



Section 4(a)(2) of the Toxic Substances Control Act User Guide

United States Environmental Protection Agency
Office of Pollution Prevention and Toxics

EPA #: EPA 705-G-2021-3735

OMB Control No.: 2070-0033

Date Issued: Month Day, 2021



Section 4 of the Toxic Substances Control Act (TSCA) allows the United States Environmental Protection Agency (EPA) to require chemical manufacturers (including importers) and processors to develop information on existing chemicals and submit such information to EPA.

Under Section 4(a) (15 U.S.C. 2603(a)), pursuant to specific statutory requirements, EPA may issue an order requiring the development of information on a chemical.

This collection of information is approved by the United States Office of Management and Budget (OMB) under the Paperwork Reduction Act, 44 U.S.C. 3501 et seq. (OMB Control No. 2070-0033). Responses to this collection of information are mandatory for certain persons, as specified at 15 U.S.C. 2601 *et. seq.* An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The public reporting and recordkeeping burden for this collection of information is estimated to be 137 hours per response. Send comments on the Agency's need for this information, the accuracy of the provided burden estimates and any suggested methods for minimizing respondent burden to the Regulatory Support Division Director, U.S. Environmental Protection Agency (2821T), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed form to this address.

This document presents the user guide for the Office of Pollution Prevention and Toxics (OPPT) Section 4 Test Order Submissions. The TSCA section 4 application is the electronic, web-based tool provided by Environmental Protection Agency (EPA) for the submission of data. As a Primary Authorized Official, you can create, modify, and submit. You can also delete data, create amendments, and download the Copy of Record (CoR).

For questions concerning the Toxic Substances Control Act (TSCA) Section 4 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 am – 6 pm Eastern Standard Time (EST).

The contents of this document do not have the force and effect of law and are not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies. The statements in this document are intended solely as guidance to aid in complying with EPA regulation.



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2. System Requirements

To use the Section 12(b) Export Notification application to submit a Section 12(b) 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

One of the following supported browsers is required to access the Section 4 application:

- 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. User Roles

3.1 Primary Authorized Official (AO) Functions

This section describes how to:

- Access the application
- Navigate the Section 4 'Home' screen
- Assign Supports to complete a form
- Start, complete, and submit an information for a Section 4 Test Order
- Upload an extensible markup language (XML) file
- Download a Copy of Record
- Create an amendment

The Primary AO is responsible for the submission of main forms. As a Primary AO, you can create a new form. You are also responsible for submitting amendments, unlocking submissions,



and deleting forms. You can assign Supports (or other authorized individuals) to edit and complete a form on your behalf. The Primary AO can be thought of as a primary company authorized official, specifically in regard to any sponsored individuals.

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. You can print the form at any point; however, the ‘Not for Submission’ watermark will be placed on the form anytime the form is printed prior to actual submission.

Figure 1, displays a table of the user role capabilities within the Section 4 application:

Table 1: Section 4 User Roles Matrix

Legend	Primary AO	Primary Support
X=Can Perform Function		
	US/Non-US	US/Non-US
Primary Form		
Create Initial Response Form	X	
Create Test Response Form	X	
Submit Original ACM Forms	X	
Generate Producing Company Unique ID	X	
Edit Primary Form	X	X
Submit an original Forms	X	
Unlock Form Submission (Create an amendment)	X	X
Submit an Amendment of a Form	X	
Assign Supports	X	
Download CoR	X	



4. Accessing the Section 4 Application to submit a Test Order Response

4.1 New Users

1. Register in CDX (<https://cdx.epa.gov/>).
2. To create a new CDX account, click on the green **[Register with CDX]** button.
3. Follow the steps provided by CDX to complete registration for Primary Authorized Official role.

EPA United States Environmental Protection Agency

Home About Recent Announcements Terms and Conditions FAQ Help Virtual Assistant

CDX Central Data Exchange [Contact Us](#)

Log in to CDX

User ID

Password

Show Password

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

Welcome

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

Warning Notice and Privacy Policy

Warning Notice

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

1. you are accessing U.S. Government information and information systems that are provided for official U.S. Government purposes only;
2. unauthorized access to or unauthorized use of U.S. Government information or information systems is subject to criminal, civil, administrative, or other lawful action;
3. the term U.S. Government information system includes systems operated on behalf of the U.S. Government;
4. you have no reasonable expectation of privacy regarding any communications or information used, transmitted, or stored on U.S. Government information systems;



4.2 Existing Users

1. Log into CDX (<https://cdx.epa.gov/>).
2. For general questions about CDX, click the **FAQ**, **Help**, or **Contact Us** links at the top of the screen.
3. If you are already an existing CDX user, log in with your User ID and Password.

The screenshot shows the EPA Central Data Exchange (CDX) website. At the top, the EPA logo and "United States Environmental Protection Agency" are visible. A navigation bar includes links for Home, About, Recent Announcements, Terms and Conditions, **FAQ**, **Help**, and Virtual Assistant. The **FAQ** and **Help** links are highlighted with a red box. Below the navigation bar, the CDX logo and "Central Data Exchange" are displayed, along with a **Contact Us** link. The main content area features a "Log in to CDX" section with a background image of a lake. The login form includes fields for "User ID" and "Password", a "Show Password" checkbox, and "Log In" and "Register with CDX" buttons. Below the login form are links for "Forgot your Password?", "Forgot your User ID?", and "Warning Notice and Privacy Policy".

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3. the term U.S. Government information system includes systems operated on behalf of the U.S. Government;
4. you have no reasonable expectation of privacy regarding any communications or information used, transmitted, or stored on U.S.



4. Select the **Primary Authorized Official** link, for **CSPP: Submissions for Chemical Safety and Pesticide Programs**.
5. If you maintain one organization, choosing the Primary Authorized Official Role will take you directly to the Chemical Information Submission System.
6. If you are associated with multiple organizations, choose the relevant Organization Name and Subsequent Program Client ID.
7. Select Proceed.

Services Manage

Status	Program Service Name	Role
	CSPP: Submissions for Chemical Safety and Pesticide Programs	Accreditation Body (AB) Authorized Official
	CSPP: Submissions for Chemical Safety and Pesticide Programs	Accreditation Body (AB) Support
	CSPP: Submissions for Chemical Safety and Pesticide Programs	Primary Authorized Official
	CSPP: Submissions for Chemical Safety and Pesticide Programs	Primary Support
	CSPP: Submissions for Chemical Safety and Pesticide Programs	Secondary Agent/Consultant
	CSPP: Submissions for Chemical Safety and Pesticide Programs	Secondary Authorized Official
	CSPP: Submissions for Chemical Safety and Pesticide Programs	Secondary Support
	CSPP: Submissions for Chemical Safety and Pesticide Programs	Third-Party Certifier (TPC) Authorized Official
	CSPP: Submissions for Chemical Safety and Pesticide Programs	Third-Party Certifier (TPC) Support

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

CDX Service Availability

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

News and Updates

No news/updates.



8. Select TSCA Section 4 from the drop-down menu and click the [OK] button.



CHEMICAL INFORMATION SUBMISSION SYSTEM

TSCA Section 4

OK

Under Section 4(a) (15 U.S.C. 2603(a)), pursuant to specific statutory requirements, EPA may, by rule, order, or consent agreement, requiring the development of information on a chemical. This software is used to respond to any such requirement.

Paperwork Reduction Act Notice

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Authority

The Government Paperwork Elimination Act (GPEA) (44 U.S.C. 3504) provides that, when practicable, Federal organizations use electronic forms, electronic filings, and electronic signatures to conduct official business with the public. EPA's Cross-Media Electronic Reporting Regulation (CROMERR) (40 CFR part 3) (Ref. 2), provides that any requirement in title 40 of the CFR to submit a report directly to EPA can be satisfied with an electronic submission that meets certain conditions once the Agency published a document in the **Federal Register** announcing that EPA is prepared to receive certain documents in electronic form. For more information about CROMERR, go to <http://www.epa.gov/cromerr>.

9. Click the [Section 4 Orders] link on the Home page upper banner.



TSCA Section 4 Home

Submissions

Create, modify, or delete a submission by clicking the Submissions tab.

User Management

Manage the access rights of Supports for each Section 4 submission. For every Support the Authorized Official may grant him/her the ability to edit (but not unlock, create, delete, or submit) the submission.

Resources

Section 4 Submission User Guide

This guide describes each screen of the Section 4 Submission application software and provides information on how to use the system to complete a Section 4 Submission. The guide also contains instructions for register previous submission. You can download and print the guide for quick reference.

Chemical Test Abbreviation Definitions

Click the link provided below to download and print the Section 4 Test Rules chemical test information guide for quick reference.

Toxic Substance Control Act (TSCA) Section 4 Submissions

Click the above link to access additional information related to Section 4 Submission.

CDX Home

Click the above link to access additional information related to Central Data Exchange (CDX).

TSCA Chemical Substances Inventory

Click the above link to access additional information related to the Toxic Substances Control Act (TSCA).

