Reporting Regulation
CSPP	Chemical Safety and Pesticide Programs
CSV	Comma-Separated Values
EPA	Environmental Protection Agency
EST	Eastern Standard Time
IAF MLA	International Accreditation Forum Multilateral Recognition Arrangement
ID	Identification
IE	Internet Explorer
ILAC MRA	International Laboratory Accreditation Cooperation Mutual Recognition Arrangement
OPPT	Office of Pollution Prevention and Toxics
PDF	Portable Document Format
TPC	Third-Party Certifier
TSCA	Toxic Substances Control Act
URL	Uniform Resource Locator
XML	Extensible Markup Language