If you need assistance, please call (202) 564-3011 or e-mail the TSCA Hotline at TSCA-Hotline@epamail.epa.gov.

Authorized Official

An Authorized Official has the ability to create, delete, amend, unlock and submit all Section 4 submissions electronically to EPA. The Authorized Official also has the ability to assign Supports to individual submissions.

5. Submit an Initial Response to a Test Order

Manufacturers receiving a Test Order request must identify themselves as Manufacturer, Processor or both within the 30 days after the effective date of the order.

1. Select **[Start New Submission]** to prepare the Individual Initial Response. All manufacturers receiving a Test Order must complete this step regardless of how they intend to respond to the order.

CSPP Home Submissions **Section 4 Orders** User Management William Brigman, Primary Authorized Official (CGI FEDERAL)

Search:

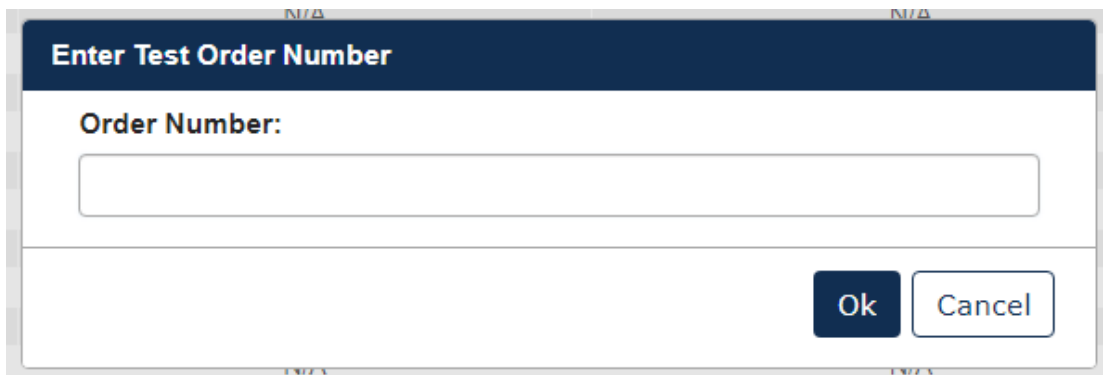
70 items found Page 1 of 3 | Go to 1, 2, 3 | Items Per Page: 25

Order/Consortium Number	Last Action	Current Action	Current Action Due Date	Next Action	Next Action Due Date
TO-2020-1235-288434-01-A	Initial Response	N/A	N/A	N/A	N/A
TO-1565-1654-693420-01-A	Initial Response	N/A	N/A	N/A	N/A
TO-2021-0420-781722-01-A	Initial Response	N/A	N/A	N/A	N/A
TO-2021-0421-1442788-01-A	Initial Response	N/A	N/A	N/A	N/A
TO-2020-1965-732059-01-A	N/A	Submit Initial Response	06/08/2020	Submit Study Plan	03/04/2020
TO-2020-9999-845611-01-A	N/A	Submit Initial Response	06/23/2020	Submit Study Plan	06/05/2020
TO-2020-9876-374647-02-A	Study Plan	Submit Study Report	06/26/2020	N/A	N/A
TO-2020-8989-137320-01-A	Submit Study Report	N/A	N/A	N/A	N/A
TO-1234-1234-879679-01-A	Initial Response	Submit Study Plan	03/01/2020	Submit Study Report	03/10/2020
TO-1234-1234-574846-01-A	N/A	Submit Initial Response	05/27/2020	Submit Study Plan	03/01/2020
TO-2020-5432-118412-01-A	Submit Study Report	N/A	N/A	N/A	N/A
TO-2020-1337-512410-02-A	Initial Response	Submit Study Plan	08/28/2020	Submit Study Report	12/18/2020
TO-2020-1337-512410-01-A	Initial Response	Submit Study Plan	07/17/2020	Submit Study Report	09/11/2020
TO-2020-9989-871822-01-A	N/A	Submit Initial Response	07/30/2020	Submit Study Plan	05/22/2020
TO-2020-1234-630045-01-A	Initial Response	N/A	N/A	N/A	N/A
TO-2020-2987-544031-01-A	Initial Response	Submit Study Plan	08/06/2020	Submit Study Report	08/17/2020
TO-2021-1001-493311-01-A	N/A	Submit Initial Response	03/02/2021	Submit Study Plan	12/02/2020
TO-2021-0216-784400-01-A	N/A	Submit Initial Response	05/16/2021	Submit Study Plan	02/09/2021
TO-2021-1235-410497-01-A	N/A	Submit Initial Response	05/17/2021	Submit Study Plan	08/16/2021
TO-2021-1235-556097-01-A	N/A	Submit Initial Response	05/17/2021	Submit Study Plan	01/19/2021
TO-1234-13-016014-01-A	N/A	Submit Initial Response	05/22/2021	Submit Study Plan	03/01/2021
TO-2021-0309-134916-01-A	Study Plan	Submit Study Report	03/10/2021	N/A	N/A
TO-2021-3456-838926-01-A	N/A	Submit Initial Response	06/29/2021	Submit Study Plan	04/30/2021
TO-2021-0009-708169-01-A	N/A	Submit Initial Response	06/29/2021	Submit Study Plan	08/16/2021
TO-1565-1654-665210-01-A	Initial Response	N/A	N/A	N/A	N/A

Export options: CSV | Excel | XML | PDF

[Start New Submission](#)

2. A text box will appear. Enter the Test Order number that was provided to your institution, then click **[Ok]**.



The screenshot shows a dialog box with a dark blue header containing the text "Enter Test Order Number". Below the header is a white area with the label "Order Number:" followed by a text input field. At the bottom right of the dialog box are two buttons: a dark blue "Ok" button and a white "Cancel" button with a dark blue border.

3. Choose a secure passphrase that can be remembered for the purposes of accessing the form while it is In Progress or the Copy of Record and Communications after submission is completed. The 'Create Passphrase' screen, 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 lose or forget your passphrase, you will not be able to access your submission to print, submit, or make changes. You will need to complete a new submission and create a new passphrase. For security reasons, the system administrator will not have access to your passphrase and will not be able to retrieve it or reset it.

New Passphrase: Enter a passphrase that is between 8 and 20 characters. For maximum security, your passphrase should contain a combination of letters and numbers. Your passphrase should not contain special characters (for example, +, ?, and *).

Confirm Passphrase: Enter the same passphrase that was entered into the 'New Passphrase' field. The same passphrase may be associated with multiple forms. The user can choose to have the same passphrase for all forms. Supports do not have the ability to start a new form or create a passphrase for a form.

TSCA Section 4

New Passphrase

Confirm Passphrase

⚠ You are responsible for remembering your passphrase!

If you lose or forget your passphrase, you will not be able to access your Section 4 form to print, submit, or make changes. You will need to complete a new Section 4 form and create a new passphrase for the submission. For security reasons, the system administrator will not have access to your passphrase and will not be able to retrieve it or reset it.

Action Bar

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

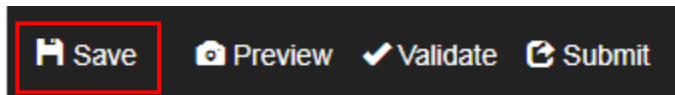
Home: Click the ‘Home’ link to navigate to the Section 4 ‘Home’ screen.

Help: Click the ‘Help’ link to generate a drop-down menu, which displays a link to the user guide.

User ID: Click the user ID link to log out of the application.

The following exhibits, show screen captures for the bottom action bar:

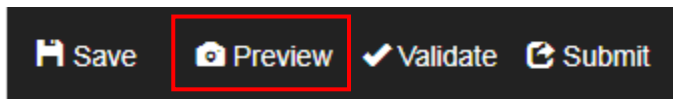
Save: Click the ‘Save’ link at any stage of completing a Section 4 Test Order submission to save the form. To generate and access links to other pages of the form within the navigation tree, you must click the ‘Save’ link within the action bar. After you click the ‘Save’ link, you will receive a message indicating that all data entered in the form has been saved successfully. The save function does not validate any entered data. Click the ‘Previous’ and ‘Next’ buttons on a form to save the data entered within a form. Click the ‘X’ button in the upper right-hand corner of the form in your browser to close the form without saving.



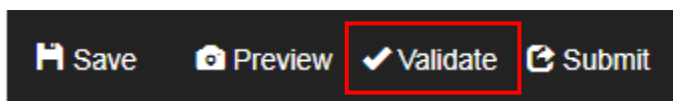
Preview: Click the ‘Preview’ link after uploading a minimum of one chemical to preview the form. After you click the ‘Preview’ link, you will be given the option to view a regular version of the PDF(s) or a sanitized version of the PDF(s). Choosing either option will



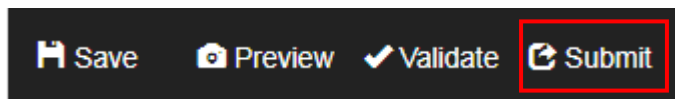
download (a) watermarked PDF version(s) of each chemical identified within the form in a .zip file.



Validate: Click the ‘Validate’ link at any stage of completing a Section 4 Notice of Activity form. A ‘TSCA Section 4 Validation’ window generates when you click the ‘Validate’ link if you disable the pop-up blocker within your internet browser. The ‘Section 4 Validation’ pop-up window displays a report of all warning messages. Refer to **Section Error: Reference source not found** for more information on validating a form.



Submit: Click the ‘Submit’ link to submit a Section 4 form after completing all sections of a Section 4 form. After you click the ‘Submit’ link a pop-up message displays to confirm the submission process. The form validates during the submission process and displays any applicable warning or error messages. You can continue with the submission process only after clearing all validation errors. Upon successful submission of the form, the application generates and sends an email indicating the successful submission of the form to the submitter’s email address.



CDX Links: Click any of the ‘CDX Links,’ located at the bottom of each screen within the ‘CDX Links’ drop-down menu, at any stage of completing a Section 4 Test Order submission.

- o Click the ‘CDX Homepage’ link to navigate to the ‘CDX’ homepage.
- o Click the ‘MyCDX Homepage’ link to navigate to the ‘MyCDX’ page.
- o Click the ‘EPA Homepage’ link to navigate to the EPA Homepage.
- o Click the ‘Terms and Conditions’ link to navigate to the CDX Terms and Conditions screen.
- o Click the ‘Privacy Notice’ link to navigate to the CDX Privacy and Security Notice screen.



- [CDX Homepage](#)
- [MyCDX Homepage](#)
- [EPA Homepage](#)
- [Terms and Conditions](#)
- [Privacy Notice](#)

[Raise a Bug](#) [CDX Links ▲](#) [CDX Helpdesk: \(888\) 890-1995](#)



Step 1: Individual Initial Response to Order

1. **Test Order Recipient submits the Individual Initial Response to Order**
 - a. User should identify if they are responding to the order as a Manufacturer, Processor, or Both.
 - b. The answer provided will drive the Test required for the Test Order.
 - c. Note: The mockup below may change.

CSPP Home Submissions Section 4 Orders User Management William Brigran, Primary Authorized Official (CGI FEDERAL)

Section 4 Test Orders
Order Number - TO-2021-0720-668754-01-A
Initial Response To Order
Contact Information
Technical Contact Information
Submitting Official Information

Individual Initial Response to Order

Order Information - TO-2021-0720-668754-01-A

Effective Date of Order: 07-19-2021 Initial Response Deadline: 10-17-2021
Title of Action: TEST FOR USER GUIDES Docket Number: EPA-HQ-OPPT-2021-0720
Order Response: Identification Response Acknowledgement
Indicate if you are a manufacturer, processor, or both -- review the Order for more information
 Manufacturer Processor Both

Test Information
The tests below are the ones selected for this order.
None
Control Hazard Range Samples - Submit
Control Hazard Range Samples - Hazard Statements
CERCLA 603 Site Assessment - In View Method

Next

2. To complete the submission, go to **Step 5: Submitting a Response.**
3. When the Initial Response is completed, the user will see:

Order/Consortium Number	Last Action	Current Action	Current Action Due Date	Next Action	Next Action Due Date
TO-8088-1565-307458-01-A	Initial Response	Submit Study Plan	03/01/2021	Submit Study Report	03/31/2021
Submission Type		Submission Status		Submission Date	Action
Individual Initial Response To Order		Completed		04-20-2021	

Step 1b: Submitting an Extension Request

1. To submit an Extension Request, click the calendar icon next to the due date in the **[Current Action Due Date]** column.

Order/Consortium Number	Last Action	Current Action	Current Action Due Date	Next Action	Next Action Due Date
TO-8088-1565-307458-01-A	Initial Response	Submit Study Plan	03/01/2021	Submit Study Report	03/31/2021

2. Choose a secure passphrase that can be remembered for the purposes of accessing the form while it is in progress or the Copy of Record and Communications after submission is completed.

TSCA Section 4

New Passphrase

Confirm Passphrase

⚠ You are responsible for remembering your passphrase!

If you lose or forget your passphrase, you will not be able to access your Section 4 form to print, submit, or make changes. You will need to complete a new Section 4 form and create a new passphrase for the submission. For security reasons, the system administrator will not have access to your passphrase and will not be able to retrieve it or reset it.

Continue

Cancel

3. Click the **[Selected Tests]** drop down, to choose which test(s) that is requesting an extension.

Extension Request to Order

Order Information

Order Number: TO-8088-1565-307458-01-A Chemical Substance Name (Regulatory Name): 1,6-Hexanediamine, N1-(6-aminohexyl)-, homopolymer
 Chemical Substance Identifier: 67875-37-0 (CASRN)

Selected Tests:
 Please select the test(s) for which you would like to request an extension.

Nothing selected

OECD 316 Phototransformation of Chemicals in Water - Direct Photolysis

Click the drop down menu arrow next to each test name to view a listing of the attached test documents.

Test	Study Plan Deadline	Proposed Study Plan Deadline	Study Report Deadline	Proposed Study Report Deadline	Status
Nothing found to display.					

Next

Technical Contact Information

4. Click the blue **[Attach Extension Document]** link to upload appropriate documentation.

Order Information

Order Number: TO-8088-1565-307458-01-A Chemical Substance Name (Regulatory Name): 1,6-Hexanediamine, N1-(6-aminohexyl)-, homopolymer
 Chemical Substance Identifier: 67875-37-0 (CASRN)

Selected Tests:
 Please select the test(s) for which you would like to request an extension.

[Attach Extension Document](#)

Click the drop down menu arrow next to each test name to view a listing of the attached test documents.

Test	Study Plan Deadline	Proposed Study Plan Deadline	Study Report Deadline	Proposed Study Report Deadline	Status
OECD 316 Phototransformation of Chemicals in Water - Direct Photolysis 📄	03-01-2021	<input type="text"/>	03/31/2021	<input type="text"/>	Not Started

- a. Select the Test to which the documents relate and select the **[Document Type]** drop down to indicate what documents are being uploaded.

Upload Extension Request Document

Associate Document to Tests:
OECD 316 Phototransformation of Chemicals in Water - Direct Photolysis

I claim the attachment as CBI.

Document Type
Please select a document type ...
Please select a document type ...
Rationale Document
Correspondence
Other

Browse

OK Cancel

- b. For a Rationale Document:

Associate Document to Tests:
OECD 316 Phototransformation of Chemicals in Water - Direct Photolysis

I claim the attachment as CBI.

Document Type
Rationale Document

Rationale

Document Upload
Browse

OK Cancel



c. For a Correspondence:

Upload Extension Request Document

Associate Document to Tests:

OECD 316 Phototransformation of Chemicals in Water - Direct Photolysis

I claim the attachment as CBI.

Document Type

Correspondence

Document Upload

Browse

OK Cancel

d. If the information is CBI, indicate by marking the checkbox and uploading a sanitized version as well.

5. Type in the dates that you are proposing to have as the new deadline. Click **[Next]** to continue.

Order Information

Order Number: TO-8088-1565-307458-01-A **Chemical Substance Name (Regulatory Name):** 1,6-Hexanediamine, N1-(6-aminohexyl)-, homopolymer

Chemical Substance Identifier: 67875-37-0 (CASRN)

Selected Tests:
Please select the test(s) for which you would like to request an extension.

OECD 316 Phototransformati

Attach Extension Document
Click the drop down menu arrow next to each test name to view a listing of the attached test documents.

Test	Study Plan Deadline	Proposed Study Plan Deadline	Study Report Deadline	Proposed Study Report Deadline	Status
OECD 316 Phototransformation of Chemicals in Water - Direct Photolysis	03-01-2021	05/05/2021	03/31/2021	05/31/2021	In Progress

Next
Technical Contact Information

6. To complete the submission, navigate to **Step 5: Submitting a Response.**

7. When the **Extension Request** has been completed, it will show in the main queue.

Submission Type	Submission Status	Submission Date	Action
Study Plan	Completed	04-20-2021	↓ 🔒
Extension Request	Completed	04-20-2021	↓ 🔓

a. If at any point a document has been completed, but has been opened to be edited, the Submission Type will turn blue and the lock icon will be unlocked.



TO-1565-1654-714919-01-A	N/A	Submit Initial Response	05/16/2021	Submit Study Plan	02/22/2021
Submission Type		Submission Status		Submission Date	Action
Individual Initial Response To Order		Completed		03-31-2021	

- b. When a communication from the EPA is received an envelope will show alongside the submission type under the Test Order number.

TO-1565-1654-614567-01-A	Submit Study Report	N/A	N/A	N/A	N/A
Submission Type		Submission Status		Submission Date	Action
Individual Initial Response To Order		Completed - Payment Received		02-26-2021	
Study Plan		Completed - Payment Received		02-26-2021	
Study Report		Completed - Payment Received		03-01-2021	

- c. If you have submitted a Test Order to Join Consortium, once it is completed in your queue you will see:

TO-1500-8367-311558-01-A	Initial Response	N/A	N/A	N/A	N/A
Submission Type		Submission Status		Submission Date	Action
Individual Initial Response To Order		Completed		04-01-2021	

8. To complete the submission, go to **Step 5: Submitting a Response**.

Step 2. Determine How to Respond to the Test Order

Manufacturers have six options from which to choose to comply with the Order. You will receive an e-mail from EPA that provides the CDX Order number you will use for purposes of responding to the Order. Consult the Order you received for details on each of these options.

1. The list of Test required will display based on your Individual Initial Response. If your Individual Initial Response was “Manufacturer” you will see test(s) required for Manufacturers only; if you selected “Processor” you will only see tests that are required when acting or responding as Processor. If the test is required for both or your response was Both, Manufacturer and Processor, you will see all the tests that are required for both.
2. For each test, select how you intend to respond to the Test Order. You can **Develop Information, Submit Existing Information, or Request an Exemption; Claim That You are Not Subject to this Order; indicate that your company Ceased the Manufacture or Processing of the Chemical or Join a Consortium.** For clarification in regards to these responses go back to Step 2.
3. Verify the Chemical Information that the test order applies to. Determine which selection

The screenshot shows the CSPP interface for 'Section 4 Test Orders'. The left sidebar contains a navigation menu with items like 'Initial Response To Order', 'Contact Information', and 'Submitting Official Information'. The main content area is divided into 'Chemical Information' and 'Test Response Information'. The 'Chemical Information' section shows details for Ethanol. The 'Test Response Information' section contains a table with columns for 'Test', 'Test Response', 'Study Plan Deadline', 'Study Report Deadline', and 'Status'. A red box highlights the 'Test Response' dropdown menu for the first test, which is open to show options: Develop Information, Submit Existing Information, Request an Exemption, and Join Consortium.

Test	Test Response	Study Plan Deadline	Study Report Deadline	Status
Octanol Solubility - OECD 105 with EPA modifications (Select Response Type)	Select...	04-20-2021	04-20-2021	Not Started
Water Solubility - OECD 105 with EPA modifications (Select Response Type)	Select...	04-20-2021	04-20-2021	Not Started
Particulates Not Otherwise Regulated, Respirable - NIOSH 0600 (Select Response Type)	Select...	04-20-2021	04-20-2021	Not Started

applies best to each Test Response, select the appropriate value from the drop-down menu under the **Test Response** column. This step must be completed for each test.

4. Click **[Next]** to continue.



Option 1: Develop the Information

If you choose to develop information in response to the Order, you must select this option in the CDX portal form. The Order provides information on the required tests, required protocols/methodologies, and deadlines for the Order.

1. To submit a response as **Develop Information**:

Octanol Solubility - OECD 105 with EPA modifications Response

Order Information

Order Number:	TO-2021-0423-052519-01-A	Initial Response Deadline:	07-19-2021
Docket Number:	EPA-HQ-OPPT-2021-0423	Effective Date of Order:	04-20-2021
Title of Action:	users		

Test Information

Test Name:	Octanol Solubility - OECD 105 with EPA modifications	Test Response:	Develop Information Change Response
------------	--	----------------	---

Octanol Solubility - OECD 105 with EPA modifications Response Documents

File Name	Document Type	Attachment Date	CBI	Action
Nothing found to display.				

[Attach Document](#)

[Previous](#) [Next](#)

2. Click [**Attach Document**]

Upload Develop Information Document

* Document Type: ?

Please select a document type.

Nothing selected

Other

OK Cancel

- a. The **Upload Develop Information Document** pops up. Click the drop-down menu under Document Type and select **Other**.
- b. Provide the **Document Type Description**. Fill out the information highlighted by the red asterisk.



- c. If the attachment contains **Confidential Business Information (CBI)**, indicate this by selecting the **I claim the attachment as CBI** checkbox, and upload a sanitized (marked up version that covers the information that is confidential) of the document as well.

Upload Develop Information Document

- Document Type:
Please select a document type.
Other

- Other Document Type Description:

I claim the attachment as CBI.

- Upload New Document:
 [Browse](#)

- Sanitized Document Upload (will write over previously attached Sanitized file if present):
 [Browse](#)

Attachments containing CBI data require a sanitized copy of the attachment not containing any CBI data.

[OK](#) [Cancel](#)

- d. Click the **[OK]** button to continue.

Test Information

Test Name: Octanol Solubility - OECD 105 with EPA modifications **Test Response:** Develop Information [Change Response](#)

Octanol Solubility - OECD 105 with EPA modifications Response Documents

File Name	Document Type	Attachment Date	CBI	Action
correct_epmn.pdf	Other - test	04-26-2021	N	✖

[Attach Document](#)

[Previous](#) [Next](#)

- 3. Click **[Next]** to continue.
- 4. To complete the submission, navigate to **Step 5: Submitting a Response.**



Option 2: Submit Existing Information

If you choose to respond to the Order by submitting an existing study and/or other relevant information that you believe EPA has not considered, your Initial Response in EPA's CDX portal must include the study and/or other relevant information, along with supporting rationale that explains how the study and/or other relevant information meets part or all of the information described as necessary in the Order. See the Order for more details on this response option.

1. To Submit Existing Information:

Water Solubility - OECD 105 with EPA modifications Response

Order Information

Order Number:	TO-2021-0423-052519-01-A	Initial Response Deadline:	07-19-2021
Docket Number:	EPA-HQ-OPPT-2021-0423	Effective Date of Order:	04-20-2021
Title of Action:	users		

Test Information

Test Name:	Water Solubility - OECD 105 with EPA modifications	Test Response:	Submit Existing Information Change Response
------------	--	----------------	---

Water Solubility - OECD 105 with EPA modifications Response Documents

File Name	Document Type	Attachment Date	CBI	Action
Nothing found to display.				

[Attach Document](#)

[Previous](#) [Next](#)

2. Click the blue **[Attach Document]** link

Upload Existing Information Document

Document Type:
Please select a document type.

Nothing selected

- Study Report
- Rationale Document
- Other

[OK](#) [Cancel](#)

3. To attach a **Study Report**:

Upload Existing Information Document

*** Document Type:**
Please select a document type.
Study Report

I claim the attachment as CBI.

*** Upload New Document:**
Browse

*** Date Study Completed:**

*** Study Report Title:**

Is Study Published?
 Yes No

Test Guideline Number(s):
Please select...

Chemical Tested	CASRN/Accession	Action
Search SRS		

Author(s) of Study: Add

OK Cancel

- a. Fill out the information highlighted by the red asterisk.
 - b. If the attachment has CBI, indicate this, and upload a sanitized document as well.
- ### 4. To add a **Rationale Document**:
- a. Fill out the information highlighted by the red asterisk.
 - b. If the attachment has CBI, indicate this, and upload a sanitized document as well.

Upload Existing Information Document

*** Document Type:**
Please select a document type.
Rationale Document

I claim the attachment as CBI.

*** Upload New Document:**
Browse

OK Cancel

- c. The type of test response that is indicated will affect what Response Documents are needed. If something is needed and not uploaded you will see the following alerts.



You will not be able to progress until the appropriate documents are uploaded for each section.

Water Solubility - OECD 105 with EPA modifications Response Documents

File Name	Document Type	Attachment Date	CBI	Action
Nothing found to display.				
+ Attach Document				
❗ At least one Rationale document must be uploaded.				
❗ At least one Study Report document must be uploaded.				

[Previous](#) [Next](#)

5. When the correct documents have been uploaded, click **[Next]** to continue.
6. To complete the submission, navigate to **Step 5: Submitting a Response**.



Option 3: Request an Exemption

Any person required by the Order to conduct tests and submit information on a chemical may apply for an exemption from such requirement (TSCA section 4(c)(1)). EPA will grant an exemption provided information on an equivalent chemical has been submitted in accordance with a rule, order, or consent agreement under TSCA section 4(a), or is being developed in accordance with such a rule, order, or consent agreement, and submission of information by the exemption applicant would be duplicative of information which has been submitted or is being developed in accordance with such rule, order, or consent agreement. See the Order for more information on and requirements of this response option.

1. To submit a **Request an Exemption**:

Test Information

Test Name: Particulates Not Otherwise Regulated, Respirable - NIOSH 0600

Test Response: Request an Exemption Change Response

Exemption Reason

Information has been submitted on an equivalent chemical and submission of information by the exemption applicant would be duplicative of information which has been submitted to the Administrator.

Information is being developed on an equivalent chemical in accordance with a rule, order, or consent agreement under TSCA section 4(a), and submission of information by the exemption applicant would be duplicative of information which is being developed in accordance with such rule, order, or consent agreement.

Particulates Not Otherwise Regulated, Respirable - NIOSH 0600 Response Documents

File Name	Document Type	Attachment Date	CBI	Action
Nothing found to display.				

[Attach Document](#)

Previous Next

2. Click the appropriate radio button that coincides with the correct **Exemption Reason**
3. Click the blue **[Attach Document]** link.

Document Type:

Please select a document type.

Nothing selected

- Rationale Document
- Statement of Financial Responsibility
- Other

OK Cancel

- a. Select the appropriate document type. Fill out the information highlighted by the red asterisk.
- b. If the attachment has CBI, indicate this, and upload a sanitized document as well.
- c. If no documents are uploaded, validation errors will prevent the user from moving forward.



Exemption Reason

- Information has been submitted on an equivalent chemical and submission of information by the exemption applicant would be duplicative of information which has been submitted to the Administrator.
- Information is being developed on an equivalent chemical in accordance with a rule, order, or consent agreement under TSCA section 4(a), and submission of information by the exemption applicant would be duplicative of information which is being developed in accordance with such rule, order, or consent agreement.

Particulates Not Otherwise Regulated, Respirable - NIOSH 0600 Response Documents

File Name	Document Type	Attachment Date	CBI	Action
-----------	---------------	-----------------	-----	--------

Nothing found to display.

[Attach Document](#)

At least one Rationale document must be uploaded.

At least one Statement of Financial Responsibility document must be uploaded.

[Previous](#)

[Next](#)

Exemption Reason

- Information has been submitted on an equivalent chemical and submission of information by the exemption applicant would be duplicative of information which has been submitted to the Administrator.
- Information is being developed on an equivalent chemical in accordance with a rule, order, or consent agreement under TSCA section 4(a), and submission of information by the exemption applicant would be duplicative of information which is being developed in accordance with such rule, order, or consent agreement.

Particulates Not Otherwise Regulated, Respirable - NIOSH 0600 Response Documents

File Name	Document Type	Attachment Date	CBI	Action
gencoms.html	Rationale Document	04-26-2021	N	
8(d) Health & Safety.pdf	Statement of Financial Responsibility	04-26-2021	N	

[Attach Document](#)

[Previous](#)

[Next](#)

4. Click **[Next]** to continue.
5. To complete the submission, navigate to **Step 5: Submitting a Response.**



Option 4: Claim that You Are Not Subject to the Order

You may claim that you are not subject to the Order if you do not manufacture or process the chemical(s) identified in the Order or you believe the Order was otherwise sent to you in error. An explanation of the basis for your claim, along with appropriate supporting information to substantiate that claim, must accompany your Initial Response in the CDX portal so that EPA can evaluate the claim. See the Order for an explanation of this response option and related requirements.



Option 5: Cease the Manufacture or Processing of the Chemical

If, within 90 days of the effective date of the Order, you intend to cease the manufacture, import or processing of the chemical(s) for which you are subject to by the Order, you may satisfy the requirements of the Order by certifying your intention to the Agency. The Order provides more information on this response option and requirements thereof.

- a. The response chosen in **Order Response Options** will affect the following pages.
- b. If your institution uses an Alternate Name for the chemical identified, click **[Add Alternate Name]** and a text box will appear to fill out.

Chemical Information

Chemical Substance Identifier: 64-17-5

Chemical Substance Name (Regulatory Name): Ethanol

Chemical Group:

Chemical Category:

Alternate Names: ✖

[Add Alternate Name](#)

1. To complete the submission, navigate to **Step 5: Submitting a Response**.



Option 6: Join a Consortium Response to Order

If you choose to form or join a consortium to share in the cost of developing the required information, you (as well as the other participants of the consortium) must individually in CDX, state your intention to participate in a testing consortium for each specific chemical and specific test.

For your obligations under the Order to be satisfied, the designated lead for the consortium must submit a consortium response to EPA through CDX for the consortium. The response must confirm the formation of the consortium, identify its member companies, and list the testing obligations that the consortium plans to fulfill on behalf of each company by indicating each specific test. The letter must also include contact information for the designated lead of the consortium, who must be domiciled in the U.S. The designated lead for the consortium must submit the Initial Response and required information on behalf of the consortium and its member companies by the deadlines listed the Order. After the results of the last required test of the Order is submitted and EPA accepts the information as complying with the Order, or EPA accepts existing information submitted by the Consortium, EPA will then provide notification of compliance with the Order to the Order Recipients and the designated lead of the consortium.

Even if you agree to jointly submit the information as part of a consortium, each Order Recipient is still required to comply with the Order and is individually liable in the event of any failure to comply with the Order. If the consortium fails to submit the information or meet any of the requirements of the Order on your behalf, you will be in violation of the Order unless you submit the required information or meet the requirement individually.

The Agency has provided a list of the manufacturers and processors that have received the Order at the top of the Order in the Summary Information section. This list of manufacturers and processors can be used to help Order Recipients form a consortium to jointly develop information, consolidate testing and share the cost of testing.



1. Select **Join Consortium**, then click **[Start New Submission]**.

Order Information

Order Number:	TO-2021-0423-052519-01-A	Initial Response Deadline:	07-19-2021
Docket Number:	EPA-HQ-OPPT-2021-0423	Effective Date of Order:	04-20-2021
Title of Action:	users	Consortium Initial Response Deadline:	8-18-2021
		Consortium Study Plan Deadline:	10-17-2021
		Consortium Study Report Deadline:	2-18-2023

Test Information

Test Name:	Octanol Solubility - OECD 105 with EPA modifications	Test Response:	Join Consortium Change Response
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I claim my organization's membership in this consortium CBI

Octanol Solubility - OECD 105 with EPA modifications Response Documents

File Name	Document Type	Attachment Date	CBI	Action
Nothing found to display.				

[Attach Document](#)

[Previous](#) [Next](#)

2. In **Test Information**, click the checkbox to claim membership.

Test Information

Test Name:	Octanol Solubility - OECD 105 with EPA modifications	Test Response:	Join Consortium Change Response
-------------------	--	-----------------------	---

I claim my organization's membership in this consortium CBI I wish to receive emails related to my consortium's submissions

- a. If you wish to receive emails related to the consortium, click the related checkbox.
3. Click the blue **[Attach Document]** link.

- a. Select the **Document Type** drop down. Fill out the information highlighted by the red asterisk.
 - b. If the attachment has CBI, indicate this, and upload a sanitized document as well.
 - c. Click **[OK]**.
4. Click **[Next]** to continue.

If at some point during a submission you wish to change the Test Response, all originally uploaded documents will be erased.

5. To complete the submission, navigate to **Step 5: Submitting a Response**.



Creating a Consortium Initial Response to Order

After submitting the Individual Initial Response, if you selected **Join a Consortium** follow the steps below to complete the submission.

For **Consortium Initial Response to Order** Submission Type:

1. Select Consortium Initial Response to Order, then click **[Start New Submission]**

Select the submission type and then click **Start New Submission**

Submission Type:

Start New Submission

2. Choose a secure passphrase that can be remembered for the purposes of accessing the form while it is in progress or the Copy of Record and Communications after submission is completed.

CSPP Home Submissions Section 4 Orders User Management

TSCA Section 4

New Passphrase

Confirm Passphrase

⚠ You are responsible for remembering your passphrase!

If you lose or forget your passphrase, you will not be able to access your Section 4 form to print, submit, or make changes. You will need to complete a new Section 4 form and create a new passphrase for the submission. For security reasons, the system administrator will not have access to your passphrase and will not be able to retrieve it or reset it.

Continue Cancel

3. Fill out all relevant information on Consortium Initial Response to Order screen
 - a. Add Consortium Name and all Order Numbers associated with the Consortium in question.
 - i. Once the Order Number is added to the field, click **[Add Member]** to load the Member into the form
 - b. Add Test Responses via the drop-down list in the Test Response Information section.
 - i. These Test Response options include Develop Information and Submit Existing Information



4. Click [Next].

Consortium Initial Response to Order

Consortium Information

Consortium Name: TESTING CONSORTIUM

Order Number: [Add Member](#)

Order Number	Consortium Member Name	Action
TO-2021-0526-816084-01-A	CGI FEDERAL	X

Order Information

Chemical Substance Name(Regulatory Name): Benzene, 1-chloro-4-nitro-

Chemical Substance Identifier: 100-00-5 Consortium Initial Response Deadline: 09-22-2021

Test Response Information

Click the drop-down menu arrow next to each test name to view a listing of the attached test documents.

Test	Test Response	Status	Study Plan Deadline	Study Report Deadline
OECD 307 Aerobic and Anaerobic Transformation in Soil	Develop Information	In Progress	11-21-2021	03-25-2023
OECD 308B Inherent Biodegradability, Zahn-Wellens/EPA Test	Develop Information	In Progress	11-21-2021	03-25-2023
OECD 314 Simulation Tests to Assess the Biodegradability of Chemicals Discharged in Wastewater	Submit Existing Information	In Progress	11-21-2021	03-25-2023

[Next](#)

If Test Response is **Develop Information**:

1. Choose **Develop Information**, navigating to the Test Response will offer the choice to **Change Response** or **Attach Document** for responding to the Test.
 - a. Choosing [**Change Response**] will return the user to the Consortium Information page where they will be able to change their drop-down choice.
 - b. Clicking [**Attach Document**] will open a pop-up window for attaching a Test Response document.
 - i. Once in the pop-up window, choose **Document Type** and add **Document Type Description**.
 - ii. Click [**Browse**] to upload attachment for response and click checkbox if claiming the attachment as CBI.
 - iii. If attachment is claimed CBI, a sanitized version is required to be attached as well.
 - iv. If the same attachment(s) will be used for other Test Responses in the Consortium, the user can check the box to **Associate Documents to Other Tests**.

OECD 307 Aerobic and Anaerobic Transformation in Soil Response

Consortium Information

Consortium Name: TESTING CONSORTIUM Consortium Initial Response Deadline: 09-22-2021

Test Information

Test Name: OECD 307 Aerobic and Anaerobic Transformation in Soil Test Response: Develop Information Change Response

OECD 307 Aerobic and Anaerobic Transformation in Soil Response Documents

File Name	Document Type	Attachment Date	CBI	Action
Nothing found to display.				
+ Attach Document				

Previous Next

If Test Response is **Submit Existing Information**:

1. Choose **Submit Existing Information**, navigating to the Test Response will offer the choice to **Change Response** or **Attach Document** for responding to the Test.
 - a. Choosing [**Change Response**] will return the user to the Consortium Information page where they will be able to change their drop-down choice.
 - b. Clicking [**Attach Document**] will open a pop-up window for attaching a Test Response document.
 - i. Once in the pop-up window, choose **Document Type**, which depending on choice will open different options.
2. If user selects **Study Report** as the Document Type, they will be required to upload an attachment and complete other fields related to the study being reported.
 - a. Fill out all required fields denoted by the red asterisk.

*** Document Type:**
Please select a document type.
Study Report

I claim the attachment as CBI.

*** Upload New Document:**

*** Date Study Completed:**

*** Study Report Title:**

Is Study Published?
 Yes No

Test Guideline Number(s):
Please select...

Author(s) of Study:

Chemical Tested	CASRN/Accession	Action

3. If the user selects **Rationale Document**, they will be required to upload the Rationale Document as an attachment to the Test Response.



- a. Click **[Browse]** to upload attachment for response and click checkbox if claiming the attachment as CBI.
- b. If attachment is claimed CBI, a sanitized version is required to be attached as well.
- c. Click **[OK]** to exit pop-up window.

Upload Existing Information Document

• Document Type:
Please select a document type.
Rationale Document

I claim the attachment as CBI.

• Upload New Document:
Browse

OK Cancel

4. If the user selects **Other**, they will be required to upload an attachment to the Test Response.
 - a. Add **Document Type Description** for attachment.
 - b. Click **[Browse]** to upload attachment for response and click checkbox if claiming the attachment as CBI.
 - c. If attachment is claimed CBI, a sanitized version is required to be attached as well.
 - d. Click **[OK]** to exit pop-up window.

Upload Existing Information Document

• Document Type:
Please select a document type.
Other

• Other Document Type Description:
[Empty text box]

I claim the attachment as CBI.

• Upload New Document:
Browse

OK Cancel

5. Once all Test Responses are completed, click **[Next]**.
6. To complete the submission, navigate to **Step 5: Submitting a Response**.
7. Once the form has processed and migrated, the **Current Action** will become **Submit Study Plan**.

For Submit Study Plan:

1. Choose a secure passphrase that can be remembered for the purposes of accessing the form while it is in progress or the Copy of Record and Communications after submission is completed.



- b. Select relevant Document Type from drop-down list.
- c. Click **[Browse]** to upload attachment for response and click checkbox if claiming the attachment as CBI.
 - i. If attachment is claimed CBI, a sanitized version is required to be attached as well.
- d. Click **[OK]** to exit pop-up window.

- e. Once all Tests have Study Plan responses, click **[Next]**.
4. To complete the submission, navigate to **Step 5: Submitting a Response**.
5. Once the form has processed and migrated, the **Current Action** will become **Submit Study Report**.

For Submit Study Report:

1. Choose a secure passphrase that can be remembered for the purposes of accessing the form while it is In Progress or the Copy of Record and Communications after submission is completed.

TSCA Section 4

New Passphrase

Confirm Passphrase

⚠ You are responsible for remembering your passphrase!

If you lose or forget your passphrase, you will not be able to access your Section 4 form to print, submit, or make changes. You will need to complete a new Section 4 form and create a new passphrase for the submission. For security reasons, the system administrator will not have access to your passphrase and will not be able to retrieve it or reset it.

Continue

Cancel

- For any Tests in the previous Study Plan form, the user will need to respond to the Test in the Study Report form

Test Order Study Report

Consortium Information - SEC4-CON-21-118429

Consortium Name: TESTING CONSORTIUM

Chemical Information

Chemical Substance Identifier: 100-00-5

Chemical Substance Name (Regulatory Name): Benzene, 1-chloro-4-nitro-

Chemical Group: Chemical Category:

Study Report Documents

[Attach Study Report Document](#)
Click the drop down menu arrow next to each test name to view a listing of the attached test documents.

Test	Study Report Deadline	Status
OECD 307 Aerobic and Anaerobic Transformation in Soil	03/25/2023	Not Started
OECD 302B Inherent Biodegradability: Zahn-Wellens/EVPA Test	03/25/2023	Not Started

[Next](#)
Technical Contact Information

- On the first page of the form, the user should click **Attach Study Report Document** to open pop-up window for attachments.
 - Select Test(s) for Attachment in Associate Document to Tests drop-down list.
 - Select relevant Document Type from drop-down list.
 - Click **[Browse]** to upload attachment for response and click checkbox if claiming the attachment as CBI.
 - If attachment is claimed CBI, a sanitized version is required to be attached as well.



- d. If user selects **Study Report** as the Document Type, they will be required to upload an attachment and complete other fields related to the study being reported.
 - i. Fill out all required fields denoted by the red asterisk.
 - e. Click **[OK]** to exit pop-up window.
4. Once all tests have responses, click **[Next]**.
5. To complete the submission, navigate to **Step 5: Submitting a Response**.



Step 3: Test Order Response Deadlines

Depending on the Order requirement, users will be subject to differing deadlines. please refer to the deadlines provided in the Order. Further, not all deadlines listed in the deadline will appear in the CDX application. Consult the Order for all deadlines and associated requirements.

Step 4: Submit Study Plans(s) and Final Study Report

After the Individual Initial Response to Order is completed, the next step is to **Submit Draft Study Plan** for the tests that are required based on the identification the user submitted to EPA on Step 1.

1. On the Home page, click the blue link **Submit Draft Study Report** in the Next Action column.
2. Choose a secure passphrase that can be remembered for the purposes of accessing the form while it is In Progress or the Copy of Record and Communications after submission is completed.

The screenshot shows a web interface for 'TSCA Section 4'. At the top is a navigation bar with 'CSPP' and links for 'Home', 'Submissions', 'Section 4 Orders', and 'User Management'. Below the navigation bar, the title 'TSCA Section 4' is displayed. There are two input fields: 'New Passphrase' and 'Confirm Passphrase'. Below these fields is a warning box with a triangle icon containing an exclamation mark. The warning text reads: 'You are responsible for remembering your passphrase! If you lose or forget your passphrase, you will not be able to access your Section 4 form to print, submit, or make changes. You will need to complete a new Section 4 form and create a new passphrase for the submission. For security reasons, the system administrator will not have access to your passphrase and will not be able to retrieve it or reset it.' At the bottom of the form are two buttons: 'Continue' and 'Cancel'.

3. Click the blue **Attach Study Plan Document** link.



Test Order Study Plan

Order Information - TO-8088-1565-307458-01-A

Title of Action: learning Docket Number: EPA-HQ-CPPT-8088-1565

Chemical Information

Chemical Substance Identifier: 67875-37-0
Chemical Substance Name (Regulatory Name): 1,6-Hexanediamine, N1-(6-aminoheptyl)-, homopolymer
Chemical Group: Work Plan Chemicals
TRI Chemicals List Chemical Category: Cinnamyl Derivatives Category
Higher Olefins Category
Peroxides
Substituted Diphenylamines Category

Study Plan Documents

[Attach Study Plan Document](#)
Click the drop down menu arrow next to each test name to view a listing of the attached test documents.

Test	Study Plan Deadline	Study Report Deadline	Status
OECD 316 Phototransformation of Chemicals in Water - Direct Photolysis	03/01/2021	03/31/2021	Not Started

4. Click the **[Associate Documents to Tests]** drop down.

- a. The dropdown menu will list options applicable to the test(s) associated with the documents.
- b. Click the **[Document Type]** drop down to select the type of document that will be uploaded; Study Plan, Modification, Correspondence, or Study Plan – OHT Template File.
- c. If the attachment has CBI, indicate this, and upload a sanitized document as well.
- d. Click **[OK]**.



e. If no documents are uploaded, this alert will show

Study Plan Documents

[Attach Study Plan Document](#)
Click the drop down menu arrow next to each test name to view a listing of the attached test documents.

Test	Study Plan Deadline	Study Report Deadline	Status
OECD 316 Phototransformation of Chemicals in Water - Direct Photolysis	03/01/2021	03/31/2021	Not Started

All Tests must have at least one Study Plan document uploaded.

f. When documents are uploaded, the user is able to click the blue arrow button to see what has been uploaded, the type, the attachment date, and CBI information.

Study Plan Documents

[Attach Study Plan Document](#)
Click the drop down menu arrow next to each test name to view a listing of the attached test documents.

Test	Study Plan Deadline	Study Report Deadline	Status
OECD 316 Phototransformation of Chemicals in Water - Direct Photolysis	03/01/2021	03/31/2021	Passes Validation

File Name	Document Type	Attachment Date	CBI	Action
Sec4.docx	Study Plan	04-26-2021	N	

5. Click **[Next]** to continue.
6. To complete the submission, navigate to **Step 5: Submitting a Response.**



Step 4b: Submitting a Final Study Plan

After the Draft Study Plan have been submitted (Step 4a), the next action is to submit a Final Study Plan.

1. On the Home page, click the blue link **Submit Draft Study Report** in the Next Action column.
2. Choose a secure passphrase that can be remembered for the purposes of accessing the form while it is In Progress or the Copy of Record and Communications after submission is completed.

The screenshot shows a web interface for creating a passphrase. At the top is a navigation bar with links for CSPP, Home, Submissions, Section 4 Orders, and User Management. Below this is the heading "TSCA Section 4". There are two input fields: "New Passphrase" and "Confirm Passphrase". Below the input fields is a warning box with a triangle icon and the text: "You are responsible for remembering your passphrase! If you lose or forget your passphrase, you will not be able to access your Section 4 form to print, submit, or make changes. You will need to complete a new Section 4 form and create a new passphrase for the submission. For security reasons, the system administrator will not have access to your passphrase and will not be able to retrieve it or reset it." At the bottom of the form are two buttons: "Continue" and "Cancel".

3. Click the blue **Attach Study Plan Document** link.

Test Order Study Plan

Order Information - TO-8088-1565-307458-01-A

Title of Action: learning Docket Number: EPA-HQ-CPPT-8088-1565

Chemical Information

Chemical Substance Identifier: 67875-37-0

Chemical Substance Name (Regulatory Name): 1,6-Hexanediamine, N1-(6-aminoheptyl)-, homopolymer

Chemical Group: Work Plan Chemicals
TRI Chemicals List Chemical Category: Cinnamyl Derivatives Category
Higher Olefins Category
Peroxides
Substituted Diphenylamines Category

Study Plan Documents

[Attach Study Plan Document](#)
Click the drop down menu next to each test name to view a listing of the attached test documents.

Test	Study Plan Deadline	Study Report Deadline	Status
OECD 316 Phototransformation of Chemicals in Water - Direct Photolysis	03/01/2021	03/31/2021	Not Started

4. Click the **[Associate Documents to Tests]** drop down.

Upload Study Plan Document ✕

Associate Document to Tests: ?

Nothing selected ▼

I claim the attachment as CBI.

Document Type

Please select a document type ... ▼

Document Upload

Browse

OK Cancel

- a. The dropdown menu will list options applicable to the test(s) associated with the documents.
- b. Click the **[Document Type]** drop down to select the type of document that will be uploaded; Study Plan, Modification, Correspondence, or Study Plan – OHT Template File.
- c. If the attachment has CBI, indicate this, and upload a sanitized document as well.
- d. Click **[OK]**.

Upload Study Plan Document
✕

*** Associate Document to Tests:**

OECD 316 Phototransformation of

I claim the attachment as CBI.

*** Document Type**

Please select a document type ...
▼

Please select a document type ...
▼

- Study Plan
- Modification
- Correspondence
- Study Plan - OHT Template File

Browse

OK
Cancel

e. If no documents are uploaded, this alert will show

Study Plan Documents

[Attach Study Plan Document](#)
Click the drop down menu arrow next to each test name to view a listing of the attached test documents.

Test	Study Plan Deadline	Study Report Deadline	Status
OECD 316 Phototransformation of Chemicals in Water - Direct Photolysis ↕	03/01/2021	03/31/2021	Not Started

❗ All Tests must have at least one Study Plan document uploaded.

f. When documents are uploaded, the user is able to click the blue arrow button to see what has been uploaded, the type, the attachment date, and CBI information.

Study Plan Documents

[Attach Study Plan Document](#)
Click the drop down menu arrow next to each test name to view a listing of the attached test documents.

Test	Study Plan Deadline	Study Report Deadline	Status
OECD 316 Phototransformation of Chemicals in Water - Direct Photolysis ↕	03/01/2021	03/31/2021	Passes Validation

File Name	Document Type	Attachment Date	CBI	Action
Sec4.docx	Study Plan	04-26-2021	N	✕


5. Click **[Next]** to continue.

6. To complete the submission, navigate to **Step 5: Submitting a Response**.



Step 4c: Submitting a Final Study Report

1. Once the **Final Study Plan** has been completed a blue **Submit Final Study Report** will appear. Click the blue **Submit Final Study Report** to begin.

Submission Type	Submission Status	Submission Date	Action
Study Plan	Completed	04-20-2021	


2. Choose a secure passphrase that can be remembered for the purposes of accessing the form while it is In Progress or the Copy of Record and Communications after submission is completed.

CSPP Home Submissions Section 4 Orders User Management

TSCA Section 4

New Passphrase

Confirm Passphrase

 You are responsible for remembering your passphrase!

If you lose or forget your passphrase, you will not be able to access your Section 4 form to print, submit, or make changes. You will need to complete a new Section 4 form and create a new passphrase for the submission. For security reasons, the system administrator will not have access to your passphrase and will not be able to retrieve it or reset it.

3. Under **Study Report Documents**, click the blue **Attach Study Report Documents** link.

Test Order Study Report

Order Information - TO-1565-1654-233703-01-A

Title of Action: Jewels Test Docket Number: EPA-HQ-CPPT-1565-1654

Chemical Information

Chemical Substance Identifier: 00-00-0

Chemical Substance Name (Regulatory Name): Formaldehyde

Chemical Group: Clean Water Act (CWA) Priority Pollutant List Chemical Category: Acrylates/Methacrylates
 Clean Air Act Hazardous Air Pollutants Aldehydes
 HPV Chemicals List Aliphatic Amines
 Perfluorinated Substances List Aliphatic Monocarbon Category
 SERS Chemical Ingredients List Alkylalcohols
 Tier Chemical Substances for Initial Risk Evaluation under TSCA Alkylalcohols C8-C13 Category
 TRI Chemicals List Alkyl Diphenyl Oxide Disulfonates (ADPODS) Category
 TSCA §12(b) Export Notification Chemicals List Alkyl Nitros Category
 Work Plan Chemicals Chlorobenzenes Category

Study Report Documents

⊕ Attach Study Report Document
Click the drop down menu arrow next to each test name to view a listing of the attached test documents.

Test	Study Report Deadline	Status
Octanol Solubility - OECD 105 with EPA modifications ⊕	02/28/2021	Not Started
Water Solubility - OECD 105 with EPA modifications ⊕	02/28/2021	Not Started
Particulates Not Otherwise Regulated, Respirable - NIOSH 0600 ⊕	02/28/2021	Not Started
NIOSH 1003* Hydrocarbons, halogenated 1003 ⊕	02/28/2021	Not Started

Next
Retrieve Detailed Information

- a. Click the **Associate Documents to Tests:** drop down to select the appropriate test.
- b. Click the **Document Type** drop down to select the document type associated with the test.

Upload Study Report Document ✕

• **Associate Document to Tests:**

Octanol Solubility - OECD 105 with EPA modifications ⊕

I claim the attachment as CBI.

• **Document Type**

Please select a document type ... ⊕

Please select a document type ...

Study Report

Study Plan - OHT Template File

Other

Browse

OK Cancel

- c. If nothing is uploaded a red alert message will appear.

Study Report Documents

⊕ Attach Study Report Document
Click the drop down menu arrow next to each test name to view a listing of the attached test documents.

Test	Study Report Deadline	Status
Octanol Solubility - OECD 105 with EPA modifications ⊕	02/28/2021	Not Started
Water Solubility - OECD 105 with EPA modifications ⊕	02/28/2021	Not Started
Particulates Not Otherwise Regulated, Respirable - NIOSH 0600 ⊕	02/28/2021	Not Started
NIOSH 1003* Hydrocarbons, halogenated 1003 ⊕	02/28/2021	Not Started

• All Tests must have at least one Study Report document uploaded.



- d. For **Document Type: Study Report**, fill out the information highlighted by the red asterisk.

- a. If the attachment has CBI, indicate this. Click **[OK]** to continue.
4. When the documents have been successfully uploaded, the Status will change to Passes Validation. Click **[Next]** to continue.

Study Report Documents

[Attach Study Report Document](#)
Click the drop down menu arrow next to each test name to view a listing of the attached test documents.

Test	Study Report Deadline	Status
Octanol Solubility - OECD 105 with EPA modifications	02/28/2021	Passes Validation
Water Solubility - OECD 105 with EPA modifications	02/28/2021	Passes Validation
Particulates Not Otherwise Regulated, Respirable - NIOSH 0600	02/28/2021	Passes Validation
NIOSH 1003* Hydrocarbons, halogenated 1003	02/28/2021	Passes Validation

Next
Technical Contact Information

5. To complete the submission, navigate to **Step 5: Submitting a Response**.
6. When all submissions are completed, you will be able to download or unlock to edit the document from the main queue.

TO-8088-1565-393116-01-A	Submit Study Report	N/A	N/A	N/A	N/A
Submission Type	Submission Status	Submission Date	Action		
Individual Initial Response To Order	Completed	02-24-2021			
Study Plan	Completed	03-03-2021			
Study Report	Completed	03-03-2021			



Step 5: Submitting a Response

The submission steps are common and required across all the different forms and stages of the response process. Please follow these steps to complete the submission process to EPA.

1. Technical Contact Information

- b. Fill out all required **Technical Contact Information** denoted by red asterisk or click [**Copy CDX Registration**] to fill in with the information from CDX.
- c. If Technical Contact Information is **CBI**, please check the **CBI** checkbox.

Technical Contact Information

Identify the technical contact who is capable of answering questions related to the chemical(s) submitted to EPA within this submission. Click the 'Copy CDX Registration' button to copy your information from CDX Registration.

Click here to copy your information from CDX Registration: Copy CDX Registration

CBI

Prefix

* First Name

Middle Initial

* Last Name

Suffix

* Company Name

* Phone Number Ext.

Do not enter any dashes (-) in Phone Number field above

* Email Address

* Mailing Address 1

Street address, company name, etc.

Mailing Address 2

Apartment, suite, etc.

* City

* State

* Postal Code

* Country

Previous Next

- d. Click [**Next**] to continue.

2. Submitting Official Information:

- a. If this is CBI, indicate this by clicking the CBI checkbox.
- b. Fill out **Job Title** of this page.
- c. Click the checkbox to Confirm and Proceed.
- d. If you are submitting on behalf of another company, indicate that by clicking the checkbox.



3. Click **[Submit]** to continue.

Submitting Official Information

The information below has been pre-populated from CDX registration. If the information listed is incorrect please make the appropriate edits to your user information in CDX registration.

Submitter is CBI

Prefix: Mrs

First Name: Jilliane

Middle Initial: (

Last Name: Conley

Job Title:

Company Name: jewelstesting

Phone Number: 3374841699

Email Address: jilliane.conley@cgi.com

Mailing Address 1: 684 Wylie Dr

Mailing Address 2:

City: Baton Rouge

State: LA

Postal Code: 70808

This confirmation is required to proceed with the submission process

Please confirm that you are the legally responsible party from the submitting company.

Please select if you are submitting on behalf of another company.



4. **Instructions for Substantiating Confidential Business Information (CBI) Claims**, if necessary.
 - a. If any CBI claims have been made, the **[Continue]** button on the Submitting Official Information page will display the CBI Substantiation page.
 - b. To add the corresponding substantiation documents, select **the [Attach Document for CBI Substantiation]** link.
 - c. To opt-out from providing the CBI Substantiation documents, check the Substantiation Opt.

Instructions for Substantiating Confidential Business Information (CBI) Claims

The Frank R. Lautenberg Chemical Safety for the 21st Century Act created a number of new requirements for those making confidential business information (CBI) claims in TSCA submissions. Among these requirements is an obligation to substantiate most CBI claims at the time of submission.

Information which may be claimed as CBI without substantiation is identified at TSCA 14(c)(2). This information includes:

- A. Specific information describing the processes used in manufacture or processing of a chemical substance, mixture, or article;
- B. Marketing and sales information;
- C. Information identifying a supplier or customer;
- D. In the case of a mixture, details of the full composition of the mixture and the respective percentages of constituents;
- E. Specific information regarding the use, function, or application of a chemical substance or mixture in a process, mixture, or article;
- F. Specific production or import volumes of the manufacturer or processor; and
- G. Prior to the date on which a chemical substance is first offered for commercial distribution, the specific chemical identity of the chemical substance, including the chemical name, molecular formula, Chemical Abstracts Service number, and other information that would identify the specific chemical substance; if the specific chemical identity was claimed as confidential at the time it was submitted in a notice under TSCA.

For other submissions where the submitter has claimed information as CBI, the submitter will be required to upload a document substantiating those CBI claims at the time of submission. The substantiation document should provide EPA any information believed to support the validity of the CBI claims. In order to assist submitters in substantiating their CBI claims, EPA has developed substantiation templates that may be used as a starting point in preparing their CBI substantiations. Submitters are encouraged to use these substantiation template documents, but are not required to do so. The templates and other information relating to substantiating CBI claims can be found at <https://www.epa.gov/tscacbi/what-information-include-cbi-substantiations>.

The Agency is required to review and make a determination on the validity of many CBI claims. Failure to substantiate a CBI claim or a substantiation that does not adequately justify the claim may result in a denial of claims and subsequent public release of information. If you have any questions concerning the options or the substantiation process, please contact:

- Scott Sherlock, 202-664-8257, sherlock.scott@epa.gov
- Jessica Barkas, 202-250-8850, barkas.jessica@epa.gov

If you believe all of the information you have claimed as CBI is exempt from substantiation under TSCA section 14(c)(2) or has been previously substantiated, select the following "Substantiation Opt Out" checkbox and provide a detailed explanation why you believe substantiation is not required.

Substantiation Opt-Out

Select a file to attach (will write over previously attached file if present):

Check if the Substantiation Document is CBI:

5. Once this has been completed, the buttons **[Previous]** and **[Submit]** will appear.

TSCA Certification

I hereby certify to the best of my knowledge and belief that all information entered on this form is complete and accurate.

I further certify that, pursuant to 15 U.S.C. § 2613(c), for all claims for protection for any confidential information made with this submission, all information submitted to substantiate such claims is true and correct, and that it is true and correct that the person submitting the claim has:

- i. taken reasonable measures to protect the confidentiality of the information;
- ii. determined that the information is not required to be disclosed or otherwise made available to the public under any other Federal law;
- iii. a reasonable basis to conclude that disclosure of the information is likely to cause substantial harm to the competitive position of the person; and
- iv. a reasonable basis to believe that the information is not readily discoverable through reverse engineering.

Any knowing and willful misrepresentation is subject to criminal penalty pursuant to 18 U.S.C. § 1001.

- a. Click the **[Confirm]** button to begin the submission process.
- b. The form validation will identify any errors in the form. Otherwise, No Validation Errors Found will display
- c. Click the **[PDF Generation]** button to generate the PDF for the submission. The **[Regular PDF]** button will display any information marked as CBI while the **[Sanitized PDF]** button will provide such information, masked. The PDF(s) can be downloaded for external storage.



Validation

No validation errors were found. Click the "PDF Generation" button to continue the submission process.

6. Click the **[Sign, Encrypt and Submit]** button to access the eSignature Widget

PDF Generation

Click the "Regular PDF" or "Sanitized PDF" button to view a PDF of the Section 4 form. If you make no CBI claims, the two versions will be the same. Please do NOT send a copy of the PDF to the EPA. Click the "Sign, Encrypt, and Submit" button to complete the submission process.

7. Click **[Accept]**

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

- a. Complete the eSignature Widget.
- b. Enter the Authentication Password and enter the Answer to the Verification Question.
- c. Click the **[Sign]** button to complete the submission.
- d. Click the **[X]** in the upper right corner of the eSignature Widget window to cancel the submission.

eSignature Widget

<p>1. Authentication</p> <p>Log into CDX</p> <p>User: JILLIANE.CONLEY</p> <p>Password:</p> <p>Show Password <input type="checkbox"/></p> <p>Welcome Jilliane Conley</p>	<p>2. Verification</p> <p>Question: What was your high school's mascot?</p> <p>Answer:</p> <p>Show Answer <input type="checkbox"/></p> <p>Correct Answer</p>	<p>3. Sign File</p> <p style="text-align: center;"><input type="button" value="Sign"/></p>
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Submission Finished

The submission was sent to the EPA. The Copy of Record link allows you to download of the Copy of Record and signature for this submission. The Copy of Record link will appear in the Submissions list when the EPA receives and processes your submission. Click the "Home" button to go back to the Home screen.

[Home](#)

8. Click the **[Home]** button to return to the Section 4 Home Page.
 - a. Select Submissions at the top to view the Status of a submitted form.